

11.9.23 Full Council agenda	3
AGENDA ITEM 05 - Councillor J Seed Report	6
AGENDA ITEM 06 - 24.7.23 Full Council minutes FIN	9
AGENDA ITEM 07(a) - 14.8.23 Planning Minutes FIN	43
AGENDA ITEM 07(e) - Meeting on 18 September	64
AGENDA ITEM 09(a) - Receipts and Payments- Cashbook 1- August 2023	66
AGENDA ITEM 09(a) - Receipts and Payments- Cashbook 2- Redacted- August 2023	69
AGENDA ITEM 09(a) - Receipts and Payments- Cashbook 3- August 2023	73
AGENDA ITEM 09(a) - Receipts and Payments- Cashbook 4- August 2023	75
AGENDA ITEM 09(a) - Receipts and Payments-cb1- July 2023	77
AGENDA ITEM 09(a) - Receipts and Payments-cb2- Redacted- July 2023	79
AGENDA ITEM 09(a) - Receipts and Payments-cb3- July 2023	83
AGENDA ITEM 09(a) - Receipts and Payments-cb4- July 2023	85
AGENDA ITEM 09(e) - Conclusion of External Audit 2022-23 letter	87
AGENDA ITEM 09(e) - Conclusion of External Audit 2022-23	89
AGENDA ITEM 09(g) - Broadband and Line contract	96
AGENDA ITEM 10(b) - Police report re trailers at Bowerhill - Inspector Lemon	97
AGENDA ITEM 10(b) - Update from Police Re Trailers parking on Bowerhill Industrial Estate - Sgt Gemma Rutter	100
AGENDA ITEM 10(c) - Quotation for weedspraying	102
AGENDA ITEM 11(a) - Traffic Order - Melksham Campus - Site_Notice	106
AGENDA ITEM 11(a) Campus - Traffic Order ITM_Statement_of_Reasons	107
AGENDA ITEM 11(a) Traffic Order - Melksham Community Campus - Off_- Street_Order_Amendment_No.1	108
AGENDA ITEM 11(a)(ii) - Campus Parking - Email from Area Manager, West Wilts Leisure Services	110
AGENDA ITEM 11(b) - Melksham House Budget Costs Email from Democratic Services	113

AGENDA ITEM 11(b) - Budget Refurbishment Costs for Melksham House	119
AGENDA ITEM 11(b) - Financial Report to accompany Extract of Cabinet Minutes 31 January 2023	121
AGENDA ITEM 11(b) - Financial Year 202223 - Quarter Two Capital Budget Monitoring	150
AGENDA ITEM 11(b) - Melksham House - Extract from Cabinet Minutes 31 January 2023	180
AGENDA ITEM 11(b) - Melksham House, Extract of Minutes of Cabinet Meeting 14 December 2021	182
AGENDA ITEM 11(b) - Melksham House Reports to Cabinet 14 December 2021	185
AGENDA ITEM 12(c) - MCS project report Q1 2023-24	198
AGENDA ITEM 13 (a)- Report on visitors accessing the Parish Council website	201
AGENDA ITEM 13(b) - Councillor Corner (previous items covered)	205
AGENDA ITEM 13(b) - Updated Councillor Corner List	206
AGENDA ITEM 14(a) - Melksham Town Council- resident trees project	207



MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 5 September 2023

Dear Members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 11 September at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**

Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout.co.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA PACK HERE



Serving rural communities around Melksham

AGENDA

1. **Welcome, Announcements & Housekeeping**
2. **To receive Apologies and approval of reasons given**
3. **To consider holding items in Committee due to confidential nature**
Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
4. **Declarations of Interest:**
 - a) To receive declarations of interest
 - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
5. **Public Participation & Invited Guests**
 - Wiltshire Councillor Nick Holder, Bowerhill
 - Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
 - Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural
6. To approve the Minutes of the **Full Council** meeting held on 24 July 2023 and confidential notes to accompany the minutes.
7. **Planning:**
 - a) To approve the Minutes of the Planning Committee meetings held on 14 August & 4 September and confidential notes to accompany the minutes of 14 August & 4 September.
 - b) To formally approve Planning Committee recommendations of 14 August and 4 September.
 - c) To receive update following Neighbourhood Plan Steering Group on Weds 6th Sept
 - d) To approve the draft joint reviewed Melksham Neighbourhood Plan (NHP#2) for Regulation 14 consultation (further to approval Weds 6th September)
 - e) To note joint Neighbourhood Plan/Local Plan Briefing Session for councillors on Monday 18 September
8. **Asset Management**
 - a) To approve the Minutes of the Asset Management Committee meeting held on 4 September 2023.
 - b) To formally approve Asset Management Committee recommendations of 4 September 2023.
 - c) To approve the land transfer of Davey Play Area
 - d) To approve payment of retention invoice for Berryfield Village Hall if Completion Certification received.
 - e) To consider seeking legal advice for freehold land transfers for Wiltshire Council play areas at Kestrel Court and Berryfield
 - f) To confirm preferred choice for photocopier purchase and approve quotation

9. Finance:

- a) To note Income/Expenditure reports for July & August.
- b) To appoint cheque signatories/online authority for September payments.
- c) To approve transfer of funds between bank accounts and fixed term deposits.
- d) To note if anyone has exercised their right to inspect the Council's accounts (period 26 June to 4 August)
- e) To note External Auditor's report and publication of Notice of Audit Conclusion for the financial year ending 31st March 2023
- f) Grant Payments:
 - i) To note TransWilts not accepting grant as project not being delivered
 - ii) To consider cancelling grant cheque for Wiltshire Youth Canoe Club due to non-presentation and lack of response
- g) To note transfer of PlusNet Broadband accounts (Office and Pavilion) to XLN, has taken place under delegated powers.

10. Highways

- a) To consider holding Highways & Streetscene meeting on Monday 2nd October to accommodate a longer Planning meeting on Monday 25th September
- b) To note update from the Community Policing Team on Trailers/Trucks parking on Bowerhill Industrial Estate.
- c) To consider Autumn Weed Spray as none undertaken by Wiltshire Council this year.

11. Melksham Community Campus

- a) To consider a response to proposals by Wiltshire Council to restrict free parking at the Campus to a maximum of 3 hours
 - i) Response re effect on parish residents using the facilities
 - ii) Response re effect on parish council as tenant of Campus
- b) To receive response from Wiltshire Council on query whether the Melksham House refurbishment costs came from the Campus budget

12. Community Resilience

- a) To receive feedback on Community Resilience Event held in Tidworth on 31 August
- b) To receive update on split of Melksham Community Support (now through Age UK) and Melksham Emergency Support (parish and town council) and to approve the use of the SSEN community grant for the fridge magnet and leaflet distribution as planned
- c) To note quarterly report and receive feedback on Melksham Community Support (Age UK Project) quarterly review meeting held on Thursday 27 July.

13. Community Engagement

- a) To consider report on the visitors to the parish council website
- b) To note "Councillor Corner" spot in the Melksham News to continue and consider subjects for future articles and input into the next Quarterly Newsletter

14. What have we done to meet the Climate Friendly agenda?

- a) To note the number of residents in the Parish who took advantage of Melksham Town Council's Resident Tree Planting Scheme.

From: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>
Sent: 11 August 2023 18:28
To: Jonathon Seed
Subject: Parish Magazine News

WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

Autumn looks like it is becoming the summer we never had but I suppose we need to get used to a topsy turvy climate. Whatever disappointment we may have suffered with the wet July there is always much to look forward to in our Great British Outdoors and particularly our lovely County of Wiltshire. My news is that I was lucky enough to have an operation for a replacement knee in late July. Although it was a very painful start to recovery I am now well on the way to enjoying greater mobility. The exercises and physiotherapy were uncomfortable but well worth the effort.

The Boundary Commission for England has produced its final report on changes to be made this year and placed this report before Parliament. It brings unexpected change for our area. For the first time our Wiltshire Council Division of Melksham Without West and Rural

will be contained within one Parliamentary Constituency Boundary; Melksham and Devizes. That means the villages of Steeple Ashton, Keevil and Great Hinton will leave the Constituency of South and West Wiltshire (current MP Rt Hon Dr Andrew Murrison MP) and join our other villages of Semington, Berryfield and Broughton Gifford in the new Constituency of Melksham and Devizes. The local area here is represented by Rt Hon Michelle Donelan MP, Secretary of State for Science, Innovation and Technology . Michelle has indicated that she will run for election again. Michelle is an incredibly hard working local MP and a personal friend and I look forward to continuing to work with her on your behalf.

In July I handed over the Chairmanship of the Local Highways and Footpaths Improvement Group to fellow local Councillor Mike Sankey. The LHFIG has a healthy budget for highways and footpath improvements and I always encourage and help our local villages to take full advantage of the funding available. Currently every one of our villages has an issue progressing for funding so I do my best to ensure we get our money's worth from Wiltshire Council! This Group is all about liaison and management and although we have a great new Chairman we also sadly lose one of the most helpful

and effective Council Officers that I have ever worked with and we should all wish Mark Stansby all the best in his new area and thank him for all his hard work in our area.

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Jonathon Seed
Wiltshire Councillor for Melksham Without West and Rural
Chairman, Melksham Area Board
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**MINUTES of the Full Council Meeting of Melksham Without
Parish Council held on Monday 24 July 2023 at Melksham Without Parish
Council Offices, Melksham Community Campus (First Floor), Market Place,
Melksham, SN12 6ES at 7.00pm**

Present: Councillors John Glover (Chair), David Pafford (Vice Chair of Council), Alan Baines, Mark Harris, Shona Holt, Peter Richardson, Andy Russell, Robert Shea-Simonds and Richard Wood

Officers: Teresa Strange (Clerk) and Lorraine McRandle (Parish Officer)

In attendance: Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)

127/23 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting.

A minute's silence was held in memory of former Councillor Don Millard who had recently passed away.

128/23 To receive Apologies and approval of reasons given

Apologies were received from Councillor Chivers who was away, Councillor Doel whose was attending to a family member who was convalescing. Apologies had also been received from Councillor Patacchiola who was travelling abroad.

It was noted Councillor Hoyle was not present, however it was understood that following a recent promotion he was overseas more often.

Resolved: To accept and approve the reasons for absence.

129/23 To consider holding items in Committee due to confidential nature

*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items **7(d)** of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted*

Resolved: For agenda item 7(d) to be held in closed session as it related to ongoing site selection work for the Neighbourhood Plan and related contact with developers.

130/23 Declarations of Interest:

a) To receive declarations of interest

There were no declarations of interest.

b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.

None received.

131/23 Public Participation & Invited Guests

Standing Orders were suspended.

- Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold

Councillor Alford updated the meeting on the draft Local Plan, approved at a Wiltshire Full Council meeting held on 18 July and would be going out to Regulation 19 consultation in the Autumn.

The plan included 3 strategic sites for Melksham and an allocation of 270 dwellings for the Neighbourhood Plan, (70 of which were for Shaw & Whitley).

Councillor Alford informed the meeting Melksham Town Council were currently in discussions with Wiltshire Council on taking on the Blue Pool site.

Councillor Glover asked if the Town Council had a business plan in place if it were to take on the site.

Councillor Alford stated as yet, there was no business plan, however, anticipated one would be produced in due course, if the project moved forward.

Standing Orders reinstated.

- Wiltshire Councillor Nick Holder, Bowerhill

Wiltshire Councillor Nick Holder had tendered his apologies, as he was away.

- Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural

Wiltshire Councillor Seed had tendered his apologies, as he was isolating himself prior to a hospital visit later in the week.

Wiltshire Councillor Alford left the meeting at 7.09pm

132/23 a) To approve the Minutes of the Full Council meeting held on 19 June 2023.

Resolved: To approve and for the Chair to sign the Full Council minutes of 19 June 2023.

b) To receive responses from Wiltshire Council following queries raised (if received)

The Clerk explained no responses had been received from Wiltshire Council to recent queries relating to Melksham House and to Community Infrastructure Levy (CIL) funding being used for highway projects in the parish.

c) To note costs for hiring Shaw Village Hall and consider a venue for the Annual Parish Meeting 15 April 2024

Councillor Glover informed the meeting that hire charges for Shaw Primary School for the Annual Parish meeting would be £50 per hour and sought a steer from Members if they wished to hold the meeting elsewhere in the Parish.

Resolved: To enquire if Melksham Rugby Club was available to hold the Annual Parish Meeting, on 15 April 2024.

d) To note next Planning Committee and Full Council meetings to approve the draft Neighbourhood Plan for consultation, to be held on Monday 14 August 2023.

Members noted the proposed Planning Committee meeting for August would be held on 14 August 2023, with a Full Council meeting to be held afterwards, to approve the draft Neighbourhood Plan prior to consultation.

133/23 Planning:

a) To approve the Minutes of the Planning Committee meetings held on 26 June 2023 & 17 July 2023 & confidential notes to accompany the Planning Committee minutes of 17 July 2023

The Clerk asked for the following amendment to the Planning Committee minutes of 26 June 2023:

Min 86(a)(iv): To support the revised quotation of £9,075 for Place and additional expenditure as indicated.

With regard to the Planning minutes of 17 July 2023 and Confidential Notes to accompany the minutes, these had been sent as draft, due to the Clerk being on annual leave and unable to proof read prior to

circulation. A few amendments were required which did not change the context of the minutes.

Resolved: To approve, with the suggested amendments and for the Chair to sign the Planning Committee minutes of 26 June and 17 July 2023.

To approve and for the Chair to sign the Confidential Notes to accompany the Planning Committee minutes of 17 July 2023, with the suggested amendments.

b) To formally approve Planning Committee recommendations of 26 June & 17 July 2023.

Planning Minutes: 17 July 2023

The Clerk explained with regard to minute 122/23: Revised Plans for 50 dwellings, Land West of Semington Road (PL/2023/00808), Members had agreed to keep the 'Call In', in order that the issue of safe walking routes to schools could be addressed at a Wiltshire Council Planning Committee. However, the Planning Officer had contacted the office to explain the reason for the Parish Council making the request was not relevant at Reserved Matters stage, as would have to have been dealt with at Outline stage. The Clerk sought a steer from Members how they wished to proceed with the 'Call in' request.

At a recent Wiltshire Council Planning Committee, Councillor Seed helped ensure that various conditions were imposed on the Reserved Matters planning application for 144 dwellings on Semington Road (PL/2022/02749) to address the concerns of the Parish Council. As a result, he was suggested to be the best person to decide whether a 'call in' request would be successful in achieving a similar outcome. Councillor Glover noted the concerns of the Parish Council with regard to safe walking routes to schools was an issue which could be raised with consultations regarding the proposed primary school at Pathfinder Way.

The Clerk asked Members if they had a preferred date to meet the consultants regarding the primary school proposals on Pathfinder Place.

Resolved: To approve the recommendations of the Planning Committee meetings held 26 June & 17 July 2023.

- To leave the decision on the 'call in' request relating to the revised plans for 50 dwellings on land West of Semington Road (PL/2023/00808) to Councillor Jonathon Seed.
- To arrange a meeting regarding the proposed primary school at Pathfinder Place with the consultants on Wednesday 9 August at

10.00am) and to invite Bowerhill ward members, representatives from the Town Council and Wiltshire Councillor Nick Holder to the meeting. To give delegated powers to the Planning Committee on 14 August 2023 to submit a response to the consultation (deadline 16 August).

- c) Draft Local Plan is due for approval by Wiltshire Council Full Council on 18 July 2023 to enable Autumn consultation. To note decision.**

This item had been raised earlier in the meeting by Wiltshire Councillor Phil Alford.

- d)C To consider potential site allocations in NHP#2, to give steer to Parish Council representatives at the Melksham Neighbourhood Plan Steering Meeting to be held on 26 July 2023.**

This item was held in closed session.

Members were reminded this item was strictly confidential and that approval of sites was sought, in order to given Council representatives on the Neighbourhood Plan Steering group a steer of the thoughts of the Parish Council, prior to the Steering Group meeting on 26 July.

Resolved: To support the plan policy on housing allocation as presented and hand over the next stage to the Steering Group.

134/23 Finance:

- a) To note Income/Expenditure reports for June.**

Resolved: To note the Income/Expenditure reports for June.

- b) To appoint cheque signatories/online authority for July/August payments.**

Resolved: To appoint cheque signatories/online authority as follows:

Councillors Holt & Wood:	July
Councillors Glover & Pafford:	August

c) To approve transfer of funds between bank accounts and fixed term deposits.

i) To note interest earned to date following investment of funds

Members noted for the financial year 2022/23, £35.58 interest had been received.

However, for the 2023/24 financial year, the following interest was received:

Fixed Term Monthly Deposits	£ 289.03
Instant Access Unity Account	<u>£1,175.08</u>
TOTAL	£2,040.11

Amount of interest due 31 July 2023:

Six-month fixed term (£300k):	£4,038.90
Monthly (from 20 June-31 July 2023):	£ 260.94

Grand total up to 31 July 2023: £6,375.53.

ii) To consider having a presentation from CCLA (Churches, Charities and Local Authorities).

Prior to making a decision on the 6-month investment of funds, the Clerk asked if members wished to invite CCLA to talk to the Council regarding investments, particularly as they were currently offering 4.4% interest on a bond, compared to the interest on the Lloyds 6-month fixed term deposit at 2.7% interest.

Resolved: To transfer funds for 3 months and to invite CCLA to make a presentation to members of the Finance Committee (all Members invited) and to decide on further investment opportunities once the meeting has taken place.

iii) Six month transfer (current one expires 31 July 2023)

Resolved: To invest £387,000 for 3 months in a Lloyds Bank Fixed Term Deposit from the Lloyds Bank Current Account.

iv) One month transfer

Resolved: To transfer £120,000 until 11 September (date of next Full Council meeting) in a Lloyds Bank Fixed Term Deposit from the Lloyds Bank Current Account.

- v) **Transfer of funds from Unity Instant Access Account to Unity Current Account**

Resolved: To transfer £128,200 from Unity Instant Access Account to Unity Current Account for cashflow.

d) Quarterly Reports for Quarter 4 April, May, June)

- i) **To note Budget vs Actual**

Resolved: To note the Budget vs Actual Reports for Q4.

- ii) **To note Bank Reconciliation**

Resolved: To note the Bank Reconciliation.

- iii) **To note update on VAT reclaim**

Resolved: Members noted the VAT reclaim was yet to be submitted as Officers were awaiting a response to a query they had raised with the Wiltshire Association of Local Councils (WALC).

- iv) **To note “Over £500 spend” report to meet Transparency good practice**

Resolved: To note the ‘Over £500 spend’ report to meet Transparency good practice that will be uploaded to the parish council website.

e) To note if anyone has exercised their right to inspect the Council’s accounts (period 26 June to 4 August)

The Clerk informed that no one as yet had exercised their rights to inspect the Council’s accounts.

135/23 Highways

a) Road Safety Working Group. To note meeting has been arranged for Tuesday 19 September at 6.00pm with the Highways Officer.

Members noted a meeting had been arranged with Mark Stansby, Senior Traffic Engineer on 19 September at 6.00pm. A list of topics to be covered at the meeting had been requested, in order that the relevant information could be brought to the meeting.

Both Councillors Holt and Wood raised concerns cyclists heading to Melksham cross to the wrong side of the road at the beginning of the

Mobile Home Park and continue along the route to use the pedestrian crossing on the A350.

Concern was also raised there was no safer route onwards to Melksham Town Centre. Once cyclists have crossed the improved crossing at the A350 and head towards the town centre, there is no cycle lane once cyclists pass the Longford Road turning. It was agreed that these points were better addressed as part of the Active Travel safety audit later in the agenda.

It had already been requested that information on speed limit reviews be brought to the meeting, with Members asked if they had any other topics they wished to raise.

- b) Resolved:** To forward to the Highway Officer the paper recently produced by Councillor Richardson setting out the proposal to develop a strategy to improve road safety in the parish.

c) Speed Indicator Device.

- i) Following successful SID Data pilot across Wiltshire, to approve joining the scheme to enable data download from SID#2 to be sent direct to Police for action.**

Following a recent briefing meeting on the SID data pilot, it was confirmed data from SID#2 (the newer Evolis model) could be downloaded via Bluetooth and sent directly to the Police once a month in order for them to assess where to deploy Speed Enforcement resources.

The best person to download the data from the device was most likely the contractors who relocated it every two weeks, as it needed to be downloaded per location. There may well be additional cost implications for this, and perhaps for a Bluetooth enabled device.

Resolved: To approve joining the scheme to enable data download from SID#2 and to investigate the best way to do this.

- ii) Further to Min 63(d)/22 (Asset Management Meeting 6 June 2022) to consider upgrading SID#1 to join the scheme (not compatible at present)**

It was noted even if the device could store data, the data might not be able to be downloaded in the right format to enable the Police to review it, as not all models were compatible. There was also a relatively expensive software installation required.

Resolved: Not to upgrade SID#1.

**d) Hilperton to Melksham Active Travel Route, Stage 4 Safety Audit.
To consider a submission to the audit.**

It was noted various concerns had been raised regarding the Active Travel route along Semington Road, which formed part of Cycleway 403.

Resolved: To forward the following response to the Stage 4 Safety Audit:

- Improvements, such as signage/markings are required to stop cyclists travelling in the wrong direction along the cycle lanes.
- Cyclists heading to Melksham on Semington Road are crossing to the wrong side of the road at the beginning of the Mobile Home Park and continuing along the route to use the pedestrian crossing on the A350.
- There is no safer route onwards to Melksham Town Centre. Once cyclists have crossed the improved crossing at the A350 and head towards the town centre, there is no cycle lane once cyclists pass the Longford Road turning.
- There has been no investment in Semington Road traffic management/road safety despite various recent new developments providing highway contributions via Section 106 Agreements to Wiltshire Council.
- Money has been spent on improving the cycleway and providing a new junction at the A350 roundabout end of Semington Road near Townsend Farm. However, cycling along Semington Road is highly dangerous due to speeding traffic, inconsiderate parking, including on parts of the cycleway. The road is constantly used as a cut through by drivers/customers wishing to access businesses on Hampton Park West, rather than using the A350 bypass.
- The cycle route should be a pleasure to use, all the way through to the new byway/bridle path from Semington village through to Hilperton. Unfortunately, this is not the case.
- One of the consequences of the poor-quality cycling provision and speeding traffic is those cyclists who are prepared to use the road, invariably use the pavements, rather than the roadway, causing serious danger to pedestrians.
- As a route for residents of Melksham to access the few remaining green spaces in the town, including the Kennet & Avon canal, this route needs to be far more user friendly to pedestrians, cyclists, horse riders, dog walkers etc. However, such road users need far better protection than is currently afforded.
- With the 400 plus additional houses due to be built or already completed, there will be an increase in school aged children, who will need safe access to nearby primary and secondary schools.

Unfortunately, due to the issues around speeding traffic, inconsiderate parking and dangerously narrow and unsuitable footpaths, there is no existing safe route.

e) To note Wiltshire Councillor Nick Holder has requested Wiltshire Council investigates an overnight truck stop, with toilet facilities for Bowerhill Industrial Estate

Members welcomed Councillor Holder's approach to Wiltshire Council for a truck stop, particularly as the Parish Council had been asking for one for many years, following the closure of one in the town. Members felt a facility offering a meal, toilet, and secure facilities for long distance lorry drivers and more than something just to remove the HGVs parking overnight on the roads was more preferable.

Resolved: To support the request of Wiltshire Councillor Holder.

136/23 Asset Management

a) To approve the Minutes of the Asset Management Committee meeting held on 10 July 2023

Resolved: To approve and for the Chair to sign the minutes of the Asset Management Committee meeting held on 10 July 2023.

b) To formally approve Asset Management Committee recommendations of 10 July 2023.

Resolved: To approve the recommendations contained within the Asset Management Committee minutes of 10 July 2023.

c) To consider draft and approve land transfer of Davey Play Area (if received)

The Clerk informed the meeting no documentation had been received as yet.

d) To consider a request for a new defibrillator to be installed outside Bowerhill Village Hall. Funding is currently available via <https://www.gov.uk/government/news/bids-invited-for-1-million-defibrillator-fund>

Councillor Russell explained at a recent Bowerhill Village Hall meeting it had been asked if the defibrillator, which was currently stored inside the building, could be located outside in order to make it more accessible.

Community Heartbeat had been approached for their thoughts, particularly as the device would be located behind a fence and gate, who had stated that even if the gate was unlocked, in an emergency

situation people could panic and consequently slow down access to the defibrillator.

They had also suggested the device could be located outside the gates near the road, particularly if the option of providing 'thermal bags' to keep the pads warm was chosen, as the cabinet would not require an electricity supply. The Clerk advised that a motion sensor light would need to be installed, to enable people to see the keypad in the dark.

Some Members, whilst appreciating the sentiment behind the request, felt there were other parts of the parish that did not have easy access to a defibrillator and therefore the Parish Council should be looking to these areas to provide additional defibrillators, with a suggestion that a policy was required to look into gaps in the parish where defibrillators are not easily accessible and how to deal with similar requests for defibrillators in the parish in the future.

It was understood the device currently inside the village hall was often removed by Bowerhill Primary School on a regular basis for potential use, however, it was not clear when removed if it was ever used.

The Clerk informed the meeting that if the device is taken by the school as a precautionary measure and no one was aware, the device would not be taken 'off service' and therefore if an emergency call were to come through in the vicinity, people would be directed to the village hall to access the device, only to find it missing.

It was suggested the school should have access to their own device and if one were to be provided outside the village hall, this should not be taken by the school as a 'precautionary measure' and should only be accessed when instructed by the Ambulance Service.

The Clerk explained there would be additional costs in providing an external defibrillator, such as a cabinet, electrical installation costs for possible power if not using one that had a 'thermal bag' option, and a motion sensor light, as well as installation costs for a possible stand for the device.

It was agreed that if a device were to be located near the road, it should be installed adjacent to the street light, removing the requirement for a light sensor.

Resolved: Approve the provision of a defibrillator outside the gates of Bowerhill Village Hall, taking advantage of any grant funding available.

Subject to the agreement of Bowerhill Village Hall, the current device is donated to Bowerhill Primary School. Making it clear any

maintenance, replacement pads etc, access to Webnos and counselling via Community Heartbeat have been transferred to them.

To create a policy for defibrillator requests and to identify where there are gaps in the parish without access to a device.

e) To approve quotation for replacement base for Pavilion water tank.

The Clerk declared an interest in this item as her husband was one of the contractors who had provided budget costings.

Whilst quotes were not available, two budget costings had been provided, one from the Council's water safety contractor of £2,750, which would involve RSJs, disconnecting and removal of the tank, installation of new custom-built steel base, then re-fit. There would be an additional cost for the chlorination to take place at the same time but this was already budgeted for. The chlorination is part of the annual maintenance and requires the emptying of the tank but has been postponed so that this work could take place at the same time. The water treatment contractor had suggested a more cost-effective solution may be to build a base from block and concrete.

Andy Strange Property & Garden Maintenance had provided a budget costing of £440, for some breeze blocks and concrete to make a solid base as an alternative to a custom-made steel base, but this obviously did not include the plumbing works.

The Clerk advised further investigation was required to ascertain the best way forward.

The Clerk explained that it was still unclear whether there was a crack in the water tank leaking water into the boiler room, or if it was coming from rain getting in through the louvre doors. When the tank was emptied then the possible hairline crack would be investigated. If the water was thought to come from through the doors, the Clerk asked if some boarding should be added to the lower part of the doors. Members expressed concern at this, as the louvre doors were there to provide ventilation and therefore, air flow should not be prevented.

It was suggested if breeze blocks were to be installed, slate should be introduced between these and the tank itself, in order to spread the load.

The Clerk suggested officers have delegated powers in order to make further investigations and authorise completion of the work, in order it could be done prior to the football season.

Resolved: To give delegated powers to officers to find a cost-effective solution to replace the base and arrange for the works to be

completed in the region of the indicative budget costs already indicated.

- f) **To approve transfer of PlusNet Broadband accounts (Office and Pavilion) to BT, as PlusNet ceasing trading for commercial customers**

The Clerk explained approval was required from Council, in order to enter into a new contract.

Resolved: For officers to seek additional quotes for comparison and under delegated powers transfer both broadband accounts.

137/23 Census Information for Melksham Without

- a) **To note census available at Parish council level and note highlights**

<https://www.wiltshireintelligence.org.uk/topics/census/#build>

Members noted the useful information relating to the parish recently released following the Census in 2021, which would help inform policies and decision making.

Population Figures

Melksham Without	7,800
Melksham Town	<u>17,500</u>
Melksham Neighbourhood Plan Area (Melksham Without & Melksham Town)	25,300

- b) **To note dwelling and elector details**

Members noted the latest updated numbers for the parish to inform policies and decision making, and those of the neighbouring town parish too, as it gives a good basis for negotiating the split of funding for joint projects:

Melksham Without

Total Electorate:	5,894
Total Properties:	3,280

Melksham Town

Total Electorate:	13,792
Total Properties:	8,306

Melksham Neighbourhood Plan Area (Melksham Without and Melksham Town):

Total Electorate:	19,686
Total Properties:	11,586

138/23 What have we done to meet the Climate Friendly agenda?

- a) To note guide on energy saving improvements for occupiers of mobile homes from Centre of Sustainable Energy has been delivered to residents of Mobile Home Park, Semington Road.**

The Clerk explained the Centre for Sustainable Energy had provided a unique guide on energy saving improvements for occupiers of mobile park homes, with this leaflet being delivered by a volunteer to the residents of the Semington Road mobile home park (60+ dwellings). The parish council provided the printing.

- b) To note update on proposals re Bee Route on Semington Road and consider a way forward.**

Wilts & Berks Canal Trust wants to create a “Bee Route” along Semington Road. However, the parish council requires a Streetworks Licence to take on the Section 96 licence and responsibility for the area from Wiltshire Council. This is because a ride-on mower/tractor will be used for the wildflower grass cutting regime on a road that is frequented by many pedestrians, runners and cyclists. The road is part of the Active Travel route from Melksham to Hilperton.

However, upon investigation, the costs of obtaining a Streetworks Licence were cost prohibitive for the group and therefore an alternative solution had been sought by the Parish Council, who had approached their grass cutting contractors to see if they would be able to supervise the Wilts & Berks Canal Trust undertaking this work. Unfortunately, their insurance provider had confirmed that this was not possible.

Members were asked to consider another way forward, noting recent Wessex Water grant funding for biodiversity projects might cover the costs associated with the Wilts & Berks Canal Trust obtaining a Streetworks Licence.

The Clerk was aware that the Wilts & Berks Canal Trust had recently met with BRAG (Bowerhill Residents Action Group) who were currently undertaking a rewilding project on land at Brabazon Way, Bowerhill and the same issue would apply if they were planning on using a tractor on the highway, in that a Streetworks Licence would be required, as well as Public Liability Insurance.

Resolved: Whilst supporting the proposal, to write back to Wilts & Berks Canal Trust to remind them of the requirement for a Streetworks Licence which unfortunately the Parish Council cannot help with.

139/23 Community projects/partnership organisations:

a) To consider a request that Wiltshire Council provide sanitary bins in Council owned or managed male toilets by the end of 2023.

This request had been received from Councillor Chivers, to support a campaign by Prostrate Cancer UK for the provision of sanitary bins in male toilets.

It was noted Wiltshire Council no longer ran public toilets, with these now being run by individual town/parish councils, also disabled toilets, which had a sanitary bin, were provided in most buildings, including public buildings.

Concern was expressed not enough information had been provided on what was being requested, unless the request referred to toilets provided at Wiltshire Council's own sites, including schools.

Resolved: To support the Prostrate Cancer UK campaign of 'boys need bins'.

b) To receive update following pilot community resilience exercise held in Whitley Reading Rooms on Tuesday 18 July.

Councillor Richardson updated the meeting on the event held on 18 July which had been very successful, with members of CAWS (Community Action: Whitley & Shaw) & CAWS CEG (Community Emergency Group) having been asked to take part in the exercise. There had been some learning coming out of the exercise, which had been videoed and photographed, in order to share with other groups as an exemplar. Wiltshire Council will be issuing a press release in due course.

c) To note Age UK Project quarterly review meeting to be held on Thursday 27 July at 2.00pm. To consider Council representative attending with Clerk.

The Clerk stated she would be attending the meeting and would bring back an update to the next meeting, unfortunately, no members were available to attend too.

d) Consultation on changes to train ticket offices. To consider a response to the consultation

Information had been provided on the current consultation taking place on proposals to close tickets offices, including Chippenham Train station.

It was noted whilst people could obtain tickets online, not everyone was confident in using this option, preferring to use a ticket office or ticket machine. In addition, the ticket machine does not issue the various options available via the ticket office.

Whilst it was noted as part of proposals, a member of staff would be available, if someone wished to purchase a ticket, they might not be accessible, particularly if a ticket was required in order to get onto the platform in the first instance. It may also be hard to locate staff, particularly if there are several platforms they could be located on and may not always be accessible to those with a disability.

Concern was expressed smaller stations may have limited access to staff and therefore could be occupied dealing with other people's enquiries.

Whilst it was noted people can obtain tickets on a train from a conductor, this is not clear on signage at stations which states passengers will be fined if they do not obtain a ticket in order to board a train. Therefore, if the only ticket machine was not working for whatever reason and no staff member was around, particularly at smaller stations, passengers may fear catching a train for fear of being fined.

The meeting was made aware of an incident recently when a passenger boarding a train at Keynsham to travel to Bath could not obtain a ticket prior to boarding the train and therefore sought to obtain one from the conductor. Unfortunately, the conductor did not come along. On arriving at the Bath train station, the passenger explained the situation to a member of staff and sought to purchase a ticket, only to be subsequently fined.

Resolved: To submit a response to the consultation opposing the closure of ticket offices, as such closures could lead to a further decline in the number of people using trains and subsequently a decline in railways, at a time when people should be encouraged to use public transport during a climate emergency.

140/23 Staffing

- a) To approve the minutes of the Staffing Committee meeting held on 26 June 2023.**

Resolved: To approve and for the Chair to sign the Staffing Committee minutes of 26 June 2023.

- b) To formally approve the recommendations of the Staffing Committee meeting of 26 June 2023.**

Resolved: To approve the recommendations of the Staffing Committee meeting held on 26 June 2023.

c) To approve Safeguarding Policy as per Min 95(g)/23.

Resolved: To approve the Safeguarding Policy as per Min 95(g)/23.

d) To approve officers attending a safeguarding course:
<https://www.slcc.co.uk/event/level1-safeguarding-e-course/>
costing £30 for all staff to undertake together.

Resolved: To approve all officers/staff attending a safeguarding course at the same time at a cost of £30 per session.

e) Disciplinary Policy. To note clarification from the National Association of Local Councils (NALC) on the definition of ‘gross insubordination’ and ‘gross negligence’ for inclusion in the policy (if received) and update policy accordingly.

The Clerk explained she was still awaiting this information.

f) To approve Habitual or Vexatious Complainants Policy following a review at the Staffing Committee on 26 June 2023.

Resolved: To approve the Habitual or Vexatious Complainants Policy following a review by the Staffing Committee on 26 June 2023.

The member of public left the meeting at this point (9.09pm) prior to the closed session item (7(d)).

Meeting closed at 9.37pm

Signed:.....
Chair, Full Council, 11 September 2023

Date: 06/07/2023

Melksham without Parish Council Current Year

Page: 183

Time: 16:32

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		8,610.15					8,610.15	
500175-CHQ	Banked: 05/06/2023	3,000.00						
V3388-CHQ	Banked: 19/06/2023	3,000.00			1100	110	3,000.00	Donation Pathfinder defib
19247420	Fixed Term Deposit	196,000.00			210		196,000.00	V3346-Fixed deposit return
V3386-INTE	Banked: 19/06/2023	166.73						
V3386-INTE	Lloyds Bank	166.73			1080	110	166.73	Fixed term interest
V3389-BACS	Banked: 19/06/2023	400.00						
V3389-BACS	Future of Football	400.00			1210	210	400.00	Inv.350- Evening sessions June
Total Receipts for Month		199,566.73	0.00	0.00			199,566.73	
Cashbook Totals		208,176.88	0.00	0.00			208,176.88	

Continued on Page 184

Date: 06/07/2023

Time: 16:32

Melksham without Parish Council Current Year

Cashbook 1

Current Account & Instant Acc

Page: 184

User: MR

For Month No: 3

Payments for Month 3				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/04/2023	Wiltshire Citizens Advice	V3238-6127	-500.00			4610	170	-500.00	Grant 23-24- LOST CHQ
19/06/2023	Plusnet	V3382-DD	36.60		6.10	4190	120	30.50	Inv.012- Campus WIFI & Line
20/06/2023	Fixed Term Deposit	20539107	202,000.00			210		202,000.00	V3348-Fixed term deposit
30/06/2023	Suez	V3380-DD	110.18		18.36	4770	220	91.82	Inv.490-B'Hill sports field bi
Total Payments for Month			201,646.78	0.00	24.46			201,622.32	
Balance Carried Fwd			6,530.10						
Cashbook Totals			208,176.88	0.00	24.46			208,152.42	

Date: 06/07/2023

Melksham without Parish Council Current Year

Page: 178

Time: 16:33

Cashbook 2

User: MR

Unity Bank

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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Balance Brought Fwd : 54,650.91

54,650.91

Banked: 0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

54,650.91

0.00

0.00

54,650.91

Continued on Page 179

Date: 06/07/2023

Melksham without Parish Council Current Year

Page: 179

Time: 16:33

Cashbook 2

User: MR

Unity Bank

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/06/2023	EDF Energy	V3384-DD	220.21		10.49	4302	220	209.72	Pavi electricity-10 Feb-19 May
13/06/2023	Plusnet	V3383-DD	26.40		4.40	4384	220	22.00	Inv.007-Pavilion WIFI & Line r
16/06/2023	Lloyds Bank	V3379-DD	497.90		69.59	4055	130	60.00	Community building management
						4150	120	26.42	Notebooks
						4680	170	6.00	NHP Land search
						4680	170	6.00	NHP Land search
						4680	170	6.00	NHP Land search
						4680	170	6.00	NHP Land Search
						4150	120	10.32	A4 Envelopes
						4150	120	7.49	Red Pens
						4150	120	8.32	Green pens
						4120	120	2.95	Postage for Planning
						4120	120	9.00	Postage for Finance agenda pac
						4120	120	6.24	Envelopes
						4250	120	6.00	Whitworth P/A land search
						4120	120	14.10	Notices & Posters
						4150	120	100.28	Gussetted envelopes
						4175	120	81.00	Office 365 subscription
						4190	120	33.90	Office phone charges
						4680	170	6.00	NHP Land searches
						4680	170	6.00	NHP Land searches
						4175	120	1.00	Website hosting
						4680	170	6.00	NHP Land Searches
						4200	120	12.99	Online meeting subscription
						4120	120	3.30	Planning agenda packs
						4140	120	3.00	Monthly fee
26/06/2023	IAC Audit & Consultancy Ltd	V3349-BACS	474.00		79.00	4100	120	395.00	Inv.1634-Y/E Internal Audit
26/06/2023	JH Jones & Sons	V3350-BACS	894.60		149.10	4740	220	745.50	Inv.3454- Sports field spiking
26/06/2023	Id Verde	V3351-BACS	11,878.64		1,979.77	4575	142	9,898.87	Inv.476-Works at Whitworth P/A
26/06/2023	JH Jones & Sons	V3352-BACS	237.60		39.60	4721	220	198.00	Inv.3475- Level plainings
26/06/2023	Agilico	V3353-BACS	129.11		21.52	4130	120	107.59	Inv.723- Office photocopying
26/06/2023	Aquasafe Environmental Ltd	V3354-BACS	300.00		50.00	4212	220	250.00	Inv.230502-April & May ppm vis
26/06/2023	JH Jones & Sons	V3355-BACS	290.40		48.40	4490	142	242.00	Inv.3482- ex Carson R'about
26/06/2023	Community First	V3356-BACS	50.00		8.33	4650	170	41.67	Inv.5133-WVHA Membership
26/06/2023	JH Jones & Sons	V3357-BACS	1,765.12		294.19	4402	320	66.16	Inv.3470- Allotment grass cut
						4400	142	244.09	Inv.3470- Play Area grass cut
						4780	142	57.75	Inv.3470- Play Area bin
						4781	220	87.54	Inv.3470- JSF Bin emptying

Continued on Page 180

Payments for Month 3					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4401	220	761.38	Inv.3470-JSF Sports Field
						4400	142	38.13	Inv.3470- Kestrel Shrub Mainte
						4409	142	179.67	Inv.3470- Hornchurch cut
						4820	142	36.21	Inv.3470- May parish mainten
						347	0	-36.21	Inv.3470- May parish mainten
						6000	142	36.21	Inv.3470- May parish mainten
26/06/2023	JH Jones & Sons	V3358-BACS	540.00			4700	220	540.00	Inv.3498- Field mark for tourn
26/06/2023	JH Jones & Sons	V3359-BACS	379.38		63.23	4400	142	246.00	Inv.3496- Whitworth grass cut
						4780	142	70.15	Inv.3496- Whitworth bin empty
26/06/2023	Melksham Town Council	V3360-BACS	1,187.28			4680	170	1,187.28	Inv.21-23/24-NHP Support
26/06/2023	Roy Dobson	V3361-BACS	41.25			4820	142	41.25	Reimburse for petrol mower
						347	0	-41.25	Reimburse for petrol mower
						6000	142	41.25	Reimburse for petrol mower
26/06/2023	Id Verde	V3362-BACS	1,846.80		307.80	4410	142	1,539.00	Inv.834- Play Area Quarterly in
26/06/2023	Id Verde	V3363-BACS	2,459.30		409.88	4540	142	2,049.42	Inv.835- SID Deployment
26/06/2023	CPRE	V3364-BACS	36.00			4650	170	36.00	Annual subscription
26/06/2023	Office Right Business Solution	V3365-BACS	107.94		17.99	4150	120	89.95	Inv.022-A4 Copier paper
26/06/2023	Community Heartbeat Trust	V3366-BACS	3,222.00		537.00	4049	142	2,685.00	Inv.17127-Pathfinder Way defib
26/06/2023	YourWebSolution	V3367-BACS	25.73		4.29	4685	170	21.44	Inv.5698-MCS Phone
26/06/2023	YourWebSolutions	V3368-BACS	9.58		1.60	4685	170	7.98	Inv.5724-MCS SMS Messages
26/06/2023	Wiltshire Council	V3369-BACS	2,755.18			4270	140	859.68	977-Office rent-1.7.23-31.7.23
						4270	140	1,895.50	977-Office rent-1.8.23-30.9.23
26/06/2023	Wiltshire Pension Fund	V3370-BACS	1,926.31			4045	130	1,469.97	Period 3- June 2023
						4000	130	218.75	Period 3- June 2023
						4020	130	120.93	Period 3- June 2023
						4010	130	116.66	Period 3- June 2023
26/06/2023	HM Revenue & Customs	V3371-BACS	2,225.16			4041	130	725.03	Period 3- June 2023
						4000	130	419.60	Period 3- June 2023-T
						4000	130	278.09	Period 3- June 2023-NI
						4020	130	183.20	Period 3- June 2023-T
						4020	130	124.44	Period 3- June 2023-NI
						4010	130	169.20	Period 3- June 2023-T
						4010	130	115.60	Period 3- June 2023-NI
						4460	142	164.80	Period 3- June 2023-T
						4800	320	10.40	Period 3- June 2023-T
						4070	120	34.80	Period 3- June 2023-T
26/06/2023	John Glover	V3377-BACS	52.20			4070	120	52.20	June 2023 Chairs Allowance

Continued on Page 181

Date: 06/07/2023

Melksham without Parish Council Current Year

Page: 181

Time: 16:33

Cashbook 2

User: MR

Unity Bank

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/06/2023	Aquasafe Environmental Ltd	V3378-BACS	402.00		67.00	4212	220	335.00	Inv.230606-June PPM & TMV Serv
26/06/2023	Wiltshire Citizens Advice	V3385-BACS	500.00			4610	170	500.00	Grant Award 23/24
28/06/2023	Teresa Strange	V3372-BACS			0.73	4000	130		June 2023 Salary
						4120	120	6.85	Postage for Whitworth legal ag
						4490	142	3.66	Cable ties
28/06/2023	Lorraine McRandle	V3373-BACS		£6,368.04		4020	130		June 2023 Salary
						4155	120	9.75	Refreshments for meetings
						4155	120	8.50	Refreshments for meetings
						4155	120	1.55	Milk
						4120	120	6.60	Postage for Full Council agend
28/06/2023	Marianne Rossi	V3374-BACS			7.17	4010	130		June 2023 Salary
						4490	142	35.82	Lock for BYF P/A Gate
28/06/2023	Terry Cole	V3375-BACS				4050	142	47.50	Travel Allowance
						4460	142		June 2023 Salary
						4051	142	41.85	Mileage x93 miles
28/06/2023	David Cole	V3376-BACS			7.37	4800	320		June 2023 Salary
						4722	320	36.83	Hedge trimmer for allotments
30/06/2023	Teresa Strange	V3381-S/O	5.30		0.88	4190	120	4.42	Out of hours mobile
30/06/2023	Unity Trust Bank	V3387	29.70			4140	120	29.70	Service charge
Total Payments for Month			41,097.31	0.00	4,179.33			36,917.98	
Balance Carried Fwd			13,553.60						
Cashbook Totals			54,650.91	0.00	4,179.33			50,471.58	

Date: 06/07/2023

Melksham without Parish Council Current Year**Page: 99**

Time: 16:33

Cashbook 3**User: MR****Fixed Term Deposit****For Month No: 3****Receipts for Month 3****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		496,000.00					496,000.00	
Banked: 20/06/2023		202,000.00						
20539107	Current Account & Instant Acc	202,000.00			200		202,000.00	V3348-Fixed term deposit
Total Receipts for Month		202,000.00	0.00	0.00			202,000.00	
Cashbook Totals		698,000.00	0.00	0.00			698,000.00	

Continued on Page 100

Date: 06/07/2023	Melksham without Parish Council Current Year	Page: 100
Time: 16:33	Cashbook 3	User: MR
	Fixed Term Deposit	For Month No: 3
Payments for Month 3		Nominal Ledger Analysis
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u> <u>£ Total Amnt</u> <u>£ Creditors</u> <u>£ VAT</u> <u>A/c</u> <u>Centre</u> <u>£ Amount</u> <u>Transaction Detail</u>
19/06/2023	Current Account & Instant Acc	19247420 196,000.00 0.00 0.00 200 196,000.00 V3346-Fixed deposit return
Total Payments for Month		196,000.00 0.00 0.00 196,000.00
Balance Carried Fwd		502,000.00
Cashbook Totals		698,000.00 0.00 0.00 698,000.00

Date: 06/07/2023

Melksham without Parish Council Current Year

Page: 5

Time: 16:33

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		286,000.00					286,000.00	

V3390-INTE Banked:30/06/2023	1,751.08							
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V3390-INTE Unity Trust Bank	1,751.08			1080	110	1,751.08	Interest	
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Total Receipts for Month	1,751.08	0.00	0.00			1,751.08		
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Cashbook Totals	287,751.08	0.00	0.00			287,751.08		
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Continued on Page 6

Date: 06/07/2023		Melksham without Parish Council Current Year					Page: 6		
Time: 16:33		Cashbook 4					User: MR		
		Instant Access Unity 20476339					For Month No: 3		
Payments for Month 3		Nominal Ledger Analysis							
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00	0.00			
Balance Carried Fwd			287,751.08						
Cashbook Totals			287,751.08	0.00	0.00	287,751.08			

07/07/2023

Melksham without Parish Council Current Year

Page 1

13:56

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 General Account Income								
1.1076 Precept	235,689	122,636	245,271	122,635			50.0%	
2.1080 Bank Interest Received	37	2,040	2,500	460			81.6%	
1100 Grants and Donations RCVD	8,361	3,000	12,500	9,500			24.0%	
1120 Shaw VH and Playing Field-Rent	20	10	20	10			50.0%	
1130 Photocopying and YE Account Sa	70	3	50	47			6.9%	
1140 Solar Farm Community Fund	16,119	0	27,000	27,000			0.0%	
1430 Wessex Water Compensation	0	0	5,000	5,000			0.0%	
General Account Income :- Income	260,296	127,689	292,341	164,652			43.7%	0
Net Income	260,296	127,689	292,341	164,652				
6001 less Transfer to EMR	24,480	0						
Movement to/(from) Gen Reserve	235,816	127,689						
120 Administration costs								
4070 Chairs Allowance	816	141	900	759		759	15.7%	
4080 Members Training	0	0	180	180		180	0.0%	
4090 Members Expenses	0	0	50	50		50	0.0%	
1.4100 Audit Fees	3,190	(2,100)	2,600	4,700		4,700	(80.8%)	
2.4120 Postage	992	75	600	525		525	12.5%	
3.4130 Photocopying	2,408	350	750	400		400	46.6%	
4140 Bank Charges	161	39	185	146		146	20.9%	
4.4150 Admin and Stationery	817	375	500	125		125	75.0%	
5.4155 Refreshments Comm Events	136	64	150	86		86	42.6%	
4160 Minute Books Binding	0	0	750	750		750	0.0%	
4175 Email & Cloud hosting	1,087	246	1,200	954		954	20.5%	
4180 IT Support	140	0	300	300		300	0.0%	
4185 Accountancy Support	1,025	0	975	975		975	0.0%	
4190 Telephone/Broadband/Line Rent	1,644	206	850	644		644	24.3%	
4200 Room Hire/Zoom	789	39	300	261		261	13.0%	
4210 Safety/PAT Check	57	0	150	150		150	0.0%	
4220 Chairman's Brd/Chain of Office	0	0	200	200		200	0.0%	
4230 Advertising	162	0	500	500		500	0.0%	
4240 Quarterly Newsletter	990	0	2,000	2,000		2,000	0.0%	
4250 Land Search Fee	20	10	50	40		40	20.0%	
4351 New Equip & Furniture	5,132	0	1,200	1,200		1,200	0.0%	
4352 Office Relocation	1,800	0	0	0		0	0.0%	
6.4370 Cleaning Materials	33	29	50	21		21	58.3%	
4390 Professional Services	1,500	(250)	0	250		250	0.0%	
4391 GDPR Compliance	35	0	35	35		35	0.0%	

Continued over page

07/07/2023

Melksham without Parish Council Current Year

Page 2

13:56

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4720 Repairs & Maintenance - Office	21	0	0	0		0	0.0%	
Administration costs :- Indirect Expenditure	22,957	(776)	14,475	15,251	0	15,251	(5.4%)	0
Net Expenditure	(22,957)	776	(14,475)	(15,251)				
6000 plus Transfer from EMR	3,300	0						
Movement to/(from) Gen Reserve	(19,657)	776						
130 Staffing								
4000 Clerk's Salary	41,659	10,002	39,163	29,161		29,161	25.5%	
4010 Finance & Amenities Officer Sa	24,955	6,022	24,694	18,672		18,672	24.4%	
4020 Parish Officer Salary	25,378	6,319	25,325	19,006		19,006	25.0%	
4041 NI - EmployER	9,564	2,169	9,800	7,631		7,631	22.1%	
4045 Superannuation - EmployER	17,201	4,402	17,338	12,936		12,936	25.4%	
4048 Office Staff Mileage & Parking	140	0	150	150		150	0.0%	
4055 Staff Training	905	60	200	140		140	30.0%	
4060 Staff DBS	0	0	100	100		100	0.0%	
Staffing :- Indirect Expenditure	119,803	28,974	116,770	87,796	0	87,796	24.8%	0
Net Expenditure	(119,803)	(28,974)	(116,770)	(87,796)				
140 Council Office Costs								
4270 Office Rent - Campus	6,920	5,348	11,373	6,025		6,025	47.0%	
Council Office Costs :- Indirect Expenditure	6,920	5,348	11,373	6,025	0	6,025	47.0%	0
Net Expenditure	(6,920)	(5,348)	(11,373)	(6,025)				
142 Parish Amenities								
1440 Shurnhold Fields Income	0	0	13,500	13,500			0.0%	
1460 Insurance Claim	0	1,011	0	(1,011)			0.0%	
1470 Berryfield Village Hall Reimbu	2,483	(216)	0	216			0.0%	
1475 Room Hire Reimburse	180	0	0	0			0.0%	
Parish Amenities :- Income	2,663	795	13,500	12,705			5.9%	0
1190 Defibrillator- OLD	3,519	0	0	0		0	0.0%	
4049 Defibrillator	0	2,784	12,430	9,646		9,646	22.4%	
4050 Caretaker Travel Allowance	570	143	570	428		428	25.0%	
4051 Caretaker Mileage & Parking	578	122	500	378		378	24.4%	
7. 4281 Insurance	4,694	367	5,234	4,867		4,867	7.0%	
4385 Play Area Safety Surface Clean	3,300	0	4,050	4,050		4,050	0.0%	
4400 Play Area - Grass Cutting	3,079	810	3,387	2,577		2,577	23.9%	
4409 Hornchurch Road Public Open Sp	1,960	359	2,156	1,797		1,797	16.7%	

Continued over page

07/07/2023

Melksham without Parish Council Current Year

Page 3

13:56

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
8.	4410 ROSPA Inspections	569	851	1,613	762		762	52.8%	
9.	4415 Tree Inspections and Work	0	985	2,300	1,315		1,315	42.8%	
	4420 St Barnabas Annual Rent	10	0	10	10		10	0.0%	
	4460 Caretaker Salary	10,027	2,330	10,975	8,645		8,645	21.2%	
	4490 Repair & Maintenance - Parish	3,215	645	3,904	3,259		3,259	16.5%	
	4500 Weedspraying	2,473	0	2,684	2,684		2,684	0.0%	
	4510 CATG Contributions	0	0	25,000	25,000		25,000	0.0%	
10.	4540 Speed Indicator Device	3,575	85	4,338	4,253		4,253	2.0%	
	4545 New Bus Shelter	0	0	16,500	16,500		16,500	0.0%	
11.	4560 Shaw & Whitley Flood Resource	923	(277)	500	777		777	(55.4%)	
12.	4575 Village Halls & Play Areas (Ne	480	9,899	18,700	8,801		8,801	52.9%	
	4582 New Berryfield Village Hall Pr	569,467	6,465	11,719	5,254		5,254	55.2%	
	4583 PWL Capital Payment	99,000	0	99,000	99,000		99,000	0.0%	
13.	4584 PWL Interest Payment	5,259	0	4,022	4,022		4,022	0.0%	
	4585 East of Melksham Community Cen	315,030	0	0	0		0	0.0%	
	4590 Street Furniture	2,611	0	3,000	3,000		3,000	0.0%	
14.	4600 Bus Shelters Cleaning	0	0	1,100	1,100		1,100	0.0%	
	4780 Play Area - Bin Emptying	630	186	950	764		764	19.5%	
	4785 Replacing Wiltshire Council bi	1,134	0	2,000	2,000		2,000	0.0%	
	4820 Shurnhold Fields Project	1,980	114	2,000	1,886		1,886	5.7%	114
	4825 Shurnhold Fields CAPITAL Expen	0	0	27,000	27,000		27,000	0.0%	
	Parish Amenities :- Indirect Expenditure	1,034,084	25,867	265,642	239,775	0	239,775	9.7%	114
	Net Income over Expenditure	(1,031,421)	(25,072)	(252,142)	(227,070)				
6000	plus Transfer from EMR	1,002,924	114						
	Movement to/(from) Gen Reserve	(28,497)	(24,958)						
	170 Community Support								
	1480 Neighbourhood Plan Income	2,098	(0)	0	0			0.0%	
	1485 Grants	0	5,000	0	(5,000)			0.0%	
	Community Support :- Income	2,098	5,000	0	(5,000)				0
	4610 Section 137 Grant	13,850	15,990	17,000	1,010		1,010	94.1%	
	4620 Village Hall Grants	14,700	16,300	20,000	3,700		3,700	81.5%	
	4630 Other Grants (TIC - Section 14	600	600	700	100		100	85.7%	
	4650 Subscriptions	1,552	1,619	1,935	316		316	83.6%	
	4670 Melks Public Toilets Contrib	2,591	0	7,500	7,500		7,500	0.0%	
	4675 Real Time Information- Bus She	0	0	7,000	7,000		7,000	0.0%	
15.	4680 Neighbourhood Plan	7,942	1,274	2,000	726		726	63.7%	
16.	4685 Melksham Community Support	0	5,404	11,500	6,096		6,096	47.0%	
	Community Support :- Indirect Expenditure	41,235	41,187	67,635	26,448	0	26,448	60.9%	0
	Net Income over Expenditure	(39,137)	(36,187)	(67,635)	(31,448)				
6000	plus Transfer from EMR	18,465	0						

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(20,672)	(36,187)						
210 Jubilee Sports Field Income								
1210 Football Bookings	11,450	2,180	6,000	3,820			36.3%	
1260 Hire of Lounge/Kitchen Area un	75	0	135	135			0.0%	
Jubilee Sports Field Income :- Income	11,525	2,180	6,135	3,955			35.5%	0
Net Income	11,525	2,180	6,135	3,955				
220 Jubilee Sports Field Expenditu								
4212 Safety/PAT Check - % JSF Use	3,463	721	3,568	2,847		2,847	20.2%	
17. 4282 Insurance - % JSF Use	4,312	4,195	5,024	829		829	83.5%	
18. 4302 Electricity - % JSF Use	1,681	108	2,000	1,892		1,892	5.4%	
4312 Gas - % JSF Use	2,565	(900)	3,000	3,900		3,900	(30.0%)	
4322 Water and Sewage - % JSF Use	360	0	450	450		450	0.0%	
19. 4381 Cleaning Contractor - % JSF Us	1,888	288	2,750	2,462		2,462	10.5%	
4384 WiFi & Line- Pavilion	65	66	264	198		198	25.0%	
4401 JSF Grass Cutting/Line Marking	8,306	1,523	9,414	7,891		7,891	16.2%	
4405 JSF Hedge Maintenance	1,050	0	578	578		578	0.0%	
4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
4700 Grass Cutting extra to Cntrct	(101)	540	0	(540)		(540)	0.0%	
4721 Repairs & Maintenance - JSF	5,199	543	1,884	1,341		1,341	28.8%	
20. 4740 JSF Spiking	0	746	1,500	755		755	49.7%	
4750 Deep Clean	300	0	350	350		350	0.0%	
4770 Waste Collection - %JSF Use	1,238	285	600	315		315	47.5%	
4781 JSF Bin Emptying	955	175	1,051	876		876	16.7%	
1. 4791 Boiler Servicing - % JSF Use	400	420	446	26		26	94.2%	
Jubilee Sports Field Expenditu :- Indirect Expenditure	31,682	8,709	33,714	25,005	0	25,005	25.8%	0
Net Expenditure	(31,682)	(8,709)	(33,714)	(25,005)				
6000 plus Transfer from EMR	3,445	0						
Movement to/(from) Gen Reserve	(28,237)	(8,709)						
310 Allotment Income								
1310 Berryfield Allotment Rents - C	1,298	1,328	1,373	45			96.7%	
1320 Briarsfield Allotment Rent - C	1,199	1,199	1,140	(59)			105.1%	
Allotment Income :- Income	2,496	2,526	2,513	(13)			100.5%	0
Net Income	2,496	2,526	2,513	(13)				

Continued over page

07/07/2023

Melksham without Parish Council Current Year

Page 5

13:56

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
320 Allotment Expenditure								
4323 Water - Allotments	373	0	475	475		475	0.0%	
4402 Allotment Grass Cutting	722	132	795	663		663	16.6%	
22. 4722 Repairs & Maintenance - Allotm	1,028	37	60	23		23	61.4%	
4800 Allotment Warden Salary	1,047	171	900	729		729	19.0%	
Allotment Expenditure :- Indirect Expenditure	3,170	340	2,230	1,890	0	1,890	15.3%	0
Net Expenditure	(3,170)	(340)	(2,230)	(1,890)				
6000 plus Transfer from EMR	585	0						
Movement to/(from) Gen Reserve	(2,585)	(340)						
350 CIL								
1420 Community Infrastructure Levy	12,014	1,201	50,000	48,799			2.4%	
CIL :- Income	12,014	1,201	50,000	48,799			2.4%	0
Net Income	12,014	1,201	50,000	48,799				
6001 less Transfer to EMR	12,014	0						
Movement to/(from) Gen Reserve	0	1,201						
400 S106								
1170 Wiltshire Council Contribution	425,998	0	31,000	31,000			0.0%	
S106 :- Income	425,998	0	31,000	31,000			0.0%	0
Net Income	425,998	0	31,000	31,000				
6001 less Transfer to EMR	425,998	0						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	717,090	139,392	395,489	256,097			35.2%	
Expenditure	1,259,850	109,650	511,839	402,189	0	402,189	21.4%	
Net Income over Expenditure	(542,760)	29,742	(116,350)	(146,092)				
plus Transfer from EMR	1,028,719	114						
less Transfer to EMR	462,492	0						
Movement to/(from) Gen Reserve	23,467	29,856						

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday 14 August 2023 at Melksham Without Parish Council Offices
(First Floor), Melksham Community Campus, Market Place,
Melksham, SN12 6ES at 7.00pm**

Present: John Glover (Chair of Council); Richard Wood (Chair of Planning); Alan Baines (Vice Chair of Planning); Mark Harris and Peter Richardson

Officer: Teresa Strange, Clerk & Lorraine McRandle, Parish Officer

In attendance: Wiltshire Councillor Nick Holder (Bowerhill) and 10 members of public

Via Zoom: 2 members of public

141/23 Welcome, Announcements & Housekeeping

Councillor Wood welcomed everyone to the meeting advising those present of the fire evacuation procedures and recording and publication of the meeting on YouTube.

142/23 Apologies

Apologies were received from Councillor Pafford who was on holiday and Councillor Chivers who was attending a medical appointment.

Resolved: To approve and accept the reasons for apology.

143/23 Declarations of Interest

a) To receive Declarations of Interest

Councillor Richardson, as a member of Shaw & Whitley Community Hub, declared an interest in the following revised plans:

PL/2023/04210 & PL/2023/04523 relating to the Pear Tree Inn, Top Lane, Whitley and proposed community village shop, and

PL/2023/03257: 89 Corsham Road as the applicant was known to him and had spoken to them regarding their proposals, as well as neighbours at 88 Corsham Road.

b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered

None received.

c) To note standing Dispensations relating to planning applications

To note the Parish Council, have a dispensation lodged with Wiltshire Council dealing with Section 106 agreements relating to planning applications within the parish.

144/23 To consider holding items in Closed Session due to confidential Nature

Resolved: For agenda item 11(a)(iii) to be held in closed session as it related to ongoing site selection work for the Neighbourhood Plan and related contact with developers.

145/23 Public Participation

Standing Orders were suspended.

Planning Enforcement on Newall Road:

The Chair of Pathfinder Place Residents Association was in attendance to speak to concerns of a potential business being run from a house on the estate, involving large vehicles often arriving during the night and sometimes blocking driveways. Following complaints, the Managing Agents had sent a letter reminding residents of the rules regarding commercial vehicles on the estate.

52e Chapel Lane planning application:

Several residents in the vicinity of Chapel Lane, Beanacre were in attendance to speak to planning application PL/2023/0588 and proposals for 3 dwellings on land to the rear of 52e Chapel Lane, raising the following concerns:

- Increased use of the single-track lane, which is a bridleway, there is no space for visitor parking on the lane.
- There is nowhere for vehicles to turn around, often vehicles use the top North side of the site to turn around or use driveways.
- Larger vehicles, such as sewerage trucks have to back out down the lane and onto the A350, or alternatively stop traffic on the A350 to reverse in. Any construction vehicles will also struggle accessing the lane.
- The site often floods, (photographs available).
- Concerns around drainage and increase in water table. Currently surface water runs into the back of properties. There is no slow soakage on the fields, with the drainage report from the applicant confirming this. The proposed development will reduce the area for surface water 'soakaway'.
- At least two residents have covenants within their house deeds for

rights of access onto the site for the purposes of maintenance, such as drainage. They have not been approached by the applicant to discuss proposals, noting there does not appear to be anything in the plans which suggest there will be continued access to the rear of their properties.

- Due to increased traffic on the A350 following the HGV restrictions on Cleveland Bridge in Bath, this can result in delays in exiting/accessing the lane; with it already taking several minutes to exit onto the A350
- Drawings suggest the bell mouth of the entrance to Chapel Lane is in excess of 12m wide, however, it is just over 4.5m wide.
- There are a few inaccuracies in the application form, with the applicant ticking no to several statements, which are untrue:
 - The site is within 20 metres of a water course, with a stream running to the rear of Rose Cottage, Chapel Lane and under the lane.
 - The site can be seen from a public road, public footpath, bridleway or other public land, as it is accessed via a bridleway.
 - The site is within an area known to flood, with flooding having occurred as recently as January this year in Westlands Lane and on the A350. There is a storm drain which runs along Chapel Lane and there is no mention of this in the plan.
- There are several inaccuracies within the Planning Statement, such as stating there are two footways either side of the road between Melksham and Beanacre, which is not the case.
- The removal of hedgerow and the loss of established habitat.
- Loss of amenity and privacy for existing residents.
- The number of bedrooms is not specified, therefore, difficult to know how large the dwellings will be.
- There is already enough new housing in Melksham.
- Impact on landscape and character.
- Understand site is designated farmland and a hay crop taken which is used for animal feed
- Increase in the number of bins for collection, therefore reducing the sight line for people exiting the lane. People often have to step onto the busy A350 road to avoid them at present.

Footpath to rear of Melksham Oak School timescales:

Wiltshire Councillor Holder confirmed the dates previously provided for the construction of the footpath to the rear of Melksham Oak School could now be put in the public domain. See Minute 148/23(a)(i) for details

Appeal – Land south of Western Way

With regard to the Appeal for Land South of Western Way (PL/2022/08504), Wiltshire Councillor Holder noted since the application was submitted, Maitland Place has now been built and as the access to the site would be through Maitland Place, this will have a huge impact on

residents. Proposals will require the recently installed pavement being dug up and a designated walkway around the estate being removed, which he felt was against the original planning permission. There was a concern that this would be the access to the development for some 210 dwellings and 70 bed care homes and this was being investigated and a site visit arranged with the Cabinet Member for Planning later in week to consider if these concerns could form part of the submission to the hearing.

The Hearing will commence on 24 October, with 5 days set aside for the hearing. Councillor Holder hoped to attend and state objections to the application. Pathfinder Place residents were aware of the Appeal hearing dates and it was hoped some will attend. It is understood that in order to register to speak you need to be in attendance on the first day.

Councillor Glover pointed out that accessing Maitland Place from Pathfinder Way towards Bowerhill requires using a right filter lane. However, due to the high level of traffic on Pathfinder Way, it may be difficult for vehicles to make the turn. A solution, if necessary in the future, would be to implement a 'No Right' turn.

Standing Orders were reinstated.

146/23 To consider the following new Planning Applications:

[PL/2023/01205](#): 29 Maitland Place, Bowerhill. Self contained garden outbuilding.

Comments: No objection.

[PL/2023/06374](#): Raynescroft, 68C Shaw Hill, Shaw. Detached Garage with a Room Above.

Comments: Whilst having no objection, Members seek a condition on any planning consent, that the room above the garage is 'tied' to the house and cannot be converted into a separate dwelling.

Members noted building works appear to have already started.

[PL/2023/06263](#): 71G School Lane, Shaw, Melksham. External timber cladding and raised roof to accommodate new roof build up.

Comments: No objection.

[PL/2023/06144](#): Sandridge Lodge, Brick Hill, Bromham (Householder application). Proposed porch and BBQ shelter.

Comments: No objection.

PL/2023/06177: Sandridge Lodge, Brick Hill, Bromham (Work to Listed Building). Proposed porch and BBQ shelter.

Comments: No objection.

PL/2023/05883: Land to the rear of 52e, Chapel Lane, Beanacre. Erection of three dwellings, with access, parking, and associated works, including landscaping (Outline application with all matters reserved – Resubmission of PL/2022/06389).

Comments: The Parish Council object to this planning application for the following reasons:

- The site is outside the settlement boundary and is in the village of Beanacre, which is classed as a “Small Village” in the Core Strategy, as well as the draft Local Plan. The site therefore conflicts with Core Policy 2 of the Wiltshire Council Core Strategy, as it is outside the defined limits of development and has not been brought forward through the Wiltshire Housing Site Allocations Plan adopted in February 2020, which confirms there is no current housing requirement for Melksham in the period 2006 -2026, in fact it has exceeded the current requirement in the Core Strategy. It has not been allocated in the draft Local Plan or the Melksham Neighbourhood Plan.
- Attention is drawn to Policy 6 of the current made Melksham Neighbourhood Plan (NHP#1) - Housing in Defined Settlements: ‘development at the small villages of Beanacre and Berryfield, will be limited to infill within the existing built area or, where it is appropriate to provide a rural exception site for affordable housing to meet identified local needs, outside but well connected to the built area.’

This development cannot be classed as ‘infill’, given the open countryside to the rear of the site. The site is not a Rural Exception site and there is no reference to any affordable housing. There is no mention how many bedrooms will be provided therefore, it is difficult to ascertain how these dwellings will meet the needs of local people and with only 3 dwellings, it will not meet the Core Strategy policy criteria to provide affordable housing. There is a recent Housing Needs Assessment for the Melksham Neighbourhood Plan

area as part of the evidence base for the reviewed plan (NHP#2) here:

<https://www.melkshamneighbourhoodplan.org/np2-evidence-base>

- Highway Safety Concerns. The site is located on a narrow single-track lane. Vehicles at present have no facility to turn around to exit Chapel Lane without impinging on someone else's land and this application will exacerbate the situation. Members also noted the comments of residents that vehicles often have to back out onto the A350 or stop traffic on the A350 in order to reverse into the Lane and that the drawing is incorrect, showing the 'bellmouth' to the Lane being some 12m wide.

The exit/entrance to Chapel Lane is currently a hazard. There is anecdotal evidence that vehicles on the A350 run into the rear of vehicles waiting to turn into Westlands Lane, therefore the same can be said for vehicles that will be waiting to turn into Chapel Lane, particularly those travelling from the North.

The exit off Chapel Lane is not naturally at right angles to the carriageway and therefore from a highway point of view it would be undesirable to increase traffic from Chapel Lane onto the A350.

- The impact the proposed dwellings will have with regard to drainage in the area.

The area is known to have flooded previously, with follow up site visits by the Parish Council and the Wiltshire Council Drainage engineers taking place.

Attention is drawn to the application form where it states there has been no previous flooding. Whilst there may not have been incidences of flooding on the proposed development site, there have been incidences of flooding in the close vicinity and run off from the properties could exacerbate the situation.

Flooding has taken place as recently as January 2023 with properties in Westlands Lane and on the A350 experiencing internal property flooding.

Residents have provided photographs of water sitting on the development site and these will be submitted to Wiltshire Council.

There is a soakaway which runs to the rear of Westlands Lane and joins the stream near Rose Cottage, Chapel Lane and reappears to the rear of properties East of Beanacre. The gulley has been excavated to enable extra flow to the soakaway for improved surface water drainage.

There are various difficulties with drainage in the area and additional run off will need to be attenuated. There does not appear to be proposals to retain surface water, therefore there are drainage issues with this application, with a concern, given the lie of the land that surface water will drain towards existing properties.

Attention is drawn to Policy 3 of the current Neighbourhood Plan (NHP#1): 'Where development proposals are in areas with known surface water flooding issues, they should include appropriate mitigation and construction methods, including where appropriate, contributions towards wider catchment projects. Major development should include provision of Sustainable Drainage Systems (SuDs), where appropriate, as part of the Natural Flood Management approach and wider Green Infrastructure networking.'

It was noted in the Flood Risk Analysis report undertaken to support the application, it refers to the impact on the new properties, however, it does not refer to any impact on existing properties.

- Whilst Wessex Water are currently undertaking a mains drainage scheme in Beanacre, this only includes Westlands Lane at present. It is understood there are no plans to provide mains drainage in Chapel Lane currently. Therefore, the proposed development will require septic tanks, with a significant possibility of pollution of surface water drainage from any private sewage system. The vehicles that empty septic tanks are large vehicles and they already have difficulty attending the existing properties in the area due to the access via Chapel Lane.
- There are no facilities in Beanacre, other than a church hall and play area. There is no shop for example and therefore for additional residents in Beanacre, access to public transport is important for it to be a sustainable development. There is only one bus service which travels through Beanacre, between Chippenham &

Frome via Trowbridge (X34). However, there is no evening service, with the last bus from both Chippenham and Frome leaving at 5.30pm and there is no Sunday service.

- The site has recently been assessed by AECOM as part of the site assessment process for NHP#2, and whilst not published as yet, please see an extract below:

‘Agricultural access from Chapel Lane may not support additional traffic movements and further consultation with the relevant Highways Authority will be critical’.

The site currently has agricultural access from Chapel Lane, a narrow rural track off the A350. This track may not be suitable to support additional traffic movements, or would require significant improvements outside of the site boundary. It is likely that existing boundary hedgerows would need to be partially removed and replanted to provide adequate visibility splays.

The site has a simple landform, however, it makes a positive contribution to the rural landscape and character of Beanacre and plays a key role in supporting the transition between the residential properties and the open countryside beyond to the North.

Development on this site will lead to the loss of Grade 2 Agricultural Land.

The site is crossed by low level voltage overhead powerlines.

The site is not served by pedestrian access. It is not connected to a continuous pedestrian network’

Once the AECOM Site Assessment report is published, we will send a copy.

- Impact on the bridleway with Members supporting the comments of the Rights of Way Officer.

If Wiltshire Council are minded to approve this application, attention is drawn to the emerging Melksham Neighbourhood Plan (NHP#2), Melksham Design Code and draft Wiltshire Council Design Guide.

It was agreed to ask Councillor Phil Alford to call in this application and to keep residents informed of progress on the application.

PL/2023/05863: Beechfield House, Beanacre. Replacement of an aged and dilapidated sewage handling tank with the installation of a new grease trap, Bioficient 55 sewage treatment plant with twin final effluent pump chamber and associated interconnecting pipework and inspection chambers.

Comments: No objection.

PL/2023/06480: 26 Elm Close, Bowerhill. Single storey side extension and single storey rear extension to garage.

Comments: No objection.

147/23 Revised Plans: To comment on any revised plans on planning applications received within the required **timeframe (14 days)**:

PL/2023/04210: Pear Tree Inn, Top Lane, Whitley. Proposed Community Village Shop.

Comments: No objection.

PL/2023/04523: Pear Tree Inn, Top Lane, Whitley. 3 Fascia signs on proposed Community Village Shop.

Comments: No objection.

PL/2023/03257: 89 Corsham Road, Whitley. Proposed Side Extension.

Standing Orders were suspended to allow the applicant to speak to their application

The applicant updated Members on the revised plans and reasoning for the proposed layout.

Standing Orders were reinstated.

Comments: Whilst some of the comments raised previously have been addressed in the revised plans, the Parish Council are unable to support this application and reiterate previous comments ie:

- The proposed side extension is out of scale with the host property.
- Proposals are not sympathetic to the design, nor

reflect features of the host property and therefore are incongruous.

- Impact on the streetscene.
- Concern at the impact proposals will have on existing flooding experienced in the area and to adjacent properties.
- Whilst the impact on 88 Corsham Road has been reduced somewhat with regard to loss of privacy, proposals are still in advance of the property and therefore will have an impact on the frontage aspect of the property.

Members highlighted that if proposals were for a single storey extension, this would be looked upon more favourably, as it would be less intrusive on both the host dwelling and surrounding area.

If Wiltshire Council are minded to approve this application, it is asked that a condition be placed on the application, that the extension cannot be sold as a separate dwelling in the future and remains ancillary to the host dwelling.

148/23 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

a) 27 Newall Road, Bowerhill

To note Planning Enforcement have been asked to investigate following concerns raised by residents of a potential business being run from a house on the estate, involving large trailer vehicles and car transporters often arriving during the night.

There were concerns of vehicles on the highway that were not taxed or insured and these had been highlighted to the Police, who had explained that they needed to see the cars being driven in order to take action.

The Managing Agents Remus had written to residents to remind them commercial vehicles were not allowed to be parked overnight on the estate.

The Chair of Pathfinder Way Residents Association stated the resident who had raised the concerns initially was happy to speak to the Council on this matter, if they wished. With the resident also contacting the social housing provider for the house concerned, but having made complaints in the last 6 months, no action has been taken.

Members felt the Council had done all they could in reporting to

Planning Enforcement and the Police whom were making their own investigations and therefore, the Council could only keep a watching brief on the situation.

- b) 19 The Beeches, Shaw.** To note Planning Enforcement have been asked to investigate.

Following concerns a wooden structure was being used as a hairdressers without planning permission at these premises, the concerns had been passed to Planning Enforcement to investigate.

149/23 Planning Appeal Notification: PL/2022/08504: Land South of Western Way. Outline application (with all matters reserved except for access) for the erection of up to 210 dwellings and 70 bed care home.

Whilst noting an appeal had been lodged against Wiltshire Council's refusal of the above planning application, the Clerk asked if Members wished to make additional comments to those already submitted when considering the planning application, given the draft Local Plan and emerging Melksham Neighbourhood Plan#2, which had progressed since the previous comments were made.

Councillor Wood noted as Chair of the Planning Committee he would attend the Hearing to represent the Council.

Members made the following additional comments:

- The draft Local Plan had not allocated this site as a strategic site for development. The site has also been identified as a 'green wedge/gap' in the AECOM Green Gap and Green Wedge Assessment between Berryfield, Melksham and Bowerhill as part of evidence in the emerging Melksham Neighbourhood Plan#2: <https://www.melkshamneighbourhoodplan.org/np2-evidence-base> The draft Local Plan was due for consultation at Regulation 19 stage in the Autumn; the revised Melksham Neighbourhood Plan was due for consultation at Regulation 14 stage in the Autumn too.
- As access to the site is proposed via the adjacent new housing development, which is nearing completion, there is concern at the impact increased traffic will have on Maitland Place, which has not been designed for additional traffic.

Resolved: To forward the Council's previous comments and to add the above comments and to provide an update on site selection in Neighbourhood plan (NHP#2) once approved.

If the application is approved at Appeal, the applicant's attention be drawn to both the emerging Neighbourhood Plan (NHP#2) and Design Code.

150/23 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

a) Land West of Semington Road - Application for 53 dwellings (PL/2022/08155 Outline)

The Clerk confirmed the 'Call in' on this application had been lodged by Councillor Seed verbally, however, not recorded on the Planning Portal; this was being followed up.

b) Land West of Semington Road - Appeal site to rear of Townsend Farm for 50 dwellings (PL/2023/00808 Reserved Matters).

Members noted the 'Call in Request' had been removed as a safe walking route to the proposed new school at Pathfinder Place had been addressed through the current s106 wording.

c) Blackmore Farm (Planning Application PL/2023/01949) – Outline permission with some matters reserved for demolition of agricultural outbuildings and development of up to 650 dwellings; land for primary school; land for mixed use

The Clerk asked as an allocation of 425 dwellings at Blackmore Farm had been made in the draft Local Plan, whether Members wished to submit any additional comments to reflect the allocation.

The Clerk also noted Highways had also submitted a substantial response to the application, which had recently been uploaded to the Planning Portal, and asked if Members wished to review this at the next Planning Committee meeting.

Resolved: To consider additional comments to proposals at the next Planning Committee meeting on 4 September and to submit a holding request in the meantime to Wiltshire Council stating the Parish Council wished to re-evaluate previous comments to proposals, in light of the allocation in the Local Plan and comments submitted by Highways.

d) Land at Verbena Court (Planning Application No PL/2023/03797): Modification of Planning Obligation Address: Land at Verbena Court, Melksham. Application to modify obligations contained within the S106 agreement relating to marketing land within the Local Centre pursuant to consented outline planning permission 04/01895/OUTES.

The Clerk explained that the Melksham Independent News were still pursuing with Wiltshire Council for evidence that the Parish Council had been consulted on the modification to the original S106, as Wiltshire Council were adamant the Parish Council had been informed. Wiltshire Council had produced the minutes of a Parish Council meeting held on 15 April 2013 as evidence, which noted the school's

agent explaining proposals for the new Forest & Sandridge School and that a change may happen.

The Clerk felt this did not show Wiltshire Council had consulted the Parish Council, just that someone from Pegasus, in a meeting with the Salisbury Diocese had stated a change may happen. It remained that the Parish Council had only been made aware after it had happened, by a developer later in the year.

Any future plans of the Town Council submitting a planning application for a community centre East of Melksham were still not clear.

Councillor Baines noted that at the time, the residents' consultation leaflet and the initial developer plan did say there would be a community facility on this site. Therefore, the developer consortium had been conscious they were building a significant number of dwellings which would require facilities to go with them, which was the basis of how the proposal was sold to the Parish Council and was understood to be in the S106 Agreement.

151/23 Planning Policy

a) Neighbourhood Planning

i) To note minutes and confidential notes from Steering Group meetings held on 7 June and 26 July

Members noted the minutes and confidential notes of the Steering Group meetings held on 7 June and 26 July.

ii) Update on the Neighbourhood Plan Review and to consider any time critical requests before the next Steering Group meeting.

The Clerk informed the meeting the Steering Group had been successful in receiving a £560 grant from Locality (the maximum still available to draw down from the £18,000 fund). The Technical Support applications for the Plan Health Check and Car Park Audits were looking favourable as they progressed.

iii) Update on Neighbourhood Plan site selection.

This item was held in closed session.

The Clerk provided an update on the Neighbourhood Plan Steering Group meeting held on 26 July, explaining the sites had all been approved in principle, it was just the final details that were required for the approval of the Plan at the next meeting, that had been scheduled for Wednesday 6 September to give chance for the outstanding sites information to be investigated with stakeholders.

b) Wiltshire Council's Design Guide. To note response sent in reply to the consultation and useful things to note when considering applications

Members thanked the Clerk for the excellent response to the Design Guide consultation.

c) Feedback on meeting with NHS on 30 June 2023

The Clerk explained that the NHS had not commented on the proposals for the 650 dwellings at Blackmore Farm and had followed this up locally with a resulting meeting with the Senior Estates Manager BSW NHS (Bath and North East Somerset, Swindon and Wiltshire) Integrated Care Board (ICB) at the end of June. The NHS representative explained that there had been a gap in their Estates team relating to planning responses, but now this had been resolved. Going forward, the NHS would be commenting on planning applications and had recently submitted comments on this development, as well as proposals for 210 dwellings and a 70-bed care home on Land South of Western Way (PL/2022/08504). The Clerk had also made them aware of proposals for 3 care homes in Melksham, in order they could provide a response, as well as the relevant person at Wiltshire Council to discuss S106 contributions.

d) Local Plan. To note Factsheet for Large Villages and Local Service Centres

Members noted the above document which gave the breakdown of the numbers for the housing allocation for Shaw & Whitley.

152/23 Goods Vehicle Operator's Licence

The Committee had been made aware following an advert in the Melksham News that Broughton Transport Solutions had applied to use Hangar 7, Lancaster Road, Bowerhill as an operating centre for 15 goods vehicles and 30 trailers, which appeared to be the same application applied for earlier in the year, to which the Parish Council had provided a response.

Resolved: To write to the Traffic Commissioner repeating the previous response, that the Parish Council welcome this operator who is doing the right thing in applying for the correct licence and highlighting the Council's concern at other operators not adhering to the regulations.

153/23 S106 Agreements and Developer meetings: (Standing Item)

a) To note update on ongoing and new S106 Agreements

i) Hunters Wood/The Acorns:

Wiltshire Councillor Nick Holder, having provided the timeline for the construction of the footpath to the rear of Melksham Oak School at a previous meeting, confirmed the timeline for the project was now in the public domain and could be included within the minutes:

July activity

- Preliminary design (including ecology assessment and implications for lighting)
- Assessment and response to Biodiversity Net Gain requirements (BNG)
- Preparation of documents to accompany planning application.

August 23

- Submit planning application

September/October 23

- Planning application determined

October 23

- Commission detailed design

December – February 24

- Contractor lead-in period

March – May 24

- Construction period

ii) Pathfinder Place:

The Clerk informed the meeting that the draft land transfer for the Davey play area had just been received and therefore suggested having an Asset Management Meeting after the Planning Meeting on 4 September to review the lease; and there were several other leases and asset management items to be considered.

Following a resident of Maitland Place contacting the Council concerned a crossing was being installed on a blind corner on Maitland Place, which experienced speeding traffic, investigations had been undertaken, with Wiltshire Council confirming the recent works related to 'build outs'.

The Highway Engineer had stated, following a site visit, "due to the location of the parking bays opposite housing, and the current storm drainage layout, it was deemed the 'build out' would be installed 'as per drawing'. As the road is a 20mph, road traffic

should not be travelling in excess, the 'build out' will also act as a 'traffic calmer', slowing traffic enough for possible pedestrians looking to cross on the corner as the footway indicates."

Members noted the 'build outs' would slow traffic down, which was one of the concerns of the resident, the Section 38 Officers at Wiltshire Council would also deal with the adoption of the highway in due course and make sure it was completed in line with the plans submitted.

iii) Buckley Gardens (144 dwellings on Semington Road)

No update.

d) To note any S106 decisions made under delegated powers

None.

c) Contact with developers

i) To note feedback on meeting with DPP Planning held on 9 August regarding proposed new primary school at Pathfinder Way and to consider a formal response to the pre application consultation (under delegated powers)

In line with Council policy, the notes of the meeting held on 9 August are included below:

Those in attendance included from the Parish Council: Councillors Richard Wood, Alan Baines, John Glover, Mark Harris, Peter Richardson, Robert Shea-Simonds and the Parish Officer. Also in attendance were Wiltshire Councillor Nick Holder (Bowerhill), Councillor Sue Mortimer, Melksham Town Council and the Town Clerk. Osian Roberts, Associate Director, DPP Planning and Katie Sapsed, Senior Architect, AWW were also present.

Proposals included:

- 1 Form Entry School* (210 places)
- SEND Provision (20 places)
- Nursery (30 places)
- 2 storey with lift
- 2 formal play pitches & MUGA
- Cycle store
- Library
- Science & DT Space
- 1 electric car charging point (with option for more if school expanded to 2FE)
- Carbon neutral design

- Energy/Heating provided via heat source pumps and solar (75% roof coverage) with orientation of building at optimum position ie East/West.

(*Consent for only 1FE primary school as part of planning application 16/01123/OUT (Pathfinder Place), with the point of access to the site established at Reserved Matters (18/04477/REM) and therefore cannot be changed)

AWW have been appointed by ISG (which DPP forms part of) and Wiltshire Council to develop designs for the school.

Wiltshire Councillor Nick Holder informed the meeting unfortunately, Anthony Dixon, Project Manager for the Scheme and Clara Davis, Head of School Place Commissioning, School Buildings & Places Team were unable to attend the meeting and therefore, if there were other questions outside design/planning issues, these would need to be fed back to them.

Whilst only a single form entry school is proposed, there is scope to expand the school to the rear and provide additional car parking to the front of the building to accommodate a 2 FE School.

Pre app discussions have taken place with Wiltshire Council with feedback already from Drainage, however, awaiting comments from Highways.

Local residents had been consulted with both positive and negative feedback, with the main concern being parking. These comments, along with those of the Parish Council will be included in a Community Engagement document, as part of the planning application.

The design includes various aspects including colourful cladding panels, and once a Trust has been appointed, they will be able to select the colours to match their branding.

A small part of the site (0.4ha) could be handed back to Taylor Wimpey, if Wiltshire Council do not extend the school to 2FE, within 10 years from the Land Transfer being signed, which has yet to take place.

The car park will provide 34 spaces (17 for staff, 4 visitors, 11 for 'primary' parents and 2 others), with a drop off bay, however, it is anticipated this will be for SEND (Special Educational Needs & Disabilities) children. A wide entrance is proposed and 'tracking' with a large vehicle has taken place to make sure there is sufficient entrance space.

Whilst welcoming the design, particularly with regard to energy efficiencies, Members raised the following concerns/comments, which Osian, Katie and Wiltshire Councillor Nick Holder answered:

- Given experience elsewhere, is the car park large enough to accommodate all those who would be tempted to travel by car. Could the car park be extended now, rather than wait until it is a 2 FE school, particularly as most children will be from other parts of Melksham and not necessarily on an easy walking route to the school, such as children from Semington Road, with approval just been given for 50 (PL/2023/00808) and 144 dwellings (PL/2022/02749) respectively. It has already been suggested children from these developments will go to this school, and at present will have to use a circuitous route to get to the school, as there is no footpath along Western Way.

Would prefer work not to start on the school, until a safe walking route has been provided from Semington Road to the school, particularly as it is understood monies are available, noting, additional monies would probably be required.

A: The level of car parking provided is in accordance with Wiltshire Council planning policy, there is a difficult balance, between encouraging people to use alternative modes of transport and providing car parking. If a large car park was provided now this would encourage more people to use a car, as they know there would be parking available and therefore cause issues later on, if the school were to be extended.

- Potential for people to park on Pathfinder Way to access the school and the impact this will have, particularly as Pathfinder Way is used by HGVs to access the industrial estate and people wishing to access the residential areas of Bowerhill, as well as being part of a bus route.
- Give the location of the school entrance, just off a roundabout, with a traffic island situated close by, there is potential for traffic to back up along Pathfinder Way.
- Those vehicles wishing to turn right out of the school and waiting for a gap in traffic, may cause traffic to back up in the car park. Is there an opportunity to have a 'No right turn' coming out of the car park?
- Increase in traffic along Pathfinder Way, particular at the beginning and end of the school day, which coincides with change in shifts for several businesses on Bowerhill Industrial Estate.
- Could the feasibility of another pedestrian access off of the A365 (Western Way) be looked into, particularly as there is already a crossing provided, with most pupils probably going

to come from this direction. This will avoid pedestrians conflicting with the vehicular access and therefore provide a safer walking route to school via the hoggin path already provided.

A: There is a security issue with providing another access to the school, both from a safeguarding point of view and for the security of the school.

Those at the meeting noted other schools had alternative accesses, with lockable gates for security.

Wiltshire Councillor Nick Holder asked if the team could be tasked to look at a rear entrance to the school off of Western Way (A365).

- Can the proposed colour cladding be graduated to blend in, given the semi-rural area, similar to Cereal Partners (Great Bear Distribution)?
- Can showers be provided for staff, particularly as Wiltshire Council encourage people to cycle.

A: Can look into this.

- What element of land will be 'clawed back' if the school does not become 2FE and transferred back to Taylor Wimpey?

A: More play space than is required is currently provided, therefore, if some land is 'clawed back' (0.4ha) this would just require a reconfiguration of the line markings for the play pitches etc to fit with the land available.

- Drainage, the site is known to get water logged, particularly over the Winter months.

A: Drainage engineers have been in touch with the previous drainage engineers for the Pathfinder Place development, in order to understand any issues with the site and discussions are taking place with Drainage at Wiltshire Council.

- Will the Parish Council have an input in the name of the school?

A: The Schools Team at Wiltshire Council will be looking at potential Trusts to take on the school and hopefully Councillor Glover will be involved with this and once a Trust has been appointed, they will discuss options for naming of the school.

- Will there be battery storage?

A: Understand batteries need maintenance and therefore a decision has been made not to go along this route, but to connect solar directly to the Grid.

Councillor Harris queried this response, as he understood batteries did not require maintenance and would be the most energy efficient.

Wiltshire Councillor Holder suggested the Parish Council take this up with Anthony Dixon, Project Manager for the scheme.

- The land which is earmarked for a potential extension to the school, if there is a change to the designation if not required, could both councils be notified, as often there is a change without their knowledge?
- Is there enough data to project when a 2FE school will be required, so planning permission is in place before it is needed?

A: Unfortunately, difficult to know when things will come on stream, it can take several years. Wiltshire Council's School Teams cannot commence building of the school until the DfE sign it off to say there is a requirement for it, which would be the same for the extension.

- When will the 1FE school be built?

A: It is understood a planning application will be submitted in the Autumn, however, it would be dependent on the DfE approving the build, bearing in mind the level of need. Whilst noting several new developments have been approved recently, it is difficult to know how many primary aged school children will move in. Also, come September, several primary schools in Melksham have capacity, there is also a low birth rate at present.

Following the meeting held on 9 August, Members were asked to consider a formal response to the consultation.

Members raised the following:

- Conflict of pedestrians with vehicles accessing the car park, which will be exacerbated if the proposed adjacent development of 210 dwellings and a 70 bed care home were approved at Appeal.
- The need for a No Right Turn Right coming out of the school, in order to stop the conflict with traffic waiting to turn right into the school coming off the roundabout.

- Given concerns of potential for school traffic to park on Pathfinder Way in particular, the Parish Council have applied to Wiltshire Council for traffic restrictions on:
 - Pathfinder Way (Whole length)
On the Entrances of Newall Road and Maitland Place with Pathfinder Way
 - At the proposed new primary school access road on Pathfinder Place.
- That scooter racks are provided for students.
- Request showers are provided in line with Wiltshire Council's draft Design Guide, which states new businesses have to provide showers (to encourage cyclists)

Resolved: To send the comments raised by Members at the meeting on 9 August, as well as the additional comments raised above in response to the consultation and to forward copies to Clara Davis, Head of School Place Commissioning, School Buildings & Places Team and Julie Cleave, Highways Development Control Engineer.

ii) Care Home planning applications/pre apps.

The Clerk explained, as discussed above, she had met with a representative of the NHS and had passed the information to the Primary Care Network, to make them aware of proposals for 3 care homes in Melksham ie Land South of Western Way, Verbena Court and Longleaze Lane in order they could comment on proposals.

Lorraine McRandle

Subject: Briefing on Melksham Neighbourhood Plan (and how it fits with the Local Plan) for all Town, Without & Area Board councillors

Location: TBC

Start: Mon 18/09/2023 19:00

End: Mon 18/09/2023 21:00

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Tentatively accepted

Organizer: Teresa Strange

Required Attendees: Cllr Andy Russell (andy.russell@melkshamwithout-pc.gov.uk); Cllr David Pafford (david.pafford@melkshamwithout-pc.gov.uk); Cllr John Doel (john.doel@melkshamwithout-pc.gov.uk); Cllr Rob Hoyle (rob.hoyle@melkshamwithout-pc.gov.uk); Cllr Robert Shea-Simonds (robert.shea-simonds@melkshamwithout-pc.gov.uk); Cllr Shona Holt (shona.holt@melkshamwithout-pc.gov.uk); Cllr Stefano Patacchiola (stefano.patacchiola@melkshamwithout-pc.gov.uk); Councillor Alan Baines (alan.baines@melkshamwithout-pc.gov.uk); Councillor John Glover (john.glover@melkshamwithout-pc.gov.uk); Councillor Mark Harris (mark.harris@melkshamwithout-pc.gov.uk); Councillor Richard Wood (richard.wood@melkshamwithout-pc.gov.uk); Councillor Terry Chivers (terry.chivers@melkshamwithout-pc.gov.uk); Peter Richardson; phil.alford@melksham-tc.gov.uk; saffi.rabey@melksham-tc.gov.uk; jennie.westbrook@melksham-tc.gov.uk; colin.goodhind@melksham-tc.gov.uk; jon.hubbard@melksham-tc.gov.uk; jacqui.crundell@melksham-tc.gov.uk; graham.ellis@melksham-tc.gov.uk; simon.crundell@melksham-tc.gov.uk; gary.cooke@melksham-tc.gov.uk; pat.aves@melksham-tc.gov.uk; claire.forgacs@melksham-tc.gov.uk; sue.mortimer@melksham-tc.gov.uk; jack.oatley@melksham-tc.gov.uk; tom.price@melksham-tc.gov.uk; Nick.Holder@wiltshire.gov.uk; Jonathon. Seed (jonathon.seed@wiltshire.gov.uk); Alford, Phil (Phil.Alford@wiltshire.gov.uk); jack.oatley@wiltshire.gov.uk; Sankey, Mike; Hubbard, Jon; Rogers, Richard; Linda Roberts (linda.roberts@melksham-tc.gov.uk); Lorraine McRandle; Vaughan Thompson (vaughan@placestudio.com); Katie Lea (katie@placestudio.com)

Dear Councillors (Melksham Town, Melksham Without & Melksham Area Board)

Please find a placeholder invitation for a briefing/information session for you all regarding the forthcoming consultations in the early Autumn on the Melksham Neighbourhood Plan and its context with the Local Plan.

As you will be aware, these are big, weighty documents that will have a considerable effect on the future development (housing, employment, town centre, green spaces, heritage assets, design etc) in Melksham & Melksham Without for the next 15 years, up to 2038.

Both Wiltshire Council's draft Local Plan and the draft reviewed Melksham Neighbourhood Plan will be going out to formal consultation in the Autumn, and this is the chance for you to find out the highlights of both plans, and their effect on future development in the Melksham Community.

The chance to ask questions, understand the ramifications, and why certain things/policies/sites have been included, and why others are not.

Some of you have been involved with these plans, but we are conscious that not all of you are on planning committees, and so this is the chance to find out more, and be able to respond to any

questions from the community during the respective consultations that will both be taking place for at least 6 weeks in the Autumn.

We thought it would be useful for you to have a joint session together, the Neighbourhood Plan is a joint project of Melksham Town and Melksham Without parishes after all.

We hope it's something that will be of interest.... the Melksham Neighbourhood Plan is ambitious and in the words of the Plan's consultant, Vaughan Thompson, at the last steering group meeting; "it's not unique but it is extraordinary"!

More details to follow, including a venue, but at this stage please pencil into your diary, as we wanted to take advantage of the "free" Monday night in both councils' meeting schedules.

With kind regards,

Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
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On twitter: @melkshamwithout

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Date: 04/09/2023

Melksham without Parish Council Current Year

Page: 187

Time: 15:39

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		514,859.59					514,859.59	
V3468-BACS	Banked: 07/08/2023	66.00						
V3468-BACS	Bath Road Wanderers	66.00			1210	210	66.00	Inv.358- 6th Aug Pitch hire
V3469-BACS	Banked: 08/08/2023	9,280.95						
V3469-BACS	HM Revenue & Customs	9,280.95			105		9,280.95	VAT Return-1.4.23-31.7.23
V3470-BACS	Banked: 08/08/2023	430.00						
V3470-BACS	Future of Football	430.00			1210	210	330.00	Holiday camps-8,9 &10th Aug
					1210	210	100.00	Evening training W/C 7th Aug
V3471-BACS	Banked: 14/08/2023	66.00						
V3471-BACS	Bath Road Wanderers	66.00			1210	210	66.00	Inv.361- 13th Aug pitch hire
V3472-BACS	Banked: 14/08/2023	450.00						
V3472-BACS	Future of Football	450.00			1210	210	330.00	Holiday camps-15, 16 & 17th Au
					1210	210	110.00	Evening Training W/C 14th Aug
					1210	210	10.00	Amount owing W/C7th Aug
V3473-BACS	Banked: 23/08/2023	30.00						
RELE-BY16B	Allotment Holder	30.00			1320	310	30.00	Relet plot 16B rent Berryfield
V3474-DEPO	Banked: 23/08/2023	50.00						
V3474-DEPO	FC Devizes United	50.00			550		50.00	Inv.357- Refundable deposit
V3475-BACS	Banked: 23/08/2023	66.00						
V3475-BACS	FC Devizes United	66.00			1210	210	66.00	Inv.360- 12th August pitch hir
V3476-BACS	Banked: 24/08/2023	440.00						
V3476-BACS	Future of Football	440.00			1210	210	330.00	Training camps-22,23 & 24th Au
					1210	210	110.00	W/C 21ST Aug Evening training
V3477-BACS	Banked: 25/08/2023	2,400.00						
V3477-BACS	The Football Foundation	2,400.00			1490	142	2,400.00	Grant towards movable goal pos
V3478-BACS	Banked: 29/08/2023	70.00						
V3478-BACS	Allotment Holder	70.00			1310	310	35.00	11A Berryfield allotment rent
					1310	310	35.00	11B Berryfield allotment rent
V3479 BY7B	Banked: 30/08/2023	35.00						
V3479 BY7B	Allotment Holder	35.00			1310	310	35.00	Berryfield 7B allotment rent
V3481-BS32	Banked: 30/08/2023	35.00						
V3481-BS32	Allotment Holder	35.00			1320	310	35.00	Briansfield 32 allotment rent
V3481-BS1	Banked: 30/08/2023	35.00						
V3481-BS1	Allotment Holder	35.00			1320	310	35.00	Briansfield plot 1 rent
V3482-BACS	Banked: 31/08/2023	330.00						
V3482-BACS	Future of Football	330.00			1210	210	330.00	Holiday camps 29,30 & 31st Aug

Continued on Page 188

Total Receipts for Month	13,783.95	0.00	0.00	13,783.95
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Cashbook Totals	<u>528,643.54</u>	<u>0.00</u>	<u>0.00</u>	<u>528,643.54</u>
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Payments for Month 5					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/04/2023	TransWilts CIC	V3247-6136	-1,000.00			4610	170	-1,000.00	CANCELLED Grant Award 23/24
01/08/2023	Water 2 Business	V3463-DD	63.87			4323	320	63.87	Briansfield allot TO22-27.6.23
01/08/2023	Water 2 Business	V3464-DD	118.35			4323	320	118.35	Berryfield allot water 20.6.23
01/08/2023	Water 2 Business	V3465-DD	209.34			4322	220	209.34	Pavilion water TO 26.6.23
01/08/2023	Fixed Term Deposit	M20556287	387,000.00			210		387,000.00	V3483-3 Month fixed deposit
01/08/2023	Fixed Term Deposit	M20556288	120,000.00			210		120,000.00	V3484-Monthly Fixe term deposi
18/08/2023	Plusnet	V3466-DD	36.60		6.10	4190	120	30.50	Inv.014-Campus WiFi & Line
31/08/2023	Suez	V3467-DD	125.54		20.92	4770	220	104.62	Pavilion bin emptying
Total Payments for Month			506,553.70	0.00	27.02			506,526.68	
Balance Carried Fwd			22,089.84						
Cashbook Totals			528,643.54	0.00	27.02			528,616.52	

Date: 04/09/2023

Melksham without Parish Council Current Year

Page: 186

Time: 15:40

Cashbook 2

User: MR

Unity Bank

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		119,874.32					119,874.32	
V3462-INCO	Banked: 04/08/2023	294.56						
V3462-INCO	AJB Funerals	294.56			1490	142	294.56	Donation-towards memorial benc
Total Receipts for Month		294.56	0.00	0.00			294.56	
Cashbook Totals		<u>120,168.88</u>	<u>0.00</u>	<u>0.00</u>			<u>120,168.88</u>	

Continued on Page 187

Date: 04/09/2023

Melksham without Parish Council Current Year

Page: 187

Time: 15:40

Cashbook 2

User: MR

Unity Bank

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/08/2023	Live 4 Soccer	V3457-BACS	5,830.00		971.67	4721	220	4,858.33	71725-Movable goal posts x2 se
04/08/2023	Agilico	V3458-BACS	110.27		18.38	4130	120	91.89	646- Office Photocopying June
10/08/2023	EDF Energy	V3460-DD	243.00		11.57	4302	220	231.43	Pavilion Electricity
14/08/2023	Plusnet	V3461-DD	26.40		4.40	4384	220	22.00	Inv.009-Pavilion WiFi & Line
16/08/2023	Lloyds Bank	V3456-BACS	259.10		39.62	4175	120	81.00	Office 365 subscription
						4190	120	33.90	Office phone charges
						4175	120	5.50	Website Hosting
						4150	120	9.11	Pink Copier Paper
						4155	120	18.40	Biscuits for meetings
						4200	120	12.99	Online meeting subscription
						4150	120	11.79	A3 Paper
						4155	120	16.66	Biscuits for meetings
						4155	120	11.55	Biscuits for meetings
						4351	120	4.07	Mouse Mat
						4351	120	5.53	Headphones
						4685	170	5.98	MCS Phone
						4140	120	3.00	Bank Charges
25/08/2023	Agilico	V3431-BACS	79.03		13.17	4130	120	65.86	Inv.080- Office photocopying
25/08/2023	Wiltshire Age UK	V3432-BACS	2,875.00			4685	170	2,875.00	Inv. 6829-Q2 MCS Provision
25/08/2023	Aquasafe Environmental Ltd	V3433-BACS	300.00		50.00	4212	220	250.00	Inv.802- July & Aug PPM Visit
25/08/2023	Jens Cleaning	V3434-BACS	464.00			4381	220	464.00	Inv.1075- Pavilion cleaning
25/08/2023	JH Jones & Sons	V3435-BACS	290.40		48.40	4490	142	242.00	Inv. 3622-Carson R'about grass
25/08/2023	JH Jones & Sons	V3436-BACS	1,765.12		294.19	4402	320	66.16	Inv.3614- Allotment grass cut
						4400	142	244.09	Inv.3614- Play Area grass cut
						4780	142	57.75	Inv.3614- Play Area bin
						4781	220	87.54	Inv.3614- JSF Bin emptying
						4401	220	761.38	Inv.3614- JSF Grass cutting
						4400	142	38.13	Inv.3614- Kestrel Shrub Mainte
						4409	142	179.67	Inv.3614- Hornchurch grass
						4820	142	36.21	Inv.3614- SHF Annual cut
						347	0	-36.21	Inv.3614- SHF Annual cut
						6000	142	36.21	Inv.3614- SHF Annual cut
25/08/2023	JH Jones & Sons	V3437-BACS	252.00		42.00	4820	142	210.00	Inv.3636-SHF Information board
25/08/2023	JH Jones & Sons	V3438-BACS	463.56		77.26	4400	142	246.00	3639- Whitworth Play Area Gras
						4780	142	140.30	3639- Whitworth Play Area bin
25/08/2023	Melksham Town Council	V3439-BACS	36.54			4680	170	36.54	2-23/24-MWPC 30% NHP Contribut
25/08/2023	Melksham Town Council	V3440-BACS	30.30			4490	142	30.30	Inv.1-23/24-Resident tree sche

Continued on Page 188

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/08/2023	Mr Sparkles Melksham Ltd	V3441-BACS	150.00			4600	142	150.00	Bus shelter cleaning
25/08/2023	Shelly Signs	V3442-BACS	858.00		143.00	4490	142	715.00	964-Information Panel Pathfind
25/08/2023	Trade UK (Screwfix)	V3443-BACS	14.86		2.48	4490	142	12.38	Maintenance items- Graffiti
25/08/2023	Trade UK (Screwfix)	V3444-BACS	21.38		3.56	4490	142	17.82	Maintenance items- Wasp nest
25/08/2023	Whitley Reading Rooms	V3445-BACS	60.00			4560	142	60.00	CEG training exercise room hir
25/08/2023	HM Revenue & Customs	V3446-BACS	2,201.08			4041	130	717.93	Period 5- August 2023
						4000	130	404.00	Period 5- August 2023-T
						4000	130	267.94	Period 5- August 2023-NI
						4020	130	190.60	Period 5- August 2023-T
						4020	130	129.23	Period 5- August 2023-NI
						4010	130	168.00	Period 5- August 2023-T
						4010	130	114.78	Period 5- August 2023-NI
						4460	142	164.80	Period 5- August 2023-T
						4800	320	9.00	Period 5- August 2023-T
						4070	120	34.80	Period 5- August 2023-T
25/08/2023	Wiltshire Pension Fund	V3447-BACS	1,459.83			4045	130	1,459.83	Period 5 August 2023
25/08/2023	Teresa Strange	V3448-BACS				4000	130		August 2023 Salary
25/08/2023	Lorraine McRandle	V3449-BACS			0.46	4020	130		August 2023 Salary
						4120	120	1.60	Postage for notcies and poster
						4680	170	3.00	Land Registry search for NHP
						4370	120	2.29	Bin bags for office
						4120	120	3.30	Planning agenda pack postage
						4680	170	6.00	Land Registry search NHP
						4250	120	3.00	Land Registry search
25/08/2023	Marianne Rossi	V3450-BACS				4010	130		August 2023 Salary
25/08/2023	Terry Cole	V3451-BACS				4460	142		August 2023 Salary
						4050	142	47.50	Travel Allowance
						4051	142	50.85	Mileage x113 miles
25/08/2023	David Cole	V3452-BACS				4800	320		August 2023 Salary
25/08/2023	John Glover	V3453-BACS	52.20			4070	120	52.20	August 2023 Chairs allowance
25/08/2023	Bizzy Lizzy Cleaning	V3454-BACS	120.00		20.00	4381	220	100.00	Changing room clean 18th AUG
25/08/2023	Wilts Assoc of Local Councils	V3455-BACS	54.00		9.00	4080	120	45.00	Inv.3614- Cllr Training
25/08/2023	Wiltshire Pension Fund	V3447-BACS	-1,459.83			4045	130	-1,459.83	ERROR Period 5- August 23
25/08/2023	Wiltshire Pension Fund	V3447-BACS	1,912.59			4045	130	1,459.83	Period 5 August 2023
						4000	130	213.26	Period 5 August 2023
						4020	130	123.24	Period 5 August 2023
						4010	130	116.26	Period 5 August 2023
31/08/2023	Teresa Strange	V3459-BACS	5.30		0.88	4190	120	4.42	Out of Hour Mob- Aug

Total August
2023 Salaries
£6,331.41

Continued on Page 189

Total Payments for Month	24,923.54	0.00	1,750.04	23,173.50
Balance Carried Fwd	95,245.34			
Cashbook Totals	120,168.88	0.00	1,750.04	118,418.84

Receipts for Month 5				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Banked: 01/08/2023		387,000.00					
M20556287	Current Account & Instant Acc	387,000.00			200		387,000.00 V3483-3 Month fixed deposit
Banked: 01/08/2023		120,000.00					
M20556288	Current Account & Instant Acc	120,000.00			200		120,000.00 V3484-Monthly Fixed term deposit
Total Receipts for Month		507,000.00	0.00	0.00			507,000.00
Cashbook Totals		507,000.00	0.00	0.00			507,000.00

Payments for Month 5				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00	0.00			
Balance Carried Fwd			507,000.00						
Cashbook Totals			507,000.00	0.00	0.00	507,000.00			

Receipts for Month 5				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount
Balance Brought Fwd :		159,551.08					159,551.08
	Banked:	0.00					
			0.00				0.00
Total Receipts for Month		0.00	0.00	0.00			0.00
Cashbook Totals		159,551.08	0.00	0.00			159,551.08

Payments for Month 5				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		159,551.08						
	Cashbook Totals		159,551.08	0.00	0.00			159,551.08	

Receipts for Month 4				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		6,530.10					6,530.10	
V3391-BACS	Banked: 03/07/2023	665.00						
V3391-BACS	FOF FC	665.00			1210	210	665.00	Inv.351- Summer tournament
V3393-BACS	Banked: 18/07/2023	50.00						
V3393-BACS	Bath Road Wanderers	50.00			550		50.00	Refundable deposit
V3424-BACS	Banked: 24/07/2023	625.58						
V3424-BACS	Berryfield Village Hall	625.58			1470	142	625.58	Insurance share 22/23&23/24
V3425-BACS	Banked: 24/07/2023	5.77						
V3425-BACS	J Glover (British Girlguilding	5.77			1130	110	5.77	Inv.353- Photocopying
V3426	Banked: 31/07/2023	260.94						
V3426	Lloyds Bank	260.94			1080	110	260.94	Interest from Fixed Term depos
	Banked: 31/07/2023	202,000.00						
20539107	Fixed Term Deposit	202,000.00			210		202,000.00	V3348- Fixed Term deposit retu
V3427	Banked: 31/07/2023	4,038.90						
V3427	Lloyds Bank	4,038.90			1080	110	4,038.90	Interest 6 month fixed deposit
	Banked: 31/07/2023	300,000.00						
20485401	Fixed Term Deposit	300,000.00			210		300,000.00	V3122- 6 Month deposit return
V3428-BACS	Banked: 31/07/2023	340.00						
V3428-BACS	Future of Football	340.00			1210	210	340.00	Inv.352- July evening sessions
V3429-BACS	Banked: 31/07/2023	438.00						
V3429-BACS	Future of Football	438.00			1210	210	330.00	Inv.356-Summer camps 1,2&3 Aug
					1210	210	108.00	Inv.356-Even training W/C31 Ju
Total Receipts for Month		508,424.19	0.00	0.00			508,424.19	
Cashbook Totals		514,954.29	0.00	0.00			514,954.29	

Payments for Month 4				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/07/2023	Plusnet	V3392-DD	36.60		6.10	4190	120	30.50	Inv.013- Campus WiFi
24/07/2023	Berryfield Village Hall	V3424-BACS	625.58			1470	142	625.58	Share insurance 22/23&23/24
24/07/2023	Berryfield Village Hall	V3424-BACS	-625.58			1470	142	-625.58	ERROR-Income not Expenditure
31/07/2023	Suez	V3396-DD	58.10		9.68	4770	220	48.42	Inv.260-Pavilion Waste away
Total Payments for Month			94.70	0.00	15.78			78.92	
Balance Carried Fwd			514,859.59						
Cashbook Totals			514,954.29	0.00	15.78			514,938.51	

Receipts for Month 4				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		13,553.60					13,553.60	
3430-BACS	Banked: 21/07/2023	605.86						
3430-BACS	Ms Roberts	605.86			1490	142	605.86	Funds towards memorial bench
Banked: 28/07/2023		128,200.00						
V3422	Instant Access Unity 20476339	128,200.00			230		128,200.00	Transfer TO Top up current acc
Total Receipts for Month		128,805.86	0.00	0.00			128,805.86	
Cashbook Totals		142,359.46	0.00	0.00			142,359.46	

Date: 01/08/2023

Melksham without Parish Council Current Year

Page: 183

Time: 12:21

Cashbook 2

User: MR

Unity Bank

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
13/07/2023	Plusnet	V3395-DD	26.40		4.40	4384	220	22.00	Inv.008- Pavilion wifi & line
17/07/2023	Lloyds Bank	V3394-DD	401.92		66.49	4490	142	78.54	Padlocks & swing chains
						4175	120	81.00	Office 365 subscription
						4190	120	33.90	Office phone charges
						4680	170	90.00	NHP website hosting
						4175	120	1.00	Website hosting
						4175	120	35.00	Website hosting SSL renewal
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
28/07/2023	GB Sport & Leisure	V3397-BACS	233.40		38.90	4575	142	194.50	Inv.13062-Safety surfacing rep
28/07/2023	Roy Dobson	V3398-BACS	15.35			4820	142	15.35	Reminburse for mower petrol
						347	0	-15.35	Reminburse for mower petrol
						6000	142	15.35	Reminburse for mower petrol
28/07/2023	Community Heartbeat Trust	V3399-BACS	195.00		32.50	4049	142	162.50	Inv. 17326- B'hill V Hall batt
28/07/2023	Alan Baines	V3400-BACS	48.60			4540	142	48.60	Mileage- drop SID off & return
28/07/2023	Community Heartbeat Trust	V3401-BACS	972.00		162.00	4049	142	810.00	Inv. 17573- Annual support
28/07/2023	Solagen	V3402-BACS	216.00		36.00	4540	142	180.00	Inv.6275- Update SID#1 softwar
28/07/2023	Radcliffe Fire Protection Ltd	V3403-BACS	78.00		13.00	4212	220	65.00	Inv.8553-Pavilion call out
28/07/2023	The National Allotment Society	V3404-BACS	67.00		11.00	4650	170	56.00	Inv. Annual membership
28/07/2023	JH Jones & Sons	V3405-BACS	1,765.12		294.19	4402	320	66.16	Inv. 3534- Allotment grass cut
						4400	142	244.09	Inv. 3534- Play Area grass cut
						4780	142	57.75	Inv. 3534- Play Area bin
						4781	220	87.54	Inv. 3534- JSF Bin emptying
						4401	220	761.38	Inv. 3534- JSF Grass cutting
						4400	142	38.13	Inv. 3534- Kestrel Shrub Maint
						4409	142	179.67	Inv. 3534- Hornchurch grass cu
						4820	142	36.21	Inv. 3534- Shurnhold Fields cu
						347	0	-36.21	Inv. 3534- Shurnhold Fields cu
						6000	142	36.21	Inv. 3534- Shurnhold Fields cu
28/07/2023	Kennet Sign & Display	V3406-BACS	270.00		45.00	4575	142	225.00	Inv.16090-Whitworth P/A signs
28/07/2023	Jens Cleaning	V3407-BACS	156.00			4381	220	156.00	Inv.1074- Cleaning May & June
28/07/2023	Complete Weed Control	V3408-BACS	2,062.80		343.80	4500	142	1,719.00	Inv.737- Parish Weedspraying
28/07/2023	Id Verde	V3409-BACS	1,452.60		242.10	4575	142	1,210.50	Inv.654- Whitworth P/A

Continued on Page 184

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									edge re
28/07/2023	JH Jones & Sons	V3410-BACS	2,162.95		360.49	4575	142	1,802.46	Inv.3559-Kestrel P/A edge repa
28/07/2023	JH Jones & Sons	V3411-BACS	290.40		48.40	4490	142	242.00	Inv.3563-Carson R'about grass
28/07/2023	JH Jones & Sons	V3412-BACS	379.38		63.23	4400	142	246.00	Inv.3573-Whitworth P/A grass c
						4780	142	70.15	Inv.3573-Whitworth P/A bin emp
28/07/2023	RBS Rialtas	V3413-BACS	219.11		36.52	4185	120	182.59	Inv.691- Annual support & Main
28/07/2023	HM Revenue & Customs	V3414-BACS	2,371.23			4041	130	769.57	Period 4- July 2023
						4000	130	469.00	Period 4- July 2023-T
						4000	130	309.73	Period 4- July 2023-NI
						4020	130	179.60	Period 4- July 2023-T
						4020	130	122.23	Period 4- July 2023-NI
						4010	130	184.00	Period 4- July 2023-T
						4010	130	124.90	Period 4- July 2023-NI
						4460	142	164.80	Period 4- July 2023-T
						4800	320	12.60	Period 4- July 2023-T
						4070	120	34.80	Period 4- July 2023-T
28/07/2023	Wiltshire Pension Fund	V3415-BACS	2,010.47			4045	130	1,533.56	Period 4- July 2023
						4000	130	235.89	Period 4- July 2023
						4020	130	119.86	Period 4- July 2023
						4010	130	121.16	Period 4- July 2023
28/07/2023	Teresa Strange	V3416-BACS			16.93	4000	130		July 2023 Salary
						4680	170	49.05	Refreshments- Housing task gro
						4055	130	30.00	Allotment Manahement H&S
						4055	130	30.00	CCTV training
						4250	120	24.00	Land registry search water cou
28/07/2023	Lorraine McRandle	V3417-BACS				4020	130		July 2023 Salary
						4120	120	4.80	Postage planning agenda pack
						4250	120	30.00	Land search water course Whitl
						4120	120	4.45	Postage Full Council
						4120	120	92.50	Purchase of stamps
28/07/2023	Marianne Rossi	V3418-BACS			12.00	4010	130		July 2023 Salary
						4120	120	4.80	Asset Management agenda pack
						4055	130	60.00	People management course
28/07/2023	Terry Cole	V3419-BACS				4460	142		July 2023 Salary
						4050	142	47.50	Travel Allowance July 23
						4051	142	47.70	Mileage x 106 miles
28/07/2023	David Cole	V3420-BACS				4800	320		July 2023 Salary
28/07/2023	John Glover	V3421-BACS	52.20			4070	120	52.20	July 2023 Chairs Allowance
31/07/2023	Teresa Strange	V3423-BACS	5.30		0.88	4190	120	4.42	Reimburse for out of hours mob

Continued on Page 185

Total Payments for Month	22,485.14	0.00	1,827.83	20,657.31
Balance Carried Fwd	119,874.32			
Cashbook Totals	142,359.46	0.00	1,827.83	140,531.63

Receipts for Month 4				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		502,000.00					502,000.00	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		502,000.00	0.00	0.00			502,000.00	

Payments for Month 4				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/07/2023	Current Account & Instant Acc	20539107	202,000.00			200		202,000.00	V3348- Fixed Term deposit
									retu
31/07/2023	Current Account & Instant Acc	20485401	300,000.00			200		300,000.00	V3122- 6 Month deposit
									return
Total Payments for Month			502,000.00	0.00	0.00			502,000.00	
Balance Carried Fwd			0.00						
Cashbook Totals			502,000.00	0.00	0.00			502,000.00	

Receipts for Month 4				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		287,751.08					287,751.08	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		287,751.08	0.00	0.00			287,751.08	

Payments for Month 4				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/07/2023	Unity Bank	V3422	128,200.00			220		128,200.00	Transfer TO Top up current acc
Total Payments for Month			128,200.00	0.00	0.00			128,200.00	
Balance Carried Fwd			159,551.08						
Cashbook Totals			287,751.08	0.00	0.00			287,751.08	



Ms Teresa Strange
Melksham Without Parish Council
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
01 September 2023

Our Ref:
WI0162

SAAA Ref:
SB05750

Melksham Without Parish Council
Completion of the limited assurance review for the year ended 31 March 2023

Dear Ms Strange

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Melksham Without Parish Council for the year ended 31 March 2023. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.

Please include the reference WI0162 or Melksham Without Parish Council as a reference when paying by BACS.

Timetable for 2023/24

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 1 July 2024. It is anticipated that the instructions will be sent out during March 2024, subject to arrangements for the 2023/24 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2024, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Monday 3 June and Friday 12 July 2024; and
 - at the latest, between Monday 1 July and Friday 9 August 2024.

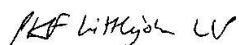
As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2023 which is mandatory for the 2023/24 period. Paragraph 1.26 relates to the requirements in relation to Assertion 3 and states *'Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.'* In order to answer yes to Assertion 3 in the 2023/24 Annual Governance Statement the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently.

Feedback on 2022/23

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Melksham Without Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Melksham Without Parish Council for the year ended 31 March 2023 has been completed and the accounts have been published. 2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Melksham Without Parish Council on application to: (a) <u>TERESA STRANGE</u> <u>CLERK + RESPONSIBLE FINANCIAL OFFICER</u> <u>MELKSHAM WITHOUT PARISH COUNCIL</u> <u>FIRST FLOOR, MELKSHAM COMMUNITY</u> <u>CAMPUS, MELKSHAM, WILTSHIRE, SN12 6ES</u> (b) <u>MON - THURS</u> <u>10 AM - NOON</u> <u>2 PM - 4 PM</u> 3. Copies will be provided to any person on payment of £____ (c) for each copy of the Annual Governance & Accountability Return. Announcement made by: (d) <u>TERESA STRANGE</u> <u>CLERK + RESPONSIBLE FINANCIAL OFFICER</u> Date of announcement: (e) <u>WEDS 6TH SEPTEMBER '23</u>	Notes * This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years. (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised (c) Insert a reasonable sum for copying costs (d) Insert the name and position of person placing the notice (e) Insert the date of placing of the notice
--	---

* NOTICE TO BE DISPLAYED ON NOTICEBOARDS UNTIL AT LEAST WEDS 20TH SEPTEMBER PLEASE.

NOTICE, SECTIONS + ADDITIONAL INFORMATION IS ON THE PARISH COUNCIL WEBSITE FOR AT LEAST 5 YEARS.

PLEASE CONTACT THE OFFICE IF NOT ONLINE TO VIEW HARD COPIES.

WWW.MELKSHAMWITHOUT-PC.GOV.UK

01225 705700

ADMIN@MELKSHAMWITHOUT-PC.GOV.UK

www.pkf-l.com

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must return to the external auditor by email or post (not both) no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

N/A

N/A

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

Melksham Without Parish Council

<https://www.melkshamwithout-pc.gov.uk/>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

10/05/2022

21/12/2022

25/03/2023

Kevin Rose - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

17/05/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Melksham Without Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☐	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	☒	☐	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	☒	☐	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☐	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒	☐	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	☒	☐	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	☐	☐	☒ <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

19/06/2023

and recorded as minute reference:

71/23d

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

A. Pafford
M. Trange

www.melkshamwithout-pc.gov.uk

Section 2 – Accounting Statements 2022/23 for

Melksham Without Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,009,568	1,329,700	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	217,977	235,689	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	673,315	481,401	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	115,605	129,832	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	52,594	104,259	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	402,961	1,025,759	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,329,700	786,940	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,386,874	809,280	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	591,426	1,150,955	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	445,500	346,500	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

Y. M. M. M.
16/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

19/06/2023

as recorded in minute reference:

71/23e

Signed by Chairman of the meeting where the Accounting Statements were approved

E. P. P. P.

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of **MELKSHAM WITHOUT PARISH COUNCIL - WI0162**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

31/08/2023

Annual Governance and Accountability Return 2022/23 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities*

Page 6 of 6

Broadband and Line contract

As previously explained, we have received notification that Plusnet, which provides our broadband and line for both the Bowerhill Sports Pavilion and Campus officers, is no longer providing services to business customers. This means that we have to change suppliers. We have had a look at Uswitch to see what deals are available and have chosen XLN, which matches the speeds that we require. We also contacted Clive, and he has some customers with XLN who seem to be happy with their service.

The contract we have gone with is for 18 months and is due to transfer over on the 15th September. The cost per month for both the Pavilion and Campus is £27.95 + VAT. There is a one-off cost of £9.99 per router, and once they have arrived they can be plugged in.

Teresa Strange

From: Mark Harris <m.a.harris1952@gmail.com>
Sent: 27 July 2023 10:16
To: Teresa Strange
Subject: Fwd: Bowerhill Industrial Estate Trucks and Trailers - Update

For circulation to the Highways and Streetscene Committee/Full Council (or not) as you see fit.

Mark.

----- Forwarded message -----

From: **Andy Lemon** <Andy.Lemon@wiltshire.police.uk>
Date: Wed, 26 Jul 2023 at 17:38
Subject: RE: Bowerhill Industrial Estate Trucks and Trailers - Update
To: Mark Harris <m.a.harris1952@gmail.com>

Good Evening Mark,

Thanks for the email and update. The Team have been working on this issues, but were not quite finished yet. We discussed this issue this morning and we have a few actions to complete with one or 2 companies.

We are moving onto the issue of speeding cars in the coming days, so hopefully we can solve this one / reduce this behaviour. Gemma has plans for this issue.

Thanks for the update. Best Wishes Andy

Andrew Lemon

Inspector 1654 Andrew Lemon

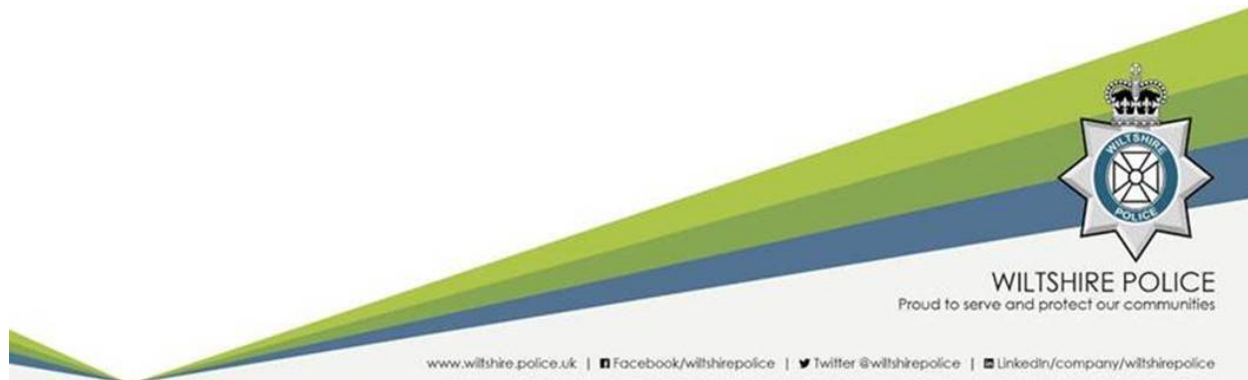
Trowbridge / Melksham / Bradford on Avon - Neighbourhood Policing Team

Post Incident Manager

 Mail: Andy.Lemon@Wiltshire.Police.uk

Trowbridge Police Station, Polebarn Road, Trowbridge, Wiltshire, BA14 7EP

☎ Telephone: 07973 709387



From: Mark Harris <m.a.harris1952@gmail.com>
Sent: 25 July 2023 17:07
To: Andy Lemon <Andy.Lemon@wiltshire.police.uk>
Cc: Gemma Rutter <gemma.rutter@wiltshire.police.uk>
Subject: Bowerhill Industrial Estate Trucks and Trailers - Update

Hi Andy,

Just a quick update for you on the 'truck and trailer' situation on Bowerhill Industrial Estate.

I am pleased to report a SIGNIFICANT REDUCTION in the number of unattached trailers parked on the estate over the last two weekends (links to photos below).

If this is as a result of your actions I thank you. If it is not then I thank whoever IS responsible.

Now if someone could just have a word with VIG and Geo T Brown.....

VIG Industrial Relocation contact details - Blenheim Place, Dunston, Gateshead NE11 9HF; Tel 0800 022 3354; Email info@vig.uk.com; Website www.vig.uk.com

Geo T Brown contact details - Silver Street, Steeple Ashton, Trowbridge BA14 6HA; Tel 01380 870335 (no email address, website or Facebook page).

Regards,

Mark Harris.

[Trucks & Trailers 160723](#)

[Trucks & Trailers 230723](#)

Lorraine McRandle

Subject: FW: Trailers Parking on Bowerhill Industrial Estate

From: Gemma Rutter <gemma.rutter@wiltshire.police.uk>
Sent: 06 September 2023 12:45
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: RE: Trailers Parking on Bowerhill Industrial Estate

Afternoon Teresa,

All good here, finally recovered from a very hot, busy Food & River Festival!!

I should be able to send over a quick report for you for Monday- no results I'm afraid, the team didn't find anybody to turn over. Very annoying. We have more dates planned however, will keep you posted!

Gem

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 05 September 2023 16:00
To: Gemma Rutter <gemma.rutter@wiltshire.police.uk>
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: RE: Trailers Parking on Bowerhill Industrial Estate

Hi Gemma

I hope all is well.... I spotted you from the distance at the Food & River Festival at the weekend but didn't get chance to stop and say hello.

I am preparing the agenda for our full council meeting next Monday and wondered if there was any update following the night of action you held over the last couple of weekends?

With many thanks,

Teresa

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

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 twitter: @melkshamwithout

On Instagram: melkshamwithoutpc

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www.completeweedcontrol.co.uk

quotation

Ms Teresa Strange
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way Bowerhill
MELKSHAM
Wilts
SN12 6TL

Quotation Number	NWX11086	Date	01/03/2023
------------------	----------	------	------------

To supply and apply chemical control to paths etc Shaw Whitley Beanacre Berryfields
To spray further down Semington Road (in Berryfield) past the police station and up to the bridge down the road that's bypassed for traffic but still used by pedestrians (but not in Semington as not part of Melksham without)
To spray off linking footpaths in the residential areas of Bowerhill
To spray the footway on the A365 past Melksham Oak Community School until you reach the turning of Redstocks
To spot weed spray amongst planted shrubs Bowerhill Sports Pavillion & spray carpark area
To spray in and around the bus shelters in the Parish (19no)
Allotment Carpark Berryfield -during Spring spray only
To include Bowerhill Roads at extra cost
We don't cover industrial estate can be done at extra cost
To spray inside of play areas Berryfield, Kestrel Court (in Bowerhill) Shaw, Hornchurch Road (in Bowerhill) and Beanacre at extra cost £20 plus VAT per play area x 5
2 applications 2023

Site	Description	Applications	Price Per Application	Total
All areas as described	weed control	2	£1,023.00	£2,046.00
Bowerhill Roads	weed control	2	£361.00	£722.00
industrial estate	weed control	2	£235.00	£470.00
All areas as described	weed control to inside of playing areas	2	£100.00	£200.00
Sub Total				£3,438.00
Standard VAT at 20%				£687.60
Grand Total				£4,125.60

This quotation is valid for a period of 30 days from 01/03/2023

We undertake to offer further treatment free of charge to any area where it is agreed at a joint inspection that a satisfactory initial treatment in accordance with this quotation has not been achieved providing that notification of defect is given within 30 days of initial completion, or 90 days in the case of total/residual herbicides.
The specific control of grass and weed growth cannot be guaranteed due to varying seasonal temperatures and rainfall affecting the overall result.

01454 415 921 07836 345 154 north.wessex@completeweedcontrol.co.uk www.completeweedcontrol.co.uk

Complete Weed Control (North Wessex) Ltd. Registered in England and Wales, Company No: 4056365. VAT No: 762339520
1st Floor, 25 King Street, Bristol, BS1 4PB Office: Unit 4, The Rearing Site, Oldbury Lane, Oldbury on Severn, BS35 1RF

local help from a national company

www.completeweedcontrol.co.uk

quotation

Customer Acceptance

For acceptance of this quotation please fill in and return to Complete Weed Control at the address below.

Signature		Date	
Order Number		Grand Total	

 **01454 415 921**
  **07836 345 154**
 north.wessex@completeweedcontrol.co.uk
 www.completeweedcontrol.co.uk

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quotation

Terms and Conditions of Contract

The following terms and conditions apply to and are incorporated into any agreement, unless expressly modified or excluded in writing and signed by the Contractor.

1. THE SCOPE OF THE WORK:

- 1.1 The Contractor shall carry out and complete the work described in the contract documents in a good and workmanlike manner. He shall have no obligation to execute any further work unless otherwise agreed in writing between the parties. If there shall be any discrepancy between any specification and any drawing the description contained in the specification shall prevail over the drawing.
- 1.2 The contract documents shall include the quotation, the specification, plans and drawings and any other document referred to in said quotation. No qualification in any acceptance issued by the Client shall form part of the contract unless specifically agreed to in writing by the Contractor.
- 1.3 The Client is responsible for obtaining any necessary planning permission for the works and for fulfilling statutory requirements including Water Board approval where necessary.

2. QUOTATION:

- 2.1 The Quotation is at a fixed price which shall remain open for acceptance within 30 days of the date shown and thereafter lapses automatically.
- 2.2 The Contractor also reserves the right to increase the contract sum should the date for completion of the contract become impossible to attain for reasons wholly or partly beyond his control.
- 2.3 Acceptance of the Contractor's quotation involves acceptance of these terms and conditions and of the contract documents, and will lead to a binding contract between the parties. It should be noted by the Client that any attempted or any actual cancellation thereof by the Client may involve the Client in a claim for recovery by the Contractor of any loss or expense incurred as a result, including a claim for a loss of profit.

3. PAYMENT:

- 3.1 The Client agrees that he will pay to the Contractor the contract sum together with any Value Added Tax properly chargeable upon the contract sum.
- 3.2 All accounts are net and do not provide for any discounts or retentions, also, payment by credit card is not accepted.
- 3.3 Unless otherwise stated accounts are payable immediately on receipt of invoice.
- 3.4 Interest will be charged from the due date of payment of all invoices at 2% per month until actual payment is received.

4. THE SITE:

- 4.1 The Client warrants that the site is free from springs, flooding, covered wells or other cavities, or other hazards including radiation or obstructions which are not discoverable upon visual inspection of the surface of the site or made known in writing by the Client to the Contractor prior to the date upon which the Contractor submits the quotation overleaf. If the Client breaches the above warranty, the Contractor shall be entitled to make a reasonable charge for all additional work necessarily and properly executed by the Contractor as a result.

5. DELAY/DISRUPTION:

- 5.1 Unless otherwise agreed, the Contractor undertakes to use all reasonable endeavours to complete the works within a reasonable time or, if a specific date for completion is agreed, by that date, but under no circumstances shall the Contractor incur any liability to the Client for any untimely performance unless a figure for liquidated and ascertained damages is specifically agreed

 **01454 415 921**  **07836 345 154** **north.wessex@completeweedcontrol.co.uk** **www.completeweedcontrol.co.uk**

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quotation

and quoted overleaf especially if access to the site is prevented due to other works or delays in completing other work.
5.2 In the event that the Contractor is unable to perform or complete performance of the contract due to any act of God, war, strike, governmental action, regulation, restriction or order, flood, tempest or other cause (whether or not of a similar nature) beyond the reasonable control of the Contractor then the Contractor may (during the continuance of such contingency) by written notice terminate the contract without liability to either party other than for work done and materials used.

6. MATERIALS ON SITE:

6.1 Material delivered to site become the responsibility of the Client, and the Contractor accepts no responsibility for loss, damage or expense after delivery of the materials to site for any reason, including pilfering while materials are on site during the course of the contract works, where such losses are beyond the Contractor's reasonable control.
6.2 All materials brought on site by the Contractor which prove to be in excess of his requirements shall remain the property of and shall be removable by the Contractor who shall have the right to enter the site for that purpose.

7. COMPLIANCE WITH LAWS:

7.1 The Contractor will comply with all applicable statutory legislation including the Food & Environment Protection Act 1985 the Control of Pesticides Regulations and the Health and Safety at Work Act (1974) in force at the time. The Contractor does not accept responsibility for the posting of warning signs nor warning of neighbours where this may be a requirement and under the terms of this contract this responsibility must pass to the Client and will indemnify the Contractor against any claims occurring as a result of failure to take such action.
7.2 The Contractor shall not in any circumstances be responsible for any economic loss or other indirect or consequential loss, damage or expense whatsoever, howsoever caused or occasioned, unless such loss, damage or expense shall have resulted directly from death or personal injury caused by the Contractors negligence.

8. WARRANTIES:

8.1 The Contractor will undertake further treatment free of charge to any areas where it is agreed at a joint inspection that a satisfactory initial treatment in accordance with the terms of the contract have not been achieved providing that notification of defect is given within 90 days of initial completion. 8.2 Due to variations in seasonal temperatures and rainfall the specific control of grass and hedge growth is not guaranteed. Where a failure to achieve a reasonable degree of control is due to poor workmanship the Contractor will undertake to carry out a further treatment.

9. DISPUTES:

9.1 In the event of any dispute or difference between the Client and the Contractor arising during the progress of the works, or after completion or abandonment thereof in regard to any matter or thing whatsoever arising out of this contract or in connection therewith, the said dispute or difference shall be and is hereby referred to the arbitration of such person as the parties may agree to appoint as Arbiter/Arbitrator or failing agreement within fourteen days after either party has given to the other written notice to concur in the appointment of an Arbiter/Arbitrator as may be appointed by the National Chairman of the National Association of Agricultural Contractors (NAAC) Arbitration proceedings shall be deemed to have been instituted on the date on which said written notice has been given. The Arbiter/Arbitrator shall be entitled to remuneration and reimbursement of his outlays. This contract shall be regarded as a English Contract and shall be construed and the rights of parties and all matters arising hereunder determined in all respects according to the Law of England and Wales unless this contract is made by the Contractor in Scotland when it shall be regarded as a Scottish contract and all matters determined accordingly under Scottish Law.

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ROAD TRAFFIC REGULATION ACT 1984 TRAFFIC MANAGEMENT ACT 2004

THE COUNTY OF WILTSHIRE (WESTERN WILTSHIRE) (OFF STREET PARKING PLACES) ORDER 2022 (AMENDMENT NO.1) ORDER 2023

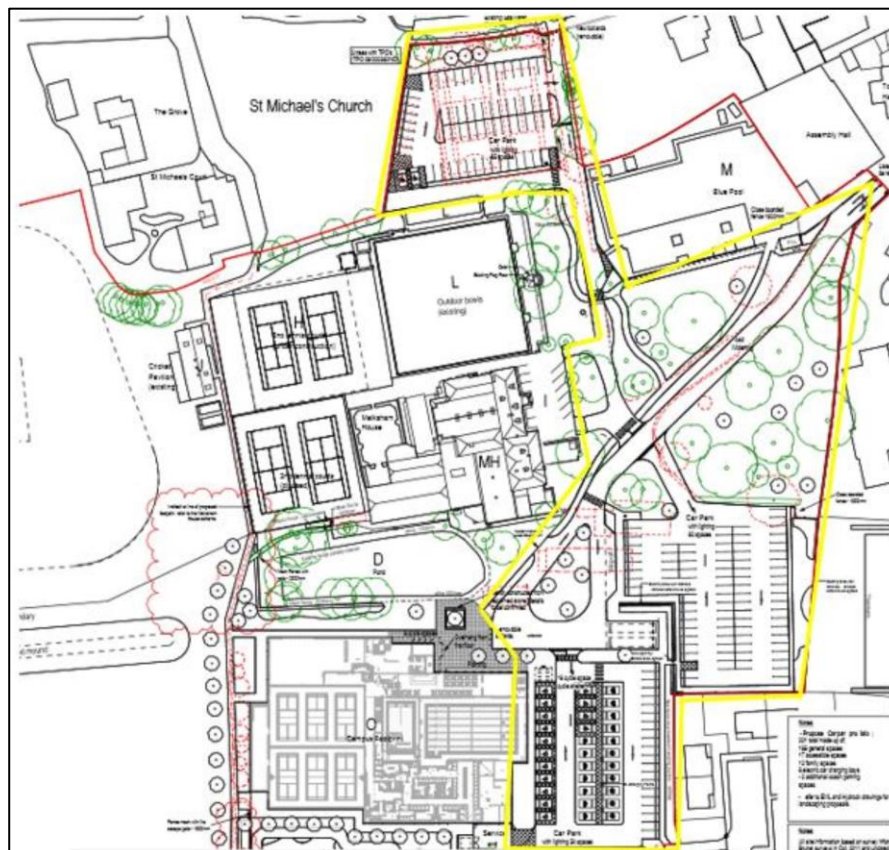
Wiltshire Council proposes under the above Order to remove the tariffs from Melksham Community Campus Car Park to introduce free parking, operating all hours, Monday to Sunday with a maximum stay 3 hours as indicated in the plan below.

Deposit copies of the Orders, plans and Statement of the Council's Reasons for proposing to make the Orders may be inspected at the offices of Wiltshire Council, County Hall, Bythesea Road, Trowbridge during normal office hours. Details of the proposed scheme may be seen at Melksham Library, Melksham Community Campus, Market Place SN12 6ES during the hours of 6.30am to 10pm Monday, Tuesday, Wednesday, Thursday, 6.30am to 9pm Friday and 8am to 6pm Saturday and Sunday until 18th September 2023. Documents can also be viewed online at <https://www.wiltshire.gov.uk/troconsultations>

Comments on the proposal together with the reasons for which they are made should be sent by post to reach the Traffic Order Team, Sustainable Transport, County Hall, Bythesea Road, Trowbridge, BA14 8JN allowing 7 days, by email to Trafficorderconsultations@wiltshire.gov.uk or using the response form on the website at <https://www.wiltshire.gov.uk/troconsultations.htm> to reach the Sustainable Transport Group by 18th September 2023 quoting reference LJB/TRO/MELKos.

Sustainable Transport Group, County Hall, Bythesea Road TROWBRIDGE BA14 8JN

25th August 2023



WILTSHIRE COUNCIL

ROAD TRAFFIC REGULATION ACT 1984
TRAFFIC MANAGEMENT ACT 2004

THE COUNTY OF WILTSHIRE (WESTERN WILTSHIRE)
(OFF STREET PARKING PLACES) ORDER 2022 (AMENDMENT NO.1) ORDER 2023

Statement of Wiltshire Council's reasons for proposing to make the above Order

The proposed Order is to address the misuse of the car parks. There is prolonged use by motorists not visiting the campus. The proposed maximum stay will address this issue and ensure spaces remain available for the community whilst visiting the Campus.

WILTSHIRE COUNCIL

ROAD TRAFFIC REGULATION ACT 1984
TRAFFIC MANAGEMENT ACT 2004

THE COUNTY OF WILTSHIRE (WESTERN WILTSHIRE)
(OFF STREET PARKING PLACES) ORDER 2022 (AMENDMENT NO.1) ORDER 2023

The Council of the County of Wiltshire in exercise of its powers under Sections 32, 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, as amended ("the 1984 Act") and the Traffic Management Act 2004, as amended ("the 2004 Act") and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the 1984 Act hereby make the following Order.

1. The County of Wiltshire (Western Wiltshire) (Off Street Parking Places) Order 2022, (hereinafter referred to as "the Order of 2022") shall be amended by:
 - a) the revocation to Schedule 1 of the Order of 2022 of the off street parking places specified in Schedule 1 to this Order;
 - b) the addition to Schedule 1 of the Order of 2022 of the off street parking places specified in Schedule 2 to this Order.
2. This Order shall come into operation on xxxxxxxxxx 2023 and may be cited as The County of Wiltshire (Western Wiltshire) (Off Street Parking Places) Order 2022 (Amendment No.1) Order 2023.

SCHEDULE 1

Revocation to Schedule 1 of the Order of 2022

SCHEDULE 1

Parking Place	Position in Which vehicle may wait	Classes of Vehicles	Charging Days	Charging Hours	Charges
Melksham Community Campus Car Park, Melksham	Wholly within a Parking Bay marked out by lines	Passenger Vehicles, Motor Cycles and Light goods vehicles	Mon – Sat (Including Public Holidays)	08.00 – 18.00 10.00 – 16.00	Up to 1 hour: £0.40 Up to 2 hours: £1.30 Up to 3 hours: £2.30 Up to 4 hours: £3.10 Up to 5 hours: £4.10 £0.80 per visit

SCHEDULE 2

Addition to Schedule 1 of the Order of 2022

SCHEDULE 1

Parking Place	Position in Which vehicle may wait	Classes of Vehicles	Charging Days	Charging Hours	Charges
Melksham Community Campus Car Park, Melksham	Wholly within a Parking Bay marked out by lines	Passenger Vehicles, Motor Cycles and Light good vehicles	Mon – Sun (Including Public Holidays)	All Hours	Free (maximum stay 3 hours)

THE COMMON SEAL of WILTSHIRE COUNCIL was hereunto affixed this xxxx day of xxxxxxxx 2023 in the presence of:

Teresa Strange

From: Clark, Laura <Laura.Clark@wiltshire.gov.uk>
Sent: 30 August 2023 12:12
To: Teresa Strange
Subject: RE: Campus car park

Hi Teresa,

I hope you are well?

I am just re-visiting our conversation earlier in the year about changing the parking arrangements at the Campus to a 3 hour time limit.

We have developed this and it is now being advertised locally. Feedback will be collated and any issues/queries are being reviewed.

There are notices in the car park which have contact details for anyone who wishes to feedback.

I just wanted to keep you up to date as I am aware this was initially discussed quite some time ago. I still have your comments regarding meetings MWPC hold and solutions of how to manage this are in process and I will make contact with you to discuss this further once the initial consultation is complete.

Any questions please let me know

Many Thanks

Laura

Laura Clark
Area Manager
West Wiltshire Leisure Facilities

Wiltshire Council

Email: laura.clark@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

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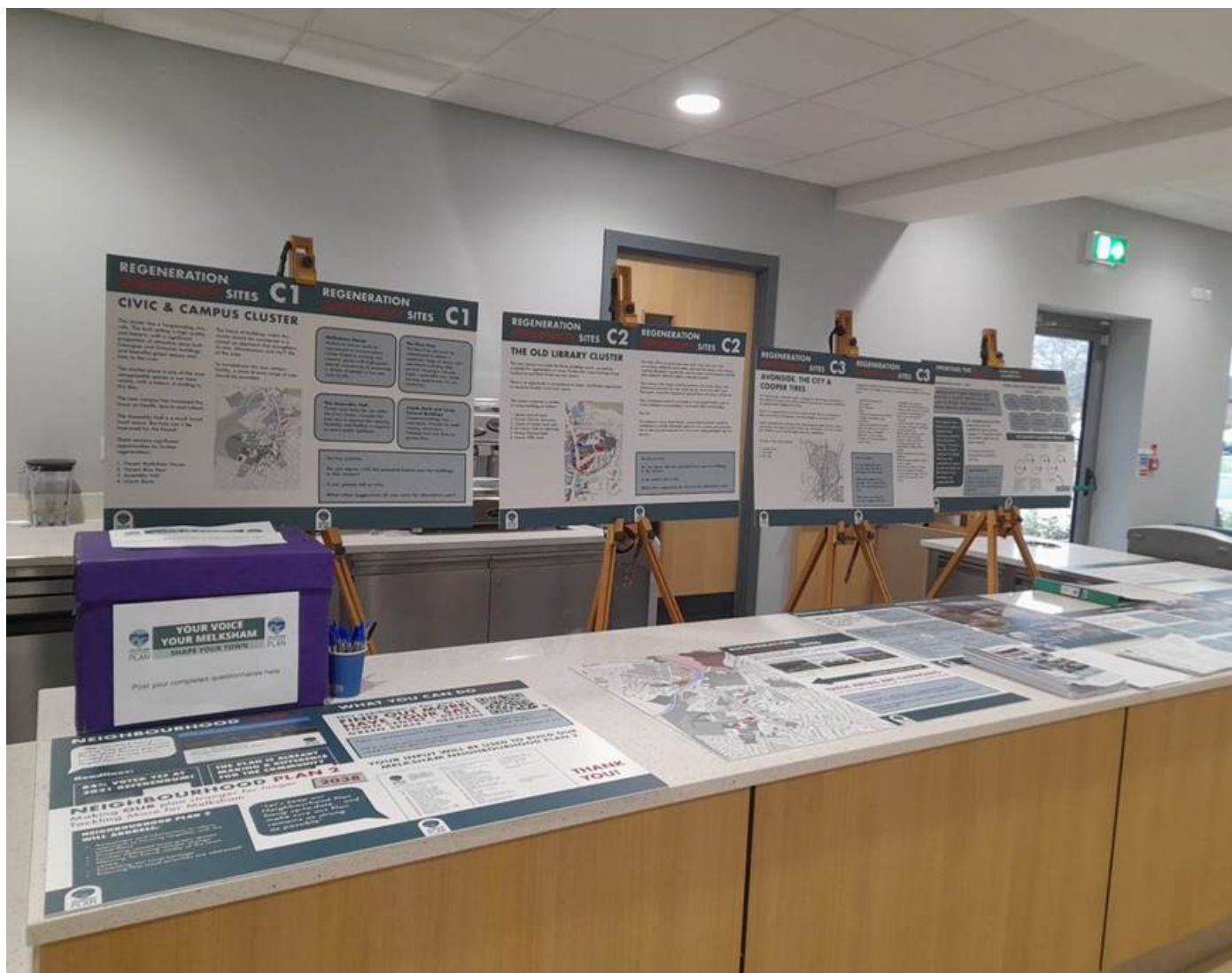
From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Monday, February 13, 2023 4:36 PM
To: Clark, Laura <Laura.Clark@wiltshire.gov.uk>
Cc: Linda Roberts (linda.roberts@melksham-tc.gov.uk) <linda.roberts@melksham-tc.gov.uk>
Subject: Campus car park

Hi Laura

As discussed, here is the link to the Town Centre Master Plan consultation that is currently underway as part of the Melksham Neighbourhood Plan review. <https://www.melkshamneighbourhoodplan.org/tcmpconsultationfebmar>
You are particularly looking at Cluster 1, which covers the Campus, Melksham House, Blue Pool etc.

As mentioned, the town centre master plan piece of work is also undertaking a Car Park audit of town centre car parks, I have copied in Linda Roberts the Town Clerk to seek a timescale on that work, but note Linda is on holiday this week.

The consultation boards are currently up in the café area.



With kind regards,
Teresa

Teresa Strange
Clerk

PLEASE NOTE THE NEW ADDRESS:
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700

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Lorraine McRandle

Subject: FW: Melksham House briefing

From: Figini, Stuart <Stuart.Figini@wiltshire.gov.uk>
Sent: 28 July 2023 16:06
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Melksham House briefing

Hi Teresa

I have been forwarded your email about Melksham House and references to the Capital Programme Monitoring reports that Cabinet consider on a quarterly basis.

Melksham House was considered by Cabinet in December 2021 and the link to that meeting is here - [Agenda for Cabinet on Tuesday 14 December 2021, 10.00 am | Wiltshire Council](#) and Melksham House is at minute 95.

The report Andy Brown is referring to is one Cabinet considered in January 2023, again the link to this meeting is here - [Agenda for Cabinet on Tuesday 31 January 2023, 10.00 am | Wiltshire Council](#) and minute 9.

The associated reports can be found under each item on the meeting webpage – links above. The Capital report is the one Andy Brown is referring to.

If you need any further information please let me know.

Many thanks

Stuart

Stuart Figini
Senior Democratic Services Officer
Democracy, Governance and Customer Services

Wiltshire Council

POSITIVE CONDUCT
equals POSITIVE
DEMOCRACY charter

Email - Stuart.figini@wiltshire.gov.uk
Web - www.wiltshire.gov.uk

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From: Democratic and Member Services <Committee@wiltshire.gov.uk>
Sent: Friday, July 28, 2023 3:28 PM
To: Figini, Stuart <Stuart.Figini@wiltshire.gov.uk>
Subject: FW: Melksham House briefing

Hi Stuart,

Is this query something you would be able to help with? There is a reference to Cabinet so thinking it might be, please let me know if not

Thanks

Regards
David

David Harris
Business Support Officer
Executive Office

Wiltshire Council

Tel: 01225 712623
Email: david.harris@wiltshire.gov.uk
Web: www.wiltshire.gov.uk



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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Friday, July 28, 2023 3:06 PM
To: Democratic and Member Services <Committee@wiltshire.gov.uk>
Subject: FW: Melksham House briefing

Dear Democratic Services

I wonder if you can assist me in signposting me to the reports that Andy Brown details below.

I have looked in the Cabinet meeting agendas since the end of 2022/23 and can't see listed, and have also tried searching using both the WC website search, and google. The last monitoring report I can see is from November 22 but I can't see a breakdown to our local level as indicated.

[https://cms.wiltshire.gov.uk/\(S\(hy3ei433gb5wchy10xnnl0q1\)\)/documents/s209271/Financial%20Year%20202223%20-%20Quarter%20Two%20Capital%20Budget%20Monitoring.pdf](https://cms.wiltshire.gov.uk/(S(hy3ei433gb5wchy10xnnl0q1))/documents/s209271/Financial%20Year%20202223%20-%20Quarter%20Two%20Capital%20Budget%20Monitoring.pdf)

Any help would be appreciated.

Many thanks, Teresa

From: Brown, Andy <andy.brown@wiltshire.gov.uk>
Sent: 28 July 2023 14:26
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: RE: Melksham House briefing

Dear Teresa
Apologies for the delay in responding to you.

The budget has been reported to Cabinet in the public Capital Programme monitoring reports within the line titled 'Health and Wellbeing Centres – Live Scheme'. Within that budget line would have been individual projects one of which would have been the budget held for the Melksham House project.

I would add further that the Melksham Campus and indeed the investment into Melksham House undertaken by Wiltshire Council was for the benefit of all residents of Wiltshire, not just ringfenced for the community of the Melksham area.

Thanks

Andy Brown
Corporate Director Resources & Deputy Chief Executive (S.151 Officer)



Tel: 01225 713070

e-mail: andy.brown@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Saturday, July 15, 2023 4:31 PM
To: Brown, Andy <andy.brown@wiltshire.gov.uk>
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: RE: Melksham House briefing

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Dear Andy

I am writing further to the query that Melksham Without Parish Council raised in June, to see if there is any feedback for when they next meet on 24th July.

With kind regards,

Teresa

From: Teresa Strange
Sent: 28 June 2023 17:05
To: andy.brown@wiltshire.gov.uk
Cc: Jonathon. Seed (jonathon.seed@wiltshire.gov.uk) <jonathon.seed@wiltshire.gov.uk>; Nick.Holder@wiltshire.gov.uk; Alford, Phil (Phil.Alford@wiltshire.gov.uk) <Phil.Alford@wiltshire.gov.uk>; Rogers, Richard <Richard.Rogers@wiltshire.gov.uk>; Linda Roberts (linda.roberts@melksham-tc.gov.uk) <linda.roberts@melksham-tc.gov.uk>; simon.crundell@melksham-tc.gov.uk
Subject: FW: Melksham House briefing
Importance: High

Dear Andy

I write further to your recent press release regarding the update on the future use of Melksham House.

Melksham Without Parish Council considered this when they met on Monday 19th June.

The parish council are enquiring as to whether the £4 million+, that has been widely publicised by Wiltshire Council as the sum spent on the Melksham House refurbishment, has come from the Melksham Community Campus budget, that was earmarked to be for the community of the Melksham area?

We look forward to hearing from you in due course.

With kind regards,

Teresa

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

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Want to keep in touch?

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

On twitter: @melkshamwithout

On Instagram: melkshamwithoutpc

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From: Rogers, Richard <Richard.Rogers@wiltshire.gov.uk>

Sent: 14 June 2023 09:44

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

Subject: Melksham House briefing

Importance: High

Hi Teresa

Please see below the briefing / press release that will be going out today regarding Melksham House. Just wanted you to be aware of this before the press etc.

Hopefully see you later this evening.

Richard

Update on future use of Melksham House

We wanted to provide you with an update on the future use of Melksham House.

We can confirm that Melksham House will soon be a school to pupils with Social, Emotional and Mental Health (SEMH) to help address a need for more SEND places in Wiltshire.

It is expected to open next year as a primary school for SEMH needs (aged 4-11), as well as an alternative provision for children and young people up to 19 years old. We have commenced the process to find a provider to deliver education for Wiltshire learners.

No specific timeframe can be confirmed on when precisely the school will open, but we will share more details soon.

The new school is part of an expanding network of places for young people with SEND across Wiltshire to help meet growing demand and ensure all young people have an opportunity to thrive.

Melksham House will meet the need for specialist education for learners in West Wiltshire. It offers more children and young people the opportunity to have their specialist education needs met closer to home, within Wiltshire.

This follows an earlier announcement from us that there will be a 130-pupil school in Wiltshire for SEND and the development of the free school at the SAIL academy in the south. Silverwood School is also having an additional investment to extend the existing campus to provide a high-quality provision for 350 pupils.

The proposal will bring the site back into use for a key social need. Our business case estimated that there will be significant annual revenue savings in the process, meaning money can be re-invested into key services.

This project marks another significant investment into Melksham, following last year's opening of the hugely popular Melksham Community Campus. We have formally notified Melksham Town Council of the plans and will also look to have constructive dialogue with them soon on the future of the old Blue Pool site.

Initially we were planning to convert Melksham House into office and community space but given there is a significant demand and need for this type of school across the county it was decided this approach was the best value for money option, which follows a period of due diligence.

We are looking at long term provision across the county which will meet need and we're pleased we can turn this Melksham landmark into something which is truly inspirational and will provide an amazing space for all pupils.

We'll keep you updated.

Andy Brown

Corporate Director Resources & Deputy Chief Executive (S.151 Officer) – Wiltshire Council

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Lorraine McRandle

From: Brown, Andy <andy.brown@wiltshire.gov.uk>
Sent: 28 July 2023 14:26
To: Teresa Strange
Cc: Lorraine McRandle
Subject: RE: Melksham House briefing

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Andy Brown
Corporate Director Resources & Deputy Chief Executive (S.151 Officer)



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e-mail: andy.brown@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
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Cc: Jonathon. Seed (jonathon.seed@wiltshire.gov.uk) <jonathon.seed@wiltshire.gov.uk>; Nick.Holder@wiltshire.gov.uk; Alford, Phil (Phil.Alford@wiltshire.gov.uk) <Phil.Alford@wiltshire.gov.uk>; Rogers, Richard <Richard.Rogers@wiltshire.gov.uk>; Linda Roberts (linda.roberts@melksham-tc.gov.uk) <linda.roberts@melksham-tc.gov.uk>; simon.crundell@melksham-tc.gov.uk
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From: Rogers, Richard <Richard.Rogers@wiltshire.gov.uk>
Sent: 14 June 2023 09:44
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Subject: Financial Year 2022/23 - Quarter Three Capital Budget Monitoring

Cabinet Member: Cllr Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non-Key

Executive Summary

This report sets out the Capital Programme for 2022/23 as of 31 December 2022 for the third quarterly budget monitoring period with forecasts based on the position in November 2022, updated for any known significant changes in December 2022. It includes the movements from September 2022 and sets out how the programme is forecast to be financed. It provides an update on the significant schemes that are planned to be delivered, are in delivery, and those that have been reprofiled to future years.

Quarter Three Capital Budget Monitoring

The quarter three Capital Programme is based on information as of 31 December 2022. The report confirms the current forecast movement of approvals between years as schemes have been assessed and the delivery and spend profile recast.

Proposals

Cabinet is asked to note:

- a) the additional budgets added to the programme totalling £2.652m, £1.633m in 2022/23 and £1.019m in 2023/24 under Chief Finance Officer delegated powers;
- b) the movement of £20.563m of budgets into future years under Chief Finance Officer delegated powers;
- c) the removal of £13.926m from the capital programme, £0.50m from 2022/23 and £13.176m from future years under Chief Finance Officer delegated powers;
- d) budget movements between schemes;

- e) the revised 2022/23 Capital Programme as at quarter three of £172.227m; and
- f) the capital spend as at 31 December of £87.998m.

Reason for Proposals

To inform effective decision making and ensure sound financial management as part of the Councils overall control environment.

To inform Cabinet on the financial position of the Council on the 2022/23 capital programme as at quarter three (31 December 2022).

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

31 January 2023

Subject: Financial Year 2022/23 - Quarter Three Capital Budget Monitoring

Cabinet Member: Cllr Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non-Key

Purpose of Report

1. To advise Members of the 2022/23 Capital Programme position as at quarter three (31 December 2022) and provide an update on the forecast for the financial year.

Relevance to the Council's Business Plan

2. Budget monitoring and reporting supports effective decision making and the alignment of resources and financial performance to the Council's priorities and objectives as laid down in the Business Plan.

Background

CAPITAL PROGRAMME MONITORING 2022/23 – QUARTER THREE

3. Full Council approved a net capital programme budget for 2022/23 of £307.115m at its meeting on 15 February 2022.
4. As part of the quarter one and two capital programme monitoring reports, actions were recorded which amended the capital programme budget to £191.908m as of 30 September 2022 (quarter two).

Main Considerations for the Council

5. During the year the Chief Finance Officer authorises additions to the Capital Programme, budget reductions and the movement of budgets into future years under delegated powers. During the third quarter, £2.652m of budget has been added to the programme, £1.633m of this is in 2022/23 under these delegated powers. This is for schemes that have come forward and are funded by external funding sources such as grants and s106 contributions. These increases are set out in Appendix B and discussed later in the report. The increases have no effect on the net funding position of the programme or the approved borrowing level as they are funded by external sources.

6. In line with the approvals sought in the Capital Programme quarter two report £0.750m of budget has been removed from the programme in 2022/23. This is to align the budget with the actual grant award for Children's Homes and to reduce the Special Educational Needs & Disability (SEND) Free School in line with forecast. £13.176m has been removed from future years on the A338 Salisbury Junction Improvements Major Road Network (MRN) scheme in line with forecast Department for Transport (DfT) grant. A smaller scheme is now being developed.
7. Capital schemes have been reviewed and £20.563m has been reprogrammed into future years to align with forecast programme delivery and expected spend. There are no negative financial or reputational implications to report from this re-programming.
8. The Capital Programme for 2022/23 stands at £172.227m as of 31 December 2022 after the above changes have been made. The table below summarises the budget movements discussed. A detailed budget movement by scheme is shown in Appendix A for Cabinet to review.
9. Cabinet is asked to note the movement and reprofiling of £0.003m from the Department for Education (DfE) Specialist Placement Expansion budget to the Silverwood Special School budget.

Table 1 – 2022/23 Quarter Three Capital Programme Amendments

	£'m
Q2 Capital Programme Approved by Full Council	191.908
Amendments to Capital Programme from Qtr. 2 Review to Note:	
Additional budgets added to the programme	1.633
Budgets Removed from programme	-0.750
Grant amendments	
Budgets reprogrammed from 2022/2023 into future years	-20.563
Capital Programme 2022/23 as at 31st December 2022	172.227

10. The programme remains ambitious and historically Wiltshire Council's average annual Capital Programme spend is in the region of £100m. There are however some significant schemes included in the programme that are driving the higher budget level and these are detailed in the report below.
11. The total capital expenditure as at quarter three is £87.998m, approx. 51% of the revised total budget. Reprofiling into future years has been robustly challenged and forecasts are that the remaining schemes will progress and spend to budget in 2022/23. The actual figures do not include commitments and officers have flagged a delay with some invoicing.
12. As previously reported in quarter two the biggest implication from not delivering the capital programme as planned is linked to schemes funded by borrowing. This impacts on the Financing and Investment Income and Expenditure revenue budget which is set based on the programme for the previous financial year. As a result of the

underspend in 2021/22 from programme slippage there will be a £1.197m saving on the Minimum Revenue Provision (MRP) budget this year (2022/23).

13. The 2022/23 capital schemes funded by borrowing inform the Financing and Investment Income and Expenditure revenue budget for 2023/24. If the programme is set too high and is not delivered at this level the revenue budget set aside will not be required and is diverted away from funding for key services. The programme needs to be continuously reviewed to ensure it is robust and achievable. The quarter three forecast has been used to inform 2023/24 budget setting.
14. As reported previously a new governance process has been developed to provide further assurance on deliverability of the capital programme. This process was implemented for the first time as part of quarter two capital monitoring with the oversight provided by the Asset Gateway and Capital Programme Board (formerly the Asset Gateway Board). The level of slippage identified for quarter three is an indication that the capital programme was ambitious and that the new oversight from the board continues to provide additional challenge on deliverability of schemes within the programme.
15. The table below shows the summary position for the 2022/23 Capital Programme, this is broken down further under each directorate.

Table 2 – 2022/23 Quarter Three Capital Programme

Service	Revised Budget 2022/2023 <u>B</u> £'m	Actual Spend 2022/2023 <u>C</u> £'m	% Actual to Budget <u>C/B</u> £'m
Corporate Director - People	40.233	21.967	55%
Corporate Director - Resources	58.183	32.856	56%
Corporate Director - Place	47.633	23.390	49%
General Fund Total	146.049	78.213	54%
Housing Revenue Account	26.178	9.785	37%
General Fund and HRA Programme 2022/23	172.227	87.998	51%

People

16. The table below shows the Capital Programme 2022/23 quarter three at programme level for the People Directorate. The revised budget stands at £40.232m and spend is currently at 55%.
17. As part of the quarter three review, £0.646m of additional budget has been added to the programme for Basic Need, Schools Maintenance and Modernisation and the Devolved Formula Capital budgets. These additions are grant contributions, school contributions and s106 increases and are detailed in Appendix B. £0.750m in total has been removed from the programme,

£0.400m from the Children's Homes Programme to align the budget with actual grant award and approved funding and £0.350m from the SEND Free School budget to align budget to forecast as the previously budgeted for abnormal costs are no longer forecast.

18.A total of £2.296m budget has been reprogrammed from 2022/23 into future years in line with forecast delivery programmes.

Table 3 – 2022/23 Quarter Three Capital Programme, People Services

Scheme Name	Revised Budget	Actual Spend	% Actual Spend to Revised Budget
	£m	£m	£m
Whole Life Pathway			
Sensory Stimulation & Development Play Equipment	0.020	0.000	0%
Whole Life Pathway Total	0.020	0.000	0%
Ageing & Living Well			
Disabled Facilities Grants	2.700	1.810	67%
Ageing & Living Well Total	2.700	1.810	67%
Education & Skills			
Access and Inclusion	0.076	0.022	29%
Army Rebasing	0.012	0.000	0%
Basic Need	7.063	3.999	57%
Stonehenge School Replacement of Lower Block	2.538	0.859	34%
Devolved Formula Capital	0.658	0.658	100%
Schools Maintenance & Modernisation	5.178	3.435	66%
Early Years & Childcare	0.032	0.000	0%
Early Years Buildings	0.121	0.000	0%
DfE Funded SEN Specialist Placement Expansion	0.000	0.000	0%
Silverwood Special School	16.715	10.430	62%
SAIL Free Special School Abnormal Costs	0.000	0.000	0%
SEND Special School Capacity & Alternative Provision	0.403	(0.011)	-3%
High Needs Provision Capital Allowance	3.617	0.665	18%
Education & Skills Total	36.413	20.057	55%
Families & Children's Service			
Childrens Homes	1.100	0.100	9%
Families & Children's Total	1.100	0.100	9%
Corporate Director - People	40.233	21.967	55%

Ageing & Living Well

19. The Disabled Facilities grant programme is a grant scheme for adaptations and facilities to enable disabled residents to stay in their home. In addition, it is used for other initiatives and programmes to deliver the same outcome, including the

Optimising Care Initiative and Occupational Therapist Service to ensure clients are assisted to move to more suitable accommodation.

20. Following reprogramming of £0.500m to future years as part of quarter two reporting, the service is reporting that spend will be in line with the adjusted budget.

Education & Skills

21. A total of £0.646m has been added to the programme under delegated Chief Finance Officer powers to reflect 2022/23 grant awards and contributions, which are detailed in Appendix B.
22. £0.350m budget has been removed from the SAIL Free School programme. This amount was allocated for potential abnormal costs as a result of delays with DfE grant allocations due to the pandemic and a change in the DfE plan from creating a school on a new build site to a re-modelling of an existing college to a school for learners with SEND. These abnormal costs are no longer projected and so the budget has been reduced accordingly.
23. A total of £2.296m budget has been transferred to future years in line with current expected delivery programmes as detailed in Appendix B and below.
24. £0.170m has been reprogrammed to future years within the Schools Maintenance and Modernisation programme. £0.100m was ring-fenced as contingency for current projects. Following completion of those projects this is no longer required and will be allocated to other projects in 2023/24. £0.070m is for the Studley Green project that will now commence Easter 2023.
25. £0.526m has been reprogrammed into future years as a result of revisions to the likely scheme commencement for Early Years and Childcare provision for Bradford on Avon, Corsham/Rudloe and Bradley Road, Trowbridge facilities.
26. £1.100m for the Stonehenge School Lower Block Replacement has been reprogrammed to future years to align with the revised construction timetable as works started on site in October 2022, slightly later than originally planned.
27. The Silverwood build programme started construction in April 2022. This will deliver significant additional places from September 2023 for learners with SEND. This programme is projected to spend to profile.

Families & Children's

The service is continuing to pursue the purchase of a residential house for use as a children's home. The service applied for DfE grant funding to support the purchase of two children's homes and has recently had confirmation that this application was successful. As a result, £0.400m has been removed from the budget.

Resources

28. The table below shows the Capital Programme 2022/23 quarter three at programme level for the Resources Directorate. The revised budget stands at £58.183m and spend is currently at 56%.

29. As part of the quarter three review, £6.212m budget has been reprogrammed into future years in line with forecast delivery programmes. £0.300m has been brought forwards to accelerate delivery in 2022/23 on Facilities Management Operational Estate. Full details of movements can be found in Appendix B.

Table 4 – 2022/23 Quarter Three Capital Programme, Resources

Scheme Name	Revised Budget	Actual Spend	% Actual Spend to Revised Budget
Finance			
Corporate	0.271	0.000	0%
Covid 19 Capital	0.000	0.000	0%
Evolve Project	3.746	1.056	28%
Other Capital Schemes to be confirmed	0.000	0.000	0%
Finance Total	4.017	1.056	26%
Assets & Commercial Development			
Affordable Housing including Commuted Sums	0.536	0.365	68%
Capital Receipt Enhancement	1.184	0.610	52%
Commercial - Commercial Investment	0.000	0.000	0%
Lackham College Land Purchase	1.300	1.372	106%
Depot & Office Strategy	3.255	1.883	58%
Facilities Management Operational Estate	4.506	3.780	84%
Gypsies and Travellers Projects	0.150	0.001	1%
Housing Infrastructure Fund (HIF)	9.377	1.480	16%
Porton Science Park	4.157	3.205	77%
Health and Wellbeing Centres - Live Schemes	6.011	4.497	75%
Non-Commercial Property Purchases	0.134	0.092	69%
North Wiltshire Schools PFI Playing Fields	0.000	0.000	0%
Property Carbon Reduction Programme	2.846	1.309	46%
Park & Ride Solar Panel Canopys	0.300	0.008	3%
Public Sector Decarbonisation Scheme Projects	0.073	0.676	926%
Salisbury Central Car Park & Maltings	0.001	0.001	100%
Facilities Management Investment Estate	0.630	0.198	31%
Social Care Infrastructure & Strategy	0.034	0.000	0%
Assets & Commercial Development Total	34.494	19.477	56%
Capital Loans			
Stone Circle Housing Company Loan	10.833	8.663	80%
Stone Circle Development Company Loan	2.350	1.127	48%
Capital Loans Total	13.183	9.790	74%
Information Services			
ICT Applications	3.045	1.231	40%
ICT Business as Usual	1.514	0.397	26%
ICT Other Infrastructure	0.830	0.334	40%
ICT Get Well	0.952	0.552	58%
Microsoft Cloud Navigator	0.148	0.019	13%
Information Services Total	6.489	2.533	39%
Corporate Director - Resources	58.183	32.856	56%

Finance

30. The Evolve programme reports within the Finance budget line and is for the procurement and implementation of a new Enterprise Resource Planning (ERP) system for the Council. Work has been taking place to review the delivery programme timeline. The revised go live date is now projected to be November 2023 and therefore £1.631m has been reprogrammed to future years.

Assets & Commercial Development

31. £0.516m has been added to the Capital Receipt Enhancement budget as requested and approved in the quarter two report for the refurbishment of an existing Family Contact Centre. £0.600m has been reprogrammed into future years, this is budget allocated to the demolition of Melksham Blue Pool, which is now projected to take place in 2023/24.
32. £0.998m has been reprogrammed to future years for Commercial Investment as no further purchases are anticipated in 2022/23.
33. £0.300m has been brought forwards from 2023/24 to 2022/23 from the ring-fenced allocation of budget for car parks within the Facilities Management Operational Estate to accelerate the spend forecast in this area.
34. Following a Cabinet decision on 13 December 2022, a mutually agreed exit from the Grant Determination Agreement with Homes England has been approved. Cabinet also resolved the removal of future HIF programme budgets funded by Grant. Once the final arrangements have been made the remaining budget will be removed from 2022/23.
35. £1.400m budget for Porton Science Park has been reprogrammed to future years as a result of the 'grow on space' fit out for the tenant now not scheduled until 2023/24.
36. A total of £1.154m has been reprogrammed into future years for Health & Wellbeing Centres. This is a combination of reprofiled forecast costs, and retention to be held over following completion of projects.
37. The Property Carbon Reduction Programme budget has multiple projects underway to reduce the council's carbon emissions and support the business plan mission of leading the way in how councils and counties mitigate the climate challenges and to also generate utility cost savings from the property estate. These projects include lighting upgrades, PV installations, upgraded air handling units, and the installation of air source heat pumps and include all types of property in the estate including leisure centres, depots, respite centres and hub buildings. £0.430m has been moved to future years. £0.290m is for works that form part of the Melksham House redevelopment and need to align with the appropriate points within the construction programme timeline. £0.140m is for Salisbury City Hall which has been delayed due to the continued use of the facility as a vaccination centre.

Capital Loans to Stone Circle

38. This represents the capital loan funding to Stone Circle companies for 2022/23. As at 31/03/2022 the Stone Circle Housing company had acquired 50 properties and has a capital loan of £11.055m and a working capital loan of £0.184m from Wiltshire Council.
39. The Business Plan programme is set to acquire 250 units by 2024/25. The Plan was revised, and new house price parameters established to enable the company to be more competitive.
40. At quarter two reporting the original target of 70 properties to be purchased during 2022/23 was revised to 50 and the budget reprogrammed accordingly. As at the end of quarter three, 29 houses have been purchased and the company is striving to complete on a further 20 before the end the financial year.
41. Stone Circle Development Company has six development sites across Wiltshire for delivery of market properties with the proposal to deliver affordable housing provided at policy compliant levels. As at the 31/03/2022 Stone Circle Development company has a capital loan of £0.535m and a working capital loan of £0.162m from Wiltshire Council.

Information Services

42. The ICT capital programme is shown across Applications, Get Well, Other Infrastructure and Business as Usual and covers staff costs and project costs to deliver key infrastructure, applications, cost of replacing staff devices and for further digital transformation and activities and emerging fields like business intelligence. ICT undertook a comprehensive review of project expenditure at quarter two, that included commitments, staff costs and anticipated delivery timescales with some capital reprogrammed to future years. There are no further changes required at quarter three.

Housing Revenue Account (HRA)

43. The table below shows the quarter three capital programme summary position for the Housing Revenue Account. The revised budget stands at £26.178m and spend is currently at 37%.
44. As part of the quarter three review £0.821m budget has been reprogrammed into future years, £0.579m in relation to the Council House Build programme phase 3.3 and £0.242m for Refurbishment of Council Stock. Both have been aligned to current forecast delivery programme. £0.045m has been brought forwards from 2023/24 to the Council House Build Programme Phase 3.1 to reflect anticipated spend in 2022/23.

Table 5 – 2022/23 Quarter Three Capital Programme, HRA

Scheme Name	Revised Budget	Actual Spend	% Actual Spend to Revised Budget
Housing Revenue Account			
HRA - Council House Build Programme	0.038	0.000	0%
HRA - Council House Build Programme (Phase 2)	1.552	0.893	58%
HRA - Council House Build Programme (Phase 3.1)	6.541	2.587	40%
HRA - Council House Build Programme (Phase 3.2)	1.157	0.676	58%
HRA - Council House Build Programme (Phase 3.3)	2.857	0.587	21%
HRA - Refurbishment of Council Stock	14.033	5.042	36%
Housing Revenue Account Total	26.178	9.785	37%

45. The HRA Capital Programme consists of two elements; the planned capital maintenance and the council house build programme. The planned capital maintenance of the existing housing stock covers bathrooms, kitchens, roofs, boilers etc. and the Council House Build programme, which has been split into different phases, is planned to deliver 1,000 homes over the next ten years.

46. The current 30 year business plan has been reviewed to reflect estimated cost increases and based on the anticipated rent regime to be agreed by Government, is still capable of delivering the planned maintenance, Housing energy efficiency programme and Council House Build programme.

Place

47. The table below shows the quarter three capital programme summary position for Place Directorate. The revised budget stands at £47.635m and spend is currently at 49%.

48. As part of the quarter three review, £0.471m has been added to the programme under delegated Chief Finance Officer powers to reflect Grant allocations and parish council contributions to projects. These movements are shown in Appendix B.

49. A total of £11.579m budget has been reprogrammed into future years, in line with forecast delivery of programmes.

Table 6 – Capital Programme 2022/23, Place

Scheme Name	Revised Budget	Actual Spend	% Actual Spend to Revised Budget
Highways & Transport			
Churchyards & Cemeteries	0.028	0.000	0%
CIL Funded Schemes	0.053	0.000	0%
Parking Contactless Machines	0.127	0.000	0%
Fleet Vehicles	2.711	0.583	22%
Integrated Transport	3.894	3.454	89%
Local Highways and Footpath Improvement Groups	1.356	0.424	31%
LED Street Lighting	0.762	1.064	140%
Structural Maintenance & Bridges	21.865	14.058	64%
Churchfields Depot Drainage and Traffic Management	0.081	(0.001)	-1%
Passenger Transport RTPi	0.692	0.203	29%
Drainage Improvements	0.500	0.000	0%
Major Road Network M4 Junction 17	0.290	0.153	53%
A338 Salisbury Junction Improvements MRN	0.059	0.041	69%
A350 Chippenham Bypass (Ph 4&5) MRN	1.091	1.222	112%
A3250 Melksham Bypass LLM - Full Scheme	0.218	0.160	73%
Highways & Transport Total	33.727	21.823	65%
Economy & Regeneration			
Chippenham Station HUB	0.204	0.095	47%
Corsham Mansion House	0.048	0.000	0%
Salisbury Future High Streets	1.124	0.367	33%
Salisbury LGF Schemes	0.000	0.000	0%
Trowbridge Future High Streets	5.024	0.468	9%
West Ashton Urban Extension Project	4.585	0.001	0%
Carbon Reduction Projects	0.070	0.035	50%
Wiltshire Ultrafast Broadband	0.063	0.000	0%
Wiltshire Online	0.829	0.000	0%
Economy & Regeneration Total	11.947	0.966	8%
Environment			
Waste Services	0.763	0.409	54%
HRC Savings Infrastructure	0.100	0.000	0%
Environment Total	0.863	0.409	47%
Leisure Culture & Communities			
Area Boards Grants	0.642	0.070	11%
Community Projects	0.000	0.000	0%
Fitness Equipment for Leisure Centres	0.064	0.000	0%
Libraries - Self Service	0.121	0.002	2%
Other Schemes including cross cutting systems	0.019	0.019	100%
Trowbridge Leisure Centre	0.100	0.024	24%
Leisure Requirements	0.150	0.077	51%
Leisure Culture & Communities Total	1.096	0.192	18%
Corporate Director - Place	47.633	23.390	49%

Highways & Transport

50. Included under Highways & Transport are the Structural Maintenance and Bridges programmes. These are funded by grant from the Department for Transport (DfT) and the schemes cover maintaining, improving and renewing carriageways and footways including reconstruction, resurfacing, surface dressing and patching. The grant funding is also used for lighting column and traffic signal replacement and re-decking, resurfacing, masonry repair and strengthening of bridges. It ensures the renewal, repair and preventative maintenance of carriageway/footway and land drainage infrastructure to prevent flooding. The service is managing significant inflation pressures ranging between 8% and 30%, by reducing the level of work that is undertaken to remain within budget.
51. Two Major Road Network (MRN) schemes have been delayed, both funded by DfT grants. £0.717m has been reprogrammed to future years for the M4 Junction 17 Improvements, to allow for the expected delay in DfT approval of Outline Business Case. £1.607m for the A350 Melksham Bypass Scheme has also been reprogrammed to future years to reflect the outcome of the National Highways M4 to Dorset Coast Connectivity Study.
52. A public consultation was carried out in June and July 2021 for the A338 Salisbury Junction Improvement MRN scheme which revealed that there was considerable doubt that the proposals would improve conditions for most users. As the study progressed it also became evident that it would not be possible to put forward a viable business case under the DfT's MRN programme based on current and projected traffic volumes. Subsequently it was decided to not proceed with the Major Road Network scheme and instead develop a lower cost scheme focused on the two most congested junctions - Exeter Street Roundabout and Harnham Gyratory. The DfT grant funding of £13.176m profiled in 2024/25 and 2025/26 has therefore been removed from the programme.
53. £0.471m has been added to Highways and Transport at quarter three. This includes £0.011m new Town and Parish Council contributions to Local Highway Footway Improvement, £0.055m for insurance contributions for bridge repairs to Structural Maintenance and Bridges and £0.404m S106 developer contributions for the Hilpertown Active Travel Scheme to Integrated Transport. Further detail is shown in Appendix B.

Economy & Regeneration

54. There are three significant schemes included in the revised 2022/23 programme under Economic Development and Planning; West Ashton Urban Extension Project, Salisbury Future High Street and Trowbridge Future High Street.
55. The Council is working with Homes England under the terms of its Grant Determination Agreement for £8.784m of Housing Infrastructure Funding (HIF)

to ensure that funding will support the costs of road infrastructure required to deliver 2,200 new homes at West Ashton, Trowbridge. The pressure on the project is that the funding is bound by deadline which expires on 31 March 2023. Unfortunately, it was not possible to resolve all outstanding matters relating to the section 106 agreement by the new milestone of 14 July 2022.

56. Homes England issued the Council with a 'Reservation of Rights Letter' on 15 November 2022, which included that the Council provide a revised delivery plan for the Project to Homes England no later than midday 13 December 2022. The Council has continued to progress both planning and funding negotiations and had already submitted to a revised delivery plan to Homes England, which would enable draw down of funding before the 31 March 2023 Availability Period deadline. This included a requirement to complete the s106 agreement by 31 January 2023.
57. However, following submission of the Delivery Plan, the developer requested a meeting with the Council which was held on 13 December. Due to heightened market uncertainty in the third quarter of 2022, resulting in an expectation for fewer house sales and a deterioration in average selling prices, the developer confirmed that they were not in a position to sign the s.106 agreement before the newly proposed milestone. This meant that the submitted Delivery Plan to spend the HIF by 31 March 2023 was no longer implementable. The Council notified Homes England of this change and further meetings and discussions have taken place to explore options to resubmit a workable Delivery Plan that retains the HIF funding towards the scheme.
58. In light of these developments and understanding that realistically it is unlikely now that an initial draw from the fund will be made in the remainder of this financial year, £4.199m has been moved on the capital programme to 2023/24. It should also be noted that should it not be possible to resubmit a Delivery Plan to Homes England's satisfaction, the Council may need to consider withdrawing from the Funding Agreement working with Homes England if necessary to ensure that this would be managed appropriately.
59. The Salisbury Future High Street Fund (FHSF) Programme will focus on the Station Forecourt, Blue Boar Row and Fisherton Street Gateway schemes in Salisbury. This will create some residential space, enhance the public realm, and improve accessibility to make it easier, safer, and more convenient to travel into the city centre. Reporting to the Department of Levelling Up, Housing and Communities (DLUHC) takes place twice annually, in December and May. £2.376m has been reprogrammed to the Station Forecourt project and £1.315m for the Fisherton Street Gateway project due to delays caused by Network Rail approvals and consents.
60. The Trowbridge Future High Streets Fund (FHSF) Programme will be spent across a range of projects aiming to strengthen the sustainability of Trowbridge Town centre by creating a more diverse offer and increasing footfall. Ensuring this long-term sustainability involves maximising the use of some key buildings, bringing vacant retail units back into use, as well as improving connectivity, the public realm and active travel opportunities within the town centre. The programme is fully grant funded.

61. The Trowbridge FHSF programme has sought the reallocation of some funds between projects to ensure deliverability within the funding criteria and fixed budget envelope. A full update report on FHSF progress was reported to Cabinet on 27 September 2022. DLUHC have provided an indicative response that this reprofiling has been approved but is still subject to written confirmation.

Environment

62. Waste Services includes numerous projects that provide recycling bins, black boxes, wheelie bins, DIY disposal at household recycling centres, emissions control equipment for residual household waste, management and control of emissions at closed landfill sites and food waste digesters. At quarter three £0.354m has been identified to be reprogrammed into future years. £0.333m is for an in year surplus for Wheelie bins and Waste Digesters. This will be reprogrammed over several years to reflect future demand and material prices. £0.021m has been reprogrammed to future years to reflect reduced demand.

Leisure, Culture and Communities

63. Work is currently taking place to determine robust business cases and a planned pipeline of leisure facility improvements. The pipeline will be based on RIBA build stages and so will provide a more accurately profiled budget. As a result of the review a further £0.346m has been reprogrammed to future years. The provision of fitness equipment has now been tendered and the contract is due to be awarded in early 2023, until the contract is awarded, fitness equipment linked to facility improvements cannot be delivered. In addition, the installation of any procured fitness equipment is linked to the pipeline of projects and so £0.136m of this budget has been reprogrammed to future years.
64. £0.400m for Trowbridge Leisure Centre has been reprogrammed to future years. A Strategic Outcomes Planning Model is currently being carried out by external consultants to provide a robust, evidence led assessment of need that will determine the appropriate facility mix and location of any new provision. £0.129m has also been reprogrammed to future years for Libraries Self-Service to reflect the latest project delivery timelines.

Capital Programme 2022/23 Funding

65. The Capital Programme for 2022/23 has been financed as shown in the table below as at quarter three.

Table 7 – 2022/23 Quarter Three Capital Programme Funding

Funding	£'m
Grants	65.984
Other Contributions	0.539
S106 Contributions	5.241
CIL Contributions	0.204
HRA	21.103
General Fund Receipts	4.453
Right To Buy Housing Receipts	2.392
Shared Ownership Income	1.269
Borrowing funded by Revenue Savings	0.762
Stone Circle Capital Loan	13.183
Borrowing	57.097
Total Capital Programme 2022/23	172.227

66. The Council bids for and receives grants from Government and third parties, and these come from various departments including Department for Transport, Homes England, Department for Business, Energy and Industrial Strategy, Department for Levelling Up, Housing and Communities and Department for Education.
67. In addition to grants, contributions are also used to finance the programme and contributions cover third party non grant funding for example Section 106 (S106) developer contributions, Community Infrastructure Levy (CIL), contributions from private or public sector organisations.
68. The HRA finances its capital programme depending on sources available in that financial year with the aim of minimising borrowing. The new build programme financing has been delegated to the Corporate Director of Resources & Deputy Chief Executive (S151 officer) and the Director of Assets and Commercial Development. Funding sources are the HRA Revenue and Capital Reserves, Right to Buy receipts, shared ownership receipts, commuted sums, grants, and as a last resort borrowing.
69. The General Fund borrowing total of £57.097m, together with historic Council borrowing, will generate a Minimum Revenue Provision (MRP) charge, which is the amount councils have to statutorily set aside to repay the debt. For 2022/23 a revenue saving of £1.197m for MRP has been reported as a result of the reduction in the 2021/22 capital programme year end position.
70. A forecast net underspend of £1.264m has also been reported in quarter 2 for Interest payable and receivable. The Council took a treasury management decision to borrow £80m in March 2022 and based on the current cashflow forecast the Council will not need to borrow again in 2022/23. As a result of this borrowing and the increases in interest rates, interest payable is forecast to exceed budget by £1.326m. This is offset by a forecast overachievement of £2.591m on interest receivable due to the increased level of cashflow and increased interest rates, alongside amounts forecast for loan interest from Stone Circle and Wiltshire College.

71. The 2022/23 capital schemes funded by borrowing inform the Financing and Investment Income and Expenditure budget for 2023/24. The programme therefore needs to be deliverable to ensure that revenue budget is not set aside unnecessarily and diverted away from key services. This will continue to be ensured through the Asset Gateway Capital Programme governance process which will provide assurance through regular review and challenge of the capital schemes.

72. The Council brought forward into 2022/23 £5.797m of capital receipts from previous years and is forecasting to achieve £4.004m receipts from the disposal on assets in 2022/23. This is a small increase from quarter two report. £4.453m of capital receipts are planned to be used to finance the capital programme and £1.000m under Capital Receipts Flexibilities regulation to fund revenue costs of transformational projects. This would leave a balance to roll forward to 2023/24 of £4.348m.

Overview and Scrutiny Engagement

73. This report will be considered by the Financial Planning Task Group on 27 January 2023.

Safeguarding Implications

74. None have been identified as arising directly from this report.

Public Health Implications

75. None have been identified as arising directly from this report.

Procurement Implications

76. None have been identified as arising directly from this report.

Equalities Impact of the Proposal

77. None have been identified as arising directly from this report.

Environmental and Climate Change Considerations

78. None have been identified as arising directly from this report.

Risks that may arise if the proposed decision and related work is not taken

79. If the Council fails to take actions to address forecast shortfalls, overspends or increases in its costs it will need to draw on reserves or undertake further borrowing. The level of reserves is limited and a one-off resource that cannot be used as a long-term sustainable strategy for financial stability and additional borrowing will bring additional revenue costs.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

80. Ongoing budget monitoring and management, of which this report forms part of the control environment, is a mitigating process to ensure early identification and action is taken.

Financial Implications – S151 commentary

81. The financial implications are implicit throughout the report.
82. As part of the budget monitoring process reviews are carried out of the likely timing of the delivery of the schemes within the Capital Programme.
83. These reviews will continue as part of the quarterly budget monitoring process so that forecasts are made with greater confidence and the understanding of future funding requirements for borrowing and impact on future budget requirements is understood. This is critical as we move into setting the MTFS and Budget for the next financial year.

Legal Implications

84. None have been identified as arising directly from this report.

Workforce Implications

85. No workforce implications have been identified as arising directly from this report. Ongoing budget monitoring and management, of which this report forms part of the control environment, is a mitigating process to ensure early identification of variances and action is taken so that impacts to the workforce are minimised.

Options Considered

86. Budget monitoring forms part of the financial control environment and it is important to provide reporting on all aspects of financial management and performance to Cabinet and the public, including delivery to plans, variances and risks and impacts.

Conclusions

87. The report supports effective decision making and ensures a sound financial control environment.

Andy Brown (Corporate Director Resources & Deputy Chief Executive (S.151 Officer)),

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Appendices

Appendix A: Capital Programme Budget Movements 2022/23 Quarter Three

Appendix B: Capital Programme Adjustments Quarter Three 2022/23

Background Papers

The following documents have been relied on in the preparation of this report:

Financial Year 2022/23 – Quarter Two Capital Budget Monitoring – Cabinet 29
November 2022

[Wiltshire Council](#)

**Wiltshire Council's Financial Plan Update 2022/23, Medium Term Financial
Strategy 2022/23-2024/25** - Full Council, 15 February 2022

[Agenda for Council on Tuesday 15 February 2022, 10.30 am | Wiltshire Council](#)

Appendix A: Capital Programme Budget Movements 2022/23 Quarter Three (page 1)

Scheme Name	Capital Programme Budget Movements 2022/2023 Quarter 3					
	Quarter 2 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Appendix B)	Reduced Budgets (Appendix B)	Budgets reprogrammed from 2022/2023 into future years (Appendix B)	Revised Budget
	£m	£m	£m	£m	£m	£m
Whole Life Pathway						
Sensory Stimulation & Development Play Equipment	0.020	0.000	0.000	0.000	0.000	0.020
Whole Life Pathway Total	0.020	0.000	0.000	0.000	0.000	0.020
Ageing & Living Well						
Disabled Facilities Grants	2.700	0.000	0.000	0.000	0.000	2.700
Ageing & Living Well Total	2.700	0.000	0.000	0.000	0.000	2.700
Education & Skills						
Access and Inclusion	0.126	0.000	0.000	0.000	(0.050)	0.076
Army Rebasing	0.012	0.000	0.000	0.000	0.000	0.012
Basic Need	6.896	0.000	0.617	0.000	(0.450)	7.063
Stonehenge School Replacement of Lower Block	3.638	0.000	0.000	0.000	(1.100)	2.538
Devolved Formula Capital	0.629	0.000	0.029	0.000	0.000	0.658
Schools Maintenance & Modernisation	5.347	0.000	0.001	0.000	(0.170)	5.178
Early Years & Childcare	0.558	0.000	0.000	0.000	(0.526)	0.032
Early Years Buildings	0.121	0.000	0.000	0.000	0.000	0.121
DfE Funded SEN Specialist Placement Expansion	0.003	(0.003)	0.000	0.000	0.000	0.000
Silverwood Special School	16.712	0.003	0.000	0.000	0.000	16.715
SAIL Free Special School Abnormal Costs	0.350	0.000	0.000	(0.350)	0.000	0.000
SEND Special School Capacity & Alternative Provision	0.403	0.000	0.000	0.000	0.000	0.403
High Needs Provision Capital Allowance	3.617	0.000	0.000	0.000	0.000	3.617
Education & Skills Total	38.412	0.000	0.647	(0.350)	(2.296)	36.413
Families & Children's Service						
Children's Homes	1.500	0.000	0.000	(0.400)	0.000	1.100
Families & Children's Total	1.500	0.000	0.000	(0.400)	0.000	1.100
Corporate Director - People	42.632	0.000	0.647	-0.750	-2.296	40.233

Appendix A: Capital Programme Budget Movements 2022/23 Quarter Three (page 2)

Scheme Name	Capital Programme Budget Movements 2022/2023 Quarter 3					
	Quarter 2 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Appendix B)	Reduced Budgets (Appendix B)	Budgets reprogrammed from 2022/2023 into future years (Appendix B)	Revised Budget
	£m	£m	£m	£m	£m	£m
Finance						
Corporate	1.071	(0.800)	0.000	0.000	0.000	0.271
Covid 19 Capital	0.000	0.000	0.000	0.000	0.000	0.000
Evolve Project	5.376	0.000	0.000	0.000	(1.630)	3.746
Finance Total	6.447	(0.800)	0.000	0.000	(1.630)	4.017
Assets & Commercial Development						
Affordable Housing including Commuted Sums	0.536	0.000	0.000	0.000	0.000	0.536
Capital Receipt Enhancement	1.268	0.000	0.516	0.000	(0.600)	1.184
Commercial - Commercial Investment	0.998	0.000	0.000	0.000	(0.998)	0.000
Lackham College Land Purchase	1.300	0.000	0.000	0.000	0.000	1.300
Depot & Office Strategy	2.455	0.800	0.000	0.000	0.000	3.255
Facilities Management Operational Estate	4.206	0.000	0.000	0.000	0.300	4.506
Gypsies and Travellers Projects	0.150	0.000	0.000	0.000	0.000	0.150
Housing Infrastructure Fund (HIF)	9.377	0.000	0.000	0.000	0.000	9.377
Porton Science Park	5.557	0.000	0.000	0.000	(1.400)	4.157
Health and Wellbeing Centres - Live Schemes	7.165	0.000	0.000	0.000	(1.154)	6.011
Non-Commercial Property Purchases	0.134	0.000	0.000	0.000	0.000	0.134
North Wiltshire Schools PFI Playing Fields	0.000	0.000	0.000	0.000	0.000	0.000
Property Carbon Reduction Programme	3.276	0.000	0.000	0.000	(0.430)	2.846
Park & Ride Solar Panel Canopys	0.300	0.000	0.000	0.000	0.000	0.300
Public Sector Decarbonisation Scheme Projects	0.073	0.000	0.000	0.000	0.000	0.073
Salisbury Central Car Park & Maltings	0.001	0.000	0.000	0.000	0.000	0.001
Facilities Management Investment Estate	0.630	0.000	0.000	0.000	0.000	0.630
Social Care Infrastructure & Strategy	0.034	0.000	0.000	0.000	0.000	0.034
Assets & Commercial Development Total	37.460	0.800	0.516	0.000	(4.282)	34.494
Capital Loans						
Stone Circle Housing Company Loan	10.833	0.000	0.000	0.000	0.000	10.833
Stone Circle Development Company Loan	2.350	0.000	0.000	0.000	0.000	2.350
Capital Loans Total	13.183	0.000	0.000	0.000	0.000	13.183
Information Services						
ICT Applications	3.045	0.000	0.000	0.000	0.000	3.045
ICT Business as Usual	1.514	0.000	0.000	0.000	0.000	1.514
ICT Other Infrastructure	0.830	0.000	0.000	0.000	0.000	0.830
ICT Get Well	0.952	0.000	0.000	0.000	0.000	0.952
Microsoft Cloud Navigator	0.148	0.000	0.000	0.000	0.000	0.148
Information Services Total	6.489	0.000	0.000	0.000	0.000	6.489
Corporate Director - Resources	63.579	0.000	0.516	0.000	-5.912	58.183

Appendix A: Capital Programme Budget Movements 2022/23 Quarter Three (page 3)

Scheme Name	Capital Programme Budget Movements 2022/2023 Quarter 3					
	Quarter 2 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Appendix B)	Reduced Budgets (Appendix B)	Budgets reprogrammed from 2022/2023 into future years (Appendix B)	Revised Budget
	£m	£m	£m	£m	£m	£m
Highways & Transport						
Churchyards & Cemeteries	0.028	0.000	0.000	0.000	0.000	0.028
CIL Funded Schemes	0.053	0.000	0.000	0.000	0.000	0.053
Parking Contactless Machines	0.127	0.000	0.000	0.000	0.000	0.127
Fleet Vehicles	2.711	0.000	0.000	0.000	0.000	2.711
Integrated Transport	3.490	0.000	0.404	0.000	0.000	3.894
Local Highways and Footpath Improvement Groups	1.345	0.000	0.011	0.000	0.000	1.356
LED Street Lighting	0.762	0.000	0.000	0.000	0.000	0.762
Major Road Network (MRN)	0.000	0.000	0.000	0.000	0.000	0.000
Structural Maintenance & Bridges	21.811	0.000	0.054	0.000	0.000	21.865
Churchfields Depot Drainage and Traffic Management	0.081	0.000	0.000	0.000	0.000	0.081
Passenger Transport RTPi	0.692	0.000	0.000	0.000	0.000	0.692
Drainage Improvements	0.500	0.000	0.000	0.000	0.000	0.500
Major Road Network M4 Junction 17	1.007	0.000	0.000	0.000	(0.717)	0.290
A338 Salisbury Junction Improvements MRN	0.059	0.000	0.000	0.000	0.000	0.059
A350 Chippenham Bypass (Ph 4&5) MRN	1.091	0.000	0.000	0.000	0.000	1.091
A3250 Melksham Bypass LLM - Full Scheme	1.825	0.000	0.000	0.000	(1.607)	0.218
Highways & Transport Total	35.582	0.000	0.469	0.000	(2.324)	33.727
Economy & Regeneration						
Boscombe Down	0.000	0.000	0.000	0.000	0.000	0.000
Chippenham Station HUB	0.204	0.000	0.000	0.000	0.000	0.204
Corsham Mansion House	0.048	0.000	0.000	0.000	0.000	0.048
Salisbury Future High Streets	4.815	0.000	0.000	0.000	(3.691)	1.124
Trowbridge Future High Streets	5.024	0.000	0.000	0.000	0.000	5.024
West Ashton Urban Extension Project	8.784	0.000	0.000	0.000	(4.199)	4.585
Carbon Reduction Projects	0.070	0.000	0.000	0.000	0.000	0.070
Wiltshire Ultrafast Broadband	0.063	0.000	0.000	0.000	0.000	0.063
Wiltshire Online	0.829	0.000	0.000	0.000	0.000	0.829
Economy & Regeneration Total	19.837	0.000	0.000	0.000	(7.890)	11.947
Environment						
Waste Services	1.117	0.000	0.000	0.000	(0.354)	0.763
HRC Savings Infrastructure	0.100	0.000	0.000	0.000	0.000	0.100
Environment Total	1.217	0.000	0.000	0.000	(0.354)	0.863
Leisure Culture & Communities						
Area Boards and LPSA PRG Reward Grants	0.642	0.000	0.000	0.000	0.000	0.642
Community Projects	0.000	0.000	0.000	0.000	0.000	0.000
Fitness Equipment for Leisure Centres	0.200	0.000	0.000	0.000	(0.136)	0.064
Libraries - Self Service	0.250	0.000	0.000	0.000	(0.129)	0.121
Other Schemes including cross cutting systems	0.019	0.000	0.000	0.000	0.000	0.019
Trowbridge Leisure Centre	0.500	0.000	0.000	0.000	(0.400)	0.100
Leisure Requirements	0.496	0.000	0.000	0.000	(0.346)	0.150
Leisure Culture & Communities Total	2.107	0.000	0.000	0.000	(1.011)	1.096
Corporate Director - Place	58.743	0.000	0.469	0.000	(11.579)	47.633
2022/2023 Capital Programme General Fund Total	164.954	0.000	1.632	(0.750)	(19.787)	146.049

Appendix A: Capital Programme Budget Movements 2022/23 Quarter Three (page 4)

Scheme Name	Capital Programme Budget Movements 2022/2023 Quarter 3					
	Quarter 2 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Appendix B)	Reduced Budgets (Appendix B)	Budgets reprogrammed from 2022/2023 into future years (Appendix B)	Revised Budget
	£m	£m	£m	£m	£m	£m
Housing Revenue Account						
HRA - Council House Build Programme	0.038	0.000	0.000	0.000	0.000	0.038
HRA - Council House Build Programme (Phase 2)	1.552	0.000	0.000	0.000	0.000	1.552
HRA - Council House Build Programme (Phase 3.1)	6.496	0.000	0.000	0.000	0.045	6.541
HRA - Council House Build Programme (Phase 3.2)	1.157	0.000	0.000	0.000	0.000	1.157
HRA - Council House Build Programme (Phase 3.3)	3.436	0.000	0.000	0.000	(0.579)	2.857
HRA - Refurbishment of Council Stock	14.275	0.000	0.000	0.000	(0.242)	14.033
Housing Revenue Account Total	26.954	0.000	0.000	0.000	(0.776)	26.178
2022/2023 Capital Programme General Fund and Housing Revenue Account Total	191.908	0.000	1.632	(0.750)	(20.563)	172.227

Appendix B: Capital Programme Re-programming Quarter Three 2022/23 (Page 1)

CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME							
Cabinet Meeting	31-Jan-23						
Financial Year:	2022/23						
SECTION 2 - DELEGATED CFO POWERS							
"Schemes within the capital programme which require the reprogramming of expenditure between years due to scheme not progressing as originally anticipated or other circumstances"							
Project Name:	Major Road Network M4 Junction 17			Reason:	To allow for expected delay in DfT approval of OBC		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.717	0.717	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfT Grant						
Project Name:	A3250 Melksham Bypass LLM - Full Scheme			Reason:	Reprofile to reflect delay in scheme for outcome of National Highways M4 to Dorset Coast Connectivity Study.		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-1.607	0.064	0.581	0.581	0.580	-0.100	-0.100
Funding Source:	DfT Grant						
Project Name:	Early Years & Childcare - BOA provision			Reason:	Revised timetable of likely scheme start date		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.194	0.194	0.000	0.000	0.000	0.000	0.000
Funding Source:	S106 Funded						
Project Name:	Early Years & Childcare - Corsham/Rudloe Project			Reason:	Revised timetable of likely scheme start date		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.178	0.178	0.000	0.000	0.000	0.000	0.000
Funding Source:	S106 Funded						
Project Name:	HRA - Council House Build Programme (Phase 3.			Reason:	Reprofile to meet anticipated spend		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	0.045	-0.045	0.000	0.000	0.000	0.000	0.000
Funding Source:	HRA						
Project Name:	Early Years & Childcare - Bradley Road Trowbridge			Reason:	Revised timetable of likely scheme start date		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.154	0.154	0.000	0.000	0.000	0.000	0.000
Funding Source:	S106 Funded						
Project Name:	CHBP Phase 3.3			Reason:	Reprofiled spend plan		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.579	0.579	0.000	0.000	0.000	0.000	0.000
Funding Source:	HRA						
Project Name:	Waste - Wheelie Bins & Digesters			Reason:	Reprofiling surplus in year budget to reflect future demand / material price increases		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.333	0.083	0.083	0.083	0.083	0.000	0.000
Funding Source:	S106 / Borrowing						
Project Name:	Porton Science Park			Reason:	Grow-on space fit out for tenant now not scheduled to begin until next year		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-1.400	1.400	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing						

Appendix B: Re-programming Quarter Three 2022/23 (Page 2)

Project Name:	Trowbridge Leisure Centre			Reason:	Delayed / pushed back start to construction project		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.400	-13.700	-9.200	15.000	7.300	1.000	0.000
Funding Source:	Borrowing						
Project Name:	Waste Services - Recycling Boxes			Reason:	Forecast spend now at 42% reflecting reduced demand		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.021	0.000	0.021	0.000	0.000	0.000	0.000
Funding Source:	S106/Borrowing						
Project Name:	Leisure Requirements			Reason:	Reprofile to reflect current anticipated spend		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.346	0.346	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing						
Project Name:	Fitness Equipment for Leisure Centres			Reason:	Reprofile to reflect current anticipated spend		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.136	0.136	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing						
Project Name:	Libraries - Self Service			Reason:	Reprofile in line with latest projection		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.129	0.129	0.000	0.000	0.000	0.000	0.000
Funding Source:	0						
Project Name:	Health & Wellbeing Centres Live Schemes - Westl			Reason:	Reprofile forecast costs in year		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.004	0.004	0.000	0.000	0.000	0.000	0.000
Funding Source:							
Project Name:	Health & Wellbeing Centres Live Schemes - RWB			Reason:	Reprofile forecast costs in year		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.098	0.098	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing						
Project Name:	Health & Wellbeing Centres Live Schemes - Tidw			Reason:	Reprofile forecast costs in year		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.054	0.054	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing						
Project Name:	Health & Wellbeing Centres Live Schemes - Calne			Reason:	Reprofiled to match current forecast		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.014	0.014	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing						
Project Name:	Health & Wellbeing Centres Live Schemes - Camr			Reason:	Slippage of 22/23 surplus general campus budget		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.984	0.984	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing						
Project Name:	West Ashton Urban Extension			Reason:	Profiled against grant drawdown in year		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-4.199	4.199	0.000	0.000	0.000	0.000	0.000
Funding Source:	Grant						
Project Name:	HRA - Miscellaneous General			Reason:	Reprofiled against spend projection in-year		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.242	0.242	0.000	0.000	0.000	0.000	0.000
Funding Source:	HRA						
Project Name:	Property Carbon Reduction Programme - Salisbur			Reason:	Project delayed until 23/24		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.140	0.140	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing						
Project Name:	Property Carbon Reduction Programme - Melksha			Reason:	Works are pending construction currently taking place		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.290	0.290	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing						
Project Name:	Commercial - Commercial Investment			Reason:	No further purchases to take place this year		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.998	0.998	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing funded by Revenue Saving						

Appendix B: Re-programming Quarter Three 2022/23 (Page 3)

Project Name:	Facilities Management Operational Estate			Reason:	Car park allocation monies required sooner than anticipated		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	0.300	-0.300	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing						
Project Name:	Capital Receipt Enhancement - Melksham Blue Pr			Reason:	Demolition now scheduled for 23/24		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.600	0.600	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing						
Project Name:	Basic Need - Additional Accommodation			Reason:	Reprofile in line with expected spend in year		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.450	0.450	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfE Grant						
Project Name:	Access & Inclusion			Reason:	Reprofile in line with expected spend in year		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.050	0.050	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing						
Project Name:	Stonehenge Sch Replace Lower Block			Reason:	Reprofile in line with revised construction timetable		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-1.100	1.100	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfE Grant / CIL / Borrowing						
Project Name:	Evolve Project			Reason:	Spend reprofiled to reflect delays to project completion date		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-1.631	1.631	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing						
Project Name:	Schools Maintenance & Modernisation - NDS Mod			Reason:	Slippage to reflect likely spend in year		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.100	0.100	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfE Grant						
Project Name:	Schools Maintenance & Modernisation -NDS Mod			Reason:	Slippage to reflect likely spend in year		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.070	0.070	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfE Grant						
Project Name:	Salisbury Future High Streets - Station Forecourt			Reason:	Delays caused by Network Rail approvals & consents		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-2.376	2.376	0.000	0.000	0.000	0.000	0.000
Funding Source:	Future High St Fund grant						
Project Name:	Salisbury Future High Streets - Transform Access			Reason:	Delays caused by Network Rail approvals & consents		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-1.315	1.315	0.000	0.000	0.000	0.000	0.000
Funding Source:	Future High St Fund grant						
Project Name:	High Needs Capital Provision			Reason:	Adjustment to the spend profile of 22/23 grant		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	0.000	-0.400	0.400	0.000	0.000	0.000	0.000
Funding Source:	DfE grant						
Total Re-programming between years	-20.563	4.250	-8.114	15.665	7.964	0.900	-0.100
In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above.							
CHIEF FINANCE OFFICER:	Andy Brown						
DATE:	Jan-23						

CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME

Cabinet Meeting
Financial Year:

31-Jan-23
2022/23

SECTION 1 - DELEGATED CFO POWERS

"Adjustment/addition of scheme in the capital programme which has no effect on the net funding position of the i.e. Additional resources available in the form of Grant, Section 106 contributions etc which fund the addition, "

Project Name:	Basic Need					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.617	0.000	0.000	0.000	0.000	0.000
Funding Source:	S106 Education contribution					
Reason for movement:	Contribution to Bishops Cannings PS works					
Project Name:	Schools Maintenance & Modernisation					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.001	0.000	0.000	0.000	0.000	0.000
Funding Source:	Westbury Infants Contribution					
Reason for movement:	Contribution from school to some elements of works					
Project Name:	Early Years & Childcare					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.000	0.053	0.000	0.000	0.000	0.000
Funding Source:	S106 Early Years Contribution					
Reason for movement:	Drawdown of funds for Westbury EY Provision					
Project Name:	Early Years & Childcare					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.000	0.036	0.000	0.000	0.000	0.000
Funding Source:	S106 Early Years Contribution					
Reason for movement:	Drawdown of funds for Trowbridge EY Provision					
Project Name:	Devolved Formula Capital - Old Wardour Connect the Class					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.019	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfE Connect Grant					
Reason for movement:	Funds in for specified school					
Project Name:	Devolved Formula Capital - Gomeldon Connect the Class					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.010	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfE Connect Grant					
Reason for movement:	Funds in for specified school					

Appendix B: Capital Programme Additions Quarter Three 2022/23 (Page 2)

Project Name:	Local Highway Footway Improvement Groups					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.011	0.000	0.000	0.000	0.000	0.000
Funding Source:	Parish & Town Council Contributions					
Reason for movement:	New contributions to schemes received					
Project Name:	Structural Maintenance & Bridges					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.055	0.000	0.000	0.000	0.000	0.000
Funding Source:	Insurance Income					
Reason for movement:	Insurance pay out for Bridge repair works back to general Bridges line					
Project Name:	Integrated Transport					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.404	0.000	0.000	0.000	0.000	0.000
Funding Source:	S106 contributions					
Reason for movement:	Developer contributions to Hilpertown Active Travel Scheme					
Project Name:	Childrens Homes					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.000	0.484	0.000	0.000	0.000	0.000
Funding Source:	DfE Grant					
Reason for movement:						
Project Name:	Childrens Homes					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.000	0.446	0.000	0.000	0.000	0.000
Funding Source:	DfE Grant					
Reason for movement:	DfE grant Lot 2 Childrens Homes Capital					
Project Name:	Capital Receipt Enhancement					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.516	0.000	0.000	0.000	0.000	0.000
Funding Source:	Capital Receipts					
Reason for movement:	Ashlea Resource Centre add funds to prepare for 2:1 merge					
Total Delegated Changes Approved by Section 151 Officer	1.633	1.019	0.000	0.000	0.000	0.000
In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above. CHIEF FINANCE OFFICER: Andy Brown DATE: Jan-23						

Appendix B: Capital Programme Reductions Quarter Three 2022/23 (Page 1)

CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME						
Cabinet Meeting	31-Jan-23					
Financial Year:	2022/23					
SECTION 2 - DELEGATED CFO POWERS <i>"Schemes within the capital programme which require the reprogramming of expenditure between years due to scheme not progressing as originally anticipated or other circumstances"</i>						
Project Name:	Abnormal Costs in Dev. of SEND Free Sch		Reason:	No abnormalities now expected to project		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	-0.350	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing					
Project Name:	Integrated Transport		Reason:	A contribution invoice was raised for the wrong amount to a Parish Council		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.000	0.000	0.000	0.000	0.000	0.000
Funding Source:	Parish Council contribution					
Project Name:	A338 Salisbury Junction Improvements MRN		Reason:	Overall budget reduced to reflect smaller scheme being developed and removal of DfT MRN funding.		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.000	0.000	-9.062	-4.114	0.000	0.000
Funding Source:	Parish Council contribution					
Project Name:	Childrens Homes		Reason:	Borrowing reduced after securing DfE grant funding		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	-0.400	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfT MRN Grant removed					
Total Re-programming between years	-0.750	0.000	-9.062	-4.114	0.000	0.000
In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above. CHIEF FINANCE OFFICER: Andy Brown DATE: Jan-23						

Subject: Financial Year 2022/23 - Quarter Two Capital Budget Monitoring

Cabinet Member: Cllr Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non-Key

Executive Summary

This report sets out the Capital Programme for 2022/23 as of 30 September 2022 for the second Quarterly budget monitoring period. It includes the movements from July 2022 and sets out how the programme is forecast to be financed. It provides an update on the significant schemes that are planned to be delivered and those that have been reprofiled to future years.

Quarter 2 Capital Budget Monitoring

The Quarter 2 Capital Programme is based on information as of 30 September 2022. The report confirms the current forecast movement of approvals between years as schemes have been assessed and the spend profile recast.

Proposals

Cabinet is asked to note:

- a) the additional budgets added to the programme of £1.748m under Chief Finance Officer delegated powers;
- b) the movement of £78.816m of budgets into future years under Chief Finance Officer delegated powers;
- c) the removal of £0.451m from the capital programme under Chief Finance Officer delegated powers;
- d) budget movements between schemes;
- e) the revised 2022/23 Capital Programme as at Quarter 2 of £191.908m and
- f) the capital spend as at 30 September of £47.454m

Cabinet is asked to approve:

- a) the movement of £0.800m budget from the centrally held Corporate budget to Depot & Office Strategy to cover inflationary increases for Hindon Stagger Salt Depot
- b) to recommend to Full Council to approve an increase in the Capital Enhancement budget of £0.516m to enable the refurbishment of an existing Family Contact Centre to be funded by increased capital receipts.

Reason for Proposals

To inform effective decision making and ensure sound financial management as part of the Councils overall control environment.

To inform Cabinet on the financial position of the Council on the 2022/23 capital programme as at Quarter 2 (30 September 2022).

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

29 November 2022

Subject: Financial Year 2022/23 - Quarter Two Capital Budget Monitoring

Cabinet Member: Cllr Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non-Key

Purpose of Report

1. To advise Members of the 2022/23 Capital Programme position as at Quarter 2 (30 September 2022) and provide an update on the forecast for the financial year.

Relevance to the Council's Business Plan

2. Budget monitoring and reporting supports effective decision making and the alignment of resources and financial performance to the Council's priorities and objectives as laid down in the Business Plan.

Background

CAPITAL PROGRAMME MONITORING 2022/23 – QUARTER 2

3. Full Council approved a net capital programme budget for 2022/23 of £307.115m at its meeting on 15 February 2022.
4. As part of the Quarter 1 capital programme report actions were recorded which amended the capital programme budget to £269.427m.

Main Considerations for the Council

5. During the year the Chief Finance Officer authorises additions to the Capital Programme under delegated powers where schemes come forward and are funded by external funding sources such as grants and s106 contributions. During the second Quarter £1.748m budget has been added to the programme under these delegated powers. These increases are set out in Appendix B and discussed later in the report. The increases have no effect on the net funding position of the programme or the approved borrowing level as they are funded by external sources.
6. In line with the approvals sought in the Capital Programme Q1 report £0.451m budget has been removed from the programme this is to align the budget with the

actual grant award for Schools Maintenance and Modernisation and to account for a developer contribution as financing rather than budget increase.

7. Capital schemes have been reviewed and £78.816m has been reprogrammed into future years to align with forecast programme delivery. There are no negative financial or reputational implications to report from this re-programming.
8. The Capital Programme for 2022/23 stands at £191.908m as of 30 September 2022 after the above changes have been made. The table below summarises the budget movements discussed. A detailed budget movement by scheme is shown in Appendix A for Cabinet to review.
9. Cabinet is asked to note the movement and reprofiling of £0.235m from the Structural Maintenance budget of £0.225m and Local Highways and Footpath Improvement Groups of £0.010m to Integrated Transport budget.
10. Within this report a budget movement of £0.800m from the centrally held Corporate Budget to Depot & Office Strategy to cover inflationary increases for Hindon Stagger Salt Depot is requested to be approved.
11. To enable the refurbishment of an existing Family Contact Centre Cabinet is asked to recommend to Full Council to approve an increase in the Capital Enhancement budget of £0.516m. The enhancement and improvement of the provision in one of the centres will enable the number of centres to be reduced from three to two, releasing one property for sale, the forecast capital receipt is £0.990m.

Table 1 – 2022/23 Q2 Capital Programme Amendments

	£'m
Q1 Capital Programme Approved by Full Council	269.427
Amendments to Capital Programme from Qtr. 1 Review to Note:	
Additional budgets added to the programme	1.748
Budgets Removed from programme	-0.451
Budgets reprogrammed from 2022/2023 into future years	-78.816
Capital Programme 2022/23 as at 30th Sept 2022	191.908

12. The programme remains ambitious and historically Wiltshire Council's average annual Capital Programme spend is in the region of £100m. There are however some significant schemes included in the programme that are driving the higher budget level and these are detailed in the report below.
13. The total capital expenditure as at Quarter 2 is £47.454m, approx. 25% of the revised total budget. The low spend figure is an indication that schemes are progressing slower than anticipated, however officers are still forecasting that these schemes will progress and spend to budget in 2022/23. This will be robustly reviewed at Quarter 3 with the expectation of additional reprofiling into future years. It should also be noted that the spend figure does not include commitments.
14. As previously reported in Quarter 1 the biggest implication from not delivering the capital programme as planned is linked to schemes funded by borrowing. This

impacts on the Financing and Investment Income and Expenditure revenue budget which is set based on the programme for the previous financial year. As a result of the underspend in 2021/22 from programme slippage there will be a £1.197m saving on the Minimum Revenue Provision (MRP) budget this year (2022/23).

15. The 2022/23 capital schemes funded by borrowing inform the Financing and Investment Income and Expenditure budget for 2023/24. If the programme is set too high and is not delivered at this level the revenue budget set aside will not be required and is diverted away from key services. The programme needs to be continuously reviewed to ensure it is robust and achievable and to inform the 2023/24 budget setting process.
16. As reported at Quarter 1 a new governance process has been developed to provide further assurance on deliverability of the capital programme. This process has been implemented for the first time as part of Quarter 2 capital monitoring with the oversight provided by the Asset Gateway and Capital Programme Board (formerly the Asset Gateway Board). At Quarter 2 in 2021/22 £55.759m was moved to future years. This has increased to £78.816m at Quarter 2 2022/23 which sets out the overly ambitious nature of the budget set back in February and indicates that the oversight is providing additional challenge on deliverability of schemes within the programme.
17. The table below shows the summary position for the 2022/23 Capital Programme, this is broken down further under each directorate.

Table 2 – 2022/23 Q2 Capital Programme

Service	Revised Budget 2022/2023 <u>B</u> £'m	Actual Spend as at Qtr. 2 2022/2023 <u>C</u> £'m	% Actual to Budget <u>C/B</u> £'m
Corporate Director - People	42.633	11.337	27%
Corporate Director - Resources	63.579	16.599	26%
Corporate Director - Place	58.742	13.221	23%
General Fund Total	164.954	41.157	25%
Housing Revenue Account	26.954	6.297	23%
General Fund and HRA Programme 2022/23	191.908	47.454	25%

People

18. The table below shows the Capital Programme 2022/23 Quarter 2 at programme level for the People Directorate. The revised budget stands at £42.634m and spend is currently at 27%.
19. As part of the Quarter 2 review, £0.673m of additional budget has been added to the programme for Early Years and Childcare, these additions are grant

contributions and s106 increases and are detailed in Appendix B and discussed below. £0.353m has been removed from the Schools Maintenance and Modernisation Programme to align the budget with actual grant award and approved funding.

20. A total of £8.007m budget has been reprogrammed into future years in line with forecast delivery programmes.

Table 3 – 2022/23 Capital Programme, People Services

Scheme Name	Capital Programme Budget and Spend 2022/2023 Qtr 2		
	Revised Budget	Actual Spend	% Actual Spend to Revised Budget
	£m	£m	£m
Whole Life Pathway			
Sensory Stimulation & Development Play Equipment	0.020	0.000	0%
Whole Life Pathway Total	0.020	0.000	0%
Ageing & Living Well			
Disabled Facilities Grants	2.700	1.044	39%
Ageing & Living Well Total	2.700	1.044	39%
Education & Skills			
Access and Inclusion	0.126	0.000	0%
Army Rebasing	0.012	0.000	0%
Basic Need	6.896	2.936	43%
Stonehenge School Replacement of Lower Block	3.638	0.025	1%
Devolved Formula Capital	0.629	0.629	100%
Schools Maintenance & Modernisation	5.347	1.161	22%
Early Years & Childcare	0.559	0.000	0%
Early Years Buildings	0.121	0.000	0%
DfE Funded SEN Specialist Placement Expansion	0.003	0.000	0%
Silverwood Special School	16.712	5.491	33%
SAIL Free Special School Abnormal Costs	0.350	0.000	0%
SEND Special School Capacity & Alternative Provision	0.403	(0.017)	-4%
High Needs Provision Capital Allowance	3.617	0.068	2%
Education & Skills Total	38.413	10.293	27%
Families & Children's Service			
Children's Homes	1.500	0.000	0%
Families & Children's Total	1.500	0.000	0%
Corporate Director - People	42.633	11.337	27%

Ageing & Living Well

21. The Disabled Facilities grant programme is a grant scheme for adaptations and facilities to enable disabled residents to stay in their home. In addition, it is used for other initiatives and programmes to deliver the same outcome, including the Optimising Care Initiative and Occupational Therapist Service to ensure clients are assisted to move to more suitable accommodation.
22. £0.500m has been reprogrammed to future years following a revised projected outturn for the Disabled Facilities grant programme to £2.700m. The service is assessing the feasibility of purchasing two homes for very complex clients with one home to potentially cost £1.000m. Budget is available from future years and so an assessment will be made at Quarter 3 to determine the viability of purchasing homes by the end of 2022/23.

Education & Skills

23. A total of £0.673m has been added to the programme under delegated Chief Finance Officer powers to reflect 2022/23 grant awards and contributions, which are detailed in Appendix B. £7.507m budget has been transferred to future years in line with current expected delivery programmes.
24. A total of £3.434m has been reprogrammed into future years for Basic Need. Works to Clarendon Primary and Forest and Sandridge primary schools have just commenced. Works at Corsham, Christ Church and Lyneham primary schools and Melksham Oak secondary schools have completed with retention held. Underspends are being returned to the main Basic Needs cost centre for reallocation to future projects in 2023/24 onwards. Works at Corsham and Kingdown secondary schools are delayed with both projects being managed directly by the respective schools. Delayed starts to Abbeyfields secondary and Holt primary school will result in fees only being incurred in 2022/23, so remaining budgets have been reprogrammed to future years
25. A combination of reprogramming of budgets to future years (£0.334m) and a reduction in budget of (£0.353m) has been made to the Schools Maintenance and Modernisation programme. Harnham Junior and Wootton Bassett Infants works are complete, with remaining budgets moved to Studley Green. The Holbrook replacement mobile build is now due to commence at Easter 2023.
26. In July 2022, Cabinet approved the policy for the replacement of early years buildings along with the additional capital requirement for the full 10 year replacement programme. The start of the programme was therefore delayed. It is likely that only one setting will receive their capital allocation before the end of the current financial year, therefore £1.049m has been reprogrammed to future years.
27. The Silverwood build programme started construction in April 2022. This will deliver significant additional places from September 2023 for learners with SEND. This programme is projected to spend to profile, but will be reviewed at Quarter 3 to ensure spend is on track.

28. £2.120m of the High Needs budget is to be reprogrammed to future years. This includes 50% of the budget allocation for the Castle Mead school modular build, two thirds of the secondary school Resource Bases and 80% of contingency.

Families & Children's

29. The service is continuing to pursue the purchase of a residential house for use as a children's home. The service is projecting to spend £0.800m for the purchase of one property. A successful DfE grant will reduce the cost to the council to £0.400m. The outcome of this grant application is expected imminently. will not be known until October 2022. It is likely that £0.700m as a minimum will be slipped to future years at Quarter 3.

Resources

30. The table below shows the Capital Programme 2022/23 Quarter 2 at programme level for the Resources Directorate. The revised budget stands at £62.779m and spend is currently at 26%.

31. As part of the Quarter 2 review, £0.836m budget has been added to the programme under Capital Receipt Enhancement for Affordable Housing (inc. commuted sums). £0.096m was removed from the Health and Wellbeing Centres, this is to align funding and budget approvals. Full details of these movements can be found in Appendix B.

32. A total of £49.205m budget has been reprogrammed into future years in line with forecast delivery programmes.

33. Cabinet is asked to approve a budget movement of £0.800m from the centrally held Corporate Budget to Depot & Office Strategy to cover inflationary increases for Hindon Stagger Salt Depot.

34. Cabinet is asked to recommend to Full Council to approve an increase in the Capital Enhancement budget that is funded from Capital Receipts of £0.516m to enable the refurbishment of an existing Family Contact Centre. The enhancement and improvement of the provision in one of the centres will enable the number of centres to be reduced from three to two, releasing one property for sale, the forecast capital receipt is £0.990m.

Table 4 – Capital Programme 2022/23, Resources

Scheme Name	Capital Programme Budget and Spend		
	Revised Budget	Actual Spend	% Actual Spend to Revised Budget
Finance			
Corporate	1.071	0.000	0%
Evolve Project	5.376	0.615	11%
Finance Total	6.447	0.615	10%
Assets & Commercial Development			
Affordable Housing including Commuted Sums	0.536	0.315	59%
Capital Receipt Enhancement	1.268	0.495	39%
Commercial - Commercial Investment	0.997	0.000	0%
Lackham College Land Purchase	1.300	1.372	106%
Depot & Office Strategy	2.455	1.507	61%
Facilities Management Operational Estate	4.206	2.205	52%
Gypsies and Travellers Projects	0.150	0.000	0%
Housing Infrastructure Fund (HIF)	9.377	1.226	13%
Porton Science Park	5.557	2.432	44%
Health and Wellbeing Centres - Live Schemes	7.166	3.693	52%
Non-Commercial Property Purchases	0.134	0.025	19%
Property Carbon Reduction Programme	3.276	0.577	18%
Park & Ride Solar Panel Canopys	0.300	0.002	1%
Public Sector Decarbonisation Scheme Projects	0.073	0.083	114%
Salisbury Central Car Park & Maltings	0.001	0.001	100%
Facilities Management Investment Estate	0.630	0.097	15%
Social Care Infrastructure & Strategy	0.034	0.000	0%
Assets & Commercial Development Total	37.460	14.030	37%
Capital Loans			
Stone Circle Housing Company Loan	10.833	0.174	2%
Stone Circle Development Company Loan	2.350	1.102	47%
Capital Loans Total	13.183	1.276	10%
Information Services			
ICT Applications	3.045	0.160	5%
ICT Business as Usual	1.513	0.115	8%
ICT Other Infrastructure	0.831	0.270	32%
ICT Get Well	0.952	0.133	14%
Microsoft Cloud Navigator	0.148	0.000	0%
Information Services Total	6.489	0.678	10%
Corporate Director - Resources	63.579	16.599	26%

Finance

35. The Evolve programme reports within the Finance budget line and is for the procurement and implementation of a new Enterprise Resource Planning

(ERP) system for the Council. Due to a delayed contract start £2.363m has been reprogrammed to future years in line with the current delivery programme. There is also a projected delay to the go live date of the new system. An indicative commencement date has yet to be confirmed.

Assets & Commercial Development

36. Following a Cabinet decision on 12th July 2022, the Future Chippenham programme is paused. Discussions with Homes England on the Grant Determination Agreement continue and a further report will be presented to December Cabinet. As such spend in the current year on fees and survey work will be reduced, with a portion of capital to be removed once the final financial position is known.
37. Under Affordable Housing, a budget has been created for £0.836m funded by s106 contributions and RTB funding for Park Farm, Seend (White Horse Housing Association), however £0.300m of this has been reprogrammed to future years to match profiled spend.
38. £9.000m has been reprogrammed to future years for Commercial Investment leaving a smaller budget to accommodate professional fees and some works only.
39. The Depot Phase One programme covers five main refurbishment and expansion projects for Highways Winter Maintenance depots. The projects at Royal Wootton Bassett and High Post Depots were completed in 2021. Warminster Depot was completed in the spring of 2022 and Parsonage Way Depot is due to complete in October 2022. The final project, the construction of a new depot in the southwest, Hindon Stagger, is due to complete in 2023. £2.317m has been reprogrammed to future years to match profiled spend and hold retention for complete projects.
40. The Hindon Stagger depot works are underway. Land has been acquired, site preparations have commenced, and issues being worked through with the planners following the submission of the planning application to achieve planning consent. It is anticipated that the tender process will commence early in the New Year (2023). The project budget is currently set at £2.824m. Hindon Stagger is the last depot to be completed. The latest cost plan has forecast an overall financial forecast of £3.624m, an increase of £0.800m. The primary reasons for this are a requirement to purchase additional land to provide the necessary facilities for the new salt store, delays associated with legal matters to purchase the additional land and during this time, construction inflation has risen at a significant rate. Cabinet is asked to approve a budget movement of £0.800m from the centrally held Corporate Budget to the Depot and Office Strategy to address this pressure.
41. Property Carbon Reduction Programme and Generation and Public Sector Decarbonisation budgets have multiple projects underway to reduce the council's carbon emissions and support the business plan mission of leading the way in how councils and counties mitigate the climate challenges and to also generate utility cost savings from the property estate. These projects

include lighting upgrades, PV installations, upgraded air handling units, and the installation of air source heat pumps and include all types of property in the estate including leisure centres, depots, respite centres and hub buildings. £1.700m has been reprofiled to a new spend plan and therefore moved to future years. In addition £3.200m for the Park and Ride Solar Panel Canopy's has also been reprofiled and moved to future years.

42. £0.300m has been reprogrammed to future years for the North Wiltshire Schools PFI, to align with forecast projected spend. Similarly, £1.150m has been reprogrammed to future years for The Gypsy and Travellers Projects with professional fees and initial costs only to be spent in 2022/23.
43. A total of £2.185m has been reprogrammed into future years for Health & Wellbeing Centres. Melksham Campus construction has completed, and the site opened on the 1st August 2022. £0.635m has been programmed to future years to accommodate retention and potential spend during the latent defects period. Works to Melksham House continue to progress with completion due winter 2023. The contractor's revised spend forecast requires £1.549m to be programmed into future years.
44. £0.096m has been removed from the Health and Wellbeing Centres to align funding and budget approvals for Calne Community Campus.
45. Porton Science Park building handover to the Council from the main contractor McAvoy has been moved back to mid November 2022 due to delays getting power to the building, problems with the procurement of some materials and availability of local operatives working on-site.
46. As set out in the Quarter 1 report, the Council has had to work closely with SSE Energy Services and the landlord DSTL to install a new substation to power the second (and, in the future, a third) building.
47. Negotiations are progressing with DSTL to take half the space on the first floor. A further five potential tenants of the incubator space are in advanced negotiations with the council and the council is working both to ensure that the building is completed as soon as possible, and that terms are agreed for leases, such that these tenants may move in as soon as possible.
48. £0.600m has been reprogrammed to future years from the Social Care Infrastructure Strategy budget. Adult Services and Commissioning are currently writing a business case to determine the viability of a residential care facility. The residual budget will be spent on associated fees.

Capital Loans to Stone Circle

49. This represents the capital loan funding to Stone Circle companies for 2022/23.

50. At the 31/03/2022 the Stone Circle Housing company had acquired 51 properties and has a Capital Loan of £11.055m and a working capital loan of £0.184m from Wiltshire Council.
51. The Business Plan programme is set to acquire 250 units by 2024/25. The Plan was revised, and new house price parameters established to enable the company to be more competitive.
52. 15 properties were purchased by the end of Quarter 2. The original target for 2022/23 was to purchase circa 70 properties. This is now likely to be circa 50 and therefore £10.461m is reprogrammed to future years.
53. Stone Circle Development Company has six development sites across Wiltshire for delivery of market properties with the proposal to deliver Carbon Zero homes with affordable housing provided at policy compliant levels. As at the 31/03/2022 Stone Circle Development company has a Capital Loan of £0.535m and a Working Capital Loan of £0.162m from Wiltshire Council. £9.823m has been reprogrammed into future years to align budget to current work programme.

Information Services

54. The ICT capital programme is shown across Applications, Get Well, Other Infrastructure and Business as Usual and covers staff costs and project costs to deliver key infrastructure, applications, cost of replacing staff devices and for further digital transformation and activities and emerging fields like business intelligence. ICT have undertaken a comprehensive review of project expenditure to date, commitments, staff costs and anticipated delivery timescales. This has resulted in a requirement to reprogramme £5.005m into future years.

Housing Revenue Account (HRA)

55. The table below shows Quarter 2 capital programme summary position for the Housing Revenue Account. The revised budget stands at £26.954mm and spend is currently at 23%.
56. As part of the Quarter 2 review £8.626m budget has been reprogrammed into future years, £6.626m in relation to the Council House Build programme from delays in making and receiving planning permissions and £2m for Planned Capital Maintenance due to procurement delays, both have been aligned to current forecast delivery programme.

Table 5 – Capital Programme 2022/23, HRA

Scheme Name	Capital Programme Budget and Spend 2022/2023 Qtr 1		
	Revised Budget	Actual Spend	% Actual Spend to Revised Budget
Housing Revenue Account			
HRA - Council House Build Programme	0.038	0.000	0%
HRA - Council House Build Programme (Phase 2)	1.552	0.451	29%
HRA - Council House Build Programme (Phase 3.1)	6.496	1.687	26%
HRA - Council House Build Programme (Phase 3.2)	1.157	0.773	67%
HRA - Council House Build Programme (Phase 3.3)	3.436	0.156	5%
HRA - Refurbishment of Council Stock	14.275	3.230	23%
Housing Revenue Account Total	26.954	6.297	23%

57. HRA Capital programme consists of two elements, the planned capital maintenance and the council house build programme. The planned capital maintenance of the existing housing stock covers bathrooms, kitchens, roofs, boilers etc. and the Council House Build programme, which has been split into different phases, is planned to deliver 1,000 homes over the next ten years.

58. The current 30 year business plan has been reviewed to reflect estimated cost increases and based on the anticipated rent regime to be agreed by Government, is still capable of delivering the planned maintenance, Housing energy efficiency programme and Council House Build programme.

Place

59. The table below shows the Quarter 2 capital programme summary position for Place Directorate. The revised budget stands at £58.742m and spend is currently at 23%.

60. As part of the Quarter 2 review, £0.239m has been added to the programme which is aligning forecast Grant allocations and parish council contributions to projects. In addition, £0.235m has been moved between schemes £0.225 from Structural Maintenance and Bridges and £0.010m from Local Highways and Footpath Improvements to Integrated Transport. These movements are shown in Appendix B.

61. A total of £13.778m budget has been reprogrammed into future years, in line with forecast delivery programmes.

Table 6 – Capital Programme 2022/23, Place

Capital Programme Budget and Spend 2022/2023 Qtr 1			
Scheme Name	Revised Budget	Actual Spend	% Actual Spend to Revised Budget
Highways & Transport			
Churchyards & Cemeteries	0.028	0.000	0%
CIL Funded Schemes	0.053	0.000	0%
Parking Contactless Machines	0.127	0.000	0%
Fleet Vehicles	2.711	0.000	0%
Integrated Transport	3.725	2.203	59%
Local Highways and Footpath Improvement Groups	1.335	0.258	19%
LED Street Lighting	0.762	0.666	87%
Structural Maintenance & Bridges	21.586	8.119	38%
Churchfields Depot Drainage and Traffic Management	0.081	(0.008)	-10%
Passenger Transport RTPi	0.692	0.130	19%
Drainage Improvements	0.500	0.000	0%
Major Road Network M4 Junction 17	1.007	0.131	13%
A338 Salisbury Junction Improvements MRN	0.059	0.018	31%
A350 Chippenham Bypass (Ph 4&5) MRN	1.091	0.549	50%
A3250 Melksham Bypass LLM - Full Scheme	1.825	0.145	8%
Highways & Transport Total	35.582	12.460	35%
Economy & Regeneration			
Chippenham Station HUB	0.204	0.001	0%
Corsham Mansion House	0.048	0.000	0%
Salisbury Future High Streets	4.815	0.178	4%
Trowbridge Future High Streets	5.024	0.244	5%
West Ashton Urban Extension Project	8.784	0.000	0%
Carbon Reduction Projects	0.070	0.035	50%
Wiltshire Ultrafast Broadband	0.062	0.000	0%
Wiltshire Online	0.829	0.000	0%
Economy & Regeneration Total	19.836	0.458	2%
Environment			
Waste Services	1.117	0.214	19%
HRC Savings Infrastructure	0.100	0.000	0%
Environment Total	1.217	0.214	18%
Leisure Culture & Communities			
Area Boards Grants	0.642	(0.020)	-3%
Fitness Equipment for Leisure Centres	0.200	0.000	0%
Libraries - Self Service	0.250	0.000	0%
Other Schemes including cross cutting systems	0.019	0.019	100%
Trowbridge Leisure Centre	0.500	0.013	3%
Leisure Requirements	0.496	0.077	16%
Leisure Culture & Communities Total	2.107	0.089	4%
Corporate Director - Place	58.742	13.221	23%

Highways & Transport

62. Included under Highways & Transport are the Structural Maintenance and Bridges programmes. These are funded by grant from the Department for Transport (DfT) and the schemes cover maintaining, improving and renewing carriageways and footways including reconstruction, resurfacing, surface dressing and patching. The grant funding is also used for lighting column and traffic signal replacement and re-decking, resurfacing, masonry repair and strengthening of bridges. It ensures the renewal, repair and preventative maintenance of carriageway/footway and land drainage infrastructure to prevent flooding. The service is managing significant inflation pressures ranging between 8% and 30%, by reducing the level of work that is undertaken to remain within budget.
63. Two major road projects have been delayed, both funded by DfE and CIL. £0.700m has been reprogrammed to future years for the A338 Salisbury Junction Improvements whilst the scheme is reviewed and alternatives considered. £1.000m for the Melksham Bypass Scheme has also been reprogrammed to future years whilst the scheme waits the outcome of a connectivity study.
64. £0.748m has been brought forwards from 2024/25 to 2023/24 for the A350 Chippenham Bypass works as the detailed design stage has progressed quicker than anticipated, this is shown on Appendix B.
65. Contracts have been let for vehicle purchases however expenditure has been delayed due to 12 month lead in times for vehicles and special build requirements for others. £1.500m of the budget has been re-profiled for vehicles that will not be supplied until 2023/24. In the unlikely event that the vehicles are available earlier then a portion of this capital may need to be brought forwards.

Economy & Regeneration

66. There are three significant schemes included in the revised 2022/23 programme under Economic Development and Planning; £8.784m for West Ashton Urban Extension Project, £7.279m for Salisbury Future High Street and £5.024m for Trowbridge Future High Street.
67. The Council is working with Homes England under the terms of its Grant Determination Agreement for £8.784m of Housing Infrastructure Funding (HIF) to ensure that funding will support the costs of road infrastructure required to deliver 2,200 new homes at West Ashton, Trowbridge. The pressure on the projects is that the funding is bound by deadline which expires on 31 March 2023. Unfortunately, it has not yet been possible to resolve all outstanding matters relating to the section 106 agreement by the new milestone of 14 July 2022. The council's strategic planning committee has extended the deadline for signing the 106 agreement to January 2023 so the developer's planning permission is not at immediate risk, however it

remains critical to meeting the timescale for HIF expenditure that the s106 agreement be signed as soon as possible and certainly by the January deadline so that the Homes England funding may still be drawn down by the funding deadline. The council is doing everything it can within its powers to support the developer and reach agreement with Homes England regarding the drawdown of the funding.

68. The Salisbury Future High Street Fund (FHSF) Programme will focus on the Station Forecourt, Blue Boar Row and Fisherton Street schemes in Salisbury. This will create some residential space, enhance the public realm, and improve accessibility to make it easier, safer, and more convenient to travel into the city centre. Reporting to the Department of Levelling Up, Housing and Communities (DLUHC) takes place twice annually, in December and May. The profiled spend for 2022/23 is £4.815m and this is on track to deliver as forecast, £2.463m has therefore been reprogrammed to future years.
69. The Trowbridge Future High Streets Fund (FHSF) Programme will be spent across a range of projects aiming to strengthen the sustainability of Trowbridge Town centre by creating a more diverse offer and increasing footfall. Ensuring this long-term sustainability involves maximising the use of some key buildings, bringing vacant retail units back into use, as well as improving connectivity, the public realm and active travel opportunities within the town centre. The programme is fully grant funded.
70. The Trowbridge FHSF programme continues to seek the reallocation of some funds between projects to ensure deliverability within the funding criteria and fixed budget envelope. A full update report on FHSF progress was reported to Cabinet on 27 September 2022
71. There are two externally grant funded digital projects within Economy and Regeneration. The Wiltshire Ultrafast Broadband project is due to close, but the timetable for this is with BDUK and SWLEP. Barring the commitments that are on this capital line £1.011m has been reprogrammed to future years. Should the funding not be spent these grants will need to be returned to the respective organisation on closure of contracts. Should this occur in 2022/23, then the funding may need to be brought forwards again.
72. Similarly Wiltshire On-Line is externally funded on a rolling contract to 2025/26. Currently £1.573m remains uncommitted and this has been reprogrammed to future years, again on the basis that if funding is required to be returned in year, that this is brought forward.

Environment

73. Waste Services includes numerous projects that provide recycling bins, black boxes, wheelie bins, DIY disposal at household recycling centres, emissions control equipment for residual household waste, management and control of emissions at closed landfill sites and food waste digesters. At Quarter 2 £0.369m has been identified to be reprogrammed into future years. A full review of remaining provision is being undertaken.

Leisure, Culture and Communities

74. Work is currently taking place to determine robust business cases and a planned pipeline of leisure facility improvements. The pipeline will be based on RIBA build stages and so will provide a more accurately profiled budget. As a result of the review to date £3.912m has been reprogrammed to future years. The provision of fitness equipment is currently in the process of being tendered. In addition, the installation of any procured fitness equipment is linked to the pipeline of projects and £0.600m of this budget has been reprogrammed to future years.

75. £0.400m Community Projects has been reprogrammed to future years, as has £0.250m for Libraries Self-Service pending a transformation review.

Capital Programme 2022/23 Funding

76. The Capital Programme for 2022/23 has been financed as shown in the table below as at Quarter 2.

Table 7 – Capital Programme 2022/23 Funding

Funding	£'m
Grants	76.789
S106 Contributions	4.746
CIL Contributions	0.204
Other Contributions	0.472
HRA Reserves/Borrowing	21.879
Capital Receipts	4.537
RTB Housing Receipts	2.392
Shared Ownership Income	1.269
Borrowing funded by Revenue Savings in Service	1.760
Borrowing	63.877
Stone Circle Capital Loan	13.183
Total Capital Programme 2022/23	191.108

77. The Council bids for and receives grants from Government and third parties, and these come from various departments including Department for Transport, Homes England, Department for Business, Energy and Industrial Strategy, Department for Levelling Up, Housing and Communities and Department for Education.

78. In addition to grants, contributions are also used to finance the programme and contributions cover third party non grant funding for example Section 106 (S106) developer contributions, Community Infrastructure Levy (CIL), contributions from private or public sector organisations.

79. The HRA finances its capital programme depending on sources available in that financial year with the aim of minimising borrowing. The new build programme financing has been delegated to the Corporate Director of

Resources & Deputy Chief Executive (S151 officer) and the Director of Assets and Commercial Development. Funding sources are the HRA Revenue and Capital Reserves, Right to Buy receipts, shared ownership receipts, commuted sums, grants, and as a last resort borrowing.

80. The General Fund borrowing total of £63.877m, together with historic Council borrowing, will generate a Minimum Revenue Provision (MRP) charge, which is the amount councils have to statutorily set aside to repay the debt. For 2022/23 a revenue saving of £1.197m for MRP has been reported as a result of the reduction in the 2021/22 capital programme year end position.

81. A forecast net underspend of £1.264m has also been reported in Quarter 2 for Interest payable and receivable. The Council took a treasury management decision to borrow £80m in March 2022 and based on the current cashflow forecast the Council will not need to borrow again in 2022/23. As a result of this borrowing and the increases in interest rates, interest payable is forecast to exceed budget by £1.326m. This is offset by a forecast overachievement of £2.591m on interest receivable due to the increased level of cashflow and increased interest rates, alongside amounts forecast for loan interest from Stone Circle and Wiltshire College.

82. The 2022/23 capital schemes funded by borrowing inform the Financing and Investment Income and Expenditure budget for 2023/24. The programme therefore needs to be deliverable to ensure that revenue budget is not set aside unnecessarily and diverted away from key services. This will now be ensured through the new Asset Gateway Capital Programme governance process which will provide assurance through regular review and challenge of the capital schemes.

83. The Council brought forward into 2022/23 £5.797m of capital receipts from previous years and is forecasting to achieve £3.674m receipts from the disposal on assets in 2022/23. This is a small increase from Quarter 1 report. £4.537m of capital receipts are planned to be used to finance the capital programme and £1.000m under Capital Receipts Flexibilities regulation to fund revenue costs of transformational projects. This would leave a balance to roll forward to 2023/24 of £3.934m.

Overview and Scrutiny Engagement

84. This report will be considered by the Financial Planning Task Group on 25 November 2022.

Safeguarding Implications

85. None have been identified as arising directly from this report.

Public Health Implications

86. None have been identified as arising directly from this report.

Procurement Implications

87. None have been identified as arising directly from this report.

Equalities Impact of the Proposal

88. None have been identified as arising directly from this report.

Environmental and Climate Change Considerations

89. None have been identified as arising directly from this report.

Risks that may arise if the proposed decision and related work is not taken

90. If the Council fails to take actions to address forecast shortfalls, overspends or increases in its costs it will need to draw on reserves or undertake further borrowing. The level of reserves is limited and a one-off resource that cannot be used as a long-term sustainable strategy for financial stability and additional borrowing will bring additional revenue costs.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

91. Ongoing budget monitoring and management, of which this report forms part of the control environment, is a mitigating process to ensure early identification and action is taken.

Financial Implications – S151 commentary

92. The financial implications are implicit throughout the report.

93. As part of the budget monitoring process reviews are carried out of the likely timing of the delivery of the schemes within the Capital Programme.

94. These reviews will continue as part of the Quarterly budget monitoring process so that forecasts are made with greater confidence and the understanding of future funding requirements for borrowing and impact on future budget requirements is understood. This is critical as we move into setting the MTFS and Budget for the next financial year.

Legal Implications

95. None have been identified as arising directly from this report.

Workforce Implications

96. No workforce implications have been identified as arising directly from this report. Ongoing budget monitoring and management, of which this report forms part of the control environment, is a mitigating process to ensure early identification of variances and action is taken so that impacts to the workforce are minimised.

Options Considered

97. Budget monitoring forms part of the financial control environment and it is important to provide reporting on all aspects of financial management and performance to Cabinet and the public, including delivery to plans, variances and risks and impacts.

Conclusions

98. The report supports effective decision making and ensures a sound financial control environment.

Andy Brown (Corporate Director Resources & Deputy Chief Executive (S.151 Officer)),

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Appendices

Appendix A: Capital Programme Budget Movements 2022/23 Quarter 2
Appendix B: Capital Programme Adjustments Quarter 2 2022/23

Background Papers

The following documents have been relied on in the preparation of this report:

Financial Year 2022/23 – Quarter One Capital Budget Monitoring – Cabinet 27 September 2022 - [Agenda for Cabinet on Tuesday 27 September 2022, 10.00 am | Wiltshire Council](#)

Wiltshire Council's Financial Plan Update 2022/23, Medium Term Financial Strategy 2022/23-2024/25 - Full Council, 15 February 2022
[Agenda for Council on Tuesday 15 February 2022, 10.30 am | Wiltshire Council](#)

Appendix A: Capital Programme Budget Movements 2022/23 Quarter 2 (page 1)

Scheme Name	Capital Programme Budget Movements 2022/2023 Qtr 2					
	Qtr 1 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Section 1 Appendix B)	Reduced Budgets	Budgets reprogrammed from 2022/2023 into future years (Section 2 Appendix B)	Revised Budget
	£m	£m	£m	£m		£m
Whole Life Pathway						
Sensory Stimulation & Development Play Equipment	0.020	0.000	0.000	0.000	0.000	0.020
Whole Life Pathway Total	0.020	0.000	0.000	0.000	0.000	0.020
Ageing & Living Well						
Disabled Facilities Grants	3.200	0.000	0.000	0.000	(0.500)	2.700
Ageing & Living Well Total	3.200	0.000	0.000	0.000	(0.500)	2.700
Education & Skills						
Access and Inclusion	0.126	0.000	0.000	0.000	0.000	0.126
Army Rebasing	0.012	0.000	0.000	0.000	0.000	0.012
Basic Need	10.330	0.000	0.000	0.000	(3.434)	6.896
Stonehenge School Replacement of Lower Block	3.638	0.000	0.000	0.000	0.000	3.638
Devolved Formula Capital	0.629	0.000	0.000	0.000	0.000	0.629
Schools Maintenance & Modernisation	6.035	0.000	0.000	(0.353)	(0.335)	5.347
Early Years & Childcare	0.455	0.000	0.673	0.000	(0.569)	0.559
Early Years Buildings	1.170	0.000	0.000	0.000	(1.049)	0.121
DfE Funded SEN Specialist Placement Expansion	0.003	0.000	0.000	0.000	0.000	0.003
Silverwood Special School	16.712	0.000	0.000	0.000	0.000	16.712
SAIL Free Special School Abnormal Costs	0.350	0.000	0.000	0.000	0.000	0.350
SEND Special School Capacity & Alternative Provision	0.403	0.000	0.000	0.000	0.000	0.403
High Needs Provision Capital Allowance	5.737	0.000	0.000	0.000	(2.120)	3.617
Education & Skills Total	45.600	0.000	0.673	(0.353)	(7.507)	38.413
Families & Children's Service						
Childrens Homes	1.500	0.000	0.000	0.000	0.000	1.500
Families & Children's Total	1.500	0.000	0.000	0.000	0.000	1.500
Corporate Director - People	50.320	0.000	0.673	-0.353	-8.007	42.633

Appendix A: Capital Programme Budget Movements 2022/23 Quarter 2 (page 2)

Capital Programme Budget Movements 2022/2023 Qtr 2						
Scheme Name	Qtr 1 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Section 1 Appendix B)	Reduced Budgets	Budgets reprogrammed from 2022/2023 into future years (Section 2 Appendix B)	Revised Budget
Finance						
Corporate	1.071	0.000	0.000	0.000	0.000	1.071
Covid 19 Capital	0.000	0.000	0.000	0.000	0.000	0.000
Evolve Project	7.741	0.000	0.000	0.000	(2.365)	5.376
Finance Total	8.812	0.000	0.000	0.000	(2.365)	6.447
Assets & Commercial Development						
Affordable Housing including Commuted Sums	0.000	0.000	0.836	0.000	(0.300)	0.536
Capital Receipt Enhancement	1.268	0.000	0.000	0.000	0.000	1.268
Commercial - Commercial Investment	9.997	0.000	0.000	0.000	(9.000)	0.997
Lackham College Land Purchase	1.300	0.000	0.000	0.000	0.000	1.300
Depot & Office Strategy	4.772	0.000	0.000	0.000	(2.317)	2.455
Facilities Management Operational Estate	4.207	0.000	0.000	(0.001)	0.000	4.206
Gypsies and Travellers Projects	1.300	0.000	0.000	0.000	(1.150)	0.150
Housing Infrastructure Fund (HIF)	9.377	0.000	0.000	0.000	0.000	9.377
Porton Science Park	5.557	0.000	0.000	0.000	0.000	5.557
Health and Wellbeing Centres - Live Schemes	9.446	0.000	0.000	(0.096)	(2.184)	7.166
Non-Commercial Property Purchases	0.133	0.000	0.000	0.001	0.000	0.134
North Wiltshire Schools PFI Playing Fields	0.300	0.000	0.000	0.000	(0.300)	0.000
Property Carbon Reduction Programme	4.976	0.000	0.000	0.000	(1.700)	3.276
Park & Ride Solar Panel Canopys	3.500	0.000	0.000	0.000	(3.200)	0.300
Public Sector Decarbonisation Scheme Projects	0.073	0.000	0.000	0.000	0.000	0.073
Salisbury Central Car Park & Maltings	0.001	0.000	0.000	0.000	0.000	0.001
Facilities Management Investment Estate	0.630	0.000	0.000	0.000	0.000	0.630
Social Care Infrastructure & Strategy	0.634	0.000	0.000	0.000	(0.600)	0.034
Assets & Commercial Development Total	57.471	0.000	0.836	(0.096)	(20.751)	37.460
Capital Loans						
Stone Circle Housing Company Loan	21.294	0.000	0.000	0.000	(10.461)	10.833
Stone Circle Development Company Loan	12.173	0.000	0.000	0.000	(9.823)	2.350
Capital Loans Total	33.467	0.000	0.000	0.000	(20.284)	13.183
Information Services						
ICT Applications	4.935	0.000	0.000	0.000	(1.890)	3.045
ICT Business as Usual	1.722	0.000	0.000	0.000	(0.209)	1.513
ICT Other Infrastructure	1.432	0.000	0.000	0.000	(0.601)	0.831
ICT Get Well	3.258	0.000	0.000	(0.001)	(2.305)	0.952
Microsoft Cloud Navigator	0.148	0.000	0.000	0.000	0.000	0.148
Information Services Total	11.495	0.000	0.000	(0.001)	(5.005)	6.489
Corporate Director - Resources	111.245	0.000	0.836	-0.097	-48.405	63.579

Appendix A: Capital Programme Budget Movements 2022/23 Quarter 2 (page 3)

Capital Programme Budget Movements 2022/2023 Qtr 2						
Scheme Name	Qtr 1 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Section 1 Appendix B)	Reduced Budgets	Budgets reprogrammed from 2022/2023 into future years (Section 2 Appendix B)	Revised Budget
Highways & Transport						
Churchyards & Cemeteries	0.028	0.000	0.000	0.000	0.000	0.028
CIL Funded Schemes	0.053	0.000	0.000	0.000	0.000	0.053
Parking Contactless Machines	0.127	0.000	0.000	0.000	0.000	0.127
Fleet Vehicles	4.211	0.000	0.000	0.000	(1.500)	2.711
Integrated Transport	3.043	0.235	0.212	0.000	0.000	3.725
Local Highways and Footpath Improvement Groups	1.333	(0.010)	0.022	0.000	0.000	1.335
LED Street Lighting	0.762	0.000	0.000	0.000	0.000	0.762
Major Road Network (MRN)	0.000	0.000	0.000	0.000	0.000	0.000
Structural Maintenance & Bridges	22.032	(0.225)	0.005	(0.001)	0.000	21.586
Churchfields Depot Drainage and Traffic Management	0.081	0.000	0.000	0.000	0.000	0.081
Passenger Transport RTPi	0.692	0.000	0.000	0.000	0.000	0.692
Drainage Improvements	0.500	0.000	0.000	0.000	0.000	0.500
Major Road Network M4 Junction 17	1.007	0.000	0.000	0.000	0.000	1.007
A338 Salisbury Junction Improvements MRN	0.759	0.000	0.000	0.000	(0.700)	0.059
A350 Chippenham Bypass (Ph 4&5) MRN	1.091	0.000	0.000	0.000	0.000	1.091
A3250 Melksham Bypass LLM - Full Scheme	2.825	0.000	0.000	0.000	(1.000)	1.825
Highways & Transport Total	38.544	(0.000)	0.239	(0.001)	(3.200)	35.582
Economy & Regeneration						
Boscombe Down	0.000	0.000	0.000	0.000	0.000	0.000
Chippenham Station HUB	0.204	0.000	0.000	0.000	0.000	0.204
Corsham Mansion House	0.048	0.000	0.000	0.000	0.000	0.048
Salisbury Future High Streets	7.278	0.000	0.000	0.000	(2.463)	4.815
Trowbridge Future High Streets	5.024	0.000	0.000	0.000	0.000	5.024
West Ashton Urban Extension Project	8.784	0.000	0.000	0.000	0.000	8.784
Carbon Reduction Projects	0.070	0.000	0.000	0.000	0.000	0.070
Wiltshire Ultrafast Broadband	1.073	0.000	0.000	0.000	(1.011)	0.062
Wiltshire Online	2.402	0.000	0.000	0.000	(1.573)	0.829
Economy & Regeneration Total	24.883	0.000	0.000	0.000	(5.047)	19.836
Environment						
Waste Services	1.486	0.000	0.000	0.000	(0.369)	1.117
HRC Savings Infrastructure	0.100	0.000	0.000	0.000	0.000	0.100
Environment Total	1.586	0.000	0.000	0.000	(0.369)	1.217
Leisure Culture & Communities						
Area Boards and LPSA PRG Reward Grants	0.642	0.000	0.000	0.000	0.000	0.642
Community Projects	0.400	0.000	0.000	0.000	(0.400)	0.000
Fitness Equipment for Leisure Centres	0.800	0.000	0.000	0.000	(0.600)	0.200
Libraries - Self Service	0.500	0.000	0.000	0.000	(0.250)	0.250
Other Schemes including cross cutting systems	0.019	0.000	0.000	0.000	0.000	0.019
Trowbridge Leisure Centre	0.500	0.000	0.000	0.000	0.000	0.500
Leisure Requirements	4.408	0.000	0.000	0.000	(3.912)	0.496
Leisure Culture & Communities Total	7.269	0.000	0.000	0.000	(5.162)	2.107
Corporate Director - Place	72.282	(0.000)	0.239	(0.001)	(13.778)	58.742
2022/2023 Capital Programme General Fund Total	233.847	(0.000)	1.748	(0.451)	(70.190)	164.954

Appendix A: Capital Programme Budget Movements 2022/23 Quarter 2 (page 4)

Scheme Name	Capital Programme Budget Movements 2022/2023 Qtr 2					
	Qtr 1 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Section 1 Appendix B)	Reduced Budgets	Budgets reprogrammed from 2022/2023 into future years (Section 2 Appendix B)	Revised Budget
Housing Revenue Account						
HRA - Council House Build Programme	0.038	0.000	0.000	0.000	0.000	0.038
HRA - Council House Build Programme (Phase 2)	1.400	0.000	0.000	0.000	0.152	1.552
HRA - Council House Build Programme (Phase 3.1)	7.000	0.000	0.000	0.000	(0.504)	6.496
HRA - Council House Build Programme (Phase 3.2)	6.800	0.000	0.000	0.000	(5.643)	1.157
HRA - Council House Build Programme (Phase 3.3)	4.067	0.000	0.000	0.000	(0.631)	3.436
HRA - Refurbishment of Council Stock	16.275	0.000	0.000	0.000	(2.000)	14.275
Housing Revenue Account Total	35.580	0.000	0.000	0.000	(8.626)	26.954
2022/2023 Capital Programme General Fund and Housing Revenue Account Total	269.427	(0.000)	1.748	(0.451)	(78.816)	191.908

Appendix B: Re-programming Q2 2022/23 (Page 1)

CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME					
Cabinet Meeting					
Financial Year:			2022/2023		
SECTION 2 - DELEGATED CFO POWERS					
"Schemes within the capital programme which require the reprogramming of expenditure between years due to scheme not progressing as originally anticipated or other circumstances"					
Project Name:	Fitness Equipment for Leisure Centres		Reason:	Project now linked to Leisure Centre Improvement line	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.600	0.600	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	HRA - Miscellaneous General		Reason:	Slippage due to contract renewal & capacity	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-2.000	2.000	0.000	0.000	0.000
Funding Source:	HRA Revenue Contribution & MRR				
Project Name:	Leisure Requirements		Reason:	Reprofile to reflect project prioritisation	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-1.500	1.500	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	Leisure Centre Improvement		Reason:	Reprofile to reflect project prioritisation	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-2.412	2.412	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	Commercial - Commercial Investment		Reason:	Slippage - prof fees & works for solar farm	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-9.000	9.000	0.000	0.000	0.000
Funding Source:	Borrowing funded by Revenue Saving in Service				
Project Name:	A338 Salisbury Junction Improvements		Reason:	Scheme reviewed, alternatives being considered	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.700	0.700	0.000	0.000	0.000
Funding Source:	0				
Project Name:	A3250 Melksham Bypass LLM		Reason:	Scheme awaiting outcome of connectivity study	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-1.000	1.000	0.000	0.000	0.000
Funding Source:	DfT Grant				
Project Name:	North Wiltshire Schools PFI Playing Fields		Reason:	Reprofile to reflect anticipated year of spend	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.300	0.300	0.000	0.000	0.000
Funding Source:	Borrowing				

Appendix B: Re-programming Q2 2022/23 (Page 2)

Project Name:	Property Carbon Reduction Programme			Reason:	Reprofile to new expenditure plan
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-1.700	0.000	1.700	0.000	0.000
Funding Source:	Borrowing				
Project Name:	Park & Ride Solar Panel Canopies			Reason:	Reprofile to anticipated expenditure
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-3.200	2.000	1.200	0.000	0.000
Funding Source:	Borrowing				
Project Name:	CHBP Phase 3.1			Reason:	Reprofile to anticipated expenditure
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.504	0.504	0.000	0.000	0.000
Funding Source:	HRA / RTB Capital Receipts / Shared Ownership Income				
Project Name:	CHBP Phase 3.2			Reason:	Reprofile to anticipated expenditure
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-5.643	5.643	0.000	0.000	0.000
Funding Source:	HRA / RTB Capital Receipts / Shared Ownership Income				
Project Name:	CHBP Phase 3.3			Reason:	Reprofile to anticipated expenditure
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.631	0.631	0.000	0.000	0.000
Funding Source:	HRA / RTB Capital Receipts				
Project Name:	CHBP - Phase 2			Reason:	Reprofile to anticipated expenditure
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	0.152	-0.152	0.000	0.000	0.000
Funding Source:	HRA				
Project Name:	A350 Chippenham Bypass (Ph 4&5) MRN			Reason:	Detailed design progressing better than anticipated
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	0.000	0.748	-0.748	0.000	0.000
Funding Source:	DfT Grant & S106				
Project Name:	Melksham House			Reason:	Reprofile based on contractor revised forecast
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-1.549	1.533	0.016	0.000	0.000
Funding Source:	Borrowing				
Project Name:	G & T Emergency Stopping Places			Reason:	Prof fee charges only in 22/23, initial costs
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-1.150	1.150	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	Park Farm, Seend (White Horse HA)			Reason:	Reprofile to reflect completion payment date
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.300	0.300	0.000	0.000	0.000
Funding Source:	S106 / HRA				
Project Name:	Libraries - Self Service			Reason:	Changes pending Transformation review
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.250	0.250	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	OWTP Depots Phase 2			Reason:	Reprofile to anticipated project timetable
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-2.317	2.255	0.062	0.000	0.000
Funding Source:	Borrowing				

Appendix B: Re-programming Q2 2022/23 (Page 3)

Project Name:	Social Care Capital Grant	Reason:	Fees for care home subject to business case		
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.600	0.600	0.000	0.000	0.000
Funding Source:	Grant				
Project Name:	Community Projects	Reason:	Money not needed in current year		
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.400	0.400	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	Melksham Campus Ph 2	Reason:	Reprofile to anticipated project timetable		
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.635	0.635	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	Evolve	Reason:	Reprofile to reflect change to timetable		
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-2.365	2.365	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	Various Basic Need Projects	Reason:	Contractor issues and delays in start dates / reprofile		
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-3.434	3.434	0.000	0.000	0.000
Funding Source:	DfE grant				
Project Name:	Studley Green (Schools Maint)	Reason:	Reprofile to reflect change to timetable		
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.135	0.135	0.000	0.000	0.000
Funding Source:	DfE grant				
Project Name:	Holbrook Primary School (Sch Maint)	Reason:	Reprofile to reflect change to timetable		
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.200	0.200	0.000	0.000	0.000
Funding Source:	DfE grant				
Project Name:	Early Years Buildings	Reason:	Delays to start date for project		
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-1.049	1.049	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	Wiltshire Ultrafast	Reason:	Slipped budget to reflect ongoing issues with contractor		
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-1.011	1.011	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	Wiltshire Online	Reason:	Slipped budget to reflect ongoing issues with contractor		
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-1.573	1.573	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	Disabled Facilities Grant	Reason:	Reprofile to reflect forecast works		
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.500	0.500	0.000	0.000	0.000
Funding Source:	Grant funded				
Project Name:	EV Charging	Reason:	0		
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.269	0.269	0.000	0.000	0.000
Funding Source:	Borrowing				

Appendix B: Re-programming Q2 2022/23 (Page 4)

Project Name:	Tranman ICT System upgrade		Reason:	Revised start date	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.020	0.020	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	Carbon Neutral Fleet		Reason:	Reprofile to reflect delays to vehicle (lead times)	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-1.211	1.211	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	High Needs Capital 2022-23		Reason:	Various schemes forecasting delayed works	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-2.120	2.120	0.000	0.000	0.000
Funding Source:	DfE Grant				
Project Name:	Purchase of Wheelie Bins		Reason:	Reprofile to reflect anticipated demand	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.369	0.093	0.092	0.092	0.092
Funding Source:	Borrowing				
Project Name:	ICT Get Well		Reason:	Reprofile to reflect revised forecast	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-2.305	2.305	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	ICT Applications		Reason:	Reprofile to reflect revised forecast	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-1.890	1.890	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	ICT Other Infrastructure		Reason:	Reprofile to reflect revised forecast	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.601	0.601	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	ICT Business As Usual		Reason:	Reprofile to reflect revised forecast	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.209	0.209	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	Salisbury Future High Streets		Reason:	Reprofile in line with submitted spend forecast to DLUHC	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-2.463	0.000	2.463	0.000	0.000
Funding Source:	DLUHC Grant				
Project Name:	Early Years & Childcare		Reason:	0	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-0.569	0.569	0.000	0.000	0.000
Funding Source:	Borrowing/S106				
Project Name:	Stone Circle Housing Company Loan		Reason:	Reprofiled to reflect revised forecast	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-10.461	10.461	0.000	0.000	0.000
Funding Source:	Borrowing				
Project Name:	Stone Circle Development Company Loan		Reason:	Reprofiled to reflect revised forecast	
Budget Change:	2022/2023	2023/2024	2024/2025	2024/2025	2025/2026
	-9.823	9.823	0.000	0.000	0.000
Funding Source:	Borrowing				
Total Re-programming between years	-78.816	73.847	4.785	0.092	0.092
In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above.					
CHIEF FINANCE OFFICER:	Andy Brown				
DATE:					

Appendix B: Capital Programme Adjustments Q2 2022/23 (Page 1)

CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME

Cabinet Meeting
Financial Year:

2022/2023

SECTION 1 - DELEGATED CFO POWERS

"Adjustment/addition of scheme in the capital programme which has no effect on the net funding position of the programme i.e. Additional resources available in the form of Grant, Section 106 contributions etc which fund the addition, "

Project Name:	Integrated Transport	Reason for movement:	National Highways Contribution
Budget Change:	2022/2023 210,000.00	2023/2024 2024/2025	2024/2025 2025/2026
Funding Source:	Grant contribution		
Project Name:	Integrated Transport	Reason for movement:	Town & Parish Contributions
Budget Change:	2022/2023 1,864.00	2023/2024 2024/2025	2024/2025 2025/2026
Funding Source:	Town Council Contribution		
Project Name:	Local Highway Footway Improvement Groups	Reason for movement:	Town & Parish Contributions
Budget Change:	2022/2023 21,836.00	2023/2024 2024/2025	2024/2025 2025/2026
Funding Source:	Parish Contribution to Scheme		
Project Name:	Bridges General	Reason for movement:	Insurance contribution
Budget Change:	2022/2023 4,750.00	2023/2024 2024/2025	2024/2025 2025/2026
Funding Source:	Insurance contribution for Bridges		
Project Name:	Early Years Schemes	Reason for movement:	S106 cont Chipp EY building project
Budget Change:	2022/2023 175,220.00	2023/2024 2024/2025	2024/2025 2025/2026
Funding Source:	Funding from S106 contributions		
Project Name:	Early Years Schemes	Reason for movement:	S106 cont Malmesbury projects
Budget Change:	2022/2023 394,086.00	2023/2024 2024/2025	2024/2025 2025/2026
Funding Source:	Funding from S106 contributions		
Project Name:	Park Farm, Seend (W Horse HA)	Reason for movement:	Agreed contributions for Scheme
Budget Change:	2022/2023 836,000.00	2023/2024 2024/2025	2024/2025 2025/2026
Funding Source:	S106 and RTB receipts funding		
Project Name:	Early Years Schemes	Reason for movement:	New contribution for general EY sche
Budget Change:	2022/2023 103,528.00	2023/2024 2024/2025	2024/2025 2025/2026
Funding Source:	S106 Early Years Contribution		

1,747,284.000 Total Delegated Changes Approved by Section 151 Officer

In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above.

CHIEF FINANCE OFFICER: Andy Brown

DATE:

9. Financial Year 2022/23 - Quarter Three Capital Budget Monitoring

- [View the background to item 9.](#)

Report of the Chief Executive

Supporting documents:

- [Financial Year 2022/23 - Quarter Three Capital Budget Monitoring , item 9.](#)  PDF 479 KB

Minutes:

Councillor Nick Botterill, Cabinet Member for Finance, Development Management and Strategic Planning presented the report setting out the Capital Programme for 2022/23 as at 31 December 2022 for the third quarter budget monitoring period.

He explained that the report included movements from September 2022 and sets out how the programme is forecast to be financed. The final projection for the year 2022/23 was £172.227m, but was expected to conclude nearer to £130m. Councillor Botterill detailed improvements in the council's financial reporting that was coming through, so more realistic expectations of capital expenditure was being forecast for future years.

The Leader stated there had been significant improvements in budget monitoring, nothing the constant flow of issues relating to capital programmes which were outside the council's control.

Councillor Graham Wright, Chairman of the Overview and Scrutiny Management Committee reported that the Management Committee met on the 24 January 2023 to consider the report.

Councillor Gavin Grant, Vice-Chairman of the Financial Planning Task Group, noted the variance between current position and expectation for the end of the financial year, suggesting some cash implications if there was borrowing for things that would not then happen. Whilst acknowledging some slippage would occur, the Task Group noted a gap of that order was of some concern.

Councillor Ian Thorn stated it would be important to see how much closer the estimates were for the next year.

At the conclusion of discussion, it was,

Resolved:

That Cabinet note:

the additional budgets added to the programme totalling £2.652m, £1.633m in 2022/23 and £1.019m in 2023/24 under Chief Finance Officer delegated powers;

the movement of £20.563m of budgets into future years under Chief Finance Officer delegated powers;

the removal of £13.926m from the capital programme, £0.50m from 2022/23 and £13.176m from future years under Chief Finance Officer delegated powers;

budget movements between schemes;

the revised 2022/23 Capital Programme as at quarter three of £172.227m; and

the capital spend as at 31 December of £87.998m.

Reason for Decision:

To inform effective decision making and ensure sound financial management as part of the Councils overall control environment.

To inform Cabinet on the financial position of the Council on the 2022/23 capital programme as at quarter three (31 December 2022).

Agenda item

Melksham House

- [Meeting of Cabinet, Tuesday 14 December 2021 10.00 am \(Item 95.\)](#)
- [View the background to item 95.](#)



Report of the Chief Executive.

Minutes:

Cllr Phil Alford, Cabinet Member for Housing, Strategic Assets and Asset Transfer presented the report which provided detail about the refurbishment of Melksham House to meet the Council's obligation to fulfil the Melksham Community Campus planning conditions; the requirement to demolish Melksham Blue Pool; and an overview of a broader objective to establish a Place Board for Melksham and to work in partnership with Melksham Town Council to agree a strategy that realises the potential value of the publicly owned assets in the town.

Cllr Alford explained that the re-development of Melksham House is linked to Melksham Community Campus and that planning consent for the occupation of the Campus is conditional on an approved scheme and timescale for the refurbishment of Melksham House. It was noted that the first part of this condition is complete.

The report indicated that a budget of £4.2m was included in the capital programme for Melksham House however this was subject to a Levelling up bid being successful. Unfortunately, the bid was not successful and a further £2.2m included in the capital programme for Melksham House is required to complete the works. This would be funded by borrowing. In addition to this borrowing, a further £0.600m was required to demolish Melksham Blue Pool.

The Leader acknowledged that the works were necessary as part of the planning conditions and there was a need to complete the works.

Cllr Pip Ridout, Chair of the Financial Planning Task Group highlighted that the Task Group had considered the report at their meeting held on 10 December 2021 and confirmed that they were reassured of the options and estimates were sound. The Task Group considered the contingencies, were satisfied that the figures were robust and supported the proposals. Cllr Gavin Grant Vice-Chair of the Task Group commented generally about challenging timelines for the Task Group to consider reports, he requested that the Task Group be given plenty of time to give the necessary scrutiny for future reports.

Cllr Ian Thorn commented on the establishment of a Place Board and its potential membership. The Leader confirmed that the Place Board was established so that Melksham Town Council and Wiltshire Council can steer the strategic development opportunities via a town centre masterplan to ensure the long-term sustainability of the town centre and obtain the maximum return from all publicly owned assets. It was noted that local MPs had been appointed at other Place Boards and this process had proved to be very successful in the smooth running of the Place Board.

Cllr Tony Jackson was concerned about the project exceeding previous budget estimates and suggested that consideration be given to the option of separating from the site and using receipts for another location.

Cllr Alford and the Leader agreed with Cllr Jackson that the project was very challenging, although establishing the Place Board would help move the project forward to a successful conclusion.

Cllr Gordon King commented on the levelling up agenda and the recent unsuccessful bid. He asked if the additional borrowing was affordable and questioned whether it would impact other projects. Cllr Church confirmed that the £2.2m borrowing requirement was in the budget. The Leader re-confirmed that the works required were part of the planning conditions and time limited. He also noted that borrowing interest rates were currently very low and this was an opportune moment to agree the additional funds.

Cllr Jon Hubbard welcomed the concept of a Place Board and encouraged the Cabinet to support the proposals.

Cllr Stewart Palmen welcomed the establishment of the Place Boards and suggested that they elect the Chair of the Board. The Leader explained that other Place Boards had elected the local MP to be Chair and this had proved to be very successful.

Resolved:

- (a) To note the overview of the consented scheme to redevelop Melksham House for both flexible office, meeting room space and community use;**
- (b) To approve use of the existing £2.2m budget for Melksham House to deliver the required refurbishments;**
- (c) To approve an increase to the Capital Receipt Enhancement Budget of £0.6m in 2022/2023 to fund the demolition of Melksham Blue Pool. This will be financed from future capital receipts. This approval will be subject to a valuation to evidence that the asset value would be enhanced by undertaking the demolition.**
- (d) To approve that a Place Board is established for Melksham town centre;**
- (e) To approve that Wiltshire Council works with Melksham Town Council to agree a strategy for the publicly held assets within Melksham town centre;**
- (f) To delegate to the Director for Assets and Commercial Development, in consultation with the Cabinet Member for Housing, Strategic Assets and Asset Transfer to take all necessary steps to implement the refurbishment of Melksham House**

Reason for Decision:

In considering the establishment of the Community Campus in the grounds of Melksham House, the future use of the Grade II listed building is important, both in planning and estate management terms.

A pre-occupation planning condition for Melksham Community Campus requires that Melksham House has a consented scheme with a works timescale.

Design development and cost analysis together with condition surveys has revealed that the House requires significant repairs. The consented scheme cannot be delivered within the £2m budget envelope approved by Cabinet in 2019. The additional capital will ensure that the building can be occupied and is accessible.

The consented scheme includes sustainability technologies to aid carbon reduction and reduced running costs. These costs are included in the current forecast.

Approval to access of the additional budget allocation of £2.2m, and therefore approving of a total budget of £4.2m for Melksham House, will ensure that the Community Campus is able to open as planned by Autumn 2022.

Procurement of the main refurbishment contractor is due to commence in January 2022, requiring confirmation of the additional capital.

14 December 2021

Subject: Melksham House Refurbishment Project and Master Plan for Melksham

Cabinet Member: Cllr Phil Alford, Cabinet Member for Housing, Strategic Assets and Asset Transfer

Key Decision: Key

Executive Summary

Melksham House is a Grade II listed building. The House has been vacant for a number of years and is in a very poor state of repair. National planning policy and legislation requires the council to safeguard Melksham House and the wider site.

The re-development of Melksham House is intrinsically linked to Melksham Community Campus. Planning consent for the occupation of Melksham Community Campus is conditional on an approved scheme (Listed Building Consent and Planning Permission) and timescale for the refurbishment Melksham House. The first part of this condition is complete - a scheme for the redevelopment of the house was approved by Planning on 7 October 2021. In order to open the campus there still needs to be a commitment to *undertaking* the works to Melksham House.

Design development and cost analysis for the refurbishment of Melksham House, has determined that the total cost of the works to bring the building back into use and occupied is £4.2m.

A budget of £4.2m was included in the capital programme for Melksham House however this was subject to a Levelling up bid being successful. If it was unsuccessful a report was required to come back to Cabinet for approval above the original allocation of £2m for the project. This report seeks approval from Cabinet to access the additional £2.2m included in the capital programme for Melksham House, to be funded by borrowing. This satisfies the conditional planning consent on Melksham Campus. Melksham House cannot be brought back into use and the planning consent met with the original £2m allocation.

Whilst the future of the Melksham Blue Pool site has yet to be agreed demolition of the building is recommended. This will not only increase the value of the asset but provide the ability to look at development opportunities in Melksham town centre together with other redundant Council assets such as the Library building when it locates to the new campus.

The cost of demolition of Melksham Blue Pool is not currently contained within the Campus or Melksham House agreed capital budgets. The cost is projected

to be in the region of £0.600m. It is recommended that the Capital Receipt Enhancement Budget is increased by £0.600m for this demolition and financed from future capital receipt subject to a valuation evidencing that the asset value would be enhanced by undertaking the works.

To make the best use of all town centre assets in Melksham this report also recommends establishing a Place Board so that Melksham Town Council and Wiltshire Council can steer the strategic development opportunities via a town centre masterplan to ensure the long-term sustainability of the town centre and the obtain the maximum return from all publicly owned assets.

Proposal

That Members:

- a) To note the overview of the consented scheme to redevelop Melksham House for both flexible office, meeting room space and community use;
- b) To approve use of the existing £2.2m budget for Melksham House to deliver the required refurbishments;
- c) To approve an increase to the Capital Receipt Enhancement Budget of £0.6m in 2022/2023 to fund the demolition of Melksham Blue Pool. This will be financed from future capital receipts. This approval will be subject to a valuation to evidence that the asset value would be enhanced by undertaking the demolition.
- d) To approve that a Place Board is established for Melksham town centre;
- e) To approve that Wiltshire Council works with Melksham Town Council to agree a strategy for the publicly held assets within Melksham town centre;
- f) To delegate to the Director for Assets and Commercial Development, in consultation with the Cabinet Member for Housing, Strategic Assets and Asset Transfer to take all necessary steps to implement the refurbishment of Melksham House

Reason for Proposal

In considering the establishment of the Community Campus in the grounds of Melksham House, the future use of the Grade II listed building is important, both in planning and estate management terms.

A pre-occupation planning condition for Melksham Community Campus requires that Melksham House has a consented scheme with a works timescale.

Design development and cost analysis together with condition surveys has revealed that the House requires significant repairs. The consented scheme cannot be delivered within the £2m budget envelope approved by Cabinet in

2019. The additional capital will ensure that the building can be occupied and is accessible.

The consented scheme includes sustainability technologies to aid carbon reduction and reduced running costs. These costs are included in the current forecast.

Approval to access of the additional budget allocation of £2.2m, and therefore approving of a total budget of £4.2m for Melksham House, will ensure that the Community Campus is able to open as planned by Autumn 2022. Procurement of the main refurbishment contractor is due to commence in January 2022, requiring confirmation of the additional capital.

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

14 December 2021

Subject: Melksham House Refurbishment Project and Master Plan for Melksham

Cabinet Member: Cllr Phil Alford, Cabinet Member for Housing, Strategic Assets and Asset Transfer

Key Decision: Key

Purpose of Report

1. This report considers three areas:
 - a) the refurbishment of Melksham House required to meet the council's obligation to fulfil the Melksham Community Campus planning conditions. The report provides an overview of the consented scheme and the associated implications of not completing the refurbishment in full
 - b) the requirement to demolish Melksham Blue Pool once the site closes following the opening of Melksham Community Campus
 - c) an overview of a broader objective to establish a Place Board for Melksham and to work in partnership with Melksham Town Council to agree a strategy that realises the potential value of the publicly owned assets in the town

Relevance to the Council's Business Plan

2. The proposal is aligned to three areas of the Business Plan:
3. 'Growing the Economy'
 - a) As the country emerges from the COVID-19 crisis it is expected that there will be a fundamental shift in the way that people work with an increased demand for more flexible, co-working space
 - b) A new flexible workspace and community hub supports the town's exposure to recent losses of local employment opportunities and out of town commuting. Encouraging people to work within the town centre, will support local business driving footfall to the high-street
 - c) A strategy for the publicly owned assets will maximise the opportunities for potential investment and support the town centre
4. Building Strong Communities
 - a) The Melksham House site supports the modern vision of working, with access to outdoor spaces and a close proximity to the Community Campus and on-site sports clubs providing an opportunity to utilise facilities provided

- b) A clear vision for the assets within the town has the potential to provide a sustainable plan for each asset, generate additional housing and improve the viability of the high street

5. Sustainability

- a) The cost forecast and approved scheme includes the provision of photovoltaics, Air Source Heat Pumps, insulation and LED lighting throughout. There will be no gas supply to the building in line with the Council's aspiration to de-carbonise the estate.

Background and Current Position

- 6. Melksham House is a Grade II listed building located within a larger site adjacent to the town centre. The site was purchased by Wiltshire Council in 2011 to accommodate the Melksham Community Campus.
- 7. The site includes outdoor sports facilities (cricket, bowls and tennis) and open parkland. The construction of Melksham Community Campus on the south of the site will provide quality leisure facilities, including a 25m 6 lane swimming pool, learner pool, sports hall, fitness suite and studios, as well as a library, cafe and community facilities.
- 8. The campus construction commenced in March 2021 and is programmed to open by Autumn 2022. Melksham House is intrinsically linked to the campus as planning consent for the occupation of the campus is conditional on an approved scheme (Listed Building Consent and Planning Permission) for the House. The following condition is included in the Campus planning approval:

'The development hereby approved shall not be first brought into use until proposals for the re-use and refurbishment of Melksham House have been submitted to and approved in writing by the Local Planning Authority. The proposals shall include a timetable for their implementation and the approved use and necessary associated works. The development shall then be carried out in accordance with the approved details.'
- 9. Progression of the Melksham House project has taken place to ensure that there were no delays to the opening of Melksham Community Campus.
- 10. Engagement with the local community has demonstrated a clear desire for the House to be available for community use, whilst the Economic Regeneration Team has identified an opportunity in the area to support local businesses in their recovery from the economic impacts of Covid 19. Refurbishment of the House for a combination of flexible office and community space received favourable feedback from the Planners (Pre-Application advice) and from the local community, including the Area Board and Melksham Town Council. In the absence of an alternative solution, refurbishment of Melksham House for community and business use is the only option that ensures the campus can open.

11. The fees, surveys, cost plan and development of the proposal for the Planning submission have been drawn down against an approved sum of £2m included in the Capital Programme.
12. Planning and listed building consent were approved on 7 October 2021. The decision notice states that the works should be carried out in accordance with the plans submitted and commence within 3 years of the decision date.
13. The basic refurbishment costs associated with the planning application have projected costs at £4.2m, £2.2m over the current approved budget.
14. The initial cost estimate of £2m for the light touch refurbishment was provided in early 2019, but was not based on condition surveys, and did not allow for current market rates. Condition surveys have revealed that some areas of the house require significant structural work to ensure longevity of the building. In addition, the council has since made a commitment to becoming carbon neutral by 2030. Implementing energy efficient schemes has contributed to the increase in costs.
15. It was forecast that to meet the conditional planning consent further budget would be required. An additional allocation of £5m was built into budgets in 2019 but was subject to a full business case being brought forward. As plans developed and costs become known a bid was submitted to the Levelling Up fund. As part of the Qtr 1 Budget Monitoring report in 2021 the additional £5m budget was reduced by £2.8m, so that the remaining budget matched the forecast costs of the scheme at £4.2m. However, approval for the £2.2m was subject to a successful Levelling Up bid. As the bid was unsuccessful, this report is therefore seeking approval to access the £2.2m as it is required to complete the Melksham House refurbishment.
16. Procurement of the demolition contractor for Melksham House has taken place and the demolition of the newer extensions of the building is programmed to commence in January 2022. Procurement of the refurbishment contractor is scheduled to commence in January 2022 requiring approval of additional funding.
17. Whilst the future of the Melksham Blue Pool site has yet to be agreed it is recommended that the building is demolished. This will not only reduce revenue holding costs but will increase the value of the asset and support the ability to assess development opportunities in Melksham town centre together with other redundant Council assets such as the Library building when it relocates to the new campus.
18. The cost of demolition of Melksham Blue Pool is not currently contained within the Campus or Melksham House agreed capital budgets. The cost of demolition is projected to be in the region of £0.600m. Therefore, an additional budget of £0.600m budget is requested. This should enhance the asset value it is recommended that this is made by increasing the Capital Receipt Enhancement budget in 2022/23 and funded by capital receipts subject to valuation evidence.

19. To support the wider vision for Melksham the time is right to establish a Place Board and to work in partnership with Melksham Town Council to agree strategy that realises the potential value of the publicly owned assets in the town centre.

Overview of Consented Scheme for Melksham House

20. A light-touch refurbishment will restore the building fabric and infrastructure address deterioration of the building and includes sustainable technologies.
21. Overview of the scheme:
- Demolition of the more modern extensions to the rear of the original house (welcomed by the Conservation Officer)
 - Building repairs – new roof over the hall, replacement of timber windows, internal finishes due to impact of water ingress and lack of ventilation
 - Refurbishment of the building to provide office, meeting room, flexible co-working accommodation and ancillary facilities
 - Restoration of the community hall at the rear of the building to create flexible multi-purpose activity spaces for use by the local community and businesses occupying the main building
 - Installation of a new lift ensuring accessibility to all ground and first floor areas
 - Installation of sustainable technologies such as Photovoltaics, LED lighting, Air Source Heat Pumps, no gas supply, and insulation where repairs allow
22. It is proposed that the consented scheme as outlined at para's 21 and 22 is progressed for Melksham House.

Main Considerations for the Council

23. The opening of the campus is dependent on a consented scheme for the House and a timeline for its delivery. The planning department has advised that a commitment to the scheme includes a programme setting out timescales, funding agreed (cabinet paper and minutes) and ideally a contract being let for the refurbishment. Council management and delivery of the refurbishment mitigates timescale risks and Campus planning conditions not being discharged.
24. A realistic cost plan has been developed based on the proposed plans and this includes for sustainable technologies to minimise the building's carbon footprint, working towards the council's own carbon neutrality agenda.
25. Whilst there is no obligation to complete all works for the consented scheme certain items could be omitted. However, consideration would need to be given to whether this would constitute a material change. Not undertaking key elements will prevent occupation; removing the lift access will impact building regulations; removal of parking will not comply with the pre-occupation planning condition; removal of sustainable technologies will require alternative ways of heating and providing power to the building would be an additional cost and go against the council's own policy.

26. The local community has been consulted on the proposals for Melksham House and the proposals have been shared with the Area Board and Town Council.
27. To enable some of the work to the House to be completed whilst the Campus contractor is on site, the works have been split into two packages to minimise financial risk and provide best value: Demolition and then refurbishment.
28. A demolition contractor is programmed to start works on 4 January 2022 during a window of opportunity in the campus contractor's works programme that enables access to the House. These works can be delivered in the current £2m budget envelope and will avoid delay to the construction of the finished road surface on the main campus entrance or heavy construction vehicles potentially damaging the new road surface.
29. The refurbishment works are planned to start in summer 2022 once the campus is complete. Confirmation of additional capital is required to award this contract.

Overview and Scrutiny Engagement

30. The paper is to be considered by the Financial Planning Task Group on Friday 10 December 2021.

Safeguarding Implications

31. Safeguarding implications associated with the future management of Melksham House will be examined as the operational plan is developed.
32. There are no specific safeguarding implications for the review of assets.

Public Health Implications

33. The campus facilities adjacent to Melksham House ensure long-term access to exemplary leisure facilities, providing opportunities for people to lead healthy active lives, improving the physical and mental health of the population and life expectancy.
34. The community elements of Melksham House and Melksham Community Campus together with the long-term sustainability of assets in Melksham provides the opportunity for individuals to become more active and engaged in their communities.

Procurement Implications

35. All procurement will be undertaken in compliance with the relevant procurement regulations.
36. The procurement plan for Melksham House is split into two parts. Procurement for a contractor to undertake an enabling works package can be funded from the already approved £2m for the House and is due to commence in January 2022.

37. Procurement of the refurbishment contractor is due to commence in January 2022. for works to commence once the campus construction has completed. Capital will be required in 2022/23 onwards, but confirmation of capital in advance of procurement progressing is required.

Equalities Impact of the Proposal

38. The scheme developed for Melksham House complies with Part M of Building Regulations with the exception of the second floor which will not be accessible to wheelchair users. Adjustments have been made to ensure compliance with the Equality Act 2010.
39. Wiltshire Council recognises its obligations under the Sex Discrimination Act, the Equal Pay Act and The Race Relations Act. The organisation follows the Codes of Practice laid down by the Equal Opportunities Commission and the Commission for Racial Equality.
40. To ensure Equality and Diversity are considered throughout the life of the project an equalities impact assessment has been carried out. This will continue to be revisited and updated if necessary, throughout the duration of the project.
41. An equalities impact assessment will be completed as part of the review of the council's assets in Melksham.

Environmental and Climate Change Considerations

42. Melksham House has been designed to be as efficient as possible within the constraints of the historic building. The design encapsulates modern environmental and sustainability standards as determined by building regulations and planning policy, reducing both operational costs and environmental impact.
43. The key sustainable interventions costed within the £4.2m budget are:
- a) The inclusion of photovoltaic panels (PVs) to generate a proportion of the building's electricity use
 - b) Air Source Heat Pumps (ASHPs)
 - c) The renewable energy systems will be fully integrated with building energy systems via the building management systems (BMS), allowing close control of energy delivery where required.
 - d) Use of LED lighting throughout
 - e) Insulating the hall roof as part of its replacement
 - f) No gas supply to the building
 - g) A shower and cycle storage to encourage sustainable modes of transport
 - h) Two double electric vehicle charging points have been included
 - i) A travel plan will be developed prior to occupation and will be considerate of the whole campus site as well as Melksham House
 - j) The site landscaping minimises the impact on existing trees and vegetation that are of value and contributes to the character of the site

- k) The drainage strategy was approved in principle by Wessex Water prior to the submission of the Planning application. The application has since been approved.
44. The technical design for Melksham House strives to achieve carbon neutrality, as far as is possible within the constraints of its historic nature to further reduce the environmental impact of the building.
45. Initial modelling suggests the inclusion of the PVs and ASHPs could reduce the Building Emission Rate (BER) by up to 80% against the current building services installation.

Risks that may arise if the proposed decision and related work is not taken

46. With the planning condition placed on Melksham Community Campus, there is no option but to undertake works to Melksham House. The campus cannot open without a valid scheme.
47. The council could choose to spend less than £4.2m, but this would not address the climate emergency issues, deliver an accessible building, maximise the options for potential future use, maximise the value of our assets, or provide a building that could be occupied in the short-term without further investment.
48. Whilst proposals have not been established for the future use of the Blue Pool site, not demolishing the building in advance of any future sale for development will add significantly to any potential sale value and increase the longer-term financial risk to the council. Early demolition will open up opportunities for the site as part of master planning, generate revenue savings due to no holding costs and increase the value of the asset.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

49. As a Grade II Listed Building providing a suitable solution that protects the heritage of the House but also delivers a functional facility requires a significant amount of capital investment. Refurbishment of a listed building increases the cost of repairs due to restrictions on methods and materials. This has been considered in the current cost forecast.
50. There is a risk that more repairs than projected could be required. To mitigate this a condition survey by a Specialist Conservation surveyor has been undertaken and a schedule of repairs identified which will enable these elements to be priced more accurately prior to procurement of the refurbishment contractor. The contract will allow for provisional sums for any further repairs that may be required. To mitigate against any overrun a 10% allowance for Design Risk and Design Reserve is included within the cost plan. Along with a 10% approx. contingency.
51. Splitting the works into two packages minimises the financial risk and provides best value. Completing the enabling works in advance of the main works tender return, allows for site visits and tender information to reflect the building

in the condition the contractor will inherit it, reducing the possibility of increased risk allowance.

- 52. The requirement for new utility connections can cause delays and increase project costs. The Services Engineer has already made applications for new supplies to be brought to site to understand the cost and time implications. An allowance has been included in the cost plan based on previous projects.
- 53. Refurbishment and Demolition surveys have been instructed to understand the extent of contamination and the allowance included in the cost plan. Asbestos removal will form part of the enabling works package to de-risk the main works and possible delays and costs should any additional asbestos be identified later. A portion of contingency will be set aside to manage the risk of further asbestos during the works.
- 54. Wiltshire Council are the sole non-UKG, therefore any overruns will need to be dealt with by the council. Any overrun will be escalated to the SRO. Decisions on overspend will be made subject to the council's internal approval processes.

Financial Implications

- 55. Following design development and cost analysis, which now includes sustainable technologies, a realistic cost plan has been developed. £4.200m of capital funding is required to bring the house back into use.
- 56. A total capital budget of £4.2m is included within the approved capital programme for Melksham House, however £2.2m of this required approval from Cabinet to proceed if the levelling up bid was unsuccessful. The £4.2m budget will all be funded from borrowing and has been budgeted for within the existing programme. Cabinet is asked to approve the full allocation of £4.2m so that the scheme can proceed.
- 57. The future management model for Melksham House has not yet been determined. It could form part of Wiltshire Council's Enterprise Network, be run privately by a co-working management company, retained by the council to lease, or asset transferred.
- 58. The future of the Melksham Blue pool site has yet to be agreed (this will form part of the asset strategy), however it is recommended that the building is demolished in advance of any approved direction. The cost of demolition of Melksham Blue Pool is not currently contained within the Campus or Melksham House agreed capital budgets so this is a new request. It is recommended that the Capital Receipt Enhancement budget is increased by £0.6m in 2022/23 to cover this work and funded by future capital receipts; subject to valuation evidence that demolition will enhance the asset value.

Legal Implications

- 59. None, save as identified in other sections of this report.

60. Consideration will be given to future models of ownership, development of facilities and transfer of assets as part of the Master Planning process for Melksham.
61. Legal advice will be sought, and oversight provided, as required.

Workforce Implications

62. The operational model for the House will be determined in partnership with Estates and Economic Regeneration as part of the wider review of the council's assets for Melksham. This will indicate whether there is requirement for a directly employed workforce, or a third party operator is put in place to run the facility.
63. The delivery of Melksham House refurbishment will consist of the Campus Team remaining as internal Client on behalf of the council, SAFM Senior Project Manager to provide Project Management and Contract Administration for the works. Procurement resource to be provided by Hampshire County Council.

Conclusions

64. Occupation of Melksham Community Campus is conditional on an approved scheme with timescales for refurbishment.
65. Whilst the scope of the refurbishment could be reduced, this would result in a building that would not be operational or accessible and therefore could not be occupied. This is likely to impact on the discharge of planning conditions associated with the Campus and does not address the potential for long-term use of the House itself.
66. Omitting sustainable technologies will go against the council's own climate agenda policy.
67. Whilst the refurbishment of the House could be delivered in two phases, this would still require further capital investment. Delaying works is likely to increase costs by 10% per annum with potential implications to an already open and functioning Community Campus, should Planning raise concerns about the required investment to maintain the heritage aspects of the House.
68. Developing a long-term strategy for the publicly owned assets in Melksham in partnership with the Town Council will ensure that appropriate solutions for use of land and assets is determined to boost the vibrancy of the town centre and generate capital receipts that will help to offset the capital investment.

Recommendations

69. Cabinet is requested:
- a) To note the overview of the consented scheme to redevelop Melksham House for both flexible office, meeting room space and community use;

- b) To approve the use of the existing £2.2m budget for Melksham House to deliver the required refurbishments. This will approve a total budget of £4.2m for Melksham House;
- c) To approve an increase to the Capital Receipt Enhancement Budget of £0.6m in 2022/2023 to fund the demolition of Melksham Blue Pool. This will be financed from future capital receipts. This approval will be subject to a valuation to evidence that the asset value would be enhanced by undertaking the demolition;
- d) To approve that a Place Board is established for Melksham town centre;
- e) To approve that Wiltshire Council works with Melksham Town Council to agree a strategy for the publicly held assets within Melksham town centre;
- f) To delegate to the Director for Assets and Commercial Development, in consultation with the Cabinet Member for Housing, Strategic Assets and Asset Transfer to take all necessary steps to implement the refurbishment of Melksham House.

Sam Fox (Corporate Director - Place), Andy Brown (Deputy Chief Executive and Corporate Director - Resources)

Simon Hendey (Director Assets and Commercial Development)

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14 December 2021

Appendices

None

Background Papers

None

Melksham Community Support (MCS) Service

Project report: Q1 - April to June 2023

The project, overseen by Age UK Wiltshire (AUKW) started on 1st April, with the following outcomes agreed:

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

MCS phone line

The MCS phone line has been running since the early days of the Covid pandemic, providing a huge amount of practical and emotional support to the Melksham community since then.

The three MCS Call Handlers have been incredibly helpful and supportive during this transition and have continued to take calls from people requesting support with practical tasks. In Q1 there were 23 requests to MCS, averaging 1.8 requests per week:

- 16 prescription collections, repeat and one-off
- 4 shopping
- 3 electric key top-up

Volunteers

These tasks were completed by seven volunteers, including the three Call Handlers, who often complete tasks if no volunteers come forward. There are 10 regular MCS volunteers who respond to requests sent out to the WhatsApp group.

Alongside the one-off requests made via the MCS phone line, there is also some regular activity, with three volunteers regularly shopping for three MCS clients.

One of the Call Handlers has stepped down but has remained on the volunteer list to respond to tasks. The phone line is currently covered two afternoons a week by MCS volunteers (now AUKW volunteers) and is covered by AUKW staff the rest of the time.

In Q2 the plan is for more of the MCS volunteers to be offered support and training that is offered by AUKW.

New Senior Project Worker post

As well as taking over the existing MCS service, the project enabled AUKW to appoint a part-time (17.5 hours/week) Senior Project Worker (SPW), specifically to support the population of Melksham, and we were delighted to appoint Sarah Thomson, who offers a wealth of skills and experience from almost 20 years working for the Alzheimer's Society and more recently having worked as a Social Prescriber in Melksham. Sarah joined AUKW in June and had a comprehensive induction, overseen by AUKW's Service Manager, Ginny Cooper, including extensive training; developing procedures and resources for this new project, for example lone working, risk assessment, visit templates; and shadowing other AUKW staff.

A large part of Sarah's work will be visiting people at home for a conversation about what's important to them, agreeing how we can support them to promote a sense of health and wellbeing, providing ongoing support to overcome any practical difficulties they are experiencing, and helping people to access a range of activities and services that help to maintain their independence and connections with their local community. Our holistic, ongoing support tends to fall within these main categories:

- **Falls prevention**— information and help to access aids / adaptations and personal alarms as well as general falls prevention advice. Referrals to seated exercise and falls prevention classes.
- **Finance** – information about benefit entitlement and in particular Attendance Allowance and benefit checks (income maximisation), referrals made to AUKW Information & Advice service where appropriate; the Surviving Winter Grant discussed with eligible clients and onward referrals made with support to complete the application.
- **Socialisation** – information and support to access activity, social groups, day centres and telephone befriending. During her first month Sarah gathered together a wealth of information about local services and activities which might be of interest to MCS clients. Rather than simply signposting someone to activities or groups in their area, people often welcome an 'active referral' where we will offer to walk alongside people while they gain confidence, travel with people for the first visit, or attend with the client on the first couple of visits.
- **Independence** – support to apply for a Blue Badge, care needs assessments, Lasting Power of Attorney, gardening, handyperson, domestic, meals provision, local LINK schemes and the Dorset and Wiltshire Fire and Rescue Service campaign.
- **Wellbeing** – support to access bereavement services, support to address feelings of anxiety about a health condition, given help to access health services such as audiology, support for carers, support to get out and about
- **Melksham Emergency Support** - Sarah will be asking people whether they would like to be on the list for Melksham Emergency Support and the priority register.

In Melksham we will also be exploring how MCS volunteers can support people, either with short-term tasks (for example, help to sort paperwork) or longer-term

support (for example, companionship; walking alongside someone as they engage or re-engage with their community).

As the quarter ended we had identified ten people who have been regular users of the MCS phone line in recent months, and towards the end of the quarter Sarah had been contacting these people to offer a home visit. We were looking forward to finding out more about how we could support these people, including exploring how best people could be sustainably supported with prescriptions and shopping. Sarah has contacted the pharmacies in Melksham to find out what they can offer people who are housebound, with no family support and no internet access, and has had a positive response.

Promotion

We took a cautious approach to promotion during Q1, while we were recruiting and training the Senior Project Worker, and while she offered support to current regular MCS users as a priority. We have been working on exciting plans to promote the service more widely in Q2, making sure Sarah's time can be focused on those who need support most, particularly those who don't have a support network.

We are also promoting our Information and Advice service, which is able to offer support with income maximization, support for family members, information on social care, housing and services for older people.

Working in partnership

Sarah and I attended the Melksham Health & Wellbeing meeting on 6th June, and Sarah will attend this meeting regularly in future. I attended the Carer's event on 9th June.

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

Other Age UK Wiltshire services

In Q1 our Information & Advice service advised or supported 47 people (Q1 2022 – 42) living in Melksham.

There were 81 attendances at our Fitness & Friendship Club at Bowerhill (Q1 2022 – 55).

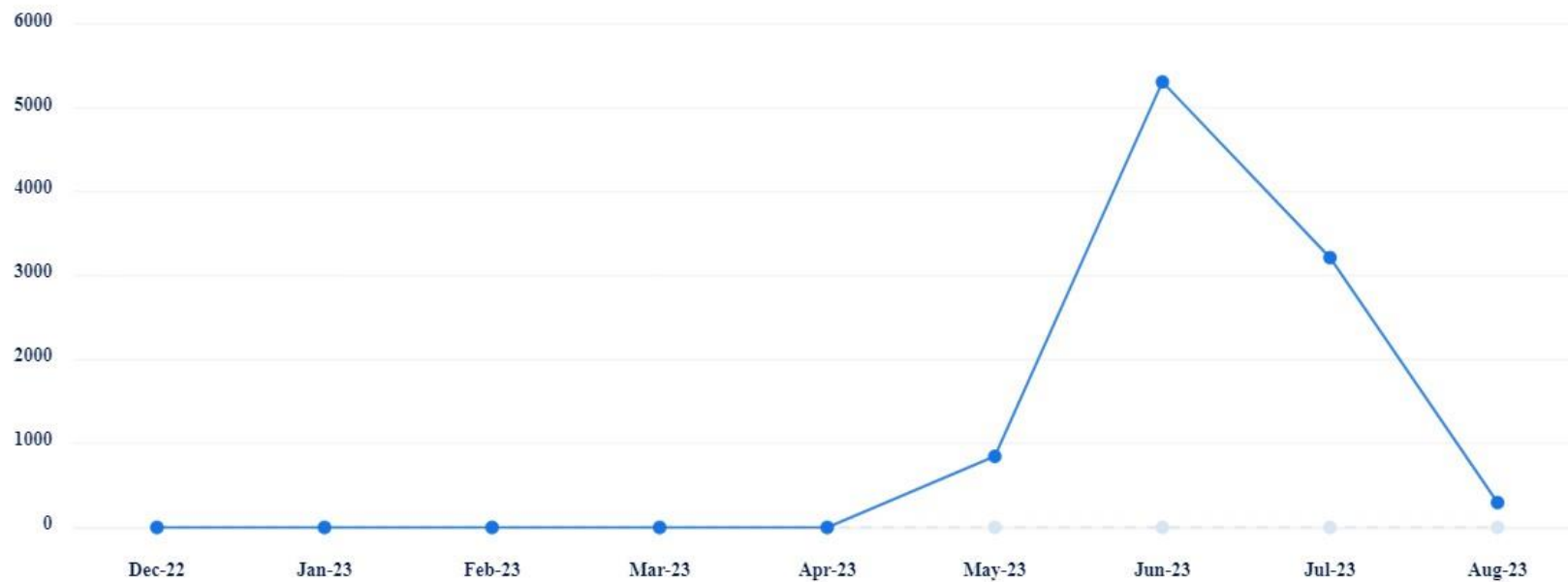
Two people in Melksham receive weekly calls from an AUKW Telephone Befriender, and 18 receive hot meals delivered to their home through our Meals+ service.

Kate Brooks
Operations Manager
Age UK Wiltshire



Report on visitors accessing the Parish Council website

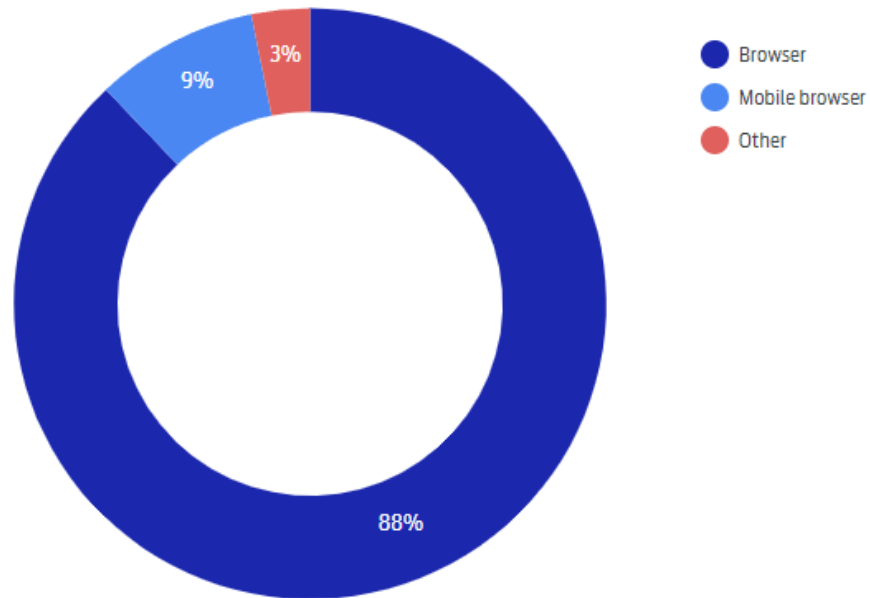
Graph showing total number of website visitors between Dec-2022 - Aug-2023



Total number of website visitors between Dec-2022 - Aug-2023

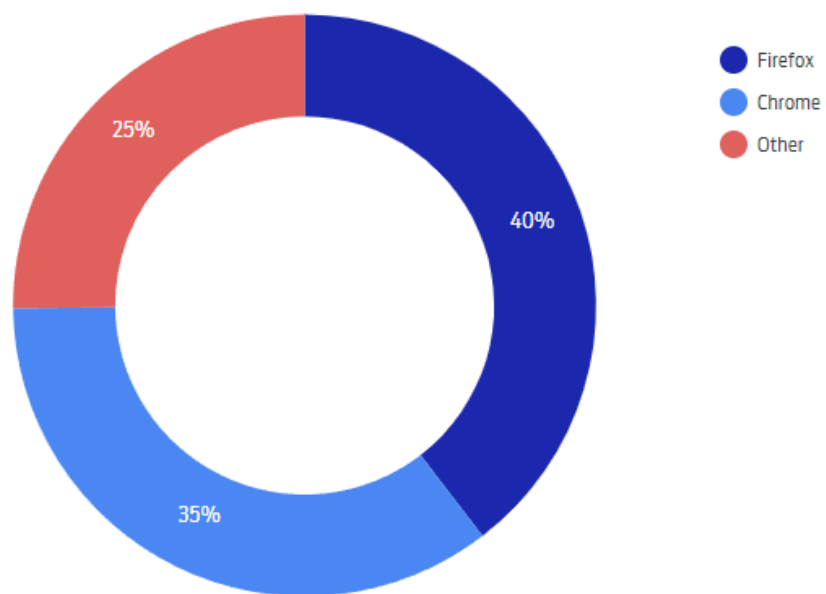
31-Dec-2022	0
31-Jan-2023	0
28-Feb-2023	0
31-Mar-2023	0
30-Apr-2023	0
31-May-2023	847
30-Jun-2023	5308
31-Jul-2023	3215
31-Aug-2023	296

Devices that were used to access the website between Dec-2022 - Aug-2023



Browser	8582
Mobile browser	870
Library	237
Validator	41
Unrecognized	22
E-mail client	11

Browsers used to access website between Dec-2022 - Aug-2023



Firefox	3470
Chrome	3099
Safari	384
Chrome Mobile	353
Pale Moon	352
Waterfox	313
Safari mobile	290
Microsoft Edge	209
SeaMonkey	165
Cyberfox	141

COUNCILLOR CORNER

Previous Topics Covered

1. Play Areas
2. Neighbourhood Plan
3. Village halls
4. Bowerhill Sports Field
5. Action Groups – BRAG/CAWS/BASRAG
6. Defibrillators
7. Commitment of a councillor – in terms of time, not paid etc
8. Representatives on other organisations
9. A rural perspective
10. Proposed bypass
11. Proposed Melksham Canal link
12. Planning – presumption of approval – who makes the decision

COUNCILLOR CORNER

Councillor	Topic	Deadline	Issue	Emailed
BAINES Alan	Highways	Thurs 4 Sept	Thurs 14 Sept	11/8/23
CHIVERS Terry		Thurs 5 Oct	Thurs 12 Oct	
DOEL John		Thurs 2 Nov	Thurs 9 Nov	
GLOVER John		Thurs 1 Dec	Thurs 7 Dec	
HARRIS Mark				
HOLT Shona				
HOYLE Rob				
PAFFORD David				
PATACCHIOLA Stefano				
RICHARDSON Peter				
RUSSELL Andy				
SHEA-SIMONDS Robert				
WOOD Richard				

Possible Topics

Flood Prevention
 Community Resilience/Emergency Planning
 Broadband Roll out
 Precept/Budget
 Pre application discussions with developers/106s gains

Mains Drainage in Beanacre
 Shurnhold Fields
 Allotments



MELKSHAM TOWN COUNCIL

Town Hall, Melksham, Wiltshire SN12 6ES

Tel: 01225 704187

Email: townhall@melkshamtown.co.uk

INVOICE / STATEMENT

MWOPC
Residents Tree Planting Scheme

No. 1 – 23/24

Date 14th April 2023

Description				TOTAL
Tree type	Cost	Postcode	Parish	£30.30
Alder Buckthorn (Rhamnus Frangula)	£2.90	Sn12 6qz	MWPC	
Common Whitebeam (Sorbus Aria)	£2.90	SN12 6QW	MWPC	
Crab Apple Tree (Malus Sylvestris)	£2.00	SN12 6GF	MWPC	
Crab Apple Tree (Malus Sylvestris)	£2.00	SN12 6EY	MWPC	
Crab Apple Tree (Malus Sylvestris)	£2.00	SN12 6QF	MWPC	
Hawthorn (Crataegus Monogyna)	£0.90	Sn12 6bf	MWPC	
Khasia Berry (Cotoneaster Simonsii)	£2.80	SN12 6GG	MWPC	
Mountain Ash (Sorbus Aucuparia)	£1.80	SN12 6DS	MWPC	
Mountain Ash (Sorbus Aucuparia)	£1.80	SN12 6XG	MWPC	
Shadbush (Amelanchier Canadensis)	£2.80	SN12 6XB	MWPC	
Shadbush (Amelanchier Canadensis)	£2.80	SN12 6FF	MWPC	
Spindle Tree (Euonymus europaeus)	£2.80	Sn12 6yn	MWPC	
Spindle Tree (Euonymus europaeus)	£2.80	SN12 6SD	MWPC	
TOTAL MWPC	£30.30			
BACS details:- Unity Bank Sort code – 608301 Account - 20448804				

Payment is required not later than 14 days from the date stated above.

Please quote invoice number when making payment.

Receipts will not be issued unless a stamped addressed envelope is provided.

VAT Registration No. 771519517