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MELKSHAM WITHOUT PARISH COUNCIL

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Wednesday 4th February 2026

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 9th February 2026 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=85459556235>

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Teresa Strange'.

Teresa Strange, Clerk



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Serving rural communities around Melksham

AGENDA

- 1. Welcome, Announcements & Housekeeping**
- 2. To receive apologies and consider approval of reasons given.**
- 3. Invited Guests:**
 - a) Wiltshire Councillor **Nick Holder** (Bowerhill)
 - b) Wiltshire Councillor **Andrew Griffin** (Melksham Without West & Rural)
 - c) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold).
- 4. a) To receive **Declarations of Interests**.**
- b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
- 5. To consider holding items in **Closed Session** due to confidential nature**

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

- 6. Public Participation**
- 7. Full Council**
To approve the **Minutes of the Full Council Meeting** held on 26th January 2026.
- 8. Planning**
 - a) To approve the **Planning Committee Minutes** of 2nd February 2026.
 - b) To formally approve the **Planning Committee** recommendations of 2nd February 2026.
 - c) To consider street naming themes for Land north of the A3102 (New Road Farm – PL/2024/10345) NB: other street naming areas in recommendations of the Planning Committee minutes
- 9. Finance**
 - a) To note **Receipts & Payments** reports for January 2026.
 - b) To seek **cheque signatories/online authority** for February payments.
 - c) To approve Bank Account and Fund Transfers
 - d) To consider final interim Internal Auditor report for 2025/26 with additional comments since the draft version
 - e) To consider response from Melksham Town Council on joint CIL arrangements
 - f) To note any Wiltshire Council budget implications ahead of the decision on 24th February (arising from Min 430/25b & c of the Full Council meeting 26th Jan)
- 10. Procurement**
To consider issues raised about specification and evaluation of future project quotes/tenders and agree way forward.
- 11. Highways, Footpaths and Streetscene**
 - a) To approve any costs, and items requiring parish council approval, on the agenda for the LHFIG (Local Highway & Footpath Improvement) meeting on 5th February

12. Asset Management:

- a) To note the increase in the Beanacre play area peppercorn rent
- b) To consider quotations for painting the bus shelter(s) at Shaw (on the A365 near the Church) with anti-graffiti paint
- c) To consider Future of Football request for free football day (Friday 20th February 2026)
- d) To receive an update on Shurnhold Fields works and costs (if received)
- e) To receive an update on the potential for a 3G pitch at Bowerhill Sports Field
- f) To consider feedback from local sports groups, and suggestion of setting up a Melksham area Sports Group Forum to explore further

13. Social Media

- a) To consider no longer publishing recordings of council meetings on YouTube
- b) To consider updates to the Social Media policy regarding councillors commenting on planning applications

14. Civility and Respect

To note that the SLCC & NALC Improvement and Development Board (IDB) Civility and Respect Working Group has published a Civility and Respect governance checklist and to consider how the parish council complies.

15. Partnership Working:

- a) To consider feedback from the Health and Wellbeing Group held on 5th February
- b) To consider the Melksham Community Support Age UK Qtr 3 report, case studies (confidential) and Service Level Agreement for 2026/27 following quarterly review meeting on 29th January
- c) To note closure of Market Place toilets for repair (funding provided by parish council)
- d) To provide an update on Knorr Bremse request for Pavilion car park use and consider next steps
- e) To consider impact of potential changes to Management Trustees at Whitley Reading Rooms
- f) To note forthcoming changes to Wiltshire Council Area Boards
- g) To note updates to broadband fibre roll out

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

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

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

In attendance: Wiltshire Councillor Nick Holder - part
Wiltshire Councillor Phil Alford - part
Melksham Town Councillor Charlie Stokes - part
Melksham Town Council CEO Hayley Bell - part
Dave Elms (Melksham Town Council Amenities Team Manager) - part

On Zoom: No attendees on Zoom.

426/25 Welcome, Announcements & Housekeeping:

Councillor Glover welcomed everyone to the meeting. As there were new attendees present, the housekeeping messages were read out. Everyone present was reminded that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

427/25 To receive Apologies and approval of reasons given

None received as all members were present.

428/25 Declarations of Interest

a) Declarations of interest

None were received

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

None were received.

429/25 To consider holding items in Closed Session due to confidential nature

No agenda items to be held in closed session.

430/25 Public Participation

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

a) Melksham East Community Centre

Melksham Town Councillor Stokes provided an update on the Melksham East Community Centre. She explained that the results of two recent surveys indicated that over 80% of respondents were in favour of one larger Community Centre. It had then been resolved at the 12th of January 2026 Full Council meeting of Melksham Town to hand funds for Melksham East Community Centre

to Melksham Without Parish Council to build one larger Community Centre on the Blackmore Farm site.

Melksham Town Council CEO added that the Melksham Town Council Responsible Financial Officer (RFO) is confirming the funds which have been allocated which are (approximately):

- £315,000 CIL (Community Infrastructure Levy) to be returned from the Town Council (as the parish council previously passed this to the town council for a community centre)
- £629,000 from s106 for east of Melksham community centre
- The RFO was currently establishing the remainder of the CIL from the Hunters Wood/The Acorns development that was paid to the town council, and the CEO confirmed that this was £126,000

The Clerk advised that there was a parish council expectation that the amounts to be paid would include Interest, as per the legal agreement for the original CIL transfer.

When questioned, Melksham Town Councillor Stokes Charlie confirmed that the money is being given to the parish council for the project.

Councillor Glover thanked the town council for the positive way forward that had been reached.

b) Wiltshire Councillor Holder

Wiltshire Councillor Holder echoed Councillor Glover's comments that a good resolution had been reached about the community centre.

He also thanked everyone who attended and spoke the planning appeal hearing for the Snarltion Farm Application (PL/2024/10674). Despite the assertive questioning he felt that the points raised defending the Neighbourhood Plan were well made.

Wiltshire Councillor Holder went on to highlight a number of points related to budget setting at Wiltshire Council:

- There is an assumption about how many houses will be built in Wiltshire next year, which impacts how many properties are included in the precept calculation. Wiltshire Councillor Holder was not certain about how realistic the numbers are.
- There is a proposal to withdraw funding from Community First for its work with Community Transport (Link). The Chairman Melksham & District Link has already contacted Wiltshire Councillor Holder to ask for support by lobbying Wiltshire Council about the effect this would have not just in Melksham but in the whole of Wiltshire. He has written to Wiltshire Council to object to the reduction in funding.
- There is a proposal to introduce a booking system at the Household Recycling Centre in Bowerhill. Wiltshire Councillor Holder noted that he has resisted this change in the past.
- There is a proposal to remove the Parish Emergency Assistance Scheme (PEAS). The scheme enables local councils to refill salt bins, spread salt, and manage minor flooding (via sandbags/aquasacs) in their communities
- Parish Steward funding to be cut by £800,000 per year. It is understood that it's being replaced by an increase in capital available for prevention work.

- Changes to the Area Board are planned. The proposal includes revamping the processes and changing the name. It's also proposed to reduce the number of meetings from four to three each year.
- Changes to the Local Highways and Footpaths Infrastructure Groups (LHFIG) are planned. It has been suggested that the budget for the Melksham Area could be reduced from £24,000 to about £12,000.
- It is suggested that Area Boards could be funded using a crowd funding model, with the potential introduction of a central Wiltshire community fund financed by social value contributions and community proceeds that the Area Board would then access. Wiltshire Councillor Holder suggested that this asks taxpayers to pay more money (in addition to the precept) to fund the Area Boards.
- It is then suggested that the Area Board grant funding criteria are changed. Areas Boards would apply directly to the grant holders, the Small Decision-Making Board feeding from the Commercial Gateway Group. Wiltshire Councillor Holder was unsure what this was but felt that this would be another layer of bureaucracy to block spending on local communities

Wiltshire Councillor Holder felt that the proposals were retrograde steps - taking decision making away from local communities, taking parish stewards away from local communities, reducing LHFIG money and reducing the PEAS process. He feels that it is bad news for the community.

Wiltshire Councillor Holder explained that as the budget is in a consultation phase, the parish council have the opportunity to provide feedback to Wiltshire Council before the cabinet meeting on 3rd February 2026.

It was noted that the feedback from Wiltshire Councillor Holder cannot be discussed in the meeting as it was not included on the agenda.

Resolved: To allow the Clerk, working with the Chair and Vice-Chair, to investigate the proposals and provide feedback to Wiltshire Council on issues impacting the parish.

c) Wiltshire Councillor Alford

Wiltshire Councillor Alford highlighted that changes are also being proposed to the LHFIG substantive project scheme. He indicated that the criteria for ranking projects may be changed to give priority to projects which benefit the largest number of people. He was waiting for more details to come forward but was concerned that this would advantage projects in built-up areas over rural areas.

With regards to the Wiltshire Council budget, Wiltshire Councillor Alford commented that the Q3 outrun report was not yet available but had heard rumours of significant overspend which suggests that spending is not under control and that the budget will not be balanced by the end of the year. He explained that the assumption is that next year's budget will have to be balanced and that changes to the proposed cutbacks e.g. reinstatement of Link funding, would put additional pressure on the budget. He also noted that the budgetary impact of changes to Blue Badge parking are not known. He explained that the medium-term strategy appears to assume that this year will be balanced and then assumes that the following three years are not balanced and will make use of reserves. An overspend this year (rumoured to be as much as £20M) would have to come from reserves resulting in a structural deficit in the following years, which in turn would lead to significant cuts.

Wiltshire Councillor Alford, who is also a Melksham Town Councillor, reported that during the Town Council budget setting process if had been proposed to allocate £10,000 towards LHFIG contributions. As projects are funded 2/3 by LHFIG and 1/3 by town/parish councils, this would have been more than sufficient to utilise all the LHFIG budget for projects within the town. Wiltshire Councillor Alford reported that some Melksham Town Councillors felt entitled to make use of the whole LHFIG budget as they feel the town makes a bigger contribution. Following discussion, £6,500 was allocated in the Melksham Town Council budget.

Wiltshire Councillor Alford provided an update following on from his comments at the Planning Meeting held on 15th December 2025, relating to a change in policy announced by the Cabinet member for Strategic Planning, Development Management (Min 368/25a) related to affordable housing and social rent. He explained that affordable housing that is purchased from developers that has been put in place through a S106 agreement is not eligible for Homes England funding. Therefore, housing associations cannot afford to buy the properties for social rent without a discount, and developers cannot afford to sell the properties with a discount. He noted that neither the housing associations nor the developers have asked for a change in policy or been consulted. He commented that he felt the policy may not be progressed.

Melksham Town Councillor Stokes, Melksham Town Council CEO and Melksham Town Council Amenities Team Manager left the meeting.

The meeting reconvened.

431/25 Civility and Respect

- a) As the result of recent issues raised about both conduct and data protection, from several sources, including three formal complaints, members reviewed the following documents, which have previously been adopted/shared, with the sections relevant to the recent issues highlighted:
 - GDPR regulations relating to identifying individuals in public meetings
 - The parish council's Code of Conduct
 - The Good Councillor Guide
 - The parish council's Social Media Policy

Members agreed that they had read and understood the documents

- b) **Resolved:** To re-adopt the current Members Email Policy unchanged.
- c) **Resolved:** To pass any additional training requests to the Clerk.

432/25 Full Council

- a) **Resolved:** To approve the Minutes of the Full Council Meeting held on 8th December 2025.
- b) **Resolved:** To hold a Staffing Committee meeting on Monday 16th February 2026 (with no changes to the Full Council meeting to be held on 9th February 2026)

433/25 Planning

a) Planning Committee Minutes from 15th December 2025

Resolved 1: The Minutes of the Planning Committee Meeting held on Monday 15th December 2025 were formally approved by the council and for the Chair to sign them as a correct record.

Planning Committee Minutes from 12th January 2026

The following corrections were made to the Minutes:

- Min 408/25 the word 'not' was corrected to the word 'to'
- Min 409/25 the word 'not' was removed to clarify the sentence

Resolved 2: With the amendments above, the Minutes of the Planning Committee Meeting held on Monday 12th January 2026 were formally approved by the council and for the Chair to sign them as a correct record.

b) **Resolved:** To approve the confidential note accompanying the Planning Committee Minutes of 15th December 2025.

There were no confidential notes to accompany the minutes from 12th January 2026.

c) **Resolved:** To approve the Planning Committee recommendations of 12th January 2026.

There were no recommendations in the minutes from 15th December 2025.

d) Members received an update on the Snarlton Farm planning appeal (APP/Y3940/W/25/3373278) which had started on 20th January 2026. Thanks were given to everyone who attended to speak and for their robust responses when questioned. It was noted that the outcome is expected in March 2026.

It was also noted that the planning appeal for Woodrow Road (APP/Y3940/W/25/3374421) starts on 3rd February 2026. While the defence team for Wiltshire Council and the parish council approach will be the same, the two appeals are not interlinked.

Wiltshire Councillors Holder and Alford left the meeting.

434/25 Finance

a) The following corrections were made to the Minutes:

- Min 388/25c (table) the number '231' was corrected to the number '213'
- Min 390/25a the number '92,987' was corrected to the number '72,984'
- Min 391/25a Administration costs – the word 'uncontested' was changed to 'contested' to clarify the sentence
- Min 398/25 Recommendation - the word 'councils' was changed to 'councillors' to clarify the sentence

Councillor Griffiths left the meeting.

Resolved: With the amendments above, the Minutes of the Finance Committee Meeting held on Monday 5th January 2026 were formally approved by the council and for the Chair to sign them as a correct record

Members complemented the Finance and Amenities Officer for the quality of the Finance Committee minutes.

b) **Resolved:** To approve the confidential note accompanying the minutes of the Finance Committee meeting held on 5th January 2026.

Councillor Griffiths rejoined the meeting

c) The extract from Finance Regulations regarding the setting of the budget and precept, that councillors are not able to vote on the precept if they haven't paid their council tax in the last two months, was noted. No councillors declared that they had not paid their council tax.

d) Councillor Glover ran through the recommendations individually, and each was voted on separately with the exception of the recommendations for the budget and precept, which would be considered under separate agenda items to ensure clarity and transparency for this important decision that had to be made by the Full Council. The Clerk explained that due to the fact that the next agenda item in relation to amendments to the budget may change the CIL and Solar Farm figures, these recommendations were unable to be approved until the Budget agenda item was considered.

Resolved 1: The recommendations contained in the Finance Committee minutes of 5th January 2026, were formally approved except those relating to the Budget and Precept:

- Min 388/25 b Recommendations 1 & 2 (CIL)
- Min 389/25 a Recommendation (Solar Farm)
- Min 389/25 b Recommendation (Solar Farm)
- Min 390/25 a Recommendation (General Fund)
- Min 390/25 c Recommendations 1, 2, 3, 4 & 5 (Earmarked reserves)
- Min 391/25 a Recommendation 1 (Budget admin costs)
- Min 391/25 a Recommendation 2 (Budget parish amenities cost)
- Min 391/25 a Recommendation 4 (Budget community support cost)
- Min 391/25 b Recommendation (Virement)
- Min 392/25 c Recommendation (Precept amount)

Which were subsequently all considered and approved as part of min 434/25 e (Budget) + f (precept) at this meeting.

And except the Recommendation relating to the Chair's Allowance.

Councillor Glover declared an interest in the recommendation related the Chair's Allowance as chair of the council and would take no part in voting. Councillor Pafford, as Vice- Chair of the Council, chaired this item.

Councillor Glover left the meeting.

Resolved 2: To approve the recommendation contained within the Finance Committee Minutes of 5th January 2026 related to the Chair's Allowance for 2025/26 (Min 400/25)

Councillor Glover rejoined the meeting.

e) It was noted that all members had been provided with the budget spreadsheets so that they could view each item line by line.

Resolved: To approve the Budget for 2026/27 and the year ending position for 2025/26.

f) **Resolved 1:** To approve the recommendation detailed under Min.392/25c of the Finance Committee meeting minutes held on Monday 5th January 2026. The parish council sets a precept of £302,429.00 for 2026/27 against a taxbase of 2990.29. This is an increase of £17,294.00 (6.1%) on last year's precept. An average band D household will be contributing £101.14 for the year, an additional £5.49 on last year, which is a rise of 5.74%.

Resolved 2: To approve all of the outstanding recommendations as per Min 434/25 d.

Councillors Glover and Pafford expressed an interest in attending the meeting to be arranged with the youth organisation to discuss the project further (Min 398/25).

g) It was noted that each year the parish council issued a press release on its precept and how it was going to spend the money. After a discussion, members agreed that the Clerk should submit a press release based on members' comments and the press release from the previous year.

Resolved: The Clerk to write a press release on Precept and Budget Proposals

h) Members noted that for any town and parish councils that have a precept over £140,000, they are required to provide Wiltshire Council with a breakdown of their service expenditure and income. This information has to be provided under three headings, which the parish council have chosen to be administration, parish amenities, and community support, as this is what was reported by Wiltshire Council and what residents see when they receive their council tax bill. This is why the parish council breaks the expenditure down under these headings in the Finance Committee minutes for budget setting, so that it provides everyone with clarification. As such, members noted the following information to be provided in the council tax leaflet:

Expenditure	2025/26 (£)	2026/27 (£)
Administration	193,028	183,702
Parish Amenities	153,951	244,294
Community Support	128,832	110,872
Total gross expenditure	475,811	538,868
Less		
Income	212,466	100,816

Use of reserves	-21,790	135,623
	0	0
Budget requirement (precept)	285,135	302,429

i) The Clerk explained that the reserves breakdown provides details of anticipated committed, contingency, short-term (<3years) and medium-term spending from the reserves. It was noted that although the reserves total ~£600,000, ~£419,000 is ringfenced for specific use due to legal agreements or eligibility from funding sources.

Resolved: To approve the anticipated reserves breakdown for year ending 31st March 2026.

j) Members noted that the draft Internal Auditor's report included three negative comments alongside 93 positive comments. The Clerk explained that two of the negative comments related to the timing of the annual risk register and investment strategy review, which is undertaken at the January Finance Committee meeting. As this meeting takes place after the Internal Auditor's visit, the review is not complete at the time of the audit, resulting in negative comments.

Members considered whether the risk register and investment strategy review could be brought forward to an earlier Finance Committee meeting, such as June. However, it was agreed that this would be too early for newly appointed Finance Committee members to have sufficient understanding of the Council's finances and therefore the risks and investment strategy.

Resolved: To retain the current timing of the risk register and investment strategy review and to accept that negative comments related to these points will be received in the Internal Auditor's report.

It was noted that the Clerk has asked for clarification on the third negative comment.

k) **Resolved:** To note Receipts & Payments reports for December 2025.

l) Quarterly Reports for Quarter 3 (Oct, Nov, Dec).

- i. **Resolved:** To note Budget vs Actual Q3 report (Oct, Nov, Dec).
- ii. **Resolved:** To note the Bank Reconciliation report
- iii. **Resolved:** To note a £6,140.46 VAT reclaim has been received

m) **Resolved:** For Councillors Doel and Glover to be cheque signatories/online authority for January payments.

n) The fund transfer undertaken under Clerk's delegated powers between meetings was noted. The Clerk requested an increase in her delegated authority limit (financial regulation 6.8iv) as the current limit of £10,000 is not sufficient to cover the monthly payment runs.

Resolved: To increase the delegated authority limit for the Clerk (under financial regulation 6.8iv) to £50,000.

- o) **Resolved:** To transfer £20,000 from the Lloyds current account to the Unity current account and then onwards to CCLA, and to transfer £4,000 from the CCLA to the Unity current account to enable the January payment run and February direct debits.

Councillors Pafford and Blackham to sign related cheques and bank transfer paperwork straight after the meeting.

435/25 Highways, Footpaths and Streetscene

- a) **Resolved:** To approve the Minutes of the Highways, Footpaths and Streetscene Committee Meeting held on 19th January 2026
- b) **Resolved:** To approve the Highways, Footpaths and Streetscene recommendations contained within the Minutes of 19th January 2026

436/25 Asset Management:

- a) The Clerk provided an update on Shurnhold Fields works. The car park has been completed and the bollards installed. The pedestrian gates have not been installed as on review it was concluded that they were not suitable/needed. Installation of the overhead barrier has been delayed as it was damaged leaving the factory and has been returned for repainting. The contractors have now left site but will return in drier weather in the spring to reseed the grass/wildflowers.

A trench is needed for the water tap connection, this will need a Road Closure across Dunch Lane. It is hoped that that can be completed in the spring when the contractors are back on site. Quotes have been received for the supply and installation of the tap. The costs associated with installation of the tap have previously been agreed and so the Clerk is proceeding with this element due to its relative low value and previous approval under the wider scheme. The Clerk is still waiting for final project costs from Wiltshire Council, but these will not be available until the work is completed.

Members discussed the possibility of installing a water collection butt on the maintenance shed, which could be funded from the maintenance fund.

- b) The installation of a new bus shelter (where the previous one had been demolished) on the A350 Beanacre Road was noted.
- c) The report on the Beanacre Play Area Resistance Wood Drill Testing was noted and the next steps discussed.

Resolved: Officers to obtain quotes for repairing/replacing individual pieces of equipment and for replacing all the entire play area. Quotes to be considered by the Asset Management committee.

- d) Members considered a request from Knorr Bremse to use the Pavilion car park from 1st March 2026 until the end of July 2026, with daily usage hours of 6:00 AM and 4:00 PM. Members discussed concerns about security, wear and tear on the car park and potential contributions from the company to the parish council.
Resolved: Officers to liaise with Knorr Bremse to move forward and to address the concerns raised.
- e) **Resolved:** To consent to 'Trustees of Shaw Hill Playing Field and Village Hall' to apply for Planning Permission to extend the carpark, as per 18.4 of their lease.

437/25 Community Governance Review (CGR)

- a) Members noted that Bromham Parish Council's views on the boundary changes had not been available when the parish council had proposed changes (due to the short consultation period). It was noted that Bromham Parish Council had subsequently resolved to object to the parish boundary changes proposed by Melksham Without Parish Council and in favour of retaining the current boundary at their January 2026 Full Council meeting.

Resolved: To withdraw the proposed changes to the boundary with Bromham parish as described in Min 357/25ai resolutions 1 & 2.

- b) It was noted that clarification had been received regarding the impact on Neighbourhood Plan Local Green Space designations from parish boundary changes. It was noted that the Bowerhill Residents Action Group (BRAG) picnic area would retain Local Green Space designation even if moved into another parish.

438/25 Partnership Working:

- a) East of Melksham Community Centre
 - i. Members noted the Melksham Town Council resolutions that had been shared by Melksham Town Councillor Stokes during public participation (Min 430/25a)
 - ii. **Resolved:** The Clerk to ask the developer (David Wilson) to plot a two storey Community Centre of the same size as Bromham's community centre on the Blackmore Farm plans to inform site location and input into Reserved Matters application.
- b) Members noted the draft minutes from the Joint Melksham Town Council & Melksham Without Parish Council Cemetery Working Party (13th January 2026). Councillor Glover explained that the general feeling of the meeting was that neither council would want to take on any extension to the main cemetery.
Resolved: The Clerk to follow up on the actions from the previous Cemetery Working Party on 23rd September 2025 (as these had not been discussed in the meeting)

c) Councillor Harris reported that he had attended the Melksham Town Council CCTV Working Party that evening (26th January 2026). He reported that the meeting discussed a CCTV System Review report that had been received. The report is to be discussed further at an extraordinary Full Council meeting of Melksham Town Council on Monday 2nd February 2026.

d) Joint Melksham Emergency Plan

Members discussed no longer continuing to pay for the database license, dedicated phone number and website associated with the joint Melksham Emergency Plan as these have still not been fully implemented following Covid. It was noted that they were being paid for using an SSEN (Scottish and Southern Electricity Networks) grant and that the grant is running out. The money for the fridge magnet (to advertise the emergency scheme number) has not been spent so could be repaid, or possibly repurposed, with SSEN agreement, to support other community resilience schemes e.g. to replace funding that previously came from Wiltshire Council PEAS (Parish Emergency Assistance Scheme).

The Clerk explained that she has arranged a meeting with Melksham Town Council officers to review Emergency Plan. It was felt that the plan did not need to include a Covid pandemic type response for more short term specific incidents but that actions from the previous pandemic could be reactivated if the need arose.

Resolved: To scale back the Emergency Plan by stopping the database license, dedicated phone number and website, with the remainder of the SSEN grant to be repurposed pending clarification from SSEN.

e) The Clerk provided feedback from the Village Hall meeting (which provides mutual support across the town and parish village halls and community buildings). It was noted that Village Halls are being encouraged to move away from the use of personal emails for communications related to the organisations, however some feel that they lack the IT skills to do this and would like some support (with set up and on-going). Members discussed that name/details of the council's IT support could be provided.

Resolved: To ask village hall organisations to apply through the grant process for funding for IT support.

f) The new Digital Wiltshire online platform designed to keep residents, businesses, and stakeholders informed about the rollout of gigabit-capable broadband across Wiltshire North and South, South Gloucestershire, and Swindon was noted.

Meeting closed at 9:10 pm

Chairman, 9th February 2026

Date: 06/01/2026	Melksham without Parish Council Current Year						Page: 257						
Time: 11:13	Cashbook 1						User: MR						
	Current Account & Instant Acc						For Month No: 9						
Receipts for Month 9													
Nominal Ledger Analysis													
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail						
	Balance Brought Fwd :	5,706.80					5,706.80						
V4876-ALLO	Banked: 01/12/2025	40.00											
V4876-ALLO	Allotment Holder	40.00		1320	310		40.00 Briansfield 14 rent						
V4877-ALLO	Banked: 03/12/2025	80.00											
V4877-ALLO	Allotment Holder	80.00		1310	310		80.00 Berryfield 2a rent						
500188-CAS	Banked: 08/12/2025	80.00											
V4878-079	Allotment Holder	40.00		1310	310		40.00 Berryfield 17a rent						
V4879-053	Allotment Holder	40.00		1310	310		40.00 Berryfield 5b rent						
V4880-BACS	Banked: 08/12/2025	7.23											
V4880-BACS	Melksham Environment Group	7.23		1130	110		7.23 Inv.536- Leaflet photocopying						
V4881-BACS	Banked: 09/12/2025	521.25											
V4881-BACS	Future of Football FC	521.25		1210	210		521.25 Inv.533- November bookings						
Total Receipts for Month		728.48	0.00	0.00			728.48						
Cashbook Totals		6,435.28	0.00	0.00			6,435.28						

Date: 06/01/2026	Melksham without Parish Council Current Year						Page: 258						
Time: 11:13	Cashbook 1						User: MR						
	Current Account & Instant Acc						For Month No: 9						
Payments for Month 9													
Nominal Ledger Analysis													
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Detail					
09/12/2025	Lloyds Bank	V4871-SERV	10.50		4140	120		10.50 Service Charge					
15/12/2025	Daisy (Onebill)	V4872-DD	63.85		10.64	4190	120	53.21 Inv.23-Office & Line wifi					
15/12/2025	Daisy (Onebill)	V4873-DD	72.11		12.02	4384	220	60.09 Inv.24-Pavilion line & wifi					
23/12/2025	EDF Energy	V4874-DD	170.69		8.13	4312	220	162.56 Inv.06-Pavilion Gas					
31/12/2025	Lamplight	V4875-DD	57.00		9.50	4686	170	47.50 Inv.385-MCS Lamplight					
Total Payments for Month		374.15	0.00	40.29			333.86						
Balance Carried Fwd		6,061.13											
Cashbook Totals		6,435.28	0.00	40.29			6,394.99						

Date: 06/01/2026

Melksham without Parish Council Current Year

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Time: 11:13

Cashbook 2

User: MR

Unity Bank

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Balance Brought Fwd :	27,582.05				27,582.05	
V4869-INTE	Banked: 02/12/2025	2,651.41						
V4869-INTE	CCLA Investment Management	2,651.41			1080	110	2,651.41	Interest
	Banked: 17/12/2025	10,000.00						
V4870-TRAN	CCLA	10,000.00			240		10,000.00	Transfer CCLA TO Unity
Total Receipts for Month		12,651.41	0.00	0.00			12,651.41	
Cashbook Totals		40,233.46	0.00	0.00			40,233.46	

Date: 06/01/2026	Melksham without Parish Council Current Year							Page: 280
Time: 11:13	Cashbook 2							User: MR
	Unity Bank							For Month No: 9
Payments for Month 9								
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Detail
01/12/2025	Grist Environmental	V4864-DD	79.56		13.26	4770	220	66.30 Inv.561- B'hill Waste away
16/12/2025	Lloyds Bank PLC	V4865-DD	561.85		82.52	4175	120	72.45 Office 365 for Cllrs
					4175	120		24.97 Adobe PDF
					4175	120		30.24 Officer office 365-19/11-18/12
					4175	120		30.90 Officer office 365-17/12-16/11
					4175	120		6.33 Website domain
					4722	320		6.45 Eye wash
					4150	120		9.96 A3 Copier paper
					4155	120		45.98 Refreshments for meetings
					4150	120		7.50 Envelopes
					4155	120		19.99 Refreshments for meetings
					4150	120		58.86 Leaflet stand for office
					4200	120		12.99 Meeting subscription
					4155	120		17.84 Refreshments for meetings
					4150	120		7.90 A4 Envelopes
					4155	120		3.82 Napkins for Dec Full Council
					4150	120		13.02 Office first aid kit
					4150	120		14.56 Sticky notes and paper clips
					4150	120		13.45 Hi Viz
					4381	220		30.85 Toilet brush holders
					4686	170		6.99 MCS Phone line
					4190	120		41.28 Office phone charges
					4140	120		3.00 Monthly Fee
17/12/2025	EDF Energy	V4866-DD	141.99		6.76	4302	220	135.23 Inv.014-Pavillion electricity
19/12/2025	Agilico	V4845-BACS	49.38		8.23	4130	120	41.15 Inv.1374613-Office photocopyin
19/12/2025	Aquasafe Environmental Ltd	V4846-BACS	168.00		28.00	4212	220	140.00 Inv.251205-December PPM Visit
19/12/2025	Cleveland Sitesafe	V4847-BACS	1,440.00		240.00	4820	142	1,200.00 Inv.7194- Delivery for shed
					347	0		-1,200.00 Inv.7194- Delivery for shed
					6000	142		1,200.00 Inv.7194- Delivery for shed
19/12/2025	GB Sport & Leisure	V4848-BACS	190.80		31.80	4575	142	159.00 Inv.19082-Replacement swing se
19/12/2025	JH Jones & Sons	V4849-BACS	2,742.77		457.13	4402	320	72.94 Inv.5651- Allotment grass cutt
					4402	320		21.88 Inv.5651- BSF Hedge cut
					4400	142		417.42 Inv.5651- Play area grass cutt
					4780	142		149.86 Inv.5651- Play Area bin empty

Continued on Page 281

Date: 06/01/2026

Melksham without Parish Council Current Year

Page: 281

Time: 11:13

Cashbook 2

User: MR

Unity Bank

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					4400	142		21.84	Inv.5651- Beanacre leaf cleara
					4400	142		42.03	Inv.5651- Kestrel Shrub mainte
					4820	142		39.36	Inv.5651- SHF Annual cut
					347	0		-39.36	Inv.5651- SHF Annual cut
					6000	142		39.36	Inv.5651- SHF Annual cut
					4401	220		1,150.06	Inv.5651- JSF Pitch maintenanc
					4400	142		25.00	Inv.5651- Grass Outside BYF P/
					4781	220		96.50	Inv.5651- JSF bin emptying
					4405	220		50.67	Inv.5651- JSF Hedge maintenanc
					4409	142		198.08	Inv.5651- Hornchurch POS cut
19/12/2025	Wiltshire Publication	V4850-BACS	59.52		9.92	4230	120	49.60	Inv.109-Grant advert
19/12/2025	Colin Harrison Design	V4851-BACS	32.74		5.46	4680	170	27.28	Inv.4130-NHP 1 website domain
19/12/2025	Wiltshire Pension Fund	V4852-BACS	2,249.90			4045	130	1,707.78	Period 9- December 2025
						4000	130	267.36	Period 9- December 2025
						4010	130	142.78	Period 9- December 2025
						4020	130	131.98	Period 9- December 2025
19/12/2025	HM Revenue & Customs	V4853-BACS	2,887.30			4000	130	523.20	Period 9- December 2025-T
						4000	130	230.70	Period 9- December 2025-NI
						4010	130	254.20	Period 9- December 2025-T
						4010	130	113.09	Period 9- December 2025-NI
						4010	130	8.00	Period 9- December 2025
						4020	130	219.00	Period 9- December 2025-T
						4020	130	98.20	Period 9- December 2025-NI
						4460	142	208.00	Period 9- December 2025
						4800	320	10.80	Period 9- December 2025
						4070	120	16.00	Period 9- December 2025
						4041	130	1,206.11	Period 9- December 2025
19/12/2025	Radcliffe Fire Protection Ltd	V4854-BACS	179.46		29.91	4210	120	149.55	Inv.59-PAT testing- office
19/12/2025	Wiltshire Council	V4855-BACS	3,343.25			4270	140	3,343.25	431- Office rent-1/1/26- 3/3
19/12/2025	Wilt Assoc of Local Councils	V4856-BACS	450.00			75.00	4055	130	375.00 CILCA Support course- Finance O
19/12/2025	JH Jones & Sons	V4857-BACS	926.40			154.40	4540	142	772.00 Inv.5701-SID Deployment-6th De
19/12/2025	David Pafford	V4863-BACS	64.00				4070	120	64.00 Chairs Allowance- December 25
24/12/2025	Teresa Strange	V4858-BACS	██████████			87.80	4000	130	██████████ December 2025 Salary
							4820	142	439.00 Trench inspection

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Date: 06/01/2026	Melksham without Parish Council Current Year	Page: 42							
Time: 11:14	Cashbook 5	User: MR							
	CCLA	For Month No: 9							
Payments for Month 9		Nominal Ledger Analysis							
<hr/>									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
17/12/2025	Unity Bank	V4870-TRAN	10,000.00		220			10,000.00	Transfer CCLA TO Unity
Total Payments for Month			10,000.00	0.00	0.00			10,000.00	
Balance Carried Fwd			785,000.00						
Cashbook Totals			795,000.00	0.00	0.00			795,000.00	

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 2nd February 2026 at Melksham Without Parish Council Offices

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

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

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

In attendance: Wiltshire Councillor Nick Holder

On Zoom: One member of the public joined on Zoom (part)

439/25 Welcome, Housekeeping and Announcements:

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

440/25 Apologies:

None as all members of the committee were present.

441/25 Declarations of Interest:

a. Declarations of Interest

None

b. Dispensation Requests for this Meeting:

None requested.

442/25 To consider holding items in Closed Session due to confidential nature:

Resolved: Agenda items 14a (Appeal Hearings) and 15 (Planning Enforcement) to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Agenda item 14a: Appeal Hearings: Start of legal action proceedings

Agenda item 15: Planning Enforcement: Start of potential legal action

443/25 Public Participation:

Standing Orders were suspended to public participation.

Wiltshire Councillor Holder made the members aware that the Planning Appeal for Land South of Snarlton Farm (APP/Y3940/W/25/3373278) would be determined by the Secretary for State rather than by the Planning Inspector. The Planning Inspector will still write a recommendation report which will be considered and determined by the Secretary of State.

Wiltshire Councillor Holder explained that the reason for the change is that this site is deemed to be a strategic housing development as it consists of more than 150 homes and covers more than 5ha of land. The Secretary of State has decided that he will consider and determine appeals on all developments of this magnitude. Wiltshire Councillor Holder considers that this causes two issues. The first is that it will prolong the period before a decision is made.

He also feels that this the start of planning committees at local authorities losing the power to determine strategic planning applications as part of the government's planned scheme of delegation to drive the housing growth agenda. He feels that it calls into question the strength of the Neighbourhood Plan and that it is a bad day for local communities and local democracy - taking decision making away from the people who know their communities.

He noted that the Woodrow Road appeal decision will not go to the Secretary for State due to its smaller size (70 homes).

Members questioned whether the Planning Inspector's report would be publicly available before the final determination? Wiltshire Councillor Holder did not know.

The Clerk reported that that KC at the Snarlton Farm appeal had commented that he had 'called-in' the appeal but, at that time, confirmation had not been received that it determined by the Secretary of State. The Clerk questioned whether this application had passed to the Secretary of State as a 'one-off' as it had been called-in or whether this was the first of strategic applications being considered under the government's Scheme of Delegation? Wiltshire Councillor Holder was unsure but committed to raising the question with Wiltshire Council.

Members also commented that they felt the lack of 5-year land supply in Wiltshire (one of the key arguments in the appeal) was due to the developers not building houses fast enough and that Wiltshire Council should put pressure on the developers to accelerate the delivery of homes.

Members expressed concerns that it appears that decisions on multiple planning applications are being delayed/deferred pending the outcome of the Snarlton Farm Appeal which causes uncertainty in the community. It was felt that until the appeal is determined planning application decision making and housebuilding will be paralysed.

Resolved: For Wiltshire Councillor Holder to ask at Wiltshire Council Cabinet meeting for Wiltshire Council to lobby central government to accelerate the timelines for the Secretary of State to determine planning appeals.

Wiltshire Councillor Holder commented that he had no objection to the planning application for The Heights Sandridge Hill (PL/2026/00307)

The meeting reconvened.

444/25 New Planning Applications: The Council considered the following applications and made the following comments:

- a. **PL/2025/09917 Land to the east of New Road, Melksham, SN12 7QZ**
Outline planning permission: Some matters reserved: Outline permission for the erection of up to 2 self-build dwellings and associated infrastructure, all matters are reserved except for access. Applicant Name: Mr Stuart Little.

Comments: Members **Object** for the reasons set out below.

- 1. Conflict with the Joint Melksham Neighbourhood Plan 2 – Policy 6 (Housing in Defined Settlements)**

The Parish Council considers that the application site lies outside the defined settlement boundary of Melksham. Policy 6 of the Joint Melksham Neighbourhood Plan 2 directs new housing development to defined settlements. As the site is located beyond this boundary, the proposal is contrary to the spatial strategy of the Neighbourhood Plan.

- 2. Harm to Landscape Character and Settlement Edge – Policies 18 and 20**

The Parish Council is concerned that the proposed development would result in the erosion of the rural and transitional character of the settlement edge. New Road currently forms a clear and well-defined boundary between the built-up area and the open countryside. Introducing residential development on this site would represent an encroachment into the countryside and would fail to respect the landscape transition required by Policies 18 (Landscape Character) and 20 (Locally Distinctive, High Quality Design) of JMNP2.

- 3. Precedent and Incremental Development**

The Parish Council is particularly concerned that approval of this application would set an undesirable precedent for further development along New Road. Incremental or “creeping” development of this nature would undermine the plan-led approach of the Neighbourhood Plan and make it increasingly difficult to resist similar proposals in the future, leading to cumulative harm to the character of the area.

- 4. Sustainability of the Location – Policy 1**

Despite its proximity to Melksham, the Parish Council does not consider the site to represent a sustainable location for residential development. The nature of New Road, limited pedestrian infrastructure, and reliance on private vehicles mean that future occupiers are likely to be car-dependent, contrary to the objectives of Policy 1 (Sustainable Design and Construction).

Members also note that the Planning Statement and Design & Access Statement contain numerous drafting and accuracy issues, including duplicated sections, typographical errors, inconsistent dates, unsupported assertions and internal contradictions, which collectively undermine the reliability of their conclusions. In particular, the Planning Statement repeatedly refers to the Joint Melksham Neighbourhood Plan 2021 rather than the made Joint Melksham Neighbourhood Plan 2 (2020–2038), indicating that the proposal has not been assessed against the correct neighbourhood plan policies.

b. **PL/2025/08409 Outmarsh Farm, Outmarsh, Semington, Trowbridge, BA14 6JX** Full planning permission: Retrospective application for the siting of a static caravan for temporary residential use in connection with agricultural operations for a period of three years. Applicant Name: Mr Robert Vaughan.

Comments: No objection subject to:

- Clarification of the 3-year time period in the application - Is this from the point of approval of the application or from time the caravan was located on the site (as this is a retrospective application)?
- Tight control/supervision to prevent residential creep
- Clarification of vehicular access/parking arrangements

The member of the public on Zoom left the meeting at 7:30pm.

c. **PL/2026/00066 Kays Cottage, 489 Semington Road, Melksham, SN12 6DR** Householder planning permission: Proposed extension over part of the existing single-storey rear extension (Resubmission of application PL/2022/08518). Applicant Name: Mr Paul Williams.

Comments: Members object to this application on the grounds of additional overdevelopment of the site and the lack of parking provision, resulting in on street parking on Semington Road exacerbating an existing highway safety issue.

Members noted that they had objected to the previous application for the site (PL/2022/08518) and agreed to resubmit the same comments as previously. They also noted that the overdevelopment of the site has increased since the previous application with approval of PL/2024/09323 to use a garage as accommodation.

d. **PL/2026/00307 The Heights, 262A Sandridge Hill, Sandridge Common, Melksham, SN12 7QX** Householder planning permission: Single storey rear oak frame extension together with internal reconfiguration. Applicant Name: Mr & Mrs Freeman.

Comments: No Objection

e. **PL/2025/09780 Land to the north of the A3102, Melksham, Wiltshire.** Outline planning permission: Some matters reserved: Outline planning application for the construction of 295 homes; public open space including formal play space and allotments; sustainable drainage systems and associated infrastructure; a 100 place nursery and access points for pedestrians and cyclists. All matters are reserved except for access, the principal point of access is to be provided from a new northern arm onto an improved arrangement of the Eastern Way/A3102 roundabout junction and an emergency access onto the A3102. Applicant Name: Bloor Homes South West

It was explained that this outline application is for the same site as Full application PL/2024/10345. The Clerk explained that following a conversation with the planning officer, it appears that the Full planning application has become stuck due to a technical reason and Environment Agency objections.

This application may be an alternative route to approval while the technical issue is being resolved. It was noted that the developer had requested a meeting with the parish council to provide an update and the route forward.

Members agreed to submit the same comments as previously submitted on PL/2024/10345.

Comments: All the comments from Melksham Without Parish Council that have been submitted for Full planning application PL/2024/10345 are being resubmitted for this Outline application. It is noted that some of the previous comments may no longer be relevant due to design changes or are not relevant to an outline publication. Melksham Without Parish Council will be meeting with the developer and may submit additional or consolidated comments.

445/25 Amended Plans/Additional Information: The Council considered the following amended applications and made the following comments:

None

446/25 Current planning application: standing item for issues/queries arising during period of applications awaiting decision.

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

The new comments from Urban Design and Landscape were noted.

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

The new comments from Conservation and the meeting with the developer (Hannick) to be held on 11th February 2026 were noted.

No further correspondence regarding holistic review of A365 Bowerhill had been received.

The Clerk explained that following the Highways, Footpaths and Streetscene committee meeting (on 20th January 2026) a request had been made to the Local Highways Footpaths Improvement Group (LHFIG) substantive projects fund to implement any engineering solutions identified from the holistic review.

Standing Orders were suspended to allow Wiltshire Councillor Holder to speak.

Wiltshire Councillor Holder commented that he was also disappointed with the response from Wiltshire Council regarding the cumulative impact of developments on the A365 Bowerhill, especially as the parish council had followed the advice from Kenny Green (Wiltshire Council Planning Manager) in how to raise the issue. He committed that when the application is considered by the Strategic Planning Committee, he will push for a condition related to a holistic review of the A365 in Bowerhill.

The meeting reconvened.

Wiltshire Councillor Holder left the meeting at 7:50pm.

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

No new documents or comments from statutory consultees.

- d. **PL/2024/11426: Land to the South of A365 Bath Road and West of Turnpike Garage, Melksham, Wilts (Gompels)**: Outline planning permission: All matters reserved. Construction of warehouse with office space, parking and associated landscaping including site access.

The Applicant Response to Public Protection comments and the new comments from Landscape were noted.

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

Resolved: To approve the notes from the meeting with Barratt Homes held on 27th January 2026 (attached).

It was noted that the day of the meeting with the developer, an exploratory digger was removed from site using a low loader which blocked Maitland Place for a period of time and left mud on the road. The mud was reported to Enforcement at Wiltshire Council.

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

The new Flood Risk and Drainage Addendum 2 document was noted.

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

No new documents or comments.

Resolved: Due to lack of progress, the Clerk to write to the landowner and developer to ascertain their intentions with the development and planning application.

447/25 Proposed Energy Installations

a. Lime Down Solar

It was noted that comments (relevant representations) have been published. Councillor Richardson commented that he was incredibly disappointed with the comments submitted by Wiltshire Council, despite him having provided points of concern directly to the Cabinet Member. He noted that there is no mention of Shaw, Whitley or Beanacre and the response doesn't consider the key risks and the cumulative impact of schemes in the Shaw, Whitley and Beanacre area. He is concerned that the comments from Wiltshire Council will carry more weight than those submitted by the parish council and CAWS (Community Action Whitley and Shaw).

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

It was noted that works on Westlands Lane for both projects started on 26th January 2026.

Councillors and the Clerk who attended the Studley Solar Farm (DNOC for Verdant Energy) and Norrington Spring Park Project (Aureos for SSEN Distribution) drop-in sessions felt that they were poor in addressing residents' concerns and in providing clearly understood responses. It was reported that there was some tension at the start of the works due to misunderstandings about access, leaving the residents feeling very let down and unhappy.

It was noted that the website for the Norrington Spring Park Project, including some Frequently Asked Questions had gone live that day.

It was also noted that HGVs (Heavy Goods Vehicles) accessing the National Grid site have been given permission to use the closed section of Westlands Lane (as they are unable to use the weight limited bridge)

Councillor Richardson reiterated his concerns that the next phases of each project will coincide with road closures on Corsham Road at the same time as road closure of Top Lane and traffic control (traffic lights) on Shaw Hill. It was hoped that Wiltshire Council would deconflict the projects.

It was noted that members of the planning committee had meet with representatives from the Norrington Spring Park Project on 22nd January 2026. Members felt that the meeting was disappointing with set responses being provided. It was felt that the team from Norrington Spring Park were somewhat defensive and didn't engage with the issues raised. A second meeting is being planned before completion of the works on Westlands Lane.

c. PL/2025/05552 Land South of Brockleaze, Neston, Corsham, SN13 9TE. Full planning permission: Battery Energy Storage System with associated infrastructure.

It was noted that the Environment Agency are maintaining their objection to the proposal.

d. To receive an update on Wiltshire Council Engagement about Cumulative Impact.

It was noted that the meeting to discuss cumulative impact with Wiltshire Council Cabinet Member Adrian Foster (Cabinet Member for Strategic Planning, Development Management, and Housing) had been postponed.

e. Future Energy Landscapes consultation (proposals adjacent to northern parish boundary)

It was noted that a meeting had been held with the Clerk, Community Action Whitley and Shaw (CAWS), Wiltshire Councillor Alford, Gary Collins and members of the Future Energy Landscape (FEL) team.

The Clerk reported that the Future Energy Landscape team questioned why the parish had not attended or fed back after their event in Corsham. The Clerk explained that the parish council had not received any notification of the event and subsequently the FEL team committed to share details of upcoming activities. The Clerk noted that, since then, details of the current Future Energy Landscapes consultation (e.g. marketing materials) had not been provided directly to the parish council but have been forwarded by the Clerk of Corsham Town Council. The Clerk has responded to the FEL team to express disappointment.

The Clerk explained that members had the opportunity to comment on the FEL consultation and then advertise the consultation to the public including the thoughts of the parish council.

Councillor Richardson commented that he had already responded to the consultation on a personal basis. He was disappointed that, despite the cumulative impact work and requests for mitigation of risk proposed to Wiltshire Council, Wiltshire Council are openly supporting FEL proposals, which include 12 locations on the border of the parish. He is also concerned about the £100,000s which appear to have been spent on the project.

The Clerk reported that she had spoken with a member of Melksham Energy Group and Wiltshire Climate Alliance and had shared the parish council's concerns. The member of Melksham Energy Group/Wiltshire Climate Alliance had then raised the parish council's concerns at a Wiltshire Council convened Community Energy Network meeting.

Members considered the draft comments to be submitted to the consultation by CAWS.

Resolved 1: To submit the following comments to the Future Energy Landscapes consultation (based on the CAWS submission)

Melksham Without Parish Council supports:

- The principle of renewable energy generation
- Cumulative Impact Assessment for all proposed schemes
- Domestic/residential schemes
- Community schemes for community buildings such as:
 - Shaw School
 - Whitley Reading Rooms
 - Shaw Village Hall
 - Whitley Stores
- Discussion about how such schemes might be categorised as community energy schemes and how appropriate financial/planning support might be provided by WC

Melksham Without Parish Council does not support:

- The suggested Future Energy Landscape locations along the Roman Road in the immediate north of the parish boundary
- Cumulative impact
- Saturation
- Lack of consultation
- Unmitigated risks:
 - Contextual policy used to frame unrelated development positively
 - Strategic signalling of further schemes
 - Public statements vulnerable to misinterpretation
- Erosion of public trust

Melksham Without Parish Council request to be proactively consulted with (CAWS and MWPC) without having to “pull” information from Wiltshire Council

Resolved 2: To encourage residents to respond to the Future Energy Landscapes consultation (closing date: Friday 13th February at 10pm).

448/25 Planning Policy:

a. Joint Melksham Neighbourhood Plan (NHP):

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

Resolved: to add Settlement Boundary Review to the list of items for a future review of the Neighbourhood Plan

b. Wiltshire Council's Draft Local Plan Examination:

No updates were available. It was noted that the deadline for Wiltshire Council's response to Inspectors' Post Hearing Letter was Friday 30th January 2026 but that it has not yet been published.

c. National Planning Policy Framework (NPPF)

The consultation on changes to NPPF and headlines was noted. It was also noted that no response from professional bodies or CPRE (Campaign for the Protection of Rural England) had been seen yet.

449/25 Premises Licenses applications and decisions:

It was noted that the license for WOMAD to be held in Neston had been granted.

450/25 Melksham Link Planning Application

Members noted that Memorandums of Understanding (MoU) had been signed by Derry Hill and Studley Parish Council and Chippenham Town Council, and that the Wilts and Berks Canal Trust (WBCT) were looking to sign similar MoUs with Lacock and Bremhill Parish Councils. Members questioned why these hadn't been established with Melksham Without Parish Council and Melksham Town Council.

WBCT representative Councillor Harris agreed to raise it at the next WBCT meeting.

451/25 Street Naming

Members considered street naming themes for Land north of the A3102 (New Road Farm) (PL/2024/10345), Land South of Western Way (PL/2025/07391), Land off Corsham Road (Middle Farm) (PL/2024/09725) and Land at Blackmore Farm (PL/2023/11188).

It was noted that the agenda incorrectly referred to Land to the east of New Road (PL/2025/09917) instead of Land north of the A3102 (New Road Farm) (PL/2024/10345) and would be specifically published as such at the Full Council meeting when the recommendations would be approved.

Recommendation: To propose the following street naming themes:

- New Road Farm: Forests
- Land South of Western Way: RAF Planes
- Middle Farm: To use the street name suggestions made by Councillor Richardson of people associated with Whitley
- Blackmore Farm: Cows (dairy and beef)

452/25 Appeals

a. Appeal Hearings

Held in closed session at the end of the meeting.

- i. [PL/2024/10674](#): Land off Woodrow Road – start Tuesday 3rd February 2026

The Parish Council had previously agreed (Min 356/25c2) an initial £1,994 (excluding VAT) for Place Studios to attend meetings and draft representations, and to approve in principle further costs to be incurred for Vaughan Thompson (from Place Studios) to attend the Appeal Hearings. The Clerk was also granted delegated powers to spend up to an additional £2,000 excluding VAT, on hearing associated costs (Min356/25c3).

The Clerk provided an update from Place Studios on the numbers of hours used against the agreed quote. It was reported that more hours had been allocated to the Snarlton Farm appeal than to the Woodrow Road appeal but would equal out across the two to match the original estimate. It was noted that the money allocated under delegated powers had not yet been utilised.

The CEO of Melksham Town Council has confirmed that Melksham Town Council will be paying 70% of the costs.

The Clerk reported that she and Vaughan Thompson (from Place Studios) had spent some time reviewing the points to be raised at the hearing and making minor adjustments based on learning from the Snarlton Farm appeal. Changes had been communicated to the planned attendees.

Held in public session.

- ii. [PL/2024/07097](#): Land south of Snarlton Farm

The progress of the appeal was discussed in the Public Participation session (Min 443/25)

b. **PL/2023/05883: Land to the rear of 52e, Chapel Lane, Beanacre**

No decision received.

c. **PL/2025/08613 Land South of 214B Corsham Road, Whitley**

Resolved: To submit comments previously submitted by the parish council on the planning application as a written representation to the appeal.

453/25 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

a. Top Lane, Whitley - not held in closed session as no update had been received.

454/25 S106 Agreements and Developer meetings: (Standing Item)

a. Updates on ongoing and new S106 Agreements

i. Pathfinder Place

No new updates.

ii. Buckley Gardens S106 Highways contribution

The Clerk explained that she had a conversation with Mark Wiltshire (Principal Transport and Development Manager) to clarify the scope within the proposed wording for the S106:

“The sum of two hundred thousand pounds (£200,000) towards route enhancements to improve connectivity between the Land, the town centre to the north and education facilities to the east, inclusive of Local Cycling Walking Infrastructure Plan routes, and measures to enhance and provide pedestrian routes on the eastern side of the A350 Western Way roundabout”

It was clarified that the phrase “the town centre to the north” includes routes to Aloeric School and the phrase “education facilities to the east” includes routes to the school site on Pathfinder Way and Melksham Oak Community School.

Recommendation 1: To not object to the proposed wording for Buckley Gardens S106 Highways contribution.

Members discussed the lack of barriers on the footway approaches to the Toucan Crossing on the A365 between the school site on Pathfinder Way and the path to Burnet Close. When discussed with Mark Wiltshire (Principal Transport and Development Manager) he had suggested that they were not needed as pedestrians/cyclists would have to slow down to turn a corner before the crossing.

Recommendation 2: To request installation of barriers on both footway approaches to the Toucan Crossing on the A365 between the school site on Pathfinder Way and the path to Burnet Close.

iii. To receive feedback from S106 cemetery contribution requests (if received)

None received

iv. To note any S106 decisions made under delegated powers

None

b. Contact with developers:

i. Cooper Tires site.

The Clerk reported that she had spoken with the new owners of the Cooper Tires site. The owners confirmed their awareness of the Neighbourhood Plan and other relevant documents and stated that protected elements are being safeguarded during demolition works. They also confirmed that their intention is to demolish the existing buildings and remediate the site prior to selling it on. The owners stated that they will consult with both Melksham Town Council and Melksham Without Parish Council before submitting any planning applications. The Clerk has kept Melksham Town Council informed of these discussions.

Meeting closed at 9:25 pm

Chairman, 9th February 2026

Meeting with representatives of Barratt Homes regarding land South of Western Way held on Tuesday, 27th January 2026 at 11.00am at Melksham Without Parish Council Offices at Melksham Community Campus

Present: Councillor Richard Wood (Chair of Planning)
Councillor Alan Baines (Vice Chair of Planning)
Councillor David Pafford (Vice Chair of Council)
Councillor Mark Harris (Planning Committee Member)
Wiltshire Councillor Nick Holder, Bowerhill
Teresa Strange, Parish Clerk
Fiona Dey, Parish Officer
Charlotte Counsell, Barratt Homes
Emma Gillespie, Barratt Homes
Matthew Roberts, JBP

As Chair of Planning, Councillor Wood chaired the meeting and welcomed Charlotte, Emma and Matthew to the meeting.

Developer Update

Charlotte explained that following two previous meetings with the parish council (in May and June), the reserved matters application (PL//2025/07391) had been submitted, and that they have now been working to address the comments and questions which have been submitted, including those from the parish council.

An up-to-date site layout was presented, and the following points were highlighted:

- Crossings and visibility splays have been reviewed.
- Traffic calming measures have been added
- On the northern edge of the site, the 3.5m wide cycle path has been relocated from running alongside the A365 to within the site. A 2m wide footpath remains.
- New SUDS, additional swales and rain gardens have been added
- Environmental Heath require additional surveys to support noise mitigation. These will consider the whole site, not just the edge adjacent to the industrial estate.
- The layout has been changed so that the 2.5 storey buildings will overlook the LAP (Local Area for Play).
- Frontage parking has been broken up with side parking
- Materials remain unchanged

Construction Traffic Access

The current proposal (still to be approved) is that construction traffic will access the site by turning left off Western Way (A365) using the emergency access. Construction traffic will exit the site via Maitland Place. Exit onto Western Way has been determined unsafe due to the location of a headwall and turning circles.

Members were disappointed and unhappy that the site exit for construction traffic is not directly on to Western Way and consider the solution of using Maitland Place as sub-optimal.

Members are concerned about the impact on Maitland Place residents of construction traffic using the road during the estimated 4-year construction period, on top of the additional traffic from occupants of the new development. Concerns relate to dirt and damage, as well as traffic volume. It was noted that the day prior to the meeting, an exploratory digger was removed from site using a low loader which blocked Maitland Place for a period of time and left mud on the road. The Clerk stressed the importance of ensuring that the construction management plan is followed and enforced. It was also noted that Maitland Place has not yet been adopted by Wiltshire Council.

Members urged the developer to relook at construction traffic exit from site and to find a solution which does not use Maitland Place. If an alternative exit is not possible, members requested a report is provided detailing all the options evaluated and the reasons they were not possible.

Connectivity and Safe Walking Routes

The importance of connectivity of the site with the rest of Bowerhill was stressed. It was noted that the developers had included a pavement spur, on the north-east of the site, to the adjacent site. It was unclear how the spur would connect to the pathways on the adjacent site. The adjacent site was developed by Taylor-Wimpey (who have left site) and has planning permission granted for a primary school on the site (PL/2023/08046). **Members encouraged the developer to address the issue rather than leave residents without a connected route.**

Concerns were also raised about the route to the secondary school as there will be no continuous route along the verge of the A365 Western Way. The stretch of verge next to the Taylor Wimpey/primary school site does not have a footpath but members were worried that children would still walk on it. It was also noted that the footpath improvements at Burnet Close were due to start in spring.

Other Points

Concerns were raised about the impact of construction traffic for the Care Home (separate developer). It was noted that the Care Home site has not yet been sold but that construction management would form part of the negotiations.

Members noted that the proposed housing mix does not align with the Melksham Neighbourhood Plan Area Housing Needs Assessment (2023) which prioritises the delivery of two, three and four bedroom dwellings, including bungalows. The developer explained that the housing mix was previously established in the S106 agreement. It was also noted that neither the 2 bungalows or the 1 bedroom apartments would be for sale on the open market.

Members reiterated/made the following requests:

- the parish council would like first refusal on taking on the LEAP (locally equipped areas for play), allotments etc.

- A teen shelter should be included near the MUGA (multi-use games area)
- Green space should include wild flower areas and mown areas for informal play

It was noted that the development has not been named yet and that members will provide suggestions for street names.

The Revised Matters re-submission is expected within a few weeks.

Meeting closed at 12.30pm

Fiona Dey

From: Jonathan Dodd <Jonathan.Dodd@bloorhomes.com>
Sent: 29 January 2026 14:03
To: Teresa Strange
Cc: Matthew Watson; Fiona Dey
Subject: RE: New Road Farm naming

Categories: Full council

Hi Teresa

We think there are ten or so names required for roads. We are also looking for suggestions on overall site marketing name, which often sticks, or could be associated to the name of the main road.

Many thanks and look forward to hearing

Kind regards

Jon

Jonathan Dodd
Senior Planning Manager

Bloor Homes South West
Unit 7 Latham Road, Swindon, Wiltshire, SN25 4DL

Tel: 01793 835600

Email: Jonathan.Dodd@bloorhomes.com



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 28 January 2026 18:53
To: Jonathan Dodd <Jonathan.Dodd@bloorhomes.com>
Cc: Matthew Watson <Matthew.Watson@bloorhomes.com>; Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: RE: New Road Farm naming

Hi Jonathan

Good to hear from you, and yes, we saw the new outline planning application – we will be considering it at our planning meeting on Monday night.

I spoke to Ruaridh, and assume it's the same, but with less detail as outline only, so we can consider it the same plans as before? Just less detail?

Re the street naming, the parish council would like to get involved please, they like to reflect the site history if possible, and tie in with the public art etc to reflect.

I have put on the agenda for the Planning meeting on Monday, to get a theme if not the actual names (as you know we might have to do some due diligence if they are naming after people).

Do you have a ballpark number of the number of roads you have?

All the best, Teresa

From: Jonathan Dodd <Jonathan.Dodd@bloorhomes.com>
Sent: 20 January 2026 15:09

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Matthew Watson <Matthew.Watson@bloorhomes.com>
Subject: New Road Farm naming

Hi Teresa,

I hope you are well. We will be asking for your availability soon to arrange a meeting on New Road Farm to update you on where we are up to and the route forward to Committee etc.

In the meantime we are looking ahead to site starting and marketing. Would the Parish Council be interested in submitting any name suggestions? We are open to ideas and appreciate some of the Councillors may have some interesting local knowledge/references!

Let me know if you are interested in providing any, no worries if not, I thought I would ask.

Kind regards,

Jon

Jonathan Dodd
Senior Planning Manager

Bloor Homes South West
Unit 7 Latham Road, Swindon, Wiltshire, SN25 4DL

Tel: 01793 835600
Email: Jonathan.Dodd@bloorhomes.com



Street Naming Suggestions & Themes – Planning Committee 2nd February 2026

Land North of the A3102 - New Road Farm (PL/2024/10345),

Theme: Forests

Development Name: New Road Farm
King's Forest

Street Names (suggested):	Thetford
	Wyre
	Rockingham
	Charnwood
	Needwood
	Delamere
	Rossendale
	Bowland
	Knaresborough
	Inglewood
	Wark
	Kielder
	Rothbury
	Atholl

Land South of Western Way (PL/2025/07391)

Theme: RAF planes

Land off Corsham Road - Middle Farm (PL/2024/09725)

Peter Richardson list

Land at **Blackmore Farm** (PL/2023/11188)

Theme: Cows (dairy and beef)

Development Name:

Street Names (suggested):

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Balance Brought Fwd :	6,061.13				6,061.13	
V4915-BACS	Banked: 06/01/2026	15,000.00						
V4915-BACS	RWE Renewables	15,000.00			1145	110	15,000.00	In541 Wick Solar Farm deed of
V4916-BACS	Banked: 06/01/2026	150.50						
V4916-BACS	Future of Football	150.50			1210	210	150.50	Inv.534a-Part Oct & Nov traini
V4917-BACS	Banked: 19/01/2026	142.00						
V4917-BACS	Bishops Cannings B	142.00			1210	210	142.00	Inv.543- Jan 26 Matches
V4918-BACS	Banked: 19/01/2026	71.00						
V4918-BACS	Bishops Cannings A	71.00			1210	210	71.00	Inv.539- 14th Dec 25 match
V4919-BACS	Banked: 19/01/2026	213.00						
V4919-BACS	Bishops Cannings A	213.00			1210	210	213.00	Inv.542- Pitch hire
V4920-BACS	Banked: 20/01/2026	6,140.46						
V4920-BACS	HM Revenue & Customs	6,140.46			105		6,140.46	VAT Refund- 1st Oct-31st Dec
V4921-BACS	Banked: 28/01/2026	40.00						
V4921-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 10a Berryfield
Total Receipts for Month		21,756.96		0.00	0.00		21,756.96	
Cashbook Totals		27,818.09		0.00	0.00		27,818.09	

Continued on Page 260

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2026	Water2Business	V4909-DD	406.48		4322	220		406.48	Inv.542-Pavilion water charges
06/01/2026	Lloyds Bank	V4910-DD	10.70		4140	120		10.70	Monthky charge
15/01/2026	Daisy (Onebill)	V4911-DD	63.85		10.64	4190	120	53.21	Inv.032- Office wifi & line
15/01/2026	Daisy (Onebill)	V4912-DD	72.11		12.02	4384	220	60.09	Inv.033- Pavilion wifi & line
22/01/2026	EDF Energy	V4913-DD	221.00		10.52	4312	220	210.48	Inv.07-Pavilion gas
26/01/2026	Unity Bank	V4908-6244	20,000.00			220		20,000.00	Fund transfer Lloyds to Unity
29/01/2026	Lamplight	V4914-DD	57.00		9.50	4686	170	47.50	Inv.101-MCS Database
Total Payments for Month			20,831.14	0.00	42.68			20,788.46	
Balance Carried Fwd			6,986.95						
Cashbook Totals			27,818.09	0.00	42.68			27,775.41	

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	16,302.36					16,302.36	
V4907-INTE	Banked: 05/01/2026	2,621.19						
V4907-INTE	CCLA Investment Management	2,621.19			1080	110	2,621.19	Interest
	Banked: 20/01/2026	10,000.00						
V4901-TRAN	CCLA	10,000.00			240		10,000.00	Fund transfer-CCLA- Unity
	Banked: 26/01/2026	20,000.00						
V4908-6244	Current Account & Instant Acc	20,000.00			200		20,000.00	Fund transfer Lloyds to Unity
	Banked: 27/01/2026	4,000.00						
V4903-TRAN	CCLA	4,000.00			240		4,000.00	Fund Transfer-CCLA-Unity
Total Receipts for Month		36,621.19		0.00	0.00		36,621.19	
Cashbook Totals		52,923.55		0.00	0.00		52,923.55	

Continued on Page 284

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2026	Grist Environmental	V4904-DD	79.44		13.24	4770	220	66.20	Inv.906-B'hill waste away
16/01/2026	Lloyds Bank PLC	V4902-DD	474.82		54.64	4175	120	72.45	Office 365 for Cllrs
					4686	170		6.99	MCS Line
					4150	120		66.44	2x External hard drives
					4055	130		148.50	Local council administration b
					4175	120		24.97	Adobe PDF
					4175	120		30.24	Office 365 for officers
					4175	120		6.33	MWPC Website hosting
					4200	120		12.99	Online meeting subscription
					4686	170		6.99	MCS Line
					4190	120		41.28	Office phone subscription
					4140	120		3.00	Monthly Fee
20/01/2026	EDF Energy	V4905-DD	138.53		6.60	4302	220	131.93	Inv.015- Pavilion electricity
27/01/2026	Ace Shelters (eCapital Commerc	V4883-BACS	4,530.00		755.00	4545	142	3,775.00	Replacement bus shelter- Beanac
27/01/2026	Agilico	V4884-BACS	53.39		8.90	4130	120	44.49	Inv.871-Office photocopying
27/01/2026	Aquasafe Environmental Ltd	V4885-BACS	168.00		28.00	4212	220	140.00	Inv.103- January PPM Visit
27/01/2026	Jens Cleaning	V4886-BACS	213.00			4381	220	213.00	Inv.1092-12 Nov-17 Dec Cleanin
27/01/2026	JH Jones & Sons	V4887-BACS	434.40		72.40	4721	220	362.00	Inv.5729-Install gate stops
27/01/2026	JH Jones & Sons	V4888-BACS	2,742.77		457.13	4402	320	72.94	Inv.5728-Allotment grass cutti
					4402	320		21.88	Inv.5728-BSF Hedge cutting
					4400	142		417.42	Inv.5728-Play Area grass cutti
					4780	142		149.86	Inv.5728-Play Area bin emptyin
					4400	142		21.84	Inv.5728-Beanacre leaf clearan
					4400	142		42.03	Inv.5728-Kestrel Shrub
					4820	142		39.36	Inv.5728-SHF Annual cut
					347	0		-39.36	Inv.5728-SHF Annual cut
					6000	142		39.36	Inv.5728-SHF Annual cut
					4401	220		1,150.06	Inv.5728-JSF Pitch maintenace
					4400	142		25.00	Inv.5728-Grass cut outside BYF
					4781	220		96.50	Inv.5728-JSF Bin emptying
					4405	220		50.67	Inv.5728-JSF Hedge
					4409	142		198.08	Inv.5728-Hornchurch POS

Continued on Page 285

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/01/2026	Melksham Town Council	V4889-BACS	352.80			4820	142	259.20	SHF Caretaking-April-June
				347	0			-259.20	SHF Caretaking-April-June
				6000	142			259.20	SHF Caretaking-April-June
				4820	142			93.60	SHF Caretaking-July-Sept 25
				347	0			-93.60	SHF Caretaking-July-Sept 25
				6000	142			93.60	SHF Caretaking-July-Sept 25
27/01/2026	ROSPA Play Safety	V4890-BACS	660.00		110.00	4575	142	550.00	Inv.643- Wood testing Beanacre
27/01/2026	UK Energy Services	V4891-BACS	914.40		152.40	4212	220	762.00	Inv.1198-Ventilation service
27/01/2026	Wiltshire Age UK	V4892-BACS	3,090.00			4685	170	3,090.00	MCS Service-Jan-March 26
27/01/2026	DAC Beachcroft	V4893-BACS	9.50		9.50	105			Inv.343-VAT- Insurance recover
27/01/2026	HM Revenue & Customs	V4894-BACS	2,986.62			4041	130	1,241.66	Period 10- ER NI
				4000	130			523.20	Period 10- January 2026-T
				4000	130			230.70	Period 10- January 2026-NI
				4010	130			272.80	Period 10- January 2026-T
				4010	130			118.91	Period 10- January 2026-NI
				4010	130			14.00	Period 10- January 2026
				4020	130			250.00	Period 10- January 2026-T
				4020	130			111.35	Period 10- January 2026-NI
				4460	142			207.80	Period 10- January 2026-T
				4800	320			16.20	Period 10- January 2026-T
27/01/2026	Wiltshire Pension Fund	V4895-BACS	2,310.33			4045	130	1,754.47	Period 10- January 2026
				4000	130			267.36	Period 10- January 2026
				4010	130			146.99	Period 10- January 2026
				4020	130			141.51	Period 10- January 2026
28/01/2026	Teresa Strange	V4896-BACS			1.76	4000	130		January 2026 Salary
					4150	120		5.70	MWPC Xmas cards delivery
						4190	120	4.42	Out of hours Mob- Dec 25
						4190	120	4.42	Out of hours Mob-Jan 26
28/01/2026	Marianne Rossi	V4897-BACS				4010	130		January 2026 Salary
28/01/2026	Fiona Dey	V4898-BACS				4020	130		January 2026 Salary
28/01/2026	Terry Cole	V4899-BACS				4460	142		January 2026 Salary
						4050	142	47.50	Travel Allowance Jan 26

Total Salaries
£7,678.26

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Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/01/2026	David Cole	V4900-BACS	██████████		4051	142		37.80	Mileage x84 miles
31/01/2026	Unity Trust Bank	V4906-DD	9.60		4800	320		██████████	January 2026 Salary
Total Payments for Month			26,947.46	0.00	1,669.57			25,277.89	
Balance Carried Fwd			25,976.09						
Cashbook Totals			52,923.55	0.00	1,669.57			51,253.98	

Fixed Term Deposit

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

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

Continued on Page 162

Date: 02/02/2026

Melksham without Parish Council Current Year

Page: 162

Time: 11:06

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
0.00									
	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

Date: 02/02/2026

Melksham without Parish Council Current Year

Page: 67

Time: 11:06

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
		Balance Brought Fwd :	2,969.10				2,969.10	

Banked: **0.00**

0.00 0.00

Total Receipts for Month 0.00 0.00 0.00 0.00

Cashbook Totals 2,969.10 0.00 0.00 2,969.10

Continued on Page 68

Date: 02/02/2026

Melksham without Parish Council Current Year

Page: 68

Time: 11:06

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
0.00									
	Total Payments for Month		0.00	0.00	0.00				0.00
	Balance Carried Fwd		2,969.10						
	Cashbook Totals		2,969.10	0.00	0.00				2,969.10

Date: 02/02/2026

Melksham without Parish Council Current Year**Page: 43**

Time: 11:06

Cashbook 5**User: MR****CCLA****For Month No: 10****Receipts for Month 10****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
		Balance Brought Fwd :	785,000.00				785,000.00	

Banked:	0.00						0.00
---------	-------------	--	--	--	--	--	-------------

Total Receipts for Month	0.00		0.00				0.00
---------------------------------	------	--	------	--	--	--	------

Cashbook Totals	785,000.00		0.00				785,000.00
------------------------	-------------------	--	-------------	--	--	--	-------------------

Continued on Page 44

Payments for Month 10**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/01/2026	Unity Bank	V4901-TRAN	10,000.00			220		10,000.00	Fund transfer-CCLA-Unity
27/01/2026	Unity Bank	V4903-TRAN	4,000.00			220		4,000.00	Fund Transfer-CCLA-Unity
Total Payments for Month									
Balance Carried Fwd									
Cashbook Totals									

Teresa Strange

From: Dave Elms <Dave.Elms@melksham-tc.gov.uk>
Sent: 29 January 2026 11:49
To: Teresa Strange
Subject: public toilets

Hi Teresa,

Just reaching out to let you know but the toilets outside the town hall are currently shut down due to water damage from the flat roof that has caused water to enter the light fittings. We will reopen the toilets as soon as we are able too but unfortunately we cannot give a date as during the initial works it has become apparent that the scale of the work needed to much greater than originally thought. I will let you know as soon as I have any updates.

Kind regards

Dave Elms
Amenities Team Manager



T: 07508 709603
E: dave.elms@melksham-tc.gov.uk
I: www.melksham-tc.gov.uk

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

28th January 2026

Dear Teresa,

Interim Internal Audit Report

An audit was carried out by Kevin Rose on Wednesday 17 December 2025. This was the interim internal audit, part of the annual internal audit coverage of the Council. Prior to the audit a 'Pre-Audit' was carried out remotely which tested items which are required to be published on the Council's website.

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 206 items. A total of 104 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. A balance of 102 items remain to be tested.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Petty cash (Box F)*
- Exemption from External Audit (Box K)*
- the Transparency Code (for Smaller Authorities) (Box L)*
- Trust Funds (Box O)*

Areas subject to audit were;

- the Accounting system and records (Box A)
- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)

Of the 96 applicable items tested a Positive response was obtained in respect of 93 tests. There were 3 Negative responses identified and 5 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

Summary of tests undertaken during this audit

Positive response	93
Negative response	3
Not Applicable to your Council	8
Total tests carried out	<u>104</u>

I am pleased to advise that no 'Non-Compliances' were identified at this stage that would give rise to a negative response on the statutory Annual Internal Audit Report.

One matter that I would particularly like to draw to the Council's attention is the review of Risk. It is a requirement of the Annual Governance Statement and Annual Internal Audit report to confirm that a review of Risk has been carried out during the financial year. As at the date of this interim audit this has not yet been done. The Council must ensure that such a review is conducted and formally recorded in the Minutes prior to the end of the financial year.

I would like to express my thanks for the assistance and hospitality provided to me during my audit.

Yours sincerely,



Kevin Rose ACMA
Director

Melksham Without Parish Council
Financial Year 2025-26

Visit 1 Internal Audit Observations

Date considered by Council _____

Minute Reference _____



IAC Audit and Consultancy Ltd

Audit date: 17 December 2025

C *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit	No	<i>As at the date of the Interim Audit the Council had not formally Minuted a review of Risk</i>	The review of Risk is a key requirement of both the Annual Governance Statement and the Annual Internal Audit Report. The Council MUST ensure that it Minutes a formal review of Risk prior to the end of the financial year.	Advisory	This was reviewed at the Finance Committee held on 5th January 26 and approved by Full Council on 26th January

D *The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has established Reserves (or some other suitable measure) to monitor the usage of CIL Receipts	Yes	<i>It was noted that the Council had previously paid over a large amount of CIL funds to the neighbouring town council. It is unclear how, or when, these funds are intended to be spent by the town council. It was also noted that the town councils internal auditor has drawn attention to the town councils low level of reserves and gave a Negative response to control objective D in the town council Annual Internal Audit Report.</i>	<i>The Council to review the position of the CIL funds advanced to the town council.</i> <i>The Council to note the concerns raised by the town councils internal auditor on the low level of the town councils reserves and consider how this may impact of the use of the CIL funds advanced to the town council.</i>	Medium	

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

No.	Audit Test				Priority	Comments
1	Has the Investment Strategy been subject to annual review?	No	<i>The Investment Strategy has not been subject to annual review as required under the Statutory Guidance.</i>	Council to ensure that its Investment Strategy is subject to annual review (this could be carried out as part of the budget process)	High	This was reviewed at the Finance Committee held on 5th January 26 and approved by Full Council on 26th January
2	Is there an appropriately approved schedule of fees and charges which is published on the Councils website?	Yes	<i>Noted that the published schedule of fees and charges for Bowerhill Sport Field are for 2024/25.</i>	The Council to update the published schedule of fees and charges.	Medium	This is now published on the website

L The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	<i>The Council has complied with the publication requirements of the ICO Model Publication Scheme for Parish Councils. (This includes a requirement to publish the Annual Internal Audit Report and payments over £100).</i>	No	<p><i>The Councils website contains a section "Accounts, Audit, Budget & Compliance to Transparency Code" and discloses within this section information on payments over £500. The Councils website does not disclose that the Transparency Code does not apply to Town and Parish Councils (and therefore there is no 'compliance' requirement) and that this information is voluntarily disclosed by the town council.</i></p> <p><i>The Council has separately published a Publication Scheme, as legally required under the Freedom of Information Act which is listed, less prominently, in the Councils policies section.</i></p>	<p><i>The Council should consider clearly distinguishing between information it is legally required to publish under the Freedom of Information Act and information that it voluntarily publishes, such as information under the Transparency Code.</i></p> <p><i>It may be appropriate for the Model Publication Scheme to be included within the Accounts, Audit and Budget section of the website.</i></p>	Advisory	<p><i>The council to stop publishing payments over £500 on the website as this is not required and to change the wording under this section. The model publication scheme is published under 'policies' on the website but is listed as 'Schedule of Information available under Freedom of Information Act'. The name should be changed to the 'model publication scheme' so that it is more visible.</i></p>

Interim audit summary Melksham Without Parish Council

(shaded Internal Control Objectives are not applicable to your Council)



Audit 1 Date

17 December 2025

Internal Control Objective	N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A <i>Appropriate accounting records have been properly kept throughout the financial year.</i>	-	6	6	-	-	
Box B <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	4	37	33	-	-	
Box C <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	-	5	4	1	1	
Box D <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	1	16	15	-	1	
Box E <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	2	18	15	1	2	
Box F <i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	-	-	-	-	-	
Box G <i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	-	-	-	-	-	
Box H <i>Asset and investments registers were complete and accurate and properly maintained.</i>	-	-	-	-	-	
Box I <i>Periodic bank account reconciliations were properly carried out during the year.</i>	1	7	6	-	-	
Box J <i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i>	-	2	2	-	-	
Box K <i>If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered"</i>	-	-	-	-	-	
Box L <i>The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.</i>	-	1	-	1	1	
Box M <i>The authority, during the previous year (2024/25) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	-	5	5	-	-	
Box N <i>The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).</i>	-	7	7	-	-	
Box O <i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	-	-	-	-	-	
Totals	8	104	93	3	5	-

Teresa Strange

From: CEO <ceo@melksham-tc.gov.uk>
Sent: 04 February 2026 14:09
To: Teresa Strange; CEO
Cc: David Skinner
Subject: RE: Joint CIL

Hi Teresa,

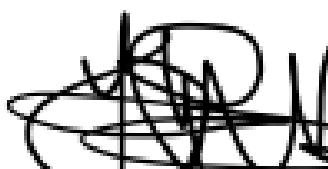
Thank you so much for arranging the meeting with David. David and I have scheduled a meeting with the Wiltshire Council CIL officers, and we will be in a position to come back to you shortly.

I will discuss the potential withdrawal of Melksham Without from the joint pot with the council for their consideration alongside the council's aspirations for joint projects.

We are keen to move forward with these discussions, and we are prioritising this as we understand you have found it frustrating.

Your cooperation and efforts are greatly appreciated.

Kind regards,



Hayley Bell

01225 704 187

hayley.bell@melksham-tc.gov.uk

www.melksham-tc.gov.uk



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



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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 04 February 2026 12:32
To: CEO <ceo@melksham-tc.gov.uk>
Cc: David Skinner <rfo@melksham-tc.gov.uk>
Subject: FW: Joint CIL

Hi Hayley

We have our Full Council meeting on Monday, is there any response to this please?

I have spoken to David about CIL and we are going to arrange to meet to look at ways to track what funds you have, but we are surprised to not have had a reaction to the parish council signalling their intention to withdraw from the joint arrangement.

Thanks, Teresa

From: Teresa Strange
Sent: 27 January 2026 16:01
To: CEO <ceo@melksham-tc.gov.uk>; David Skinner <rfo@melksham-tc.gov.uk>
Subject: Joint CIL

Hi Hayley and David

As you are aware, the parish council met last night at their Full Council meeting.

They approved the recommendations of the Finance Committee of 5th Jan (that David attended online).

I have put the extract of the minutes below, as they describe the thoughts of the council, and please note the resolution.

Attached and below are the notes from the July Joint CIL working party that we are still yet to hear back from the town council on.

With kind regards, Teresa

Extract of MWPC Finance Committee 5th Jan 2026, approved by MWPC Full Council 26th January 2026

MIN 388/25f CIL Sharing with Melksham Town Council (MTC):

i. Feedback from MTC further to Joint CIL working party in July:

The Clerk reported that to date, there had been no response from Melksham Town Council with regard to what joint projects they wished to be put forward for the use of the joint CIL. It was noted that the parish council reviewed and approved the recommendations in the minutes in September 2025, but the Clerk had not seen these notes on the town council's agenda for approval yet. The Clerk reported that the town council still did not have an answer on the amount of CIL they had in the CIL sharing pot.

ii. Agree what funds are to return to the parish council as not allocated after 3 years

It was noted that at the CIL Joint Working Party held in July 2025, there was a recommendation that if the shared CIL was not spent within 3 years, the amount would revert back to the original council in the same proportion. As discussed under the agenda item above, it did not appear that the town council had approved the notes or recommendations from that meeting. The Clerk had put together a list of parish council CIL that had been allocated to the sharing pot, so members could see how long the CIL had been in the reserve. It was noted that currently there was £5,123.31 of CIL that had been in the sharing pot for more than three years. There is a further £113,215.83 of CIL that has been in the sharing pot reserve for up to two years depending on when it had been received.

Members raised concerns at the fact that the parish council held a large amount of CIL in the sharing reserve which was currently not being spent, and very much felt that it was there to serve the residents, not just to be held in the reserve with no allocation. As a result, it was felt that the current agreement with the town council was not working. After a discussion, members were frustrated that a response had not been received by the town council and felt that as there had been no movement, the council should consider the agreement invalid. As a consequence, it was felt that the town council should be written to and advised that the parish council were considering withdrawing all of the parish council funds allocated to the sharing pot to spend on projects within the parish.

Resolution: The parish council write to the town council advising that as there has been no response in relation to moving forward with the joint CIL, the parish council are considering withdrawing their contributions to the sharing pot to spend on projects within the parish.

From: Teresa Strange

Sent: 09 September 2025 10:54

To: Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>; David Pafford <david.pafford@melkshamwithout-pc.gov.uk>; Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; Alford, Phil (Phil.Alford@wiltshire.gov.uk) <Phil.Alford@wiltshire.gov.uk>; Adam Keppel-Green (SLCC Chair) <chair@slcc.co.uk>; Jenny Crossley <jenny.crossley@melksham-tc.gov.uk>

Cc: Fiona Dey <office@melkshamwithout-pc.gov.uk>; CEO <ceo@melksham-tc.gov.uk>; committee.clerk@melksham-tc.gov.uk

Subject: FW: RESENT Notes from the CIL Sharing Fund working party held on 23 July

Dear Joint CIL working party

I am writing to update you further to the Melksham Without Full Council meeting last night, 8th September.

They reviewed the list of projects suggested at the working party and are happy for them to be on the list for setting priority.

Members had been asked to come forward at the September meeting with any further ideas, and the 3 projects they would like added are:

- Village Gates to slow speeding traffic
- Reopening of Church Street public toilets
- The development framework proposal by Place Studio for providing support to turn the Melksham Neighbourhood Plan 2 projects into projects for implementation (Town Centre Master Plan) and support for Cooper Tires etc NB we have been informed that this does not meet the eligibility for CIL as for professional fees and not implementation but MWPC Clerk is querying with Wiltshire Council citing the Melksham Bypass Business Case as an example that Wiltshire Council has used CIL for professional fees

We look forward to hearing the date for the next meeting when the town council have agreed their list, and know how much is their CIL sharing reserve.

To note that Cllr John Glover has a leave of absence until 9th December, and Cllr Mark Harris is his sub on this working party during that period.

With kind regards, Teresa

From: Teresa Strange

Sent: 04 September 2025 14:06

To: John Glover <john.glover@melkshamwithout-pc.gov.uk>; David Pafford <david.pafford@melkshamwithout-pc.gov.uk>; Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; Phil Alford <phil.alford@melksham-tc.gov.uk>; Adrienne Westbrook <adrienne.westbrook@melksham-tc.gov.uk>; Jenny Crossley <jenny.crossley@melksham-tc.gov.uk>
Cc: CEO <ceo@melksham-tc.gov.uk>
Subject: RESENT Notes from the CIL Sharing Fund working party held on 23 July

Dear CIL Shared Working party

Please ignore the previous version of the NOTES, there was a typo, which changed the meaning of the sentence.

The parish council are NOW proceeding to spend £70k on RTI and it previously said we were NOT proceeding.
Thanks to eagle eyed Cllr Glover,
All the best, Teresa

From: Teresa Strange

Sent: 03 September 2025 15:53

To: John Glover <john.glover@melkshamwithout-pc.gov.uk>; David Pafford <david.pafford@melkshamwithout-pc.gov.uk>; Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; Phil Alford <phil.alford@melksham-tc.gov.uk>; Adrienne Westbrook <adrienne.westbrook@melksham-tc.gov.uk>; Jenny Crossley <jenny.crossley@melksham-tc.gov.uk>

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

Subject: Notes from the CIL Sharing Fund working party held on 23 July

Dear CIL Sharing Working Party

Please find the draft Notes from the CIL Sharing Fund working party held on 23 July.

My apologies for the delay in getting this typed up, it's due to leave in August.

Melksham Without Parish Council had verbal feedback at their Full Council meeting on 28 July and approved Actions B & C, and will be considering possible CIL projects when they meet on Monday 8th September.

ACTION B: MTC and MWPC recommend to their prospective councils that the money spent to date in 2024/25 on RTI (2no. units in the Market Place and 3no. in Bowerhill) do **not** come from the CIL Sharing Reserve as already been accounted for.

ACTION C: MTC and MWPC recommend to their prospective councils that if the shared CIL is not spent within 3 years, the amount would revert back to the original council in the same proportion and no longer needs to be reserved for joint projects in the CIL Sharing Reserve.

With kind regards, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01255 705700
www.melkshamwithout-pc.gov.uk

Advanced Notice of Leave:

w/c 15th September

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On X: @melkshamwithout

On Instagram: melkshamwithoutpc

On LinkedIn: Melksham Without Parish Council

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Melksham Without Parish Council comments on the Wiltshire Council budget

6th February 2026

Melksham Without Parish Council are writing to the Wiltshire Councillors in the Melksham Area board with their comments on the proposed 2026/27 Budget and the Medium-Term Financial Strategy (MTFS) 2026/27 to 2028/29 (*revised version in the Cabinet papers dated 3rd February 2026*

<https://cms.wiltshire.gov.uk/documents/s245229/Budget%20Report%202026-27%201.pdf>) to give their views on the proposed Budget ahead of their vote at the Wiltshire Council Full Council meeting when it is considered on 24th February (and to inform the Scrutiny meeting on 11th February).

A reminder that the deadline for parish and town council Precept Requests is 20th January, and so if the cuts in the Wiltshire Council budget are expected to be backfilled by parish and town councils then it is too late in the process (as in the past when the funding for all public toilets was cut by Wiltshire Council after the Precept deadline).

We note the following section from the document (page 52 of pdf):

- Members' responsibility to make a personal decision: In council, members must make a personal decision on how to vote on the budget proposals. Members' overriding duty is to the whole community. Members have a special duty to their constituents, including those who did not vote for them. Whilst Members may be strongly influenced by the views of others, and of their party in particular, it is their responsibility alone to determine what view to take when deciding upon budget questions. He/she should not follow party loyalty and party policy to the exclusion of other considerations.

Parish Steward

107. Savings have been put forward in the MTFS for 2026/27 of £0.800m for the refocussing of the Parish Steward Service. The service will continue, albeit with reduced capacity, and be redesigned to ensure countywide coverage for town and parish council work is maintained while better reflecting current operational demands, particularly the requirement to support permanent pothole repairs, which are funded through capital budgets. In addition, savings of £0.050m in both 2026/27 and 2027/28 will be achieved through targeted cleansing in multi-storey car parks as required.

What does the **reduced capacity** look like? The parish council currently receive 4 days per month (unless called off for gritting/potholes/holiday cover etc) and use all of those with their 5 villages and 2 hamlets. Some of these tasks, say 15 tasks a month, are regular maintenance tasks to prevent flooding – clearing of grips, removing storm debris, hand clearing of blocked drainage gullies, culverts and pipes

and pits that the jet system cannot access, clearing of trash screens. **These are all preventative measures that the parish steward undertakes as part of flood prevention measures.** The other regular tasks are related to clearing vegetation encroaching onto pavements at ground level, and overhanging vegetation, on the very busy A roads that are used as walking routes to the schools in the parish. **This is keeping the width of the pavements as wide as possible to enable parents/carers to hold the hand of young children and pushchairs etc., a clear health and safety issue.** In addition, there are specific monthly adhoc requests for small pothole repairs, signage etc – again, these are not cosmetic things these are so vegetation is cleared around speed limit and other warning signs (A350 Beanacre, and A365 Bowerhill for example). The Parish Steward rarely has capacity for work in the parish to enhance/improve highways aspects in the villages that are cosmetic to support the Best Kept Village competition entries.

Example Parish Steward list attached as Appendix 1 to show scope of work

How will these be addressed with a reduced parish steward capacity? How can parish councils provide this important work in their communities, they are not the Local Highway Authority – what right do they have work on the highway even if they had the capacity to provide contractors with the appropriate street works qualification and accreditation.

Community Transport Grants

108. Community Transport Grants (£0.115m) and Parish Emergency Grants (£0.050m) will be fully withdrawn and ceased from 2026/27.

From the extract of the Press release of Wiltshire Council following the Budget Cabinet meeting, the parish council welcomes the comments and decision made “*We also fully recognise the vital role that services supported through community transport grants play in our local communities. Having looked again at these proposals, and listened to the concerns raised, we believe the benefits to the people who rely on these services significantly outweigh the potential financial savings.*”

The parish council are keen that this vital funding for supporting volunteer groups like the Link driver scheme for medical appointments is retained.

Appendix 2 is the letter from Melksham Link regarding the potential cut, and their 2025 audit for the Melksham Link scheme which shows how vital the scheme is for Melksham and Melksham Without residents.

We note that there is only **one** direct bus to the RUH daily.

Parish Emergency Assistance Grants (PEAs)

The parish has areas of flooding on a regular basis, with reportable internal property flooding in Shaw, Whitley, Beanacre, Woodrow, Berryfield and Bowerhill in the last couple of years. There is no longer any government grant funding for those affected by either named Storms, or more localised flooding. The parish has the Shaw & Whitley volunteer flood wardens in the most effected areas, and they are considered the “gold standard” and exemplars within Wiltshire Council and the wider Community Resilience community. In the last week, Wiltshire Council emailed parish and town councils and asked if them to provide evidence of flooding events or near misses in properties and businesses affected, which included the request to advise if flood wardens used PEAs supplies. From what this budget proposal details though, there will be no further supplies of PEAs – gel sacs, sandbags, flood road signs, grit for salting roads – to replace resources that are regularly used by those vulnerable communities who are helping themselves, and preventing internal flooding. These consumable items are vital parts of flood prevention kits, not “nice to have” items. See Appendix 3 for the email request for Storm Chandra and photos of the Shaw & Whitley Flood Warden kit, the majority has been provided by grant funding from the SSEN Community Resilience Fund and the Parish Council, complemented by the PEAs scheme for more consumable items.

Town Funding

The parish council are keen to find out more about what plans there are to extend the scheme for Melksham, and what has been achieved with this funding to date.

112. Some funding remains from the Wiltshire Towns Programme investment, which will be drawn down from the remaining earmarked reserve for 2026/27 to continue work on developing projects, establishing a tourism service and support for town centres. Going forward, this will primarily be focused on supporting the delivery of large-scale projects with the major projects part of the service, with work this year on Chippenham Avon Project, Assize Courts, Salisbury Playhouse, Westbury town centre and further planning work in Trowbridge and Calne, plus seeking to extend to Melksham and Devizes as schemes move forward.

Broadband

113. The service continues to support the delivery of broadband across Wiltshire, providing assistance to the government's 'Project GIGABIT' and other broadband capital programmes, to maximise broadband connectivity across Wiltshire.

Addressing the lack of fast and reliable broadband in areas of the parish is one of the parish council's 4-year term priorities and objectives. There seems to be a gap in that the Wiltshire Council scheme funds the areas in the county that are not on a list for commercial implementation, which leaves areas in the parish on a list, but never achieved. Appendix 4 shows the latest communication tool from Digital Wiltshire which is a new online platform *informing* on the rollout of gigabit capable broadband, but doesn't actually assist with implementing it. In the words of Wiltshire Council on that email, this is why this matters:

- Emergency Resilience: Reliable connectivity is critical for communication during incidents and severe weather events.
- Protecting Vulnerable Residents: Many older or isolated residents rely on digital access for health services, social contact, and emergency alerts. Better coverage reduces the risk of exclusion.
- Inclusive Access: Ensures rural communities are not left behind in the digital age.
- Economic Growth: Strong connectivity supports local businesses and attracts investment.
- Community Empowerment: Gives you tools to identify and address connectivity challenges proactively.

The parish council requests that this funding is not cut from the Budget; with more done to implement the roll out in areas that are without this valuable utility.

Affordable Housing:

114. The service will refresh the Registered Providers partnership, an income-generating partnership with social housing providers that supports the delivery and adoption of new affordable homes delivered through development contributions.

The parish council supports initiatives that turn approved planning applications with affordable and social housing provision into actual houses for parish residents.

Planning Officers

115. A recruitment campaign has been underway throughout 2025 to recruit to over 20 vacant posts and 18 new posts within the planning service. Recruitment to posts has been broadly successful, and agency spend has been significantly reduced by £0.400m throughout the 2025/26 financial year.

Has full budget provision been made for the full complement of Planning staff required? In the past Cllr Richard Clewer has informed, at the Melksham “meet the leader” event, that substantial cost savings had been made in this area, but were actually just a saving due to Planning staff being under resourced. Does the funding in this department reflect the staffing levels required?

Local Plan

116. The council's Local Plan has reached examination stage. Once adopted, this will help deliver the needs of Wiltshire's growing communities. This aligns with the priorities set out in the Our Wiltshire Plan by building homes and sustainable infrastructure fit for our communities, by helping the economy work for everyone and by enhancing and protecting our environment.

Not sure what this bullet point actually means in terms of the budget, and from the letter from Wiltshire Council to the Planning Examiners 30/1/26 the Local Plan is not expected to be adopted until 2027 now.

Community Grant Funding

139. The Engagement and Partnerships Service has worked to increase funding into good causes in Wiltshire's voluntary and community sector through the introduction of a community lottery.

Please provide details of this, we are not aware of this community lottery in operation at all. We can see from an Area Board briefing to Clerks on 22nd January that in Phase 2 Milestones for the Area Board review that this will be evaluated for its suitability and viability, so not in place yet. We can also see that there will only be 3 grant opportunity meetings per year, which is a protracted timeline for communities to gain grant funding as their project cannot start before grant funding awarded. We do welcome a more “simplified outcomes focussed approach” though and the streamlining of

funds into one, more versatile funding pot. See Appendix 5: Area Board review presentation to Clerks.

Cemeteries

175. £0.095m investment has been added to the capital programme to provide the necessary road access and parking infrastructure to Warminster Cemetery Extension supporting year round burials.

We note that despite the extension to the Melksham Cemetery being listed in the Wiltshire Council CIL priority list for funding, and in the Core Strategy as such, we have been informed that there is no funding available. We ask how the Warminster Cemetery has funding provision in the Budget though; and not Melksham? See Appendix 6 for Wiltshire Council correspondence and Policy extract

LHFIG

176. Infrastructure work includes the resurfacing of roads, reactive patching, surface dressing, drainage and pothole repairs, local highways and footpath improvements. This is funded by a combination of external grants from central government, borrowing and developer contributions. A further £15m capital investment has been added to the capital programme for highways improvements to continue the resurfacing of roads and pothole management. Significant investment is also in place to support the development and delivery of four major road network schemes

We cannot see details of any changes to LHFIG funding in this published Budget document, but understand that there are proposed changes to reduce the funding from LHFIG and put more into the Substantive Fund. We have also heard that the funding will be allocated to schemes that affect the most residents. This is weighted unfairly to those in the rural parishes, and not towns, as a scheme such as Village Gates is nowhere near the substantive fund eligibility criteria, and could benefit 100% of a village/hamlet population, but the number of residents could still be less than a very small proportion of a town.

Whilst Wiltshire Council have a responsibility to ensure that they review their Budget proposals to make sure that they do not discriminate Protected Characteristics, we ask that they also review whether their proposals disproportionately affect more rural residents, than those in towns.

- The council must have regard to its public sector equality duties when making decisions. This includes the requirement to undertake an Equality Impact Assessment in relation to all significant changes to policies, procedures or practice, and to pay 'due regard' to the need to eliminate discrimination and promote equality with regards to race, disability and gender.

Procurement

Procurement Implications

197. Savings of £800k are proposed within the budget from contractual spend in the 2026/27 financial year. The council has significant spend on contracts with third parties and can drive efficiencies and financial savings through tendering and contract processes. Governance has been implemented to ensure these savings will be specifically identified and delivered during the year.

The parish council is aware that one of its councillors attended the Wiltshire Council budget roadshow last year, and with their procurement background felt that they had ideas that could save Wiltshire Council some £100m on procurement spend annually. No one has been in touch to date.

We are also concerned that using Social Value contributions from contracts to fund Area Board grant funding will push procurement values up in the future.

The parish council feel that £800k is far too low a target and probably less than 0.5%. The savings target should be challenging and ambitious. The parish council do not feel that this small saving of £800k will drive any change. The parish council would expect to see an action plan and KPIs to track improvement and so procurement staff can be held to account. That Plan and KPIs should be published in the public domain.

Teresa Strange

From: Rose, Martin <martin.rose@wiltshire.gov.uk>
Sent: 04 February 2026 15:26
To: Teresa Strange
Cc: Alan Baines
Subject: Semington Road by New Inn - Bus Stop Kassell Kerb changes
Attachments: 2026-007-SWL-SEM-001-REV-A - GA.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Teresa,

Please see attached the outline design for the proposed changes to the bus stop layby on Semington Road.

The cost estimate is £7,100. (this includes a 20% contingency)

I welcome any comments you'd wish to make.

Regards

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

Wiltshire Council

Email: martin.rose@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

Highways Fault? Report it here:
<http://www.wiltshire.gov.uk/mywiltshire-online-reporting>

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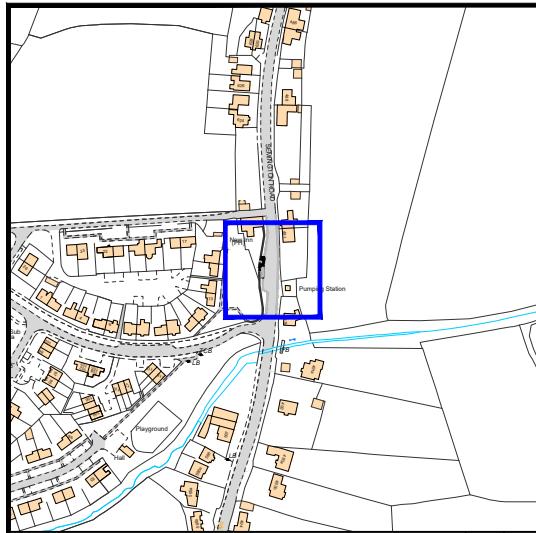
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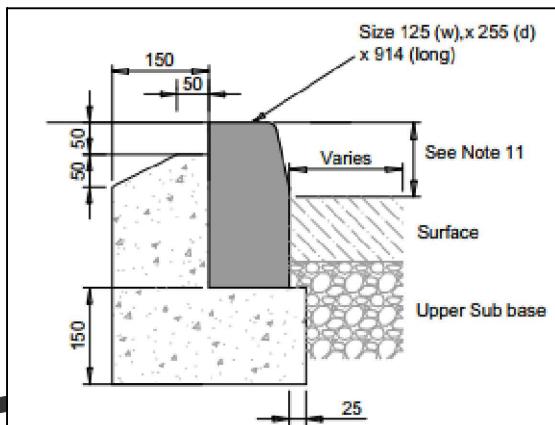
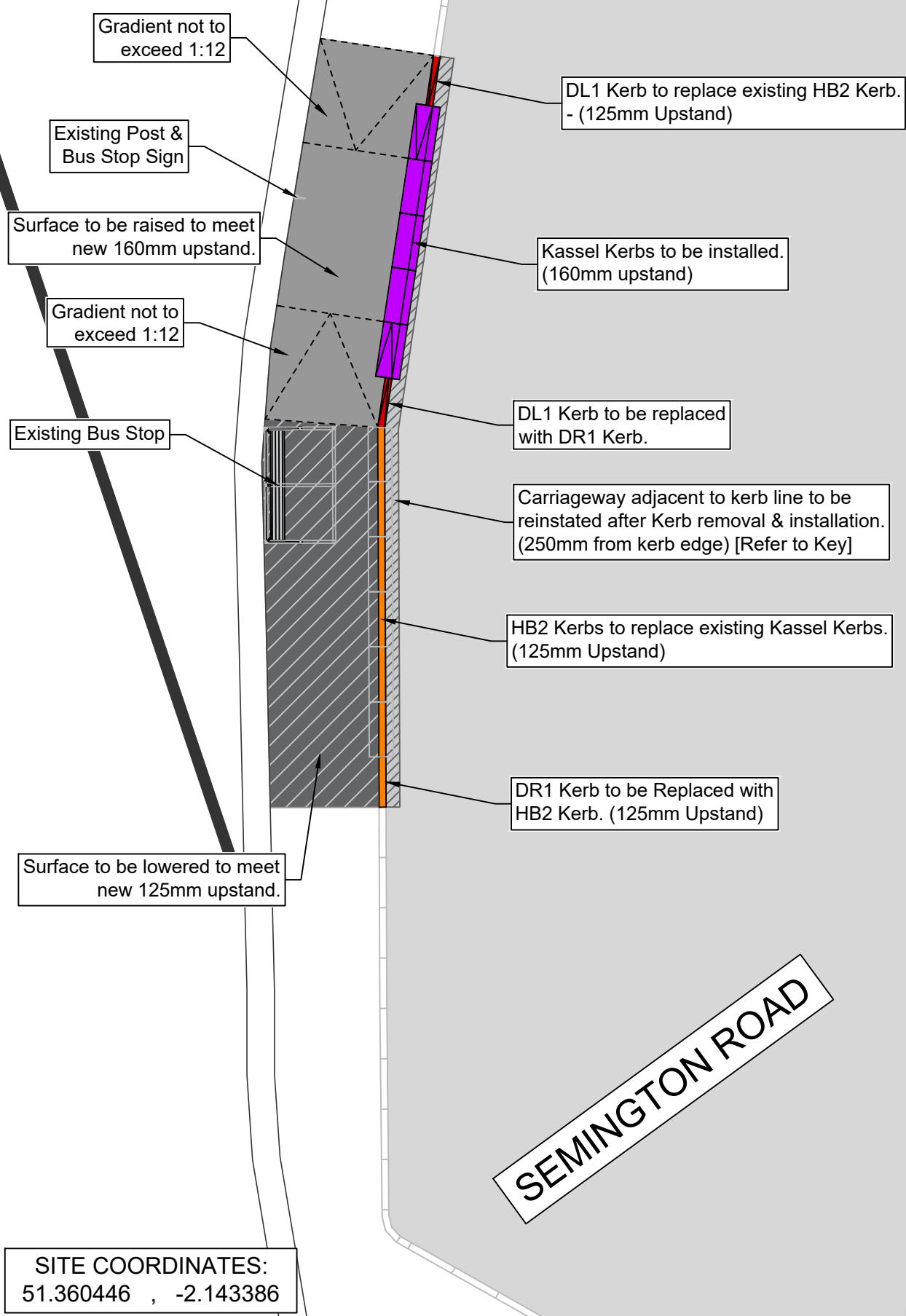
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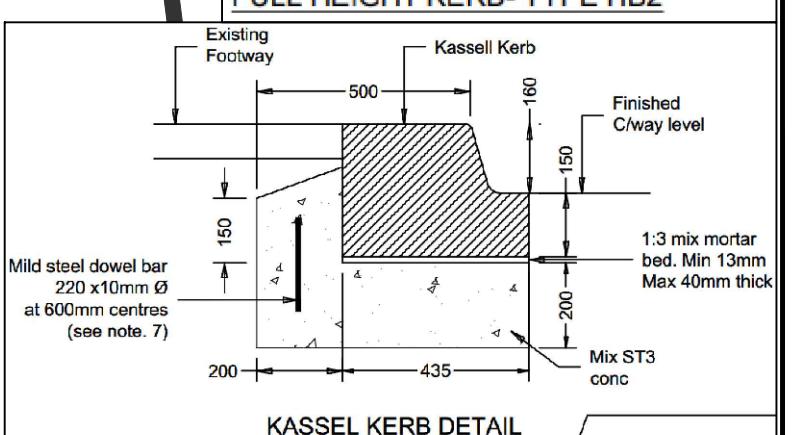
Postcode for satnav: BA14 8JN



SEMINGTON ROAD



FULL HEIGHT KERB- TYPE HB2



KASSEL KERB DETAIL

NOTES:

- HB2 Kerb: 125 x 255mm [125mm Upstand]

- DL1 & DR1 Kerb: 125 x 255mm

- Kassel Kerb: 435 x 310mm [160mm Upstand]

- Surface to be raised - 15m²
- 20mm Surface course: AC6 dense surf 100/1250 (machine laid)
- 60mm Binder course: AC20 dense bin 40/60

- Surface to be lowered - 15m²
- 115mm to be removed
- 20mm Surface course: AC6 dense surf 100/1250 (machine laid)
- 60mm Binder course: AC20 dense bin 40/60

- Carriageway adjacent to kerb line to be resurfaced - 3.5m²
- 20mm Surface course: AC6 dense surf 100/1250 (machine laid)
- 60mm Binder course: AC20 dense bin 40/60

Wiltshire Council

Traffic Engineering Team

County Hall, Bythesea Road, Trowbridge
Wiltshire, BA14 8JD

Te: 0300 4560100

Website: www.wiltshire.gov.uk

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Wiltshire Council (100049050) 2024

F					PROJECT:
E					SEMINGTON ROAD, MELKSHAM BUS STOP KERBS
D					DRAWING TITLE: GENERAL ARRANGEMENT
C					
B					
A	02/26	SWL	---	---	
					- Carriageway reinstatement added
O	01/26	SWL	---	---	ORIGINAL
REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION
DRAWING PURPOSE:					CONSTRUCTION
					SCALES: 1:100 SHEET SIZE: A3
					DRAWING No: 2026-007-SWL-001 REVISION: A
					FILE REF: L:\Traffic Engineering Team\Scheme-specific info\CATGs\Melksham\2026-27\2026-007 - Semington Road, Melksham - Bus Stop Kerbs

Teresa Strange

From: Rose, Martin <martin.rose@wiltshire.gov.uk>
Sent: 04 February 2026 16:14
To: Teresa Strange
Cc: Alan Baines
Subject: Shaw and Whitley Gateways
Attachments: 2025-143-SWL-WHIT-002 - Site 1 Whitley Village Gates 1 (1).pdf; 2025-143-SWL-WHIT-003 - Site 2 Shaw Village Gates 1 (1).pdf

Hi Teresa,

Please see attached the outline drawings for the proposed gateway improvements at Shaw and Whitley.

Unfortunately, we were unable to provide designs for the A365 Folly Lane terminal point due to a lack of verge width.

For each site we have provided an option A and Option B (Option A - Terminal sign attached to the gate, Option B terminal signs on single post behind the gate)

The cost for Option A the cost estimate is **£7,000** (The higher cost is due to necessary electrical disconnection work)

Option B is less at **£4,000** as we utilise the existing posts on Bath Road.

I'd welcome any comments you'd wish to make.

Regards

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

Wiltshire Council

Email: martin.rose@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

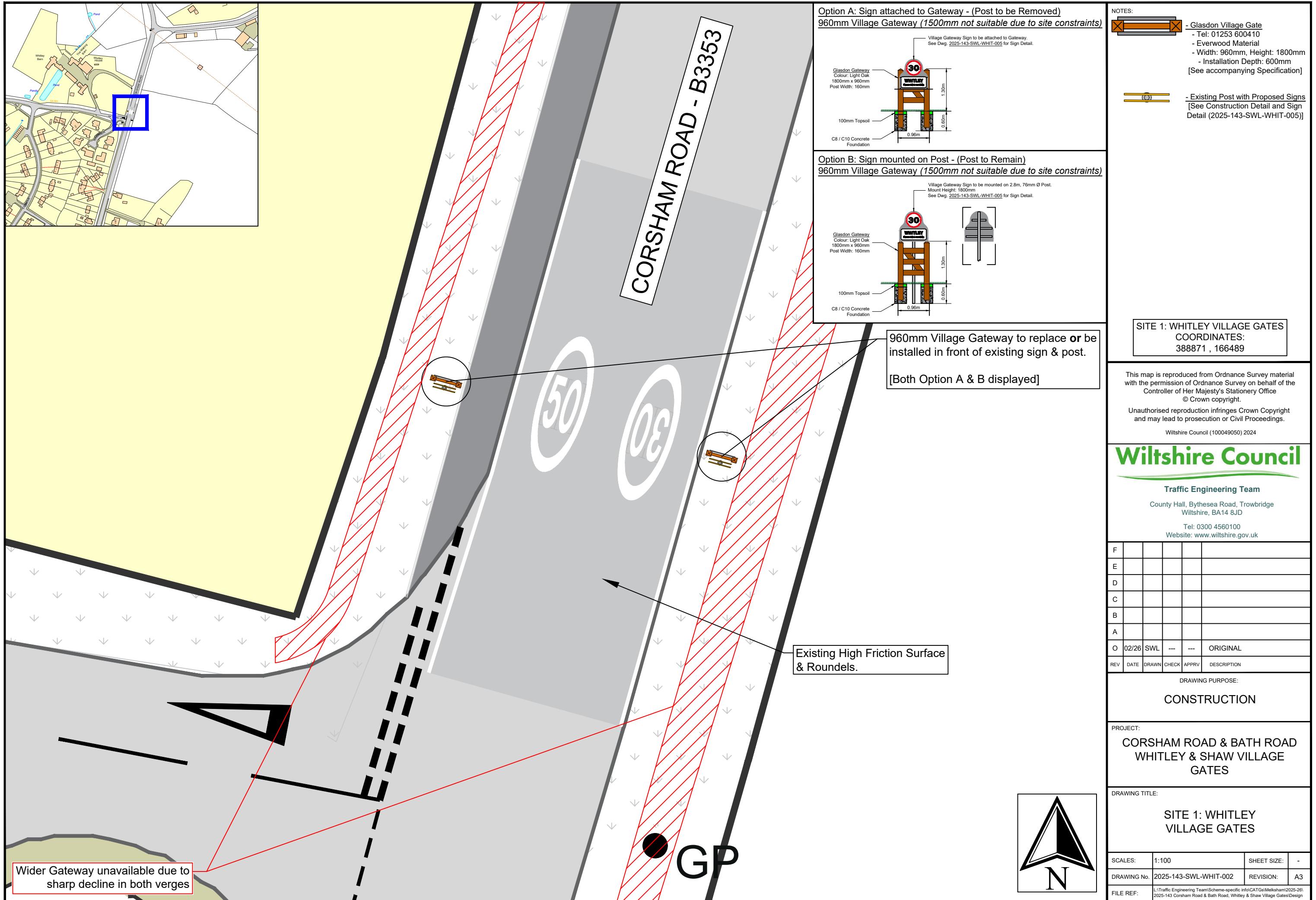
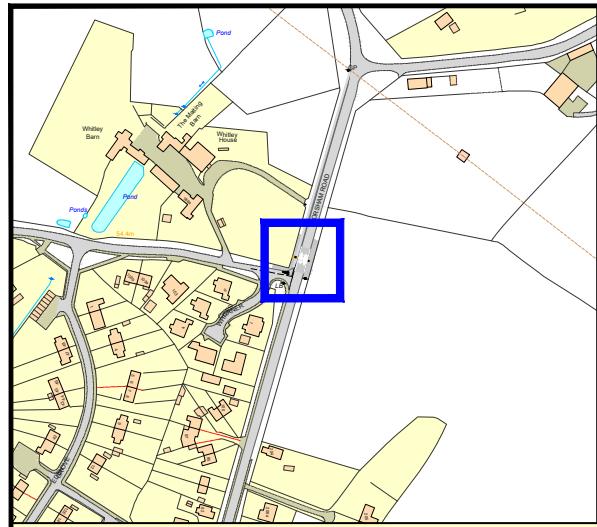
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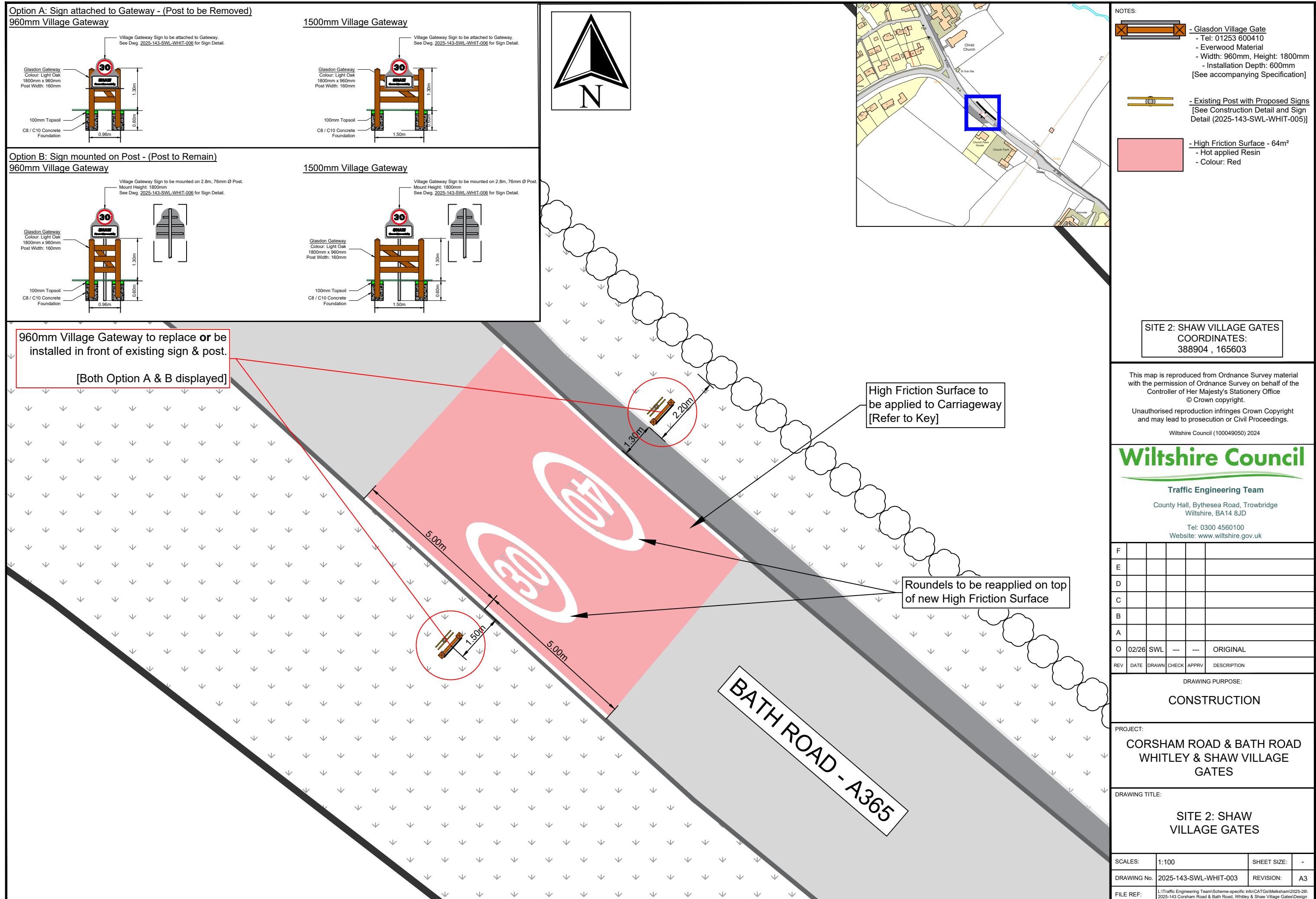
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Marianne Rossi

From:

Sent: 20 January 2026 13:22

To: Marianne Rossi

Cc: Teresa Strange; [REDACTED]

Subject: St Barnabas Play Area Annual Rent

Marianne,

I've been looking at the numbers in order to ensure that we get things right and keep up to date with the Play Area annual rent.

From 2020 to 2025 it is £23.93 per annum (my email of 09/01/24 refers)

From 2026 to 2030, using the ONS Long List RPI figure for June 2025 of 1595.8, the annual rent works out to £50.37

The calculation is: June 2025 Indice divided by June 2005 Indice multiplied by the previous period rent of £23.93, which gives the figure of £50.37 in case you were interested.....

Best Wishes,

Teresa Strange

From: [REDACTED]
Sent: 05 February 2026 08:13
To: Teresa Strange
Subject: Melksham Without Parish Council - Agenda Item 13a

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Clerk: Mrs Teresa Strange

Re: Agenda Item – Full Council Meeting, Monday 9th February 2026, 7pm Melksham Community Campus

Dear Mrs Strange,

Regarding the proposal to stop publishing recordings of council meetings on YouTube, I would like to express my strong view that these recordings should continue to be made publicly available.

The recordings provide an essential layer of transparency, allowing interested members of the public to see how discussions unfold, how decisions are reached, and how councillors conduct themselves while representing the community. Unlike written minutes, which are necessarily brief and selective, video recordings capture the full context — tone, wording, atmosphere, and the genuine dynamics of the meeting. This helps residents understand not only the outcomes, but the reasoning and behaviour behind them.

It is also important to recognise that councillors, although not directly elected in every case, still act in a representative capacity on behalf of the people of Melksham and the surrounding area. With that responsibility comes the expectation of accountability. Removing public access to meeting recordings would diminish that accountability and reduce public confidence in the decision-making process.

There have been previous instances where comments made during meetings were not reflected in the official minutes. For example, remarks made by the Chair in reference to one of my planning applications were not captured in the written record, despite being made in front of other councillors and members of the public. This illustrates precisely why video recordings matter: they provide an accurate, unfiltered record of proceedings, ensuring that the public can see what was actually said and how issues were handled.

For these reasons, discontinuing YouTube publication would, in my view, remove an important safeguard of openness and undermine the principles of transparency that local government should uphold. It is essential that the council recognises the wider implications of reducing public access to accurate, unfiltered records of its proceedings.

Accordingly, I respectfully request that my response is given serious consideration and full discussion at the next meeting, as the implications for transparency and public trust are significant and deserve proper scrutiny.

Yours sincerely,



MELKSHAM WITHOUT PARISH COUNCIL

SOCIAL MEDIA POLICY FOR REVIEW FEBRUARY 2026

1. Policy statement

- 1.1 This policy is intended to help employees including clerks, RFO's, Executive Officers, part-time, fixed-term and casual employees (collectively referred to as employees in this policy), volunteers and members make appropriate decisions about the use of social media such as blogs, social networking websites, forums, message boards, or comments on web-articles, such as Instagram, X (formerly Twitter), Facebook and LinkedIn.
- 1.2 This policy outlines the standards we require employees and volunteers and members to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.

2. The scope of the policy

- 2.1 All employees, volunteers and members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our council.
- 2.2 Breach of this policy by employees may be dealt with under our Disciplinary Procedures and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Responsibility for implementation of the policy

- 3.1 The council has overall responsibility for the effective operation of this policy.
- 3.2 The clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- 3.3 All employees, volunteers and members should ensure that they take the time to read and understand it. Any breach of this policy should be reported

to the Clerk, (or in the case of the breach by the Clerk, to the Chairman of the Council).

3.4 Questions regarding the content or application of this policy should be directed to the Clerk.

4 Using social media sites in our name

4.1 Only the Clerk or staff as directed by the Clerk are to post material on a social media website in the council's name and on our behalf, including commenting on live planning applications.

5 Using social media

5.1 We recognise the importance of the internet in shaping public thinking about our council and community. We also recognise the importance of our employees, volunteers and members joining in and helping shape local government conversation and direction through interaction in social media.

5.2 Before using social media on any matter which might affect the interests of the council you must:

- a) have read and understood this policy
- b) employees and volunteers must have sought and gained prior written approval to do so from the Clerk

6 Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

6.1 Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.

6.2 Any employee, volunteer or member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform the Clerk, or Chairman of the Council as appropriate.

6.3 Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Clerk.

6.4 Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.

6.5 Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it.

- 6.6** When making use of any social media platform, you must read and comply with its terms of use.
- 6.7** Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the council.
- 6.8** You are personally responsible for content you publish into social media tools.
- 6.9** Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 6.10** Don't discuss employees without their prior approval.
- 6.11** Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- 6.12** Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

7 Monitoring use of social media websites

- 7.1** Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedures.
- 7.2** Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us.
- 7.3** In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct (this list is not exhaustive):
 - a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
 - b) a false and defamatory statement about any person or organisation;
 - c) material which is offensive, obscene
 - d) criminal, discriminatory, derogatory or may cause embarrassment to the council, members, or our employees;
 - e) confidential information about the council or anyone else
 - f) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the council); or
 - g) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Council's Disciplinary Procedures/Code of Conduct and for employees may result in summary dismissal.

7.4 Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Disciplinary Procedures, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.

7.5 If you notice any use of social media by other employees or volunteers in breach of this policy please report it to the Clerk.

8 Monitoring and review of this policy

8.1 The Staffing & Resources Committee shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

Date	Changes made
Adopted by Melksham Without Parish Council Min. 091/16 at Staffing & Resources Committee held 27th June 2016, approved by Full Council meeting Min 111/16 25th July 2016.	
Recommended for Re-adoption by the Staffing Committee on 16 March 2020 (Min 489c/19)	
Adopted at the Annual Council Meeting 22 May 2023 (Min 10(C))	
Recommended for re-adoption at Staffing Committee 18 th March 2024 (min.456/23). Adopted at Full Council 25 th March 2024	No changes made
Recommended for re-adoption at Staffing Committee 10 th March 2024 (min.462/24 f). Adopted at Full Council 24 th March 2025 (min.489/24 c).	Update to list of social media outlets

Based on SLCC Template April 2016.



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Improvement and Development Board's Civility and Respect Working Group Launches Governance Checklist to Support Councils

⌚ 15 January 2026

The Improvement and Development Board (IDB) Civility and Respect Working Group has published a **Basic Governance Checklist** designed specifically for parish and town councils. This practical tool goes beyond a simple tick-box exercise – it provides a structured way for councils to assess their governance arrangements and identify areas for improvement.

The checklist covers key elements of good governance, including:

- **Membership and professional support** – Ensuring councils and clerks are connected to sector bodies such as the National Association of Local Councils (NALC) and SLCC for advice, training, and best practice.
- **Employment and training** – Confirming contracts, personal development plans, and access to ongoing professional development for clerks and councillors.
- **Codes of conduct and civility** – Reinforcing the importance of signed Codes of Conduct, civility pledges, and training to maintain respectful behaviour.
- **Core governance documents** – Verifying essential policies and procedures such as Standing Orders, Financial Regulations, Complaints Procedures, and Risk Management.
- **Transparency and accountability** – Checking that information covering audits, financial transactions, meeting minutes, and calendars is properly managed and publicly accessible.

By using this checklist, councils can benchmark their current practices, identify gaps, and take proactive steps to strengthen governance. This not only helps prevent issues from escalating but also demonstrates a commitment to operating with civility and respect – key principles for building trust within the community and among council members.

Councils that meet these standards can also use the checklist as a foundation for achieving recognition through initiatives such as the NALC Local Council Award Scheme.

Strong governance is the cornerstone of a well-run council. Reviewing governance against this checklist is an opportunity to ensure clarity of roles, improve decision-making, and foster a positive culture where councillors, clerks, and communities work together respectfully.

Access the [Basic Governance Checklist](#).

Article categories

[Civility & Respect](#)

- [All](#) >
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IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Town & Parish Council's Recommended Basic Governance Checklist

Good governance underpins a well run town or parish council and without it can be the cause of Civility & Respect and other issues and problems which could escalate.

This first step Governance Checklist is recommended to Councillors, Clerks, County Officers and Monitoring Officers to review when there are complaints and concerns regarding the functioning of the Council.

If the Council is unable to complete part of the checklist, it may be by addressing this initially it could prevent the problem escalating.

1	<p>Is the Council a member of National Association of Local Councils (NALC)?</p> <p>NALC supports and promotes local councils providing statutory and non-statutory information.</p> <p>NALC also works with County Associations for local support.</p>	
2	<p>Is the Clerk a member of Society of Local Council Clerks (SLCC)?</p> <p>Councils should ensure and pay (Local Government Act 1972 s 143 (1) (b)), for their Clerk to have professional membership to enable to receive training and be kept fully up to date on the sector.</p> <p>SLCC has a mentoring scheme to support new Clerks and local meetings.</p>	
3	<p>Employment Matters</p> <p>Does the Clerk (and other staff) have a Contract of Employment?</p> <p>Does the Clerk (and other staff) have a Personal Development Plan reviewed at least annually?</p>	
4	<p>Code of Conduct</p> <p>Have all Councillors signed up to the Code of Conduct?</p> <p>Have all Councillors received Code of Conduct training?</p>	

5	<p>Training</p> <p>Is there a plan for undertaking recommended training e.g. Code of Conduct for Councillors?</p> <p>Some free training is available via Principal Authorities and County Associations and or can be shared with neighbouring councils.</p> <p>Does the Clerk have access to recommended training?</p> <p>There are many forms of training for Clerks from progression for new Clerks 1 day on line up to an MA.</p> <p>There are also many relevant topic based training in person and online to keep Clerks up to date and benefit their Councils and Community. Being a member of SLCC will normally ensure a reduced rate for training.</p> <p>Some grant funding can be available for training.</p>	
6	<p>Does the Clerk attend professional development conferences?</p> <p>Professional Conferences have sessions specifically designed for Clerks skill building, professional development and enrichment. This will enable a Clerk, Council and the community to stay ahead of a challenging and fluctuating environment and recommending solutions to issues that have been addressed by other Clerks & Councils. Conferences provide ideas, best practices, contacts and tools which can not only improve the day to day governance of the Council, can assist with financial savings, accessing funds and project management.</p>	
7	<p>Professional Helpline / Advice / Support</p> <p>Has advice on the problem been sought from NALC? Has it been acted on?</p> <p>Being a member of NALC will enable free access to the professional helpline and support.</p> <p>Has advice on the problem been sought from SLCC? Has it been acted on?</p> <p>SLCC is not a union. Its helpline for Clerks is provided to assist with professional matters advising of best practices and practical solutions. It also provides the facility of networking Clerks who have been through similar problems.</p>	

	<p>SLCC Advice Library includes over 700 documents listed under the 90 categories; within each category you'll find the documents grouped by:</p> <ul style="list-style-type: none"> • Advice Notes – statement of fact or law • Guidance Notes – how to do something • Model Documents – can be adapted to suit a council's particular circumstances. <p>SLCC members may use and adapt the documents within their own council(s) on the understanding that the copyright remains with SLCC. The document must not be shared with or transferred to non-members.</p>	
8	<p>Is the Council trying to operate without a Clerk?</p> <p>There can be several reasons why the Clerk is not currently available. The recommendation is that a Locum Clerk who has professional qualification is brought in to assist with the issue to prevent escalation.</p>	
9	<p>Does the Chair / Mayor have professional support?</p> <p>This can be from the Clerk / Locum Clerk, County Association or NALC.</p>	
10	<p>Are the Council, Councillors and Clerk clear about their Roles and Responsibilities?</p> <ul style="list-style-type: none"> • Council who acts as a corporate body making policies and decisions on behalf of the Council. • Councillors who form the corporate body and cannot act as individuals nor be involved in the day to day management of the Council. • Clerk who carries out the instructions of the Council as a corporate body and manages the day to day functions and governance of the Council 	
11	<p>Is there evidence of bullying and harassment by a Councillor?</p> <p>This becomes a Code of Conduct matter and therefore the Council as the corporate body cannot investigate and take actions. The process is referred to the Monitoring Officer for determination.</p>	
12	<p>Is there evidence of inappropriate behaviour by the Clerk?</p> <p>The Council if it believes the Clerk has acted inappropriately should ideally address in the regular Performance Development Plan.</p> <p>If there continues to be a problem it is recommended that professional advice is sought to address employment matters rather than a Council trying to do their best, which can sometimes make problems more difficult and bring the Council into a 'crisis' situation.</p> <p>Ideally a plan should be in place if this is needed (e.g. who to contact).</p>	

	<p>Ideally larger councils would have professional external HR support.</p> <p>It is recommended that all times a professional trained Clerk is in place even if a Locum.</p>	
13	<p>Has the Council signed up to the Civility & Respect Pledge?</p> <p>Have Councillors been asked as individuals to sign up to the Statement of Assurance?</p>	
14	<p>Are the basic Governance arrangements in place?</p> <p>The items below indicate a basic level of governance procedures which should be in place for a town or parish council.</p> <p>It should also be noted that if a Council has all of these governance arrangements in place it can use these as a base to apply for the NALC Bronze Local Council Award see www.nalc.gov.uk</p>	
i	Standing Orders	
ii	Financial Regulations	
iii	Code of Conduct	
iv	Publication Scheme	
v	Complaints Procedure	
vi	Privacy Notice	
vii	Audit completed , advertised correctly, evidence of reports presented to Council.	
viii	Internal Audit reports regularly reported to Council	
ix	Financial Transactions – transparent information available	
x	Meeting Calendar	
xi	Minutes – available and transparent	
xii	Risk Management Policy	
xiii	Register of Assets	
xiv	Insurance Policy	

H&WB Meeting

Thursday 5th Feb 9.30am

Melksham Without Parish Council Office, Melksham Campus

AGENDA

1. Welcome, introductions and apologies
2. Notes and actions from last meeting Oct 2025
 - Agree notes
 - ACTIONS
 - Richard to speak to AGE UK as funding is available to do another day time disco.
 - Natalie to come back to next meeting with a summary of what would need to be in place for face to face counselling in Melksham to return
 - Food Insecurity
 - ❖ Explore whether Community First would be interested in a piece of work to put together some peer support volunteers to help nudge long term users more to self-resilience (Richard Rogers)
 - ❖ Speak to Friends of Gifford surgery to see if they can assist. (Georgie Rose)
 - ❖ Look to see if a process for referrers and the food bank can be put in place. (Richard Rogers)
 - ❖ Bring everything back to next AB mtg for a decision on funding and moving forward (Richard Rogers)
3. Kelly Martin (Spurgeons)
4. Food Insecurity
 - Progress since last meeting
 - CAB report
 - Funding proposals
 - Next steps
5. Help Counselling (Natalie Remington) – Update on Counselling services in Melksham area
6. Formation of a guide to local support available
7. Updates from anyone who wishes to
8. Area Board Funding including
 - Age UK Disco
9. Date of next meeting – End Jan 26

Melksham Community Support (MCS) service

Q3 – October to December 2025

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

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

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

Community First Local Council Community Project award

Following receipt of this award (please see Q2 report) we were pleased with the positive news coverage, which further raised awareness of the Melksham Community Support service - <https://melkshamnews.com/community-service-wins-top-award-for-older-peoples-support/>.

Promotion

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

- three visits to the Food Bank to hand out the MCS leaflet and identify any residents who would benefit from support. To date, Sarah has supported four people she met at the Food Bank.
- attending the Celebrating Age Wiltshire Men's Creative Conversation group to discuss the MCS service and hand out booklets about Attendance Allowance and Pension Credit as well as information about the Daytime Disco.

Daytime Disco

In October Age UK Wiltshire held a Daytime Disco in Melksham, one of ten Discos planned across Wiltshire and Swindon, supported by Get Out Get Active. The Disco was a great success, with an attendance of 180 people and really positive feedback - <https://melkshamnews.com/residents-flock-to-assembly-hall-for-daytime-disco/>.

Following such a successful event we were asked whether we could run another one, with Melksham Area Board funding the hire of the Assembly Hall, DJ and other costs; and this took place in early January, with 260 people attending!

Sarah has attended both Discos and they've been a great opportunity to promote the MCS service and may account for the large increase in referrals.

Home Visits – the start of support

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

Activity

During this quarter a total of 32 new clients (Q2–19) got in touch or were referred for MCS support, of whom 7 (22%) live in the Melksham Without Parish Council area. (Of the population served by the project, approximately 70% live in the Melksham Town Council area and 30% in the Melksham Without Parish Council area). We also continued to support 27 people whose first contact was before October, including some people who have received regular or ongoing support since the early days of the service.

During this quarter Sarah made 52 home visits. There were 233 contacts (Q2 –246) with or on behalf of people, and Sarah supported people with 193 (Q2 – 154) issues. The support provided fell into the following six categories:

Finance – helping to put more money into people's pockets	15
Socialisation – helping people to get out and about more	64
Independence - helping people to be sustainably independent and to connected with their community	24
Volunteer support – exploring how volunteers can support people to improve their wellbeing	4
Wellbeing – helping people to feel better	66
Falls prevention – supporting people to take action to reduce their risk of falling	20

Several people have been supported to apply for Surviving Winter Grants, which the Community Foundation continues to fund.

Referrals in

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

Onward referrals

Onward referrals were made to a wide range of other organisations, such as the Dorset & Wiltshire Fire & Rescue service for a Safe and Well visit, Adult Social Care, Beyond Dementia and other voluntary and community sector organisations, and statutory services as well as to Age UK Wiltshire's Fitness & Friendship Club, Telephone Befriending, Information & Advice and Wellbeing Checks with Meals services, for further support.

Melksham Community Support phone line

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

Volunteers

In this quarter volunteers have helped to tidy a severely overgrown garden, replace washers on dripping kitchen taps and helped to remove an unwanted microwave.

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

Client Feedback

“I am so grateful for all you continue to do for me. The chats are so helpful, and they put my mind at ease. Thank you for your time.”

“I've had a call from the advice contact team about getting the equipment I need to help me. Thank you so much! So fast, I thought I would have to wait for weeks.”

“I have received my Blue Badge. I am over the moon. Many thanks for your help with this. I couldn't have done it alone.”

“Thank you so much for your help with this and explaining things to me. They have back paid me, and I am so happy. This is life changing. Please pass my thanks to your Information & Advice service, too. Such a wonderful service.”

“Thank you so, so much for your help with the Blue Badge. I am so pleased I came over to speak to you at the Food & River Festival. Having the blue badge makes such a difference

and it is such a help when going to the doctors or the hospital. I can't even start telling you how helpful it is to me. Many, many thanks for helping us get one."

"Many thanks to you and the Information & Advice service for helping with the AA [Attendance Allowance] claim. Had you not visited and got the ball rolling, I would never have done this. Everyone was so kind and helpful - I am very grateful. I will send a donation as a thank you."

"Thank you for getting my prescription. I would have struggled to walk into town today so that has been a big help to me."

"Many thanks to all who were involved with my AA claim. I am now receiving the higher rate of AA. This is such a blessing and will make such a difference to my life. Thank you to everyone. I am so very happy about this."

"Many thanks for coming to see me. It is nice that you have the time to talk and we are not rushed. I can't believe the information you have given me. So much going on - who knew!"

"Thank you! I have really enjoyed you coming to see me and having a chat with me. You are so friendly and easy to chat to. And who knows, maybe I can have some help with my finances, too? Please come back to see me soon."

"Thank you so much for coming out to see me and for all the information you have given me. I feel reassured and more at ease should I need to have this operation, what I am entitled to on discharge. Such a peace of mind and weight lifted off my shoulders."

"Lovely to meet you. Thank you so much for all the info, you have been so helpful."

"Thank you so much for coming to see us and for all the information you have given us. It is quite incredible, and I am a bit speechless. It is so nice to know you are only a phone call away. We are so grateful to you for helping us."

Other Age UK Wiltshire services

- In Q3, the Information & Advice service advised or supported 48 people living in Melksham (Q3 – 40).
- There were 85 attendances (Q3 – 76) at the Fitness & Friendship Club at Bowerhill, with an average attendance of 14.
- Five people in the Melksham area are receiving weekly calls from Age UK Wiltshire Telephone Befrienders.

Age UK Wiltshire news

Please see our website for full details of all the support we offer, information about issues affecting people in our local community and our latest newsletter -

<https://www.ageuk.org.uk/wiltshire/>



We were delighted to be one of 15 Age UKs selected to receive the first ever Good Practice Awards at the Age UK Network Conference in November. The Quality Assured Mark is an award that required no application, as the successful Age UK Partners were identified by the Network Quality & Compliance team in recognition of going beyond the most basic quality requirements, based upon their regular Quality reporting and assessments. The criteria for the award were ratified by the Independent Quality Panel as being key in measuring operational Quality performance.



Ginny Cooper and Kate Brooks
Age UK Wiltshire
19th January 2025



**SERVICE LEVEL AGREEMENT
BETWEEN
AGE UK WILTSHIRE (AUKW), MELKSHAM WITHOUT PARISH COUNCIL AND
MELKSHAM TOWN COUNCIL
FOR THE PROVISION OF
THE MELKSHAM COMMUNITY SUPPORT SERVICE 2026-2027**

1. SERVICES

1.1. The following service is covered by this Agreement:

1.2. The provision of the Melksham Community Support Service, which aims to support older people across the area served by Melksham Without Parish Council and Melksham Town Council.

1.3. The project outcomes are to:

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

People under the age of 60 will be included in the service by exception, for example people who have health issues, need support and do not have a network.

1.4. The service will be delivered primarily through an AUKW employed, trained and supported Senior Project Worker (SPW), who will:

- Maintain a communication and marketing strategy to promote the support available for older people widely across Melksham Without, for example giving talks to local groups of older people, making sure leaflets and factsheets are available in public spaces, news articles, social media and working in partnership with groups and organisations operating in the area.
- Recruit, support and supervise volunteers involved in the delivery of the service.
- Ensure robust procedures, policies and risk assessments for safeguarding, client welfare, volunteer safety, DBS decisions, etc.
- Undertake guided conversations with clients accessing the service, to identify their needs and how these can be met; identify sources of support, which will include community support volunteers and AUKW and other services. These guided conversations will usually take place at the client's home.
- Maintain an active referral system for other organisations to refer clients for support.
- Refer to other services and organisations as necessary, for example Dorset & Wiltshire Fire and Rescue, Alzheimer's Support, Wiltshire Council, other charities.

- Identify gaps in services and feed back to Melksham Without Parish Council and Melksham Town Council, and ensure other stakeholders, including Wiltshire Council, are kept informed.
- Maintain the Melksham Community Support phone number and an up-to-date database.
- Adhere to the values of Age UK Wiltshire, Melksham Without Parish Council and Melksham Town Council.

1.5. The SPW will be managed and trained by a senior member of staff at AUKW.

1.6. This agreement sets out the terms and conditions that both parties have agreed to as regards the provision of the service detailed above.

1.7. This agreement commences on 1st April 2026 and continues until 31st March 2027. Discussions about extending the agreement into 2027/28 will take place in November 2026.

2. PAYMENT AND FINANCIAL CONDITIONS

2.1. The service will be funded as follows:

Melksham Without Parish Council - £12,730 per annum. Payment will be made quarterly in advance, on receipt of an invoice from AUKW.

Melksham Town Council - £12,730 per annum. Payment will be made at the start of the year, on receipt of an invoice from AUKW.

2.2. AUKW shall keep appropriate written records to show how the funding for this service is being used only within the project parameters.

2.3. Melksham Without Parish Council and Melksham Town Council shall have the right to examine these records and to request a report on performance.

3. MANAGEMENT RESPONSIBILITIES

3.1. AUKW will notify Melksham Without Parish Council and Melksham Town Council of any material changes to its constitution or charitable objectives if they affect the service being provided under this service agreement.

3.2. AUKW shall have in place appropriate policies and procedures as required by this service agreement.

3.3. AUKW, Melksham Without Parish Council and Melksham Town Council will ensure that any matters that may affect services being provided under this service agreement shall be made disclosed in a timely manner and on the understanding that confidentiality will be respected.

4. PERFORMANCE MEASURES

4.1. Performance indicators / targets will be agreed and will be monitored during the term of the project, with quarterly reports provided to Melksham Without Parish Council and Melksham Town Council within a month of each quarter end. Service review meetings, attended by the AUKW Senior Project Worker and senior manager, will be held quarterly.

4.2. Reports will include:

- Number of referrals received
- Number of guided conversations and types of issue identified
- Number and type of volunteer inputs
- Number of clients and volunteers engaged during the quarter
- Financial gains for clients (£)
- Age UK Wiltshire enquiry codes
- Referrals to other sources of support
- Outcome evaluation
- Gaps identified

4.3. Age UK Wiltshire will be responsible for making the Melksham Without Parish Council and Melksham Town Council Clerks aware of any serious incidents that might impact on service delivery immediately.

5. CONFIDENTIALITY

5.1. Both parties must comply with the requirements of the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR), in so far as they apply to the provision of the service and/or otherwise to this agreement.

5.2. Both parties will keep confidential any information supplied in connection with this agreement or that is obtained in the course of providing the services. Should the contract end, Age UK Wiltshire will ensure that Melksham Without Parish Council and Melksham Town Council have up to date information about clients supported through the service proportionate to their needs for emergency planning, volunteer supervision, etc., **so long as clients have consented to this.**

6. PERSONNEL ISSUES

6.1 Age UK Wiltshire will employ a half-time (17.5 hours a week) member of staff, dedicated to this project.

6.2 Age UK Wiltshire will have in place a rigorous recruitment and selection procedure, which meets the requirements of legislation, equal opportunities and anti-discriminatory practice.

6.3 Age UK Wiltshire will ensure that DBS checks are conducted for staff and volunteers as required by legislation.

6.4 Age UK Wiltshire will work towards ensuring that staff and volunteers are familiar with, and follow, all relevant policies on the protection of vulnerable adults.

7. INSURANCE

7.1. Age UK Wiltshire will ensure that its insurance policies are adequate to cover all eventualities in the provision of this service, and maintain the following minimum cover:

- Public Liability Insurance: £5 million.
- Employers Liability: £10 million
- Adequate professional indemnity, errors and omissions or malpractice insurance.

7.2. The above cover will be maintained with a reputable company or companies and Melksham Without Parish Council and Melksham Town Council will be provided with documentation which confirms that the insurance referred to above has been affected and is adequate and in force at all times.

8. STATUTORY OBLIGATIONS

8.1. Both parties will comply with all relevant current and future legislation applicable to the provision of the service.

9. FREEDOM OF INFORMATION

10.1 All parties must comply with the requirements of the Freedom of Information Act 2000 as they apply to the provision of this service.

10. SIGNATORIES TO THE AGREEMENT

Melksham Without Parish Council

We authorise the purchase of the service identified in this Service Agreement and undertake to pay Age UK Wiltshire for the delivery of the service.

Signed on behalf of Melksham Without Parish Council:

Date:

Melksham Town Council

We authorise the purchase of the service identified in this Service Agreement and undertake to pay Age UK Wiltshire for the delivery of the service.

Signed on behalf of Melksham Town Council:

Date:

Age UK Wiltshire

We agree to provide the service identified in this Service Agreement and to abide by the terms and conditions contained in this agreement.

Signed on behalf of Age UK Wiltshire:

Date:

Teresa Strange

From: Teresa Strange
Sent: 18 January 2026 12:18
To: Hayley Bell
Cc: David Skinner; Marianne Rossi
Subject: RE: Market Place Toilets

Hi Hayley and David

As per the other email, please invoice in the new financial year for anything that is for 2026/27 as otherwise we will have to make year end adjustments.

Re the toilets, and our discussion at the end of last week.

We look forward to a brief report on the Market Place toilets to reflect the level of funding provided by the parish council. The parish council provided £5,000 and if this had been a grant then under s137 of the LGA 1972 the mandatory reporting rules would have kicked in. It's not a grant, but I still think the parish council require some sort of feedback from the town council to confirm that the funds were spent on the Market Place toilets and on what as part of its requirements to ensure public money is spent as intended. We haven't had this for several years, and as you know, that is why the parish council moved from partnership working and 50% contribution to a flat £5k. I would also envisage that there is a parish council expectation that when you replace the signage on the toilets that it continues to reflect that they are jointly funded by the parish council.

With kind regards, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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Want to keep in touch?

Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news
On X: @melkshamwithout
On Instagram: melkshamwithoutpc
On LinkedIn: Melksham Without Parish Council

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From: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Sent: 07 January 2026 21:23
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: David Skinner <rfo@melksham-tc.gov.uk>
Subject: Re: Market Place Toilets

Good evening Teresa,

Happy New Year! Thank you for confirming the parish council's contribution towards the Market Place toilets.

Would you like David to invoice the parish council on 1st April? The new cleaning contractor has now started, and the feedback so far has been very positive.

Please let me know if you require any further information about the toilets in future to report back to the council.

Kind regards,
Hayley Bell

Kind regards,

Hayley Bell

Chief Executive

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

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Wednesday, December 10, 2025 12:54:45 PM
To: Hayley Bell <hayley.bell@melksham-tc.gov.uk>; CEO <ceo@melksham-tc.gov.uk>
Subject: RE: Market Place Toilets

Hi Hayley

The parish council considered this request when they met on Monday evening and are happy to confirm a contribution of £5,000 for the financial year 2026/27 towards the Market Place toilets.

With kind regards, Teresa

From: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Sent: 24 November 2025 17:49

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

Subject: Market Place Toilets

Hi Teresa and Councillors,

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

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

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

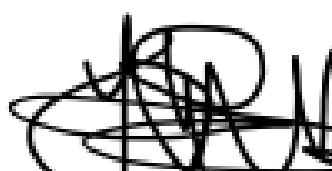
Lastly, the toilets will undergo a deep clean during the transition between contractors to maintain the highest level of cleanliness.

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

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

Best regards,
Hayley Bell

Kind regards,



Hayley Bell

01225 704 187

hayley.bell@melksham-tc.gov.uk

www.melksham-tc.gov.uk



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



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Teresa Strange

From: Abi Saad, Jacques <Jacques.AbiSaad@knorr-bremse.com>
Sent: 06 February 2026 11:21
To: Marianne Rossi
Cc: Teresa Strange
Subject: RE: Request for Temporary Use of FOF Pavilion Car Park

Hi Marianne,

Thank you for your email and for the update following your discussion with Teresa.

Regarding the council's request for a financial contribution towards the upkeep of the car park and the footbridge, would you be able to advise whether the council has:

- any estimated maintenance costs for these areas; or
- an indication of the contribution level you would consider appropriate for the period of our temporary use?

Having this information will help us review the request internally and respond with a suitable proposal.

Thank you.

Best Regards,

Jacques Abi Saad *Tech/OSH*
UK Facilities Manager

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Registered in England No. 3974921

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From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: Thursday, February 5, 2026 12:43 PM
To: Abi Saad, Jacques <Jacques.AbiSaad@knorr-bremse.com>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Request for Temporary Use of FOF Pavilion Car Park

Hi Jacques,

Further to the below, I have now had a chance to speak to Teresa on your request. As you are aware, the council recently considered your request at a recent meeting and raised a few concerns with regard to the impact of increased usage on the car park and the adjacent footbridge (used when accessing the car park from Westinghouse Way). The car park has a gravel surface, which is susceptible to wear and tear under frequent use. In particular, when vehicles are turning and breaking in the car park, it can cause gravel displacement and, in turn, lead to bare patches and potholes. The council are concerned that the increased usage associated with your request would accelerate this deterioration. In addition, the wooden footbridge used by everyone accessing the car park is coming to the end of its life, with any increase in level of footfall contributing to its decline.

As a result of discussions, and as this request involves use of this car park over an extensive period of time, the council would like to request that Knorr Bremse offer a financial contribution towards ongoing maintenance and upkeep of the car park and footbridge. Please could you advise on whether Knorr Bremse would be prepared to offer a contribution, and if so, the level of contribution you would be willing to make.

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
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From: Marianne Rossi
Sent: 02 February 2026 16:30
To: 'Abi Saad, Jacques' <Jacques.AbiSaad@knorr-bremse.com>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Request for Temporary Use of FOF Pavilion Car Park

Hi Jacques,

Many thanks for your email, and apologies that I haven't got back to you yet on your request. I wasn't at the meeting where this was discussed and need to catch up with Teresa on this, who is out of the office for most of

this week. I will come back to you as soon as I can (I of course note the dates of when it would be required below).

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
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From: Abi Saad, Jacques <Jacques.AbiSaad@knorr-bremse.com>
Sent: 02 February 2026 16:09
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Request for Temporary Use of FOF Pavilion Car Park

Hi Marianne,

I hope you are well.

I just wanted to follow up on my previous email regarding the temporary use of the Pavilion car park from 1st March to the end of July 2026, and to check whether a decision has been made yet.

Best Regards,

Jacques Abi Saad TechIOSH
UK Facilities Manager

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email: Jacques.AbiSaad@knorr-bremse.com

Area Board Review

2025 - 2026



Wiltshire Council

Area Board Review Consultation

- Wiltshire Police (meeting with 2 senior representatives, 3rd October 2025)
- Town and Parish Councils (meeting with 45 representatives, 18th September 2025)
- Voluntary, Community and Social Enterprise Sector (meeting with 16 representatives, 2nd October 2025)
- Dorset and Wiltshire Fire and Rescue Service (meeting with one senior representative, 6th October 2025)
- Area Board Councillors (meeting with 25 representatives, 8th September 2025)
- Wiltshire Council Directors (Resources SLT – 25th September, Place SLT 5th November, People SLT via e-mail 11th November).



Consultation Feedback

Strengths

- Local structure is strong
- Funding is a catalyst to local action
- Working groups deliver impact
- Valued vehicle for parish/ town council engagement
- Strong officer and volunteer contributions.

Area Board Chairs

Development areas

- Meeting format and experience is too formal, lengthy and residents feel like observers
- Lack of strategic alignment
- Resources should be shifted to community-based engagements
- Funding process and resource constraints
- Communication and visibility

Phase one - Proposed Changes

- Model to change name - TBC.
- Clear vision and four key principles of success.
- Updated resolutions for networks to act upon local issues, liaise with Cabinet Members and report back local intelligence to the council.
- Better connectivity to existing countywide forums e.g. Faith Communities, VCSE Alliance, Town and Parishes
- Shift of emphasis and resource, to support wider, more informal engagement and delivery to local outcomes. Not delivery of meetings.
- New business and grant meeting agenda template and structure. Move from 4 business meetings to 3 – to make more efficient use of resource.
- Updated delegation for LHFIG and grant decisions
- Implement LHFIG review proposed changes in line



What does success look like?

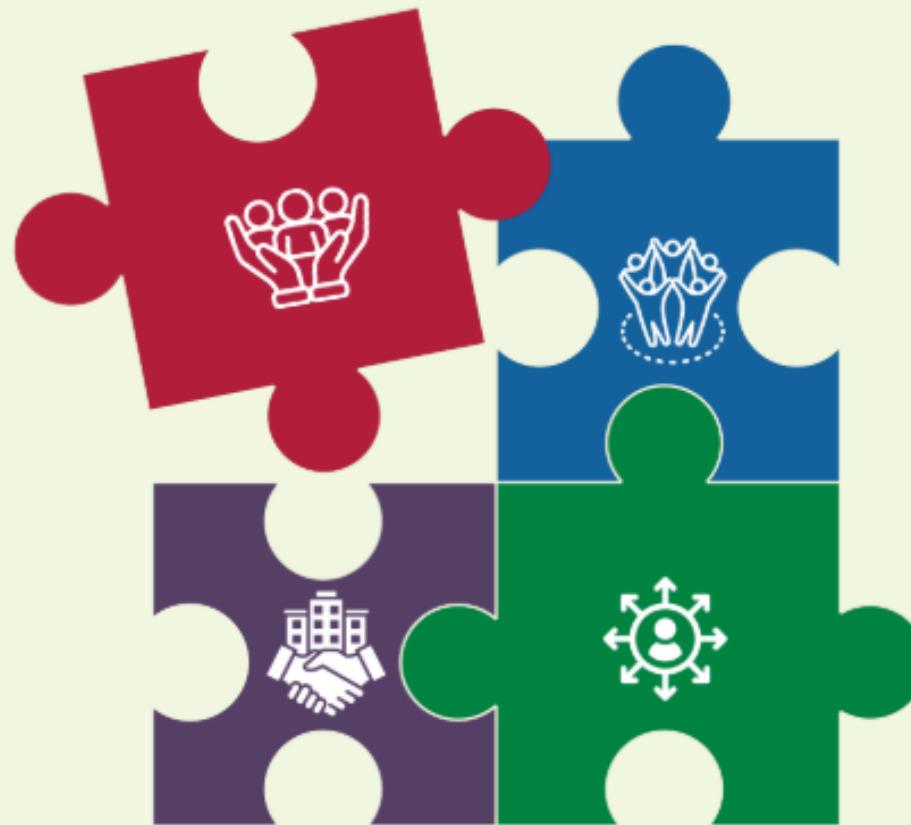
Success for the new Area Boards is being able to demonstrate delivery against 4 key principles:



Continuous, equitable and inclusive **local engagement**, with a wide cross-section of the community.



The building and sustaining of **strong, area-based partnerships**.



Empowered and **resilient communities** who are supported with appropriate advice, guidance and investment.



Clear **local leadership and decision making** that is transparent, evidence led and democratic.

Example Year

Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Community Area Network planning meetings	Cllr and Officer planning meetings		Cllr and Officer planning meetings		Cllr and Officer planning meetings		Cllr and Officer planning meetings		Cllr and Officer planning meetings		Cllr and Officer planning meetings
Business and grant meetings		Business and Grant meeting			Business and Grant meeting				Business and Grant meeting		
Engagements		Volunteer Celebration			Focus Group			Local survey			Visit/consultation with local group
Network groups	LHFIG	H&WB Group	Youth Network	Environmental task and finish group	LHFIG	H&WB Group		LHFIG	Youth Network	H&WB Group	Environmental task and finish group



Timeline 2026

Phase one – Milestones

- 19th January – Cabinet Liaison
- 20th January – AB Chairs and Vice Chairs
- February – April - Document/ guidance updates
- Early May - Single member decision for guidance updates.
- 19th May - Full Council - name change

Phase Two - Milestones

- January 28th - Task Group request to OS Management Committee
- March/ May 2026 – Proposed that O&S Task Group report back to OS Management Committee with recommendations
- May/ July 2026 – Executive response and confirmation of future funding approach
- Exact implementation date for changes TBC

Phase two – O&S brief

To scrutinise the council's grant funding investment into communities, through consideration of the following proposals:

- The suitability and viability of a Crowdfunding model for Wiltshire's Area Board grants
- To evaluate the proposed introduction of a central 'Wiltshire Council Community Fund', financed by Social Value contributions and Community Lottery proceeds that Area Boards can access
- To evaluate the current Area Board grant funding criteria and consider a more simplified outcomes focused approach
- To assess combining the existing three funding streams (capital, youth, adults) into one, more versatile funding pot.



Town and Parish Clerks / Council Agenda

22nd January 2026, 9.30

Attendees: 35

	Agenda <ul style="list-style-type: none">• Welcome and WC updates – David Redfern• Area Board Review – Rhys Schell• Parking Charges – Adrian Hampton• Leisure, Culture and Communities update – David Redfern• T&PC Updates/ discussion• Wiltshire Association of Local Councils – Ian Nockolds• Next Meeting: - 27th February at 8.45 (Lucy Townsend – CE)	
1.	Welcome and WC Updates – David Redfern <p>David Redfern opened the meeting by welcoming everyone and noting that several regular attendees were present, with a few others still joining. He introduced himself as the Director of Leisure, Culture and Communities and chair of the monthly Town and Parish Council meeting.</p> <p>He reflected on how the meeting has become a well-established part of their routine and highlighted the value of consistent engagement with town and parish councils.</p> <p>David then provided a number of wider Wiltshire Council updates:</p> <ul style="list-style-type: none">• Recent political activity had been particularly notable, including a full council motion being overturned.• Preparations were under way for the February full council meeting, with significant focus on setting the council's budget.• Work on devolution was continuing, although progressing slowly; more detailed updates were expected from the Chief Executive at the next meeting on 27 February.• He acknowledged that, like local councils, Wiltshire Council was operating in challenging circumstances but continued to deliver day-to-day services alongside major strategic work. <p>He encouraged attendees to raise questions at any point and reminded everyone that future agenda items were always welcome.</p>	
2.	Area Board Review – Rhys Schell <p>Rhys Schell provided an update on the Area Board Review, explaining that the council has been assessing the strengths and areas for improvement within the current model following extensive consultation with councillors, town and parish councils, partners, and through a public survey. The feedback showed that Area Boards remain a valued structure for local engagement and for supporting grassroots projects through grant funding. Health & Wellbeing Groups and Youth Networks were seen as working well in many areas, and strong relationships with town and parish councils were highlighted as a major strength.</p>	

However, several areas for improvement were identified and better alignment is needed between Area Board activity and wider council priorities. There is a strong desire for more community based engagement rather than relying solely on formal meetings. The funding process was noted as sometimes bureaucratic and restrictive, and there is room to improve communication and visibility of Area Board work.

Rhys outlined several early proposals under consideration, including renaming Area Boards to reflect a more community focused approach, streamlining business meetings, introducing a resolutions log, reviewing grant criteria, and exploring more flexible funding options. Phase 1 changes are being targeted for implementation by May 2026.

Actions / Next Steps: -

Rhys and his team will continue refining proposals following feedback from Cabinet Liaison, Area Board Chairs, and clerks.

Phase 1 changes to the Area Board model are planned for implementation by May. A separate update on LHFIG changes will be brought to a future meeting by Dave Thomas or a colleague.

Meeting slides will be circulated with the meeting notes.

Clerks are encouraged to continue sharing feedback on the review directly

After Rhys's presentation, Mark Hopkins (RWB) raised several points about the Area Board model. He first highlighted the importance of partner attendance, particularly the police, noting that their presence at Area Boards saves significant resources by reducing the need to attend numerous parish meetings individually. Rhys agreed and confirmed that the police had themselves emphasised during the review that Area Boards are essential to their engagement, and they wish to maintain—and potentially expand—their involvement.

Mark also raised concerns about the absence of the Integrated Care Board (ICB) at Area Boards, noting their limited visibility. Rhys acknowledged this and agreed that health partners are not currently well represented across Wiltshire's boards. He confirmed he has upcoming discussions with senior ICB representatives to improve health involvement, recognising that recent organisational changes within health services have made strategic alignment more difficult.

Mark then asked about the potential for CIL (Community Infrastructure Levy) funding to be devolved more locally. David responded that discussions are happening at a senior level, including with the Director of Planning, and that there is growing interest in exploring more localised approaches, though nothing has been confirmed.

Lastly, Mark offered to provide case studies on LHFIG processes, noting they can be slow and complex. Rhys welcomed this input and confirmed that LHFIG reform is ongoing, led by Dave Thomas, and that external examples and feedback would be valuable as proposals are developed.

Action: -

- Rhys made a note to speak with Dave Thomas.
- For ease of reference, we've included the list of Community Engagement Managers and the areas they cover: -

- andrew.jack@wiltshire.gov.uk - Malmesbury, Marlborough, Royal Wootton Bassett and Cricklade
- ros.griffiths@wiltshire.gov.uk - Corsham, Chippenham and Calne
- liam.cripps@wiltshire.gov.uk - Bradford on Avon, Trowbridge and Warminster
- richard.rogers@wiltshire.gov.uk - Melksham, Devizes and Pewsey

	<ul style="list-style-type: none"> • graeme.morrison@wiltshire.gov.uk - Westbury, Amesbury, Tidworth • karen.linaker@wiltshire.gov.uk - Southwest, Salisbury, Southern Wiltshire 	
3.	<p>Parking Charges – Adrian Hampton</p> <p>Adrian Hampton gave an overview of the proposed changes to Wiltshire's parking charges, stressing that no decisions have yet been made and that a formal consultation will take place, likely around March–April 2026 prior to anything being implemented. The main proposals include a 20% increase in parking tariffs, rounded to the nearest 10p, reflecting inflation and rising operational costs. Operational charging hours would extend from 7am to 7pm, and Sunday charging would be introduced at the same rate as weekdays. Sunday on street charging. Blue Badge holders would continue to park free of charge, and Adrian noted the mixed public views around this policy. He also highlighted other proposed changes: charging for use of council staff car parks outside office hours, and moving to a two-year review cycle, with proposed further tariff adjustments scheduled for 2026 and 2028 to avoid large, infrequent rises. Income from the changes would help address backlogs in line marking, signage, and traffic regulation orders, as well as wider operational pressures.</p> <p>Questions Raised: -</p> <ul style="list-style-type: none"> • Sheila Glass (Ramsbury & Axford) <p>Sheila questioned the rationale for free Blue Badge parking, stating she felt there was no clear justification and that many Blue Badge holders would be willing to pay. She also highlighted confusion over signage and time limited bays. Adrian explained the historical and accessibility related reasons behind the policy, acknowledged it remains contentious, and confirmed that Blue Badge parking remains free, although time limits apply in certain locations.</p> <ul style="list-style-type: none"> • Mark Hopkins (RWB) <p>Mark raised concerns about the impact of parking charges on high streets, particularly in comparison to supermarkets and retail parks offering free parking. He asked whether free short stay periods (e.g., first two hours free) had been considered. He also highlighted inconsistent enforcement, citing an example of a private travelling market using bays without being charged. Additionally, he asked for contact information for Blue Badge queries and reminded Adrian of Bassett's continued interest in taking on Bouverie Fields car park. Adrian noted that free parking models had been trialled previously without increasing overall visitor numbers, explained that enforcement and charging policies must be applied consistently. For Blue Badge enquiries the contact details are below: -</p> <p>Blue Badge Enquiries – Contact Details: - Tel: 01225 713002 email: bluebadge@wiltshire.gov.uk</p>	
4.	<p>Leisure, Culture and Communities Update – David Redfern</p> <p>Towards the end of the meeting, David Redfern explained that he had planned to provide a fuller update on current activities and developments within Leisure, Culture and Communities, but due to time pressures—particularly the extended discussion on parking charges, he would have to defer it to a future session. He mentioned that he had intended to use this agenda slot to share insight into key frontline service work within LCC, which he feels is important for town and parish councils to be aware of. Although unable to deliver the full update, David did briefly highlight progress on the Town of Culture initiative, confirming that the official criteria had now been published and had been added</p>	

to the meeting chat. He noted that officers would review the criteria carefully to determine how best to offer support, especially given limited capacity and the likelihood of multiple bids from within Wiltshire. David emphasised that they want to be as helpful as possible but will need to approach support tactically, with more guidance to follow once officers have met to review the requirements in detail.

[UK Town of Culture 2028 Expression of Interest: Guidance for bidders - GOV.UK](#)

Next Meeting: - 27th February at **8.45**