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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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

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

Wednesday 27th November 2024

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 2nd December 2024 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=88519893046>

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

Yours sincerely

A handwritten signature in cursive script that reads "T. Strange".

Teresa Strange, Clerk

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 **Phil Alford** (Melksham Without North & Shurnhold).
- c) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural). To note report.

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 (8b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

6. Public Participation

7. a) To approve the **Minutes of the Full Council Meeting** held on 11th November 2024.

8. Planning

- a) To approve the **Planning Committee Minutes** of 25th November 2024.
- b) To approve the Confidential Notes to accompany the Planning Committee minutes of 25th November 2024.
- c) To formally approve the **Planning Committee** recommendations of 25th November 2024.

9. Finance

- a) To note **Receipts & Payments** reports for November.
- b) To seek **cheque signatories/online authority** for December payments.
- c) To approve Bank Account and Fund Transfers.
- d) To note that the Lloyds Treasurer's Account is changing to a Business Account and consider charges associated with running the account.
- e) To note draft Tax Base for Precept setting for 2025/26 is 2980.90 compared to 2908.62 for 2024/25 (giving c£7k rise based on this year's Band D figure).
- f) To note confirmation of Sandridge Solar farm community benefit contribution for 2024/25.

g) Funding requests from Melksham Town Council for 2025/26 financial year:

- i. To consider contributing towards the following community events planned for 2025:
 - VE Day Celebrations – 8th May
 - Park Yoga sessions May – Sept
 - Holiday Activities in King George Park
 - Proms in the Park
 - Remembrance Day Commemorations
 - Christmas Lights Switch-On
- ii. To consider increasing contribution towards the Market Place Public Toilets for 2025/26

10. Asset Management

a) Grass cutting tender:

- i. To consider setting up a working party for matters relating to the grass cutting tender and appoint members.
 - ii. To approve amendments made to grass cutting tender
 - iii. To approve scoring matrix for evaluating tenders received
- b) To note notification received from waste contractor regarding an increase in charges from 1st December
- c) To agree cover for weekly visual play area and allotment inspections over the Christmas period whilst staff on leave
- d) To consider request from resident to purchase land at Berryfield Park
- e) To consider request from town resident on donation of bench in parish, but contrary to policy.

11. Highways & Transport:

- a) To review proposed scheme for double yellow lines on Westinghouse Way, Bowerhill and consider any additions required following recent correspondence from businesses on industrial estate.
- b) To note sealed Traffic Regulation Orders for 40mph speed limit on Eastern Relief Road.
- c) To note correspondence received from police regarding e-scooters
- d) .To note that Wiltshire Council are holding a consultation on Local Transport Plan

from Thursday 28 November 2024 until Friday 24 January 2025 and note dates of online engagement events.

- e) To note installation of Real Time Information in Kestrel Court, Bowerhill bus shelters
- f) To note EV charging survey response undertaken by Clerk with delegated powers

12. Health and Wellbeing

- a) To consider news re: new health and care facility being built in Trowbridge with NHS ICB (Integrated Care Board) and Wiltshire Council CIL (Community Infrastructure Levy) funding and consider best way to move forward with range of health facility issues in Melksham
- b) To receive update following severe weather event “Storm Bert” over 23rd – 25th November and consider any future action.
- c) To note presentation on cost of Living and Household Support Fund from Wiltshire Council.
- d) To consider request from the Wiltshire Wildlife Community Energy for the parish council to partner with them on a small energy efficiency measures project.
- e) To note Wessex Water have been fined following sewage leaks relating to an area in the parish and consider any action.

13. Elections:

- a) To note date of election 1st May 2025 and date for the pre-election period of heightened sensitivity commencing 11th March 2025.
- b) To agree date for Annual Parish meeting.
- c) To consider not submitting any more “Councillor Corner” articles to the Melksham News (after the January issues) until after the election in May
- d) To note query raised with Wiltshire Council on parish boundary at Eastern Relief Road

14. To note meeting notes from meeting held with Brian Matthew MP and receive update following points raised at meeting.



Clerk Teresa Strange & Chair John Glover

Melksham Without Parish Council

APPLICATIONS FOR GRANT AID

Are invited from organisations that directly benefit residents of the parish

Forms available from the office

Deadline: 31st January

**First Floor, Melksham Community
Campus, Market Place, Melksham,
SN12 6ES 01225 705700**

email admin@melkshamwithout-pc.gov.uk

or download from

www.melkshamwithout-pc.gov.uk

UPDATE FROM THE PARISH COUNCIL

Melksham Without Parish Council has had a busy Summer, working on the review of the Neighbourhood Plan following the consultation period in July and August, as well as reviewing planning applications for large developments in the parish and the public consultations for Lime Down Solar amongst others.

Plenty of planned maintenance, with the replacement of the safety surfacing at the Hornchurch Road play area, and grant funding obtained to improve the pitches at Bowerhill Sports Field. Flood prevention support in Shaw and Whitley following Storm Henk earlier in the year, and a new village gate in Beanacre. Planning appeals, planning enforcement and concerns of speeding are issues that have been raised in Berryfield that we are trying to tackle.

Thoughts now turn to the New Year, with recruitment, a new grass-cutting contract and the budget currently being worked on, with the opportunity for community groups and organisations that directly benefit the residents of the parish able to apply for grant funding, with a deadline of 31st January.

If this all sounds like something that interests you, then do consider standing for the elections on 1st May 2025 when town, parish and Wiltshire Council councillors are all up for election. Now is a great time to come along to council meetings and listen in and see if it's something that you would like to get involved with; improving and supporting the community you live in. Do contact the Clerk to have an informal chat about the time commitment and what the role entails.

NEXT MEETINGS

Meeting	Commencing at 7pm
Planning Committee	Monday 16th December
Finance Committee (Budget)	Monday 6th January
Planning Committee	Monday 13th January
Full Council	Monday 20th January
Planning Committee	Monday 3rd February

WHO IS MY COUNCILLOR?

BERRYFIELD WARD



Shona Holt
shona.holt@melkshamwithout-pc.gov.uk



Richard Wood
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BEANACRE, SHAW, WHITLEY AND BLACKMORE WARD



Terry Chivers
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John Doel
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BOWERHILL WARD



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Mark Harris
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Nathan Keates
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David Pafford (Council Vice Chair)
david.pafford@melkshamwithout-pc.gov.uk



Robert Shea-Simonds
robert.shea-simonds@melkshamwithout-pc.gov.uk



Anne Sullivan
anne.sullivan@melkshamwithout-pc.gov.uk

Melksham Without Parish Council

Full Time Parish Officer

**Salary commensurate with experience
NJC Scale Point 5 -10 (£24,790 - £26,835)**

The role is varied but includes the production of Minutes of Council meetings, submitting comments on Planning applications and acting as the point of contact for Highways & Streetscene matters.

Does this description fit you?

- Keen interest in helping local community
- Approachable, positive and diplomatic
- Able to communicate clearly and effectively
- Able to use basic Microsoft Office packages
- Able to maintain confidentiality and data protection
- Able to manage own time effectively and work to deadlines
- Able to work on own or as part of a small team
- Highly organised
- Available to attend evening meetings (usually Mondays)
- Initiative to work with minimum supervision

If so, please apply for details and application form to:

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

Tel: 01225 705700 Email: clerk@melkshamwithout-pc.gov.uk

Closing date: **Friday 10th January at midday**

Melksham Without Parish Council

INVITATION TO TENDER FOR GRASS CUTTING

Melksham Without Parish Council is inviting tenders for grass cutting and bin emptying in various parts of the Parish (Bowerhill, Berryfield, Beanacre) for a 3/5 year contract, commencing 1st April 2025.

A full specification can be obtained via the Parish Council on 01225 705700 or by email: admin@melkshamwithout-pc.gov.uk

The closing date for receipt of tenders is
Friday 10th January at midday

MELKSHAM WITHOUT PARISH COUNCIL
First Floor, Melksham Community Campus,
Market Place, SN12 6ES

WANT TO KEEP IN TOUCH?

on twitter [melkshamwithout](https://twitter.com/melkshamwithout)
on Instagram [melkshamwithoutpc](https://www.instagram.com/melkshamwithoutpc)
on Facebook [Melksham Without Parish Council](https://www.facebook.com/MelkshamWithoutParishCouncil)
on LinkedIn [Melksham Without Parish Council](https://www.linkedin.com/company/Melksham-Without-Parish-Council)

or visit our website
www.melkshamwithout-pc.gov.uk

Draft Joint Melksham Neighbourhood Plan 2 (2020 – 2038)



REGULATION 16 CONSULTATION PUBLIC CONSULTATION

Begins: 27th November 2024 Ends: 22nd January 2025

(Please ensure that any comments on the Draft Neighbourhood Plan are received by Wiltshire Council no later than 5pm on Wednesday 22nd January 2025)

Further information including the submitted draft neighbourhood plan and **how to comment** can be found online via <http://www.wiltshire.gov.uk/planning-neighbourhood-consultations>

Alternatively, if you have no access to the internet, and you wish to view the Draft Neighbourhood Plan, a copy can be sent to you on request by calling neighbourhood planning on 01225 713698 or you can visit the following deposit points to view the Draft Neighbourhood Plan:

- Melksham Community Campus, Market Place, Melksham SN12 6ES
 - Town Hall, Market Place, Melksham, Wiltshire, SN12 6ES
- Sprockets Coffee 116 Top Lane, Whitley, Melksham, United Kingdom

Please be aware that all representations will be publicly available and may also appear on the Wiltshire Council website.

Following this consultation, the comments received will be passed to an independent neighbourhood planning examiner, to be appointed by the council, who will consider the representations and recommend whether the draft Neighbourhood Plan should be put to a community referendum.

If you have any questions, please do not hesitate to contact Neighbourhood Planning on Tel: 01225 713698 or by email to neighbourhoodplanning@wiltshire.gov.uk

Teresa Strange

From: Wiltshire Council <wiltshirecouncilnews@news.wiltshire.gov.uk>
Sent: 29 November 2024 13:00
To: Teresa Strange
Subject: Revised Heart of Wessex devolution proposal

[View this email in your browser](#)



29 November 2024

Dear Clerks

I wanted to write to you to let you know that this week Wiltshire Council, along with Dorset and Somerset Councils, have amended our Expression of Interest (EoI) for the Heart of Wessex devolution deal. Government has made it clear that it intends all devolution deals to end up with Mayoral Combined Authorities and so we have amended our EoI to reflect this. We have written to the Deputy Prime Minister requesting that the Heart of Wessex be considered in the first tranche of devolution deals.

This isn't a merger of the three councils, we will all remain separate local authorities. Devolution is an opportunity for us to unlock significant opportunities

and funding for our communities through local empowerment and collaboration. Along with the Leaders of Dorset and Somerset I have issued a joint statement to the press and you can read a copy of this [on our website](#).

An update paper will be going to Wiltshire Council Cabinet on 10 December and this will be published on 2 December.

I will continue to keep you updated and once an outline of proposals has been agreed with central government, we will be seeking feedback on the detail of any arrangements as part of a formal consultation with residents.

Very best wishes

Cllr Richard Clewer
Leader of Wiltshire Council

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Wiltshire Council starts work on Melksham Oak footpath and cycleway

Wiltshire Council has started preparations to build the new Melksham Oak footpath and cycleway.

Published 28 November 2024

Wiltshire Council has started preparations to build the new Melksham Oak footpath and cycleway.

Once complete, the shared use path will provide safe, sustainable transport routes for both pedestrians and cyclists, creating an essential link between Melksham Oak Community School and the surrounding community areas.

The path will be three metres wide and the first phase will extend from the relief road on the new East Melksham development, across nearby fields and connect to Melksham Oak school and the Woolmore Farm site. The work is expected to be completed by spring 2025.

Following this, phase two is intended to see the construction of the final section from the northern boundary of Woolmore Farm to the A365 Bath Road. As this is part of the Woolmore Farm development plans, and is led by the housing developer, the council does not have any control over the timeframes and so a completion date is to be confirmed.

The initial preparatory work for phase one will include construction of a service access to the site, vegetation clearance and fencing to protect trees in the area. Once these preparations are complete, the main work to build the path will begin early in the new year, subject to suitable ground conditions.

The initial work for the first phase of the project will, at times, require temporary traffic management to be in place for a period to control access to and from the site.

Councillor Tamara Reay, Cabinet Member for Transport, said: "This project is a fantastic step forward in our commitment to creating safe, accessible, and environmentally friendly travel options for the Melksham community."

"It will significantly benefit students, residents, and visitors alike, providing healthier and more sustainable travel options and strengthening connectivity across our community, enabling more people to leave their car at home should they wish to do so."

"The new path meets our Business Plan commitment to having vibrant, well-connected communities as we seek to build an efficient and effective transport network with viable alternatives to the car."

From: [Jonathon Seed](#)
To: [Jonathon Seed](#)
Subject: WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED
Date: 17 November 2024 17:22:18

WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

I am writing this message in November as the year draws to a close and straight after a busy Remembrance weekend. As a veteran of over twenty years service I am always keen to support Remembrance events. This I attended three Acts of Remembrance in the Area. In the morning I laid a wreath on behalf of Wiltshire Council at the hugely well attended and well organised Melksham Civic ceremony. Later I attended the smallest village in my Division where I joined half the residents of the village in their simple but solemn service. In the afternoon, and as a Parish Councillor, I laid the wreath on behalf of Bromham Parish Council at their Act of Remembrance at the village Cenotaph. All of these events are community events and it is striking that they are no longer the preserve of the old but are increasingly well attended by younger members of their communities.

As the year draws to a close there is much to reflect on. 2024 has been a year of dramatic elections. Our July General Election resulted in a landslide for the Labour Party of Sir Kier Starmer and we are all now seeing just what that means and the effects that this will have on our national and personal lives. Whichever way people personally voted, the effect was the same and resulted in a strong Labour majority in Parliament. With our first past the post system a vote for smaller parties means that the largest party wins and wins well. That is the effect of heavy voting for small parties who have no chance of forming a government.

Across the Pond there was another landslide victory for Donald Trump who took all save of the “swing” states. In the USofA Mr Trump also took over 52% of the popular vote and so, together with the a majority in the Senate and House, he not only forms the Government but has a string mandate to govern. We will feel the effects of the Trump Government here and this is likely to be reflected as cheaper energy and also, perhaps, an end to some of the conflicts around the world. It is a fact that there were no new conflicts on his last watch so let’s hope for something similar this time.

Finally I wish you all a very Merry Christmas and a Happy New Year - and note that 2025 is the year of local elections here in Wiltshire!

Jonathon Seed
07770774463

**MINUTES of the Full Council Meeting of Melksham Without Parish Council held
on Monday 11th November 2024 at
Melksham Without Parish Council Offices (First Floor), Melksham Community
Campus, Market Place, SN12 6ES at 7:00pm**

Present: David Pafford (Vice Chair of Council), Alan Baines, John Doel, Mark Harris, Shona Holt, Nathan Keates, Robert Shea-Simonds, Anne Sullivan, and Richard Wood.

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

In attendance: Wiltshire Councillor Nick Holder who left the meeting at 7.25pm.

285/24 Welcome, Announcements & Housekeeping:

In Councillor Glover's absence as Chair, Councillor Pafford, as Vice Chair, chaired the meeting. He welcomed everyone to the meeting; it was noted that those present were already aware of the evacuation procedures in the event of a fire. Everyone was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

The Council observed a one-minute silence to mark Remembrance Day.

Councillor Pafford made the following announcements:

- Members were reminded that a meeting was scheduled at the parish council meeting space with Brian Mathew, MP, on Friday 15th November at 12 noon.
- It was advised that the Road Safety Working Party that was provisionally booked in for Monday 18th November has been postponed. The proposed new date for the meeting is either Monday 27th January or Monday 3rd February after the planning committee meeting.
- The Melksham Town Council's Cemetery Working Party is scheduled to be held on Monday 18th November. Members noted that all information for this working party is to come directly from Melksham Town Council.
- The first internal audit of the financial year has been booked in for Wednesday 18th December.

286/24 Apologies:

Apologies were received from Councillor Glover who was on holiday; Councillor Franks, who was unwell; and Councillor Shea Simonds, who had a family commitment; these reasons for absence were accepted.

Councillor Chivers was not present.

Standing Orders were suspended to allow a period of public participation.

287/24 Invited Guests:

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

Wiltshire Councillor Alford was attending the Finance meeting of Melksham Town Council, in his role as town councillor.

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

Wiltshire Councillor Seed had submitted a report, which Members noted.

c) Wiltshire Councillor Nick Holder (Bowerhill):

Councillor Holder explained that Councillor Glover had made him aware of a post circulating on the 'The Sham Shout Outs' Facebook page asking for some hardcore builders' rubble to fill an unused ditch on the Bowerhill Industrial Estate. He advised that this was concerning as there are no unused ditches in Bowerhill, as all ditches in Bowerhill form part of the management of the water in this area. He asked the Bowerhill Ward Councillors whether they could keep an eye out and help locate the unused ditch that was being referred to while out and about. There is a concern that someone may intend to block one of the drainage ditches on the estate, which would cause significant issues, especially at this time of year as we head into the winter months.

Councillor Wood queried whether Danny Everett, the Principal Drainage Engineer at Wiltshire Council, had been informed. Councillor Holder advised that he had not made him aware; however, he had contacted Samantha Howell, who was the Director of Highways and Transport at Wiltshire Council. She had responded, advising that they had checked with the local team; however, there was no local intelligence, and they were currently investigating where this was.

On a separate matter, Councillor Holder explained that he had a meeting with the new Executive Head at Melksham Oak Community School last week, specifically to talk about an update on the footpath and the ongoing issue of getting speeding reduced outside of the school. He advised that at the meeting he was given the impression that the Executive Head was keen to engage with both the parish and town councils. He suggested that the parish council may wish to invite him to address the council to talk about plans for the future.

Councillor Pafford asked members whether they had any questions for Councillor Holder. Councillor Harris asked whether there was an update on the Eastern Way roundabout, as he had seen an update advising that it would be open by the end of November. Councillor Holder advised that this was pending a safety inspection being passed; however, the traffic regulation order (TRO) has been signed. He advised that the road is going to have a 40-mph limit, which technically comes into force on Monday 18th November which is the earliest this road could open. The last stage of the process is for the safety audit to be undertaken and the confirmation that the telematics on the toucan crossings are working remotely.

Once this has all been confirmed, the road will open. It was queried whether there will be any signage displayed on the roundabout directing motorists on which lanes to use following recent comments in the media made about the roundabout. Councillor Holder confirmed that there was unlikely to be any additional signage installed at the opening of the roundabout, as motorists needed to follow the highway code. He explained that signage on roundabouts is not encouraged by the Department for Transport unless they are specifically indicating a left turn only.

The Council reconvened. Councillor Pafford advised that for consideration at this evening's meeting was for members to consider whether to meet with the Executive Head of Melksham Oak Community School, which was under item 12biv. He asked members whether it was their wish to bring this item forward for discussion. Members agreed that this item should be brought forward.

288/24 Inviting new Melksham Oak Executive Head to meet with the parish council:

Councillor Pafford felt that it was in everyone's interest for Melksham Oak to be a successful school and felt that the Executive Head should be invited to meet with the parish council to discuss plans for the school. It was also felt that the Associate Headteacher for Melksham Oak should also be invited to the meeting. Members agreed that this was a good idea.

Resolved: The Executive Head and the Associate Headteacher of Melksham Oak Community School are to be invited to meet with the parish council.

289/24 Public Participation:

There were no members of the public present.

290/24 Declarations of Interests:

None.

291/24 Dispensation Requests:

None.

292/24 Items to be Held in Closed Session:

Resolved: Agenda items 7b & 8b 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. This is in line with Standing Order 3d for the following reasons:

7b & 8b Related to confidential notes to accompany the minutes of the Full Council meeting (7th October) and the Planning Committee meeting (21st October and 4th November). There was only a requirement to put these items into closed session if members wished to discuss the contents of the notes.

293/24 a) Minutes of the Full Council Meeting held on 7th October 2024:

Resolved: The Minutes of the Full Council Meeting held on Monday 7th October 2024, were formally approved by the council and for the Chair to sign them as a correct record.

b) Confidential Notes to accompany the Full Council minutes of 7th October 2024:

Resolved: The confidential notes that accompany the Full Council minutes of 7th October 2024, were formally approved by the council and for the Chair to sign them as a correct record.

294/24 Planning:

a) Planning Committee Minutes of 21st October and 4th November 2024:

Resolved 1: The Minutes of the Planning Committee Meeting held on Monday 21st October 2024, were formally approved by the council and for the Chair to sign them as a correct record with the following minor amendment:

Page 2: min 244/24 (last paragraph)- Removal of 'not' so that the sentence reads 'It was noted that this was only an instruction to turn right out of site.'

Resolved 2: The Minutes of the Planning Committee Meeting held on Monday 4th November 2024, were formally approved by the council and for the Chair to sign them as a correct record.

b) Confidential Notes to accompany the Planning Committee minutes of 21st October and 4th November 2024:

Resolved 1: The confidential notes of the Planning Committee Meeting held on Monday 21st October 2024, were formally approved by the council and for the Chair to sign them as a correct record.

Resolved 2: The confidential notes of the Planning Committee Meeting held on Monday 4th November 2024 were formally approved by the council and for the Chair to sign them as a correct record.

c) Planning Committee recommendations of 21st October and 4th November 2024:

Resolved 1: The recommendations contained in the Planning Committee minutes of 21st October 2024, were formally approved.

Resolved 2: The recommendations contained in the Planning Committee minutes of 4th November 2024, were formally approved.

d) **Update on the submission of the reviewed joint Melksham Neighbourhood Plan:**

The Clerk was pleased to report that the Melksham Neighbourhood Plan had now been submitted. Members wished to formally thank everyone involved in the production of the Neighbourhood Plan and its supporting documents.

Councillor Pafford explained that one of the reasons why the Neighbourhood Plan needed to be submitted to Wiltshire Council as soon as practical was so that it was submitted before any changes were made to the National Planning Policy Framework (NPPF). There had previously been suggestions that the NPPF may be delayed until after Christmas due to the number of responses received to the consultation; however, there has been confirmation that the government plans to respond before the end of the year.

The Clerk explained that the Melksham Neighbourhood Plan Steering Group gave delegated powers to Councillor Pafford as Chair of the Steering Group and the Clerk in conjunction with Place Studio, the Neighbourhood Plan consultants, to update any documents as necessary to reflect the approved final version of the Neighbourhood Plan. As per the resolution of the Melksham Neighbourhood Plan Steering Group, the town council was invited to be part of the delegated powers but did not respond to those requests. The following documents have been updated and approved for submission under delegated powers:

- Basic Conditions Statement
- Consultation Statement and all Appendices (Comments received and response of Steering Group)
- Modification Statement
- AECOM SEA (Strategic Environmental Assessment)
- Place SEA Addendum
- Local Green Space Evidence Base report
- Green Gap & Wedge Study Addendum
- Site Allocation Topic Paper
- Historic Non-Designated Assets report
- All communications material post-submission

The Clerk advised that no material changes have been made to the above documents, only minor amendments to reflect the plan.

The Clerk explained that Place Studio still needed to invoice for the following:

- 2.5 days outstanding against the quotation previously agreed
- 1 day as agreed for additional Strategic Environmental Assessments (SEA) work
- 1 day for additional submission preparation

The Clerk explained that when Place Studio provided a quotation for the work some time ago, there was no way of knowing how many responses would be received for the consultation, or that there would be a second Regulation 14 consultation. She advised that although Place Studio is invoicing for an additional day, they have undertaken a lot more additional hours than what they were invoicing for. It was confirmed that the cost for an additional day was £570 + VAT. The total outstanding amount due to be paid to Place Studio is £2,115 + VAT, and members approved paying this amount. It was noted that 70% of this share would be charged back to Melksham Town Council.

Resolved 1: The parish council approves paying Place Studio £2,115 + VAT for work undertaken on the Melksham Neighbourhood Plan, and Melksham Town Council be informed of their share of the cost.

Resolved 2: The parish council formally thanks everyone involved in the production of the Neighbourhood Plan and its supporting documents.

295/24 Finance:

a) Receipts & Payments reports for October:

Members noted the receipts and payment reports for October.

b) Cheque signatories/online authority for November payments:

Resolved: For Councillor Holt and Councillor Baines to be signatories for November's payments.

c) Bank Account and Fund Transfers:

The Clerk advised that currently in the Lloyds Bank Current Account, there was c£109,000, which includes c£96,000 of CIL recently received from the Buckley Garden development in Berryfield. Taking into account some outstanding cheques and direct debits as well as leaving a £5,000 buffer in the account, there was £104,000 available to be transferred from the Lloyds account into the Unity Trust Bank Current Account. This would need to be a cheque transfer and would need to be signed at this evening's meeting for the funds to clear before the November payment run. Officers have estimated that £40,000 will be required for the November payment run, which takes into account the NJC (National Joint Council) pay increase for all staff, which is backdated to the 1st of April, as well as the £5,000 award towards the refurbishment of 11 Church Walk. An additional £5,000 is required as a buffer in the current account. This will leave £67,000 to be transferred from the Unity Trust Bank Current Account into the CCLA Public Sector Deposit Fund.

Resolved 1: The council approve moving £104,000 from the Lloyds Bank Current Account to the Unity Trust Bank Current Account by cheque transfer.

Resolved 2: The council approve moving £67,000 from the Unity Trust Bank Current Account to the CCLA Public Sector Deposit Fund.

d) Initial thoughts/requests to inform the 2025/26 budget preparation:

The Clerk explained to new members of the council that the budget for the 2025/26 financial year will be approved in January 2025 for the 1st of April 2025 onwards. She explained that unless the council has a change in principles, such as not running play areas, etc., most of the items will be the same as the current year with an increase to reflect inflationary rises. The Clerk asked members for any initial thoughts on any new items they may wish to be included in the budget to inform the preparation so that they can be fully costed and considered by the council at the budget meeting. She had suggested a few topics for the council to consider this evening, which were as follows:

- **Continue with Year 3 of Age UK/Melksham Community Support?**

Members agreed that the support that this project provides to members of the community is vital and the parish council should continue to fund their share of this provision for the 2025/26 financial year. Members commended the work that was currently being undertaken in the community. It was queried whether the town council would be committing funding to this project in the 2025/26 financial year, as this would be the 3rd year of the project. The Clerk advised that the town council initially agreed to 3 years' worth of funding; however, omitted putting it in their budget for the current financial year. This was quickly rectified by them as they provided this project with a grant; however, the Clerk was meeting with the Deputy Town Clerk this week, so she would discuss this with her then. It was noted that the parish council agreed to review funding this project each year.

Resolved 1: The council put provisions in the budget to fund Melksham Community Support for the 2025/26 financial year.

- **Youth provision?**

Councillor Pafford explained that Councillor Hubbard had approached the town and parish councils asking why they were not funding youth like they were for the over-60s demographic. Councillor Harris advised that the Melksham Area Board provided funding for youth organisations and the town and parish councils opened for grants each year. Councillor Richardson wondered whether the work that the Melksham Community Support project was doing could be extended to younger people who may need some support. The Clerk explained that the difficulty was finding a partner that could do this scheme for all ages, which was why the councils partnered with Age UK. The Clerk explained that Age UK would never turn anyone away, and if a younger person did contact them, they would help depending on their circumstances or they would signpost them to an alternative service. The alternative was that the volunteers be managed directly by both councils, which was not suitable as officers do not have the skill set in matters such as safeguarding to be able

to line manage this. Councillor Sullivan explained that she was currently doing some charity work with the doctor's surgeries in Melksham, and one of the things that she had received feedback on was that informal carers who are looking after people who have chronic or terminal illnesses have no one to talk to. She suggested that if the council was looking to investigate the need in the local area, perhaps the charity she is working with could provide their findings.

The Clerk explained that Councillor Hubbard was specifically asking about youth up to the age of 18. For example, 4youth, which supports young people in this age range, was finding it increasingly difficult to find grant funding to keep things such as youth clubs and counselling going.

After a robust discussion, members felt that more information needed to be provided on where the gaps were for provision in Melksham so that the council could make an informed decision on what needs to be supported and whether the council can support it. Members considered that they needed to take into account that there may be a gap for people who are 18+ and not just for those under 18. Until the council can understand what specifically isn't provided in the community that may need to be funded, it wasn't something that could be put into the budget for 2025/26 but could be in future years once the provision is known. Members agreed that the council should not duplicate any services that are already being undertaken, so discussions should be held with the schools and the charity that Councillor Sullivan is working with, as well as Councillor Hubbard so that a solution could be explored.

Additionally, the Clerk explained that Sergeant Gemma Rutter has a focus on youth and has organised an event at the Assembly Hall on Friday 29th November with lots of youth organisations. Secondly, she understood that at the Health and Wellbeing Area Board meeting, all the social prescribers had gone from the surgeries in Melksham. She explained that the social prescribers were doing similar work to the Melksham Community Support project and would have filled the gap for the 18-60-year-old demographic. This is something that the council could investigate with the surgeries to find out why this provision has stopped in Melksham.

Resolved 2: The council go back to Councillor Hubbard and confirm that the council are keen to explore what the current gaps in provision in Melksham are alongside other stakeholders as discussed above.

- **Grasscutting tender:**

The Clerk advised that the council was going out to tender for their grass-cutting and bin-emptying contract to start from 1st April 2025. She queried with members whether they wished to go out to tender before Christmas or after, bearing in mind that the budget would be approved in mid-January. She explained that if the council wished to go out to tender after Christmas, for budget setting the council could add a percentage increase on to the figures. Members did not feel that this should wait until after Christmas, and the

tenders should be advertised now. Councillor Richardson also felt that prices should be obtained from tenderers for a 3 and 5-year term contract.

Resolved 3: The council go out to tender for the grass cutting and bin emptying contract before Christmas with a view to getting prices back in time for budget setting in January. Tenderers should be asked to provide prices for a 3- and 5-year term contract.

- **Employer NI:**

Councillor Pafford reported that despite the Chancellor's speech on the Budget advising that the employer NI did not apply to the NHS or public bodies. It has since been clarified that it does apply to parish and town councils. Members noted that this increase needed to be included in the budget.

Members confirmed that they didn't have any more requests for the budget.

296/24 Asset Management:

a) Asset Management Committee minutes of 4th November 2024.

Resolved: The Minutes of the Asset Management Committee meeting held on Monday 4th November 2024, were formally approved by the council and for the Chair to sign them as a correct record with the following amendment:

Page 14: min 275/24- Under recommendation 3 an 's' should be added to the word 'reference'.

Page 15 - An amendment needed to be made to the third paragraph to state the following: 'One point that was highlighted in the report was that the doors have not been fitted with a thumb turn override to the inner leaf **or door closers in place**. It was agreed that **the door closers** were something that the parish council would need to action.'

Page 16: min 278/24- Under recommendation 2 the word 'closures' needed to be amended to 'closers'.

b) Confidential Notes to accompany the Asset Management Committee minutes of 4th November 2024

The Clerk advised that at the time of the publication of the agenda, it was not known whether there would be any confidential notes to accompany these minutes. She confirmed that there were no confidential notes to approve.

c) Asset Management Committee recommendations of 4th November 2024

Min. 275/24 Grass cutting and bin emptying contract:

The Clerk advised that earlier on in the meeting the council resolved to ask

tenderers to provide costs for a 3- and 5-year term contract. One of the recommendations under this minute was to ask for tenders for a 3-year contract, which had now been amended, so this part of the recommendation should not be approved.

The Clerk explained that one of the queries at the Asset Management meeting was how the council could obtain prices for the contract. Members were unsure whether a price should be obtained for the whole three years or whether a base price should be provided for each year with this being increased by inflation. Officers were tasked to find out from other councils how they did this. The Clerk advised that she had spoken to other councils, and they get a price for the first year of the contract and then agree to the RPI increase for each of the other years. Councillor Richardson advised that a three-year price and a five-year price should be asked for. He suggested that the council may wish to consider something in the contract that allows for three years to be accepted with an option for a further two years.

Resolved: The recommendations contained in the Asset Management Committee of 4th November 2024, were formally approved, except for the recommendation under minute 275/24 stating that tenders should be received for a three-year contract as this had now been amended as detailed above.

297/24 Staffing:

a) Update on recruitment of replacement Parish Officer:

The Clerk explained that the Neighbourhood Plan submission has been taking up time in the last couple of months, which is why no recruitment has taken place yet. She explained that officers would prefer to concentrate on getting back up to date with outstanding actions, together with the budget preparation before Christmas, and recruit in the New Year. In addition, it takes time to train new staff, and officers do not feel that they will have that time this year. The Clerk queried with members whether it would be better to advertise the job in the new year rather than before Christmas, when potential candidates may be preoccupied in the run-up to the festive period. She advised that the Melksham News publication dates were the 21st of November, 5th December, 12th December and then 2nd January. Councillor Holt advised that if any candidates are successful, they may need to give notice, which could potentially be three months depending on the terms of their current role. She felt that the advert should not be delayed and should be published in the 21st of November edition. The council could then include in the advert that interviewing for the role would take place in the new year.

Resolved: The parish council should not delay the advertising of the Parish Officer job role, and it should be published in the 21st of November edition of the Melksham News and its sister papers.

b) National Joint Council (NJC) pay award for 2024/25 and budget implications:

The Clerk reported that the NJC pay award for 2024/25 had now been agreed. It was noted that this was an additional £1,290 on each pay scale (full-time hours) for all local government employees. The Clerk drew the members' attention to the fact that this was backdated to the 1st of April and included any employee who had left the council during the current financial year.

Officers have looked at everyone's salaries based on the new pay increase and have estimated additional hours based on what was estimated in the budget. It was noted that the 2024/25 budget for staffing salaries for the five staff is £120,535. The estimated spend on salaries this year will be £104,470, which includes the salary up to the date of when the Parish Officer retired but not the new Parish Officer, as it's unknown when they will be starting and what scale point they will be on at this stage. This therefore means that the parish council has enough in the budget to cover the increase, including on costs for pension and NI employer contributions.

c) Chairs Allowance:

The Clerk advised that the council needed to "have regard to" the Wiltshire Independent Remuneration Board, and therefore in previous years have had regard to the increase in Wiltshire Councillors' allowances and/or the agreed NJC staff increase. The Wiltshire Independent Remuneration Panel is currently doing a review with a report due to be released. She suggested that the Chair's allowance should be deferred until the report has been issued, which members agreed with.

Resolved: The council defer the Chair's allowance until the publication of the Wiltshire Independent Remuneration Panel report.

d) Closure of council public office at Christmas for 2 weeks:

The Clerk explained that the council office usually closes between Christmas and New Year. Due to the way the bank holidays fall mid-week, officers would like to close the office for 2 weeks. The Clerk advised that the out-of-hours phone will be on for any urgent parish matters during this time.

Resolved: The parish council office closes for two weeks from Monday 23rd December 2024 and reopens on Monday 6th January 2025.

298/24 Partnership Working:

a) Update on Age UK and Quarter 2 Report for 2024/25:

Members reviewed the report provided by Age UK Wiltshire for the Melksham Community Support project and felt that it was a very thorough report. It was noted that members had also been provided with some case studies of people who have used the service, which showed how vital this was for residents.

Members were impressed with the work that was being undertaken by the project worker on this project and felt that it was an exemplary service for the community. The Clerk explained that along with this report, she also had a meeting with the operations director and the line manager of the project worker. Councillor Sullivan queried whether the number of people using the service was as expected. The Clerk advised that the number of people that the project worker was supporting were considered by Age UK to be impressive compared to similar schemes in other areas. The Clerk explained that although the council is paying 50% of the project, the population is 70/30, but the split between the town and parish council residents who were being supported by the project worked out in line with the population split. It was noted that because the town council had provided this project with a grant, they were not involved with the meeting or provided with the report. Members were happy for this report to be sent to the town council as it provided evidence that this service was crucial for the community and may help them when they are discussing putting funding for this project in their budget. Members felt that it was important that the town council continued with their commitment towards this project.

Resolved: The Clerk to inform Age UK Wiltshire that the parish council were very pleased with the work currently being undertaken on this project.

Resolved: The council send the Melksham Community Support Quarter 2 report to Melksham Town Council.

b) Joint Partnership Working:

i. Feedback from WALC annual conference 5th November:

The Clerk reported that Councillor Glover and herself attended the WALC annual conference on the 5th of November. There were a number of presentations to choose from throughout the day, with both attending some different sessions. The Clerk explained that she had attended a session on devolved services, which was interesting to hear other council's experiences of doing this. There was also a presentation from Perry Holmes, who is the Wiltshire Council solicitor, on civility and respect. The session also involved supporting councillors in having people in similar roles to talk to and discuss different matters. He suggested getting councillors together across an area board every few months so that they could share experiences, etc.

Councillor Glover went to the passenger transport session to discuss real-time information. Following this, the parish council has now received a reply from the passenger transport team at Wiltshire Council to hopefully move this project forward.

The Clerk went to the "affordable homes for local people" session, which was by the Community Land Trust and the case study came from the development at Seend Cleeve which initiated from the Seend Neighbourhood Plan. The Seend Cleeve affordable housing and rural exception site was mostly funded by public money and generosity of the local landowner. The Clerk explained

that she asked what advantages there were to allocating affordable housing in a neighbourhood plan vs community land trust schemes. She explained that this was more about the local community controlling the project and having full control over decision-making, such as house design, tenure, and who moves into those homes. Whilst they were pretty much fully funded, they were for small, rural exception sites with approximately 10 dwellings.

The afternoon session was with a national planning advisor about preparing and reviewing a Neighbourhood Plan. The Clerk explained that the feeling of the adviser was that in the future he did not believe that site allocations would be in Neighbourhood Plans, and they would be very much more about design. This was of course someone's opinion and was not currently in place. The same advisor also did a session on the proposed reforms to the National Planning Policy Framework (NPPF).

ii. **Feedback from SLCC annual training day 8th November:**

The Clerk explained that she and the Finance & Amenities Officer attended the annual Society of Local Council Clerks (SLCC) training day on Friday 8th November. The first session was about community engagement and is a paid service that the Local Government Resource Centre (LGRC) can provide. The session went through ways on how councils can better engage with their residents and provided a case example of how a local council undertook this task to regenerate their town. The Clerk explained that a public survey was undertaken, and once all of the responses were collated, a group of residents undertook an exercise to put them in order of priority. This task was a tabletop exercise, and each table would have to rank a different set of priorities. Once this was done, residents would swap tables and rank the other set of priorities. By the end of the session, all residents will have seen the responses and ranked them in priority order. The community then has an opportunity to review the top priorities and rate how easy they would be to implement, e.g., would it be expensive to do, would it take up a lot of resources, etc. She suggested that the council may wish to consider this type of exercise in the future and ask residents what their priorities are.

The Clerk spoke to the presenter from the Institute of Cemetery and Crematorium Management. She explained that they advised that a lot of site surveys have to be undertaken for a cemetery as it was specialist because of contamination and water tables, etc. they cautioned that there was a large amount of cost connected to this. The Institute of Cemetery and Crematorium Management can advise councils at a cost of around £100 per year. She is aware that Sailsbury created a new cemetery in 2016, so this would be a good resource to talk to/go and have a look at in the future if this project were to go ahead.

There was a session on the code of conduct, and one thing that came out of this session was perhaps embedding pecuniary interest in the code of conduct. This was something to look at for the next Annual Council meeting. The afternoon session was undertaken by the Wiltshire Council Public Health

team on five tips to wellbeing. She explained that this was a free service for any employer with under 50 staff, which is a useful resource.

iii. **Meeting arranged with Melksham Town Council Deputy Clerk:**

The Clerk advised that a meeting has been arranged with the Deputy Town Clerk tomorrow afternoon to talk about joint projects and to encourage that these commitments are implemented in their budget for the next financial year.

c) **Update from Village Hall meeting 17th October:**

The Clerk advised that a meeting with local village halls, community venues and churches took place on the 17th of October. The Shaw and Whitley Flood Wardens attended the session to talk to these groups about setting up community hubs for a civil emergency.

d) **Update from CAWS CEG Community Action Whitley & Shaw Community Emergency Group 9th October:**

Members reviewed the CAWS CEG notes from the Community Emergency Group meeting held on 9th October. Members were impressed with the amount of work that is being undertaken by the Flood Wardens.

e) **Update from Melksham Area Health & Wellbeing meeting 17th October:**

The Clerk explained that the aim of the meeting was for representatives of local health and wellbeing organisations to network and share best practice. The Clerk explained that the GP surgeries are not currently attending these meetings, which was something that needed to be looked into as it was very useful when they attended in the past.

299/24 Consider submitting comments to the following public consultations:

a) **Government consultation on enabling remote attendance and proxy voting at local authority meetings:**

The Clerk explained that currently remote attendance and voting at council meetings is not allowed. The government is currently seeking views on allowing remote and hybrid attendance at council meetings. The feeling of this council previously was that it would be good to have this flexibility but that the council should have control over when and how remote attendance was implemented. It was felt that it provided more diversity so that it enabled someone who had circumstances that meant that they may not be able to attend some evening meetings but could attend remotely. This was, of course, different from someone who may live away for 6 months of the year, for example, and who wouldn't be engaged in the local community, which was why the council was keen that if remote attendance was allowed, it should be controlled by the individual councils themselves to establish a criterion.

Members welcomed this consultation and wished to respond as discussed above.

Resolved: The parish council respond to the Government consultation on enabling remote attendance and proxy voting at local authority meetings as discussed above.

b) Consultation on community EV charging points:

The Clerk advised that following the last Full Council this was for her to put together a response. Councillor Pafford reported that Councillor Glover had expressed his views on this and feels that if the charging points were to go in the vicinity of village halls, details need to be obtained as to whether they would be charged for this provision. The Clerk explained that from the last meeting, members had agreed to submit a response that included any roads in the parish that had on-street parking rather than drives and whether any organisations in the local area could host public chargers in their car parks. She explained that she would ask village halls whether they were happy before submitting the response. As this was a factual response, members agreed to give the Clerk delegated powers to submit a response to the consultation on the parish council's behalf.

Resolved: The council give the Clerk delegated powers to submit a response to the community EV charging points consultation as detailed above.

c) Wiltshire Council Countryside Access Improvement Plan engagement survey:

The Clerk explained that Wiltshire Council was currently surveying people on the Countryside Access Improvement Plan; however, this was for individual people to respond to, not for town and parish councils. It was noted that out of all of the parishes and towns in Wiltshire, the parish of Melksham Without is listed eighth in the total amount of responses that had been received from residents. There will be a parish and town council version survey coming out in the future. The Wiltshire Council Countryside Access Officer had asked whether the parish council had any questions that they felt needed to be asked on the survey. The Clerk explained that this might be difficult at this stage without looking at the current survey, but if members did feel that something should be included in the town and parish survey, to let her know.

300/24 Social media: Parish Council's use of X (formerly Twitter)

The Clerk explained that there have been some comments and concerns nationally about the use of X and the fact that some journalists were pulling out of the platform completely, whereas others felt that people needed to be on there to counter any untrue information that was being circulated. Recently it was announced that Chippenham Town Council was withdrawing from X due to a significant increase in unfiltered and inappropriate content that does not align with their values. She queried whether the parish council wished to

continue on X. It was noted that the parish council also used Facebook and Instagram. It was queried whether officers had received any abuse on the platform, and the Clerk confirmed that they hadn't. Councillor Holt explained that in her professional capacity, she looks after social media accounts for a number of organisations that all have X and feels that it is better to continue on it as, like with Instagram, X has its own demographic. It was suggested that the parish council should also post on a parish council LinkedIn account. After a discussion, members agreed that the parish council should continue with X; however, if officers at any time feel uncomfortable using it, this should be brought back to the council.

Resolved: The council continue with posting parish council content on X and start posting on LinkedIn.

301/24 Climate Change

a) Rewilding project being undertaken in Bowerhill by Wiltshire Council:

As part of Wiltshire Council's rewilding project, there are two areas in Bowerhill that are being rewilded, which are public open space Harvard Close and Falcon Way/Hurricane Road. A community planting day has been set up for the project and scheduled for Saturday 23rd November from 10.00 – 12.30 for community groups to help with the planting of the wildflower plugs. Councillors welcome.

b) Trial in other parts of the UK to remove streetlights:

The Clerk advised that the trial to remove streetlights in parts of the UK was sent through to her by former Councillor Patacchiola. In the news article, it states that £3.5 billion each year is being spent on the 7.2 million streetlights in the UK. Under current street lighting rules, there is no requirement to light pavements for pedestrians, and they are only lit by the light coming from the lampposts, which is in place for vehicles using the road. The idea of this trial was to remove the lights to save money and reduce carbon emissions but replace them with lighting that will make it safer for pedestrians. As it is considered that now cars have more effective headlights, lighting is not necessary in some parts of the UK. After a discussion, members felt that the council should keep a watch on the trial and await a report in due course.

Resolved: The council keep a watch on the trial to remove street lighting and await the publication of the report.

Meeting closed at 21.25 pm

Chairman, 2nd December 2024

Date: 01/11/2024

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Time: 14:05

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		139,333.57					139,333.57	
V4158-BACS	Banked: 01/10/2024	40.00						
V4158-BACS	Allotment Holder	40.00			1310	310	40.00	Berryfield 13a allotment rent
V4159-BACS	Banked: 01/10/2024	80.00						
V4159-BACS	Allotment Holder	80.00			1310	310	80.00	Berryfield plot 7a rent
V4160-BACS	Banked: 01/10/2024	80.00						
V4160-BACS	Allotment Holder	80.00			1320	310	80.00	Briansfield plot 21 rent
V4161-BACS	Banked: 01/10/2024	40.00						
V4161-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 17a rent
V4162-BACS	Banked: 01/10/2024	6.88						
V4162-BACS	BASRAG	6.88			1130	110	6.88	Inv.457 Halloween flyer printi
V4198-INTE	Banked: 02/10/2024	1,810.57						
V4198-INTE	CCLA Investment Management Ltd	1,810.57			1080	110	1,810.57	Interest
V4198-INTE	Banked: 02/10/2024	-1,810.57						
V4198-INTE	CCLA Investment Management Ltd	-1,810.57			1080	110	-1,810.57	WRONG CB
V4163-BACS	Banked: 03/10/2024	40.00						
V4163-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 28 rent
500183	Banked: 04/10/2024	150.00						
V4164-CASH	BASRAG	30.00			1130	110	30.00	Inv.445&446- Berryfield buzz p
V4165-067	Allotment Holder	40.00			1310	310	40.00	Rent for plot 3a Berryfield
V4166-068	Allotment Holder	40.00			1310	310	40.00	Berryfield 17a allotment rent
V4167-069	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 3 rent
500185	Banked: 04/10/2024	80.00						
V4168-071	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 6 rent
V4169-072	Allotment Holder	40.00			1310	310	40.00	Berryfield plot 5b rent
500184	Banked: 04/10/2024	200.00						
V4170-CHQ	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 25 rent
V4171-CHQ	Allotment Holder	160.00			1310	310	160.00	Berryfield 1b & 2b rent
V4172-BACS	Banked: 07/10/2024	40.00						
V4172-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 17 rent
V4173-BACS	Banked: 07/10/2024	80.00						
V4173-BACS	Allotment Holder	80.00			1320	310	80.00	Briansfield plot 2 rent
V4174-BACS	Banked: 07/10/2024	14,452.00						
V4174-BACS	Football Foundation	14,452.00			1270	210	14,452.00	1st year funding-pitch improve
					355		14,452.00	1st year funding-pitch improve
					8001	210	-14,452.00	1st year funding-pitch improve
V4175-BACS	Banked: 07/10/2024	80.00						
V4175-BACS	Allotment Holder	80.00			1320	310	80.00	Briansfield plot 27 rent
V4176-BACS	Banked: 07/10/2024	69.00						

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Date: 01/11/2024

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Time: 14:05

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 7

Receipts for Month 7		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V4176-BACS	Bath Road Wanderers	69.00			1210	210	69.00	Inv.458-8th Oct Match
V4177-BACS	Banked: 07/10/2024	40.00						
V4177-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 4 rent
V4178-BACS	Banked: 07/10/2024	40.00						
V4178-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 5 rent
V4179-BACS	Banked: 07/10/2024	40.00						
V4179-BACS	Future of Football FC	40.00			1210	210	40.00	Inv.453-1st Sept 11 aside hire
V4180-BACS	Banked: 07/10/2024	460.00						
V4180-BACS	Future of Football FC	460.00			1210	210	460.00	Inv.456- September blanket boo
V4181-BACS	Banked: 07/10/2024	500.00						
V4181-BACS	Future of Football FC	500.00			1210	210	500.00	Inv.461- October pitch booking
V4182-BACS	Banked: 09/10/2024	45.00						
V4182-BACS	Future of Football	45.00			1210	210	45.00	Inv.431 (part)- w/c 29 July tr
V4183-BACS	Banked: 09/10/2024	368.00						
V4183-BACS	Future of Football	368.00			1210	210	368.00	Inv.452- September evening tra
V4184-BACS	Banked: 09/10/2024	115.00						
V4184-BACS	Future of Football	115.00			1210	210	115.00	Inv.462-W/C 30th Sept training
V4185-VAT	Banked: 10/10/2024	4,271.04						
V4185-VAT	HM Revenue & Customs	4,271.04			105		4,271.04	VAT Refund-01.7.24-30.9.24
V4186-BACS	Banked: 14/10/2024	40.00						
V4186-BACS	Allotment Holder	40.00			1310	310	40.00	Berryfield plot 1a rent
V4187-BACS	Banked: 14/10/2024	40.00						
V4187-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 22 rent
V4188-BACS	Banked: 14/10/2024	40.00						
V4188-BACS	Allotment Holder	40.00			1310	310	40.00	Berryfield plot 18b rent
V4189-BACS	Banked: 21/10/2024	40.00						
V4189-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 9 rent
V4190-BACS	Banked: 21/10/2024	69.00						
V4190-BACS	Bath Road Wanderers	69.00			1210	210	69.00	Inv.458-20th Oct match
V4191-BACS	Banked: 22/10/2024	69.00						
V4191-BACS	Pilot FC	69.00			1210	210	69.00	Inv.460- 19th Oct match
V4192-BACS	Banked: 24/10/2024	80.00						
V4192-BACS	Allotment Holder	80.00			1310	310	80.00	Berryfield plot 2a rent
V4193-BACS	Banked: 24/10/2024	942.39						
V4193-BACS	S Whyborn	942.39			1490	142	942.39	Inv.463-Memorial bench
V4194-BACS	Banked: 28/10/2024	138.00						

Continued on Page 225

Receipts for Month 7		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>
V4164-BACS	Staverton Rangers	138.00			1210	210	138.00	Inv.459- October matches
V4195-BACS	Banked:28/10/2024	69.00						
V4195-BACS	Bath Road Wanderers	69.00			1210	210	69.00	Inv.458- 27th Oct Match
V4196-BACS	Banked:28/10/2024	69.00						
V4196-BACS	Pilot FC	69.00			1210	210	69.00	Inv.460- 26 Oct Match
Total Receipts for Month		22,913.31	0.00	0.00			22,913.31	
Cashbook Totals		<u>162,246.88</u>	<u>0.00</u>	<u>0.00</u>			<u>162,246.88</u>	

Continued on Page 226

Payments for Month 7			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/10/2024	Daisy (Onebill)	V4155-DD	45.29		7.55	4384	220	37.74	Inv.690-Pavilion wifi & Line
15/10/2024	Daisy (Onebill)	V4156-DD	45.29		7.55	4190	120	37.74	Inv.689-Campus wifi & Line
18/10/2024	RBL Poppy Appeal	V4122-6193	20.00			4070	120	20.00	Remembrance Wreath
21/10/2024	Unity Bank	V4154-6192	149,000.00				220	149,000.00	CHQ Transfer to Unity
29/10/2024	Lamplight	V4157-DD	57.00		9.50	4686	170	47.50	Inv.820-MCS Database Oct
Total Payments for Month			149,167.58	0.00	24.60			149,142.98	
Balance Carried Fwd			13,079.30						
Cashbook Totals			162,246.88	0.00	24.60			162,222.28	

Receipts for Month 7			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		49,616.93					49,616.93	
V4198-INTE	Banked: 02/10/2024	1,810.57						
V4198-INTE	CCLA Investment Management Ltd	1,810.57			1080	110	1,810.57	Interest
Banked: 21/10/2024		149,000.00						
V4154-6192	Current Account & Instant Acc	149,000.00			200		149,000.00	CHQ Transfer to Unity
V4197-039	Banked: 21/10/2024	40.00						
V4197-CHQ	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 15 rent
Total Receipts for Month		150,850.57	0.00	0.00			150,850.57	
Cashbook Totals		200,467.50	0.00	0.00			200,467.50	

Continued on Page 232

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2024	Grist Environmental	V4151-DD	107.40		17.90	4770	220	89.50	Inv.405-B'hill Waste away
16/10/2024	Lloyds Bank Plc	V4150-DD	676.00		97.79	4120	120	4.40	Postage to send docs to solici
					4680	170		111.04	NHP email address renewal
					4175	120		88.20	Office 365 monthly subscriptio
					4175	120		103.20	Microsoft apps annual subscrip
					4190	120		36.90	Office phone charges
					4120	120		2.70	Postage for planning agenda pa
					4175	120		5.50	MWPC Website web hosting
					4721	220		16.44	Locks for goal posts
					4155	120		11.11	Refreshments for council meeti
					4370	120		2.49	Sink Cleaner
					4150	120		12.06	Copier paper-Yellow & Green
					4155	120		43.33	Coffee for meetings
					4155	120		11.11	Refreshments for meetings
					4150	120		14.12	Coloured paper
					4155	120		35.98	Biscuits for meetings
					4150	120		13.74	Cllr ID Badge
					4686	170		49.99	Emergency support hosting
					4200	120		12.99	Online meeting subscription
					4140	120		3.00	Monthly Fee
24/10/2024	Agilico	V4123-BACS	58.97		9.83	4130	120	49.14	Inv.199-Office photocopying
24/10/2024	Carter Pumps	V4124-BACS	415.80		69.30	4212	220	346.50	007-Cold water boost pump serv
24/10/2024	Tollgate Security Ltd	V4125-BACS	760.80		126.80	4212	220	634.00	Inv.54300- Annual alarm mainte
24/10/2024	Vita Play Ltd	V4126-BACS	42,963.43		7,160.57	4575	142	35,802.86	4591-Hornchurch P/A Safety sur
24/10/2024	Vita Play Ltd	V4127-BACS	111.54		18.59	4575	142	92.95	4592-Kestrel Court p/a patch r
24/10/2024	Wellers Hedleys	V4128-BACS	494.50			4390	120	494.50	S123 Play area notices costs
24/10/2024	Wellers Hedleys	V4129-BACS	1,800.00		300.00	4390	120	1,500.00	Fees for BYF Play area transfe
24/10/2024	Wellers Headlys	V4130-BACS	1,809.60		301.60	4390	120	1,508.00	Fees for Kestrel P/A transfer
24/10/2024	Age UK Wiltshire	V4131-BACS	3,000.00			4685	170	3,000.00	Inv.11150-MCS Q3-OCT-DEC 24
24/10/2024	Wiltshire Council	V4132-BACS	3,093.25			4270	140	3,093.25	928-Office rent-1.10.24-31.12.
24/10/2024	Community Heartbeat Trust	V4133-BACS	114.00		19.00	4049	142	95.00	Inv.91- Beanacre child pads
24/10/2024	Community Heartbeat Trust	V4134-BACS	121.14		20.19	4049	142	100.95	Inv. Pilot defib child pads
24/10/2024	Community Heartbeat Trust	V4135-BACS	121.14		20.19	4049	142	100.95	Inv.182-Shaw defib child pads
24/10/2024	Community Heartbeat Trust	V4136-BACS	114.00		19.00	4049	142	95.00	Whitley RR Defib child pads

Continued on Page 233

Payments for Month 7				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
24/10/2024	Aquasafe Environmental Ltd	V4137-BACS	150.00		25.00	4212	220	125.00	Inv.905-September PPM Visit
24/10/2024	Aquasafe Environmental Ltd	V4138-BACS	690.00		115.00	4212	220	125.00	Inv.002-Oct PPM Visit & founta
						4576	142	450.00	Fountain repair
24/10/2024	ROSPA Play Safety	V4139-BACS	1,048.80		174.80	4410	142	796.00	Inv.146-Annual site inspection
						4820	142	78.00	Inv.146-Shumhold Fields inspe
						347	0	-78.00	Inv.146-Shumhold Fields inspe
						6000	142	78.00	Inv.146-Shumhold Fields inspe
24/10/2024	Place Studio Ltd	V4140-BACS	91.20		15.20	4680	170	76.00	Inv.010-Additional NPPF Suppor
24/10/2024	Community Heartbeat Trust	V4141-BACS	198.00		33.00	4049	142	165.00	126- BYF V Hall defib support
24/10/2024	Arien Signs LTD	V4142-BACS	112.80		18.80	4590	142	94.00	Inv.234- Rail for Kestrel NB
24/10/2024	HM Revenue & Customs	V4143-BACS	1,960.66			4041	130	664.56	Period 7- October 2024
						4000	130	480.40	Period 7- October 2024-T
						4000	130	212.35	Period 7- October 2024-NI
						4010	130	247.20	Period 7- October 2024-T
						4010	130	110.15	Period 7- October 2024-NI
						4010	130	13.00	Period 7- October 2024
						4460	142	192.60	Period 7- October 2024-T
						4800	320	10.00	Period 7- October 2024-T
						4070	120	30.40	Period 7- October 2024-T
24/10/2024	Wiltshire Pension Fund	V4144-BACS	1,599.46			4000	130	251.76	Period 7- October 2024
						4010	130	140.64	Period 7- October 2024
						4045	130	1,207.06	Period 7- October 2024
24/10/2024	John Glover	V4149-BACS	45.60			4070	120	45.60	October 2024 Chairs Allowance
24/10/2024	CCLA	V4152-TRAN	126,000.00			240		126,000.00	Transfer into CCLA Account
28/10/2024	Teresa Strange	V4145-BACS	██████		2.64	4000	130	██████	October 2024 Salary
						4190	120	13.26	Out of hours mob- Aug,Sept& Oct
28/10/2024	Marianne Rossi	V4146-BACS	██████			4010	130	██████	October 2024 Salary
						4120	120	3.30	Full Council agenda pack posta
28/10/2024	Terry Cole	V4147-BACS	██████			4120	120	270.00	1st Class Stamps
						4460	142	██████	October 2024 Salary
						4050	142	47.50	Travel Allowance- October 24
28/10/2024	David Cole	V4148-BACS	██████			4051	142	101.25	Mileage x225 miles
						4800	320	██████	October 2024 Salary
31/10/2024	Unity Trust Bank	V4153-SERV	9.45			4140	120	9.45	Monthly service charge

Total Salaries
October 2024
£5,433.71

Continued on Page 234

Total Payments for Month	193,539.29	0.00	8,565.20	184,974.09
Balance Carried Fwd	6,928.21			
Cashbook Totals	<u>200,467.50</u>	<u>0.00</u>	<u>8,565.20</u>	<u>191,902.30</u>

Date: 01/11/2024

Melksham without Parish Council Current Year

Page: 131

Time: 14:05

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

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

Continued on Page 132

Date: 01/11/2024

Melksham without Parish Council Current Year

Page: 132

Time: 14:05

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 7

Payments for Month 7

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: 01/11/2024

Melksham without Parish Council Current Year

Page: 37

Time: 14:05

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 7

Receipts for Month 7

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 :		21,677.95					21,677.95	
V4172-BACS	Banked: 07/10/2024	40.00						
V4172-BACS	Allotment Holder		40.00		1320	310	40.00	Briansfield plot 17 rent
V4173-BACS	Banked: 07/10/2024	80.00						
V4173-BACS	Allotment Holder		80.00		1320	310	80.00	Briansfield plot 2 rent
V4172-BACS	Banked: 07/10/2024	-40.00						
V4172-BACS	Allotment Holder		-40.00		1320	310	-40.00	WRONG CB-BSF 17
V4173-BACS	Banked: 07/10/2024	-80.00						
V4173-BACS	Allotment Holder		-80.00		1320	310	-80.00	WRONG CB-BSF 2
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>21,677.95</u>	<u>0.00</u>	<u>0.00</u>			<u>21,677.95</u>	

Continued on Page 38

Date: 01/11/2024

Melksham without Parish Council Current Year

Page: 38

Time: 14:05

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 7

Payments for Month 7

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		21,677.95						
	Cashbook Totals		<u>21,677.95</u>	<u>0.00</u>	<u>0.00</u>			<u>21,677.95</u>	

Date: 01/11/2024

Melksham without Parish Council Current Year

Page: 13

Time: 14:08

Cashbook 5

User: MR

CCLA

For Month No: 7

Receipts for Month 7

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 :		396,000.00					396,000.00	
Banked: 24/10/2024		126,000.00						
V4152-TRAN	Unity Bank	126,000.00			220		126,000.00	Transfer into CCLA Account
Total Receipts for Month		126,000.00	0.00	0.00			126,000.00	
Cashbook Totals		522,000.00	0.00	0.00			522,000.00	

Date: 01/11/2024

Melksham without Parish Council Current Year

Page: 14

Time: 14:06

Cashbook 5

User: MR

CCLA

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

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

0.00

Total Payments for Month 0.00 0.00 0.00 0.00

Balance Carried Fwd 522,000.00

Cashbook Totals 522,000.00 0.00 0.00 522,000.00

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 26th November 2024 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 7:00pm

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

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

302/24 Welcome & Housekeeping:

Councillor Wood welcomed everyone to the meeting. As there were no members of the public in the room, the housekeeping message did not need to be read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

303/24 Apologies:

The Clerk advised that officers had not heard from Councillor Chivers; however, Councillor Franks was in attendance at the meeting as his substitute as per the standing arrangement in place.

304/24 Declarations of Interest: Councillor Franks declared an interest in agenda item 8 relating to the New Inn Pub, as a resident of Berryfield. Councillor Glover also declared an interest in agenda item 8 (New Inn Pub premises licence application) as a named person in the application was his daughter's sister-in-law. It was noted that these were not pecuniary interests.

305/24 Dispensation Requests for this Meeting: None

306/24 Parish Council standing dispensations relating to planning applications:

It was noted that the parish council has a dispensation lodged with Wiltshire Council to deal with S106 agreements relating to planning applications within the parish.

307/24 To consider holding items in Closed Session due to confidential nature:

It was felt that agenda item 13 relating to employment sites should be held in closed session because it was detailing future plans for local employers which may be commercially sensitive.

Resolved: Agenda item 13 be held in closed session for the reasons detailed above.

308/24 Public Participation:

There were no members of the public present at the meeting.

309/24 Planning Applications: The Council considered the following applications and made the following comments:

- a) [PL/2024/09727](#): **39 Shaw Hill, Shaw, Melksham, SN12 8EY**: Proposed rear extension and new garage to the front of the property. Applicant: Mr. & Mrs Bensley.

Comments: The parish council have no objections to this application on the proviso that the garage is not used for habitation.

- b) [PL/2024/09807](#): **Westlands Farm, Westlands Lane, Wiltshire, Whitley, SN12 7QG**: Erection of a golf protection net. Applicant: Melksham East Storage Ltd.

Comments: The parish council have no objections.

- c) [PL/2024/09782](#): **Unit 1 Lancaster House, Lancaster Park Industrial Estate, Lancaster Road, Bowerhill, Melksham, Wilts, SN12 6TT**: Proposed single storey extension to be used as office and/or showroom. Applicant: Dovetail Installers Ltd (Preston & Co)

Comments: The parish council have no objections.

- d) [PL/2024/09725](#): **Land off Corsham Road, Whitley, Melksham**: 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. Applicant: Mr. Clinton Dicks.

For some background information, the Clerk advised that in the current adopted Melksham Neighbourhood Plan 1, there is an allocation for this site for “approximately 18 dwellings”. In the Melksham Neighbourhood Plan 2, which will imminently be at Regulation 16 consultation stage, there are “about 55 dwellings” allocated on this site. The Clerk reminded members that they had previously met with the landowners of this site at pre-application stage, who had explained why they were submitting an application for 22 dwellings first, as they wanted to submit an application that was supported in a made plan. The Clerk highlighted that there was a policy in Neighbourhood Plan 1 regarding flood risk and having to ensure that it does not increase the flood risk within the site and the wider area, so this needed to be taken into account with this application.

Discussions took place around the fact that following previous discussions with the landowners of this site, this was phase one of the development, with phase two being submitted in the future. The Clerk cautioned members that

they needed to look at this application as a stand-alone in case phase two does not get progressed in the future.

Councillor Pafford highlighted that in the documents it detailed that there would be 18 dwellings that would be market value and 6 that would be affordable, which would make 24 dwellings, not 22 as advised in the application, so there was an inconsistency issue with the documents submitted. It was further noted that in order to meet 40% affordable housing as described in the Design and Access statement, 8 dwellings would need to be affordable, not 6 as described above. It was felt that clarification needed to be sought on this point as the housing figures didn't add up in the submitted application. It was felt that the housing type and tenure needed to be in accordance with the Melksham Neighbourhood Plan's Housing Needs Assessment.

Members considered this application, and in its current format, felt that it precluded the opportunity for future development of the site as it showed a new hedge to the full length of the site on the eastern boundary. Members were clear that this application should not prevent the Neighbourhood Plan 2 site allocation for a wider site. It was felt that this needed to be included in the planning comments so that the council can be assured that this did not affect any future development on the site. In addition, it was felt that an entrance spur should be included in this application for the land to the east of the site so that it does not preclude the wider site, which is allocated in Neighbourhood Plan 2.

Councillor Richardson advised that the flood risk assessment looked to be thorough; however, it only focused on the development itself, and there was only passing reference to the knock-on effect to the rest of the village. To this end, he did not feel that the policy as detailed in the Melksham Neighbourhood Plan has been addressed. He expressed concerns about this in particular, following the recent weather where a property adjacent to this site had pumps running over the weekend to stop their property from flooding.

The Clerk had spoken to the Neighbourhood Plan consultants this afternoon, who had provided some comments. They felt that the pedestrian access was inadequate as it was just a short footway to a dropped kerb crossing. There needs to be a footway link on the same side, and it needs to have better crossing facilities. Members felt these aspects had been covered by the Transport Assessment. The Clerk advised that the Rights of Way Officer at Wiltshire Council had submitted comments to this application. They had asked for a contribution towards two new kissing gates and for the right of way to be changed if there was going to be livestock to the east.

Comments: The parish council have no objection and welcome this as planned development (**as per Policy 7 of the adopted Melksham Neighbourhood Plan 1**) with the following caveats:

- The parish council would like clarification on the housing numbers detailed in this application, as the split between affordable and market housing does not add up to the total number of dwellings in this application. The housing type and tenure needed to be in accordance with the Melksham Neighbourhood Plan’s Housing Needs Assessment.
 - The parish council wishes to be assured that this proposal will not do anything to preclude further development on this land as detailed in the emerging Neighbourhood Plan 2 allocation for this site, which is currently at the Regulation 16 stage (**Policy 7.5 of the draft Melksham Neighbourhood Plan 2: Submission Version**). The council would like to see a road access point provided from this proposal site into land to the east of the site so that there is access for future development of the site.
 - In addition, the council acknowledges that although the flood risk assessment provided was thorough, it only focused on the development itself and only made passing reference to the effect on the local village. The council would like to see that this application will demonstrate that measures will be put into place to prevent any increase in flood risk to the village and particularly to the south of the site. These have suffered internal property flooding on several occasions. See Policy 7: vii “include appropriate mitigation measures to prevent any increase in flood risk within the site or elsewhere...”
 - The council would like to draw attention to the adopted Neighbourhood Plan 1’s **Policy 3: Flood Risk and Natural Flood Management** “Where development proposals are in areas with known surface water flooding issues, they should include appropriate mitigation and construction methods, including where appropriate, contributions towards wider catchment projects”.
 - The council would also like to support the comments made on this application by the Wiltshire Council Rights of Way Officer; however, did not feel that the current footway needed to be extended all the way up to the Westlands Lane junction. It was felt, however, that there must be a footway and a crossing in order to link this development to the wider village.
- e) **PL/2024/09977: Valldata House, Valldata, 2A Halifax Road, Bowerhill, SN12 6YY**: The office space to the north of the plot is to be enlarged, with the addition of a first-floor extension and a new two-storey space to the west side. The land to the north of the plot is to be adapted, providing new walkway access to the north pavement and the existing northeast site access. Applicant: Mr Paul Darvill.

It was noted that this application had previously been refused by Wiltshire Council; however, the comments raised last time had been addressed in this application. Councillor Baines noted that in the planning officer’s comments

from the original application there was reference to the lack of suggested use of public transport and felt that in order to further encourage the use of public transport, the council could ask if there could be a contribution towards joining the footway in Lancaster Road to the bus stop in Halifax Road. He explained that there was currently a gap, meaning that pedestrians either have to walk onto the grass to access the bus stop or have to cross over to the other side of the road and cross back over again.

Comments: The parish council have no objections to this application but wish to request for a contribution towards extending the footway in Lancaster Road so that it joins to the bus stop in Halifax Road.

310/24 Street Trading consent application for Westinghouse Way, Bowerhill, Melksham, SN12 6SP

Councillor Wood advised that a street trading consent application had been received to site a 16ft trailer between the times of Monday-Sunday from 3.30pm to 11pm for the sale of takeaway food on Westinghouse Way in Bowerhill. It was noted that the parish council had received comments from the neighbouring businesses that would be directly impacted by this proposal. Councillor Wood advised that all of these businesses have objected to the proposal and have sent their responses directly to Wiltshire Council Street Trading. It was also noted that the parish council were owners of the Bowerhill Sports Pavilion & Playing Field, which was located adjacent to the proposed site. After a detailed discussion, members felt that this application should be objected to for the following reasons:

- This area already has parking issues with trailers parked overnight and cars from employees on the industrial estate parking on both sides of the road on Westinghouse Way each day. This proposal would compound issues relating to this parking, as the number of vehicles attending this area will increase and cause greater congestion to an already busy area of the Industrial Estate. The increase in parked vehicles attending the street trader would narrow the carriageway even more, causing a safety hazard to those accessing the neighbouring businesses, including restricting access for HGV lorries as well as people attending the adjacent sports field facility. As detailed above, this is a very busy stretch of road with delivery vehicles continuously using it to access businesses residing on Swift Way at all times of the day and evening, as well as employees of the businesses and hirers using the sports field.
- Additionally, the Bowerhill Sports Field hosts youth activities several times per week, and there are adult and youth football matches during the weekends throughout the year, and as such, there is a concern for pedestrians' safety in crossing the road to attend the Bowerhill Sports Field site and also the safety of pedestrians using the street trader. Moreover, due to the parked vehicles on each side of the road, the visibility for users of the sports field in exiting the pavilion facility is highly reduced. The increase of visitors and vehicles to this area will increase the risk to those users of the facility. The parking in this area is an ongoing concern for the parish council, and as a result, have previously submitted an application to Wiltshire Council for double yellow lines on part of

this road and the roundabout to reduce the amount of congestion caused in this area. This request has progressed and is awaiting the advertising of the Traffic Order due this year as part of a suite of measures for the Melksham area. To this end, the parish council objects to this application on the grounds of highway safety, as the increase in visitors that this would attract to the area compromises the safety for both pedestrians and people driving down this stretch of road.

- It was noted that although this application was not in close proximity to a school, the proposed location was adjacent to the Bowerhill Sports Field, where hundreds of children attend to undertake youth football/training sessions on a daily basis. It was felt that this would be detrimental to the health of young people using the Bowerhill Sports Field and therefore should be refused.
- There is a concern that this proposal will generate an increase in litter in the vicinity of the area and in turn attract pests.
- The parish council has received complaints from the businesses at Swift Way, which have all objected to this application on concerns for highway safety and access for their delivery vehicles to access their sites. The parish council endorses these comments.

It was noted that the parish council had been contacted as consultees, but it was felt that as owners of the adjacent Bowerhill Sports Field, the council should comment from this perspective on this application.

Members agreed that as owners of the Bowerhill Sports Field, this application should be objected to on safety grounds for the hirers of the field, in particular for the children who attend youth sessions. Additionally, this will increase litter and noise in the area. The council would also like to raise the fact that they had previously refused a request from the youth hirer to put a sign on the roundabout directing people to their refreshment hut on the field on the grounds that it would encourage people to park on Westinghouse Way, which is trying to be discouraged.

In addition, there is a concern about access for emergency vehicles attending the Bowerhill Sports Pavilion in the event of an emergency. As detailed above the Bowerhill Sports Field hosts several sporting activities during the week and at weekends, so there is an increased likelihood that an emergency may arise at our venue where an emergency vehicle is required. The need for emergency vehicle access to this facility is vital at all times, and this proposal would compromise this access. Furthermore, the field is a designated area for the Wiltshire Air Ambulance to land and would need road ambulance access to the pavilion.

Resolved 1: The parish council as consultees strongly object to this application for the reasons provided above.

Resolved 2: The parish council as landowners of the Bowerhill Sports Field and Pavilion strongly object to this application for the reasons provided above.

311/24 Premises Licence Application for the New Inn Public House, Semington Road, Berryfield, Melksham, SN12 6DT:

Members reviewed the premises licence application for the New Inn Pub for on and off sale of alcohol. Members did not have any objections to this application.

Resolved: The council have no objection to this application for a premises licence for on and off sale of alcohol.

312/24 Parish council submitted response to public consultation for proposal for homes on land to the north of Berryfield Lane

It was noted that at the last Planning Committee meeting, the council strongly objected to this proposal for planning and policy reasons. The Clerk had submitted the response to the proposal and had included it in the agenda packs for members to note, and so it could be recorded in the minutes:

Melksham Without Parish Council's response to the pre-application public consultation by Tor & Co and Martin Grant Homes for land north of Berryfield Lane

Melksham Without Parish Council strongly object to the proposals for 70 dwellings north of Berryfield Lane for the following reasons:

This site is piecemeal development and is not plan led:

Wiltshire Council's current Core Strategy, and its draft Local Plan do not include this site as a strategic allocation. There is no allocation for Melksham in the adopted Wiltshire Housing Site Allocations Plan (adopted February 2020) either.

Melksham's made Neighbourhood Plan (adopted July 2021), does not include this site as a housing allocation; nor does it include it in its reviewed Plan that has been submitted to Wiltshire Council at Regulation 15 stage on 11th November 2024. This version of the Neighbourhood Plan has housing allocations for at least 450 dwellings across 5 sites.

The emerging Local Plan has allocations for 845 dwellings across 3 sites. This gives a total allocation of 1,295 set against a residual figure in the Melksham area of 1,120 and 68 for Shaw and Whitley (as at 31 May 2023) as set out in the draft Local Plan.

In addition, the current Core Strategy sets out policies until 2026, and the housing allocation for the Melksham area has been exceeded to date (refer to evidence documents for the draft Local Plan Reg 19: September 2023) and met its current allocations in the emerging Local Plan and emerging Neighbourhood Plan review up to 2038.

There is currently a planning application for 500 dwellings set against Policy 18 in the draft Local Plan (land at Blackmore Farm) and a planning application to be submitted in October set against Policy 20 Land north of the A3102.

- As this site has not been allocated in the draft Local Plan and therefore this site does not form part of the strategic thinking with regard to housing and infrastructure requirements in Melksham. The site is not part of a wider strategic site bringing with it infrastructure, such as schools, medical facilities, community centre, highway improvements and a local centre etc.
- The site is outside the settlement boundary and is in the village of Berryfield, which is classed as a “Small Village” in the Core Strategy. Please also refer to Policy 6: Housing in Defined Settlements of the made Melksham Neighbourhood Plan regarding development in the small villages of Beanacre and Berryfield; and the submission version of the Melksham Neighbourhood Plan that retains Policy 6.
- Berryfield is now overdeveloped with approved planning permission in the last few years for 150 dwellings (Bowood View – built and occupied); 144 dwellings (Buckley Gardens – being built and occupied); 100% affordable housing on two sites totalling 103 dwellings behind Townsend Farm by Living Space for Sovereign Housing.
- Lack of safe walking routes to schools. Whilst Aloeric School may be the nearest school, this requires residents having to cross the busy A350. The proposed primary school at Pathfinder Place, Bowerhill is not yet built and there is no footpath proposed from Berryfield to Pathfinder Place for those wishing to access the school on foot. St George’s Primary School in Semington is some distance away and for access by vehicle would require a circuitous route via the A350 due to the Bus Gate at the entrance to Semington Village from the Semington Road. It was noted that there is no pre-school provision at Aloeric school and this needed to be borne in mind for any potential walking route being assessed for early years children.
- The site is in the area of a proposed Green Wedge, Policy 19 in the submission version of the draft Joint Melksham Neighbourhood Plan 2, to prevent the coalescence of Melksham with the small village of Berryfield.
- The site is subject to a live planning application (W/12/01080/FUL) for a new waterway and towpath for the Wilts and Berks Canal between the Kennet and Avon Canal and the River Avon, associated cycleway and 10x bridges along with new access roads. The restoration of the canal is also a protected route in the Core Strategy.
- Whilst not an exact fit, SHELAA (Strategic Housing and Employment Land Availability Assessment) site 3105b was independently assessed by AECOM as part of the evidence base for the Joint Melksham Neighbourhood Plan review in June 2023. An extract of the report on the

site is attached, but the summary explains why the site is not suitable for housing development:

“The site is unsuitable for allocation for residential development. The site is greenfield outside and not connected to the settlement boundary. Core Policy 2 of the adopted Wiltshire Core Strategy generally resists development outside of the defined settlement framework, including the small village of Berryfield.

The site is not within walking distance from key services. Part of the site is subject to a live planning application for the creation of a new waterway and towpath for the Wilts and Berks Canal (W/12/01080/FUL).

The site plays a crucial role in retaining the separation of Berryfield and Melksham and allowing for some degree of transition between manmade and natural landscapes. Development of the site will lead to the coalescence of Berryfield and Melksham and significantly alter the size and settlement pattern of Berryfield inappropriate with its role.

Owing to its open character, development of the site would also adversely impact views of the Avon Clay River Floodplain which is a key landscape asset.

The site falls under the recommended Green Wedge between Melksham and Berryfield (Location 6) of the JMNP Green Gap and Green Wedge Assessment 2023.

Development of the site will lead to the loss of Grade 1 Excellent Quality Agricultural Land. Paragraph 171 of the National Planning Policy Framework states that plans should allocate land with the least environmental or amenity value. Footnote 53 suggests that where significant development of agricultural land is demonstrated to be necessary, areas of poorer quality land should be preferred to those of higher quality.

Development of the site would need to consider the Melksham Canal Link Route identified in the adopted Wiltshire Core Strategy. Core Policy 16 states that development should not prejudice the future use of the route as part of the Wilts and Berks Canal restoration project.

Other key constraints identified include the presence of semi-mature trees, potential impacts on the setting of designated heritage assets, Public Rights of Way and potential highway improvements required at Berryfield Lane.”

- Concerns of Highway access to the proposed site, particularly the single track Berryfield Lane, and the one-way section next to the New Inn pub.

Members welcomed that your public consultation had a drop-in session for residents to attend in person, and we understand some 150 residents attended. Concerns have been raised as to the nature of the questionnaire survey you provided, which did not give adequate scope for residents to put their comments as only asked specific questions relating to a few elements of design of the proposed development, and only asked for contact details of those supporting the proposal.

313/24 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

a) 52e Chapel Lane, Beanacre (Planning Application PL/2023/05883)

The Clerk explained that residents are regularly contacting the parish council about this application, so she had contacted Wiltshire Council; however, there is no new update. She explained that the residents had drawn to her attention that they did not think that the Wiltshire Council drainage team had commented on the last lot of drainage comments, which she would follow up.

b) Land south of Snarlton Farm, Snarlton Lane, Melksham, SN12 7QP (Planning Application PL/2024/07097)

The Clerk explained that there was some new Active Travel comments submitted in relation to this application. Members felt that it was a well-worded document and wished to welcome the comments raised. It was felt that for any future applications, comments from Active Travel England (ATE) should be obtained. It was agreed that this should be asked for the Land at Blackmore Farm application.

It was also noted that there was also a drainage response and an education comment. The Clerk drew members' attention to the fact that detailed in the education comments there were 85 places required for primary children and 36 places for early years; it was noted that there was no requirement for secondary school places detailed. Members felt that this needed to be sent to the School Places team at Wiltshire Council, bearing in mind the Local Plan allocation. It was felt that Wiltshire Council should be asked what plans they have for providing school facilities. It was felt that the Pathfinder Way school would meet this need, and it should be asked as to when construction is due to start. It was queried about the need for secondary school places, and it was highlighted that if there was a requirement for primary school places, surely there would also be a need for secondary school places.

Resolved 1: The parish council support the comments made on this application by Active Travel England (ATE).

Resolved 2: The parish council request that Active Travel England (ATE) be asked to comment on any future development applications.

Recommendation 3: The parish council contact Wiltshire Council and ask them what their plans were for providing school facilities.

c) Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS (Planning Application PL/2023/11188)

There are no updates.

314/24 Planning Enforcement:

a) Land West of Semington Road, Melksham (behind Townsend Farm):

Councillor Franks explained that the issue with construction vehicles using an unauthorised access to access the Townsend Farm site is still ongoing. He explained that these vehicles are being captured on his ring doorbell and he has granted access to the Clerk so that she can view and download the footage as evidence on an ongoing basis. The Clerk explained that she had sent the footage to Wiltshire Council Enforcement, who have reviewed the footage and require it to be kept as evidence. There is another discharge of conditions application for construction management plan (version 4). The Clerk had gone through this and had sent over comments to the Wiltshire Council Highway Officer, as a meeting was due to be held today; however, she was yet to hear of the outcome of the meeting. It was noted that Wiltshire Council had the powers to close the site down if the developers are not adhering to the conditions set. Frustration was expressed at the fact that Wiltshire Council Enforcement was relying on the parish council to provide them with evidence when they could obtain this themselves.

It was noted that Wiltshire Council has not responded to the parish council's request for a meeting to be held with them to discuss the lack of enforcement being undertaken on this site. Additionally, the Clerk advised that construction vehicles were now using the length of Semington Road to access the Townsend Farm site and coming through past the police station, which is in contradiction to their management plan. Separately, to this, the residents of Townsend Farm whose drains go onto the site land were promised that they would receive the drawings that showed the drainage connections at the beginning of September; to date, these have not been received.

Councillor Franks raised a health and safety concern for the site; he explained that any site has to have an induction plan, and anyone new to the site would have to do the induction. On the current evidence, this would seem unlikely to be happening, as not accessing site near the Site Office.

It was queried whether the Melksham News should be contacted to run a story on this matter; the Clerk confirmed that they had already been contacted. Councillor Pafford felt that given that this issue has been ongoing for months and little response has been received from Wiltshire Council Enforcement, the parish council should write to Wiltshire Council and ask for the site to be closed down pending access to the site being resolved. It was agreed that it should be addressed to Councillor Clewer and Councillor Botterill, and Perry Holmes should be copied into the correspondence. The Melksham News, BBC, and ITV news should also be copied into this request.

The Clerk advised that a Quantity Surveyor was writing a schedule of conditions for the residents of the existing development at Townsend Farm;

however, due to a secretarial shortage, they are unable to send this at present.

Recommendation: The parish council write to Wiltshire Council and request that they close the construction site down until the matters as discussed above are resolved. This should be copied to the local MP, Melksham News, BBC and ITV news.

b) Mobile Home installation on Semington Road (near bus gate/Alan Joy Windows):

The Clerk reported that someone had created an entrance access to land near to the Semington bus gate and has sited a mobile home on the land. This had been reported to Wiltshire Council, who have advised that the mobile home is on the land for lambing season between November and May. In terms of the owner cutting back hedgerow and using highway land in order to create this access, this has been referred back to the Wiltshire Council Highways Department to take action. The Clerk advised that Councillor Holt had confirmed that she had seen lights on in the caravan, so people were in there using it. Members disputed this as they have never seen any sheep on this site.

Members felt that this was something that needed to be kept an eye on.

c) Ex Chicken farm on Berryfield Lane (to note concerns raised by resident to Environment Agency)

Councillor Franks advised that a scaffolding company resided on this land, and he had received complaints from residents about them. He explained that they loaded their lorries at around 5 am in the morning each day, and he has witnessed dangerous driving from this company down Berryfield Lane on several occasions. He advised that there is also a skip business operating on this land that is having bonfires to burn rubbish. It was noted that these businesses did not have planning permission to be operating on this land, and as such this has been reported to Wiltshire Council Planning Enforcement. They have responded and advised that this matter is being dealt with by the Environment Agency, which is ensuring that these businesses cease entirely from the land. The Planning Enforcement Officer has confirmed that if there is no movement within the next 12 weeks, they will have a look at this again.

315/24 Planning Policy:

a) Melksham Neighbourhood Plan update:

i. Joint Melksham Neighbourhood Plan has been submitted to Wiltshire Council.

The Clerk confirmed that the draft Joint Melksham Neighbourhood Plan 2 had been submitted to Wiltshire Council on 10th November, and it has now

been confirmed that it had been validated and moves to the next stage. Wiltshire Council will now run a Regulation 16 public consultation for 8 weeks rather than the statutory 6 weeks as it spans the Christmas period. The consultation will run from Wednesday 27th November 2024 to Wednesday 22nd January 2025.

Members noted this update.

ii. Melksham Neighbourhood Plan meeting minutes held on Wednesday 25th September 2024:

Members noted the draft Melksham Neighbourhood Plan minutes of 25th September 2024.

iii. Response from the NHS and local GP surgery to the Neighbourhood Plan consultation and consider following up requesting a meeting:

The Clerk explained that anyone who made comments on the Neighbourhood Plan at Regulation 14 received a reply from the Steering Group with information about how to view their submission and subsequent response. However, there were a few responses received that warranted a separate follow up, and that had been noted in the documentation.

She explained that a doctor at Spa Medical Centre had replied to the consultation and advised that the current practices do not have the facilities or resources to meet the larger requirements for health care. It was noted that there had been some confusion with regards to what the Neighbourhood Plan controlled, as it was Wiltshire Council who set the number of houses, jobs, and associated infrastructure required, not the Neighbourhood Plan. The Clerk explained that the Neighbourhood Plan and other stakeholders has been working hard for some time to obtain the Estates Plan for Melksham from the NHS Estates Team for a better chance of securing section 106 funding; however, they have not engaged. She explained that she had replied back to the response and encouraged engagement from the Melksham Primary Care Network and Wiltshire Integrated Care Board (ICB) on the emerging estates plan. Members were also reminded, and had sight of the minutes in their agenda pack that at a Wiltshire Council Area Board meeting back in May of this year, senior representatives from both Melksham GP practices who attended advised that they could cope with all new proposed development in Melksham.

Councillor Glover advised that he had attended the Area Board meeting where this was discussed, and one of the representatives had explained that Melksham needed to reach 30,000 patients before it could become its own Primary Care Network (PCN). Currently, Melksham PCN was linked in with Bradford on Avon, who was currently judged to have a higher level of need than Melksham. It was noted that the public transport links from Melksham to Bradford on Avon were non-existent. It was noted that as per

the 2021 census, there were 25,400 residents of Melksham, so with future development, Melksham would not be far off the 30,000 mark.

It was noted that it had recently been revealed that there was a new health centre facility being provided in Trowbridge, and it was still being investigated whether residents of Melksham could use it as well. The Clerk explained that in the report about this new health centre, it stated that there was £3 million CIL (Community Infrastructure Levy) funding that had been provided by Wiltshire Council and queried how and when this had been decided in the public domain and whether this was decided to fund a facility at Trowbridge over Melksham. It was felt that this needed to be followed up with Wiltshire Council.

It was felt that the parish council should follow this matter up with NHS Estates.

Resolved: To include the new Trowbridge Health Care facility and a way to move forward on the issues raised above, on the next Full Council agenda for discussion.

316/24 Correspondence received from businesses on the Bowerhill Industrial Estate regarding lack of employment space and consider any parish council actions

This item was held in closed session.

The Clerk explained that the parish council had recently been contacted by some local businesses on the Bowerhill Industrial Estate enquiring about whether there was any additional land as they needed more space. One of the local businesses had contacted some of the businesses on the industrial estate to obtain information on how much extra space they required, and the combined total is around 100 acres (40.46 hectares). The Clerk explained that in the Wiltshire Local Plan there was only a small piece of land at the east of Melksham designated for new employment land, which was for 5 hectares (12.35 acres).

It was felt that Wiltshire Council should be contacted and advised that the parish council had been contacted by local businesses with their requirements for future expansion and ask for this to be considered in the Local Plan when allocating employment land.

Members queried how Wiltshire Council obtained their information for the Employment Land review to inform the draft Local Plan as it only identified a forecast demand for Melksham of 0.5-1.2 hectares (1.2-2.96 acres) of office space and 6.9 hectares (17 acres) of industrial space (Figure 4.17 of the Wiltshire Employment Land Review Update Sept 2023) as this does not reflect the requirement the parish council were aware of from just some of the existing businesses at Bowerhill Industrial Estate.

Recommendation: The parish council advise Wiltshire Council of the requirements of local businesses for additional employment land and ask for this to be considered in the Wiltshire Local Plan when allocating employment land.

317/24 S106 Agreements and Developer meetings:

a) Updates on ongoing and new S106 Agreements:

i) Pathfinder Place:

The Clerk explained that the parish council was still waiting for the legal transfer for the play area. It was noted that there were some corrections that needed to be made, and following a recent independent play area inspection, the parish council had requested that the developers put right the items that required attention as identified in the report. The parish council was yet to receive a response to this.

Regarding the Pathfinder Primary School, Wiltshire Councillor Holder had sent over an update. It was noted that the permanent fencing installation works around the boundary of the school site have started, and it is anticipated that it will take around 4 to 5 weeks to complete. This will ensure that the land, which is now owned by Wiltshire Council, is secure. Wiltshire Council contractors have been asked to cut back the vegetation on the site, which will be kept an eye on to ensure that it doesn't become overgrown.

In the report it was also noted that the pathways installed by the developers on the amenity land are overgrown and improvement works will be required prior to them being used. Councillor Glover explained that he had walked around this site with Wiltshire Councillor Holder and a representative from Taylor Wimpey, and it was agreed that remedial works would be undertaken in the spring. It was also noted that some trees were to be replaced as well. Councillor Glover queried whether there was anything detailed in the section 106 with regards to when this area should be available by; the Clerk advised that she would check what that trigger was.

ii) Buckley Gardens, Semington Road:

Councillor Wood asked the Clerk to check the s106 triggers for the Buckley Garden development. The Clerk confirmed that she had written to Wiltshire Council to inform them that at least three properties had been occupied.

iii) Land to rear of Townsend Farm for 50 dwellings:

It was noted that members had discussed this development at length regarding access during this meeting under item 11a. The Clerk advised that the parish council has been trying to get the section 106 changed to site the bus stop on the other side of the road, and a meeting is due to take place with the developer.

iv) Land South of Western Way for 210 dwellings and 70 bed care home:

The Clerk advised that there were no new updates.

v) To note any S106 decisions made under delegated powers:

The Clerk explained that no new section 106 decisions had been made, but she had gone back to the director of the Highways department at Wiltshire Council and had asked when they are undertaking the work to improve the pathway between Pathfinder Way and Burnet Close.

b) Contact with developers:

i. Notes from meeting held with Tor & Co and Martin Grant Homes:

Members approved that the notes from the meeting held with Tor & Co and Martin Grant Homes on 8th October 2024 were an accurate record. In line with the Council Pre-App policy, the notes from the meeting held on 8th October 2024 are included within the minutes below:

**PRE-APPLICATION MEETING WITH DEVELOPERS OF LAND NORTH OF BERRYFIELD LANE AND MELKSHAM WITHOUT PARISH COUNCIL
TUESDAY 8TH OCTOBER 2024**

Present:	Councillor Richard Wood	Melksham Without Parish Council
	Councillor David Pafford	Melksham Without Parish Council
	Councillor Peter Richardson	Melksham Without Parish Council
	Councillor Mark Harris	Melksham Without Parish Council
	Councillor Alan Baines	Melksham Without Parish Council
	Teresa Strange, Clerk	Melksham Without Parish Council
	Jackie Milliner	TOR & Co
	Amar Benkreira	TOR & Co
	James Pitt, Managing Director	Martin Grant Homes

Introductions:

It was noted that notes of the meeting were being made, but to be kept confidential until their public consultation went live.

Members of the Parish Council's planning committee and guests introduced themselves, with Councillor Richard Wood chairing the meeting.

James Pitt explained that Martin Grant Homes are based in Surrey and are a small/medium sized housebuilder, started in the late 1970s/early 1980s and still in ownership of the family. They build between 350/500 houses per year, and have ramped up the housebuilding side of the business over the last 10 years. They control sites and are housebuilding from the south up into the Midlands and Northampton. They are proud of the product they deliver, and the quality of the build. They are currently building on 3 sites at present, which is not at capacity but they have some planning blockages at present. They do not "land bank" which they believe is an urban myth, and as a small company that build houses, they need to get a return on their investment and get on and build houses, and not sit on land. They do not have any other sites in Wiltshire.

TOR & Co, a buyout of previous company Terence O'Rourke, also represent Gleasons on the land at Blackmore Farm (current planning application for c500 houses east of Melksham) locally.

The Site:

A plan showing the proposed site was presented. Jackie Milliner presented a sketch of the emerging proposal, with 70 homes of quite low density with lots of green infrastructure and open space. Access off Berryfield Lane. Making the most of the containment that Berryfield Lane and Semington Road provide. Beefing up the northern boundary with some planting. Some archaeological interest in the western end that will be safeguarded. Enough provision for biodiversity net gain on the site. The 70 dwellings would be 40% affordable homes, with close proximity to local facilities and connections. Members pointed out that there was no local shop and queried closeness to the railway station. Jackie explained that they meant the wider area with the pub, and other things going on in the area with access into the town centre, and schools; again, with members pointing out the lack of safe walking access.

Amar explained that feedback was going to be gathered shortly from residents via a public consultation.

Members checked that the developers were aware that the site is not allocated in either the Wiltshire Council Core Strategy or emerging Local Plan; or the adopted Melksham Neighbourhood Plan and emerging reviewed Neighbourhood Plan 2.

One access is currently planned, rather than two, to reduce the amount of hedgerow to be removed. Queries were raised about the single-track, one-way nature of the road alongside the side of the New Inn and if it would be stopped up at the main entrance proposed and diverted; which could discourage use of residents accessing the proposed site via the single-track road. Amar confirmed that nothing was set in stone re accesses yet, hence their pre application conversation with the parish council at this stage. Members pointed out the relatively recent sewage pipe installed in one of the fields of the proposed site, and the protected route for the

restoration of the Wilts & Berks Canal. Jackie noted that the canal route application was submitted in 2012 and they cannot see any progress on the project or funding, and their landowner is not supportive of the project. The canal trust has not been in touch recently and not answered any of their queries regarding construction; they feel the project is not viable. Questions were asked about community support, with the parish council feeling that there was support in Melksham but less so in Berryfield. Progress was happening with the canal restoration project in the north, and presumably the route would have to be protected across their proposed site. Tor & Co explained that the landowner would not give permission for the canal on his land; nevertheless, the parish council noted that the route is protected in the Core Strategy. Comments on its viability had been submitted to the Local Plan review by Tor & Co, with it understood that approval of the submission version of the Local Plan was due at Wiltshire Council next week. For Tor & Co, they felt that communities needed more affordable housing to live in rather than a new canal. Members explained new housing in Berryfield comes at a sensitive time with the new developments approved and being built.

Members asked for more clarification on the “high quality” of the housing, and James Pitt explained that the houses are bespoke, not generic designs. Good quality landscaping, street furniture and architecture designed housing. Too early to know about solar panels, EV charging, no gas boilers etc, but coming through the new building regulations in any case. The developers were directed to look at the evidence base and main documents for the reviewed Melksham Neighbourhood Plan 2 due shortly for submission; but in particular the Melksham Design Guidelines and Codes and the Green Wedge study as this covered their proposed site; the Housing Needs Assessment which specifically talks to type and tenure in the Melksham area. The requirement for 2-bedroom homes for starter homes and to downsize to, and also bungalows, with some local examples in new developments cited.

There is also an independent Site Assessment by AECOM, and parts of the proposed site were assessed as SHELAA (Strategic Housing and Employment Land Availability Assessment) 3105a and 3105b as RED, not sustainable. The comments from the assessment summary were read out and Tor & Co said that they would address any policy constraints in the application.

The western part of the site has a nod to the local farming community, and this was queried, with it having a “barn” shape/style terrace, with wooden cladding. Members mentioned a good example at Mallory Place in Bowerhill.

Across the two parcels of land the split of housing to be 30/40, and the play area on the land in the application site, but close to the Berryfield “triangle”. Members asked if they had considered ways of discouraging residents from accessing the A350 from Berryfield Lane, as this was considered dangerous. Although the current appeal site was using this for access to their site, they did not have permission and it contravenes their planning permission with current planning enforcement in place. Members also pointed out the new enforcement camera at the Bus Gate on Semington Road which impacts on driving children to the primary school at St George’s in Semington. Walking routes are not close, apart from Aloeric school, which is still quite a hike. A new primary school has gained planning application at

Pathfinder Place recently. The parish council has worked hard with Wiltshire Council members to provide a safe walking route from the new housing developments on Semington Road to the new school, as there is no pavement on Western Way. The desire line from Semington Road to Aloeric school was also shown, with work in progress to try and obtain a crossing on the desire line across the roundabout. The desire line for cyclists coming into town from the National Cycleway on Semington Road was also indicated, which tapers out before reaching Aloeric school or the town centre. Transport on this roundabout would be reduced if the proposed Eastern Bypass was built in the future.

In terms of things that the parish council would like to see on new development such as recreational walking, avoiding cul-de-sacs as they make refuse collections difficult, as well as parking on narrow roads. The parish council have a standard list for proposed new developments which they will send separately.

Timescales:

Consultation to be undertaken and then completion of technical work, with submission of a planning application this year. This would be an outline application. For context, members explained that Berryfield is classed as a “small village” in the Core Strategy, with Neighbourhood Plan 1 policy protection too and yet 400 houses have been approved in recent years due to the lack of 5-year land supply. Tor & Co indicated that the forthcoming changes in the NPPF mean that there will be more houses coming in the direction of Wiltshire. They want to make sure with their consultation that they are getting it right in terms of quality of build, proposed amenities and infrastructure to go with the new development.

Affordable Housing:

Tor & Co asked about thoughts on the government’s First Homes product, and they were directed to the Housing Needs Assessment which had details on the type and tenure with research directly on this issue in there. Ways to have small units without being in large anonymous blocks of flats in the countryside were discussed. Tor & Co have designed a Mansion House, that is flats with parking and open space, in the New Forest which may be of interest.

Rights of Way:

The Clerk explained a previous Right of Way (RoW) improvement request with access to the river and then on to the canal, going through the farm site and some discussions with the Right of Way officer on rerouting the RoW rather than residents using planks of wood to bridge the watercourse. This could be a RoW improvement through the s106 agreement as would be used by residents at their proposed development; as the styles locally have already been improved by the installation of kissing gates by other new developments. The developers explained that it was difficult for them to act as not on their land, but it could be a contribution via a s106 agreement.

Community Facilities:

Tor & Co asked if a local shop on the development would be a requirement, with members not sure as there was a local petrol station on Semington Road which was pointed out on the map. The parish council explained that they would be interested in entering into negotiations and first refusal on the play area; and would like to see areas for informal play and a teen shelter.

Public Consultation:

The consultation was planned to be launched online, with a mailing to residents close to the site. Members were disappointed to find out that a drop-in session for the public was not planned, and stressed that they felt that this was important, especially as there was a village hall so close to the proposed development which would be an excellent venue in terms of access and facilities.

ii. Contact with developers:

The Clerk advised that Bloor Homes has submitted their planning application for 295 houses at New Road Farm, and it is currently being validated at present. She explained that the next planning meeting was 16th December, but the council may wish to ask for an extension on this application until after Christmas, especially if lots of residents wish to attend the meeting.

Meeting closed at 20:43 pm

Chairman, 2nd December 2024

for Full on Dec 24.

October 2024



LLOYDS BANK

Melksham Without Parish Council
First Floor Melksham Community Campus
Market Place
Melksham
United Kingdom
SN12 6ES



Lloyds Bank plc
PO Box 1000
BX1 1LT

01/000/00002/00000296

We're changing your account to a Business Account

Dear Customer

On 14 January 2025 we're changing your Treasurers' Account to a Business Account. Your sort code and account number will stay the same. Any existing standing orders and Direct Debits will still be in place.

Your existing account is designed for smaller clubs and societies with a lower turnover of under £50,000. As your current turnover is more than this, we're changing you to a Business Account which means we'll start to charge an Account Maintenance fee and for day-to-day banking services. Some of your account terms and conditions will also change.

I've summarised the key changes and included further information about your new Business Account along with your affected Treasurers' Account in the enclosed Guide to Changes.

A summary of key changes to your account

- We'll start to charge an Account Maintenance fee of £8.50 per month for each Business Account.
- We'll also start to charge for your day-to-day banking - these are charges for services you're most likely to use such as electronic, cash and cheque payments. We'll invoice you each month and we'll collect the fees from your account 18 days later. There's more about this in the Guide to Changes. Use our calculator to see what you could pay each month at lloydsbank.com/bccalculator
- You'll have 100 free electronic payments a month – this includes Direct Debits, standing orders and faster payments debits you make.
- If you normally deposit cash in a branch, it will be cheaper to do this using a self-service Immediate Deposit Machine, rather than at a branch counter.
- You can find a full set of your new account terms and conditions at lloydsbank.com/business-account-terms or scan the terms and conditions QR code opposite. We've made the structure of our terms and conditions simpler so they're easier to read.

From 14 January 2025

- Your account is changing to a Business Account
- You'll pay an Account Maintenance fee of £8.50 per month and for day-to-day banking charges
- Read the enclosed **Guide to Changes** to see how you may be affected
- View your new terms and conditions at lloydsbank.com/business-account-terms



If you have any questions

- 📞 Call us on **0345 982 5349**
Lines are open between 7am and 8pm, Monday to Friday, and from 9am to 2pm on Saturday, excluding public holidays.



Turn over for more details

Plus how to find support on managing rising business costs



Check your account is still right for you

Whenever we make changes, you should check your account is still right for you. If you don't want to accept them, you can ask us to end your agreement and close your account without any charge before the changes take effect. You'll still need to pay any remaining charges in full on your account before you close it. If you're happy with the changes, you don't need to do anything, we'll take this to mean you accept them if we don't hear from you before 31 December 2024.

We're here to help and support you

If you'd like to talk to us about this letter or have any questions, please call us on the number on the front of the letter, we'll be happy to help.

Yours sincerely



John Ramage
Managing Director, Accounts and Deposits
Cash Management and Payments



Managing costs and uncertainty

We know that rising costs and the impact it has on businesses can be tough. For support, visit lloydsbank.com/managing-business-costs

Our Service Promise

Please let us know if you have a problem – we're here to help. See our complaints process on our 'Help & Support' page at: lloydsbank.com/business/complaint

If you need extra help

If your vision is impaired – please contact us if you would like this information in an alternative format such as Braille, large print or audio.

If you have a hearing or speech impairment – you can use Relay UK. More information on the Relay UK Service can be found at: relayuk.bt.com/

If you need to tell us something

When you call us – calls may be monitored or recorded in case we need to check we have carried out your instructions correctly and to help improve our quality of service.

Things you need to know

Keeping your money protected – Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.

We send communications like this, either for legal reasons or to let you know about changes to your accounts or services.



Protected

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This information is correct as of September 2024 and is relevant to Lloyds Bank plc products and services only.

Guide to Changes

On 14 January 2025 we're changing your Treasurers' Account to a Business Account which means some of your charges and terms and conditions will change. We'll start to charge a monthly Account Maintenance fee and for day-to-day banking services. Please take some time to read this information, keep it safe in case you need to refer to it in the future and share with anyone else in your organisation who needs to be aware of the changes.

We'll apply any changes to your account charges from your January 2025 billing period.

Your affected account

We've shown your affected account together with its new name below. Your sort code and account number will stay the same.

Sort code	Account number ending	Your new product name
30-98-75	7655	Business Account

The key changes we're making to the structure of our terms and conditions

Your Agreement with us

We're changing the structure of our Business Account terms and conditions. They're now in three sections which together form Your Agreement with us.

- 1. General Conditions** – these terms and conditions contain key information about your relationship with us.
- 2. Account Charges and Processing Times** – this covers our charges and provides information about payments such as how long they'll take to reach the person you want to pay.
- 3. Product Specific Conditions** – these are additional terms and conditions that apply to the particular type of account you hold.

You can find **Your Agreement** at lloydsbank.com/business-account-terms



The key changes we're making to our Accounts Charges and Processing Times

Payment type	What's changing	Your affected account	Account number ending
Monthly Account Fee is now called Monthly Account Maintenance Fee. It's a fixed fee we apply for operating your account	£8.50 per month	Business Account	7655

Electronic payments (in or out)

Each month, your first 100 of the payment types below are free. After 100 payments, you'll pay the following charges:

Direct Debits

Faster payment debits

Internet bulk payments - these are regular online payments, such as wages and expenses, and payments to suppliers **£0.20**

Internet/Phonebank payments

Standing orders

Business Account

7655

Cash payments (in or out)

This fee is for cash you pay into or withdraw from your account in a branch or Post Office®.

We won't charge you for cash machine withdrawals.

Cash

Cash paid in – branch counter, cash machine, depositpoint™, Nightsafe, Post Office® or other third-party deposit method **£1.50 for every £100**

Cash paid in

Immediate Deposit Machine or Automated Deposit Machine **£0.85 for every £100**

Cash paid out

Cash withdrawn at branch counter or Post Office® **£1.50 for every £100**

Business Account

7655

Cash Exchange Fee

This fee is for exchanging cash in branch, for example coins into notes.

£2.50 for every £100

Business Account

7655

Cheques (in or out)

This fee is for cheques written or paid in to your account at a branch counter, Immediate Deposit Machine, or other cheque deposit service. This includes cheque imaging through the Business Mobile Banking app.

Cheque paid in

branch counter, cash machine, depositpoint™, Nightsafe, Post Office® or other third-party deposit method **£1.00**

Cheque paid in

Immediate Deposit Machine or Business Mobile Banking app **£0.85**

Cheque paid out

£1.00

Business Account

7655



Credit in fee

A 'credit in' fee is charged when you pay in cheques or cash at a branch counter or through other deposit services. You'll pay one fee per credit transaction, which may include multiple items.

Payments you receive Credit paid in – branch counter, cash machine or depositpoint™	£0.85
Credit paid in Credit paid in through Immediate Deposit Machine, Automated Deposit Machine, Nightsafe, Business Mobile Banking app, cheque imaging, Post Office® counters or other third-party deposit method	Free

Business Account 7655

Bacs and payment files

Secure, electronic UK Sterling payments directly from one account to another.

Bacs – Files For batches of payments	£5.50
Bacs For each single payment distributed	£0.15

Business Account 7655

Foreign cheque processing times

When you use a branch to deposit foreign cheques, it may take longer to process, so you should allow up to six business days after we receive it before you'll see it in your account.

Business Account 7655

Making payments

We're including more detail about making payments and updating the information about how long it will take us to make payments out of your account. Our processes haven't changed so payments will take the same amount of time as they always have.

Business Account 7655

Automated Deposit Machines

You'll be able to use self-service Automated Deposit Machines, where available, to pay in cash.

Business Account 7655

depositpoint™ is a trademark of Lloyds Bank plc.

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Business Mobile Banking app – Use of Mobile Banking is subject to our Online for Business Terms and Conditions - registration required. You will need a smartphone running a recent version of iOS or Android operating system. Services may be affected by phone signal and functionality.

The key changes we're making to our General Conditions

We'll apply the following to your Business Account.

When we will and won't be responsible for money you lose

We're including information about when we will and won't be responsible for money you lose. If you're making a claim against us because you've lost money, we won't be responsible for:

- money you lose which isn't directly linked to the incident leading you to claim against us. This applies whether or not we could have reasonably foreseen that you would lose that money; and
- any loss of profit, loss of business, loss of goodwill or any form of special damages.

Letting you know about changes to interest rates

When there's a change to an interest rate because of a reference rate change, we'll let you know by updating our website within 5 business days.

Customers that aren't micro-enterprises

A micro-enterprise is a business that employs less than ten people and has an annual turnover and/or balance sheet of two million Euros or less, or equivalent value.

The Payment Services Regulations contain lots of protections for you as our customer, but we don't need to give all the protections to customers that aren't micro-enterprises.

We're now giving all these protections to you, apart from full refund rights for unauthorised payments. The **General Conditions** explains more about what a micro-enterprise is.

We're also updating our **General Conditions** to say which protections apply to small and large charities. If you're a large charity, you'll have all these protections under the Payment Services Regulations apart from full refund rights for unauthorised payments. The **General Conditions** explain what a large charity is.

Refunds and what happens if something goes wrong

We're including a section called 'What happens if something goes wrong?' This covers how we can help you and what you need to do if something goes wrong with a payment. Your right to a refund will depend on lots of things, such as what has gone wrong and whether you're a micro-enterprise or not.

Where the position is different for micro enterprises, you'll see a clear section covering this.

What happens when cheque payments go wrong

We're updating the wording about what happens if a cheque payment goes wrong and how we'll refund you if we make a mistake.

Ending Your Agreement

We now make it clear that we can end Your Agreement for additional reasons. For example, where there are anti-money laundering reasons, where a pension scheme is wound up, where you cease to be a corporate entity or where you don't tell us about a change in the ownership of your business in advance.

You'll start to pay for your banking. We'll collect the fees from your account 18 days after we send your invoice

Your day-to-day charges are calculated and invoiced monthly from the 10th of one month to the 9th of the next. We'll send you an invoice each month and will collect payment 18 days (or the first Business Day following the 18 days) after the date of the invoice.

If you use your card abroad, you'll be charged straight away.

When the total amount you need to pay is less than a penny, we'll round it up to a whole penny.

The key changes we're making to our Product Specific Conditions

What to do when you pledge funds in your Account

We'll apply the following changes to your Business Account.

If you use your account to pledge funds to a third party, for example as security against a loan, you'll need to contact us in the usual way to let us know. Once we've acknowledged the funds have been pledged, the Pledged Account terms, credit interest rate and charges will apply.

Changes to Charges

The charge for Pledged Accounts will be £20 per month.

Changes to Interest

The interest rate paid on Pledged Accounts will depend on the balance held in your account.

Commercial Pledged Account	AER %	Gross %
£100,000,000+	3.40	3.35
£50,000,000+	1.83	1.81
£10,000,000+	0.75	0.75
£1+	0.00	0.00

The interest rates shown are variable, which means they can go up or down at any time. This is correct from **14 March 2024**. Interest rates aren't linked to the Bank of England Bank Rate, so if they change, we'll let you know.

AER stands for Annual Equivalent Rate and illustrates what the interest rate would be if the interest was paid and compounded once each year. As every advert for a savings product, which quotes an interest rate, will contain an AER you will be able to compare more easily what return you can expect from your savings over time.

Gross rate means we will not automatically deduct tax from the interest we pay on money in your account. It's your responsibility to pay any tax you may owe to HM Revenue and Customs (HMRC).

From: [financial planning](#)
To: [Teresa Strange](#)
Subject: Town & Parish Precepts 2025-2026
Date: 08 November 2024 14:46:10

Wiltshire Council



8 November 2024

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

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

Dear Sir/Madam

Town/Parish Precepts 2025/2026

I am pleased to provide you with your draft 2025/2026 Tax Base. Whilst we do not usually expect the draft figure to change prior to formal approval of the final council tax base figures, we will notify you if there are any changes following the formal decision on 10th December 2024.

For Wiltshire Council to calculate the total Council Tax for 2025/2026, you are required to confirm your Precept Requirement for 2025/2026 by completing and returning the form below by 20 January 2025. This date is critical to the reports being prepared by Wiltshire Council to set the Council Tax, and, as always, your co-operation in meeting the deadline is greatly appreciated. Please contact us as soon as possible if you have trouble with making this date.

If possible, I would appreciate if your return could be returned electronically, either by replying to this email and completing the form below or if your form could be scanned and sent to this email address before the deadline of 20th January 2025. This would be helpful as we cannot guarantee quick access to paper post.

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

- The Precept Requirement should be approved at the appropriate budget

setting committee and a record kept of the approval. The Precept Requirement form (below) should ideally be authorised at that meeting by the Council's Chair. However, we will also accept the signature of the Clerk of the Council and also an e-mailed submission from the contact e-mail address that we hold on record. Should you wish to send your return by e-mail, please reply to the e-mail address below, editing the document so that the Precept Requirement form is returned completed with the amount of Precept required, the date of the meeting at which this was approved and the name of the person who is authorising the form. If you submit your return via e-mail, there is no requirement to send a hard copy in the post.

- It is up to the individual Town or Parish Council to decide on the level of precept it needs and to justify this to their electorate. **Please note when there is no Precept required a nil return must be submitted.**
- The formula to work out a band D charge will be your Precept Requirement divided by your Tax Base, and this is the figure that will be shown on the Council Tax bills.
- **Please remember that freezing the precept at the same monetary value as the previous year does not necessarily mean that you are freezing the Council Tax.** This could be because of a change in the Council tax base. In other words, the number of properties we can collect from has changed since last year. If you wish to set the same charge to residents in 2025/2026 as in 2024/2025, you will need to multiply your 2025/2026 tax base by your 2024/2025 band D charge and precept for that total. **To help you further a simple tool is available on the Council's website.** A separate e-mail will be sent to you with your log-on details and explanations as to how this can help you shortly.
- If your Town or Parish has a Precept greater than £140,000, you are required to provide a breakdown of expenditure and income to the public. Each Town or Parish that has set a precept over £140,000 in the past will be sent a separate return to complete later this week. If your Town or Parish is likely to exceed this amount for the first time in 2025/2026, please contact us (details below).
- A table showing the comparison of all Town and Parish Council Tax charges will be published on the Council's website in advance of the Council Tax Setting Meeting on 25 February 2025.
- Payment of Precepts greater than £10,000 will be paid to the Town or Parish in two stages: 50% will be paid on or before 21st April 2025 and the remaining 50% will be paid on or before 30 September 2025. Town and Parish Councils with Precepts under £10,000 will receive the full amount on or before 21st April 2025.
- All payments will be automated and made by BACS. If there have been **any changes** to the bank account details we hold for you, please contact the Business Services Accounts Payable Team on headed paper. This can be sent via email if preferred by emailing from your nominated email mail address and attaching your letter. Please send this to:

bsaccountspayable@wiltshire.gov.uk

If you have any queries, please do not hesitate to contact members of the accountancy team:

Tina Winfield 01225 718584

Sally Self 01225 713065

e-mail: financialplanning@wiltshire.gov.uk

Yours faithfully



Sally Self
Chief Accountant

Town / Parish Precept Requirement **2025/2026**

Melksham Without Parish Council

For information:

The equivalent number of band D properties for

2980.90

is Melksham Without Parish Council tax
base

Total precept required for 2025/2026 (To be shown in Council Tax Resolution)	£
--	---

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

Your **Precept** divide by **tax base (2980.90) = band D** charge per year

Authorised at a meeting of the Town/Parish Council held on
the.....day of.....20.....

Signed..... Please print in capitals.....(Chairman)

Signed Please print in capitals.....(Clerk)

If e-mail submission, please confirm who is authorising this form.

.....
Please use your nominated e-mail address to return this form.

clerk@melkshamwithout-pc.gov.uk

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

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

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From: [Lewis Symons](#)
To: [Marianne Rossi](#)
Cc: [Teresa Strange](#)
Subject: RE: Community benefit - Sandridge Solar Power Limited
Date: 12 November 2024 09:01:17
Attachments: [image001.png](#)

Hi Marianne,

Would you be able to provide the bank details to which we should make the payment?

If you have any further questions please let me know.

Many Thanks

Lewis Symons | **Financial Accountant**
Foresight Group | 14 Park Row | Nottingham | NG1 6GR

From: Lewis Symons
Sent: 01 November 2024 12:11
To: 'Marianne Rossi' <admin@melkshamwithout-pc.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Community benefit - Sandridge Solar Power Limited

Hi Marianne,

Apologies I did not come back on this yesterday as I was looking into this in more detail. Apologies for any confusion caused but following your email I found the most recent documentation surrounding the payment.

I have attached a snippet of this below for reference.

To pay the Council, each year for 25 years (the operation life of the solar farm), 26.69% of £1000 per MWp of installed capacity (49.6MWp) of the Solar Farm, the first payment to be made within 5 business days of the date falling six months after the date of commissioning of the Solar Farm into the Council's bank account such account being a separate designated account for the benefit of Local Community. The amount of each payment will be adjusted each year in line with the Retail Prices Index published by the Office for National Statistics ("RPI") indexed to the date of the first payment.

There is a log of houses in the area however I think this may have been used when the agreement was established to see how many properties each council had at the time of implementation.

I am looking to pull this together next week and will share the final payment figure with you.

Again apologies for any confusion caused, if you have any questions regarding this please let me know.

Many Thanks

Lewis Symons | **Financial Accountant**
Foresight Group | 14 Park Row | Nottingham | NG1 6GR

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 31 October 2024 14:13
To: Lewis Symons <LSymons@Foresightgroup.eu>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Community benefit - Sandridge Solar Power Limited

[EXTERNAL EMAIL] This email originated from outside Foresight. Do not click on links or download attachments unless you are expecting the email and recognise the sender.

Dear Lewis,

I wonder whether you can help me.

I am getting in contact with you following some recent correspondence you have had with our neighbouring council (Melksham Town Council) with regard to asking them to provide an update on any changes in the number of properties within 2.75 km of the solar farm. Melksham Without Parish Council also has properties within the 2.75km radius of the solar farm, and new dwellings have been built within our parish. When we contacted Foresight last year, we were told that the solar farm calculations are only recalculated when there is a boundary change, not if new houses have been built within a current boundary. This latest correspondence with Melksham Town Council suggests that this has changed and the figure is recalculated if there has been a change in the number of dwellings. We have had some houses (over 200) built at the Pathfinder Place development in Bowerhill, which are now occupied. It appears from the map we have for the 2.75km radius of the solar farm that these homes fall within the zone to be eligible for the Sandridge Solar Farm funding.

Are you able to advise how we can get our figure recalculated, please?

Also, I understand that you previously had a spreadsheet of postcodes that we could check against; is that something that is available that you could send through to me, please?

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor

Melksham Community Campus
Market Place
Melksham
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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From: [Teresa Strange](#)
To: [Lewis Symons](#)
Cc: [Marianne Rossi](#)
Subject: FW: Solar Farm Community Funding
Date: 29 November 2024 16:00:00
Attachments: [Sandridge Solar Farm agreement with MWPC.pdf](#)

Dear Lewis

Thankyou for confirming the community benefit contribution to Melksham Without Parish Council for 2024/25.

Further to my enquiries this time last year, are you able to answer the parish council's question please, see below.

Kind regards, Teresa

From: Teresa Strange
Sent: 12 March 2024 09:36
To: 'lbotta@foresightgroup.eu' <lbotta@foresightgroup.eu>
Cc: Jonathon. Seed (jonathon.seed@wiltshire.gov.uk) <jonathon.seed@wiltshire.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: FW: Solar Farm Community Funding

Hi Laura

Just seeing whether you are able to answer our query from early December on whether the community fund will have the same lifespan as the new longevity of the solar farm to 40 years.

With many thanks

Teresa

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

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Want to keep in touch?

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On twitter: [@melkshamwithout](#)

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From: Teresa Strange
Sent: 02 January 2024 17:14
To: lbotta@foresightgroup.eu
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: FW: Solar Farm Community Funding

Hi Laura
Happy New Year to you.....
Are you now in a position to answer our request below please.
With many thanks, Teresa

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

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From: Tom Taylor <TTaylor@ForesightGroup.eu>
Sent: 08 December 2023 16:48
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Laura Botta <LBotta@Foresightgroup.eu>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: RE: Solar Farm Community Funding

Hi Teresa,

I am no longer managing Sandridge solar and will be leaving Foresight at the end of the year. I would therefore like to introduce you to my colleague Laura Botta who is now managing the site. She will be able to revert back to you on your query below.

It has been a pleasure working with and I wish you all the best in the future.

Kind regards,
Tom

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Friday, December 8, 2023 4:34 PM
To: Tom Taylor <TTaylor@ForesightGroup.eu>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: RE: Solar Farm Community Funding

Dear Tom

Further to Foresight's planning application (PL/2023/08449) to extend the life of the Sandridge Solar Farm from 25 to 40 years, can you please confirm that you are planning on updating the legal agreement to provide community funding to Melksham Without Parish Council from 25 to 40 years to match? As the agreement details it is for the operational life of the solar farm.

With many thanks,
Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor

Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
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From: Tom Taylor <TTaylor@ForesightGroup.eu>
Sent: 25 January 2023 08:54
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Solar Farm Community Funding

Hi Teresa,

The reason for changing the previous funding was due to a change in council boundary. As per the agreements we complete the recalculations on a change in boundary not when new housing is built within the current boundary.

Kind regards,

Tom

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 24 January 2023 17:43
To: Tom Taylor <TTaylor@ForesightGroup.eu>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Solar Farm Community Funding

Hi Tom

I understand that the town council are updating you every month with the new addresses coming on stream as they are occupied in the area, we have had some housing that has been built and occupied in the parish in the same way and wish to undertake the same exercise?
With kind regards, Teresa

From: Tom Taylor <TTaylor@ForesightGroup.eu>
Sent: 24 January 2023 15:12
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Solar Farm Community Funding

Hi Teresa,

Apologies for the delay in response.

We do have a spreadsheet with the postcodes of the households that are within the 2.75km radius of the centre of the Solar Plant. However the calculations are only amended when there is a change in Parish boundaries with in the eligible area.

Kind regards,

Tom Taylor | Technical Portfolio Associate | Foresight Group

dd: +44 (0)20 3911 1277 | mm: +44 (0) 7435 763336

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 03 January 2023 14:35
To: Tom Taylor <TTaylor@ForesightGroup.eu>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: Solar Farm Community Funding

Dear Tom

A happy new year to you.....

I am getting in touch with you following the correspondence from Patsy Clover at the neighbouring Melksham Town Council re the addresses in the 2.75km radius of the Sandridge Solar Farm, as there have been some new houses built at the Pathfinder Place development in Bowerhill, that look from the map as though they fall within the zone to be eligible for the Sandridge Solar Farm funding.

I understand from Patsy that there may be a spreadsheet you have of postcodes that we could check against the latest electoral register?

With kind regards, Teresa

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 14 December 2022 15:31
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: Fw: Solar Farm income

From: Patsy Clover <Patsy.Clover@melksham-tc.gov.uk>
Sent: 19 October 2022 15:24
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: Solar Farm income

Hello Teresa

I have been in correspondence with Tom at Foresight TTaylor@ForesightGroup.eu re the solar farm money due to the Town Council. He provided me with a spreadsheet of MTC addresses used in his calculations of the solar farm monies payable which I've now updated and returned to him. I will also continue to update it as we get electoral register changes through and send him a revised version as at each 5 April.

I've attached the map re the 2.75km radius applicable to Tom's calculations – I think that I've sent this to you before. It may be worth you asking him for the spreadsheet for MWPC and carrying out the same exercise? Certainly, a little bit of Pathfinder looks as though it should be included.

Kind regards
Patsy



Patsy Clover
Deputy Town Clerk

T: (01225) 704187
E: patsy.clover@melksham-tc.gov.uk
I: www.melksham-tc.gov.uk

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From: [Hayley Bell](#)
To: [Teresa Strange](#)
Subject: Potential Funding Support for Melksham's 2025 Community Events
Date: 13 November 2024 14:36:31

Dear Teresa and Melksham Without Council,

I hope this message finds you well.

We are reaching out to explore the possibility of securing funding support from Melksham Without Parish Council for several community events planned for 2025. These events are designed to engage and benefit all our residents, providing wonderful opportunities for our councils to unite in bringing joy, cultural enrichment, and communal spirit to Melksham.

The FREE key events planned include:

- **VE Day Celebrations** – 8th May
- **Park Yoga** sessions May – Sept
- **Holiday Activities** in King George Park
- **Proms in the Park**
- **Remembrance Day Commemorations**
- **Christmas Lights Switch-On**

Each event will serve as a platform to foster community pride and togetherness. With your support, we hope to make these gatherings as inclusive and impactful as possible.

We would be grateful if Melksham Without Council would consider contributing to the funding of these events. This collaborative effort would not only enhance the scale and quality of each event but would also underscore our commitment to serving the Melksham community together.

Thank you very much for considering this request. We are happy to discuss this in further detail at your convenience.

Best Wishes



T: (01225) 704187
E: hayley.bell@melksham-tc.gov.uk
I: www.melksham-tc.gov.uk

From: [Hayley Bell](#)
To: [Teresa Strange](#)
Subject: Mondays Meeting
Date: 27 November 2024 23:14:31
Attachments: [image002.png](#)
[image003.png](#)

Dear Teresa,

Thank you for adding the events for consideration. I wanted to share some initial data to assist the council in its decision-making process. While we are currently unable to determine where in Melksham attendees are coming from, we are actively working to address this in the future, which will support more informed decisions.

Please find below some statistics and costings for all events to assist your decision making.

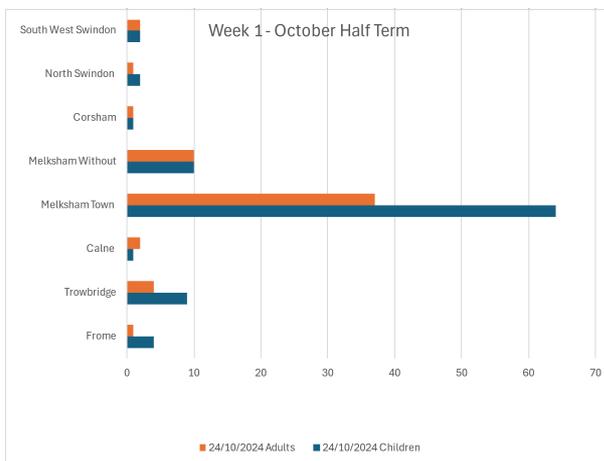
Park Yoga The total project cost is £1400

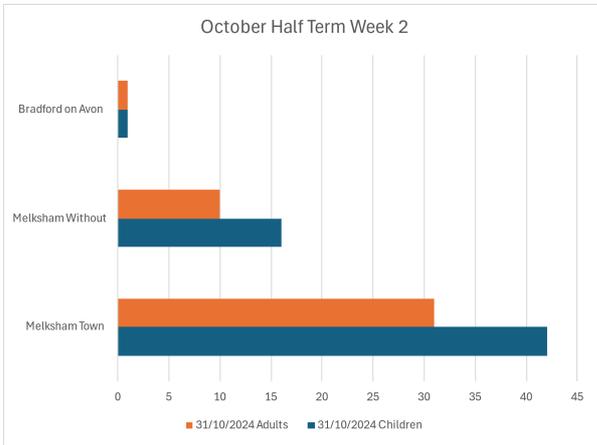
Week	Date	Weather	Participants	New to Yoga	New To Park Yoga	% Men (if recorded)	% under 18 (if recorded)	% older adults (if recorded)	Lead or Cover Instructor
1	05-May	Sunny & Warm	101	35	60	5%	20%	50%	Lead
2	12-May	Sunny & Warm	117	30	40	5%	3%	35%	Lead
3	19-May	Cloudy but dry	106	20	30	10%	5%	45%	Lead
4	26-May	Cloudy but dry	60	10	10	6%	1%	60%	Lead
5	02-Jun	Sunny & Warm	85	10	20	10%	5%	40%	Lead
6	09-Jun	Sunny & Warm	76	15	25	unknown	unknown	unknown	Lead
7	16-Jun	Sunny & Warm	45	5	1	unknown	unknown	unknown	Lead
8	23-Jun	Sunny & Warm	60	5	12	unknown	1%	unknown	Lead
9	30-Jun	Cloudy but dry	50	4	10	unknown	1%	unknown	Lead
10	07-Jul	Cloudy but dry	31	2	6	2%	1%	20%	Lead
11	14-Jul	Sunny & Warm	52	5	5	8%	4%	50%	Lead
12	21-Jul	Cloudy but dry	56	5	4	15%	5%	50%	Lead
13	28-Jul	Sunny & Warm	45	4	5	6%	0%	75%	Lead
14	04-Aug	Sunny & Warm	46	8	10	6%	0%	50%	Lead
15	11-Aug	Sunny & Warm	50	4	6	12%	1%	70%	Lead
16	18-Aug	Sunny & Warm	40	5	5	10%	5%	50%	Lead
17	25-Aug	Sunny & Warm	43	6	7	10%	1%	80%	Lead
18	01-Sep	Sunny & Warm	27	4	4	7%	7%	50%	Lead
19	08-Sep	Cloudy but dry	20	2	2	1%	1%	90%	Lead
20	15-Sep	Sunny & Warm	48	8	5	10%	1%	60%	Lead
Total			1158	187	267				
Average			58						

Sports Roadshow

Total cost £5000

We are currently planning our 2025 school holiday activities and expanding from just sport. We will be including creative arts, forest schools for next year.





I am pleased to inform you that we will be gathering data at the Melksham Christmas Lights Switch-On event. This will help us collect supporting evidence to inform future projects and initiatives.

Looking ahead, we will also be conducting further data collection throughout 2025. I will, of course, be more than happy to share the findings with you once they are available, to support the council's decision-making process.

If you have any specific insights or suggestions on areas to focus on during our data collection, please feel free to share them.

Kind regards

Hayley Bell



T: 01225 704187
M: 07368839721
E: hayley.bell@melksham-tc.gov.uk
W: www.melksham-tc.gov.uk

From: [Hayley Bell](#)
To: [Teresa Strange](#)
Subject: RE: Market Place Toilets
Date: 28 November 2024 08:49:53

Hi Teresa,

I am hoping to have a break down of the toilet finances with you by tomorrow.

Many Thanks

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 28 November 2024 08:34
To: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Subject: RE: Market Place Toilets

Hi Hayley

Many thanks for the info on the events, do you have any info on the toilets please?

Many thanks, Teresa

From: Teresa Strange
Sent: 21 November 2024 19:35
To: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Subject: RE: Market Place Toilets

Hi Hayley

I can put this to the council when they meet, but would need clarity on what the costs of the Market Place toilets are.

There was a late paper sent out for your Full Council meeting on Monday, and when I looked the cost of the Market Place toilets were £9k+, so the £5k that the parish council are contributing still feels right?

If you can let me know what the costs for last year were, what you anticipate them to be for this year, and what you are budgeting for next year, that would be great.

Many thanks, Teresa

From: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Sent: 18 November 2024 19:14
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Market Place Toilets

Good Evening, Teresa,

Thank you for your email and information, it's helpful to have the background information.

I do appreciate your help.

Hayley

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

Sent: 18 November 2024 18:53

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

Subject: RE: Market Place Toilets

Hi Hayley

I am not sure on the figures you mention in your email, they don't make sense to me, you say the costs are £5k and then £12,500?

It wasn't regular updates required, the agreement was a meeting every 6 months, and it never really ever happened. MWPC queried a few things on the bills that never made any sense – sudden rises in electricity and water bills and no real answers.

MTC had a rebate of the rates of several thousand from memory and MWPC didn't ask for their share back, so that it was kept in the MTC bank account for the Market Place toilets.

The council can be asked when they next meet if they want to contribute more, but the agreement made was for 3 years, including next year.

From the MWPC meeting minutes April 2023:

Market Place Toilets: To receive update following meeting with the Town Council on 18 April and consider next steps

Members had been circulated a report from the Clerk following a meeting held on 18 April with representatives of the Town Council, herself, Councillors Baines and Pafford.

It was noted the Parish Council had previously agreed to contribute 50% of the annual costs of maintaining the Market Place toilets up to £7,500 per annum (total cost of £15,000). However, the invoice for the 50% share of the toilets for 2021/22 had not yet been paid, as the Parish Council at the time had felt it was unclear why the water and electricity elements included in the invoice were so high, compared to previous years. It was noted that there had been a rates rebate in 21/22 and expenditure for new CCTV and other items in 22/23.

At the meeting this had been clarified with it being agreed the Parish Council would pay Melksham Town Council the following, pending approval of Full Council:

2021/2022: £4,091.17

2022/2023: £6,000

Going forward, it had also been agreed to give the Town Council a flat rate of £5,000 per annum for 3 years ie: 2023/24, 2024/25 and 2025/26, to be reviewed at the end of that period.

At the meeting, given concerns at the high cost of water and electricity compared to other years, it had been agreed the Town Council would investigate this. Councillor Patacchiola highlighted it was possible to install a sub meter for just the toilets.

Resolved:

1. To pay £4,091.17 for 2021/22 and £6,000 for 2022/23 now.
2. To approve a 3 year arrangement of a flat rate of £5,000 per annum to contribute towards the costs of the Market Place toilets and to review moving forward after the 3 year arrangement.

Hope that helps,
Teresa

From: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Sent: 18 November 2024 18:30
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Market Place Toilets

Good Evening, Teresa,

I hope you are well.

Please could I ask from some clarity regarding MWO contribution to the costs of the toilet and the contribution from MWO for 2025 – 2026.

The costs of the toilets are around £5k for the toilets, water rates and cleaning. Therefore, we are expecting the total bill to be around £12,500 per year

I understand you mentioned regular updates were not provided; however, we are able to do this going forward, may I ask would MWO consider increasing their contribution for next year.

Thank you in advance

Hayley



T: (01225) 704187

E: hayley.bell@melksham-tc.gov.uk

I: www.melksham-tc.gov.uk



MELKSHAM WITHOUT PARISH COUNCIL CONTRACT SPECIFICATION FOR GROUNDS MAINTENANCE

From 1st April 2025 for a 3/ 5year contract

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INTRODUCTION

Melksham Without Parish Council is seeking tenders for the service of grass cutting, bin emptying, and grounds maintenance in accordance with the accompanying contract documents enclosed.

This contract cover will cover a duration of either three or five years and starts from 1st April 2025. The parish of Melksham Without covers an area of approx 2,900 hectares (7,173 acres) and serves a number of villages, which are, Beanacre, Berryfield, Bowerhill, Shaw, Whitley, and other rural settlements such as The Spa, Redstocks, and Sandridge. Melksham Without Parish Council is responsible for the upkeep and maintenance of a number of assets and amenities around the parish, such as play areas, allotments, and public open spaces. Currently, the council maintains six play areas across the parish, which all have varying maintenance requirements. We would be keen to work with a contractor who would have the capacity and flexibility to take on new areas should the need arise as well as be able to alter site requirements based on the council's needs.

The council owns and maintains the Queen Elizabeth II Diamond Jubilee Sports Field (informally known as Bowerhill Sports Field), which is a public open space, and has recently obtained some grant funding from the Football Foundation to undertake additional maintenance at the field. A condition of this funding is to submit evidence of this maintenance; we therefore will require a separate invoice for any work undertaken that is part of the grant. All works associated with the grant are indicated under Section 9 of the contract specification document.

In 2023, the parish council adopted a biodiversity policy that aims to conserve and enhance the biodiversity of the council's area. The council will aim to improve the biodiversity of the parish area it maintains by managing its land and property using environmentally friendly practices that will promote biodiversity. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals, and timing of maintenance work, paying attention to the [Government's regulations for plant protection products](#).

The council also, from time to time, requires street furniture such as benches, noticeboards, and bins to be installed in locations around the parish. This is outside of the scope of the contract, and a separate quotation will be sought for the installation of these items. The council has no storage facility to take delivery of these assets, so we are interested in working with a contractor who has the capacity to take delivery and safely store these items until they are required to be installed.

There are times when the council will require emergency work to be carried out in the event of a health and safety issue in the parish, such as the clearing of broken glass, closing off play areas and equipment, etc. This will be outside of the scope of the contract, but we would be interested in contractors providing a call-out cost for this should an emergency arise. A cost can be quoted for this on the 'additional cost' section on the form of tender.

PART 1: INFORMATION AND TENDER INSTRUCTIONS

1. Scope of work

Specific details on the scope of work required at each location will be detailed in the contract specification below.

2. Site Details

Site information will be detailed on the below contract specification and accompanying maps of each location.

3. The Basis of the Tender, commencement date and contract duration

3.1. The contract start date will be the 1st April 2025 which is when the successful contractor is required to commence operations.

3.2. The contract duration will either be for three years or five years. As such, the parish council would like you to provide fixed prices for three years and for five years on the specification documents and tender documents provided below. All costs provided will remain fixed for the duration of the contract term and shall include for any fluctuations in the cost of the labour and/or materials that may arise during the period of the contract.

4. Tenders for the execution of the Service

Attention is drawn to the Form of Tender and Standard Conditions of Contract. These documents must be read in conjunction with the Specification of Works, Plans and additional information provided. Contractors are advised to carefully read all documentation provided before submitting the tender. Tenders for the execution of the service must be made on the Form of Tender included and completed as follows:

- 4.1. The Form of Tender must be signed by the Tenderer and submitted with the contract specification document, all of which must be properly completed as specified. As detailed above we require
- 4.2. All prices quoted are to be **exclusive of VAT**.
- 4.3. No alteration to the text of the Form of Tender is to be made by the contractor tendering.
- 4.4. All contractors considering to tender for this contract are strongly advised to visit the areas to ascertain means of access and to acquaint themselves with the extent and nature of the proposed services and will be deemed to have done so before submitting a tender
- 4.5. We require two references to be submitted by Contractors tendering for this work at the time of tender. Details of similar contract(s) undertaken for local councils or other organisations may be submitted with the tender.
- 4.6. Tenderers should treat details of their tenders and any subsequent contract as private and confidential.
- 4.7. Address of the depot from where the contract will be primarily operated.
- 4.8. Tenderers are required to keep Tenders valid for acceptance for a period of 90 days from the date of the Tender.

5. Submission of Tender and delivery address:

Tenders must be hand delivered to the Clerk, and all documents must be placed in a sealed envelope. The envelope shall not bear any name or mark indicating the sender's name. The envelope containing the tender document must be clearly marked "**Tender for grounds maintenance**" on the outside. This is in the interests of fairness, to ensure that all tenders are opened at the same time.

5.1. Tenders must be hand delivered, to the following address:

Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES

5.2. Tenders can only be accepted during our office hours which are from 9.15am-5:15pm, Monday to Thursday and 9.15am-4.45pm on Friday. **Please note that the parish council office will close at midday on Friday 20th December for the Christmas break and will reopen on Monday 6th January at 9.15am. NO tenders should be delivered during the period that the office is closed.**

6. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.

7. The Parish Council will publish the amounts of all tenders and the names of the successful Tenderer.

8. **Outcomes of the tender process:** Melksham Without Parish Council is not bound to accept the lowest or any tender received. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected, however, feedback will be given by request. The awarding tender will also be published on the Contracts Finder website.

9. Closing date of Tender

Closing date for tenders to be received at the Melksham Without Parish Council office will be Friday 13th January 2025 at midday. No tender will be considered if it is delivered to the Clerk after the closing date.

PART 2: CONDITIONS OF CONTRACT

INTERPRETATION

1.1. Definitions. In this agreement, the following definitions apply:

Authorised Representative: Council Officers on behalf of the Council

Business Day: a day (other than a Saturday, Sunday or a public holiday) when banks in London are open for business.

Charges: the charges payable by the Council for the supply of the Services in accordance with clause 7.

Commencement Date: 1st April 2025

Environmental Information Regulations: the Environmental Information Regulations 2004 (SI 2004/3391) together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations.

FOIA: the Freedom of Information Act 2000, and any subordinate legislation made under the Act from time to time, together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.

FOIA Exemption: any applicable exemption to the FOIA including, but not limited to, confidentiality (section 41 FOIA), trade secrets (section 43 FOIA) and prejudice to commercial interests (section 43 FOIA)

Initial Term: 3 Years with an option to extend the contract for a further two years.

Services: the services, to be provided by the Contractor under this agreement as set out in the Specification.

Specification: the description or specification for the Services set out below under part 4.

1.2. The following rules of interpretation apply in this agreement:

- a) a person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality);
- b) a reference to a party includes its personal representatives, successors or permitted assigns;
- c) a reference to a statute or statutory provision is a reference to such statute or statutory provision as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted;
- d) any phrase introduced by the terms including, include, in particular or any similar expression shall be construed as illustrative and shall not limit the sense of the

words preceding those terms; and

e) a reference to writing or written includes emails.

2. INITIAL TERM

- 2.1. The Initial Term of 3 years, unless terminated earlier in accordance with the terms of this agreement.
- 2.2. **Extending the initial term:** The Council may extend this agreement beyond the Initial Term by a further two years. If the Council wishes to extend this agreement, it shall give the Contractor at least six months' written notice of such intention before the expiry of the Initial Term or Extension Period.
- 2.3. If the Council gives such notice, then the Term shall be extended by the period set out in the notice.
- 2.4. If the Council does not wish to extend this agreement beyond the Initial Term this agreement shall expire on the expiry date of the Initial Term and the provisions of Clause 15 shall apply.

3. SUPPLY OF SERVICES

- 3.1. The Contractor shall from the Commencement Date and for the Term provide the Services to the Council as set out in the specification.
- 3.2. The Contractor shall meet any performance dates for the Services specified in the Specification.
- 3.3. In providing the Services, the Contractor shall:
 - a) Perform all the Services as set out in the specification below.
 - b) Co-operate with the Council in all matters relating to the Services, and comply with all instructions of the Council and its officers;
 - c) Perform the Services with the best care, skill and diligence in accordance with best practice in the Contractor's industry, profession or trade;
 - d) Use personnel who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Contractor's obligations are fulfilled in accordance with this agreement;
 - e) Ensure that the Services will conform with all descriptions and specifications set out in the Specification;
 - f) Provide all equipment, tools and vehicles and such other items as are required to provide the Services;
 - g) Obtain and at all times maintain all necessary licences and consents, and comply with all applicable laws and regulations;

- h) **Health and Safety:** The contractor shall observe all health and safety rules and regulations and any other security requirements that apply at any of the Council's premises. The contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this contract.
- i) Not do or omit to do anything which may cause the Council to lose any licence, authority, consent or permission on which it relies for the purposes of conducting its business, and the Contractor acknowledges that the Council may rely or act on the Services; and
- j) Ensure quality and accuracy of reports, appraisals and other deliverables and use of Industry standard software.

3.4. Advertising and Sponsorship

- 3.4.1 The Contractor shall not display any external advertisement or sponsors around the site on billboards or displays without the prior approval of the Council (such consent not to be unreasonably withheld or delayed).
- 3.4.2. Any third party advertising or sponsorship requires prior consent from the Council (such consent to not be unreasonably withheld or delayed).

4. COUNCIL REMEDIES

- 4.1. If the Contractor fails to perform the Services by the applicable dates set out in the Specification or the Contractor fails to perform the Services to the standard set out in the Specification, the Council shall, without limiting its other rights or remedies, have one or more of the following rights:
 - a) To terminate this agreement with immediate effect by giving written notice to the Contractor;
 - b) To refuse to accept any subsequent performance of the Services which the Contractor attempts to make;
 - c) To recover from the Contractor any reasonable and proper costs reasonably and properly incurred by the Council in obtaining substitute services from a third party;
 - d) Where the Council has paid in advance for Services that have not been provided by the Contractor, to have such sums refunded by the Contractor; or
 - e) to claim damages for any additional costs, loss or expenses incurred by the Council which are in any way attributable to the Contractor's failure to meet such dates or standards provided that the Council shall mitigate its loss.
- 4.2. The terms of this agreement shall extend to any substituted or remedial services provided by the Contractor.
- 4.3. The Council's rights under this agreement are in addition to its rights and remedies implied by statute and common law.

5. COUNCIL'S OBLIGATIONS

The Council shall:

- a) Provide the Contractor with reasonable access at reasonable times to the Council's premises for the purpose of providing the Services;
- b) Provide such information to the Contractor as the Contractor may reasonably request and the Council consider reasonably necessary for the purpose of providing the Services.

CONTRACT MANAGEMENT

6. Monitoring

- 6.1. The Council may reasonably monitor the performance of the Services by the Contractor.

7. Charges and payment

- 7.1. The Charges for the Services are set out in the specification below and on the form of tender, and shall be the full and exclusive remuneration of the Contractor in respect of the performance of the Services. Unless otherwise agreed in writing by the Council, the Charges shall include every cost and expense of the Contractor directly or indirectly incurred in connection with the performance of the Services.
- 7.2. All works are to be invoiced monthly over equal payments for the duration of the contract. For work at the Bowerhill Sports Field that is indicated in the specification as being from a grant must be provided on a separate invoice. A separate quote and invoice will be required for additional ad hoc works agreed with officers on behalf of the parish council.
- 7.3. In consideration of the supply of the Services by the Contractor, the Council shall pay the invoiced amounts within 30 days of the date of a correctly rendered VAT invoice to a bank account nominated in writing by the Contractor.
- 7.4. The Contractor shall maintain complete and accurate records of the time spent and materials used by the Contractor in providing the Services and shall allow the Council to inspect such records at all reasonable times on request.
- 7.5. The Council may, without limiting its other rights or remedies, set off any amount owed to it by the Contractor under this agreement against any amount payable by the Council to the Contractor under this agreement.

8. INDEMNITY

The successful contractor is required to have a minimum of £10,000,000 public liability insurance. A current certificate of insurance to this effect must be produced to officers prior to commencement of the contract and a copy of this insurance must be provided to the parish council on an annual basis throughout the duration of the contract. The successful contractor shall indemnify the council in full against any claim or proceedings for any injury or damage to any property or persons or animals as a

result of negligence, poor workmanship or failure to notify the council of any action likely to cause injury or damage to a third party.

9. DATA PROTECTION

The Contractor shall (and shall procure that any of its Personnel involved in the provision of the Services shall) comply with any notification requirements under the Data Protection Act 1998 (“DPA”) and both Parties shall duly observe all their obligations under the DPA, which arise in connection with the Services.

10. FREEDOM OF INFORMATION AND TRANSPARENCY

- 10.1. The Contractor acknowledges that the Council is subject to the requirements of the FOIA and the Environmental Information Regulations and in particular that the Council may be required to provide information relating to this agreement or the Services to a Person in order to fully comply with its obligations.
- 10.2. The Contractor shall assist and co-operate with the Council (at the Contractor's expense) to enable the Council to comply with these information disclosure requirements.

11. EQUAL OPPORTUNITIES

The Contractor shall adopt a policy to comply with the requirements of the Equality Act 2010 and, accordingly, shall not treat one individual or group of people less favourably than others because of colour, race, nationality, ethnic origin, religion or belief, gender, gender reassignment, sex, sexual orientation, disability, age, marital status or because they have entered into a civil partnership, pregnancy or maternity and, further, shall seek to promote equality among its Personnel and generally.

12. DISPUTE RESOLUTION

In the event that a dispute arises in respect of this agreement or the Services the parties will meet within ten Business Days of a request by either party and the parties shall use their best endeavours to resolve disputes arising out of this agreement. If any dispute referred to a meeting is not resolved at that meeting then either party, by notice in writing to the other, may refer the dispute. For the contractor this may be a senior officers, for the council this would be the parish council or councillors acting under delegated authority. The two parties shall co-operate in good faith to resolve the dispute as amicably as possible within twenty Business Days of service of such notice. If the parties fail to resolve the dispute in the allotted time, then the parties shall, within that period, on the written request of either party enter into an alternative Dispute Resolution Procedure with the assistance of a mediator agreed by the parties or, in default of such agreement within seven Business Days of receipt of such request, appointed, at the request of either party, by the Centre for Dispute Resolution or such other similar body as is agreed.

13. TERMINATION

- 13.1. Without limiting its other rights or remedies, the Council may terminate this agreement with immediate effect by giving written notice to the Contractor if:
 - a) If the contractor fails to perform or suspends the provision of the whole or any substantial part of the service for more than seven days.

- b) Any serious breach by the contractor of any term or provision of the contract.
- c) If in the council's opinion the contractor's performance is in continual default with no obvious improvement.
- d) the Contractor commits a material or persistent breach of this agreement and (if such a breach is remediable) fails to remedy that breach within 5 days of receipt of notice in writing of the breach;
- e) the Contractor suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or (being a company) is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986 or (being an individual) is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986 or (being a partnership) has any partner to whom any of the foregoing apply;
- f) the Contractor commences negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with its creditors other than (where a company) for the sole purpose of a scheme for a solvent amalgamation of the Contractor with one or more other companies or the solvent reconstruction of the Contractor;
- g) a petition is filed, a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of the Contractor (being a company) other than for the sole purpose of a scheme for a solvent amalgamation of the Contractor with one or more other companies or the solvent reconstruction of the Contractor;
- h) the Contractor (being an individual) is the subject of a bankruptcy petition order;
- i) a creditor of the Contractor attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of its assets and such attachment or process is not discharged within 14 days;
- j) an application is made to court, or an order is made, for the appointment of an administrator or if a notice of intention to appoint an administrator is given or if an administrator is appointed over the Contractor (being a company);
- k) a floating charge holder over the assets of the Contractor (being a company) has become entitled to appoint or has appointed an administrative receiver;
- l) a person becomes entitled to appoint a receiver over the assets of the Contractor or a receiver is appointed over the assets of the Contractor;
- m) any event occurs, or proceeding is taken, with respect to the Contractor in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned in clause 16.1(b) to clause 16.1(i) (inclusive);
- n) the Contractor suspends or threatens to suspend, or ceases or threatens to cease to carry on, all or a substantial part of its business; or

- o) the Contractor (being an individual) dies or, by reason of illness or incapacity (whether mental or physical), is incapable of managing his own affairs or becomes a patient under any mental health legislation.
- p) The Contractor commits an offence under the Bribery Act 2010.

13.2. Without limiting its other rights or remedies, either Party may terminate this agreement by giving the other, 6 months written notice.

13.3. In the event that the Contractor's Lease is terminated this Agreement shall also terminate.

14. CONSEQUENCES OF TERMINATION.

On termination of this agreement for any reason as per clause 13 the council shall:

- a) Request that the Contractor (if applicable) immediately deliver to the Council all Council Materials. If the Contractor fails to do so, then the Council may enter the Contractor's premises and take possession of them. Until they have been returned or delivered, the Contractor shall be solely responsible for their safe keeping and will not use them for any purpose not connected with this agreement;
- b) Instruct forthwith, or otherwise, the contractor to cease to perform any of the services.
- c) Be entitled to require the contractor to pass all relevant data, correspondence etc. to the Clerk or other person employed to provide the Service.
- d) Be entitled to employ and pay other persons to provide and complete provision of the service or any part thereof.
- e) Be entitled to deduct from any sum or sums which would but for such termination have been, at the date of such termination, due from the council to the contractor under this contract or any other contract be entitled to recover from the contractor as a debt, the amount of any costs loss or damage to the council resulting from or arising out of the termination of the contractor's employment. Such loss or damage shall include the reasonable cost to the Employer for the time spent by its officers in terminating the contract.
- f) When the total costs, loss and/or damage resulting from or arising out of the termination of the contract have been ascertained and deducted so far as is practicable from the sum or sums, and set off against any sum which but for termination would have been due to the contractor, be entitled to recover from the contractor as a debt any balance shown as due to the council or, alternatively, the council shall pay the contractor any balance shown as due to the contractor. The Clerk shall certify the amount by which the said costs, loss and or damage (insofar as not by the date of the certificate already recovered from the Contractor) exceeds or falls short of the amount otherwise due to the Contractor and the amount certified shall be debt payable to the council by the Contractor or to the Contractor by the council (as the case may be).

- g) Without prejudice to the exercise of its powers under 13 above, the council may, without determining the whole of the contract, determine the contract in respect of part of the services only, by notice in writing having immediate effect (whereupon a corresponding reduction in the Contract Price shall be made as if such determination was a Variation) and therefore itself provide or procure a third party to provide such part of the services.
- h) the accrued rights, remedies, obligations and liabilities of the parties as at termination shall not be affected, including the right to claim damages in respect of any breach of this agreement which existed at or before the date of termination; and
- i) clauses which expressly or by implication have effect after termination shall continue in full force and effect.

15. GENERAL

15.1. Force majeure: Neither party shall be liable to the other as a result of any delay or failure to perform its obligations under this agreement if and to the extent such delay or failure is caused by an event or circumstance which is beyond the reasonable control of that party which by its nature could not have been foreseen by such a party or if it could have been foreseen was unavoidable. If such event or circumstances prevent the Contractor from providing any of the Services for more than 2 weeks, the Council shall have the right, without limiting its other rights or remedies, to terminate this agreement with immediate effect by giving written notice to the Contractor.

15.2. Assignment and subcontracting:

- a) The Contractor shall not assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights or obligations under this agreement without the prior written consent of the Council.
- b) The Council may at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights under this agreement and may subcontract or delegate in any manner any or all of its obligations under this agreement to any third party or agent.

15.3. Notices:

- a) Any notice or other communication required to be given to a party under or in connection with this agreement shall be in writing and shall be delivered to the other party personally or sent by prepaid first-class post, recorded delivery or by commercial courier, at its registered office (if a company) or (in any other case) its principal place of business, or sent by email.
- b) Any notice or communication shall be deemed to have been duly received if delivered personally, when left at the address referred to above or, if sent by prepaid first-class post or recorded delivery, at 9.00 am on the second Business Day after posting, or if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed, or if sent by email, on the next Business Day after transmission.

15.4. Waiver and cumulative remedies:

- a) A waiver of any right under this agreement is only effective if it is in writing and shall not be deemed to be a waiver of any subsequent breach or default. No failure or delay by a party in exercising any right or remedy under this agreement or by law shall constitute a waiver of that or any other right or remedy, nor preclude or restrict its further exercise. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that or any other right or remedy.
- b) Unless specifically provided otherwise, rights arising under this agreement are cumulative and do not exclude rights provided by law.

15.5. Severance:

- a) If a court or any other competent authority finds that any provision (or part of any provision) of this agreement is invalid, illegal or unenforceable, that provision or part provision shall, to the extent required, be deemed deleted, and the validity and enforceability of the other provisions of this agreement shall not be affected.
- b) If any invalid, unenforceable or illegal provision of this agreement would be valid, enforceable and legal if some part of it were deleted, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

15.6. **No partnership:** Nothing in this agreement is intended to, or shall be deemed to, constitute a partnership or joint venture of any kind between any of the parties, nor constitute any party the agent of another party for any purpose. No party shall have authority to act as agent for, or to bind, the other party in any way.

15.7. **Third parties:** A person who is not a party to this agreement shall not have any rights under or in connection with it.

15.8. **Variation:** Any variation, including any additional terms and conditions, to this agreement shall only be binding when agreed in writing and signed by Council.

15.9. **Governing law and jurisdiction:** This agreement, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, English law, and the parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.

16. Workmanship and Equipment

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

17. Biodiversity

The Parish Council is committed to enhancing and preserving local biodiversity through all maintenance activities it undertakes. The parish council expects contractors to employ grass cutting techniques that minimise disruption to wildlife. It is expected that contractors manage grass clippings and other waste responsibly to avoid negative impacts on the surrounding habitat. Contractors should consider using environmentally friendly equipment, such as electric or low-emission mowers, to reduce the carbon footprint of the operation.

Hedge cutting at the Bowerhill Sports Field and Briansfield allotments should not take place during peak nesting and breeding seasons (From March until July). Contractors are expected to ensure that when applying pesticides and fertilisers, namely at the Bowerhill Sports Field they are applied in a manner that minimises environmental impact.

Bins are expected to be maintained in a good condition to prevent littering and minimise potential harm to wildlife. Contractors must ensure that bins are secure and do not leak or attract pests. Bins should be emptied during times that minimise disruption to wildlife in areas known to be active with wildlife This should involve avoiding early morning or late evening collections. Contractors must avoid practices that could lead to the release of pollutants or contaminants into the environment. Waste must be properly contained and disposed of according to waste regulations. Contractors must comply with all environmental regulations related to biodiversity.

PART 3: EVALUATION CRITERIA

Tenders will be evaluated to determine the bid which, in the opinion of the council, offers best value using the following criteria and weighting.

Price: <ul style="list-style-type: none">• The overall price of the quotation, including any potential additional charges.• Value for money, considering the scope of work and quality of service proposed.	30%
Experience: <ul style="list-style-type: none">• Demonstrated experience in providing similar services to other councils or organisations.	30%
References: <ul style="list-style-type: none">•	30%
Compliance with tender documentation: <ul style="list-style-type: none">• Adherence to the specifications outlined in the tender documents provided.	10%

PART 4: CONTRACT SPECIFICATION

Grass cutting general conditions:

Prior to cutting any area of grass, the contractor must ensure that it is free of significantly large stones, bottles and any other debris which may cause damage or injury. Any items discovered must be removed from the area and disposed of in an appropriate way in compliance to waste regulations. The contractor must at all times, ensure that all machines engaged in grass cutting operations are sharp and properly set, in order to produce a true and even cut and not damage the existing surfacing. If any damage is caused to the surface as a result of machinery not being properly maintained or if areas of grass have not been cut to the specification of the council the contractor at their own expense must return to the area and correct this. This must be to the satisfaction of the council. The contractor must ensure that all machines used are properly guarded and maintained so that it doesn't present any danger to the operator, surrounding structures, vehicles or any member of the public in the vicinity of the area. It is a requirement for the contractor to provide their staff with all safety equipment, (boots, reflective vests, ear defenders etc.), and will ensure that staff use these at all times they are engaged in work for the parish council.

Bin emptying general conditions

All bins must be emptied as per the below bin emptying schedules and all bin liners shall be kept clean inside and out at all times. If any waste is found close to the litter bin it should be cleaned up or cleared at the same time. Any graffiti observed on the bins should be reported to the council. Any defect or damage observed by the contractor whilst emptying the bins should be reported to the Council within one working day of the damage or defect being first observed.

1. BERRYFIELD ALLOTMENTS:

**Location address: Berryfield Lane, Melksham, SN12 6EF (WHAT3WORDS
///vague.carriage.laminated)**

	Task	Specification	Three-year contract cost	Five-year contract cost
1.1	Grass cutting	<ul style="list-style-type: none"> The council require grass cutting to be undertaken in all the places highlighted on the attached plan. The whole width and length of the access tracks marked A and B. <p><u>Scheduled for grass cutting:</u> April - 1 cut May TO October- 2 cuts per month November - 1 cut December, January, February, March - no cuts</p> <p>Please note: Additional cuts may be required. Costing for this can be detailed on the form of tender document.</p>	£	£

2. BRIANSFIELD ALLOTMENTS:

Location address: Berryfield Lane, Melksham, SN12 6EF (WHAT3WORDS
 ///firm.interests.intervals)

	Task	Specification	Three-year contract cost	Five-year contract cost
2.1	Grass cutting	<ul style="list-style-type: none"> The council require grass cutting to be undertaken in all the places highlighted on the attached plan. Tracks marked A, B, C & D and the main tracks E&F. Track E – 12ft wide cut (Marked yellow on accompanying map) Track F on the far opposite side is 4ft wide cut (Marked blue on accompanying map) The track marked A up to the tree line (Marked green on accompanying map) The tracks marked B, C & D are 8ft wide cut (Marked orange on accompanying map) <p><u>Scheduled for grass cutting:</u> April - 1 cut May TO October- 2 cuts per month November - 1 cut December, January, February, March - no cuts</p> <p>Please note: Additional cuts may be required. Costing for this can be detailed on the form of tender document.</p>	£	£
2.2	Hedge Maintenance on the left hand side of allotments	<ul style="list-style-type: none"> The council require the hedge from the pathway on the left-hand side of the allotments to boundary fence to be cut back annually. This is indicated in purple on the attached map. 	£	£

3. BEANACRE PLAY AREA AND CHURCH CAR PARK:

Location address: St Barnabas Church, Beanacre Road, Melksham, SN12 7PU
(WHAT3WORDS ///workouts.stunning.variances

	Task	Specification	Three-year contract cost	Five-year contract cost
3.1	Grass cutting	<ul style="list-style-type: none"> To cut grass inside of play area and grassed land outside of play area as indicated on attached map. Please note the parish council lease the play area and surrounding land from St Barnabas Church To cut grass inside St Barnabas Church car park <p><u>Scheduled for grass cutting:</u> April - 1 cut May TO October- 2 cuts per month November - 1 cut December, January, February, March - no cuts</p> <p>Please note: Additional cuts may be required. Costing for this can be detailed on the form of tender document.</p> <p>Please refer to accompanying map for details of vehicular access into the play area.</p>	£	£
3.2	Leaf Clearance inside the play area	<ul style="list-style-type: none"> Sweeping and removal of leaves twice per year between the months of 1st October and 30th November. 	£	£
3.3	Bin Emptying inside the play area	<ul style="list-style-type: none"> To empty 1x bin inside of the play area once per fortnight and once per week in the school holidays. <p>Number of bin empties per year 38 (Based on bins emptied every 2 weeks 26 times plus 12 weeks of school holidays each year)</p>	£	£

4. KESTREL COURT PLAY AREA

**Location address: Kestrel court, Nr Dowding Close, Bowerhill, Melksham, SN12 6SU
(WHAT3WORDS ///yacht.initial.smoking)**

	Task	Specification	Three-year contract cost	Five-year contract cost
4.1	Grass cutting	<ul style="list-style-type: none"> To cut grass and strim around all play equipment within fenced area inside of play area <p><u>Scheduled for grass cutting:</u> April - 1 cut May TO October- 2 cuts per month November - 1 cut December, January, February, March - no cuts</p> <p>Please note: Additional cuts may be required. Costing for this can be detailed on the form of tender document.</p> <p>Please refer to accompanying map for details of vehicular access into the play area (indicated in blue).</p>	£	£
4.2	Shrub Maintenance	<ul style="list-style-type: none"> To cut back shrubs inside of play area once every six months outside of the nesting season. (twice per year) 	£	£

5. BERRYFIELD PLAY AREA

**Location address: Berryfield Park, Melksham, SN12 6ED
(WHAT3WORDS///executive.moped.dripped)**

	Task	Specification	Three-year contract cost	Five-year contract cost
5.1	Grass cutting	<ul style="list-style-type: none"> To cut grass and strim around all play equipment within fenced area inside of play area. To grass cut on grassed area outside play area- <p><u>Scheduled for grass cutting:</u></p>	£	£

		<p>April - 1 cut May TO October- 2 cuts per month November - 1 cut December, January, February, March - no cuts</p> <p>Please note: Additional cuts may be required. Costing for this can be detailed on the form of tender document.</p> <p>Please refer to accompanying map for details of vehicular access into the play area.</p> <p>Please see accompanying red line drawing for details of grass cutting area.</p>		
5.2	Bin Emptying	<ul style="list-style-type: none"> To empty 1x bin inside of play area once per fortnight and once per week in the school holidays. <p>Number of bin empties per year 38 (Based on bins emptied every 2 weeks 26 times plus 12 weeks of school holidays each year)</p>	£	£
5.3	Triangle grassed area outside of play area	<p>To cut triangle piece of grass opposite Berryfield Play Area, to also include the strip of grass alongside pathway opposite play area (area marked blue on the accompanying map)</p> <p>Grass cutting:</p> <p><u>Scheduled Cut</u> April – 1 cut May – October - 2 cuts per month November - 1 cut December, January, February, March - no cuts</p> <p>Please note that MWPC do not own this piece of land but have taken on the grass cutting</p>	£	£

6. HORNCHURCH ROAD PLAY AREA AND PUBLIC OPEN SPACE

Location address: Hornchurch Road, Bowerhill, Melksham, SN12 6QR

Play Area: (WHAT3WORDS ///whizzing.apron.intelligible)

Public Open Space: (WHAT3WORDS ///talkative.these.giggles)

	Task	Specification	Three-year contract cost	Five-year contract cost
6.1	Bin Emptying	<ul style="list-style-type: none"> To empty 2x bins just outside play area gates, and dispose of waste once per fortnight and once per week in the school holidays. <p>Please see accompanying map for location of bins that need to be emptied as part of this contract, indicated in orange.</p> <p>Number of bin empties per year 38 per bin (Based on bins emptied every 2 weeks 26 times plus 12 weeks of school holidays each year)</p>	£	£
6.2	Hornchurch Road Public Open Space	<p>Please note that as per the plan there is an area in the middle of the public open space which is to be mown and aerated as per the attached plan. The other part of the open space is a wildflower meadow with mown pathways going through the area. The wildflower area marked on the map is to be left fallow apart from once per annum where there will be a requirement to cut the grass.</p> <ul style="list-style-type: none"> To cut open space as per accompanying drawing and let cuttings fly as per the below grass cutting schedule: <p><u>Scheduled Cut</u> April – 1 cut May – October - 2 cuts per month November - 1 cut December, January, February, March - no cuts</p> <p>Please note: Additional cuts may be required. Costing for this can be</p>	£	£

	<p>detailed on the form of tender document.</p> <p>Please refer to accompanying map for details of vehicular access into the open space</p> <ul style="list-style-type: none"> To cut and pick up meadow grass and remove arisings once per annum To spike grass twice per season <p>Please note that the public open space is owned by Wiltshire Council but MWPC have taken over the grass cutting of the area.</p>	£	£
		£	£

7. WHITWORTH PLAY AREA

**Location address: Smeaton Way, Berryfield, Melksham SN12 6GG
(WHAT3WORDS ///rejoined.sppared.racetrack)**

	Task	Specification	Three-year contract cost	Five-year contract cost
7.1	Grass cutting	<ul style="list-style-type: none"> To cut grass inside of play area and strim around benches, trees and teen shelter. Please note that one side of the play area is safety surfaced with play equipment and the other side is the grassed area where the trees, bench and teen shelter is located. The grassed area is not a flat surface so this will need to be taken into consideration when submitting a tender. <p><u>Scheduled for grass cutting:</u> April - 1 cut May TO October- 2 cuts per month November - 1 cut December, January, February, March - no cuts</p> <p>Please note: Additional cuts may be required. Costing for this can be</p>	£	£

		detailed on the form of tender document. Please refer to accompanying map for details of vehicular access into the play area.		
7.2	Bin Emptying	<ul style="list-style-type: none"> To empty 1x bin inside of play area once per fortnight and once per week in the school holidays. Number of bin empties per year 38 (Based on bins emptied every 2 weeks 26 times plus 12 weeks of school holidays each year)	£	£

8. SHAW PLAY AREA

**Location address: The Beeches, Shaw, Melksham SN12 8EW
(WHAT3WORDS///search.powerful.unusable)**

	Task	Specification	Three-year contract cost	Five-year contract cost
8.1	Bin Emptying	<ul style="list-style-type: none"> To empty 2x inside of play area, and dispose of waste once per fortnight and once per week in the school holidays. Number of bin empties per year 38 (Based on bins emptied every 2 weeks 26 times plus 12 weeks of school holidays each year)	£	£

9. QUEEN ELIZABETH II DIAMOND JUBILEE SPORTS FIELD (also known informally as Bowerhill Sports Field, or Christie Miller Playing Fields):

**Location address: Off Bowerhill Industrial Estate, Westinghouse Way, Bowerhill, Melksham, SN12 6TL
(WHAT3WORD///responses.wildfires.success)**

	Task	Specification	Three-year contract cost	Five-year contract cost
9.1	Pitch Marking	<ul style="list-style-type: none"> To mark out the following pitches during the football season which is the current field layout: 2x 11-aside senior pitches 2x 9-aside youth pitch	£ £	£ £

		<p>2x 7-aside youth pitches</p> <p>3x 5-aside youth pitches</p> <p>During the football season, the adult and youth pitches to be marked out fortnightly, inclusive of spectator areas. For the adult 11 aside pitches technical areas are required to be marked out and in accordance with the guidance contained in the 'Laws of the Game' booklet (Enclosed). A respect line should be marked out on the opposite side of the technical area.</p> <p>Please see current pitch layout attached.</p> <p>Please note all pitches should be marked out in accordance with Football Association (FA) regulations, including method. See FA Guide to Pitch and Goalpost Dimensions and Guidance Notes on White Line Marking of Football Pitches attached.</p> <p>The dynamics of the pitches may change on a seasonal basis due to varying requirements depending on bookings. You will need to confirm requirements prior to the start of contract and/or season, if applicable. At the start of each football season, you will be issued with a new pitch layout to advise what our pitch requirements are for the new football season.</p> <p>Additional pitch markings may be required which can be quoted for separately on the form of tender.</p>	£	£
9.2	Grass Cutting	<ul style="list-style-type: none"> Grass to be cut at the field to a length of 35mm to the following grass cutting schedule: <p><u>Scheduled for grass cutting:</u> May TO October- 2 cuts per month November TO April - 1 cut per month</p>	£	£

		<p>Total cuts per annum 18</p> <ul style="list-style-type: none"> Additional cuts may be required. Costings for this to be quoted on the form of tender. 		
9.3	Pitch Aeration (Part of Football Foundation Grant)	<ul style="list-style-type: none"> Deep slitting to be undertaken three times during the football season Verti Draining (Deep Spiking) to be undertaken twice per year in May and September. <p>Ground conditions must be suitable when carrying out aeration as this can cause compaction when the soil moisture level is too high. Please ensure that slitting is undertaken in one direction each season, not at cross directions as this may cause turf grass lift.</p>	£	£
			£	£
9.4	Pitch Fertilising (Part of Football Foundation Grant)	<ul style="list-style-type: none"> To fertilise all football pitches at the field twice times per year to be undertake in the following months: 1x May 1x September <p>A suitable fertiliser must be used to avoid excessive grass growth which can be susceptible to disease. Please ensure that when scheduling in the fertiliser application it is not applied in dry weather as this can scorch the grass.</p>	£	£
9.5	Goalmouth and pitch repairs (Part of Football Foundation Grant)	<ul style="list-style-type: none"> During the football season pitches to be checked weekly for damage and repaired when necessary to maintain surface levels and grass cover. This to include checks and repairs for cracking and holes in the surfacing of the field. At the end of the football season all goalmouths to be repaired including sanding and seeding over 2 sqm per goalmouth. 	£	£
			£	£

		<p>Please provide a cost per pitch based on the current pitch layout. During the length of the contract pitches may change but the cost for this service can be amended as necessary based on the cost per pitch quoted in this specification.</p> <p>11 aside pitch</p> <p>9 aside pitch</p> <p>7 aside pitch</p> <p>5 aside pitch</p> <p>Total cost based on 2x 11-aside senior pitches, 2x 9-aside youth pitch, 2x 7-aside youth pitches and 3x 5-aside youth pitches</p> <ul style="list-style-type: none"> At the end of the football season all pitches should be checked and seeded if worn. 	<p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p>
9.6	<p>Surface Grooming</p> <p>(Part of Football Foundation Grant)</p>	<ul style="list-style-type: none"> The surface of each pitch should be brushed on a fortnightly basis to remove surface material. 	£	£
9.7	<p>Top Soil bins</p>	<ul style="list-style-type: none"> A top soil storage bin is located in the pavilion car park filled with top soil for teams to use for emergency patching. The soil should be checked on a monthly basis (12x per year) to ensure that it is usable and should be topped up with top soil when necessary. Please see accompanying map with location of the top soil container 	£	£
9.8	<p>Goal Post Care</p>	<p>Once per month (12x per year) we require our moveable goal posts to be inspected to ensure the following:</p> <ul style="list-style-type: none"> The net hooks on the goalposts are in place and replaced as 	£	£

		<p>necessary.</p> <ul style="list-style-type: none"> • Bolts are tightened and securely fastened including on the wheels. • Corners are checked for cracks and splitting. • Wheel mechanisms are checked to ensure that they are in good working order and grease when necessary to reduce wear on all parts. • Nets are checked for holes or damage and report to the council office if they need to be replaced. <p>We will provide you with a blank inspection form for you to undertake the inspection with all of the required checks listed. This will need to be returned back to the parish council for our records which can be done electronically by scanned copy.</p>		
9.9	Pitch Power Assessment	<ul style="list-style-type: none"> • As part of the agreement for the grant funding we have received there is a requirement for a Pitch Power Assessment to be undertaken on all of the football pitches twice per year using the pitch power assessment tool. <p>This to be submitted in the following submission windows:</p> <p>1st November-31st March 1st July- 31st October</p>	£	£
9.10	Bin Emptying	<ul style="list-style-type: none"> • To empty 5x bins (3 on perimeter fence, 2 on pavilion verandah) and dispose of rubbish in Commercial Waste Bins located in Car Park. This to be undertaken once per week (52 times per year). Please see attached map of bins located at the sports field. 	£	£
9.11	Hedge Maintenance	<ul style="list-style-type: none"> • Hedge to be cut back on the western and southern sides of the field on an annual basis in September. Please see attached map. 	£	£

10. SHURNHOLD FIELDS

**Location Address: Shurnhold Fields, Dunch Lane, Melksham, SN12 8DX
(WHAT3WORDS///deeds.boats.spinners)**

Please note: This is owned by both Melksham Without Parish Council and Melksham Town Council and is a public open space. Some maintenance of the field is undertaken by a volunteer group who regularly mow the pathways around the field.

	Task	Specification	Three-year contract cost	Five-year contract cost
10.1	Grass Cutting	<ul style="list-style-type: none">The grass at Shurnhold Fields will need to be cut on an annual basis in October. Please note that a number of trees have been planted at the field so this will need to be taken into account when undertaking the annual cut. <p>Please see attached accompanying map.</p>	£	£

PART 5: FORM OF TENDER

TENDER FOR GROUNDS MAINTENANCE MELKSHAM WITHOUT PARISH COUNCIL

Total Annual cost of contract per amenity		
Area	Three-year contract cost	Five-year contract cost
Allotments	£	£
Play Areas Grass cutting (Including triangle piece of land opposite Berryfield Play Area)	£	£
Play Area Bin Emptying	£	£
Hornchurch Road Public Open Space	£	£
Bowerhill Sports Field	£	£
Shurnhold Fields	£	£
Total cost of contract	£	£

Costs for additions to contract if required (Not to be included in the contract but may be required in the future)		
Area	Cost for the duration of the three-year contract	Cost for the duration of a Five-year contract
Berryfield allotment additional grass cutting- Price per cut	£	£
Briansfield allotment additional grass cutting- Price per cut	£	£
Beanacre Play Area additional grass cutting- Price per cut	£	£
Berryfield Play Area additional grass cutting- Price per cut	£	£
Whitworth Play Area additional grass cutting- Price per cut	£	£
Kestrel Court Play Area additional grass cutting- Price per cut	£	£
Hornchurch Road Public Open Space additional grass cutting- Price per cut	£	£
Additional pitch marking at the Bowerhill Sports Field- Price per additional line marking:		
11 aside pitch	£	£
9 aside pitch	£	£

7 aside pitch	£	£
5 aside pitch	£	£
Additional Grass cut at the Bowerhill Sports Field- Price per additional cut	£	£
Bowerhill Sports Field pitch inspection on all pitches to determine whether the pitch is playable for matches- Price per inspection	£	£
Emergency call out service hourly rate- Rate per call out:		
Office hours: 09:00am-17:00pm Monday-Friday	£	£
Outside of Office hours: 17:00pm-09:00am Monday-Friday and 24hours Saturday and Sunday	£	£

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works, and location plans.

I/We understand that Melksham Without Parish Council is not bound to accept the lowest or any Tender and that the council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm, or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Signed:

Name:

Position:

Date:

Address:

Telephone Contact number:

PART 6: Additional Information required

1. Addresses from which contract is to be managed (nearest local office)

.....

.....

.....

Tel No.....

Email.....

Contact Name for contract

2. Please provide the names and contact details of two recent clients for whom you have provided similar services to:

Referee 1:

Name of referee:

Address:

Telephone:

Email:

Name of person to contact (if different to referee name):

A brief description of the ground's maintenance services provided/frequency:

Referee 2:

Name of referee:

Address:

Telephone:

Email:

Name of person to contact (if different to referee name):

A brief description of the ground's maintenance services provided/frequency:

Closing date/time for submission of tenders: **Friday 13th January 2025** not later than **midday**. No tenders will be accepted after this deadline. Tenders can be submitted earlier than the above date

A scoring system for a grass cutting tender should provide an objective way to evaluate and compare the submissions from different contractors. The goal is to balance technical quality, cost-effectiveness, and other important factors. Here's an example of how you could structure a scoring system:

1. Scoring System Overview

The total score is typically out of 100 points, and each key evaluation criterion is assigned a weight based on its importance to the success of the grass cutting project.

2. Evaluation Criteria & Weighting

Evaluation Criteria	Weight (%)	Scoring Range	Details/Explanation
Experience and Qualifications	15%	0-15	Evaluates the contractor's experience in grass cutting, relevant certifications, and staff qualifications.
Methodology and Equipment	20%	0-20	Assesses the proposed methodology (e.g., cutting methods, equipment to be used) and quality control measures.
Service Delivery and Frequency	15%	0-15	Looks at the proposed schedule for cutting frequency, reliability, and flexibility in response to ad-hoc requests.
References and Past Performance	10%	0-10	Checks feedback from previous clients, case studies, and contractor's reputation for delivering quality services.
Bid Price	25%	0-25	Evaluates the financial aspect, comparing it to the budget, ensuring it is cost-effective but reflects quality work.
Value for Money	5%	0-5	Considers if the cost is justifiable by the quality of service offered (e.g., additional services or eco-friendly practices).
Insurance and Legal Compliance	5%	0-5	Ensures the contractor holds adequate insurance and complies with local legal regulations (e.g., safety, environmental).
Payment Terms	5%	0-5	Looks at clarity, flexibility, and fairness of payment terms (e.g., milestones, payment schedule).

3. Scoring Criteria Breakdown

Here's how each section can be evaluated, with example scoring methods:

1. Experience and Qualifications (15%)

- **15 points:** Highly experienced, with excellent client feedback and relevant certifications.

- **10 points:** Sufficient experience, no major issues with previous work, some certifications.
- **5 points:** Limited experience, no certifications, few references available.
- **0 points:** No relevant experience or certifications, poor references.

2. Methodology and Equipment (20%)

- **20 points:** Clear and efficient methodology, high-quality and well-maintained equipment, eco-friendly practices incorporated.
- **15 points:** Adequate methodology, good equipment, but less focus on sustainability.
- **10 points:** Average methodology, older or less reliable equipment.
- **5 points:** Poor or unclear methodology, inadequate equipment.
- **0 points:** No detailed methodology or equipment plan provided.

3. Service Delivery and Frequency (15%)

- **15 points:** Clear, reliable schedule with flexibility for emergency or additional cuts, fast response times.
- **10 points:** Clear schedule but less flexibility, or slow response times.
- **5 points:** Inconsistent schedule or poor response times.
- **0 points:** No schedule or lack of responsiveness.

4. References and Past Performance (10%)

- **10 points:** Excellent references and past performance on similar projects.
- **7 points:** Good references, but no direct experience with similar projects.
- **3 points:** Poor or limited references.
- **0 points:** No references or poor feedback.

5. Bid Price (25%)

- **25 points:** The price is within budget or competitively lower with no sacrifice in quality.
- **20 points:** Price is fair but slightly higher than budget, offering good value.
- **10 points:** Price is over budget, but the quality justifies the increase.
- **0 points:** Price exceeds budget without sufficient justification.

6. Value for Money (5%)

- **5 points:** Contractor provides additional services (e.g., trimming, eco-friendly practices) that add significant value for the price.
- **3 points:** Value-added services are offered, but they don't significantly improve the offer.
- **1 point:** Very little value-added services.
- **0 points:** No added value offered.

7. Insurance and Legal Compliance (5%)

- **5 points:** Contractor is fully insured and complies with all local regulations.

- **3 points:** Contractor is insured, but documentation of compliance with regulations is unclear.
- **1 point:** Minimal insurance, with unclear compliance.
- **0 points:** No insurance or non-compliance with regulations.

8. Payment Terms (5%)

- **5 points:** Clear, flexible, and fair payment terms, with milestone payments if applicable.
- **3 points:** Standard payment terms with no flexibility.
- **1 point:** Unclear or unfavorable payment terms.
- **0 points:** No clear payment terms provided.

4. Example of Scoring

Let's assume the following evaluation of two tenders:

Tender A (Total Score: 82/100)

Criteria	Tender A Score
Experience and Qualifications	13/15
Methodology and Equipment	18/20
Service Delivery and Frequency	12/15
References and Past Performance	9/10
Bid Price	22/25
Value for Money	5/5
Insurance and Legal Compliance	5/5
Payment Terms	5/5
Total Score	82/100

Tender B (Total Score: 75/100)

Criteria	Tender B Score
Experience and Qualifications	10/15
Methodology and Equipment	16/20
Service Delivery and Frequency	13/15
References and Past Performance	7/10
Bid Price	23/25
Value for Money	4/5
Insurance and Legal Compliance	4/5
Payment Terms	4/5
Total Score	75/100

5. Final Decision

- **Tender A** scores **82/100**, and **Tender B** scores **75/100**. Therefore, **Tender A** would be the preferred choice unless other contextual factors (e.g., urgency, long-term relationship, or specific requirements) come into play.
- If Tender B's price was significantly lower, it might still be considered, but the lower technical score would need to be addressed (perhaps by negotiating or requesting clarifications).

Invitation to tender for Play Area Improvements XX & XX

Evaluation

Invited to Tender (ITT) or Contract Finder (CF)	Company Name	Location	Site Visit	Received	TOTAL COST	Pricing Score	Tender Submission Score (See chart below)	Total Score	Final Rank
ITT		Milton Keynes	YES		£29,000 (plus £7k extras)	5.00	5.00	10	2
ITT		Somerset	YES		£29,000.00	7.00	4.00	11	1
CF		North Yorkshire	YES		£46,500.00	5.00	5.00	10	3
CF		BANES	YES	NO SUBMISSION	N/A	0.00	0.00	0	n/a
CF		Suffolk	?	NO SUBMISSION	N/A	0.00	0.00	0	n/a

AWARDED Y/N

AWARDED TO:

**EXTENSION TO TENDER?
Y/N AND DATE**

CLLR's SIGNATURE / DATE

Assessment Criteria

Pricing

Tenders will be ranked Lowest to highest based on total cost PA - Budget 29k

Scores: 1st = 7points, 2nd = 6points, 3rd = 5points, 4th - 4points, 5th = 3 points, 6th = 2 points, 7th = 1 point

Assessing the main tender submission

Assessment	Score Awarded	Interpretation
Excellent	5	Excellent response with detailed supporting evidence and no weaknesses. Response demonstrates that the Tenderer will provide excellent services if awarded
Good	4	Good response with good supporting evidence and minimal weaknesses. Response demonstrates that the Tenderer will provide good services if awarded.
Satisfactory	3	Satisfactory responses with satisfactory supporting evidence but lacks sufficient detail to award a higher mark. Response demonstrates that the tenderer will provide satisfactory services if awarded.
Poor	2	A response/answer/solution with reservations. Lacks convincing detail and the methodology to be applied. Medium risk that the proposed approach will not be successful
Very Poor	1	An unacceptable response with serious reservations. Limited detail of methodology to be applied. High risk that the proposed approach will not be successful
Unacceptable	0	Failed to address the question.

A score of 2 or less will render the submission ineligible and it will be withdrawn from process

1st November 2024

Dear Customer

Price increases on Waste Management and Recycling services

Thank you for your continued business and support through 2024. The Grist Environmental team value your business and loyalty. Looking ahead, like all companies, we are projecting significant cost increases due to announcements in the Budget this week which will substantially impact our labour costs, as well as landfill tax increases due next year which will be reflected in much higher Energy Recovery prices for our non-recyclable residual waste.

To ensure we continue to maintain and improve the level of service to which you are accustomed, we cannot continue to absorb these Government imposed costs and have to pass on an element in increased rates. **Therefore, with effect from 1st December 2024 our Skip, Roro, Trade/Recycling waste and Tipping rates will be increasing by 7.5%**

Unfortunately, the burden does not end with the December 2024 price increase as previously explained the Energy Recovery costs will increase significantly in April as well as legislation changes forcing every business to store and collect their recyclables separately including food/glass and mixed recyclables. All of these things mean significant operational changes for waste and recyclables collections and so a price review will also be necessary in April 2025

We are confident that our prices will remain competitive within our market sector, and as always, we will focus on delivering the quality and reliable service to which Grist Environmental are renowned.

We look forward to working with you in the coming year and beyond, and thank you for your continued custom.

If you have any questions or concerns, or wish to find out about our entire range of services then please contact our Sales Team.

Yours faithfully



Paul Mortimer
Sales Director – Grist Environmental Ltd



Grist Environmental Ltd
Part of Grist Group

Registered in England No 2865548



AGENDA ITEM 10c)

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

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

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

Area	Councillor
Bowerhill Playing Field and basketball court	
Kestrel Court Play area, Bowerhill	
Hornchurch Road MUGA/basketball court, Bowerhill and play area	
Berryfield Play area, teen shelter and MUGA	
Shaw Play area and MUGA	
Beanacre Play area	
Berryfield Allotments	
Briansfield Allotments	
Whitworth Play Area at Bowood View	
Davey at Pathfinder Place –it adopted before Christmas – TBC	

From:
To: [Teresa Strange](#)
Subject: Extending Berryfield Garden
Date: 23 October 2024 17:06:38

Hello Teresa,

I popped into the campus the other week and Marianne gave me your contact details. (I believe we may have met once before at the old Berryfield village hall).

I own number 84 Berryfield (the one on the end where the village hall was). For many years I've been contacting Mike Dawson from Wiltshire Council about trying to extend our garden slightly into the grass on the end.

Usually he responds saying the council is not currently interested in selling any small pieces of land, but this year he has informed me they are in the process of transferring the freehold to you, so here I am! :)

I appreciate the many things you have going on, but I was hoping I could pop into the campus one day when you're around for a quick chat?

Many Thanks

From: [Marianne Rossi](#)
To:
Cc: [Teresa Strange](#)
Subject: RE: Bench to be replaced
Date: 27 November 2024 14:00:44

Hi

Many thanks for your reply, we have a Full Council meeting on Monday evening so we will put this on the agenda and ask members to consider your request with your information below.

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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

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From:
Sent: 27 November 2024 13:56
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Subject: Re: Bench to be replaced

Hi Marianne

My intention was to purchase a second hand bench and ask shed to fit it as there is already a concrete base laid and in position.

I would not be prepared to pay a large sum of money as the bench I had the opportunity of purchasing was only £20-00

Thanks very much for the information

On 27 November 2024, at 09:49, Marianne Rossi <admin@melkshamwithout-pc.gov.uk> wrote:

Dear

Further to your correspondence below, the parish council does have a bench donation policy, which I have attached above. If the parish council were to agree to site a bench at this location, we would order the bench so that it met our house style and charge back the bench cost and its installation to you. The bench would become a parish council asset and would be inspected by us for the lifetime of the bench. For your info, we have just purchased a memorial bench for another area of the parish, and this was around £940 (for the bench and installation onto a concrete plinth). As the land is Wiltshire Council's, we would also need to get their agreement too.

I hope this helps, but if you would like any more information, please let me know.

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
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Wiltshire
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From: John Glover <john.glover@melkshamwithout-pc.gov.uk>

Sent: 26 November 2024 19:11

To:

Subject: Re: Bench to be replaced

Hi XXX

I did not recognise your email address. I will pass this on to our admin as further information.

All best wishes to you two.

John

John Glover

From:

Sent: Tuesday, November 26, 2024 5:19:29 PM

To: John Glover <john.glover@melkshamwithout-pc.gov.uk>

Subject: Re: Bench to be replaced

Hi John

I approached (Shed) to see if they would replace the vandalised bench at the end of Woodrow Road if I provided the bench. When walking Trish and myself would often sit on the bench whilst having a rest prior to walking down mile lane.

Chris Pickett(SHED) referred me to talk to the Council as he believed funding could well be available and gave me Adrienne Westbrook name who I spoke to and informed me the bench was situated outside her area as it was in Melksham Without hence the reason for you receiving the Email.

XXXXX

On 26 November 2024, at 16:41, John Glover <john.glover@melkshamwithout-pc.gov.uk> wrote:

Hi Adrienne and XXX. I have no other information as to who you are, so apologies. We do have a Parish policy for the provision/reprovision of benches. These issues are initially dealt with by Parish Staff before being placed before Councillors for agreement/ratification.

I have copied this email to our staff who will contact you for further information . John Glover
Chair, Melksham Without Parish Council

John Glover

From: Adrienne Westbrook <adrienne.westbrook@melksham-tc.gov.uk>

Sent: Tuesday, November 26, 2024 4:33:00 PM

To:

Cc: John Glover <john.glover@melkshamwithout-pc.gov.uk>

Subject: Bench to be replaced

Good Afternoon John

It was lovely to talk to you this afternoon. I understand that you and your wife would like to replace the bench that is Woodrow Road, near the junction with New Road. I have explained that this area is in Melksham Without. I am copying this to John Glover who I'm sure will contact you to let you know if there are schemes within the parish for this to be done .

I really hope this bench can be replaced. When out walking a little stop is always welcome.

All the best

Adrienne Westbrook

Cllr Forest Ward.

From: [Paul Rush](#)
To: [Teresa Strange](#)
Cc: [Marianne Rossi](#)
Subject: RE: Street Trader application for Westinghouse Way
Date: 21 November 2024 12:22:19

Hi Teresa

Thanks for the response, I understand being Government body ourselves things are a very long process.

Unsure if yellow lines will help as people actually park on the roundabout which surprises me!

But at least if the yellow lines are there its easier to enforce rather than just quoting the highway code that people are often just unaware of.

At the end of Westinghouse Way people park on the corner of the junction but also at times opposite too, With a lot of artic lorries in and out this causes major jams until they are moved.

Will wait to hear the outcome of the new proposed vender, Do you know of a date that a verdict will be given?

Many Thanks

Paul Rush

Fleet Maintenance Manager
Dorset & Wiltshire Fire and Rescue Service
Five Rivers Health and Wellbeing Centre | Hulse Road | Salisbury | SP1 3NR
Phone:01722691566
Mobile : 07900164967
Email : Paul.Rush@DWFire.Org.Uk
dwfire.org.uk

Bowerhill Site:
3 Swift way
Melksham
SN12 6GX
01722691047

Charminster Site:
Wanchard lane
Charminster
DT2 9RP
01722691029

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 21 November 2024 11:44
To: Paul Rush <Paul.Rush@dwfire.org.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Street Trader application for Westinghouse Way

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Thanks Paul

Requests for double yellow lines have been on a waiting list for several years for the Melksham Area, and we do have a scheme proposed for Westinghouse Way.

I am putting back to the Parish Council to review what is proposed, as its only for the roundabout, and outside the playing field entrance, and not at the junction with Swift Way. These should be out for consultation shortly and I will make sure you get a copy of it.

The drawings are from initial conversations with the parish council, by Wiltshire Council, following the parish council's requests for double yellow lines. The yellow is proposed by WC and the red is the additional request of the parish council so far. They are confusing to read, as WC have used a map that still shows the old RAF pavilion that was knocked down to make way for Portal Road.

The parish council fought very hard at planning stages for Eddie's Diner to not get planning permission, and it got it through appeal unfortunately – it was the dangerous highway impact that the parish council were concerned about.

With many thanks,
Teresa

From: Paul Rush <Paul.Rush@dwfire.org.uk>

Sent: 21 November 2024 10:52

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

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

Subject: RE: Street Trader application for Westinghouse Way

Good Morning Teresa

Thankyou for coming back to me so quickly. Happy to share what I raised as concerns ,
pasted below for you.

If you have any questions I'm more than happy to help.

Good Morning

I have been made aware of an application for street trading along Westinghouse way.
I have seen the proposed documents and would like to provide details below as to
why we object.

As an emergency service provider we require 24/7 access to and from our site with HGV's and also recovery vehicles towing fire appliances.

Westinghouse way is already a very congested road which makes access difficult on a regular basis.

We have previously had to call for police assistance to remove vehicles that were illegally parked due to the volume of vehicles parked along the road and onto the roundabout.

We had a fire truck stuck at the roundabout unable to get to site due to x3 artic lorries being stuck due to lack of space.

This has been reported to Wiltshire Council twice previously with the request of yellow lines being installed at each end of the road within the junction & roundabout.

This isn't isolated to Mon-Fri, over a weekend when the field is used for football, public park on the roundabout and in front of our security gates even though we have signs not to.

This has restricted our response times due to having to find drivers of the vehicle. We have also had to enter the round about on the wrong side of the bollards due to lack of space.

A burger van within this road will make things impossible. Access past Eddie's Dinner is often extremely difficult/dangerous on Lysander Rd which we avoid as much as we can.

With one appearing on Westinghouse way this would be impossible for us to avoid.

I am happy to meet someone on site to walk through our concerns and would suggest this is within working hours Mon-Fri to show the volume of traffic and lack of space on a daily basis.

Many Thanks

Paul Rush

Fleet Maintenance Manager
Dorset & Wiltshire Fire and Rescue Service
Five Rivers Health and Wellbeing Centre | Hulse Road | Salisbury | SP1 3NR
Phone:01722691566
Mobile : 07900164967
Email : Paul.Rush@DWFire.Org.Uk
dwfire.org.uk

Bowerhill Site:
3 Swift way
Melksham
SN12 6GX
01722691047

Charminster Site:
Wanchard lane
Charminster
DT2 9RP
01722691029

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 21 November 2024 10:37
To: Paul Rush <Paul.Rush@dwfire.org.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Street Trader application for Westinghouse Way

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Hi Paul

Just to introduce ourselves and make contact.

We are Melksham Without Parish Council, and we cover Bowerhill as part of our parish. Thank you for sending your concerns to Street Trading, if you would be able to send a copy to me please, that would be useful for the parish council to see when they consider the street trading application as a consultee.

Pleased to make contact as its useful on occasion as we own and run the Sports Field and Pavilion off Westinghouse Way.

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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From: Paul Rush <Paul.Rush@dwfire.org.uk>

Sent: 21 November 2024 08:54

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

Subject: RE: Street Trader application for Westinghouse Way

Good Morning Jackie

Thankyou for making us aware of this, I have responded with our concerns to Street Trading.

If you could put me down as a POC for our site in future as Andy has moved into a different part of the service now.

Hopefully with Gompels , Knorr Bremse and ourselves all airing our objections this will be listened to.

Many Thanks

Paul Rush

Fleet Maintenance Manager

Dorset & Wiltshire Fire and Rescue Service

Five Rivers Health and Wellbeing Centre | Hulse Road | Salisbury | SP1 3NR

Phone:01722691566

Mobile : 07900164967

Email : Paul.Rush@DWFire.Org.Uk

dwfire.org.uk

@DWFireRescue

From: Andy Coombs <Andy.Coombs@dwfire.org.uk>

Sent: 18 November 2024 16:00

To: Paul Rush <Paul.Rush@dwfire.org.uk>

Subject: Fw: Street Trader application for Westinghouse Way

Paul.

Just recieved this email and thought you may want to respond to the council with regards access issues to workshoo as it seems that Gompels have already done.

Andy Coombs
Fleet Engineering Officer
Dorset & Wiltshire Fire and Rescue Service
Tel: 07900265396

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

Sent: Monday, November 18, 2024 1:38:10 PM

To: Andy Coombs <Andy.Coombs@dwfire.org.uk>

Subject: Street Trader application for Westinghouse Way

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Dear Andy

We have recently become aware of this Street Trading application for a “burger van” on Westinghouse Way and so apologise for the short timescale for replying to Wiltshire Council with any comments.

I thought you might want to comment as we know Gompels have had difficulties with parked trucks and cars along Westinghouse Way – this application is for 3.30 to 11pm.

Sasha at Gompels kindly passed on your contact details.

If you respond, would you mind sending your comments to the parish council for their info please?

Many thanks, Teresa

Application for Street Trading Consent

I have received the below application for a street trading consent which I forward to you for consultation.

Please pass on this information to any other interested parties that may wish to make representation within this 30 day public consultation.

Please note that any objections must be within the framework of the Criteria for Determining Applications, any objections outside this cannot be taken into account. I attach a copy of the criteria for your information.

Trading Name: Diamond

Articles for sale: Burgers, kebabs, chicken, fries, hot and cold drinks.
Trading Location: Westinghouse Way, Bowerhill, Melksham SN12 6SP
Trading Times: Monday – Sunday inclusive from 3.30 p.m. – 11.00 p.m.
Description of Stall: 16ft trailer

Please send your response via email by 21 November 2024 to streettrading@wiltshire.gov.uk stating whether

or not you wish to make any representations which must be relevant and specific.

If you have any queries regarding the above please do not hesitate to contact me on 07766777634

Kind regards,

Jackie Beves

Markets Officer

Enforcement

Highways & Environment

Wiltshire Council

Tel: 03004560100

Mob: 07766777634

Email: jackie.beves@wiltshire.gov.uk

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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From: [Simon Alderson](#)
To: [Teresa Strange](#)
Cc: [Nick.Holder@wiltshire.gov.uk](#); [Marianne.Rossi](#)
Subject: RE: Local Highway & Footway Improvement Group
Date: 21 November 2024 13:36:09

Thanks Teresa, I appreciate your honesty and I tend to agree yellow lines on both sides of the road is probably not a good idea as you have suggested and also there is not sufficient parking for all who work on the industrial Estate and they need to use the surrounding roads. All I am asking is for consideration to paint yellow lines near to the junctions to provide better and safer exits etc.

Please don't keep me updated with any progress and if I can be of any further help just ask.

Kind regards
Simon

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 21 November 2024 13:20
To: Simon Alderson <simon@daas.co.uk>
Cc: [Nick.Holder@wiltshire.gov.uk](#); [Marianne.Rossi](#) <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Local Highway & Footway Improvement Group

Hi Simon

Thanks for the photos and map.

I think I will add to the full council agenda on 2nd December, to see if we can catch it being considered before the consultation on the proposed waiting restrictions goes out, it may be too late, in which case it then be part of that consultation.

The police have warned in the past of having yellow lines on both sides all the way round, as it then encourages speeding traffic as parked vehicles are traffic calming in their own right; and that has paid a part in considerations of both sides continuously.

I know it's not what you have asked, but I just wanted to give you that context.

I will keep you posted.

Kind regards,
Teresa

From: Simon Alderson <simon@daas.co.uk>
Sent: 21 November 2024 12:51
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: [Nick.Holder@wiltshire.gov.uk](#); [Marianne.Rossi](#) <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Local Highway & Footway Improvement Group

Hi Teresa,

Many thanks for your speedy reply and detailed explanation. Sadly whilst these proposed restrictions are important they are on the other side of the road to our office and therefore will not help at all with our issue and safety concerns?

I have attached an image of your plan with our office circled for you to see our location and this also shows the access to our site from Lysander Road. We need yellow lines painted on all of these access points on Lysander Road to restrict vehicle parking as it is making it so dangerous to get out. I attached a few photos for reference so you can see the extent of the problem.

Kind Regards



Simon Alderson
Director

T: +44 (0)1225 707103 | M: +44 (0)7774 987627
E: simon@daas.co.uk



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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 21 November 2024 12:04
To: Simon Alderson <simon@daas.co.uk>
Cc: [Nick.Holder@wiltshire.gov.uk](#); [Marianne.Rossi](#) <admin@melkshamwithout-pc.gov.uk>
Subject: FW: Local Highway & Footway Improvement Group

Importance: High

Dear Simon

Thank you for your email and LHFIC request form.

There has been a long waiting list for waiting restrictions (yellow lines) in the Melksham Area and there are now schemes proposed that are due to be advertised shortly as part of making the legal order.

Whilst we await to see the final details, the attached map shows in yellow the area proposed for "no waiting at any time" by Wiltshire Council highways, with the addition of the red line by the parish council so it covers the roundabout where there are on occasion some cars parking.

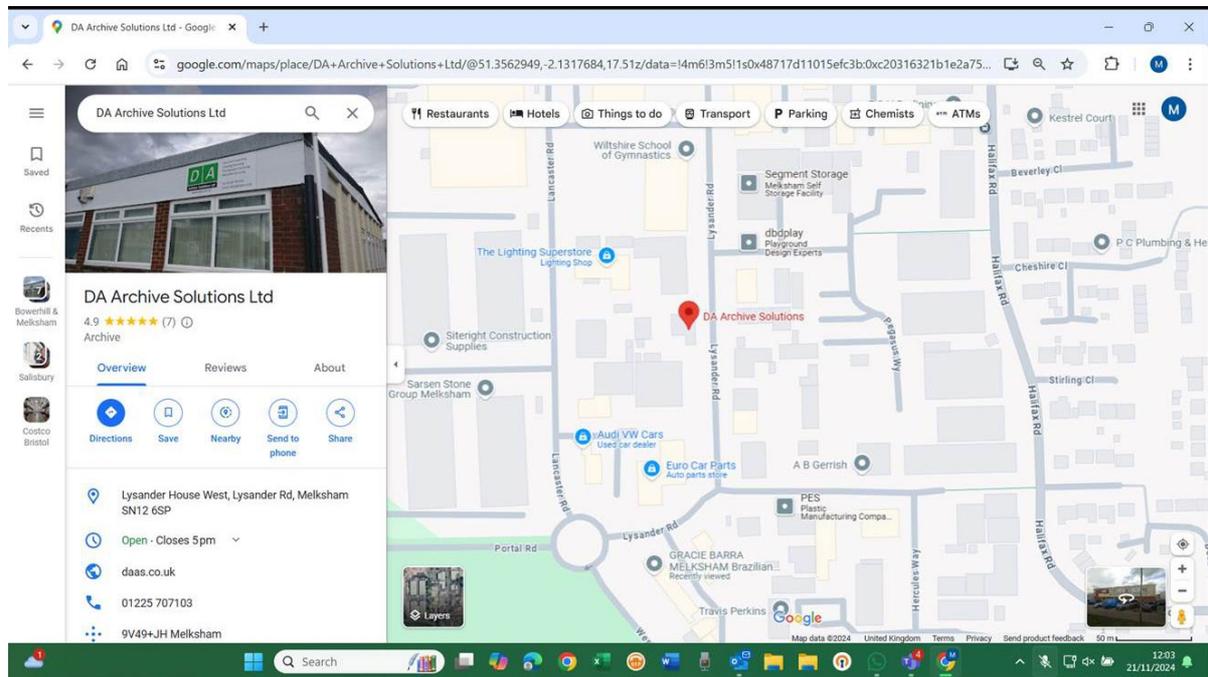
I will let you know when the consultation of these goes live. From looking at online mapping below I think this covers the entrance to your premises on Lysander Road.

With regards to the suggestion of a one way scheme, the parish council did suggest this when the road was closed at Pathfinder Way for the housing development works. They suggested it was implemented as a temporary solution, and would have been a good trial for anything permanent in the future, but at the time Wiltshire Council's highway officers did not want to progress it. I will put your request to the next Highways Committee meeting for the parish council to consider. This is currently scheduled for Monday 13th January, after its Planning Committee so time to be confirmed but likely to be 7.30pm or 8pm, and you are most welcome to come and speak to this item. I will notify you nearer the time.

As you will have seen on the form you have filled in, there is a box to ask if you have discussed with your Wiltshire Councillor, and to that end I have taken the liberty of copying in Wiltshire Councillor Nick Holder so he is aware.

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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From: Simon Alderson <simon@daas.co.uk>

Sent: 21 November 2024 11:37

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

Subject: Local Highway & Footway Improvement Group

Importance: High

Hi,

Please find attached a completed Highways Improvement Form which I hope you will consider in your next meeting as this issue a huge safety risk and needs to be addressed before someone gets more seriously injured!

If you need anything further please don't hesitate in contact me and I look forward to your reply with a matter of urgency.

Kind Regards



Simon Alderson
Director

T: +44 (0)1225 707103 | M: +44 (0)7774 987627

E: simon@daas.co.uk



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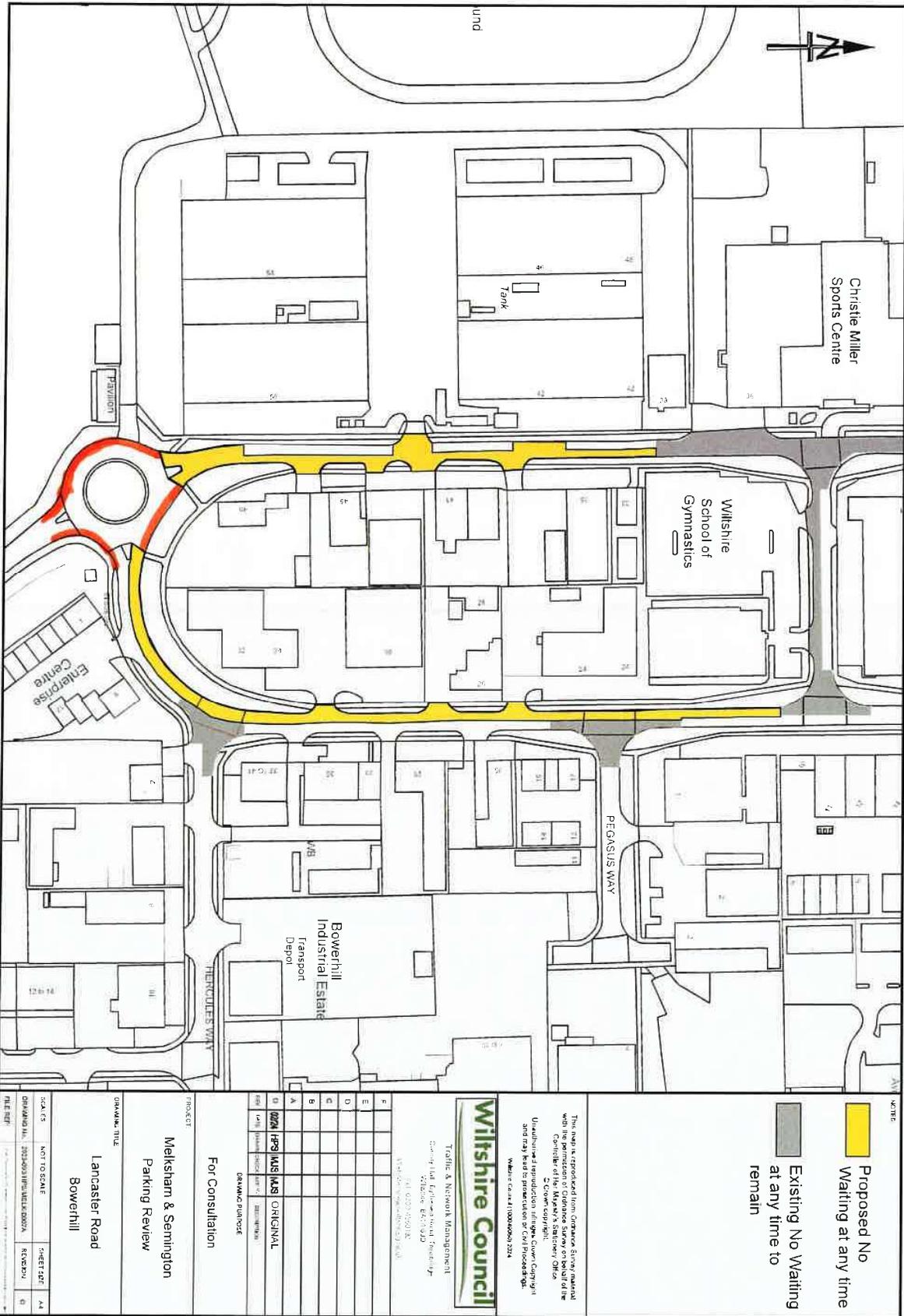
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- NOTES
- Proposed No Waiting at any time
 - Existing No Waiting at any time to remain

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Traffic & Network Management
 County Ltd Engineering Technology
 Whiteley, Bath BA2 9JG
 Tel: 01225 252912
 Fax: 01225 252913

REV	DATE	DESCRIPTION	BY
01	02/04/15	WMS IAS ORIGINAL	WMS
02	02/04/15	WMS IAS ORIGINAL	WMS
03	02/04/15	WMS IAS ORIGINAL	WMS
04	02/04/15	WMS IAS ORIGINAL	WMS
05	02/04/15	WMS IAS ORIGINAL	WMS
06	02/04/15	WMS IAS ORIGINAL	WMS
07	02/04/15	WMS IAS ORIGINAL	WMS
08	02/04/15	WMS IAS ORIGINAL	WMS
09	02/04/15	WMS IAS ORIGINAL	WMS
10	02/04/15	WMS IAS ORIGINAL	WMS

PROJECT
 Melksham & Semington
 Parking Review

FOR CONSULTATION

DRAWING TITLE
 Lancaster Road
 Bowerhill

NO.	DATE	DESCRIPTION	BY
01	02/04/15	WMS IAS ORIGINAL	WMS
02	02/04/15	WMS IAS ORIGINAL	WMS
03	02/04/15	WMS IAS ORIGINAL	WMS
04	02/04/15	WMS IAS ORIGINAL	WMS
05	02/04/15	WMS IAS ORIGINAL	WMS
06	02/04/15	WMS IAS ORIGINAL	WMS
07	02/04/15	WMS IAS ORIGINAL	WMS
08	02/04/15	WMS IAS ORIGINAL	WMS
09	02/04/15	WMS IAS ORIGINAL	WMS
10	02/04/15	WMS IAS ORIGINAL	WMS

WILTSHIRE COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

1. **THE COUNTY OF WILTSHIRE (VARIOUS ROADS, HUNTERS WOOD, MELKSHAM) (20MPH SPEED LIMIT ZONE) ORDER 2024**
2. **THE COUNTY OF WILTSHIRE (VARIOUS ROADS, MELKSHAM AND MELKSHAM WITHOUT) (40MPH SPEED LIMIT) ORDER 2024**

NOTICE IS HEREBY GIVEN that on 20th November 2024 Wiltshire Council made the above mentioned Orders under the Road Traffic Regulation Act 1984 the effect of which is as follows:

Order 1

To introduce a **20mph speed limit zone** on the following lengths of road: **Angelica Avenue, Anise Avenue, Basil Drive, Bay Gardens, Camomile Place, Chervil Avenue, Cicely Grove, Fennel Place, Lovage Lane, Marjoram Close, Mint Grove, Nasturtium Grove, Oregano Close, Tarragon Close** – the complete lengths

Order 2

To revoke The County of Wiltshire (Various Roads, Melksham and Melksham Without) (40mph Speed Limit) Order 2016 and re-enact it in the above Order 2 for administrative purposes only and to introduce a **40mph speed limit on Eastern Way** – from a point 7 metres east of its roundabout junction with Spa Road in a north easterly direction to its junction with Melksham Relief Road (road leading to Snowberry Lane).

A copy of the Orders and plan may be inspected at the offices of Wiltshire Council, County Hall, Trowbridge during normal office hours.

Any person aggrieved by the Orders and desiring to question the validity of the Orders or of any provision contained in the Orders on the grounds that it is not within the powers of the relevant Section of the above Act or on the grounds that any requirement of that Section or of Part III of Schedule 9 of the Act or any regulation made under the said Schedule, has not been complied with in relation to the Orders may, within six weeks of the date on which the Orders were made, make application for the purpose to the High Court.

The Orders will come into operation on 2nd December 2024.

Highways Assets and Commissioning, County Hall, Bythesea Road, Trowbridge
BA14 8JN

29th November 2024

WILTSHIRE COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE COUNTY OF WILTSHIRE (VARIOUS ROADS, MELKSHAM AND MELKSHAM WITHOUT) (40MPH SPEED LIMIT) ORDER 2024

The Council of the County of Wiltshire in exercise of its powers under Section 84 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (hereinafter referred to as "the Act") as amended and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act hereby makes the following Order: -

1. The County of Wiltshire (Various Roads, Melksham and Melksham Without) (40mph Speed Limit) Order 2016 is hereby revoked.
2. No person shall drive any vehicle at a speed exceeding 40 miles per hour on the length of road specified in the Schedule to this Order.
3. No speed limit imposed by this Order applies to vehicles falling within Regulation 3(4) of the Road Traffic Exemptions (Special Forces) (Variation and Amendment) Regulations 2011 when used in accordance with Regulation 3(5) of those Regulations.
4. This Order shall come into operation on 2nd December 2024 and may be cited as The County of Wiltshire (Various Roads, Melksham and Melksham Without) (40mph Speed Limit) Order 2024.

SCHEDULE

**Length of Road in The Town of Melksham and the Parish of Melksham Without
Subject to 40mph Speed Limit**

<u>Road</u>	<u>Description</u>
A3102 Sandridge Road	From a point approximately 190 metres east of its junction with Churchill Avenue to a point approximately 680 metres east of its junction with C165 New Road
Eastern Way	From a point 7 metres east of its roundabout junction with Spa Road in a north easterly direction to its roundabout junction with A3102 Sandridge Road

Melksham Relief Road

From a point approximately 40 metres south east of its roundabout junction with Snowberry Lane to its junction with Eastern Way

THE COMMON SEAL of
WILTSHIRE COUNCIL
was hereunto affixed this
20th day of November 2024
in the presence of:-



Authorised Signatory
Wiltshire Council

MIKE EDGAR



24,002

Teresa Strange

From: Gemma Rutter <gemma.rutter@wiltshire.police.uk>
Sent: 18 November 2024 14:30
To: Martin Franks; Andy Lemon
Cc: Teresa Strange; Richard Wood; Shona Holt
Subject: RE: Electric Trails Bikes

Absolutely Martin!

I am hopeful for the PSPO- the more tools in our belt the more we can pull out!

...potentially if we all went around balaclavas it may make it very uncool for these young lads!

Teresa with the PSPO plans, I'll keep you posted if you could forward that on to everybody,

Regards
Gemma

Gemma Rutter

Neighbourhood Policing Sergeant 2315 –

Melksham & Bradford on Avon

Trowbridge Police Station

Gemma.rutter@wiltshire.police.uk



WILTSHIRE

Keeping V

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From: Martin Franks <martin.franks@melkshamwithout-pc.gov.uk>
Sent: Monday, November 18, 2024 2:27 PM
To: Gemma Rutter <gemma.rutter@wiltshire.police.uk>; Andy Lemon <Andy.Lemon@wiltshire.police.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Richard Wood <richard.wood@melkshamwithout-pc.gov.uk>; Shona Holt <shona.holt@melkshamwithout-pc.gov.uk>
Subject: Re: Electric Trails Bikes

You don't often get email from martin.franks@melkshamwithout-pc.gov.uk. [Learn why this is important](#)

Gemma,

Thanks for the update and do appreciate the task you have.

Onwards and upwards we hope!

Thank you

Martin

From: Gemma Rutter <gemma.rutter@wiltshire.police.uk>

Sent: 18 November 2024 14:06

To: Martin Franks <martin.franks@melkshamwithout-pc.gov.uk>; Andy Lemon <Andy.Lemon@wiltshire.police.uk>

Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Richard Wood <richard.wood@melkshamwithout-pc.gov.uk>; Shona Holt <shona.holt@melkshamwithout-pc.gov.uk>

Subject: RE: Electric Trails Bikes

Good afternoon Martin,

I am sorry you have experienced this incident. It is particularly unpleasant when the individual is rather cowardly masked.

There is considerable focus but as you can imagine and you have pointed out in your own email, if there is nothing to identify the individual, how do we know who we are needing to speak with? The bikes we have seized off some youths have already been replaced as unfortunately, that is the sort of family residing in our town, causing repeat issues.

However, I will outline the focus we are doing. We have footage where we are able to identify some of these riders and we are targeting the areas of Coronation Road and Queensway. Where we cannot seize or deal with the riders within the 24hr period to seize as per the Road Traffic Act, any suspicions we have with the families, social service reports will be going in. I am also looking at Public Spaces Protection Order which I require Wiltshire Councils' assistance with. This provides more legislation I can use rather than fall back on the Road Traffic Act which limits actions WHEN we can identify the rider.

If there is nothing to identify the masked rider, please do not try and take photographs as they do not assist us and can put yourself in danger. You can however provide descriptions of clothing on 101 or email to me. That will help me build the intelligence picture. This is a county wide issue, and we are liaising with our other forces to try and tackle this issue. We have already carried out a number of days of action with my team and the Road Traffic Policing Unit.

Coincidentally, whilst Christmas shopping, I noticed a large chain of toy store selling electric scooters. It had a small notice about parents ensuring they know the law around e-scooters. This mass sale of the item, which is getting cheaper, is not a problem we will solve quickly but I assure you there is focus.

Regards

Gemma Rutter

Neighbourhood Policing Sergeant 2315 –

Melksham & Bradford on Avon

Trowbridge Police Station

Gemma.rutter@wiltshire.police.uk

From: Martin Franks <martin.franks@melkshamwithout-pc.gov.uk>
Sent: Monday, November 18, 2024 1:20 PM
To: Gemma Rutter <gemma.rutter@wiltshire.police.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Richard Wood <richard.wood@melkshamwithout-pc.gov.uk>; Shona Holt <shona.holt@melkshamwithout-pc.gov.uk>
Subject: Electric Trails Bikes

You don't often get email from martin.franks@melkshamwithout-pc.gov.uk. [Learn why this is important](#)

Gemma,

Good afternoon,

I hope I find you well.

I thought I'd share my experience this morning with a youth on an Electric trail bike.

The youth was travelling, in Berryfield on Semmington road heading towards the Divisional police station no fear of the Police!

Again, no lights, registration, helmets and masked whilst wheeling along on his back wheel, with no fear of any one stopping or interrupting his journey.

I stopped to try and get a photograph, and then was threatened and abused with what I recall was 'I'll do you mate' whilst circling the middle of the road, again no fear of any consequences of his actions.

The threats are real and this will continue to build fear in the community, when will the issue be tackled or do we wait for a serious accident or the public getting involved when some stops these rouges and any consequences of that.

I've again raised this with this with Inspector Lemon at an area board meeting and it seems that you have your hands tied. I think we need some focus please.

Kind regards

Martin Franks MIMI.

From: [Hobbs, Molly](#)
Subject: Local Transport Plan consultation begins today – please sign up for our online engagement events
Date: 28 November 2024 16:07:07
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

We are holding a consultation on our local transport plan (LTP4) from Thursday 28 November 2024 until 23:59 on Friday 24 January 2025.
To enable your communities to find out more, we're holding two online engagement events during the consultation, on:

- Tuesday 3 December 2024, 6-7pm
- Monday 13 January 2025, 6-7pm

Please share this with your communities and encourage them to sign up for these online events.

To sign up for these engagement events and find out more, go to: [Wiltshire Local Transport Plan](#)

Many Regards,

Molly

Molly Hobbs
Area Board Support Officer (Central)
Leisure, Culture and Communities

Wiltshire Council

Tel: 01225 718694

Email : Molly.Hobbs@wiltshire.gov.uk

Web : www.wiltshire.gov.uk



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Bath and North East Somerset, Swindon and Wiltshire

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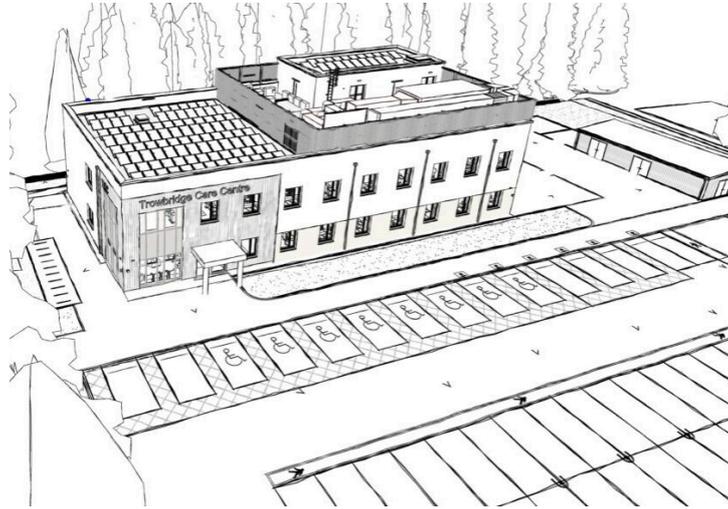
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Green light given for multimillion-pound health

and care facility in Trowbridge

13 November 2024



Work to construct a state-of-the-art health and care facility in Trowbridge is due to begin shortly after the multimillion-pound project was given the green light to proceed.

The £16 million Trowbridge Integrated Care Centre will be built on land close to Silver Street, and is intended to replace the existing community hospital located nearby, which many in the local area will know is reaching the end of its natural lifespan.

It is hoped that work on the new integrated care centre, which is being supported financially by the ICB, NHS Property Services and Wiltshire Council, will begin in the coming weeks, with the build expected to last for approximately 12 months.

Caroline Holmes, Interim Director of Place – Wiltshire, Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board, said: “We are delighted to have the go-ahead for this new integrated care centre, which will bring real benefits to the people of Trowbridge and the surrounding areas.

“Having services based in the community, in locations such as this new state-of-the-art centre, will not only put care closer to patients’ homes, but also support different health and care teams to work closer together, which should result in a much smoother, more joined-up experience of the NHS for local people.

“We already know from our work in delivering the new Devizes Health Centre that buildings such as these make an enormous difference to the lives of local people, and we hope the residents of Trowbridge are just as excited as we are for this exciting addition to their community.”

Like its sister site in Devizes, Trowbridge Integrated Care Centre is set to employ the latest green technology, such as solar panels and heat pumps, in order to be fully self-sufficient and net zero carbon.

Services currently based at Trowbridge Community Hospital will be moved to the new facility in phases as part of a planned relocation process, which will begin once building work is complete.

Early estimates suggest that construction could be finished by the end of 2025, with the new centre then opening to patients sometime during the first half of the following year.

Wiltshire Council's £3 million contribution to the scheme derives from the Wiltshire Community Infrastructure Levy (CIL), which local authorities can impose on new developments to help fund infrastructure and to support growth.

Cllr Ian Blair-Pilling, Wiltshire Council Cabinet Member for Public Health, said: "This is an excellent example of how the CIL can work for the good of local people.

"We are using the monies obtained from developments to invest directly in key services for our communities, and this will rejuvenate health facilities in the town and benefit Trowbridge residents for years to come."

The announcement of the new Trowbridge Integrated Care Centre comes as the Secretary of State for Health and Social Care promises to transform the NHS to make it fit for the future.

Wes Streeting MP has recently unveiled plans to publish an updated 10-Year Health Plan, which will set out how projects such as the Trowbridge Integrated Care Centre, among countless others, will help to revolutionise the way in which health and care is delivered across the country.

People can lend their voices to the plan, as well as help in shaping the final version, which is expected in the spring of next year, by visiting www.change.nhs.uk.

Further details about the new Trowbridge Integrated Care Centre, along with information on all other local health and care services, can be found at www.bsw.icb.nhs.uk.

← [Help Us, Help You – Think Pharmacy First \(https://bsw.icb.nhs.uk/help-us-help-you-think-pharmacy-first/\)](https://bsw.icb.nhs.uk/help-us-help-you-think-pharmacy-first/)

[Healthy Blood Pressure – what do you think? → \(https://bsw.icb.nhs.uk/healthy-blood-pressure-what-do-you-think/\)](https://bsw.icb.nhs.uk/healthy-blood-pressure-what-do-you-think/)



**Bath and North East Somerset,
Swindon and Wiltshire**

Integrated Care Board

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From: [Brian Mathew MP](#)
To: [Teresa Strange](#)
Subject: Re: Possible Govt funding to assist those flooded in Melksham Without (and Wiltshire!) - for the "near misses" (Case Ref: BM02436)
Date: 27 November 2024 22:05:53

Dear Teresa

Thank you for your phone call and for following up. Just to let you know that Brian has raised this point with the minister as a follow up to his letter yesterday, which you kindly shared on facebook. He has asked for flexibility to be allowed in the allocation of this funding so that properties that just avoided being flooded can benefit as well as those that actually did flood internally.

When we receive a reply, we will let you know.

Best wishes

Katie

Brian Mathew MP

Member of Parliament for Melksham & Devizes
House of Commons, London SW1A 0AA
brian.mathew.mp@parliament.uk
Tel: 0777 160 7983



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 27 November 2024 11:03
To: brian.mathew.mp@parliament.uk
Subject: Possible Govt funding to assist those flooded in Melksham Without (and Wiltshire!) - for the "near misses"

Hi Katie

Good to talk to you, as per our phone conversation, I understand from the Wiltshire Council online meeting with town and parish clerks this morning, that Wiltshire Council are still to hear if there will be government funding for helping those affected by the flooding over recent days.

I asked if this would be for those properties that were near misses and avoided flooding due to proactive measures undertaken by residents, neighbours and volunteer flood wardens. The response back from Adrian Hampton at Wiltshire Council was that for Storm Henk in January that the funding was tightened up and only for those houses that were actually internally flooded and I certainly understood the response to be that this was the stipulation that came from DEFRA.

Is this something that can be investigated/raised by Brian please? Grant funding for preventative measures for houses and businesses that were only saved by volunteers proactively using submersible pumps surely should be eligible? The volunteers only have 2/3 pumps and wouldn't be able to help if there were more properties that needed help –

some in place and working for 36 hours over the weekend. It would make sense to put preventative measures (with grant assistance) in those properties and save the pumps for others that have not been flooded before, for future events.

I also asked WC to put out some sort of statement that we can share, to put to bed the misinformation that an organisation/council opened sluice gates in Chippenham that meant Melksham flooded.

Many thanks.

All the best,

Teresa

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

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Want to keep in touch?

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

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From: [Jessica Thimbleby](#)
To: [Teresa Strange](#)
Cc: [Locum](#)
Subject: RE: Fitting small energy efficiency measures project
Date: 26 November 2024 17:00:33

Hi Teresa,

Thank you, if your caretaker didn't have capacity we could explore other possibilities e.g. sub-contracting? I'd be happy to have a quick chat before/after 2nd Dec if that'd be helpful

Hope the flood waters are receding...
Jessica

Jessica Thimbleby
Carbon Reduction Champion
Wiltshire Wildlife Trust and Wiltshire Wildlife Community Energy
Email: jessicat@wiltshirewildlife.org
Mob: 07568 231015

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 21 November 2024 17:52
To: Jessica Thimbleby <JessicaT@wiltshirewildlife.org>
Cc: Locum <locum@melksham-tc.gov.uk>
Subject: [EXTERNAL] RE: Fitting small energy efficiency measures project

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Hi Jessica

Thanks for thinking of us for this project. I will certainly put it to the parish council to consider, but please be aware that we only have one part time caretaker.

I have copied in the Locum Clerk for Melksham Town Council (Tracy Predeth) as they do have a team of amenity staff.

I will come back to you, the parish council next meet on Monday 2nd December, and hopefully we will hear back from the town council too.

Hope all good with you,
All the best, Teresa

From: Jessica Thimbleby <JessicaT@wiltshirewildlife.org>
Sent: 19 November 2024 18:16
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Fitting small energy efficiency measures project

Hi Teresa,

I hope you're well? As an extension of Wiltshire Wildlife Community Energy's 'Keeping Warm this Winter' project which has run successfully for a couple of years now, we began exploring whether we could work with a local organisation to fill a possible gap that may exist in terms of people seeing the small energy efficiency measures I talk about at the energy cafes and being interested in using them, but having barriers (cost, physical etc) which prevent them from buying and installing some of those

measures. If this is the case, we think it's an opportunity to partner with an organisation that either has caseworkers visiting homes and seeing a need for these measures, or one employing a handy person with capacity to help install these measures following a referral.

I was talking to AgeUK Wiltshire who were interested in partnering on this project in Melksham but lacked handy person capacity so unfortunately we weren't able to progress it. It was suggested to me that Parish Council's employ handy people who may be able to assist so I'm contacting you to find out if this is the case and whether Melksham Without PC may be interested in working together on a pilot project, funded by WWCE? I'd be happy to meet and discuss further.

With Age UK we identified the following as potential measures to include in the project along with costs of the measures (from last year) but I understand some may not be possible to install due to insurance limitations:

Letter box cover with brush	£ 9.99
Keyhole cover	£ 5.00
Under door draught proofing	£ 9.99
External extractor fan cover	£ 9.99
Draught excluder tape for around doors and windows	£ 9.99
Silicone sealant (around windows)	£12.99
Pipe insulation x3m	£ 6.04
Radiator reflector foil x3	£24.49
Thermal curtain	£35.00
Secondary glazing	£ 7.99
LED lightbulbs x3	£ 5.08
Total	£136.55

Ideally any residents taking up the offer would also be signposted for further support with energy efficiency, e.g. Warm and Safe Wiltshire, including owner occupiers and private tenants/landlords.

Best wishes,
Jessica

Jessica Thimbleby
Carbon Reduction Champion
Wiltshire Wildlife Trust and Wiltshire Wildlife Community Energy
Email: jessicat@wiltshirewildlife.org
Mob: 07568 231015

Wiltshire Wildlife Trust | Elm Tree Court | Long Street | Devizes | Wiltshire | SN10 1NJ



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Press release

Wessex Water fined £500,000 for sewage killing thousands of fish

A sewage pumping station failure killed over 2,000 fish in Melksham, with sewage from a burst rising main also killing fish near Weston-super-Mare.

From: **Environment Agency**
(/government/organisations/environment-agency)

Published 11 November 2024



Fish died in Wick St Lawrence after sewage from a burst rising main affected a 'rhyne', a manmade drainage channel

Wessex Water has been found negligent after sewage leaks killed thousands of fish - with the company failing to report incidents to the Environment Agency as early as it should have.

Swindon Magistrates' Court today sentenced the company to pay a total fine of £500,000 after it pleaded guilty at an earlier hearing to two charges relating to the Bowerhill Lodge sewage pumping station at Melksham, Wiltshire, and one relating to a burst sewer main at the Wick St Lawrence sewage

treatment works near Weston-super-Mare in Somerset.

The company was also ordered to pay costs of £60,000, plus applicable VAT, and a victim surcharge of £170.

The charges

The two charges at Bowerhill Lodge were of causing storm water to discharge into the Clackers Brook between late March and early April 2018 and discharging screened sewage in late July to early August 2018.

The third charge was of causing untreated sewage effluent to discharge into marsh rhynes (a type of manmade drainage channel) from a rising main leading into the Wick St Lawrence works.

Nearly every fish within a kilometre killed in Clackers Brook incident

In a case brought by the Environment Agency, the court heard that more than 2,100 fish died in the Clackers Brook, a tributary of the River Avon, during the discharge at Bowerhill Lodge. These included eels, lamprey and bullheads - three species which are threatened, and are also listed by the International Union for Conservation of Nature.

Almost all of the fish within a 1km reach had been killed. The discharge was caused by a mechanical failure and continued for 54.5 hours with sewage flowing through a nature conservation area. The company did not report this to the Environment Agency immediately.

The investigation found that failures of the sewage pumping station's alarm and telemetry system, and a power cable becoming entangled in pump equipment, contributed to the failures. Further investigation found that there had been other discharges from Bowerhill Lodge Pumping Station earlier that year that Wessex Water had not reported to the Environment Agency.

Fish killed at Wick St Lawrence despite critical pipe being flagged for monitoring

At Wick St Lawrence, much of the local rhyne was affected with sewage, leading to fish, including spined stickleback and eels, dying after a rising main (a pipe through which sewage is pumped under pressure) burst.

The rising main had already been identified by Wessex Water, prior to the incident, as a critical rising main that needed to be monitored. However, monitoring was not put in place until after the incident.

Ageing pipes more vulnerable to bursting

The investigation found that a September 2018 document the company submitted to Ofwat showed the number of rising main bursts had increased markedly in recent years, running at approximately 70-80 per year. The company's rising mains are ageing and becoming vulnerable to bursting. The company predicted it would need to replace them at nine times its current rate to remain stable.

Between 2015 and 2023, Wessex Water had caused 28 serious pollution incidents, 6 of which have arisen from rising mains - accounting for 21% of serious incidents during that period.

Not reporting failures 'undermines the regulatory regime'

District Judge Joanna Dickens said that the company's failure to report discharges at Bowerhill Lodge "undermines the regulatory regime" though Wessex Water had since taken "considerable and expensive steps" to remedy the situation.

She noted that at Wick St Lawrence flow pressure monitoring equipment had been installed since the incident and there had been no repetition of any similar incidents. The Judge said that while there was no long-lasting impact to the environment in this case "it was negligent because of the failures at

this specific location and the failure to install monitoring equipment at an earlier time”.

‘Monitoring is reliant on failure - replace rising mains before they fail’

Janine Maclean, Environment Agency senior environment officer, said:

- “ These cases are further examples of a water company breaking the law and causing serious pollution. It was very sad the pollutions had such serious impacts - killing fish and other aquatic life.
- “ Wessex Water’s rising mains are ageing and becoming vulnerable to bursting and are an area of increasing concern to the Environment Agency, presenting risk to people and the environment.
- “ We recognise the company is increasing its monitoring of rising mains, which is a positive step forward, but monitoring is still reliant on failure, and we would like to see the company significantly increase the level of investment it makes to proactively replace rising mains before they fail.
- “ We expect all water companies to manage and maintain their sewage pumping stations and rising mains in a responsible and sustainable manner to ensure they do not cause pollution. We hope these cases send a clear signal to shareholders and water company board rooms, up and down the country, that investing in resilient sewage systems to prevent pollution, and ensure compliance, must be an essential way of doing business.
- “ Our dedicated officers are increasing our regulatory inspections of Wessex Water’s sewage pumping stations and we will also be attending more incidents, including those arising from rising mains, with the new resources we are gaining to transform the way we regulate the water industry.”

Background

Charges:

Melksham , Wilts

- Between the 27th day of March 2018 and the 3rd day of April 2018 at Bowerhill Lodge Sewage Pumping Station, otherwise than in accordance with an environmental permit, caused a water discharge activity, namely discharges of storm water into Clackers Brook. Contrary to Regulations 12(1)(b) and 38(1)(a) of the Environmental Permitting (England and Wales) Regulations 2016.
- Between the 29th day of July 2018 and the 2nd day of August 2018 at Bowerhill Lodge Sewage Pumping Station you contravened condition 1 of Environmental Permit number 012661 in that a discharge of screened sewage was made as a result of the pumping station becoming inoperative due to mechanical and electrical breakdown when said breakdown could have been prevented. Contrary to Regulation 38(2) Environmental Permitting (England & Wales) Regulations 2016.

Wick, Somerset

- On or before the 20th day of August 2018 on land adjacent to Wick St Lawrence Sewage Treatment Works, otherwise than in accordance with an environmental permit, caused a water discharge activity, namely the discharge of untreated sewage effluent into the marsh rhyne system. Contrary to Regulations 12(1)(b) and 38(1)(a) of the Environmental Permitting (England and Wales) Regulations 2016.

Glossary:

- A rising main carries sewage under pressure from a pumping station to a discharge point, for example a gravity sewer or a sewage treatment works.
- A rhyne is a regional term used to describe a type of manmade drainage channel.

The crackdown on water companies to improve water quality has seen nearly 500 inspections carried out by Environment Agency officers in the South West since April. Read more in our press release: [Water company inspections surge in South West \(https://www.gov.uk/government/news/water-company-inspections-surge-in-south-west\)](https://www.gov.uk/government/news/water-company-inspections-surge-in-south-west).

Published 11 November 2024

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Preparing for Local Elections 2025

2024 WALC CONFERENCE
JUSTIN ROBINSON



What we will cover today

- The importance of local elections
- Things to be thinking of well in advance of polling day on May 1st
- Changes to qualifying and disqualifying criteria for being a councillor since the last elections
- The pre-election publicity period
- Preparing for the Annual Meeting of the Council
- Don't worry, Wiltshire Council will be providing a formal briefing early in 2025

A sunset over a mountain range with a quote overlay.

Democracy is never a
final achievement. It is a
call to an untiring effort.

John F. Kennedy

 quotez fancy

Democracy is Precious

Things to be thinking about now

- Budget for the costs of an election.
- In 2021, Wiltshire Council charged between £200 and £1100 for an uncontested election to cover their administrative costs.
- For contested elections, the cost worked out at around £1.70 per elector in 2021.
- Inflation and postage costs have increased markedly since then so election costs will have increased.
- Budget for training for new (and returning) councillors.

New or outstanding casual vacancies

- The 6-month rule starts on 6th November. This means for any vacancies that arise from this date, an election cannot be requested, unless more than one third of the total council seats are vacant.
- The council also does not have to consider co-opting to fill vacancies but can choose to do so.
- Talking of co-option, do you have a co-option policy in place? You may well be needing one!

Early Next Year

- Clerks – talk to your members and try and ascertain who will be standing or retiring at the election. You may need to start thinking about making some changes – e.g. adding new bank signatories.
- Councillors – start thinking about how you will promote the elections to the local community.

Promoting the Parish Election

- NALC has an array of useful promotional literature, case studies, posters and videos freely available on its website.
- Talk to people you know who are already playing an active role in the local community.
- Perhaps arrange an open evening to talk to interested residents about what the council does and the councillor role.
- Use local communication channels to get the message out – parish newsletter, website, social media, noticeboards etc.

Qualifications for Standing as a Councillor

- 1. Be at least 18 years old.
- 2. Be a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen, or an EU citizen with retained rights.
- 3. Meet at least one of the following criteria:
 - a) You are, **and will continue to be**, registered as a local government elector for the parish in which you stand on the electoral register in effect for the receipt of nominations (which will be 1st March 2025).

Qualifications for Standing as a Councillor

- b) You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election.
- c) Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area.
- d) You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election.

Changes for EU Citizens

- EU citizens will only be able to register, vote or stand as a candidate in these elections if:
- they're a citizen of Denmark, Luxembourg, Poland, Portugal and Spain who is resident in the UK, has permission to enter or stay in the UK, Channel Islands or Isle of Man, or who does not need permission;
- they're a citizen of any other EU country who on or before 31 December 2020 was legally resident in the UK, had permission to enter or stay in the UK, Channel Islands or Isle of Man, or who did not need permission, and this has continued without a break.

Disqualification for Standing as a Councillor

- You cannot be a candidate if at the time of your nomination and on polling day:
 - a) You hold a paid office of the parish council you wish to stand for.
 - b) You are the subject of a bankruptcy restrictions order or interim order.
 - c) You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day and the ordinary period allowed for making an appeal or applications in respect of the conviction has passed.

Disqualification for Standing as a Councillor

- d) You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices).
- e) You are subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003, and the ordinary period allowed for making an appeal or application in respect of the order or notification has passed.
- f) You have been convicted of an intimidatory criminal offence motivated by hostility towards a candidate, future candidate or campaigner or holder of a relevant elective office. The effect of a disqualification order is that the person will be disqualified from standing for, being elected to, and holding any relevant elective office for five years.

In the run up to the elections

- Make sure you understand the basic election timetable – Wiltshire Council will provide the details for this.
- The Clerk will need to post some election notices – if you are going to be away, make sure someone else can do it for you.
- Candidates and councillors intending to stand again should be encouraged to complete and return their nomination papers in a timely fashion. Don't leave it until the closing day!
- Papers must be returned in person to Wiltshire Council's offices in Salisbury, Trowbridge or Chippenham – you will be allocated a place to return them.
- Be careful during the Pre-Election Period.

Key points for the Pre-election Period

- In general, you should not issue any publicity which seeks to influence voters (an exception being situations covered by legislation or regulations directing publication of information for explanatory purposes).
- Particular care should be taken between the time of publication of a notice of an election and polling day.
- Consider suspending the hosting of third-party material or closing public forums if these are likely to breach the Code of Recommended Practice.

Key points for the Pre-election Period

- Do not publish any publicity on controversial issues or report views on proposals in a way which identifies them with candidates or parties.
- Publicity relating to individuals involved directly in the election should not be published unless expressly authorised by statute.
- You are allowed to publish factual information which identifies the names, constituencies and parties of candidates at elections.
- You can find more information here: [A short guide to publicity during the pre-election period | Local Government Association](#)

Preparing for the Annual Meeting of the Council

- Councillors normally assume office on the Monday following polling day but as this is a bank holiday it will be Tuesday 6th May.
- The annual meeting will need to be held between Tuesday 6th May and Tuesday 20th May (inclusive).
- First item of business must be the election of a chair of council.
- If the outgoing chair of council has not sought re-election or has not been elected, he or she is still expected to oversee the election of his or her successor – in the scenario, the outgoing chair does not have an ordinary vote but does have a casting vote if required.

Preparing for the Annual Meeting of the Council

- All councillors (new or returning) will need to sign a declaration of acceptance of office either before or at the annual meeting.
- If this is not possible, council will need to pass a resolution permitting them to sign the declaration before the next ordinary meeting of the council.
- The newly elected chair of council must also sign a declaration of acceptance of office for the office of chair as soon as he or she has been elected.
- The agenda for the remainder of the annual meeting will be outlined in your council's Standing Orders.

Preparing for the Annual Meeting of the Council

- The annual meeting is also a good time to remind all new and returning councillors that they will need to complete and return their Register of Interests form within 28 days of assuming office.
- Give some thought as to what information new members will need to help them adjust to their new role – an induction pack, information on the parish, information on where to find key policies etc.
- The NALC website is a good source for free publications aimed at new councillors – Good Councillor’s Guide, Guide to Finance etc.

Thank You For Listening

ANY QUESTIONS?????



AGENDA ITEM 13b – Consider date of Annual Parish meeting

The Annual Parish meeting has to be held from 1st March to 31st May, and at the time of setting the dates for council meetings for the year you agreed to relook at the date of the Annual Parish meeting when the date of the Election was known.

Technically you can hold the Annual Parish meeting during the period of heightened political sensitivity and give out grants as they are from the council and not individual councillors. There are some that think you should invite all Wiltshire Council candidates to speak, or none in that period. You scheduled two sets of annual parish meeting dates, and I suggest that perhaps you keep with the 10th March one and then you miss the period of heightened sensitivity completely.

Proposed Date of Annual Parish meeting	Monday 10 th March
Date of Election Notice and start of period of heightened sensitivity	Tuesday 11 th March
Close of nominations for elections	Weds 2 nd April
Election	Thursday 1 st May
<i>Bank Holiday</i>	<i>Monday 5th May</i>
New councillors take office	Tuesday 6 th May
Annual Council meeting (within 14 days of election)	Monday 12 th May

SCHEDULE OF MEETINGS

Road Safety working group & Highways Committee to be scheduled

FINANCE COMMITTEE	MONDAY 06 JANUARY 2025
PLANNING COMMITTEE	MONDAY 13 JANUARY 2025
FULL COUNCIL	MONDAY 20 JANUARY 2025
PLANNING COMMITTEE	MONDAY 03 FEBRUARY 2025
Finance Comm to review grants	MONDAY 10 FEBRUARY 2025
FULL COUNCIL	MONDAY 17 FEBRUARY 2025
PLANNING COMMITTEE	MONDAY 24 FEBRUARY 2025
Annual Parish meeting	MONDAY 10 MARCH 2025
PLANNING COMMITTEE	MONDAY 17 MARCH 2025
FULL COUNCIL	MONDAY 24 MARCH 2025

PLANNING COMMITTEE

MONDAY 07 APRIL 2025

FULL COUNCIL (Last meeting of Council in term of office)

MONDAY 14 APRIL 2025

PLANNING COMMITTEE

MONDAY 28 APRIL 2025

ANNUAL COUNCIL

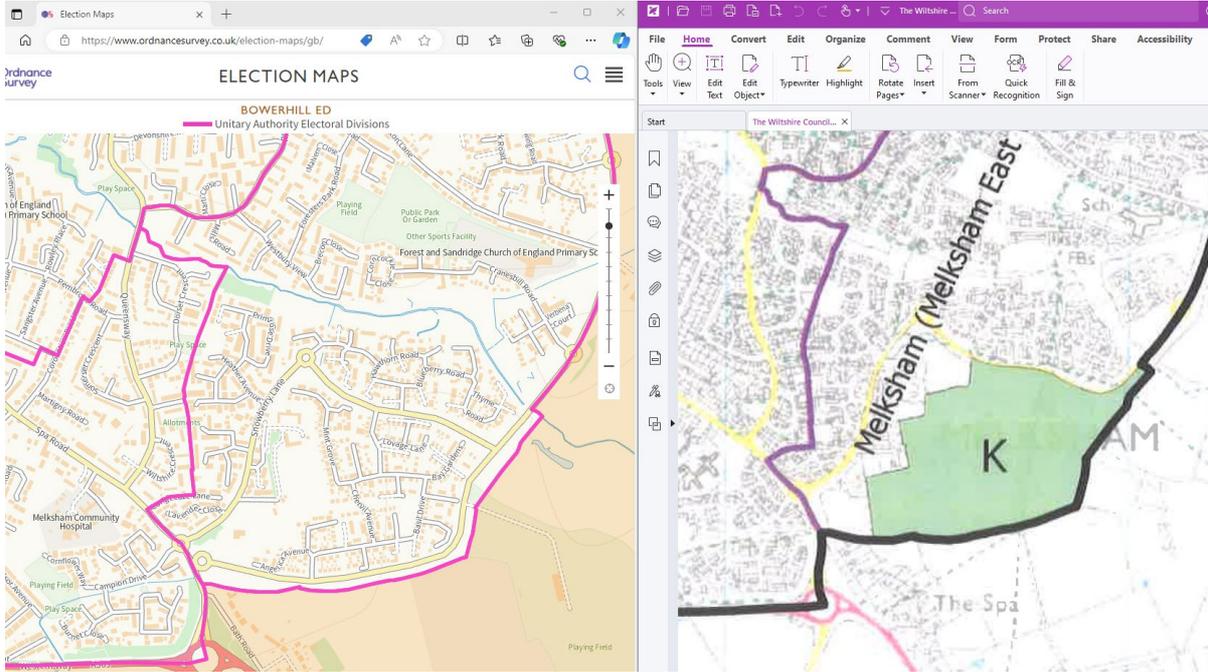
MONDAY 12 MAY 2025

From: CGR
To: Teresa Strange
Subject: RE: Melksham East Relief Road - CGR boundary correct?
Date: 28 November 2024 13:45:47
Attachments: image001.png
The Wiltshire Council Reorganisation of Community Governance Order 2020.pdf

Hello Teresa

Looking at the legal order it would appear that the line was drawn in such a way as to be not on the road itself as it now stands, as the mapped boundary accurately reflects it coming back onto the road at the northern end

I believe the allocation site will have formed the boundary line when the LGBCE created the area (provisionally) as a ward of Melksham Without, and that was carried over when Wiltshire Council transferred the area to Melksham.



Yours

Kieran Elliott
Democracy Manager (Democratic Services)

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 28 November 2024 13:33
To: CGR <CGR@wiltshire.gov.uk>
Subject: Melksham East Relief Road - CGR boundary correct?

You don't often get email from clerk@melkshamwithout-pc.gov.uk. [Learn why this is important](#)

Dear CGR team

I wonder if I can clarify a boundary with you that was changed in the previous CGR in April 2021.

The boundary between Melksham Town and Melksham Without Parish was redrawn, and around housing that had yet to be built at the time.

Our understanding was that the boundary was to be the physical feature on the ground, ie the new Melksham East Relief Road (MERR) – about to be open in the next couple of weeks. It's the new road around what is now known as Hunters Wood/The Acorns but may have still be known by its planning application number then 14/10461/OUT, 18/04644/REM and 14/11423/VAR).

It would be consistent as the boundary between Town and Without is Western Way, and Eastern Way, and this new road is a continuation of Eastern Way.

Is the boundary as mapped therefore correct? It would have been put on mapping before the road was built, and doesn't reflect the actual road?

I know its "just a line on a map" and no properties involved but it will involve future consultations on traffic orders, potential roundabout sponsorship etc. Just a housekeeping/admin thing?

I have had a look to see if I can find something more definitive on the Wiltshire Council website re that CGR but can only see this, which was still at options stage

<https://cms.wiltshire.gov.uk/IS/wilshircgrzpdf/vspx02oanq1/documents/s171001/CGRMelksham.pdf>

All the best, Teresa

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

Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?
Follow us on Facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news
On Twitter: @melkshamwithout
On Instagram: melkshamwithoutpc

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Teresa Strange

From: Brian Mathew MP <brian.mathew.mp@parliament.uk>
Sent: 18 November 2024 13:53
To: Teresa Strange
Subject: (Case Ref: BM01328)
Attachments: Melksham Without Parish Council Meeting 15-11-24.docx; Signed NICs and healthcare.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Teresa,

It was great to come along to the Parish Council meeting last Friday, I know Brian really enjoyed the opportunity to meet and speak to everyone. I've attached my summary of the points discussed to this email. If you have any issues with my summary, please write back and let me know so I can amend it for our records. There are a few points from the meeting I can address in this email:

Planning:

I believe Richard Wood wanted to know what the LibDem policy on planning was. I copy this below.

The Liberal Democrats have opposed the government's previously proposed planning reforms. Their reforms would have handed greater powers to developers rather than local authorities and local communities. Those same developers are granted thousands of planning permissions every year, even while they fail to build houses. The Liberal Democrats believe that local authorities should have greater powers to build their own homes and hold developers to account. Local authorities are best placed to know what developments are needed in their area, not central government.

Liberal Democrats want to build more homes. First, to free up more land for housing, Liberal Democrats would:

1. Replace Business Rates with a Land Value Tax collected by local authorities to disincentivize land banking by developers.
2. Introduce penalties for developers who fail to develop land that has been given full planning permission.
3. Introduce a condition that any plots sold as set out above must be built upon on schedule, and if the developers fail to do this after a certain amount of time, then they will become open to bids from other developers who can start building immediately.

Liberal Democrats are very concerned that reducing the amount of affordable housing will make it even more likely that people can't buy a home. There is a significant lack of new social homes. We believe new targets must be set to increase the number of council homes. Liberal Democrats would:

- Give local councils and national parks the power to build council houses and ensure that they remain in the social sector, and the power, through planning, to enforce 100% affordability in those new developments.
- Give local authorities new powers to control second homes and holiday lets including new planning classes.
- Require second homeowners, holiday lets and investment property to pay their fair share of tax.
- Build 150,000 social homes a year, consisting of council houses and housing association homes, so that the less well-off in our society have the security that others enjoy.

Policing:

After your meeting on Friday, Brian met with Sgt Gemma Rutter from the Melksham police. There, Brian was able to raise your concerns regarding traffic policing.

Parking on Pavements: People have to be pragmatic about cars parked on public. Police suggest that as long as you can get a pushchair through the gap left on the pavement, it is not an offence but do acknowledge that it is frustrating.

This is an issue the Local Authority should be dealing with.

HGVs in Bower Hill: This has been the case for forty years and there has not been an accident yet. The industrial estate now has greater levels of business so to resolve increased HGV parking, the Council is currently looking to create a parking area for lorries.

E-Scooters: The police are aware of them and their use in drug trade. Unfortunately the law is not on the side of the police, as the user must be identified within 24 hours of the offence if the scooter is to be seized. They cannot pursue as the harm risk is far too high. Currently looking into another method to prevent their use through fines.

Cyclists: The police carried out two days of action in which they spoke to cyclists regarding their riding habits. Cyclists will ride on pavements due to the high levels of traffic through the centre of Melksham. Without cycle infrastructure, there is nothing the police can do regarding this issue. Would be in favour of dualling footpaths.

Speeding: There is only one PC available in the Melksham area. Therefore they cannot patrol at all times. However, last summer there was an action day in Bower Hill which reduced levels of vehicular ASB in the area. This level has stayed low.

NICs:

I did not include the brief discussion had regarding the impact of increases to NIC on my summary. However I can confirm Brian and his LibDem colleagues have stood against this measure. I attach a letter written by Helen Morgan which Brian signed calling on the government to reconsider this proposed rise.

I am sorry for writing such a long email but I hope the Council finds the information useful. I will be looking to action the remaining points in the near future and will write back to the Council when I have an update.

With best wishes,

Jacob Lawrence
Caseworker

Brian Mathew MP
Member of Parliament for Melksham & Devizes
House of Commons, London SW1A 0AA
Email: brian.mathew.mp@parliament.uk
Tel: 0777 160 7983

Melksham without Parish Council Meeting 15/11/24

Highways:

Council: The A350 passes through parish. Following the A36 closure, higher traffic through Box. Currently waiting for the M4 to Poole Strategic planning report although this has already taken a lot of time. Common suggestions move the problem elsewhere without providing a permanent solution, for example dualling at Chippenham simply moves the problem Southwards. This needs to be a national project.

Brian: This issue was raised in a meeting with Wiltshire MPs. Ending the Stonehenge Tunnel project has caused chaos in other areas.

PoA: Brian to inquire about the status of the report and ask the minister to read it.

Health Services:

Council: How will progress be made on building a local hospital? How will increases to NIC impact local GP services and hospitals? The ICB and Wiltshire Care Board have secured £3 million in funding, but it is not clear where this is going. There are concerns that there are no NHS estate plans in place and that developers are being let off the hook.

Brian: Has written to Wes Streeting, however getting a response from the Department of Health has proven difficult

Whole Council: Michelle Donelan set up a working group, including representatives from primary care, secondary care, local stakeholders, and politicians. Is there any way we can restart this to discuss the issues of people being forced to travel to receive the care they need.

Brian: Receptive to the idea, could Melksham Parish Council provide some further details then Brian will raise with ICB

Council: Issues of funding are present across the country. Examples include Doctors in the Three Shires Group having to take a two-month salary break to ensure the practice did not go under. Issue of staffing as well as bricks and mortar. For example, it is impossible to get an NHS dentist in Melksham. Potential savings to be made in if we look at recycling unused drugs and equipment.

Brian: These are huge problems. I want to be a critical friend to the health minister and support when the government gets it right, not just opposition for opposition's sake.

PoA: Brian to raise questions with the ICB when he meets them in the near future

Melksham Parish Council to send over records of meetings, with Michelle Donelan and care providers, as well as put together their thoughts for Brian to pass on to ICB

Brian to be CC'd in any correspondence to do with drugs recycling campaign

Planning:

Council: Concerned about the planned changes to the NPPF and 'getting rid of red tape.' Melksham is facing overdevelopment. What is the LibDem policy regarding planning? Melksham Parish council is in favour of plan-led development involving local communities and local authorities. Suggestions that building a new town might prove more effective than current donor development,

Brian: Sarah Gibson attended CPRE meeting 6 years ago in which the aim was to prevent donut development. Suggests building infrastructure before building housing as is common on the continent.

PoA: Inform Melksham Parish Council about LibDem planning policy

Policing:

Council: Pressure police to enforce the illegal parking of HGVs on Bower Hill industrial estate. Other issues include cars parked on the pavements, cyclists on pavements, cyclists without high visibility jackets or lights, and parking in front of dropped curbs. Electric bikes and moped are also concerning as police are unable to deal with them. Issues of speeding are also key. Talk to police about deterrence. SIDS data in place with 5 speed watch groups

Brian: Speed checks are up massively. Speed Watch gives vast amounts of information that may be useful to the police

PoA: Discuss concerns with Gemma Rutter at meeting later that day

SEND Facility:

Council: SEND facility near the Community Campus was supposed to be opened. It is not currently being utilised.

PoA: Brian to contact Phil Alford about the facility and its current schedule

Helen Morgan MP
North Shropshire



HOUSE OF COMMONS
LONDON SW1A 0AA

The Rt Hon Rachel Reeves MP

Chancellor of the Exchequer
His Majesty's Treasury
1 Horse Guards Road
Westminster
London
SW1A 2HQ

By email only

12th November 2024

Dear Chancellor,

Re: National Insurance contributions

We are writing to call on you to exempt GP surgeries, social care providers, hospices, NHS dentists, charitable providers of health and care, and pharmacies from the increase in employers' National Insurance contributions. This tax rise will severely impact health and care services for patients and we fear it will make the crisis in our NHS and social care sector even worse.

We do not dispute that the country has been left in an awful state by the previous Conservative government and that you face an enormous challenge. Hospitals are crumbling, people are struggling to see their GP or NHS dentist, and millions are waiting in pain for NHS treatment.

We welcome the extra funding allocated to the NHS at the budget. It was the right decision and a necessary step if the NHS is to recover from the damage done by the Conservatives.

But subjecting health services such as GPs and care homes to higher taxes is completely counterproductive. You are giving to the NHS with one hand but taking away with the other.

Unlike small employers that are shielded from the full force of this tax increase by the Employment Allowance, GP surgeries and many health and care service providers are not eligible. This rise means many will have no choice but to cut services and staff numbers.

That would be a disaster, not just for patients but for the NHS too. We desperately need more GPs and capacity in the care sector. These services are the backbone of our health services and care for millions of people every month. Without them NHS hospitals would be overwhelmed.

Constituency Office
1st Floor, Maypole Court, 2 High Street, Wem, Shropshire, SY4 5AA

We urge you to think again. If you won't cancel the rise for all employers, then you must at least exempt those providing vital health and care services, including GP surgeries, social care providers, hospices, NHS dentists, charitable providers of health and care, and pharmacies. Without it the health and care crisis will only worsen.

We look forward to hearing from you on this important matter.

Yours sincerely,



Helen Morgan MP
Liberal Democrat Spokesperson for Health and Social Care

Ed Davey MP	Gideon Amos MP	Richard Foord MP
Daisy Cooper MP	Helen Maguire MP	Roz Savage MP
Alison Bennett MP	Ian Roome MP	Sarah Dyke MP
Jess Brown Fuller MP	Ian Sollom MP	Sarah Gibson MP
Danny Chambers MP	James MacCleary MP	Sarah Green MP
Adam Dance MP	Jamie Stone MP	Sarah Olney MP
Alex Brewer MP	John Milne MP	Steff Aquarone MP
Andrew George MP	Josh Babarinde MP	Steve Darling MP
Angus MacDonald MP	Joshua Reynolds MP	Susan Murray MP
Anna Sabine MP	Layla Moran MP	Tessa Munt MP
Ben Maguire MP	Lee Dillon MP	Tim Farron MP
Bobby Dean MP	Lisa Smart MP	Tom Gordon MP
Brian Mathew MP	Liz Jarvis MP	Tom Morrison MP
Calum Miller MP	Luke Taylor MP	Victoria Collins MP
Caroline Voaden MP	Manuela Perteghella MP	Vikki Slade MP
Charlotte Cane MP	Marie Goldman MP	Wendy Chamberlain MP
Christine Jardine MP	Max Wilkinson MP	Wera Hobhouse MP
Claire Young MP	Mike Martin MP	Zoe Franklin MP
Clive Jones MP	Monica Harding MP	Cameron Thomas MP
David Chadwick MP	Munira Wilson MP	Alistair Carmichael MP
Edward Morello MP	Olly Glover MP	Lord Scriven
Freddie van Mierlo MP	Pippa Heylings MP	Baroness Tyler of Enfield