



2025

MELKSHAM TOWN COUNCIL



Full Council Agenda

Extraordinary Meeting

Monday 3rd November 2025



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

01225 704187
towncouncil@melksham-tc.gov.uk

www.melksham-tc.gov.uk



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

CEO Miss Hayley Bell, Assoc CIPD, CertHE, FSLCC

01225 704187

towncouncil@melksham-tc.gov.uk

28th October 2025

Dear Councillors S Rabey (Town Mayor), J Westbrook (Deputy Town Mayor), P Alford, P Aves, E Calland, R Cleary, J Crossley, M Drewett, G Elson, A Griffin, J Oatley, T Price, C Stokes, A Westbrook

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of the Full Council of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 3rd November 2025, to be held at **18:30** in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 7ES.

The quorum for Full Council is 8.

Public Participation.

Members of the public and the press may attend this meeting in person or join the meeting on teams via the following link <https://tinyurl.com/56mpyfhh>. **On this one occasion we request that public participation be limited to items on this agenda.** Other issues may be dealt with at the Finance, Governance & Performance meeting immediately following this meeting. Members of the public are requested to send their question to CEO@melksham-tc.gov.uk by noon on the working day before the meeting. You should still attend the meeting, in person or online, to ask your question.

No decisions will be made on matters not already on the agenda. The Council may ask the public and press to leave if confidential matters need to be discussed.

The Seven Principles of Public Life.

All members are reminded of their duty under the code of conduct to uphold the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Yours sincerely,

Miss Hayley Bell – CEO

Full Council Terms of Reference

1. Membership: All 15 elected members of the Town Council.

The following matters shall be reserved for decision by Full Council, but the appropriate Committee(s) may make recommendation for the Council's consideration:

- 1.1 The Precept demand
- 1.2 Borrowing money
- 1.3 Making, amending or revoking Standing Orders, Financial Regulations, Duties and Powers of Proper Officer provisions
- 1.4 Making, amending or revoking by-laws
- 1.5 Making of Orders under Statutory Powers
- 1.6 Matters of principle or policy
- 1.7 Addressing recommendations in any report from the Internal and External Auditors
- 1.8 Nomination of members of all proper and sub committees
- 1.9 New powers or duties
- 1.10 Prosecution or defence in a Court of Law
- 1.11 Nomination or appointment of representatives of the Council to any enquiry on matters affecting the town
- 1.12 To receive and adopt the Annual Accounts
- 1.13 To receive and sign off the Annual Internal & External Audit and Return
- 1.14 To receive reports referred to the Town Council from the various Committees/Sub-Committees
- 1.15 To set up Working Groups as necessary
- 1.16 To receive reports and consider recommendations from Working Groups set up by Full Council
- 1.17 To appoint representatives on outside bodies or joint bodies
- 1.18 To confirm the appointment of the Town Mayor/Deputy Mayor
- 1.19 To confirm the schedule of meetings of the Town Council/Committees and Sub-Committees for the ensuing year
- 1.20 To receive petitions and deputations from members of the public or any organisations
- 1.21 Any other matters not delegated to a Committee or Sub-Committee or referred to the Council by Committees or Sub-Committees

Full Council

1. Apologies.

19.00– 19.01

To receive apologies for absences

(Local Government Act, 1972 s.85)

2. Declaration of interests.

19.01 – 19.02

To declare an interest relating to the business of the meeting.

(Melksham Town Council Code of Conduct)

3. Minutes

19.02 – 19.05

To approve the minutes of the previous meeting on 20th October 2025.

(Local Government Act 1972, s. 12)

4. Public Participation

19.05 – 19.25

To allow public participation, 3 minutes per person, 20 minutes allocation.

On this one occasion we request that any public participation be limited to items on this agenda. Other issues may be dealt with at the Finance, Governance & Performance meeting immediately following this meeting

(Local Government Act 1972, s. 12)

5. Shurnhold Fields

19.25 – 19.30

To note the Shurnhold Fields Car Park Project and the minutes of the Shurnhold Fields Working Group meeting of Wednesday 2nd July 2025.

For decision on funding if required. Melksham Town Council and Melksham Without Parish Council have each earmarked £12500 for the project and a further £5000 has been obtained by a grant. The Clerk to Melksham Without Parish Council is currently obtaining information on the final costings



6. Confidential Session

For resolution.

That, in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item(s) of business, due to the confidential nature of the business to be transacted.

7. Staffing Matters

19.30 -19.40

For decision

8. Town Council Vehicles

10.40 – 19.50

For decision.

Melksham Town Council CEO/Town Clerk is collating information. This item will need to be adjourned to a later meeting if the information is not available in sufficient time for councillors to make a decision.

Melksham Town Council
Minutes of the Full Council Meeting
on Monday 20th October 2025

PRESENT: Councillor S Rabey Town Mayor and Chair
Councillor J Westbrook Deputy Town Mayor and Vice Chair
Councillor P Alford
Councillor P Aves
Councillor E Calland
Councillor R Cleary
Councillor J Crossley
Councillor G Elson
Councillor J Oatley
Councillor T Price
Councillor C Stokes
Councillor A Westbrook

IN ATTENDANCE Councillor J Hubbard (Wiltshire Council)

OFFICERS Hayley Bell CEO/Town Clerk
Andrew Meacham Committee Clerk

PUBLIC Four members of the public and one member of the press were present and nine members of the public were present virtually

113/25 Apologies

There were no apologies.

114/25 Declaration of Interest

There were no declarations of interest.

115/25 Minutes

The minutes of 1st September 2025, having been previously circulated, were approved as a correct record and signed by the Town Mayor and Chair Councillor Rabey.

116/25 Public Participation

There was no public participation

117/25 Melksham Bloomers

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor Cleary and **UNANIMOUSLY RESOLVED** to move this item up the agenda.

Terry Welch spoke. Awards were as follows:

- Outstanding (Level 5) Awards
 - Conigre Mead Nature Reserve
 - Prince of Wales Garden & Community Larder
- Thriving (Level 4) Award
 - The Friends Garden
 - Town Centre & Flags
 - Church Walk
- Advancing (Level 3)
 - Canon Square & War Memorial
- Judges Discretion, Best Decorated Pub
 - The Tavern
 - The Bear (runner up)

The Town Mayor Councillor Rabey thanked the Melksham Bloomers for their hard work.

118/25 Questions from Councillors.

Councillor Alford referenced broken links on the website and asked if these could be fixed.

Councillor A Westbrook asked if the Clerk could again confirm that Melksham Town Council met the criteria for General Power of Competence. The CEO/Town Clerk confirmed that Melksham Town Council had the number of elected members to meet the criteria and had a qualified clerk.

119/25 Town Mayor's Announcements

The Mayor had recently visited Alzheimer's Wiltshire to see the benefit from a grant awarded by the Town Council. A very positive experience.

120/25 Police Report

Sgt Rutter gave an update on the incident this weekend in Melksham Town Centre and also spoke to the report in the agenda pack.

121/25 Reports from Unitary Councillors

Councillor Alford

- Cemeteries. Wiltshire Council had plans which would give capacity until 2027 but now expected to reach burial capacity by January 2026.

- Introducing motion to Wiltshire Council on Utility Companies not taking responsibility for the condition of street cabinets.

Councillor Hubbard

- Decreasing Local Authority Funding will mean challenges ahead.
- Grant funding has been obtained for public transport infrastructure improvements
- Thanks to those who took part in consultation for Wiltshire Council Plan
- Blue Badge parking fees. Reinstatement of free parking has been through cabinet and will go to full council.
- WC backbenchers will be able to ask questions without prior notice. 20 minutes will be allocated in each cabinet meeting
- More time between written answers being given and cabinet meeting
- New guidance issued on informing councillors of issues and events in their ward
- Aloeric School selected to be in School Streets trial

Councillor Stokes

- Budget consultations underway. Anyone who missed public consultations can still contact their councillor.

Councillor J Westbrook

- Disability Fair on 5th November 2025
- Area Board on 12th November 2025

122/25 Melksham Adventure Centre Association

It was proposed by The Town Mayor Councillor Rabey, seconded by the Deputy Town Mayor Councillor J Westbrook and

UNANIMOUSLY RESOLVED to appoint Councillor Cleary as Melksham Town Council representative to Melksham Adventure Centre.

123/25 East Melksham Community Centre

Standing Orders were suspended to allow Councillor Hubbard to speak.

Members debated whether one large or two small halls would be best and whether or not s106 funds were transferrable for a combined hall. It was noted that consultation indicated a majority in favour of one large hall. It was noted that there were other venues in the vicinity.

Councillor A Westbrook left the chamber for a short period and returned after the vote on this item.

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor Price and

RESOLVED THAT the CEO/Town Clerk would find out the position with s106 funding and that a wider consultation would be undertaken.

124/25 Grant Meeting

It was proposed by Councillor Oatley, seconded by the Deputy Town Mayor Councillor J Westbrook and

UNANIMOUSLY RESOLVED to approve the recommendation from Community Development Committee to consider December grants in a stand alone meeting before the Community Development meeting.

125/25 Football Provision and Asset Transfer Opportunity – Champion Drive

Councillor J Westbrook left the chamber for a short period and returned before the vote on this item.

It was proposed by Councillor Price, seconded by Councillor A Westbrook and

UNANIMOUSLY RESOLVED that the CEO/Town Clerk continues discussions with Wiltshire Council, Future of Football and Wiltshire FA to explore the feasibility of an asset transfer, to return to Full Council in due course for consideration.

126/25 Partnership with Age UK

The Town Mayor Councillor Rabey left the chamber for a short period and the Deputy Town Mayor Councillor J Westbrook took the Chair. The Town Mayor Councillor Rabey returned before the vote on this item.

Councillor Cleary left the chamber for a short period and returned before the vote.

The CEO/ Town Clerk spoke to the item.

Two years was suggested instead of three but this was a joint project and Melksham Town Council needed to be in step with Melksham Without Parish Council.

It was proposed by Councillor Alford, seconded by the Deputy Town Mayor Councillor J Westbrook and

UNANIMOUSLY RESOLVED to renew, as a Service Level Agreement, a three year partnership with Age UK, beginning April 2026, to support ongoing community services, with a provisional annual inflationary uplift of 3%.

127/25 Living Wage Employer

The CEO/Town Clerk spoke to the item and confirmed it would only affect the Assembly Hall casual staff.

It was proposed by the Deputy Town Mayor Councillor J Westbrook, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED that Melksham Town Council commits to becoming a Living Wage employer from April 2026, ensuring all directly employed and regular contracted staff are paid at least the Real Living Wage, and seeks formal accreditation through the Living Wage Foundation with the appropriate annual fee.

128/25 Section 96 Licence for Roundabouts

Councillor Price left the chamber for a short period and returned before the vote on this item.

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor Cleary and

UNANIMOUSLY RESOLVED to

- renew its section 96 licence with Wiltshire Council for the planting and maintenance of highways verges and roundabouts
- commit to internal delivery of grass cutting and maintenance services
- continue to develop and implement a formal process for roundabout advertising in line with the licence terms.

129/28 Allotments motion

Councillor Elson withdrew the motion as protection was given by the Joint Melksham Neighbourhood Plan.

130/25 White Ribbon Motion

Councillor Cleary spoke to the item.

There was discussion on the council taking a fully inclusive position on abuse. The CEO confirmed that there was something in the pipeline.

There was discussion on what practical actions would be taken after signing the White Ribbon Promise. It was noted that White Ribbon Day 2025 was on 25th November and the Town Hall could be lit up. It was also suggested that work should be done in schools and to make people aware of what constitutes abuse and it is not just physical violence.

It was proposed by Councillor Cleary, seconded by Councillor Drewett and

UNANIMOUSLY RESOLVED that Melksham Town Council would

- formally sign the White Ribbon Promise, committing to never use, excuse or remain silent about violence against women and girls
- embed the principles of the White Ribbon campaign into Council policy, communications and community engagement activities
- publicly affirm that Melksham is a town that stands for respect, equality and safety for all

131/25 Acceptable Use of Email and Internet Policy

It was proposed by the Deputy Town Clerk Councillor J Westbrook, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to adopt the policy.

132/25 Awarding Freedom of the Town Policy

It was proposed by the Deputy Town Mayor Councillor J Westbrook, seconded by Councillor Elson and

UNANIMOUSLY RESOLVED to adopt the policy.

133/25 Community Engagement Policy

It was proposed by Councillor Price, seconded by the Town Mayor Councillor Rabey and

UNANIMOUSLY RESOLVED to adopt the policy.

134/25 Co-Option Policy

It was requested that the policy be amended so that the absolute majority is of votes cast and does not take account of abstentions.

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

UNANIMOUSLY RESOLVED to adopt the policy with the suggested amendment.

135/25 Flag Flying Policy

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

UNANIMOUSLY RESOLVED to adopt the policy.

136/25 Pre-Application for major Developments Policy

This policy was withdrawn by the CEO/Town Clerk as it was not required.

137/25 Publication Scheme Policy

It was proposed by the Deputy Town Clerk J Westbrook, seconded by Councillor Cleary and **UNANIMOUSLY RESOLVED** to adopt the policy

138/25 Lone Working Policy

It was noted that Melksham Town Council has a Lone Working Policy

139/25 Fly Posting Policy

It was noted that this policy was redundant and was not being put forward for re-adoption.

140/25 Economic Development & Planning Committee

The minutes of 12th August 2025 and 2nd September 2025 were received.

141/25 Finance, Administration and Performance Committee

The minutes of 28th July 2025 were received.

142/25 Community Development Committee

The minutes of 16th June 2025 were received.

143/25 Amenities & Facilities Committee

The minutes of 9th June 2025 were received.

At this point Councillor Cleary came forward to formally sign Melksham Town Council up to the White Ribbon Pledge.

144/25 Age UK Wiltshire

The item was noted. The town Mayor Councillor Rabey had attended the event.

145/25 Fair Trade

The item was noted

146/25 Wiltshire Council Corporate Plan

The item was noted.

147/25 Blue Pool and Assembly Hall

It was decided that this item should not be in confidential session.

Councillor Oatley left the chamber briefly during this item.

The CEO/Town Clerk spoke to the item. There was discussion and the following put forward.

- Need to pin down the objective
- Public engagement with the Melksham Community (including operators of other halls) is required.

- Suggested invite architects to speak to wider community to show them the “art of the possible”.
- Need to pin down the finances.
 - Public Work Loans rates and repayments.
 - Other sources of funding.
 - Potential income from development to offset some of the loan cost
 - How these factors would affect MTC budget.
 - Can we dispose of other units and incorporate into the development.

148/25 Confidential Session

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor Stokes

It was **RESOLVED** that 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 the public and press are excluded and are instructed to withdraw.

149/25 Public Toilets

The CEO/Town Clerk spoke to the item and outlined the issues. The CEO/Town Clerk confirmed that alternative quotes had been obtained.

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

UNANIMOUSLY RESOLVED to terminate the contract with IdVerde and enter into a new contract.

150/25 Staffing Matters

This item was not dealt with and will be considered at a later date.

Meeting closed at: 21:20

Signed

Dated

Shurnhold Fields Car Park Project Update

Notes by Teresa Strange, 20th October 2025

The Working Party of the two councils met on 2nd July 2025, with the Friends of Shurnhold Fields reps, following the publication of the joint statement of both councils that the car park and improved highway access project is definitely going ahead. The meeting had attendance from the Friends, to discuss the shed location. Notes now typed up and attached as appendix 1.

Since then, the Friends advised MWPC on 11th July that they only wanted one shed and agreed the position and size of shed. Teresa emailed the Working Party then to update all, copy of email attached as appendix 2. Melksham Without Parish Council approved this at their Full Council meeting on 8th September, I don't think the town council put on an agenda, but some working group members confirmed that they were happy with the way forward. I have also checked the permitted development shed size allowed by the councils as the local authority, and it sits well within that eligibility.

In the last couple of weeks, Danny Everett, Principal Drainage Engineer arranged a meeting with Teresa Strange and Liam Shipman, who is the Project Manager for the flood prevention work including the car park and improved highway access project. Liam works for Milestone, now known as "M" I think, who are Wiltshire Council's contractors. The town council were invited to attend, and Dave Elms attended. We met on Friday 10th October.

1. The work is due to start on site on Monday 17th September and will finish on Friday 5th December.
2. Access for residents will be maintained, they will heras fence the work areas to make safe and so residents will still be able to access.
3. The pedestrian gate at the Right of Way access to be done first, so safe access maintained.
4. They are moving the vehicular access to a new, safer point, as requested originally by Wiltshire Council's highways team. This will mean the removal of some of the existing hedgerow. The plan is to trim and remove the root ball and plant it back where the gap will be from the removal of the existing gate. An experienced arboriculturist is doing this work.
5. I was to provide a list of the ancillary items that they are to order, they will typically add a 10% on cost to these for organising themselves. I went with this option, as don't want to be ordering things for delivery and installation at site ourselves, to be done as one project, with Milestone to arrange and install all. We don't want to be digging up the work that they have been done or holding them up if our deliveries are not arriving at the right time.

From all the minutes and previously approved quotes/tender of the working party this is:

1 x pedestrian gate	Milestone	Capital
2 x 5 bar gates (one for access to car park, one from car park to fields for maintenance vehicles)	Milestone	Capital
1 x overhead barrier to prevent access to high vehicles to car park	Milestone	Capital
1 x bike rack	Milestone	Capital
1 x pipe from road to site of tap at new shed location	Milestone	Maintenance fund
1 x water connection and shrouded/lockable tap	Wessex Water	Maintenance fund
1 x shed	Cleveland Site Safe – Melksham Without Parish Council to order	Maintenance fund
Clear southern and western ditches	Milestone	Maintenance fund
ADDED BY TERESA, NOT PREVIOUSLY APPROVED: Drop down bollard for gate as enhanced protection against illegal encampment	Milestone	Capital

I have listed who will be providing. Liam has come back since the meeting to say that M will not be able to order the shed as they do not have an account with the company. Melksham Without Parish Council in process of ordering, just double checking on internal fittings (hooks/shelves etc).

I have asked for a price for a drop-down bollard to see the cost, as this may help alleviate concerns of illegal encampment. For other sites the parish and town council put bollards up if we know travellers are on the move, and if they bolt crop and gain access then its criminal damage, which you need as part of the reason for removal.

Liam has provided photos of things to order, so this is your chance to have a look at them and approve tonight. He has also asked “wooden bollards did you want flat top or pointed top, is 200mm square sides okay? & 1 meter in height out of the ground?” so, the answer is we are happy unless anyone has a strong view to the contrary?

The actual water connection at the road end and the tap, which will need to be padlocked (rules say that you cannot have a tap in a public space that can be turned on and left) will be Wessex Water for the connection. As they are still to

provide some community benefit for the work done in Westlands Lane, Beanacre which is a wildflower meadow on site at Shurnhold fields, I have asked them to put the water connection and provide the tap too – I have asked for this as community benefit for the work just down the road in Bath Road too. If not, it will come from the s106 maintenance fund as previously agreed. This was previously agreed by the councils when they met 24th September 2024.

In the original tender when the parish and town council were doing the work, we included the clearing of the southern and western ditch boundaries, and M will do this when the diggers are idle on the flood prevention and car park works.

6. On 24th September 2024 both councils agreed that Wiltshire Council would do the car park and improved highway access works on their behalf, and charge accordingly. As a reminder for Budgets, both councils have £30,000 available in the project budget. £12,500 each and the parish council are holding the area board grant of £5,000 obtained a while ago now. I have asked for the quotes from Wiltshire Council asap, so we are aware of the final costs. Any items that are classed as for the maintenance of the fields, which includes the shed and water for the Friends, is coming from the s106 maintenance fund. Will advise as soon as I have the costs, was hoping for both councils' full council meetings on 20th October, will chase again. WC were still waiting for M to provide quote.
7. The working party also agreed some time ago to ask for funding from the s106 for George Ward Gardens for highway improvements; it can't cover the fields side but can for the improved highway access on the roadside. Danney Everett is talking to Martin Rose on this, it's still on the LHFIG notes, and says that there is no plan for the funds still left, and they have to be used by November 2026 (currently at the end of year 9 of the 10 years it has to be spent by, before return to Persimmon.)
8. The annual cut of all the grass by J H Jones has been organised for October, so all done before work starts on site.
9. The annual clearance of the Himalayan Balsam (invasive species we have a duty to clear) has been postponed until next year, it was organised for late September and had already gone to seed and the advice from the Wiltshire Wildlife Trust was that it would do more harm than good at this time of year.
10. The bins are now being emptied once per week, and Dave Elms and the Friends report no issues to date.
11. RoSPA independent annual inspection undertaken and no main issues other than an unsafe Friends built bench, which has been removed/repaired by the MTC amenities team.
12. Drawing for the schemes are attached as appendices 3 & 4. The space that was originally for the shed, now relocated, will be for the bike rack, the Friends noticeboard and the Map of the site by the community artist that MWPC have in storage. We can also put a bin there if wanted. We will remove the doggy bin bag dispenser that is currently in the way, and the noticeboard will have to be moved to make room for the work to be done and temporarily stored.

Bike Rack:



Overhead car park barrier:



Potential drop down bollard (if wanted):



Photo of what the shed will look like, with Andy Newman of the Friends in the foreground, these are the ones at Melksham Cricket Club provided by Wiltshire Council:



Notes of SHURNHOLD FIELDS MEETING on Wednesday 2nd July 2025 at 5.30pm held at Melksham Town Council, Town Hall, Market Place, SN12 6ES

Present: Councillor Saffi Rabey, MTC
Councillor Pat Aves, MTC
Councillor John Glover, MWPC
Councillor David Pafford, MWPC
Councillor Mark Harris, MWPC

Officers: Teresa Strange- MWPC Clerk
Hayley Bell – MTC Acting CEO/Town Clerk

Friends of Shurnhold Fields Volunteer Group: Andrew Newman
Roy Horwood

1. Councillor Saffi Rabey was appointed Chair of the meeting.
2. The following apologies were noted, Councillor Phil Alford. Andrew Newman explained that more of the Friends of Shurnhold Fields (FOSF) committee would have been in attendance, but they were only notified of the meeting on Friday.
3. There were no declarations of interest.
4. The Terms of Reference for the joint working party of the two councils were noted.
5. The Joint Statement and Response of Melksham Town Council and Melksham Without Parish Council to questions raised about the flood prevention and car park/highway improvement project by residents was noted. The MTC CEO confirmed that this had been sent to half the residents today, with the remainder to be done tomorrow.
6. Timescales: The MWPC Clerk reported that she had spoken to the Principal Drainage Engineer for Wiltshire Council and that the latest timescale was “early Autumn”. Much was weather dependent for diggers on the site. A quotation from the Wiltshire Council contractors was outstanding at this point.

Andy Newman queried how that met with the Environment Agency timescales that meant it had to start on site by June. The MWPC Clerk knew the deadline was 3 months from the start of the financial year, and presumably Wiltshire Council just had to demonstrate that they a contract/proposal in place. The work would be done by Milestone, Wiltshire Council’s contractors, who have undertaken recent site visits.

7. Friends of Shurnhold Fields shed request: It was clarified that the Joint Statement of the two councils confirmed that the car park was going ahead,

that decision had been made. The invite to the Friends to the working party meeting was to discuss the requirements and requests regarding their maintenance shed to be provided.

Andy Newman provided the MWPC Clerk with the size of the shed they would like to store their mower and equipment. TS168 16' or TS188 18' with 1830 wide doors.

The MWPC Clerk explained that the shed for FOSF was being funded by the s106 maintenance fund as it had previously been agreed that was suitable. The shed is actually a metal shed designed for storing tools and equipment on building sites, and the company and design provided by Wiltshire Council for Melksham Cricket Club for storing their mower etc, following the fire that destroyed their wooden one. The parish council also have the same shed in their allotments and have had no issues with vandalism or security. It would be dark green with an apex roof, and the sizes had been provided to the FOSF to advise what size they required to accommodate their new ride on mower and equipment.

Andrew explained that they had concerns with the shed being sited in the car park, as they were worried about them coming into conflict with users in the car park. They also felt it was a security risk as close to the road which would give a quick getaway for anyone breaking into the shed. Their preferred site was in the corner of Shurnhold Fields, in the south east corner, close to the Dunch Lane housing. This would require another area of hard standing as well as the car park area, and councillors queried if it would also be in the way of the flood prevention bund and scrapes. The MWPC Clerk explained that all the soil movements and hard standing has been calculated for the flood risk by the Project Manager Alex Crawford, as the project is within 8m of a watercourse in Flood Zone 1 and that is what caused the delay in the car park project due to being unable to secure Environment Agency permission. That has been given now as part of the wider flood prevention works and the calculations. The carpark is of specialised concrete matting, as there were hard surface restrictions. Having another set of hardstanding for the shed base could cause these calculations and permissions to be reviewed.

It was established that the Friends main concern was avoiding conflict with users in the car park, and having to get down from the mower to open and close gates. A different option would be to have the shed in the north west corner of the car park, with the shed doors opening out directly to the field. This was discussed, and felt a good idea as would hopefully not change any car park design or bill of quantities. This could be a big shed for the mower, and the originally planned shed site in the car park could be a small shed for tools and other equipment with the tap, so that when the mower is driven out the doors don't need to be closed as the kit is in another shed. It was noted that this would lose one car park space.

Queries were raised as to whether there would be a need for a ramp to access the shed, and this was to be checked, especially with the Cricket Club who used the same shed to store their mowers.

The area originally planned for the shed could now house the bike rack.

Concerns were raised about delays to the groundworks if the specification was changed at this stage. It was agreed that the shed/s were not part of the ground work contract, and whilst good to look into this now, were not dependent on the ground works starting and could be dealt with separately.

A query was raised on planning permission requirements. The MWPC Clerk explained that the fields were originally going to be home of the Melksham Rugby Club as part of the relocation to make space for the Campus, and so there was a planning principle already in place for a car park and buildings here. Parish and Town Councils are classed as a "Local Authority" for certain permitted development rights, including sheds, and at the time the original sized shed was within the permitted development size, this would need to be checked for a larger shed.

ACTION 1: To move forward with accommodating an additional shed in the north west corner of the car park, to open out directly to the field. Officers to check the planning permission aspects of the sheds. A smaller shed to be located on the original shed site at the car park entrance. If this requires different hardstanding underneath, then to be done retrospectively and the funding to come from the s106 maintenance fund. The officers to discuss with Wiltshire Council if a tweak to accommodate the shed in the corner of the car park could be accommodated without any change to the contract and Environment Agency permission. It was noted that Wiltshire Council did not yet have the quotation for the work from Milestone.

Andrew confirmed that he was happy that a solution had been reached on the shed location for the mowers, as in the planned spot he would not be prepared to continue as a volunteer. It was known that the Friends did not want the car park, but that was a decision that had now been made.

ACTION 2: Andrew Newman to confirm to the MWPC Clerk the revised sizes required for the two sheds.

ACTION 3: The statement of the town councils on the car park project etc to be published and not just sent to the residents who had raised queries.

8. Bin Emptying Schedule: The MWPC Clerk explained that the parish council empty the bins in their play areas every fortnight, with the playing field once a week and the play areas once a week during school holidays. They find it hard to understand the need for the bins at Shurnhold Fields to be emptied 3 times per week, with the associated cost. The MTC amenities staff undertake the bin emptying that is invoiced to the parish council to draw down from the s106 maintenance fund from Persimmon. The bin emptying costs are drawing that money down quickly. The MTC Operations Manager also wanted to increase the amount for each bin emptying session, but it was felt

that the working party needed to agree that. Would more or bigger bins help reduce the need for a visit 3 times per week?

ACTION 4: The bins to be emptied once a week, and reviewed and go up to twice a week if needed but it was agreed that 3 times per week was excessive. The FOSF are encouraged to let the councils know directly if they think the change in regime becomes an issue, with bins overflowing.

9. Ashes: There had been an enquiry from a local funeral director to scatter or intern ashes combined with tree planting at Shurnhold Fields. There had already been a couple of requests for memorial benches from residents which had been agreed, and a policy in place for the end of life of the bench.

Andrew felt comfortable with scattering but not interring ashes. They already had some memorial tree requests, and their preference was to suggest sponsorship of trees already in place. Councillors queried the health aspect of ashes on site, and if this was on a commercial basis then charges to the funeral directors may be applicable. There may also be an issue with an increase in visitors in the car park for an interment. A small scale thing that is not widely publicised might be appropriate and worth investigating further, especially as it might provide some small revenue to reinvest in the field.

ACTION 5: Officers to have a conversation with the funeral directors about the possibility of scattering, not interring, ashes.

10. S106 maintenance fund: At the last Working Party meeting it was queried if the parish council earn interest on the s106 fund and if so, if it was paid back into the reserve. Interest is earned but not put back into the reserve. MWPC had discussed at their Finance Committee how this interest could be calculated and that the two councils needed to agree a mechanism for calculating as they both hold funds for each other for joint projects. It was hard to calculate as some funds are in the current account as committed, and some locked away for longer periods with differing interest rates.

ACTION 6: Officers to research how other similar organisations calculate interest rates.

11. Next meeting to be organised if decisions are required about the sheds moving forward. To be arranged for a 7pm start.

Teresa Strange

From: Teresa Strange
Sent: 11 July 2025 19:33
To: Alford, Phil (Phil.Alford@wiltshire.gov.uk); saffi.rabey@melksham-tc.gov.uk; pat.aves (pat.aves@melksham-tc.gov.uk); David Pafford; Mark Harris; John Glover
Cc: CEO; Marianne Rossi
Subject: Friends of Shurnhold Fields update
Attachments: 20250711193108.pdf; WhatsApp Image 2025-07-11 at 13.34.11_a7c4d74b.jpg; WhatsApp Image 2025-07-11 at 13.34.11_426a9e01.jpg; WhatsApp Image 2025-07-11 at 13.34.12_dc613fb8.jpg

Dear Shurnhold Fields Working Party

Just to let you know that Andy Newman of the “Friends” popped into the office this afternoon, with the size of the shed they would like to accommodate their mowers and equipment. He had measured a parking space in the Campus car park and thinks that it will fit in just one space.

The Friends only want one shed, as it will be cheaper for the councils, and in the position we identified to replace a car parking space (they still would prefer at the other end of the field, but accept this is where its going).

They propose the space where the shed was originally going to go can house their Friends noticeboard, they would like the tap to be off their shed in the new position (marked with an asterix but not a precise position for the tap), and we can put the art work map there too. We originally had a bike rack costed up and in the package, and that could go here too.

I took Andy down to the identical sheds down at Melksham Cricket Club, had a good look at them, and said I would contact Tim at the Cricket Club to put them in touch as both grasscutting public space. We had a look at the access/lip of the shed for getting the mowers in. He seemed a bit happier! Especially with the secure nature of the shed.

Kind regards, Teresa

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

Advanced Notice of Leave:

w/c 14th July

w/c 4th August

Thurs 14th & 15th August

Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?

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

On X: @melkshamwithout

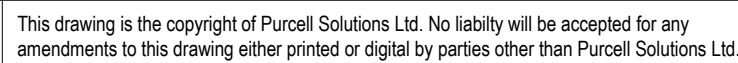
On Instagram: melkshamwithoutpc

On LinkedIn: Melksham Without Parish Council

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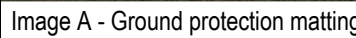
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Car park & access layout taken from bta architects sketch No. 220042/SK01A, July 2024.

Legend

- Existing bund
- Footpath/pedestrian access
- Car parking/vehicular access
- Setting out point



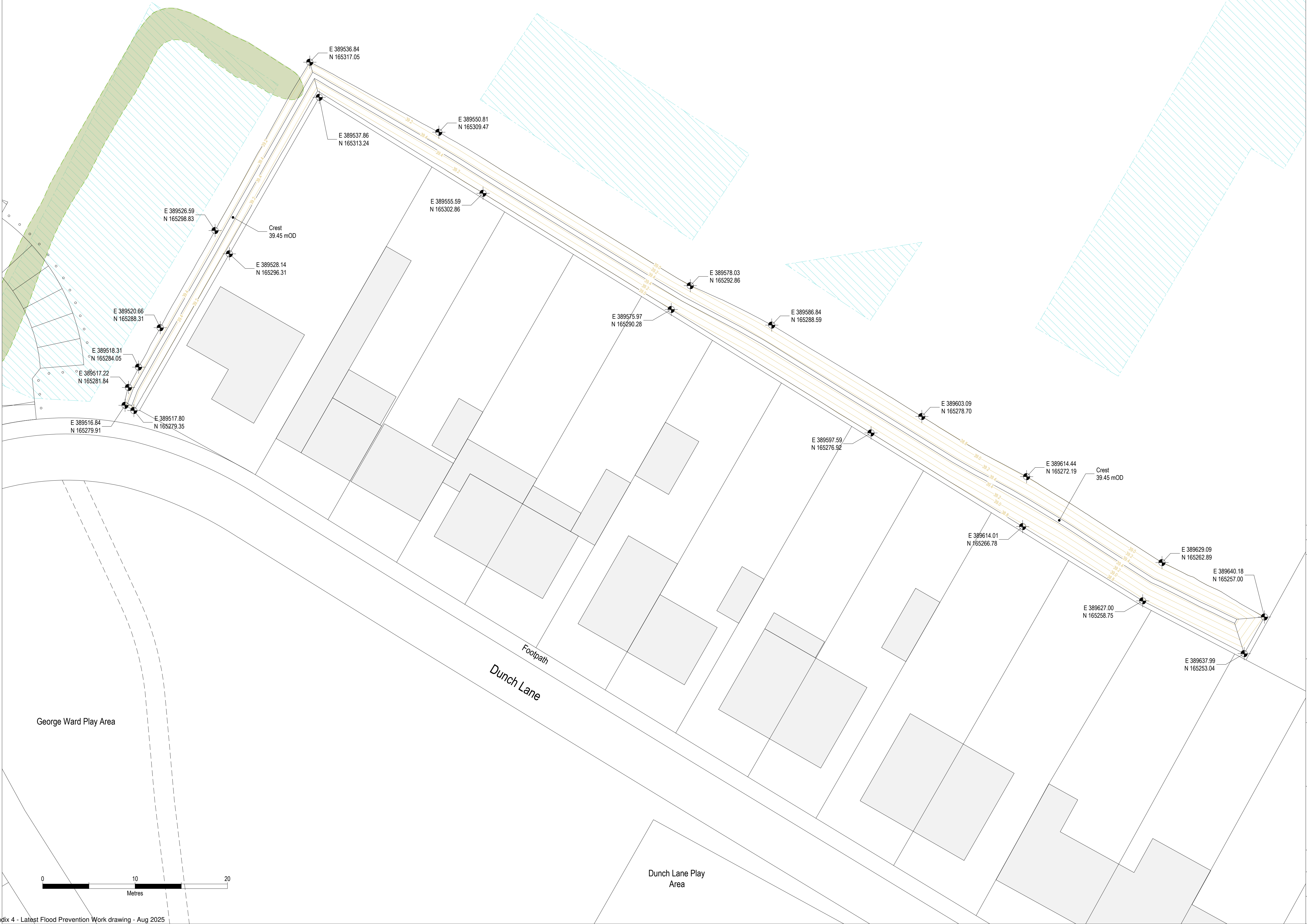


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Notes:
See drawing No. S-SP-XX-XX-DR-W-0007 for car park & access setting out.

Legend

- Approx. existing bund
- Potential scrape areas if additional material required
- Proposed bund contour - mOD 200mm interval
- Setting out point



A	17.07.25	Issued for costing & construction	NG	AC
Rev	Date	Description	By	Ckd



28 Roundstone Street, Trowbridge, BA14 8DL, UK. T: 07516461894
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Project
Dunch Lane, Shurnhold
FRM Scheme

Title
Proposed Bund
Setting Out

Drawn NG	Checked AC	Scale at A1 1:200	Date 17.07.25
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Drawing status
CONSTRUCTION

Drawing No. S-PS-XX-XX-DR-W-0006	Revision A
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