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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Wiltshire, SN12 6ES
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Tuesday 11th February 2025

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 17th February 2025 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=87579518148>

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

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AGENDA

1. Welcome, Announcements & Housekeeping

- To note that the next planning committee meeting will be held on Monday 24th February at Berryfield Village Hall with a later start time of 7.30pm..
- To note that the Annual Parish meeting will be held on Monday 3rd March at Shaw School, 6.30pm refreshments and networking with a 7pm meeting start.
- To note that the next Melksham Area Board will be held on Wednesday 5th March at 7pm at Melksham Library, with a special older persons event taking place on Friday 7th March at 10am at the Riverside Centre.

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 **Agenda Item 8c, 9b, 10b** as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

6. Public Participation

7. To approve the **Minutes of the Full Council Meeting** held on 20th January 2025.

8. Planning

- a) To approve the **Planning Committee Minutes** of 4th February 2025.
- b) To formally approve the **Planning Committee** recommendations of 4th February 2025.
- c) To receive update following s106 meetings with Gleasons and Wiltshire Council with regard to land at Blackmore Farm.
- d) To consider new footpath as part of S106 requests with new developments north of Melksham Rugby club. Path to intersect all new developments, through edge of Melksham Rugby Football Club to allow link to new path being build by Wiltshire Council at Hunters Wood.
- e) To note update from National Grid on the Bramley to Melksham overhead line upgrade project

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9. Finance

- a) To approve the **Minutes of the Finance Committee Meeting** held on 10th February 2025.
- b) To approve the Confidential Notes to accompany the Finance Committee minutes of 10th February 2025.
- c) To formally approve the **recommendations** contained within the Minutes of 10th February 2025.
- d) **Grasscutting Tender:**
 - i) To agree contract amount following any additions or exclusions from the specification
 - ii) To note budget in place for contract and agree any additional amount that needs to be used from CIL/ Solar Funding.
- e) To consider quotation for **Hot Water Boiler** repair if received, maintenance issue had been raised.
- f) To note **Receipts & Payments** reports for January 2025.
- g) To note payment over £500 report for Quarter 3
- h) To seek **cheque signatories/online authority** for February payments.
- i) To approve Bank Account and Fund Transfers.
- j) **Chairs allowance:** To note update from the Independent Remuneration Panel and consider the Chair's Allowance for 24/25 as item was deferred to reflect decision of Panel.

10. Asset Management:

- a) To consider request from youth organisation to store 9 aside goal posts nearer to the 9 aside pitches at the Bowerhill Sports Field.
- b) To note progress with Shaw Village Hall lease and consider any actions required at this time.
- c) To approve quotation for safety surfacing cleaning of play areas and MUGAs (Multi Use Play Areas) or to appoint delegated powers for approval as cleaning to be undertaken before the School Easter holidays.

11. Staffing:

- a) To note latest update on recruitment of Parish Officer
- b) To appoint interview panel and agree date of interviews.

12. Partnership Working:

- a) **Area Board Health and Wellbeing meeting:** To receive feedback from meeting to be held on Thursday 13th February.
- b) **Age UK Wiltshire** To consider Melksham Community Support Quarter 3 report (October, November & December 2024)
- c) **Melksham Town Council joint working**
 - i) **Age UK Wiltshire (AUKW):** To consider 2025/26 (Year 3 of project) and whether to continue with a separate SLA (Service Level Agreement) with AUKW or to enter into a joint agreement with the Town Council too.
 - ii) **Blue Pool:** To consider correspondence from Melksham Town Council requesting the parish council's thoughts and insights on their project for their Blue Pool/Assembly Hall/Town Hall project.
 - iii) **Youth Advisory Board:** To consider response from Melksham Town Council further to request on further information to get involved with this project (if received).
 - iv) **Shared CIL working party:** To note the Town Council wish to proceed with this working party
 - v) **East of Melksham Community Centre:** To consider response to parish council's request to discuss this project following the parish council's land secured in the Blackmore Farm s106 agreement and request for further discussion on their proposed community centre to the rear of Spa Medical facility (if received).
 - vi) **Shurnhold Fields:** To receive feedback from Melksham Town Council's decisions further to recent meetings re this joint project (if received).
 - vii) **Joint Emergency Plan:** To receive feedback following request to town council to jointly review the joint Emergency Plan (if received).

13. Devolution Priority Programme ("Heart of Wessex"): To note Wessex not accepted into the Government's Devolution Priority Programme.

14. To consider requesting Brian Mathew MP and Wiltshire Council to support the Lithium-ion Battery Campaign



★ AGEING WELL IN MELKSHAM?

FOR THOSE AGED 65+ IN MELKSHAM AND SURROUNDING AREAS

Join us as we have fun exploring through art and crafts, the joys and challenges of getting older in the Melksham area. ★

Friday 7 March 2025 | 10am-12.15pm
Riverside Centre, Millennium Riverside Walk,
Melksham, SN12 6LP

-  An opportunity to discuss and find out more about support available
-  Take part in arts and crafts to demonstrate how YOU feel about ageing in Melksham
-  Tea, cake and bingo!

**FREE EVENT!
LIMITED SPACES
BOOKING REQUIRED**

 01225 718694
 areaboards@wiltshire.gov.uk

From: [Hobbs, Molly](#)
Subject: Ageing Well in Melksham? Event - Friday 7th March 2025
Date: 05 February 2025 09:59:46
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[Ageing Well in Melksham.png](#)

Good Morning,

We're excited to announce our wonderful upcoming event: *Ageing Well in Melksham?* This is specifically designed for those aged 65 and over, will explore both the joys and challenges of getting older in the Melksham and surrounding areas. And we hope you can help us spread the word.

Event Details:

- **Date:** Friday, 7th March 2025
- **Time:** 10:00 AM - 12:15 PM
- **Location:** Riverside Centre, Millenium Riverside Walk, Melksham, SN12 6LP
- **Free Event! Booking is required!** There are limited spaces so booking can be done by contact us at **01225 718694** or areaboards@wiltshire.gov.uk

During this event, attendees will have the chance to:

- Engage in creative art and crafts, exploring ageing in a fun and interactive way.
- Enjoy a game of bingo, delicious tea or coffee, and cake.
- Learn more about the support and resources available to older people in our community.

Please could you help us promote this event to residents of Melksham and surrounding areas you know that will benefit and enjoy an event like this.

A poster is also attached which can be used to spread the word wherever possible too.

Many Regards,

Molly

Molly Hobbs
Area Board Support Officer (Central)
Leisure, Culture and Communities

Wiltshire Council

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MELKSHAM
WITHOUT
PARISH
COUNCIL



Notice is hereby given that the

**ANNUAL
PARISH
MEETING**

Will be held at

Shaw CofE Primary School

Corsham Road, Shaw, Melksham SN12 8EH

Monday 3rd March at 7pm

Refreshments and networking from 6.30pm

**THE FOLLOWING BUSINESS WILL
BE TRANSACTED AT THE MEETING:**

To hear from councillors, groups and organisations on their activities during the past year and their plans for the coming year.

All residents of the parish are welcome to attend

AGENDA ITEM 01 - Annual Parish 10

From: [Jonathon Seed](#)
To: [Jonathon Seed](#)
Subject: PARISH MAGAZINE NEWS
Date: 07 February 2025 21:01:14

WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

The announcement has now been made and the Wiltshire submission to be considered as part of the Heart of Wessex Mayoral Authority alongside Dorset and Somerset has not been accepted for early implementation by Government. That means that it has been confirmed that our elections on 1 May will go ahead and I very much look forward to campaigning to be your Wiltshire Councillor for a fifth term of office. I see the role of your Wiltshire Councillor as one of being your representative fighting for your issues and I will stand on my record of doing just that over many years.

Regardless of the devolution issues being forced on us by our new Government, Wiltshire can be proud of the sound management of both local government finances and our public services in recent years. This does not happen by accident and we are fortunate to have an administration in County Hall that is one of the very few to propose a minimal rise in Council Tax not only without cuts in services but with additional investment in many services. By the time that you read this I expect the proposed 4.5% increase in Council Tax to have been approved by the Council. This is at a time when some of our neighbours are increasing their council tax by 15 to 20%.

Wiltshire is not only achieving financial security but at the same time is rated in the top 7 councils in the country, our Children's Service's have been graded OUTSTANDING by OFSTED, our Adult Social Care Services have been graded GOOD, and we are in the top 5% of the most productive Tier One Local Authorities.

In addition 53million has been added into service budgets so that you the council tax payer can benefit from the sound financial management of your money. These are big budgets to manage and the most significant areas of spend will be:

- Adult services - £194m
- Families and children - £75m
- Highways and transport – £43.4m
- Environment (including waste) - £49.5m
- Education and skills - £38.08m

So amongst all the doom and gloom in the national governments economy at least our local government economy is being efficiently managed in County Hall.

Jonathon Seed
07770774463

MINUTES of the Full Council Meeting of Melksham Without Parish Council held on Monday 27th January 2025 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 7:00pm

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

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

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

380/24 Welcome, Announcements & Housekeeping:

Councillor Glover welcomed everyone to the meeting; it was noted that those present were already aware of the evacuation procedures in the event of a fire, so the housekeeping message was not read out. 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.

Councillor Glover made the following announcements:

- The next planning committee meeting was scheduled for Tuesday 4th February at Bowerhill Village Hall. He drew members' attention to the fact that this meeting will be held on a different day and at a different venue than normal.
- He informed members that the planning application for 500 dwellings on land at Blackmore Farm was approved at the Strategic Planning Committee meeting held on Thursday 23rd January. It was noted that the parish council was due to meet the developers on Tuesday 28th January to discuss some aspects of the application that were not resolved at the Strategic Planning Committee meeting.
- The public consultation for the next stage of the Lime Down Solar project will start on Wednesday 29th January. It has been confirmed that Whitley has not been selected for battery storage, but the council still needed to keep an eye on the proposed cable routes to the Melksham Substation at Beanacre, which was in the parish. This will be on the agenda for the next planning committee meeting.
- There is a Wiltshire Council webinar providing advice from the Elections team for anyone interested in standing for the upcoming May elections being held on Tuesday 11th February at 6pm.

381/24 Apologies:

There were no apologies, it was noted that all members of the council were present.

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

382/24 Invited Guests:

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

Wiltshire Councillor Alford was attending a 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 prior to the meeting, which Members noted.

c) Wiltshire Councillor Nick Holder (Bowerhill):

Wiltshire Councillor Holder wished to give the following updates:

Blackmore Farm- Strategic Planning Committee meeting:

He reported that this application took around half of the meeting and was grateful for the input from representatives of the parish council and the Melksham Neighbourhood Plan at the meeting. He felt that the comments that were made were listened to and understood. He felt it was disappointing that it took that meeting for the developers to recognise that there was some value in holding a meeting with the parish council to discuss concerns and was looking into why this was the case. He was yet to speak to officers from the Wiltshire Council Highway Department about some of the comments put forward in relation to this application, which were contradictory to plans that the developer originally put forward and what the parish council had asked for. In particular, with regard to the roundabout on Sandridge Hill as the prime access to the development. He felt that it was disappointing that the offer from the adjacent landowner to the site to potentially provide vehicular access into the site through their land to the south doesn't appear to have been considered by the developer. It was important to note that it was unknown at this stage whether this had been offered formally to the developer. He highlighted that this site was allocated in the draft Wiltshire Local Plan but felt the points made by the parish council were strong, especially in relation to the size of the community space as well as site access and the location of the employment land and type of employment. He hopes to see the issues raised to be resolved in the Reserved Matters application for the development; however, he understands that this will have to go to another Strategic Planning Committee and is unsure whether this will be undertaken prior to the period of heightened sensitivity ahead of the May elections.

Councillor Glover wished to point out that the movement of the employment land from the northeast to the southwest is accompanied by a master plan that shows the route through the estate past the school, community area, and residential area coming down to the employment area. It was clear that the Wiltshire Council Highways Officer was not going to accept this and was looking for direct access to the employment land, which would miss the residential and school areas.

Councillor Harris wished to thank Councillor Holder for putting forward the community's point of view and Councillor Seed, who got across the parish council's points.

Wiltshire Council budget 2025/26

Wiltshire Council has proposed an increase in its council tax of 4.5%, which is below the capped maximum of 4.99%. This consists of 2% for adult social care with 2.5% for all other services. This is due to go to Full Council on 21st February for approval.

Mayoral strategic authority for Wessex

Wiltshire Council, along with Somerset and Dorset, has submitted the information relating to the Wessex mayoral authority, but no update has been received to date since the expression of interest was submitted. It is understood that an update will be given on Wednesday 22nd January. From an election perspective, Wiltshire Council is not anticipating either the unitary or parish and town council elections being delayed.

The council reconvened.

383/24 Public Participation:

There were no members of the public present.

384/24 Declarations of Interests:

Councillor Holt and Councillor Wood, as trustees of the Berryfield Village Hall Trust, declared an interest in agenda items 11c and 11d as they related to Berryfield Village Hall.

385/24 Dispensation Requests:

The Clerk reminded members that the parish council had a dispensation registered with Wiltshire Council for this council term, for members who live in the parish to discuss and set the precept.

386/24 Items to be Held in Closed Session:

Resolved: Agenda items 9fii & 10c 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:

9fii in relation to the Melksham Neighbourhood Plan.

10c related to grass cutting tenders received which are currently confidential.

387/24 Resignation of Member - Beanacre, Shaw, Whitley & Blackmore Ward:

a) Resignation of Councillor Chivers

Members noted the resignation of Councillor Chivers. Councillor Glover reported that Councillor Chivers had been a councillor for a total of 34 years. It was noted that Councillor Chivers had also been a district councillor as well as a Wiltshire Councillor.

Members felt that this service needed to be recognised.

b) Election will not be held for the vacancy as the resignation is within six months of an election:

Members noted that as this vacancy was within six months of an election, an election would not be called. The council is, however, able to co-opt a member onto the council to take office until the May election if they wish to do so. Councillor Glover reported that the council had been approached by someone who wished to be considered for the vacancy and wished to get a steer from members as to whether they wished to co-opt. It was noted that if the council did wish to co-opt, they would need to advertise the vacancy. It was noted that there was some uncertainty regarding whether the election would be delayed or not due to the mayoral scheme. The Clerk advised that at her SLCC (Society of Local Council Clerks) branch meeting on Friday, the Wiltshire Council elections team were in attendance, who advised that it was unlikely that the unitary elections would be postponed and therefore, the town and parish elections would also go ahead. The Clerk reminded members that if the elections were postponed for a year, the electors would be given the opportunity to call for an election; if this is then not called, the council would have an opportunity to co-opt. It was noted that a further update on whether the election will be delayed will be provided on Wednesday. Members were concerned that by the time someone was co-opted on to the council, it would only be a short time before the May election given that the earliest, they could be co-opted now was at the February Full Council meeting. It was felt that due to this reason, the council should not co-opt. Members wished to encourage the person who enquired about co-option to attend council meetings so that they could get an understanding of how the council worked and were informed that they could stand in the election.

Resolved: The council do not co-opt a member onto the council but contact the person who had enquired about co-option and inform them about the upcoming May election.

c) Councillor Chivers years of service:

As per the above, members felt that this service needed to be recognised. It was felt that a message should be written in the Melksham News in recognition of his long service to the council. A letter of thanks for his service to the council should also be sent to Councillor Chivers.

d) Appointing members to vacant positions on the following committees:

- **Planning Committee**

Resolved 1: To appoint Councillor Franks to the Planning Committee.

- **Asset Management Committee:**

Resolved 2: To appoint Councillor Sullivan to the Asset Management Committee.

- **Highways and Streetscene Committee:**

Resolved 3: To not appoint any members to the Highways and Streetscene Committee as there was only currently one meeting scheduled until the elections.

e) Appointing members to the following organisation vacancies:

- **Footpath Representative- Beanacre and Shaw & Whitley:**

It was noted that Councillor Doel was a representative for both of these areas and was happy to continue doing this on his own if no one else wished to volunteer, as he regularly walked them. It was agreed that the council did not need to appoint another representative.

Resolved: To not appoint an additional representative to the Beanacre and Shaw & Whitley footpaths.

388/24 Minutes of the Full Council Meeting held on 2nd December 2024:

Councillor Glover reported that with regard to minute 329/24, relating to the council's request for double yellow lines at the junction of Swift Way to be added to the scheme, Wiltshire Council has confirmed that it has been accepted. It was noted that drawings were now being produced for the scheme; therefore, no more changes can be made.

Resolved: The Minutes of the Full Council Meeting held on Monday 2nd December 2024, were formally approved by the council and for the Chair to sign them as a correct record.

389/24 Planning:

a) **Planning Committee Minutes of 16th December 2024 and 13th January 2025:**

Resolved 1: The Minutes of the Planning Committee Meeting held on Monday 16th December 2024, were formally approved by the council and for the Chair to sign them as a correct record with the following minor amendment:

Page 3: min 340/24c- The inclusion of 'a' and the removal of an 's' from 'dwellings' so that the sentence reads 'Change of use from two flats to a single dwelling...'

Resolved 2: The Minutes of the Planning Committee Meeting held on Monday 13th January 2025, 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 16th December 2024:**

Resolved: The confidential notes of the Planning Committee Meeting held on Monday 16th December 2024, were formally approved by the council and for the Chair to sign them as a correct record.

c) **Planning Committee recommendations of 16th December 2024 and 13th January 2025:**

Resolved: The recommendations contained in the Planning Committee minutes of 13th January 2025, were formally approved.

d) **MTUG (Melksham Transport User Group) request for bus funding for current planning applications for large developments east of Melksham:**

Councillor Glover reported that the Melksham Transport User Group had submitted comments to Wiltshire Council requesting that they implement a planning condition for the appropriate provision of public transport into the current East of Melksham applications for large developments. For clarity, these developments were New Road Farm, Blackmore Farm, and Snarlton Farm if these applications were minded to be approved.

It was noted that Councillors Glover and Harris were members of the Melksham Transport User Group.

Resolved: The council support the comments made by the Melksham Transport User Group for a request for bus funding for large developments at the East of Melksham.

e) **Steer to the Planning Committee on the planning application for a new warehouse for Gompels PL/2024/11426:**

Members were reminded that the Planning Committee had delegated powers to submit comments for planning applications on the council's behalf. Councillor Glover advised that this was the Full Council's only opportunity to provide comments to the Planning Committee prior to the warehouse application being discussed. It was agreed that if any member of the council wished to provide comments for this application, they could direct them to Councillor Wood, as Chair of the Planning Committee, prior to the committee meeting where this application was being discussed.

The Clerk advised members that Gompels had invited members to look around their operation and their new extension. While some members of the council felt uncomfortable about doing this, it was agreed that those members who wished to attend could discuss arrangements after this meeting.

f) **Melksham Neighbourhood Plan 2:**

i. **Update following close of Melksham Neighbourhood Plan Regulation 16 consultation on Weds 22nd January:**

Councillor Pafford provided members with an overview of the status of the Melksham Neighbourhood Plan following the close of the Regulation 16 consultation. He explained that himself, the Clerk, the locum town council Clerk, and Town Councillor Ellis had met with Place Studio, the Neighbourhood Plan consultants, this morning to provide details of the nature, volume, and content of the comments received as part of the Regulation 16 consultation. It was advised that 27 comments had been received, one of which was from Wiltshire Council, which had submitted 39 pages. Most of these pages were appendices about the strategic environmental assessment, etc. Broadly, Wiltshire Council had come up with some helpful suggestions about alternative wording, which they felt may be more appropriate. They had also suggested adding in some additional Local Green Spaces; however, they would have no validity as they had not gone through any consultation processes like the other green spaces. To take a proactive approach, Place Studio has agreed to create a summary document emphasising the key issues detailed in the consultation responses for the Steering Group meeting to consider so that the group can agree on what issues they want to address.

ii. **Any matters to inform the Neighbourhood Plan Steering Group meeting on Weds 29th January:**

Held in closed session.

The Clerk explained that the developers, in order to try and make their sites look better and be included in the plan, have tried to undermine every allocation that has been included in the Plan. Wiltshire Council is now welcoming the site allocation for Cooper Tires, which was a change as they had previously been negative about this allocation. The new prospective owners that are in the process of purchasing the Cooper Tire

site have also submitted comments. They have asked for the allocation of 'approximately 100 dwellings' to be removed from the plan, but Place's recommendation was that this should be kept in. The Environment Agency had also submitted comments about this site and, as any dwellings were only able to go on Flood Zone 1, had asked for this to be shown on a plan. The Clerk explained that Wiltshire Council had not made any comments about the Melksham Library, and the locum Town Clerk has been asked to follow this up with the library and to follow up with Cooper Ties. The landowners of Middle Farm had not put any comments in either, which the Clerk had followed up on this evening, as there was a concern that their planning application was different from the site allocation in the plan. They have explained that they don't want a planning application with a condition made in the plan because if the plan does not get through at referendum, they will be unable to meet the condition. It was noted that the condition on this allocation was for access to the site allocation to the east. The Clerk advised that there are a lot of comments questioning the feasibility of the site because there is no access from the site to the adjacent land. The land agent for the site has agreed to talk to Place consultants. Wiltshire Council was objecting to the green wedges, in particular to the one in Berryfield.

The Clerk advised that the general idea was for the qualifying bodies (Melksham Town Council and Melksham Without Parish Council) to submit a summary to the examiner advising that they were taking on board the comments that had been received. The qualifying bodies would also be able to provide the examiner with an update on the library site, Cooper Tires, and Middle Farm.

iii. Delegated powers to the Planning Committee to approve the Steering Group comments to be submitted to the Examiner, if required:

Councillor Glover reported that the Neighbourhood Plan had until the 6th of February to send any response back to the examiner. The Joint Neighbourhood Plan Steering Group meeting was scheduled to be held on Wednesday 29th January, to recommend a response, with the planning meeting being scheduled for Tuesday 4th February. There is no Full Council scheduled in time to approve any response; therefore, the Clerk asked members whether the Planning Committee on 4th February could be granted delegated powers to approve the response as one of the qualifying bodies.

Resolved: The Planning Committee be given delegated powers to approve the Joint Melksham Neighbourhood Plan Steering Group's comments to be submitted to the examiner.

390/24 Finance:

a) Minutes of the Finance Committee Meeting held on 6th January 2025:

Resolved: The Minutes of the Finance Committee Meeting held on Monday 6th January 2025, were formally approved by the council and for the Chair to sign them as a correct record.

b) Finance Committee recommendations of 6th January 2025:

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

Resolved: The recommendations contained in the Finance Committee minutes of 6th January 2025, were formally **approved.**

c) Adjustments required to be made to the budget following the opening of the tenders

Item held in closed session.

Members noted that tenders were opened for the grass cutting and bin emptying contract by the Finance & Amenities Officer in the presence of the Clerk, Councillor Glover and Councillor Wood on 21st January 2025. The parish council received four tenders in total. The tenders received were as follows:

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |

Councillor Baines highlighted that all four tenders that had been received had inconsistencies, so the tender costs are not necessarily true figures at this stage, which was something that the evaluation working party needed to look at when they met.

Councillor Glover reported that following the opening of the tenders, the council did not have enough in the budget for three out of the four tenders received. There was a tender evaluation working party set up to look at the details of each individual tender received in due course. In order to give the working party scope to consider each of the tenders on their own merits, the council needed to consider making some adjustments to the budget. Officers had reviewed the budget and had suggested that the council could take the £7,250 under the play area heading, originally budgeted to come from the precept from solar farm funding. This would then cover the

expenditure for the year for three of the tenders received. In addition, there was £22,000 in the budget to come from the precept under village hall grants. Some of this could be used from CIL, which would cover the most expensive tender. This way forward would mean that the council did not need to change the precept. Members agreed with this way forward.

Resolved: The parish council take £7,250 under the play area budget heading from solar farm funding to cover the additional cost of the grass cutting and bin emptying contract for three of the tenders received. If the most expensive tender is recommended, the council to fund the excess amount required by taking some of the village hall grants from CIL. This would be in addition to the £7,250 being taken from the solar farm funding as discussed above.

d) Finance Regulations regarding the setting of the budget and precept.

Councillor Glover highlighted that this item had been included because there was a new clause from the standard model in relation to councillors not being able to vote on the precept if they hadn't paid their council tax. Members noted this.

e) CIL (Community Infrastructure Levy) guidance for use of funds in 2025/26:

Members noted the CIL guidance on what CIL funding can be used for. Councillor Glover reminded members that as the parish council had an adopted Neighbourhood Plan, the amount of CIL funding received is not capped.

f) Approve the Budget for 2025/26 and the year ending position for 2024/25:

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

Resolved: The parish council formally approve the budget for 2025/26 subject to any adjustments made to CIL, Solar Farm funding and reserves following the evaluation of the tenders as agreed above. The year ending position for 2024/25 as detailed in the Finance Committee minutes of 6th January 2025 is approved.

Councillor Glover advised that if members wished for a hard copy of the budget once it was entered into the Rialtas finance system, to let officers know. All members will be provided with an email version of the budget as per the standing orders.

g) Approve the Precept for 2025/26:

Resolved: The recommendation detailed under Min.361/24c of the Finance Committee meeting minutes held on Monday 6th January 2025 was formally approved: The parish council sets a precept of £285,135.00 for 2025/26 against a taxbase of 2980.90. This is an increase of £23,543 (9%) on last year's precept. An average band D household will be contributing £95.65 for the year, an additional £5.71 on last year, which is a rise of 6.35%.

The Clerk and Chairman signed the precept request form for submission

to Wiltshire Council the following day.

h) Press Release on Precept and Budget Proposals:

It was noted that each year the parish council issued a press release on its precept and how it was going to spend the money. Last year the council's key message was that the council strived to keep the costs low for residents while maintaining services and investing in assets. Members agreed that this statement was still relevant to this year. It was felt that the fact that the council tax has been increased by 11p per week while maintaining the services should be included. Members also commented that the only thing that they were cutting was the grass, which should be included in the press release. After a discussion, members agreed that the Clerk should submit a press release based on members' comments at this evening's meeting.

Resolved: The Clerk to write a press release based on the discussion held at this evening's meeting.

i) Information to be provided for the Council Tax leaflet:

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

| | 2025/26 (£) | 2024/25 (£) |
|------------------------------|----------------|----------------|
| Expenditure | | |
| Administration | 193,028 | 170,543 |
| Parish Amenities | 153,951 | 236,811 |
| Community Support | 128,832 | 85,696 |
| Total gross expenditure | 475,811 | 493,050 |
| Less | | |
| Income | 212,466 | 215,512 |
| Use of reserves | -21,790 | 15,946 |
| | 0 | 0 |
| Budget requirement (precept) | 285,135 | 261,592 |

j) Internal Auditor report following visit on Wednesday 18th December

It was noted that the Finance Committee had reviewed the internal auditor's report following his first visit on 18th December. This report had to be reviewed by Full Council which was why it was on the agenda for this evening's meeting. Members

noted the actions that the council was taking as a result of the internal auditor's visit as agreed at the Finance Committee meeting.

Resolved: The Council noted the internal auditor report following their visit on Wednesday 18th December, noting that the Finance Committee had reviewed the report on 6th January 2025 and considered the recommendations.

k) **Receipts & Payments reports for December:**

Members noted the receipts and payment reports for December.

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

i. **Budget vs Actual:**

Resolved: Members noted the Budget vs Actual Reports for Qtr.3.

ii. **Bank Reconciliation:**

Members reviewed the bank reconciliations for each of the council's accounts as of 31st December 2024, which were as follows:

| | |
|---|--------------------|
| Lloyds Bank Current Account (Cashbook 1) | £ 6,172.00 |
| Unity Trust Bank Current Account (Cashbook 2) | £ 18,195.59 |
| Lloyds Bank Fixed Term Deposit (Cashbook 3) | £ 0.00 |
| Unity Trust Bank Instant Access (Cashbook 4) | £ 21,823.13 |
| CCLA Public Sector Deposit Fund (Cashbook 5) | <u>£577,000.00</u> |
| Total | £623,190.72 |

Resolved: To note the Bank Reconciliation for December 2024, as per the above.

iii. **VAT reclaims submitted:**

It was noted that £12,999.15 had been claimed back for QTR3.

m) **Cheque signatories/online authority for December payments:**

The Clerk advised that due to the Full Council being moved from Monday 20th January, the payment run had to be undertaken prior to this meeting in order for payments to be made before 28th January. As a result, Councillors Doel and Glover undertook the payment run W/C 20th January, with Councillor Shea-Simonds authorising the chair's allowance.

n) **Bank Account and Fund Transfers:**

The Finance & Amenities Officer explained that in order for the payment run to be undertaken W/C 20th January, £8,000 was required to be transferred into the Unity Trust Bank Current Account. As there were sufficient funds available in the Unity

Trust Bank Instant Access account, this fund transfer was undertaken. She explained that there was around £19,000 in the Lloyds Current Account and advised that £13,000 could be transferred into the Unity Trust Bank Account and then moved into the CCLA account to get some interest on the amount.

Resolved 1: The council approve the movement of £8,000 from the Unity Trust Bank Instant Access Account into the Unity Current Account in order for the payment run to have taken place W/C 20th January.

Resolved 2: The council approve moving £13,000 from the Lloyds Current Account by cheque into the Unity Trust Bank Current Account and then depositing it into the CCLA Public Sector Deposit Fund to accumulate interest.

o) East of Melksham Community Centre update on legal terms:

Councillor Glover reported that the three years of the legal agreement of giving funds to the town council for the provision of the East of Melksham Community Centre started on the completion of the development, not from when the parish council transferred the CIL (Community Infrastructure Levy) money to the town council. The completion of the development was December 2024. The Clerk advised that the East of Melksham Community Centre was on the agenda at the town council's Full Council meeting last Monday and had listened to discussion in relation to this. It was noted that Councillor Harris was also in attendance at their meeting online. The Clerk explained that the locum Clerk had advised the town councillors that she was currently in discussion with the solicitors and Wiltshire Council; however, she did not allude to what the discussions were about. Additionally, no one at the meeting was able to confirm whether a planning application had been submitted, which the town council had approved in February 2024. A report is now due to go to their next Full Council meeting in March detailing whether a planning application has been submitted for land adjacent to Spa Medical Centre and where they are with the project. There had also been discussion around whether they should speak to the parish council more on this project and whether there should be one big community centre to serve the whole of the East of Melksham area. It was noted that there was land designated for a community facility in the Blackmore Farm planning application, and the parish council was currently in talks with the developer about this as the planning application had just been approved by Wiltshire Council. It may be that if the land is big enough, a large community centre could be built to serve the whole of the East of Melksham area, meaning that the town council would not need to build a separate smaller community centre adjacent to Spa Medical Centre. It was noted that the parish council, following the Community Governance Review, transferred c£315k of CIL received from the Hunters Wood & the Acorns development to the town council with a legal tie on it for the provision of an East of Melksham Community Centre to serve those residents. If the parish council was to build a larger community centre to cater for the residents of the whole of East of Melksham, the CIL would be expected to be returned back to the parish council, including interest. In addition, it was noted that the town council received some CIL themselves for the Hunters Wood & the Acorns development as there was still more CIL to come following the boundary review. It was agreed that if the parish council was to take over the project and provide a much larger community centre, they should request that any CIL received

from the Hunters Wood & the Acorns development should be transferred to the parish council for the project. After a robust discussion, members agreed that when land becomes available that would be suitable for a large community centre to serve the residents of the whole East of Melksham, including the parish residents, they should approach the town council to ask for the CIL money back. This money to include interest as well as the s106 money that the town council would have received to build the community centre. The parish council would then be able to undertake and project-manage their own project to build a much larger facility to serve a wider community, which will include CIL funds that the parish council receives from developments in that area.

Resolved: The parish council approach Melksham Town Council when suitable land becomes available for a large community centre to serve the whole East of Melksham and ask for the CIL money transferred to them for the project back including interest so that the parish council can undertake the project themselves. The request to also include the s106 funding that would have been transferred to the town council for this provision.

p) **CIL sharing working party:**

The Clerk explained that the parish council had asked the town council 14 months ago to hold a CIL sharing working party to discuss projects that it could be spent on because currently the only agreed project was real-time information. The Clerk had recently chased this again and received a reply advising from the locum Clerk advising that the town council was steering away from working parties and was going to put this matter on their finance agenda in March. The Clerk had queried with the locum Clerk how this would work, considering this was a joint meeting, and if it was on a committee meeting of the town council, how would the parish council have a vote. This is now on the agenda for their Economic Development meeting tomorrow evening.

Members expressed frustration that the council had been waiting several months for a response, to not be any further forward. Councillor Glover suggested that the 10% in the sharing pot gets split 50% so that both councils can decide what it is spent on in-house rather than having a joint arrangement, as this was currently not working. This would, of course, be reciprocal with any CIL funding that the town council received. The Clerk confirmed that the parish council had documents available that clearly show how much CIL has been received and how much of this has gone into the CIL sharing pot for joint projects. Officers on occasion have sat down with the town council officers to help them work out how much of the CIL they have received and how much is allocated in the 10% sharing pot. It is currently unknown how much the town council had in their 10% sharing pot despite the parish council asking for this information on several occasions. It was felt that the parish council needed to continue asking the town council how much they have in the 10% CIL sharing pot.

q) **Sandridge Solar Farm Community Benefit**

Members noted the correspondence back from the Sandridge Solar Farm and was pleased to hear that the community benefit was for the operational life of the solar farm and as such would be in place for the new time period of 40 years.

r) **Government consultation on Local Audit Reform draft response**

Following a recommendation at the Finance Committee meeting, the Clerk has drafted a parish council response to the consultation, which was emailed out to councillors as a late paper. The Clerk advised that only three questions were applicable to the parish councils. Members reviewed the comments and approved the response.

Resolved: The parish council approve the response that the Clerk had drafted for the Government consultation on Local Audit Reform

391/24 Asset Management:

a) **Confirmation from solicitors that the Land Registry has completed the registration of the Whitworth Play Area.**

Members were pleased to note the confirmation from the solicitors that the land registry has completed the registration of the Whitworth Play Area. Officers have undertaken some due diligence to check that it is registered on the land registry and can confirm that it is in the council's name.

b) **Davey Play Area transfer documents**

The Clerk explained that the council had previously spotted some amendments that needed to be made to the transfer document, which have now been undertaken. She explained that there were some items on the ROSPA Play area inspection that needed to be actioned, which the developers have agreed to do prior to the play area transfer. The Clerk queried with members whether they wanted a resolution to sign the transfer once the work on the play area has been undertaken. The Clerk confirmed that officers had invoiced Wiltshire Council for the £58k index-linked s106 contribution for the maintenance of the play area. It was noted that Wiltshire Council had been in receipt of this money for some time.

Resolved: The parish council sign the Davey Play Area transfer only once the work as identified in the ROSPA play area inspection works has been completed.

c) **Correspondence from the Berryfield Village Hall Trust:**

It was noted that the parish council had received some correspondence from the Berryfield Village Hall trustees following a recent lighting inspection. The contractor who installed the original equipment advised that there was no

surge protection to the main electricity panel. Officers had contacted the building contractors for the village hall to obtain some information, and they confirmed that surge protection was installed to the mains supply as part of the installations. Councillor Holt explained that she had gone back to the contractor who had provided them with a quote to install surge protection to the main electricity panel, and they advised that the engineer didn't tick a box, which then generated this report. They have confirmed that it has, in fact, been installed, and there are no further works required.

d) Request from the Berryfield Village Hall Trust to draw down the whole sum allocated for the ongoing maintenance of the village hall public art

Councillor Glover explained that instead of the village hall trust drawing down the sum earmarked for the ongoing maintenance of the village hall public art, they have requested to draw all the money and put in their own earmarked reserves. Councillor Holt explained that it would be much easier for the Trust to have drawn down from their own reserves as and when maintenance on the public art was required. The village hall will be checking the artwork every year; however, after two years, it's still in great condition. Members agreed that the full amount should be transferred to the Berryfield Village Hall Trust. Councillor Glover advised that prior to the transfer of the money from Wiltshire Council, the parish council had to sign a legal agreement so the Trust would need to do something similar to this. Members agreed that an agreement should be in place.

Resolved: The parish council transfer the ongoing maintenance fund for the maintenance of the public artwork to the Berryfield Village Hall Trust. An agreement should be in place to ensure that the Trust abide by the rules set by Wiltshire Council upon the parish council receiving the funding.

e) Update on Shurnhold Fields project and any actions/update following AGM of the "Friends" volunteer group on 22nd January:

Councillor Franks explained that he attended the Friends of Shurnhold Fields AGM meeting, and the group advised that they wanted the shed located in a different place than planned and no longer wished to have a car park. He explained that the 'Friends' are concerned about the responsibility of having to open and close gates and having to manoeuvre the ride-on mower out of the shed and into the proposed car park where members of the public will be. The Clerk explained that the 'Friends' obtained a grant for the ride-on mower prior to the purchase of the tool safe storage shed, which was to come from the maintenance contribution for the field. As a result, there is currently an issue with storing this mower. The Clerk explained that the shed that was due to be purchased was the exact copy of the one that was located inside of the Briansfield allotment car park and what Wiltshire Council replaced the cricket club shed with to safely store items. It is specifically designed to be installed inside of remote locations due to the safety measures this shed has. The 'Friends' have now asked that two much cheaper shipping containers be purchased to store items. It was explained that there are all kinds of security

issues with this, namely because it would be easy for someone to bolt crop the lock and break into the container, whereas the Site Safe sheds possess a high-security locking mechanism to make it much safer. The 'Friends' have asked for the shed to be located at the end of the field out of sight so that they can access it out onto the field. The Clerk advised that it was always the intention to improve the entrance and have a car park at Shurnhold Fields for all residents to use.

The Clerk reported that the Environment Agency has now granted the necessary permits required for the flood prevention scheme to go ahead. The town council was tasked with arranging a meeting with residents of Dunch Lane for the project manager and drainage engineer from Wiltshire Council to talk through the measures, which is scheduled for Monday 10th March at the town hall from 6pm to 6.30pm.

The Clerk advised that the 'Friends of Shurnhold Fields' was not a decision-making body, and any decisions needed to be made by both the parish and town councils, but the intended works were due to move forward shortly. In summary, the concerns of the 'Friends' were as follows:

- Lots of people attending the fields because they will now be able to park. They feel that it is fine for people who live in the vicinity and were able to walk, but because it would become more well-known, people would still park on Dunch Lane because the car park would overflow.
- There are concerned about opening and closing the gate in the morning and at night, so they are now not offering to do this. This is despite them previously agreeing to do this.

Members discussed the fact that Shurnhold Fields was owned and run by both the town and parish councils, so any decisions that are to be made are by these two bodies, not the 'Friends.' The 'Friends' are a volunteer group who wished to help with the ongoing maintenance of the field and bring ideas back for the councils to consider improving the area for all to use. It was noted that the status of the land was currently a playing field as the developers were tasked to change the status to public open space, which was not done. It had previously been looked at the difference between a playing field and public open space, and there was not much difference between the two. In addition, in the emerging Melksham Neighbourhood Plan 2, this space has been designated as a local green space, which was not objected to in the consultations. Councillor Richardson highlighted that the Environment Agency work on the flood issue, the car park, and the shed were all interconnected. Additionally, the material from the construction of the car park was to be used to create the flood bund. It was considered that this work had already been agreed upon, and it was now too far into the process to change any of the elements, as everything was interlinked with each other.

Members discussed the implications of the 'Friends' not opening and closing the car park. After a discussion, it was agreed that this car park does not need to have a gate.

Resolved 1: The works scheduled at Shurnhold Fields to proceed as planned and liaise with Melksham Town Council on this matter.

Resolved 2: If the offer to open and close the car park gate each day has been withdrawn, no gate should be installed at the entrance.

392/24 Highways & Transport:

a) Draft response to the Local Transport Plan Consultation:

Councillor Glover advised that the deadline for the response was Friday 24th January, so the response had been submitted but could be withdrawn if members were not happy with it. It was noted that this had been sent to members prior to the meeting as a late paper. Members were happy to approve the response.

Resolved: The parish council approve the response sent to the Local Transport Plan LTP4 consultation.

b) Correspondence on Real Time Information for bus stops/shelters

It was noted that officers had been made aware that during Storm Darragh, the real-time information units were showing bus times when all buses were cancelled. The Clerk had queried this with the Wiltshire Council bus network team, who have advised that bus cancellations are a manual process and rely on someone at Wiltshire Council to change the signs. It was noted that buses do have automatic vehicle location equipment on their vehicles which is merged with the scheduled timetable supplied by the bus company. This then can estimate the time that a bus may arrive at each stop as information is sent to a central base station every few seconds. This estimate is based on the time that it took previous buses to make the same journey, so it is possible that the times may increase if the bus encounters delay along the way or decrease quicker than expected if the bus is not delayed. Once the bus is less than 2 minutes away from the stop, the display will show "due" instead of a time. The main issue with the system is when something goes wrong, the system will need to be updated manually. If it doesn't receive any tracking information it cannot assume that the bus is cancelled as it may be because the bus is running late and hasn't started its journey yet or the tracker has failed to communicate, so the system is unable to locate where the bus is. It was noted that this was the same with all real-time information systems and is something that the Department for Transport is trying to find a solution for.

It was considered that when a solution for this issue has been found, the real-time information would have already been set up at the bus stops; therefore, it was agreed that the council continue with the provision of real-time information.

Resolved: The parish council continue with real time information at bus stops in the parish as previously planned.

393/24 Partnership working:

a) Request from Melksham Town Council to collaborate on their new Youth Advisory Board initiative in the town:

Councillor Glover reported that the parish council had received some correspondence from Melksham Town Council in relation to their new youth advisory board initiative in the town. They advised that they like to explore ways in which the parish council might support or collaborate with them on this new initiative. The Clerk had advised that they had asked her to advertise this initiative through parish council networks. The Clerk explained that she was reluctant to do this as she was unsure how this initiative would work in the parish. For example, how would parish residents be able to be members of the youth advisory board if this was a town scheme? If it can only be town residents, this would be raising the expectation of parish residents when this cannot be met. Similarly, if this is just for the town, what happens if someone in attendance requests things within the parish? How would this work? She advised town council officers that she would be unable to advertise this until a decision was made at this Full Council meeting. She explained that it was currently unclear how this initiative would work, as she had not received any answers to her queries. Members agreed that more information needed to be provided on this initiative before the parish council agreed to be involved. It was agreed that the parish council should support the initiative but request clarification on how the council can participate. After a discussion, members would like to see the following clarified:

- This is a town council initiative, who will be on the board e.g. is it open to parish residents to and what age range.
- What are the aims and objectives of this initiative?
- If it is not open to parish residents, how would this work if there was a request about something in the parish.

After a discussion, it was felt that a member of the town council should be invited to the next Full Council meeting to discuss the initiative in more depth.

Resolved: The parish council support the initiative but require more clarification. A member of the town council should be invited to the next Full Council meeting to discuss this in more depth.

b) Devolution Priority Programme (“Heart of Wessex”): latest update:

It was noted that Bournemouth, Christchurch, and Poole (BCP) were also joining the Wessex group following the submission of the expression of interest for the Heart of Wessex devolution. Members noted this as Wiltshire Councillor Holder had provided an update on this at the beginning of the meeting under invited guests.

**c) Parish council response to the Government Consultation:
'Strengthening the Standards and Conduct Framework for Local
Authorities in England'.**

Councillor Glover explained that the Clerk had emailed some points that members may wish to pick up, such as whether it was felt that there should be a standard model code of conduct that all councillors adhere to and whether there should be any stronger sanctions. The Clerk explained that currently if a councillor is found to have broken the code of conduct, the council can only decide not to appoint them on a committee or as an organisation rep; there is no other sanction. They can't be suspended or disqualified. All other questions come off the back of what were answers to the above principles. It was noted that currently each council can follow a different code of conduct version. It was noted that the government was looking for the views of both councillors and officers separately, so it may be better to answer individually as well.

Members agreed that the parish council should support the idea of a standard code of conduct and that there should be proportionate sanctions for breaches that are upheld. It was noted that councillors and officers can respond to this consultation individually if they wish to do so.

Resolved: The parish council should respond to the consultation and support the idea of a standard code of conduct and that all breaches should be thoroughly investigated and if upheld should have proportionate sanctions.

d) NALC anti-Terror checklist:

Councillor Glover reported that there was a new anti-terror checklist that had been written by the Martyn's Law Steering Group. This checklist outlines vital actions that parish and town councils of all sizes can take to enhance their local terrorism preparedness. It was noted that the parish council was exempt because they do not hold indoor events that hold the number required.

Meeting closed at 9.19 pm

Chairman, 17th February 2025

| Receipts for Month 9 | | | Nominal Ledger Analysis | | | | | |
|---------------------------------|-----------------------|-----------------|-------------------------|-------|------|--------|----------|-------------------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| Balance Brought Fwd : | | 5,472.08 | | | | | 5,472.08 | |
| V4283-BACS | Banked: 02/12/2024 | 6.00 | | | | | | |
| V4283-BACS | BASRAG | | 6.00 | | 1130 | 110 | 6.00 | Inv.471-Xmas flyer photocopy |
| V4284 | Banked: 04/12/2024 | 242.50 | | | | | | |
| V4284 | Future of Football FC | | 242.50 | | 1210 | 210 | 242.50 | Inv.466- Bookings Nov 24 |
| V4285 | Banked: 04/12/2024 | 450.00 | | | | | | |
| V4285 | Future of Football FC | | 450.00 | | 1210 | 210 | 450.00 | Inv.472-Dec 24 bookings |
| V4286 | Banked: 09/12/2024 | 80.00 | | | | | | |
| V4286 | Allotment Holder | | 80.00 | | 1320 | 310 | 80.00 | Rent plot 19 Briansfield |
| V4287 | Banked: 11/12/2024 | 69.00 | | | | | | |
| V4287 | Pilot FC | | 69.00 | | 1210 | 210 | 69.00 | Inv.465 (Part) 30th Nov Match |
| Total Receipts for Month | | 847.50 | 0.00 | 0.00 | | | 847.50 | |
| Cashbook Totals | | 6,319.58 | 0.00 | 0.00 | | | 6,319.58 | |

Continued on Page 230

Date: 07/01/2025

Melksham without Parish Council Current Year

Page: 230

Time: 11:30

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 9

| Payments for Month 9 | | | Nominal Ledger Analysis | | | | | | |
|---------------------------------|------------------|-----------|-------------------------|-------------|--------------|------|--------|-----------------|--------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| 16/12/2024 | Daisy (One Bill) | V4271-DD | 45.29 | | 7.55 | 4190 | 120 | 37.74 | Inv.739-Campus Office line & w |
| 16/12/2024 | Daisy (Onebill) | V4272-DD | 45.29 | | 7.55 | 4384 | 220 | 37.74 | Inv.658-Pavilion line & wifi |
| 31/12/2024 | Lamplight | V4273-DD | 57.00 | | 9.50 | 4686 | 170 | 47.50 | Inv.153-MCS Database hosting |
| Total Payments for Month | | | 147.58 | 0.00 | 24.60 | | | 122.98 | |
| Balance Carried Fwd | | | 6,172.00 | | | | | | |
| Cashbook Totals | | | <u>6,319.58</u> | <u>0.00</u> | <u>24.60</u> | | | <u>6,294.98</u> | |

| Receipts for Month 9 | | | Nominal Ledger Analysis | | | | | |
|--------------------------|--------------------------------|-----------------|-------------------------|-------|------|--------|-----------|-------------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| Balance Brought Fwd : | | 33,070.68 | | | | | 33,070.68 | |
| V4279 | Banked: 03/12/2024 | 2,105.23 | | | | | | |
| V4279 | CCLA Investment Management Ltd | 2,105.23 | | | 1080 | 110 | 2,105.23 | Interest |
| Banked: 16/12/2024 | | 12,000.00 | | | | | | |
| V4279-TRAN | CCLA | 12,000.00 | | | 240 | | 12,000.00 | Transfer- CCLA TO Unity |
| Total Receipts for Month | | 14,105.23 | 0.00 | 0.00 | | | 14,105.23 | |
| Cashbook Totals | | 47,175.91 | 0.00 | 0.00 | | | 47,175.91 | |

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Date: 07/01/2025

Melksham without Parish Council Current Year

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Time: 11:30

Cashbook 2

User: MR

Unity Bank

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|-------------------------------|------------|--------------|-------------|--------|------|--------|----------|------------------------------------|
| 02/12/2024 | Grist Environmental | V4274-DD | 105.96 | | 17.66 | 4770 | 220 | 88.30 | Inv.682-B'hill waste away |
| 13/12/2024 | EDF Energy | V4275-DD | 530.20 | | 25.25 | 4302 | 220 | 504.95 | Inv.01- Pavilion electricity |
| 16/12/2024 | Lloyds Bank PLC | V4277-DD | 289.49 | | 44.85 | 4120 | 120 | 3.30 | Full Council agenda pack posta |
| | | | | | | 4150 | 120 | 24.79 | Council Xmas cards |
| | | | | | | 4175 | 120 | 24.97 | Adobe pro subscription |
| | | | | | | 4190 | 120 | 36.90 | Office phone charges |
| | | | | | | 4175 | 120 | 88.20 | Office 365 subscription |
| | | | | | | 4120 | 120 | 4.09 | Postage-return of item |
| | | | | | | 4175 | 120 | 30.90 | Office 365 upgrade x3 |
| | | | | | | 4120 | 120 | 3.35 | Planning agenda notice |
| | | | | | | 4175 | 120 | 5.50 | Website hosting |
| | | | | | | 4120 | 120 | 6.65 | Full Council pack and notices |
| | | | | | | 4200 | 120 | 12.99 | Online meeting subscription |
| | | | | | | 4140 | 120 | 3.00 | Monthly Fee |
| 19/12/2024 | Agilico | V4248-BACS | 45.38 | | 7.56 | 4130 | 120 | 37.82 | Inv.1277162-Office photocopyin |
| 19/12/2024 | Aquasafe Environmental Ltd | V4249-BACS | 390.00 | | 65.00 | 4212 | 220 | 125.00 | Inv.109-Pavilion PPM Visit |
| | | | | | | 4576 | 142 | 200.00 | Inv.109-Chlorination- Fountain |
| 19/12/2024 | Elan City | V4250-BACS | 716.40 | | 119.40 | 4540 | 142 | 597.00 | Inv.110-SID#2 Warranty extensi |
| 19/12/2024 | Glasdon U.K Limited | V4251-BACS | 319.48 | | 53.25 | 4721 | 220 | 266.23 | Inv.872-Top soil storage bin |
| 19/12/2024 | JH Jones & Sons | V4252-BACS | 114.00 | | 19.00 | 4590 | 142 | 95.00 | Inv.4722-Relocation-Kestrel NB |
| 19/12/2024 | JH Jones & Sons | V4253-BACS | 2,376.56 | | 396.09 | 4402 | 320 | 69.47 | Inv.4713-Allotment grass cutti |
| | | | | | | 4400 | 142 | 477.98 | Inv.4713-Play Area grass cutti |
| | | | | | | 4780 | 142 | 187.84 | Inv.4713-Play Area bin emptyin |
| | | | | | | 4781 | 220 | 91.92 | Inv.4713-JSF Bin emptying |
| | | | | | | 4401 | 220 | 856.84 | Inv.4713-JSF Pitch Maintenance |
| | | | | | | 4409 | 142 | 188.65 | Inv.4713-Hornchurch grass cutt |
| | | | | | | 4405 | 220 | 49.44 | Inv.4713-JSF Hedge |
| | | | | | | 4820 | 142 | 37.50 | Inv.4713-SHF Grass |
| | | | | | | 347 | 0 | -37.50 | Inv.4713-SHF Grass |
| | | | | | | 6000 | 142 | 37.50 | Inv.4713-SHF Grass |
| | | | | | | 4402 | 320 | 20.83 | Inv.4713-BSF Hedge |
| 19/12/2024 | JH Jones & Sons | V4254-BACS | 463.20 | | 77.20 | 4540 | 142 | 386.00 | Inv.4735-SID Deployment |
| 19/12/2024 | JH Jones & Sons | V4255-BACS | 624.00 | | 104.00 | 4590 | 142 | 520.00 | Inv.4674-Memorial bench instal |
| 19/12/2024 | Radcliffe Fire Protection Ltd | V4256-BACS | 104.76 | | 17.46 | 4212 | 220 | 87.30 | Inv.35269-PAT Testing office |
| 19/12/2024 | Tollgate Security Ltd | V4257-BACS | 186.00 | | 31.00 | 4212 | 220 | 155.00 | Inv.613- Alarm monitoring upgr |
| 19/12/2024 | Wiltshire Council | V4259-BACS | 3,093.25 | | | 4270 | 140 | 3,093.25 | 4820 Office rent-1.1.25- 31.3.2 |

Continued on Page 240

| Payments for Month 9 | | | | Nominal Ledger Analysis | | | | | |
|---------------------------------|----------------------------|------------|------------------|-------------------------|-----------------|------|--------|------------------|--------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| 19/12/2024 | Wiltshire Publications Ltd | V4260-BACS | 636.00 | | 106.00 | 4680 | 170 | 530.00 | NHP submission advert |
| 19/12/2024 | Wiltshire Pension Fund | V4261-BACS | 1,825.93 | | | 4045 | 130 | 1,226.68 | Period 9- December 2024 |
| | | | | | | 4000 | 130 | 259.07 | Period 9- December 2024 |
| | | | | | | 4010 | 130 | 140.18 | Period 9- December 2024 |
| 19/12/2024 | HM Revenue & Customs | V4262-BACS | 2,016.97 | | | 4041 | 130 | 684.70 | Period 9- December 2024 |
| | | | | | | 4000 | 130 | 500.60 | Period 9- December 2024-T |
| | | | | | | 4000 | 130 | 220.95 | Period 9- December 2024-NI |
| | | | | | | 4010 | 130 | 245.80 | Period 9- December 2024-T |
| | | | | | | 4010 | 130 | 109.52 | Period 9- December 2024-NI |
| | | | | | | 4010 | 130 | 12.00 | Period 9- December 2024 |
| | | | | | | 4460 | 142 | 201.80 | Period 9- December 2024 |
| | | | | | | 4800 | 320 | 11.20 | Period 9- December 2024 |
| | | | | | | 4070 | 120 | 30.40 | Period 9- December 2024 |
| 19/12/2024 | AK Urbanism | V4263-BACS | 2,070.00 | | 345.00 | 4680 | 170 | 1,725.00 | Inv.01-Planning & master plan |
| 19/12/2024 | AK Urbanism | V4264-BACS | 7,470.00 | | 1,245.00 | 4680 | 170 | 6,225.00 | Inv.02-two stages of work-NHP |
| 19/12/2024 | John Glover | V4269-BACS | 45.60 | | | 4070 | 120 | 45.60 | December Chairs Allowance |
| 19/12/2024 | Shaw Village Hall | V4270-BACS | 64.00 | | | 4200 | 120 | 64.00 | Annual Parish room hire |
| 24/12/2024 | EDF Energy | V4276-DD | 42.87 | | 2.04 | 4302 | 220 | 40.83 | Inv.02-Pavilion electricity |
| 27/12/2024 | Teresa Strange | V4265-BACS | ██████ | | | 4000 | 130 | ██████ | December 2024 salary |
| 27/12/2024 | Marianne Rossi | V4266-BACS | ██████ | | 1.67 | 4010 | 130 | ██████ | December 2024 Salary |
| | | | | | | 4370 | 120 | 8.33 | Dishwasher tablets |
| | | | | | | 4120 | 120 | 3.30 | Planning agenda notice postage |
| | | | | | | 4250 | 120 | 14.00 | Land Search fee CAWS CEG |
| | | | | | | 4250 | 120 | 7.00 | Land Search fee CAWS CEG |
| | | | | | | 4250 | 120 | 14.00 | Land Search Fee-Whitworth P/A |
| 27/12/2024 | Terry Cole | V4267-BACS | ██████ | | | 4460 | 142 | ██████ | December 2024 Salary |
| | | | | | | 4050 | 142 | 47.50 | Travel Allowance |
| 27/12/2024 | David Cole | V4268-BACS | ██████ | | | 4800 | 320 | ██████ | December 2024 Salary |
| 31/12/2024 | Unity Trust Bank | V4280 | 1.20 | | | 4140 | 120 | 1.20 | Manual Handling charge |
| 31/12/2024 | Unity Trust Bank | V4281 | 10.80 | | | 4140 | 120 | 10.80 | Service Charge |
| Total Payments for Month | | | 28,980.32 | 0.00 | 2,677.43 | | | 26,302.89 | |
| Balance Carried Fwd | | | 18,195.59 | | | | | | |
| Cashbook Totals | | | 47,175.91 | 0.00 | 2,677.43 | | | 44,498.48 | |

Total Salaries
December 24

£5,542.47

Receipts for Month 9

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|

Banked:

0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

0.00

0.00

0.00

0.00

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Date: 07/01/2025

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Time: 11:30

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

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

Date: 07/01/2025

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Time: 11:30

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 9

| Receipts for Month 9 | | | Nominal Ledger Analysis | | | | | |
|--------------------------|--------------------|-----------------|-------------------------|-------|------|--------|-----------|--------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| Balance Brought Fwd : | | 21,677.95 | | | | | 21,677.95 | |
| V4282-INTE | Banked: 31/12/2024 | 145.18 | | | | | | |
| V4282-INTE | Unity Trust Bank | 145.18 | | | 1080 | 110 | 145.18 | Bank Interest |
| Total Receipts for Month | | 145.18 | 0.00 | 0.00 | | | 145.18 | |
| Cashbook Totals | | 21,823.13 | 0.00 | 0.00 | | | 21,823.13 | |

Continued on Page 42

Payments for Month 9

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|-------------|---------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| | | | 0.00 | | | | | | |
| | Total Payments for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| | Balance Carried Fwd | | 21,823.13 | | | | | | |
| | Cashbook Totals | | 21,823.13 | 0.00 | 0.00 | | | 21,823.13 | |

Receipts for Month 9

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|---------------|-------------------|-------------|-------------|-----|--------|-------------------|--------------------|
| Balance Brought Fwd : | | 589,000.00 | | | | | 589,000.00 | |
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | | 0.00 |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>589,000.00</u> | <u>0.00</u> | <u>0.00</u> | | | <u>589,000.00</u> | |

Continued on Page 18

Date: 07/01/2025

Melksham without Parish Council Current Year

Page: 18

Time: 11:30

Cashbook 5

User: MR

CCLA

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-------------------|---------------------------|
| 16/12/2024 | Unity Bank | V4278-TRAN | 12,000.00 | | | 220 | | 12,000.00 | Transfer- CCLA TO Unity |
| Total Payments for Month | | | 12,000.00 | 0.00 | 0.00 | | | 12,000.00 | |
| Balance Carried Fwd | | | 577,000.00 | | | | | | |
| Cashbook Totals | | | <u>589,000.00</u> | <u>0.00</u> | <u>0.00</u> | | | <u>589,000.00</u> | |

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 4th February 2025 at Bowerhill Village Hall, Halifax Road, Bowerhill Melksham, SN12 6SN at 7:00pm

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

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

Wiltshire Councillor Nick Holder (Bowerhill) attended at the start of the meeting to make a statement and then left. Wiltshire Councillor Tamara Reay (Devizes Rural West) attended as Councillor Holder has recused himself for commenting on the application for Gompels warehouse (PL/2024/11426).

There were 91 attendees at the meeting, for the Gompels warehouse planning application. By a show of hands approx. 40% were Gompels employees with residents of Bath Road and Bowerhill Lane as well as the wider Bowerhill and Seend areas in attendance. There were also representatives from Melksham Town Council, Seend Parish Council, Wiltshire Councillors and Dr Brian Mathew, MP in attendance to listen to the views raised.

Melksham Without parish councillors Robert Shea-Simonds and Anne Sullivan attended the meeting as observers.

There were 4 members of the public attending remotely via Zoom.

394/24 Welcome & Housekeeping:

Councillor Wood welcomed everyone to the meeting. As this was a new meeting venue, Mark Harris (Chair of Bowerhill Village Hall) explained the evacuation procedure in the event of a fire. The housekeeping message in relation to the Zoom chat feature was read out. Everyone present was made aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved. It was noted that the council were not using their usual recording equipment and so could not guarantee the quality of the recording.

Attendees' attention was drawn to the paperwork on their chairs, which included a list of what were, and were not, considered "Material Planning Considerations". There was a form to fill in with contact details if attendees wanted to be kept up to date on any planning application for consideration at the meeting, if there were revised plans or when/if it went to a Wiltshire Council planning meeting for example.

395/24 Announcements:

- a) The Clerk reported that an application had been received for 68 dwellings at Land north of Berryfield Lane (PL/2025/00626) following a public consultation before Christmas.

Resolved: The Planning Committee meeting, Monday 24th February, when this application will be considered, will be held at Berryfield Village Hall as a bigger venue, with a slighter later start time than usual, at 7.30pm.

- b) Wiltshire Council's Gypsies & Travellers Development Plan was for consideration by Cabinet earlier in the day and then would go to their Full Council meeting on 25th February. Subject to approval it will be submitted to the Secretary of State for Examination with all representations received from its earlier public consultation passed to the Inspector.

396/24 Apologies:

There were no apologies as all members of the Planning Committee were present.

397/24 Declarations of Interest:

Councillor John Glover declared a non-pecuniary interest in agenda item 6c, planning application for 14 Wellington Drive, as a neighbour.

Councillor Peter Richardson declared a non-pecuniary interest in agenda item 6a, planning application for Gompels warehouse as he knew the Operations Manager through community work in Shaw & Whitley and in item 7a Land at West Hill as he knew the applicant.

Councillor Martin Franks declared a non-pecuniary interest in agenda item 6a, planning application for Gompels warehouse as the company he works does business with Gompels, albeit he works for a different division.

Councillor David Pafford, Councillor Mark Harris and Councillor John Glover declared non-pecuniary interests as they lived in Bowerhill and knew many of the residents attending the meeting.

398/24 Dispensation Requests for this Meeting: None

399/24 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.

400/24 To consider holding items in Closed Session due to confidential nature:

The Clerk suggested that agenda item 11a be in a closed session if the members were minded not to approve the comments to the Neighbourhood Plan Examiner as developers would be able to hear any deliberations. Agenda item 12)a)i) to be held in closed session as to discuss the start of financial negotiations with

Gleasons for a potential community centre funding contribution from the Blackmore Farm application.

Resolved: Agenda item 11a, if members wished to discuss, and agenda item 12 a)i) to be held in closed session.

401/24 Public Participation:

Councillor Wood explained the procedure for public participation and asked individuals to not repeat comments already made, but to come forward with different aspects.

The Council suspended Standing Orders for a period of public participation.

Wiltshire Councillor Nick Holder read out a statement to correct comments on social media that he, and other councillors, were corrupt and displaying inappropriate behaviour with regards to the Gompels warehouse planning application. Councillor Holder set out the timeline of events from the publication of the planning application, when he met residents, sought advice from the Monitoring Officer and recused himself from commenting on the application as the applicant is known to Councillor Holder and his son works for Gompels Healthcare. Councillor Tamara Reay, from the adjoining division, was nominated to comment on the planning application in his place. Councillor Holder reiterated that he refuted any impropriety on his behalf and that he had acted quickly and transparently and had notified officers of Wiltshire Council and the parish council in a very timely manner. He went on to comment that whilst tensions run high when there are contentious planning applications, that it is no excuse for pejorative language, accusations and threatening behaviour. Parish councillors are volunteers working hard for their community and reminded residents that the parish council were consultees and not decision makers.

Wiltshire Councillor Nick Holder left the meeting at 7.20pm.

Sam Gompels spoke to the application, first explaining how the family business developed from its early days with his parents in 1967 who opened their pharmacy shop and sold medical supplies to care homes and factories too. The current operation at the Bowerhill warehouse ran out of room six years ago and they had been engaging with Wiltshire Council and landowners since then looking for alternative sites; bidding three times on the ex-Christie Miller sports centre site which Wiltshire Council ultimately retained for their own use. The lack of space meant that they missed out on a large contract, and to bring the Consortium back to Wiltshire. Sam Gompels listed the sites that they had looked at and they were either not available or had options for housing development. The former Cooper Tires site is allocated in the Melksham Neighbourhood Plan for some housing and the rest of the site is in a flood zone which is not compatible with the many absorbent products they stock. Current employees are valuable, and they do not want to commute to towns and areas outside of Melksham which will add to their commute and additional time to their working day.

The proposed building would be twice the size if its height was halved and therefore take up more green space. It is not as tall as the Cereal Partners warehouse on the

A350 and a smaller footprint than Melksham Oak school. It will provide 275 jobs and a further 1,000 indirect jobs. They have added as much screening as they can, and are open to suggestions as to how to help it blend in. The site narrowly missed out on being allocated for housing in the draft Local Plan, and they have had offers from 16 developers for housing on that site, as well as one for another use.

Sam Gompels went on to explain the community benefits that his company provides in terms of charitable works and donations, the links with other local businesses, including Gompels pharmacies, the range of jobs provided and the company's green credentials.

Wiltshire Councillor Tamara Reay explained that she was the Ward member for Devizes Rural West, which covered from Seend to Potterne. It includes the village of Seend Cleve that will overlook the proposed warehouse, which is why Seend Parish Council considered the application last week. As Councillor Holder explained, Councillor Reay had stepped in to "call in" the application for a Committee decision, and it may be considered by the Strategic Committee rather than the Western Area Committee. Details of the Committee members are on the Wiltshire Council website. An officer report will be prepared with recommendations to the Committee.

Councillor Richard Wood explained the process of the public participation at Wiltshire Council Committee meetings and that residents could attend.

Brian Mathew MP explained that he had been contacted by residents and had met some of them locally and was pleased to see the turnout of local people engaged in the planning process. He was attending the meeting to listen to the views raised.

Councillor Saffi Rabey explained that she was the Chair of the Melksham Town Council Economic Development Committee who were keeping a close eye on this application and would be considering it themselves, with all welcome to attend.

Members of the public spoke and raised the following points **against** the application:

- To consider the warehouse to be sited on the Bowerhill Sports Field, and the parish council/Fields in Trust swap their land and have a mini country park on the Gompels land to the south of the A365.
- A Bowerhill Lane resident provided the councillors with a handout with photos that they had annotated. They were concerned with the scale of the building and the amount of concrete as part of the construction. The emerging Local Plan and Neighbourhood Plan had not detailed any commercial land at this site. It will make an enormous impact on their property values. The land was green belt, and agricultural land, the building is in the wrong place. Wiltshire Council's Core Strategy Policy 34 on Additional Employment Land states that it must be appropriate to its surroundings and not affect residential amenity. The resident currently has a view of Rowden Hill that will be replaced with a view of the warehouse and will no longer be able to watch the sun rise from his bedroom. Flood risk to the septic tank users on Bowerhill Lane was also a factor and the effect on numerous wildlife.

- Gompels have been messed around and are as much victims as the residents. It's a historical failure of the local authority. Gompels are not choosing to build on this site but are forced to build on this site. But the lack of not finding the right site is not a reason to build on this imperfect site. The parish council bought the sports field for a peppercorn and have invested money in improving the asset, but they should consider doing a land swap with Gompels; this should be pursued. There is also a failing with the land south of the existing warehouse, which is the preference for Gompels, and would have no environmental impact, or residential impact. It's a massive failing of Wiltshire Council to have allowed this to be sold to a land bank and Wiltshire Council are urged to take immediate measures to tell the landowner that they will not designate it for housing, that they allocate it as commercial land and offer it to Gompels. A solution should be found to suit everybody's needs.
- A Bowerhill Lane resident commented that the building proposed is a monstrosity. Local businesses are frustrated with the lack of employment land in Melksham to develop and focus should be on lobbying Wiltshire Council to redesignate the land to the south of Gompels existing warehouse and the land owners could still make a relative profit. Gompels could move to commercial land being promoted between Melksham and Chippenham, or the parish council should encourage Wiltshire Council to develop the land south of the existing Gompels site as commercial land.
- A resident of Old Loves Farm talked to the impact on the Grade II listed farmhouse as a heritage asset, and that the development of the warehouse would lead to more development in the area. Their other concerns were overshadowing. The 4-storey warehouse would be the first thing people would see when approaching Bowerhill. There are other viable sites. Why would the business have to relocate if unable to proceed, the business could restrict the orders that they take, not expand and not lose jobs in the Melksham area.
- A resident of Shails Lane explained the issue with security lights from adjoining buildings on his garden, and the lack of sunshine apart from mid-summer.
- A resident of Pathfinder Place raised concerns for all residents about the impact of increased traffic, in particular for the school. The merits of traffic from a potential housing development on the site vs HGV traffic for the warehouse was debated.
- A resident of Bowerhill expressed concerns of the increase in traffic but felt that housing development traffic was light compared to heavy traffic for this proposal and that it would lead to more warehouses in the future on agricultural land, with a preference for housing.
- The economic case in the Design & Access statement have not been validated, documents have not been signed. The application has 17 loading bays, and an HGV can be loaded in 45 minutes, so that means that 1000 HGVs could be loaded in a week and 2,500 HGV movements if they were operating 24/7. The scale of the building is out of all proportion.
- A resident of Bath Road who lives in a Grade II listed building commented that they feel the traffic that passes as they shake their building, with many of the

HGVs speeding. The staff will also be impacting on the traffic with the impact of their cars on the A365.

- A Seend resident explained that both parties, Gompels and residents, should be united in searching for an alternative site elsewhere.
- A Bowerhill resident felt that this application would give another reason for the proposed Bypass to be built.
- Comments have been directed to a choice of either housing or an industrial development of which many would like to see neither, and there is not a planning application for housing at present, but if there was the proper infrastructure should be put in place.
- A resident suggested that the workforce at the current site could work a night shift, and not 7am to 7pm as they currently do, which would mean that they would not need more space.
- A resident suggested that the Christie Miller site could be used for the Gompels warehouse rather than for a strategic transport depot for Wiltshire Council. Wiltshire Councillor Tamara Reay commented that she would ask Councillor Nick Holder to respond to query formally.
- A Bowerhill resident asked how they can help Wiltshire Council hear their concerns about the lack of employment land in Melksham. Councillor Richard Wood explained that it's an issue that the parish council have raised for many years. Wiltshire Councillor Tamara Reay referred residents to the draft Local Plan process, which is currently awaiting inspection.
- The Chairman of the "Stop the Bypass" group commented that Wiltshire Council had taken on housing targets that they didn't need do and are allocating sites without infrastructure.

Members of the public spoke and raised the following points **for** the application:

- A Gompels employee explained that many employees were given stability from the latest warehouse development 5 years ago, when covid meant that they had lost their jobs elsewhere. It was not just about Sam Gompels, but about the workforce and the stability it gave the employees and their families.
- A Gompels employee explained that "goods in" are in a relatively small time window of 9am to 2pm and not impacting on the highway for a long time duration.
- A Gompels Pharmacy employee explained that Gompels Healthcare supply 30% of the pharmacy operations which would affect their businesses if they were not able to expand and move elsewhere. There are currently three generations of the Gompels family working across the two businesses, with 150 staff; many of them present at the meeting tonight.
- A Gompels employee explained that the majority of their freight is from Southampton docks and the HGVs already travel past the proposed site on the A365 to get to the existing site on the industrial estate.

Approx 30 member of the attendees then left the meeting at 8.13pm.

The meeting reconvened.

402/24 Planning Applications: The Council considered the following applications and made the following comments:

- a) **PL/2024/11426: Land to the South of A365 Bath Road and West of Turnpike Garage, Melksham, Wiltshire:** Construction of warehouse with office space, parking and associated landscaping including site access. Applicant: Gompels Healthcare Ltd.

Comments:

Melksham Without Parish Council recognises and respects the conflict and dilemma between the need for additional employment land and the loss of a greenfield site, its proximity to a heritage asset and the potential to impact the residential amenity and landscape. It is unfortunate that no other suitable employment land in Melksham has been found to accommodate the site; or been allocated in the emerging Local Plan.

The parish council unanimously resolved on balance, to have **NO OBJECTIONS** to this application but do have serious concerns about some aspects and therefore request conditions/mitigation as detailed below.

Melksham Without Parish Council believes that the application meets the requirements for Additional Employment Land policies in Core Strategy (34) and the emerging Local Plan (64).

From the adopted Core Strategy Policy 34:

**“Proposals for employment development (use classes B1, B2 or B8¹)
..... Outside the Principal Settlements, Market Towns and Local Service Centres, developments will be supported that:**

- i. **are adjacent to these settlements and seek to retain or expand businesses currently located within or adjacent to the settlements”**

“and are supported by evidence that they are required to benefit the local economic and social needs”

From the emerging Local Plan Policy 64

“Proposals for employment development (within use classes B2, B8 or E(g)(i-iii)) will be supported on unallocated sites within or adjacent to Principal Settlements, Market Towns, Local Services Centres and Large and Small Villages where they are appropriate to the role and function of the settlement.”

“and would not undermine the delivery of strategic employment allocations”

¹ B8 Storage or distribution

Adopted Melksham Neighbourhood Plan 1 and Emerging NHP2 Policy 10: Employment Sites

NHP1 4.11.2 & NHP2 4.10.2: The level of out commuting to neighbouring towns and jobs along the M4 corridor is high, and community engagement confirms that people want to work closer to their homes. Expansion of new employment opportunities with the Plan area is considered desirable to reduce the amount of out commuting to deliver sustainable travel movements.”

The parish council are very keen to safeguard existing employment and provide space for the expansion of jobs in the Melksham and Bowerhill area. With the Local Plan and emerging Melksham Neighbourhood Plan 2 housing site allocations, current planning applications for large housing developments and the changing landscape in light of the recent NPPF update, they feel strongly that Melksham should not develop any further as a dormitory town; jobs must be provided for the residents who currently live in the town and parish, and for those moving into the new houses in the future. Out commuting contributes to more car travel, congestion, and pollution, and takes money away from the Melksham community for local spend in shops and cafes. The parish council want to see Melksham, and its local economy, thrive.

The parish council have previously expressed their concerns at the lack of Employment Land allocated in the draft Local Plan. Only 5 Hectares for industrial use is allocated, with 2 Hectares of that allocation already approved with a change of use to “Office and Research & Development” on the Blackmore Farm development (Local Plan Policy 18, Planning Application PL/2023/11188) – see attached email detailing concerns raised, and awareness of businesses in Bowerhill looking for expansion space. “Planning for Melksham” September 2023 for the draft Local Plan Paragraph 19 states “The findings of an Employment Land Review has stated that businesses and agents report significant demand for expansion space in the area against a shortage of available sites and premises. This review has recommended that new employment sites are allocated to ensure there is a sufficient supply of employment land to meet forecast demand over the Local Plan Period”. The Place Shaping Priorities “PSP2 Reducing Out commuting” states “Reducing out-commuting through and improved employment offer, including delivery of new employment land to allow existing businesses to expand and to attract inward investment”. These statements are reflected in “Policy 17 Melksham Market Town” in the emerging Local Plan.

This planning application gives the retention and expansion for future jobs at Gompels and frees up their existing premises for the retention and expansion of jobs at Knorr Bremse, who are adjacent to the current Gompels site. The parish council note the letter of intent provided in the “Planning, Design & Access statement” dated April 2022, but would like to see more recent evidence of this and suggest a draft Heads of Terms for Knorr Bremse moving into the vacated existing Gompels building.

The proposed building is large. On balance, the parish council feel that the need for retention and expansion of jobs outweighs the point in CP34 & LP64 relating to “harm to the residential amenity” but request mitigation on the following aspects.

Residential amenity/landscape/historic environment

CP 34 “are consistent in scale with their location, do not adversely affect nearby buildings and the surrounding area or detract from residential amenity”

LP64 “are appropriate in scale with their location, do not adversely affect the operation of nearby uses or unacceptably harm residential amenity

LP64: “do not represent unacceptable harm to landscape character or visual intrusion”

LP64: “do not represent unacceptable impacts on the historic environment”

1. Planting/Screening: the application talks of trees being mature in 15 years’ time; the parish council requests that mature, large specimens are planted to give more coverage, in a quicker time.
2. Design: the building is a functional warehouse, and thought is to be given to the design of the building to make it more architecturally interesting and appealing.
3. Colour scheme: the parish council request the use of graduated colour on the building to make it less “jarring” on the landscape; for example, the graduated colour on the Great Bear Distribution building for Cereal Partners on the A350, the other side of the Bowerhill industrial estate. Photo Credit².



² <https://libertyprops.com/project/great-bear-melksham>

4. Lighting: External building lighting to not be obtrusive, to be downlighting, and not to impact on the residents and wildlife.

Highways/Footpaths

**LP64: “Lead to no unacceptable impacts on the local transport network”
Adopted Melksham NHP1 & Emerging NHP2: Policy 11 Sustainable Transport and Active Travel**

The parish council note the site access is from a ghost lane, rather than a roundabout, as per several other applications for major development in the parish at present. The lane must be long enough to allow for waiting vehicles to turn right, and sufficient width to allow vehicles to pass on either side of waiting vehicles.

There is an emerging Local Plan site allocation at Bath Road, adjacent to (MOCS) Melksham Oak Community School (Policy 19) for 135 dwellings which will require a new access (roundabout?) onto the A365 at this stretch, as well as the long-held belief of the parish council that the entrance to MOCS is currently inadequate and should be a roundabout. The proposed route of the potential A350 Eastern Bypass is to the east of the planning application, which will have another roundabout. Wiltshire Council’s highway officers are asked to take all these access points into account and review a holistic approach to this stretch of road and not just look at this planning application’s site access in isolation.

It is noted that the A365 at the proposed site entrance is an HGV advisory route, with HGV traffic advised to use the A365 rather than travel through Seend and use the A361.

The parish council request an upgrade to the existing footpath surface and a safe pedestrian crossing for those employees walking to work from town.

Sustainable Design & Construction & EV Charging

**CP 34: “meet sustainable development objectives”
Adopted Melksham NHP1 and emerging NHP2: Policy 1 Sustainable Design & Construction** please refer to the Neighbourhood Plan policies.

Adopted Melksham NHP1: Policy 4: Ultra-low emission vehicle charging – “proposals for new employment, leisure or retail developments are also encouraged to make provision for charging facilities for staff and/or other users.”

**Emerging Melksham NHP2³ Policy 4: Ultra-low emission vehicle charging
“Technology for charging low emission vehicles, such as electric vehicle**

³ The Melksham Neighbourhood Plan has been reviewed and is currently at Examination (commenced 27th January 2025) see www.melkshamneighbourhoodplan.org

infrastructure, will be required for all development proposals in accordance with national or Wiltshire Council standards as relevant”.

Whilst the application incorporates solar panels, air source heat pumps etc and an excellent BREEAM rating at pre-assessment, which are welcomed, there is no mention of EV charging points, and the parish council would like to see these provided. This would not only lead to decarbonising road transport, but more use of electric vehicles would mean quieter traffic.

Care to be taken with the siting of the solar panels to ensure there is not a large reflective surface when the building is viewed from further away, from Seend/Seend Cleeve.

Other points raised at the public Planning Committee meeting

Members recognised and respected the many points raised by the residents of Bowerhill Lane and Bath Road and the wider Bowerhill and Seend areas who attended the meeting but felt that points raised were not material planning considerations. For example, concerns of loss of view, or fall in property values. Likewise, there were suggestions for Gompels to look at other sites, to swap their land with the parish council’s sports field, to work night shifts at their existing site, or to take less orders and not expand as a business, but the parish council were only able to consider the current planning application in front of them and material planning considerations.

The parish council also noted that the site is “SHELAA⁴ 3331 Land South of Bath Road (A365) West of Carnation Lane” and was considered in the Local Plan review (September 2023)⁵ as part of “Site 4: Land to the east of Bowerhill” and considered the joint 6th most sustainable site but not allocated in the Local Plan.

The remaining members of the public left the meeting at 8.45pm; with the meeting adjourned for 15 minutes for a break, commencing again at 9pm. Councillor Anne Sullivan, a non-Committee member remained for the rest of the meeting.

- b) [PL/2024/11665](#): **Land at Semington Road, Melksham, SN12 6DP**: (Rear of Townsend Farm Phase 2) Application for reserved matters pursuant to application ref: PL/2022/08155 for appearance, scale, layout and landscaping. Applicant: Living Space Housing.

Comments:

The parish council are disappointed that they can still see no sign of an equipped play area across both this plan, which the developer calls “Phase 2”, and the one for “Phase 1” 20/07334/OUT & PL/2023/00808. Both phases together are a

⁴ Strategic Housing & Employment Land Availability Assessment

<https://www.wiltshire.gov.uk/article/1084/Monitoring-and-evidence>

⁵ [https://www.wiltshire.gov.uk/media/11967/Planning-for-Melksham-](https://www.wiltshire.gov.uk/media/11967/Planning-for-Melksham-September2023/pdf/Planning_for_Melksham_September2023.pdf?m=1695727857577)

[September2023/pdf/Planning_for_Melksham_September2023.pdf?m=1695727857577](https://www.wiltshire.gov.uk/media/11967/Planning-for-Melksham-September2023/pdf/Planning_for_Melksham_September2023.pdf?m=1695727857577)

development of 103no. 100%affordable dwellings, with no LEAP (Local Area of Equipped Play). The parish council have requested a play area, not just a LAP (Local Area of Play), for all the iterations of the plans for both phases, and at appeal; and were reassured by more recent pre-app meetings with Living Space that there would be one included.

The parish council acknowledge the pedestrian access onto Berryfield Lane from the south west corner of the site, to give access to the parish council's two allotment sites on Berryfield Lane, and access to the Right of Way network to the river and canal.

The parish council reiterate their previous requests to ensure that pedestrians cannot access the A350 from the north of the site, as a dangerous point to cross the busy A-road from this point. They requested at outline application that the northern boundary be made impenetrable by increased vegetation and/or other boundary treatment. The temporary, not agreed, site access (installed gate) that has been used from the north west corner of the site must be closed off to pedestrian and vehicular traffic and made impenetrable.

The residents of Townsend Farm, Semington Road, Berryfield Park and Berryfield Lane have all been impacted by the construction traffic for the Phase 1 part of the development, and the parish council insist that the CEMP (Construction and Environmental Management Plan) Version 7 be reviewed and reflected for this second phase. Continued planning enforcement was requested from the start on site at the beginning of August until early 2025 and it's imperative that this is watertight and enforceable from the onset of the build for Phase 2.

Adherence to Melksham Neighbourhood Plan 1, and the emerging Melksham Neighbourhood Plan 2 policies (at Examination commencing 27th January 2025) and evidence documents such as Melksham Design Guide and type and tenure mix in the Housing Needs Assessment (Policy 6: Housing in defined settlements). See www.melkshamneighbourhoodplan.org

The parish council request the following:

Circular pedestrian routes around the site.

The Parish Council seek the provision of play equipment above that required by the West Wiltshire District Council saved Policy in the Core Strategy and wish to enter into discussions being the nominated party for any proposed LEAPs (Local Equipped Area of Play) and seek the following:

- Safety Surfacing extended beyond the play area fence line (by at least 30 cm) and for the whole area to be surfaced as such, with no joins to prevent future expansion gaps, and no grass that will require maintenance
- Tarmac paths provided not hoggin.
- No wooden equipment provided.
- Dark Green Metal bow top fencing provided.
- Clean margins around the edges, no planting.
- Bins provided outside the play area.
- Easy access provided for maintenance vehicles.
- Public access gates painted red.
- No inset symbols provided in the safety surfacing, which should be one solid surface.

The provision of benches and bins where there are circular pedestrian routes and public open space and the regular emptying of bins to be reflected in any future maintenance contribution.

Speed limit within the site is 20mph and self-enforcing.

Proposed trees are not planted on boundaries of new/existing housing, but further into public open spaces.

The road layout is such that there are no dead ends in order that residents and refuse lorries do not need to reverse out of roads.

There is visible delineation between pavement and roads, so they are easily identifiable.

The provision of bird, bat and bee bricks, reptile refugia and hibernacula within the development, in order to increase biodiversity.

Refer to NHP Policy 1: Sustainable design and construction

Ground source heat pumps to be included in proposals.

To include capacity for hydrogen heating in the future within proposals.

Provision of solar panels and storage batteries for every house or group of houses/block of flats.

- c) [PL/2025/00086](#): **14 Wellington Drive, Bowerhill, Melksham, SN12 6QW**: First floor extension above existing garage and replacement pitched roof porch canopy.
Applicant: Mr & Mrs Brand.

Councillor John Glover abstained from voting on this application.

Comments: No objections.

- d) [PL/2025/00348](#): **289, Sandridge Common, Melksham, SN12 7QS**: Proposed Replacement Rear Single Storey Extension. Applicant: Mr Christopher John.

Comments: No objections.

- e) [PL/2025/00390](#): **Hedgerow located on each side of existing gate at Bath Road, Melksham, Wiltshire, SN12 8EG**: Section of temporary hedgerow removal is required 1m either side of an existing gate access, therefore 2m total, to facilitate a sewer replacement scheme being undertaken by Wessex Water. The temporary removal is required to facilitate access for construction machinery to the working area, within the neighbouring fields. Upon completion of the scheme, the hedgerow will be replanted following STD836 standards; a copy of this has been submitted with the hedgerow removal application. Applicant: Wessex Water

Comments: No objections.

The Clerk reported that the following planning applications for hedgerow removal by Balfour Beatty were to access the high voltage utility towers for maintenance to be carried out. The applications include the reinstatement plans for the hedgerows to be replanted following completion of the maintenance. There was a fourth application, for the land to the south of the substation at Beanacre where the new battery storage is located, which had been missed off the agenda, and it will be added to the next Planning Committee meeting with an extension for comments arranged.

- f) [PL/2025/00876](#): **Removal of 4m of hedgerow off A3102, Sandridge Common, Melksham, SN12 7GT**: Partial removal of hedgerow required for widening tower access Applicant: Balfour Beatty

Comments: No objections.

- g) [PL/2025/00936](#): **Removal of 6m of hedgerow Land east of 207 Woodrow Road, Melksham, SN12 7RD** Partial hedgerow removal required to install a 16ft gate Applicant: Balfour Beatty

Comments: No objections.

- h) [PL/2025/00873](#): **Removal of 40m of hedgerow Land off A350 Beanacre, Melksham, SN12 7PY** Partial removal of hedgerow required for tower access and culvert installation for EPZ location Applicant: Balfour Beatty

Comments: No objections.

- i) **PL/2025/00624**: To note decision made on TPO (Tree Preservation Order) To fell T1 (storm damaged beech) of TPO 2024/00015 Land off Beanacre Road Melksham,

SN12 7PU – To allow the removal of any protected tree, which is dead or imminently dangerous, without the need to make a formal Tree Work Application.

Resolved: This was noted.

403/24 Amended Plans/Additional Information: The Council considered the following revised/amended plans/additional information and made the following comments:

- a) [PL/2024/05921](#): Land to the north west and south of West Hill Road, Whitley, SN12 8RB Change of use of land relating to one field north of West Hill Road and one field South of West Hill Road, from agricultural to equestrian, permission for existing stables and horse box and provision of barn for the storage of equestrian equipment. Applicant: Mrs J Almond. Amended plans and change to proposal description.

Comments:

The parish council welcome the change of the proposal from two shipping containers to a barn, with green coloured cladding.

404/24 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

- a) **Land south of Snarlton Farm, Snarlton Lane, Melksham, SN12 7QP** (Planning Application [PL/2024/07097](#)) Erection of up to 300 dwellings; land for community use or building, open space and dedicated play space and service infrastructure and associate works.

The Clerk reported that as land had been secured for a community facility to the east of Melksham on the Blackmore Farm planning application, that she had written to the planning officer for the Snarlton Farm application to clarify that the council request just a financial contribution for one large community facility and not land as well from this application. A request for s106 discussions to be held with the parish council before any Strategic or Western Area Planning Committee meeting was also made.

Members noted the recent correspondence from the applicant and Highways officer on the application.

- b) [PL/2024/10674](#): **Land off Woodrow Road, Woodrow Road, Melksham, SN12 7AY** Outline application with all matters reserved except for access for the development of up to 70 dwellings, open space, ecological enhancements, play space, associated infrastructure (including drainage structures and works to the public highway), access, parking, servicing and landscaping. Applicant: Waddeton Park Ltd

Members noted the new document for the application, the Landscape & Visual Statement.

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

Members noted the holding objection of Wiltshire Council's Drainage team, and the objection of the Environment Agency due to the flood zones of the site and the request for sequential testing; which was surprising that it had not been undertaken as part of the evidence underpinning the site's allocation in the draft Local Plan. There were highways concerns regarding the roundabout design too.

There was also an interesting document that reviewed a variety of sustainable design measures such as heat pumps, solar panels etc, and their suitability for this development.

The Clerk reported that as land had been secured for a community facility to the east of Melksham on the Blackmore Farm planning application, that she had written to the planning officer for the New Road Farm application to clarify that the council request just a financial contribution for one large community facility and not land as well from this application. A request for s106 discussions to be held with the parish council before any Strategic or Western Area Planning Committee meeting was also made.

Resolved: The parish council raise with the Highways Officer and with Wiltshire Councillor Nick Holder as the Ward Member and Cabinet member for Highways, that the Highways Officer had raised concerns about the roundabout design off the A3102; with a 4th arm off the existing roundabout objected to and a request for a new roundabout. The parish council feel that the established roundabout works well, and an extension would work fine. Of more concern from a highways perspective was residents having to cross the A3102 next to the roundabout, to reach the footway on the other side of the road and the members feel that this needs further consideration by the Highways Officer.

- d) **Land off Corsham Road, Whitley, Melksham (Planning application PL/2024/09725)** 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. **To note update on request for conditions by parish council.**

Members noted the comments on the application raised by residents on Corsham Road following the heavy rain at Storm Eowyn and their land having to be pumped to prevent surface water entering their property.

The item was held in closed session, with the members agreeing that Councillor Anne Sullivan could stay in room when this confidential item was discussed.

Resolved: The parish council withdraw their request for a “Call In” for Committee decision on this application if the conditions requested by the parish council are agreed and included in the decision notice.

- e) **52e Chapel Lane, Beanacre (Planning Application [PL/2023/05883](#))** Erection of three dwellings, with access, parking and associated works including landscaping.

Members noted the strength of concerns recently raised by the drainage team on this application and commended them on their thorough examination of this aspect of the planning application.

- 405/24** To note update **from Lime Down Solar** project and its connection to the national grid at Melksham (Beanacre) substation and the commencement of the latest round of public consultation commencing Weds 29th January
<https://www.limedownsolar.co.uk/>

Councillor Peter Richardson reported on his first review of the documentation, which was some 13,500 pages long.

The Clerk explained that the developers were happy to meet with the parish council, as previously suggested, and this would be on Wednesday 26th February at 11am for an hour. It was noted that the parish council could consider the consultation in more detail at their next meeting on Monday 24th February, raise queries when they met a couple of days later, and at the public consultation event at Shaw School later on the 26th Feb, and then consider their response to the consultation at their next planning meeting on Monday 17th March before the deadline on Weds 19th March.

- 406/24** **Planning Enforcement:** To note any new planning enforcement queries raised and updates on previous enforcement queries.

- a) **Land West of Semington Road** (Rear of Townsend Farm Phase 1)
(PL/2023/00808)

Members noted that the CEMP v7 now approved (Construction & Environmental Management Plan) had now finally be approved. The Clerk had sent photos of the mud on the road to the developers and Planning Enforcement and highways officers as there was still no evidence of wheel wash and road sweeping in operation; this was now depositing mud on the busy A350 roundabout.

Resolved: The parish council to raise this issue with Planning Enforcement, the Cabinet Member for Highways, and the Melksham News.

- b) **Land East of Semington Road** (Buckley Gardens).

Members noted that there had been further complaints of work starting on site before permitted hours which had been raised with Planning Enforcement with residents completing monitoring forms. It was thought that the cement

machinery was started up at 7.30/7.40am to be ready for the bricklayers to start on site at 8am. This was waking residents and before the permitted 8am start time.

With the occupation of the first few houses, there had been lots of deliveries to the new residents trying to access them via Shails Lane and so a request for signage for the junction of Shails Lane and Semington Road to deter this had been made and the Clerk was following up with the stakeholders.

c) Westlands Lane.

Members noted the correspondence from statutory bodies and that lorries using the weight restricted bridge can be reported to the police, Wiltshire Council highways as well as Planning Enforcement. Residents were completing Monitoring Sheets and taking photos. Photographic evidence is essential for the Enforcement team to proceed with any legal action.

Resolved: The parish council to inform Network Rail of the potential damage to their Railway bridge asset.

407/24 Planning Policy:

a) Joint Melksham Neighbourhood Plan:

- i) To approve response to the Examiner, as a qualifying body, agreed by the Melksham Neighbourhood Plan Steering group on Wednesday 29th January to comments raised during the Regulation 16 consultation, which closed on 22nd January.

Councillor David Pafford, as Chair of the Neighbourhood Plan Steering Group informed that he had attended the Town Council meeting the previous evening, who had approved as one of the Qualifying Bodies.

The Planning Committee had delegated powers to approve the response as the Qualifying Bodies, following the Full Council meeting on 27th January 2025.

Resolved: The parish council approve the response to be sent to the Examiner, with the additional update on the former Library site allocation to follow tomorrow from the Wiltshire Council Project Manager.

- ii) To note Examination commenced on Monday 27th January, and information received from the Examiner related to the programme of Examination.

Members noted that the Examiner would be visiting the Neighbourhood Plan area the following week, unaccompanied, and would make a decision in due course as to whether a Hearing would be required. Depending on that decision, a report and queries would be expected at the end of March, with a pending Referendum date of Thursday 1st May.

The total cost of the Melksham Neighbourhood Plan in the financial year 2024/25 was £29,070.96 to date, with a small amount of additional spend for responding to any questions from the Examiner and the response approved this evening. This was split with the Town Council 70% and the Parish Council 30%.

b) Wiltshire Council Local Plan:

To consider responses received following queries raised with Wiltshire Council on:

- i) how comments submitted to the Wiltshire Local Plan consultation were considered and whether there was any public documentation available detailing any changes to the plan as a result.

Resolved: To follow up this response asking for a couple of examples of how issues raised were considered and addressed.

- ii) the lack of Employment Land allocated in the Melksham area compared to the anecdotal evidence of local need

Members noted the response and were disappointed that whilst received, this correspondence had not been followed up by the Economic Development team at Wiltshire Council, nor had they been consulted on the Gompels warehouse application, whereas they had for the Octavian warehouse application before Christmas. This had been requested by the Clerk.

- c) **NPPF (National Planning Policy Framework):** To note the Society of Local Council Clerks (SLCC) and the National Association of Local Councils (NALC) review on the National Planning Policy Framework (NPPF) changes made in December 2024.

This was noted.

408/24 S106 Agreements and Developer meetings: (Standing Item)

- a) Updates on ongoing and new S106 Agreements

- i) Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS
[PL/2023/11188](#): Demolition of agricultural buildings and development of up to 500 dwellings, up to 5,000 square metres of employment, land for a primary school, land for mixed use hub, open space. Applicant: Tor & Co for Gleesons
- To note officer report for the Strategic Planning Committee held on Thurs 23rd January and verbal report from attendees
 - To note Decision made to approve the application pending negotiations and agreement of the s106 agreement
 - To consider feedback from meeting with Gleesons 28th January and with Gleesons & Wiltshire Council on 29th January re s106 negotiations and approve way forward

Recommendation: The Planning Committee recommend to the Full Council to ratify the current s106 negotiations in play since the Strategic Committee meeting on 23rd January as meetings with the developers and Wiltshire Council's Planning Officer had been continuing over the last couple of weeks. The parish council representatives had agreed to an offer of 0.4Ha of community facility land (that can be 3 storey high) and proportionate funding contribution, rather than just 1Ha of land.

ii) Pathfinder Place:

It was noted that the trigger for the public open space to be transferred was 90% occupation that had passed, with the Clerk following this up.

iii) Buckley Gardens, Semington Road (PL/2022/02749: 144 dwellings)

No update.

iv) Land South of Western Way for 210 dwellings and 70 bed care home (PL/2022/08504) To note any updates and consider a way forward.

No update.

v) To note any S106 decisions made under delegated powers

Nothing to report but the Clerk was pleased to report a call from an officer drafting the s106 aspects for Blackmore Farm on the allotments, play areas and public open spaces. He advised that the parish council were on a list of just five parish/town councils to contact if there was a relevant application in their parish as they had expressed an interest in taking on assets. The Clerk was able to raise some of the issues experienced in the past and discussed ways to ensure that this did not happen again in the future.

b) Contact with developers:

None to report.

Meeting closed at 9.55 pm

Chairman, 17th February 2025

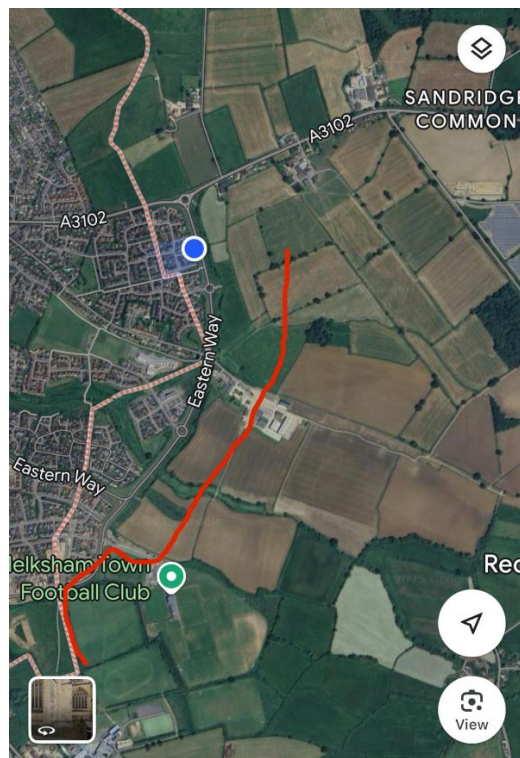
AGENDA ITEM 08c

To consider new footpath as part of s106 requests with new developments north of Melksham Rugby Club. Path to intersect all new development, through edge of Melksham Rugby Club to allow link to new path being built by Wiltshire Council at Hunters Wood.

The idea actually came from the rugby club committee members seeing the article in the paper about the lack of roundabout at Melksham Oak. It started a discussion about whether they could offer their car park for parents to park/drop off their children. Then the idea developed into providing their land to connect up as part of wider footpath that could be secured from the new potential developments in the north, using their land. To provide a way for children from the new developments to walk to the school without having to go out onto the roads and cross them back and forth too. So, meaning less children on the pavement or in cars to access the school from the new development. They would be looking to secure a hoggin path for the children to walk on the rugby club land, as part of any s106 funding.

They are happy to meet up there to discuss further, initially offering Thurs 20th Feb at 1pm (Note: Clerk on holiday then).

Very rough indicative route.



From: [Teresa Strange](#)
To: [Bramley-Melksham](#)
Subject: RE: National Grid: Bramley to Melksham overhead line upgrade project
Date: 10 February 2025 10:52:00

Dear Bryan

Thanks for the update, that is useful.

We had been looking around for information as had 4no applications in the parish for hedgerow removal by Balfour Beatty and had asked the planning officer at Wiltshire Council if they knew more.

Please do keep us updated on the project.

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

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 X: [@melkshamwithout](#)

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On LinkedIn: [Melksham Without Parish Council](#)

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From: Bramley-Melksham <Bramley-Melksham@nationalgrid.com>
Sent: 10 February 2025 10:49
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: National Grid: Bramley to Melksham overhead line upgrade project

Dear Mrs Strange

As part of National Grid's programme of upgrading overhead electricity lines across the UK, we are carrying out an essential refurbishment of the 82km of existing high voltage overhead electricity lines from Bramley in Hampshire to Melksham in Wiltshire.

The Bramley to Melksham upgrade is among the first in a series of circuit upgrades taking place across the country which aim to speed up connections to the electricity transmission network and support a secure, affordable and net zero energy system.

In 2024 our activity focused on the section of line between Bramley and Pewsey. As we prepare to begin working in your area this year, we are writing to provide an overview of the project and the work which will be carried out, as well as to share our contact details should you have any questions.

What does the project involve?

The project involves both the replacement of pylon fittings and replacing and upgrading the conductors – these are the wires strung between the 229 pylons on the route, along which the electricity is transmitted.

This essential maintenance will ensure the long-term energy security for the South West of England on both the high-voltage electricity transmission network and the local distribution network supplied to homes and businesses.

From June 2025 until November 2025, we will be working between Pewsey and Melksham.

Before this, some initial preparation works will take place from **mid-February to April 2025**. **During this time, our teams will carry out essential vegetation clearance works in the areas that we are working in this year.**

This activity is happening outside of the bird nesting season and will be kept to a minimum – we'll only be cutting back what we need to in order to allow our teams safe access to the working areas.

Starting in the summer, the main overhead line upgrade work will be carried out by small teams of our experienced engineers, working from one pylon to the next along the route.

Most of our activity will be taking place on private land and away from residential areas. The work will not require significant numbers of vehicle movements and **it will not affect electricity supplies in the area.**

Please note that this work is separate to National Grid's Visual Impact Provision (VIP) scheme which is taking place near Devizes, towards the west of the Bramley to Melksham line upgrade route. Where there is an interface between the two projects, our teams will be carefully working together to keep any disruption to a minimum. For more information about the VIP project, please visit: <https://www.nationalgrid.com/northwessexdownsvip>

Getting in touch

Throughout the project, we will be keeping communities up-to-date with our progress and activities in the local area including via our project website: www.nationalgrid.com/bramley-melksham

Where the line runs closer to residential areas, we will also write to some households directly to inform them about the work that is taking place and providing our contact details.

We are keen to ensure that you remain informed about the project. We will get in touch with you again ahead of main works starting in June with more details of where we will be working and what you should expect to see.

If you would like any more information before then, please do not hesitate to contact our community relations team by emailing us at Bramley-Melksham@nationalgrid.com or calling 0330 134 0061 (and

leaving a message if you are prompted).

Yours sincerely

Bryan Truscott

Lead Project Manager

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For the registered information on the UK operating companies within the National Grid group please use the attached link: <https://www.nationalgrid.com/group/about-us/corporate-registrations>



Melksham Without Parish
Council
First Floor
Melksham Community
Campus
Melksham
Wiltshire
SN12 6ES

Quote Ref. 250203-TP

Aquasafe Environmental Ltd
Cambridge House
Henry Street
Bath
BA1 1JS
T 07713 751092
admin@aquasafeservices.co.uk
www.aquasafeservices.co.uk

12th February 2025

Ref: Service maintenance contract for Bowerhill Sports Fields Pavillion – Contract period March 2025 – February 2028

Dear Theresa,

Thank you for choosing Aquasafe Environmental.

Please find contract programme of works, and terms and conditions below.

Proposed Programme of Works

This proposal is designed to meet the needs of Bowerhill Sports Fields Pavillion. This programme of works is submitted to meet the needs of the buildings and to conform to the HSE requirements for Legionella prevention.

Accordingly we have developed a matrix of tasks required.

The contract is valid for a period of 3 years.

Monitoring, Inspection and Disinfection Programme

When monitoring, inspection and disinfection programmes are scheduled, it is suggested that the date is recorded and signed off individually by the person taking the action. Log records of each of the following monitoring and inspection actions should be kept in the site log book.



| <u>Task Number</u> | <u>Frequency</u> | <u>Action</u> | <u>Action By</u> |
|--------------------|------------------|---|----------------------------|
| 1 | Weekly | Little used outlet flushing and recording. | Site |
| 2 | Monthly | Temperature monitoring of sentinel outlets. | Aquasafe Environmental Ltd |
| 3 | Monthly | Temperature monitoring of a minimum of 10% of representative outlets. | Aquasafe Environmental Ltd |
| 4 | Quarterly | De-scale and disinfection of all shower heads on site. | Aquasafe Environmental Ltd |
| 5 | Six Monthly | Mains water temperature record. | Aquasafe Environmental Ltd |
| 6 | Six Monthly | Incoming and stored water temperatures from CWS Tank. | Aquasafe Environmental Ltd |
| 7 | Annually | 2 x Legionella random samples from around site (2 total). | Aquasafe Environmental Ltd |
| 8 | Annually | 2 x TVCC random samples from around site (2 total). | Aquasafe Environmental Ltd |
| 9 | Annually | 1 x TVCC sample from online Cold Water Storage Tank (1 total). | Aquasafe Environmental Ltd |
| 10 | On-Going | Issue and upkeep of centralised log book system. Technical guidance. | Aquasafe Environmental Ltd |



| DESCRIPTION | TASK NO. | TOTAL ANNUAL COST £ |
|--|------------|---------------------|
| 12 total visits, 2 x Legionella Samples, 3 x Microbiological Samples. | 1 | £1,680.00 |
| Total | Total Cost | £1,680.00 + VAT |

To be invoiced monthly @ £140.00 per month or annually @ £1,680.00

*Costs to include annual documented review meetings, log book provision, all relevant water hygiene documentation, method statements, site consultancy, and full certification.

Please note: Any additional works to be charged extra by agreement.

I hope you find this contract quotation satisfactory, and I look forward to hearing from you soon.

Yours sincerely

Tom Palmer
Account Manager
Mob: +44 (0) 7713751092
Email: tpalmer@aquasafeservices.co.uk
Web: www.aquasafeservices.co.uk

Aquasafe Environmental – 09481296

Receipts for Month 10

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|---------------------------|------------------|-------------|-------------|------|--------|------------------|--------------------------------|
| Balance Brought Fwd : | | 6,172.00 | | | | | 6,172.00 | |
| V4321-BACS | Banked: 06/01/2025 | 40.00 | | | | | | |
| V4321-BACS | Allotment Holder | 40.00 | | | 1310 | 310 | 40.00 | Plot 9a Berryfield rent |
| V4322-BACS | Banked: 08/01/2025 | 323.00 | | | | | | |
| V4322-BACS | Future of Football | 323.00 | | | 1210 | 210 | 323.00 | Inv.478-Blanket bookings |
| V4323-BACS | Banked: 13/01/2025 | 12,999.15 | | | | | | |
| V4323-BACS | HM Revenue & Customs | 12,999.15 | | | 105 | | 12,999.15 | VAT Return QTR3-OCT-DEC 24 |
| V4324-BACS | Banked: 20/01/2025 | 69.00 | | | | | | |
| V4324-BACS | Staverton Rangers | 69.00 | | | 1210 | 210 | 69.00 | Inv.475-18th Jan pitch hire |
| V4325-BACS | Banked: 20/01/2025 | 69.00 | | | | | | |
| V4325-BACS | Bath Road Wanderer | 69.00 | | | 1210 | 210 | 69.00 | Inv.477- 19th Jan Match |
| V4326-REFU | Banked: 29/01/2025 | 64.00 | | | | | | |
| V4326-REFU | Shaw Village Hall | 64.00 | | | 4200 | 120 | 64.00 | Refund for annual parish meeti |
| Total Receipts for Month | | 13,564.15 | 0.00 | 0.00 | | | 13,564.15 | |
| Cashbook Totals | | <u>19,736.15</u> | <u>0.00</u> | <u>0.00</u> | | | <u>19,736.15</u> | |

Payments for Month 10

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|------------------|--------------------------------|
| 02/01/2025 | Water2Business | V4316-DD | 51.01 | | | 4322 | 220 | 51.01 | Inv.791-Berryfield allotment c |
| 02/01/2025 | Water2Business | V4317-DD | 61.65 | | | 4322 | 220 | 61.65 | Inv.119-Briansfield allotment |
| 15/01/2025 | Daisy (Onebill) | V4318-DD | 51.85 | | 8.64 | 4190 | 120 | 43.21 | Inv.739-Office line & wifi |
| 15/01/2025 | Daisy (Onebill) | V4319-DD | 60.11 | | 10.02 | 4384 | 220 | 50.09 | Inv.274- pavilion line & wifi |
| 15/01/2025 | Lamplight | V4320-DD | 57.00 | | 9.50 | 4686 | 170 | 47.50 | Inv.852-MCS database |
| 28/01/2025 | Unity Bank | V4327-6195 | 13,000.00 | | | | 220 | 13,000.00 | Transfer to Unity Trust Bank |
| Total Payments for Month | | | 13,281.62 | 0.00 | 28.16 | | | 13,253.46 | |
| Balance Carried Fwd | | | 6,454.53 | | | | | | |
| Cashbook Totals | | | <u>19,736.15</u> | <u>0.00</u> | <u>28.16</u> | | | <u>19,707.99</u> | |

Receipts for Month 10

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------------|-------------------------------|------------------------|------------------|--------------|------------|---------------|------------------|------------------------------|
| | Balance Brought Fwd : | 18,195.59 | | | | | 18,195.59 | |
| V4315 | Banked: 03/01/2025 | 2,351.92 | | | | | | |
| V4315 | CCLA Investment Management | 2,351.92 | | | 1080 | 110 | 2,351.92 | Interest |
| | Banked: 22/01/2025 | 8,000.00 | | | | | | |
| V4311 | Instant Access Unity 20476339 | 8,000.00 | | | 230 | | 8,000.00 | Cashbook transfer |
| | Banked: 28/01/2025 | 13,000.00 | | | | | | |
| V4327-6195 | Current Account & Instant Acc | 13,000.00 | | | 200 | | 13,000.00 | Transfer to Unity Trust Bank |
| Total Receipts for Month | | 23,351.92 | 0.00 | 0.00 | | | 23,351.92 | |
| Cashbook Totals | | <u>41,547.51</u> | <u>0.00</u> | <u>0.00</u> | | | <u>41,547.51</u> | |

Payments for Month 10

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|-------------|-----------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 02/01/2025 | Grist Environmental | V4312-DD | 80.64 | | 13.44 | 4770 | 220 | 67.20 | Inv.700-Pavilion waste away |
| 16/01/2025 | Lloyds Bank PLC | V4310-DD | 292.72 | | 28.29 | 4230 | 120 | 4.00 | Tender & Job advertising Faceb |
| | | | | | | 4230 | 120 | 8.00 | Tender & Job advertising Faceb |
| | | | | | | 4230 | 120 | 15.00 | Tender & Job advertising Faceb |
| | | | | | | 4230 | 120 | 20.00 | Tender & Job advertising Faceb |
| | | | | | | 4230 | 120 | 20.00 | Tender & Job advertising Faceb |
| | | | | | | 4230 | 120 | 20.00 | Tender & Job advertising Faceb |
| | | | | | | 4230 | 120 | 20.00 | Tender & Job advertising Faceb |
| | | | | | | 4175 | 120 | 24.97 | Adobe subscription |
| | | | | | | 4175 | 120 | 61.09 | Office 365 subscription |
| | | | | | | 4190 | 120 | 36.90 | Office phone charges |
| | | | | | | 4175 | 120 | 5.50 | Website hosting |
| | | | | | | 4200 | 120 | 12.99 | Online meeting subscription |
| | | | | | | 4230 | 120 | 12.98 | Tender & Job advertising Faceb |
| | | | | | | 4140 | 120 | 3.00 | Monthly Fee |
| 17/01/2025 | EDF Energy | V4313-DD | 113.20 | | 5.39 | 4302 | 220 | 107.81 | Inv.03-Pavilion electricity |
| 24/01/2025 | Agilico | V4288-BACS | 92.21 | | 15.37 | 4130 | 120 | 76.84 | Inv.484-Office photocopying |
| 24/01/2025 | Avon IT Systems | V4289-BACS | 210.00 | | 35.00 | 4180 | 120 | 175.00 | Inv.1873-IT Support during 24 |
| 24/01/2025 | Wiltshire Age UK | V4290-BACS | 3,000.00 | | | 4685 | 170 | 3,000.00 | Inv.12191- MCS Q4 Jan-March |
| 24/01/2025 | Aquasafe Environmental Ltd | V4291-BACS | 150.00 | | 25.00 | 4212 | 220 | 125.00 | Inv.203-Dec 24 PPM visit Pavil |
| 24/01/2025 | Aquasafe Environmental Ltd | V4292-BACS | 150.00 | | 25.00 | 4212 | 220 | 125.00 | Inv.103-Jan 25 PPM Visit |
| 24/01/2025 | IAC Audit & Consultancy Ltd | V4293-BACS | 474.00 | | 79.00 | 4100 | 120 | 395.00 | Internal Audit 24-25 1 of 2 |
| 24/01/2025 | Jens Cleaning | V4294-BACS | 205.94 | | | 4381 | 220 | 205.94 | Inv.1085- Pavilion cleaning |
| 24/01/2025 | JH Jones & Sons | V4295-BACS | 2,376.56 | | 396.09 | 4402 | 320 | 69.47 | Inv.4756- Allotment grass cutt |
| | | | | | | 4400 | 142 | 477.98 | Inv.4756- Play Area grass cutt |
| | | | | | | 4780 | 142 | 187.84 | Inv.4756- Play Area bin emptyi |
| | | | | | | 4781 | 220 | 91.92 | Inv.4756- JSF Bin emptying |
| | | | | | | 4401 | 220 | 856.84 | Inv.4756- JSF Pitch Maintenanc |
| | | | | | | 4409 | 142 | 188.65 | Inv.4756- Hornchurch Grass |
| | | | | | | 4405 | 220 | 49.44 | Inv.4756- JSF Hedge |
| | | | | | | 4820 | 142 | 37.50 | Inv.4756- Shurnhold |

Continued on Page 243

Payments for Month 10

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|-------------|------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| | | | | | | | | | grass |
| | | | | | | 347 | 0 | -37.50 | Inv.4756- Shurnhold grass |
| | | | | | | 6000 | 142 | 37.50 | Inv.4756- Shurnhold grass |
| | | | | | | 4402 | 320 | 20.83 | Inv.4756- BSF Hedge cut |
| 24/01/2025 | JH Jones & Sons | V4296-BACS | 2,407.20 | | 401.20 | 4740 | 220 | 765.00 | 4769-Pitch groom all pitches |
| | | | | | | 355 | 0 | -765.00 | 4769-Pitch groom all pitches |
| | | | | | | 6000 | 220 | 765.00 | 4769-Pitch groom all pitches |
| | | | | | | 4740 | 220 | 1,241.00 | 4769-Youth pitches fertilising |
| | | | | | | 355 | 0 | -1,241.00 | 4769-Youth pitches fertilising |
| | | | | | | 6000 | 220 | 1,241.00 | 4769-Youth pitches fertilising |
| 24/01/2025 | Melksham Town Council | V4297-BACS | 342.00 | | | 4680 | 170 | 342.00 | Inv.112-NHP-Place 007 30% shar |
| 24/01/2025 | Melksham Town Council | V4298-BACS | 983.25 | | | 4680 | 170 | 983.25 | Inv.113-NHP Place 011 30% shar |
| 24/01/2025 | Melksham Town Council | V4299-BACS | 769.50 | | | 4680 | 170 | 769.50 | Inv.114-Place 015 30% share |
| 24/01/2025 | UK Energy Services | V4300-BACS | 576.60 | | 96.10 | 4721 | 220 | 480.50 | Inv.836-Replacement fan CR1 |
| 24/01/2025 | Wiltshire Publication | V4301-BACS | 1,000.80 | | 166.80 | 4240 | 120 | 834.00 | Inv.139-Full page newsletter |
| 24/01/2025 | JH Jones & Sons | V4302-BACS | 144.00 | | 24.00 | 4590 | 142 | 120.00 | Inv.4797-Falcon Way bench remo |
| 24/01/2025 | HM Revenue & Customs | V4303-BACS | 2,057.41 | | | 4041 | 130 | 695.11 | Period 10- January 2025 |
| | | | | | | 4000 | 130 | 500.40 | Period 10- January 2025-T |
| | | | | | | 4000 | 130 | 220.95 | Period 10- January 2025-NI |
| | | | | | | 4010 | 130 | 259.80 | Period 10- January 2025-T |
| | | | | | | 4010 | 130 | 115.55 | Period 10- January 2025-NI |
| | | | | | | 4010 | 130 | 19.00 | Period 10- January 2025 |
| | | | | | | 4460 | 142 | 201.80 | Period 10- January 2025-T |
| | | | | | | 4800 | 320 | 14.40 | Period 10- January 2025-T |
| | | | | | | 4070 | 120 | 30.40 | Period 10- January 2025 |
| 24/01/2025 | Wiltshire Pension Fund | V4304-BACS | 1,645.16 | | | 4045 | 130 | 1,241.53 | Period 10 January 2025 |
| | | | | | | 4000 | 130 | 259.07 | Period 10 January 2025 |
| | | | | | | 4010 | 130 | 144.56 | Period 10 January 2025 |
| 24/01/2025 | John Glover | V4309-BACS | 45.60 | | | 4070 | 120 | 45.60 | January 202 Chairs allowance |
| 28/01/2025 | Teresa Strange | V4305-BACS | | | 1.76 | 4000 | 130 | | January 2025 Salary |
| | | | | | | 4155 | 120 | 12.00 | Council tea and coffee |

Continued on Page 244

Payments for Month 10

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|--------------------------|------------------|------------|------------------|--------------------------------------|-----------------|------|--------|------------------|--------------------------------|
| | | | | Total Salaries for January 25 | | | | | |
| | | | | | | | | | |
| | | | | £5,599.77 | | | | | |
| | | | | | | | | | |
| 28/01/2025 | Marianne Rossi | V4306-BACS | ████████ | | 23.10 | 4010 | 130 | ████████ | January 2025 Salary |
| | | | | | | 4190 | 120 | 4.42 | Out of hours mob-Dec 24 |
| | | | | | | 4190 | 120 | 4.42 | Out of hours mob-Jan 25 |
| | | | | | | 4120 | 120 | 19.80 | Postage- Finance meeting agend |
| | | | | | | 4200 | 120 | 115.50 | Planning meeting room hire |
| 28/01/2025 | Terry Cole | V4307-BACS | ████████ | | | 4460 | 142 | ████████ | January 2025 Salary |
| | | | | | | 4050 | 142 | 47.50 | Travel Allowance |
| | | | | | | 4051 | 142 | 72.45 | Mileage x161 miles |
| 28/01/2025 | David Cole | V4308-BACS | ████████ | | | 4800 | 320 | ████████ | January 2025 Salary |
| 31/01/2025 | Unity Trust Bank | V4314-BANK | 10.20 | | | 4140 | 120 | 10.20 | Bank charges |
| Total Payments for Month | | | 23,027.71 | 0.00 | 1,335.54 | | | 21,692.17 | |
| Balance Carried Fwd | | | 18,519.80 | | | | | | |
| Cashbook Totals | | | <u>41,547.51</u> | <u>0.00</u> | <u>1,335.54</u> | | | <u>40,211.97</u> | |

Receipts for Month 10

Nominal Ledger Analysis

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

Payments for Month 10

Nominal Ledger Analysis

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

Receipts for Month 10

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------------|-----------------------|------------------------|------------------|--------------|------------|---------------|------------------|---------------------------|
| | Balance Brought Fwd : | 21,823.13 | | | | | 21,823.13 | |
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | 0.00 | |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| | Cashbook Totals | <u>21,823.13</u> | <u>0.00</u> | <u>0.00</u> | | | <u>21,823.13</u> | |

Payments for Month 10

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|------------------|---------------------------|
| 22/01/2025 | Unity Bank | V4311 | 8,000.00 | | | 220 | | 8,000.00 | Cashbook transfer |
| Total Payments for Month | | | 8,000.00 | 0.00 | 0.00 | | | 8,000.00 | |
| Balance Carried Fwd | | | 13,823.13 | | | | | | |
| Cashbook Totals | | | <u>21,823.13</u> | 0.00 | 0.00 | | | <u>21,823.13</u> | |

Receipts for Month 10

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------------|-----------------------|------------------------|------------------|--------------|------------|---------------|-------------------|---------------------------|
| | Balance Brought Fwd : | 577,000.00 | | | | | 577,000.00 | |
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | 0.00 | |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>577,000.00</u> | <u>0.00</u> | <u>0.00</u> | | | <u>577,000.00</u> | |

Payments for Month 10

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|-------------|--------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| | | | 0.00 | | | | | | |
| | Total Payments for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| | Balance Carried Fwd | | 577,000.00 | | | | | | |
| | Cashbook Totals | | 577,000.00 | 0.00 | 0.00 | | | 577,000.00 | |

Spend over £500 for QTR 3-October, November & December 2024

| Cheque Ref | Payee Name | Transaction Detail | Date Paid | Net |
|-------------------|----------------------------|--|------------------|------------|
| V4125-BACS | Tollgate Security Ltd | Inv.54300- Annual alarm maintenance | 24/10/2024 | £634.00 |
| V4126-BACS | Vita Play Ltd | 4591-Hornchurch P/A Safety surfacing replacement | 24/10/2024 | £35,802.86 |
| V4129-BACS | Wellers Hedleys | Fees for Berryfield Play area freehold transfer | 24/10/2024 | £1,500.00 |
| V4130-BACS | Wellers Headlys | Fees for Kestrel P/A freehold transfer | 24/10/2024 | £1,508.00 |
| V4131-BACS | Age UK Wiltshire | Inv.11150-MCS provision Q3-OCT-DEC 24 | 24/10/2024 | £3,000.00 |
| V4132-BACS | Wiltshire Council | 928-Office rent-1.10.24-31.12. | 24/10/2024 | £3,093.25 |
| V4138-BACS | Aquasafe Environmental Ltd | Inv.002-Oct PPM Visit & Fountain repair | 24/10/2024 | £575.00 |
| V4139-BACS | ROSPA Play Safety | Inv.146-Play Area annual inspections | 24/10/2024 | £874.00 |
| V4200-BACS | JH Jones & Sons | Inv.4611- Parish Maintenance Sept 24 | 26/11/2024 | £1,980.47 |
| V4202-BACS | JH Jones & Sons | Inv. 4525-Parish Maintenance Oct 24 | 26/11/2024 | £1,980.47 |
| V4203-BACS | JH Jones & Sons | Inv.4650-Verti Drain pitch all pitches | 26/11/2024 | £2,085.00 |
| V4210-BACS | JH Jones & Sons | Inv.4665-SID Deployment 11/10-8/11 | 26/11/2024 | £579.00 |
| V4212-BACS | Miriam Zaccarelli | Inv.2405-Additional NHP Resource | 26/11/2024 | £1,465.00 |
| V4214-BACS | PCC Melksham Team Ministry | Contribution 11 Canon Square | 26/11/2024 | £5,000.00 |
| V4275-DD | EDF Energy | Inv.01- Pavilion electricity | 13/12/2024 | £504.95 |
| V4250-BACS | Elan City | Inv.110-SID#2 Warranty extension | 19/12/2024 | £597.00 |
| V4253-BACS | JH Jones & Sons | Inv.4713-November 24 parish maintenance | 19/12/2024 | £1,980.47 |
| V4255-BACS | JH Jones & Sons | Inv.4674-Memorial bench installation | 19/12/2024 | £520.00 |
| V4259-BACS | Wiltshire Council | 4820 Office rent-1.1.25-31.3.25 | 19/12/2024 | £3,093.25 |
| V4260-BACS | Wiltshire Publications Ltd | NHP submission advert | 19/12/2024 | £530.00 |
| V4263-BACS | AK Urbanism | Inv.01-Planning & master plan | 19/12/2024 | £1,725.00 |
| V4264-BACS | AK Urbanism | Inv.02-two stages of work-NHP | 19/12/2024 | £6,225.00 |

Chairs allowance:

The chair's allowance for 2023/24 was set at £920, which was a 5.76% increase. For the 2024/25 financial year, you were waiting for the report from the Independent Remuneration Panel before setting the allowance; however, this is now being delayed until after the elections. In other years you have increased it by the percentage of the staff NJC increases, but this was increased by a flat rate figure rather than everyone's pay scale being increased by a percentage, so everyone's % increase is different. The average percentage increase of all staff members is 4.39%. If you increased the chair's allowance by this percentage, it would add an additional £40.39 (making the allowance £960.39).

From: [Bennett, Simon](#)
Subject: Wiltshire Independent Remuneration Panel (IRP) - City, town and parish allowances
Date: 31 January 2025 09:22:32
Attachments: [image001.png](#)
[image003.png](#)

As you know the Independent Remuneration Panel (IRP) has been in recent months developing a report setting out a recommended allowances scheme for city, town and parish councils. Their report is now drafted. However, to prevent this becoming a potential issue in the run up to the city, town and parish local elections in May, the Chair of the IRP in consultation with his panel members and after speaking to the Director of Legal & Governance at Wiltshire, has decided to delay the release of the report until after the elections. As most local councils have already set their precepts and budgets for 25/26 this delay will also enable local councils to consider the recommended scheme before setting their budgets for 26/27.

Regards

Simon Bennett
Senior Scrutiny Officer
Legal, Democracy and Governance



Tel: 01225 718709
Email: simon.bennett@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
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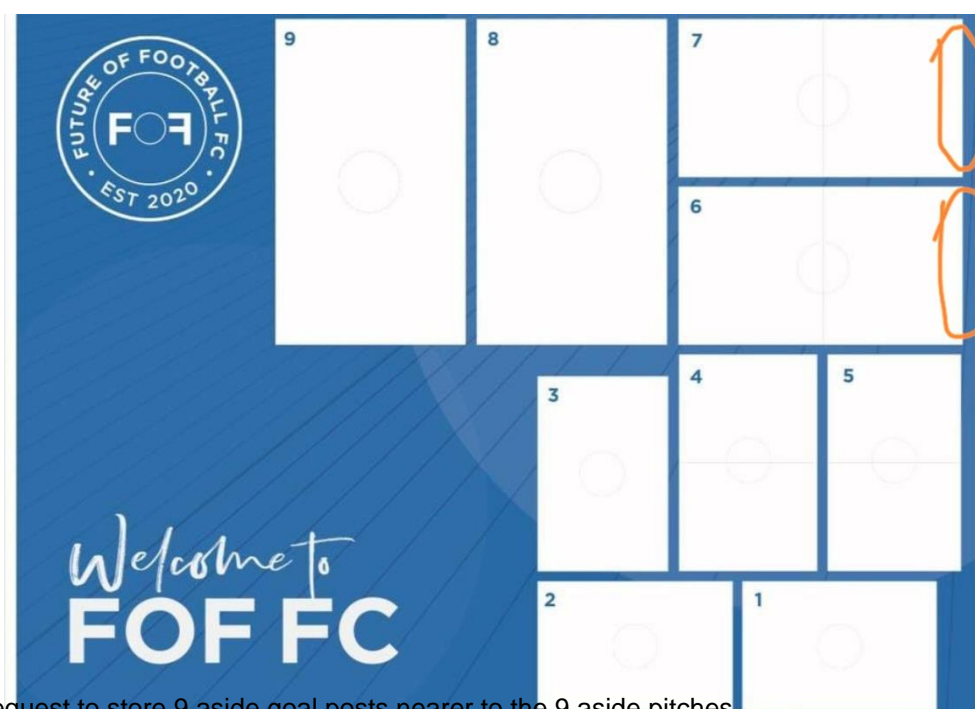
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Request from FOF FC

You will see from the email correspondence from FOF FC that they would like to store their goal posts nearer to the 9 aside pitches as indicated in orange on their pitch layout below. They are saying that the ground is being damaged by them dragging the goal posts out of their compound and to the pitches, plus it would reduce the risk of injury to their managers as it wouldn't be as far for them to move the goal posts. There are some things that you need to consider here:

- **Enough room for pitch run-off (safety area around the pitch):** I have spoken to JH Jones about this, and they have said that there is room by pitch 6 for the posts to go but probably not pitch 7. (Note: FOF FC has previously asked for advertising hoarding down this stretch of field, but this has gone quiet recently.)
- **Grass cutting:** JH Jones did say that it would make it more difficult for them to undertake grass cutting on the field. The parish council has their own 11 aside located near the 11 aside pitches on the other side of the field, which they move when grass cutting, but they know the padlock code. While FOF FC could give us the padlock code to the goal posts, it's an additional thing for our contractors to have to move when undertaking maintenance at the field.
- **Damage to the area nearer to the 9 aside pitches:** JH Jones did mention that it would cause damage to the grassed area by the 9 aside pitches, so this needs to be considered. There is a lot of damage outside of their goal post compound, where they are rolling a number of goal posts in and out each weekend.
- **Safe storage of the goal posts:** We have experienced issues with our own 11 aside goal posts with people breaking the locks to use the goal posts.



Marianne Rossi

From: Future of Football fc <Futureoffootballfc@outlook.com>
Sent: 22 January 2025 18:53
To: Marianne Rossi
Cc: Teresa Strange
Subject: Fwd: Field booking for FOF FC tournament

Hi both,

Apologies, another question.

Currently we store all our goals in the compound, which we are in the process of repairing the ground.

I would like to see if there is a possibility of us storing two of the larger goals further up the field nearer the 9 a side pitches?

The reason for this is firstly it will limit the amount of goals within the compound area, resulting in less damage. Secondly, it would reduce the distance for our managers to have to push the goals reducing risk of injury and thirdly it would mean less distance covered to set up the 9 a side pitches thus reducing the damage to the grass across the field.

We of course have less goals now anyway due to the relocation of our 11 a side goals so hopefully the above is possible?

Many thanks and look forward to hearing from you!

Nathan

Sent from my iPhone

Begin forwarded message:

From: Future of Football fc <Futureoffootballfc@outlook.com>
Date: 22 January 2025 at 06:54:57 GMT
To: admin@melkshamwithout-pc.gov.uk
Cc: clerk@melkshamwithout-pc.gov.uk
Subject: Field booking for FOF FC tournament

Hi Marianne / Teresa,

We have been looking into potential dates for our 2025 summer tournament.

We would like this to take place across 6th, 7th & 8th June.

Could you let us know if we can book the playing fields across these dates?

It would include entire fields if possible including 11 a side areas.

Melksham Health & Wellbeing Meeting

Thursday 13th February, 9.30am – 11am

Melksham Without Parish Council Office, Market PI, Melksham SN12 6ES

AGENDA

1. Welcome, introductions and apologies
Apologies received from
 - Katie Gouldon
 - Jana Rodriguez
 - Julia Upton

2. Notes and actions from last meeting on 15th Feb
 - Man Down - Abi & Richard to work with Chris to help him set the group up including finding a suitable venue and future funding
 - Man Down - Teresa to help link Chris with a cllr who has contacts with the farming community
 - Listening service - Natalie offered to meet with Harri to offer some advice and support
 - Mental Health First Aid Training – Richard to explore setting up two introductory sessions
 - Community Support 2.0 – Mary Winterburn to invite Kate to one of the village drop in meetings
 - Funding - To recommend to the Area Board that these applications are agreed if and when they come to the area board (Read Easy, Help Counselling, Melksham Man Down)

3. Sindy Uttley –Social Prescribing Link Worker based at Giffords

4. Link scheme – Liz Rowley

5. Updates and notices including:
 - Community Conversations (Bridie Hanraads)
 - Community Support 2.0 (Kate Brooks / Sarah Thomson- Age UK)
 - Celebrating Age and related groups (Rebecca Seymour)
 - Men’s Shed (Chris Pickett)
 - Rethink (Abi Mitchell)
 - Melksham Man Down (Chris Smith)
 - Help Counselling (Natalie Remington)
 - Bags of Taste (Richard Rogers)
 - Other – an opportunity to share or raise anything not covered already

6. Funding bids (Current balance £5,600)
 - “Ageing Well in Melksham?” - £500 agreed
 - Man Down room hire costs - £500

- Meadowbrook - £500 for equipment for volunteers to be able to work outside
- Friends of Gifford – Possibly £1,100 but amount TBD towards the project below:

Stay Well! Stay Well Informed! is a community-led initiative designed to enhance health, wellbeing, and social connections across Melksham and beyond. Developed by Friends of Giffords Surgery (FoGS)—a non-profit association set up by patients, for patients, and aiming for charity status—the project has already generated strong interest from both patients and the wider Melksham community. Since our launch, we have received enthusiastic engagement from residents keen to access workshops, directory listings, and local support services. The Project Includes: 1. Workshops – Building on pilot sessions delivered in collaboration with Giffords Surgery, our workshops cover dementia support, bereavement, sleep health, and healthy eating, addressing the main reasons patients seek support at the surgery. Sessions will be free or require a small token fee to ensure accessibility while reducing dropouts. 2. Directory of Services – A community-driven resource, open to all, listing local clubs, activities, and social groups that promote wellbeing and independent living. Unlike clinical directories, it focuses on grassroots support—such as walking groups, craft clubs, and befriending services. 3. Website – A central hub of accessible resources, ensuring patients, social prescribers, and residents across the Melksham Area Board can easily find and access support services. The Directory of Services will be continuously updated by volunteer Local Area Coordinators and integrated with Podio, allowing services to update their own listings via a simple online form. This ensures the directory remains relevant, practical, and reflective of real community needs. By empowering people with knowledge, connecting them to local support, and reducing reliance on GP services, Stay Well! Stay Well Informed! builds a healthier, more resilient community.

- Bowerhill Ladies Group excursion - £500 towards a day trip for older people in the Bowerhill area
- Mens Shed - £2k towards materials for extension to shed
- Read Easy – £500 towards 10 out of 10 literacy training materials

7. Date of next meeting – Thu 22nd May?? Or July?

Melksham Community Support (MCS) Service Project report: Q3 – October to December 2024

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

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

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

Promotion

We have continued to promote the service at the events and venues listed below, focusing on spreading the word in the Melksham Without Parish Council area:

- Dowding Court and Kestrel Court, Bowerhill – door to door leafleting
- Berryfield Estate – appropriate door to door leafleting
- Beanacre – appropriate door to door leafleting
- Berryfield Mobile Home Park – door to door leafleting
- Bowerhill – appropriate door to door leafleting
- Whitley – appropriate door to door leafleting
- Gonjo's Cafe
- Community Larder
- Life and Mobility Solutions Shop
- Parish noticeboards
- Facebook pages in each MWPC area
- Support to publicise MCS from MWPC Clerk
- Ludlow Hewitt Court
- Village halls
- Whitley Village Shop
- Sprocket's cafe, Whitley
- Food Bank
- Pharmacies
- Veterans' Breakfast – Sarah attends regularly
- Film Club – Melksham Seniors Forum
- Cooking Course for Older Men



- Chatty Cafe @ The Poolside Campus
- Drop-in Coffee morning, That Meeting Space, Good Church Door
- Monday Movie Club
- Melksham Community Team
- Singing Group – Bowls Club
- Carers Together Wiltshire Roadshow

We are holding regular Information & Advice outreach sessions at locations across the Melksham Community Area, an initiative supported by the Area Board. These provide an opportunity to give information and advice on a range of issues, such as falls prevention, Surviving Winter Grants and avoiding scams, and to further promote the Melksham Community Support service across the area.

Home Visits – the start of support

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

Activity

During this quarter a total of 25 new clients (Q2– 23) got in touch or were referred for Sarah’s support, of whom 9 (36%) live in the Melksham Without Parish Council area. (Of the population served by the project approximately 70% live in Melksham Town Council area and 30% in the Melksham Without Parish Council area.) We also continued to support 33 people who had first contacted Melksham Community Support prior to October, including some people who have received regular or ongoing support since the project started.

During this quarter Sarah made 41 home visits. There were 186 contacts (Q2 – 218) with or on behalf of people, and Sarah supported people with 148 (Q2 – 165) different issues. The support provided fell into the following six categories, and this table shows the number of issues handled in each category during Q3:

| | |
|--|----|
| Finance – helping to put more money into people’s pockets | 9 |
| Socialisation – helping people to get out and about more | 10 |
| Independence - helping people to be sustainably independent and to be connected with their community | 2 |
| Volunteer support – exploring how volunteers can support people to improve their wellbeing | 0 |



| | |
|---|----|
| Wellbeing – helping people to feel better | 13 |
| Falls prevention – supporting people to take action to reduce their risk of falling | 8 |

In 2024 we supported 49 older people in Melksham to increase their income by £139,776 per year, an average of £2,853 each year per person, much of which is spent locally on goods and services.

A strong focus this winter, following changes to the Winter Fuel Payment, has been on making sure that people who are entitled to Pension Credit are claiming it - <https://www.ageuk.org.uk/wiltshire/our-services/pensioncredit/>.

Referrals in

We have received lots of self-referrals, as a result of publicity, talks and events, and some from other Age UK Wiltshire services. We also received referrals from a wide range of community groups and organisations, including Dorset & Wiltshire Fire & Rescue service (1), Social Prescribers (2) and family and friends (2). However, the vast majority of people contacting MCS this quarter were self-referrals, showing that the promotional efforts are working well.

Onward referrals

Onward referrals were made to a wide range of other organisations, such as the Dorset & Wiltshire Fire & Rescue service for a Safe and Well visit, Pharmacy, Wiltshire Council Housing, other voluntary and community sector organisations, and statutory services as well as to Age UK Wiltshire’s Fitness & Friendship Club, Information & Advice service and the Wellbeing Checks with Meals service, for further support.

Several people have been supported to apply for the Surviving Winter Grant. Age UK Wiltshire works in partnership with Wiltshire Community Foundation to distribute these £200 grants to patients who are struggling with energy costs.

We are keen to connect people with other services and activities wherever possible, including Celebrating Age activities (<https://www.wiltshiremusic.org.uk/project/creative-conversations/>).

Christmas lunch

Sarah worked alongside Melksham Community Support volunteer, Sue, to arrange a Christmas Lunch for older people in Melksham. We are grateful to Melksham Without Parish Council for their support.

Fifty people attended the meal, along with local volunteers. The hall was decorated with a lovely Christmas tree and decorations, with table-top decorations made by a volunteer, and the feedback we received was really heartwarming:



“The food was absolutely delicious, simply the best Christmas meal I've ever eaten out.”
“Everybody had a great time.”
“Amazing, well done, what a great community in Melksham!!”
“That was a lovely idea, a big thanks to all involved.”
“Well done all!!!!!!”



Following the success of the Christmas lunch, the Melksham Community Support service hopes to support regular events for older people at a range of venues across the Melksham Town and Melksham Without Parish Council areas.

MCS phone line

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

Volunteers

In Q3 one volunteer supported with collecting prescriptions or shopping. We will soon be updating the WhatsApp group, so only active volunteers (registered with Age UK Wiltshire) will receive requests. There will be a separate group for Melksham Emergency Support, managed by the Town and Parish Councils.

Sarah has supported a number of clients with shopping and or prescription requests herself in order to use this as an opportunity to speak with these clients in more detail about the support Melksham Community Support can offer.

Client Feedback

“Thank you for all the time and effort you have put in to helping me. Getting in touch with the charity and writing to them on my behalf - I appreciate it.”

“I thank you very much for your kindness. You are the only person who continues to help me. I will never forget it. You have my love and gratitude.”

“Thank you for talking me through the form. I found it a bit confusing but now it all makes sense. I appreciate your time and helping me.”

“I have received my Blue Badge. I am really happy about this. It is going to make a huge difference to me. Many thanks for helping me with the application. I am thrilled.”

“I would like to thank you very much as I have been awarded a Blue Badge. Thank you very, very much for the time you spent filling in the application form with me. Thank you for all your help.”

“Yet again I owe you an enormous thank you. I have been paid the attendance allowance Thank you so much for all your help.”



“Thank you so much for coming out to see me and for giving me all this information. It is quite wonderful. You gave me information I didn't know I needed. I am very excited about the Art group; it is just what I need.”

“Knowing I can call on you if I get stuck is such a relief to me - thank you so much!”

“Thank you very much for the information you sent me. I am going to attend the F&F club. I am very much looking forward to it. It is just what I need - to get out and meet people.”

Other Age UK Wiltshire services

- In Q3 the Information & Advice service advised or supported 49 people living in Melksham. (Q2 – 49).
- There were 95 attendances (Q2 – 50) at the Fitness & Friendship Club at Bowerhill, with average attendance of 16. We were delighted that our volunteer Fitness & Friendship Club Leader was nominated for Melksham’s Person of the Year Award.
- Four people in the Melksham area continue to receive weekly calls from an Age UK Wiltshire Telephone Befriender.

Age UK Wiltshire news

Our latest newsletter can be found here - <https://www.ageuk.org.uk/bp-assets/globalassets/wiltshire/homepage/news-and-views-issue-7---january-2025.pdf>

Ginny Cooper and Kate Brooks
Age UK Wiltshire
27th January 2025



From: [Locum](#)
To: [Teresa Strange](#)
Subject: Blue Pool
Date: 10 February 2025 20:17:35
Attachments: [Outlook-A picture](#)

Dear Teresa,

I hope you are well.

The Town Council is currently in negotiations with Wiltshire Council regarding the transfer of the 'Blue Pool,' located behind the Assembly Hall.

At this stage, there are no fixed plans for its future use. We have engaged architects to explore how the three buildings—the Town Hall, Assembly Room, and Blue Pool—could be integrated to best serve the needs of the Council and its services.

The Council has asked me to contact your Council for any thoughts or insights you may have on this project. Your input could be valuable in shaping its future direction.

I look forward to hearing your views.

Best regards

Tracy

Tracy Predeth MPA

Locum Clerk



Melksham
Town Council

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

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From: [Teresa Strange](#)
To: [Locum](#); [Hayley Bell](#)
Cc: [Communications](#)
Subject: RE: Youth Advisory Board
Date: 11 February 2025 13:53:00

Hi Tracy and Hayley

Hope all well in the Town Hall....

I have put this back on the agenda for the MWPC Full Council meeting on Monday 17th Feb. Is anyone planning on coming along and speaking to this from the Town Council?

Kind regards, Teresa

From: Teresa Strange
Sent: 03 February 2025 19:45
To: Locum <locum@melksham-tc.gov.uk>; Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Cc: Communications <communications@melksham-tc.gov.uk>
Subject: RE: Youth Advisory Board

Hi Tracy/Hayley/Fran

Just wanted to let you know that the parish council considered this when they met last week, and are supportive of your youth advisory panel, but do need to know more details about the project to know how they can best support and get involved.

Perhaps someone could come and talk to the parish council? they next meet on Monday 17th Feb at 7pm.

All the best, Teresa

From: Communications <communications@melksham-tc.gov.uk>
Sent: 08 January 2025 11:30
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Youth Advisory Board

Dear Teresa,

I completely understand your concerns about advertising in the parish before we have more clarity and the parish council's formal support following the meeting on the 20th of January.

To address the points you've raised, I've spoken with Hayley, and she will respond to your questions directly within the next week. I believe this will provide the clarity needed regarding residency requirements for the Youth Advisory Board and how requests relating to the parish might be managed.

Your suggestion to wait until after the parish council's meeting to make a decision on advertising seems very reasonable, as it allows us to proceed with full alignment and support.

If there's anything further, you'd like to discuss in the meantime, do send me an email.

Kind Regards,
Francheska Cunanan

Communications and Assistant Events Officer
Melksham Town Council
T: 01225 704187
E: communications@melksham-tc.gov.uk



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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 08 January 2025 09:44
To: Communications <communications@melksham-tc.gov.uk>
Cc: Community Development <communitydevelopment@melksham-tc.gov.uk>
Subject: RE: Youth Advisory Board

Hi Fran

I have to admit I am reticent to advertise this in the parish, without understanding more and without the clear support of the parish council – which would come from the agenda item at the meeting on 20th January.

For example, to be a member of the Melksham Town Council youth advisory board, do you need to be a town resident? In which case advertising in the parish is raising expectations with parish residents that can't be met?

What if those attending request things in the parish? Again, raising expectations, before I know if the parish council are on board?

I think it raises lots of questions, and there are some 3 weeks after the parish council's meeting to advertise it then, if that is the parish council's decision.

All the best, Teresa

From: Communications <communications@melksham-tc.gov.uk>

Sent: 08 January 2025 09:31

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

Subject: RE: Youth Advisory Board

Hello Teresa,

Thank you very much for your time and support! In the meantime, if you'd like to share this through your networks, we would really appreciate it.

Kind Regards,

Francheska Cunanan

Communications and Assistant Events Officer

Melksham Town Council

T: 01225 704187

E: communications@melksham-tc.gov.uk



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

Sent: 08 January 2025 09:29

To: Communications <communications@melksham-tc.gov.uk>

Cc: Community Development <communitydevelopment@melksham-tc.gov.uk>

Subject: RE: Youth Advisory Board

Dear Fran

Thank you for your email, I will put to the parish council when they next meet on Monday 20th January.

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: Communications <communications@melksham-tc.gov.uk>

Sent: 08 January 2025 09:17

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

Cc: Community Development <communitydevelopment@melksham-tc.gov.uk>

Subject: Youth Advisory Board

Dear Teresa,

I hope this email finds you well.

I'm excited to share that Melksham Town Council is launching a Youth Advisory

Board, an initiative aimed at empowering young people in our community. To celebrate this, we're hosting an event called **Next Gen Gig** on **Saturday, 15th February 2025** at the Assembly Hall.

The evening will feature live music from local bands, interactive activities like voting on key issues, and opportunities to contribute ideas for shaping the future of Melksham. We're particularly keen to ensure this event and the Youth Advisory Board resonate with young people across our wider community, including Melksham Without Parish.

We would love to explore ways in which Melksham Without Parish Council might support or collaborate with us on this exciting initiative. Whether through promotion, attendance, or sharing your insights, your input would be greatly valued. If you'd like more information or to discuss this further, please don't hesitate to reach out to me.

Kind Regards,
Francheska Cunanan

Communications and Assistant Events Officer
Melksham Town Council
T: 01225 704187
E: communications@melksham-tc.gov.uk



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Teresa Strange

From: Teresa Strange
Sent: 11 February 2025 13:57
To: Committee Clerk
Subject: FW: CIL Working Group

Hi Andrew

I am reporting back on this to the MWPC Full Council meeting next Monday, do we now have a date to move this forward?

Thanks, Teresa

From: Committee Clerk <committee.clerk@melksham-tc.gov.uk>
Sent: 04 February 2025 12:05
To: Phil Alford <phil.alford@melksham-tc.gov.uk>; Graham Ellis <graham.ellis@melksham-tc.gov.uk>; Jon Hubbard <jon.hubbard@melksham-tc.gov.uk>; Locum <locum@melksham-tc.gov.uk>; Hayley Bell <hayley.bell@melksham-tc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: CIL Working Group

Good morning all.

At the Ec Dev meeting last week correspondence was received from MWPC about a meeting of the CIL Working Group. Committee felt that, notwithstanding MTC's wish to move away from working groups, there was no other way to deal with this joint issue.

We currently have Monday 3rd and Monday 24th March available but MWPC have their Annual meeting and Full Council on those days. In order for Tracy to be present at the meeting, I am looking at the possibility of holding it during the day. Would you be available either in the afternoon on a Monday or the morning on a Tuesday?

Thanks and have a good day.

Andrew

Andrew Meacham
Committee Clerk

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

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Teresa Strange

From: Teresa Strange
Sent: 11 February 2025 14:01
To: Locum; Hayley Bell
Subject: RE: Proposed Community Centre, east of Western Way, on land secured by Melksham Without Parish Council

Hi Tracy and Hayley

Just wondering if you had any initial thoughts/update on this?

Just so I can update members when they meet next week. They are moving at pace with the negotiations with Gleasons and Wiltshire Council on land and funding, we have another meeting tomorrow with the solicitors.

Many thanks, Teresa

From: Teresa Strange
Sent: 03 February 2025 18:27
To: Tom Price (tom.price@melksham-tc.gov.uk) <tom.price@melksham-tc.gov.uk>; Locum <locum@melksham-tc.gov.uk>; Hayley Bell <hayley.bell@melksham-tc.gov.uk>; saffi.rabey@melksham-tc.gov.uk
Cc: Committee Clerk <committee.clerk@melksham-tc.gov.uk>; Mike Sankey <mike.sankey@wiltshire.gov.uk>; Nick.Holder@wiltshire.gov.uk
Subject: Proposed Community Centre, east of Western Way, on land secured by Melksham Without Parish Council

Dear Melksham Town Council

Email to: Mayor, Chair of Planning Committee, Locum Clerk, Deputy Clerk

Copy to: Wiltshire Cllr Mike Sankey (East Melksham) and Wiltshire Cllr Nick Holder (Ward member for planning applications mentioned below)

I just wanted to let the town council know that the parish council is pursuing one large community centre, east of Eastern Way, from the new planning applications/site allocations to the east.

I am contacting you following the Strategic Committee approval of the Blackmore Farm site (500 dwellings) on Thursday 23rd January 2025; the majority of the site allocation in the emerging Local Plan (Policy 18). The application was approved giving delegated powers to the officers to approve once the s106 agreement has been agreed and signed.

Since then, the parish council have been in negotiations with Gleasons and their agent TOR & Co and then followed up with the Planning Officer as part of the s106 negotiations. **The parish council have secured 0.4Ha of land for community facilities** and are now in the process of negotiating a financial contribution towards community facilities from this application, the one for Snarlton Farm to the south (300 dwellings), if Wiltshire Council are minded to approve (the parish council still objects to it as speculative development) and from the New Road Farm application to the north (295 dwellings) which is a site allocation in the emerging Local Plan (Policy 20). They will be seeking further funding from the western parcels of Land in the Policy 18 site allocation if/as and when they come forward. All the applications, except Blackmore Farm, will be expected to reflect that they are not providing land, but just funding.

The 0.4Ha land transfer is in the area of the development with a maximum height of 3 storeys, giving scope for a large community centre with floors above for other community uses, car parking etc, space for a café/shop etc.

They look forward to hearing further from the Town Council on their progress with the planned community centre behind Spa Medical Centre/Angelica Avenue, which we understand will have a report brought to your next Full Council meeting. The parish council wish to discuss further with the Town Council how that project could influence the proposed large community centre project that the parish council are looking to progress on the land that has now been secured on the Blackmore Farm development. In fact, they are interested in entering into discussions with

the Town Council on the possibility of securing the funding that the town council hold from the s106 funds from The Acorns/Hunters Wood for a community centre, and the CIL (some £315k transferred from the parish council for that project) and that received by the town council since the boundary review; to provide the whole “East of Melksham” community with one large, sustainable community facility.

The parish council look forward to hearing from you in due course.

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: Teresa Strange

Sent: 12 September 2024 17:23

To: Sims, Steven <Steven.Sims@wiltshire.gov.uk>; Verity.Giles-Franklin@wiltshire.gov.uk

Cc: developmentmanagement@wiltshire.gov.uk; Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Mike Sankey <mike.sankey@wiltshire.gov.uk>; Locum <locum@melksham-tc.gov.uk>; Committee Clerk <committee.clerk@melksham-tc.gov.uk>

Subject: PROPOSED COMMUNITY CENTRE: PL/2024/07907 Land south of Snarlton Farm AND PL/2023/11188 Land at Blackmore Farm

Dear Steve and Verity

Melksham Without parish council have considered the current situation with the potential for a community centre on the Snarlton Farm application, the same on the application for Blackmore Farm and the s106 funding for a community centre in the application for Hunters Wood/The Acorn 14/10461/OUT which is now in the parish of Melksham Town. We understand the Town Council are yet to submit a planning application for the proposed site in Angelica Avenue to the rear of Spa Medical Centre.

We just want to draw to your attention and understand how best the planning applications with any s106 funding and land agreed for a community centre, if Wiltshire Council are minded to approve, is dealt with. Could there be some wording that could be reflected depending on which application is decided on first, that it's the offer of land and funding, or just funding if land secured elsewhere?

The parish council do not think three community centres are required, but perhaps two as the one for the initial development of 800 dwellings east of Melksham had theirs omitted as part of the new primary school development; but we also want to ensure we don't miss out on any at all, and the potential for funding for perhaps one big one. The parish council would like to be party to any discussions on this, with the town council as appropriate. Kind regards, Teresa

Teresa Strange
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Teresa Strange

From: Teresa Strange
Sent: 11 February 2025 14:09
To: Locum; Hayley Bell
Cc: Committee Clerk; Christina Connor
Subject: Update on Shurnhold Fields

Hi Tracy and Hayley

Just looking for an update on the joint Shurnhold Fields project.

I think we are still waiting for the town council to approve the actions in the minutes from the September working party, it was going to be an agenda item at a meeting? We obviously need confirmation of the project moving forward as its happening in the early Spring.

Secondly, the town council's views on the issues raised at the recent AGM held by the Friends of Shurnhold Fields.

Just thought we need to get our ducks in a row before the meeting with the public and the "Friends" on 10th March as it will round quickly.

This is the thoughts of the parish council when they met on Monday 27th Jan:

Update on Shurnhold Fields project and any actions/update following AGM of the "Friends" volunteer group on 22nd January:

Councillor Franks explained that he attended the Friends of Shurnhold Fields AGM meeting, and the group advised that they wanted the shed located in a different place than planned and no longer wished to have a car park. He explained that the 'Friends' are concerned about the responsibility of having to open and close gates and having to manoeuvre the ride-on mower out of the shed and into the proposed car park where members of the public will be. The Clerk explained that the 'Friends' obtained a grant for the ride-on mower prior to the purchase of the tool safe storage shed, which was to come from the maintenance contribution for the field. As a result, there is currently an issue with storing this mower. The Clerk explained that the shed that was due to be purchased was the exact copy of the one that was located inside of the Briansfield allotment car park and what Wiltshire Council replaced the cricket club shed with to safely store items. It is specifically designed to be installed inside of remote locations due to the safety measures this shed has. The 'Friends' have now asked that two much cheaper shipping containers be purchased to store items. It was explained that there are all kinds of security issues with this, namely because it would be easy for someone to bolt crop the lock and break into the container, whereas the Site Safe sheds possess a high-security locking mechanism to make it much safer. The 'Friends' have asked for the shed to be located at the end of the field out of sight so that they can access it out onto the field. The Clerk advised that it was always the intention to improve the entrance and have a car park at Shurnhold Fields for all residents to use.

The Clerk reported that the Environment Agency has now granted the necessary permits required for the flood prevention scheme to go ahead. The town council was tasked with arranging a meeting with residents of Dunch Lane for the project manager and drainage engineer from Wiltshire Council to talk through the measures, which is scheduled for Monday 10th March at the town hall from 6pm to 6.30pm.

The Clerk advised that the 'Friends of Shurnhold Fields' was not a decision-making body, and any decisions needed to be made by both the parish and town councils, but the intended works were due to move forward shortly. In summary, the concerns of the 'Friends' were as follows:

- Lots of people attending the fields because they will now be able to park. They feel that it is fine for people who live in the vicinity and were able to walk, but because it would become more well-known, people would still park on Dunch Lane because the car park would overflow.
- There are concerned about opening and closing the gate in the morning and at night, so they are now not offering to do this. This is despite them previously agreeing to do this.

Members discussed the fact that Shurnhold Fields was owned and run by both the town and parish councils, so any decisions that are to be made are by these two bodies, not the 'Friends.' The 'Friends' are a volunteer group who wished to help with the ongoing maintenance of the field and bring ideas back for the councils to consider improving the area for all to use. It was noted that the status of the land was currently a playing field as the developers were tasked to change the status to public open space, which was not done. It had previously been looked at the difference between a playing field and public open space, and there was not much difference between the two. In addition, in the emerging Melksham Neighbourhood Plan 2, this space has been designated as a local green space, which was not objected to in the consultations. Councillor Richardson highlighted that the Environment Agency work on the flood issue, the car park, and the shed were all interconnected. Additionally, the material from the construction of the car park was to be used to create the flood bund. It was considered that this work had already been agreed upon, and it was now too far into the process to change any of the elements, as everything was interlinked with each other.

Members discussed the implications of the 'Friends' not opening and closing the car park. After a discussion, it was agreed that this car park does not need to have a gate.

Resolved 1: The works scheduled at Shurnhold Fields to proceed as planned and liaise with Melksham Town Council on this matter.

Resolved 2: If the offer to open and close the car park gate each day has been withdrawn, no gate should be installed at the entrance.

I have put it on the agenda for the MWPC full council meeting on Monday to update the parish council with your decision, or update...

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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Teresa Strange

From: Teresa Strange
Sent: 11 February 2025 14:13
To: Locum; Hayley Bell
Subject: FW: Joint Emergency Plan
Attachments: 2021 Melksham Emergency Plan working version MZ TS 14 Jan 2022.docx; 20231123Working Copy of Draft Emergency Plan Autumn 2023 Update.pdf; Pinch Point Action Card - Corsham Road - Shaw School.pdf; Pinch Point Action Card - Eden Grove.pdf; Pinch Point Action Card - Pinch Point Action Card - White's Corner -Eden Grove, Whitley.pdf; Pinch Point Action Card - Top Lane, Whitley.pdf

Hi Tracy and Hayley

Last question from me today!

The parish council have asked me a couple of times how we are progressing with the Melksham Emergency Support project, how the review of the joint Emergency Plan is coming along.

We talked about it in November, in July and when you were first in post in the Spring.

The parish council continue to pay for the joint phone number, joint database licence etc but we seem to be no further forward.

What are your thoughts on this moving forward so I can update the parish council please.

Many thanks, Teresa

From: Teresa Strange
Sent: 27 November 2024 12:56
To: Locum <locum@melksham-tc.gov.uk>
Cc: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Subject: Joint Emergency Plan

Hi Tracy and Hayley

Further to my conversation with Hayley this morning when I popped into the town hall, here is the latest version of the joint emergency plan – that is not redacted.

It was updated in August 2024 when Marianne Rossi (MWPC officer) checked contact details.

It's still a working copy.

We have not updated since Operation Yew Tree exercise (mass national prolonged powercut) last year.

Shaw & Whitley flood wardens have a separate flood plan too (I have attached for info) and also their pinch point action cards, which I thought would be useful to look at – for specific known areas of risk.

Hope its helpful.

A joint session to review would be helpful.

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

Teresa Strange

From: Wiltshire Council <wiltshirecouncilnews@news.wiltshire.gov.uk>
Sent: 05 February 2025 14:00
To: Teresa Strange
Subject: Wessex not accepted into Devolution Priority Programme

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5 February 2025

Wessex not accepted into Devolution Priority Programme

Wessex has not been accepted onto the Government's Devolution Priority Programme.

Despite reservations that a Mayoral Strategic Authority was the best solution for us we worked collaboratively with ministers throughout this process. Therefore, the decision not to include Wessex within the Devolution Priority Programme is disappointing.

Despite Government's decision, we remain committed to partnership working across the four councils to ensure the best outcomes for residents, businesses and visitors across Wessex.



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Teresa Strange

From: CAWS <whitley.and.shaw@gmail.com>
Sent: 06 February 2025 11:30
To: Teresa Strange
Cc: CAWS
Subject: Fwd: Product Safety and Metrology

fyi

Begin forwarded message:

From: "BAILEY, Ron" <ron.bailey@parliament.uk>
Subject: RE: Product Safety and Metrology
Date: 6 February 2025 at 07:53:58 GMT
To: CAWS <whitley.and.shaw@gmail.com>

Dear Peter

Thank you for your email.

To answer your query - the issues raised by BESS whilst clearly important are outside the terms of reference of the charity Electrical Safety First, so it cannot campaign on them. It is correct that ESF campaigned in support of Lord Redesdale's Bill which contained a clause on BESS. But that was because the Bill also included the four clauses mentioned in my email so ESF was promoting clauses that were within its terms of reference (domestic electrical safety).

Amendments to the Government's PRAM Bill must be moved individually, so EST can only campaign on those ones that were listed in my email. I am sorry about that, but hope it will not prevent you from supporting the campaign.

All the best
Ron

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

From: CAWS <whitley.and.shaw@gmail.com>
Sent: 04 February 2025 17:00
To: BAILEY, Ron <ron.bailey@parliament.uk>
Cc: CAWS <whitley.and.shaw@gmail.com>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Product Safety and Metrology

Dear Ron

We are a community group in Wiltshire and we have been passed a copy of your email of yesterday that was sent to Parish Councils.

We have supported previous incarnations of this Bill, especially with regard to the previously proposed inclusion of Battery Energy Storage Systems (BESS), as there is a serious BESS "fire" somewhere in the world every month.

Have we interpreted your email correctly that BESS are now excluded from the Bill? And if so can you let us know why as we have a community here that is very worried about the risks associated with Lithium-ion BESSs.

Kind Regards

Peter Richardson

CAWS Chair and Parish Councillor

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Teresa Strange

From: BAILEY, Ron <ron.bailey@parliament.uk>
Sent: 03 February 2025 16:17
To: BAILEY, Ron
Subject: February Update Safety of lithiumion batteries campaign
Attachments: Lithium-Ion-Batteries.pdf

February 2025 Update and Request for Help

Dear Local Council,

As reported in my January update the campaign continues – and we now have a golden opportunity to make an impact.

The Government’s Product Safety and Metrology (PRAM) Bill will be reaching the Commons later this month. Its 1st Reading is formal, but at its 2nd Reading all MPs have a chance to speak, and if a good number spoke about the need for greater safety regarding lithium-ion batteries that would have an impact on Ministers – who already are not unfriendly.

So it would be great if you could alert your MP and ask him/her to speak in the 2nd Reading debate mentioning the importance of this issue – of the need for greater safety regarding lithium-ion batteries. And perhaps if you forwarded the text of the Webinar to your MP that would provide a good brief for them.

It would be helpful also if you could let me know if you can do this, and what result you obtain.

As ever – thank you for all your efforts. They are inspiring.

All the best

Ron

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Electrical
Safety
First

Lithium-Ion Battery Safety Campaign

For supporters of Electrical Safety First's Campaign

December 11th 2024

Powering change +
saving lives.

Agenda



Introduction: Lesley Rudd, CEO

Campaign Overview: Wayne Mackay, Head of Policy and Public Affairs

Legislative Next Steps: Westminster PA Team

Q&A

Closing Remarks: Lesley Rudd, CEO

ESF Attendees



Lesley Rudd, CEO



Wayne Mackay, Head of
Policy and Public Affairs



Luke Osbourne, Deputy
Technical Director



Tara Joe, Policy and
Public Affairs Manager



Ron Bailey,
Consultant



Henry Cainen, Policy and
Public Affairs Advisor




Lesley Rudd, CEO

Scott's story

Case study of a devastating e-bike fire

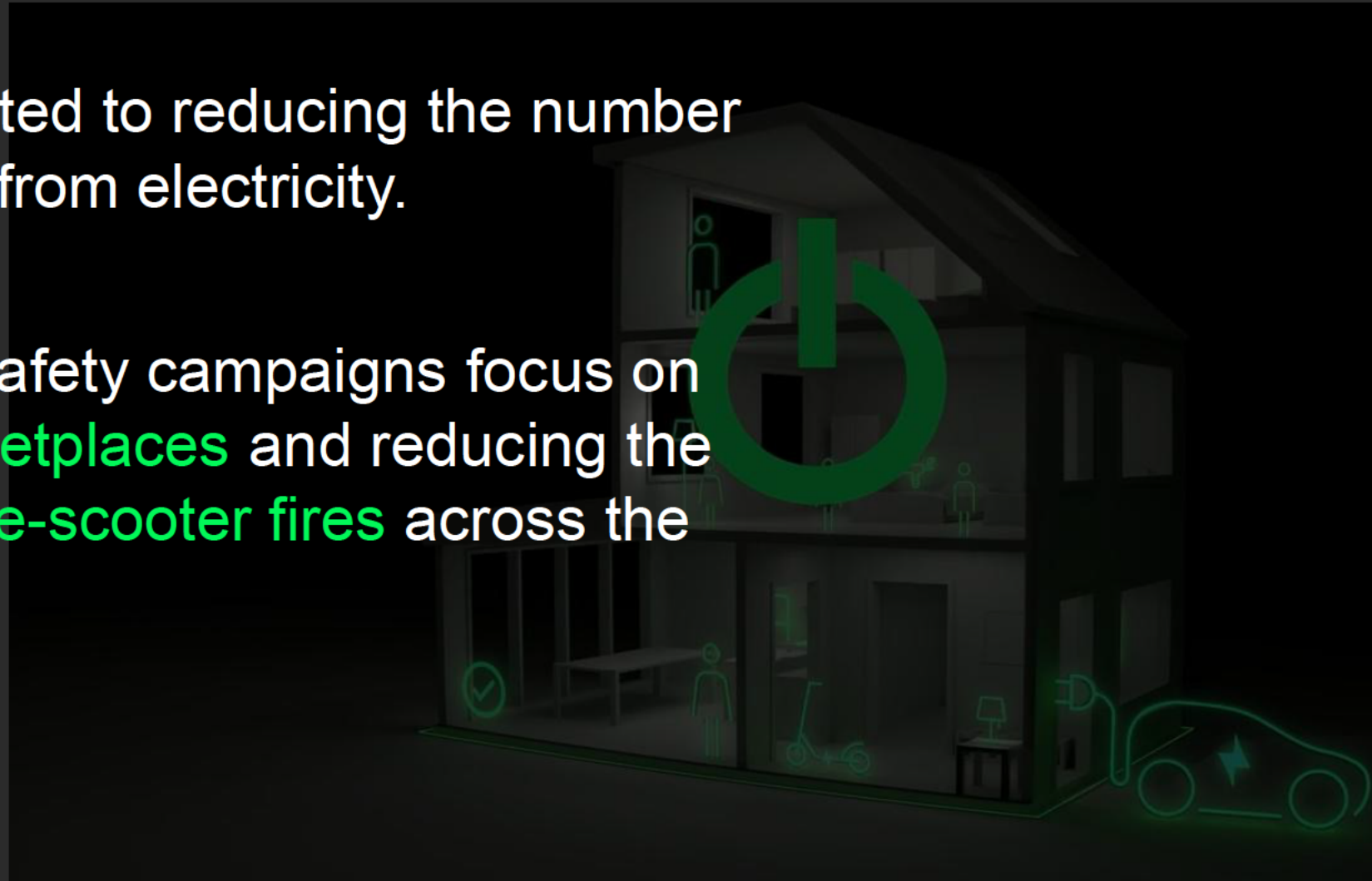




Wayne Mackay, Head of Policy and Public Affairs

Who we are

- The UK charity dedicated to reducing the number of deaths and injuries from electricity.
- Our flagship product safety campaigns focus on **regulating online marketplaces** and reducing the number of **e-bike and e-scooter fires** across the UK.



Campaign Recap

The rise of safety concerns

Over

15

Deaths
reported since
2020

180

Constituencies
have reported
fires

3

Coroner's
inquiries urging
Government
action

TIMELINE

RESEARCH

ESF's Technical experts commenced research, testing and review of issues

ESF BILL

- Developed legislative asks with NFCC & LFB support
- Private Member's Bill in Commons & Lords
- Nearly 100 national supporters

2022

Early
2023

Summer
2023

2024

2025

PARTNER INSIGHTS

Reports of increases in fires by London Fire Brigade and other FRSS

CAMPAIGN LAUNCHED

Extensive media, social and public affairs activities launched

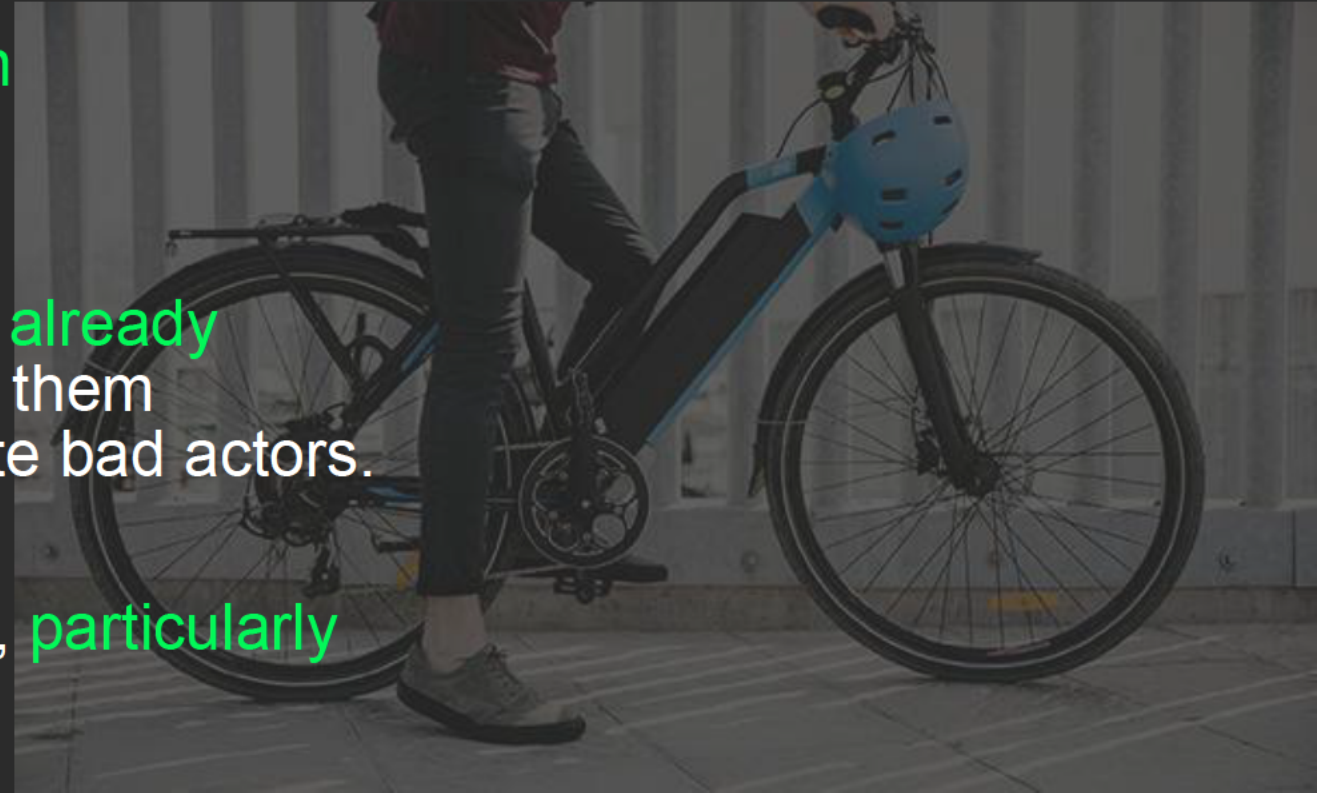
PRaM BILL

Seek amendments to legislation & assurances on secondary regulations

Regulatory solutions

1

- Require third-party certification before sale.
- Most reputable manufacturers already follow these practices; making them mandatory would help eliminate bad actors.
- Enhances enforcement efforts, particularly on online marketplaces.



Regulatory solutions

2

Provide disposal guidance and chemical information with each sale.

Reduce fire risks by minimising improper battery disposal.

Improve medical response to chemical exposure after thermal runaway.



Regulatory solutions

3

- Government standard for e-bike conversion kits. **There is currently not one.**
- Measures to ensure safer charging.



4...?

Risks of unregulated online marketplaces

85%

of survey
respondents trusted
the safety of
products on OMPs

60

listings of e-bike and
e-scooter chargers
from third party
sellers on OMPs were
found to be illegal

Delivery riders

44%

purchased
aftermarket
chargers from
OMPs

55%

purchased
conversion kits
from an OMP

59%

use more than
one battery on
their e-bike

Disproportionately impacts on low-income
workers in high-density housing

Online Marketplaces



- Duties on Online Marketplaces
 - Redress Responsibilities
 - Scrutiny



Westminster Public Affairs Team

Campaign support

- Nearly **100** national organisations
- + **500** parish and local councils



Political support

In parliament



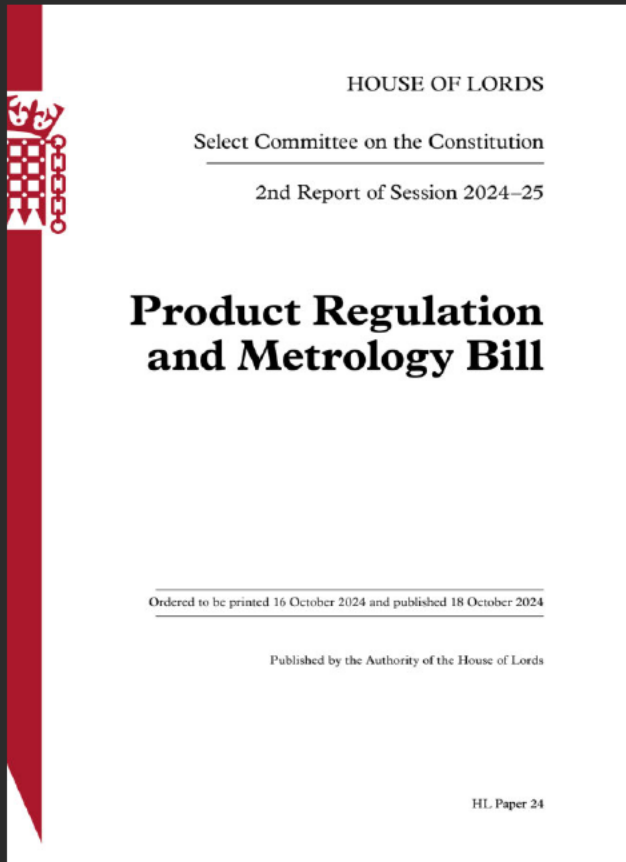
WE SUPPORT
A BILL THAT CAN
SAVE LIVES.



The call for tighter regulation is urgent and the Government must introduce third-party certification to improve the safety of e-bikes, e-scooters, and their batteries.

Next steps

Product Regulation and Metrology Bill



- **Strengthen this legislation** to address the scale of e-bike and e-scooter battery safety issues, and better regulate online marketplaces
- **Collaborate with coalition partners**, Peers, and MPs to amend the Bill in both the Lords and Commons.
- Ensure the secondary regulations are developed with a **focus on consumer protection, safety, and thorough stakeholder consultation**.

A busy 2025!

- All of this results in a **very busy upcoming 2025.**
- We will **need all your help** and support to get our campaign commitments across the line in the Product Regulation & Metrology Bill, and subsequent secondary legislation.



Q&A



Lesley Rudd, CEO



Thank you, Happy Christmas!

Electrical Safety First is the UK charity dedicated to reducing fires, deaths, and injuries caused by electricity. Recognised as the leading technical authority on home electrical safety, we campaign on behalf of consumers and work with policy makers and stakeholders to improve electrical safety regulation and reduce electrical risk.

electricalsafetyfirst.org.uk

Electrical Safety First
45 Great Guildford Street
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SE1 0ES

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Powering change + saving lives.

Teresa Strange

From: BAILEY, Ron <ron.bailey@parliament.uk>
Sent: 13 January 2025 09:04
To: BAILEY, Ron
Subject: Lithium-ion batteries campaign
Attachments: Lithium-Ion-Batteries.pdf

Lithium-ion battery safety campaign January 2025

Dear Local Council,

Happy New Year to you – and thank you to the very many of you who lobbied Ministers and your own MPs. This means that we are in a strong position as we go into 2025. Attached is an excellent summary of the campaign, as presented in Electrical Safety First’s Webinar on xxx December. You will see that the safety of online market places has been added to our objectives – for the reasons explained. Many Local Councils had lobbied me about this matter, so I hope that this inclusion is acceptable to all. If not please let me know.

Here’s where we are:

- Despite many warm words given to Lord Redesdale, it now does not look likely that the Government will include our Bill into their own Product Regulation and
- That Bill completes its passage in the Lords soon and it will then move to the Commons. So your lobbying of MPs will then become even more important – so will be in touch as soon as I have some dates. This is a big and growing (supported by over 500 Local Councils) campaign that can succeed.

Action Request Now Please

There are actions that you can take now to help the campaign.

- Many of your councilors will also be members of principal councils or combined authorities. We ask them please to raise this campaign and seek the support of those authorities
- Also, if as a Council you could also request support from those principal councils in whose area you fall.

I hope you are able to do this – and thank you for your truly inspiring efforts in 2024. Lord Foster and Lord Redesdale have been overwhelmed.

All the best and thank you again

Ron

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