



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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

Email: clerk@melkshamwithout-pc.gov.uk
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Wednesday 28th September 2022

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 3rd October 2022 (POSTPONED FROM MONDAY 12TH SEPTEMBER)** at 7pm at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

******PLEASE NOTE NEW VENUE******

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=Y2x5T25DRIVVVU54UW1YWWE4NkNrZz09>

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

Yours sincerely

Teresa Strange, Clerk

Serving rural communities around Melksham

AGENDA

1. **Welcome, Announcements & Housekeeping**
 - a) To note Book of Condolence for HRH Queen Elizabeth II to be deposited at Wiltshire Archive Centre.
 - b) To note rescheduled meetings for October due to postponement in September
2.
 - a) To receive **apologies** and consider approval of reasons given.
 - b) To consider request for **Leave of Absence** of 3 months by Councillor John Glover (Chairman)
 - c) To consider and appoint an **acting Vice Chair** during the Chair's absence as the Vice Chair David Pafford will be "acting up"
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). To note report from Councillor Seed.
4.
 - a) To receive **Declarations of Interests**
 - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
5. To consider holding items in **Closed Session** due to confidential nature
Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
6. **Public Participation**
7. To approve the Minutes of the Full Council Meeting held on 25 July.
8. **Planning**
 - a) To approve the **Minutes of the Planning** Committee meetings held on 15 August and 5 September.
 - b) To formally approve **Planning Committee recommendations** of 15 August and 5 September 2022.
9. **Asset Management**
 - a) **Bowerhill Sports Field & Pavilion**
 - i) To note remedial works were undertaken (under delegated powers) to improve cracks on one of the youth pitches due to the dry conditions over the Summer at a cost of £567.50 in order to facilitate matches over the weekend of 10/11 September.
 - ii) To approve terms and conditions for hiring the pavilion kitchen area

- b) **Shaw Village Hall**
 - i) To note report from Shaw Village Hall on recent major repair work and due diligence legal checks undertaken as requested by the Area Board in relation to their grant towards the work.
 - ii) To consider request for the Village Hall Management Committee to use the surplus £350 of the £3,000 grant awarded for repairs to the village hall roof/gable wall towards the new replacement oven.
- c) **Shurnhold Fields** To note update from the Friends of Shurnhold Fields Group on difficulties in recruiting volunteers to join the group with a suggestion they disband if none come forward following their AGM in October and consider way forward for maintenance/grasscutting.
- d) **Speed Indicator Device (SID)** To approve the additional amount for moving/erecting the SID as now 2no. devices.
- e) **Play areas in new developments:** To consider final adoption of new play areas in Pathfinder Place & Bowood View following recent site visits.

10. **New Berryfield Village Hall project:**

- a) To note site meeting held on 27th July and handover meeting on 5th September with staged payments 7 & 8 made. Handover of site to the parish council on 5th Sept.
- b) To note the Deed for the Side Agreement for the transfer of Section 106 funds from Wiltshire Council was signed and sealed on 17th August (previously approved Min. 86/22d); received 27th September and invoice raised for £425,997.78
- c) To note the Parish Council have insured the village hall in the interim, until a Village Hall Trust is in place, at a valuation of £920,000.00 for rebuild costs; with weekly inspections in place. Pro rata premium of £3,849.18 has been paid.
- d) To note the Completion Certificate for the new village hall has been issued by Wiltshire Council Building Control on 1 September 2022.
- e) To note a Public Works Loan repayment of £52,284.38 (including £2,784.38 interest) was due on 23 September 2022.
- f) To consider draft/templates for Charitable Trust and Lease (if received)
- g) To receive feedback from meeting with residents as potential trustees on 6th Sept and next steps agreed
- h) To note Berryfield Village Hall Budget Summary vs Spent to date
- i) To approve quotation for soft landscaping planting (£2,000 omitted from Build contract for this work).
- j) To approve quotation for new noticeboard for village hall use
- k) To receive notes/feedback from meeting of BASRAG/Berryfield Village Hall Committee (existing portacabin hall) and Parish Council on 1st September
- l) To note quotation for fire signage and extinguishers as identified by Risk Assessment approved under delegated powers and installed 26th September
- m) To note costs associated with relocation of equipment and furniture from old village hall to new, and other furniture movements, work undertaken Friday 30th September
- n) To consider what aspects of the hall the parish council supply at this stage (wifi, projector screen etc)
- o) To note "Intention for Demolition" paperwork submitted to Wiltshire Council Building Regulations for portacabin village hall, for w/c 31st October.

11. **Melksham Campus/office relocation.**
 - a) To note the Campus Lease was signed and sealed, under delegated powers, (approved Min. 97/22) on 1st August.
 - b) To consider a request for “desk space” and for meeting space from various organisations and a charge rate if applicable.
 - c) To consider purchasing additional equipment in order to access Rialtas accounting software remotely and note donation of computer to run AV equipment.
 - d) To note details of tenancy operational details (A to Z document).
 - e) To note budget/spend to date on office relocation project.

12. **Finance:**
 - a) To note Receipts & Payments reports for July and August.
 - b) To note **cheque signatories/online authority** for September payments.
 - c) **Community Infrastructure Levy (CIL).** To consider projects for joint CIL sharing with Melksham Town Council.
 - d) To consider opting out of the next round of 5 year audit appointments.
 - e) To note receipt of £5,936.98 in CIL funding from planning applications 20/03543 & 15/09689 and 2nd precept payment £117,842.52
 - f) To note NALC briefing on comparative Precept levels. Parish Council precept is £235,689.05 with Band D equivalent of £84.71

13. **Local Highway & Footpath Improvement Group (LHFIG).** To consider and approve costs and priorities of recent requests submitted to LHFIG by the parish council.

14. **Policies/Procedures**
 - a) To consider protocols with regard to invitation from Melksham Independent News for Members to take turns in contributing to an article in the paper highlighting the Council’s activities.
 - b) To consider signing up to Positive Conduct equals Positive Democracy Charter

15. **Community projects/partnership organisations:**
 - a) To consider options for providing support given current Cost of Living crisis.
 - b) **Melksham Community Support.** To receive update following recent meeting and to note a grant application to SSEN Resilient Communities Fund for £8,361 to promote and operate a local emergency response telephone line has been successful.
 - c) To note response regarding broadband speeds in Berryfield from Councillor Ashley O’Neill, Cabinet Member for Governance, IT, Broadband, Digital.
 - d) **Wilts & Berks Canal Trust.** To note minutes and reports of Branch meeting held on 5th July & 2nd August.
 - e) **Hornchurch Road Public Open Space.** To note update on works to the ditch to the rear of dwellings on Kittyhawk Close, Bowerhill (Site visit 28th Sept)
 - f) **Realtime Information in Bus Shelters.** To note update from Wiltshire Council on replacing real-time information on its bus shelters in Wiltshire.
 - g) **Whitley Community Hub.** To consider the principle of revisiting the listing of the Whitley Store/Spindles Shop & Cafe, Top Lane as an Asset of Community Value with Wiltshire Council.
 - h) **CAWS meeting.** To note minutes of meeting held on 28 July 2022.
 - i) To note a Non Material Amendment Planning Application for the Campus has been submitted to Planning and note refurbishment works have started on

Melksham House

- j) **Age Friendly Melksham CIC.** To note results of Age Friendly Community Baseline Survey 2021 – Report on findings, next steps and action planning.

16. **Meeting the Climate Friendly Objective:**

- a) To consider how the parish council moves forward with paperless agenda packs.
- b) Planting of Jubilee Trees: To note indicative costs of trees
- c) Report from Melksham Climate Fest Sunday 2nd October

Teresa Strange

From: Mountford, Paul <Paul.Mountford@wiltshire.gov.uk>
Sent: 23 September 2022 11:45
Cc: Weeks, Rachel; Maggs, Matthew; Iveson, Rebecca
Subject: Condolence Books

To all Town and Parish Councils

I would just like to clarify the position regarding condolence books opened for HM The Queen during the period of mourning.

If you provided an online or actual condolence book this should now be closed. In terms of what you do with your condolence book you have a choice - you may keep and archive it locally in your town / parish records OR send it to the Wiltshire and Swindon History Centre where it will be kept in the county archive. They are **not** to be sent to Buckingham Palace as there will be no national archive available.

In respect of the Wiltshire and Swindon History Centre, there are a few requirements and things to consider, as follows:

- Please do not send them separate loose leaf pages, they must be in a ring binder, book format or bound in some way so that it can be properly stored in the archive. If possible please remove any blank pages.
- If feasible, please look through your condolence book and remove any derogatory messages that occur – hopefully there will be none or very few.
- It is important to note that any condolence books held in the History Centre will be available for public viewing in the future. This means a statement or privacy notice should have been included with the open condolence books which clearly stated to people what would happen with the condolence messages and that they could be publicly viewed. If no statement or privacy notice was included, it is recommended you hold your condolence books locally.

If you wish to send your condolence book to the Wiltshire and Swindon History Centre then please send them to: Wiltshire and Swindon History Centre, Cocklebury Road, Chippenham, Wiltshire, SN15 3QN.

Finally, if you had an online condolence book and wish to send an electronic file to the History Centre, please contact the Lieutenancy Office for separate guidance.

Best wishes
Paul

Paul Mountford, Lieutenancy Officer

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Twitter: Follow the Lieutenancy @WiltsLieutenant



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

MELKSHAM WITHOUT PARISH COUNCIL COUNCIL MEETING DATES 2022/23

Please Note: All Council Meetings commence at **7.00pm and are held in our Meeting Room in The Campus (First Floor) (unless otherwise stated)**. Whilst you are welcome to attend in person, meetings can be accessed via Zoom. Details are on our website or noticeboard for access instructions.

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

UPDATED MEETING DATE LIST

PLANNING COMMITTEE	MONDAY 26 SEPTEMBER 2022
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)	MONDAY 26 SEPTEMBER 2022
FULL COUNCIL (postponed from 12 September)	MONDAY 3 OCTOBER 2022
ASSET MANAGEMENT	MONDAY 10 OCTOBER 2022
PLANNING COMMITTEE	MONDAY 17 OCTOBER 2022
STAFFING (to follow Planning)	MONDAY 17 OCTOBER 2022
FULL COUNCIL	MONDAY 24 OCTOBER 2022
PLANNING COMMITTEE	MONDAY 7 NOVEMBER 2022
FULL COUNCIL	MONDAY 14 NOVEMBER 2022
PLANNING COMMITTEE	MONDAY 28 NOVEMBER 2022
FULL COUNCIL	MONDAY 5 DECEMBER 2022
PLANNING COMMITTEE	MONDAY 19 DECEMBER 2022
FINANCE COMMITTEE (To recommend budget and precept)	MONDAY 09 JANUARY 2023
PLANNING COMMITTEE	MONDAY 16 JANUARY 2023
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)	MONDAY 16 JANUARY 2023
FULL COUNCIL	MONDAY 23 JANUARY 2023

Lorraine McRandle

From: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>
Sent: 12 August 2022 18:26
To: Teresa Strange
Subject: Fwd: Wiltshire Councillor News from Jonathon Seed

It has been a while since I contributed to the Parish Magazine as I considered a break whilst I have attracted unhelpful press headlines appropriate. That has not stopped me liaising with and attending Parish Councils and dealing with the myriad of issues that arise from residents which need addressing/help and generally representing our local community. Getting things done in dealings with Wiltshire Council is very much a part of my role as your Councillor and please feel free to contact me at any time should you need help with a local issue. My contact details are below and email is generally best - but it is always good to talk as they say!

The summer has been exceptionally hot and dry and by the time you read this I hope that we will have started to see some green grass to replace the savannah like appearance of our countryside. Many of us have had problems with getting water to gardens and animals and the exceptionally dry spell has not made rural life easy. Hopefully our plentiful underground water sources will mean that we survive the drought without a hosepipe ban, which is usually the case in the Wessex Water area. The last time we were in the position of considering water restrictions I was Chairing a Flood Goup and a month later we had rain of biblical proportion so let us enjoy our summer whilst it lasts.

Many of you will be aware that the last year has been personally difficult for me and that I have been having to spend a good deal of my time looking after my own issues. The unfounded accusations against me have now been formally dismissed and I can once again fully concentrate on my work as your Councillor. The experience of the last year has not been easy but winning a case, as with elections, is always good. I have learnt a great deal about the system, politics and about myself. I hope that I can use my experience of the past year to help and advise others as I move forward. In the meantime I would like to thank all the local residents who have sent messages of support and look forward to repaying your trust over the next few years. Finally residents should know that I have also applied for and been accepted by my local Party Association to once again represent the Division of Melksham Without West and Rural in the 2025 local elections,

Councillor Jonathon Seed
Wiltshire Councillor for Melksham Without West and Rural
Email: Jonathon.seed@wiltshire.gov.uk. Telephone: 07770774463

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Lorraine McRandle

Subject:

FW: WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

From: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>

Sent: 15 September 2022 08:34

To: Teresa Strange <clerk@melkshamwithout.co.uk>

Subject: Fwd: WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

The past month has been dominated by the incredibly sad news of the passing away of Her Majesty the Queen. I was privileged to meet the Queen and other senior members of the Royal Family during my 23 years of military service including during several years of ceremonial duty in London with the King's Troop Royal Horse Artillery. However the last occasion I met the Queen was as a Wiltshire Councillor in Salisbury in 2012 when she visited Wiltshire as part of her Diamond Jubilee Tour. The County Reception was a great success and again it was a privilege to be presented as the elected representative of the people of Melksham as Chairman of the Melksham Area Board. That visit to Wiltshire concentrated in Salisbury was a huge success and, I think, the last civic visit by the late Queen and the late Duke of Edinburgh to Wiltshire.

As one reign ends another immediately starts and we usher in the reign of King Charles III. There was much civic activity in Wiltshire to mark both the death of the Queen and the proclamation of our new King. This activity is coordinated by the Lord Lieutenant of Wiltshire, Mrs Sarah Rose Troughton. Several messages and instructions from the Lord Lieutenant were issued to Councils and Councillors from her office in County Hall in those key days last month. The moment was well prepared for with the relevant parts of Operation London Bridge (the detailed plan for the Queen's death) having been previously circulated. Instructions were reissued to give local Wiltshire Councils and Councillors guidance on important matters like flag flying, national mourning and the Proclamation of our new King by Town and Parish Councils where they wished to participate.

The County proclamation of the new King took place in Trowbridge and was read to the assembled public and dignitaries by the High Sheriff, the Marchioness of Lansdowne. My wife and I chose to attend the local proclamation in Melksham and what a good choice it was. After signing the book of condolence in the Town Hall we gathered along with several hundred local residents outside Melksham Town Hall. The event was introduced by the Deputy Lord Lieutenant, Robert Floyd of Great Chalfield. King Charles III was proclaimed in Melksham by our young and very able Mayor Councillor Simon Crundell and followed by the singing of two verses of God Save the King. It was all brilliantly well done, very local and a superb local example of what we do best in this Country, County and our local Town.

Finally amongst all of these momentous events the business of local government continues. As your Wiltshire Councillor I am always available to help residents with any local government issues or problems that you may experience. Please feel free to contact me and my contact details are below with e mail often being the best way to get in touch.

Jonathon Seed

Wiltshire Councillor for Melksham Without West and Rural

E mail: Jonathon.seed@wiltshire.gov.uk.

Telephone: 07770774463

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**MINUTES of the Full Council of Melksham Without Parish Council held on
Monday 25 July 2022 at Melksham Rugby Club, Oakfields,
Eastern Way, SN12 7GU at 7.00pm**

Present: Councillors John Glover (Chair), David Pafford (Vice Chair of Council), Alan Baines, John Doel, Mark Harris, Shona Holt, Stefano Patacchiola JP, Andy Russell, Robert Shea-Simonds and Richard Wood

In attendance: Wiltshire Councillor Nick Holder (Bowerhill)

In attendance via Zoom: 2 members of public for part of the meeting

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

132/22 Welcome, Announcements & Housekeeping

a) New venue – August Planning Committee to be held at Melksham Rugby Club and then all meetings to be held at new parish council facilities at the Campus

Councillor Glover welcomed everyone to the meeting and explained the parish offices would be closing Wednesday that week (27th July) at midday and would re-open again on Monday 1st August at the Campus. A Planning meeting was due to take place in August (date to be confirmed) and would be held at Melksham Rugby Club. From September all meetings would be held at the Council's new meeting space at the Melksham Campus.

Councillor Glover informed the meeting a thank you card had been received from the Community Action Whitley & Shaw group (CAWS) for the support given by the parish council for their Jubilee event; this was being circulated during the meeting.

133/22 To receive apologies and consider approval of reasons given

Councillor Chivers had informed the Chair he would not be attending the meeting, but no reasons for absence were given. Councillor Doel understood Councillor Chivers was attending the Whitley Rooms AGM.

Apologies were also received from Councillor Pile due to a hospital appointment and Councillor Hoyle due to work commitments.

Apologies: To approve and accept the reasons for apologies.

134/22 Invited Guests:

a) Wiltshire Councillor Nick Holder (Bowerhill)

Councillor Holder explained there had been a restructure of the Wiltshire Council Community Engagement Team which had been announced earlier in the day and a written update would be provided in due course.

Councillor Holder explained there would now be six Strategic Engagement & Partnership Managers in Wiltshire, with Richard Rogers being appointed as the new manager for Devizes, Pewsey and Melksham Area Boards who would be supported by David Holker an Area Board Delivery Officer, which was a new post.

With regard to the Pathfinder Place development, Councillor Holder provided an update and explained there had been some significant activity in recent weeks. The fifth and final pedestrian crossing over the A365 near the play area had had the necessary cabling put in place and it was hoped the crossing would be operational the following week.

Councillor Holder explained he had concerns regarding fencing from the development on the A365 adjacent to the new crossing and had queried whether this was adequate to stop people getting through and had spoken to Highways earlier that day who had responded to say the issue fell within the remit of Taylor Wimpey to resolve the issue. Councillor Holder had contacted Taylor Wimpey to remind them of their obligations to get the issue resolved. It was understood the crossings would be working the following week.

Cabling for the lights had also been installed and hopefully these would be turned on the following week.

Councillor Holder noted some residents had already moved into Phase 2 of the development on the other side of Pathfinder Way.

Councillor Holder explained concerns had been previously raised at the temporary construction road from Tedder Gardens onto Pathfinder Way being used by residents, this has now been blocked up, as it was never meant to be a permanent access to Pathfinder Way for residents, but just for construction traffic to use.

Councillor Wood asked if there was an update regarding the crossing over Western Way. Councillor Holder explained the crossing was part of the Pathfinder Place scheme and hopefully would be switched on the same time as the others.

Councillor Pafford sought assurances the footpath on Pathfinder Way,

which had been dug up several times, would be resurfaced.

Councillor Holder explained that it should be resurfaced theoretically and would keep the pressure on Taylor Wimpey to action this as it was included in their contract to do so, as well as their planning consent.

Councillor Pafford sought clarification if the public art on Pathfinder Way had been installed as agreed.

It was clarified by Councillor Holder and the Clerk that the public art on Pathfinder Way had been concreted in earlier that day and the public art in the public open space had also been installed.

Councillor Holder explained he understood there was still some issues with regard to the public open space surrounding the attenuation pond.

The Clerk clarified a wooden fence had been erected by the attenuation pond near the exit from the play area, in order to stop children running out into the pond, however, it should have been a metal one as agreed.

It was noted nothing had been done in the play area as agreed, however, this was in the hands of Wiltshire Council's s106 adoptions officer prior to sign off.

Councillor Glover expressed concern at the narrowness of the footpath diversion at the end of the new road near Snowberry Lane, particularly as it would be in-situ for 4 months and school children would be using it, particularly those attending Melksham Oak.

Councillor Holder explained he would investigate as this probably came under the remit of the Bloor Homes development, rather than Taylor Wimpey.

Councillor Holder provided an update on the work to the ditch on Hornchurch public open space to the rear of Kittyhawk Close and explained it had now been cleared by Wiltshire Council's contractor and new planting put in, including nine trees.

Councillor Holder explained he had spoken to Streetscene to ask their contractor to clear the ditch of any debris, such as grass cuttings etc. before the Winter. Extra 'cut ins' will also be provided in the ditch to give extra capacity.

Councillor Holder updated the Council on other matters in Bowerhill and explained the cutting regime at the bottom of Magister Close was due to be changed following a request from residents, which was supported by the parish council.

Councillor Holder explained he had visited the wildflower area behind Wellington Drive following complaints from residents but felt there was no issue which needed resolving.

b) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)

Councillor Phil Alford had tendered his apologies as he was attending a Melksham Town Council Meeting that evening.

c) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural)

Councillor Jonathon Seed had contacted the office earlier in the day to see if there was anything pertaining to his Ward on the agenda.

The Clerk had clarified there was no items relating to his Ward on the agenda and therefore he had tendered his apologies.

135/22 a) To receive Declarations of Interests

Councillor Glover, at the end of the meeting having realised he had not done so, declared a non-pecuniary interest in agenda item 9(a)(iii) relating to block bookings and Future of Football, as his grandson worked for them.

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

None received.

136/22 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 8b, 10b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk advised the following agenda items be held in Closed Session:

- 8(b) Confidential Notes accompanying the Planning Meeting held on 4 July 2022.
- 10(b) Reply from Bellway, Wiltshire Council and solicitors, due to legal Matters and possible start of a legal dispute.

Resolved: That items 8(b) and 10(b) be held in closed session for the reasons given.

137/22 Public Participation

Two members of public from the new Pathfinder Place development on Bowerhill attended the meeting to express concern at the installation of a piece of artwork earlier in the day near one of their properties and at the lack of life saving rings adjacent to the attenuation pond.

It was explained the issues referred to were outside the remit of the Parish Council.

Councillor Glover explained he understood lifesaving rings were not necessarily fitted these days, as they were often removed or vandalised and if there was a requirement this would be by the developer and not Wiltshire Council or the Parish Council.

Councillor Holder asked to speak at this point and provided the Clerk with a contact at Taylor Wimpey to discuss this matter with, as well as suggesting she speak to Remus, the Management Company, if no response was forthcoming from Taylor Wimpey.

Councillor Holder stated he had suggested residents form a residents' group to help collate issues in order to approach Remus for a response.

With regard to the artwork recently installed, a resident explained they were not aware the artwork would be installed so close to their property and queried if it would be permanently located in its current location. The positioning of the artwork had not been brought to their attention by their solicitor or included in any transfer documents. The resident also queried the costs involved.

The Clerk explained as part of the overall plans for the development, there had always been plans for Taylor Wimpey to install a piece of public art in line with the Section 106 Agreement for the development, and it had been agreed that this would be to resemble a 'gateway' to Bowerhill. The location of the artwork, however, was on Wiltshire Council Highway land and not within the development site, with the relevant permissions being granted by the Highways Officers at least 18 months ago. With regard to the costs, the public art had been paid for by Taylor Wimpey and the parish council were not aware of their costs incurred as it was a planning

condition to provide it rather than a sum detailed in the s106 legal agreement.

Resolved 1: To raise the issue of the lack of life saving rings around the attenuation pond with Taylor Wimpey with a proposal for them to supply some.

Resolved 2: The Clerk to write to the resident adjacent to the public art of Pathfinder Way clarifying the background as to why a piece of artwork had been commissioned and who paid for and installed it.

138/22 To approve the Minutes of the Full Council Meeting held on 20 June 2022 and Extra Ordinary Meeting held on 4 July

Councillor Harris queried if the response from Councillor Patacchiola relating to Min 86/22c(ii) with regard to the battery storage was correct in relation to the length of guarantee stated and how often the batteries would need to be changed.

Councillor Patacchiola clarified each warranty was different and things were changing all the time, however, the wording within the minutes was correct at the time.

Councillor Glover provided an update following the meeting on 20th June, as follows:

- All the work at Hornchurch/Kittyhawk had been completed.
- Christie Miller has now been completely knocked down, with hoardings being erected around it to the road side.
- A response had been received from Michelle Donelan MP to say she was arranging to meet the new Housing Minister, Greg Clark MP to discuss the Townsend Farm appeal decision.

Resolved: To approve and for the Chair to sign the Full Council Minutes of 20 June 2022 and the Extra Ordinary Meeting minutes of 4 July.

139/22 Planning

a) To approve the Minutes of the Planning Committee meetings held on 4 July and 18 July 2022

With regard to the minutes of 4th July Min 108(c)(ii) regarding an update on a pre app meeting at the Town Hall on 27th July, the Clerk explained the Town Council had no policy on sharing/publicising discussions with developers and therefore this information had not

been included in the minutes, whereas the parish council have a policy to include pre app discussions in the minutes.

It was agreed to include the 27th July discussions with developers in Confidential Notes, in order that a record was kept of discussions.

The Clerk explained since the minutes of 18th July had been circulated a few minor changes had been made to the minutes as follows:

Min 117(a)(iii): To reflect on responses to planning applications for review in the Neighbourhood Plan

This needed to include a resolution as follows:

For the Clerk to review comments made on recent applications and to forward these to Wiltshire Council as additional comments.

Min 117(a)(v)/22: To approve further task group representatives

Under the resolution the following had been added

‘the revised Terms of Reference being an agenda item for both Council’s at the end of July.’

Min 118(a)(ii)/22: Bowood View:

To add ‘**cost recovery**’ at the end of the second paragraph to read as follows:

‘The Clerk explained she was pursuing Bellway, Wiltshire Council and the Council’s solicitors on the various delays on site and ‘**cost recovery.**’

Resolved: To approve the Planning Committee minutes of 4th July (including the changes made by the Clerk) and 18th July 2022.

b) To approve the confidential notes to accompany the Planning Meeting of 4 July 2022

Resolved: To approve the confidential notes to accompany the Planning Committee meeting on 4th July and include the discussions with developers at a pre app meeting held on 27th July at the Town Hall.

c) To formally approve Planning Committee recommendations of 4 July and 18 July 2022

The Clerk informed the meeting with regard to the minutes of 18th July, due to the time sensitivity of the resolution relating to Min

117(d)/22: Development Design, she had forwarded the Urban Design Report relating to planning application PL/2022/02749 for 144 dwellings on Semington Road to the Planning Officer quoting new legislation. The Planning Officer had subsequently explained on receipt of the Council's concerns and others, that he was asking the developers to redesign the scheme and submit revised plans for further consultation.

Councillor Pafford stated he understood the developers were supposed to start on site on 10th September and therefore, this would have implications with regard to CIL receipts which the Council should bear in mind.

(NB: Point 1 of the Decision Notice dated 10 September 2021 states: The development hereby permitted shall be begun before the expiration of one year from the date of approval of the last of the reserved matters to be approved.

Point 3 states: An application for the approval of all of the reserved matters shall be made to the Local Planning Authority before the expiration of one year from the date of this permission)

With regard to the recommendation in Min 118(b)/22 Councillor Glover expressed frustration with regard to the Pathfinder Place development that the lights and crossings should have been installed prior to the first occupation of the site.

The Clerk explained she had had an opportunity to introduce herself recently to Councillor Nick Botterill, Cabinet Member for Planning and raised the frustration the Council had with regard to developers not

adhering to works detailed in their respective Section 106 Agreements and would be writing to him soon to follow this up.

Resolved: To formally approve the Planning Committee recommendations of 4th July and 18th July 2022.

d) To consider latest update from the Town Council's Priority for People project in response to queries raised, and to consider request for funding

Members had been circulated an update on the Town Council's Priority for People project which included responses from their consultants, Townswork.

It was noted costs associated with the project were as follows:

Townswork fee: £1,200 (ex VAT) per calendar month (June 2022-March 2023).

Melksham Town Council were proposing a budget split between the two councils as follows:

- £2,250 (30% of £7,500) for Priority for People
- £1,350 (30% of £4,500) for the Town Centre Masterplan.

The Clerk had noted the total cost to the parish council of £3,600 could potentially come from the General Contingency reserve.

Councillor Glover stated as the Town Centre Masterplan was to be included in the Melksham Neighbourhood Plan, it was for the parish council to consider a share of the costs and sought a steer from Members and noted there had been no answer to the question if other parish councils in the Melksham Community Area had been approached to help fund Priority for People.

Councillor Glover expressed concern it was still not clear what Townswork had been asked to supply, what the deliverables were against a timeline and what the original Town Council contract included.

Councillor Wood expressed concern that the parish council had not agreed to help contribute towards the costs and queried if the consultant costs had been discussed thoroughly with the Town Council.

The Clerk reminded the meeting that the Council had not previously discussed contributing towards the costs.

With regard to Priority for People, Councillor Pafford stated if the Town Council were doing something which helped with the production

of the Neighbourhood Plan that this needed to be considered, but felt there was not enough information to clarify if it would help with the production of the Neighbourhood Plan as the document was very nebulous. However, with the Town Centre Masterplan the town centre was in the Neighbourhood Plan area and part of the community area and therefore should be supported.

It was noted the timeline for the Town Centre Masterplan was July to November 2022, which would be too late for inclusion in the Neighbourhood Plan and explained Place had stated if the Town Centre Masterplan was not ready by the time the Neighbourhood Plan went out to Regulation 14 it would not be included.

The Clerk stated with regard to the timeline for the Town Centre Masterplan for the Neighbourhood Plan, the brief had already been drawn-up and AECOM were being shown around the town centre.

Councillor Pafford sought clarification if the Town Centre Masterplan work was complete.

The Clerk clarified AECOM had been tasked to undertake this piece of work as an evidence document and to come up with their plan and Place, the Neighbourhood Plan consultants would turn it into planning policy.

Members felt it was very difficult to see where all the bits fitted in as it was very muddled.

The Clerk explained as grant funding from the Government via Locality for Town Centre Master Planning work was available for Neighbourhood Plan groups, the opportunity had been taken to apply for it, to assist with the work the Town Council were undertaking on town centre master planning and luckily the steering group had been successful in their application

Councillor Baines felt as AECOM were now undertaking the work of drawing up a Town Centre Masterplan, there was no need for someone else to do the same work in parallel.

The Clerk explained AECOM were being tasked to undertake this work and tie in with the design guides and there was a holistic piece of work to be undertaken.

Councillor Glover again expressed concern it was still not clear what was being asked for from the Town Council with regard to the Town Centre Masterplan work from Townswork, as only preliminary works were listed and not the full scope of what was expected to be delivered as part of the Town Centre Masterplan. There did not

appear to be a project timeline or deliverables against the monthly cost of £1,200.

Members very much felt there needed to be concrete proposals on how the work being undertaken by Townswork on the Town Centre Master Plan fitted in with the Neighbourhood Plan. There needed to be a proper contract in order to understand what was being requested as part of project, such as the original terms of reference. Therefore, it was:

Resolved: To ask Melksham Town Council to provide more information on what the Town Centre Masterplan and Priority for People work they had commissioned involved, including the Terms of Reference for the contract.

e) To approve amendments to the Neighbourhood Plan Terms of Reference further to the Steering Group meeting held on 29 June 2022

Members discussed the amendments to the Terms of Reference of the Neighbourhood Plan Steering Group as follows:

7: Steering Group Membership

7:4: If a Steering Group Member is a member of more than one organisation, they should declare their wider interest.

At the Steering Group meeting on 29th June it had been agreed to remove the following sentence:

‘Members must not be ‘dual hatted’, for example, they cannot be a town, parish or Wiltshire councillor if representing a community group.’

10. Steering Group Meetings

10.1: The Steering Group will meet as required and remove reference to monthly meetings.

10.2: Meetings will convene at 6.30pm and finish no later than 8.30pm.

Councillor Glover gave an update on what had happened at the recent Neighbourhood Plan Steering Group meeting with regard to the lack of Steering Group Members in attendance and the difficulties this had caused in voting in a new Chair and Vice Chair and wondered if there was merit in seeking 3 representatives from both the Town Council and the Parish Council in order to increase numbers attending meetings.

With regard to the dual hatted reference, the Clerk reminded Members the Town Council had originally asked for this to be put into the Terms of Reference.

Councillor Pafford also raised concern at the lack of Steering Group members attending the meeting, which had been marginally quorate and the difficulties this had caused in voting in a new Chair and Vice Chair and understood the reasoning in suggesting more representatives from both councils on the Steering Group, as long as they had equal votes each.

Councillor Patacchiola sought clarification on the set up of the Steering Group as from the Term of Reference it appeared there were 11 voting members but point 7.4 seemed to be suggesting in those 11 someone could fill 2 of those roles.

The Clerk clarified it meant if someone wished to join the group, from an organization but they were also a councillor this meant they could not join the Steering Group and as an example, the Steering Group were seeking a representative from the Melksham Transport User Group and Councillor Graham Ellis had come forward. However, under the current Terms of Reference, as he was a town councillor, he could not be their representative as he was dual hatted and therefore John Hamley had been nominated instead as the group's representative.

The Clerk felt, however, if a Councillor was also a Wiltshire Councillor this did not mean they could not represent either the town council or the parish council, as the terms of reference referred to representatives of a community group and not another council.

Unfortunately, at the last Steering Group meeting, one Melksham Town Councillor felt the dual hatted rule did apply to those councillors of which they were one. The Clerk felt this was not how she had interpreted this clause but it had been put on the Steering Group agenda at the beginning of the meeting, in order to resolve, prior to the group nominating a Chair and Vice Chair.

Councillor Patacchiola suggested if the wording of the clause could be amended to say each member of the Steering Group was only able to have one vote for the group they were representing.

The Clerk explained there could be an issue with a councillor also being an organisation representative, having a different view than the council they were representing.

Several Members had no issue with a town or parish council representative also being a Wiltshire Councillor, but felt it was important an organisation on the Steering Group had an independence voice.

Councillor Glover expressed concern that in the past Melksham Town Council had been very political and had to vote a certain way, in line with the political view, and if the Wiltshire Council representative on the Steering Group was of the same party, they would also vote the same way.

Councillor Pafford felt as a way forward any dual hatted representative needed to state who they were representing at meetings in order to make it clear.

Councillor Patacchiola suggested 7.4 could be amended to read:

'If a Steering Group Member is a member of more than one organisation, they should declare their wider interest' and to remove the following sentence:

Members must not be 'dual hatted', for example, they cannot be a town, parish or Wiltshire councillor if representing a community group.

The Clerk explained when looking for representatives for the Steering Group it was stated they had to be on a group rather than an individual in order to represent that group's view.

Resolved: Whilst approving amendments to the Terms of Reference with regard to the timings of meetings and how often the Steering Group should meet, to propose an amendment to point 7.4 and for officers to formulate the wording to mean Councillors can be dual hatted in representing either of the Councils, as well as being a Wiltshire Councillor, but only have one vote, but not to have dual hatted community representatives on the Steering Group.

f) To consider the update on the Wilts & Berks Canal Melksham Link project planning application

Members noted in the June Officers Report for the Melksham, Calne & Chippenham Link proposals for the new weir had been removed from the current planning application for the Melksham Link of the canal restoration project.

140/22 Asset Management

a) Bowerhill Sports Field & Pavilion

i) To approve a quotation to provide a Full Legionella Risk Assessment at a cost of £395 + VAT (due to change of use to unmanned building)

Resolved: To approve the quotation of £395 + VAT to provide a Full Legionella Risk Assessment now the Pavilion is unmanned.

ii) To approve a quotation of £180.00 + VAT for a fire risk assessment (due to change of use to unmanned building)

Resolved: To approve a quotation of £180 + VAT for a fire risk assessment now the Pavilion is unmanned.

iii) To consider block bookings moving forward once the offices have moved to the Campus (Future of Football)

Councillor Glover stated both the Clerk and the Amenities & Finance Officer had met with a representative of Future of Football earlier in the day to discuss various issues relating to the use of the public open space football pitches and pavilion.

Future of Football had made a request to remove the goal posts the parish council had installed, in order they could install their own and remove after matches/training, in order to stop others using the pitches in order to preserve the integrity of the goal area. Future of Football were also seeking a contribution towards the cost of the goals from the parish council.

The Clerk felt it important the message needed to be reiterated that Bowerhill Sports Field was a public open space and therefore for the use of everyone, including other groups such as the ATC, cricket, personal trainers as well as use as football pitches for various clubs.

The Clerk had explained to Future of Football the request regarding the goals was one which had to go to Council for a decision as would be an 'in principle' decision to prevent use of the goals all year round and not just to rest pitches for a few weeks in the Summer.

The Clerk expressed concern at who would be responsible for putting up the goals for other teams, as there are three other teams using the facility for their matches.

Some Members also expressed a concern at having removable goal posts and the onus being on someone else, other than the Council, to make sure they were put up for matches.

Concern was also expressed that outside of matches, goals would not be available for members of the public to use.

The Clerk explained Future of Football had asked for one additional 11 aside pitches to be available with the Council previously providing two options to facilitate this suggestion and they had come back with an alternative.

There had also been discussion earlier in the day on the need to complete the necessary booking forms in order that checks can be made to see if pitches have been booked already by another team. This would also be the same for hiring the kitchen facilities, now the parish council offices had relocated, in order to check they had not already been booked out to someone else.

Concern was expressed some teams were using the field without making the Council aware and therefore not paying for their use, therefore, the Council were not in a position to monitor over use of the pitches.

The Clerk clarified teams paid for the use of the pitches and the pavilion facilities in order to cover the costs of lining marking the pitches and cleaning of the changing rooms.

The Clerk explained a question was being asked of Fields in Trust on whether Bowerhill Sports Field could have its designation changed to playing field only rather than public open space.

The Clerk informed the meeting she had been made aware dog owners rather than putting dog mess into the various bins around the sports field were putting it into the bags of top soil footballers used to fill in holes in the pitches.

Resolved: In the interest of all the users of the sports field, not to accept the offer by Future of Football for them to install their own posts.

With regard to the request for the 1 x 11 aside pitches the Clerk to reiterate the Council's previous options suggested and to ask that a decision be made as soon as possible.

iv) To consider and approve hire charges for the kitchen and games room

The Clerk explained Future of Football were keen to hire the kitchen and games room on Saturday and Sunday mornings and for hiring out for football parties. The ATC had also expressed an interest to hire the facilities for approximately 6 evenings during the Summer, if the costs were reasonable.

Members discussed a suitable charge for hiring out the facility against covering cleaning costs.

Resolved: To charge an hourly rate of £5 per hour with a minimum charge of £10 per session.

v) To review and approve quotes for electricity supply at the

Pavilion

Members were reminded the current electricity contract was coming to an end and therefore various quotations had been received from Utility Aid:

EDF	36 month contract	£3,320.24 pa
SSE	36 month contract	£3,433.71 pa
EDF	24 month contract	£3,458.38 pa
SSE	24 month contract	£3,757.32 pa

It was noted the current contract was £1,695.60 pa.

The Clerk explained that prior to the war in Ukraine the Council had always fixed the energy contracts for 3 years, however the energy market was volatile given the war and it was difficult to predict what would happen in the next few months/years. Also, the offices were due to move to new premises shortly and therefore the Pavilion would be empty for most of the time.

Councillor Harris suggested the Council consider variable tariffs as these seemed to be cheaper compared to fixed tariffs.

Councillor Glover explained that unfortunately tariffs available to domestic customers was different to commercial customers and noted the Council had discussed installing solar panels on the Pavilion with a suggestion the Council investigate this sooner rather than later.

Members felt it was very difficult to predict what would happen with the energy market given how volatile it was at present and therefore:

Resolved: To enter into a 24-month contract with EDF Energy at a cost of £3,458.38 pa.

vi) **To consider a request from the ATC to have a storage container (8 x 12ft) in the Pavilion car park**

The Clerk explained a request had been received from the ATC to install a storage container (8 x 12ft) in the Pavilion car park in order to store various pieces of equipment they required when using the sports field for training activities.

The Clerk explained during the Summer months the ATC were using the sports field and bringing their various kit every time and also wished to store other kit which was not used that often and had noted there was already a storage container in the Pavilion car park which Future of Football used.

The Clerk explained in order not to lose car parking spaces a suitable location to locate the container would be adjacent to the Future of Football container.

Councillor Wood queried whether a charge needed to be made to store the container in the pavilion car park.

The Clerk clarified at present the Council were not charging Future of Football to store their container.

Resolved: To approve the request on the same terms as Future of Football, subject to Fields in Trust agreeing to the request.

To place an item on a future agenda, in 12 months' time, to review these requests and consider potential rental charges.

vii) To consider a request for part of the playing fields to be used as a cricket pitch

During the recent hot weather, the outline of a former cricket wicket had appeared on the sports field and therefore a tentative enquiry had been received from a member of Melksham Cricket Club if the club, could possibly hire the pitch in the future for their Third team.

Concern was expressed the cricket season overlapped the football season and the pitch would need some maintenance to get to a playable standard for cricket.

Concern was expressed at having the pitch roped off, given it was on public open space, as well as impacting on the space available for football matches.

Resolved: To hold discussion with the cricket club on their requirements, in order to explore options further.

b) To consider quote for clearing brambles from allotment pathways at £250 excluding VAT

Councillor Glover informed the meeting he had undertaken a site visit of both the allotments and whilst Berryfield allotment pathways were relatively clear, at Briansfield there were small pockets of brambles which needed clearing, but not that much.

Resolved: To ask the Allotment Warden to cut back the brambles from the footpath at Briansfield Allotment using a strimmer.

c) To consider request for picnic benches at Kestrel Court play area

A request had been received for additional picnic benches at Kestrel Court play area.

The Clerk explained there was only one bench in the play area, with the cost of providing an additional picnic bench being £516.15 each plus installation costs. Funding was available either through Community Infrastructure Levy (CIL) funds or the general contingency budget.

Councillor Pafford stated as only one request had been received, he expressed caution given the experience of the Council of benches elsewhere in the parish attracting teenagers, given the location near sheltered housing and older peoples' bungalows and wondered whether it would be prudent to canvas residents in the vicinity of the play area in the first instance.

The resident had also expressed concern at the condition of the Horse Chestnut tree at the entrance to Beanacre Park and whether it was diseased.

Councillor Baines stated this was probably the disease which has been affecting this type of tree for several years, but did not affect the integrity of the trees.

The Clerk explained this had not been picked up on the recent tree survey and the Parish Caretaker was going to investigate and at the same time ascertain if the tree was on council land or belonged to St Barnabas Church.

Resolved: To write to residents surrounding the play area to canvas their opinion in the first instance of an additional bench being installed in the play area and revisit the request once the survey had been completed.

141/22 New Berryfield Village Hall project

a) To note Progress Meeting 6 held on 29th June 2022 (minutes and report) and that the 6th staged payment has been made

It was noted another meeting was due later that week at the village hall.

Resolved: To note the Progress Meeting notes of the meeting held on 29th June, as well as the minutes and report and noted the 6th staged payment of £150,295.48 had been made.

(£125,246.23 excluding VAT).

Certificate 6	£548,013.18	
Less 3% retention	<u>£ 16,440.40</u>	
	£531,572.78	
Less previously paid	<u>£406,326.55</u>	Certificate 1,2,3,4 & 5
	£125,246.23	
VAT at 20%	<u>£ 25,049.25</u>	
TOTAL	£150,295.48	

b) To note reply from Bellway, Wiltshire Council and Solicitors following correspondence regarding lack of drainage provision, late land transfer, play area issues and consider future action

Members noted the various communications with regard to the lack of drainage provision, late land transfer and play area issues.

The Clerk felt the response from Bellway was particularly poor and highlighted that the Wiltshire Council s106 legal agreement was weak; the issues were still being pursued by the Council's solicitor.

c) To note update on transfer of land for a patio adjacent to the hall

Members noted the response from Bellway with a suggested way forward regarding the transfer of land for a patio adjacent to the hall.

It was noted that a small terrace area had already been provided as a circulation space around the hall.

The Clerk explained she had received a call from the new Land Director at Bellway who had suggested a way forward to avoid legal fees on both sides; to wait until the site is handed over to their management company and for the Management Trust of the hall to speak to the residents' representatives of the Management Company to see if they were happy to proceed without a land transfer. The Clerk noted that within the s106 legal agreement it states that the hall is for the use of the public in perpetuity; as is the piece of public open space the proposed patio will be on. Bellway had stated that it needed the Planning department to confirm that the percentage of Public Open Space was still maintained.

The Clerk explained she was still awaiting a response from the Head of Planning with regard to this matter and would have to wait a while longer for a response as he was currently on leave.

d) To note the public art to start on site w/c 8th August

Members noted the public art by artist Kerry Lemon would be installed the week beginning 8th August.

e) To note Notes of Residents working party meeting held on 21 June 2022 and consider any decisions/additional cost implications required

Members noted the notes of the Residents' Working Party meeting held on 21 June 2022.

Councillor Glover explained Members were being asked to consider purchasing additional tables, chairs and storage trolleys at a cost of £3,721.22 + VAT or whether Members wished the Management Committee to apply to the Area Board for a grant to purchase these items, which the Council could match fund.

Councillor Glover felt that the Management Committee of the hall should apply to the Area Board for funding, with the parish council match funding, as per other village halls in the community area who have been successful recently.

The Clerk informed the meeting that unfortunately the provisional opening of the village hall had slipped due to current works taking place on site and was only a couple of days after the Area Board meeting when a potential grant for furniture would be approved.

Resolved: To request the Management Committee of the village hall apply to the Area Board for a grant for the furniture as outlined, with the parish council providing match funding.

f) To approve the insurance quotation of £916.69 + IPT, subject to pro rata amount for cover from handover from Rigg to transfer to Management Trust

The Clerk explained the council needed to insure the village hall to cover the period from handover from Rigg until the parish council could lease to the Management Committee. A VRI (Very Rough Indication) of £916.69 + IPT had been received from the Council's insurers, but would be pro rata for the period required between handover of the village hall from Rigg until the handover to the Management Committee. The amount would be pro rata from the start of the insurance period (part way through the year) and would have a refund too, at the end of the insurance period. There were also some additional items to include in the insurance cover, such as the public art and solar battery too, so the price will be more.

Resolved: To approve the parish council providing insurance cover for the new village hall based on an indicative cost of £916.69 + IPT (pro rata).

g) To approve quotation of £295 + VAT for a Full Legionella Risk Assessment

A quotation of £295 + VAT had been received from Aquasafe Environmental to undertake a full legionella risk assessment of the new village hall.

Members were reminded that in the future the Management Committee would be responsible for ensuring a full legionella risk assessment and regular checks were undertaken on a regular basis.

Resolved: To approve the quotation of £295 + VAT to undertake a full legionella risk assessment at the new Berryfield Village Hall.

h) To approve quotation for noticeboard

A quotation of £435.00 for a council noticeboard for the side of the village hall had been received from Arien Designs with an optional header board to fit above at a cost of £82, plus delivery costs of £110 + VAT (Total £627 + VAT) for the side of the village hall.

The Clerk explained the village hall itself would have their own noticeboard which was included in the budget, this one was for the use of the parish council.

Resolved: To approve the quotation of £627 + VAT for the noticeboard (including header board and delivery costs) with funding to come from General Contingency reserve or Community Infrastructure funding (CIL) if not enough funding now available in the Berryfield Village Hall reserve.

i) To approve purchase of defibrillator and cabinet

Councillor Glover explained that in late papers there was a quotation for a defibrillator and cabinet for the external wall of the village hall at a cost of £2,655.00 + VAT.

The Clerk explained approval had already been given for a defibrillator at Pathfinder Way, which a resident had offered to donate money towards it, as long as they were happy with the revised quote this would be ordered as the electricity supply adjacent to the bus shelter had now been installed.

Resolved: To purchase a new defibrillator at a cost of £2,655.00 + VAT to come from CIL or General Contingency reserve, if there was no funding available in the Berryfield Village Hall reserve.

- j) To sign and seal the Deed for the side agreement for the transfer of s106 funds from Wiltshire Council for the Berryfield Village Hall project, if received**

Unfortunately, the Deed for the side agreement for the transfer of the s106 funds from Wiltshire Council for the hall had not been received.

- k) To approve quotation for demolition, removal and make good of site of existing portacabin village hall**

Councillor Glover explained a quote of £6,120.00 + VAT had been received from Rigg Construction to demolish the old Berryfield Village Hall and associated works. This was £1,120 more than originally estimated and therefore Members needed to approve the additional cost.

Resolved: To approve the revised quotation of £6,120.00 + VAT to demolish the old village hall and make good the site with funding to come from Community Infrastructure Levy (CIL) Reserve or Contingency Reserve to supplement the £5,000 in a specific reserve for this piece of work.

142/22 Melksham Campus/office relocation

- a) To receive verbal report on progress to date**

Councillor Glover explained the broadband and phone lines were installed and the Wi-Fi was working, with the office set to move on Thursday. The white goods would be delivered on Friday. The unpacking would then be done in slow time during August.

Councillor Patacchiola explained that on testing the broadband speed that this was faster than expected and therefore there is not the need for the 5G modem as previously thought, which will save costs.

- b) To note report on expenditure under delegated powers and consider any requests for additional spend**

Councillor Glover explained It was agreed at a previous meeting to compile a list of expenditure for the move, which had been updated and was in late papers for Members' information.

An extra £100 was needed to purchase 4 telephone handsets, as no refurbished ones could be sourced.

£168 + VAT was required for a new intercom, which was on Wiltshire Council's list for the council to purchase, but was unfortunately missed off the list last time it was submitted to Council.

It was noted that various cost savings had been made, as the

dishwasher was less than expected at £207.50 rather than £500, also the 5G modem was not required, at a cost of £200, as well as savings in contractor costs for installing some of the equipment.

Estimated cost of items to purchase	£6,761.00
Cost of items purchased to date	£6,150.64
Cost of items still to be purchased	<u>£1,050.00</u>
Total cost of items to be purchased	£7,200.64

Resolved: To approve the additional costs of £100 for the new phone system and £168 + VAT for the intercom system and note the updated spreadsheet of Budget vs Actual costs.

c) To sign and seal lease if received from Wiltshire Council

The Clerk explained unfortunately this had still not been provided by the Wiltshire Council solicitors.

d) To note Wiltshire Council have appointed two artists to commission artworks for the Campus

Members noted the information with regard to the two artists who had been commissioned to undertake public artwork for the Campus.

e) To respond to invitation for parish councillors to visit Campus and consider if parish council facilities to be part of tour for others

Several Members indicated they had responded separately to the invitation to the Campus visit on Saturday 30th July.

The Campus Team were also asking if the parish council facilities wished to be part of the tour.

Given the offices would have only moved in a couple of days before the tour, it was:

Resolved: For the parish offices to be shut for the tour.

143/22 Finance

a) To note Receipts & Payments reports for June

Resolved: To note the Receipts & Payments reports for June.

b) To seek cheque signatories/online authority for August payments

Councillor Glover sought the authority of the Council to reimburse the Clerk £3,126.78 for payments she had made using her own credit card to purchase items for the Campus, which having previously been approved by Council, were above the Council's own Card limit.

Following best practice, cost comparisons had been made for the goods sought, with the best price being found via John Lewis online as follows:

2 x 75" TV Screens (for meetings) and brackets:	£2,417.98
Dishwasher:	£249.00
Fridge	<u>£329.00</u>
TOTAL (Inc VAT)	£2,995.98

A payment of £130.80 had also been made by the Clerk using her credit card for Fasthosts in setting up the gov.uk account, as previously agreed by Council.

Resolved 1: For Councillors Wood & Shea-Simonds to be cheque signatories/online authority for August payments.

Resolved 2: For the Clerk to be immediately reimbursed £3,126.78 for recent card charges to her personal credit card for purchases for the office move to the Campus and for Councillors Glover and Wood to authorise the online payments.

b) Quarterly Reports for Quarter 4 (April, May, June)

i) To note Budget vs Actual

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

ii) To note Bank Reconciliation

Councillor Glover explained two non-Finance Committee Members were required to sign the bank reconciliations in line with the recommendation made by the internal auditor. The Clerk explained that they need to be signed quarterly. The internal auditor was aware that they were presented to the council as part of their full council agenda pack but still wanted to see them signed. The Clerk suggested that these were signed by non-Finance councillors as the intention behind the signature is part of fraud detection measures, to ensure that the accounting reports match the level of money in the bank accounts, and therefore having a non-Finance councillor sign off ensures that this is done by a councillor who is not able to make payments.

The Clerk also highlighted a cheque book inspection was raised during the latest Finance Risk Assessment, as this was rarely used now so anything untoward would not be picked up quickly. It was suggested that this was brought to the full council meetings, and two non-Finance councillors have a look through the cheque book and sign to say that they have done so.

Resolved: To note the Bank Reconciliations and for Councillors Patacchiola and Russell to sign the bank reconciliation.

NB: During the meeting Councillors Russell and Patacchiola reviewed the chequebook and noted nothing untoward.

c) To note VAT reclaims submitted

At a Full Council meeting on 25 April 2022, it had been resolved to submit a VAT claim every month, rather than quarterly, due to the large amount of VAT the Council were claiming back from the Berryfield Village Hall build.

Members noted since the resolution the following VAT claims had been submitted and reimbursed:

April 2022: £14,937.80
May 2022: £37,910.82
June 2022: £ 1,104.76

Resolved: To note VAT reclaims of £53,953.16 had been submitted to HMRC with the money being received and banked.

d) Financial Regulations

i) To approve amending point 6.20 regarding trade card accounts as discussed at the Finance meeting on 23 May 2022 (Min 42a/22)

Councillor Glover explained this item had been deferred from the meeting on 23 May 2022.

The Clerk explained under the current Financial Regulations only she could use a trade card, however, the Caretaker was in receipt of one from a hardware store which enable him to purchase equipment/goods to undertake duties in the parish on behalf of the council.

The suggested revised wording for point 6.20 in the Financial Regulations was as follows:

Any corporate credit card opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Any trade card account opened by the parish council, named Trade UK (Screwfix) will be restricted for use by the following employees:

- Clerk and RFO limit as per financial regulation 6.18
- Caretaker with a limit of £50 per month

If required items by the caretaker exceed the monthly spend limit in place, this will require prior approval from the Clerk before purchase under her approved limit. If items exceed the Clerk's limit, it will need to go to Full Council for their approval. Payment for items purchased on the Trade UK card will be paid at the next possible payment run, following the receipt of appropriate invoices and statements.

Resolved: To approve the amended wording in point 6.20 of the Financial Regulations as circulated to Members in their agenda packs.

ii) To approve amendments regarding non-Finance Committee Members signing off the quarterly Bank Reconciliation Report

Councillor Glover explained the internal auditor had confirmed he was happy the quarterly reports were noted 4 times by Full Council through the financial year, but requested a Finance Councillor sign each time.

The Clerk felt it was more prudent councillors who were not on the Finance Committee Members checked the bank reconciliation and signed them, which the Internal Auditor was happy with.

Resolved: To approve amendments to the Financial Regulations to include two non-Finance Committee members to sign the Quarterly Reports presented to Full Council.

f) To approve the Council entering into a payment card contract in order to take card payments and to approve cancellation of the current payment card system

The Clerk explained a payment card system (izettle) had been purchased by the Council, however, in order to get the system up and running a credit check of the Clerk was required. Whilst this had been done to enable a mobile phone contract to be procured in the past, it was felt not appropriate for this system as a "work around" as the money was being received, rather than paid out. It was felt that the credit check should be taken out on the bank account of the council. Due to Covid, this was not progressed at the time.

Subsequently, Unity Bank are now promoting a new payment card system called Elavon, which just checked the Clerk's ID and that there was a resolution from the Council they had resolved to enter into a contract for the payment card system (Elavon).

Resolved: To approve cancellation of the current payment card contract and to enter into a new contract with Unity Bank for an Elavon payment card system.

g) To receive verbal update on Community Infrastructure Levy (CIL) meeting held on 19th July and approve draft Heads of Terms for transfer of funds to Melksham Town Council for the East of Melksham Community Centre

Councillor Glover explained the meeting had resulted in a draft agreement which hopefully both councils would approve at their respective meetings that evening.

Unfortunately, as Melksham Town Council had discussed the community centre in closed session, it was difficult to expand on their plans for it.

Councillor Glover explained Councillors needed to come with ideas at the next Full Council meeting in September for the shared 10% of Community Infrastructure Levy (CIL) with the Town Council to add to a priority list. The Town Council would also be coming up with their own ideas to add to the list.

The Clerk explained at the meeting with the Town Council that it was felt a priority list of ideas needed to be considered as soon as possible rather than wait until CIL had been received and then decide what projects to spend the funding on. This would avoid any potential conflicts as to which parish the funding had come from, if a priority list had already been agreed before aware of the funding area. It was also felt that there should be a timescale attached to the priority list.

For those previously not on the Council, the Clerk explained it had been agreed the extra 10% received in CIL funding for having a joint neighbourhood plan would be jointly pooled between both councils to fund various projects which would benefit residents in the neighbourhood plan area.

Councillor Wood suggested a new footpath from Berryfield to the proposed new school at Pathfinder Way via the A365 was a good project to consider, but would need significant funding.

Councillor Glover suggested Real Time Information for bus shelters was also a good project to add to the list.

Resolved: To agree the Heads of Terms for the transfer of the £315,029.94 CIL funding received from the East of Melksham

developments (Acorns & Hunters Wood) for the East of Melksham Community Centre build.

h) To approve bank transfer from Lloyds to Unity bank

Councillor Glover explained £400,000.00 needed to be moved across from the Lloyds account to the Unity Bank

Resolved: To transfer £400,000.00 from Lloyds Bank to Unity Bank and for two signatories at the end of the meeting to sign the cheque in order to transfer the funds as soon as possible.

i) To note new direct debit in place (PlusNet) and approve payment method for Campus rent to Wiltshire Council

Members noted a new direct debit was in place for PlusNet for the phone line and broadband for the new offices at the Campus at a monthly cost of £30.50 + VAT, a direct debit was also in place for Fasthost for gov.uk website hosting at approximately £1 per month. In addition, quarterly rent payments for the council offices at the Campus will need to be made to Wiltshire Council, as per the schedule in the lease. The Clerk explained that the council needed to approve that these regular payments are made, as outside of the annual list that was approved in May.

Councillor Glover asked that consideration be given on a future agenda to future office requirements in 10 years' time, given the Council had only entered into a 10-year lease with Wiltshire Council for space at the Campus.

Resolved: To approve new direct debits being set up for PlusNet (monthly) and Fasthost (monthly). To approve the payment of these regular payments PlusNet and Fasthost monthly and Wiltshire Council rent payments quarterly.

j) To note offer of Community Benefit Funding still available from new owner of Battery Storage site off Westlands Lane

Members noted the £5,000 community benefit originally offered by Stratera was still available after they had sold their battery projects to Gresham House Energy Storage Fund, who were happy to honour agreements made by Stratera.

It was noted consideration still needed to be given as to what this funding could be used for and checks made on any restrictions, however, suggestions were made it could be used to help fund a storage battery at the new village hall in Berryfield or the new 'gateway sign' at Beanacre.

144/22 Highways/Transport

a) To approve the Highways & Streetscene minutes of 18 July 2022

Councillor Baines suggested a few amendments as follows:

- Whilst apologies (Min 121/22) and reasons for apologies had been received and approved at the meeting, these had not been recorded in the minutes.
- Under Public Participation, Min 123/22 it should read ...would need a change to the designation to a restricted by-way in order for **horse drawn vehicles** to be allowed to use it, rather than for **horses**.
- It was noted Min 125/22diii regarding dropped kerbs on Halifax Road over to Sunderland Close should read within the recommendation ...services such as Tesco and The Pilot on **Blenheim Park** and not **Falcon Way**.

Councillor Baines noted during the meeting the residents had complained at the condition of one of the bridleways from Bowerhill to the Kennet & Avon Canal, however, as it was a bridleway, they were not permitted to use a horse drawn vehicle on a bridleway.

Resolved: With the suggested amendments, to approve and for the Chair to sign the Highways & Streetscene minutes of 18 July 2022.

b) To approve the recommendations of the Highways & Streetscene meeting held on 18 July 2022

Resolved: To approve the recommendations of the Highways & Streetscene meeting held on 18 July 2022.

c) Re-instatement of X34 evenings and Sunday Service and Free Passes for Ukrainian Refugees. To note update from Kevin Daley Portfolio Holder for Passenger Transport & Streetscene

Following correspondence to Wiltshire Council regarding the reinstatement of the X34 evening and Sunday service, Councillor Daley, Portfolio Holder for Passenger Transport and Streetscene had stated that the reinstatement of the evening and Sunday service was high on Wiltshire Council's wish list, however, due to a bus driver shortage and lack of funds, this was not possible at present.

With regard to the free bus pass for Ukrainian refugees, Councillor Daley explained this was reliant on the goodwill of the bus companies, as it was not something Wiltshire Council could fund themselves. Faresaver who operate the majority of the services in this area were currently looking at an effective funding model and were still in discussions with Wiltshire Council on a solution.

145/22 Policies

a) To review where councillor contact details are published

Following a letter from Councillor Chivers in the Melksham News stating the parish council did not publish Councillor contact details on noticeboards and had spent £9,000 on laptops, the Clerk, following liaison and agreement with the Chair and Vice Chair had responded to the letter clarifying the council did publish contact details on noticeboards, including addresses and phone numbers, the cost of the laptops amounted to £4,403 and Councillor Chivers had received one at his request.

Councillor Chivers had contacted the Chair and Vice Chair to say the staff member had acted incorrectly writing a response in the paper.

The meeting was reminded that the Council's Finance Committee had reviewed its Financial Risk Register on 31 January 2022 which included press contact and libellous articles and was subsequently approved by Full Council on 21 February 2022:

'All official press releases to come from the council office, with the Clerk as the official Press Officer. No responsibility is taken by the Council for statements or information given to the press by individual councillors, claiming to act on the Council's behalf.

Delegated powers to the Chair, Vice-Chair and Clerk to issue immediate press statement, if necessary to correct publicised information.'

Members noted the response provided by the Clerk.

The Clerk asked if Members wished to review where their contact details were provided and explained they were available on every noticeboard in the parish (including address, telephone number and email address) and for Beanacre, Shaw, Whitley & Blackmore councillors their contact details were published in the local Connect magazine. Councillors' email addresses and photograph were published in the Council quarterly newsletter in Melksham News.

Councillors email addresses are published on the council's website, but not their addresses and phone numbers as this was open to members being 'spammed' and therefore, the Council had made a decision some time ago not to publish these details on the Council website.

Resolved 1: Councillor Glover as Chair of the Parish Council to write a response to Councillor Chivers recent correspondence accusing the council of acting incorrectly in responding to his letter in the local

press.

Resolved 2: Not to include councillor's addresses and phone numbers on the Council website but to add the following sentence to the website:

"If you wish to get in contact with your local councillor to get in touch with the Clerk for their details."

Resolved 3: Not to include councillors' phone numbers and addresses in the quarterly newsletter printed in the Melksham News.

b) To review Members Email Policy

The Clerk explained all councillors had been provided with a new .gov.uk email addresses, however, one councillor refused to use it and had also refused to use their current melkshamwithout.co.uk address to access their emails via Office 365. This was in contravention of the policy.

The Chair was reminded it was 10.00pm and in line with Standing Orders sought approval from Members to continue the meeting, which Members agreed.

c) To review Social Media Policy

Members had been circulated a copy of the Council's Social Media Policy in their agenda packs for review.

The policy included guidelines for both officers, staff and councillors to adhere to in making appropriate decisions on the use of social media, including Facebook, Twitter and LinkedIn.

Due to the lateness of the meeting this item was deferred.

146/22 Community projects/partnership organisations

a) To note BRAG (Bowerhill Residents Action Group) Minutes of 3 May 2022

Members noted the BRAG minutes of 3 May 2022.

b) To consider making a contribution to the International Day of Older People event on 1st October

Correspondence had been received from Mary Cullen, Age Friendly Co-ordinator seeking a contribution towards an event on 1st October in order to raise the profile of Age Friendly Melksham and Melksham Community Support.

Members noted the request for funding was outside the normal grant round with the Parish Council having only recently turned down a request for grant funding from another organisation, as it was outside the normal grant round.

It was noted Melksham Age Friendly had received a grant of £1,000 in May this year.

Councillor Doel as the parish council representative on Age Friendly stated he had not received any invitations to any meetings since becoming the council's representative.

The Clerk explained unfortunately the group had been without a co-ordinator for some time, with a new co-ordinator only having recently taken up their post.

Resolved: To not approve a grant at this present time, as the request was outside the normal grant round.

c) To note CAWS CEG (Community Action Whitley & Shaw Community Emergency Group) minutes

Members noted the minutes of the CAWS CEG meeting held on 7 June 2022.

14/722 Meeting the Climate Friendly Objective:

a) To note Melksham Town Council resolution to support and promote a solar panel scheme and consider similar action

Whilst Members had supported a scheme being promoted by Wiltshire Council, it was noted Melksham Town Council had resolved to support and promote a different solar panel scheme, therefore the Clerk asked if Members wished to support this scheme as well. As Wiltshire Council were already promoting a scheme, and this would promote one individual company over another, it was

Resolved: To take no further action on promoting the same scheme as the Town Council.

b) To note Wiltshire Council have recently undertaken a waste and recycling analysis in the parish

Members noted Wiltshire Council had recently undertaken a waste and recycling analysis in the parish.

c) To consider whether the Council wish to take part in Melksham's ClimateFest on Saturday 17 September in Melksham Assembly Hall

The Clerk asked if Members wished to take part in this event and explained officers may not be available to staff a stand. A possibility could be to consider if it was worthwhile inviting the various solar farm providers in the parish to take part.

Resolved: To not take part in Melksham ClimateFest or suggest to the various solar farm providers they might like to take part.

d) To note the report from the Wilts & Berks Canal Trust re new Bee Corridor

Members noted the report from the Wilts & Berks Canal Trust outlining a proposal on how their 'Bee Route' initiative should be progressed.

148/22 Staffing: To note the Allotment Warden has successfully completed the RoSPA Operational Playground Inspection Course

Members noted and congratulated the Allotment Warden on successfully completing the RoSPA Operational Playground Inspector Course.

Meeting closed at 10.05pm

Signed
Chair, Full Council, 12 September 2022

Date: 01/07/2022

Melksham without Parish Council Current Year

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Time 12:45

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		770,010.98					770,010.98	
V2778-VAT	Banked 23/06/2022	37,910.82						
V2778-VAT	HM Revenue & Customs	37,910.82			105		37,910.82	VAT Reclaim-1.5.22-31.5.22
Total Receipts for Month		37,910.82	0.00	0.00			37,910.82	
Cashbook Totals		807,921.80	0.00	0.00			807,921.80	

Continued on Page 157

Payments for Month 3			Nominal Ledger						
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/06/2022	Grist Environmental	V2777-DD	115.95		19.33	4770	220	96.62	Inv.488-B'hill waste away
21/06/2022	Eon	V2775-DD	106.96		5.09	4302	220	101.87	Inv. 0011-Pavilion electricity
21/06/2022	Sirus Telecom	V2776-DD	242.32		40.39	4190	120	201.93	Inv.61152- Office phone calls
Total Payments for Month			465.23	0.00	64.81			400.42	
Balance Carried Fwd			807,456.57						
Cashbook Totals			<u>807,921.80</u>	0.00	64.81			<u>807,856.99</u>	

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	412,992.23					412,992.23	
	Banked	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>412,992.23</u>	<u>0.00</u>	<u>0.00</u>			<u>412,992.23</u>	

Continued on Page 139

Date: 01/07/2022

Melksham without Parish Council Current Year

Page: 139

Time 12:45

Cashbook 2

User: MR

Unity Bank

For Month No: 3

Payments for Month 3

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/06/2022	Unity Trust Bank	V2774-DD	660.60		46.95	4650	170	270.00	SLCC Membership
						4381	220	70.12	Toilet Rolls for Pavilion
						4381	220	12.32	Hand wash
						4150	120	4.13	Pens
						4150	120	2.35	Envelopes
						4055	130	30.00	How to use design software tra
						4250	120	6.00	Land Registry search NHP
						4250	120	6.00	Land Registry search NHP
						4250	120	3.00	Land Registry search NHP
						4250	120	6.00	Land Registry search NHP
						4250	120	3.00	Land Registry search NHP
						4250	120	6.00	Land Registry search NHP
						4250	120	6.00	Land Registry search NHP
						4250	120	6.00	Land Registry search NHP
						4120	120	5.30	Postage Full Council agenda pa
						4120	120	3.75	Notices and posters
						4120	120	26.50	Postage Full Council agenda pa
						4150	120	2.05	Pens
						4150	120	2.91	Pins
						4150	120	12.16	Arm bands
						4150	120	18.32	Photo Frames
						4175	120	68.40	Office 365 subscription
						4120	120	11.85	Finance agenda packs
						4120	120	16.50	Asset agenda packs
						4200	120	11.99	Meeting subscription-online
						4140	120	3.00	Monthly fee
28/06/2022	Aquasafe Environmental Ltd	V2744-BACS	138.00		23.00	4212	220	115.00	Inv.220305- March PPM Visit
28/06/2022	Aquasafe Environmental Ltd	V2745-BACS	138.00		23.00	4212	220	115.00	Inv.220407- April PPM Visit
28/06/2022	Aquasafe Environmental Ltd	V2746-BACS	138.00		23.00	4212	220	115.00	Inv.220508-May PPM Visit
28/06/2022	Radcliffe Fire Protection Ltd	V2747-BACS	134.40		22.40	4212	220	112.00	Fire Alarm & fire equipment se
28/06/2022	IAC Audit & Consultancy Ltd	V2748-BACS	390.00		65.00	4100	120	325.00	1411- 21/22 Y/E internal Audit
28/06/2022	JC Combustion Services Ltd	V2749-BACS	480.00		80.00	4791	220	400.00	Inv.3481-Boiler & heater servi
28/06/2022	Hawkins Insulation Ltd	V2750-BACS	420.00		70.00	4582	142	350.00	Asbestos Survey BYF V Hall
28/06/2022	Jens Cleaning	V2751-BACS	324.00			4381	220	324.00	Inv.1064-Pavilion changing cle
28/06/2022	St Barnabas Church	V2752-BACS	40.00			4200	120	40.00	Room hire- Wessx drop in sessi
28/06/2022	Wiltshire Publication	V2753-BACS	594.00		99.00	4240	120	495.00	Inv.109-Quarterly Newsletter
28/06/2022	St Barnabas Church	V2754-BACS	70.00			4721	220	70.00	Weed suppressing mats
28/06/2022	Agilico	V2755-BACS	284.53		47.42	4130	120	237.11	Inv. 404-Office photocopying
28/06/2022	JH Jones & Sons	V2756-BACS	1,604.65		267.44	4402	320	60.15	Inv.2836- Allotment Grass cutt
						4400	142	221.90	Inv.2836-Play Area Gras

Continued on Page 140

Payments for Month 3

Nominal Ledger

<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>
									cuttin
						4780	142	52.50	Inv.2836-Play Area bin emptyin
						4781	220	79.58	Inv.2836-JSF Bin emptying
						4401	220	692.17	Inv.2836-JSF Grass cut
						4400	142	34.66	Inv.2836-Kestrel Shrub
						4409	142	163.33	Inv.2836-Hornchurch Grass cutt
						4820	142	32.92	Inv.2836-SHF Grass
						347	0	-32.92	Inv.2836-SHF Grass
						6000	142	32.92	Inv.2836-SHF Grass
28/06/2022	Cardinus Risk Management	V2757-BACS	156.00		26.00	4282	220	130.00	Inv.W1D9- Valuation BSF
28/06/2022	JH Jones & Sons	V758-BACS	264.00		44.00	4490	142	220.00	Inv.2850-Carson R/about grass
28/06/2022	Roy Dobson	V2759-BACS	68.89		11.49	4820	142	57.40	SHF Mower Petrol reimburse
						347	0	-57.40	SHF Mower Petrol reimburse
						6000	142	57.40	SHF Mower Petrol reimburse
28/06/2022	Berryfield Village Hall	V2760-BACS	27.00			4200	120	27.00	Room hire for resident meeting
28/06/2022	Cleveland Sitesafe	V2761-BACS	54.00		9.00	4722	320	45.00	Inv.6725-Replacement keys
28/06/2022	ROSPA Play Safety	V2762-BACS	792.00		97.00	4055	130	695.00	63488- Allotment Warden ROSPA
28/06/2022	HM Revenue & Customs	V2763-BACS	2,254.94			4041	130	724.30	Period 3- June 2022
						4000	130	357.20	Period 3- June 2022-T
						4000	130	292.55	Period 3- June 2022-NI
						4020	130	166.00	Period 3- June 2022-T
						4020	130	155.16	Period 3- June 2022-NI
						4010	130	178.80	Period 3- June 2022-T
						4010	130	164.13	Period 3- June 2022-NI
						4460	142	151.20	Period 3- June 2022-T
						4800	320	33.20	Period 3- June 2022-T
						4070	120	32.40	Period 3- June 2022-T
28/06/2022	Wiltshire Pension Fund	V2764-BACS	1,757.45			4045	130	1,325.21	Period 3- June 2022
						4000	130	197.01	Period 3- June 2022
						4020	130	115.65	Period 3- June 2022
						4010	130	119.58	Period 3- June 2022
28/06/2022	Teresa Strange	V2765-BACS	██████		0.88	4000	130	██████	June 2022 Salary
						4190	120	4.42	Reimburse- April out hours Mob
						4120	120	30.40	1st Class Stamps
						4048	130	67.50	Mileage X150 Miles
28/06/2022	Lorraine McRandle	V2766-BACS	██████			4020	130	██████	June 2022 Salary
28/06/2022	Marianne Rossi	V2767-BACS	██████			4010	130	██████	June 2022 Salary
28/06/2022	Terry Cole	V2768-BACS	██████		3.49	4050	142	47.50	June 2022 Travel Allowance
						4460	142	██████	June 2022 Salary
						4051	142	45.45	Mileage X 101 Miles
						4721	220	17.44	Replacement panel- fence repai

Total Salaries

£6,031.48

Continued on Page 141

Payments for Month 3			Nominal Ledger					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
28/06/2022	David Cole	V2769-BACS				4800 320		June 2022 Salary
						4048 130	39.15	Mileage to training course
28/06/2022	John Glover	V2770-BACS	49.20			4070 120	49.20	Chairmans Allowance- June 22
28/06/2022	Melksham Rugby Club	V2771-BACS	370.00			4200 120	100.00	Meeting room hire-16 & 23 May
						4200 120	120.00	Room hire-25th May & 15th June
						4200 120	150.00	Room hire-6,13 & 20th June
28/06/2022	BTA Architects	V2772-BACS	480.00		80.00	4582 142	400.00	2170-Architect Service- 24.6.22
30/06/2022	Teresa Strange	V2773-S/O	5.30		0.88	4190 120	4.42	June Out of hours phone reimbu
30/06/2022	Unity Trust Bank	V2779-DD	1.50			4140 120	1.50	CHQ Handling charge
30/06/2022	Unity Trust Bank	V2780-DD	29.40			4140 120	29.40	Service Charge
Total Payments for Month			18,013.57	0.00	1,039.95		16,973.62	
Balance Carried Fwd			394,978.66					
Cashbook Totals			<u>412,992.23</u>	<u>0.00</u>	<u>1,039.95</u>		<u>411,952.28</u>	

Date: 01/07/2022
Time 12:46

Melksham without Parish Council Current Year
Cashbook 3
Fixed Term Deposit

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User: MR
For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

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

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Date: 01/07/2022

Melksham without Parish Council Current Year

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Time 12:46

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 3

Payments for Month 3

Nominal Ledger

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

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 General Account Income								
1076 Precept	217,977	117,845	235,689	117,844			50.0%	
1100 Grants and Donations RCVD	2,338	0	10,000	10,000			0.0%	
1120 Shaw VH and Playing Field-Rent	10	10	10	0			100.0%	
1130 Photocopying and YE Account Sa	55	2	50	48			3.1%	
1140 Solar Farm Community Fund	14,850	0	5,000	5,000			0.0%	
1150 Covid-19 Grants	934	0	0	0			0.0%	
General Account Income :- Income	236,164	117,856	250,749	132,893			47.0%	0
Net Income	236,164	117,856	250,749	132,893				
120 Administration costs								
4070 Chairs Allowance	816	82	835	753		753	9.8%	
4080 Members Training	455	0	560	560		560	0.0%	
4090 Members Expenses	0	0	25	25		25	0.0%	
4100 Audit Fees	1,950	(1,300)	2,500	3,800		3,800	(52.0%)	
4120 Postage	751	188	500	312		312	37.5%	
4130 Photocopying	2,014	349	1,500	1,151		1,151	23.3%	
4140 Bank Charges	153	40	175	135		135	22.8%	
4150 Admin and Stationery	1,128	274	1,000	726		726	27.4%	
4155 Refreshments Comm Events	20	10	150	140		140	6.6%	
4160 Minute Books Binding	410	0	225	225		225	0.0%	
4175 Email & Cloud hosting	948	137	1,000	863		863	13.7%	
4180 IT Support	0	0	300	300		300	0.0%	
4185 Accountancy Support	818	0	850	850		850	0.0%	
4190 Telephone/Broadband/Line Rent	4,191	423	2,500	2,077		2,077	16.9%	
4200 Room Hire/Zoom	535	679	380	(299)		(299)	178.7%	
4210 Safety/PAT Check	195	0	150	150		150	0.0%	
4220 Chairman's Brd/Chain of Office	62	0	100	100		100	0.0%	
4230 Advertising	499	0	500	500		500	0.0%	
4240 Quarterly Newsletter	495	495	2,100	1,605		1,605	23.6%	
4250 Land Search Fee	51	45	50	5		5	90.0%	
4271 Office Utilities	1,500	0	0	0		0	0.0%	
4351 New Equip & Furniture	3,296	0	5,700	5,700		5,700	0.0%	
4352 Office Relocation	0	0	1,000	1,000		1,000	0.0%	
4370 Cleaning Materials	5	0	50	50		50	0.0%	
4372 Covid-19	913	0	500	500		500	0.0%	
4380 Cleaning - Contractor	147	0	350	350		350	0.0%	
4390 Professional Services	0	0	300	300		300	0.0%	
4391 GDPR Compliance	35	0	110	110		110	0.0%	

Continued over page

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4720 Repairs & Maintenance - Office	0	0	50	50		50	0.0%	
Administration costs :- Indirect Expenditure	21,388	1,421	23,460	22,039	0	22,039	6.1%	0
Net Expenditure	(21,388)	(1,421)	(23,460)	(22,039)				
130 Staffing								
4000 Clerk's Salary							23.8%	
4010 Finance & Amenities Officer Sa							22.3%	
4020 Parish Officer Salary							22.7%	
4041 NI - EmployER	7,763	2,148	10,000	7,852		7,852	21.5%	
4045 Superannuation - EmployER	16,057	3,945	18,207	14,262		14,262	21.7%	
4048 Office Staff Mileage & Parking	34	107	100	(7)		(7)	106.7%	
4055 Staff Training	950	725	350	(375)		(375)	207.1%	
4060 Staff DBS	111	0	60	60		60	0.0%	
Staffing :- Indirect Expenditure	106,424	28,029	120,272	92,243	0	92,243	23.3%	0
Net Expenditure	(106,424)	(28,029)	(120,272)	(92,243)				
140 Council Office Costs								
4270 Office Rent - Campus	0	0	7,779	7,779		7,779	0.0%	
Council Office Costs :- Indirect Expenditure	0	0	7,779	7,779	0	7,779	0.0%	0
Net Expenditure	0	0	(7,779)	(7,779)				
142 Parish Amenities								
1440 Shurnhold Fields Income	952	0	0	0			0.0%	
1450 Berryfield Village Hall PWL	494,827	0	0	0			0.0%	
1460 Insurance Claim	1,750	0	0	0			0.0%	
Parish Amenities :- Income	497,529	0	0	0				0
1190 Defibrillator	1,397	0	1,035	1,035		1,035	0.0%	
4050 Caretaker Travel Allowance	570	143	570	428		428	25.0%	
4051 Caretaker Mileage & Parking	554	118	500	382		382	23.7%	
4281 Insurance	4,268	4,694	4,500	(194)		(194)	104.3%	
4385 Play Area Safety Surface Clean	2,930	3,300	8,821	5,521		5,521	37.4%	
4400 Play Area - Grass Cutting	3,079	513	3,969	3,456		3,456	12.9%	
4409 Hornchurch Road Public Open Sp	1,960	327	1,960	1,633		1,633	16.7%	
4410 ROSPA Inspections	1,641	(840)	775	1,615		1,615	(108.4%)	
4420 St Barnabas Annual Rent	10	0	10	10		10	0.0%	
4460 Caretaker Salary							22.7%	
4490 Repair & Maintenance - Parish	1,610	440	300	(140)		(140)	146.7%	

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Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Weedspraying	2,760	0	2,900	2,900		2,900	0.0%	
4510 CATG Contributions	0	0	5,500	5,500		5,500	0.0%	
4540 Speed Indicator Device	2,600	(685)	1,300	1,985		1,985	(52.7%)	
4560 Shaw & Whitley Flood Resource	493	48	500	452		452	9.6%	
4575 Village Halls & Play Areas (Ne	31,287	0	15,000	15,000		15,000	0.0%	
4576 Drinking Water Fountains	3,088	0	0	0		0	0.0%	
4582 New Berryfield Village Hall Pr	236,723	177,324	755,000	577,676		577,676	23.5%	
4583 PWL Capital Payment	49,500	0	99,000	99,000		99,000	0.0%	
4584 PWL Interest Payment	3,094	0	5,259	5,259		5,259	0.0%	
4590 Street Furniture	3,069	1,424	2,500	1,076		1,076	57.0%	
4600 Bus Shelters Cleaning	450	0	840	840		840	0.0%	
4780 Play Area - Bin Emptying	630	105	840	735		735	12.5%	
4785 Replacing Wiltshire Council bi	1,172	410	1,000	590		590	41.0%	
4820 Shumhold Fields Project	2,931	(553)	1,700	2,253		2,253	(32.5%)	149
4825 Shumhold Fields CAPITAL Expen	1,904	0	0	0		0	0.0%	
Parish Amenities :- Indirect Expenditure	367,267	188,895	923,146	734,251	0	734,251	20.5%	149
Net Income over Expenditure	130,262	(188,895)	(923,146)	(734,251)				
6000 plus Transfer from EMR	312,454	149						
6001 less Transfer to EMR	494,827	0						
Movement to/(from) Gen Reserve	(52,111)	(188,745)						
170 Community Support								
1480 Neighbourhood Plan Income	2,736	(500)	500	1,000			(100.0%)	
Community Support :- Income	2,736	(500)	500	1,000			(100.0%)	0
4451 Young Melksham	2,500	0	0	0		0	0.0%	
4610 Section 137 Grant	9,200	14,450	15,000	550		550	96.3%	
4620 Village Hall Grants	9,250	14,700	15,000	300		300	98.0%	
4630 Other Grants (TIC - Section 14	600	0	800	800		800	0.0%	
4650 Subscriptions	1,218	1,491	1,750	259		259	85.2%	
4670 Melks Public Toilets Contrib	5,519	(7,500)	7,500	15,000		15,000	(100.0%)	
4680 Neighbourhood Plan	4,194	114	2,000	1,886		1,886	5.7%	
4685 Melksham Community Response	0	0	200	200		200	0.0%	
Community Support :- Indirect Expenditure	32,480	23,255	42,250	18,995	0	18,995	55.0%	0
Net Income over Expenditure	(29,745)	(23,755)	(41,750)	(17,995)				
180 Joint Ventures								
4690 New Train Station Contrib	3,000	0	0	0		0	0.0%	

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Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4695 Art Contribution Bowerhill	50	0	0	0		0	0.0%	
Joint Ventures :- Indirect Expenditure	<u>3,050</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Expenditure	<u>(3,050)</u>	<u>0</u>	<u>0</u>	<u>0</u>				
210 Jubilee Sports Field Income								
1210 Football Bookings	9,518	1,820	9,000	7,180			20.2%	
1260 Hire of Lounge/Kitchen Area un	75	0	150	150			0.0%	
Jubilee Sports Field Income :- Income	<u>9,593</u>	<u>1,820</u>	<u>9,150</u>	<u>7,330</u>			<u>19.9%</u>	<u>0</u>
Net Income	<u>9,593</u>	<u>1,820</u>	<u>9,150</u>	<u>7,330</u>				
220 Jubilee Sports Field Expenditu								
4212 Safety/PAT Check - % JSF Use	2,757	457	3,200	2,743		2,743	14.3%	
4282 Insurance - % JSF Use	3,949	4,505	4,100	(405)		(405)	109.9%	
4302 Electricity - % JSF Use	1,043	262	2,100	1,838		1,838	12.5%	
4312 Gas - % JSF Use	1,630	(240)	1,100	1,340		1,340	(21.8%)	
4322 Water and Sewage - % JSF Use	358	0	900	900		900	0.0%	
4381 Cleaning Contractor - % JSF Us	1,701	406	3,000	2,594		2,594	13.5%	
4401 JSF Grass Cutting/Line Marking	8,558	1,384	8,432	7,048		7,048	16.4%	
4405 JSF Hedge Maintenance	2,189	0	550	550		550	0.0%	
4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
4700 Grass Cutting extra to Cntrct	101	(101)	0	101		101	0.0%	
4721 Repairs & Maintennce - JSF	14,411	839	1,500	661		661	56.0%	
4740 JSF Spiking	280	0	500	500		500	0.0%	
4750 Deep Clean	40	0	0	0		0	0.0%	
4770 Waste Collection - %JSF Use	810	197	980	783		783	20.1%	
4781 JSF Bin Emptying	955	159	955	796		796	16.7%	
4791 Boiler Servicing - % JSF Use	0	400	600	200		200	66.7%	
Jubilee Sports Field Expenditu :- Indirect Expenditure	<u>38,781</u>	<u>8,270</u>	<u>28,752</u>	<u>20,482</u>	<u>0</u>	<u>20,482</u>	<u>28.8%</u>	<u>0</u>
Net Expenditure	<u>(38,781)</u>	<u>(8,270)</u>	<u>(28,752)</u>	<u>(20,482)</u>				
6000 plus Transfer from EMR	2,189	0						
Movement to/(from) Gen Reserve	<u>(36,592)</u>	<u>(8,270)</u>						
310 Allotment Income								
1310 Berryfield Allotment Rents - C	1,283	1,343	1,343	(0)			100.0%	
1320 Briansfield Allotment Rent - C	1,122	1,122	1,140	18			98.4%	
Allotment Income :- Income	<u>2,405</u>	<u>2,465</u>	<u>2,483</u>	<u>18</u>			<u>99.3%</u>	<u>0</u>
Net Income	<u>2,405</u>	<u>2,465</u>	<u>2,483</u>	<u>18</u>				

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Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Allotment Expenditure</u>								
4323 Water - Allotments	306	0	580	580		580	0.0%	
4402 Allotment Grass Cutting	722	120	722	602		602	16.7%	
4722 Repairs & Maintenance - Allotm	14	45	50	5		5	90.0%	
4800 Allotment Warden Salary							42.2%	
Allotment Expenditure :- Indirect Expenditure	<u>1,770</u>	<u>444</u>	<u>2,012</u>	<u>1,568</u>	<u>0</u>	<u>1,568</u>	<u>22.1%</u>	<u>0</u>
Net Expenditure	<u>(1,770)</u>	<u>(444)</u>	<u>(2,012)</u>	<u>(1,568)</u>				
<u>350 CIL</u>								
1420 Community Infrastructure Levy	6,414	2,062	50,000	47,938			4.1%	
CIL :- Income	<u>6,414</u>	<u>2,062</u>	<u>50,000</u>	<u>47,938</u>			<u>4.1%</u>	<u>0</u>
Net Income	<u>6,414</u>	<u>2,062</u>	<u>50,000</u>	<u>47,938</u>				
<u>400 S106</u>								
1170 Wiltshire Council Contribution	136,450	0	0	0			0.0%	
S106 :- Income	<u>136,450</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
Net Income	<u>136,450</u>	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	891,292	123,703	312,882	189,179			39.5%	
Expenditure	571,159	250,313	1,147,671	897,358	0	897,358	21.8%	
Net Income over Expenditure	<u>320,133</u>	<u>(126,610)</u>	<u>(834,789)</u>	<u>(708,179)</u>				
plus Transfer from EMR	314,642	149						
less Transfer to EMR	494,827	0						
Movement to/(from) Gen Reserve	<u>139,948</u>	<u>(126,461)</u>						

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 15 August 2022 at Melksham Rugby Club, Oakfields, Eastern Way, Melksham, SN12 7GU at 7.00pm

Present: Councillors Richard Wood (Chair), John Glover (Chair of Council), David Pafford (Vice Chair of Council), Alan Baines (Committee Vice Chair), Mark Harris & Mary Pile

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

In attendance: 3 Members of Public (for part of the meeting)

149/22 Welcome, Announcements & Housekeeping

Councillor Wood welcomed everyone to the meeting, the last scheduled meeting at the venue and wished to put on record his thanks to the Rugby Club in allowing the Council to use the venue and for the hospitality shown, with a request a letter of thanks be sent.

Resolved: To send a letter of thanks to Melksham Rugby Club in allowing the Council to use their facility for meetings and the hospitality shown.

Two members of public joined the meeting at this point and Councillor Wood went through the fire evacuation procedure in case of a fire.

150/22 To receive Apologies and approval of reasons given

Apologies were received from Councillor Terry Chivers, who felt due to a conflict of interest relating to a planning application on the agenda, thought it prudent not to be present at the meeting.

Resolved: To approve and accept the reasons for apology.

151/22 Declarations of Interest

a) To receive Declarations of Interest

The Clerk suggested in order to be transparent, Members may wish to declare an interest in planning application PL/2022/05827: Ivy Lodge, Woodrow for a proposed two storey extension as Phil Rigg, the Director of Rigg Construction, as the Council have entered into a contract with Rigg Construction to build the new Berryfield Village Hall and he is the partner of the applicant.

Resolved: That those Members present declare a non-pecuniary interest in planning application PL/2022/05827 for Ivy Lodge, Woodrow for the reasons highlighted by the Clerk.

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.

152/22 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.

There were no items for consideration in closed session.

153/22 Public Participation

Two residents of Pathfinder Place, Bowerhill were in attendance to voice their concerns at various aspects of the Pathfinder Place build and the lack of a response from Taylor Wimpey:

- Public Art: Whilst welcoming the public art located within the development, he stated that the art on Pathfinder Way felt industrial and stark. Whilst a request had been made by a resident to relocate the public art, he felt this was not a good use of public money and therefore suggested it was filled in or some planting be provided behind it. It was stated this would also stop people climbing over it and people looking into a neighbouring property.
- Street lights and pedestrian crossing not working. In response Councillor Wood explained this had been a long-standing issue, which had been highlighted to Taylor Wimpey on many occasions and an updated would be provided later in the meeting.

Wiltshire Councillor Holder arrived at 7.06pm.

- Attenuation Pond: Would like some form of safety equipment provided. Recently, there had been an instance of a dog walker being dragged into the pond as their dog had been distracted by another animal the other side of the pond and unfortunately, they had not let go of the lead.
- Drains being blocked. One property has recently been flooded. Drains in particular near the exit/entrance onto the main road seem to over flow on a regular basis with sewage.

Sewage has spilled into the attenuation pond and the open spaces also due to blocked drains. At times, the sewage system cannot cope with demand.

Taylor Wimpey had been informed but nothing done. On contacting Wessex Water, it would appear the site has not been connected to the mains and not adopted by Wessex Water.

Councillor Wood explained he certainly was not aware of the issue regarding the drains and explained the residents may wish to voice their concerns with their local ward member, Councillor Holder who was in attendance.

Councillor Glover suggested it would be useful to also contact the Environment Agency who may be able to help.

A resident explained they had already approached someone from the Environment Agency regarding the SUDs (Sustainable Drainage Systems) and attenuation pond.

- Anti-Social Behavior: There appears to be a lot of anti-social behaviour problems and a high Police presence on a regular basis. There have been several thefts from driveways and people on motor bikes using the cut through with no helmets or number plates. The Police have been informed of concerns.

Councillor Wood explained the matter of anti-social behaviour had not been raised with the Parish Council previously and the local Police had not mentioned the issue in one of their regular updates to the Council.

Councillor Pafford suggested contacting the Police directly to see if any issues had been raised with them and what action had been taken.

Councillor Holder stated it was the first time he was hearing about some of the issues raised. He was aware someone had posted on a Facebook page to get in touch with him following a post regarding the sewage, but he had not heard from anyone. Having recently undertaken a leaflet drop, as well as knocking on people's doors, with the local MP no one had raised these issues with him.

Councillor Holder explained Taylor Wimpey were still under scrutiny with Wiltshire Council, as they had not yet completed the build and Wiltshire Council held a bond in order to hold developers to account, in order to make sure the build was completed.

Councillor Holder also found it hard to understand there was no drainage plan for the site, as these are usually submitted as part of the planning application.

Councillor Holder explained there was only so much a parish council

could do and as previously mentioned, suggested the residents set up a residents' group, properly constituted to liaise more effectively with the developer/management company on issues, which the parish council could be a representative on, and provided examples where other new estates had done something similar and been very effective, which he and the Parish Council could help with setting up.

Both the Council and Councillor Holder expressed frustration with Taylor Wimpey, with Councillor Holder explaining he had met with their senior management, along with the Chair of the Parish Council to raise several concerns and would provide an update later in the meeting.

Councillor Wood was sympathetic to the concerns raised, suggesting the Parish Council could assist in setting up a residents' association as a collective voice to liaise with the management company and reminded the residents they may wish to discuss their concerns with Councillor Holder following his update to the Parish Council.

It was noted there was already a residents' group in Bowerhill i.e. Bowerhill Residents Action Group (BRAG), which would be worth contacting, but unfortunately they would not necessarily be able to help with the concerns raised.

At this point Councillor Wood invited Councillor Holder to provide an update on the Pathfinder Place development.

Councillor Holder explained there had been significant correspondence between himself and Taylor Wimpey regarding the pedestrian crossings and lighting. Taylor Wimpey had been in touch with Wiltshire Council two weeks ago to say they wished to turn the lights on, however, Highways had responded to say they could not as the remote monitoring system they had installed was now obsolete. Taylor Wimpey had responded to say they did not know anything about a remote monitoring system, to which Highways had responded to say it was included in their original planning application and the specification discussed at the time, unfortunately as it had taken two years to get the lights installed, the equipment was out of date and would not match Wiltshire Council's Highways remote monitoring system specification.

On hearing this information, Councillor Holder had sought an indication of when the lights would be switched on and was informed 12-14 weeks to get the correct monitoring system and then install and commission the lights. Therefore, he had met with a representative of Wiltshire Council, who said they would allow the lights to be commissioned without the remote monitoring system on the proviso Taylor Wimpey would install a compatible monitoring system in due course.

Councillor Holder explained that earlier in the day he had contacted the same representative to say this was a good way forward, but as the schools go back at the beginning of September, they needed to be

working by the 1st September, but had not received a response.

Councillor Holder explained he had arranged a meeting for that evening with a consultant for Taylor Wimpey, with representatives of the Parish Council also invited, to talk about the street lighting because as far as Taylor Wimpey were concerned the lights were working, but this was not the case. It was noted 4 of the lights, near The Spa would not be working, as they were part of the new Bloor development near Snowberry Lane.

The committee was reminded the lights and crossings should have been installed by Taylor Wimpey before first occupation.

Councillor Holder felt it was important to get the lights working and then contact the CEO of Taylor Wimpey expressing frustration at how long it had taken to get the issue resolved.

Councillor Holder explained there had been an email exchange regarding tree planting and landscape issues and Taylor Wimpey were aware elements of this needed to be completed and would be undertaken in the Autumn, including replacing those trees which have died.

Councillor Harris sought an update on the school.

Councillor Holder explained a meeting was being held the following day where an update would be given and was aware people had been told the school was not happening. This was not the case; the plan had always been for the extension to Forest & Sandridge School to be built first and the plans for this have already been approved and Section 106 money set aside for this.

It was understood it was the intention to go out to architects in September/October with a view to submit plans after Christmas, with the school being brought on stream as soon as there is demand. Initially it will be a one-form entry school and move to a two-form entry school when there is demand as original planned.

Councillor Glover asked how it would be made sure the land set aside for the school would not revert back to Taylor Wimpey, without the two-form entry school. Councillor Holder explained he had this on his list of questions to ask at the meeting the following day.

Recommendation: To contact the local Police to see if they are aware of anti-social behaviour issues on the estate and if so, what action had been taken to try and resolve the issue.

A member of the public had joined the meeting via Zoom to talk to revised plans for 489a Semington Road, for the erection of a detached double garage and home office (PL/2021/06824). Unfortunately, due to technical issues, he was not able to be heard and therefore it was agreed they would

drive to the venue, as they were close by, in order to address the Committee prior to Members commenting on the application later in the meeting.

Once the member of public had joined the meeting, they raised their objections to this application, explaining nothing of note had changed since the previous plans, expressing concern the development was overdevelopment of the site.

The member of public also stated it was not clear for which location the garage was intended for. The parking spaces identified on the plans did not exist and the one proposed outside 489a parallel to the road would be impossible as there was a wall in the way, unless it was proposed to remove the wall in which case the remaining space would not be large enough for a vehicle.

Concern was also expressed regarding highway safety and parked vehicles. The site is on a slight bend and the concern was the impact this would have on vehicles travelling along Semington Road with regard to visibility. This would be compounded by proposals for additional dwellings adjacent to the site, yet to be developed, which would also have parked vehicles on the road next to a bend.

The member of public also expressed concern this development would be used as a stepping stone in getting the garage converted to living accommodation at a later date and asked the Council to reiterate their previous comments regarding this application, in that if planning permission were granted, a covenant be placed on the development to prevent it being subsequently converted to living accommodation in the future.

154/22 To consider the following Planning Applications:

[PL/2022/05827](#): Ivy Lodge, Lower Woodrow, Forest. Proposed two storey extension to Ivy Lodge. Applicant Ms J Ayliffe

Comments: No objection subject to the 'equine tie' being maintained on the property.

[PL/2022/05361](#): Land adjacent 1 Eden Grove, Whitley. Outline application with some matters reserved for erection of a dwelling (access only). Applicant Mr Hiscocks

Comments: No objection to one dwelling. However, Members noted within the Design & Access Statement reference is made at point 2.5 to two dwellings which would be unacceptable, as this would be over development of the site.

Members wished to comment on various quotes within the Design & Access Statement:

At point 2.6 it stated the Housing Land Availability Statement of 2017 quoted a figure of 130 new homes were still to be delivered in the Melksham area.

However, whilst the Core Strategy adopted in January 2015 stated 'the remainder of the Melksham Community Area (including Shaw & Whitley) had a requirement of 130 homes, given housing completions and allocations only 51 dwellings remained to be identified in the remainder of the Melksham Community Area up to 2026.'

According to the Wiltshire Housing Site Allocations Plan adopted in February 2020, whilst it stated 130 dwellings were required in the Melksham Community Area (including Shaw & Whitley), given completions and commitments from 2017-2026, 159 dwellings were anticipated.

As highlighted in Melksham's Neighbourhood Plan adopted by Wiltshire Council in July 2021, 'development over the plan period up to 2026 had exceeded the indicative housing numbers set out in the Wiltshire Core Strategy. Therefore, there is no outstanding housing requirement for housing in the Melksham Community Area as stated in Wiltshire Council's Housing Land Supply Statement 2020'.

Also, within the Design & Access Statement it stated 'Wiltshire cannot demonstrate a five-year housing land supply as confirmed by the Housing Land Supply Statement published in April 2022, which stated Wiltshire can only demonstrate a 4.72-year supply, therefore housing proposals brought forward to the council should be reviewed favourably.'

However, as Melksham's Neighbourhood Plan was adopted in July 2021 Melksham has according to the National Planning Policy Framework (NPPF) satisfied Paragraph 14 protection against speculative development.

PL/2022/05549: Snarlton Farm, Snarlton Lane. Removal of existing agricultural building and erection of new commercial building falling within use class B8, E(gi) & E(giii), associated works and associated parking. Applicant T

& J Stainer (c/o Woolley & Wallis) (Comments by 25 August)

Comments: No objection and welcome the diversification.

155/22 Revised Plans To comment on any revised plans received within the required timeframe (14 days)

PL/2021/06824: 489a Semington Road, Melksham. Erection of detached double garage and home office. Applicant Mrs G Willis, Willis & Co

Comments: To reiterate the Council's previous comments below and to add a concern at the lack of information and detail in the plans provided, which members felt was deliberately vague:

Whilst not objecting to this application, Members commented the proposal was out of scale for such a development.

In addition, they request that if this application were approved, that a covenant/condition be put in place that the garage and office cannot be turned into a separate dwelling in the future.

Members also commented that it was unclear to which property the garage was to serve, as whilst the application was for 489a Semington Road, the plans submitted referred to 489 Semington Road; can clarity be sought please and the covenant/condition be applied to the correct dwelling.

Members also queried where the 2nd parking space would be for the application, as where it is shown on a drawing, there is actually a wall.

POST MEETING: To add a comment if the wall is to be removed to provide parking, a dropped kerb also be provided to allow easy access to the driveway and protect the integrity of the kerb.

156/22 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

The Clerk noted the New Inn on Semington Road was due to open that evening. Planning Enforcement had been made aware no planning application had been submitted regarding recent extensions, however, to date a response had not been received.

With regard to Pathfinder Place, Planning Enforcement had been made aware trees had been removed on Pathfinder Way contrary to the agreed plan. When this had been investigated, it had actually been subsequently agreed by the Tree Officer but the planning application had not been updated online. The Clerk was bringing this to the members attention now as it had been agreed that Taylor Wimpey were due to replant some of these trees and had recently reminded Wiltshire Councillor Holder who had correspondence on a list of outstanding tasks with Taylor Wimpey.

157/22 Premises Licence Application: The Good Loaf Café, 13 Avonside Enterprise Park, Melksham (deadline for comments 1 September)

The Clerk explained the Parish Council had been asked to comment on this application, despite it being in the town and asked if Members wished to comment.

It was noted there was an instruction to tick box J regarding the supply of alcohol on page 7, which was missing from the form, however, the applicant had completed box J later in the application (on page 17) as requested on page 7.

Resolved: To inform the Wiltshire Council Licensing Officer that the Parish Council have no objection to this application and to highlight the missing information on the application form.

158/22 Melksham House Project.

Members noted correspondence from Paula Smith, Capital Projects Team informing the parish council the project to develop Melksham House into a flexible workspace and multi-purpose facility would begin in early September with work expected to be completed by Winter 2023.

159/22 Planning Policy

a) Neighbourhood Planning

i) To note minutes of Steering Group meeting held on 29 June (if available)

The Clerk explained these had recently been completed but required proof reading and would be circulated as soon as possible.

ii) Update on the Neighbourhood Plan Review

The Clerk explained the following information would be circulated to the various Neighbourhood Plan task groups to keep them updated as lots of activity had taken place recently.

The Housing Needs assessment has been completed and various amendments made following feedback from the Housing Task Group. A question was being asked of the Neighbourhood Plan consultants whether the document could be shared with others, as there was some useful information contained within the document.

The site assessment work was currently being undertaken, with some 90 sites to be assessed. The Clerk explained when this work was undertaken for Neighbourhood Plan #1 the group had used Wiltshire Council's criteria, such as those sites within the settlement boundaries, those next to the settlement boundary, those which were next to a site which had permission within the settlement boundary.

The Clerk explained a meeting had taken place with David Way, Wiltshire Council Link Officer and Vaughan Thompson from the Neighbourhood Planning consultants and AECOM, where a similar methodology for site selection was discussed. There is already a policy for brownfield first, then within the settlement boundary or touching it.

The meeting was reminded that Wiltshire Council, as part of the Local Plan review, were looking at big strategic sites in Melksham which would contribute infrastructure, whereas the neighbourhood plan was looking to allocate smaller site(s) and therefore they have to be close to existing infrastructure to be sustainable.

With regard to Design Guides the Clerk explained this work was currently being undertaken by AECOM and would be a useful document when commenting on future planning applications as badly designed sites could be turned down referencing the design code policies in the Neighbourhood Plan. The Clerk explained examples what the parish council thought were well designed (Bowood View) and not so well designed (Pathfinder Place) developments had been provided to AECOM as a reference, and they had visited these.

The Town Centre Master Plan was also currently being undertaken by AECOM and on a walk around the town it was noted there were a few empty shops which had regeneration potential and therefore, they had been added to the list of sites to be assessed by AECOM as part of the Site Assessment work. All of the vacant sites noted had been contacted to make them aware of the call for sites, as they may have missed it and asked whether they wished their site to be included as part of the site assessment work.

Concern had been raised that the Town Council and AECOM were looking at a town centre masterplan, as well as looking at Wiltshire Council assets and all these pieces of work needed to be drawn together somehow.

The Clerk explained the Local Green Spaces Task Group were to meet later in the week to look at the various sites which had been put forward for consideration.

The meeting was informed that Councillor Hubbard had stepped down as one of the Town Council representatives on the steering group, with Councillor Graham Ellis representing the Town Council, along with Councillor Pat Aves.

The Steering Group had been successful in receiving technical support to undertake the Strategic Environmental Assessment (SEA), which was not usually done until the end of the process, but AECOM have agreed to do this as the plan progresses given the deadline to get the review completed.

The Clerk provided an update on the progress of the Local Plan Review and the frustration of the Neighbourhood Plan Steering Group in needing sight of what was in the plan, in order that the Neighbourhood Plan conformed to it.

As much work as possible will be done on the Neighbourhood Plan in order it can be tweaked in order to conform to the Local Plan once it has been approved by Wiltshire Council Cabinet.

The Clerk explained a canal task group meeting was due to take place in September, with the next steering group meeting due to be held on 28th September.

b) Townsend Farm, Semington Road Planning Appeal (APP/Y3940/W/21/3285428). To note correspondence from the Planning Inspector, in response to a letter from a resident of Semington Road to Michael Gove MP

Following the Townsend Farm Residents Association writing to Michael Gove MP unhappy at the outcome of the appeal in allowing the development to go ahead, a response had been received from the Planning Inspectorate which Members noted.

c) To note RTPI report on Rural Planning in the 2020s. Deferred from previous meeting on 18 July <https://www.rtpi.org.uk/ruralplanning>

The Clerk explained that unfortunately she had not had an opportunity to read this document yet and would place on a future agenda for discussion.

d) Future Chippenham Update. To note update from Wiltshire Council

Members noted Wiltshire Council had re-affirmed its decision made on 21st July to proceed with a road route and housing development only to the south of Chippenham which would deliver 4,050 new homes (down from 7,000) and associated infrastructure over the next 20 years subject to the Local Plan Review and the Housing Infrastructure funding (HIF) for Homes England.

Members expressed concern if the monies from HIF were not forthcoming the programme may not be so attractive which would have implications for Melksham.

The Clerk explained she had highlighted to the Neighbourhood Plan consultants the housing figure for Chippenham had been reduced which may impact the housing numbers for Melksham.

e) First Homes Policy. To note Wiltshire Council's interim approach to the implementation of the Government's First Homes policy.

Members noted the information contained within the document including the proposed requirement for prospective purchasers of a 'First Home' having a 'local tie' to the area.

The Clerk explained having the Housing Needs document recently undertaken by AECOM would be useful, as it would inform what people can afford and therefore in commenting on large planning applications could reference the document in requesting a higher percentage of 'First Home' or particular mix of affordable housing.

160/22 S106 Agreements and Developer meetings: (Standing Item)

a) To note update on ongoing and new S106 Agreements

i) Hunters Wood/The Acorns: Update on Footpath to rear of Melksham Oak School, Community Centre

Members noted correspondence from the Senior Transport Planner, stating several assessments were required prior to a path being installed and would take until around November to be completed with further assessments and mitigation measures possibly being required and therefore, the project remained at a preliminary stage.

Both the Clerk and Councillor Mike Sankey Ward Member for Melksham East had responded expressing disappointment progress was taking so long, despite contact being made in June 2019 to try and get the design work and programme ready for when the new development East of Melksham was nearing completion.

Members expressed disappointment in the response and

suggested forwarding the responses to Councillor Nick Holder as Ward Member for Bowerhill for his information.

ii) Bowood View: To receive update on village hall, play area, bins, and management company

Members noted correspondence from Bellway in response to comments made by the Technical Officer at Wiltshire Council regarding the remedial works required to the play area on Bowood View prior to being handed over to the Parish Council:

The Clerk explained that unfortunately Bellway had emailed residents saying the parish council would not take on the play area as they had changed their mind on the specification and would not adopt it, which was not the case at all, in that the parish council were awaiting the play area to be signed off by Wiltshire Council, who were not happy with aspects of the work undertaken and would only do so after works had been completed to the agreed standard.

The Clerk explained coincidentally earlier that day she had received a 'phonecall from a member of customer care at Bellway wishing to help with the various issues the parish council were experiencing, with the Clerk explaining about the play area and explained she would be sending Bellway a list of all the various issues relating to the site in due course.

The Clerk explained Marilyn Trew, community artist for the Wilts & Berks Canal Trust had visited the office earlier that day and mentioned the Trust had managed to secure funding for some interpretation boards to mark the historic line of the Wilts & Berks Canal. The Clerk sought a steer from Members if they felt it was worth asking the developers for the adjacent site at the meeting the following day for two more interpretation boards for their development, which Members agreed. Members also agreed that the Clerk contact Bellway to ask permission for two interpretation boards to be installed at Bowood View, to be provided by the Wilts & Berks Canal Trust. Images and details of the boards had been provided in late papers.

iii) Pathfinder Way:

- **To receive update on Play Area, Street works, Public Art, School, replanting**

Various updates on Pathfinder Place had been provided by Councillor Holder earlier in the meeting.

- **To consider a request from a resident of Pathfinder Place to relocate the public art**

Following a request from a Member of Public to relocate the public art on Pathfinder Way, as stated earlier in the meeting they felt this was not a good use of tax payers' money and therefore had suggested some form of backing or planting.

The Clerk suggested it might be worth persuading Taylor Wimpey to provide some form of evergreen planting to the rear of the public art in order to make it stand out more and to provide some form of screening.

Recommendation: To request Taylor Wimpey install some form of ever green planting behind the public art on Pathfinder Way in order to provide some screening and a dark backdrop.

b) To note any S106 decisions made under delegated powers

None to note.

c) Contact with developers

Members were reminded a meeting was taking place the following day at 4.30pm with the developers for the 144 houses on Semington Road [PL/2022/02749](#) (David Wilson) who were looking to submit revised plans for the scheme.

Meeting closed at 8.31pm

Singed:
Chair, Full Council 12 September 2022

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday 5 September 2022 at Melksham Without Parish Council
Offices (First Floor), Melksham Community Campus, Market Place,
Melksham, SN12 6ES at 7.00pm**

Present: Councillors Alan Baines (Vice Chair of Planning Committee), John Glover (Chair of Council), David Pafford (Vice Chair of Council), Mark Harris & Mary Pile

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

In attendance: Councillor Nick Holder (Bowerhill)
Clive Merritt, Council's IT Consultant

161/22 Welcome, Announcements & Housekeeping

Councillor Baines welcomed everyone to the first meeting of the parish council to be held at the Campus and subsequently went through the fire procedures and reminded those present the meeting was being recorded to aid the preparation of the minutes, the recording of the meeting would also be uploaded to YouTube be deleted once the minutes were approved. The recording would also

Those present were reminded if attending via Zoom the Chat facility would be visible during the recording of the meeting and therefore to be mindful of what is included in any conversation.

Council Baines stated it appeared the Appeal site on Semington Road (Townsend Farm) had been sold to a housing association and therefore would be 100% affordable housing.

Councillor Baines explained following Wiltshire Council announcing they would be replacing the real time information (RTI) systems on 188 of its bus shelters across the County the Clerk had written a robust response expressing the parish council's disappointment, particularly as the council had requested real time information capabilities for bus shelters in the parish for several years to be informed this would not be possible. The parish council were also not included in the bid for RTI either which was frustrating.

It was noted the council had asked for RTI at Pathfinder Place and Wiltshire Council which the developers had agreed, but it had not been supported by Wiltshire Council as there were none elsewhere in the Melksham area.

162/22 To receive Apologies and approval of reasons given

Apologies were received from Councillors Richard Wood who was away and Terry Chivers who was in hospital. Councillor Baines therefore Chaired the meeting as Councillor Wood was absent.

Resolved: To approve and accept the reasons for apology and pass on the Council's best wishes to Councillor Chivers.

163/22 Declarations of Interest

a) To receive Declarations of Interest

There were no declarations of interest.

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.

164/22 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.

There were no items for consideration in closed session.

165/22 Public Participation

Wiltshire Councillor Holder was invited by Councillor Baines to speak to the meeting and Standing Orders suspended.

Councillor Holder provided an update on the Pathfinder Place development at Bowerhill explaining he had had further discussions with the two residents who had attended a previous meeting to discuss various issues on Pathfinder Place. He had advised the residents that they establish a Residents Association in order to liaise effectively with the management company (Remus), as a lot of issues raised were outside the remit of Wiltshire Council and the Parish Council.

Councillor Holder explained a representative of Remus had contacted him to invite him to a meeting on site on 14 September, but had declined the offer, as he felt it was not appropriate for him to attend, particularly, as he was not a resident of Pathfinder Place and had put the representative in touch with residents who had contacted him regarding issues on the development.

Councillor Holder explained the sewage/drainage issue on the

development had been raised again with him by the same resident who attended a previous meeting with him suggesting they take their concerns directly up with Taylor Wimpey via their solicitor as it was not something either he or the parish council could assist with.

With regard to the pedestrian crossings, Councillor Holder explained he had been on site over the last few days along with Councillor Pafford and was pleased to say just about to the deadline, 4 temporary pedestrian crossings had been installed for that morning. However, the crossing near Mallory Place had not been installed but had been informed this had been rectified and one subsequently installed.

Councillor Holder explained, unfortunately, some of the lights on Pathfinder Way had issues with phasing, with contractors already having investigated and coming back that evening to hopefully rectify the issue.

Regarding the temporary crossing on Spa Road near the Bloor Homes development Councillor Holder explained this appeared to be functioning well, given the concerns of several hundreds of children who would be using this route to access Melksham Oak, in particular, and local primary schools.

Councillor Holder explained he had had a 'phonecall with a Taylor Wimpey Engineer who had stated Siemens had indicated the 4 permanent crossings would be operational by Friday the following week without remote monitoring, but this could be installed at a later date without affecting functionality of the crossings and once complete, the temporary traffic lights would be removed.

With regard to street lighting, Councillor Holder explained this would be commissioned when the old lights were decommissioned, the focus in the short term had been in getting the crossings working effectively. Regarding the missing fence rails near the crossing over the A365 at the end of Newall Road, these had now been installed.

Councillor Holder explained he had contacted the Managing Director of Taylor Wimpey having had conversations with the Leader of the Council as well as the Cabinet Member for Planning and informed him that Wiltshire Council had opened a further enforcement file relating to this development and hoped enforcement action would be taken.

Councillor Baines informed Councillor Holder that since the last meeting when residents had raised a concern at the level of anti-social behaviour on Pathfinder Place, the Police had been contacted and their response was later on in the agenda.

Standing Orders were reinstated and the meeting was opened up to Members to ask questions of Councillor Holder.

Councillor Glover asked if Enforcement had been given guidance that if

they had taken action prior to first occupation, we would not be in this position.

Councillor Holder explained he had not spoken to the Enforcement Officer as yet, but was waiting a response. It was understood the Section 106 legal agreement stated the 5 pedestrian crossings were to be installed before construction started and felt there was a general acceptance within Wiltshire Council that the quality of Section 106 Agreements have been lacking in detail and substance, which had made it difficult to enforce fully and understood the Clerk had arranged a meeting with the Cabinet Member for Planning on this issue. There was a general view going forward in Wiltshire for a strong set of guidance notes on how Section 106s were written, in order breaches can be enforced more readily.

Councillor Baines explained in the past that there had been inconsistency between various Section 106s relating to developments in the parish which had been frustrating.

Councillor Holder noted whilst previously being a Councillor on Melksham Without Parish Council that it had been incumbent upon the Clerk to check if triggers in Section 106s were met.

The Clerk asked Councillor Holder to mention the other outstanding items when speaking to the enforcement team as it was not just the pedestrian crossings, but the play area had not been finished and the public art installation was very late.

Councillor Holder explained he had a list of 10 items to raise with the Enforcement Officer which included those raised by the Clerk.

Councillor Baines noted the access road, which was only supposed to be open during construction, was still not blocked off permanently, as agreed with only some heras fencing installed at present.

Having attended various site meetings, the Clerk explained this access should have been blocked off by bollards and Taylor Wimpey had been reminded of this by the Highways Officer.

166/22 To consider the following Planning Applications:

[PL/2022/05895](#): Woolmore Farm Buildings, Bowerhill. Variation of condition 2 of 20/01539/FUL (Redevelopment of redundant farm buildings to provide B1 employment space, involving change of use of existing agricultural buildings, plus erection of new build B1 offices, together with demolition, construction of a new access with associated parking, landscaping and ancillary works) to facilitate a redesign of Unit 5.

Comments: Whilst the Parish Council have no objection to this application, they ask what pedestrian access is available through the industrial units to the proposed dwelling.

PL/2022/05928: Mavern House, Corsham Road, Shaw. Proposed extension to the boiler room.

Comments: No objection.

PL/2022/06152: 93 Corsham Road, Whitley. Two storey side extension to provide a garage with bedrooms above.

Comments: No objection.

PL/2022/06187: Land East of Forest Lane, Lacock. Full planning application for an agricultural worker's dwelling (alternative location and design to dwelling approved under 18/04805/OUT and 19/11059/REM).

Comments: No objection, as long as the agricultural tie to the dwelling is maintained.

PL/2022/06195: Fields East of Beanacre. Removal of 4 x 10m sections of hedgerow to facilitate installation of a new rising main to connect properties on Westlands Lane and The Laurels to the existing sewerage network that are currently served by septic tanks and private package treatment plants. Applicant Wessex Water (Hedgerow Removal Notice)

Comments: No objection.

PL/2022/01864: Blackmore Farm. To note response from Wiltshire Council re Scoping Opinion

The Clerk explained whilst using Wiltshire Council's Planning Portal to check details for another planning application, the Parish Officer had noted something had been listed against Blackmore Farm and upon investigation, appears the developers had requested a scoping opinion, which had been produced by David Cox, Senior Planning Officer, Central Planning Team. His response had been circulated to Members of the committee, along with a response from a Spatial Planning Officer on why a scoping opinion had been requested and the implications of this.

The Spatial Planning Officer had clarified the applicant had asked for a scoping opinion for the Environmental

Impact Assessment (EIA), as given the size of the site and proposed number of dwellings (650) they would have to submit an Environmental Statement with any future planning application that meets the EIA (Environmental Impact Assessment) regulations.

Councillor Baines drew the committee's attention to the comments of David Cox with regard to access and noted the Parish Council had also stated at pre-app stage the developers needed to access their site via Eastern Way.

David Cox had stated:

'One issue I would particularly note at this stage is despite the large size of the potential development (up to 650 dwellings, a primary school and commercial hub) that you are not proposing to include the land to the East of Eastern Way as a means of access. Eastern Way is a bypass that has been (presumably designed to accommodate future growth on the Eastern side of Melksham) and has also included a roundabout with anticipated access to go further to the East directly towards your site. Your site is only approximately 70m from this access and it seems odd that this would not be included as a potential access route. I appreciate that there could be land ownership issues but if you proposed to have a sole access from Sandridge Road, this could have highways impacts; specifically cumulative traffic impacts on Sandridge Common.

Furthermore, the access would likely have to be at the North Eastern part of the site as I assume Blackmore Farm will be retained and Nos 228-294 Sandridge are not in the scoping opinion boundary or your applicant's control. This would require all traffic to drive a fair distance up Sandridge Common to be able to access the site. Additionally, with Lopes Close, the space for an access is quite limited and could be complicated by the overhead power lines.'

Councillor Baines noted any proposed access via Sandridge Road could also be affected by the proposed A350 Bypass.

Councillor Baines also noted the scoping opinion had mentioned the presence of Great Crested Newts.

It was noted under the paragraph relating to Conservation and Heritage there appeared to be part of a sentence missing, but could be explained later in the report, where

it stated ‘...impact on assets to the East on rising land of Sandridge, including the Sandridge Park estate and Sandridge Tower.’

Councillor Glover noted the Environment Agency had updated their climate change guidance for peak rainfall intensity in May 2022, and now included climate change allowances on the 1 in 30-year events in addition to the 1 in 100-year events.

167/22 Revised Plans To comment on any revised plans received within the required timeframe (14 days)

None received.

168/22 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

The Clerk explained apart from issues relating to Pathfinder Place and Bowood View the only outstanding issue related to the New Inn, which had been extended without planning permission, but was still awaiting a response from Enforcement on this.

169/22 Planning Policy

a) Neighbourhood Planning

i) To note minutes of Steering Group meeting held on 29 June

Whilst Members noted the minutes, apologies were made for the delay in producing them.

Councillor Pafford stated whilst Town Councillor Hubbard had put himself forward as Chair of the Neighbourhood Plan Steering Group, he understood Town Councillor Cooke had subsequently formally proposed him as Chair.

It was agreed the recording would be checked for accuracy of the minutes, which were currently in draft form.

With regards to the Terms of Reference for the Steering Group, the Clerk reminded the committee these had been discussed at Full Council and a recommendation made that the ‘dual hatted’ element for representatives on organisations remain which was different than agreed at the Steering Group meeting and therefore had let the Town Council know in order for their Members to consider.

The Clerk informed the meeting that the next Steering Group meeting was due to be held on 28th September, however,

Councillor Glover would be away and therefore a substitute would need to be organised out of Councillors Baines and Councillor Wood, with Councillor Baines agreeing to attend as first substitute.

ii) **To consider a recommendation to Full Council for additional funding to help facilitate the Neighbourhood Plan Review (Landscape Gap work)**

Councillor Baines reminded the committee information had been provided by Vaughan Thompson, Place Studio, which indicated the costs associated with undertaking a robust green gap analysis to withstand scrutiny by an examiner, would be in the region of £3,000 to £4,000, which was more expensive than first thought.

Councillor Baines felt in order to have a sound policy to withstand scrutiny, a robust policy was required and therefore would have to pay the going rate for such a policy.

The Clerk stated AECOM had confirmed producing such a policy was beyond the scope of the work they had been tasked to do, therefore had suggested they would go back to Locality who provide grant funding to Neighbourhood Plan groups to see if this could be added to their scope of work and have more funding. If this cannot be done, they have been asked to provide a quote in order comparisons can be made between other quotes which will be sourced.

The Clerk explained AECOM's quote could be cheaper, as they had already done some of the work, which had been included in their current scope of work. However, their commercial rate would be higher what they charge when undertaking Locality funded work.

Councillor Baines reiterated it was important a Landscape Gap Policy was included in the Neighbourhood Plan, particularly as the Inspector on the Townsend Farm Appeal had pointed out the lack of such a policy in the current Neighbourhood Plan in highlighting important landscape gaps in the neighbourhood plan area.

Recommendation: To ask Full Council to allocate funding (30%) associated with undertaking Landscape Gap work and to authorise the Steering Group to appoint a consultant to undertake this work. Funding to come from the Contingency reserve or Community Infrastructure Levy (CIL) contributions.

iii) **Update on the Neighbourhood Plan Review**

The Clerk explained the various task groups had met recently, such as Green Spaces, who were looking through approximately 280 nominations. With regard to Heritage Assets, only 12 were put forward. In terms of the Town Centre Master Plan, a lot of work had been undertaken on this, in order to get the brief right. The Clerk explained there was a concern there was a bit of duplication of work between the work Wiltshire Council were doing with their newly vacant assets with the Town Council and therefore a meeting was due later that week to discuss this.

With regard to Design Guides, this work was being undertaken by the same person undertaking the Town Centre Master plan.

The Clerk explained the Housing Needs Assessment work had been completed and following discussions it had been agreed this would be released as part of the Regulation 14 consultation, as part of the evidence base.

With regard to housing site allocations, the Clerk explained approximately 90 sites had come forward, however, the group were awaiting methodology on how to assess these sites and adding any town centre regeneration opportunities. Looking firstly at brownfield opportunity sites, those within the settlement boundary and those sites next to the settlement boundary or close to a big strategic site. However, at present, it was not clear where these will be, as Wiltshire Council were currently undertaking a Local Plan review and would be allocating a strategic site or sites in due course.

The Clerk noted the Local Plan Review would not now be available until Quarter One 2023.

With regard to the other Task Groups, the Clerk explained the Environment Group had also met, with the Canal Task Group still to meet. The Bypass task group had already met and had an update on the proposed A350 Bypass from a representative of the Major Highways Project Team.

With regard to the A350 Bypass the Clerk explained she had contacted Highways England to seek an update on when the M4 to Dorset Coast Study would be released, as on their website it still stated July 2022 and we were now in September.

Councillor Harris stated he understood this report would not be available until Spring 2023.

It was noted the report would be outside the Neighbourhood Plan timeline if not published until Spring 2023, however Place's advice was to limit what was said about the provision of a Bypass but to include general information on the Bypass in the plan.

Councillor Harris stated that with regard to the Heritage Task Group they had met and he had gone through the various sites put forward and written a report, the group were due to meet again and Lisa Ellis would also be attending to provide her input given her knowledge on local heritage.

- b) To note RTPI report on Rural Planning in the 2020s.** Deferred from previous meeting <https://www.rtpi.org.uk/ruralplanning>

Members agreed to note this report.

- c) Homes4Wiltshire. To note update from Wiltshire Council.**

It was noted Wiltshire Council proposed to change the way people applied to join its social housing register, in order that residents receive the right advice and support at the earliest stage and manage demand. Therefore, Housing Officers would be available to answer calls to assist need before people applied to join the housing list rather than apply to find they are not eligible.

Members welcomed the report but raised a concern at whether there was enough Housing Officers to cope with the demand.

Recommendation: To write to Councillor Alford, Cabinet Member for Housing at Wiltshire Council to ask if there were enough Housing Officers available to cope with the level of enquiries from members of the public.

170/22 S106 Agreements and Developer meetings: (Standing Item)

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

- i) Hunters Wood/The Acorns: Update on Footpath to rear of Melksham Oak School, Community Centre and pedestrian safety during roundabout roadworks**

The Clerk explained there was no further update on the footpath to the rear of Melksham Oak School, despite a hope there would have been some reaction to recent correspondence, particularly from Councillor Sankey, Ward Member for Melksham East.

With regard to the community centre, the Clerk explained the Town Council had recently appointed David Sharp, Architect to

draw up plans for submission to Wiltshire Council. Following concerns from Highways at the proposed access to the centre, it was understood access was now being proposed via the development, rather than straight off the main road at the roundabout.

With regard to pedestrian safety, whilst road construction onto Spa Road was taking place, Members noted temporary crossings were to be installed, following concerns raised by Highways. It was noted there were several Rights of Way affected by the diversion, with people being directed via a safe route from Campion Drive over Spa Road (west of the roundabout) and through the roadworks to access Bowerhill.

Councillor Pafford explained he had made a site visit that morning and whilst everything appeared to be working well, there was supposed to be someone marshalling the current crossing from Campion Drive over Spa Road, advising people of the alternative route. However, no one appeared to be there when he visited, but would check again the following day.

ii) Bowood View:

- **To receive update on village hall, public art, play area, bins, management company and residents forming group.**

The Clerk explained as of that morning, Rigg Construction had handed over the site to the Parish Council with a hand over site meeting taking place. It was noted that unfortunately the operable wall had a few teething issues, but this was being investigated. The audio equipment had also been tested, with the Clerk confirming if music is played too loudly, it automatically switches off when it reaches a certain decibel.

The Clerk also confirmed the building had been insured and the Caretaker and Allotment Warden would be undertaking regular checks of the building, including fire alarm and other safety checks. Radcliffe Fire Safety had recently undertaken a Fire Risk Assessment.

The public art and interpretation boards had also been installed. The artist, Kerry Lemon was due to visit shortly and an article would appear in the next issue of Melksham News, which was now being delivered to Bowood View. Wiltshire Council had been informed they could now release the funding for the public art, which they had been holding.

The Clerk stated a meeting would be taken place later in the week of those people interested in joining the committee, the meeting would also discuss issues such as any additional signage required and it was hoped after the meeting a list of trustees could be drawn up.

The Clerk informed the meeting a Residents Action Group had also been formed to liaise with the management company and Bellway. The Clerk had explained to the Residents Group, whilst the parish council could support them and assist wherever possible, that it would not be appropriate for them to join the group.

It was noted confirmation had been received that the management company would be emptying the bin inside the play area, even once it had been handed over to the parish council. Councillor Glover expressed concern in the parish council taking on the play area until it was up to a suitable standard.

Councillor Baines also expressed caution in the parish council taking on the play area, until all outstanding concerns had been rectified, not least the safety surfacing had been re-laid to go under the fencing, as per the Davey Play area at Pathfinder Place, Bowerhill.

The Clerk noted Bellway had responded to the play area concerns by stating they were working to a signed off drawing, therefore she had asked for a copy of the drawing the council had signed off on, as proof, and was awaiting a response.

The clerk explained a site visit with the Section 106 Officer had been arranged, with the visit starting with Pathfinder Place first to show as an example of the standard to which the Bowood View play area should look like.

- **To consider hedgerow to boundary of village hall**

The Clerk explained having previously said no to hedge treatment adjacent to the car park, following a site visit earlier that day, it was felt that in order to stop vehicles using the grassed area as an overflow car park some form of boundary treatment, such as hedging, needed to be planted. Bellway were happy to take this forward, it was already a planning requirement that they install the hedge here, and had requested a marked-up drawing.

Recommendation: To request hedging be planted adjacent to the car park, to stop vehicles overflowing onto the grassed area.

- **To consider offer of new path through play area**

Members noted Bellway had offered to replace the gravel/hoggin path which keeps overspilling into the play area with a tarmac one; as a goodwill gesture.

Whilst members were happy to accept the offer, felt Bellway should be made aware, in accepting their offer, this did not get them 'off the hook' with other issues concerning the play area.

Recommendation: To accept the offer from Bellway to replace the gravel path in the play area with a tarmac one and to remind them of the outstanding issues which still need to be resolved with regard to the play area.

iii) Pathfinder Way:

- **To receive update on Play Area, Safe walking routes to school, Public Art, School, replanting**

The Clerk explained the outstanding work on the play area gate had been done, new signage installed and the wooden barrier replaced with a galvanised metal one, as originally requested opposite one of the gates to the play area.

With regard to the signage, the Clerk explained What3Words had been included in the sign, but noted having signed off the signs some two years before, the council's email address was the old address is co.uk, rather than gov.uk. It was confirmed by the Council's IT consultant the old co.uk address would automatically transfer to gov.uk address.

Members had been sent various correspondence from Councillor Holder and Taylor Wimpey providing updates on outstanding issues regarding the development, such as replacing the bench which had been removed to accommodate the development, tree planting which would take place in Autumn/Winter and improvements to the bus shelters.

The Clerk explained the Council's noticeboard had been installed and would be used shortly, but needed to be lowered.

Councillor Harris queried whether the proposal from Taylor Wimpey to repaint the delaminated sections of the bus shelters was correct.

The Clerk stated Andy Thompson, Highway Technician had previously asked for these to be replaced, as he was not happy with their quality and therefore would chase this up.

Recommendation: The Clerk to seek clarification on proposals for the bus shelters on Pathfinder Way.

- **To note response from Melksham Police regarding anti-social behaviour reports on Pathfinder Place.**

Members noted correspondence from Sgt Twyford. stating whilst the Police were having to spent a bit of time at the estate, it was not disproportionately more than any small development and did not stand out as a 'hotspot'.

It was hoped following Police intervention with particular individuals this situation should change.

- **To note update from Councillor Nick Holder on timeline for the proposed new primary school**

Members noted the proposed timeline for the provision of the new primary school on Pathfinder Place.

The Clerk informed the meeting it was understood the transfer of the land from Taylor Wimpey to Wiltshire Council had not taken place as yet. It was noted that the 10 years' from when land was set aside for particular infrastructure, such as a school and then not built, thus enabling it to be used for additional housing, only started when the transfer had taken place and not from when the development started, which was good news.

- **To note update on commissioning of the pedestrian crossings and lights**

An update on the commissioning of the pedestrian crossings and lights had been provided by Councillor Holder earlier in the meeting.

It was noted Julie Cleave, Highways Development Control Engineer had written robust correspondence to Taylor Wimpey regarding their slow progress in getting the pedestrian crossings operational, approved speed signage erected and other highway improvements.

iv) Playing Fields. To consider additional playing field provision requested as part of community gain associated with new developments

The Clerk explained she was reporting back to the Committee following a conversation she had had with Danny Geeson, Sports Development Officer, following a phone call the previous week regarding Section 106 contributions towards playing field improvements/provision in relation to the planning applications for 150 dwellings North of Dunch Lane PL/2021/05391 and 144 dwellings on Semington Road PL/2022/02749.

As a decision had to be made quickly, in order he could submit his report, in relation to the Semington Road development he had suggested a contribution towards Bowerhill Sports Field, as this was closest to the development. The Clerk had welcomed this, as the parish council had several improvements they wished to make to the sports field, such as the provision of outdoor gym equipment for example.

With regard to the Dunch Lane planning application a suggestion had been made for a contribution to cover Shaw playing field and/or the field next to St Barnabas Church, which was being used as a community field and understood it was currently being used by a local cricket club. It was noted half of the development site was in the town, however, there were no other designated playing fields near the site.

The Clerk stated going forward the council needed to bear in mind playing field contributions when discussing plans at pre app stage.

The Clerk explained during discussions she had mentioned the provision of 3G pitches (as requested by Future of Football), to which Danny Geeson had responded to say Wiltshire Council would not support one at Bowerhill Sports Field for example, as Wiltshire Council's position on Melksham was for such provision to be at Melksham Oak School or Oakfields Football & Rugby facilities, as such pitches need the maximum use.

The Clerk informed the meeting that Danny had explained that as part of the Local Plan review that Wiltshire Council would be looking at undertaking a review of playing field and allotment provision, as well as other leisure provision and therefore it was important for the Council to look at and comment on this in order that such provision can be included in future Section 106 Agreements.

Councillor Harris asked if the monies for playing field provision for Bowerhill Sports field could be used to purchase the additional piece of land adjacent to the sports field, to which the Clerk responded it could possibly be used for this if it became available and explained that they were already in discussion with the landowners.

Councillor Glover stated with regard to future proposals for 650 houses on Blackmore Farm it was important to ask for playing fields to be incorporated within the development.

The Clerk suggested the Parish Council ask for this now, as the developers were already at pre app stage with Wiltshire Council.

Recommendation: To approve the suggestions put forward for playing field contributions as part of Section 106 Agreements for 150 dwellings on Dunch Lane PL/2021/05391 and 144 dwellings on Semington Road PL/2022/02749.

To inform Wiltshire Council if proposals for 650 dwellings Blackmore Farm site are submitted the Council request playing field provision is included within the development.

b) To note any S106 decisions made under delegated powers

None.

c) Contact with developers

(i) Semington Road. Application for 144 dwellings (PL/2022/02749).

- Feedback following meeting with David Wilson (BDW) Homes
Re proposed revised plans

The notes from the meeting held on 16 August with David Wilson Homes (BDW) were circulated to members at the meeting in line with the council's policy on meetings with developers and feeding back to the next available Planning Committee:

Those in attendance at the meeting on 16 August included from Melksham Without Parish Council: Councillor John Glover; Councillor David Pafford; Councillor Richard Wood who chaired the meeting; Councillor Mark Harris; Teresa Strange (Clerk); Lorraine McRandle. Also in attendance were Wiltshire Councillor Jonathon Seed. From the Town Council: Councillor Graham Ellis and Linda Roberts (Town Clerk) and from David Wilson Homes (BDW) Cecelia Hughes and Mark Powell.

Mark Powell explained that the fundamentals of the scheme were laid out at outline stage, such as access, structure, public open spaces and drainage. However, Wiltshire Council had picked up the lack of housing mix and distribution in the scheme and therefore it was proposed to change the housing mix in the revised scheme as follows:

Open Market Housing

Current	Revised
No 2 beds proposed	No 2 beds proposed
10 x 3 beds	23 x 3 beds
80 x 4 beds	62 x 4 beds
11 x 5 beds	16 x 5 beds
Total 101	Total 101

Wiltshire Council's Housing Officer had commented on the types of affordable housing required in the area and therefore, this had also been changed as follows:

Affordable

Current	Revised
12 x 1 bed maisonettes	8 x 1 bed maisonettes
15 x 2 beds	19 x 2 beds
14 x 3 beds	14 x 3 beds
2 x 4 beds	2 x 4 beds
Total 43	Total 43

144 dwellings are still proposed in total, with 3 bed dwellings being distributed more evenly throughout the scheme.

Some of the cul de sac arrangements have also been changed following comments received from both the Urban Design Officer at Wiltshire Council and the parish council, with the introduction of a looped road system on part of the site to enable larger vehicles, such as emergency vehicles and refuse lorries, to manoeuvre more easily around the development.

Due to existing services, the size and position of SUDs basins has also been changed.

Members of the parish council felt the housing market mix still did not reflect the comments made in the Urban Design Officer's report or what is in the Strategic Housing Market Assessment (SHMA), which predominantly seeks 2 and 3 bed housing. The Core Strategy (Core Policy 45) states the preferred level of housing mix should be adhered to, which is detailed in the SHMA.

Councillor Pafford asked if the size of plots for affordable homes had been increased to provide more garden space.

Mark Powell explained the provision of gardens was relative to the size of dwelling, with affordable housing being provided with adequate gardens.

Councillor Harris raised a concern that affordable housing was bunched up, which was not what the parish council had requested; requesting that it should be tenant blind in line with the Core Strategy policies.

Mark Powell confirmed affordable housing would be provided in groups throughout the scheme, which was a requirement in the s106 Agreement and defined as clustering and is easier to manage by social housing providers. Affordable housing used to be scattered in smaller numbers throughout a scheme, however, current thinking on development has moved away from this.

With regard to access to Shails Lane, Cecelia noted from residents at a recent meeting that it was important that there was no access on to Shails Lane from the development given it is a private lane, which is fully appreciated. Therefore, access will be restricted using a boundary treatment, still be discussed, but would be sturdy and reasonably attractive (possibly hedge and fencing).

The MWPC Clerk explained there are several issues with Shails Lane, one was access from the development into Shails Lane, which is currently used by dog walkers and fly tippers to access the field and therefore there is a need to deter people using it and the other issue is stopping people getting in to Shails Lane itself and then over the A350 to Bowerhill.

Ceceilia stated she understood there was a condition within the planning permission to put some form of barrier stopping residents accessing the A350 from the development but was not sure this would go across to Shails Lane, particularly as the land in question was not in their ownership, but Highway Land and therefore, cannot do anything about it.

It was noted dog walkers will be deterred from using Shails Lane once the site is developed and access from Shails Lane is cut off.

Wiltshire Councillor Seed asked if there were any proposals for access from the development to the new village hall in Bowood View (north of the site), which would prevent people coming out of the development, along a main road, and then back in again and would require a footbridge to be installed. This would provide an easy link to an important community facility.

It was confirmed the parish council had asked for this at both pre app, outline and reserved matters stages of the application.

Cecelia explained this request had been taken on board but stated that legally they did not have the right to make any connection over the water course as this was equivalent to trespass.

Councillor Seed expressed frustration at this comment and stated any issue with regard to rights of access could be resolved via discussions with the Public Rights of Way and Planning Officers at Wiltshire Council and should not be used as an excuse not to provide a link to an important community facility.

Councillor Seed stated he would raise this when the application went to committee, having 'called in' the application and felt a footbridge would not be a difficult or an expensive thing to provide, particularly at construction stage and felt Bellway (Bowood View) would also be keen to assist with this matter.

It was noted connectivity to existing development was included as a policy in both the National Planning Policy Framework (NPPF) and Wiltshire Council's Local Plan (Core Strategy).

Mark Powell asked who had control of the land in question.

It was stated it was understood the land would be in Bellway's ownership, however, they were in the process of handing over the site to their management company. Under riparian ownership presumably both Bellway and BDW had ownership from their respective sites to the middle of the brook.

Mark Powell asked if Bellway had also been asked to provide access from their development over the brook.

Councillor Wood stated at the time the council were commenting on the plans for the Bowood View development, the Council had not been aware of proposals for any development south of their site and therefore had not made reference to the provision of a footbridge in order to provide connectivity between developments.

Councillor Wood explained people travelling by foot from the proposed new development to access the village hall would have to negotiate a road being used by tankers to access the sewage works, therefore it made sense to provide access via a footbridge from the development to Bowood View.

Councillor Wood sought a commitment that BDW Homes would investigate the provision of a footbridge, with Mark Powell confirming this will be looked at.

The MWPC Clerk stated that this application had only been given approval due to Wiltshire Council having a lack of 5-year land supply and noted that at outline stage it had been stated that this site was sustainable due Bowood View being adjacent. Therefore, having used that argument, it made logical sense to access the village hall via the most sustainable means, which was via a footbridge.

Wiltshire Councillor Seed stated the provision of a footway could be conditioned, if necessary, as part of any planning approval and would be more expensive than providing a wooden footbridge.

Mark Powell sought clarification why the footbridge was not included in the outline plan.

Councillor Seed explained this was the problem with outline being sold on to developers prior to reserved matters and things being requested being missed.

Cecelia asked for confirmation of what the arrangements were with regard to the village hall.

The MWPC Clerk confirmed the village hall land had been transferred to the parish council, who had built the hall with £500,000 s106 funding from the Bowood View development, Bellway could have built it, but had pulled out at the last minute. The parish council had always planned for the Community Infrastructure Levy (CIL) receipts from this development being used to pay for the loan taken out to make up the £300,000 shortfall in the build costs. However, the open space areas will be managed by the Bowood View management company

The Clerk explained that in their comments to Wiltshire Council for the current application the parish council had asked, as part of community gain from this development, for a contribution towards a battery for the village hall solar panels and costs associated with obtaining the patio area adjacent to the hall and hoped BDW had seen these comments.

Councillor Glover explained part of the site design meant that some of the development was still closed off, with circulation around the site still a concern of the council, as well as the Urban Design Officer, there was no circulation to enable easier manoeuvrability for refuse lorries for example.

Mark Powell explained this was not possible and would require making the highway wider and brighter lit and from an ecology point of view was difficult in having to be sensitive to these issues in designing the layout. Some of the road layout was private drives, if a road was put in this would have to be to an adoptable standard by the Highways Authority, which would mean having to put in additional lighting.

Councillor Glover raised a concern that the bin collection points were located near private driveways and therefore refuse lorries would have to reverse into private drives to make manoeuvring easier.

Concern was expressed that there needed to be enough space for two bins to be collected from the bin stores given some weeks two bins can be collected in any one day.

Mark Powell stated the size of the bin stores would be calculated to what the requirements of Wiltshire Council are.

Councillor Wood noted there were proposals for a large green space North of the site, near the sewage works and sought clarification how this would be treated.

Mark Powell stated that due to archaeology in the area, it would be difficult to plant a lot of trees, however there would be some, however, the landscaping scheme was yet to be completed as part of the revised plans. There would be a wildflower element to this area with mown paths.

It was confirmed the parish council were keen to see circular paths and provision of benches on all new developments.

The MWPC Clerk asked where the cycleway would be provided as requested by the Urban Design Officer, particularly as Semington Road had been designed a National Cycleway and is part of the Melksham to Hilperton Active Travel route with various improvements having been made along Semington Road and the crossing over the A350 as part of this scheme.

Mark Powell explained there was no provision for a dedicated 3m cycleway, with the road already having detailed consent. The scheme is already designed as a 20mph road and therefore there is no need to provide a dedicated cycleway.

The MWPC Clerk explained the Urban Design Officer had commented on no gaps/space between houses and the road, particularly outside the affordable housing and everything appeared narrow with no easy pedestrian access and no delineation of shared spaces.

Mark Powell explained he was unclear as to why this comment had been made by the officer and felt there was good connectivity throughout the site.

It was noted people would have to walk through a parking area to get to the LEAP (Local Equipped Area of Play) from part of the site where affordable housing was located.

The MWPC Clerk stated that the parish council had previously commented that the LEAP was isolated, whereas on the adjacent development (Bowood View) it was overlooked by housing, therefore, there was an element of surveillance/security but far enough away not to disturb residents.

Mark Powell explained that there was housing overlooking the play area, however, it was pointed out it was not next to affordable housing, which would more than likely use it, given they would have smaller gardens.

The MWPC Clerk enquired whether there would be any green space for children to kick a ball, given a lot of the green space would be unmown wildflower areas.

The MWPC Clerk explained the parish council would be where residents would go to complain if there is no provision for such activities and council's do not have sight of grass cutting schedules to ascertain what the cutting regime will be in order to know if grass would be cut to a level to allow children to play informal games.

Cecelia explained any maintenance plans for public open spaces were submitted to the local authority for approval to make sure areas are managed appropriately. Members asked if the Council could have a copy of the document.

Cecelia explained this was available within the signed s106 Agreement which was on line.

It was clarified town/parish councils do not have sight of these documents until they are signed and are unable to comment and influence prior to sign off.

The MWPC Clerk explained at pre app, outline and reserved matters stage that there had been provision for a LEAP and the parish council had always indicated they would be interested in taking this on with a management contribution. Whilst there appeared to be provision for a teen shelter in the revised plans, the MUGA, as requested, had disappeared from the plans, as well as the outdoor gym.

Wiltshire Councillor Seed asked why something would have been included at outline stage but taken out at reserved matters.

Cecelia explained when they had purchased the site and reviewed the agreement to see what Wiltshire Council were asking them to provide and when at outline, a lot of public open space is identified and different groups make different requests and when the Public Open Space Officer at the Planning Authority looks at the site, decides what is needed and what is missing from the area and therefore the revised plans reflect what the Public Open Space Officer has decided is missing in the area and what can reasonably be asked for, for a scheme of 144 dwellings for instance.

It was asked if people would be able to walk around the wildflower area. Councillor Wood stated it was very important to provide mowed paths otherwise people would create their own.

It was asked if tree lined avenues would still be in the revised plans. Mark Powell confirmed these would be provided on both sides of the main road of the site and would be highlighted on the landscape plan.

Wiltshire Councillor Seed noted there was a lot of green space provided, but youths would not be able to have access to it, without the provision of a MUGA, and they would need space maybe next to the teen shelter which was highlighted on the plan.

The MWPC Clerk explained in the original plans that allotments to the north of the site had been proposed, however, the parish council had stated as there was already adequate allotment provision in Berryfield the site allocated for allotments could be used to provide a MUGA instead, as the one on the other side of the road would be lost as part of the Wilts & Berks Canal Link proposals.

Wiltshire Councillor Seed expressed concern things asked for at outline stage by the parish council seemed to have disappeared and asked whether this was as a result of falling through the gap when they purchased the land.

Cecelia clarified what Wiltshire Council decided was necessary to be in the scheme was included in the s106.

Wiltshire Councillor Seed stated he would be ascertaining from the senior management team at planning when the MUGA and outdoor gym etc had disappeared from the planning application and expressed frustration again that things often promised and highlighted at outline stage seemed to disappear more often than not later on in the planning process and therefore at committee

would be asking for things to be included on the site as a condition.

Cecelia explained Community Infrastructure Levy (CIL) can be used for some things off the Regulation 123 list and BDW were paying £55 per m² per market value house. However, would investigate what is highlighted in the s106 agreement and make sure it is satisfactory.

Wiltshire Councillor Seed lift the meeting at 5.35pm

The MWPC Clerk also informed BDW of the other community gains requested by the parish council at pre app and outline stages, such as improvements to public rights of way in Berryfield which other developers in Semington Road had contributed to.

The MTC Clerk stated it was a shame affordable housing never seemed to be provided with garages and driveways, which made them stand out even more in a development.

Councillor Glover provided examples where social housing did not blend in with other housing on a development and highlighted good examples where affordable housing did blend in more within a development.

Councillor Harris asked why the loop provided could not be around the whole estate rather than the bit in the middle.

Mark stated the access point made this difficult.

It was highlighted that any hedges needed to be well maintained and to a suitable standard and not left to get out of hand, as with other developments.

Assurances were sought how the 20mph speed limit would be enforced, in particular on the spine road section of the development, which was straight.

Cecelia explained that often Highways did not look at a Highway layout until reserved matters stage, towards the end of the planning process, which was frustrating.

Councillor Wood reminded the developers the parish council had already forwarded suggested road names, but wished the main estate spine road to be named Whitworth after the father and son who built the canal; the historic line of the canal runs through the development.

The MWPC Clerk explained historic canal interpretation signs would be installed in the Bowood View estate and asked that

some be included in this development, perhaps as part of the public art scheme.

Members asked when the revised plans would be submitted to Wiltshire Council.

Cecelia explained there was a timeframe in which to submit the reserved matters application as well as when they needed to start on site but did not clarify the timeline. However, it was hoped they would be submitted soon.

Councillor Harris sought assurances that trees are not cut down, unless permission had been granted as highlighted on the landscaping plans, as this causes distress to residents.

The MWPC Clerk asked what mechanism was in place between the developers handing over the site to a management company to ensure that things did not fall through the gaps, such as bin emptying and grass cutting, given experience with other new developments in the parish, where residents have come to the council complaining things are not being done.

The MWPC Clerk explained frustration had been expressed by both the council and residents of new developments when play areas had been installed some time ago and in cases several years ago, but not adopted, because they had not been finished to the relevant standard. Unfortunately, these play areas therefore are not being inspected and safe. The play areas should be installed and adopted prior to a certain number of houses being occupied rather than being left until the end of a build.

Cecelia stated a shadow management company, which included directors from the company, would be responsible for maintenance etc until the site is handed over. Calls will also be made to new residents on a regular basis once they have moved in to make sure they are happy and to deal with any complaints rather than them having to complain to the council.

It was reiterated experience has shown this does not happen in the Melksham area, including the development east of Melksham which was a David Wilson Homes site.

- **To note Councillor Seed has ‘called in’ the planning application.**

Members noted Councillor Seed had ‘called in’ the application.

- **To consider Clerk’s update following review of Section 106 & decision notice vs Reserved Matters application and**

work already taken place on highways

A report highlighting what had been asked for by the parish council against what was included in the Section 106 Agreement and Decision Notice had been circulated to the committee at the meeting.

The following was noted within the Section 106 Agreement:

Highway Improvements

Pedestrian Safety on A350

- In order to assist in preventing pedestrians from crossing the A350 a 100m anti pedestrian fencing be installed along the A350 Western Side, 70m North and 30m South of Shails Lane parallel to the A350 continually for 100m and a landscaping scheme (alongside the fence to further discourage pedestrians from vandalizing the fence and breaking through it).

It was noted that following the fatality of a pedestrian crossing the A350 at Shails Lane not long after it opened, the Coroner had requested some form of barrier be installed.

Councillor Baines noted at the recent meeting with developers they had stated this was the responsibility of Wiltshire Council, however, as it was included in the Section 106 it was therefore their responsibility to install it.

Councillor Baines stated when meeting with Councillor Botterill it needed to be highlighted that when something has to be done on a particular development before occupation as stated in the Section 106, this should be adhered to and enforced, such as the safety barrier on the A350.

Upgrading of Pedestrian Crossings

- £200,000 had been requested to upgrade the double pelican crossing on the A350 to a double toucan crossing, with associated footway and cycleway improvements and measures to reduce the attractiveness to pedestrians of the pedestrian route on the Western side of the roundabout between Old Semington Road and Melksham

It was noted the upgrade of the pelican crossing on the A350 dual carriageway had already taken place as part of the Hilperton to Melksham Cycle Route improvements via

Government funding and therefore it was agreed the Council request these monies be used for highway improvements elsewhere in the parish.

In the Decision Notice it was noted it mentioned improvements to the crossing on Semington Road, however, these improvements have already been made as part of the Hilperton to Melksham Cycle Network funded by the Government.

Provision of Bungalows

It was noted at the recent meeting the developers had stated there would be no provision of bungalows. However, in the Section 106 Agreement it stated there should be provision of two bungalows within the development.

Canal Restoration Contribution

A contribution of £72,000 (£500 x 144 dwellings) was being requested to contribute towards the canal restoration.

Members stated this highlighted another inconsistency in Section 106s, as the Section 106 for the Townsend Farm site, which is closer to the proposed canal route, did not include a contribution towards the restoration of the canal.

Education Funding

A contribution of £297,874.00 was being requested towards early years education provision, as well as £337,644.00 towards primary education, however, however, there was no request for a contribution towards secondary education, however, it was noted this could be because there were sufficient school places available.

The Clerk suggested it may be worth ascertaining from Wiltshire Council if this funding provided the shortfall in funding to build the proposed new primary school at Pathfinder Way.

Primary Healthcare Provision

£137,000 was being requested towards the cost of supporting primary care capacity of the Melksham & Bradford on Avon Primary Care Network.

Members were concerned what and where this funding would go towards.

Public Art

A total public art contribution of £43,200 (£300 x 144 dwellings) was being requested for public art. The parish council would like to be involved with this project.

Play Area

It was noted there was no mention in the Section 106 of the parish council taking on the play area, with a maintenance contribution, despite requesting this at pre app, outline and reserved matters stages of the planning application.

This again highlighted inconsistencies in Section 106 Agreements as the parish council taking on play areas to their specification was included in some Section 106s and not others.

It was suggested unless play areas met the parish council's specification, they should not be taken on by the council.

It was noted within the Section 106 it stated not to allow more than 80% of the residential units to be occupied until the open space and/or play area had been transferred to the management company.

The Clerk queried whether this had ever happened on any new development within the parish, with all play areas not being handed over to the parish council or a management company until the development was fully occupied.

The Clerk noted with regard to financial contributions most of this had to be handed to Wiltshire Council prior to commencement, however, funding was not often released until the development was virtually completed.

Footbridge connecting proposed development with Bowood View

Councillor Baines informed the meeting that within the Decision Notice under "27 Informative", it mentioned promoting connectivity between developments with a request that prior to submission of a reserved matters application, the possibility of providing a pedestrian/cycle link through to the adjacent housing site to the North should be explored. Councillor Baines also noted Councillor Seed had taken up the issue of connectivity.

Officers had also located a letter from Nexus (agents for outline

planning application) to Wiltshire Council at outline stage stating plans included the provision of older children/teenage facilities, such as a gym and teen shelter on the area previously highlighted for allotments and therefore needed to make sure these had been included in the plans at outline, as well as full plan stage.

Recommendation 1: To request the £200,000 requested for highway improvements be used for highway improvements elsewhere in the parish, given the improvements requested have already taken place.

Recommendation 2: To write to Wiltshire Council to ascertain if the £635,518 education funding covers the shortfall required to build the proposed Pathfinder Way primary school.

Recommendation 3: To request from the NHS information on what the £137,000 primary healthcare funding will be contributing towards.

Recommendation 4: For the Clerk to submit comments raised regarding inconsistencies with what is included in the Section 106, Decision Notice and comments made previously by the agent and applicant at outline and full plan stage and to copy in the planning officer.

(ii) Upside Business Park (Station Yard), Bath Road, Melksham. To receive update on proposals to submit a planning application shortly and arrangements to meet with Stantonbury with the town council.

The Clerk explained whilst the application site was within the town, the parish council had met with Stantonbury at pre app stage on 20 January 2022 and notes of that meeting had been circulated within the agenda packs, along with the notes of the Town Council Economic Development meeting on 29 November 2021 Stantonbury had attended to discuss their proposals.

It was noted plans had been submitted to Wiltshire Council and had been included on the Wiltshire Council planning list this week, with the planners looking to meet with representatives from the parish and town council week beginning 12th September and sought a Member to attend the meeting. It was noted the previously proposed care home had been removed from the plans.

Councillor Baines noted previously the parish council had raised concerns at connectivity between this development and others, as well as to the railway station and access to public transport, particularly for those people wishing to access the X34 bus service.

- d) **Limitations of Section 106 agreements. To note meeting being organised with Councillor Nick Botterill, Cabinet Member for Development Management & Strategic Planning and Parvis Khansari, Corporate Director, Place to discuss lack of clarity, consistency and enforcement on Section 106s Agreements. To agree representatives to attend meeting, and to consider inviting Melksham Town Council representative.**

The Clerk stated a meeting was being arranged between Councillor Botterill and Parvis Khansari for the second half of September, three representatives of the Council had been invited to attend the meeting and stated she would like to attend, which Members agreed.

Discussion ensued on whether it was appropriate to invite a representative from the Town Council.

It was felt as the issues related to the parish, it would not be appropriate, however, hopefully discussions would benefit all parishes in the County.

Recommendation: For Councillors Pafford & Wood (or Councillor Baines as substitute), along with the Clerk attend a meeting with Councillor Botterill and Parvis Khansari to discuss Section 106 agreements.

Meeting finished at 9.11pm

Signed
Chair, 12 September 2022

Bowerhill Sports Field pitch issues

Issue with middle pitch

Over the past month or so we have been receiving complaints from adult football hirers about the condition of the middle pitch. Unfortunately, due to the very hot weather we have been getting cracks appeared on this pitch, especially around the goal mouth areas (images attached below). As a result of this, teams have been using the pitch closest to Knorr Bremse which doesn't seem to have been as affected by this issue.

This is obviously not ideal as a long-term solution as all of the wear will be solely on that one pitch and if that pitch becomes available, we will have to cancel matches as there isn't an alternative one. We have explained to the teams that the large cracks are due to the weather and it needs rain to close them up. Just to note that there are only currently two adult teams as Steeple Ashton have pulled out of the league. There would also be FoF as well if they opt for the stand-alone pitch option (which we are still awaiting their decision).

I have spoken to Tony Jones in the meantime about this issue and he has confirmed that rain will fully close them up again, but for that to happen we will need lots of it. He has provided us with some quotations to resolve this issue for you to consider, if you wished to get this pitch up and running sooner rather than later, alternatively, you could wait a few more weeks as rain has been forecast to see how the pitch is after that:

1. To just fill in the cracks (to get this pitch playable again)
2. Is to supply and spread sand across the whole pitch. Tony explained that with regards to this quotation, it will not only help the pitch now, but also for drainage in the winter months.

Quotation approved under Clerks delegated powers

As well as crack issues with the middle adult pitch we also have them on the youth pitches. Future of Football currently have a weekend blanket booking during the season for all of the youth pitches which started on

the weekend of 10th & 11th September. Not filling these cracks would result in the pitches being unplayable and therefore their booking cancelled. As this was deemed more urgent and could not wait until a meeting a quotation of £567.50 was approved under delegated powers to fill in the cracks on all of the youth pitches. This is different from the adult middle pitch issues as there is still a pitch available for bookings to go ahead so could wait for a meeting.

This was as per financial reg 4.1

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,000.
- the Clerk in conjunction with the Chairman of Council or Chairman of the Asset Management Committee for additional works for the Bowerhill Jubilee Sports Field football pitches to mitigate adverse playing conditions, to a cumulative value of £1,000 in any year.

Lost balls in hedges

Another issue highlighted by Staverton was that they are losing too many balls during matches due to the bushes around the pitches. They have explained that the balls are either getting lost or are being popped by the hedges and it is costing them a lot of money to replace them each time. They have reported that this is worse when they use the end pitch due to the number of hedges around this pitch in particular.

I have spoken to Tony about this and have asked for a quotation to cut the hedges back again. The quote for them to undertake these works is the same as last year **£525.00 + VAT**.

These works have previously been undertaken to resolve this issue as well as mitigating the issue of rabbits digging holes in the pitches by giving them less places to hide.

Staverton have asked whether some kind of ball net could be erected to stop the balls from going in the hedges, like on the pitch at Semington. You have previously looked at the possibility of ball nets, but at the time considered this as being very expensive. There is also the issue about

having a structure like this up permanently on the field, especially as it's a public open space. I have asked Tony whether he has come across anything that could be put up and then taken down again each time, but he hasn't come across anything that would be a suitable option. There are things on the market, but they would more than likely be required to be up all of the time.



Teresa Strange

From: Teresa Strange
Sent: 16 August 2022 10:33
To: Stefano Patacchiola (stefano.patacchiola@melkshamwithout.co.uk); John Glover; David Pafford
Cc: Marianne Rossi
Subject: FW: Shaw Village Hall Gable End Repairs etc
Attachments: SVH Final Account v3 PJR.pdf

Dear Stefano (Shaw Village Hall rep) and John and David

Just to give you heads up on this report, the final accounts for the wall repairs at Shaw Village Hall and their investigations.

It will be an agenda item at the September full council meeting; to note as there were some conditions attached to the area board grant re whose responsibility (landlord or tenant) and a request to retain the bit unspent towards the new oven.

Just thought it was useful to know in real time, and as John will be away at the Full Council meeting.

I think their local legal chap is Mark Ashkowski who used to lead the Neighbourhood Plan housing task group and a founding member of CAWS (he is a lawyer for the NHS).

Thinking out loud re the new lease for Shaw and the new one for Berryfield hall, we might want to take into account the comments made, but not sure which way the council want to proceed on this..... do they want to take ultimate responsibility for the cost of major repairs or do they want this to be the responsibility of the committee/trust that lease it (bearing in mind that perhaps members of the community might be less inclined to step up as volunteers if they have that millstone/reponsibility but on the other hand, these organisations have a much better chance of obtaining grant funding. Food for thought..... For the full council meeting too. We don't want the lawyer drawing up a new legal agreement without this thought process behind it. I am meeting Peter Richardson next week, but in his role as Chair of CAWS (they have a few LHFIG/CATG requests that I am trying to avoid coming to a meeting as they are requests that aren't going anywhere (30mph repeater signs etc)) and so will sound him out about what they think re the hall moving forward (do they feel they should – or should not – have been responsible for the major repairs re moving forward in the new lease.

With kind regards, Teresa

Teresa Strange
Clerk

PLEASE NOTE THE NEW ADDRESS FROM MONDAY 1ST AUGUST:

Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700

From: Peter Richardson <[REDACTED]>

Sent: 16 August 2022 08:32

To: peter.dunford@wiltshire.gov.uk; Phil Alford <Phil.Alford@wiltshire.gov.uk>; Teresa Strange <clerk@melkshamwithout.co.uk>

Cc: Mike Booth <[REDACTED]>; secretaryofshawvillagehall@gmail.com

Subject: Shaw Village Hall Gable End Repairs etc

Dear All

Please find attached a letter from Mike Booth, Chair SVH, regarding a final reconciliation of costs and a proposed way forward.

I will continue to be the SVH POC so please let me know if you have any questions or would like to discuss.

Kind Regards

Peter Richardson
for SVH

[REDACTED]

Peter Dunford

Wiltshire Area Board
Community Engagement Manager
County Hall
Bythesea Road
Trowbridge
BA14 8JN
peter.dunford@wiltshire.gov.uk

Phil Alford

Wiltshire Council
Cabinet Member for Housing, Strategic Assets and Asset Transfer
Cabinet Office
County Hall
Bythesea Road
Trowbridge
BA14 8JN
Phil.Alford@wiltshire.gov.uk

Teresa Strange

Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6E
clerk@melkshamwithout.co.uk

Shaw Village Hall Gable End Repairs and Ancillary Works

I write further to the conditional Area Board and MWPC Grants of £3,000 provided to Shaw Village Hall (SVH) for the above project following completion of the Actions placed at the meeting on 12 April 2022.

Background/Area Board

SVH made an application to the Area Board (AB) for a grant to contribute to the costs of repairs to the SVH north gable end, ancillary works and paving. The application was made based on estimated total project costs of £14,760.

At the AB meeting on 12 April 2022, the AB agreed to provide a grant of £3,000 subject to:

- receipt of the **Final Accounts**;
- SVH and MWPC each contributing a similar amount on the basis of a **3-way split** of the Final Accounts (estimated on 12 April 2022 to be in the region of £3,000 each);
- a **legal review** to determine liability for the maintenance and repair costs as between MWPC (the landlord) and Shaw Playing Field and Village Hall Charity (the tenant) with an expectation that MWPC would fund 100% of the costs (with a refund to the Area Board for any sums already paid by it) if found to be liable;
- **challenging the insurers** decision not to support a claim for the costs of the repairs.

All those actions are now complete (as reported below) and SVH is now able to propose a final reconciliation for the funding parties based on the conditional 3-way split principle agreed on 12 April 2022.

Completed Actions

Final Accounts. We are pleased to report that the Final Account from the builder, Rigg Construction, was £ 6,811 (inc VAT). This represents a £5,589 (45%) saving based on the original estimate. This significant saving was because all the necessary bracing, binders and lateral restraint straps were able to be installed without removal of the gable end wall. We have also received the final (discounted) invoice from the Scaffolder, Melksham Scaffolding, for the sum of £600 (inc VAT), which is in line with our provisional sum. We are pleased to report that this final sum from the Scaffolder represents a 37.5% on the final costs of £960. We set out below in our final reconciliation, these final costs compared with the estimates we presented at the AB and the MWPC meetings.

Liability for Repairs. The costs of formally commissioning advice were considered prohibitive and poor value for money, but we have been able to acquire independent legal support from a local legal professional on a pro bono basis. That review considered how liability falls with reference to the lease, the various Landlord and Tenant Acts, the Defective Premises Act, and exemptions that might apply if, for the purposes of the repairs, the lease could be classified as either a residential letting or an agricultural tenancy. The conclusion of this review is that whilst there are some arguments that might lead to MWPC being liable, these are not strong and would either likely fail in court, or lead to extremely low compensation for the tenant given the peppercorn rent in payment. In summary we therefore conclude that SVH is liable for the repairs and that the claim for AB and MWPC financial support is therefore valid.

Insurance Challenge. We also asked our local legal professional to review the Zurich Insurance Policy. The conclusion of that review is that the repairs do not result from, or fall within, the definition of material damage, and are not therefore covered by the

policy. Nor do we believe there is an argument that the repairs can be classified as “capital additions”. We therefore conclude, reluctantly, that a challenge has no realistic prospect of success, and that incurring costs pursuing such a challenge is not in the best interests of the Charity and those that support it financially.

Final Reconciliation based on a 3 way split

The table below compares the estimates presented to the AB and MWPC with the Final Accounts, and proposes a final 3-way split based on this position.

	Estimate 12/04/2022	Final Accounts July 2022
Indicative Costs and Provisional Sums	Inc VAT	Inc VAT
Survey	£540	£540
Gable end and mortar repairs	£11,220	£6,811
Paving	£1,200	Included above
Scaffolding	£600	£600
Cleaning & decorating (contributions in kind)	£1,200	£0
Total	£14,760	£7,951
Proposed Final Funding Position	Value	%
Area Board	£2,650	33%
MWPC	£2,650	33%
Shaw Village Hall Reserves	£2,650	33%
Total	£7,951	100%

In summary this means that SVH should repay the AB and MWOPC the sums of £350 each being the difference between the grant received from each (£3,000) and the proposed final funding position (£2,650) based on a 3-way split.

Subsequent incident and associated costs at Shaw Village Hall

In June 2022 the ageing catering oven in SVH malfunctioned and a fire and/or explosion were narrowly averted. The oven was condemned and needed to be replaced at a cost of £2,400 and this represented an additional blow to the already depleted SVH funds. Whilst we recognise that this is a very different expenditure to the capital repairs, we request that the AB and MWOPC give consideration to waiving the refunds due of £350 so that SVH might apply this to the cost of the replacement.

Summary and Conclusion

We are very grateful for the support of the AB and MWPC with reference to the capital repairs at SVH and we are pleased to provide this final position/reconciliation regarding the costs and the proposed funding streams. We are delighted that additional savings have been made (compared with the original estimates) and we thank the contractors for their community spirit and support to the project.

We believe this brings all matters to a conclusion and subject to a decision relating to the oven replacement and AB/MWOPC refunds of £350, we believe all files can be closed.

Thank you for your support.

A handwritten signature in black ink, appearing to read 'Mike Booth', is centered on a light gray rectangular background.

Mike Booth
Chair – Shaw Village Hall Committee

Teresa Strange

From: Alford, Phil <Phil.Alford@wiltshire.gov.uk>
Sent: 16 August 2022 10:25
To: Teresa Strange; Peter Richardson
Cc: Mike Booth; secretaryofshawvillagehall@gmail.com; Dunford, Peter
Subject: Re: Shaw Village Hall Gable End Repairs etc

Thanks for the report Peter,

I am happy for you to use the £350 for the oven, it's possible under delegated authority to the chairman so you can keep it for that that purpose.

Teresa -can you let the parish know we are supporting this. Thanks.

Phil

Get [Outlook for Android](#)

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: Tuesday, August 16, 2022 10:11:07 AM
To: Peter Richardson <[REDACTED]>
Cc: Mike Booth <[REDACTED]>; secretaryofshawvillagehall@gmail.com
<secretaryofshawvillagehall@gmail.com>; Dunford, Peter <Peter.Dunford@wiltshire.gov.uk>; Alford, Phil <Phil.Alford@wiltshire.gov.uk>
Subject: RE: Shaw Village Hall Gable End Repairs etc

Dear Peter

Many thanks for this report, its very useful and makes a clear explanation of the costs and funding. Melksham Without Parish Council will consider the request for the funding towards the replacement oven when it meets next, Monday 12th September.

With kind regards,

Teresa

Teresa Strange

Clerk

PLEASE NOTE THE NEW ADDRESS FROM MONDAY 1ST AUGUST:

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

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Cc: Mike Booth <[REDACTED]>; secretaryofshawvillagehall@gmail.com

Subject: Shaw Village Hall Gable End Repairs etc

Dear All

Please find attached a letter from Mike Booth, Chair SVH, regarding a final reconciliation of costs and a proposed way forward.

I will continue to be the SVH POC so please let me know if you have any questions or would like to discuss.

Kind Regards

Peter Richardson
for SVH

[REDACTED]

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Lorraine McRandle

Subject: FW: FOSF AGM and Future Business.

From: [REDACTED]

Sent: 26 July 2022 10:37

To: John Glover <john.glover@melkshamwithout.co.uk>; David Pafford <david.pafford@melkshamwithout.co.uk>; Stefano Patacchiola <stefano.patacchiola@melkshamwithout.co.uk>; simon.crundell@melksham-tc.gov.uk; pat.aves@melkshamtown.org.uk; Phil.Alford@wiltshire.gov.uk; Teresa Strange <clerk@melkshamwithout.co.uk>; linda.roberts@melkshamtown.co.uk

Subject: FOSF AGM and Future Business.

Dear Colleagues,

I am writing to you today regarding the continuation of FOSF as a going and active concern.

[REDACTED] is not very well [REDACTED] and will not be able to carry out much physical work now or in the future.

For myself, I will not be offering to be elected as the secretary at the AGM not least because my own health is not up to the standard required to work in the fields.

Other members of the committee do not wish to put their names forward for any committee roles.

Therefore, the committee will propose for the AGM that the present FOSF disband and hand over the volunteer care of the fields to the 2 councils.

Countless appeals in the past for more volunteers have not come to anything, however, if during the intervening months to the AGM enough volunteers come forward to fill a new committee and its roles then all well and good.

Our 2022 AGM will be held on Tuesday 25th October, 7 pm to 9 pm in the Melksham Town Hall.

Yours ever,

[REDACTED]

Secretary FOSF.

[REDACTED]

[REDACTED]



Mrs Lorraine McRandle Parish Officer
 Melksham Without Parish Council
 Sports Pavilion
 Westinghouse Way
 Melksham
 Wiltshire
 SN12 6TL

Wayne Frapple
 Riverway Depot
 Riverway
 Trowbridge
 Wiltshire
 BA14 8LL
 Tel: 01249 468 496
 Website: www.idverde.co.uk
Wayne.frapple@idverde.co.uk

REF: Q642

23rd August 2022

Ref: Quotation for movements of SID's

Dear Lorraine,

Thank you for inviting idverde to quote for the works mentioned above, I am delighted to be able to offer you the following price being:-

To provide labour for the movement of both SID's on a fortnightly basis from the 1st sept 2022 - 31st August 2023

Sum price **£1,448.26 +Vat**

This quotation is open to acceptance for and will remain firm for 28 days from the above date. After this time it may be subject to any changes in the cost of materials, etc, which may occur prior to completion

I trust I have interpreted your requirements and you find this quote of interest, I look forward to your instructions in due course, Should you require any further information or clarification please do not hesitate to contact me.

Assuring you of our prompt attention at all times,

Yours sincerely,

W Frapple
 Contracts Manager
 Tel: +44 (0)1249 468 496 Mob: +44(0)7890999362
 Email: wayne.frapple@idverde.co.uk

Clerk's note:
 Previous quote for x 1no. SID was £1,110.58
 => £42.71 per movement (26 weeks per year).

Revised quote is:
 £1,448.26 => £ 55.70 per movement for 2x SID's.

BUDGET 2022/23
 = £1,300 as for x 1no. only.
 Addition £148.26 from Solar Farm Funding
 as per initial £1,300.

Registered Office:
 Octavia House,
 Westwood Business Park,
 Westwood Way,
 Coventry, England, CV4 8JP
 Registered in England No. 03542918





1st August 2022

Melksham without Parish Council
Sports Pavilion
Westinghouse Way
Melksham
Wilts
SN12 6TL

Invoice No: 6980/007/092/22

**Construction of Village Hall and associated external works at:
Bowood View, Semington Road, Melksham**

Certificate 7	690,039.07
Less 3% retention	<u>20,701.17</u>
	669,337.89
Less previous	<u>531,572.78</u>
	137,765.11 ✓
VAT 20%	<u>27,553.02</u> ✓
	<u>£165,318.13</u> ✓

Payment terms

Due by: 15th August 2022

Bank Details:	NatWest Bank PLC
Account Name:	Rigg Construction (Southern) Ltd
Account Number:	03046923
Sort Code:	52-21-30

Handwritten signature: Trace 1/18/22

RIGG CONSTRUCTION (SOUTHERN) LTD
Lancaster House, Lancaster Park, Bowerhill, Melksham SN12 6TT
TEL: 01225 705668
FAX: 01225 790069
E-MAIL: general@riggconstruction.co.uk
WEB: www.riggconstruction.co.uk
Registered in England No. 2217116 • VAT Reg No. 282 7065 89

Valuation for RIBA Concise Building Contract (2018 Edition)

Surveyor
 Martin Pickard B.Sc. M.R.I.C.S.
 50, Farleigh Avenue
 TROWBRIDGE
 Wiltshire BA14 9DT

Works
 New Berryfield Village Hall
 Telford Drive
 MELKSHAM,
 Wiltshire SN12-6GF

Valuation No: 7
Date of issue: July 28th 2022
Reference: T020/bta/477/va/7

To ~~Employer/Agent/Contract~~
 Administrator

bta Architects
 18, Woodland Road
 WARMINSTER
 Wiltshire BA12 8JU

Employer
 Melksham Without Parish Council
 Sports Pavillion
 Westinghouse Way
 Bowerhill
 MELKSHAM, Wiltshire SN12 6TL

Contractor
 Rigg Construction Southern Ltd
 Lancaster House
 Lancaster Park Industrial Estate
 MELKSHAM
 Wiltshire SN12 6TT

Contract sum £ 740,469.07

As at July 29th 2022
 I/ We have made, in accordance with the terms of the Contract, an Interim Valuation, the basis on which the amount shown as due has been calculated is clause 4.10 of the Conditions of Contract, and report as follows:

Gross Valuation
 (excluding any work or material notified to me / us by the ~~Employer/Agent/Contract~~ Administrator in writing as not being in accordance with the Contract)

Less total amount of Retention, as attached statement.

Less total amount of interim payments previously certified by the ~~Employer/Agent/Contract~~ Administrator up to and including Certificate No. 6 and any advance payment due for reimbursement by the date given below for the issue of the next Certificate.

Balance (in words)

One Hundred and Thirty Seven Thousand Seven Hundred and Sixty Five Pounds and 12 pence

£	690,030.07
£	20,701.17
£	669,328.90
£	531,572.78
£	137,765.12



Signature M. Pickard **Surveyor** ~~Employer/Agent/Contract~~ / MRICS / ~~RICS~~

Notes:

- (1) All the above amounts are exclusive of VAT.
- (2) The balance stated is subject to any statutory deductions which the Employer may be obliged to make under the provisions of the Construction Industry Scheme where the Employer is classed as a Contractor for the purposes of the relevant Act.
- (3) It is assumed that the ~~Employer/Agent/Contract~~ Administrator will satisfy him or herself that there is no further work or material which is not in accordance with the Contract.
- (4) The ~~Employer/Agent/Contract~~ Administrator's Certificate should be issued on (see clause 4.9.2).

* Delete as appropriate

NET VAT GROSS
 8137,765.12 827,553.02 8165,318.13

Certificate of
Progress
Payment

Issued by: bla architects Ltd
Address: 18 Woodland Road, Warminster,
Wiltshire, BA12 8HJ

Employer: Melksham without Parish Council
Address: Sports Pavillion, Westinghouse Way,
Melksham, Wiltshire, SN12 6TL

Contractor: Rigg Construction (Southern) Ltd

Address: Lancaster House, Lancaster Park,
Bowerhill, Melksham, Wiltshire
SN12 6TT

Works: Construction of Village Hall and associated external works

Situated at: Bowood View, Semington Road, Melksham,
Wiltshire

Serial no:

Job reference: 220015

Certificate no: 7

Issue date: 1st August 2022

Final date for
payment: 6th August 2022

Contract dated: 4th January 2022

This certificate of progress payment

is issued under the terms of the above-mentioned Contract.

Value of work executed and of materials and goods on site	£ 690 039.07
Amount payable <u>97</u> % of the above value	£ 669 337.89
Less total amounts previously certified	£ 531 572.78
Net amount for payment	£ 137 765.12

I/We hereby certify that the amount of progress payment due to the
Contractor is (in words)
One hundred and thirty seven thousand seven hundred and sixty five pounds
and twelve pence

All amounts are exclusive of VAT.

*The employer shall in addition
pay the amount of VAT properly
chargeable*

Signed _____


To be signed by or
for the issuer
named above

This is not a Tax Invoice.





26th August 2022

Melksham without Parish Council
Sports Pavilion
Westinghouse Way
Melksham
Wilts
SN12 6TL

Invoice No: 6980/008/103/22

Construction of Village Hall and associated external works at:
Bowood View, Semington Road, Melksham

Certificate 8	767,253.53
Less 3% retention	<u>23,017.61</u>
	744,235.92
Less previous	<u>669,337.89</u>
	74,898.03
VAT 20%	<u>14,979.61</u>
	<u>£89,877.64</u>

Payment terms

Due by: 9th September 2022

Bank Details:	NatWest Bank PLC
Account Name:	Rigg Construction (Southern) Ltd
Account Number:	03046923
Sort Code:	52-21-30

RIGG CONSTRUCTION (SOUTHERN) LTD
Lancaster House, Lancaster Park, Bowerhill, Melksham SN12 6TT
TEL: 01225 705668
FAX: 01225 790069
E-MAIL: general@riggconstruction.co.uk
WEB: www.riggconstruction.co.uk

Registered in England No. 2217116 • VAT Reg No. 282 7065 89

*Following handover mtg @
10am 5/9/22
M. M. M.*

Certificate of
Progress
Payment

Issued by: bta architects Ltd
Address: 18 Woodland Road, Warminster,
Wiltshire, BA12 8HJ

Employer: Melksham without Parish Council
Address: First Floor, Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES

Contractor: Rigg Construction (Southern) Ltd
Address: Lancaster House, Lancaster Park,
Bowerhill, Melksham, Wiltshire
SN12 6TT

Works: Construction of Village Hall and associated external works

Situated at: Bowood View, Semington Road, Melksham,
Wiltshire

Serial no:

Job reference: 220015

Certificate no: 8

Issue date: 26th August 2022

Final date for
payment: 31st August 2022

Contract dated: 4th January 2022

This certificate of progress payment

is issued under the terms of the above-mentioned Contract.

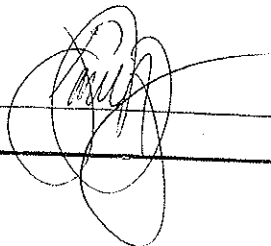
Value of work executed and of materials and goods on site	£ 767 253.53
Amount payable <u>97</u> % of the above value	£ 744 235.92
Less total amounts previously certified	£ 669 337.89
Net amount for payment	£ 74 898.03

I/We hereby certify that the amount of progress payment due to the
Contractor is (in words)
Seventy four thousand eight hundred and ninety eight pounds and three
pence

All amounts are exclusive of VAT.

*The employer shall in addition
pay the amount of VAT properly
chargeable*

Signed



To be signed by or
for the issuer
named above

This is not a Tax Invoice.



Valuation for RIBA Concise Building Contract (2018 Edition)

Surveyor
 Martin Pickard B.Sc. MRICS
 50, Farleigh Avenue
 TROWBRIDGE
 Wiltshire BA14 9DT

Works
 New Berryfield Village Hall
 Telford Drive
 MELKSHAM,
 Wiltshire SN12 6GP

Valuation No: 8
 Date of Issue: August 24th 2022
 Reference: T020/Dia/477/va1/8

To Employer/Agent/Contract Administrator

via Architects
 18, Woodland Road
 WARKWINTER
 Wiltshire BA12 8HU

Employer

Melksham Without Parish Council
 Sports Pavilion
 Westinghouse Way
 Boverhill
 MELKSHAM, Wiltshire SN12 6TL

Contractor

Rigg Construction Southern Ltd
 Lancaster House
 Lancaster Park Industrial Estate
 MELKSHAM
 Wiltshire SN12 6TT

Contract sum £ 740,469.07

© RICS 2006

As at August 24th 2022 I/We have made, in accordance with the terms of the Contract, an Interim Valuation, the basis on which the amount shown as due has been calculated is clause 4.20 of the Conditions of Contract, and report as follows:

Gross Valuation (excluding any work or material notified to me/us by the Employer/Agent/Contract Administrator in writing as not being in accordance with the Contract).
 Less total amount of Retention, as attached statement.

less total amount of interim payments previously certified by the Employer/Agent/Contract Administrator up to and including Certificate No. 7 and any advance payment due for reimbursement by the date given below for the issue of the next Certificate.

Balance (in words)

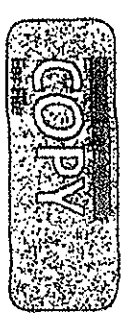
Seventy Four Thousand Eight Hundred and Ninety Eight Pounds and 03 pence

Signature

M. Pickard

Surveyor MRICS /

£	767,233.53
£	23,017.61
£	744,235.92
£	669,337.89
£	74,898.03



- Notes:**
- (1) All the above amounts are exclusive of VAT.
 - (2) The balance stated is subject to any statutory deductions which the Employer may be obliged to make under the provisions of the Construction Industry Scheme where the Employer is classed as a "Contractor" for the purposes of the relevant Act.
 - (3) It is assumed that the Employer/Agent/Contract Administrator will satisfy him or herself that there is no further work or material which is not in accordance with the Contract.
 - (4) The Employer/Agent/Contract Administrator's Certificate should be issued on (see clause 4.9.2).

* Delete or appropriate

Certificate of
Progress
Payment

Issued by: bta architects Ltd
Address: 18 Woodland Road, Warminster,
Wiltshire, BA12 8HJ

Employer: Melksham without Parish Council
Address: First Floor, Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES

Contractor: Rigg Construction (Southern) Ltd

Address: Lancaster House, Lancaster Park,
Bowerhill, Melksham, Wiltshire
SN12 6TT

Works: Construction of Village Hall and associated external works

Situated at: Bowood View, Semington Road, Melksham,
Wiltshire

Serial no:

Job reference: 220015

Certificate no: 9

Issue date: 29th September 2022

Final date for
payment: 4th October 2022

Contract dated: 4th January 2022

This certificate of progress payment

is issued under the terms of the above-mentioned Contract.

Value of work executed and of materials and goods on site	£ 775 271.88
Amount payable <u>98.5</u> % of the above value	£ 763 642.80
Less total amounts previously certified	£ 744 235.92
Net amount for payment	£ 19 406.88

I/We hereby certify that the amount of progress payment due to the
Contractor is (in words)
Nineteen thousand four hundred and six pounds and eighty eight pence

All amounts are exclusive of VAT.

*The employer shall in addition
pay the amount of VAT properly
chargeable*

Signed _____


To be signed by or
for the issuer
named above

This is not a Tax Invoice.



Lorraine McRandle

Subject: FW: Melksham Without Parish Council - Berryfield Village Hall [Version Ref: 101487289]

From: Marianne Rossi <admin@melkshamwithout.co.uk>
Sent: 02 September 2022 16:45
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Melksham Without Parish Council - Berryfield Village Hall [Version Ref: 101487289]

Thanks, I have spoken to Andrew and they don't need the money before Monday for the hall to be covered

Thank you
Marianne

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 02 September 2022 16:43
To: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: Fwd: Melksham Without Parish Council - Berryfield Village Hall [Version Ref: 101487289]

I am happy to accept. Can we get payment authorised over the weekend?

Get [Outlook for Android](#)

From: Andrew Bedding <Andrew_Bedding@ajg.com> on behalf of UK.Community <Community@ajg.com>
Sent: Friday, September 2, 2022 4:15:47 PM
To: Marianne Rossi <admin@melkshamwithout.co.uk>
Cc: Kevin Millard <Kevin_Millard@ajg.com>; Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Melksham Without Parish Council - Berryfield Village Hall [Version Ref: 101487289]

Dear Marianne,

The insurers have agreed to afford cover and have provided the undernoted terms to add the Village Hall building to the policy with effect from 5th September 2022 based on a sum insured of £920,000.

Please note the underwriter has advised that as the property is unlikely to be used for its intended purpose until the end of October, as this is the date where the management trust (the trustee) is likely to be appointed, it will need to be considered as an unoccupied building until then.

Terms

- Annual additional premium of £5,242.36 including Insurance Premium Tax (IPT) which reflects the fact that the building is not in use. The premium rates will be reviewed once the hall is being used for its intended purpose.
- Pro rata additional premium payable of £3,849.18 including IPT to arrange cover from 5th September 2022
- Cover will be restricted to damage arising from Fire, Lightning, Explosion and Aircraft or other aerial devices only as stated in the following endorsement:

Restricted **Perils** Endorsement - FLEA Only

Damage in respect of the premises Berryfield Village Hall, Telford Drive, Melksham, SN12 6GF is restricted to the **Defined perils** of Fire, lightning, explosion and aircraft or other aerial devices or articles dropped from them only.

- The undernoted Unoccupied Property Conditions are to apply although the insurers have noted that the Council may need to use the utilities whilst transferring over the equipment to the building, and that the electricity will be on for the intruder alarm, which is acceptable. **Please read this carefully to make sure you are aware of the requirements**

Unoccupied buildings condition

The following must be complied with

1 you must tell us as soon as you become aware

a of any buildings or portions of buildings at the premises becoming unoccupied or unoccupied buildings or portions of unoccupied buildings at the premises becoming occupied and you agree to

i pay any necessary additional premium as may be required by us

ii complete any additional risk improvements which we may reasonably require

b of any damage to the unoccupied buildings or unoccupied portions of buildings whether the damage is covered or not.

2 in respect of unoccupied buildings or unoccupied portions of buildings, you must ensure that

a the buildings are inspected internally and externally at least once a week by you or on your behalf and a written record of the inspection is maintained by you

b all refuse and waste materials are removed from the interior of the buildings and removed from the premises

c you will secure the premises and put all protective, locking devices and any alarm protection in effective operation
d gas, water and electricity services (except electricity supply to maintain any fire or intruder alarm systems) and any fuel supplies are permanently shut off at the switch or stopcock where they enter the buildings (or in the case of individual flats or portions of a building, where they enter the flat or unoccupied part of the building)

e you implement any additional protections that we may require within the time scale we specify

f all damage to the premises must be rectified immediately

g letterboxes must be sealed

h the final exit door of the building(s) must be secured as follows

i timber doors must be fitted with an appropriate mortice deadlock which has 5 or more levers and/or conforms to British Standards BS 3621 or European Norm EN 1303 together with a matching metal box striking plate, installed in accordance with the manufacturer's recommendations

ii aluminium doors must be fitted with integral cylinder key operated mortice deadlocks to EN 1303

iii UPVC doors must be fitted with key operated multi-point locking devices incorporating swinging/claw locking bolts

iv the first closing leaf of double leaf doors must be fitted internally with bolts top and bottom

If you do not comply with this condition you will not be covered and we will not make any payment in respect of a claim for fire and/or explosion and/or malicious damage and/or theft or attempted theft.

Please confirm these terms are acceptable and I will issue an invoice with a new schedule.

Kind regards,

Andrew Bedding Cert CII
Senior Client Adviser

D: 01483 462891

M: 07780 483359

community@ajg.com

Gallagher

Blenheim House, 1-2 Bridge Street, Guildford, GU1 4RY

www.ajg.com



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From: Marianne Rossi <admin@melkshamwithout.co.uk>
Sent: 02 September 2022 15:04
To: UK.Community <Community@ajg.com>
Cc: Kevin Millard <Kevin_Millard@ajg.com>; Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Melksham Without Parish Council - Berryfield Village Hall [Version Ref: 101487289]

Thanks Andrew, its just that being a Council we need two members to authorise the payment for the insurance and of course don't want the building to be uninsured for any amount of time once it's been handed over to us on Monday morning.

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
PLEASE NOTE NEW ADDRESS:
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700
<https://clicktime.symantec.com/15tpJ8WEJ2Gcbyeb6YghC?h=hkmgvTB-FRBW2JoLtsPEXC-5RtBJEwNBvLi10pCHVeQ=&u=www.melkshamwithout-pc.gov.uk>

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On twitter: @melkshamwithout
On Instagram: melkshamwithoutpc

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From: Andrew Bedding <Andrew_Bedding@ajg.com> **On Behalf Of** UK.Community
Sent: 02 September 2022 10:27
To: Marianne Rossi <admin@melkshamwithout.co.uk>; Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Kevin Millard <Kevin_Millard@ajg.com>
Subject: RE: Melksham Without Parish Council - Berryfield Village Hall [Version Ref: 101487289]

Dear Marianne,

Thank you for your email.

I intend to chase up with the underwriter if I don't hear back shortly.

Kind regards,

Andrew Bedding Cert CII
Senior Client Adviser

D: 01483 462891
M: 07780 483359
community@ajg.com

Gallagher
Blenheim House, 1-2 Bridge Street, Guildford, GU1 4RY
www.ajg.com



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From: Marianne Rossi <admin@melkshamwithout.co.uk>
Sent: 02 September 2022 10:14
To: Teresa Strange <clerk@melkshamwithout.co.uk>; UK.Community <Community@ajg.com>
Cc: Kevin Millard <Kevin_Millard@ajg.com>
Subject: RE: Melksham Without Parish Council - Berryfield Village Hall [Version Ref: 101487289]

Hi Andrew,

Just a reminder that we are keen to get the insurance in place ready for handover on Monday morning (5th September).

Best Wishes,
Marianne

Marianne Rossi

Finance and Amenities Officer

PLEASE NOTE NEW ADDRESS:

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

<https://clicktime.symantec.com/15tSyQhX12YxRJMSwkSyC?h=vWZjbXjabAgPSBpR5PPXhdGTADGQqiVKpcObuoGmoAc=&u=www.melkshamwithout-pc.gov.uk>

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On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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From: Teresa Strange <clerk@melkshamwithout.co.uk>

Sent: 01 September 2022 12:59

To: UK.Community <Community@ajg.com>

Cc: Kevin Millard <Kevin_Millard@ajg.com>; Marianne Rossi <admin@melkshamwithout.co.uk>

Subject: RE: Melksham Without Parish Council - Berryfield Village Hall [Version Ref: 101487289]

Hi Andrew

Hope the below answers are suffice....

Kind regards, Teresa

Teresa Strange

Clerk

PLEASE NOTE THE NEW ADDRESS FROM MONDAY 1ST AUGUST:

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES
01225 705700

From: Andrew Bedding <Andrew_Bedding@ajg.com> **On Behalf Of** UK.Community
Sent: 01 September 2022 12:34
To: Marianne Rossi <admin@melkshamwithout.co.uk>
Cc: Kevin Millard <Kevin_Millard@ajg.com>; Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Melksham Without Parish Council - Berryfield Village Hall [Version Ref: 101487289]
Importance: High

Dear Marianne,

The underwriter has just emailed with a few further questions which are set out below.

- Does the new sum insured requested of £920,00 include the solar panels? **Yes, they were part of the original build specification. There is a battery to be installed in October/November costing £6,200 in addition. We have given you a separate cost for the public art on the side of the building. Photo attached.**
- Please confirm how often the Council will be inspecting the premises? **The parish council caretaker will visit weekly to undertake fire alarm checks and water testing if appropriate and general look around.**
- As currently unoccupied, have all utilities been turned off? **Handover is on Monday 5th September at 10am, we are working towards moving across the current equipment, and a couple of existing groups (arts and crafts) from the old portacabin hall and delivering furniture, maybe installing blinds/curtains, AV equipment, kitchen crockery etc – so we will be in and out as we move over the next few weeks and get it up and running. Its not really going to be an empty building, it will have activity, just not formal bookings until we hand over to the Management Charitable Trust at which point they will become the tenant and insure themselves. We will therefore need utilities in place over the coming weeks.**
- How has the premises been made secure? **Yes, and has an intruder alarm and anti loitering device in place. The parish council staff (Clerk and Amenities officer are the interim key holders and on the intruder alarm call out list). The village hall is overlooked by housing on 3 sides. The heras fencing to the site boundary is being removed on Friday, but the bollards to the car park entrance and exit have been raised and will stay in place until occupation.**
- Please could you confirm the current situation regarding the risk assessments, has further progress been made? I trust that they are however are the Council actively seeking a management committee? Since the premises may be unoccupied for a long period of time, we may need to look at restrictive perils, until we have a date as to when the premises will be occupied? **We are in receipt of the fire RA and the water testing RA. We have members of the management committee geared up to take over, they have been involved along the process, choosing specification and finish details etc, and are having a tour round the new hall on Tuesday evening (day after handover) and will formally commit their intention to join the committee. Our solicitors (Wellers Hedley) are drawing up the charitable trust draft and draft lease. We don't intend this to be unoccupied for a long time at all, we are keen to get everything in place, and some bookings and income flowing into the building. We envisage this to be short term gap, and aim to be handed over in late October time.**



I look forward to hearing from you.

Kind regards,

Andrew Bedding Cert CII
Senior Client Adviser

D: 01483 462891
M: 07780 483359
community@ajg.com

Gallagher
Blenheim House, 1-2 Bridge Street, Guildford, GU1 4RY
www.ajg.com



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From: Marianne Rossi <admin@melkshamwithout.co.uk>
Sent: 31 August 2022 14:19
To: UK.Community <Community@ajg.com>
Cc: Kevin Millard <Kevin_Millard@ajg.com>; Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Melksham Without Parish Council - Berryfield Village Hall [Version Ref: 101487289]

Thanks Andrew, the hall is being handed over to the parish council on Monday next week (5th September), so we are hoping to get the insurance in place as of 00:01am on the 5th.

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
PLEASE NOTE NEW ADDRESS:
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700
<https://clicktime.symantec.com/15tpJ8VZnFZUhkgrbVsix?h=i4w-gBvxgQZ0MPTCockImTXEnY0acC395M1Cfa92RpM=&u=www.melkshamwithout-pc.gov.uk>

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On twitter: @melkshamwithout
On Instagram: melkshamwithoutpc

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From: Andrew Bedding <Andrew_Bedding@ajg.com> **On Behalf Of** UK.Community
Sent: 26 August 2022 11:19
To: Marianne Rossi <admin@melkshamwithout.co.uk>

Cc: Kevin Millard <Kevin_Millard@ajg.com>; Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Melksham Without Parish Council - Berryfield Village Hall [Version Ref: 101487289]

Dear Marianne,

Thank you for your email.

I have referred back to the insurers and will respond once I hear back from the underwriter.

Kind regards,

Andrew Bedding Cert CII
Senior Client Adviser

D: 01483 462891
M: 07780 483359
community@ajg.com

Gallagher
Blenheim House, 1-2 Bridge Street, Guildford, GU1 4RY
www.ajg.com



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From: Marianne Rossi <admin@melkshamwithout.co.uk>
Sent: 25 August 2022 16:30
To: Andrew Bedding <Andrew_Bedding@ajg.com>
Cc: Kevin Millard <Kevin_Millard@ajg.com>; Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Melksham Without Parish Council - Berryfield Village Hall [Version Ref: 101487289]

[EXTERNAL]

Hi Andrew,

Please see below for my answers in red.

Best Wishes,
Marianne

Marianne Rossi

Teresa Strange

From: Jon Price <jonprice@riggconstruction.co.uk>
Sent: 24 August 2022 12:42
To: Teresa Strange
Cc: Marianne Rossi
Subject: RE: insurance valuation

Hi Teresa,

Just had a chat with Phil on this and our suggestion for insurance rebuild cost would be –

£740K as per Rigg contract build sum 2022
+£60K demolition and clearance allowance
~~=£800K~~ sub-total
+£120k 15% professional & legal fees
=£920K Total

This is obviously based on current prices so future cover value would be subject to increase but assume that would be picked up once included with review of assets with valuation company.

Hope this is of help.

Jon Price



Lancaster House, Lancaster Park, Bowerhill, Melksham, SN12 6TT
T: 01225 705668 **F:** 01225 790069
E: jonprice@riggconstruction.co.uk
W: www.riggconstruction.co.uk

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From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 24 August 2022 12:09
To: Jon Price <jonprice@riggconstruction.co.uk>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: insurance valuation

Hi Jon

We are arranging insurance for the hall.....

I asked Martin for a valuation figure and his charge is quite high for working that out! And as ever, we are always seeking the best value for money.

Right at the beginning of the project I think you mentioned that I can take an element of the £721k project.

I am thinking its £721k plus an element for demolition if needed to rebuild, so could call it say £800k and then get it valued by a valuation company on a regular pattern with our other buildings.

Does £800k sound about right to you?

Thanks, Teresa

Teresa Strange

Clerk

PLEASE NOTE THE NEW ADDRESS FROM MONDAY 1ST AUGUST:

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

Certificate of Completion

The Building Act 1984
The Building Regulations 2010

Building Regulation Reference
BR/20/018789/FP

1	Plot/phase details Plot - Plot Description of work Construction of Village Hall and associated external works
2	Location of work Land at Bowood View Telford Drive Semington Road Melksham Wiltshire SN12 6DR
3	Deposit of particulars deposited under the Building Regulations and Section 1 (3) of the Building Act 1984 on 15 September 2020.
4	Completion date 19 August 2022
5	Compliance with Building Regulations This certificate, which is given in accordance with Regulations 17, shall be considered as evidence (but not conclusive evidence) that, insofar as the authority has been able to ascertain, the works described in the certificate are in compliance with the requirements of the Building Regulations.
6	Limitations of certificate This certificate relates only to the work described in [1] above. This certificate does not relate to any work carried out to which the regulations did not apply on this occasion or work carried out and independently certified under a Competent Persons Scheme.
7	Authority This certificate has been authorised by <i>Parvis Khansari</i> Corporate Director, Place Date: 01 September 2022



PWLB lending facility

Loan Reference Number	Outstanding Principal Balance (£)	Principal Due (£)	Interest Due (and Late Interest Charges) (£)	Total Due (£)	Interest Rate (%)
-----------------------	-----------------------------------	-------------------	--	---------------	-------------------

MELKSHAM WITHOUT PC (WILTSHIRE)

26/08/2022

LOAN REPAYMENT DUE - REPAYMENT DATE 23/09/2022

407594	445,500.00	49,500.00	2,784.38	52,284.38	1.250
TOTAL:	445,500.00	49,500.00	2,784.38	52,284.38	

Your authority has elected to pay loan repayments by direct debit and therefore the sum of £52,284.38 will be debited from your nominated account on 23/09/2022 quoting reference MELKSHAM.

You need take no further action.

If you have any queries, please do not hesitate to contact the UK Debt Management Office.

Berryfield Village Hall- Payments made so far as of September 2022- Working document

Company	Service provided	Anticipated Cost	Price Confirmed- Excluding VAT	Amount actual paid so far- Excluding VAT
Arthur Williams	Project Manager	£7,875.00	£7,875.00	£6,300.00
BTA Architects	Architect	£13,000.00	£13,000.00	£14,400.83
Stephen Penfold Associates	Civil / Structural Engineering	£6,450.00	£6,450.00	£3,300.00
WPL, Bristol	CDM Advisory Service	£1,400.00	£1,400.00	£1,300.00
Planet Surveys	Topographic survey	£500.00	£500.00	£500.00
Pope Consulting	Mechanical & Electrical Engineering	£9,530.00	£9,530.00	£6,868.00
Wiltshire Council- Planning application fee	Planning application submission	£924.00	£924.00	£924.00
Wiltshire Council- Planning application fee	Application for Non Material Amendment for the Public Art and variations to the building plan/elevations for acoustic measures	£137.83	£137.83	£137.83
Parkinson Partnership	VAT Advice	£654.00		£654.00
Martin Pickard	Cost Co-ordination Consultant	£4,900.00	£4,900.00	£3,000.00
Wellers Hedley	Legal assistance	£2,500.00		
Wiltshire Council's Building Control	Building Regulation submission quote	£2,000.00	£2,000.00	£2,000.00
	Professional fees (Estimated)	£49,600.00		
Rigg Construction	Building Construction (Estimated Cost from cost consultants)	£598,300.00	£721,296.18	£744,235.92
Wiltshire Publications	Expression of interest for tender advert, in Melksham News, Frome and Westbury	£281.00	£281.00	£281.00
24 Acoustics Ltd	Acoustic report	£2,435.00		£2,435.00
Wiltshire Publications	Public works loan advert	£495.00	£495.00	£495.00
Nettl	Berryfield Village Hall leaflet printing to drop off at Bowood estate	£32.50	£32.50	£32.50
Nettl	Berryfield Village Hall Plan printing	£79.00	£79.00	£79.00
Kerry Lemon	Signage for project- up to £1,500	£1,500.00		
	Land Transfer Fees	£940.00	£940.00	£940.00
One stop colour shop	RAL Colour sample for Residents meeting-	£11.25	£11.25	£11.25
	Post code for new hall	£146.74	£146.74	£146.74
Hawkins	Asbestos Survey for old village hall	£350.00	£350.00	£350.00
Fire Risk Assessment	Berryfield Village Hall Fire risk assessment	£250.00	£250.00	£250.00
Community Heartbeat	Inv.13785- New defib Berryfield Village Hall	£2,540.00	£2,540.00	£2,540.00
Arthur J Galligher	Berryfield Village Hall Insurance	£3,849.18	£3,849.18	£3,849.18
Sub Total		£710,680.50	£776,987.68	£795,030.25
Total Spent so far as of 6th Sep 2022		£795,030.25		

Lorraine McRandle

Subject: FW: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

From: Teresa Strange

Sent: 31 August 2022 18:18

To: David Pafford <david.pafford@melkshamwithout.co.uk>; John Glover <john.glover@melkshamwithout.co.uk>; Mark Harris <mark.harris@melkshamwithout.co.uk>; Richard Wood <richard.wood@melkshamwithout.co.uk>; Shona Holt <shona.holt@melkshamwithout.co.uk>

Cc: Marianne Rossi <admin@melkshamwithout.co.uk>

Subject: FW: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

Dear Berryfield Village Hall working party

Just to let you know that the planting for the car park area soft landscaping is £2,780 plus VAT, and so we will put to the full council on 12th September as the budget allowed was £2,000.

More details below.

Thankyou to those of you that came along this morning.

We picked up another potential committee member (and perhaps keyholder) from the lady who lives in the house opposite.

The tree quote below is for the Jubilee tree planting later in the year, one of which will be for the landscaped area at the entrance to the village hall.

Kind regards, Teresa

From: Chris Smith <Chris@twlandscapes.com>

Sent: 31 August 2022 16:00

To: Teresa Strange <clerk@melkshamwithout.co.uk>

Cc: Marianne Rossi <admin@melkshamwithout.co.uk>

Subject: RE: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

Hi Teresa

No problem, it looks around 12 sq. metres.

Revised price for the shrub planting to include this additional area. For the sum of:- **£2780.00 + VAT if applicable**

Regards

Chris

Chris Smith
Contracts Manager
TW Landscapes Ltd
Unit 10 Indus Acre
Avro Way
Bowerhill
Melksham
Wiltshire
SN12 6TP

Tel: 01225 700585

Fax: 01225 700585

Email: chris@twlandscapes.com

From: Teresa Strange <clerk@melkshamwithout.co.uk>

Sent: 31 August 2022 15:24

To: Chris Smith <Chris@twlandscapes.com>

Cc: Marianne Rossi <admin@melkshamwithout.co.uk>

Subject: RE: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

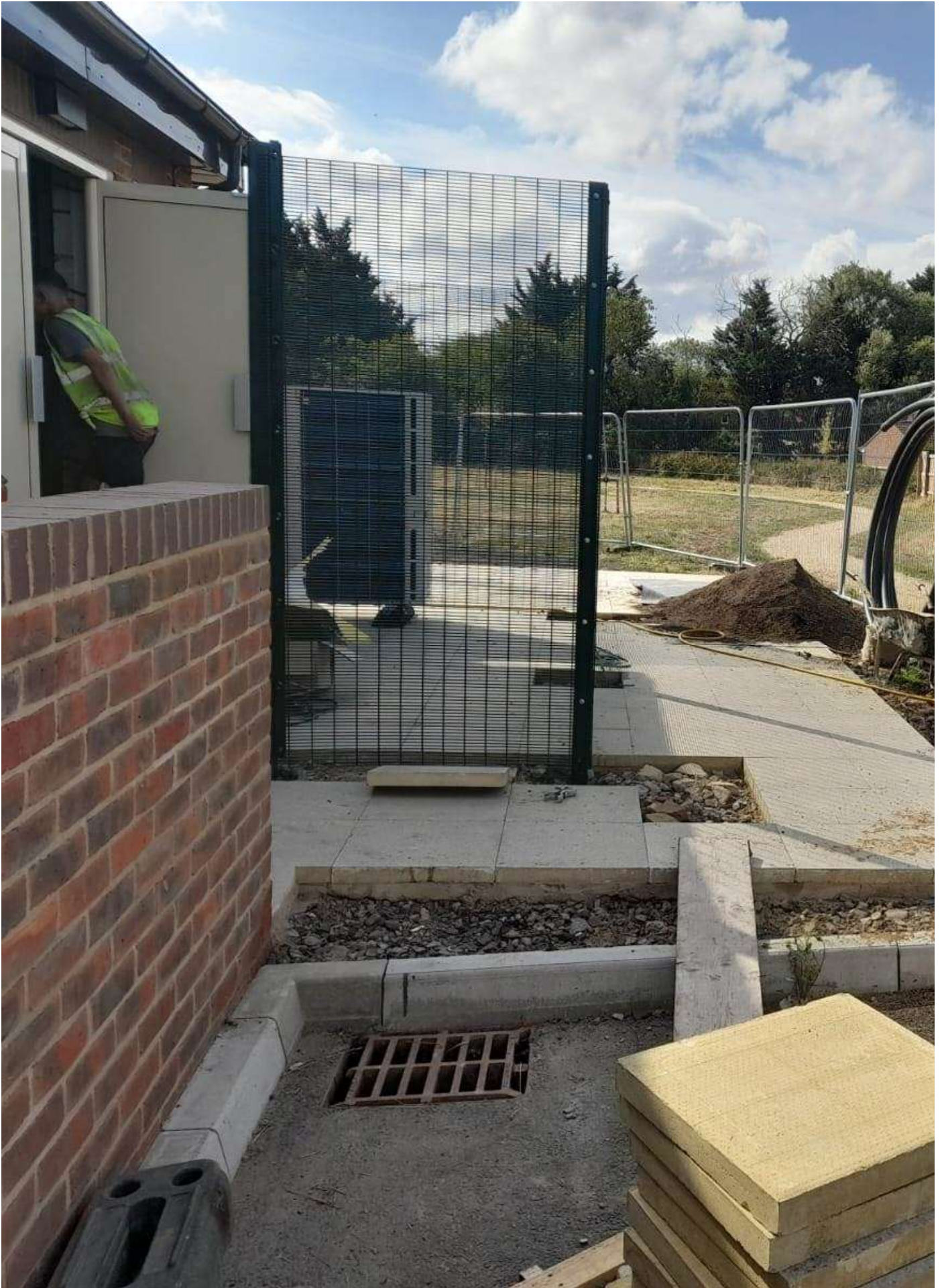
Hi Chris

Thanks for this..... and appreciate you turning it around so quickly.

I spotted this little pocket of area to be landscaped to the rear of the hall, so don't know if you need a few more plants and mulch to revise the quote? won't be very much!

Sorry, saw it after you left.

Kind regards, Teresa



From: Chris Smith <Chris@twlandscapes.com>
Sent: 31 August 2022 14:26
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham
Importance: High

Hi Teresa

It was nice to meet you earlier today.

I have tried to provide 2 quotations however in order to plant at 3 plants per sq. metre which is the least I would recommend, I simply can not carry out the works within budget. Please find my proposal as follows which I appreciate is slightly over budget. I have kept it as tight as I can possibly can:-

1.) Shrubs/Mulch

- To supply and plant 300 no. shrubs over an area of approx. 100 sq. metre (3 per metre).
- To supply and spread bark mulch as a decorative finish.

For the sum of:- **£2480.00 + VAT if applicable**

Species of plants allowed for are as follows. I have allowed for 50 of each, all to be 2/3 litre pots:-

Prunus laurocerassus 'Otto Luyken'
Skimmia japonica 'Rubella'
Mahonia aquifolium
Choisya 'Aztec Pearl'
Viburnum davidii
Euonymus fort. 'Emerald Gaiety'

2.) Trees

- To supply and plant 1 Acer campestre (field maple) (approx. 10-12 ft height). For the sum of:- **£210.00 + VAT if applicable**
- To supply and plant 1 Prunus avium (cherry) (approx. 10-12 ft height). For the sum of:- **£225.00 + VAT if applicable**
- To supply and plant 1 Sorbus aria (Rowan) (approx. 10-12 ft height). For the sum of:- **£225.00 + VAT if applicable**

I will await your further comments or instructions.

Regards
Chris

Chris Smith
Contracts Manager
TW Landscapes Ltd
Unit 10 Indus Acre
Avro Way
Bowerhill
Melksham
Wiltshire
SN12 6TP

Tel: 01225 700585
Fax: 01225 700585
Email: chris@twlandscapes.com

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 24 August 2022 14:17
To: Chris Smith <Chris@twlandscapes.com>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

Me too which is why I was double checking! ☺

See you Weds 31st at 10am at Berryfield Village Hall.
Access from Telford Drive off Semington Road via car (or you can park opposite the New Inn on Semington Road and walk through the pedestrian entrance if you are coming from the Semington end of Semington Road.

My mobile in case any issues on the day 0744 3220329.
Kind regards, Teresa

From: Chris Smith <Chris@twlandscapes.com>
Sent: 24 August 2022 14:10
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

Sorry, I'm currently trying to do 10 things at once and it's not going very well!

Next Weds 31st @ 10:00.

Regards

Chris Smith
Contracts Manager
TW Landscapes Ltd
Unit 10 Indus Acre
Avro Way
Bowerhill
Melksham
Wiltshire
SN12 6TP

Tel: 01225 700585
Fax: 01225 700585
Email: chris@twlandscapes.com

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 24 August 2022 14:08
To: Chris Smith <Chris@twlandscapes.com>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

Weds 31st Aug?
Yes, that's fine....

From: Chris Smith <Chris@twlandscapes.com>
Sent: 24 August 2022 14:00
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

No problem – what about 10:00 next Wednesday 10:00?

Regards

Chris Smith
Contracts Manager
TW Landscapes Ltd
Unit 10 Indus Acre
Avro Way
Bowerhill
Melksham
Wiltshire
SN12 6TP

Tel: 01225 700585
Fax: 01225 700585
Email: chris@twlandscapes.com

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 24 August 2022 13:56
To: Chris Smith <Chris@twlandscapes.com>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

Hi Chris
I can't do them I am afraid, any time next week or later w/c 5th September.
Thanks, Teresa

From: Chris Smith <Chris@twlandscapes.com>
Sent: 24 August 2022 13:54
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

Hi Teresa

I can be free on Tuesday 6th September at 10:00. Does that work for you?

Regards
Chris

Chris Smith
Contracts Manager
TW Landscapes Ltd
Unit 10 Indus Acre
Avro Way
Bowerhill

Melksham
Wiltshire
SN12 6TP

Tel: 01225 700585
Fax: 01225 700585
Email: chris@twlandscapes.com

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 24 August 2022 13:48
To: Chris Smith <Chris@twlandscapes.com>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

Hi Chris
Just getting in touch about meeting up to see what we can do planting wise at the new village hall at Berryfield. Would like to meet with a few residents as its their hall and they will eventually be taking over the running of it. I am arranging a meeting with them on Tues or Weds evening 6th/7th September if you were free then at all? If not, I can see if I can get a couple of them to meet with us during the day.
With many thanks, Teresa

Teresa Strange
Clerk

PLEASE NOTE THE NEW ADDRESS FROM MONDAY 1ST AUGUST:
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700

From: Chris Smith <Chris@twlandscapes.com>
Sent: 01 July 2022 09:07
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

Hi Teresa

No problem, it was nice speaking with you and thank you for the enquiry.

I look forward to hearing from you in August.

Kind regards
Chris

Chris Smith
Contracts Manager
TW Landscapes Ltd
Unit 10 Indus Acre

Avro Way
Bowerhill
Melksham
Wiltshire
SN12 6TP

Tel: 01225 700585
Fax: 01225 700585
Email: chris@twlandscapes.com

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 30 June 2022 13:36
To: Chris Smith <Chris@twlandscapes.com>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: FW: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

Hi Chris

Thanks for your time on the phone.

Here are my contact details for your information, although we are moving to the new Wiltshire Council Campus building in early August.

Also attached is a plan of the external works, which show the couple of pockets we have for soft landscaping.

We will be in touch in mid August when we have handover for the village hall to arrange to meet.

Many thanks for your help with this,

Kind regards,

Teresa

Teresa Strange
Clerk
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Melksham
Wiltshire
SN12 6TL
01225 705700

Marianne Rossi

From: Beki Haines <beki@ariendesignsltd.co.uk>
Sent: 07 September 2022 14:12
To: Marianne Rossi
Subject: Re: Quote for noticeboard

Hi Marianne

Most up to date cost for a tradition unit , single door to house 8 sheets of A4 paper powdercoated RAL 5010 @ £475.00e Shaped header board with cut vinyl lettering @ £87.00e Delivery @ £110

plus vat

Prices can be kept for a maximum of 30 days only

Kindest Regards

Beki

On 07/09/2022 09:19, Marianne Rossi wrote:

> Hi Beki,
>
> No worries, I mean the text. We met with the residents last night so I
> have a better idea of what they would like now.
>
> Could I please have a quote for a blue noticeboard without legs, the
> same size as our normal one and header with the text saying
> 'Berryfield Village Hall'
>
> Thank you
>
> Best Wishes,
> Marianne
>
> [3]
>
> Marianne Rossi
>
> Finance and Amenities Officer
>
> Melksham Without Parish Council
>
> First Floor
>
> Melksham Community Campus
>
> Market Place
>
> Melksham
>
> Wiltshire
>



QUOTATION

Client Order

Ref Job Number

14678

Date

25 Aug 2022

Quotation valid for 30 days.

Melksham Without Parish Council
First Floor, Melksham Community Campus
The Market Place
Melksham
Wiltshire
SN12 6ES

From:

Radcliffe Fire Protection Ltd
Unit 6 Church Farm
Bath Road
Shaw
Melksham
Wiltshire
SN12 8EF

Site Address:

Melksham Without Parish Council

Scope of Works:

To install the following portable firefighting equipment, complying to the appropriate British Standard BS 5306-3:2017:

4 x 2kg Co2 extinguisher
2 x 6ltr Foam extinguisher
1 x Fire blanket

To install the following fire safety signage compliant to the appropriate British Standard BS5499-4:2013:

4 x Fire Action Notice
1 x Push Bar to Open
1 x Fire Exit Keep Clear
7 x Extinguisher ID sign

Subtotal	£357.00
VAT @ 20%	£71.40
Total	£428.40

Raised By: Katie Dickinson.

* - VAT rate quoted correct when printed on 25-08-2022

This is an automated Quotation and is valid without a signature.



- Radcliffe Fire Protection Ltd - Tel 01225 708 815 - Email info@radcliffefireprotectionltd.co.uk - Registered Company 7446166 - VAT No. 235596188 -

Lorraine McRandle

Subject: FW: Potential move date for Berryfield Village Hall
Attachments: Sales Quote 57367.pdf

From: Mark Davies <mark@stonehillofficeright.com>
Sent: 02 September 2022 11:16
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: Re: Potential move date for Berryfield Village Hall

Hi Teresa,

We can do the 19th September .

Please find our price for a day rate to carry out the work as attached

Please advise should you wish to go ahead

Regards

Mark

On Fri, 2 Sept 2022 at 09:55, Teresa Strange <clerk@melkshamwithout.co.uk> wrote:

Morning Mark

You will hopefully recall that we wanted to book you to do some relocation bits and pieces for our new village hall at Berryfield.

1. Move rentacrates and a couple of cupboards and a few chairs to the new village hall from the old one
2. Move tables and chairs from the old village hall to the Pavilion at Bowerhill (our old office space)
3. Move tables from Gompels warehouse to the new village hall

I am sure we can base on a day rate?

Can we book you in for Monday 19th September? Need to get a date in the diary for planning the demolition etc of the old hall and all the dates are key on when we move.

Many thanks, 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

--

Mark Davies

Joint Managing Director

E : mark@stonehillofficeright.com

Office : 0845 548 5158

Mobile : 07436 268 844

Freephone : 0800 622 6022

Web : www.stonehillofficeright.com



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Melksham Without Parish Council (MEL008)

 Melksham Campus
 Market Place
 Melksham
 Wiltshire
 SN12 6ES

Quote

Quote No	57367
SalesPerson	Sue Dalton
Date Quoted	03 Sep 2022
Page	1 of 1

Code	Description	Qty	Unit	Unit Price	Value	VAT
INSTALLATION	Day Rate - Installation and Removal of Furniture between Berryfield VH , Bowerhill Sports Pavillion and Melksham Campus	1	Each	£500.00	£500.00	1

VAT Summary

Nett	Code	Description	Rate %	VAT Amt
£500.00	1	Standard Rate	20.0	£100.00

Del Charge	£0.00
Sub-Total	£500.00
VAT	£100.00
Total	£600.00

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Stonehill OfficeRight Business Solutions Ltd

T: 0845 548 5811

9 Doric Bus. Centre, Avon Way, Canal Road, Trowbridge. BA14 8FW

VAT Reg. 131 6238 41

T: 0800 622 6022

Unit 16 Chapel Way , St Anne's , Bristol BS4 4EU

 E: sales@stonehillofficerright.com

Marianne Rossi

From: Teresa Strange
Sent: 15 September 2022 16:21
To: Marianne Rossi
Cc: Lorraine McRandle
Subject: RE: New hall hire

can you stick in the folder for next full council but in late/additional papers please, I wonder if we treat like utilities and get in place,

From: Marianne Rossi <admin@melkshamwithout.co.uk>
Sent: 15 September 2022 16:04
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: New hall hire

Yes, I think the provision is there for wifi but I don't think it's there yet because the supplier etc hasn't been chosen etc. I think that's one of the things that has been left to the new management committee

Thanks
Marianne

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 15 September 2022 15:53
To: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: New hall hire

None of them are competing so would be good to show them round,
And/or we could just base ourselves there or the day? I am being a bit thick on wifi, I know we have a phone line?

From: Marianne Rossi <admin@melkshamwithout.co.uk>
Sent: 15 September 2022 15:39
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: New hall hire

Yes, there's a few groups so I don't know whether we want to block out a particular day/time rather than do loads of individual days etc.

I spoke to the husband of a Mary-Ann Pickett earlier who was enquiring about the hall as they have to leave their space at the Town hall due to the costs going up so high. I think she does weekly low impact classes- He was asking questions about the size of the floor space etc which I would have found out from one of the drawings but I said it might be better if they came and had a look instead. Which he thought was a good idea, they are away next week but maybe sometime the week after.

Thanks
Marianne

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 15 September 2022 15:16

To: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: New hall hire

Looks promising, yes, would be good to show people around

From: Marianne Rossi <admin@melkshamwithout.co.uk>
Sent: 15 September 2022 15:12
To: Mike Cruse <mike.elitemartialarts@gmail.com>
Cc: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: New hall hire

Hi Mike,

Many thanks for the info, I will add your enquiry to my list. Is it a particular day of the week and what's the activity your wishing to use the hall for?

The parish council do have the keys for the building, so we could meet you up there to show you around as you are looking at a more regular booking than a one off. Is day or evening best for you and we could maybe look at the diary for next week or the week after?

It will of course be up to the management committee once in place to confirm/ accept bookings as well as decide on the type of hire charges etc.

Many thanks

Best Wishes,
Marianne

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

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On twitter: @melkshamwithout
On Instagram: melkshamwithoutpc

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From: Mike Cruse <mike.elitemartialarts@gmail.com>
Sent: 15 September 2022 15:01
To: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: Re: New hall hire

Hi Marianne,
Thankyou for your quick reply,
I would be looking for a long time hire yearly if possible
Thanks again Mike 👍

On Thu, 15 Sep 2022, 11:34 Marianne Rossi, <admin@melkshamwithout.co.uk> wrote:

Hi Mike,

Many thanks for your enquiry about the new village hall in Berryfield. This hall has recently been handed over to the parish council who are in the process of forming a management committee to manage the day to day running of the hall. We don't currently have an opening date for the new hall, however I am holding a list of enquiries that I can add you to.

Would you like the hall for a regular booking or one off?

Many thanks

Best Wishes,

Marianne

Marianne Rossi

Finance and Amenities Officer

PLEASE NOTE NEW ADDRESS:

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

www.melkshamwithout-pc.gov.uk

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From: Mike Cruse <mike.elitemartialarts@gmail.com>
Sent: 15 September 2022 11:03
To: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: New hall hire

Good morning sir/madam

I am very interested in hiring your new hall at Berryfields Melksham and wonder if i could have a bit more information please.

I look forward to hearing from you

Mike

Melksham Without Parish Council – Melksham Campus A-Z

Contact Details:

Leisure Centre

Telephone: Sarah Harryman
Contact Name/Role: Centre Manager
Email contact: sarah.harryman@wiltshire.gov.uk
Tel: 01225 718738

Melksham Without Parish Council (MWPC)

Telephone: 01225 705700 (Out of hours mobile – please ring and do not text as diverted to a staff member) 07341 474234
Contact Name/Role: Teresa Strange, Clerk and Responsible Finance Officer
Email contact: clerk@melkshamwithout-pc.gov.uk

Access; access is available via the main front door of the building during the usual campus opening hours. MWPC is permitted to remain in the building until 10.15pm Monday to Thursday and 9.30pm on Fridays (except bank holidays) for special events or meetings. Please provide notification of these to the leisure centre 2 weeks in advance of such an occurrence. However please ensure that security measures involved with closing the building down for the night are observed. **Please provide a copy of the annual schedule to the named contact for the Leisure Centre and advise them of any changes.**

Accident reporting; please report all accidents to the Leisure Centre Duty Manager so that we can update our corporate system.

Car parking; MWPC staff and visitors are entitled to use the Campus Car Park on the same basis as members of the visiting public and there are no allocated spaces. **There is currently no time limit and no requirement to notify reception if visitors are to be in attendance beyond a specific time period.** Should a MiPermit charging system be introduced in the future, MWPC will be advised of this and provided with 3 free permits. The leisure team have no responsibility for lost or damaged property left in the car park.

Cleaning; this is undertaken by the council's leisure management team at the property . Hygiene areas such as toilets are cleaned daily whilst staff office areas are cleaned weekly. MWPC will be responsible for keeping the area, including the kitchenette clean on a daily basis. Queries relating to cleaning should be directed to the leisure centre manager named above. **Cleaning will be scheduled for a Tuesday each week. An access code will be provided by the centre manager for the bin store.**

Confidential Waste; there is no confidential waste bin on your floor, if MWPC have any confidential waste this is to be brought to reception, **who will provide access to the Admin Office (behind reception)** so MWPC staff can put this into the confidential waste bin there. This bin will be checked and emptied by either leisure staff (if it becomes full between collections it will be stored securely on site) or by the council corporate contractor (currently M&J Bowers)collected and shredded on-site (usually on the first Monday of each calendar month).

Cycle Storage; Cycles should be stored in one of the communal cycle shelters located outside of the building and should not be brought into the building. The leisure team have no responsibility for lost or damaged cycles.

Disabled access/provision; the Campus has been provided to ensure the building is DDA compliant. There is the use of a lift for staff and visitors which can be found at Reception.

Display Board; MWPC have two of their own display boards, one within Reception and the second on the first floor near the door to the office. These boards must be kept neat, tidy, up to date and have appropriate content. The leisure team have the right to remove any literature, and this will be provided back to MWPC.

First aid; please provide your own first aid box and ensure that you have appropriate first aid cover for your organisation.

Fire assembly point; There are two fire assembly points – one on the grassed area at the front of Melksham House and one on the old rugby field to the rear of the building.

Fire procedures; the procedure is a basic clearance system and it is operated during campus opening hours Monday to Friday (excluding bank holidays), by trained Leisure staff. Outside of these hours no clearance system is operated so the remote monitoring station will summon the fire brigade.

On hearing the fire alarm MWPC have the responsibility to cease all activities/meetings etc and evacuate themselves and any visitors from the building to the fire assembly points. The Leisure staff will undertake a full building sweep, including the MWPC demise to ensure the building is empty and clear of people.

ICT; MWPC is responsible for the maintenance of their own IT infrastructure and equipment. Access to the Communications room will require 48 hours' notice in writing by emailing networkteam@wiltshire.gov.uk unless it is an emergency in which case access can be arranged via Campus reception.

Lease queries; Any queries regarding the terms of the lease, rent payments or general queries not covered by this document should be directed to estates@wiltshire.gov.uk.

Lost Property; the leisure team do operate lost property for items left on site within the campus facilities, they have no responsibility for lost or damaged items left within MWPC demise.

Minor Alterations; If MWPC wish to install minor items such as signage, boards, decorative items etc, as per the lease terms, MWPC must contact the estates team for approval – please use estates@wiltshire.gov.uk.

Post & Deliveries; Leisure reception staff will place any post and deliveries at a mutually agreed location for your collection. It is the responsibility of MWPC to check this frequently.

Refreshments; MWPC has access to its own private kitchenette for their use. The facility does have vending and a café in the reception area where visitors can purchase drinks and snacks if required. The cafe provider maybe able to offer meeting hospitality, but this chargeable to MWPC.

Repairs; MWPC is responsible for the maintenance and repair of internal decorative finishes of the lobby, office and meeting room, together with the zip boiler, fire shutter hatch, fixed cabinets and blinds. WC is responsible for external repairs, common areas and common plant and machinery within the wider building as explained in the lease

WC is responsible for fixed wire testing of the Building including the MWPC property and will undertake the PPM testing of the zip boiler and fire shutter hatch. WC's Leisure team will contact you to arrange a suitable time for this to be undertaken.

Any queries regarding repairs should be directed to FMcentral@wiltshire.gov.uk

FM also operate an emergency support line 24/7 on 0300 456 0101 in the case of out of hours emergencies. Leisure staff will man the site during the hours across which you have access to the building however should an emergency occur which cannot be dealt with, such as a pipe bursting, then please ring the 24/7 FM Support Line on 0300 456 0101.

NOTE: It is accepted that defects will arise during the first 12 months of use of a new building which may not have been apparent during the construction stage. There is a 12 month period where Wiltshire Council can reasonably enforce rectification of defects. If any of the fixings, finishes or equipment installed by the principal contractor are considered faulty during the period 14 July 2022 to 13 July 2023 these should be reported as soon as possible to the campus Manager.

Rubbish & Recycling; the bins on your floor outside of your demise, which are labelled to show what they can take, will be regularly checked and emptied by Leisure staff. The Leisure staff will not enter your property to empty bins.

Smoking; Melksham Campus is a smokefree site so smokers must smoke off Wiltshire Council's land or risk being issued a fixed penalty notice. Vapers can vape on Wiltshire Council land as long as they're a good distance away from the building.

Ventilation; The office and meeting room is mechanically ventilated with a ventilation rate of 10 Litres of fresh air per second, per person. The windows in these rooms do not open as the ventilation is managed automatically by the Building Management System.

Visitors; visitors will be greeted by the main reception staff who will direct them to the MWPC office but if in doubt must be collected from, and returned to, main reception. They must be accompanied at all times and, at the point of collection, they must be made aware of the site's fire procedures. The Leisure Centre operate a signing in book for visitors, however MWPC visitors are not expected to use this book, MWPC may operate their own visitors book if they see fit.

Washrooms; these are regularly checked and replenished by Leisure staff. If there is a problem please inform Reception.

Spend on Office Relocation					
Item	Requirement	Estimated Total cost	Actual Price- Excl VAT	Items still to Invoice	Description of purchase
Large TV Screen	There is a requirement for a large screen to be installed on the wall for members to view plans etc. We would also like to be able to stream & record meetings for greater interaction with members of the public to interact at a meeting remotely. A large screen will be required to achieve this. It could be that the meeting is recorded on zoom, edited to top and tail and remove any confidential items in closed session and upload to YouTube, this may need less broadband width if not live streaming	£1,600.00	£1,831.67		Purchased from John Lewis
Speaker, Camera, Microphone + remote controller	For recording and streaming meetings and for allowing zoom participants.	£800.00	£850.00		Jabra system purchased from Best4Systems, the bar was £800 + VAT and the remote controller was £40- This was recommended to purchase as well as the bar would be much easier to control during meetings + £10 delivery.- Remote-recommended by Stefano
To provide power and data to meeting table top	To provide power (and data?) for 16 positions on the meeting table for laptops for electronic agendas.	£320.00	£320.00		Office Right done
Fridge	Required for new office/ meeting space.	£200.00	£274.17		Fridge ordered from John Lewis
Dishwasher	Required for new office/ meeting space.	£500.00	£207.50		Dishwasher ordered from John Lewis
Whiteboard – double up as magnetic pin board	The plan is to leave the current whiteboards at the pavilion for hirers to use as it would cost more time and money to remove and make walls good at the pavilion. We have asked Office Right for a quote for some whiteboards and we understand that they have some second-hand ones in very good condition which they can do at a much cheaper cost.	£40.00	£40.00	£200.00	Originally ordered was 2x whiteboards at a total cost of £40. (Note these whiteboards were purchased at a discounted price as it was surplus stock) The Clerk has since ordered another 4 Initiative Reversible Non Magnetic Drywipe Board Aluminium Frame With Pen Tray 1200x900mm (4x3). 25/08/2022- It was discovered upon delivery that these whiteboards are not magnetic, therefore 4x magnetic whiteboards have been ordered. Unfortunately, when delivered these were all damaged so awaiting replacement. These may cost a bit more than the non magnetic boards, guess another £200 for these. Grand total for boards £240.00
Crockery / Cutlery and some kitchen cleaning materials	As per the list of disposal/relocation there is some crockery and glasses for the Compels meeting space that is being relocated to the Campus, however this may need topping up a bit. Will need to get some kitchen bits as they will be left in the Pavilion kitchen	£100.00	£78.42		

4x office phone handset	We will have to give our current phone handsets back, once we cancel the current phone contract and move into the Campus.	£400.00	£500.00		
Wi-Fi & BT Line & IT KIT- Router, CCTV Camera for Lobby	Need to arrange for these to be installed/ ordered.	£500.00	£295.50		Plusnet line £30.50 switch £145 and 4G modem £120- Total £295.50
Intercom			£171.80		
Removal	Further to site visit to Pavilion on Weds 8th June quote prepared for dismantling desks, and furniture, crates etc from Pavilion office and meeting table and approx. 30 chairs to Campus and rebuild at another end	£500.00	£500.00		
Rental crates	Based on the requirement when we moved into the Pavilion, so will be similar (less IT crates as laptops now)	£350.00	£288.09		Plus Crates
IT support	Clive to give estimate of time to disconnect IT infrastructure, assist packing, and to return to Campus at later date and reconnect (and trouble shoot)	£100.00		£100.00	Still to invoice
Handyman & Decorator	To provide support for any heaving lifting – other than removal team – and remove things from the walls and make good; and then erect on walls etc at Campus and decorator to follow to paint pavilion	£600.00		£600.00	Handyman- Still to invoice + decorator (for pavilion)
Meeting Chair clean	The meeting chairs were used by the Gompels warehouse staff for their food breaks and could do with freshening up; seeking quotes but perhaps just Jen the cleaner to do on usual hourly rate and materials – once we have moved	£50.00		£50.00	Pavilion cleaner has cleaned chairs- Still to invoice
Waste Clearance	We may have to have extra collections of Grist commercial waste bins.	£30.00	£0.00		
Confidential Waste	Office Right do a confidential waste clearance, cost is per filled bag, with confirmation of confidential shredding off site. Bags supplied and we will start to fill!		£75.81		
Lockable, metal filing drawers for Pavilion kit room	For storing archive paperwork at Pavilion – want lockable to be confidential and metal with closing doors so not a fire risk. Might be worth having one in the office space for storing the chain of office, stamps, cheque books and the laptops etc as more secure. We can get all 3 delivered to the Pavilion (they are only that cheap as they need them out the way) and we can assess as want to clear the kit room sooner rather than later and then they just move the one with the other stuff to the Campus	£255.00	£255.00		Delivered to Pavilion office by Office Right

		£200.00	£201.76		
Sundry Items	For items such as brackets for TV screens and cable ties etc.				Items from Comms Express IT cables etc £141.78- Wall brackets £59.98
Post redirect	Will need for at least 3 months after we have moved offices	£216.00	£216.00		Post Redirect in place until 27th Oct
	Total	£6,761.00	£6,105.72	£950.00	

Total including items yet to be invoiced

£7,055.72

Receipts for Month 4

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 :		807,456.57					807,456.57	
V2809-BS13	Banked: 01/07/2022	30.00						
V2809-BS13	Allotment Holder	30.00			1320	310	30.00	Relet plot 13 on Briansfield
V2810-FOF	Banked: 01/07/2022	1,050.00						
V2810-FOF	Future of Football	1,050.00			1210	210	1,050.00	Inv.287- May training and camp
V2811-DEPO	Banked: 08/07/2022	50.00						
V2811-DEPO	Steeple Ashton FC	50.00			550		50.00	Refundable deposit
V2812-MTC	Banked: 12/07/2022	500.00						
V2812-MTC	Melksham Town Council	500.00			1480	170	500.00	Inv.274- NHP Support-Plan appe
V2813-VAT	Banked: 13/07/2022	1,104.76						
V2813-VAT	HM Revenue & Customs	1,104.76			105		1,104.76	VAT Refund-1.6.22-30.6.22
V2815-DEPO	Banked: 19/07/2022	50.00						
V2815-DEPO	Staverton Rangers FC	50.00			550		50.00	Refundable deposit
V2816-BS16	Banked: 20/07/2022	30.00						
V2816-BS16	Allotment Holder	30.00			1320	310	30.00	Relet- Briansfield plot 16 ren
Total Receipts for Month		2,814.76	0.00	0.00			2,814.76	
Cashbook Totals		<u>810,271.33</u>	<u>0.00</u>	<u>0.00</u>			<u>810,271.33</u>	

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/07/2022	Grist Environmental	V2808-DD	122.24		20.38	4770	220	101.86	Inv.P71354-B'hill Waste away
04/07/2022	Royal Mail	V2782-6093	216.00			4352	120	216.00	3 month post redirect
18/07/2022	SSE	V2814-DD	712.65		33.93	4312	220	678.72	In.0001-Pav gas- 26 Feb-18 May
21/07/2022	Eon	V2817-DD	125.88		5.99	4302	220	119.89	In.0012-Pavilion electricity
21/07/2022	Sirus Telecom	V2818-DD	242.33		40.39	4190	120	201.94	Inv.61735-Office phone charges
22/07/2022	HM Land Registry	V2819-6094	14.00			4250	120	14.00	Land search for SHELAA 3742
22/07/2022	HM Land Registry	V2820-6095	14.00			4250	120	14.00	Land search SHELAA 1024
22/07/2022	HM Land Registry	V2821-6096	14.00			4250	120	14.00	Land search SHELLA 3743
22/07/2022	HM Land Registry	V2822-6097	7.00			4250	120	7.00	Land search SHELAA 3744
Total Payments for Month			1,468.10	0.00	100.69			1,367.41	
Balance Carried Fwd			808,803.23						
Cashbook Totals			810,271.33	0.00	100.69			810,170.64	

Receipts for Month 4**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 :		394,978.66					394,978.66	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>394,978.66</u>	<u>0.00</u>	<u>0.00</u>			<u>394,978.66</u>	

Payments for Month 4

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>
04/07/2022	Rigg Construction	V2781A	150,000.00		25,000.00	4582	142	125,000.00	Inv.079 part-Certifivate 6 BYF
06/07/2022	Rigg Construction	V2781B	295.48		49.25	4582	142	246.23	Inv.079- Part Certifiate 6 BYF
18/07/2022	Unity Trust Bank	V2807-DD	275.47		34.55	4120	120	6.15	Planning agenda postage
						4120	120	3.95	Full Council agenda packs
						4120	120	39.50	Full Council agenda packs
						4175	120	68.40	Office 365 subscription
						4680	170	61.88	Postage and subscriptions
						4200	120	11.99	Online meeting subscription
						4120	120	2.65	Planning agenda packs
						4120	120	5.30	Planning agenda packs
						4120	120	7.60	Notices and Posters
						4190	120	30.50	New Campus phone line
						4140	120	3.00	Monthly fee
26/07/2022	Martin Pickard	V2783-BACS	1,200.00			4582	142	1,200.00	Inv.475/04-QS Services BYF V H
26/07/2022	JH Jones & Sons	V2784-BACS	264.00		44.00	4490	142	220.00	Inv.2905-June Carson R/about
26/07/2022	JH Jones & Sons	V2785-BACS	1,604.65		267.44	4402	320	60.15	Inv.2900-Allotment Grass cut
						4400	142	221.90	Inv.2900-Play area grass cut
						4780	142	52.50	Inv.2900-Play area bin empty
						4781	220	79.58	Inv.2900-JSF Bin emptying
						4401	220	692.17	Inv.2900-JSF Grass cutting
						4400	142	34.66	Inv.2900-Kestrel Shrub Mainten
						4409	142	163.33	Inv.2900-Hornchurch Grass
						4820	142	32.92	Inv.2900-SHF Grass cut
						347	0	-32.92	Inv.2900-SHF Grass cut
						6000	142	32.92	Inv.2900-SHF Grass cut
26/07/2022	Cardinus Risk Management	V2786-BACS	156.00		26.00	4490	142	130.00	Inv.Z8S1-Shaw Village Hall
26/07/2022	Office Right Business Solution	V2787-BAC	90.97		15.16	4352	120	75.81	Inv.95541-Data destruction bag
26/07/2022	Office Right Business Solution	V2788-BACS	95.95		15.99	4150	120	79.96	Inv.95527-A4 Copier paper
26/07/2022	Whitley Reading Rooms	V2789-BACS	105.60		17.60	4560	142	88.00	Broadband & Line rental CAWS C
26/07/2022	Tollgate Security Ltd	V2790-BACS	42.00		7.00	4721	220	35.00	Inv.49368-New pav alarm codes
26/07/2022	Aquasafe Environmental Ltd	V2791-BACS	348.00		58.00	4212	220	290.00	In.220604-June PPM visit & TMV
26/07/2022	Complete Weed Control	V2792-BACS	1,660.80		276.80	4500	142	1,384.00	Inv.573-Spring weedspray
26/07/2022	HM Revenue & Customs	V2793-BACS	2,131.26			4041	130	716.09	Period 4- July 2022
						4000	130	388.00	Period 4- July 2022-T
						4000	130	284.65	Period 4- July 2022-NI
						4020	130	157.60	Period 4- July 2022-T
						4020	130	119.37	Period 4- July 2022-NI
						4010	130	145.80	Period 4- July 2022-T

Continued on Page 144

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4010	130	111.15	Period 4- July 2022-NI
						4460	142	151.20	Period 4- July 2022-T
						4800	320	24.60	Period 4- July 2022-T
						4070	120	32.80	Period 4- July 2022-T
26/07/2022	Wiltshire Pension Fund	V2794-BACS	1,745.25			4045	130	1,315.01	Period 4- July 2022
						4000	130	207.76	Period 4- July 2022
						4020	130	113.04	Period 4- July 2022
						4010	130	109.44	Period 4- July 2022
26/07/2022	CPRE	V2801-BACS	36.00			4650	170	36.00	Annual membership
26/07/2022	John Glover	V2800-BACS	48.80			4070	120	48.80	July 2022 Chairmans Allowance
27/07/2022	Teresa Strange	V2803-BACS	3,126.78		521.12	4351	120	1,831.67	2x Samsung TV Screens
						4351	120	183.32	2x Tv brakets
						4351	120	207.50	Beko Dishwasher
						4351	120	274.17	Bosch Fridge
						4175	120	109.00	Gov.uk registration
28/07/2022	Best4Systems	V2802-BACS	1,020.00		170.00	4351	120	800.00	Jabra Pancast 50 conference ba
						4351	120	50.00	Jabra PanCast 50 remote contro
28/07/2022	Teresa Strange	V2795-BACS	████████			4000	130	████████	July 2022 Salary
						4048	130	27.00	Mileage x60 miles
						4120	120	30.40	First Class Stamps
28/07/2022	Lorraine McRandle	V2796-BACS	████████			4020	130	████████	July 2022 Salary
28/07/2022	Marianne Rossi	V2797-BACS	████████			4010	130	████████	July 2022 Salary
28/07/2022	Terry Cole	V2798-BACS	████████			4460	142	████████	July 2022 Salary
						4050	142	47.50	July Travel Allowance
						4051	142	34.20	Mileage X76 miles
28/07/2022	David Cole	V2799-BACS	████████			4800	320	████████	Salary July 2022
						4051	142	6.75	Mileage X15
28/07/2022	Essanet (Broadband Buyer)	V2804-BACS	206.16		34.36	4351	120	171.80	Inv.1228150- Doorbell intercom
28/07/2022	BTA Architects	V2805-BACS	480.00		80.00	4582	142	400.00	Inv.2179- Architect Services
28/07/2022	Best 4 Systems	V2806-BACS	600.00		100.00	4351	120	500.00	Yealink IP Phones
Total Payments for Month			171,729.50	0.00	26,717.27			145,012.23	
Balance Carried Fwd			223,249.16						
Cashbook Totals			394,978.66	0.00	26,717.27			368,261.39	

Total Salaries for July 22

£6,050.48

Receipts for Month 4**Nominal Ledger Analysis**

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

Payments for Month 4

Nominal Ledger Analysis

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

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		808,803.23					808,803.23	
V2829-BACS	Banked: 08/08/2022	60.00						
V2829-BACS	Steeple Ashton	60.00			1210	210	60.00	Inv.292- Pitch hire 7th Aug 22
V2830-BACS	Banked: 08/08/2022	200.00						
V2830-BACS	FoF FC	200.00			1210	210	100.00	Inv. 288- Blanket Book-7&8 May
					1210	210	100.00	Inv.288- Blanket Book14&15 May
V2831-BACS	Banked: 08/08/2022	60.00						
V2831-BACS	Staverton Rangers	60.00			1210	210	60.00	Inv.291-Pitch hire 6th August
V2833-BACS	Banked: 19/08/2022	1,290.00						
V2833-BACS	Future of Football	1,290.00			1210	210	720.00	Inv.289 June Training sessions
					1210	210	570.00	Inv.290- July Training session
V2834-BACS	Banked: 22/08/2022	5,936.98						
V2834-BACS	Wiltshire Council	5,936.98			1420	350	4,596.36	CIL Income-20/03543-27 Beanacr
					1420	350	1,340.62	CIL-15/09689-Frogditch Farm
V2870-BACS	Banked: 23/08/2022	1.34						
V2870-BACS	John Glover (British Girlguidi	1.34			1130	110	1.34	Inv.294- Girlguiding photocopy
V2871-BACS	Banked: 30/08/2022	60.00						
V2871-BACS	Staverton Rangers	60.00			1210	210	60.00	Inv.293-Pitch hire 27th Aug 22
Total Receipts for Month		7,608.32	0.00	0.00			7,608.32	
Cashbook Totals		<u>816,411.55</u>	<u>0.00</u>	<u>0.00</u>			<u>816,411.55</u>	

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/08/2022	Water 2 Business	V2825-DD	76.73			4323	320	76.73	Briansfield Allotments Water
01/08/2022	Water 2 Business	V2826-DD	108.21			4323	320	108.21	Berryfield Allotments Water
01/08/2022	Grist Environmental	V2827-DD	180.39		30.08	4770	220	150.31	Inv.P76482-B'hill Waste away
01/08/2022	Water 2 Business	V2828-DD	200.96			4322	220	200.96	Bowerhill Pavilion water usage
15/08/2022	HM Land Registry	2836-6099	12.00			4680	170	12.00	Index map search for NHP
18/08/2022	Plusnet	V2832-DD	36.60		6.10	4190	120	30.50	Inv.9037-Line rental & Broadba
22/08/2022	Sirus Telecom	V2835-DD	242.29		40.38	4190	120	201.91	Inv.62324-Office phone charges
23/08/2022	Eon	V2868-DD	123.18		5.87	4302	220	117.31	Inv.0013-Pavilion Electricity
26/08/2022	Unity Bank	V2867-6098	400,000.00				220	400,000.00	CHQ Transfer to top up Unity B
Total Payments for Month			400,980.36	0.00	82.43			400,897.93	
Balance Carried Fwd			415,431.19						
Cashbook Totals			<u>816,411.55</u>	<u>0.00</u>	<u>82.43</u>			<u>816,329.12</u>	

Receipts for Month 5

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 :		223,249.16					223,249.16	
V2869-25	Banked: 23/08/2022	42.00						
V2869-25	HM Land Registry	42.00			4250	120	42.00	Reimburse for Land search fees
Banked: 26/08/2022		400,000.00						
V2867-6098	Current Account & Instant Acc	400,000.00			200		400,000.00	CHQ Transfer to top up Unity B
Total Receipts for Month		400,042.00	0.00	0.00			400,042.00	
Cashbook Totals		<u>623,291.16</u>	<u>0.00</u>	<u>0.00</u>			<u>623,291.16</u>	

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/08/2022	Teresa Strange	V2838-S/O	5.30		0.88	4190	120	4.42	Inv.227-Out of hours phone rei
03/08/2022	Rigg Construction	V2823A-BAC	150,000.00		25,000.00	4582	142	125,000.00	Inv.698000709222- BYF V Hall b
03/08/2022	Wansbroughs	V2824-BACS	1,460.00		240.00	4390	120	1,220.00	Inv.145479-Fees for Campus Lea
05/08/2022	Rigg Construction	V2823B-BAC	15,318.13		2,553.02	4582	142	12,765.11	Inv.698000709222-BYF V H Build
16/08/2022	Unity Trust Bank	V2837-BACS	977.46		122.68	4352	120	299.85	Rental Crates for office move
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	4.75	NHP Letters to landowner posta
						4680	170	10.90	NHP Letters to Landownder post

Continued on Page 144

Payments for Month 5

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>
						4120	120	20.00	Highways and Planning agenda p
						4680	170	3.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4351	120	141.78	Cables for Campus IT Equipment
						4150	120	8.55	Replacement keys for cupboards
						4490	142	24.66	Graffiti Remover x2
						4250	120	3.00	Land Registry Search for NHP
						4175	120	68.40	Office 365 Subscription
						4352	120	-11.76	Refund for IT screen protector
						4250	120	6.00	Land Registry Search for NHP
						4250	120	6.00	Land Registry Search for NHP
						4250	120	6.00	Land Registry Search for NHP
						4250	120	3.00	Land Registry Search for NHP
						4250	120	6.00	Land Registry Search for NHP
						4250	120	3.00	Land Registry Search for NHP
						4120	120	6.60	Full Council agenda packs
						4120	120	33.00	Full Council Agenda packs
						4175	120	1.00	Web hosting MWPC Website
						4175	120	35.00	MWPC SSL Certificate-Website
						4120	120	7.25	Notices and posters
						4200	120	11.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
						4150	120	19.74	Cable trunking for office desk
						4150	120	14.07	A3 Paper
26/08/2022	Agilico	V2839-BACS	327.66		54.61	4130	120	273.05	Inv.465- Office photocopying
26/08/2022	Agilico	V2840-BACS	351.96		58.66	4130	120	293.30	Inv.387-Office photocopying
26/08/2022	Community Heartbeat Trust	V2841-BACS	907.20		151.20	1190	142	756.00	Inv.13296- Annual Support
26/08/2022	Elan City	V2842-BACS	2,755.34		459.22	4540	142	2,296.12	New Speed Indicator device

Continued on Page 145

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
26/08/2022	Whitley Reading Rooms	V2844-BACS	158.12		26.35	4560	142	131.77	CAWS CEG Broadband & Line rent
26/08/2022	Aquasafe Environmental Ltd	V2845-BACS	1,062.00		177.00	4212	220	115.00	Inv.220802-Aug PPM Visit
						4212	220	375.00	Pavilion Legionella Risk asses
						4212	220	395.00	Pavilion Clean & Chlorination
26/08/2022	Arien Signs and Graphics	V2846-BACS	752.40		125.40	4590	142	627.00	7840-New noticeboard BYF V Hal
26/08/2022	Jens Cleaning	V2847-BACS	159.00			4381	220	159.00	1065-Pavilion cleaning-May/Ju
26/08/2022	JH Jones & Sons	V2848-BACS	264.00		44.00	4490	142	220.00	Inv.2959-Carson R'about grass
26/08/2022	JH Jones & Sons	V2849-BACS	504.00		84.00	4590	142	420.00	Inv.2978-Noticeboard installat
26/08/2022	JH Jones & Sons	V2850-BACS	1,604.65		267.44	4402	320	60.15	Inv.2960-Allotment grass cutti
						4400	142	221.90	Inv.2960-Play Area grass cutti
						4780	142	52.50	Inv.2960-Play Area bin emptyin
						4781	220	79.58	Inv.2960-JSF Bin emptying
						4401	220	692.17	Inv.2960-JSF Grass cutting
						4400	142	34.66	Inv.2960-Kestrel Shrub Mainten
						4409	142	163.33	Inv.2960-Hornchurch grass cutt
						4820	142	32.92	Inv.2960-SHF Grass cutting
						347	0	-32.92	Inv.2960-SHF Grass cutting
						6000	142	32.92	Inv.2960-SHF Grass cutting
26/08/2022	Wansbroughs Solicitors	V2851-BACS	25.00			4390	120	25.00	Land Registry search fee
26/08/2022	JH Jones & Sons	V2852-BACS	630.00		105.00	4405	220	525.00	Inv.2489-BSF Hedge cut
26/08/2022	Radcliffe Fire Protection Ltd	V2853-BACS	216.00		36.00	4212	220	180.00	BSF Fire risk assessment
26/08/2022	HM Revenue & Customs	V2854-BACS	2,140.36			4041	130	723.37	Period 5- August 2022
						4000	130	404.00	Period 5- August 2022-T
						4000	130	295.92	Period 5- August 2022-NI
						4020	130	165.40	Period 5- August 2022-T
						4020	130	124.98	Period 5- August 2022-NI
						4010	130	131.00	Period 5- August 2022-T
						4010	130	100.69	Period 5- August 2022-NI
						4460	142	151.20	Period 5- August 2022-T
						4800	320	11.40	Period 5- August 2022-T
						4070	120	32.40	Period 5- August 2022-T
26/08/2022	Wiltshire Pension Fund	V2855-BACS	1,757.69			4045	130	1,324.05	Period 5- August 2022
						4000	130	213.29	Period 5- August 2022
						4020	130	115.49	Period 5- August 2022
						4010	130	104.86	Period 5- August 2022
26/08/2022	Wiltshire Council	V2856-BACS	1,733.57			4270	140	1,733.57	Office rent-1.8.22-30.9.22
26/08/2022	Teresa Strange	V2857-BACS			2.24	4000	130		August 2022 Salary
						4390	120	5.00	Statutory declaration Campus I

Continued on Page 146

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4150	120	77.58	Envelopes
						4352	120	55.00	Mugs & Cutlery for office
						4352	120	1.92	Teatowels for office
						4352	120	8.00	Plastic storage boxes
						4120	120	55.15	Purchase of stamps
						4351	120	59.98	2x TV Wall Mount brackets
						4351	120	-183.32	REFUND- TV Wall brackets
26/08/2022	Lorraine McRandle	V2858-BACS	████████			4020	130	████████	August 2022 Salary
						4352	120	7.50	Kitchen items for office/meeti
						4120	120	14.35	Postage for planning agenda pa
26/08/2022	Marianne Rossi	V2859-BACS	████████			4010	130	████████	August 2022 Salary
						4352	120	3.00	Washing up bowl-For kitchen
						4370	120	3.00	Dishwasher tablets
						4250	120	42.00	Land Registry Search NHP-Town
						4120	120	5.05	Postage-S106 Side agreement
26/08/2022	Terry Cole	V2860-BACS	████████			4460	142	████████	August 2022 Salary
						4050	142	47.50	August 2022 Travel Allowance
						4051	142	41.85	Mileage x93 miles
26/08/2022	David Cole	V2861-BACS	████████			4800	320	████████	August 2022 Salary
26/08/2022	John Glover	V2862-BACS	49.20			4070	120	49.20	August 2022 Chairs Allowance
30/08/2022	Radcliffe Fire Protection Ltd	V2863-BACS	300.00		50.00	4582	142	250.00	6671-BYF V Hall Fire risk asse
30/08/2022	Office Right Business Solution	V2864-BACS	306.00		51.00	4351	120	255.00	Inv.95877-Bisley Filing cabine
30/08/2022	Office Right Business Solution	V2865-BACS	1,032.00		172.00	4352	120	500.00	Office move
						4351	120	40.00	2x Whiteboards
						4351	120	320.00	4x pop up data power points
30/08/2022	Custodes Ltd	V2866-BACS	318.00		53.00	4351	120	100.00	Inv.02051-UniFi UDM Pro
						4351	120	145.00	Inv.02051-UniFi 16W PoE Switch
						4351	120	20.00	Inv.02051-2x UniFi AP
31/08/2022	Teresa Strange	V2872-S/O	5.30		0.88	4190	120	4.42	Reimburse Aug out of hour phon
Total Payments for Month			191,394.26	0.00	29,834.58			161,559.68	
Balance Carried Fwd			431,896.90						
Cashbook Totals			623,291.16	0.00	29,834.58			593,456.58	

Total Salaries
August 2022

£6,028.12

Receipts for Month 5

Nominal Ledger Analysis

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

Payments for Month 5

Nominal Ledger Analysis

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

Lorraine McRandle

From: admin@saaa.co.uk
Sent: 12 August 2022 10:11
To: Teresa Strange
Subject: SAAA 2022 Opt-out Communication
Attachments: PNG image

Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Melksham Without Parish Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

-

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

Regards,
admin@saaa.co.uk



www.saaa.co.uk • SAAA Ltd, 77 Mansell Street, London E1 8AN

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BACS REMITTANCE ADVICE



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

Business Services - Finance
PO Box 4385
TROWBRIDGE
BA14 4DS

www.wiltshire.gov.uk
Payment Enquiries Telephone: **01225 713640**
Email: **bsaccountspayable@wiltshire.gov.uk**

Payment will be made in to your bank account two to three working days after receiving this advice. BACS remittances are no longer be sent by post. Please contact bsaccountspayable@wiltshire.gov.uk to arrange for your remittance to be sent by email. The Council takes part in the Audit Commissions National Fraud Initiative. Your information may be shared to combat fraud.

Vendor Number: 123866 Payment ID: ERN03
Vendor Name: Melksham Without Parish Council
Payment Date: 18.08.2022 Total paid to your bank: £ 5,936.98

Invoice Date	Your Ref/Invoice Number	Our Invoice Ref	Deductions (CIS/Discount) (in GBP £)	Amount Paid (in GBP £)
01.07.2022	20/03543/FUL TR CIL-20/03543/FUL Tran che 1 of 1 27 Beanacre	1903419091	0.00	4,596.36
01.07.2022	15/09689/FUL TRA CIL-15/09689/FUL Tranc he 1 of 1 Frogditch Fa rm,	1903419094	0.00	1,340.62
Total				5,936.98

2 SEPTEMBER 2022

BRIEFING ANALYSIS OF COUNCIL TAX LEVELS OF LOCAL PRECEPTING AUTHORITIES 2022/23

This briefing provides an analysis of council tax levels of local precepting Authorities 2022/3 published by the Department for Levelling Up, Housing and Communities. Figures shown are for 2022/2023, where relevant figures for previous years are in brackets.

Local precepting bodies

There are 10,239 (10,239) local bodies which have the power to raise a precept (a small share of council tax) in England. This includes parish and town councils, charter trustees and the Inner and Middle Temple.

Of these, 8,859 or 86.52% (8,861 or 86.54%) are precepting parish and town councils and parish meetings and are referred to in this paper as precepting local councils.

The number of local councils by precept range is as follows:

Precept	2022/2023	2021/2022	2020/2021
-£198*	1 (0)	1 (0)	1 (0)
-£40**	1 (+1)	0 (0)	0 (0)
£0	1,362 (+2)	1,360 (+21)	1,339 (-17)
£1-24,999	5,511 (-95)	5,606 (-80)	5,686 (-113)
£25,000-£124,999	2,172(+30)	2,142 (+37)	2,105 (+84)
£125,000-£249,999	538 (+25)	513 (+13)	500 (+15)
£250,000-£999,999	553 (+24)	529 (+18)	511 (+26)
£1,000,000-£1,999,999	72 (+10)	62 (+4)	58 (+7)
£2,000,000-£2,999,999	8 (+3)	5 (0)	5 (0)
£3,000,000-£6,499,999	3 (0)	3 (0)	3 (+1)
£6,500,000 plus	0 (0)	0 (0)	0 (0)

*Beesby with Saleby Parish Council (East Lindsey) is recorded as having a negative parish precept because the district council collects rental income from parish land on behalf of the parish and distributes this back to residents as a reduction on their council tax.

**Fawley Parish Council (West Berkshire) is recorded as having a negative parish precept because the local council is distributing money back from a previous precept which had been increased for specific additional expenditure.

Total precepts

The overall amount raised by all precepting bodies (local councils, charter trustees, temples and principal authorities) is £36.3 billion (£34.4 billion) an increase of £1.9 billion (£1.3 billion).

The overall amount raised by major precepting bodies (principal authorities) is £35.6 billion (£33.8 billion) an increase of £1.8 billion (£1.3 billion).

The overall amount raised by local precepting bodies (parish and town councils, charter trustees and temples) in England this year is £655,138,120 (£618,060,410) an increase of £37,077,710 or 5.99% (£21,697,937.50 or 3.51%). This is 1.8% (1.79%) of the total amount raised by all precepting bodies.

Of this £653,661,821 (£616,591,654) is raised by precepting local councils, an increase of £37,070,167 or 6.01% (£21,765,848 or 3.66%).

2,180 (2,191) or 24.61% (31.81%) of precepting local councils kept the 2022/23 precept the same as 2021/2.

568 (587) or 6.41% (6.62%) of precepting local councils reduced their precept.

Of the 6,109 (4,653) or 68.96% (52.51%) precepting local councils that increased their precept, 2,770 (2,446) or 45.42% (27.60%) increased it by less than £1,000.

The largest precept increase was made by Aylesbury Town Council (Buckinghamshire) which raised its precept from £1,315,266 to £1,874,951, taking its Band D tax rate from £69.45 to £100.00.

In 2021/2022 the largest precept increase was made by Daventry Town Council, (West Northamptonshire) which raised its precept from £598,823 to £1,291,879, taking its Band D tax rate from £69.21 to £150.70.

The twenty largest precepting local councils raised £46,565,517 (£44,209,927). This is 7.12% (7.15%) of the overall precept raised by all precepting local councils.

The following local councils raised a precept of between £2,000,000 and £2,999,999: Falmouth Town Council (Cornwall); Weston Super Mare (North Somerset); Central Swindon South (Swindon); Dunstable (Central Bedfordshire); Leighton Linlade Town Council (Central Bedfordshire).

In 2021/2022 the following local councils raised a precept of between £2,000,000 and £2,999,999: Falmouth Town Council (Cornwall); Weston Super Mare (North Somerset); Central Swindon South (Swindon); Dunstable (Central Bedfordshire); Leighton Linlade Town Council (Central Bedfordshire).

The following local councils raised a precept of between £3,000,000 and £6,499,999: Chippenham Town Council (Wiltshire) Weymouth Town Council (Dorset); Salisbury City Council (Wiltshire).

In 2021/2022 the following local councils raised a precept of between £3,000,000 and £6,499,999: Chippenham Town Council (Wiltshire) Weymouth Town Council (Dorset); Salisbury City Council (Wiltshire).

There are 83 local councils which currently (in 2022/2023) raise a precept of over £1,000,000.

New and disbanded parishes

In 2022/2023, 2 (12) new local councils were created, including: Wickford Town Council (Basildon) and Wynyard Parish Council (Hartlepool). Collectively they raise a precept of £315,987 (£3,120,151.60).

Of these, 2 (7) were in previously unparished areas including: Wickford Town Council (Basildon) and Wynyard Parish Council (Hartlepool). Collectively they raise a precept of £315,987 (£3,010,961.80).

In 2022/2023, 2 (8) local councils were disbanded: Bardon Parish Council (North West Leicestershire) and Fawcett Forest Parish Meeting (South Lakeland). Collectively this resulted in a reduction of £0 (£71,351) in the precept collected by local councils as both local councils were non precepting.

Band D

The average Band D council tax for all precepting local councils is £77.21 (£74.35) an increase of £2.86 or 3.85% (£1.65 or 2.98%).

The average Band D council tax for all local councils, including those that don't levy a precept, is £76.26 (£73.55), an increase of £2.71 or 3.68% (£1.93 or 2.69%).

The average Band D council tax for all local bodies (local councils, charter trustees and temples) that raise a precept is £74.81 (£71.86) an increase of £2.95 or 4.1% (£1.97 or 2.8%).

The average Band D council tax for all local bodies (local councils, charter trustees and temples) that have the power to raise a precept (including non precepting local councils) is £73.25 (£70.68), an increase of £2.57 or 3.63% (£1.87 or 2.72%).

The largest Band D increase was made by Kingsbrook Parish Council, Buckinghamshire (Thurlaston Parish Council, Rugby) which raised its Band D council tax rate by £195.80 (£101.07) or 468.20% (269.38%) from £41.82 to £237.62 (£37.52 to £138.59). This was due to the council taking over management of parks and green spaces, costs associated with management of a sports pavilion and capital costs for equipment.

The overall profile of Band D changes is set out below:

Band D Change	Number of councils 2022/2023	Number of councils 2021/2022	Number of councils 2020/2021
< 0%*	2,632 (+406)	2,226 (+158)	2,108
0%	509 (-365)	874 (+368)	506
<1%	797 (-253)	1,050 (+307)	743
1.0 - 1.9%	676 (-278)	954 (+158)	796
2.0 - 2.9%	680 (-106)	786 (-9)	795
3.0 - 3.9%	574 (+29)	545 (-29)	574
4.0 - 9.9%	1,632 (+279)	1,353 (-312)	1,665
10% - 19.9%	681 (+100)	581 (-341)	922
20% - 49.9%	483 (+124)	359 (-182)	541
50% plus	176 (+67)	109 (-78)	187

Of the 2,632 (2,226) precepting local councils that reduced their Band D, 2,499 or 94.95% (1,812 or 81.40%) saw their tax base increase.

*The tax base is the number of Band D equivalent dwellings in a local authority area.

Looking at the 2,972 (2,402) precepting local councils that increased their Band D tax rate by more than 3%, the Band D tax rate varied from £0.73 to £316.02 (£0.57 to £371.17).

Band D Tax Rate Increase (£)	Number of councils 2022/2023	Number of councils 2021/2022	Number of councils 2020/2021
£0.01 - £4.99	4,273 (-426)	4,699 (-7)	4,706 (-24)
£5.00 - £9.99	788 (+155)	633 (-245)	878 (+31)
£10.00 - £14.99	294 (+101)	193 (-131)	324 (+0)
£15.00 - £24.99	194 (+52)	142 (-79)	221 (+47)
£25.00+	106 (+13)	93 (-41)	134 (+25)

Of the 3,493 (2,412) precepting local councils that increased their Band D tax rate by more than 3%, 92 (90) increased the Band D tax rate by more than £25.

The top five financial increases are as below:

Local council	Band D Tax Rate 2022/23 (£)	Band D Tax Rate Increase (£)	Band D Tax Rate Increase (%)
Kingsbrook Parish Council (Buckinghamshire)	£237.62	£195.80	468.20%
Bulwick Parish Council (North Northamptonshire)	£182.93	£155.69	571.54%
Cotcliffe Parish Council (Hambleton)	£151.43	£137.07	954.53%
Crosby Parish Council (Hambleton)	£151.43	£137.07	954.53%
Thornton le Beans Parish Council (Hambleton)	£151.43	£137.07	954.53%

The table below shows those local councils with a Band D of £150 or more which had a double-digit Band D percentage increase in 2022/23: (from highest to lowest band D +10+%)

Local council	Band D Tax Rate 2022/23	£ Increase	% Increase
Bodmin Town Council (Cornwall)	£316.02	£41.64	15.18%
Bishops Castle Town Council (Shropshire)	£249.58	£28.11	12.69%
Penzance Town Council (Cornwall)	£246.31	£34.63	16.36%
Kingsbrook Parish Council (Buckinghamshire)	£237.62	£195.80	468.20%
Redruth Town Council (Cornwall)	£233.00	£33.77	16.95%
Salisbury City Council (Wiltshire)	£232.96	£24.96	12.00%
Westbury Town Council (Wiltshire)	£226.45	£48.26	27.08%
West Haddon Parish Council (West Northamptonshire)	£221.50	£26.38	13.52%
Wells City Council (Mendip)	£212.29	£60.70	40.04%
Blackwell Parish Council (Bolsover)	£202.04	£80.06	65.64%
Trowbridge Town Council (Wiltshire)	£200.10	£32.65	19.50%
Shepton Mallet Town Council (Mendip)	£198.76	£18.29	10.13%
Wotton-under-Edge Town Council (Stroud)	£198.71	£41.52	26.41%
Maiden Bradley with Yarnfield Parish Council (Wiltshire)	£197.95	£20.01	11.25%

Spaldington Parish Council (East Riding of Yorkshire)	£195.37	£52.10	36.37%
Wigton Town Council (Allerdale)	£193.31	£23.10	13.57%
Wincanton Town Council (South Somerset)	£183.06	£32.12	21.28%
Bulwick Parish Council (North Northamptonshire)	£182.93	£155.69	571.54%
Stotfold Town Council (Central Bedfordshire)	£178.93	£22.31	14.25%
Bletchley and Fenny Stratford Town Council (Milton Keynes)	£176.69	£31.69	21.85%
Edenbridge Town Council (Sevenoaks)	£171.84	£15.62	10.00%
St Ives Town Council (Cornwall)	£169.74	£22.07	14.94%
Cirencester Town Council (Cotswold)	£169.70	£25.81	17.94%
Daventry Town Council (West Northamptonshire)	£169.28	£18.58	12.33%
Cinderford Town Council (Forest of Dean)	£168.15	£16.22	10.68%
Barnstaple Town Council (North Devon)	£158.04	£22.99	17.02%
Croft Parish Council (Blaby)	£155.05	£39.79	34.52%
Old Bosolver Town Council (Bosolver)	£154.39	£23.37	17.84%
Belvoir Parish Council (Melton)	£153.29	£45.65	42.41%
Street Parish Council (Mendip)	£152.86	£29.06	23.47%

Botesdale Parish Council (Mid Suffolk)	£152.33	£21.01	16.00%
Cotcliffe Parish Council (Hambleton)	£151.43	£137.07	954.53%
Crosby Parish Council (Hambleton)	£151.43	£137.07	954.53%
Thornton le Beans Parish Council (Hambleton)	£151.43	£137.07	954.53%
St. Stephen in Brannel Parish Council (Cornwall)	£151.05	£25.92	20.71%
Keswick Town Council (Allerdale)	£150.99	£17.01	12.70%

Of the 36 local councils included in the table above, 17 are in areas with a unitary authority and 19 in areas with a two-tier principal authority.

Increase by the county association

The table below shows the average percentage precept increase and average percentage Band D increase by county association area:

County	Average precept increase from 2021/2022 to 2022/2023 (%)	Average Band D increase from 2021/2022 to 2022/2023(%)	Average precept increase from 2020/2021 to 2021/2022(%)	Average Band D increase from 2020/2021 to 2021/22(%)
Avon	+6.64%	+4.88%	+4.24%	+3.60%
Bedfordshire	+4.45%	+1.85%	+3.72%	+3.42%
Berkshire	+4.29%	+3.32%	+4.63%	+4.06%
Buckinghamshire and Milton Keynes	+8.93%	+6.26%	+3.12%	+3.68%
Cambridgeshire and Peterborough	+7.20%	+5.50%	+10.21%	+10.02%
Cheshire	+4.80%	+2.81%	+3.61%	+3.41%

Cleveland	+9.19%	+9.47%	+0.98%	-0.85%
Cornwall	+4.86%	+1.39%	+3.38%	+4.54%
County Durham	+2.76%	+1.18%	+2.09%	+1.76%
Cumbria	+6.36%	+5.99%	+2.65%	+2.84%
Derbyshire	+7.80%	+6.21%	+8.80%	+8.16%
Devon	+7.08%	+5.34%	+4.90%	+5.29%
Dorset	+3.69%	+2.79%	+2.48%	+2.97%
East Sussex	+6.66%	+5.92%	+3.71%	+3.67%
ERNLLCA	+4.81%	+2.60%	+2.53%	+3.43%
Essex	+7.05%	+5.22%	+2.77%	+2.68%
Gloucestershire	+6.66%	+5.52%	+4.60%	+3.95%
Hampshire	+5.49%	+4.03%	+3.82%	+3.41%
Herefordshire	+2.13%	+1.22%	+3.17%	+3.44%
Hertfordshire	+5.57%	+4.20%	+4.26%	+4.35%
Isle of Wight	+5.27%	+3.93%	+1.58%	+2.35%
Kent	+6.44%	+3.72%	+2.86%	+3.74%
Lancashire and Merseyside	+5.20%	+3.50%	+3.50%	+3.28%
Leicestershire and Rutland	4.61%	+3.51%	+6.97%	+8.01%
Lincolnshire	+5.11%	+3.81%	+7.17%	+7.24%
Norfolk	+7.61%	+6.63%	+3.58%	+3.08%
Northamptonshire	+8.40%	+7.78%	+6.21%	+7.15%
Northumberland	+10.34%	+9.42%	+1.66%	+1.87%
Nottinghamshire	+6.06%	+4.31%	+3.43%	+2.60%
Oxfordshire	+8.03%	+5.31%	+3.83%	+2.57%
Shropshire	+4.05%	+2.73%	+3.56%	+3.16%

Somerset	+7.33%	+6.75%	+3.65%	+3.82%
Staffordshire	+5.59%	+4.02%	+2.61%	+2.33%
Suffolk	+6.76%	+4.81%	+3.93%	+4.23%
Surrey	+5.59%	+3.00%	+5.14%	+4.86%
Warwickshire and West Midlands	+4.34%	+2.17%	+6.07%	+5.89%
West Sussex	+3.15%	+1.62%	+3.14%	+3.04%
Wiltshire	+9.27%	+8.32%	+3.32%	+4.03%
Worcestershire	+3.84%	+2.53%	+3.16%	+3.27%
Yorkshire	+10.11%	+8.31%	+4.17%	+3.70%

Should you require any further information, please do not hesitate to contact Jessica Lancod-Frost, policy officer, on 020 7290 0319 or via email at jessica.lancod-frost@nalc.gov.uk.

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**LHFIG PRIORITIES AND COSTS
REPORT FOR FULL COUNCIL MEETING 3 OCTOBER 2022**

Background

At a Highways & Streetscene Committee meeting on Monday, 26 September 2022 Members considered the various requests put forward to LHFIG and the costs associated with each one.

Proposal/Recommendation

The Committee made a recommendation the Full Council approve the 50% contribution to the following priority projects.

Whilst the minutes of the Highways Meeting will not be approved until the Full Council meeting on 24 October as the next LHFIG meeting is 27 October, Members are asked to approve the recommendation of the Highways Committee.

PROPOSAL	COST	PRIORITY
Halifax Road, Bowerhill dropped kerbs	£1750	Medium
Portal Road, Bowerhill Village Gates	£1500	Medium
Cheshire Close, Bowerhill dropped kerb	£1250	Medium
Parking Restriction Request Fees	£750	Low
TOTAL	£5250	

Financial Implications

There is £5500 available in the 2022-2023 budget from CIL.

Lorraine McRandle
Parish Officer

Dated: 29 September 2022

Councillor (In alphabetical order)	Topic of Interest	Issue Date	Final Deadline Date
BAINES Alan	Highways / LHFIG	Thurs 29 th September	Thurs 22 nd September
CHIVERS Terry		Thursday 27 th October	Thursday 20 th October
DOEL John		Thursday 24 th November	Thursday 17 th November
GLOVER John		Thursday 15 th December	Thursday 8 th December
HARRIS Mark		January	
HOLT Shona		February	
HOYLE Rob		March	
PAFFORD David		April	
PATACCHIOLA Stefano		May	
PILE Mary		June	
RUSSELL Andy		July	
SHEA-SIMONDS Robert		August	
WOOD Richard		September	

Possible Topics?

1. Play Areas
2. Flood Prevention
3. Neighbourhood Plan
4. Village halls
5. Bowerhill Sports Field
6. Action Groups – BRAG/CAWS/BASRAG
7. Defibrillators
8. Allotments
9. Community Resilience / Emergency Planning
10. Precept and Budget
11. Commitment of a councillor – in terms of time, not paid etc
12. Shurnhold Fields
13. Representatives on other organisations
14. Mains drainage in Beanacre
15. A rural perspective
16. Pre application discussions with developers / s106 gains
17. Proposed bypass
18. Proposed Melksham Canal link
19. Planning – presumption of approval – who makes the decision



County Officer
Deborah Bourne
Tel: 01380 732808
E-Mail: WALCenquiries@communityfirst.org.uk

Monthly Newsletter

July 2022

POSITIVE CONDUCT
equals POSITIVE
DEMOCRACY
AMBASSADOR



Did you attend the Wiltshire Council webinar on 7th July, titled Positive conduct equals positive democracy? If you missed it, or if you wish to listen again: [here is a recording of the full session](#) Listen to the recording as a group and use it to start a discussion about your Councils adopted Code of Conduct. Are any changes needed? Also, take a look at the toolkit produced by Perry Holmes and his team.

[Positive Conduct equals Positive Democracy Toolkit](#)

Use the digital charter to show everyone you are an ambassador for Positive Conduct equals Positive Democracy [Positive Conduct equals positive Democracy Charter](#). Don't forget to e-mail governance@wiltshire.gov.uk to say you have signed up and then send a photo through to us at WALC so everyone can celebrate your achievements!

Local Government Act 1972 s111 Subsidiary Powers of Local Authorities
Localism Act 2011 ch1 General Powers of Authorities
Localism Act 2011 s27 Duty to promote and maintain high standards of
conduct
Localism Act 2011 s28 Codes of Conduct
Localism Act 2011 s29 Register of Interests

Lorraine McRandle

From: Teresa Strange
Sent: 29 September 2022 10:59
To: Lorraine McRandle
Subject: FW: Keeping Warm This Winter WWCE project in Melksham Without

From: Jessica Thimbleby <JessicaT@wiltshirewildlife.org>
Sent: 26 September 2022 15:27
To: Teresa Strange <clerk@melkshamwithout.co.uk>; Rogers, Richard <Richard.Rogers@wiltshire.gov.uk>; Mary Cullen <Mary@afmelksham.org.uk>; 'miriamzaccarelli@melksham-tc.gov.uk' <miriamzaccarelli@melksham-tc.gov.uk>
Subject: RE: Keeping Warm This Winter WWCE project in Melksham Without

Hi Teresa,

Thanks, it was a really useful meeting. I'll start getting in touch with groups/venues and pulling together resources for these events. Can I check please that you're sending an introductory email to the Shaw Lunch club and the Bower Hill Lunch club with a view to my giving a short talk to those groups and that I'll contact Cllr Jack Oatley about the Forest Community Centre, Terri at the Film Club (can I check it's a film club for older people?), John Firth at That Meeting Place, the Melksham Foodbank, Gina at the Carers Café and the Children's Centre and Geoff at the Riverside Club.

Here's the websites I mentioned: <https://www.warmandsafewiltshire.org.uk/energy-advice> - there's a more complete selection of the CSE leaflets at their main website here <https://www.cse.org.uk/resources/category:advice-leaflets> and advice here <https://www.cse.org.uk/advice>

The National Energy Action site has a good range of other languages available too <https://www.nea.org.uk/get-help/advice-resources/?parent=get-help>

Once I've got my resources together I'd be happy to write or contribute to a piece for the Melksham News and liaise with Sarah Cardy and her Team at Age UK Wiltshire

Thanks,
Jess

Jessica Thimbleby
Carbon Reduction Champion
Wiltshire Wildlife Trust and Wiltshire Wildlife Community Energy
Email: jessicat@wiltshirewildlife.org
Mob: 07568 231015

From: Teresa Strange [<mailto:clerk@melkshamwithout.co.uk>]
Sent: 23 September 2022 17:28
To: Jessica Thimbleby <JessicaT@wiltshirewildlife.org>; Rogers, Richard <Richard.Rogers@wiltshire.gov.uk>; Mary Cullen <Mary@afmelksham.org.uk>; 'miriamzaccarelli@melksham-tc.gov.uk' <miriamzaccarelli@melksham-tc.gov.uk>
Subject: [EXTERNAL] RE: Keeping Warm This Winter WWCE project in Melksham Without

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi all

Thanks for your time yesterday, it was really useful.

Just thought I would send a couple of links whilst they were fresh in my mind; so sorry if a bit of a brain dump!

The Wiltshire Branch of the SLCC (Society of Local Council Clerks) met this morning and we had a guest speaker, Sarah Cardy, CEO of Age UK Wiltshire.

A really useful update on what services they offer, and what they don't do. Sarah has been at Citizens Advice Wiltshire for the last 35 years so has a clear understanding of what they do too.

One of the issues that all the voluntary groups in the sector have is that there is no central Wiltshire referral place and so they do it themselves informally signposting to each other, and make a conscious effort to not duplicate services such as Alzheimer Support and Carers UK too. They have a regular monthly meeting.

Some great things to sign post to. Really useful document for residents <https://www.ageuk.org.uk/wiltshire/about-us/guide-to-later-life/> which includes how to claim Pension Credit (apparently there is £1million in unclaimed pension credit in Wiltshire) – one for all of us to promote – and there is a guide in the document from the link.

They have had to close their phone lines for offering advice for a day or so to catch up, and Sarah mentioned that Citizens Advice and the Melksham Debt advice are all struggling with a similar capacity issue at the moment.

Sarah took away the request from us of a central place/leaflet to pull all the information into, and I have raised that request with the Melksham News too – they have been asking around about Warm Spaces but are happy to widen that article to include details of where to get help, top tips for energy saving etc

Age UK are looking into new services (paid for) for light handyman, gardening (already in Salisbury), shopping, housework as well as the paid services they already provide like hot meals and check in on people – looking for more distribution points in west Wiltshire and Salisbury – with the philosophy that if residents claimed the pension credit they were entitled to, they could afford some of the paid services. Mary/Miriam, am thinking this could help with signposting from Melksham Community Support. They offer a befriending phonecall for example.

<https://www.ageuk.org.uk/wiltshire/>

For those who are not local, Sarah is a Melksham resident that Miriam and I know well – has been a town and district councillor for many years too.

Re the Melksham News, here are there issue/deadline dates <http://melkshamnews.com/deadlines/>

Have a good weekend all,
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

From: Jessica Thimbleby <JessicaT@wiltshirewildlife.org>

Sent: 15 September 2022 13:33

To: Teresa Strange <clerk@melkshamwithout.co.uk>

Subject: Keeping Warm This Winter WWCE project in Melksham Without

Hello Teresa,

I work for Wiltshire Wildlife Trust and Wiltshire Wildlife Community Energy. As part of my work for the community energy company I'm organising some focused events in a couple of locations in Wiltshire to help people who are struggling to reduce energy bills this autumn/winter. I'm keen that Melksham is one of the locations and I met with Shirley McCarthy yesterday who gave me your name. I've previously worked as an energy adviser with Warm and Safe Wiltshire and plan to liaise with them and refer them anyone who would be eligible for further help. I plan to deliver these workshops and cafes from later in October through to January with any volunteers from local energy/environmental groups such as Shirley's who are interested and able to join.

It would be great to meet and hear your thoughts and any suggestions for local venues and groups I could get in touch with? I work Mon to Fri and can easily come to Melksham as I live nearby

Please find below an outline of the project:

4x Energy Workshops focused towards higher need households who need help to reduce their energy costs, for example single parents, frail older people and private renters:

- 20 minute, advice workshop giving 10 simple but key and effective tips and measures to reduce energy costs, with an additional 10 to go further.
- Highlight Warm Home Discount, Priority Services Register, Surviving Winter and other grant help and refer people likely eligible for additional support and grants for further help.
- Piggyback these workshops on regular sessions held by local groups and organisations for their participants, such as lunch clubs and befriending services, who would come from higher need households.

4x Energy Cafes focused towards 'confidently coping' households, a lower need group who are now affected due to the energy price rises this year and need energy efficiency advice to avoid getting into debt and make longer-term changes to reduce their energy costs:

- 3-4 hour sessions with a pop-up energy advice desk in an area of high footfall for 'confidently coping' households, for example, libraries, community centres or Citizens Advice Offices.
- Again the focus would be on giving 10 simple but key and effective tips and measures to reduce energy costs, with an additional 10 to go further. A display would include items such as LED's, an oil-filled radiator and thermal blankets to reduce energy costs and information about bigger energy efficiency measures.

I look forward to hearing from you

Thanks,
Jessica

Jessica Thimbleby
Carbon Reduction Champion
Wiltshire Wildlife Trust and Wiltshire Wildlife Community Energy
Email: jessicat@wiltshirewildlife.org
Mob: 07568 231015

Wiltshire Wildlife Trust | Elm Tree Court | Long Street | Devizes | Wiltshire | SN10 1NJ

We are extremely saddened by the death of Her Majesty The Queen. We send our deepest sympathies to the Royal Family at this difficult time.



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Lorraine McRandle

From: Marianne Rossi
Sent: 20 September 2022 16:53
To: Teresa Strange
Subject: FW: Latest briefing from ACRE
Attachments: Rising-energy-prices-and-village-halls-ACRE-policy-briefing-Sept-2022.pdf

Just checking that you got this as well.

Thanks
Marianne

From: Helen Akiyama <HAkiyama@communityfirst.org.uk>
Sent: 20 September 2022 16:44
Subject: Latest briefing from ACRE

Hello members

I attach the latest briefing from Acre concerning the Energy crisis and the impact for Village Halls. Below is the text from Acre's website summarising the briefing. This was an issue that was mentioned by every Hall in last week's networking meeting and it is of great concern. Please keep me updated on the impacts you are facing and I will keep Acre informed.

With over half of England's rural community buildings reporting financial difficulties as a result of rising energy prices, there is a risk that many will close this winter without support

This briefing draws on interim data from a survey completed by nearly 700 village halls buildings, along with anecdotal feedback from ACRE Network members to describe how the energy crisis is being felt by these important rural community buildings, and the challenges that will need to be overcome to make sure they continue to provide warm, welcoming spaces for local residents and businesses this winter.

Specifically we are calling for:

1. Temporary financial support, in line with that afforded to other public buildings to cover increased energy costs this winter
2. A permanent reduction in the tax payable by village halls on their energy bills
3. Dedicated longer-term grant funding for making energy improvements to community buildings
4. Financial support for village halls to become [Warm Hubs](#) as has been pioneered by Community Action Northumberland (CAN) where people can socialise in warm, welcoming spaces and receive energy advice at the same time

Kind regards

Helen Akiyama

**Community Development Officer
Village Halls and Community Buildings Advisor**

07770 490 907

hakiyama@communityfirst.org.uk



Unit C2 Beacon Business Centre
Hopton Park
Devizes SN10 2EY



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Rising energy prices and village halls

September 2022

Summary

Village halls will be facing closure this winter unless support can be found to help them cope with rising energy prices.

This briefing draws on interim data from a survey completed by nearly 700 village halls buildings, along with anecdotal feedback from ACRE Network members to describe how the energy crisis is being felt by these important rural community buildings, and the challenges that will need to be overcome to make sure they continue to provide warm, welcoming spaces for local residents and businesses this winter.

Introduction

There are over 10,000 village halls to be found across rural England. Quite often, they are the only place for people to meet and socialise locally. They also sustain an estimated 50,000 livelihoods connected with use of the venue.

Following the price cap rise due in October, energy prices will have increased by nearly 146% for domestic consumers. However, for non-domestic consumers such as village halls, whose energy bills are not subject to the same regulation, price increases have been even more dramatic. Our corporate partners, Utility Aid [estimate](#) that by the end of August non-domestic electricity prices were up 378% on the previous year, and for gas this was up 421%.

We are concerned these unprecedented price increases will have a profound impact on the viability of village halls to stay open this winter, in turn negating their ability to provide welcome refuges for people unable to heat their own homes.

What we know

ACRE Network members are telling us they are being increasingly approached by village halls concerned about paying their energy bills this winter, some of whom are saying they may have to close. Examples flagged to ACRE include:

- A village hall in East Sussex reporting a 400% increase in their energy bill resulting in an expected annual bill of £35,000, for which hire fees will need to increase by 65% to avoid going into their reserves or closing this winter
- A village hall in Wiltshire claiming they are already spending 60% of their income on energy bills

Whilst feedback from our members is anecdotal, we have also been [surveying](#) village halls about their energy needs since July. At the time of writing we have 694 elective responses, which provides us with good insight into the overall population of village halls to a margin of error of +/- 4%, based on a 95% confidence level.

57% say rising energy prices are causing financial difficulties for their hall

The survey will remain open for completion until the end of September, however headline findings to date are that:

- Many village halls date back to the early 20th century and are difficult to heat. Only 16% respondents agreed their hall is currently energy efficient
- On average halls spent 27% of their annual unrestricted income on energy in the past year. However there is significant variance in the responses received; for example 1 in 10 village halls said they already spend over half their income on energy bills
- 57% say rising energy prices are causing financial difficulties for their hall. Given many responses were submitted in July and August before the latest price increases were known, this is probably an under representation of the challenge
- Only 15% believe there is adequate financial support to help their hall manage its energy costs
- The biggest barriers to improving the energy efficiency of village halls, when ranked by importance were considered to be rising energy prices, followed by the age and fabric of their building and lack of funds to make improvements

Given the scale of the energy crisis unfolding and the fact that many halls will not yet have started to see their energy usage increase, the extent of the challenge facing village halls should not be underestimated. It is highly likely that many will face closure this winter unless support can be found to help them cope with rising energy prices.

Closure of village halls this winter will adversely impact both local residents and the small businesses that depend on these spaces. As a result, many people will find themselves alone this winter in freezing cold homes and this will have knock on effects for health and social care services.

The change we want to see

Government needs to act quickly and decisively to avert the closure of village halls this winter but a longer-term strategy is needed to upgrade these buildings so they are more energy efficient. If village halls are able to stay open this winter, they will also be well placed to serve as refuges for people wanting to shelter from the cold.

Specifically, we are calling for the following interventions:

1. Temporary financial support, in line with that afforded to other public buildings to cover increased energy costs this winter
2. A permanent reduction in the tax payable by village halls on their energy bills. The regulatory situation is currently complex with some halls paying VAT at 5% in line with domestic tariffs/de minimis usage and some paying the full 20% VAT plus the Climate Change Levy in line with commercial tariffs

3. Dedicated grant funding for making energy improvements to community buildings. The fund should be flexible to allow a range of different solutions to be deployed in village halls as appropriate to the age and fabric of the building
4. Financial support for village halls to become [Warm Hubs](#) as has been pioneered by Community Action Northumberland (CAN) where people can socialise in warm, welcoming spaces and receive energy advice at the same time

About ACRE

ACRE (Action with Communities in Rural England) is a national charity speaking up for and supporting rural communities.

We are the national body of the [ACRE Network](#), England's largest rural grouping of community support charities which together reach over 35,000 community groups annually, and lever in over £34 million each year in support of initiatives that equip people with the knowledge, skills, and connections needed to improve their local community.

Contact

Phillip Vincent, Public Affairs & Communications Manager

p.vincent@acre.org.uk

01285 425645



Scottish & Southern
Electricity Networks



Teresa Strange
27 Market Place
Melksham
Wiltshire
SN12 6ES

One Waterloo Street
Glasgow
G2 6AY

01738 340142
gareth.shields@sse.com

23 August 2022

Dear Teresa

Congratulations, your application has been successful

I am delighted to confirm that your application to the SSEN Resilient Communities Fund has been successful. Please find enclosed two copies of our grant offer. These should be signed by two authorised signatories and one copy returned to me at the address above within four weeks of the date of this letter. Upon receipt of signed Grant Offer letter, I will arrange for funds to be released. Please note that this may take up to four weeks.

A condition of grant is that we are able to secure publicity from supporting your organisation in this way. We would be delighted to receive photographs, which can be emailed to me using the details above, and to be involved in any press activity you are planning. Please don't hesitate to contact me if I can be of any assistance in this regard.

I wish you the best of luck with your project.

Yours sincerely

Gareth Shields
Community Investment Manager

Inveralmond House, 200 Dunkeld Road, Perth PH1 3AQ  ssen.co.uk

Scottish and Southern Electricity Networks is a trading name of: Scottish and Southern Energy Power Distribution Limited Registered in Scotland No. SC213459; Scottish Hydro Electric Transmission plc Registered in Scotland No. SC213461; Scottish Hydro Electric Power Distribution plc Registered in Scotland No. SC213460; (all having their Registered Offices at Inveralmond House 200 Dunkeld Road Perth PH1 3AQ); and Southern Electric Power Distribution plc Registered in England & Wales No. 04094290 having its Registered Office at 55 Vastern Road Reading Berkshire RG1 8BU which are members of the SSE Group www.sse.co.uk

Teresa Strange
27 Market Place
Melksham
Wiltshire
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01738 340142
gareth.shields@sse.com

Dear Teresa

SEPD Resilient Communities Fund – Grant Offer: Melksham Without PC

We are delighted to confirm that your application for a Grant from the SSEN Resilient Communities Fund has been successful and we would like to offer you a partial grant of £8,361. Please see table below for the award breakdown.

This Grant is for the following purpose:

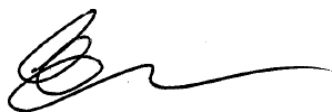
- **To promote and operate a local emergency response telephone line.**

Payment:

- The total Grant is for £8,361 and is subject to the Standard Terms and Conditions of Grant.

We can only pay you the Grant if your organisation complies with our terms and conditions contained within this grant offer.

For and on behalf of SSE



Gareth Shields
Community Investment Manager

Item	Amount
14,000 Printed Fridge Magnets	£3,839
3x annual adverts in local newspaper	£790
15,000 leaflets, 13,700 newsletter batching and delivery	£800
Artwork	£150
Newspaper Delivery	£442
MCS Database Licence 3yrs	£1,980
Hotline line rental	£360
3 Years office space hire	£3,600
Total	£8,361

Standard Terms and Conditions of Grant

“We” and “our” refer to the organisation receiving the Grant bound by these terms and conditions. “You” and “your” means SSE and includes your employees and those acting for you.

The “project” means the project that you are giving us the Grant for as set out in our application form and any supporting documents, and/or as varied by the Grant Agreement.

The “Grant Agreement”, which we have accepted and signed, includes and incorporates these standard terms and conditions and the signed conditional Grant Offer letter together with any other conditions we have agreed.

We understand that the Grant Agreement will only start after you are satisfied with all our supporting documentation and will come into force on the date that we receive the Grant payment from you.

General

1. We will use the Grant exclusively for the purpose stated in the Grant Offer Letter.
2. The funds Granted by this award must not be used by the Recipient for:
 - a. political or religious purposes;
 - b. for purposes adverse to SSE’s interests;
 - c. to replace statutory funding; or
 - d. to support individuals for their personal gain, other than to support skills development (typically the support of apprenticeship and trainee schemes) or employment within an organisation with a community or charitable purpose.
3. You will, under no circumstances, be liable for any damage, injury or loss of any kind whatsoever to any property or persons occurring as a result of activities undertaken with this Grant.
4. We will get your written agreement before making any change to the project or to its aims, structure, delivery, outcomes, duration or ownership.
5. We will complete our project by the date specified in the Grant offer letter, unless an extension is agreed in writing by you.

Grant

6. We will not use the Grant for any activities other than that outlined in the Grant Offer letter without the written agreement of SSE.
7. If all or part of the Grant is not used for the reasons specified and/or by the date specified in the Grant offer letter, any outstanding amounts, or if any element of the Grant is misused, we will pay back to SSE the full amount of the Grant awarded unless an extension is agreed by you in writing.
8. We will ensure that any work undertaken with this Grant fully complies with any relevant legislation and good practice guidelines.
9. Any assets bought with the Grant will not be sold, disposed of, or given away to any other group or individual within the appropriate financial life of the asset without the prior approval in writing of SSE.
10. If any asset is purchased using a Grant it will never be sold to the financial gain of an individual.
11. We will show the Grant income as restricted in our accounts and include a note showing that the Grant is provided by SSE.
12. We will Grant you access to Company Directors, employees, documentation and financial accounts based on any reasonable concern regarding use of the Grant.
13. This Grant was awarded on the basis of information supplied to you at the time of application. If any of this information is subsequently found to be misleading, inaccurate or false then we will pay the full Grant back to you in full.
14. We agree to meet all laws regulating the way we operate, the work we carry out, the staff we employ or the goods we buy. We will ensure that we have an equal opportunities policy in place at all times, to help us comply with all relevant laws and good practice throughout the period of the Grant Agreement. We will obtain all approvals and licences required by law or by you.

Monitoring

15. We will monitor the progress of the project and complete regular reports as you require using the forms you send us.
16. We will update you on progress of the project on request and will send you any further information you may ask for from time to time about the project or about our organisation, and its activities, the number of users and other beneficiaries and such other information as you may require from time to time. You may use

this information to monitor or publicise the project and/or evaluate your Grants programmes.

17. We will fill in a final report on the project using the form you send us. We understand that the Grant is finished only after we have completed this report to your satisfaction.
18. We will tell you immediately in writing of anything that significantly delays, threatens or makes unlikely the project's completion.
19. We will tell you immediately if there is to be any significant variation to or decrease in the project outcomes.

Publicity

20. We will acknowledge the Grant made by SSE publicly as appropriate and as practical throughout the life of the project. We will follow your branding and publicity guidelines at all times. We will acknowledge your support in any published documents that refer to the project, including any advertisements, accounts and public annual reports, or in written or spoken public presentations about the project. (We will refer to your 'guide to acknowledging Grants').
21. You can carry out any forms of publicity and marketing to promote the award of the Grant as you see fit. We agree to do whatever you reasonably require in order to assist with any form of publicity and marketing, including any press or media-related activities.
22. You reserve the right to use any photographs or details of the project in any future literature or promotion.
23. We will invite you to attend any promotional or public launch of the project.

Payment

24. You will pay the Grant by cheque into a UK-based bank account or building society account in our name, which requires the signatures of at least two authorised people for every withdrawal. We will not use ATM's or debit cards to make cash withdrawals or payments from this account.



We agree to the conditions of acceptance detailed above and acknowledge the offer of a Grant from SSE. (Please sign and return one copy of this Terms and Conditions of Grant with the Grant Offer letter attached to the address below).

Signature of main contact (as stated in the application form):

.....

Name (please print)

.....

Date

.....

Position within organisation

.....

Signature of Office Bearer (this should be the Chair, Vice Chair, Treasurer or Secretary):

.....

Name (please print)

.....

Date

.....

Position within organisation

.....

**Resilient Communities Fund
South Central England Application Form**

The deadline for submitting this application form is 1st June 2022. Please read the guidelines before completing this form. All sections must be completed, and applications must be returned electronically to Gareth Shields, Community Investment Manager at gareth.shields@sse.com. If extra space is required, a separate A4 document may be attached.

Grant request: £11,961	Total project cost: £11,961 + staff costs and equipment already supplied
Section 1: About your organisation and community	
Name of organisation	Melksham Without Parish Council
Contact name	Teresa Strange
Email address	clerk@melkshamwithout.co.uk
Website	www.melkshamwithout.co.uk www.melksham-tc.gov.uk www.agefriendlymelksham.org.uk
Telephone	Daytime 01225 705700 Alternative 0744 3220329
If applicable, what's your charity number?	N/A
Organisation address (including postcode)	Melksham Without Parish Council, Sports Pavilion, Westinghouse Way, Bowerhill, Melksham, SN12 6TL HOWEVER PLEASE NOTE NEW ADDRESS FROM AUGUST IS: Melksham Community Campus, 27 Market Place, Melksham, Wiltshire, SN12 6ES
Please provide some background information on your organisation and describe its main activities including any previous community projects you have carried out. (max 150 words)	This is a joint application of Melksham Without Parish Council, Melksham Town Council and Age Friendly Melksham. Melksham Without Parish Council are completing the application on behalf of the three organisations who were originally involved in setting up the Melksham Community Support project as a response to the first Covid restrictions in March 2020; at the time of inception the Wiltshire Council Melksham Area Board were also involved, who funded the majority of the set up costs. The scheme was conceived to provide one central co-ordinated approach to harness the swell of the community offering to help those who were shielding/isolating and needing support, to ensure that no one was overwhelmed by requests, and to provide an element of safeguarding and records of who helped



who. By June 2020, over those first 3 months, some 445 volunteers were offering to help some 646 residents who were shielding or isolating.

As part of the legacy of this project, as we come out of covid, the Melksham Community Support (MCS) project is continuing to run for the benefit of people without a support network, with the emergency planning element run by the parish and town council officers during an event. See Appendix 1 agreed by all parties in Q3 2020.

MCS now sit under the CIC Age Friendly Melksham, an organisation set up to reflect Melksham becoming the first town in the country to be awarded Age Friendly status by the World Health Organisation, they have a wider remit working with predominantly the older population in our community, with Melksham Community Response still responding to requests from help, from those isolating, to a local tradesman injured following a fall and requiring some immediate food shopping, and friendly phone calls to those who are isolated.

<https://agefriendlymelksham.org.uk/mcs/>

How many members does your committee have?	How many full-time staff do you employ?	How many part time staff do you employ?	How many volunteers does your organisation have?
13 councillors (MWPC)	3 (MWPC)	2 (MWPC)	<p>A range across different organisations, from those checking defibs, flood wardens, litter pickers and for noticeboards.</p> <p>For Melksham Community Support there are 6 on a daily rota responding to requests and some 61 current volunteers undertaking tasks, with 454 during March-June 2020</p>
What is the population size of your community?		24,000 (across Melksham Town and Melksham Without parishes) but MCS does not turn away requests for help from the rest of the Melksham Community Area – see	

	<p>map on attached powerpoint of where people have been helped, and split by parish etc</p>
<p>Please describe the issues your local community has experienced in relation to resilience e.g.</p> <ul style="list-style-type: none"> • Previous extended power outages as a result of storms, snow or flooding. • Scottish Index of Multiple Deprivation ranking 	<p>As with everyone in the Country, we experienced the impact of the Covid 19 pandemic and coming together as a community to help support each other during this difficult time with the creation of Melksham Community Support, which provided one central point people could contact for assistance and to volunteer.</p> <p>In September 2014, Melksham was hit with a huge storm which cut off major roads in the area, but hit the communities of Shaw & Whitley in particular, with 23 homes flooded as well as power outages throughout the area. 14 households had significant internal flooding to property. On that night there were roof top fires in the town centre from solar panels and a major power outage at the mobile home park at Berryfield with 60 mobile homes without power with an elderly demographic and not particularly well insulated homes due to their nature. SSEN provided a welfare vehicle that night. The secondary school were still unable to flush toilets in the days following the storm.</p> <p>Learning from that event we established that although there was not a requirement for an emergency rest centre that evening (Wiltshire Council were close to opening up the Chippenham Olympiad Sports Centre and residents were diverted to the Travelodge in Chippenham) we could have opened up the local village hall/s to provide somewhere for more vulnerable and isolated residents to wait out the storm, as they were frightened and those not online particularly so, due to lack of information.</p> <p>From that event, prevention and preparedness was obviously key and the Community Emergency Group formed as part of Community Action Whitley & Shaw (CAWS CEG) and these flood wardens are held up by Wiltshire Council as an exemplar of good practice. They hold regular watercourse walks, undertake ditch clearance, monitor telemetry, and attend storm events with kit and trained volunteers. They liaise with the parish council regularly and various schemes have been implemented in the area by BART https://bristolavonrivertrust.org/nature-based-solutions-in-south-brook-2/ and Wiltshire Council Drainage team as a result of having this monitoring presence in place.</p> <p>During Storm Eunice earlier this year there was a prolonged power outage in Holbrook Vale, a hamlet in</p>

Berryfield, Melksham Without and we were able to provide the elderly with flasks of hot water, hot soup and hot water bottles – and most importantly, someone to check in on them and have a cuppa the following day when collecting the flasks. The immediate neighbours were unable to assist as had no power either.

Flood wardens regularly attend flooding events, pumping out water from internal property, and have sandbagged the Shaw primary school and Vicarage on more than one occasion.

Section 2: Grant application

Please provide a 25-word summary of the project

To provide an effective, long term way of communicating the local emergency helpline number, particularly for those not online, and ongoing support infrastructure.

Please describe the project you are looking for SSEN to fund.

For example;

- What issues will you address?
 - How will you do this? (activities you will deliver, equipment needed, how it will be used)
 - Where will the project take place?
 - Who will manage project and carry out the work required?
 - If you are purchasing equipment, where will the item(s) be stored when not in use? Who will maintain it?
 - Do you have the correct training/experience /qualifications to carry out the project?
- (suggested 150- 400 words)

Please Note: If you are applying for a generator as part of your project you must complete a Generator Specification Form in addition to this application.

As a community we need a co-ordinated response to make sure that those who need support receive it and that we maximise the effectiveness of our volunteers, whilst at the same time ensuring our most valuable and isolated residents are safe.

The harsh reality of the Covid pandemic meant that we actually found the “hard to reach” members of our community that require support. They were literally forced into a situation, particularly if shielding or isolating, when they had to come forward and ask for help. The MCS scheme utilised a standardised database system (it was able to piggy back off the local youth club systems, IT infrastructure and building) and we have still maintained the records of all those who asked for help over the last two years. As the project has continued, we have been able to tighten up all of the data protection and safeguarding requirements which were hard to put in place the moment the first shielding and lockdown commenced. This is a powerful database that we can integrate and send direct emails, or phone lists to communicate with residents by age, location, health and support need etc. as well as stakeholders and volunteers.

To date, 907 different people have been supported. 1721 prescriptions delivered, 1869 friendly phone-calls and 1100 shopping trips made by the huge number of volunteers who came forward at the time. The numbers are much greater than the statistics show, as the positive legacy of covid is the lasting relationships that have been forged between volunteers and residents, with them now becoming friends and part of the family

and direct support is now provided without it being recorded.

Recognising both communities rely on each other during an emergency, Melksham Without Parish Council and Melksham Town Council have a joint Emergency Plan and reviewed it following covid to reflect on lessons learnt. The feel it would be very useful to have one central telephone number people can ring in any emergency, whether that be a power cut, pandemic or bad weather; whether requiring support or offering to volunteer to assist.

As the Melksham Community Support infrastructure already exists and is well used, this scheme and contact details would be the best vehicle for the central point of contact. This number was so well publicised and used during the last two years, that we wish it to remain, and be regularly published to remind people so that they have it to hand when the time comes. This is particularly important for those who are not online who cannot find this number readily. See example newspaper article attached.

The CAWS CEG and parish council issue a “what to do in a flood” leaflet annually with the local village magazine with a message to fill in your insurance and prescription details and stick on the fridge so it is ready when needed. This idea has been developed, and we wish to do the same thing for the wider Melksham area for all emergencies with a leaflet reminding of the central phone number and website and also provide a fridge magnet with the contact details on.

The leaflet will be double sided and have how to ask for help one side, and how to offer help on the other. During the Pandemic a similar leaflet was produced advertising the one central number for both those needing assistance and those wishing to volunteer. The leaflet was delivered by Royal Mail and a second targeted hand delivery by volunteers to those areas of sheltered housing, social housing and pockets of elderly people living, from local knowledge. Some 20,000 leaflets were delivered, all with this phone number. Later during the pandemic there was another leaflet drop to remind people, but this time they were dropped off at pharmacies and the local post office etc, with pharmacies making sure every prescription had a leaflet.

	<p>Both the fridge magnet and leaflets will be delivered by the local paper Melksham Independent News, which is delivered to 13,700 households in Melksham and surrounding villages, with a paid advert and editorial content in the paper to alert residents to what has come through their door.</p> <p>Training is provided to all volunteers, and management/supervision day to day is provided by Age Friendly Melksham. For an emergency event, then the joint Emergency Plans of the town and parish council include trigger points for council staff to be seconded to the Melksham Community Support project for a timed period, and the council officers assume management responsibility as well as staff hours to man the phones and make timely decisions, including out of hours. Several of the council staff remained on as volunteers themselves, way after the initial onset of Covid. The aim is that council staff will undertake a duty rota once per month to keep their skills and training up to scratch, so that they are used to the systems and IT in place ready for an emergency event.</p> <p>To provide sustainability for the project, the application also seeks funding for the ongoing infrastructure costs of the database licence, phone number line rental for 3 years and a base for operations and volunteers to man the phones now.</p>
<p>Does your project require any permits or planning permission? If so, are these in place? Please give details.</p>	<p>No.</p>
<p>Which outcome does your project support and how will your project achieve this outcome?</p> <p>The Outcomes are:</p> <ol style="list-style-type: none"> 1. Resilience for Emergency Events - To enhance community facilities, services and communication specifically to support the local response in the event of a significant emergency such as extended power loss. 2. Vulnerability - To protect the welfare of vulnerable community members particularly during significant emergency events such as extended power loss, through enhancing their resilience and improving community participation and effectiveness. 	<ol style="list-style-type: none"> 1. This project would improve resilience during emergency events, such as a storm, pandemic or power cut, particularly for those who are vulnerable or hard to reach in our community and who do not have access to the internet in order to access help readily. People will be able to put the fridge magnet, which will include the Melksham Community Support telephone number on their fridge and therefore in a conspicuous place, in order that it is not lost. At the same time they will be able to stick a leaflet to their fridge/freezer which will also include useful information on who to contact in an emergency to ask for help – or to offer to help.

(suggested 100–250 words)

2. With the systems we have in place, it will provide a level of comfort to the vulnerable if they have used the scheme in the past. The database system ensures that their contact details are safe, any additional needs are highlighted through that system on a need to know basis to only trained and DBS checked volunteers on the rota, or council officers. Volunteers helping wear a clearly identifiable Melksham Community Support volunteer t-shirt, have an ID photo badge and a password chosen by the user.

To avoid well meaning residents posting on social media that “Mrs Miggins at No. 36” is vulnerable which is what we witnessed during the snow event “Beast from the East” and to allow a centralised point of co-ordination for those volunteers already in place, and those that come forward during an event; with well rehearsed teams of people undertaking checks and recording details, as per the covid response.

The excellent WhatsApp group remains, with 60+volunteers still in the group, and the officers/rota volunteers able to post tasks into the group and ask for help without giving the contact details of residents at that point. Volunteers respond to a central email or by text offering to help with Task No. 123 for example. No telephone pyramid etc, if volunteers are not available or suited to that task they don't reply, only those that can respond within in the time stipulated are considered and we can look up their details on the database to see if they have enhanced DBS clearance and or specific skills or equipment.

The database means we can contact all previous volunteers and ask for them to click the link to join the whatsapp group again if they wish to assist during this event, and for anyone who rings or contacts via the website/email to offer help their details are logged, levels of security/DBS

	checked and logged and a link to the whatsapp group sent out in the matter of a few minutes.
<p>Please describe if your project supports any of the priority areas of the fund.</p> <p>The Priority areas are:</p> <ul style="list-style-type: none"> a) Projects which support communities who are particularly remote or isolated and have experienced emergency events due to poor weather in the past. b) Projects in areas affected by recent significant storms which resulted in extended power loss. c) Projects which demonstrate innovative approaches to improving the resilience of vulnerable community members. d) Projects which support areas which can be difficult for emergency services to respond to events in. e) Projects which see communities working together and refer to local resilience plans. <p>(suggested 100-250 words)</p>	<ul style="list-style-type: none"> a) Shaw, Whitley and Beanacre that suffer from rapid surface water flooding. Isolated hamlets and rural areas in the area – the parish of Melksham Without is particularly rural in places, and geographically the largest in Wiltshire at some 2,904 hectares. Many new housing developments in the area, with approx 2,500 new households and more planned. These are people, often new to the area, who have not yet built relationships with their neighbours to be able to ask or offer help, and this helpline number provides a way for them to get involved. b) Berryfield and Shaw were affected by Storm Eunice with power cuts, particularly long lasting in Holbrook Vale. c) Learning on the best practice of the covid response, Melksham Community Support was cited as an excellent example and front runner by Wiltshire Council, in terms of numbers of people reached, number of volunteers and the range of tasks undertaken. The use of technology, the phone number being manned by handsets, apps on mobile phones, using sipgate on the laptop so calls could be answered by a whole host of people in a huge variety of locations and be co-ordinated. The use of the database system, that was honed to the project requirements, so everyone accessing, with levels of control, can interrogate and update from multiple locations, in real time. The Whatsapp group for contacting volunteers and then all on rota being able to see their response..... <p>The project team is quick thinking and agile to respond to local incidents. It very quickly established a prescription routing and delivery service in March 2020 with only 2/3 volunteers visiting the 6 pharmacies in town daily and collecting all the prescriptions, and taking to a</p>

central hub, where they were routed out the best way geographically for 5/6 delivery volunteers delivering 35/40 prescriptions daily. This massively cut down on visits to the pharmacies and volunteers criss crossing the town and villages. Utilising the best out of the resources available and massively cutting down on contact which was paramount in the pandemic; dovetailing with other schemes so a delivery was made to neighbouring Seend parish of their prescriptions from Melksham pharmacies. We can still tell you who collected and delivered every prescription, if additional medical supplies were purchased and reimbursed and if there were controlled drugs. There will also be a note if there was a welfare concern and the volunteer was asked to make an informal assessment from being face to face on delivery.

- d) Just the large geography of the areas, and in terms of the flooding its very quick, even if the emergency services wanted to help, they would not be able to get their quick enough. In the storm event in September 2014, there was too much going on in such a wide area affected, that it required on the ground responses by the community, as the emergency services were beyond stretched.
- e) A fantastic legacy for the covid response, and the bringing together and co-ordinating the response of different groups, whether they are town and parish council staff, flood wardens, brand new volunteers, experienced contacts on the emergency plans (4 wheel vehicle owners, chain saw operatives) all logged on the database for easily searching and contacting. A central point for Wiltshire Council to signpost residents to, for the foodbank, churches etc. and tried and tested as we did it so many times during covid, we have all those established networks and ways of working already set up. Local supermarkets offering emergency food supplies, as were the foodbank, and volunteers to do tasks like topping up electricity meter cards, and ways of working to ensure no volunteer is out of pocket as backed

	<p>by the parish and town council in case of such circumstance.</p> <p>See appendix 1 which is the joint agreement of the partner organisations in June 2020 for moving forward.</p> <p>Quote from MCS volunteer in June 2020: “I honestly never realised what an issue we have in society. What is so very apparent is that people were socially distanced, lonely and vulnerable before Covid 19 landed on these shores and we, as a community, must make a collective effort to keep this support in place as it will be needed ongoing”</p>	
Does your local area have a formal community emergency plan in place?	Yes	
Do the plans co-ordinate with local authority plans?	Yes	
Does your project complement the work of the emergency services?	Yes	
If you answered no to any of the three questions above, please provide further detail		
Please describe if you have consulted with any key stakeholders (e.g. emergency services, local authority) or the local community for your project. (suggested 100-150 words)	<p>This a joint project, with Appendix 1 showing the interaction with key stakeholders and the approach agreed by Melksham Without Parish Council, Melksham Town Council, Wiltshire Council Melksham Area Board and Age Friendly Melksham at their statutory meetings in Summer 2020, with documented resolutions and funding too.</p>	
<p>Section 3: Financial information</p>		
What's your organisation's main source of income?	<p>The parish council's main source of income is Precept and Community Infrastructure Levy from new housing developments. In the last accounting year, it also received a public works loan and s106 funding for the construction of a new village hall at Berryfield, which are reflected in the accounting figures below; with the hall partially built in that financial year. The precept is c£220k per year in a “normal” year.</p>	

The parish council provide grant funding to Age Friendly Melksham, who the Melksham Community Support scheme fits under during non emergency times.

Age Friendly Melksham is a CIC Community Interest Company registration number: 12624799

Total income last accounting year?	Total expenditure last accounting year?	Total Surplus/Deficit last accounting year?	Current unrestricted reserves
£891,292	£571,159	£320,133	£20,663 These figures for year ending 31/3/22 but still to be subject to audit, therefore accounts submitted are to 31/3/21

Please provide specific detail on why your reserves cannot be used for this project.

With the council already providing grant funding to Age Friendly Melksham and staff/officer support this is looking to develop the scheme in terms of its emergency planning response and in areas not just covered by the parish and town council. In an emergency event the boundaries on a map are not a reason to not offer and provide a service to those requiring help, and those smaller neighbouring parishes have much smaller precepts and funds available. Parish Council funding rules mean that they have to spend their funds directly benefitting the residents of the parish. The distribution of the paper and delivery of the leaflet, fridge magnet, support offered is wider than the parish and town council boundary. See map on powerpoint for areas helped (as per June 2020).

Please provide, or attach separately, a full cost breakdown of the whole project and indicate which elements you are requesting from this fund. Please enclose quotes or evidence where possible.

Item	SSEN Request £	Total Amount £
Fridge Magnet 85 x 85mm business card size, printed full colour, 0.75mm thick flexible laminated magnets x 14,000	3839	3839
Advertising in Melksham News. 1 x full page advert in	790	790

Year1 on delivery of magnet and leaflet, then ½ page in Y2 & Y3 at £395 per full page advert. Including artwork		
Printing of 15,000 leaflets for delivery with local paper, via pharmacies, local friendship groups, GPs with priority registration forms etc Batching of 13,700 for newspaper and delivery to distribution point	800	800
Artwork for leaflet and fridge magnet	150	150
Melksham News Delivery Charge to 13,700 households	442	442
Licence for Lamplight database for MCS for 3 years at £55 per month (£660 per year)	1980	1980
Line rental etc for Phone Number: 01225 809265 for 3 years at £10 per month (£120 per year)	360	360
Use of Canberra Youth Centre office for MCS volunteers on rota at £100 per	3600	3600

	month (£1,200 per year) for 3 years		
	TOTAL All costs exclude VAT as parish and town councils can reclaim VAT if for non commercial purpose	£ 11,961	£11,961

What other sources of funding have you applied for? None to date; this project to develop into emergency planning is in its initial stages.

Name of funder	Amount requested	Application status	Date confirmed
	£	Confirmed	
	£	Pending	

Will you be contributing any of your own funds to the projects or undertaking local fundraising to help meet the costs?

The parish council provide funding to Age Friendly Melksham who run the Melksham Community Support scheme in “non emergency” times and the Wiltshire Council Melksham Area Board provided funding for the initial set up costs. The parish and town council have already provided funding for set up costs, to cover the shortfall of that provided initially by the Wiltshire Council Melksham Area Board. The parish and town council provide the staff hours and supervision/management during an emergency event, and support to volunteers and the part time paid officer at Melksham Community Support in non emergency event periods.

If your project is already running, please describe how it has been funded to date.

Yes. It has been funded through various grants from Melksham Town Council, Melksham Without Parish Council and Wiltshire Council Melksham Area Board.

How will you sustain your project financially after the period of funding is finished?

The project will continue to be funded via grants from Melksham Town Council, Melksham Without Parish Council, the Area Board and any other grants Melksham Age Friendly are able to apply for.

If your grant is successful, please specify who the award should be made payable to. This must not be an individual’s bank account and must be an account where two signatories are required.

Account name	Melksham Without Parish Council
--------------	---------------------------------

Section 4: Checklist

	Yes	No
--	-----	----

We have appropriate procedures in place to carry out our project safely	✓	
We have provided contact details of an independent referee	✓	
I can confirm this project doesn't require retrospective funding	✓	

I have included the following documents with my application:

A signed copy of the organisation's constitution	✓	
Recent bank statement	✓	
The organisation's latest annual accounts (independently verified)	✓	
A copy of the organisation's Child Protection/Vulnerable Adult Policy (if applicable)		
I have attached additional information with this application (please detail below)	✓	

Appendix 1: Diagram showing agreement of all parties involved of how to move forward with future support post covid (June 2020) and relationship with stakeholders. All 4 parties resolved at their statutory meetings to the schematic.

Example newspaper advert of continuation of promotion of central telephone number and support on offer June 2020.

Powerpoint slides of feedback from Melksham Community Support to community in June 2022 with maps and numbers of those helped, what support they received and where they are located.

Example leaflet from March 2020 to be expanded to cover all emergencies, not just Covid.

Declaration

By submitting this application form to SSEN you certify that the information contained in this application is correct, and that you, the contact person listed in Section 1, are authorised to make the application on behalf of the above group. You understand that decisions made by SSEN are final.

Data protection

We will use the information you give us to help assess your application and administer any grant we award you. We may also use it to analyse our grant-making and for our own research. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. Such organisations and individuals may include the community advisory panel, local authority or an organisation employed by SSEN to evaluate grant applications. We may also share information with other organisations providing matched funding.

We will hold the information you provide for up to seven years if you are successful in receiving an award, otherwise we will hold the information you provide for a period no longer than three years if the application is unsuccessful. This information will be used for monitoring purposes, such as reporting, to identify repeat applicants and for legal requirements such as money laundering regulations.

Completed forms and accompanying information should be returned electronically to gareth.shields@sse.com

Lorraine McRandle

Subject: FW: Berryfields not getting upgraded broadband 22714

From: O'Neill, Ashley <ashley.oneill@wiltshire.gov.uk>
Sent: Monday, July 25, 2022 5:23:11 PM
To: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>
Subject: RE: Berryfields not getting upgraded broadband 22714

Dear Jonathon

Thank you for forwarding Mr Eaton's concerns regarding broadband.

We fully understand and recognise the importance of good broadband connections for our communities, particularly in our rural county. From March 2020, Ofcom introduced a universal service obligation that where customers could not get a download speed of 10 Mbit/s they could request an upgraded connection. I have looked at postcodes for Berryfield and note you do meet the USO definition – that is, Berryfield does get speeds of 10 Mbit/s so we are unable to request an upgrade via these means.

In terms of additional provision, the majority of broadband infrastructure provision is funded privately, and we therefore have limited influence on these decisions. Going forward, public funding to upgrade infrastructure will be through Project Gigabit. Under this scheme, it appears that Berryfield is in a "White" area, where there are no privately funded plans and therefore public funding may come forward to enable a connection.

We anticipate the results of the Project Gigabit market reviews and procurement exercise in the Autumn/Winter, which will set out where investment will take place and whether Berryfield is in scope. Wiltshire Council has always sought to maximise the value of public funding to the benefit of our residents and have advocated this position to BDUK, who manage the programme.

Should you not be included in the main programme, there may be other opportunities to secure an upgraded connection, including through the Gigabit Voucher scheme. Further information is available here: [Gigabit Vouchers \(culture.gov.uk\)](https://culture.gov.uk)

Regards

Ashley O'Neill

Cabinet Member for Governance, IT, Broadband, Digital, Licensing, Staffing, Communities and Area Boards
Wiltshire Councillor for Calne Rural
(Mobile) 07917 760712 | (Email Address) ashley.oneill@wiltshire.gov.uk

From: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>
Sent: 13 July 2022 16:29
To: O'Neill, Ashley <ashley.oneill@wiltshire.gov.uk>
Subject: FW: Berryfields not getting upgraded broadband 22714

Is fibre broadband yours?

J

From: [REDACTED] <[REDACTED]>
Sent: 03 June 2022 15:00
To: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; office@melkshamwithout.co.uk
Subject: Berryfields not getting upgraded broadband

Dear Sirs / Madams,

according to the upgrade plans from Openreach, Berryfields is not being upgraded for its broadband.

We were one of the last to get Fiber To The Cabinet (FTTC) .

I had contacted our local MP who did get a reply from Openreach, basically saying they had no plans (as before).

Most of Melksham was upgraded years ago by TeleWest which later became Virgin, but this stopped at the westerns way ring road.

Can you petition both Openreach and Wiltshire council to look into this.

Not only is it unfair that tax payers here are paying for upgrades to other people properties yet are being forgotten about, but this is going to create a broadband divide.

As higher speeds become the norm, so content becomes larger in file size.

Think back to the days of dial-up and how many of the services you use at work and from home would not function if you were forced to remain on this much slower speed.

This is what will happen to the people of Berryfields and any other local areas that are not upgraded.

I am not asking to be upgraded tomorrow, but not to include us at all is not acceptable.

Many thanks for your time.

yours

[REDACTED]

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Melksham, Calne & Chippenham and Foxham & Lyneham Branch

**Minutes of the Branch meeting
held at The Rachel Fowler Centre, Melksham SN12 6EX
on Tuesday 5 July 2022 at 19:45**

Present

Dave Maloney (Branch Chair)	Gordon Spyer	Micah Leitch
Andrew Matters	Graham Greene	Ray Canter
Basil Raddy	Howard Wilson	Roger Noyce
Bob Howlett	Kevin Murray	Wendy Cotton
Brian De'Ath	Linda Howlett	John Goring (Branch Secretary)
Chris Gibson	Malcolm Hitchinson	
Christine Watt	Mark Harris (Melksham Without Parish Councillor)	
Fiona Rivers		

The meeting was quorate: four or more Eligible Branch Members (all those present, except Mark Harris) of whom at least one is a Principal Officer (Dave Maloney and John Goring) and one another Executive Member (Basil Raddy, Bob Howlett, Fiona Rivers, Howard Wilson, Micah Leitch and Ray Canter).

1 Welcome and apologies for absence

Dave Maloney welcomed everyone to the meeting, extending a particular welcome to Melksham Without Parish Councillor Mark Harris and new member Graham Greene.

Dave also thanked Ray Canter for chairing the previous meeting.

Apologies for absence were received from Brian Wright, Colin Goodhind (Melksham Town Councillor) Howard Yardy, Justin Guy, Liz Hollis, Martin Hollis, Peter Holley, Sandy Wright and Steve Roberts.

2 Minutes of the previous meeting and matters arising

Dave Maloney asked whether those present had received the Minutes of the previous meeting in the meeting Notice. The meeting indicated that they had.

2.1 Actions

There were no Actions from the previous meeting.

2.2 Other Matters Arising not on the Agenda

Kevin Murray said that he was shown as having attended the previous meeting, but had not.

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Registered in England and Wales No: 2267719

Registered Charity No: 299595

Office telephone: 08452 268567

E-mail: info@wbct.org.uk

Web Site: www.wbct.org.uk



Howard Wilson said that he was not shown as having attended the previous meeting, but had.

Dave said that, in answer to a question that Malcolm Hitchinson asked at the previous meeting, he has been told that banks will no longer accept paper Direct Debit mandates. So this is not available to us in trying to recruit new members. Malcolm thanked Dave for this information.

2.3 Sign off

Dave asked whether those present were content for him to sign the Minutes. The meeting indicated that they were, and Dave signed the Minutes.

3 Chair's Announcements

Dave Maloney gave a summary of his report that will appear in the June Branch Officers' Report.

There were no questions.

4 Officers' Reports for June 2022

4.1 Health & Safety

Dave Maloney said that there had been no incidents or near misses reported since the previous meeting.

He reminded everyone of the progress being made with the Trust's new H&S documentation, and the role being played by members of MCC Branch.

Mark Harris asked whether the Health & Safety Executive's report on the Pewsham Locks incident had been seen. Dave said that they are not making it available to us, but we should find out its contents at the coroner's inquest.

4.2 Projects

4.2.1 Melksham Link

Paul Lenaerts, Project Manager for the Melksham Link, could not attend the meeting. His report will appear in the June Branch Officers' Report.

Dave Maloney said that there were signs that Wiltshire Council were becoming more proactive in their support of this project. He went on to say that, although the residents of Berryfield were very much in favour of the plans to bring the canal through the village, the prospect of having an additional 900 homes in the village to finance the project was not popular.

4.2.2 Peterborough Arms

Dave Maloney gave an update on the project, saying that the team was enjoying being able to work outside. Fiona River is leading a small project to help mitigate rainwater from the roads entering the pub cellar.

John Goring asked when all the work being done on refurbishing the letting rooms will result in them being let.

Dave said that, at the moment, Brendan and Michelle were still running the pub without any outside help, and that they currently don't intend to let the rooms out on completion. However, the rent received by the Trust will increase when the rooms are finished, and this might influence Brendan's and Michelle's final decision.

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page 2 of 5

He also said that the rooms will have to be heated over the colder months to stop them reverting to their previous poor state, which will be extra expense for Brendan and Michelle.

4.3 Work Parties

4.3.1 Pewsham Locks

Howard Wilson gave an update on progress at the Pewsham Locks site. Howard's presentation was accompanied by photos of the work, which the meeting enjoyed and which resulted in a spontaneous round of applause.

4.3.2 Other Sites

Dave Maloney gave a summary of his report that will appear in the June Branch Officers' Report.

He particularly drew attention to Wiltshire Council's (WC) plans for walking and cycling across the county. He is talking to WC about how our plans to restore the canal towpath could be part of that.

Kevin Murray said that he had seen a report in the *Gazette & Herald* of a prosecution for fly-tipping on Trust land. Would we be responsible for clearing the material?

Dave said that the report was inaccurate; the fly-tipping was not on land owned by the Trust.

Mark Harris asked Dave to explain exactly where the illegally infilled section of the canal is. Dave explained and said that the Trust owns enough land in that area to be able to reroute the canal to avoid disturbing any contamination.

4.4 Boats

Bob Howlett gave a summary of his report for the June Branch Officers' Report.

He also reminded everyone that two big events involving boat trips (the Chippenham River Festival and the Melksham Food and River Festival) will be held at the end of August and the beginning of September. He asked for all available members of the boat team (and anyone else who was interested in helping) to get in touch with him.

John Goring asked whether there would be boat trips at Pewsham on Saturday 9 July. Bob confirmed that there was not sufficient water for boat trips, and that they had been cancelled for this month.

4.5 Events

Brian Wright, Chair of the Branch Events Committee, could not attend the meeting. His report will appear in the June Branch Officers' Report.

Dave Maloney said that he understood that the June pop-up café and boat trip day went well.

Ray Canter said that there were 11 volunteers to help marshal the Lacock Road Runs event in June. Dave said that Relish Running, the race organisers, are very generous in the donations that they give to the Trust whenever we help at their events.

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Dave said that he was looking into securing a grant from Melksham Town Council for the hire of the hall at our Winter Ale, Cider & Sausage Festival. Mark Harris said that we could apply at any time and that all requests are now considered quarterly. Dave thanked Mark for the information.

Dave also reminded everyone about the Chair's Summer Dinner on Wednesday 20 July. He already has 24 confirmed bookings. Menus will be sent out soon.

4.6 Public Relations

The Public Relations Officer could not attend the meeting. His report will appear in the June Branch Officers' Report.

4.7 Digital Comms

Howard Wilson gave a summary of his report for the June Branch Officers' Report.

4.8 Membership

Micah Leitch gave an update on membership numbers for the Branch and the Trust. His report will appear in the June Branch Officers' Report.

Malcolm Hitchinson said that, given that we can't send paper Direct Debit (DD) mandates to banks, perhaps we can arrange for someone in the Trust to transcribe them onto the Trust's system from those paper DDs. He believed that this had been done in the past.

Dave Maloney said that there might be resistance from members of the public to divulging their bank details, and there could be GDPR restrictions on what we can do in practice. Despite this, he said that, in his opinion, it's worth looking into anything that might help us increase our membership.

John Goring suggested that we could take a year's membership, either by cash or card, taking relevant details (which would exclude bank details) and put those onto the Trust's system. At the end of the year's membership, we could reasonably expect HQ to contact these members to renew their membership and/or convert them to DD.

4.9 Finances

Steve Roberts could not attend the meeting. His report will appear in the June Branch Officers' Report.

5 Any Other Business

John Goring said that, for him, the biggest news of the month was that Ray Canter was stepping back as Work Party Organiser (WPO). John said that for him and many others of the current crop of work party members, he had only ever known a time when Ray was the Chief WPO at Pewsham. John was confident that the other WPOs would do a terrific job, but he wanted to place on record his thanks for all the work that Ray had done as Chief WPO. The meeting gave Ray a round of applause.

Ray thanked John for his kind words and confirmed that he would be continuing to help at work parties and contribute wherever he could. He said that this was not necessarily a permanent decision and that, once the new Health & safety documentation was fully bedded in, he might be able to return as a WPO.

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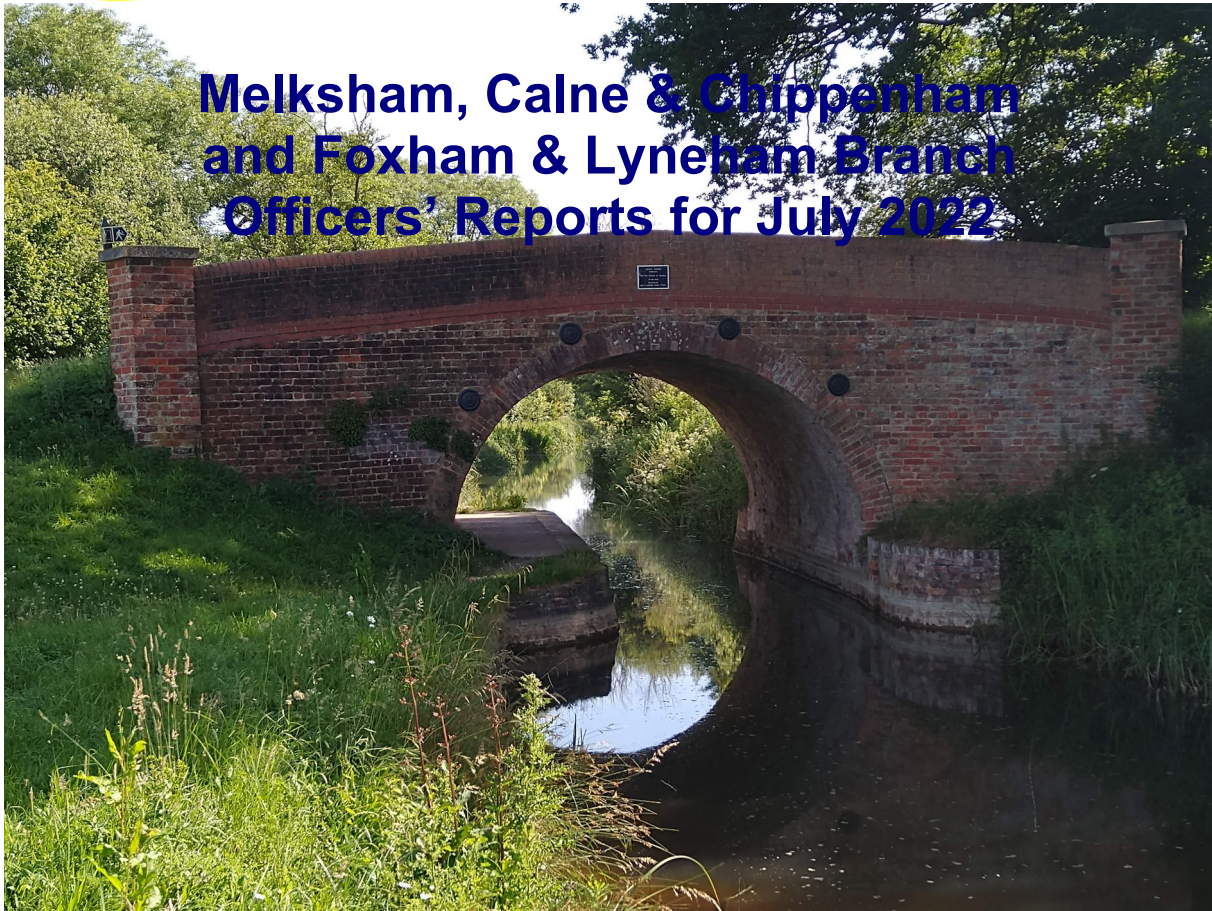
- 6 Date of Next Meeting & Close**
next meeting: Tuesday 2 August 2022
The meeting closed at 21:20.



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Melksham, Calne & Chippenham and Foxham & Lyneham Branch Officers' Reports for July 2022

Chair's Report



Trust CEO

I represented the Branch at Gordon Olson's farewell lunch at the Bell Inn, Lacock where I met with the new Trust Chief Executive Officer, Simon Caraffi. Lunch had been planned to be at the Trust-owned, Peterborough Arms at Dauntsey Lock, but Brendan and Michelle were unable to accommodate us, due to staff shortages, on the day that both Simon and Gordon were free.

Simon came to Pewsham, and I was able to show him the Pudding Brook and Green Lane Farm sites, as well as our project/maintenance work at Pewsham.

Events

Summer Dinner

27 people tuned out for the Branch Summer Dinner, and a grand time was had by all.

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Web Site: www.wbct.org.uk



Boat Trips & Pop-up Café

Despite there being no boat trips, due to lack of water, Fiona Rivers and Bob & Linda Howlett opened the Pop-up Café. As a result of a conversation with a walker, this led to a volunteer offering to service and maintain our plant; Happy Days.

Branch News

Calne Branch Arm

I was contacted by Wiltshire Council (WC) who had been approached by a member of the public about Chaveywell Bridge on the Calne Branch Arm. WC had created a report, which was copied to me, and they asked if we were able to carry out repairs. I pointed out that our lease on that section ended a number of years ago, and that they should contact Lord Lansdowne. Although it has been mooted in the past that the Trust would like to have the bridge in its care, Bowood Estate would have to carry out relevant repairs first.

Future Chippenham

Work is on hold pending discussions between Wiltshire Council and Homes England as to whether just building on the southern route (A4 to Lackham roundabout) will be sufficient to release funds. Therefore planned WBCT discussions with the Wiltshire Council's major project team about road access to the Pewsham Locks site for visitors is also on hold.

Health & Safety

RLB, the Trust's H&S advisors, want to step back a little due to lack of staff. Jon Coates, the Trust's Chief Engineer, is negotiating with them to, at least, assist with the paperwork that would enable us to proceed with a visit to Pewsham by the Health & Safety Executive. We wait to hear.

I hope active volunteers don't find this patronising, it's not meant to be. I was encouraged to see that volunteers at a recent MCC work party are already in the zone with regards to the recent Health & Safety changes that we have put in place. Powered tools were being started up well away from other volunteers, and both inductions and daily use checks on other equipment were being carried out.

As mentioned previously, the recently released Trust H&S documents are live, and changes are being made where actual use of the procedures deems it appropriate. MCC are at the forefront of this work, and I thank Clive Dorling for his work on checking and offering suggestions for changes to the documents, and to John Goring for his studious work on our Branch online file system, to create relevant folders etc. for our new documents.

Projects

Carpenters workshop

This is being thrust to the front of our minds by dint of so much successful fundraising. Funds currently stand at £40,500, and I will shortly be meeting with Gary Tytherleigh, who is the lead on this project, to discuss the way forward.

Dry Dock

Jon Coates, Trust Chief Engineer, Bob Howlett and I had a meeting last month and discussed all aspects of the construction phase for the Dry Dock reconstruction. Jon has some final changes to make to the design, and Bob and I will soon visit a local sawmill to source the timber.

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Top Lock Bridge

No work still until such time as the new Trust H&S Policies and Procedures are in place, and being run. The Health & Safety Executive will then be invited to Pewsham.

Naish Hill re-water

Although funds are allocated, we are waiting for Scope of Works from the Trust Engineering Team. Wildlife surveys are also still to be carried out; they have been booked with Ellendale Environmental.

Dave Maloney
Chair, MCC and F&L Branch
dave.maloney@wbct.org.uk
07809 374 754

Work Parties



Pewsham Locks

A relatively quiet month as, yet again, we were unable to carry out any construction work while we wait for approval of RAMS (Risk Assessments and Method Statements) and PCDs (Project Control Documents).

Fortunately we did have some general maintenance tasks that we could get on with. These included:

- silt removal from The Wharf area, allowing better access for our trip boat *The Mary Archard*; unfortunately water levels are now too low to run any boat trips, and this is unlikely to improve until we get some rains in the autumn;
- Welfare Cabin roof cleaning and painting completed;



silt removal at The Wharf



Naish Hill section after mowing



the Small Circular Spillweir after replacing brickwork

- grass cutting along the towpath of the Naish Hill section and elsewhere as required, although the hot dry weather has resulted in limited grass growth;
- further small trees along the canal line removed, and the logs from previous cuts moved to the log store area;
- Saw Pit tidied;
- Horseshoe Spillweir next to The Wharf cleared of grass, ivy and overhanging branches;
- top row of brickwork replaced on the Small Circular Spillweir;



the Horseshoe Spillweir after clearing vegetation

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- initial preparatory work for foundations for the donated bench at The Meadow;
- final preparatory work for the Waiting Wall between Top and Middle Locks;
- preparatory work for clay trenching; and
- taking delivery of 100 tons of clay; some of this will be used in the clay trench work that we will be carrying out in August; one of the few positives of the low rainfall is that the low water levels in the canal make this work somewhat easier.

Howard Wilson
Work Party Organiser



grass cutting continues



Green Lane Farm & Pudding Brook

This time of year, our work is limited to grass cutting.

Dave Maloney
Work Party Organiser



7 Locks

Howard Yardy, in his capacity as Wildlife Officer, will be giving us guidance on wild flowers, specifically, and flora and fauna generally as we keep the towpath clear.

Dave Maloney
Work Party Organiser



Green Lane Farm footpath looking clear and tidy

Projects



Melksham Link

Following our decision to remove the weir from our plans, Wiltshire Council (WC) Planning have requested further details of the implications of this change. Accordingly, an email was sent on Saturday 9 July and WC Planning are waiting for a response from the Environment Agency (EA) before setting up a meeting. To date there has been no response from the EA, and WC Planning are now saying they can't progress this until after Monday 12 September.

Meanwhile, we are monitoring the river level at Melksham Town Bridge during this dry spell, to establish the navigability of the river without the weir, in low-flow conditions.

Paul Lenaerts
Project Manager, Melksham Link

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Peterborough Arms

Holidays are getting in the way, but we have finished external work to prevent gullied water from flooding the garden path. This work required out-of-the-box thinking with regards to mismatched pipe connections and tarmacking from bags!

The external store (previously an outside loo/stable block) has been emptied and lighting circuits started to be installed.

We also made two dump runs and one scrap run last month.

Dave Maloney
Refurbishment Team

Wildlife



At the recent monthly Branch meeting, I was able to introduced myself to more Branch members as the newly appointed Wildlife Officer (position to be ratified at the upcoming Branch AGM).

I gave a short account of the Bee Route project in relation to MCC, outlining the work to take place at The Meadow near Double Bridge. A tractor and mower has been hired from Tuesday 16 August to begin the meadow development, by cutting and removing the mowings to increase the diversity of flowering species.

I highlighted some of the tasks I would like to undertake in my new position, including assessing the impact of canal work on wildlife, ensuring there are no detrimental affects. In addition, I will be monitoring and maintaining the bird and bat boxes along the canal. Unfortunately, many at Pewsham are in a poor state.

I will also be taking a keen interest in the Naish Hill section, for which the Branch has recently taken over responsibility. I will be identifying the work required for its management.

Howard Yardy
Wildlife Officer

Boats



There has been little activity this month due to low water levels.

Some training has been completed using our workboat Boswell. This involved going forward then reversing over a fifty metre stretch of the canal at very low speed to avoid contact with the canal bed. This was for members of the Royal Wootton Bassett Branch.

Bob Howlett
Boats Officer

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Events



Nothing to report this month, with no boat trips at Pewsham.

I couldn't make it to the Two Tunnels Race Marshalling in July, but I will include a report next month.

Brian Wright
Chair, Events Committee

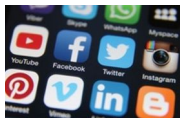
Public Relations



Sadly, nothing new to report since last month, as we're waiting for the water levels to rise again before doing any more media work at Pewsham.

JG
PR Officer

Branch Webpages and Digital Comms



Social media

Posts to Facebook included:

- tidying up the Horseshoe Weir at The Wharf, Pewsham; and
- grass cutting at the Naish Hill section (posted by Dave Maloney).

Posters

Much time was spent creating and producing ten new posters for the Branch, highlighting our work. These are now complete, with the first two already printed. The remainder will be sent off to the printers in the next week and so should be ready for use at upcoming festivals.

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youTube videos

For those of you with access to computers, Stephen Court, one of our members, has just produced a number of youTube videos of walks he has recently done along various sections of our canal. They include some really good drone footage that shows the line of the canal and the work we have carried out. Find them at these links:

- Pewsham Locks to Double Bridge:
<https://www.youtube.com/watch?v=7TPr7QWjiJ8>;
- A4 to Stanley Aqueduct:
<https://www.youtube.com/watch?v=-IXa7hQkOGE>;
- Abingdon and Semington, new and old junctions:
<https://www.youtube.com/watch?v=ZYERsyTcl4A>;
- Royal Wootton Bassett, Templars Firs:
<https://www.youtube.com/watch?v=lbtW-cawgR0>;
- Royal Wootton Bassett, Studley Grange:
<https://www.youtube.com/watch?v=MOZASpEXBDs>;
- Wichelstowe section:
<https://www.youtube.com/watch?v=ALLHrn3BGml>;
- Dragonfly Narrow Boat Trips:
https://www.youtube.com/watch?v=3cGfVbuj_Qs;
- Shrivenham Canal Park:
<https://www.youtube.com/watch?v=z0-KuOHCssg>;
- Shrivenham from the Canal Park:
<https://www.youtube.com/watch?v=s0PjLBfWHGo>;
- Templars Firs (drone only):
<https://www.youtube.com/watch?v=GjchWrytrus>;
- Studley Grange (drone only):
<https://www.youtube.com/watch?v=LpS0iHTdJ2o>; and
- Wichelstowe (drone only):
<https://www.youtube.com/watch?v=EPR4PmSbqbo>.

Howard Wilson
Branch Webpages and Digital Comms Officer

Membership



There were no new MCC/F&L memberships in July. The current number of MCC/F&L memberships is 553/49 with 780/72 members. The total Trust memberships is 1,689 with 2,356 members.

Micah Leitch
Membership Secretary

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It's time to put our canal at the heart of everyday life...

Finances



Branch income in July was:

- £350 from Relish Running for Race Marshalling at Lacock; plus
- £178 in donations; those included:
 - £26 at the Branch meeting;
 - £67 at the Pewsham Pop-up Café; and
 - £40 from one of Dave Maloney's talks.

Expenses were less than income:

- £144 for two rakes and two forks for meadow-making;
- £108 Chippenham Chamber of Commerce annual fee; Dave Maloney's networking there has already produced £500 for the landing stage at the upcoming Chippenham River Festival;
- £99 minibus hire to take visitors to Pewsham and, later the same day, for a CAMRA outing that led to £85 donations last month; and
- £30 storage rental.

Bank and cash at the end of the month was £2,045, an increase of £258.

Steve Roberts
Treasurer



WILTS & BERKS CANAL TRUST

PATRON: HRH THE DUCHESS OF CORNWALL

Restoring all 72 miles of the Wilts & Berks canal to create a tranquil public waterside park for walking, cycling, fishing and boating

Melksham, Calne & Chippenham and Foxham & Lyneham Branch

**Minutes of the Branch meeting
held at The Rachel Fowler Centre, Melksham SN12 6EX
on Tuesday 2 August 2022 at 19:45**

Present

Dave Maloney (Branch Chair)	Fiona Rivers Gordon Spyer	Mark Harris (Melksham Without Parish Councillor)
Brian Wright	Graham Stroud	Martin Palmer
Chris Gibson	Howard Wilson	Peter Holley
Christine Watt	Howard Yardy	Ray Canter
Colin Goodhind (Melksham Town Councillor)	Kevin Murray Malcolm Hitchinson	Sandy Wright

The meeting was quorate: four or more Eligible Branch Members (all those present, except Colin Goodhind and Mark Harris) of whom at least one is a Principal Officer (Dave Maloney) and one another Executive Member (Brian Wright, Fiona Rivers, Howard Wilson and Ray Canter).

1 Welcome and apologies for absence

Dave Maloney welcomed everyone to the meeting.

Apologies for absence were received from Brian Poulton, Derek Flexer, Derek Goodwin, John Goring, Jill Goodwin, Liz Hollis, Martin Hollis, Richard Clayton and Mr Gould.

2 Minutes of the previous meeting and matters arising

Dave Maloney asked whether those present had received the Minutes of the previous meeting in the meeting Notice. The meeting indicated that they had.

2.1 Actions

There were no Actions from the previous meeting.

2.2 Other Matters Arising not on the Agenda

There were no other matters arising.

2.3 Sign off

Dave asked whether those present were content for him to sign the Minutes. The meeting indicated that they were, and Dave signed the Minutes.

Wilts & Berks Canal Trust: A Non-Profit-Distributing Company Limited by Guarantee
Registered Address: Dauntsey Lock Canal Centre, Chippenham, SN15 4HD
Registered in England and Wales No: 2267719
Registered Charity No: 299595
Office telephone: 08452 268567
E-mail: info@wbct.org.uk
Web Site: www.wbct.org.uk



3 Chair's Announcements

Chief Executive Officer

Dave Maloney said that he had represented the Branch at Gordon Olson's farewell lunch at *The Bell Inn*, Lacock and met with the new CEO, Simon Caraffi. Lunch had been planned to be at the Trust-owned pub, *The Peterborough Arms*, but they were unable to accommodate the party, due to staff shortages on the day that both Simon & Gordon were free.

Simon came to Pewsham and Dave was able to show him the Pudding Brook and Green Lane Farm sites, as well as our project/maintenance work at Pewsham.

Boat Trips & Pop-up Café

Dave said that, despite there being no boat trips in July, Fiona Rivers and Bob & Linda Howlett opened the pop-up café and, as a result of a conversation with a walker, this led to us gaining a volunteer who is willing to service and maintain our plant.

Summer Dinner

At the Chair's Branch Summer Dinner, 27 people turned out, and a grand time was had by all.

Future Chippenham

This is the road building/new homes project on the Eastern side of Chippenham. Work is on hold, pending discussions between Wiltshire Council (WC) and Homes England as to whether building only the southern route (A4 to Lackham roundabout) will be sufficient to release funds to the Council. Therefore, planned WBCT discussions with the WC's major project team concerning road access for visitors to the Pewsham Locks site is also on hold.

Calne Arm

Dave was contacted by Wiltshire Council (WC) who had been approached by a member of the public about Chaveywell Bridge on the Calne branch arm. WC had created a report which was copied to Dave, and they asked if we were able to carry out repairs. Dave pointed out that our lease on that section ended a number of years ago, and that WC should contact Lord Lansdowne.

Although it has been muted, in the past, that the Trust would like to have the bridge in its care, Bowood Estate would have to carry out relevant repairs first.

Carpenters Workshop

This is being thrust to the forefront by the successful pace of the Trust fundraising efforts. Funds currently stand at £40,500. Dave will be meeting the Project Lead, Gary Tytherleigh, to discuss next steps.

Dry Dock

Dave met with the Trust Chief Engineer, Jon Coates, and Bob Howlett to discuss all aspects of the construction phase. Jon has some final changes to make to the design; Bob and Dave will visit a local sawmill this month to source the timber.

Top Lock Bridge

Still no work until such time as the new Trust H&S Policy/Procedures are in place and being run. The Health & Safety Executive will be invited to Pewsham.

Naish Hill

Although funds are allocated for re-watering this stretch, we are waiting for Scope of Works form the Trust Engineering Team. Wildlife surveys are still to be carried out. These have been booked with Ellendale Environmental

There were no questions for Dave.

4 Officers' Reports for June 2022

4.1 Health & Safety

Dave Maloney reported that RLB, the Trust's H&S advisors, want to step back a little due to lack of staff. Jon Coates, the Trust Chief Engineer, is negotiating with them to, at least, assist with the paperwork to enable us to go ahead with a planned Health & Safety Executive visit to Pewsham. We wait to hear.

Dave was encouraged to see that volunteers at a recent MCC work party were already in the zone with regards to H&S changes. Powered tools were being started up well away from other volunteers, and inductions and pre-use checks on other equipment were being carried out and documented. He apologised if any active volunteers found these observations to be patronising; they were not meant to be. To the contrary, he just feels that good practice should always be applauded.

As mentioned previously, the recently released and revised H&S documentation is now live. Changes are being, and will be made as we gain experience in their actual use. MCC are at the forefront of this work and Dave thanked Clive Dorling for his work on checking and offering suggested changes to the documents, and to John Goring's studious work on our Branch online file system to create relevant folders etc. for our new documents.

4.2 Projects

4.2.1 Melksham Link

The Melksham Link Project Manager, Paul Lenaerts, could not attend the meeting. His report will appear in the July Branch Officers' Report.

4.2.2 Peterborough Arms

Dave Maloney gave an update on the project, saying that holidays were getting in the way, but that the team had finished the external work to prevent gullied water from flooding the garden path. This work needed out-of-the-box thinking with regards to mismatched pipe connections, and tarmacking from bags! The external store (previously an outside loo/stable block) has been emptied, and the installation of lighting circuits has been started. The team also completed two dump runs and one scrap run last month.

4.3 Work Parties

4.3.1 Pewsham Locks

The report will appear in the July Branch Officers' Report.

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page 3 of 5

4.3.2 Other Sites

The report will appear in the July Branch Officers' Report.

4.4 Boats

The Branch Boats Office, Bob Howlett, could not attend the meeting. His report will appear in the July Branch Officers' Report..

4.5 Wildlife

Howard Yardy introduced himself to the meeting as the newly appointed Wildlife Officer (position to be ratified at the AGM next month).

He gave a short account of the Bee Route project in relation to MCC Branch, outlining the work to take place at the Meadow near Double Bridge at Pewsham. A tractor and mower has been hired from Tuesday 16 August to begin the meadow development, by cutting and removing the mowings to increase the diversity of flowering species.

He also highlighted some of the tasks that he would like to undertake in his new position. These include assessing the impact of canal work on wildlife, ensuring there are no detrimental affects, and monitoring and maintaining bird and bat boxes along the canal (many at Pewsham were in a poor state.)

He also spoke about Naish Hill and some of the proposed work identified for its management. The Branch has recently taken over responsibility for the site.

4.6 Events

Brian Wright reported that there had been two events since the previous Branch meeting:

- on Saturday 9 July, IWA (Avon Branch) were invited to Pewsham; three people were led on a walk by Brian from The Bell, Lacock to Pewsham Wharf, where they had a tour of the lock site led by Bob Howlett and Fiona Rivers, before they were driven back to The Bell; and
- on Monday 25 July, MCC Chair hosted a Summer Dinner at The Bell, Lacock.

Looking forward to August, Brian said that two important events were taking place, for which he was looking for volunteers:

- on Sunday 21 August, the Race Marshalling team would be at the Two Tunnels Race in Bath; this is a good income raiser and an enjoyable day to attend.
- on Monday 29 August, we will be running boat trips at the Chippenham River Festival; volunteers are needed for the Branch information gazebo and to skipper and crew the boats.

4.7 Public Relations

The Branch PR Officer could not attend the meeting. His report will appear in the July Branch Officers' Report.

4.8 Digital Comms

Howard Wilson reported that little content had been added to our social media feeds, as very little of great interest had been happening recently. Grass cutting, he added, has limited interest for the public.

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page 4 of 5

4.9 Membership

The Branch Membership Secretary, Micah Leitch, could not attend the meeting. His report will appear in the July Branch Officers' Report.

4.10 Finances

The Branch Treasurer, Steve Roberts, provided a written submission.

Branch income in July was:

- £350 from Relish Running for marshalling at Lacock; and
- £178 in donations, this included:
 - £26 at the Branch meeting,;
 - £67 at the Pewsham café; and
 - £40 from one of Dave Maloney's talks.

Expenses were less than income:

- £144 for two rakes and two forks for meadow-making;
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- £99 minibus hire to take visitors to Pewsham and later the same day for a CAMRA outing, which resulted in donations of £85; and
- £30 storage rental.

Bank and cash at the end of the month was £2,045, an increase of £258.

5 Any Other Business

Ray Canter asked, on behalf of another member, how invitations for the Chair's Summer Dinner were sent, as that member had not receive one, and would have liked to attend. Dave Maloney said they were sent by email to all members and had been mentioned in the Minutes of previous meetings. He said that he would check to see whether the member's email address was on the system.

Mark Harris asked how many boats would be attending the Melksham Food and River Festival. Brian Wright said that the Trust will be taking two boats. He also said that, despite contacting numerous canal boat publications that had published details of the event. no other groups had shown interest. It was felt that the previous owners had "ticked the box" and felt there was little to encourage them to return. Mark said he would look to see how the local Councils could make efforts to attract more boats for next year.

Sandy Wright asked whether the Peterborough Arms still did food, as the last two time she tried to book they said they were not opening the kitchen that night. Dave Maloney said he believed they were open for food, but guessed that, on evenings of low demand, it was not viable to open the kitchen.

6 Date of Next Meeting & Close

next meeting: Tuesday 6 September 2022 (AGM)

The meeting closed at 21:30.

Lorraine McRandle

From: Everett, Daniel <Daniel.Everett@wiltshire.gov.uk>
Sent: 22 August 2022 17:29
To: Holder, Nick; Campbell, Craig; Gibbs, Simon
Cc: Teresa Strange
Subject: RE: Hornchurch Ditch Works Update

Hi Nick

I have been to look at this a few times since this has been finished and I'm happy with the works and signed them off

In my opinion the flow at the trash screen isn't slowing down due to debris, it will slow down going under the road as the gradient of the culvert under the road will be fairly flat, also the downstream catchment will be full after a large storm event, and the floating debris in front of the trash screen will not affect the flow. There will be a fair amount of loose debris that will come down to the trash screen and Craigs team will rake it off when they attend

The works we did recently was to reduce the flood risk, however although the ditches downstream look in poor condition, most of this is growth rafting over the watercourse and doesn't impact on the capacity of flow and isn't a risk at this time.

The bare earth will start to recover soon, on my last visit I could see a few new shoots and with the cooler weather and rain this should start to spring up quickly

Looks like it is all working well

Regards

Danny

From: Holder, Nick <Nick.Holder@wiltshire.gov.uk>
Sent: 22 August 2022 16:34
To: Everett, Daniel <Daniel.Everett@wiltshire.gov.uk>; Campbell, Craig <Craig.Campbell@wiltshire.gov.uk>; Gibbs, Simon <Simon.Gibbs@wiltshire.gov.uk>
Cc: clerk@melkshamwithout.co.uk
Subject: RE: Hornchurch Ditch Works Update

Hi Danny and Craig,

Just wondered if you have had a chance to chat about this at all?

Nick Holder
Councillor for Bowerhill
Deputy Chair Melksham Area Board
Portfolio Holder for Adults
Wiltshire Council | County Hall | Trowbridge | Wiltshire | BA14 8JN

Wiltshire Council

Tel: 07931 905520

Email: nick.holder@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

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From: Holder, Nick

Sent: 16 August 2022 18:52

To: Everett, Daniel <Daniel.Everett@wiltshire.gov.uk>; Campbell, Craig <Craig.Campbell@wiltshire.gov.uk>; Gibbs, Simon <Simon.Gibbs@wiltshire.gov.uk>

Cc: clerk@melkshamwithout.co.uk; Hampton, Adrian <Adrian.Hampton@wiltshire.gov.uk>; Thomas, Dave <Dave.Thomas@wiltshire.gov.uk>

Subject: FW: Hornchurch Ditch Works Update

Importance: High

Hi there,

I went up to Hornchurch in the heavy rain on Tuesday at about five pm for about 20 mins to see at first hand how the new ditch was coping. I have shared a few short videos, plus commentary. I am not very good at this by the way, and also a photo or two, which you need to scroll down to see.

Generally speaking the ditch was coping well and the flow was pretty strong and I think we should be pleased with the result, so thanks to all. I do have a few comments though:

- The sparkle team have done a good job clearing out the debris and it does seem to have been removed from site. There did seem to be pile left on the bank though, near to the grill as it flows under the road, which could end up back in the channel, so could this please be taken away? There is a photo and video of this. Thanks Si and Craig for arranging for ID Verde.
- The water flow certainly slows down as it nears the tunnel under Hornchurch Road (Grille End), and I was wondering if there is anything that can be done to clear this area and to even out the flow away from the houses/road? There has now been some additional budget released (I think !) so wondered if we could use some of these funds.

Adrian/ Dave, I wanted to loop you into this so you are aware of the additional request, but also to put on record how helpful your respective teams have been over this issue and how well they have navigated many request from an annoying local councillor and from most importantly concerned and affected residents.

Hope to hear back from you.

Regards,

Nick

Nick Holder

Councillor for Bowerhill

Deputy Chair Melksham Area Board

Portfolio Holder for Adults

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

Wiltshire Council

Tel: 07931 905520

Email: nick.holder@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

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Sent: 16 August 2022 17:56

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

Subject: Hornchurch



Nick Holder
07931 905520
"Whoever thought there'd be days like these. Strange days indeed"
Sent from my iPhone

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Lorraine McRandle

Subject: FW: Real Time Information in bus shelters in Melksham Without

From: Grocock, Phil <phil.grocock@wiltshire.gov.uk>
Sent: 30 August 2022 16:06
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Real Time Information in bus shelters in Melksham Without

Arrgh – Sorry Teresa - I asked for that to be corrected before the PR went out, but it obviously wasn't! It should have said “during the winter”.

The new displays are unlikely to be operational before the new year as there will be a brand new data system supplying the information to them that isn't ready yet. Once we have got it working reliably on the original signs, we will then look at expanding the system further.

Many thanks

Phil Grocock
Bus Network Manager



Wiltshire Council's Passenger Transport Unit, County Hall, Trowbridge. BA14 8JN
Tel: 01225 713454 Email: phil.grocock@wiltshire.gov.uk

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 30 August 2022 14:51
To: Grocock, Phil <phil.grocock@wiltshire.gov.uk>
Cc: Salter, Jason <Jason.Salter@wiltshire.gov.uk>
Subject: RE: Real Time Information in bus shelters in Melksham Without

Good to hear that Phil...

Not sure why we have to wait until the Spring as the press release says the replacement ones will all be done in October and November?

What do we have to do to move this forward?

Thanks, Teresa

From: Grocock, Phil <phil.grocock@wiltshire.gov.uk>
Sent: 26 August 2022 18:50
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Salter, Jason <Jason.Salter@wiltshire.gov.uk>
Subject: Re: Real Time Information in bus shelters in Melksham Without

Hi Teresa – Please don't worry, your requests have not been ignored.

The new tender does indeed incorporate provision for additional displays to be purchased for areas that are currently without them. Obviously we have to replace the existing ones first as they were failing on a daily basis and the previous company is about to turn off the supply of data to them. However once that is completed in the spring, we will start to look at where else the displays can be introduced, and Melksham will obviously be a candidate. However we did not want to include that bit of information in the press release just yet as we need to understand what funding will be available for those extra displays in the next financial year.

I hope this helps.

Regards

Phil Grocock
Bus Network Manager



Wiltshire Council's Passenger Transport Unit, County Hall, Trowbridge. BA14 8JN
Tel: 01225 713454 Email: phil.grocock@wiltshire.gov.uk

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 26 August 2022 17:18
To: Grocock, Phil <phil.grocock@wiltshire.gov.uk>
Cc: Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; Holder, Nick <Nick.Holder@wiltshire.gov.uk>; John Glover <john.glover@melkshamwithout.co.uk>
Subject: Real Time Information in bus shelters in Melksham Without

Dear Phil

I am very disappointed to read the latest news published today by Wiltshire Council about the installation of 188 new Real Time Passenger Information digital signs across the county.

As you know, Melksham Without Parish Council have been asking for this for many years, of Wiltshire Council. We have also asked for them as planning conditions and S106 contributions for new bus shelters, and these requests have not been backed up by Wiltshire Council as there are not any already in Melksham/Melksham Without. We also asked for it to be added to the CIL 123 list. You will also be aware that we canvassed the opinion of the other parishes and the town council between Bath and Devizes on the 272 route for example, who all supported the request, and also cannot understand why the information is provided at either end of the journey but not as it travels through the Melksham area.

As you are aware the Parish Council have been trying to purchase our own signs and as per your advice in the email below, were strongly advised not to as you would be unable to supply us with the up to date data if we did not buy the same ones as Wiltshire Council. I have discussed this with you several times over the last couple of years, as we have asked for the tender specification for your procurement so that the parish council could buy the same type; we have heard nothing from you, and in fact the last time we discussed it you advised that they were "old hat" and that residents now have mobile phones and can access the information themselves directly. The parish council do not agree with this, as stereotypically it's the more elderly population who use the bus service and don't all have that type of technology to hand.

Hence my surprise to see that the tender exercise has obviously taken place, and as the statement below indicates, the digital signs are only being supplied to replace existing ones, and the requests of the parish council for the same in Melksham Without has been ignored.

We look forward to hearing from you with either the good news that these are being supplied in the parish, or if not, at the very least, the tender specification of the ones that Wiltshire Council have clearly purchased so that the parish council can consider purchasing their own; as we have been requesting since 2019. In fact, the request for them as part of s106 agreements goes back to 2016.

Regards, Teresa

<https://www.wiltshire.gov.uk/news/real-time-passenger-information-signs>

New Real Time Passenger Information signs to be installed at bus stops throughout Wiltshire

Wiltshire Council is installing 188 new Real Time Passenger Information (RTPI) digital signs at bus stops across the county to give bus users access to up-to-the-minute journey information.

Published 26 August 2022

The new signs, which will cost around £600,000, will be installed during October and November, and will replace the current outdated signage, which has been in place for many years and has reached the end of its life.

In order to make the switch over to the new signs, the old signs will be switched off on 31 August, and there will be no RTPI signs in service at Wiltshire bus stops during September. This is because the computer system that controls the new signs is incompatible with the old versions.

Cllr Richard Clewer, Leader of Wiltshire Council, said: "This is a significant investment into Wiltshire's public transport system that will improve the experience for bus users throughout the county.

"The new digital signs will be rolled out in phases during October and November and will become operational soon after that.

"Unfortunately, because the old signs are at the end of their life, we will have to turn them off on 31 August and there won't be any real-time digital signs in use at Wiltshire bus stops until the rollout of the new signage has been completed.

"We apologise for any inconvenience caused by this short break in the RTPI service, but we're confident that the wait will be worth it, and soon people can enjoy greatly improved digital and real-time signage at bus stops throughout the county."

To find out more about buses in Wiltshire, including timetables, maps and tickets, people should go to www.connectingwiltshire.co.uk

Lorraine McRandle

From: SWCH Chair <chair@shawandwhitleycommunityhub.org>
Sent: 13 August 2022 16:41
To: Teresa Strange
Cc: Lorraine McRandle; admin; alisoncandlin
Subject: Whitley Stores and ACV Idea

Hi Teresa,

Hope you are well,

I'd really welcome a chance to talk to you to re-explore the [Asset of Community Value](#) idea for the site we (Whitley Stores) Occupies at 116 Top Lane Whitley. I know this caused a fair bit of noise a few years ago when it was last proposed, but we think there could be a good argument to pursue this now with the support of a variety of community groups. It would be great to have a conversation about this, as a starting point.

I'm off on holiday for a couple of weeks, so please could you let me know when might be a good time to meet after the bank holiday?

Look forward to chatting soon,
thanks
Nathan

Nathan Hall

Chair
Shaw and Whitley Community Hub
<https://whitleystores.org/>
chair@shawandwhitleycommunityhub.org



Revisiting Asset of Community Value Status for 116 Top Lane, Whitley

The Community Shop (Whitley Stores) at 116 Top Lane, Whitley, is the latest in a line of village convenience stores on this site, dating back over 100 years.

There have been various discussions over many years about listing this site as an asset of community value. An application from a group of individuals in the Shaw and Whitley villages was declined by Wiltshire Council as recently as 2020. However, there are good reasons to return to this issue now.

What is An Asset of Community Value?

"An Asset of Community Value is defined as a building or other land that's main use has recently been or is presently used to further the social wellbeing or social interests of the local community and could do so in the future".

To be listed as an ACV a community group or Parish Council would need to demonstrate that a site meets the above definition. That is the sole criteria for the listing of an asset.

What are the purposes and implications of listing a site?

If listed, nothing happens unless the building is put up for sale. The purpose of the ACV process is to give the local community an opportunity to bid for the asset at the point that the current owners of the asset wish to dispose of it.

In such circumstances the building's owners would need to ensure:

A) there is a 6 week period when community groups may express an interest in bidding for the building.

B) If any community group does wish to bid, there will be a 6 month period (inclusive of the 6 weeks) before a sale can be concluded

In effect, this gives a community group the right to bid but not to buy. There is no requirement that a property owner must cooperate with a community bid. The only stipulation is that a sale cannot be concluded until the end of the 6 month moratorium (should this be triggered).

Property owners are able to seek compensation for any loss incurred as a result of the ACV process.

Why return to this issue now?

There can be little doubt that this building meets the criteria as a building or other land that's main use has recently been or is presently used to further the social wellbeing or social interests of the local community and could do so in the future.

The ongoing social benefit of the shop on this site, more than ever in its current successful form as a community shop, alongside the more recent history of a café & meeting place on this site furthers the social wellbeing and social interests of this community immensely.

The premises at 116 Top Lane is the only available commercial space in the village with a planning use designation as a shop. If this asset was lost, the use of a village shop would also be lost.

The reasons cited by Wiltshire Council in turning down the application in 2020 no longer apply in light of the most recent and very successful experience of the community shop at this site and the support for this venture from all corners of the local community including CAWs and MWPC.

The shop clearly has a need, and has seen more than 50 individuals using it on a daily basis, 7 days a week for over a year now. It is realistic to think that this social benefit can be maintained into the future.

It is timely to revisit this issue now, to ensure the community has an opportunity to bid for the site should the current or any future owners decide to sell.

More information about the ACV process, including the application form, are available on the Wiltshire Council Website here:

[Right to bid for assets of community value - Wiltshire Council](#)

Nathan Hall

Chair, Shaw and Whitley Community Hub

Our Ref: 2020/0008

Enquiries to: Simon Day

Date: 19th August 2020

Economic Development & Planning

Tel: 01249 706634 or 0300 456 0114

email: simon.day@wiltshire.gov.uk

www.wiltshire.gov.uk

Decision not to list Whitley Village Shop, 116 Top Lane, Whitley, Wiltshire, SN12 8QU as an Asset of Community Value

Having considered all the information and submissions provided, following the nomination of Whitley Village Shop to be listed as an Asset of Community Value, Wiltshire Council has decided not to enter the property onto the list of Assets of Community Value.

The asset has been entered into a list of unsuccessful nominations, maintained online at <http://www.wiltshire.gov.uk/planninganddevelopment/planningcommunityrighttobid.htm#relateddocuments>.

This decision has been taken because Whitley Village Shop has inadequate on-site parking, there are five supermarkets within a 5-minute drive of Whitley that cover the village need of a shop, which negates the need of a convenience store. There are also two farm shops with cafes and ample parking within 2 miles as well as The Pear Tree Inn within close proximity. There is no requirement for a Post Office as there is one in Atworth, which is open 7 days a week. The owner of the asset has also organised a mobile Post Office that will operate in the village twice a week.

It is felt by Melksham Without Parish Council that the community had not actively supported the shop in sufficient numbers in order to keep it going, noting that those attending the café tended to be from outside the village

The application to list Whitley Village Shop as an Asset of Community Value is not supported by Melksham Without Parish Council nor the Community Action Whitley & Shaw group.

It should also be noted that the criteria included for funding from the Plunkett Foundation would not be met, in respect of the Whitley Village Shop, such as good access and car parking, the size of the unit, etc. and would therefore be unlikely to attract a grant.

It is therefore **not** considered that the current use of the building (or use of the building in the recent past), furthers the social wellbeing or social interests of the local community and it is not realistic to think that now or in the next 5 years there could continue to be non-ancillary use of the building which will further (whether or not in the same way as before) the social wellbeing or social interests of the local community.

Signed

Simon Day

Performance & Service Development Manager
Economic Development & Planning

The Community Action: Whitley & Shaw (CAWS) committee met at the Head Shed at 7pm and via Zoom.

1. **Welcome / Present /Apologies:**

Peter welcomed everyone to his first meeting in the chair.

Present: Peter Richardson; Pippa Richardson; Mary Pile; Angela Ferris; Lesley Sibbald; Dan Pike; Kirsty Jamieson; Nick Adsett; Maureen Hibbot; Alison Candlin; Joan Boorer; and Ann Harrison.

Apologies: Mike Booth and Alex Lunt

2. **Minutes and Actions from the meeting held on 14 June 2022**

All actions complete except for:

- Repainting of box in summer to be carried forward. **Action: Mike**
- Possible inclusion of the Spindles / Whitley Stores as a Community Asset. **Action: Pippa & Alison**
- Joan to provide £500 to Shaw Hall committee towards cooker replacement **Action: Joan**

3. **Key Issues for discussion and agreement:**

3.1. **Jubilee Fete Financial report:**

Joan confirmed that the final balance from the Jubilee fete was £4,800.

3.2. **Discussion and agreement on process for the allocation of excess reserves and the identification of candidate projects:**

Peter presented a discussion paper (distributed to committee members prior to the meeting) to inform discussion on how CAWS could financially support community projects from funds exceeding normal running and emergency funds.

Free discussion ensued on potential projects, how they could be assessed for suitability and how best to seek community support on the approval process. Following agreement from Alison Candlin (representing Whitley Stores) the committee agreed to plagiarise the successful grant application form designed by Whitley Stores in the first instance. (*Note: Copy of form distributed with these notes*) The application process would then be promulgated to residents of both villages using the Connect magazine and social media.

The discussion paper was endorsed, and all Committee members were tasked to consider ideas on how to promulgate the scheme – to be agreed at the next CAWS meeting.

Actions:

- **All committee members to consider candidate projects and scheme promulgation ideas for discussion at the next meeting.**
- **Peter to mention forthcoming scheme in the next Connect article.**

3.3. **Jubilee tree planting:**

Peter confirmed that Lowdens are still interested in supporting the project. It was agreed that the next stage is a walk round Shaw & Whitley to identify suitable sites. Proposals would then be submitted MWPC and the Highways Engineer for comment/approval.

Actions:

- **Peter, Joan, Ange and Lesley to meet @ Headshed Wednesday 3rd August @ 1830 for 'walk round'.**
- **Peter to extend invitation to Lowdens to join the 'walk round'.**

3.4. **Proposals for revised committee structure / members:**

Peter explained that the current CAWS constitution allows 9 separate organisations to be represented on the committee but that in practice several had not shown any interest. He therefore suggested that the number of formal committee members (i.e. those with voting rights) be reduced to those who had shown interest but that the remaining groups would continue to receive copies of meeting agendas & notes, plus any other general correspondence – as copy addressees.

Other methods of keeping in touch with village groups and encouraging new committee members were considered for implementation, including:

- Promulgating the calendar of committee meetings via Connect and Facebook
- Continuing regular Connect articles – with further encouragement to join CAWS
- Summarising and promulgating notes from meetings via Connect and Facebook
- Setting up a CAWS WhatsApp group.

Actions:

- **Peter to confirm voting and non-voting members of committee,**
- **Lesley to amend meeting notes to clarify 'action' and 'copy' addressees.**

4. **General Finance Update:**

Joan provided a summary of the CAWS accounts as follows:

- Current balance: - £8,142.06
- Breakdown: - CAWS - £7658.22 / CEG - £483.84

Recent receipts:

- BBQ Refund - £150
- Shop Raffle Ticket money - £542
- Spindles Café - £150
- PAFOS for hire of marquee - £40
- CEG sale of pump - £85.

Recent payments:

- Shop Grant Aid funding - £500
- CEG Printing and Refreshments - £37.75
- M Booth Thank You cards - £35.21.

Outstanding payments: - £500 to Shaw Village Hall towards wall repairs.

- Projected balance therefore: - £7642.06
- Breakdown: - CAWS - £7158.22 / CEG - £483.84

Update on CAWS Activities (where necessary / as appropriate):

4.1. **Phone Box / Library:**

Maureen reported that the shelves were overcrowded again and would need sifting. She also reported that she had drafted an article for Connect to encourage use of the library. She agreed to forward this to Peter for inclusion in the overarching CAWS article – **Action complete**.

4.2. **Litter Pick:** It was agreed that the next litter pick would be held on **Sunday 25th September 2022 commencing at 1300.**

4.3. **Internet connectivity improvement campaign** Nothing to report

5. **Updates on other Community Activities as appropriate:**

5.1. **Speedwatch:** Kirsty confirmed that she had completed her training and was currently awaiting police clearance to start. As soon as she has clearance she will liaise with Richard & Elizabeth Bean on how to proceed.

Actions:

- **Kirsty to investigate whether there is any evidence that additional speed signs make a difference in locations such as Shaw and Whitley.**
- **Action: Peter to brief MWPC on the speeding issues and (subject to Kirsty's findings) seek support for some appropriate signage or other traffic calming measures.**

5.2. **MWPC News:** Mary reminded the committee that MWOC team were currently moving office to the new Melksham Campus.

5.3. **CEG:** Peter provided an update (from the CEG meeting notes) on recent flood prevention work and that some new volunteers had joined.

5.4. **Whitley Stores:** Alison thanked CAWS for match funding their proposals. They had therefore been able to provide grants of – £475 to the Cricket Club / £100 to the Whitley Arts Group and £425 to PATHOS.

6. **Other Community Events and Planning updates (where necessary): (Chair)**

6.1. **Melksham Climatefest:**

Peter summarised Melksham Town Council's proposal to hold a Climatefest on Saturday 17 September and asked the committee whether CAWS could / should participate and if so, how. Several ideas were discussed, including the proposed Jubilee tree planting, CEG activity and the potential to offer lifts to Melksham to reduce traffic. Peter agreed to respond to the Council and to mention the event in Connect. **Actions: Peter**

7. **AOB**

7.1. **Raffle Prizes:** One raffle prize remained unclaimed, despite several phone calls. The signed rugby shirt had also been returned by the winner to be re-offered as a prize. There are also 2 bottles of wine and a few small prizes that have been donated. It was agreed that these be used for the next fund-raising event.

8. **Date of next meeting: Wednesday 7th September** at the Headshed, commencing at 1900hrs.

9. **Closure:** Peter thanked the members for attending and closed the meeting at 2022hrs

Distribution:

Action addressees: Peter Richardson, Pippa Richardson; Mary Pile. Angela Ferris; Lesley Sibbald; Dan Pike, Kirsty Jamieson; Nick Adsett; Maureen Hibbot. Alison Candlin; Joan Boorer; Ann Harrison; Alex Lunt and Mike Booth.

Copy addressees: Melksham Without Parish Office; Councillor Terry Chivers; Councillor Phil Alford; Alan Paterson, Wiltshire Police.

Teresa Strange

From: Smith, Paula <Paula.Smith@wiltshire.gov.uk>
Sent: 05 September 2022 12:00
To: Teresa Strange
Subject: Melksham House - commencement of works

Dear Teresa,

We just wanted to let you know that construction work has started today on the refurbishment of Melksham House. This follows the period of preparatory work that has taken place at the site over the last six weeks.

Work is expected to be completed by winter 2023 and efforts are being made to keep any disruption to a minimum.

Kind regards,

Paula

Paula Smith
Capital Projects Team
Assets and Commercial Development

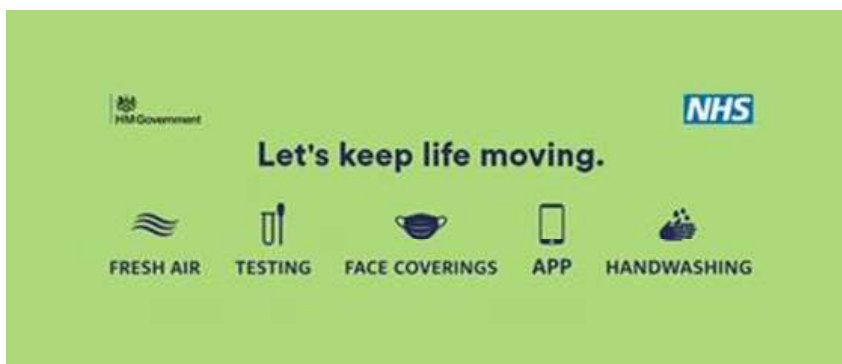
Wiltshire Council

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Report on Age-friendly Melksham Baseline Survey 2021

Next Steps and Action Planning

Mary Cullen
Age Friendly Melksham Co-ordinator
July 2022

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Background:

Age-Friendly Melksham (AFM) was registered as a CIC in May 2020, Melksham being the first rural town to join the national Age Friendly Network, created by the UK Government under the umbrella of the World Health Organisation, to address a worldwide ageing population. Following the successful running of the town's pandemic response, Age Friendly Melksham was chosen by the community; including Wiltshire Area Board, Melksham Town Council and Melksham Without Parish Council, to develop Melksham's Age Friendly status.

Developing Melksham's Age Friendly status involves collaborating with local stakeholders and leading agreed projects identified by residents, that support active ageing. The aim is to address the social, emotional, and practical difficulties older people encounter that make it difficult for them to stay connected to their communities and live healthy and active lives, making valuable contributions.

Evidence from other towns and cities suggests simple changes within the environment can enable older people to maintain independence and prevent disability in later life. e.g., strategically placed new benches for resting, allows people to walk further and to do their own shopping. Promoting a more positive view of older people through intergenerational work can address discrimination. Community groups can maximise inclusion in the community and make sure there are opportunities to attend activities and create supportive networks. Varied and appropriately targeted communication mechanisms can enable easier access to transport or appropriate housing and health services for those in later life.

Definition of an age friendly community

'An age-friendly Community is a place where people of all ages are able to lead healthy and active later lives.

These places make it possible for people to stay living in their homes, participate in the activities that they value and contribute to their communities for as long as possible.

The Age Friendly Communities Framework guides communities through a system-wide place-based approach to achieving the above aims.

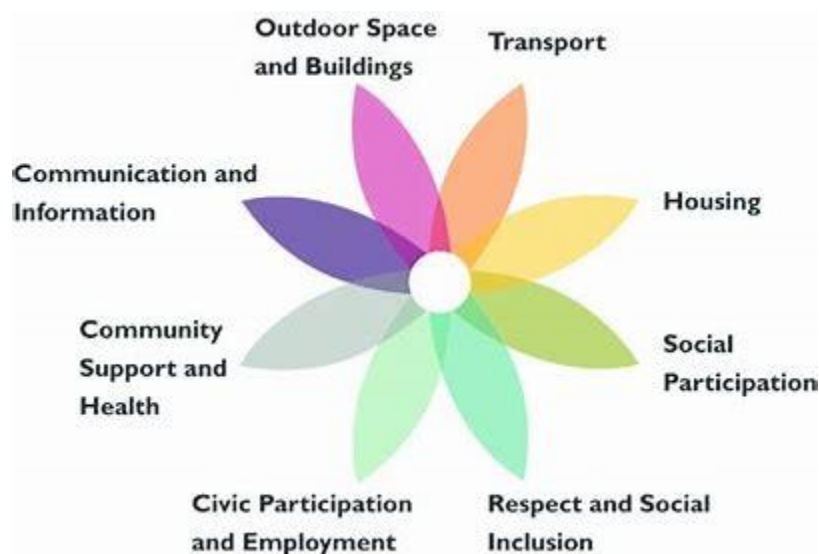
Centre for Ageing Better

The Age-friendly Communities Framework

The Age-friendly Communities Framework produced by the World Health Organisation includes eight domains that towns and cities can explore to better adapt their structures and services to meet people's needs as they age.

- **The outside environment and public buildings** have a major impact on the mobility, independence, and quality of life of people in later life.
- Accessible and affordable **public transport** is a key issue for people in later life. People's ability to move about in the community impacts on participation in and access to services.
- **Safe, good-quality homes** can maintain or improve physical and mental health, wellbeing, and social connections.
- **Social participation** is strongly connected to good health and wellbeing throughout life.
- **Respect and Social Inclusion;** an Age-friendly Community enables people of all backgrounds to actively participate and treats everyone with respect, regardless of age.
- **Civic Participation and Employment;** Age-friendly Communities provide options for people in later life to continue to contribute to their communities. Those options can include paid employment or voluntary work and being engaged in the political process.
- **Communication:** staying connected with events and people and getting timely, practical information to meet personal needs is vital for active ageing.
- **Community support and healthcare** is strongly connected to good health and wellbeing throughout life, alongside accessible and affordable health care services.

The 8 domains of an Age Friendly approach



(WHO 2007, edited)

Steps to becoming an Age-friendly community

Becoming an Age-friendly Community is an ongoing process, with most towns and cities starting with an initial five-year commitment, incorporating up to two years to deliver a baseline assessment and action plan. From there, progress is assessed, and the work continues at a pace to suit local circumstances.

The Age Friendly Melksham Baseline Survey

A Baseline Survey was created and circulated to residents of the Melksham Community Area in the Summer/Autumn of 2021, with a focus on reaching those with the lived experience of later life. The purpose of the survey was to provide a starting point of 'age friendliness' in the community and a baseline measurement to evidence progress over the span of three years. Results have been collated and initial analysis presented here to highlight particular areas of success and concern where project work would have maximum impact.

What topics were included?

The questions were based upon the World Health Organisation 8 domains of an age friendly approach, as outlined in the diagram above. The theme of transport was not included due to the town council conducting its own transport survey. The outcomes of this will need to be integrated into the age friendly work going forward.

Methods of survey distribution

The survey was distributed using a variety of mechanisms. It was promoted on the Age Friendly Melksham website, through the Melksham Independent News, at Melksham area board, Melksham Health and Wellbeing Group and in the Our Community Matters newsletter. Paper copies were also made available in the library, GP surgeries, Post Office, Tourist Information Centre, shops, Town and Parish council offices, and through a variety of local organisations and contacts.

Response rate- The total number of surveys completed on time and analysed was 83. Some late responses were also received, and comments have been included here.

Ages of respondents-

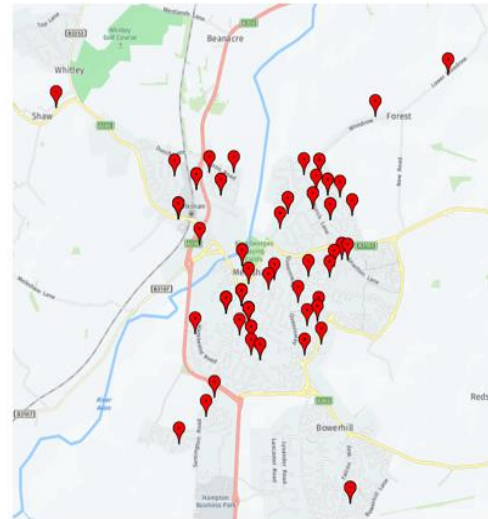
- The respondents ranged in age from 35 to 85+ with 94% of respondents aged 55 to 85+.
- 82% of respondents were over 65yrs
- 13% aged 55 – 64yrs
- a small number of respondents were aged between 34 – 55yrs.

- 80% of respondents classed themselves as retired, with 13% employed and 4% self-employed. 9% of respondents classified themselves as carers.

Location of respondents

Who we talked to

Melksham South	39%
Melksham Without West & Rural	3%
Melksham East	11%
Bowerhill	2%
Melksham Forest	24%
Melksham Without North & Shurnhold	20%



baseline survey 2021

The number of responses from Melksham Without West and Rural and Bowerhill was low, in part related to the rise of the Omicron variant of Covid -19 at the time, which impacted upon plans to distribute the survey to lunch clubs and other groups ordinarily operating in these areas. Some follow up work, in the form of Focus Groups or workshops, is therefore required, to ensure the views of older people in these areas is captured and included.

Commentary

The survey achieved its aims of reaching people in later life. However, the response rate is small relative to the population of older people in the area. Therefore, whilst some general themes and issues can be identified, the results are best viewed as a preliminary indication of areas for further investigation and action. The involvement of residents' and key stakeholders is now required, to build up a fuller picture of community strengths, needs and issues and to develop the age-friendly action plan.

Summary of Key Findings

Positives about Melksham Community as a place to live

- Wide variety of activities that appeal and are available for older people
- Good public places to meet including parks, halls, and venues
- Confidence to join events and activities when they resume post pandemic
- Melksham rated as good to excellent as a place to live in later life
- Melksham as a safe place to grow older
- The majority felt health overall to be good or above, with associated quality of life scores
- The majority felt they had good access to health care
- Good access to local news and information via the local press
- The majority of respondents had access to the internet and knew how to use it.
- The majority of respondents felt their homes were suited to their needs
- Positive views were expressed about local volunteering opportunities

Key Issues Emerging

- Social isolation and loneliness amongst the oldest respondents, many of whom live alone and find it difficult to get to events and activities
- Access to services related to closure of local bank branches and loss of high street shops e.g., shoe shops, clothes shops
- Lack of support for people living with long term health conditions
- Support needed for oldest residents with modern technology
- Some lack of awareness of trustworthy and reliable local tradespeople
- Access to GP' appointments, access to and affordability of social care
- Hazards caused by cycles and scooters on pavements and paths
- Need for more accessible public toilets
- Lack of affordable adult education opportunities
- Need for greater respect, inclusion, and involvement in local decision-making
- Lack of awareness of affordable housing options for older people, coupled with a desire to remain living independently at home
- A need for more transport options e.g., dial a ride, community minibuses

Domain Specific Questions and Responses

Social Participation

Social Isolation and Loneliness

22% of respondents felt the statement, 'During the pandemic I have felt lonelier than before', applied to them.

The highest percentage – 35% of that group have lived in Melksham for less than 5 years, falling to only 12% of those who have lived here for over 40yrs.

We see some age-related differences also, where those aged 75-84yrs (35%) and 85+ (30%) reported feeling lonelier. 80% of respondents aged 85+ also lived alone.

No-one in the age group of 55-64 had felt increased loneliness, in part likely due to different living situations. 73% of this age group were, for example, living with a spouse or partner.

75% of respondents ticked the statement 'I interact with my friends, family or neighbours on a regular basis,' including 77% of those aged 75-84. This group also rated their quality of life as 'Excellent.' Those choosing, 'I feel confident to join groups events and activities,' also reported excellent quality of life.

Commentary

These findings illustrate the importance of social connections, the importance of belonging and connectedness to family, friends, and the wider community, to wellbeing and quality of life. For people in the much older age groups, these opportunities may be much more limited, by living circumstances, health issues, frailty, mobility, and transport issues, amongst other factors.

The Age UK, Wellbeing Index (2017) for example, showed that social, civic, creative, and cultural participation were vitally important to wellbeing in later life, making up a sizeable proportion of wellbeing scores. This indicates that the social isolation and loneliness for the eldest respondents is likely to reflect negatively on their overall wellbeing. New and creative ways of involving older respondents therefore need to be developed. The Garden Concerts, Noticing Nature and Creative Conversations delivered by Celebrating Age are a good example of how older people can be included and involved, with activities being brought to them in their own homes or in residential care homes, in small groups or over the telephone. These opportunities need to be further promoted and supported in taking the age friendly agenda forward.

The findings also highlight the value of the range of support services currently existing in the Melksham area, including friendly phone calls provided by a range of agencies, community support volunteers who collect shopping and prescriptions, various befriending schemes, community lunches and community transport schemes.

Civic Participation and Participation and Employment

Participation in groups and local activities is a key opportunity for people to engage with their local community and as seen, is a major contributor to wellbeing. 56% of respondents said they felt confident to join group, events, and activities when they get up and running again, including 61% of those aged 75-84.

Only 11% of respondents said they found it difficult to get to social events and activities.

However, this rose to 50% of those over 85, again highlighting need to find ways to increase opportunities for participation for the oldest members of the community.

49% of respondents felt that there were a wide variety of activities that appeal and are available for older people and 61% agreed that there were good public places to meet including parks, halls, and venues.

However, only 11% of respondents felt that there were affordable opportunities for adult education in the area.

80% of respondents classed themselves as retired, with 13% employed and 4% self-employed.

Commentary

It is encouraging that people feel confidence in joining groups and activities as they resume following the pandemic, and particularly to see 61% of those aged 75-84 agreeing with the statement. It is also encouraging to see such a positive response around the availability of good public places to meet.

We can see again however, that for people aged over 85, getting to social events and activities can be difficult, this could be due to a range of factors including frailty, illness, disability, lack of transport or confidence etc., indicating a need for innovative approaches to reaching out and involving this age group to support their wellbeing.

Few people agreed that there were affordable adult education options available, so this is an area requiring further investigation.

Respect and Inclusion

Questions around Respect and Inclusion generated some positive responses and comments, but there is room for improvement in this area with only 54% of respondents saying they feel respected and included within their community and only 36% feeling they can participate in local decision making.

Comments included

- 'I feel there is still quite a lot of prejudice about older people still'
- 'Whilst included in decision making, remarks often ignored.'

Commentary

A key part of the Age Friendly movement is encouraging and valuing the ongoing contribution of older people to community life. It is also about challenging stereotypes and negative views of ageing. This has been a fruitful area for other age friendly towns and cities, with campaigns developed with older people to tackle ageism, and projects designed to enhance employment opportunities for older people. Intergenerational activities have also been developed in many areas to enhance understanding and skills sharing between younger and older people e.g., IT skills, so this is an area that could be explored further.

A key challenge taking the age friendly agenda forward, will be to ensure that effective mechanisms are developed to ensure the voices of older people are properly heard and included in decision-making forums.

Relationships with local businesses

58% of respondents have experienced courteous and helpful staff in local business and services, 72% of these respondents have lived in Melksham for 40+yrs, with opportunities for longstanding relationships illustrated by comments such as, "I always shop locally in Melksham and class the shopkeepers as my 'friends'".

Housing

80% of respondents said that it was very important for them to be able to live independently in their own homes as they age, with a further 13% indicating that it depended on circumstances, for example, if they needed nursing care.

Comments included

- 'As long as I am able, I would prefer to be in my own home.'
- 'I'm determined not to finish my life in a 'home'!
- 'I intend to remain in my own home until I die!
- 'I have told my 3 sons that I would wish to remain in my flat rather than enter a Nursing/care home. When the time comes that I can no longer care for myself I would prefer carers to visit daily. This decision is clear unless I need professional nursing care recommended by GP.'

92% of respondents feel safe living where they are, which is a positive for Melksham as a community area in which to grow older.

76% feel their home is suited to their current needs, including 90% of those aged over 85.

Only 20% of respondents felt their homes could be more energy efficient.

This is perhaps a surprising finding in the context of fuel poverty and rising energy costs and warrants some further exploration.

The question 'how would you rate our community for affordable housing options for people in later life?' generated mixed responses

Comments included

- 'I don't know what options are available.'
- 'I have no idea.'
- 'We need more affordable housing for locals. We do not need new developments as this pushes up prices - we do not have the infrastructure for more residential developments.'
- 'I haven't really researched this, but I know of housing flats and developments for those who can afford it.'

Of the 76% who did respond, only 44% rated affordable housing options as 'Good', 'Very Good' or 'Excellent'.

Commentary

We can see from the responses that there is an overwhelming desire for people to remain living independently in their own homes as they age. Some comments reflect issues in residential care homes during the pandemic, and for some, this undoubtedly strengthened their resolve to remain living independently.

There is also an indication that people may not be sure what is available in terms of affordable housing for older people, so this is an area that requires further work. Others may not need to or be ready to explore options for later life.

It is notable that 24% of respondents felt that their homes did not meet their current needs, this is another area that warrants further investigation.

Access to services

72% of respondents indicated that they could access local services such as shops/bank/P.O./Library. This leaves 28% who do not feel these to be accessible.

The comments highlight concerns about access to services such as banking with the increasing trend towards internet banking and closure of local branches. Other commentary related to the demise of the more traditional high street shops.

Example of comments

- 'Banks soon to close as push for internet banking gathers pace. Need for visible community bank in the high street.'
- 'Lack of Banks means we have to travel to Devizes if we have a problem.'
- 'Post Office, Bank & Library are in Melksham town centre and means a bus ride or you must be able or confident enough to drive. This will be a difficulty very soon as I am 82'.

Commentary

This raises questions of how older people can best be supported to access critical services such as banking as more banks move out of high street locations, towards new models of

internet-based service delivery. Other age-friendly communities have explored options around this and there are opportunities to learn from good practice elsewhere.

It is important to ensure that digital exclusion does not become a major factor for older people living in the Melksham community area. As discussed previously, Intergenerational projects can prove valuable in this respect.

The findings also link to economic regeneration and neighbourhood planning, for example, with regards to tackling the demise of local shops in town centres.

-

Trustworthy and affordable tradespeople

55% of respondents know how to access trustworthy and affordable local trades, 68% of these have lived in Melksham for over 40yrs, in contrast to only 41% who have lived here for less than 5yrs.

However, we note that 45% of respondents did not feel they knew how to access trustworthy and affordable local trades, which suggests an area for further action.

Comments included

- *'I would welcome a list of tradespeople who might do smaller jobs at reasonable prices.'*
- *'I think there is a lack of local handymen who might do smaller jobs at reasonable prices.'*

Volunteering

45% of responders get involved in activities that benefit the community and of that group, 64% rate their quality of life as excellent.

45% also feel there is a good range of volunteering opportunities available, although circumstances don't always allow this, mainly related to age, work, or caring responsibilities.

Community Support and Healthcare

There was a 99% response rate for this question relating to Community Support and Health Care, with a wide spread of opinions.

The majority, 60% feel they have good access to health care, choosing 'Good', 'Very Good' or 'Excellent'

Of those struggling with access to health care (39% 'Fair' or 'Poor') the largest number (42%) fall within the 75-84 age group.

For example, only 45% of 75-84yr olds feel they can access GP appointments when they want them, whereas 60% of 85yr olds and 63% of 64-75yr olds feel they can.

Comments included

- *'Access to GP is poor - Tel. calls are poor in response time - 30 mins is not unusual. See a doctor is still difficult as tel. call is first port of call. '*
- *'GP services before pandemic were excellent but sad to say this service has deteriorated. Using video/telephone calls is not the same as face-to-face. '*
- *'Getting through to surgery is a problem. Prescription service still good. '*

The same age group – 75-84yrs struggle to access social care or feel that it is affordable for them.

Only 28% of respondents thought health services and support was available for people living with chronic conditions.

Views were mixed on provision of leisure services for those in later life with just over half rating them fair to poor and just under half rating them good to excellent.

Commentary

Access to health and social care is a critical factor for people as they age and an important topic for respondents, evidenced by the large response to the questions. The global pandemic, and pressures placed upon health and social care services during this time, may have had a bearing on people's ability to access appointments. It will be interesting to compare findings in the future, when the worst effects of the pandemic have receded.

Support for people living with chronic conditions, however, is an area which could be explored further.

The new community campus will provide increased opportunities for leisure services so it will be interesting to see if views on provision of leisure services become more positive over time. There are also opportunities to work with the new campus towards becoming an age-friendly venue e.g., provision of some higher-level seating for older people in the library.

Views on Personal Health

79% of responders considered their health to be Good or above.

There is a strong correlation between reporting good health and a good quality of life. 77% of the 79% choosing good health or above also report a good quality of life.

Reassuringly, 71% of respondents said they knew who to contact in a crisis situation.

Communication and information

It is clear how important the Melksham Independent News is in providing local information with, 'Local Press' chosen by 74% of responders to the question how they find out about what is going on in their local community.

Family and friends are also relied upon by 54% of responders.

The internet is used for information by 42% of respondents, the largest age group being 65-74yrs at 59%. 33% of this age group also use social media.

The library was chosen by 22% of respondents. It will be interesting to see if this score improves with the library moving into the new campus building.

Only 4% of people said they find it difficult to access the information they need. The majority were in the age groups 55-64 (9%) and 75-84 (6%).

Internet access and use

77% of respondents could access the internet and knew how to use it

22% answered no to this question.

Over 30% indicated that they would benefit from help with internet technology, computer, smartphone etc. This was largely an issue for the older respondents e.g., 75-84 (45%) and 85+ (40%).

Comments included

- 'I find modern technology difficult.'
- 'I would appreciate it if there was a course for the above.'
- There are a lot of lonely elderly people who don't know how to use technology and I feel that giving them a technology partner would really help.'
- 'Know-how is limited.'

Commentary

The results highlight the importance of community and family connections in finding out what's going on locally.

It also highlights the importance of printed information for older people. The Melksham Independent News is evidently a well read and respected local publication and can be seen as a key mechanism for publicising events and activities to achieve a wider reach. An audit of other sources of printed information available across the community area could be useful and would highlight areas in which more could be done to provide information in this format for those who need it.

For people living alone without family and friends and further for those with hearing or sight loss, it raises questions about how they can best be supported to keep in touch with events and activities in the local community. Talking newspapers is one way in which people with sight loss can keep up to date with news and events. The reach and impact of this service is something that could also be explored further.

Help with internet technology is a key area for further action, particularly for the older age groups. As discussed, this can be a fruitful topic for intergenerational projects.

Outdoor Spaces and Buildings

Respondents were asked to rate our community area for the following on a scale of excellent through to poor

Pavements that are safe for pedestrians' wheelchairs and other mobility vehicles

- Whilst 50 % rated them as good to excellent 48% rated these as fair to poor

Well-lit Streets and Junctions

- Whilst 66% rated them good to excellent, 32% rated these as fair to poor

Good safe routes for cyclists and pedestrians

- 56% of respondents rated these as fair to poor, whilst 36% rated them good to excellent

Well maintained and safe parks

- 74% of respondents rated these good to excellent with only 19% rating them fair to poor

Public Buildings and spaces which include accessible toilets

- 66% of respondents rated this as poor to fair, with only 28% rating this as good to excellent

Enough benches for resting in public places

- 42% rated this as good to excellent, whilst 52% rated it as fair to poor

Comments under this section included -

- *'I realise seats can cause problems for pedestrians and cyclists but these and toilets are essential for many elderly.'*
- *'Poor toilets - only 1 open. Need more toilets, even if you have to pay 20p.'*
- *'Too many cyclists think they own pathways and no police enforcement. Uneven pavements in places.'*

Commentary

The park was seen as well maintained and safe place by the majority of respondents which is another positive for the Melksham area.

However, provision of accessible toilets was seen as poor, which is a key area for action, and one where plans are in development.

There are mixed views on the safety of pavements for pedestrians, wheelchairs, and other mobility vehicles. Comments to other questions in the survey raise related issues about the use of scooters and cycles on pavements and resulting hazards for pedestrians.

Melksham community area as a place to live in later life

77% of respondents rated Melksham as good to excellent as a place to live in later life

What do you think Melksham does best for people in later life?

Comments included

- *'Community Spirit. Local assistance during the pandemic.'*
- *'Clubs and opportunities to get together.'*
- *'Community meals at the assembly hall.'*
- *'Community events.'*
- *'Melksham has a welcoming community feel. Lots of events, clubs, churches, organisations for the elderly to participate in. Lots of volunteers working for the community.'*

Commentary

There are many positives coming out of the survey in terms of Melksham community area and the strength of community spirit. This is something to be celebrated and, in particular, the strength of local volunteering and the support provided during the pandemic.

What people would change in the area

The question raised was - If we were able to change 1 thing in our community that would make a positive difference what would it be?

This question generated a wide range of responses, some topics generated several responses and indicate some areas where action is needed.

Pavements

- *'Stop cyclists going on pavements, park paths, also scooters. It stops old people walking safely and causes fear in walking around.'*
- *'Stop cyclists and electric scooter users from using the pavement as a racetrack!'*
- *'To stop people riding their bikes on the pavement. Pavements dangerous - caused by cycles and scooters.'*

Shops

- *'A shop or shops to sell decent clothing i.e., dresses or coats etc. A shoe shop - good quality shoes. A haberdashery shop would be quite useful.'*
- *'More retail shops, less service shops i.e., gym! Banks to be re-instated. (Barclays & HSBC!')*
- *'More shops that sell fruit & veg eco shop and independent book shop/cards to keep people in Melksham. Too many coffee shops barbers tanning salons fast food outlets.'*
- *'When shops close down, reopen them as shops, not gyms or beauty therapy.'*

- *'It's unfortunate we have lost so many shops, (a real problem during the pandemic). i.e., ladies and menswear, linens, shoes, ironmongers, haberdashery. Could some of these be encouraged to come to Tuesday/Makers' Market? '*
- *'More clothes shops and a shoe shop.'*
- *'Too many hairdressers/barbers - a shoe shop would be welcomed.'*

Transport

- *'A bus stop outside Wharf Court each side. A lot of elderly people have to walk from town centre with shopping. (Need this). Thankyou.'*
- *'Better regular minibuses running round estate.'*
- *'More buses? Dial a Ride?.'*
- *'Buses timed for trains at Melksham station to and from Town.'*

Willingness to get involved and participate

31% of respondents indicated that they would like to become involved and help.

58% of respondents said they would like more information about Age Friendly Melksham

Commentary

There is a need to identify and contact these respondents to offer them more information and opportunities to be involved. A proposal is for a residents' forum be established to ensure that the age friendly initiative is community led and that older people themselves develop the priorities for action.

Omissions

The ethnic origin of participants was not included in the survey, and whilst the ethnic minority population in the area is small, further work is needed to tease out specific issues facing these communities as they age.

The survey did not ask if people considered themselves to have a disability, so for those people who said their home could be better adapted to suit their needs, for example, we are unable to tell if disability is a related factor.

The theme of Transport was not included in the survey as Melksham Town Council was simultaneously conducting its own local transport survey. The results of the Town Council transport survey and issues identified need to also feed into the process of action planning for Age Friendly Melksham.

The issues facing carers of older people and carers who are ageing themselves is another topic worthy of further exploration as the age friendly agenda progresses.

Follow up workshop

A follow up meeting was held at Melksham Assembly Hall in November 2021 where a range of local stakeholders received a presentation on the survey findings and discussed key areas for action.

The areas for action included.

- 1. A One Stop Shop which would provide a drop-in facility where people could meet others in a friendly and welcoming environment without commitment to joining a group.**

It was identified that such a facility could afford older people companionship, support with ending isolation and recovery from the global pandemic, encouraging people to get back out into the community. It was also viewed as an opportunity for a variety of agencies to attend to provide information about a range of services in the local area.

Action taken- 'That Meeting Place' is a new community space, located next to Melksham Town Hall, providing weekly drop-in on Tuesday mornings, with visits from a range of service providers and support across a range of issues including bereavement.

- 2. Support for older people to get online**

It was identified that support was needed for older people to get online and to get support with technology including smartphones.

It was suggested that work could be done with local schools to set up a project whereby 6th formers help, and support older people to use online resources.

Partners could include Ability Net and the Age UK 'Click and Connect' service.

It was noted that agencies advertising services to help people get online, usually advertise them online and that there needs to be more advertising in printed format.

Action taken- 'That meeting Place' now provides support for people to get online through computer courses and support for people to use smartphones and other technology at drop-in sessions.

Further opportunities, particularly for intergenerational work in this area could be explored.

- 3. More local information about who was available to undertake small domestic repairs.**

The suggestion was for an updateable directory of businesses in the locality with recommendations as to their reliability. It was thought that a volunteer could assist in compiling this information and be available to support older people to access tradespeople.

Various tradespeople are listed in the Melksham News and on the Age UK website however, more may need to be done.

No lead agency was identified, for this action, so this is an area for further discussion with residents and stakeholders.

4. More accessible public toilets

This was viewed as a quick win.

Action taken- Melksham Town Council has plans in place for delivery of more accessible public toilets.

It was identified that there could be funding via Police re managing ASB around these locations.

The town and parish councils and area board were viewed as lead partners for action in this regard.

5. More accessible banking

It was identified that a mobile banking facility or shared bank in an accessible building could be a potential solution to the issues identified as regards some older people struggling to access banking services.

This was seen as an area warranting further investigation, researching measures taken elsewhere to address this issue.

Age Friendly Melksham was identified as a potential lead partner for this work.

6. Safe road crossing at a critical junction - Church Street

The provision of a safe crossing at Church St was identified as a key action.

The crossing would need to have timings suited to the needs of pedestrians, a red/green person visible from across the street, a timed sound for people who are visually impaired.

It was identified that the Melksham area board/CATG would be the lead agency for this action.

7. Run a further session with organisations and agencies providing services for older people in the locality to better understand that range of services available and to identify opportunities for collaborative working and prevention of duplication.

It was identified that Age Friendly Melksham could be a lead partner for this action along with the Older Persons' Champion.

The area board was viewed as a potential source of funding along with town and parish councils.

8. 'Take a seat' campaign

It was proposed that smaller businesses could be encouraged to provide a seat within their premises to support older people whilst shopping.

A campaign was suggested using the Melksham news and talks with the chamber of commerce and local businesses to encourage take up.

Age Friendly Melksham was viewed as an appropriate organisation to seek advice on the types and suitability of chairs with shop mobility and probus as potential partners.

Business signing up could be encouraged to take other measures towards becoming age-friendly, with age friendly stickers to be displayed in shop windows and a directory of age-friendly businesses developed.

Melksham area board was identified as a potential funder for this initiative.

9. Gardening project

This was viewed as a potential project for intergenerational activity drawing on previous work done with 4Youth and the Melksham Shed to produce planters.

No specific action, lead partner or timescale was identified for this action, however Age Friendly Melksham could take the lead on bringing partners together around this if funding and support was secured.

Next Steps

In progressing the Age Friendly Melksham project forward there is a need to

- Convene focus groups or workshops in areas with low survey response rates, to tease out issues for residents living in the more rural parts of the community area.
- Convene focus groups with particular sections of the community e.g., BAME residents, carers, or veterans for example to identify specific issues relating to ageing for these groups.
- Identify actions already planned or undertaken by organisations and agencies around some of the key issues raised.
- To involve residents and other stakeholders in ongoing discussions around priorities and areas for action through residents' and stakeholders' forums.
- To develop a 3-year Age Friendly Action Plan, with short-, medium- and long-term actions and SMART targets

Development of resident and stakeholder forums for the Melksham area

It is proposed to develop an Age-friendly Residents' Forum for Melksham community area, inviting those respondents who indicated a desire to get further involved to a steering group meeting.

The purpose of the Residents' forum would be

- To share and draw upon the lived experiences of older people to progress the age friendly agenda in Melksham community area

- To be a locus for discussion and debate around key issues facing older people in the Melksham community area
- To prioritise areas for action arising from the community survey and to identify new and emerging themes and issues
- To identify projects that could be developed to make Melksham Community Area more age-friendly and work toward development of a three-year action plan
- To champion the cause of age-friendliness through representation on key groups for example, Neighbourhood Planning groups, area board, town and parish council and others.
- To identify and reflect on the strengths of older people and the contribution they can and do make to the life of the community
- To challenge negative perceptions and stereotypes of older people
- To lobby for improvements needed in services, facilities, and provision of information
- To work collaboratively with a variety of local partners in pursuit of these aims

The development of a residents' forum will enable a 'bottom up' approach toward age friendliness, with older people leading on identification of strengths, issues and actions required.

It is also proposed to also develop a Stakeholder Forum in recognition of the many organisations and agencies involved in working with and supporting older people, in strategic planning, advocacy, and service delivery.

The purpose of the Age Friendly Melksham Stakeholder Forum will be

- To represent various agencies and organisations involved in delivery of services to older people in the community area including representatives of local councils and the area board.
- To share information, data, and evidence in relation to the topics raised in the survey responses and emerging from the residents' forum to aid understanding of the issues, and approaches to tackling key issues.
- To work collaboratively to find solutions to the issues raised in the survey and focus groups, in conjunction with local councils and the residents' forum.
- To identify any areas of duplication of effort in provision of services to support older people and areas where joint working could be developed.
- To advise on any planned consultations around the needs of older people and identify ways in which older people can be meaningfully involved in the design and delivery of these, to ensure ongoing service planning is informed by older people's views and wishes
- To assist in evaluation of the age friendly initiative and contribute to its development and continuous improvement

Indicative Timescales

Action Required	Lead	By When
Contact key local agencies and organisations in the local area, to generate interest and support for the project	AFM Co-ordinator	Ongoing
Contact residents interested in getting involved and finding out more about Age Friendly Melksham	AFM Co-ordinator	July/Aug 2022
Press release to introduce new AFM Co-ordinator and promote setting up of Residents and Stakeholders Forums	AFM Co-ordinator	July 2022
Focus Groups BME Communities, Bowerhill, Melksham Without West and Rural, potentially veterans and carers	AFM Co-ordinator Volunteers	Start mid July 2022 -October 2022
First meeting Residents' Forum steering group	AFM Co-ordinator	Aug 2022
Convene Stakeholder Forum	AFM Co-ordinator	September -Dec 2022
Work with Residents and Stakeholder Forums to identify actions to take forward in Phase 1 of Age Friendly Action Planning	AFM Co-ordinator Residents' Forum Stakeholder Forum	Aug -Dec 2022
Organise event for International Day of Older People 1 st October 2022 and update on progress on Age Friendly Melksham at the event	AFM Co-ordinator Partner agencies and organisations Town and parish councils Area Board	October 2022
Ongoing work with residents and stakeholders' forums to achieve Age Friendly status	AFM Co-ordinator Residents' Forum Stakeholder Forum Local Councils Melksham Area Board	October 2022- April 2025

Setting the work in Context

The Stage of Ageing 2022

It is important to set the survey and findings in context, the survey was carried out in Autumn 2021, in the context of the global pandemic and this may have limited the distribution and return levels. Further, people's comments and reflections on access to services may, in part, reflect the extreme pressure on services and changes to models of service delivery that were deemed necessary during this time.

In the intervening months, new factors have come into play. The current cost of living crisis, with soaring inflation brings additional pressures and challenges for everyone but perhaps especially for older people.

The State of Ageing Report 2022 by the Centre for Ageing Better shows that England is becoming a more challenging country to grow old in.

The latest data shows a sharp increase in pensioner poverty meaning that almost 1 in 5, some 2 million people of pension age, are now living in poverty.

There is also a reduction in life expectancy (of 0.3 years for women and 0.4 years for men).

The number of years people can expect to spend in good health, without a disabling illness, continues to decline; this is now 62.4 years for men and 60.9 years for women

1.3 million men aged 65+ are now living alone up 67% between 2000 and 2019.

Almost 1 in 5 homes headed by someone aged 60 or older is in a condition that endangers the health of the people who live there. Almost 9,000 people died in England and Wales last year because their homes were too cold.

The UK state pension is one of the worst in Europe providing just 58% of previous earnings from work - below the OECD average of 62%. Those people who rely on the state pension as a main or only source of income are therefore likely to face increasing difficulties.

All these factors need to be considered in planning ahead for development of an Age-friendly Melksham.

The coming Winter season will bring pressures on many pensioner households with rising energy bills, food, and fuel costs as well as the possibility of significant weather events. There will be a need for local councils, statutory services, and voluntary and community organisations to work together to ensure that the most vulnerable in our communities are supported and protected. There may be a need for additional actions in areas not identified in the survey and new projects may need to be developed in response. These are all areas for ongoing discussion with residents and stakeholders' forums and local councils.

Concluding remarks

The baseline survey and follow up workshop have identified some preliminary areas for discussion and action, and we have identified areas where further work is needed to tease out issues for particular groups.

The development of the residents' forum will put the community at the heart of determining the priorities going forward. However, the challenges ahead with the cost-of-living crisis cannot be underestimated, so partnership working, and the involvement of key stakeholders will also be vitally important if we are to respond effectively to emerging issues.

Age-friendliness is not exclusively about older people and opportunities to bring the community together and to develop intergenerational projects will feature strongly in our approach to developing Melksham as an Age-friendly community area. However, focusing on the needs of older people does have benefits for the wider community. The age-friendly movement recognises that through supporting the most vulnerable in our communities, the gains made will undoubtedly benefit the others. For example, provision of safer pavements and crossings will also benefit parents with young children and disabled people, improvements to communication will mean that everyone is more aware of events and activities in the community and improvements to public transport will also be of benefit to younger people.

We look forward to working with residents and partners on the Age-friendly agenda and developing Melksham as an Age-friendly town and community area.

Subject: FW: Paperless agendas

Full Council 6th July 2020

To consider purchase of further IT hardware for officers and other councillors

The Clerk asked for consideration to be given to purchasing additional laptops for those Members who had expressed a wish for one, and the three officers plus docking stations, or whether they wished to wait until the elections next year or once the outcome of the current Governance Review were known to purchase laptops for councillors. Some Councillors had expressed a wish for a new laptop, including Councillor Glover, who explained that often demands were placed on the use of his home computer by other members of his household therefore it was not easy to attend some meetings remotely. The Clerk explained whilst a laptop had been purchased for Councillor Coombes, in order that he could participate in the meeting, he had expressed a concern that due to poor eye sight he was finding it difficult using the laptop. The Clerk suggested he might be better using a webcam with his current computer, which had a larger screen. Therefore, there was a possibility his could be available for someone else to use. Councillor S Wood, whilst supporting the need for the council to move forward in providing agenda papers by electronic means, felt given the costs involved in providing everyone with an electronic device now in order to access meetings and also provide hard copies of the agenda and papers was not a good use of council funds, especially when new legislation stated Members could attend meetings via telephone. Councillor S Wood suggested a review of the Council's current IT Policy with a view to providing agendas and agenda packs by electronic means in the future. Councillor Glover declared an interest in this item. Several Members raised a concern at the high cost associated with purchasing laptops for officers, given the IT provision currently available within the office, whilst recognising the need for flexibility. The Clerk explained that it was lucky officers were able to use home computers to undertake council work plus support the Melksham Community Response Team, following the Government Page 8 of 22 announcement to work from home in March. However, this was not ideal for various reasons and it was unclear how long officers would have to continue to work from home. Members were reminded that if new laptops/docking stations were provided for staff, it would not mean that most of the current IT equipment would be redundant, as officers used two screens in order to undertake council work when in the office. **Several Councillors supported the need to look at conducting a full review of the Council's IT provision with a view to having access to agendas/papers via electronic means in the future, therefore, it was:**

Resolved: To purchase laptops and docking stations for the 3 officers and a laptop (if Councillor Coombes does wish to continue using his laptop) for Councillor Glover and purchase a webcam for Councillor Coombes, if necessary. To form a working group consisting of Councillors Baines, S Wood, Holder, R Wood and Glover to review IT provision/policy, bearing in mind the need to reduce the use of paper. With any recommendations being implemented ready for the new council following the elections in May 2021.

Full Council 26th October 2020

140/20b) To confirm that councillors happy to be receiving less hard copy papers in agenda packs, with a mix by email and post

Councillors made varying responses to this with some preferring smaller items of note to be sent via email, with others stating they were happy to have all agenda papers via email, or having hard copies of larger documents, such as spreadsheets.

Some Members felt with meetings currently being held via Zoom it was very difficult to take part in meetings effectively and look up documents, especially if they only had one device.

It was suggested that some training could be provided on making notes on documents sent via email if it was felt appropriate.

The Clerk explained in May 2020 it had been agreed to look at becoming completely paperless following the elections in May 2021 and whilst Members may find it difficult now to look up documents while attending meetings via Zoom, once life was back to normal and Members could attend meetings in person, it would be different.

Resolved: To trial various ways of sending documents electronically prior to the elections in May and in the meantime to send smaller documents to note via email.

Extract from IT Working Party 22nd March 2021

1. TO CONSIDER WAY FORWARD FOR PAPERLESS AGENDA PACKS FOR THE NEXT TERM OF OFFICE

The Clerk had provided a report outlining issues to consider:

- Councillors: Accessing papers before and during the meeting
- Officers: Preparing the documents
- Public (including stakeholders such as Wiltshire Councillors, neighbouring councils, developers, community groups etc): Access to documents
- Statutory requirements
- IT Support
- Summary of various packages providing electronic agendas and document management systems, including indicative pricing

It was felt the following steps needed to be considered, with the ultimate aim of moving to a paperless agenda:

- How working now (from home)
- How working in office
- How working from campus
- Requirements of councillors, officers and public all of whom had varying degrees of IT knowledge/capabilities.

Clive provided an overview of the current IT provision within the office and explained officers and Councillors have access to Office 365. A VPN enables remote access to the shared drive, but only 2 officers at a time. The VPN was installed pre-Covid to enable the Clerk and Finance & Amenities Officer to access finance packages on the system and as part of a security upgrade.

Discussion ensued on the various IT set-ups that could be installed within the office to enable remote access for both officers and councillors and to provide a platform for electronic agenda packs.

Clive explained as both Officers and Members had access to Office 365, this could be used to create agenda packs in the first instance via Microsoft Azure, with no significant extra costs which could be developed as things moved on or move to a different platform or when relocated to the campus.

The Clerk went through some of the packages available to create agenda packs/file management systems such as Mod.Gov; iBabs, Cloudy IT and PDF Sam. Some were better than others and more user friendly.

Councillor Patacchiola asked from a policy point of view was there anything that stopped the council using a particular system. The Clerk confirmed there was nothing in any policies which would dictate which platform could be used.

With regard to going paperless, the Clerk clarified various papers would still need to be printed, such as notices/agendas for the various noticeboards around the parish, minutes which require a wet signature, some legal documents/notices, also hard copies of documents may be requested for those without access to a printer.

As the Council could not go completely paperless, it was suggested the Council set an ambitious but achievable target to gauge reduction in paper as time went on.

The Clerk explained whilst the law allowed for Members to be summoned electronically, they had the right to opt out and this would be the same for electronic agenda packs.

The Chair explained therefore, consideration needed to be given to a system that allowed for no duplication, but could run alongside any system adopted to provide agenda packs electronically.

Councillor Glover stated he found it difficult to read larger documents on-line and may be others did and raised a concern some Members may attend meetings without reading the agenda papers. It was also noted some Members did not have access to a printer if they wished to print out documents before a meeting.

Discussion ensued on advantages and disadvantages of virtual meetings and difficulties looking up documents at the same time as attending a virtual meeting. However, it was noted that once meetings could be held in public this issue would go away.

The Chair sought clarification on when meetings would be able to be held in public again.

The Clerk clarified the law to enable council meetings to be held virtually would end at midnight on 6 May, unless extended. There were lots of things to bear in mind however, such as the Council needed to feel happy in holding meetings in public and whether meetings would be Covid secure, as not everyone will be vaccinated for some time to come. However, there was merit in holding virtual meetings or some attendees being able to attend virtually such as developers and neighbourhood plan consultants for instance.

The Clerk explained various Clerks were proposing to do differing things after 6 May to continue Council business, but not necessarily back to normal. However, this could be something to look at, at the next Full Council meeting in April, as additional equipment may be required to enable everyone to contribute, including members of the public.

It was asked if the bandwidth in the office, was sufficient to cope with any upgrades to the system, including a new phone system. Clive explained he would need to check, but felt confident it would be sufficient.

It was noted as council meetings were held at Gompels and elsewhere, would need to make sure those venues had sufficient broadband/bandwidth to cope with several people logging on at the same time. Therefore, discussions would need to take place with Gompels and other venues to make sure they had sufficient broadband/bandwidth capabilities.

It was suggested if meetings were held in other locations, Members could download their agenda packs prior the meeting, if there was a concern there was not enough bandwidth.

Discussion ensued on the best time to have paperless agendas, given various concerns at appropriate broadband capabilities and if meetings were to continue being held virtually for some time or wait until meetings can be held in person.

The Clerk asked if members of the public should have access to agenda papers in future.

It was agreed public could have access to agenda papers, but NOT confidential papers and would need to look at how this could be achieved.

Examples of how other Councils create and issue agenda papers were discussed and their ease of use. It was noted consideration would need to be given on how to circulate confidential papers electronically and be confident these were not shared with anyone else.

Recommendation:

1. To utilize elements of Office 365 to create agenda packs for now and to look to move to a different system in the future if necessary.
2. To consider how to circulate confidential papers securely.
3. Members of the public have access to meeting papers excluding CONFIDENTIAL papers
4. Training be given.

Extract from Full Council 26th April 2021: min 398/20 ciii

To consider purchase of laptops for councillors:

The Clerk explained laptops would be required in order for Zoom to work for Covid secure meetings and asked Members if they required a new laptop, with 3 stating they would like a new laptop, with 4 retaining their current Council laptops and one bringing their own and sought approval of Members to purchase 3 new laptops. The Clerk stated if working from Zoom, even if attending in person meetings, Members would need access to a laptop in order to have a microphone to speak and to be heard. Training would be provided for those who required it. Councillor Terry Chivers, initially stated he did not require a new laptop, but following discussion asked that he receive a new council laptop.

Unanimously Resolved: The Council's IT contractor, Avon IT, purchase 4 new laptops with the same specification as those purchased last year, bearing in mind best value.

Annual Council 17th May 2021- min 20/21b

To note electronic versions of this agenda pack

The Clerk explained electronic versions of agenda packs were work in progress, with various versions being trialed and asked Members to inform officers of any issues. Councillor Patacchiola explained he had used the links on the electronic version of the agenda, which seemed to be working fine.

Marianne Rossi
Finance and Amenities Officer
PLEASE NOTE NEW ADDRESS:
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Melksham Community Campus

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Wiltshire
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