



Full council

Agenda for 27/07/26 @ 19:00.

melksham-tc.gov.uk/meetings



Melksham
TOWN COUNCIL



Melksham
TOWN COUNCIL

20 June 2026

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

Ref: Full Council Meeting, Monday 27 July 2026

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 27 July 2026, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 6ES.

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/3v4hkmew> . Public participation will take place near the start of the meeting.

Each speaker is limited to three minutes, with a total public session of 20 minutes. Members of the public are requested to send their questions 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
- 1.20 Sub-Committees for the ensuing year



- 1.21 To receive petitions and deputations from members of the public or any organisations
- 1.22 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

To receive apologies for absence.

(Local Government Act, 1972 s.85)

2. Declaration 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.

(Melksham Town Council Code of Conduct)

3. Minutes

To approve the Minutes of the Full Council meeting held on 15 June 2026 and 22 June 2026.

(Local Government Act 1972, s. 12)

4. Public Participation

Members of the public are invited to attend the meeting and address the council.

Members of the public are requested to send their question to ceo@melkshamtc.gov.uk by noon on the working day before the meeting. This will make it more likely that we will be able to answer your question on the night. You should still attend the meeting, in person or online, to ask your question.

(Local Government Act 1972, s. 12)

5. Questions from Councillors

Melksham Town Council Policy and Local Government Act 1972)

6. Town Mayor's Announcements

7. Police Report

To receive a report from Sgt Chilton



8. Reports from Unitary Councillors

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

Councillor Alford

Councillor Griffin

Councillor Hubbard

Councillor Stokes

Councillor J Westbrook

9. WTF 2026

To receive a presentation.

10. Joint Melksham Neighbourhood Plan

Deferred from 22 June 2026

For decision on whether members wish to appoint Councillor David Pafford, the Chair of the former JMNP Steering Group as joint spokesperson, or to appoint a separate spokesperson for Melksham Town Council only.

Email from Councillor David Pafford, MWPC Vice Chair and Chair of the Former Joint Melksham Neighbourhood Plan Steering Group.

11. East Melksham Community Centre

Deferred from 22 June 2026

To receive updates.

For decision on whether to retain this as a standing agenda item, in view of the re the resolution of 12 January 2026 to “hand funds for Melksham East Community Centre to Melksham Without Parish Council to build one larger Community Centre on the Blackmore Farm site”

12. Operational Flood Working Group

Deferred from 22 June 2026.

To appoint a councillor as rep to the group.



13. Motions from Councillors

For decision on motions(s).

13.1 Centenarian Motion

14. Water Safety Equipment

For decision on recommendations.

15. KGV Licence

For decision on recommendations.

16. Scheme of Delegation

To note and discuss the Wiltshire Council Scheme of Delegation.

17. Items to Note

17.1 Blue Pool

To note email from Planning

17.2 Councillors Register of Interests

To note email from Monitoring Officer.

17.3 Berryfields Roundabout

To note email exchange

17.4 Crisis and Resilience Fund Update

To note

17.5 Flag Policy

To note a planning application has been submitted in accordance with the resolution of

17.6 Free Parking

To note the potential cost of introducing a Free Parking Scheme across all Car Parks.

17.7 Church Street Toilets

To note officers are arranging site visits exploring options and costs for refurbishment.

17.8 Neighbourhood Plan

To note the Briefing Note.

18. Committee Minutes



Planning

To receive the minutes of the Planning Committee 2 June 2026 and 23 June 2026

[Link to 2 June 2026](#)

[Link to 23 June 2026](#)

People

To receive the minutes of the People Committee 2 March 2026 and 22 June 2026

[Link to 2 March 2026](#)

[Link to 22 June 2026](#)

Working Groups/Task & Finish Groups

To receive the minutes of the Live Streaming Task & Finish Group 12 May 2026 and the Community Allotment Task & Finish Group 26 May 2026.

[Link to Live Streaming](#)

[Link to Community Allotment](#)

19. Confidential Session

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

In view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

20. Councillor Leave of Absence

For decision on Leave of Absence for Councillor Cleary.

21. Winter Wonderland

For approval on the release of and wording for a statement.

Melksham Town Council

Minutes of the Full Council Extraordinary Meeting

At Melksham Town Hall on Monday 15 June 2026

PRESENT:	Councillor S Rabey	Town Mayor and Chair
	Councillor G Elson	Deputy Mayor and Vice Chair
	Councillor P Aves	
	Councillor E Calland	
	Councillor J Crossley	
	Councillor C Stokes	
	Councillor A Westbrook	
	Councillor J Westbrook	
OFFICERS	Hayley Bell	CEO/Town Clerk
	Ian Cunningham (virtual)	Community Officer
	Amelie Huxtable (virtual)	Placement Student
	Andrew Meacham	Committee Clerk
	Robert Reay-Waugh	Venue Manager
	Dominic Rutterford (Virtual)	Communications
	David Skinner	RFO

PUBLIC three members of the public were present.

32/26 Apologies

Apologies were received from Councillor Cleary, Councillor Griffin, Councillor Price and Councillor Whitlock

33/26 Declaration of Interest

There were no declarations of interest.

34/26 Public Participation

The owner of Evie's Kitchen wished to share some thoughts on the discussions with Splash.

- Method Statement how doing works.
- How many new tiles. How many old tiles.
- Name of company that makes the glue and compound.
- What is the method for laying the compound and are they following the instructions.
- Confirm if sub-base should be sealed.
- Sub-floor should ideally be laid in one day.

Also confirmed that he would be available on site to monitor if the Council so wished.

The chair thanked him for attending and for his input at the meeting with Splash.

35/26 Melksham Splashpad

The Chair and Town Mayor gave an update on meeting with Splash and read out a without prejudice and subject to contract email received from Splash.

Members discussed the matter and standing orders were suspended to allow the owner of Evie's Kitchen to speak.

The following points and concerns were raised.

- It was confirmed that remedial work would be undertaken at no cost to Melksham Town Council or residents.
- While Melksham Town Council has no financial loss from the closure, that does not apply to businesses and Melksham Town Council could give no undertaking that such businesses may choose to take action.
- Melksham Town Council would wish to reserve the right to take further action if the remedial work was not done to standard.
- It was agreed in the meeting with Splash that the whole floor would be replaced, not just "affected tiles"
- A sign was needed at the Splashpad to keep people up to date.
- Timescale for the work was from 22 June 2026, lasting for two weeks, for all hours possible. This was subject to weather conditions and weekend work was expected to make up for any lost time.
- Every stage of remedial work must be monitored, with photographic evidence.
- Splashpad should be checked regularly by officers during closure.
- To correct an error in the report, the Splashpad opened in July 2019, with official opening in August 2019.
- It was noted that Splash are the leading company in the country and came well recommended.
- Options should be investigated, should remedial work not be up to an acceptable standard.
- It was noted that Splash representative was complimentary about procedures in place and officers' actions.

10

Standing Orders were suspended to allow members of the public to make final comments. It was re-iterated that it was important to get the sub-floor right and a request was made to weed the area.

The Ceo would go back to Splash on points of concern and points raised during public participation.

Meeting closed at: 18:35

SignedDated

Melksham Town Council

Minutes of the Full Council Meeting

Held at Melksham Town Hall on Monday 22 June 2026

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

IN ATTENDANCE

OFFICERS Hayley Bell CEO/Town Clerk
 Alla Chaikovska Events Assistant
 Ian Cunningham Community
 Andrew Meacham Committee Clerk
 David Skinner RFO
 Dominic Rutterford (Virtual) Communications

PUBLIC two members of the public and one members of the press were present and one member of the public was present virtually

36/26 Apologies

Apologies were received from Councill Calland, Councillor Cleary, Councillor Drewett and Councillor Griffin.

The CEO advised that Councillor Cleary and Councillor Drewett had requested leaves of absence which would be on the agenda for the next full council meeting

37/26 Declaration of Interest

There were no declarations of interest.

38/26 Minutes

The minutes of 11 May 2026, having been previously circulated, were approved as a correct record and signed by the Town Mayor and Chair Councillor Rabey.

39/26 Public Participation

Resident 1

Q. Why does the agenda includes a quote for demolition of the Blue Pool?

A. Relates to the item on insurance.

Q. How does the Council see itself holding planning committees if it is not managing planning for its own projects?

A. A case of lessons to be learnt.

Resident 2

Q. Has been told that 2026/27 budget was online and has mentioned concerns about some figures to the RFO. When is the correct budget going to be online?

A. RFO has been speaking to Rialtas today and should be resolved soon.

Q. Internal Audit Report. Councils do not legally have to vote but it is recommended to have a recorded vote to protect councillors in case of discrepancies or mistakes. Will Melksham Town Council be having a vote and will it be recorded?

A. The Ceo would come back on that question.

40/26 Questions from Councillors

There were no questions from councillors.

41/26 Town Mayor's Announcements

Splash will now replace the Melksham Splashpad flooring with Wet Pour. Existing tiles will be removed starting Wednesday. New flooring cannot be laid during the extreme heat conditions. The CEO confirmed that a new guarantee period would start when the new floor was laid.

During the Red Weather Alert, please take care and look out for neighbours and vulnerable residents.

42/26 Police Report

Sgt Chilton spoke.

Inspector Lemon was moving to Devizes Team and being replaced by Inspector Louise Oakley.

A conviction of GBH with Intent and Possession of an Offensive Weapon had been obtained after the hammer assault last year. Sentencing in October. CCTV footage was vital to the investigation.

Action taken on e-bikes.

Warrant executed in Holt resulting in arrest. Over 600 contaminated vapes and over an ounce of Class A drugs seized.

These operations rely on members of the public and residents are urged to report any concerns.

Questions were asked. There was a request for Wiltshire Police to run some comms about the need to report crime rather than using Facebook.

43/26 Reports from Unitary Councillors

Councillor Stokes – Snarlton Farm appeal pushed back. Likely to be delayed further due to change in PM.

Councillor Westbrook – LHFIG budget increased. Wiltshire Council has a surplus in the budget. Change in Cabinet and some portfolios, including her own.

44/26 AGE UK Wiltshire

The Melksham Community Support Officer introduced herself and spoke about the award winning service.

The Town Mayor Councillor Rabey thanked the Support Officer for her work.

45/26 WTF Festival

The presentation did not take place.

46/26 Joint Melksham Neighbourhood Plan

Members were agreed that Councillor Pafford would be a good choice but wanted clarification on how Melksham Without Parish Council see this working and how feedback would come to Melksham Town Council.

The item was deferred to the July meeting.

47/26 East Melksham Community Centre

This item was deferred.

48/26 Operational Flood Working Group

It was suggested that Councillor Griffin might be interested. The item was deferred to the July meeting.

49/26 Year End Financials

A question was asked about Line 325 Melksham East Community Centre not having yet been transferred to Melksham Without Parish Council. The CEO explained she was waiting for clarification from Wiltshire Council on the legal agreement.

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

UNANIMOUSLY RESOLVED to approve the year end financials for 2025/26.

50/26 Annual Governance Statement

It was proposed by Councillor J Westbrook, seconded by Councillor Stokes and

UNANIMOUSLY RESOLVED to agree the Annual Governance Statement 2025/2026.

The document was signed at meeting end.

51/26 Accounting Statements

It was proposed by Councillor Oatley, seconded by the Deputy Mayor Councillor Elson and

UNANIMOUSLY RESOLVED to agree the Accounting Statements 2025/2026.

The document was signed at meeting end.

52/26 Dates for Public Inspection of Accounts

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

UNANIMOUSLY RESOLVED to agree the dates for the public inspection of accounts as 24 June 2026 to 4 August 2026.

53/26 Final Internal Audit Report

The Final Internal Audit Report was noted. Members noted the positive comments and thanked the RFO for his work.

54/26 Motion on Flag Flying

The Town Mayor Councillor Rabey and Councillor J Westbrook spoke to the item.

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

UNANIMOUSLY RESOLVED to add the following flags to our Flag Flying policy:

- White Ribbon - 25th Nov
- Holocaust Flag- 27th January
- Progress Flag - June
- Emergency Service - 9th Sept
- Armed Forces last weekend in July

55/26 Motion on Grass Cutting Intervention

Councillor Oatley declared a non-pecuniary interest as a committee member of Forest Community Centre.

A friendly amendment was accepted by the proposer and seconder.

It was proposed by Councillor J Westbrook, seconded by Councillor Aves and

RESOLVED to approve a one off cut for Forest Community Centre.

Councillor Oatley abstained.

56/26 Speedwell Park Play Area Fencing

The CEO spoke to the item and members discussed merits of wood and metal fencing.

Members voted 8-3 in favour of metal.

It was proposed by Councillor Alford, seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED to delegate authority to the CEO/Town Clerk to conduct due diligence and appoint a contractor, with the decision to be communicated to Assets & Facilities.

CEO/Town Clerk advised that procurement for Dunch Lane and Riverside should go live on Wednesday.

57/26 Play Park Refurbishments

Nothing to update

58/26 Blue Pool

The CEO/Town Clerk and RFO spoke to the item.

Members discussed the merits and implications of the options.

The question of the failure to obtain planning permission and the subsequent costs were raised.

The CEO advised that the Blue Pool had now been zero rated for business rates and Amenities would remain at Bowerhill for another year. The CEO would confirm the costs of moving the EV Chargers.

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

UNANIMOUSLY RESOLVED to insure the Blue Pool for demolition cost.

It was noted that there were no plans to demolish the Blue Pool.

59/26 KGV Playing Fields – Summer Booking Request

The Town Mayor Councillor Rabey spoke to the item

There were concerns about location in the KGV, the hire charge rate and the length of hire in relation to KGV being intended as a free facility. It was confirmed that policy allowed the CEO to offer a discounted rate.

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

UNANIMOUSLY RESOLVED to offer a two week hire period in a location in the KGV a little away from Evie's Kitchen and the Splashpad.

60/26 Committee Minutes – Assets & Facilities

The minutes of 9 February 2026 and 20 April 2026 were received.

61/26 Committee Minutes Community

The minutes of 23 March 2026 were received.

62/26 Committee Minutes Finance

The minutes of 9 March 2026 were received.

63/26 Committee Minutes Planning

The minutes of 17 March 2026, 7 April 2026, 26 April 2026 and 19 May 2026 were received.

64/26 Committee Minutes Working Groups/Task & Finish Groups.

The minutes of 28 April 2026 were received.

Meeting closed at: 21:10

Signed

Dated

DRAFT

Committee Clerk

From: David Pafford <david.pafford@melkshamwithout-pc.gov.uk>
Sent: 25 May 2026 11:56
To: Committee Clerk
Cc: John Glover; Teresa Strange
Subject: Neighbourhood Plan

Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from david.pafford@melkshamwithout-pc.gov.uk. [Learn why this is important](#)

Hi Andrew,

I spoke with Saffi about this issue and she asked me to contact you, so that it could become an agenda item.

When JMNP 2 was "made", in August 2025, the Steering Group ceased to exist and so did my role as Chair. Nevertheless, with WC Strategic Planning Committee meetings, Appeal hearings, controversies over the WC Local Plan and some contentious planning applications, there has been no shortage of occasions where I have been asked to make comments or responses as (ex-)Chair.

MWPC has agreed that I continue to be their spokesperson on JMNP matters. While it would be perfectly understandable if MTC decided to have its own spokesperson, there may be merit in continuing the "Joint" approach which has served us well so far.

May I ask that your councillors decide which route they wish to follow? Although the choice seems clear, I would be happy to speak to the agenda item if required.

Best wishes,

David Pafford

Committee Clerk

From: David Pafford <david.pafford@melkshamwithout-pc.gov.uk>
Sent: 25 June 2026 11:07
To: Committee Clerk
Cc: Hayley Bell; Teresa Strange
Subject: Re: JMNP rep

Follow Up Flag: Follow up
Flag Status: Flagged

I'm not sure I would interpret the situation like that. We have two independent Councils who chose to work together to produce the JMNP. Now the Plan is made, MTC is presumably the lead Council overseeing projects in the town and MWPC likewise in the parish. Where a comment about a JMNP issue is requested that could be dealt with by the spokesperson of the lead Council or a joint spokesperson. Currently, I am asked for comments as the EX- Chair of the Steering Group, which no longer exists. Under the new circumstances, how does MTC want to operate, jointly as before with all necessary liaison, or separately?

I return to my previous question: is MTC prepared to liaise with me as joint spokesperson or operate separately? (Even if it is the latter it would not necessarily preclude liaison.)

Best wishes,
David

Sent from [Outlook for Android](#)

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From: Committee Clerk <committee.clerk@melksham-tc.gov.uk>
Sent: Thursday, 25 June 2026 10:44:05
To: David Pafford <david.pafford@melkshamwithout-pc.gov.uk>
Cc: Hayley Bell <hayley.bell@melksham-tc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: JMNP rep

Hi David.

Just to be clear on my interpretation. You are actually saying that MTC should appoint its own rep and you would be the public face of whatever the two of you agreed?

Regards.

Andrew

Andrew Meacham

Committee Clerk

Melksham Town Council

Town Hall, Market Place, Melksham SN12 6ES

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From: David Pafford <david.pafford@melkshamwithout-pc.gov.uk>**Sent:** 25 June 2026 10:23**To:** Committee Clerk <committee.clerk@melksham-tc.gov.uk>**Cc:** Hayley Bell <hayley.bell@melksham-tc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>**Subject:** Re: JMNP rep

Hi Andrew,

I assume MTC would have a nominated lead on JMNP matters (Hayley?, Saffi?) with whom I would liaise to produce agreed statements. The MTC nominee would report back to your Council and I to MWPC. Workable?

Best wishes,

David

Sent from [Outlook for Android](#)**From:** Committee Clerk <committee.clerk@melksham-tc.gov.uk>**Sent:** Thursday, 25 June 2026 10:14:47**To:** David Pafford <david.pafford@melkshamwithout-pc.gov.uk>**Cc:** Hayley Bell <hayley.bell@melksham-tc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>**Subject:** JMNP rep

Hi David.

I don't know if you have watched the recording of this item on Monday - it starts at 43:28 if you want to

They were complimentary about you personally but wanted some clarification. If MTC appointed you as joint rep, how would MWPC see this working? How would we ensure MTC receives feedback?

Hope you are coping with the heat.

Andrew

Andrew Meacham

Committee Clerk

Melksham Town Council

Town Hall, Market Place, Melksham SN12 6ES

01225 704 187 melksham-tc.gov.uk



Melksham
TOWN COUNCIL

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MELKSHAM TOWN COUNCIL
MEETING OF FULL COUNCIL

Proposed by: **Councillor Saffi Rabey**

Seconded by: **Councillor Gillian Elson**

Dated: **18th May 2026**

1. Purpose of the motion

To dedicate a bench in KGV to celebrate Centenarian's of the town.

2. Background (Including previous resolution/s made and date/s if applicable)

I was approached by the family of a recent centenarian of the town and to celebrate her birthday a plaque was placed on a bench in the park and it would be lovely that we can continue to celebrate more who get to celebrate this wonderful achievement. I know from the family we did this for it was hugely appreciated.

3. Current Situation

4. What financial implications are there?

£44 per a plaque plus staff time to fix to the bench which is minimal

5. How does the motion link to Town Council policies and core values?

To the memorial bench and tree policy

6. What risks are there? (Provide a risk assessment)

None

7. What crime and disorder implications are there?

Potential for plaque to be removed or bench vandalised but low

8. What environmental and biodiversity considerations are there?

None

9. What safeguarding concerns are there?

None

10. Motion

11. Does the motion impact/ support any previous decisions of council?

No

12. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

Not been discussed before

13. Please summarise any specific recommendations you have in relation to next steps

To adopt the motion

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting for motion

Date/s of relevant resolutions: (record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

MEETING
Full Council

DATE
16/07/26

TITLE
Water Safety Report

AUTHOR(S)
Hayley Bell

Report



Water Safety Report

Melksham Town Council Partnership Meeting – King George V Park

1. Introduction

This report provides a detailed overview of water safety considerations in Melksham, with a particular focus on King George V Park, which has direct access to the River Avon. It incorporates outcomes from the Melksham Town Council partnership meeting held on **29 June 2026**, alongside relevant correspondence and stakeholder engagement.

The purpose of this report is to outline key risks, summarise partnership discussions, and identify opportunities for improving water safety for residents and visitors.

2. Relevant Legislation and National Guidance

This work should be considered in line with relevant UK legislation and recognised national guidance, including:

- Health and Safety at Work etc. Act 1974 (UK legislation)
- Occupiers' Liability Acts 1957 and 1984
- The Management of Health and Safety at Work Regulations 1999
- RNLI national water safety guidance
- National Fire Chiefs Council (NFCC) water safety resources
- Royal Life Saving Society UK (RLSS UK) guidance and campaigns
- Environment Agency water safety and river use guidance

These sources provide the legal framework and best practice principles for managing risks associated with open water environments.

1. Context and Background

The River Avon at King George V Park is a valued community asset, increasingly used for recreational activities such as wild swimming, paddle sports and informal water access. However, this increased usage presents significant safety risks, including:

- Variable water depth
- Strong and unpredictable currents
- Cold water shock
- Unmanaged entry and exit points

Local concern has grown due to near-miss incidents and wider national awareness of drowning risks. The Council has therefore prioritised a coordinated and proactive approach to water safety.

2. Partnership Approach

Melksham Town Council convened a multi-agency partnership meeting to bring together key stakeholders with expertise in water safety, emergency response, sport, and community engagement.

Attendees and Key Partners

The meeting invited and engaged a range of partners, including:

- Wiltshire Search and Rescue Attended
- Dorset & Wiltshire Fire and Rescue Service Attended
- Wiltshire & Swindon Sport Attended
- Environment Agency were invited
- Local education representatives were invited
- Melksham Campus was invited
- Melksham Town Council officers Attended
- Melksham Adventure Centre Attended

The partnership approach was centred on collaboration, recognising that effective water safety requires shared responsibility across agencies. Dorset & Wiltshire Fire and Rescue Service undertook a river site visit in advance of the meeting, and Wiltshire Search and Rescue provided data highlighting groups more likely to be involved in water-related incidents, with national trends indicating higher risk among young males, particularly in unsupervised recreational settings.

3. Purpose of the Meeting

The meeting was convened to explore how organisations could work collectively to improve water safety. Key objectives included:

- Reviewing existing water safety provision
- Identifying gaps in equipment and infrastructure
- Exploring opportunities for education and behaviour change
- Considering funding and partnership opportunities
- Developing a coordinated approach to risk reduction

4. Key Discussion Themes

Water Safety Equipment and Infrastructure Partners discussed the current provision of safety equipment at King George V Park and identified opportunities to enhance this, including:-
Installation or improvement of rescue equipment such as throwlines and life rings

- Clear and visible safety signage
- Consideration of safe access and egress points to the water

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There was agreement that physical interventions should be practical, visible, and regularly maintained.

5. Community Use and Recreational Activity

The increase in paddle sports, canoeing and wild swimming was recognised as both a positive community development and a safety challenge.

Partners highlighted the importance of:

- Supporting safe participation rather than restricting access
- Engaging local user groups
- Promoting responsible behaviours around water

6. Education and Awareness

A strong emphasis was placed on education, particularly for young people. Following the meeting, actions were taken to:

- Promote RNLI water safety education resources to schools



- Encourage delivery of water safety sessions prior to the summer holidays
- Explore opportunities for in-school workshops and community engagement

This reflects a shared commitment to early intervention and prevention.

7. Partnership Working and Behaviour Change

The meeting reinforced the need for a coordinated, partnership-led approach to influencing behaviour. Key points included:

- Aligning messaging across organisations
- Using campaigns to raise awareness of risks such as cold water shock
- Engaging with residents and visitors to promote safe decision-making

8. Funding and Resources

Partners explored potential funding opportunities to support:

- Safety equipment installation
- Community engagement initiatives
- Educational programmes

Collaboration was identified as a key enabler for securing external funding.

9. Water Safety Principles

The following core principles should underpin all water safety messaging, education, and infrastructure decisions:

- **Respect the water** – recognise that open water environments are unpredictable and can change rapidly.
- **Cold water awareness** – understand the risks of cold water shock and its immediate physical effects.
- **Float to live** – if you fall into the water, float on your back, control your breathing, and call for help.
- **Never enter the water to rescue** – in an emergency, use equipment such as throwlines or call 999 and ask for Fire and Rescue.



- **Supervision and responsibility** – children and vulnerable individuals should always be closely supervised near water.
- **Know your limits** – avoid alcohol, be aware of personal ability, and do not take unnecessary risks.
- **Safe entry and exit** – only use recognised or assessed access points where possible.
- **Call for help early** – in an emergency, dial 999 and clearly communicate your location (e.g. using What3Words).

5. Wider Strategic Considerations

10. Long-Term Opportunities

Discussions included the potential for future designation of the river area as a recognised bathing water site. While this would provide formal water quality monitoring, it was noted that:

- It does not guarantee safety
- It requires significant evidence gathering and community support
- It would form part of a longer-term strategy (2026–2027 and beyond)

10a. Bathing Water Designation – Detailed Overview

Bathing water designation is a formal process managed by the UK Government (Defra) under the Bathing Water Regulations. Communities can apply to have a site officially designated where there is evidence of regular public bathing.

Key requirements include:

- Evidence of regular bathing activity, typically supported by surveys, user counts, and community engagement
- Clear definition of the proposed bathing water area and access points
- Support from landowners, local authorities, and relevant stakeholders
- Consideration of environmental impacts and water quality

If a site is successfully designated:

- The Environment Agency will monitor water quality during the bathing season (usually May to September)
- Water is classified annually (e.g. Excellent, Good, Sufficient, Poor)
- Public information signage must be installed and maintained

However, important limitations should be clearly understood:

- Designation relates to **water quality only**, not safety
- It does not remove risks such as currents, cold water, or submerged hazards
- It may increase visitor numbers, which can place additional pressure on infrastructure and emergency services

For Melksham, pursuing designation would require:

- A structured evidence-gathering exercise during peak usage periods
- Coordination with the Environment Agency and Defra
- Assessment of suitability of the river environment for increased recreational use
- Consideration of ongoing responsibilities, including communication and site management

Further guidance is available via the GOV.UK process for applying to designate or de-designate bathing waters.

11. Constraints and Risks

Key constraints identified include:

- Ongoing maintenance requirements for equipment
- Costs associated with infrastructure improvements
- Environmental factors such as water quality and river conditions
- Managing public expectations regarding safety provision

6. Outcomes and Actions

1. As a result of the meeting and subsequent communications, several immediate actions have been identified:- Engagement with schools to deliver water safety education- Continued liaison with emergency services and partner organisations- Exploration of improvements to signage and rescue equipment

- Development of a coordinated communication strategy
- Consideration of forming a dedicated water safety working group

12. Conclusion

The Melksham Town Council water safety partnership meeting demonstrated strong multi-agency commitment to improving safety at King George V Park and along the River Avon.

There is clear recognition that water safety cannot be addressed by a single organisation. Instead, a collaborative approach—combining infrastructure, education, and behaviour change—is essential.

The Council is well positioned to lead this work locally, supported by engaged partners including Wiltshire Search and Rescue and Dorset & Wiltshire Fire and Rescue Service. Continued partnership working will be critical to delivering meaningful and sustainable improvements in water safety.

13. Recommendations

Purchase and install Inland Coastal (IC) rescue equipment containers

- Provide secure, highly visible housings for throwlines and life-saving equipment
- Indicative cost: £250 per unit (including equipment) [IC Brindle Rescue Line Container - SOS603 | I.C. Brindle](#)
- Installation costs: approximately £300 per unit depending on groundworks
- Recommend initial provision of 2–3 units at key access points along the river
- Melksham Town Council and Melksham Adventure Centre will complete the requirements check.
- Funding allocated from Play Parks Budgets whilst we investigate

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Upgrade and standardise safety signage

- Install clear, consistent signage aligned with RNLI and national water safety guidance
- Include hazard warnings, emergency instructions, and location identifiers (e.g. What3Words)
- Indicative cost: £150–£300 per sign

Consider the Relocation of existing play park slide – safety considerations

- Assess proximity of the slide to the river and potential for encouraging unsafe access to water
- Consider repositioning to a safer location within the play area, away from direct river approach routes
- Undertake a risk assessment including:

- Natural desire lines and child behaviour
- Visibility and passive supervision
- Ground conditions and drainage
- To gain Indicative costs

Expand education and awareness programmes across schools and community settings

- Note that Melksham Town Council has already written to all local schools, providing supporting information to be shared with parents ahead of the summer holidays
- Encourage continued use of this approach annually as part of a seasonal safety campaign
- Consider working in partnership to develop a water safety event in 2027

Facilitate structured water safety sessions with education providers

- Support the offer from Wiltshire Search and Rescue to deliver sessions with Melksham Oak in 2027, allowing sufficient time for planning and curriculum integration
- Melksham Campus could look at running Rookie courses.

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Ensure formal risk assessment is completed by a competent person

- Melksham Town Council to complete a comprehensive risk assessment led by a NEBOSH-qualified officer to inform decision-making and prioritisation.

Develop a joint communications campaign with partners

MEETING
Full Council

DATE
16/07/26

TITLE
KGV Licence Report

AUTHOR(S)
Hayley Bell

Report



Proposal for a local variation application for King George V (KGV) Park.

In its original application, Melksham Town Council included a set of locally imposed conditions. As part of this variation request, we are seeking for those conditions to be reviewed and removed to better support the effective and flexible use of the park.

We are seeking approval for operational flexibility to allow activities to take place **seven days a week, between 07:00 and midnight**. This approach reflects the evolving needs of the community and enables a broader, more inclusive programme of events and activities.

Extending the permitted hours in this way will:

- Support a wider range of community, cultural, and recreational programming
- Allow better scheduling flexibility to accommodate different user groups
- Enable more efficient use of the park as a key community asset
- Provide opportunities for both daytime and evening activities while remaining within a clearly defined framework
-
- We are requesting the removal of the original conditions to ensure the park can operate with the necessary flexibility while continuing to be managed responsibly and with consideration to local residents.
-

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Recommendation:

It is recommended that the Council approves the application for a local variation to permit activities at KGV Park from 07:00 to midnight, seven days a week, and agrees to the removal of the original conditions set out in the initial application. This will allow the Council to retain appropriate oversight while enabling greater flexibility for programming and community use.

We also recommended that Evies Kitchen from 1st January 2027 will have its own license and therefore the council does not hold responsibility for a third party company. The council will support Evies in the process to ensure a joint working relationship.

We believe this balanced approach supports both community benefit and responsible management, and we welcome the opportunity to discuss this proposal further.

MEETING
Full Council

DATE
20/07/26

TITLE
Scheme of Delegations Report

AUTHOR(S)
Andrew Griffin

Report



Planning National Scheme of Delegation

To Note:

Members should be aware that as a consequence of government dictat, the process for determination of planning applications by a committee at Wiltshire Council (and all other planning authorities) is changing from 31 October. Following a major consultation in 2025 and a more recent technical consultation on the details, the Government has introduced a new national framework for the determination of planning applications called the National Scheme of Delegation (NSD). It is intended to standardise how planning applications are decided across England and Wales.

This was discussed briefly at the meeting of our Economic Development & Planning committee meeting on 14 July, but that group will now not come together again until 04 August,

The change shifts the approval of routine, "Schedule 1" developments (such as housing up to 9 homes and certain permitted developments) entirely to delegated officers, while entirely eliminating the longstanding "member call-in" system for local councillors. As part of its own transition to the new process, Wiltshire Council has set 01 August as the last date by which call-ins of applications to be heard by a committee will be accepted.

I am not currently aware of any contentious applications with Melksham Town Council's boundaries, but there are several within Melksham Without Parish Council on which MTC has previously commented, that are subject to call-in but not yet determined.

The NSD will make it unlawful for smaller planning applications, such as householder and minor planning applications (up to 10 new dwellings), to be decided by a planning committee.

These applications will be known as Schedule 1 applications and can only be decided under delegated powers by professional planning officers.

Schedule 2 applications (major applications) will only then be decided by a planning committee if the nominated senior officer and the nominated member (usually the relevant planning committee chair) both agree that the proposals raise significant issues in the local area or raise significant planning issues with regard to the development plan or other material considerations – this is known as the Gateway Test.

Wiltshire Council will endeavour to take existing Schedule 1 applications which are the subject of an existing call-in or one made before 1st August, to a Committee by the end of March 2027. Any Schedule 1 applications that may be called in after 1 August are extremely unlikely to be brought before a Committee before 31 October and are therefore likely to be delegated decisions.



Further briefings for all Wiltshire Council members and town and parish councils are expected through August and September to explain more about the changes. Transitional arrangements to deal with existing member call-ins that may be made up until 31 October are being put in place and WC will provide details.

Prepared by Andrew Griffin

20 July 2026

National Scheme of Delegation of Planning Functions (NSD)

Briefing Note No. 26 - 11

Service : Development Management (Planning)
 Further Enquiries to: Gary Collins, Head of Development Management
 Date Prepared: July 2026
 Direct Line: (01249) 706648

Effective from: 31 October 2026

The Secretary of State has exercised this power, enabled by the Planning and Infrastructure Act 2025, through new Regulations. These regulations set out types of applications where decisions:

- **must** be delegated to officers in all cases (as set out in Schedule 1) and
- are **presumed** to be delegated to officers unless certain conditions are met (Schedule 2).

Where a planning function is not listed in either Schedule 1 or 2, it is for the local planning authority to decide whether it should be delegated to an officer or referred to a committee or sub-committee for a decision (as part of its local constitution).

Under the national scheme of delegation, current practices set out in local authority constitutions, such as the power for local councillors to require cases to be called in for committee consideration or having trigger points for referral to committee if a certain number of objections is reached, will not be possible. Local authorities will need to amend their constitutions to align with the national scheme of delegation.

Schedule 1 – **must** be Delegated

Schedule 2 – **presumed** to be Delegated unless

- they meet at least one of the criteria in Reg 5(2) **or**
- they are an application made by or on behalf of a local authority, a member or officer of that authority or an entity owned or controlled by that authority **and**
- the nominated officer **and** nominated member of the

	planning committee agree they should be referred to a planning committee for determination
Schedule 1	Schedule 2
Householder development	Applications for PP not listed in Sch 1
Minor commercial development (less than 1,000 sq m of floorspace or site area of less than 1 Ha)	Applications to develop land without compliance with conditions previously attached (s73(1) of the TCPA 1990)
Minor residential development (9 units or less)	Applications for development which has already been carried out (s73A(1) of the TCPA 1990)
Reserved Matters – where not related to development in an outline planning permission of less than 500 units	Reserved Matters – where related to a development in an outline planning permission of at least 500 units
Discharge of conditions	Modification or discharge of a planning obligation connected to a Schedule 2 application
Prior Approval for PD rights	Applications for Listed Building Consent
Permission in Principle	Applications for the variation or discharge of conditions of listed building consent
Modification or discharge of a planning obligation connected to a Schedule 1 application	Applications for Advertisement Consent
Non Material Amendments	Applications for consent under tree preservation orders
Certificates of Lawfulness - Existing	Application made by or on behalf of a local authority, a member or officer of that authority or an entity owned or controlled by that authority
Certificates of Lawfulness - Proposed	
Biodiversity Gain Plan	
Certificates of appropriate alternative development	
If a Sch 1 application for PP is connected to a Sch 2 app for LBC or VAR or DoC on a LBC this falls within Schedule 2	
If an application under 73A of the TCPA 1990 (Var or removal of cond) would otherwise fall under Sch 1, this falls within Schedule 2	
Applications made by a Local Authority, or a member, officer or entity of that authority fall within Schedule 2	

Regulation 5(2) says:

The nominated member and nominated officer may agree to refer a proposal to determine a Schedule 2 application to a committee if in their view the proposal raises—

- (a) one or more issues of economic, social or environmental significance to the local area, or
- (b) one or more significant planning matters having regard to the development plan and any other material considerations.

This is known as the **Gateway Test**. Both the Officer and Member must agree for an application to be considered at a Committee, because the presumption is that decisions are delegated.

For these purposes:

- a) the nominated officer should be the Chief Planning Officer or equivalent officer who has extensive professional planning experience. However, local planning authorities will also need to ensure they have other senior planning officers who can provide cover if needed to avoid any unnecessary delays in the referral process
- b) the nominated member should be the chair of the planning committee or, where such a role does not exist, the equivalent member. As in the case of nominated officers, the authority will need to ensure there are arrangements in place for other members to cover should the nominated member not be available

Where local planning authorities have more than one planning committee, they may nominate different officers or members for each committee.

It is for individual local planning authorities to put in place their own arrangements for how the consideration of cases for referral to committee will operate in practice.

Where local planning authorities anticipate that there may be a significant number of cases which meet the criteria in regulation 5(2) or which may fall under regulation 6 and which could therefore, be considered for referral to committee they may wish to put in place a triage system to ensure that the nominated officer and nominated member of the committee are not overwhelmed and to avoid any unnecessary delays in planning decision making.

For the purpose of criteria A of Reg 5(2), the following circumstances are unlikely to raise a significant planning matter:

- where the application for development broadly complies with a detailed site allocation and other relevant policies set out in a local or neighbourhood plan and national decision making policies set out in the National Planning Policy Framework. Significant planning matters may arise if new material

considerations are raised by the application

- where a specific planning matter (e.g. highways or flood risk) was initially raised by a statutory consultee as a concern, but the development proposal has been modified to make it acceptable in the view of the statutory consultee (unless the nominated officer has compelling reasons to consider otherwise)

Applications for development which do not raise a significant planning matter can only be referred to the committee under criteria B of Reg 5(2) if they raise a significant economic, social or environmental issue for the local area. It is for the nominated officer and member to assess whether the development proposal raises any such issue, providing an opportunity for local democratic oversight where necessary. Examples could include:

- an application for outline planning permission for a large multi-phase residential development allocated in the local plan
- an application for planning permission for change of use of a community shop in a rural area
- an application for planning permission or listed building consent for changes to a notable listed building in a town centre

Where applications are made by the authority itself or an officer or member of the authority or an entity owned or controlled (whether wholly or partly) by that authority or any of its members or officers, we recognise that there may be cases where, in the interests of transparency and public accountability, it may be appropriate for some applications to be referred to a planning committee or sub-committee even if they do not raise any significant planning, economic, social or environmental issues. These cases can be referred to the committee without the need for consideration of the criteria set out in regulation 5(2). Where no such referral has been made, they will be determined by an officer.

Regulation 7 provides for the number of members on a planning committee or sub-committee to be no more than 13. This is a maximum figure to accommodate local planning authorities where members are from multiple political parties. Local planning authorities should consider whether a smaller number of members would be more appropriate in their area to support effective decision making.

Implementing the NSD

Existing Member call-in ends on 30th October 2026. However:

Officers will endeavour to take Schedule 1 applications to a Committee by the end of March, **that are the subject of an existing call-in or one made before 1st August.** Schedule 1 applications called in after this date are very unlikely to be able to be reported to a Committee before 31st October and are therefore likely to be delegated decisions.

Schedule 2 applications **that are the subject of a call-in before 31st October** will be

considered favourably during the Gateway Test and are likely to be decided by a Committee.

If you have any doubts over which Schedule an individual application falls within, please contact the planning case officer.

Member Briefings will be held before the NSD takes effect, in order to prepare Members for this change in legislation. Town and Parish Councils will also be briefed and will also receive this briefing note.

From: [REDACTED]
 Sent: 07 July 2026 17:17
 To: [REDACTED]
 Cc: [REDACTED]
 Subject: The Blue Pool, Market Place, Melksham

Our Ref: [REDACTED]

Good afternoon [REDACTED]

Further to our previous correspondence in respect of the developments at The Blue Pool, Melksham, I have discussed the matters with a senior enforcement and planning colleagues and I can now provide you with the following update.

Having now had the benefit of a site visit and a more detailed understanding of the works undertaken, I can confirm that the provision of the shipping containers, partial demolition of the boundary wall and installation of the EV charging points do not require the submission of a planning application.

Shipping Containers

In respect of the shipping containers placed on the land, Schedule 2, Part 12, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (***the GPDO***) allows for development by Local Authorities, specifically any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers. The reference in Class A to any small ancillary building, works or equipment is a reference to any ancillary building, works or equipment not exceeding 4 metres in height or 200 cubic metres in capacity.

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The containers are considered to be buildings and fall within the size limitations prescribed by Class A. Whether the containers are intended to be permanent or temporary is not a relevant consideration within the scope of Class A. If the intention is to use the containers to store equipment required for the maintenance of land within the Town Council's remit as a statutory undertaker, then the containers should be considered permitted development and a planning application not required.

The Wall/Vehicular Access

In respect of the wall/vehicular access, the partial demolition of the wall does not, in itself, amount to the creation of a vehicular access. The creation of a means of access is operational development and would ordinarily involve physical works to form or lay out the access. As no such works have taken place, it is not considered that a new means of access has been created.

Notwithstanding this, even if the works were to be regarded as the creation of a means of access, they would likely benefit from permitted development rights under Schedule 2, Part 2, Class B of the GPDO, which permits the formation, laying out and construction of means of access required in connection with development permitted by any Class in Schedule 2 (other than Part 2, Class A). So, if the access created is in connection with the provision of the shipping containers, it would be permitted development.

In addition, the wall is of modern concrete block construction and is of no historical value. It is not considered to be within the listed curtilage of Melksham House and therefore is not a designated heritage asset. The removal of a part of this wall does not give rise to any planning harm.

EV Chargers

In respect of the EV charging points, it was initially considered that they would not benefit from permitted development rights under Schedule 2, Part 2, Class D of the GPDO due to their location within the curtilage of a listed building. However, upon further consideration, the charging points can be installed under Schedule 2, Part 12, Class A of the GPDO. As such, a planning application is not required for their installation.

In light of the above assessment, the Local Planning Authority does not consider that the works identified constitute development requiring planning permission. As such, no breach of planning control has been identified, and no further action is proposed in respect of these matters at this time.

I trust this clarifies the position. Should you have any further questions regarding the assessment, please do not hesitate to contact me.

Best regards,

[Redacted]

Planning Enforcement Officer

Development Management

Wiltshire Council

[Redacted]

[Redacted]

[Redacted]

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Committee Clerk

From: Hayley Bell
Sent: 30 June 2026 12:25
To: Committee Clerk
Subject: Fw: CORRECTED: Registers of Interest – ACTION REQUIRED

For next full council please.

Hayley Bell
 Chief Executive
 07368 839 721

Melksham Town Council

Town Hall, Market Place, Melksham SN12 6ES
 01225 704 187 melksham-tc.gov.uk



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From: Monitoring Officer <MonitoringOfficer@wiltshire.gov.uk>
Sent: 30 June 2026 12:16
To: Monitoring Officer <MonitoringOfficer@wiltshire.gov.uk>
Subject: CORRECTED: Registers of Interest – ACTION REQUIRED

NB. Please disregard our previous email sent at 11:24, which was missing the additional information in [blue](#) below.

Dear Clerk,

I am writing to make you aware of an important change to the law relating to the publication of members' home addresses in public registers of interests:

From **29 June 2026**, under section 32A of the Localism Act 2011, a member's usual residential address must **not** be included in the public register of interests **or other public webpages or documents** unless the member has made a written request for it to be published. This change applies to the registers published by Wiltshire Council (managed by parish and town councillors and clerks ([here](#))), **as well as** any parish and town councils who publish **councillor addresses, including within registers of interest**, on their own websites.

We are contacting all parish and town clerks because some councillors' current, published registers will include their home address within the **"land"** category. Where that is the case, the address should **no longer be publicly visible** unless the councillor has positively asked for it to remain published in writing.

The ICT system Wiltshire Council uses for recording and publishing registers of interest is currently being replaced. At present, our system does **not** allow us to record both public and non-public register entries. As such, any register entries removed from the system for the purposes of non-publication in accordance with the new law will have been **deleted entirely**. This could mean that the councillor concerned has an incomplete register that is **not** compliant with the legal requirements regarding the registration of interests.

Accordingly, pending the implementation of a new ICT system for registers of interest, we ask all town and parish council clerks to take the following steps:

- In a separate location, such as a document or spreadsheet, record the details of **any entry in a councillor's published register that includes their usual residential address**; THEN EITHER
- **Remove that entry from the councillor's published register, replacing it with the following text:**
"Interest registered but home address removed in accordance with Section 32A of the Localism Act 2011; OR
- **Ask the councillor to either amend the entry as they wish or send you a written request for their home address to remain published.**

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Property interests that do **not** relate to the councillor's usual residential address are not automatically caught by this change and can therefore remain publicly available.

Please also ensure that, where your council publishes a copy of the register, or the councillor's home address elsewhere on its own website, those are updated in the same way.

When necessary, we will contact clerks to check the details of members' complete, non-public registers – for example, when a Code of Conduct complaint is received that relates to their interests.

Thank you for your assistance in this matter. We will contact you again in due course when our new ICT system for registers of interest is live, which will remove the need for the manual recording set out above.

If you have any questions, we would be happy to answer them.

Kind regards
Governance Team



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Committee Clerk

From: Hayley Bell
Sent: 30 June 2026 14:06
To: Committee Clerk
Subject: Fw: Berry Field Roundabout

Hi Andrew,

Information for the next full council.

Hayley Bell

Chief Executive
 07368 839 721

Melksham Town Council

Town Hall, Market Place, Melksham SN12 6ES
 01225 704 187 melksham-tc.gov.uk



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From: [REDACTED]
Sent: 23 June 2026 09:52
To: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Cc: [REDACTED]
Subject: RE: Berry Field Roundabout

You don't often get email from colin.rivett@wiltshire.gov.uk. [Learn why this is important](#)

Good morning Hayley,

Please see below my response to the concerns you wanted confirmation on.

- What works have been undertaken and why we were not notified in advance;
The works are to install clean and foul water connections for the new development on Semington Road, Living Space Housing are the works promoter. We do not routinely inform Town or Parish Councils of upcoming works, all planned street and road works are shown on the Causeway One. Network website [Causeway one.network](#)
- Who is responsible for restoring the roundabout to the standard it was previously maintained to;
Living Space Housing as the works promoter under the New Roads and Street Works Act section 50 licence they hold for these works.
- The proposed scope and specification of the reinstatement works;
The reinstatement must be compliant with the Specification for the Reinstatement of Openings in Highways 4th edition (SROH) the relevant section is S9 and in particular S9.4 Grassed Areas, which states - *Grassed areas must be reinstated using the original turf, replacement turf or an equivalent seed, depending on weather and growing season. In all cases, a reasonable growth must be established within the following 12 months. Where grassed areas have been mown, the reinstated surface must be demonstrably free from stones greater than 20 mm nominal size. All other debris arising from the works must be removed from the site. It should be recognised that stones in grassed areas tend to migrate to the surface over a period of time and this should not lead to repeated intervention.*
- The anticipated timescales for completion;
Reinstatement is ongoing and we expect completion by the end of this week.
- Who will be responsible for discussing and agreeing the restoration works with licence holders and other interested parties.
As mentioned, the works must be compliant with S9.4 of the SROH and we will ensure this. Anything above and beyond these requirements would really need to be by yourselves directly with Living Space Housing as we cannot insist they do anything different than that as is required by the SROH. I can provide contact detail if you would like to make a direct approach to them.

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I trust I have answered your concerns requiring confirmation, if you need additional information or further clarity, please do not hesitate to contact me. Could you please provide more information on the missing sign.

Kind regards.

Street Works Compliance and Performance Manager
Traffic and Network Management

My working week is Monday to Wednesday only.

Wiltshire Council

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From: [REDACTED]
Sent: 22 June 2026 09:51
To: 'hayley.bell@melksham-tc.gov.uk' <hayley.bell@melksham-tc.gov.uk>
Cc: [REDACTED]
Subject: RE: Berry Field Roundabout

Good morning Hayley,

Thank you for your email, I will be looking into this and will respond further in due course.

Kind regards.

[REDACTED]
Street Works Compliance and Performance Manager
 Traffic and Network Management

My working week is Monday to Wednesday only.

Wiltshire Council

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

Sent: 20 June 2026 14:18

To: highways@wiltshire.gov.uk [REDACTED]

Subject: Berry Field Roundabout

You don't often get email from hayley.bell@melksham-tc.gov.uk. [Learn why this is important](#)

Dear all,

I am writing regarding the roundabout in Melksham for which we hold the licence and maintain sponsorship arrangements.

We have not been informed of any works affecting the roundabout, and we are concerned about its current condition. The site has been left in a poor state following the works, which is disappointing both for us and for the local business that sponsors the roundabout and has supported its upkeep.

Your contractor has also removed a sign, left cones and signage.

Could you please confirm:

What works have been undertaken and why we were not notified in advance;

Who is responsible for restoring the roundabout to the standard it was previously maintained to;

The proposed scope and specification of the reinstatement works;

The anticipated timescales for completion;

Who will be responsible for discussing and agreeing the restoration works with licence holders and other interested parties.

Given the current condition of the site and the concerns raised by the sponsor, I would appreciate an early response setting out how and when the roundabout will be returned to its previous standard. My suggestion due to the amount of damage would be to plant native trees to fill the roundabout fully.

This is not the welcome to Melksham that we would expect as a council.

I look forward to hearing from you.

Kind regards,

Hayley Bell

Chief Executive

+44 7368 839721

Hayley.Bell@Melksham-tc.gov.uk

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Crisis and Resilience Fund update

Briefing Note No. 26 - 08

Service: Communities

Date Prepared: 15 June 2026

Direct Line / Email: CRF@wiltshire.gov.uk

1. Overview and introduction

Wiltshire Council is delivering the Government's Crisis and Resilience Fund (CRF) locally to support residents experiencing financial hardship while building longer-term financial resilience.

- Total allocation: £13.4m (2026–2029):
 - £4.4m (2026/27)
 - £4.4m (2027/28)
 - £4.6m (2028/29)
- Additional funding: £783,725 for oil-heated households

The programme combines:

- Immediate crisis support
- Prevention and early intervention
- Partnership delivery with key organisations

The CRF:

- Is already delivering tangible support, with more than 300 residents helped in the first weeks.
- Is balancing crisis response with prevention, aiming to reduce repeat need.
- Needs strong partnerships (CA, CSE, VCSE sector) to support successful delivery.
- Is particularly important in rural Wiltshire, where costs are higher and access to services can be more limited.
- Will support a wide range of schemes to be developed to address root causes of financial hardship, not just immediate need.

2. Strategic approach

The CRF has been designed around two core objectives:

Immediate crisis support

- Emergency payments for essentials
- Support for food, utilities, transport and basic household needs

Building long-term resilience

- Financial advice and income maximisation
- Energy efficiency and cost reduction
- Skills development (e.g. budgeting, cooking, digital inclusion)
- Targeted support for vulnerable groups

3. Supporting a variety of people in different circumstances

The programme aims to support a number of people in different circumstances, such as:

- Rural communities
 - Higher costs of living
 - Off-gas grid households
- Low-income families
 - Including free school meal households
- Older people
- People at risk of homelessness
- Survivors of domestic abuse
- Young people and carers
- Residents experiencing financial exclusion

4. Key delivery partners so far

Wiltshire Citizens Advice (CA):

- Supporting residents with:
 - Debt, benefits, budgeting and energy advice
- Targeted work with:
 - Free school meal families
 - Early years and school referrals

Over 190 residents supported as of mid-May.

Centre for Sustainable Energy (CSE):

- Focus: oil heating support in rural areas
- Support includes:
 - Energy advice
 - Financial assistance
 - Energy efficiency improvements

74 residents supported as of mid-May with more applications pending.

5. Wiltshire Wellbeing Hub

- Continues to act as the single front door for support:
 - Advice and triage
 - Referral to CRF schemes
 - Access to wider partner services

Phone: 0300 003 4576

Email: wellbeinghub@wiltshire.gov.uk

Opening hours:

Mon–Thurs: 9am–5pm

Friday: 9am–4pm

6. Crisis support delivered to date

Direct crisis payments made by Wiltshire Council from 1 April to mid-May:

- 314 residents supported
 - 330 awards made
- Total funding distributed: £61,557

Breakdown of support provided includes:

- Food support
- Heating oil support (prior to CSE taking on this element)
- Energy utilities
- Household goods
- Transport
- Clothing
- Other essentials

7. Programme governance and timeline

Key milestones:

- Delivery plan deadline: 1 July 2026 (needs to be submitted to government)
- Operational Board launch: September 2026
- An Advisory Board meets monthly and reviews:
 - Scheme proposals
 - Delivery performance
 - Risks and impact

Some of the projects currently in the pipeline to help build resilience and provide wrap around support include support for older people, financial health initiatives, and healthy eating and cooking programmes.

8. Further info:

For more information, please email CRF@wiltshire.gov.uk or visit www.wiltshire.gov.uk/Crisisandresiliencefund

Update on legislative changes to the neighbourhood plan making process, and the implications of the withdrawal of the Wiltshire Local Plan

Briefing Note No. 26 - 10

Service: Strategic Planning

Further enquiries to: Nic Thomas, Director - Planning, Economy and Climate

Email: nic.thomas@wiltshire.gov.uk

Date prepared: 13 July 2026

UPDATE ON LEGISLATIVE CHANGES TO THE NEIGHBOURHOOD PLAN MAKING PROCESS, AND THE IMPLICATIONS OF THE WITHDRAWAL OF THE WILTSHIRE LOCAL PLAN

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Introduction

1. The purpose of this briefing note is to provide advice on the implications of the withdrawn Local Plan for neighbourhood planning and how neighbourhood plans can continue to be prepared in the absence of housing numbers for individual settlements.
2. It also provides an update on legislative changes, including the basic conditions that neighbourhood plans must meet following the introduction of changes to legislation that came into effect earlier this year.
3. At the time of writing, government has not published an updated National Planning Policy Framework (NPPF) following the consultation that ended in March this year. The latest information suggests that the new NPPF is expected to be released by the 2026 parliamentary summer recess.

What are the main implications following the withdrawal of the 2038 Local Plan?

4. Planning regulations require that Wiltshire Council prepares a new Local Plan. The published timetable anticipates the new Local Plan being adopted in 2029, with a draft Local Plan being ready for consultation March 2028. See [Wiltshire Local Plan Timetable](#) for further information.
5. Wiltshire's current development plan - including the Wiltshire Core Strategy, Chippenham Site Allocations Plan and Wiltshire Housing Site Allocations Plan - will continue to apply until its policies are reviewed and superseded by adoption of a new Local Plan; and alongside national planning policy and guidance will continue to inform decisions on planning

applications and the development of neighbourhood plans. Neighbourhood plans, where they form part of the development plan for an area, will also be used to inform decisions.

6. Even though the 2038 Local Plan is no longer being prepared, neighbourhood plans can continue to be prepared. The benefits of preparing plans and how they can influence and support the positive planning for areas are set out later in this briefing note.
7. Some parish councils are seeking to prepare neighbourhood plans, primarily to benefit from the 'protection' afforded by the government's current (2024) [National Planning Policy Framework](#) (paragraph 14) in the interim period prior to a new Wiltshire Local Plan being adopted.
8. The 2024 National Planning Policy Framework (NPPF) does not provide certainty that even with a newly made neighbourhood plan in place that contain policies and allocations to meet its 'identified housing requirements', that speculative housing development should be refused planning permission. However, it does consider that the *"adverse impact of allowing development that conflicts with the neighbourhood plan is likely to significantly and demonstrably outweigh the benefits"* (emphasis added).
9. For Wiltshire Council, it is not possible to provide a housing requirement figure for a neighbourhood area because there is no up-to-date requirement set within the adopted Core Strategy. In these circumstances, the NPPF allows councils to provide indicative figures. Paragraph 70 states that *"Where it is not possible to provide a requirement for a neighbourhood plan area the local planning authority should provide an indicative figure, if requested to do so..."*.

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Can Wiltshire Council provide new indicative housing figures?

10. The council is in the early stages of preparing a new Local Plan. To provide an indicative figure the NPPF expects the following factors to be taken into account - latest evidence of local housing need, the population of the neighbourhood area and the most recently available planning strategy of the local planning authority (paragraph 70).
11. Any indicative housing figure for neighbourhood planning purposes would be difficult to calculate at this early stage, given that the council's housing requirement has been significantly increased following the government's new standard method of calculating housing need, published in 2024.
12. While it is expected that housing requirement figures will be set for designated neighbourhood areas in the new local plan, they will only become known once the evidence base and plan preparation process for the new local plan has reached a more advanced stage. In reality, indicative figures will only start to emerge in the spring or summer of 2027. Any indicative figures provided by the council in advance of an adopted Local Plan would be considered through the examination of the neighbourhood plan.
13. The government's [neighbourhood planning guidance](#) explains what happens if the local planning authority does not provide a housing requirement figure for a designated neighbourhood area that wishes to plan for housing. This states that *"if a local authority is unable to do this, then the neighbourhood planning body [parish and town councils] may exceptionally need to determine a housing requirement figure themselves, taking account of relevant policies, the existing and emerging spatial strategy, and characteristics of the*

neighbourhood area". It goes on to refer to a toolkit for assessing needs and says that neighbourhood planning bodies will need to work proactively with the local planning authority through this process. The figures would be tested through the examination process.

14. If parish councils are looking to prepare neighbourhood plans ahead of the new Local Plan - seeking to plan positively for housing and establishing their own housing requirement figures - they may wish to consider the length of the plan period as this will inform how much housing to plan for.

Changes to legal requirements and basic conditions - preparation and content of neighbourhood plans

15. Alongside the changes to the way local plans are prepared, changes have also recently been introduced to the legal tests for production of neighbourhood plans. This includes changes to the 'basic conditions' (Sections 98 and 99 of the Levelling-up and Regeneration Act 2023).
16. Neighbourhood plans must now, so far as the qualifying body considers appropriate (having regard to the subject matter of the plan):
 - (i) Be designed to secure that the development and use of land in the neighbourhood area contributes to the mitigation of, and adaptation to, climate change.

This means that neighbourhood plans should consider how development can reduce greenhouse gas emissions and respond to climate risks (such as flooding, overheating, and resilience). This elevates climate change from a policy consideration to a statutory expectation.

- (ii) Take account of any Local Nature Recovery Strategy that relates to all or part of the neighbourhood area, including in particular:
 - areas identified as important (or potentially important) for biodiversity
 - priorities for habitat recovery or enhancement
 - proposed measures to achieve these priorities

This means neighbourhood plans should align, where appropriate, with Wiltshire Council's Local Nature Recovery Strategy (see [here](#)).

17. The legislation also paves the way for plans not repeating or conflicting with the new national decision-making policies in the forthcoming NPPF, which is expected to be finalised by the summer parliamentary recess.
18. Changes to the basic conditions are now in effect. The condition that a plan must "be in general conformity with the strategic policies of the development plan in the area" has been replaced by the condition that the plan:

"...would not result in the development plan for the area of the authority proposing that less housing is provided by means of development taking place in that area than if the neighbourhood development plan were not to be made."

This means that neighbourhood plans should not undermine the ability of the development plan, which includes the local plan (and in future spatial development strategies), to provide for housing.

19. The Levelling-up and Regeneration Act 2023 (section 98), also now in force, sets out the types of policies neighbourhood plans can include, which are in relation to:

- (i) the amount, type and location of, and timetable for, development in the neighbourhood area for the plan period;
- (ii) use or development of land in the area designed to achieve objectives that relate to the particular characteristics or circumstances of that area (or part of) or specific sites in that area;
- (iii) details of any infrastructure requirements or affordable housing requirements that arise from development in policies (i) and (ii);
- (iv) requirements with respect to design that relate to development, or development of a particular description, throughout the neighbourhood area, in any part of that area or at one of more specific sites in that area, which the qualifying body [parish council] considers should be met for planning permission to be granted.

20. Finally, provisions have been made in the Levelling Up Regeneration Act 2023 to change how environmental assessment is undertaken when preparing neighbourhood plans. Reference is now made to Environmental Outcomes Reports, which will replace Strategic Environmental Assessment (SEA) once the provisions are in place. For now, plans will (where necessary) need to continue to prepare SEA.

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Neighbourhood plans - more than just housing and a number

21. Neighbourhood plans, once made, form part of the development plan for an area and guide decisions on planning applications. They provide the opportunity to positively plan for an area, by identifying and addressing priorities that can be supported through the planning system, rather than a defensive process restricting growth.

22. Neighbourhood plans provide the ability for communities to set locally distinctive policies that add to, but don't repeat or conflict with, the council's local plan or the NPPF. They empower local communities to shape the development, design and use of land in their area. Legislation, as set out above, clarifies the types of policies that can be included in plans. Alongside this, current NPPF (2024) and national guidance highlights the following areas that can be addressed through neighbourhood plans:

- place-making and high-quality design that reflects local distinctiveness;
- protecting and enhancing local character, townscapes and landscapes;
- supporting town centres, local services, and employment;
- delivering green infrastructure, biodiversity and climate resilience;
- identifying and prioritising local infrastructure improvements that matter to most residents.

23. If communities are concerned about the risk of speculative development taking place in their area, there is the opportunity through neighbourhood plans to develop policies to guide the

quality, form, density, scale and design of new developments to ensure that any development that comes forward is shaped in a way that meets community aspirations.

24. One of the other benefits of having a made neighbourhood plan, if parishes don't have one already, is that they will receive a higher share of any Community Infrastructure Levy receipts that arise from development in their area. With a neighbourhood plan in place, this rises to 25% (uncapped), compared to 15% (capped) where there is no plan. These funds can be used to pay for local infrastructure that benefits the area.
25. Later this year we expect to have a new version of the NPPF, which will provide national policy for neighbourhood plans and could include transitional arrangements for plans in progress. The current provisions in the [draft document](#) are summarised below for information, but these could well change in the final version:
 - Draft policy PM5 sets out the role of neighbourhood plans as: the allocation of land to meet needs of their area (where appropriate); and setting policies to address particular local issues including site specific matters, provision for infrastructure and community facilities, regeneration opportunities, design requirements (including design codes), local environmental improvements and conservation of local heritage assets.
 - Draft policy HC2 allows, in limited situations, neighbourhood plans to designate land as Local Green Space.
 - Draft paragraph 6 of Annex A states that any plans submitted to the local planning authority under Regulation 15 (for their final consultation and examination) after the date the NPPF is published in its final form will need to comply with the new NPPF. Any submitted plans should have the discretion to withdraw their plan and update it to take into account the NPPF.