



# 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 J Hubbard (Town Mayor)  
Councillor C Goodhind (Vice-Chair)  
Councillor P Alford  
Councillor P Aves  
Councillor G Cooke  
Councillor J Crundell  
Councillor S Crundell  
Councillor G Ellis  
Councillor C Forgacs  
Councillor C Houghton  
Councillor L Lewis  
Councillor S Mortimer  
Councillor J Oatley  
Councillor T Price  
Councillor S Rabey

12 July 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the Extra-Ordinary Meeting of the Town Council. The meeting will be held at the Town Hall on **Monday 19th July 2021** commencing at **7.00 pm**. A period of public participation will take place prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Councillor J Hubbard  
Town Mayor

**Full Council  
Melksham Town Council**

**Monday 19 July 2021  
At 7.00 pm at Town Hall**

*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.*

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

**AGENDA**

**1. Join Zoom Meeting**

<https://us02web.zoom.us/j/87302698294?pwd=c25UU2hoaDZiNXByVHptZTZERmRhcz09>

Meeting ID: 873 0269 8294                      Passcode: 365050

**2. Apologies**

To receive apologies for absence.

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

**4. Minutes (Pages 1 - 8)**

To confirm as a correct record the minutes of the previous Full Council meeting held on 28 June 2021.

**5. Westbury Incinerator Planning Application (Pages 9 - 10)**

Members to consider whether Melksham Town Council wishes to be a co-signatory on

the draft letter from Wiltshire Climate Alliance regarding the Westbury Incinerator Planning Application (see draft letter attached).

The link to the Planning Application is below:

[20/06775/WCM - Westbury Incinerator Planning Application](#)

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## Melksham Town Council

### Minutes of the Full Council meeting held on Monday 28th June 2021

**PRESENT:** Councillor J Hubbard (Chair)  
Councillor C Goodhind (Deputy Chair)  
Councillor G Cooke  
Councillor G Ellis  
Councillor S Mortimer  
Councillor J Oatley  
Councillor S Rabey  
Councillor P Alford  
Councillor C Forgacs  
Councillor C Houghton  
Councillor L Lewis  
Councillor T Price

#### IN

**ATTENDANCE:** Paul Lenaerts Wilts and Berks Canal Trust

**OFFICERS:** Linda Roberts Town Clerk  
David McKnight Economic Development Manager  
Patsy Clover Assistant to the Town Clerk

**PUBLIC PARTICIPATION:** One member of the public and one member of the press were present.

Adrienne Westbrook expressed her concern that the draft minutes from the Asset Management and Amenities Committee meeting held on 21 June 2021 were incomplete as they did not reflect the fact that electrical works in the King George V Park were still ongoing. It was agreed that this would be investigated.

#### **149/21 Apologies**

Apologies for absence were received from Councillor Aves, Councillor J Crundell and Councillor S Crundell.

#### **150/21 Declarations of Interest**

There were no declarations of interest.

**151/21 Minutes**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** that the minutes of the Annual Meeting of the Council held on 17 May 2021, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

**152/21 Wilts and Berks Canal Trust Presentation**

A presentation was given by Paul Lenaerts, Project Manager at the Wilts and Berks Canal Trust, regarding the Melksham Link. He explained that the original planning application for the Melksham Link, to connect the Kennet and Avon Canal to the Wilts and Berks Canal, was submitted in 2012.

An amended planning application is being prepared to address concerns raised by the Environment Agency. This will also incorporate plans for housing, a school, a marina and a bike hub on the 350 acres of land along the proposed route. A hydro electric generator could be built with the potential to sell electricity for electric vehicle and boat charging points. Once the revised planning application is approved, the canal works could be completed within two to three years with the full scheme completed by the late 2020s.

It was agreed to arrange a virtual meeting where more detailed information and explanations could be shared with members.

**153/21 Town Mayor's Announcements**

The Town Mayor, Councillor Hubbard, advised members six Speed Indicator Devices (SIDs) would be erected by the end of the week. The outstanding 20mph SID should be installed by the end of July.

**154/21 Police Report**

The June 2021 police report was noted.

**155/21 Reports from Unitary Councillors**

Members received an update from Councillor Alford on the following matters affecting Melksham which had been discussed at Wiltshire Council meetings:

- A presentation had been given to the Area Board about option 10c for the proposed bypass and options for access at the northern and southern ends of the proposed route.
- Melksham Campus is due to be completed in 18 months

- Melksham House will receive substantial investment for repair work and to upgrade its facilities.

## **156/21 Standing Orders**

### **.1 Addition to Standing Orders**

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

**UNANIMOUSLY RESOLVED** to amend Standing Orders to include an Order stating that questions from councillors regarding the business of the Council, as reflected in Standing Orders, should be put to the Town Clerk in writing prior to a meeting of Full Council and would be addressed as a separate agenda item at each meeting of Full Council.

### **.2 Amendments to Standing Orders**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** to approve the amendments and additions to Standing Orders subject to the removal of all references to the Leader and the stipulation that only Members of the Staffing Committee would be permitted to attend and participate in meetings of the Committee. The Standing Orders would then stand adjourned until a full clean set is presented and approved at the next meeting of Full Council.

## **157/21 Representatives on outside bodies**

### **.1 Wiltshire Swindon and Oxfordshire Canal Partnership Representative**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** to appoint Councillor Mortimer as the Town Councillor representative on the Wiltshire Swindon and Oxfordshire Canal Partnership.

### **.2 Priority for People Working Group**

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

**UNANIMOUSLY RESOLVED** to appoint Councillor Houghton and

Councillor Ellis as additional Town Council representatives on the Priority for People Working Group.

**158/21     Accounts**

**.1             List of Payments**

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

**RESOLVED** to approve the list of payments for months 10 and 11 of the 2020/2021 financial year.

**.2             Monthly Financial Statement for April 2021**

The monthly financial statement was noted.

**.3             Detailed Income & Expenditure Report as at April 2021**

The income and expenditure report was noted.

**159/21     Internal Audit Report**

The Town Mayor, Councillor Hubbard, stated that the Internal Audit report had been circulated by the Town Clerk.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** to receive and adopt the Internal Auditor's report and the recommendations contained therein, noting that officers had already addressed the recommendations.

**160/21     External Audit 2020/2021- Approval of the Annual Governance Statement and Accounting Statements**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** to approve the Annual Governance Statement for 2020/2021 and for the Town Mayor, Councillor Hubbard, to sign the Annual Governance Statement as detailed in Section 1.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and



**UNANIMOUSLY RESOLVED** to approve the Accounting Statements for 2020/2021 and for the Town Mayor, Councillor Hubbard, to sign the Accounting Statements as detailed in Section 2.

## **161/21 Committee Minutes**

### **.1 Asset Management and Amenities Committee**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** to receive the draft minutes of the Asset Management and Amenities Committee meeting held on 21 June 2021.

The decision by the Asset Management and Amenities Committee to form a 'Friends of' Working Group to research best practice in other towns and apply this to Melksham's green spaces and recreation areas was discussed.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** to appoint the following members to the Working Group:

Councillor Hubbard – the Town Mayor  
Councillor Rabey  
Councillor Goodhind – the Deputy Town Mayor  
Councillor Mortimer.

### **.2 Community Development Committee**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** to receive the minutes of the Community Development Committee meeting held on 7 June 2021.

### **.3 Economic Development and Planning Committee**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** to receive the minutes of the Economic Development and Planning Committee meeting held on 25 May 2021

and the draft minutes of the Economic Development and Planning Committee meeting held on 14 June 2021.

**162/21 Neighbourhood Plan**

The Town Mayor, Councillor Hubbard, urged residents to vote in the Referendum which is being held on 1 July.

**163/21 Bath Road Toilets**

The report from the Head of Communications was noted.

Discussion took place regarding the reinstatement of the Bath Road toilets and Wiltshire Council's involvement as the current owners of the property.

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

**UNANIMOUSLY RESOLVED** to delegate to the Town Clerk the responsibility for undertaking the necessary works to reopen the Bath Road toilets as soon as possible at a maximum budget of £45,000 (to be met from general reserves) but to investigate other sources of funding.

An Extraordinary Meeting of the Council would have to be called should the project come in over budget at the tendering stage.

**164/21 Melksham Town Council Policies**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** to adopt the following policies:

Complaints Policy  
Documentation Retention Scheme Policy  
Flag Flying Policy  
Lone Worker Policy  
Equality and Diversity Policy  
Training and Development Policy  
Vexatious Complaints Policy.

**165/21 Clackers' Brook Habitat Improvement Works**

The report of the Economic Development Manager was noted.

Concerns were raised by Members regarding the impact of the project on nearby residents, possible contamination of the excavated spoil, ongoing maintenance

costs for Melksham Town Council and safeguarding issues raised by the erection of a one metre high barrier between Queensway and the play area at The Woody. It was felt that the project, as presented now, differed dramatically from that presented last winter.

It was agreed to request a site visit with a representative from Wiltshire Wildlife Trust (WWT) once their proposed scheme had been finalised and to advise WWT that the Town Council were opposed to the creation of a barrier.

**166/21 Calendar of Meetings 2021-2022**

The calendar of meetings for 2021/2022 was adopted subject to one change in December 2021.

**167/21 Items For Information**

The Melksham Transport Users Group minutes from their AGM on 27 May 2021 were received and the change of name noted.

**168/21 Confidential Session**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** that in view of the sensitive nature of the business to be transacted, the public and press be instructed to withdraw from the meeting.

**169/21 Business Review Working Group**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**RESOLVED** that the recommendations of the Business Review Working Group be approved.

Meeting Closed at: 10.05 pm

Signed: .....

Dated:

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**DRAFT letter to SoS**

**(Date)**

Dear Sir

**Westbury Incinerator planning application -request for call in by local Councils.**

We are writing to you to ask that the Northacre Renewables planning application (Wiltshire Council reference number 20/06775/WCM) to construct and operate a 243,000te commercial waste incinerator is called in for review by your Planning Casework team. It has recently received approval by Wiltshire Council despite it breaching a number of Council Policies.

While the plant may not be considered by you to be a nationally significant one, it has a number of features that make it so. Additionally, there was a suggestion from the Prime Minister's office that they would prefer that the decision be made at a local level. The application received virtually no support from the local community (6 people in favour) with over 2,000 individuals and 18 parish and town councils representing a population of some 100,000 people, against the proposal. Approval at local level simply does not exist. It is significant for 2 reasons.

Firstly, Arla Foods has a building immediately adjacent to the site that employs some 250 local people, producing among other things, Anchor butter and dried milk for use in commercial bakeries. Arla Foods' products are made from local Wiltshire milk and secondary employment from milk production in the County amounts to another 1,500 people and is the livelihood of at least 50 local farms. It is also an international company with business in many parts of the world. There is a risk that the incinerator could contaminate the products through fine particulate penetration of the building.

Arla Foods will certainly be speaking for themselves on this matter, but our concern is that, if there is a risk to their product, they abandon the site, as the incinerator will present for at least 25 years. This will bring about a local employment crisis not only at the plant but also throughout the County on farms and local transport. This will not be offset by the 40 people employed on the incinerator. As local Councils we believe that this is not a risk the County should be taking simply for the benefit of one company.

The second issue is one of climate impact. Government has committed to a reduction of 68% in emissions by 2030 and 78% by 2035. This plant will only have been operating for 5 years by 2030. If built it will be emitting between 150,000 and 300,000 tonnes of CO2 per year, the equivalent of 100,000 to 200,000 cars on Wiltshire roads.

If such a plant is allowed to be built it will be seen as a failure by the British Government at COP26, where it is vital that strong leadership is demonstrated.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'L A Roberts', with a small flourish at the end.

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