



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To:

Councillor S Crundell (Town Mayor)
Councillor T Price (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor J Hubbard
Councillor J Oatley
Councillor S Mortimer
Councillor S Rabey
Councillor Stokes
Councillor J Westbrook

15 January 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 22nd January 2024** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

**Melksham Town Council
Full Council
Monday 22 January 2024
At 7.00 pm at the Town Hall**

Public Participation – To receive questions from members of the public.

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/83669876198?pwd=WlAvY1ZsYVNyUIM3VktqajFzOHhtdz09>

Meeting ID: 836 6987 6198

Passcode: 481965

Participants will be directly let in the meeting by clicking on the above link. There is no waiting room

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already

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Facebook: facebook.com/melksham.town

declared on the Register, as well as any other registrable or other interests.

3. Questions from Councillors

To receive questions from Councillors.

4. Minutes (Pages 1 - 10)

To confirm as a correct record the minutes of the Full Town Council meeting held on 18 December 2023.

5. Town Mayor's Announcements

6. Police Report

To note that the committee clerk is still trying to contact the representative.

7. Reports from Unitary Councillors

Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council Meetings.

8. Melksham Community Support (MCS) Service Project (Pages 11 - 16)

To receive the quarter 3 report and to meet and speak with Kate Brooks of Age UK Wiltshire.

To confirm funding.

9. Budget 2024/2025 (Pages 17 - 44)

Members are requested to consider the Draft Budget proposal for 2024/2025 and resolve to approve the level of precept for 2023/2024.

Please note that to comply with regulations, this agenda was published before the budget meeting on 16th January 2024 and the budget document attached may have been amended.

10. Civic Awards

To appoint volunteers to the Civic Awards Panel and to agree a date for the panel to meet.

Applications close on 2nd February 2024. Awards will be presented at the Mayors Reception on 22nd March 2024.

11. Social Media Policy

Full Council on 27th November 2023 considered a motion from Deputy Town Mayor Councillor Price and made the following resolution.

UNANIMOUSLY RESOLVED to record and share all full council, committee and subcommittee meetings (excluding confidential sessions) to Facebook and for those videos to be kept online for no less than eighteen months after the meeting.

This resolution is in contravention of Standing Order 13f – ‘Subject to the publication of draft minutes in accordance with standing order 13(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.’

For decision.

12. Calendar of Meetings 2024/2025 (Pages 45 - 46)

Members are requested to approve the Calendar of Meetings 2024-2025.

The first Economic Development and Planning meeting for January 2025 has been moved to a Thursday. The last meeting of 2024 is 10 December. Three weeks from that date is New Years Eve. If the meeting is put back to Tuesday 7 January 2025 there would not be time to issue the agenda 3 working days beforehand. If the meeting is put back to Tuesday 14 January 2025 it is likely that response dates for any planning applications will have already passed.

Dates for Environment and Climate Working Group have not been included due to the resolution of council on 18 December 2023.

Meetings for May 2023 were set last year but did not include a Finance, Administration and Performance meetings in May 2024. A meeting has been added for 13 May 2024.

The Events Working Group meeting for January 2025 has been moved to the 3rd Thursday to allow time for agenda to be published and to avoid conflict with the Economic Development and Planning Committee.

13. Assembly Hall/Blue Pool (Pages 47 - 50)

To receive a report on replies to the brief sent to architects in December.

For decision on next steps.

14. Local Cycling and Walking Plan (LCWIP) for Melksham (Pages 51 - 62)

This was before full council on 18 December 2023 and the following resolution was made.

It was proposed by Councillor Hubbard, seconded by Councillor Alford and **UNANIMOUSLY RESOLVED** to defer the item to the next full council meeting

on 22 January 2024 and councillors review the document and to email their thoughts to officers.

To receive comments submitted.

For discussion and decision on Melksham Town Council's submission to the consultation.

15. King George V Park

15.1 Update

To receive a verbal update from Head of Operations.

15.2 Splashpad Opening Times for 2024.

To confirm the Splashpad opening times for 2024 season. Verbal report from Head of operations.

16. Shurnhold Fields (Pages 63 - 76)

To consider approval of the Shurnhold Fields working party resolution (item 8b on minutes) that the s106 maintenance fund (held in the MWPC bank account) could be used to match fund a grant application for a lawn mower for the Friends of Shurnhold Fields.

For decision.

17. Economic Development and Planning Committee

To receive the minutes of the Economic Development and Planning Committee meeting held on 5 December 2023.

[link](#)

18. Staffing Committee

To receive the minutes of the Staffing Committee meeting held on 4 December 2023.

[link](#)

19. Events Working Group

To receive the notes of the Events Working Group meeting on 2 November 2023.

[link](#)

20. Neighbourhood Plan

Update from Town Council representatives on the group.

Melksham Town Council

Minutes of the Full Council meeting held on Monday 18th December 2023

PRESENT:

Councillor S Crundell (Town Mayor)
Councillor T Price (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor C Forgacs
Councillor J Hubbard
Councillor J Oatley
Councillor S Mortimer
Councillor Stokes
Councillor J Westbrook

IN ATTENDANCE:

OFFICERS:	Hugh Davies	Head of Operations
	Andrew Meacham	Committee Clerk

There were two members of the public and one member of the press present and two members of the public present virtually.

Colin Goodhind.

Recapped the position on requesting a Public Space Protection Order for Avon Place. Has there been any action?

Has there been any progress on updating the joint Flood Plan with Melksham Without Parish Council?

Local Cycling and Walking Plan. Route round park, Riverside Walk and Murray Walk. Has the Council looked at any changes that might happen and what can be done to stop changes in light of the sale of Cooper Avon Tires?

The Committee Clerk confirmed that he and the Town Clerk did start the process and held a meeting with the relevant Wiltshire Council officer. Having chased the matter recently after a query from Councillor Hubbard the advice was that there was insufficient evidence to pursue a PSPO at this time. Councillor Hubbard further advised that insufficient incidents of anti-social behaviour had been reported. The Wiltshire Officer is happy to provide log books to record and build evidence. Councillor Hubbard will be meeting with the officer in the New Year.

The Town Mayor, Councillor S Crundell was unable to answer the question on the Flood Plan and suggested referring it to Economic Development and Planning.

Mike Saunders.

Understands Bruce is leaving. Is there a plausible reason for this?
The Town Mayor, Councillor S Crundell advised that council could not comment on HR matters.

Joe McCann

A CCTV report was expected before Christmas. Is it ready and if not, when will it be ready. Can an update on mobile CCTV be given?

Head of Operations advised that the main CCTV report would be available in January. On mobile CCTV, an area to deploy had been identified but need to speak to BT about attaching to telegraph poles.

Follow up question, so the mobile CCTV is now operational? Head of Operations confirmed it was.

648/23 Apologies

Apologies were received from Councillor Ellis and Councillor Rabey.

649/23 Declarations of Interest

There were no declarations of interest.

650/23 Questions from Councillors

There were no questions from councillors.

651/23 Minutes

Councillor Mortimer raised an issue with item 628/23, saying the question she had asked was whether professional advice had been sought on taxing the café building. The Town Mayor Councillor S Crundell made a handwritten amendment to the minutes.

Councillor Hubbard asked if the purchase order for WiFi had been placed. Head of operations confirmed it had.

Councillor Hubbard asked about the Biodiversity Policy. The Committee clerk advised that the Environment and Climate Working Group were finalising their suggestions for SMART OBJECTIVES when the agenda for this meeting needed to be published. The item has been placed on the agenda for the January meeting. Councillor Hubbard expressed concern that ECWG were holding informal meetings.

The minutes of 27 November 2023 having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

652/23 Town Mayor's Announcements

The Town Mayor Councillor S Crundell expressed his thanks to all involved in Carols Around The Tree. It was nice to see so many residents enjoying the event, especially the children.

653/23 Police Report

There was no report to receive. The Town Mayor Councillor S Crundell noted that councillors often had questions for the Wiltshire Police representative and asked that APS Simon Tuong be invited to attend the next full council meeting.

654/23 Reports from Unitary Councillors

Councillor Hubbard reported that Wiltshire Council had received an “Outstanding” judgment from OFSTED for its Children’s Services. Wiltshire is the only Council in the South-West receiving an Outstanding judgement and one of very few receiving an Outstanding judgment coming out of Covid. Councillor Hubbard expressed his appreciation of Wiltshire officers and councillors work leading to the judgment.

Councillor Alford recognised Councillor Hubbard’s role in the work done.

Councillor Oatley had nothing to report but wished residents a Merry Christmas and A Happy New Year.

655/23 Committee Appointment

It was questioned whether Standing Orders allowed a vote on the appointment in the absence of Councillor Rabey.

It was proposed by Councillor Aves, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to appoint Councillor Rabey to the Asset Management and Amenities Committee, subject to it being allowed under Standing Orders.

656/23 Car Park and Entrance Improvement Project Shurnhold Field

It was noted that the work had not yet been done. There was discussion on whether the funding obtained from the Area Board was £5000 to each council or a total of £5000.

Councillor Hubbard expressed concerns over the lack of a breakdown of reserves showing what funds are committed to projects and what is available to be allocated.

It was proposed by Councillor Hubbard, seconded by the Town Mayor, Councillor S Crundell and

UNANIMOUSLY RESOLVED

- (i) to move £15000 or whatever the sum originally set whichever was the highest, from Major Project Reserve to a Shurnhold Fields Reserve. Officers to check to ascertain what amount was budgeted two years ago
- (ii) Officers to check the question of funds from the Area Board and, if £5000 was allocated to Melksham Town Council, to transfer that sum to the Shurnhold Fields Reserve.

657/23 Place Studio and Neighbourhood Plan

The importance of the Joint Neighbourhood Plan was generally acknowledged. It was also acknowledged that, in the absence of staff resources at Melksham Town Council, it was necessary to allocate funds to allow Melksham Without Parish Council to finish the work.

It was proposed by Councillor Aves, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to allocate up to £5000 from the General Reserve to finish the work on Joint Neighbourhood Plan consultation.

658/23 Internal Audit Year Ended 31 March 2024 - Interim Audit Report

Councillor Mortimer noted the following:

- On page 23 of the agenda pack (page 2 of the report) the inherent risk assessment states 'There has been no incident of high staff turnover'. The Town Mayor, Councillor S Crundell asked that this be highlighted to the Internal Auditor.
- On page 27 of the agenda pack (page 6 of the report) it states 'A more detailed breakdown of the EMR, split to show the specific projects the funds have been allocated to, may be beneficial and more transparent to demonstrate the council's plans'

Councillor Hubbard noted the statement page 29 of the agenda pack (page 8 of the report) regarding cash handling. Felt this should be noted and the matter brought back to Council to advise how this has been addressed. Councillor Hubbard noted there were other points of concern in the audit.

Councillor Aves queried a reference to bank statement being signed. Councillor Mortimer advised this related to signing bank reconciliations without evidence of agreement with computer sheet balance.

It was noted by the Mayor, Councillor S Crundell that a new member of staff would be addressing some of these issues.

It was proposed by Councillor Alford, seconded by Councillor Mortimer and

UNANIMOUSLY RESOLVED to implement steps to address the issues identified, to be completed by end of March 2024 and to update council as steps are taken.

659/23 Unity

Councillor Hubbard queried the Finders Fee of £3674.40 on page 37. What is this payment and on who's authority was it made? The Town Mayor, Councillor S Crundell said it was for a member of the Amenities Team and would be under the delegated authority of the Head of operations. Councillor Hubbard asked what budget the sum was paid from. Head of Operations will provide a written answer.

Councillor Hubbard raised concerns about the ongoing issue of miscoding. Councillors have a legal duty to ensure money spent by Melksham Town Council is being spent appropriately. Signing off accounts with mis-postings gives the impression councillors don't care how the money is spent. For two years the final figures on accounts do not accurately reflect how the money has been spent.

Councillor Hubbard - 'When are we actually going to start seeing some...accurate numbers coming to us?'

Councillor Hubbard commented on a request from Councillor Mortimer and himself for the accountant to come to a finance meeting, which was cancelled and not followed up. The Mayor, Councillor S Crundell advised this was solely because of the accountant serious health issues.0

A new member of staff starting in January will be able to assist and can attend the Finance, Administration and Performance meeting on Monday 15 January 2024.

660/23 Lloyds

There were no comments

661/23 Petty Cash

There were no comments

662/23 Income Report

There were no comments.

663/23 Detailed Income & Expenditure by Budget Heading

Councillor Mortimer commented that the expenditure total shows as £2259000 and the reason this is incorrect is the coding used for earmarked reserves.

There was a discussion of Councillor Mortimer's motion at the Finance, Administration and Performance meeting on Monday 20th November 2023. Councillor Westbrook stated that the motion was voted down because there was confusion and members were advised by the clerk that the changes would take a long time and tie up staff resources, which has subsequently proved not to be the case. Councillor Stokes noted that an amendment was proposed to approve the changes but delay implementation until the new financial year. This amendment was not accepted.

The Town Mayor Councillor S Crundell suggested that the matter be raised with the new member of staff at the next Finance, Administration and Performance meeting. Councillor Hubbard suggested that the new officer meet with Councillor Mortimer before the next meeting.

Councillor Hubbard asked for it to be minuted that members were advised by the Responsible Financial Officer that they shouldn't make the change.

664/23 Budget Report

There were no comments.

665/23 Monthly Financial Statement

Councillor Mortimer re-iterated her concerns about the earmarked reserves.

The Town Mayor, Councillor S Crundell called for a vote and Councillor Hubbard asked for clarification of what they were voting for. The Committee Clerk recapped and also stated that he did not believe the Clerk had told the finance committee they could not make the changes. Councillor Westbrook accepted that the issue was timing and felt they may have been some miscommunication about how much time it would take.

It was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Aves and

RESOLVED to receive the reports with the proviso that the matters raised be addressed.

666/23 Local Cycling and Walking Plan (LCWIP) for Melksham,

There was some discussion. It was asked what had been done so far to publicise the consultation. It was suggested that it be publicised on Melksham Town Council social media and councillors own social media.

It was proposed by Councillor Hubbard, seconded by Councillor Alford and

UNANIMOUSLY RESOLVED to defer the item to the next full council meeting on 22 January 2024 and councillors review the document and to email their thoughts to officers.

667/23 Committee Minutes

Councillor Hubbard raised concerns about discussions in and decisions made in Staffing Committee that should come to Full Council. He cited the announcement at the meeting of a locum clerk and that Standing Orders required any such appointment to be made by Full Council. The Town Mayor, Councillor S Crundell advised that the new officer was not a Locum Clerk and the staffing committee was following advice.

Councillor Hubbard was concerned that Staffing Committee minutes recorded decisions but gave no details of discussion. The Town Mayor, Councillor S Crundell pointed out that the procedure followed under his chair was no different to that followed under Councillor Hubbard's chair. The Town Mayor, Councillor S Crundell advised that he would check the validity of the advice given.

Councillor Westbrook was concerned that councillors were unable to answer questions raised by residents. The Town Mayor, Councillor S Crundell said that the Staffing Committee shared as much as they could, subject to legal advice. He would check the advice.

Councillor Hubbard again raised the issue of appointing a Locum Clerk without a decision of Full Council. The Town Mayor, Councillor S Crundell again confirmed that the new officer was not the Locum Clerk or the RFO and that Head of Operations was in charge pending appointment of a Locum/RFO in the New Year.

Councillor Westbrook proposed a detailed timeline of when councillors can know what is happening and what will happen going forward.

The Town Mayor, Councillor S Crundell said he would supply as detailed a timeline as possible. Councillor Westbrook confirmed she did not require a vote on the point as the Town Mayor, Councillor S Crundell had confirmed he would supply the timeline.

Councillor Hubbard expressed his concern that the council was not being properly advised and it may result in a considerable cost. The Town Mayor, Councillor S Crundell stated he would be updating council at the end of the meeting and could assure Councillor Hubbard that what he believed about the matter was not true.

It was proposed by Councillor Oatley, seconded by Councillor Aves and

RESOLVED to receive the minutes of Economic Development and Planning Committee of 14 November 2023 and the Staffing Committee of 6 November 2023 and 28 November 2023.

668/23 Working Group Minutes

Councillor Oatley raised the previously mentioned matter of Environment and Climate Working Group holding informal meetings and officers being invited to one such meetings.

There was robust discussion of the matter.

It was proposed by Councillor Hubbard, seconded by Councillor Oatley and

RESOLVED that the Environment and Climate Working Group completes its work on the Biodiversity Policy to be brought to Full Council meeting on 22 January 2024. The existing group is then dissolved and new terms of reference are to be put to Full Council at the first opportunity.

It was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Hubbard and

UNANIMOUSLY RESOLVED to receive the minutes of the Environment & Climate Working Group of 14 November 2023.

669/23 Confidential Session

In view of the confidential and sensitive nature of the business about to be transacted, in accordance with the Public Bodies (Admission to meetings) Act 1960.

It was proposed by the Town Mayor, Councillor S Crundell, seconded by the Deputy Town Mayor, Councillor Price and

UNANIMOUSLY RESOLVED that in view of the confidential nature of the business to be transacted that the press and public be instructed to withdraw.

670/23 Tribunals

The Town Mayor Councillor S Crundell gave an update on matter relating to tribunals. There was discussion on the update and on which councillors were recused from being appointed to a panel to deal with tribunal claims.

It was proposed by Councillor Oatley, seconded by Councillor Stokes and

UNANIMOUSLY RESOLVED to appoint Councillor Alford, the Deputy Town Mayor Councillor Price and Councillor Westbrook and delegate them to deal with all matters arising from Tribunal claims through to conclusion.

Meeting Closed at: 9.40 pm

Signed:

Dated:

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Melksham Community Support (MCS) Service Project report: Q3 – October to December 2023

The project, overseen by Age UK Wiltshire, started on 1st April 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.

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

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

Promotion

During this quarter we have been widely promoting the MCS service, including to

- GP surgeries, Social Prescribers, Care Coordinators
- Local resident groups
- Sheltered housing sites
- Pharmacies
- Clubs for older people, including lunch clubs
- Mobile library
- Library home visiting library service
- Link drivers
- Melksham Community Hospital
- Celebrating Age Wiltshire

As a result, referrals from many sources continue to increase. Referrals also continue to come from Age UK Wiltshire, where people have contacted our Information & Advice line.

We will continue to widely promote the service in the coming months.

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 are 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 in Quarter 3

During this quarter a total of **22** people (Q2 – 19) got in touch or were referred for Sarah's support. There were **101** contacts (Q2 – 81) with or on behalf of clients, and Sarah supported people with **93** (Q2 – 75) 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 (more detail below):

Category	Number of issues
Finance – helping to put more money into people's pockets	10
Socialisation – helping people to get out and about more	20
Independence - helping people to be sustainably independent and to be connected with their community	26
Volunteer support – exploring how volunteers can support people to improve their wellbeing	8
Wellbeing – helping people to feel better	28
Melksham Emergency Register	1

Finance – 10 people were supported in the following ways:

- Information given on Attendance Allowance and referral to Age UK Wiltshire Information & Advice for support to apply. Sarah has helped people to complete the preliminary forms for this benefit application. She then follows up once an award has been made to help people find the best way to use this extra financial support to help their situation.
- Clients have been informed about the Surviving Winter Grant and how it can help them. Sarah has supported people to complete an application form with relevant documents and make the application.
- Clients have been referred to Age UK Wiltshire's Information & Advice service for a full benefit check e.g. Pension Credit, Housing Benefit, Council Tax Reduction payments.
- Information and contacts given for arranging a Lasting Power of Attorney.
- Discounts on water bills.



So far this year we have supported 25 older people in Melksham to increase their income by £91,884 per year, an average of £3,675 per person.

Socialisation – 20 people were supported in the following ways:

- Help to attend Fitness & Friendship Club. Sarah discusses travel arrangements, and can meet people there to ensure they feel confident about attending and are able to do so independently.
- Fitness & Friendship information provided.
- Referrals to Age UK Wiltshire Telephone Befriending service - only internal referrals can be made to this service at present
- Shared list of activities and groups in Melksham. Sarah has extensively researched what is available in the MTC and MWPC area, using resources put together by Melksham Town Council and Melksham Without Parish Council, and has visited many of these activities herself.
- Shared information on carer support groups and Carer Expo. Sarah has referred people to Carers Support Wiltshire for additional support.
- Supported people to attend a local day centre or lunch club having looked at transport options and attending alongside the client when needed.
- Referrals to the Men's Shed.

Independence – 26 people were supported in the following ways:

- Information and support given on pharmacy delivery and reordering service and discussed pharmacy delivery options to save money. Sarah actively supports people to arrange a reorder and collection service that they can manage independently without worrying about not getting their medications on time.
- Pharmacy pickup and delivery for those unable to manage themselves. We will always do this for someone if it cannot be managed independently.
- Building confidence in changing pharmacies to one that can deliver reliably. This is a new step for some people and Sarah will support them until they are confident to manage this by themselves.
- Information shared on shopping options. Sarah will go through this with the client and support them to feel confident whichever way they choose to manage this.
- Contact details / information given on local cleaners, together with support to engage someone to help with this.

- Sarah has given information on local food delivery services. Sarah has researched what is available locally so that she can give people up to date information on the choices available for food delivery. Sarah spends time discussing various meal options and helps them to make the best choice for their needs.
- Shared information on Blue Badge application and supported people to apply for a badge. Sarah has supported people to make an application online, taking a photo for them and uploading this to their application.
- Provided information on local traders: Window cleaners, gardeners, and decorators etc. with Age UK Wiltshire Guide to Finding Local Tradespeople.
- Gave information on and discussed the local Link transport service.
- Safety and security information given.
- Assisted holidays information given.
- Information on IT support available in the area.

Volunteer support - 8 people were supported in the following ways:

- Assisted to shop or shopped on someone's behalf.
- Pharmacy collection.
- Companion trips to local café for confidence building.
- Three volunteers, who were matched with people during the pandemic, continue to do weekly shopping for people. This sits outside the scope of the MCS service but MCS provides back-up if needed.

Wellbeing – 28 people were supported in the following ways:

- Age UK Wiltshire Guide to Later Life given.
- Booklet on Managing Anxiety to further support discussion on this.
- Shared Cinnamon Trust number with someone needing support to look after a much-loved pet.
- Shared information on Bereavement course in Melksham and encouraged people to attend these courses.
- Sent links to Sue Ryder website.



- Discussed SSAFA Forces help and the support they can give ex-service men and women and their families. Sarah has built good relationships with SSAFA to help with referrals.
- Information provided to support someone to engage in a hobby/interest.

Melksham Emergency Support - Sarah asks all MCS clients if they are on the emergency support register and if not, she explains the service and asks if they would like to be included.

MCS phone line

The MCS phone line has been running since the early days of the Covid pandemic, during which time it provided a huge amount of practical and emotional support to the Melksham community.

The number of requests made to the MCS phone line for help with shopping and prescriptions has continued to reduce in this quarter, as previously regular callers to the phone line have all been offered additional, holistic support. The requests that were made for support to collect prescriptions from the pharmacy and for help to top up utility keys were tasks that we have supported people to manage themselves. 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 talking to people about. Active MCS clients have a direct number for Sarah, with the MCS line the first point of contact.

Working in partnership

Age UK Wiltshire is part of the Integrated Care Board Neighbourhood Collaborative work in Melksham and Bradford on Avon, focused on falls prevention.

Other Age UK Wiltshire services

- In Q3 the Information & Advice service advised or supported **72** people living in Melksham. (Q2 2023 – 69).
- There were **120** attendances at the Fitness & Friendship Club at Bowerhill (Q2 2023 – 93).
- **Three** people in Melksham continue to receive weekly calls from an Age UK Wiltshire Telephone Befriender.
- **25** (Q2 – 19) people receive a welfare check and a hot meal delivered to their home through our Meals+ service. If needed the Meals+ service will plate up and serve the meal for someone in their home.

Ginny Cooper and Kate Brooks
Age UK Wiltshire
12th January 2024



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Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)
Note: 2024-2025 Draft Annual Budget Version 1

		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	<u>Central Costs</u>									
4000	Salaries ENI & Pension	225,000	257,587	300,500	172,641	250,000	0	350,000	0	0
4005	Temporary Staff	0	345	0	135	0	0	0	0	0
4016	Sundry Office Expenses	0	0	0	584	0	0	0	0	0
4021	Stationery	2,750	1,091	500	973	0	0	2,000	0	0
4023	Advertising	1,750	1,759	500	-38	0	0	3,000	0	0
4024	Equipment/furniture	3,000	29	1,000	665	0	0	1,000	0	0
4026	Photocopier/copying	1,200	1,636	750	1,243	0	0	1,600	0	0
4027	Telephones and Mobiles	3,000	2,437	3,000	1,735	0	0	2,500	0	0
4028	Postage	400	297	500	160	0	0	500	0	0
4029	Subscriptions	4,000	3,498	3,500	2,028	0	0	3,000	0	0
4040	Infomation Technology/Hardware	17,500	11,161	20,000	1,322	0	0	20,000	0	0
4042	Licences/Software	4,500	9,628	7,000	15,239	0	0	16,000	0	0
4050	Legal and Professional Fees	0	3,117	0	0	0	0	0	0	0
4058	Insurance	9,750	37,109	38,000	36,631	0	0	38,000	0	0
4061	Travel	500	496	500	852	0	0	300	0	0
4075	Training	5,000	3,603	6,000	3,366	6,000	0	3,000	0	0
Overhead Expenditure		<u>278,350</u>	<u>333,794</u>	<u>381,750</u>	<u>237,535</u>	<u>256,000</u>	<u>0</u>	<u>440,900</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(278,350)</u>	<u>(333,794)</u>	<u>(381,750)</u>	<u>(237,535)</u>	<u>(256,000)</u>		<u>(440,900)</u>		

Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)
Note: 2024-2025 Draft Annual Budget Version 1

		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
110	<u>Corporate Costs</u>									
1026	Income Interest	0	0	400	4,726	0	0	1,000	0	0
1176	Precept Received	966,204	966,204	999,784	999,784	0	0	0	0	0
	Total Income	966,204	966,204	1,000,184	1,004,510	0	0	1,000	0	0
4017	Bank account fees	500	416	500	362	0	0	500	0	0
4043	HR consultancy	5,000	19,056	7,500	4,095	0	0	6,000	0	0
4043	Legal and Professional Fees	500	7,880	7,000	3,521	0	0	12,000	0	0
4067	Accountancy and Audit	12,000	10,672	12,000	7,069	0	0	12,000	0	0
4076	Health & Safety	2,500	1,020	3,500	1,696	0	0	3,500	0	0
	Overhead Expenditure	20,500	39,045	30,500	16,743	0	0	34,000	0	0
	Movement to/(from) Gen Reserve	945,704	927,159	969,684	987,767	0		(33,000)		

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Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)
Note: 2024-2025 Draft Annual Budget Version 1

		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
115	<u>Civic and Democratic</u>									
1016	Receipts - Mayors Reception	0	976	0	538	0	0	0	0	0
	Total Income	0	976	0	538	0	0	0	0	0
4030	Town Crier's expenses	300	503	300	25	0	0	300	0	0
4034	Councillors' training	2,000	250	1,000	0	0	0	1,000	0	0
4062	Election Expenses	2,000	0	2,000	0	18,000	0	8,000	0	0
4070	Mayor's Allowance	1,000	1,000	1,000	1,000	0	0	1,000	0	0
4080	Civic and Ceremonial	2,500	7,296	3,500	2,558	0	0	4,000	0	0
4091	Remembrance Day	2,000	788	1,000	1,187	0	0	2,000	0	0
	Overhead Expenditure	9,800	9,838	8,800	4,770	18,000	0	16,300	0	0
	Movement to/(from) Gen Reserve	<u>(9,800)</u>	<u>(8,862)</u>	<u>(8,800)</u>	<u>(4,232)</u>	<u>(18,000)</u>		<u>(16,300)</u>		

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Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)
Note: 2024-2025 Draft Annual Budget Version 1

		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
151	Grants									
4301	Grants	25,000	28,406	16,000	6,545	0	0	16,000	0	0
4302	Grant CAB	5,000	5,000	5,000	5,000	0	0	0	0	0
4303	Grant-4Youth	10,000	10,000	10,000	10,000	0	0	10,000	0	0
4305	Grant Christmas Lights	10,000	10,000	10,000	10,000	0	0	10,000	0	0
4306	Grant Party in the Park	3,000	0	3,000	0	0	0	3,000	0	0
4310	Grant Food and River Festival	3,000	3,000	3,000	5,000	0	0	5,000	0	0
4317	Grant Carnival	2,500	2,500	2,500	1,000	0	0	2,500	0	0
4330	Grant TIC	4,000	4,000	4,000	4,000	0	0	4,000	0	0
	Overhead Expenditure	62,500	62,906	53,500	41,545	0	0	50,500	0	0
	Movement to/(from) Gen Reserve	<u>(62,500)</u>	<u>(62,906)</u>	<u>(53,500)</u>	<u>(41,545)</u>	<u>0</u>		<u>(50,500)</u>		

Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)
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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
201	<u>Town Hall</u>									
1034	Income Town Hall Bookings	1,000	3,332	2,000	1,503	0	0	2,000	0	0
	Total Income	1,000	3,332	2,000	1,503	0	0	2,000	0	0
4000	Salaries ENI & Pension	0	0	0	2,673	0	0	0	0	0
4100	Gas	4,667	5,219	6,000	3,820	0	0	7,200	0	0
4101	Electricity	3,334	4,409	5,000	3,002	0	0	6,000	0	0
4102	Non Domestic Rates	10,000	9,356	10,000	9,544	0	0	11,000	0	0
4103	Water Rates	1,800	1,486	2,000	793	0	0	2,000	0	0
4104	Window Cleaning	1,600	1,420	1,600	2,376	0	0	1,800	0	0
4106	Repairs and Maintenance	6,000	11,666	6,000	3,161	0	0	6,000	0	0
4108	Service Contracts	10,240	6,101	10,500	5,952	0	0	9,500	0	0
4109	Trade Waste	1,200	0	1,400	0	0	0	0	0	0
4261	Building Condition Reps Works	0	0	70,000	2,880	0	0	0	0	0
	Overhead Expenditure	38,841	39,657	112,500	34,200	0	0	43,500	0	0
	Movement to/(from) Gen Reserve	(37,841)	(36,325)	(110,500)	(32,697)	0		(41,500)		

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2024-2025 Draft Annual Budget Version 1

		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
202	<u>Asset and Amenities</u>									
1027	Income - Amenity Services	4,000	3,278	3,000	4,234	0	0	4,500	0	0
1950	Sale of Assets	0	1,340	0	0	0	0	0	0	0
	Total Income	4,000	4,618	3,000	4,234	0	0	4,500	0	0
4000	Salaries ENI & Pension	225,000	243,137	275,000	166,826	0	0	275,000	0	0
4027	Telephones and Mobiles	1,800	1,721	1,500	716	0	0	1,500	0	0
4029	Training	0	0	0	2,438	0	0	3,000	0	0
4038	Service Contracts	0	1,822	0	0	0	0	0	0	0
4150	Uniform/PPE	2,400	951	1,000	1,115	0	0	1,000	0	0
4152	Tools and Equipment	4,000	1,466	2,000	2,054	2,000	0	2,000	0	0
4153	Vehicle Running Costs	7,000	5,137	5,000	2,897	0	0	6,000	0	0
4156	Vehicle Leasing	13,000	11,834	5,800	9,787	13,000	0	11,000	0	0
4163	Repairs and Maintenance	12,000	3,573	8,000	1,508	0	0	6,000	0	0
4167	Street Furniture and Signage	10,000	2,655	7,500	4,681	0	0	6,000	0	0
4177	Churchyard maintenance	1,500	340	1,000	0	0	0	1,000	0	0
4186	Defibrillators	4,444	1,794	4,000	990	0	0	4,000	0	0
4196	Container storage	0	900	0	0	0	0	1,500	0	0
	Overhead Expenditure	281,144	275,331	310,800	193,014	15,000	0	318,000	0	0
	Movement to/(from) Gen Reserve	<u>(277,144)</u>	<u>(270,713)</u>	<u>(307,800)</u>	<u>(188,780)</u>	<u>(15,000)</u>		<u>(313,500)</u>		

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Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)
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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
203	<u>Allotments</u>									
1045	Income Allotments	5,000	4,640	5,000	290	0	0	7,000	0	0
	Total Income	5,000	4,640	5,000	290	0	0	7,000	0	0
4200	Water Rates - Allotments	1,800	538	1,200	1,190	0	0	1,800	0	0
4201	Maintenance - Allotments	1,000	367	1,000	887	0	0	4,000	0	0
	Overhead Expenditure	2,800	905	2,200	2,077	0	0	5,800	0	0
	Movement to/(from) Gen Reserve	2,200	3,735	2,800	(1,787)	0		1,200		

Melksham Town Council Current Year
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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
204	<u>Pavilion and Car Park</u>									
1046	Income - Pavilion	1,500	2,628	5,000	3,138	0	0	3,000	0	0
	Total Income	1,500	2,628	5,000	3,138	0	0	3,000	0	0
4050	Legal and Professional Fees	0	0	0	350	0	0	0	0	0
4250	Telephone - Pavilion	300	366	500	306	0	0	1,000	0	0
4252	Electricity	2,300	-4,901	3,000	7,913	0	0	12,000	0	0
4254	Water - Pavilion	1,200	394	1,000	0	0	0	2,500	0	0
4255	Fire Safety Checks	250	102	250	355	0	0	400	0	0
4256	Maintenance - Pavilion	2,000	5,964	4,500	7,671	0	0	4,000	0	0
4257	Insurance - Pavilion	1,200	0	0	0	0	0	0	0	0
4258	Pavilion Development	3,000	0	0	0	0	0	0	0	0
4260	Non Domestic Rates - Car Park	2,000	-1,233	0	0	0	0	0	0	0
4261	Building Condition Reps Works	0	116	0	0	0	0	0	0	0
	Overhead Expenditure	12,250	808	9,250	16,596	0	0	19,900	0	0
	Movement to/(from) Gen Reserve	(10,750)	1,820	(4,250)	(13,457)	0		(16,900)		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
205	<u>Public Toilets - Market Place</u>									
1060	Contribution to running costs	7,500	4,091	7,500	6,000	0	0	5,000	0	0
	Total Income	7,500	4,091	7,500	6,000	0	0	5,000	0	0
4101	Electricity	0	0	1,800	1,816	0	0	2,200	0	0
4103	Water Rates	0	0	3,000	986	0	0	3,000	0	0
4106	Repairs and Maintenance	2,000	799	1,000	150	0	0	1,000	0	0
4180	Cleaning	15,000	6,923	7,000	4,027	0	0	7,000	0	0
4183	Electricity supply: Toilets	2,133	2,022	0	0	0	0	0	0	0
4183	Water	2,500	-913	0	0	0	0	0	0	0
	Overhead Expenditure	21,633	8,831	12,800	6,979	0	0	13,200	0	0
	Movement to/(from) Gen Reserve	(14,133)	(4,740)	(5,300)	(979)	0		(8,200)		

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Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)
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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
206	<u>Public Toilets - Bath Road</u>									
4101	Electricity	0	0	1,400	1,086	0	0	1,700	0	0
4103	Water Rates	0	0	2,000	0	0	0	2,000	0	0
4106	Repairs and Maintenance	0	1,857	1,000	396	0	0	1,000	0	0
4180	Cleaning	0	4,920	7,000	4,920	0	0	7,000	0	0
4185	Electricity supply: Toilets	0	605	0	0	0	0	0	0	0
	Overhead Expenditure	0	7,381	11,400	6,402	0	0	11,700	0	0
	Movement to/(from) Gen Reserve	0	(7,381)	(11,400)	(6,402)	0		(11,700)		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
210	<u>Corporate Properties</u>									
1040	Income 31 Market Place	6,900	7,000	6,900	9,100	0	0	7,000	0	0
1048	Income Art House Cafe	6,000	6,000	6,000	4,500	0	0	6,000	0	0
	Total Income	12,900	13,000	12,900	13,600	0	0	13,000	0	0
4175	Costs Art House Cafe	1,000	740	0	0	0	0	0	0	0
4178	Costs Roundhouse	4,000	1,033	0	0	0	0	0	0	0
4191	Costs 31 Market Place	500	485	0	0	0	0	0	0	0
4830	Vat Adjustment Prior Year	0	493	0	0	0	0	0	0	0
	Overhead Expenditure	5,500	2,751	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	7,400	10,249	12,900	13,600	0		13,000		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
211	<u>Art House Cafe</u>									
4100	Gas	0	0	1,000	0	0	0	0	0	0
4108	Service Contracts	0	0	0	357	0	0	0	0	0
4175	Costs Art House Cafe	0	0	0	696	0	0	750	0	0
4202	Gas - DO NOT USE	900	0	0	0	0	0	0	0	0
4913	Water	600	0	0	0	0	0	0	0	0
	Overhead Expenditure	1,500	0	1,000	1,053	0	0	750	0	0
	Movement to/(from) Gen Reserve	(1,500)	0	(1,000)	(1,053)	0		(750)		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
212	<u>Round House</u>									
4101	Electricity	0	0	500	-1,270	0	0	400	0	0
4102	Non Domestic Rates	600	0	0	0	0	0	0	0	0
4103	Water Rates	0	0	240	55	0	0	200	0	0
4106	Repairs and Maintenance	0	0	1,000	660	0	0	250	0	0
4913	Water	240	0	0	0	0	0	0	0	0
	Overhead Expenditure	840	0	1,740	-555	0	0	850	0	0
	Movement to/(from) Gen Reserve	(840)	0	(1,740)	555	0		(850)		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
213	<u>31 Market Place</u>									
4106	Repairs and Maintenance	1,200	0	0	0	0	0	1,000	0	0
4108	Service Contracts	0	0	1,000	85	0	0	1,000	0	0
	Overhead Expenditure	1,200	0	1,000	85	0	0	2,000	0	0
	Movement to/(from) Gen Reserve	(1,200)	0	(1,000)	(85)	0		(2,000)		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
215	<u>Depot</u>									
4101	Electricity	0	0	2,000	1,458	0	0	1,200	0	0
4102	Non Domestic Rates	0	230	2,500	4,628	0	0	5,000	0	0
4103	Water Rates	250	178	250	160	0	0	250	0	0
4106	Repairs and Maintenance	1,500	155	4,000	0	0	0	2,000	0	0
4159	Electric - Unit	2,400	963	0	0	0	0	0	0	0
4160	Leasing	10,850	18,150	12,350	13,379	0	0	15,600	0	0
4161	Rates-Unit at Bowerhill	2,472	2,065	0	0	0	0	0	0	0
4164	Fire security: Unit	300	88	300	94	0	0	300	0	0
	Overhead Expenditure	17,772	21,829	21,400	19,719	0	0	24,350	0	0
	Movement to/(from) Gen Reserve	<u>(17,772)</u>	<u>(21,829)</u>	<u>(21,400)</u>	<u>(19,719)</u>	<u>0</u>		<u>(24,350)</u>		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
220	<u>Play Areas and Open Spaces</u>									
4157	Grasscutting	18,000	17,255	30,000	32,769	0	0	25,000	0	0
4158	Replacement Play Equipment	50,000	9,821	0	20,874	0	0	20,000	0	0
4165	Maintenance play areas	5,000	7,001	5,000	8,193	0	0	10,000	0	0
4169	Maintenance of trees	0	0	2,000	1,155	0	0	4,000	0	0
4179	Tree Planting and Ecology	15,000	0	10,000	47	0	0	5,000	0	0
4193	Rospa checks: Play areas	1,100	1,390	1,600	252	0	0	1,600	0	0
	Overhead Expenditure	89,100	35,467	48,600	63,289	0	0	65,600	0	0
	Movement to/(from) Gen Reserve	(89,100)	(35,467)	(48,600)	(63,289)	0		(65,600)		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
221	<u>King George V Park/Splashpad</u>									
4101	Electricity	0	40	5,000	1,550	0	0	7,000	0	0
4106	Repairs and Maintenance	0	2,364	0	1,110	0	0	0	0	0
4108	Service Contracts	0	2,174	5,000	3,915	0	0	5,500	0	0
4199	Chemicals	10,000	6,793	2,000	2,605	0	0	2,000	0	0
4313	Sports Roadshow	5,000	1,263	5,000	2,845	0	0	7,500	0	0
4913	Water	2,200	0	7,000	0	0	0	10,500	0	0
	Overhead Expenditure	17,200	12,632	24,000	12,024	0	0	32,500	0	0
	Movement to/(from) Gen Reserve	(17,200)	(12,632)	(24,000)	(12,024)	0		(32,500)		

Melksham Town Council Current Year
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Note: 2024-2025 Draft Annual Budget Version 1

		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
302	Projects									
1020	Miscellaneous Income	0	0	0	117	0	0	0	0	0
1050	Grants Received	0	31,839	0	3,060	0	0	0	0	0
1052	Switch on Event - Stalls	0	0	0	3,814	2,000	0	2,000	0	0
1059	Sponsorship	0	0	0	0	4,500	0	5,000	0	0
1174	Christmas Income	0	2,642	0	0	0	0	0	0	0
1179	Neighbourhood Plan	0	0	0	30	0	0	0	0	0
	Total Income	0	34,481	0	7,020	6,500	0	7,000	0	0
4073	Climate Fest	1,000	2,513	2,500	1,134	0	0	2,000	0	0
4074	Neighbourhood Plan	5,000	24,457	2,000	20,783	0	0	5,000	0	0
4078	Community Projects	1,000	16	1,000	524	0	0	4,000	0	0
4080	Melksham in Bloom Competition	1,000	502	500	8	0	0	0	0	0
4081	Melksham Art Project	2,000	110	1,000	0	0	0	0	0	0
4083	Virtual Community Hub	1,200	0	0	0	0	0	0	0	0
4304	Switch on Event	1,500	10,711	6,000	9,762	0	0	11,000	0	0
4321	Coronation	0	0	4,500	6,857	6,857	0	0	0	0
4322	Age UK Project Worker	0	0	0	8,146	10,000	0	12,500	0	0
	Overhead Expenditure	12,700	38,310	17,500	47,214	16,857	0	34,500	0	0
	Movement to/(from) Gen Reserve	(12,700)	(3,829)	(17,500)	(40,193)	(10,357)		(27,500)		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
310	<u>East Melksham Community Hall</u>									
4050	Legal and Professional Fees	1,000	500	0	0	0	0	0	0	0
	Overhead Expenditure	1,000	500	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,000)	(500)	0	0	0		0		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
403	<u>Economic Dev. and Planning</u>									
1030	Income-Melksham Makers Market	1,000	2,043	2,000	198	0	0	0	0	0
1089	Income-Hanging Baskets	0	1,328	1,300	1,263	0	0	1,300	0	0
	Total Income	1,000	3,371	3,300	1,461	0	0	1,300	0	0
4071	Town Floral Displays	10,000	9,566	10,000	6,084	11,000	0	11,000	0	0
4080	Melksham in Bloom Competition	0	0	0	0	10,000	0	0	0	0
4080	Makers Market	0	1,442	0	0	0	0	0	0	0
4088	CCTV	12,500	2,448	0	560	0	0	5,000	0	0
4309	Newsletter	4,000	2,022	5,000	0	0	0	2,000	0	0
4309	Community Development Support	750	0	0	0	0	0	0	0	0
4328	Electric/ Climate Development	0	0	1,000	0	0	0	0	0	0
4354	Parking Scheme	1,500	985	500	817	0	0	500	0	0
4356	LHFIG	7,500	208	10,000	2,148	0	0	10,000	0	0
4922	Publicity & Marketing	2,000	0	1,500	0	0	0	1,500	0	0
4925	Town Development	15,000	1,200	15,000	688	0	0	0	0	0
	Overhead Expenditure	53,250	17,871	43,000	10,296	21,000	0	30,000	0	0
	Movement to/(from) Gen Reserve	(52,250)	(14,500)	(39,700)	(8,835)	(21,000)		(28,700)		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
405	<u>Solar Farm Projects</u>									
1182	Solar money received	38,620	44,190	40,000	48,105	0	0	40,000	0	0
	Total Income	38,620	44,190	40,000	48,105	0	0	40,000	0	0
4500	Solar Money Projects	38,620	0	40,000	0	0	0	40,000	0	0
	Overhead Expenditure	38,620	0	40,000	0	0	0	40,000	0	0
	Movement to/(from) Gen Reserve	0	44,190	0	48,105	0		0		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
501	<u>Assembly Hall Central Costs</u>									
1000	Income-Assembly Hall Lettings	38,000	24,408	50,000	20,934	0	0	30,000	0	0
1020	Miscellaneous Income	0	30	0	0	0	0	0	0	0
	Total Income	38,000	24,438	50,000	20,934	0	0	30,000	0	0
4000	Salaries ENI & Pension	78,000	78,679	85,000	60,488	0	0	105,212	0	0
4005	Temporary Staff	0	513	0	3,221	0	0	0	0	0
4900	Uniforms	625	0	500	0	0	0	1,000	0	0
4905	Cleaning Materials	700	1,664	2,000	1,758	0	0	2,000	0	0
4907	Stationery/Printing/Postage	600	135	150	52	0	0	150	0	0
4909	Licences	3,600	7,135	4,500	1,512	0	0	3,500	0	0
4911	Electricity	13,200	16,935	13,500	11,822	0	0	24,000	0	0
4912	Gas	1,000	276	350	171	0	0	100	0	0
4913	Water	2,400	2,842	2,600	2,327	0	0	3,000	0	0
4914	Rates	9,000	8,608	9,500	7,747	0	0	9,500	0	0
4915	Equipment	0	717	0	115	0	0	5,000	0	0
4916	Maintenance-Equipment	10,000	4,829	7,500	5,301	0	0	7,500	0	0
4917	Service Contracts	7,200	11,264	12,000	8,462	0	0	8,400	0	0
4918	Maintenance	12,000	1,834	7,000	5,629	0	0	13,000	0	0
4922	Publicity & Marketing	4,800	3,171	5,000	5,379	0	0	7,500	0	0
4923	Mnagement Information Systems	6,600	0	0	0	0	0	9,000	0	0
4924	Telephone: security alarms	360	0	300	0	0	0	0	0	0
4927	Stocktaking	600	520	600	390	0	0	600	0	0
4929	AIB	1,800	0	2,000	0	0	0	2,000	0	0

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4949	Provision/Hire Stage Lights	1,800	0	0	0	0	0	2,000	0	0
4958	Event Security	2,400	1,489	1,500	510	0	0	2,000	0	0
Overhead Expenditure		156,685	140,610	154,000	114,883	0	0	205,462	0	0
Movement to/(from) Gen Reserve		(118,685)	(116,171)	(104,000)	(93,949)	0		(175,462)		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
510	<u>Assembly Hall Events</u>									
1004	Film shows	2,000	75	600	346	0	0	300	0	0
1173	Live Shows - Hall Hire	43,000	47,607	2,000	17,704	0	0	20,000	0	0
	Total Income	45,000	47,682	2,600	18,050	0	0	20,300	0	0
4919	Films: expenses and contract	2,000	12	300	11	0	0	220	0	0
4954	PA and Lighting Costs	6,000	3,145	1,000	3,680	0	0	4,500	0	0
4955	Event Security	0	0	0	120	0	0	0	0	0
4960	Live entertainment:	40,000	31,608	1,000	2,631	0	0	11,000	0	0
	Overhead Expenditure	48,000	34,765	2,300	6,442	0	0	15,720	0	0
	Movement to/(from) Gen Reserve	(3,000)	12,917	300	11,608	0		4,580		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
520	<u>Assembly Hall Bar and Catering</u>									
1001	Income-Assembly Hall Bar	60,750	49,086	55,000	35,436	0	0	40,000	0	0
1003	Income Food and Snacks	21,500	400	0	0	0	0	3,500	0	0
	Total Income	82,250	49,486	55,000	35,436	0	0	43,500	0	0
4901	Catering Stock Purchases	10,752	49	0	575	0	0	2,000	0	0
4903	Bar Stock Purchases	30,575	20,837	24,750	15,091	0	0	25,000	0	0
	Overhead Expenditure	41,327	20,886	24,750	15,666	0	0	27,000	0	0
	Movement to/(from) Gen Reserve	40,923	28,600	30,250	19,770	0		16,500		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
901	<u>Earmarked Reserves</u>									
1180	CIL Received	0	317,931	0	1,140	0	0	0	0	0
	Total Income	0	317,931	0	1,140	0	0	0	0	0
9202	Unplanned Maintenance	65,780	6,671	67,109	47,520	0	0	10,000	0	0
9204	Town Team Project	5,000	0	5,000	0	0	0	0	0	0
9218	Election expenses	12,830	0	14,830	9,631	0	0	7,500	0	0
9220	Street Furniture	6,837	0	0	0	0	0	0	0	0
9235	Market Town Initiative	0	0	20,000	3,864	0	0	0	0	0
9241	Cil East of Melksham Comm Hall	0	0	315,030	0	0	0	0	0	0
9243	Green Spaces	10,743	0	10,743	9,432	0	0	0	0	0
9244	Major Projects Reserve	290,948	15,503	278,945	108,183	0	0	50,000	0	0
9245	Solar Money	95,933	0	144,038	41,959	0	0	0	0	0
9246	Precept Support Fund	45,000	0	45,000	0	0	0	0	0	0
9248	CIL	369,022	1,472	52,520	0	0	0	0	0	0
9249	Jubilee Celebrations	3,000	3,000	0	0	0	0	0	0	0
	Overhead Expenditure	905,093	26,646	953,215	220,587	0	0	67,500	0	0
	Movement to/(from) Gen Reserve	(905,093)	291,285	(953,215)	(219,448)	0		(67,500)		

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		<u>Budget 2022/2023</u>		<u>Budget 2023/2024</u>				<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
902	<u>Sinking Funds</u>									
9203	Recreation Fund	2,130	0	2,130	0	0	0	5,000	0	0
9228	Office Equipment	4,275	0	4,275	0	0	0	0	0	0
9232	Street Furniture	0	0	13,837	0	0	0	0	0	0
9233	Equipment Replacement	21,000	0	21,000	0	0	0	0	0	0
	Overhead Expenditure	27,405	0	41,242	0	0	0	5,000	0	0
	Movement to/(from) Gen Reserve	(27,405)	0	(41,242)	0	0		(5,000)		
	Total Budget Income	1,202,974	1,521,067	1,186,484	1,165,960	6,500	0	177,600	0	0
	Expenditure	2,145,010	1,130,761	2,307,247	1,070,563	326,857	0	1,505,032	0	0
	Movement to/(from) Gen Reserve	(942,036)	390,306	(1,120,763)	95,397	(320,357)		(1,327,432)		

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MELKSHAM TOWN COUNCIL

CALENDAR OF MEETINGS 2024/2025

* Meeting falls on Tues/Wednes (or following Monday Public Holiday)
** Meeting will begin at 7.30 pm or on the rising of the previous Committee meeting
*** Budgets to be approved

	2024								2025				
	5 & 26 Bank Holiday			26 Bank Holiday				25 and 26 Bank Holiday	1 Bank Holiday			18 & 21 Bank Holiday	
	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Annual Town Meeting											17		
Budget Working Group													
Asset Management and Amenities		10		12		14		16		10		7	
Chairs Meeting (as required)													
Community Development	7		1			1			20			14	
Economic Dev & Planning	14	4, 25	16	6, 27	17	8,29	19	10	9,28	18	11	1, 22	13
Envi & Climate Working Group (third Wednesday of the month)													
Events Working Group (first Thursday of the month)	2	6	4	1	5	3	7	5	16	6	6	3	1
Finance Admin & Performance	13		8		9		11		13		3		6
Full Council	20 Annual Meeting, 28	17	29	19	23	21	25	23	27	24	24	28	19 Annual Meeting, 27
Staffing Committee (as required)													
Neighbourhood Plan													

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MELKSHAM TOWN COUNCIL

MEETING OF THE *Full Council/Assembly Hall Working Group*

Monday 22 January 2024

Approaches to Architects for Assembly Hall/ Blue Pool Project.

Report of *The Committee Clerk*

1 Purpose of the report

To update councillors on the Assembly Hall/ Blue Pool project

2 Background

On 27 November 2023 full council made the following resolution – ‘that Councillor Aves and the Committee Clerk draft a brief for architects, to then be circulated to members for comment. Any suggestions for architects to be forwarded to the Committee Clerk who is delegated to circulate the brief to architects.

Wording was supplied by Councillor Aves and circulated to all councillors. The wording was slightly amended by the Committee Clerk to remove, at the suggestion of the Locum Clerk, the word ‘tender’ and to make the wording flow.

The final wording, agreed with Councillor Aves was – ‘ Melksham Town Council is about to embark on an exciting new project – the development of a new community facility in the centre of the town.

We have at our disposal two separate community facilities, the Assembly Hall and the Blue Pool, which are set back-to-back on a large space behind the Town Hall. We would like to develop one vibrant, versatile space that will serve the needs of a growing community for the foreseeable future. The resulting project must also reflect a commitment to environmentally conscious building practices and low, sustainable running costs.

Whilst we have our own list of needs and end uses, we are open to other suggestions that you might think sit with our vision of a modern entertainment facility that will stand out as a model for other towns to admire, as a standard for the 21st century.

We therefore invite plans from interested parties.

Attached are scale maps of the site showing present buildings, which you are at liberty to utilise, demolish or adapt, together with meeting minutes which show our wish list of facilities. For viewings of the properties and site please phone or email for an appointment with the Town Clerk or Town Council representative.

We look forward to hearing from you and discussing how your ideas fit in with our vision.’

This wording and supporting documents was forwarded to the following firms, as supplied by councillors:-

- Roberts Slimbrick
- DB3 Group
- SR

- DKA
- SRA
- NVB

It was also forwarded as a courtesy to Mark Saint of MEA.

Details were also posted to Melksham Town Council website and social media.

3 Current Situation

The following responses have been received.

DB3 Group

Thanks for your email introducing what sounds like an exciting opportunity for Melksham. We had some early involvement via Wiltshire Council with the Melksham Campus project and delivered the relocation of Melksham football and rugby clubs to their new sites, so would be interested in principle.

However I have a few queries at this stage –

- Are you seeking proposals from a limited number of architects at the moment, or has this email been circulated to a large number of parties?
- Your email mentions that you are seeking plans – do you mean just initial thoughts about uses or drawn design proposals?
- If the latter, is this a design competition? If so, I think we would need to see a more detailed brief, scoring criteria and the reward for the successful company.
- Is funding in place for the project?
- You don't mention a fee so should we assume work carried out at this stage would be speculative?

I would be happy to discuss further on the phone if this would be easier.

DKA

Thank you for thinking of DKA. Exciting news!

You may / may not be aware that DKA has an intimate knowledge of the Melksham House / Melksham Assembly Hall / Blue Pool sites. We have been involved with the Melksham House site since 2011 when Wiltshire Council decided to purchase the site from Cooper Tyres.

In addition to our work related to the design of the Melksham Campus (DKA did the concept design through to planning / tender), we have over the years also looked at various options for the possible use of the Blue Pool site with Wiltshire Council.

In 2017 we were approached by Melksham Town Council for undertaking a feasibility for the Assembly Hall and Blue pool, but this wasn't pursued.

You mention that you are inviting plans 'from interested parties'. Do you see this as a competition with some initial concept ideas, rather than a fee proposal for an initial feasibility study? If so, do you have a timeframe for responses?

If possible, we would like to arrange a site visit - can you let us know the best time that suits you?

NVB

Many thanks for the message and taking my call earlier.

As I mentioned, we would be delighted to be involved in this exciting opportunity, but I am a little unclear on what the Council are expecting in response to the message? The implication appears to be that the Council are expecting work to be undertaken for no charge. I'm afraid this is not possible.

If the Council wish us to provide a fee proposal for a feasibility / option study, we would be delighted to provide this.

A little more information would be helpful ...

1. What is the Council's timescale to undertake such a study?
2. How much engagement would the Council wish to undertake with the wider community?
3. What is the approximate project budget that the Council has in mind?
4. Will the completion of the study lead to an appointment (Architectural) to deliver the project?
5. What is the Council's preferred procurement route?
6. Is a suitable cost consultant already appointed?

In the meantime I would be delighted to meet with the Council to explain how we could assist, if that would be of interest.

Mark Saint

I understand where the members are coming from and the approach may achieve a similar output to the RIBA competition option I suggested a few months ago.

However, the briefing below needs, in my view, to also consider commercial and associated matters too. Without doing so, the Council may get into a bit of a pickle with next steps post submissions.

Just my thoughts and I wish you luck with the process.

No reply was received from SR or SRA. The named person at Roberts Slimbrick had retired and suggested an alternative contact. No reply was received from that alternative.

4 Recommendations

It is clear that all three firms who replied are interested but seek clarification on fees/funding and what the council expects at this stage. These would seem to be the kinds of issues Mark Saint foresaw. Councillors need to decide on how they wish to take the matter forward.

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Extract from draft MWPC Full Council minutes 4th December re LCWIP

319/23 Local Cycling and Walking Plans (LCWIPs) for Calne and Melksham. To consider providing a response to the consultation which closes on 22 December.

Members made the following comments:

- It was noted Bowerhill is included within the Melksham Town Key Focus Map but should be considered separately, also Berryfield is split in half, with half in the Town and half not and should also be considered as a separate area or referred to as Melksham Town, Bowerhill & Berryfield on the legend.
- Priority route MW10: A365 to Gymnastic School. It was suggested no one walks from the A365 to the gym but might walk from the town to the gym. The shortest route is along the secondary route MW12, (which is not included on the legend) and is the safest route and set back from the road and avoids the HGVs on the A365 diverted from Seend.
- What is the definition of Melksham Development sites?

It was noted there is a significant tract of land hatched red on the map indicating Melksham Development Sites to the rear of Melksham Oak School northwards, which also appeared to include Oakfield Stadium land. Parish Council are only aware of the following development sites in this area:

- PL/2023/01949: Blackmore Farm (650 dwellings)
- PL/2023/0710: Snarlton Farm (up to 300 dwellings)
- Proposed site allocations in the draft Local Plan known as Land off Bath Road Policy 19 for 135 dwellings and Land east of Melksham Policy 18 for 425 dwellings

The map also does not include the following development sites, which have been approved:

- PL/2022/00808: Land West of Semington Road (50 dwellings)
- PL/2022/08155: Land West of Semington Road (53 dwellings)
- 20/01938/OUT: Land at Semington Road (144 dwellings) (Known as Buckley Gardens)

There is a need to extend the footpath along Semington Road from Bowood View to the pedestrian access off of Semington Road to the new Berryfield Village Hall.

Resolved: To forward the above comments to Wiltshire Council in response to the consultation and to give delegated powers to the Clerk to also provide any additional comments, once she has had an opportunity to review proposals and highlight any amendments/omissions.

Vaughan Thomson, Place's comments:

In Principle

It is good WC are progressing this and the reasoning behind it is robust.

There is broad conformity with JMNP Policy 11.

It is also good that Melksham is in an earlier phase alongside the draft JMNP2 as it can link policies to it and be in a smaller pack in seeking investment. Although I note there are further stages in developing the network and feasibility before any funding.

Engagement

What prior engagement has supported the proposals?

I believe you have made suggestions.

What outreach is WC doing?

There is insufficient time to make well-considered comments.

JMNP1

How aligned are the proposals to JMNP1 Policy 11 (active travel) and network figure 8?

This is the adopted policy evidence base and should be the starting point.

I've not had time to do the comparison.

Routes could do more to integrate with the GBI network. Ref Policy 12. Fig 9. (I think the same might be said for JMNP1 figs 8&9)

Has Priority for People produced anything?

Local Plan

Growth areas are inaccurately shown on the plans.

Some connectivity future proofed into north east extensions. But all highway based.

Connections with Melksham Oak School appear inadequate to surrounding communities given likelihood of high walking and cycling need/opportunity.

WC Design Guide

WDG Chapter 8, Movement, provides guidance for new developments which can take over for extension networks and detailing.

General

It is a physical highway based proposal. Best practice suggests this should be part of a wider approach. See this Scottish Govt guidance review eg.

MWPC Clerk's comments on 16th October, following very brief briefing (just the map) at the Area Board internal meeting. Quick presentation from Atkins, and Kingsley Hampton, Wiltshire Council

1. Please see below and attached for the issue we have and the route proposed, for children in particular coming from new Semington Road developments to the proposed school at Pathfinder in Bowerhill and Melksham Oak Secondary school.
2. Please see email attached on the Stage 4 safety audit of the Hilperton to Melksham route, and when it just stops at Longford Road without a safe onward journey to the town centre – again map attached, called “other issues” – the email says its being raised as future project for the Sustainable Travel team.
3. Priority for People is a Melksham Town Council project, with their survey results on the dedicated website <https://www.priorityforpeople.org/>
4. The proposed route for a new pedestrian/cycle way to the rear of Melksham Oak was not on any of the maps.
5. The following planning application was refused by Wiltshire Council and at appeal next week, and yet was on your strategic sites map, it was not allocated in the draft Local Plan (this is land south of Western Way PL/2022/08504) this needs updating as was approved at appeal

In addition, the Melksham Neighbourhood Plan (adopted July 2021) has been reviewed and has gone out for formal consultation starting today, of particular interest is its revised Policy 11: Sustainable Transport and Active Travel on page 76 of the plan www.melkshamneighbourhoodplan.org I have attached its updated Green and Blue Infrastructure Evidence Report which might be useful as just updated.

Thanks for keeping the parish council informed, we look forward to contributing to the consultation. Presumably the comments we submitted to the LCWIP in September 22, along with other stakeholders have been fed into this?

With kind regards,

Teresa

Extract from Minutes of the Highways & Streetscene Committee on 26th September 2022:

180/22 Cycling & Walking Infrastructure

a) Wiltshire Council Local Cycling and Walking Infrastructure Plan. To consider response to consultation (consultation ends on 26 September) <https://www.wiltshire.gov.uk/transport-town-cycle-networks>

The Clerk explained there were various questions which needed a response within the consultation. The final document would be useful in providing evidence to developers of a need for particular types of infrastructure and therefore it was important to make sure any local requests/projects were included within the document.

Q4: Are any key routes missing where there is likely to be high potential for walking to a railway station outside the market town.

On looking through the report it was noted it did not mention the following routes:

- The long-held ambition to install a cut through from Foundry Close to the Railway Station.
- Access to Melksham Oak School from the new development (Hunters Wood/The Acorns).

Q5: Are there any routes missing

The Clerk explained the canal tow path from Melksham to Lacock was not included despite the Wilts & Berks Canal Trust stating they planned to construct a pedestrian/cycleway route which had already been costed, prior to the canal being built.

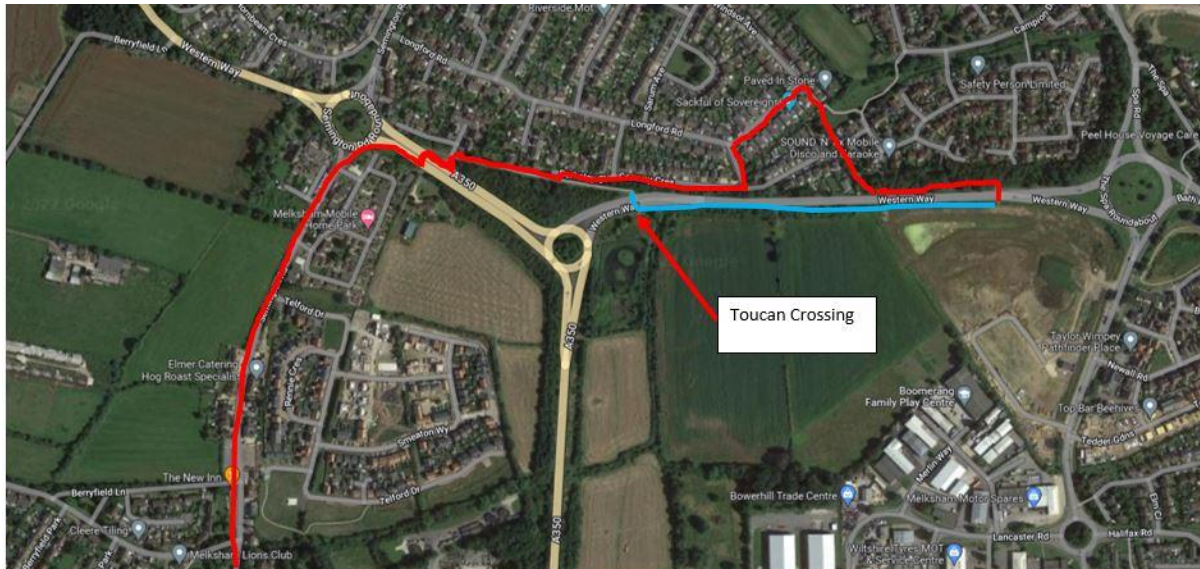
The Clerk explained she had noted the Kennet & Avon Canal Trust were looking at improving the whole route along the Kennet & Avon Canal for cyclists and pedestrians. It was noted there were areas within the Melksham area, which were virtually impassable.

Given the deadline was today, it was:

Resolved: to respond to the consultation to highlight the following routes are missing from the consultation:

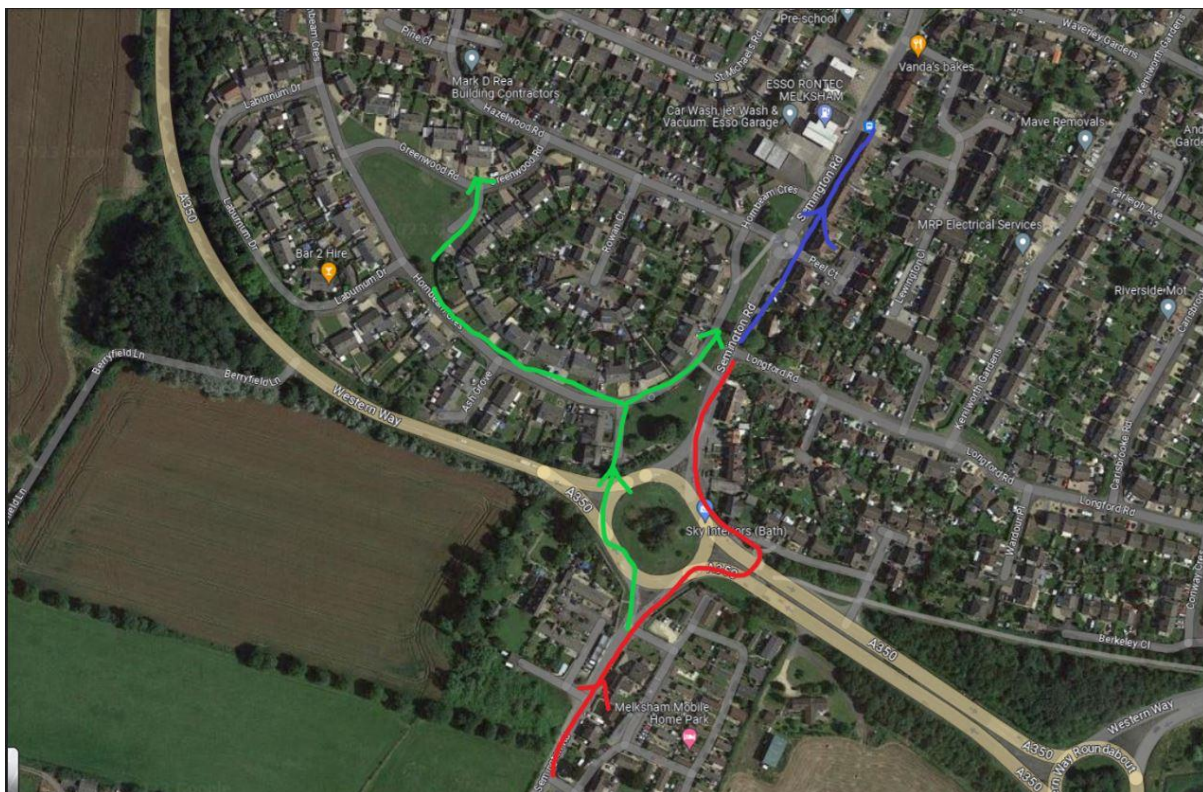
- A cut through from Foundry Close to the Railway Station.
- Access to Melksham Oak School from the new development (Hunters Wood/The Acorns).
- Wilts & Berks Canal tow path/pedestrian/cycleway from Melksham to Lacock.

And to welcome the improvements along the Kennet & Avon Canal.



Walking route for those children coming from development (144 dwellings) East of Semington Road (PL/2022/02749) to access proposed new school at Pathfinder Place in **RED.**

Request for Section 106 Funding to be used to provide Toucan Crossing and create footpath along Western Way to proposed Pathfinder Place School in **BLUE**



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Email from Teresa Strange, Clerk of Melksham Without Parish Council, received Monday 15 January 2024

Hi Andrew

I think you have taken the basis for MWPC's LCWIP consultation response as an agenda item for MTC's Full Council meeting on Monday 22nd Jan.

The parish council are going to look at this one too tonight, and are likely to add it, and its actually in Melksham Town.

You may wish to add to your MTC agenda pack?

Kind regards, Teresa

Subject: Footpath between Western Way and Burnet Close

Dear Allan

The development that is known as Pathfinder Place, by Taylor Wimpey, at Bowerhill (land south of Western Way) in Melksham Without has been completed and occupied now (213 dwellings).

In the s106 (extract attached) is funding for improving the pedestrian and cycle access from Western Way to the town via Burnet Close. This is already a well trod route for residents, especially pupils accessing Melksham Oak school who are walking through the new development and using the new pedestrian crossing further down the A365 at Newall Road. In addition it avoids the circuitous route via the current road works on the main Spa Roundabout that have been taking many months, and are very overdue. The winter conditions are making it almost unusable at present, as its just a muddy track and not surfaced (see attached).

Can you please let us know when the upgrade to the footpath will be put in place, we are yet to see any plans for it (albeit the actual bit to be improved is in Melksham Town and not Melksham Without) or heard anything on it from your team. We note that the s106 funding was received by Wiltshire Council in April 2020, nearly 4 years ago and so members are keen to see this now put in place as the housing is now all occupied. (See below for confirmation of funding paid).

On a wider note, we also want to understand what triggers/mechanisms there are at Wiltshire Council for this to be put in place? Should we be requesting via LHFIG who draw down from the s106 funding, or is this something that your team routinely picks up? This is not the first "pedestrian and cycle improvements" that have been funded by s106 for the parish that we have struggled to get implemented, and only with the intervention and assistance of our Wiltshire Councillors. Perhaps you could explain the process so we know how to work with it?

We look forward to hearing from you.









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MINUTES OF SHURNHOLD FIELDS WORKING GROUP MEETING
On Thursday 28th September 2023 at 7.00pm
held at Melksham Without Parish Council Offices (First Floor), Melksham
Community Campus, Market Place, SN12 6ES

Present: Councillor J Glover (MWPC)
Councillor D Pafford (MWPC)
Councillor P Aves (MTC)
Councillor S Mortimer (MTC)
Councillor P Alford (MTC)
Andy Newman (Friends of Shurnhold Fields)
Teresa Strange – Clerk MWPC
David Elms – Amenities Manager MTC

1. WELCOME, HOUSEKEEPING AND ANNOUNCEMENTS

Teresa welcome everyone to the meeting, and explained the evacuation procedure in the event of a fire. It was noted that this meeting will be recorded to aid note taking of the meeting.

2. TO NOTE TERMS OF REFERENCE

Teresa reminded everyone of the terms of reference for the working party.

3. ELECTION OF CHAIR (MTC)

It was noted that the last meeting was chaired by a member of MWPC, which means that a member of MTC would need to be elected as chair for this evening's meeting, in line with the Terms of Reference.

Councillor Alford took the chair.

4. APOLOGIES

It was noted that, as MTC had appointed four reps to this working party and only three members had a vote, Councillor Rabey stood down prior to this meeting.

Teresa advised that Councillor Patacchiola was hoping to attend the meeting; however, he was delayed on his way home from work.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. NOTES

To approve as an accurate record the Notes and confidential notes of the last meeting held on Thursday 8th September 2021

Resolved: The minutes of the meeting held on 8th September 2021 be approved.

7. CAR PARK AND ENTRANCE IMPROVEMENT PROJECT

- a) To note progress with applications made for land drainage, Environment Agency and highways consent and consider any feedback received to date.**

Tersea explained that at the last meeting, the working party reviewed the drawings and tenders received for the car park and entrance improvement project. The drawing and tender were approved; however, to date, the works have been unable to commence due to the Environment Agency not granting permission for the works to go ahead. It was explained that permission wasn't granted because the car park site was within 8 meters of a watercourse, in an area where there was known flooding. This was despite the works being to the specification set out by Danny Everett, the Principal Drainage Engineer at Wiltshire Council, who was going to use the spoil to create bunds to prevent flooding in the area. As a result of this, Danny Everett applied to the Environment Agency for £150k to put in flood prevention works at Shurnhold Fields using the land owned by both councils, to put in flood prevention measures to dwellings on Dunch Lane. Teresa had just received confirmation from Danny that he had been successful in obtaining the funding to undertake the proposed flood prevention works; as such, this means that this has now become a Wiltshire Council project. As part of the wider scheme, Danny has the authority to give permission for the car park and entrance project to go ahead.

Councillor Alford advised that Wiltshire Council would need to agree to the scheme for it to go ahead. Teresa advised that she had spoken to Danny with regard to this, and he felt confident that it would be approved as it was to his specification and met the criteria for Land Drainage consent. In addition, Danny had met reps from Wessex Water on site to look at using their spoil from the current mains drainage works in Beanacre to build the bunds to the rear of the Dunch Lane houses, which would be a cost-saving for Wiltshire Council. It was noted that the flood prevention works would need to be completed before the car park improvement works could be started.

Teresa explained that with regard to timeframes for the works, the Wessex Waters main drainage works were due to be completed before Christmas, so the hope was that the spoil from these works could be collected before then, in order for the flood mitigation works to start. She was, however, unable to confirm an exact date as to when the work would be completed at this stage.

Teresa explained that as part of this process, the residents of Dunch Lane needed to be written to; this was to inform them of the work that was due to take place. She suggested that it would be more appropriate if the letter came from the town council, as this was in their parish. It was explained that Danny was also happy to attend a public meeting hosted by the councils.

Teresa reported that Wiltshire Council highways had now confirmed that they were happy with the visibility splays following receipt of latest drawings, so that was now in order.

Everyone welcomed the news of the successful grant for flood prevention work and looks forward to hearing about a start date in due course.

b) To consider way forward with tenders – to re-tender or negotiate with approved contractor and seek new quotes for capital items (shed) nearer project completion

It was noted that the tender that was originally approved for this project is now two years old, and therefore expired. Teresa queried whether the working party wished to go out to tender for this project again once there was a firmer date as to when the car park project could start. The alternative to this would be to negotiate any price increase with the successful tender, bearing in mind that all of the tenders were quite close together in terms of cost last time, and the successful tenderer was chosen based on how local to the area they were. After a discussion, it was agreed that officers should not go out to tender again for the project due to the time involved for both officers and the contractors to put together another tender response. It was suggested that officers should contact I&B Ayliffe Ltd, the successful contractor to ascertain whether they were still interested in doing the work first, as there was no point in asking for a cost at this juncture until a firmer date was known as to when work was able to start.

Teresa reminded members that the councils were awarded £5,000 from the Area Board for this project, with the remaining amounts being split 50/50 between the two councils. This was budgeted by both councils at the time; however, two years had now passed since this project had been agreed. Teresa confirmed that the parish council had £10,000 plus the £5,000 from the Area Board in an earmarked reserve, but suggested that this may need to be checked by MTC to ensure that they still have budgeted for this expenditure.

Resolved: To not go back out to tender for the car park improvement project and contact I&B Ayliffe Ltd to see whether they are still interested in the works. Negotiations on a price increase to take place with the contractor once a firm date is known for the works to start if I&B Ayliffe Ltd confirms that they are still interested in the project.

8. ONGOING MAINTENANCE

a) To note tree work contracted to Acer by MWPC and work undertaken.

Teresa explained that the parish tree inspections were undertaken every 27 months, so they were in different seasons. This inspection had recently been undertaken, and the trees at Shurnhold Fields were included in the schedule. Teresa reported that a number of trees had been rated as either high or medium risk; therefore, the necessary tree works have already been undertaken at a cost of £700 + VAT, with the spend coming from the Shurnhold Fields maintenance 106 contribution held by Melksham Without.

b) To note grass cutting being undertaken by J H Jones since volunteers' mower out of action with associated costs and to consider way forward

It was noted that the current mower that the Friends used for grass cutting at Shurnhold Fields was broken beyond repair. As the mower was out of action, JH Jones had been contracted to undertake the cutting of the pathways in the interim until a decision could be made on a way forward. It had been confirmed that the town council amenities had no capacity to undertake the work.

Andy confirmed that the Friends would be happy to continue the grass cutting if a new mower was purchased. He explained that the original mower was a standard sit-on one and felt that any new mower purchased needed to be of a bigger size due to the amount of land that needed to be covered. Andy explained that on top of the pathway grass cutting, there was more grass cutting that was required at the field, for example, around the WW1 trees, so any new mower needed to have the ability to do this work as well. It was clarified that if the councils were to purchase a new mower for the Friends to use, JH Jones would not be required to grass cut on a regular basis and would only need to undertake the annual cut of the whole field that had previously been agreed. Andy explained that the shed, which was part of the car park project, would be required to safely store the mower. It was noted that the shed was unable to be purchased until the car park improvement works had been finished.

Councillor Alford queried with Andy whether he had an idea of the cost of a new mower. Andy confirmed that he hadn't done any investigations into mowers yet; however, as explained above, he felt that a bigger one was required, even if it was a second-hand one. Councillor Aves felt that there needed to be caution around purchasing a second-hand mower, as this may mean that it's not working at its full performance. It was also queried about what would happen with the equipment in the instance of the Friends of Shurnhold Fields folding. It was confirmed that the equipment would be returned to both councils to use and maintain the field. Teresa queried with Andy whether the Friends had a constitution detailing that the equipment would

be returned to both councils if the group folded. Andy agreed that he would check this.

It was highlighted that the dimensions of the shed would also need to be looked at once the model of the mower was established to ensure that it would fit. It was noted that this could mean that the shed may cost more than originally anticipated, depending on the size required.

It was queried whether the s106-maintenance contribution could be used for the mower. Teresa explained that she had previously asked for clarity from the s106 officer at Wiltshire Council on what the fund could be used for. They explained that the developer, Persimmon, had provided the funding for the maintenance of the land, so this principle needed to be applied when using the funds to purchase items. This is why every time an item is purchased for Shurnhold Fields, it is clearly stated in the minutes where the money is coming from; for example, the shed will be coming from the maintenance fund because it is to store the maintenance tools. The car park project; however, is not for maintenance, so the fund is unable to be used for the project.

Councillor Glover advised that there were grant funding sources that the Friends could apply to for funding towards a new mower, such as the Town and Parish Council and Area Board. Teresa advised that BRAG (Bowerhill Residents Action Group) had recently received a grant from the Wessex Water bio-diversity fund, so she would have a look to see what others were around that could be applied to. It was felt that it would be a good idea for the Friends to apply for some funding towards the cost of a new mower. Teresa also explained that the Friends were currently grass cutting under the parish council's public liability insurance, so they may wish to have their own insurance, funds for that could also be applied for in a grant application.

It was felt that the Friends needed to investigate further what model mower would be suitable for their requirements so that they had an idea of the costs in the first instance. This would then aid any grant funding applied for to go towards the purchase of a new mower. It was noted that some grant funding streams expect an element of match funding, which could come from the s106 maintenance funding.

Resolved: The Friends of Shurnhold Fields to investigate a suitable mower to meet their requirements so that a cost could be determined to aid any grant funding towards the mower applied for. If match funding is required, the s106 maintenance fund could be used.

c) Update from Melksham Town Council on

i) Bin Emptying Schedule

David explained that the bins were emptied three times a week, on Monday, Wednesday, and Friday at Shurnhold Fields. He explained

that there had previously been discussions around reducing the number of times the bins were emptied each week to reduce the cost. He felt that if this were the agreed way forward, it would make the loads heavier for his team to carry, which would increase the risk of injury.

It was felt that to make the bin emptying collections more manageable for the MTC amenities team, the weekly bin emptying schedule should be kept to three times per week.

Resolved: To keep the bin emptying collections at three times per week as per the current schedule.

ii) Amenities Team maintenance activities

David reported that apart from replacing a few bolts on the bridge, there wasn't any other maintenance repairs to note.

iii) Issues arising from weekly visual inspections

David highlighted that as part of the weekly bin emptying, his team undertakes a visual inspection of the field to ensure that there aren't any safety issues that need to be addressed. He advised that the fence on the top right-hand side of the field has a lot of weeds that would need to be removed as they will eventually weaken the fence. It was not causing an issue at the moment, but it will in the future if this isn't actioned. It was noted that weed killer would solve this issue; however, MTC has a policy of not using glyphosate. Teresa advised that the parish council does undertake weed spraying and use glyphosate, but the side of the field that this issue was on was the town council's side of the boundary.

Teresa highlighted that Himalayan balsam has previously been cleared at the brook to stop it from going further down the water course. She explained that there was legislation in place that stated that it should be removed and shouldn't be allowed to grow wild due to its invasive nature. She advised that it may be too late to clear it now as it would have gone to seed, which would spread it more. Councillor Glover had found some information around this issue and advised that under the Wildlife and Countryside Act 1981, it is an offense to plant or cause Himalayan Balsam to grow in the wild. Himalayan Balsam can be pulled; however, this should be done between the months of April-June before it sets seed. There are also issues around disposing of it if it is unable to be piled up on site. If it has to be taken away from the site, it will have to be collected as controlled waste and must be disposed of at a landfill site that is authorised to accept it.

It was felt that, as it was now too late to remove it this year, it needed to be left and revisited at the next working party to determine how best to remove it.

ACTION: To include the removal of the Himalayan Balsam at Shurnhold Fields on the next working party agenda to determine the best way forward on how to remove it.

d) To consider ROSPA inspection report (if received)

Not received.

9. FRIENDS OF SHURNHOLD FIELDS

To note any minutes from “Friends” meetings held since the last working party and consider any new requests

Andy advised that the Friends haven’t had any meetings but had one scheduled for this coming Monday, so he would report back on the items discussed at this meeting.

10. RESIDENT REQUESTS

To consider request for gate access to field and right to horse ride through field for access

Teresa explained that she had received two requests from residents to have access to the field to horse ride through. One of the requests received was asking for access through Shurnhold Fields to Dunch Lane. They have requested for a small gateway to be made to allow them access into the field, as their horse was stabled on land adjacent to Shurnhold Fields. The other request received appeared to be of a similar nature. Members expressed concerns with regards to the safety of members of the public using the field, especially once the car park was complete. This was because there may be instances where cars are coming one way and a horse unexpectedly comes the other way, which could be a safety issue for both the rider and horse as well as the car driver. Once one request like this has been approved, it sets a precedent for all other requests like this to be approved as well, which increases safety concerns. Teresa highlighted that once the entrance has been completed, there will be a height barrier coming into the car park. With regard to the request relating to a private entrance into the field, this was unable to be approved due to the fact that gates are not allowed to be installed to access other people's land.

After a detailed discussion, the working party did not feel that these requests could be approved based on what was discussed above.

Resolved: The above requests could not be approved based on the following reasons:

- If these requests were approved, it would set a precedent for other horse riders to request to use the field. This would mean that this type of access would not be controlled and may cause a safety issue for members of the public.
- Dogs use the field, so it would not be appropriate to allow horses to walk through the field while they are there.
- Gates are not allowed to be installed to access other people's land; therefore, this request cannot be approved.
- Once the car park and entrance work have been completed, there will only be a pedestrian entrance onto the field. Once vehicles are in the car park, there won't be any vehicle access onto the field, apart from vehicles accessing to undertake maintenance. This means that there will be no way for horses to get onto the field.

11. **FINANCE AND GOVERNANCE**

a) **To receive update on progress on the management plan of Shurnhold Fields**

Teresa explained that this was yet to be done. She explained that this was required for two reasons, one as a maintenance schedule and the other to submit planning permission to change the status of the land from playing field to public open space. It was advised that Persimmon, the developer, didn't put in a LEMP (Landscape and Ecological Management Plan), so the planning permission wasn't discharged properly, and now needed to be reapplied for to change its status. It currently means that the field is technically a playing field rather than a public open space. Councillor Glover queried whether there was any reason why the field could not stay as a playing field, as there may be some advantages associated with this designation. It was felt that the pros and cons of each designation needed to be determined first before a final decision could be made.

Councillor Glover had drafted one out, but the action to put it together with input from the Friends hasn't been done yet as it had been an action taken away by Patsy, who had now left MTC. Teresa agreed to send the management plan to Andy ready for their meeting on Monday evening so that they could discuss it then.

As Patsy may have made a start on the plan before she left, Teresa to contact MTC to see whether there was an updated version.

ACTION: Officers to investigate the pros and cons of keeping the field a playing field and bring it back to a future meeting for a final decision to be made on its designation.

MTC to work on the Management Plan further to the draft provided by MWPC.

b) To note current amount in Earmarked Reserve for maintenance (from s106 fund)

Teresa advised that as at 31st March the reserve stood at £80,008.26. In the current year, £690 had been spent on tree work, and there was expenditure for MTC caretaking duties and JH Jones grass cutting. The MWPC Finance Officer was currently away, so Teresa was unable to get an updated spend to date until she returned. Councillor Alford queried whether any interest made on this money was attributed back into the reserve. Teresa advised that this had previously been looked at, but at the time interest rates were very low, so no interest was being made. This was something that could be looked at again now that interest rates had increased. It was noted that the parish council had done an analysis of their reserves with regard to what was classed as contingency and what was medium term. This was so that funds that were not anticipated to be required for the immediate future could be put in longer term deposits. Teresa explained that it wasn't as simple as saying that the funds held in the reserve received a certain amount of interest because some of the money would be classed as contingency meaning that it wouldn't have been put into a long-term fixed deposit. It was felt that moving forward this should be looked into for any future interest received so that it can feed back into the reserve. It was noted that as both councils held money for each other for different projects an agreement between both councils would need to be made so that its reciprocated.

ACTION: Officers to go back to both councils and ask them to consider whether interest made on funds held in accounts for joint projects should be fed back into the respective reserves. If this is agreed an agreement will need to be put together to detail how this will be done.

12. To agree date and time of next meeting.

It was agreed that the next meeting would be scheduled once a firm date was confirmed from Danny for the flood prevention works to commence. The working party could then reconvene to look at the revised cost for the car park project.

Meeting finished at 8.25pm

Signed

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Grant Application Details

Project	New tractor mower
Application Reference	ABG1544
Submitted On	11 Jan 2024 01:18:55

▼ Project Details

Grant type	Community Area Grant
Amount of funding required	£1001 - £5000
Applied on behalf of Town/Parish Council	No
Further details of any contact with the local Town/Parish Council regarding this project	Yes Shurnhold Fields is owned jointly by Melksham Without Parish Council and Melksham Town Council (Title sits with MWPC as can only have one legal entity). The Friends of Shurnhold Fields are the group of volunteers who maintain the fields for community use. The parish and town council are aware of this project and support it, and representatives of both councils were in attendance at the recent Friends AGM on 14th November 23 when the project was discussed, and noted at both councils afterwards.
Summary	The Friends have been using a volunteer's own mower for a number of years for both grass cutting but more importantly to provide transport for the trailer for moving all sorts of equipment, plants, tree saplings, clearance of vegetation etc. This mower is no longer functioning due to old age and the Friends are looking to purchase a new fit for purpose tractor mower to aid all of their maintenance working parties, and to provide all of the cut grass walkways between the features (rare species orchard, WW1 memorial trees, wildflower meadow, picnic benches, access to the stream).
Area Board	Melksham
Organisation	Friends of Shurnhold Fields

▼ Financial Details

My organisation is a newly formed group without published accounts	No
Your latest accounts	November 2023
Total income	£ 0.00
Total expenditure	£ 660.73
Surplus / deficit for the year	£ -660.73

Free reserves currently held	£ 0.00
Unable to fund from organisation's reserves for the following reason(s)	The group does not have any reserves.
Total cost of the project	£ 8674.00
Funding required from Area Board	£ 4337.00

▼ Expenditure Details

Item	Amount (£)
Park SevenHundredW lawn mower	5899.00
Front cutter Combi Q Plus	2069.00
Galvanised Pro Cart	706.00
TOTAL	£ 8674.00

▼ Income and Contribution Details

Item	Amount (£)	Confirmed
Area Board Grant	4337.00	No
Melksham Without Parish Council and Melksham Town Council maintenance fund for Shurnhold Fields	4337.00	Yes
TOTAL	£ 8674.00	

▼ Additional Details

Council Missions



We have vibrant, well-connected communities - This field was abandoned by Persimmon and is now a mini country park. Community members are now connected in a way they never were before, both those from Shurnhold, Roundponds and Dunch Lane (who never met because of busy A365 between them) and the new housing at George Ward Gardens. Its a real focal point for daily visits as well as regular working parties.



We take responsibility for the environment - The group have planted a rare species orchard with Wiltshire Heritage varieties of apples and pears, many trees with 200 WW1 memorial trees, and a tree nursery to improve their growth. Wildflower meadow. Arboricultural work to the trees on the South Brook to improve light and shade areas for wildlife. Working parties to keep back the blackthorn to allow other species to thrive. Offcuts used for bug hotels and to make habitat for frog, hedgehog, snakes etc. Stream clearance.

Local priority themes being supported

1. improve opportunities for all children and young people - the space and opportunity for many families to visit and run free, explore nature - especially the stream 2. strengthen the local economy, protect and enhance the environment and tackle local deprivation - free to access for all so provides a focal point for deprived families, it enhances the environment as detailed above

Project benefits for community and project monitoring

The residents of both the neighbouring areas, with a large pool from the new housing development at George Ward Gardens (235 houses) and the areas of Shurnhold, Roundponds and Dunch Lane. Plus the local villages of Shaw, Whitley and Atworth. Particularly Beanacre as the Right of Way leads to Beanacre from the fields. Many local people walk their dog twice a day, and many drive there from other parts of Melksham. Some people go there in their lunch break who work in Melksham. The development of a car park by the two councils will give more access to those by vehicle.

How will those involved in the project be protected and safeguarded?

The friends have regular working parties and record the attendees and have risk assessments in place. Their insurance is currently covered by Melksham Without Parish Council but they are looking to obtain their own Public Liability Insurance moving forward. The fields are checking weekly from a H&S perspective by Melksham Town Council amenity staff and an annual independent ROSPA inspection is also undertaken.

How will this project support the council's ambition for Wiltshire to become carbon neutral by 2030?

The grant application is for a lawn mower and cart to aid the volunteers working on this environmental project.

How will this project support equality and inclusion?

The project definitely promotes inclusion, as detailed above, it has really brought together members of the existing community by providing a focal point, as well as those from the new development and wider afield. Its free to access, so provides a good opportunity for those that are deprived. The mown paths and many benches, maps, and features mean its a lovely place for a gentle walk and a friendly face to encourage those that don't take much exercise to take a walk in a pleasant, welcoming space, and provides it for those who live in flats or with small gardens. An easy, safe way to explore nature on your doorstep.

If the project will continue after the Wiltshire Council funding has run out, how will the project continue to be funded?

Supported by Melksham Without Parish Council and Melksham Town Council as owners.

► [Uploaded Evidence Documents](#)

► [Notes](#)

I would like to apply this grant application to another Area Board

Select Area Board and Continue

Cancel

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