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MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 3 October 2023

Dear Members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday, 9 October 2023 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



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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, (8a,8e)ii),8f), 13b) 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 11 September 2023 and confidential notes to accompany the minutes.
7. **Planning:**
 - a) To approve the Minutes of the Planning Committee meeting held on 2 October
 - b) To formally approve Planning Committee recommendations of 2 October.
 - c) To approve the draft joint reviewed **Melksham Neighbourhood Plan (NHP#2)** for Regulation 14 consultation as Qualifying Body (Min 217/23(a)(ii) of the Planning Committee meeting 2 October).
 - d) To receive update on Regulation 14 Consultation programme and workload and to consider moving Planning Committee from 16 to 23 October
 - e) **Local Plan Review.** To approve the Neighbourhood Plan Consultants assisting the council in preparing their response to the consultation (Min 217(b) of the Planning Committee Minutes of 2 October)
8. **Asset Management**
 - a) To approve the land transfer of Davey Play Area.
 - b) **3G provision in the Melksham area.** To inform reps attending meeting on 10th October
 - c) **Shurnhold Fields.** To receive update following recent Working Party meeting and suggest working party minutes and recommendations are added to next Asset Management meeting (possibly 6th November)
 - d) To approve payment of retention invoice for Berryfield Village Hall if completion certificate received.
 - e) **Bowerhill Sports Pavilion/Pitches**
 - i) **Goal Posts, Bowerhill Sports Pitch.** To note additional braces purchased under delegated powers.

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- ii) **Water Heaters.** To note replacement water heater parts installed under delegated powers and to approve quote for additional work to be undertaken for second water heater.
- f) **Kestrel Court Play Area & Berryfield Play Area** To receive update on freehold transfer.

9. Finance:

- a) To note Income/Expenditure reports for September.
- b) To appoint cheque signatories/online authority for October payments.
- c) To approve transfer of funds between bank accounts and fixed term deposits.
- d) Quarterly Reports for Qtr 2 July, August, September
 - i) To note Budget v Actual
 - ii) To note Bank Reconciliation
 - iii) To note update on VAT reclaim
 - iv) To note 'over £500 spend' report to meet Transparency Code good practice.

10. Highways

- a) To approve the minutes of the Highways & Streetscene meeting held on 25 September.
- b) To approve the recommendations of the Highway & Streetscene Committee of 25 September.
- c) **Beanacre Gateway – Local Highway & Improvement Group (LHFIG) Issue 9-22-11.** To consider recommendation from the Principal Highway Manager to delay installation until Traffic Management in place for wider works and agree a way forward.
- d) **Berryfield Park.** To note update regarding resurfacing of the adopted roads by Selwood Housing and consider response.

11. Community Engagement

- a) **Polling District and Polling Place Review 2023.** To submit comments to the Wiltshire Council review between 1 October 2023 and 31 January 2023.
<https://www.wiltshire.gov.uk/article/8167/Polling-District-and-Polling-Place-Review-2023>
- b) **Melksham Hospital.** To receive feedback following recent meeting with Michelle Donelan MP and stakeholders and consider supporting funding bid for potential Melksham Health Centre (Devizes Model)
- c) **Explore Wiltshire Heritage App.** To approve the Council becoming a stakeholder in the scheme and appoint a representative for this project
- d) **Air Ambulance.** To receive update on concerns raised at potential 'bird strikes'
- e) **Census.** To note more detailed population data is now available at parish level

12. Public Transport

- a) To submit comments to **Public Transport** consultation by Wiltshire Council
www.wiltshire.gov.uk/news/have-your-say-on-the-future-of-bus-services-in-wiltshire
- b) **Rail services in Melksham.** To consider proposed requests for tweak to services

13. Staffing & Training

- a) To note feedback from Councillor Shea-Simonds following recent training undertaken and to consider mandatory training for councillors in the future.
- b) To consider any queries/approach arising from the Staff Contract Review Working Party (4 October) ahead of consultation with staff.

**MINUTES of the Full Council Meeting of Melksham Without
Parish Council held on Monday, 11 September 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, John Doel, 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 Councillors Phil Alford (Melksham Without North & Shurnhold) and Nick Holder (Bowerhill)

In attendance via Zoom: Wiltshire Council Jonathon Seed (Melksham Without West and Rural)

179/23 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting.

180/23 To receive Apologies and approval of reasons given

Apologies were received from Councillor Chivers who was in hospital and Councillor Patacchiola who was attending a school parents' evening.

It was noted Councillor Hoyle was not present.

Resolved: To accept and approve the reasons for absence of Councillors Chivers and Patacchiola respectively.

181/23 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(c) 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(c) to be held in closed session as it related to ongoing site selection work for the Neighbourhood Plan and related contact with developers.

182/23 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.

183/23 Public Participation & Invited Guests

Standing orders were suspended.

- **Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold**

Wiltshire Councillor Alford provided an update on Wiltshire Council matters, including proposals for a further £10m investment in highway improvements.

It was understood Highways would be drawing up a list of suggested intervention sites to circulate to individual Area Boards, who would then consult with the various towns/parishes to decide whether the suggested list is appropriate and at this point there may be an opportunity, for changes to be made.

It was also highlighted whilst some local authorities were struggling financially, Wiltshire Council was not.

Update from Wiltshire Councillor Alford later in the meeting:

The Campus car park has been misused by some individuals who park for extended periods, resulting in a shortage of parking spaces for those who require access to Campus facilities. To address this

issue, Wiltshire Council is currently considering implementing new parking charges, and a consultation is underway. A permit system was being considered for the Cricket and Bowls Clubs to use during matches, allowing them to avoid charges..

Councillor Glover asked what would happen with Parish Council meetings, as council meetings on Monday evenings were frequently over 3 hours..

Wiltshire Councillor Alford explained parking in Wiltshire Council car parks was free from 6.00pm onwards and therefore this should not be an issue for evening meetings.

The Clerk explained she had made Wiltshire Council officers aware at the length of meetings and had been collating evidence of the time visitors stayed at the offices, to submit to Wiltshire Council in due course.

- **Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural**

Wiltshire Councillor Seed explained he had been involved in several planning related issues in the parish over the Summer, with some success on some and awaiting the outcome of others.

- **Wiltshire Councillor Nick Holder, Bowerhill**

Wiltshire Councillor Holder explained residents of Pathfinder Place were still having ongoing issues with the management of the site. However, a meeting had been arranged for 21 September, with representatives from the Management Company, Remus, with the Chair of the Residents' Association also invited.

With regard to the proposed changes to the National Policy Planning Framework (NPPF), it was understood the changes were due to be implemented before November.

Standing Orders were reinstated.

184/23 To approve the Minutes of the Full Council meeting held on 24 July 2023 and confidential notes to accompany the minutes

Resolved: To approve and for the Chair to sign the minutes of the Full Council meeting held on 24 July 2023 and confidential notes to accompany the minutes.

185/23 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**

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 14 August and 4 September 2023, and the confidential notes to accompany those meetings.

- b) **To formally approve Planning Committee recommendations of 14 August and 4 September**

The Clerk informed the meeting there were no recommendations to approve for either meeting.

- c)C **To receive update following Neighbourhood Plan Steering Group on Weds 6 September**

THIS ITEM WAS HELD IN CLOSED SESSION.

An update on the Neighbourhood Plan housing allocation was provided.

Councillor Robert Shea-Simonds proposed a vote of thanks to members of the Steering Group for keeping everyone up to date on progress of the plan.

- c) **To approve the draft joint reviewed Melksham Neighbourhood Plan (NHP#2) for Regulation 14 consultation (further to approval Weds 6 September)**

Councillor Glover explained the draft Melksham Neighbourhood Plan (NHP#2) had yet to be published. However, sought a steer from Members if they wished to see a copy of the plan before the briefing on 18 September, and prior to the Council, as a Qualifying Body approving the draft plan at the next Full Council meeting on 9 October.

It was noted the draft plan had been unanimously approved by the Neighbourhood Plan Steering Group the previous week.

- d) **To note joint Neighbourhood Plan/Local Plan Briefing Session for councillors on Monday 18 September at 7.00pm**

Councillor Glover explained that the upcoming meeting would provide a chance to learn about the key aspects of the plan, including the sites and how it aligns with the Local Plan. All members of the town and parish councils, Wiltshire Councillors, and Steering Group members were invited to attend. The meeting is intended to provide a

useful briefing for everyone involved before both councils, as qualifying bodies, approve the plan for the Regulation 14 consultation.

186/23 Asset Management

a) To approve the Minutes of the Asset Management Committee meeting held on 4 September 2023

Resolved: To approve and for the Chair to sign the Asset Management Committee minutes of 4 September 2023.

b) To formally approve Asset Management Committee recommendations of 4 September 2023

Councillor Richardson queried if the older goal posts were still required and if the council would incur an extra storage charge for the additional goal posts.

The Clerk explained it had previously been agreed to keep these for now, however, if there were any additional charges, this would be brought back to the Council to consider.

Resolved: To approve the recommendations contained within the minutes.

Councillor Harris wished for his objection to be recorded to the recommendation not to approve a request from a resident to recreate a wildflower area to the rear of Beverley Close (Min No 169(a)/23).

Councillor Holder left the meeting at this point.

c) To approve the land transfer of Davey Play Area

During the Asset Management meeting, the Clerk mentioned that they had agreed to request clarification on whether the land transfer also covered vehicular access. Even though they had received some information from the Council's solicitor earlier in the day, they still felt that additional clarification was necessary..

Resolved: For the Clerk to continue to seek further clarification on this matter with the Council's solicitors.

d) To approve payment of retention invoice for Berryfield Village Hall if Completion Certification received

The Clerk informed that they had not yet received the retention invoice. The contractors were scheduled to address the small defects identified in a recent meeting later in the week, and it was hoped that the invoice would be ready for approval at the October Full Council meeting on 9 October.

e) To consider seeking legal advice for freehold land transfers for Wiltshire Council play areas at Kestrel Court and Berryfield

The Clerk sought a steer from Members if they wished the Council's solicitors to review the land transfer/leases from Wiltshire Council, which would incur a cost.

Resolved: For the Clerk to seek legal advice from the Council's solicitors, relating to the freehold land transfer of the above play areas being signed. The cost of this to be paid from the Legal Fees Reserve.

f) To confirm preferred choice for photocopier purchase and approve quotation

The Clerk explained that three quotations were received after the Asset Management Committee meeting on September 4th. The committee recommended purchasing a photocopier instead of leasing one.

Quotation A (Existing supplier):

Machine: Canon image RUNNER ADVANCE C3530i Refurbished
Cost per page: Black & White copy £0.0045
Colour copy: £0.045
Purchase £1,952.00 + VAT
(2 Year guarantee)

Quotation B:

Machine: Develop Ineo+360i
Cost per page: Black & White copy 0.35p
Colour copy: 3.5p
Purchase Price £4893.00 + VAT
(1 year guarantee)

Quotation C:

Machine: TASKalfa 3554ci SRA3 colour multifunction
Cost per page: Black & White copy £0.206p
Colour copy: £2.06p
Purchase £2,218.45 + VAT
(2 year guarantee)

The Clerk advised that the officers' recommendation was for Quotation A, as the company were the incumbent suppliers who provided good service, who had met the specification and needs of the parish council and were also the most cost effective. There would also be a cost of £135 for removal and sustainable disposal of the current machine and delivery, set up and training on the new machine.

Resolved: To approve quotation A from the current photocopier supplier (Angilico) at £1,952.00 + VAT and £135 additional cost for delivery and removal costs, with funding to come from the £1,200 Photocopier Reserve and appropriate virement or Reserve as recommended by the Clerk at year end.

187/23 Finance

a) To note Income/Expenditure reports for July & August

Resolved: To note.

b) To appoint cheque signatories/online authority for September payments

Resolved: For Councillors Shea-Simonds and Baines to be cheque signatories and online authority for September payments.

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

Resolved: To transfer into the Lloyds 1 month fixed term deposit £138,000 from the Lloyds current account and £47,000 from Unity Savings to the Unity Current account

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

The Clerk informed the meeting no one had exercised their right to inspect the Council's accounts for 2022-2023.

e) To note External Auditor's report and publication of Notice of Audit Conclusion for the financial year ending 31 March 2023

It was noted the Council had received a clean bill of health for their accounts, with no queries raised, with relevant notices currently displayed on the Council's noticeboards for the next 2 weeks.

Members thanked the relevant staff for their hard work.

f) Grant Payments:

i) To note TransWilts not accepting grant as project not being delivered

The meeting was informed the grant cheque of £1,000 had now been cancelled.

ii) To consider cancelling grant cheque for Wiltshire Youth Canoe Club due to non-presentation and lack of response

The meeting was informed despite officers chasing Wiltshire Youth Canoe Club via a variety of ways, as to why their grant cheque had not been banked, no response had been received.

Councillor Harris, thanked the Council for the grant cheque for Bowerhill Village Hall for new flooring, which had recently been installed.

Resolved: To cancel the grant cheque to Wiltshire Youth Canoe Club of £500.

g) To note transfer of PlusNet Broadband accounts (Office and Pavilion) to XLN, has taken place under delegated powers

It was noted the Council had transferred their broadband accounts to XLN, as PlusNet had stopped providing business broadband accounts.

Resolved: To note the broadband accounts at the office and Pavilion have been transferred to XLN at a cost of £27 each per month, under delegated powers.

Councillor Alford asked if he could speak at this point with standing orders suspended, discussion included under Public Participation/Invited Guests item above (Min 183/23).

188/23 Highways

a) To consider holding Highways & Streetscene meeting on Monday 2 October to accommodate a longer Planning meeting on Monday 25 September

The Clerk explained both a Highways Committee meeting and Planning Committee meeting were due to take place on Monday, 25 September. At the time of drawing up the agenda, it was hoped to move the Highways meeting to the 2 October, in order to give more time at the Planning Committee meeting on 25 September, to consider a response to the Local Plan. However, as the relevant consultation documents would not be available until 27 September asked if the Highways Committee Meeting could take place as planned on 25 September and move the Planning Committee meeting to 2 October, in order to review the Local Plan documents prior to the meeting.

Resolved: To hold a Highways & Streetscene Committee meeting on Monday, 25 September at 7.00pm and postpone the Planning Committee meeting until Monday, 2 October at 7.00pm.

b) To note update from the Community Policing Team on Trailers/Trucks parking on Bowerhill Industrial Estate.

Members noted targeted action had taken place on several occasions recently, with no trailers or trucks found to be parked on the side of the road.

c) To consider Autumn Weed Spray as none undertaken by Wiltshire Council this year

The Clerk explained the Council had previously agreed to only undertake one weed spray, as opposed to two, as in previous years for the whole of the parish, which had taken place in June. However, a few complaints had been received at the level of weeds in the parish, given the optimum growing conditions over the Summer and as Wiltshire Council had confirmed they would not be undertaking weed spraying this year, sought the views of Council.

The Clerk explained it had been confirmed the cost of a second weed spray would be £1,719 + VAT, the same as for June, with £965 left in the weed spraying budget from solar farm funding. With further funding available within the solar farm monies, to cover the shortfall in the weed spraying budget, if approval was given for a second weed spray.

Resolved: To instruct the Council's constructor to undertake an Autumn weed spray (excluding the allotment car parks) at a cost of £1,719 + VAT.

189/23 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

Members highlighted the notices were not very clear, with reference to charges between 10.00am-4.00pm, but not which day(s), with an assumption this referred to Sunday. The notices also mentioned the new charges related to all hours, with a maximum stay of 3 hours free. However, it was understood Wiltshire Council car parks were free after 6.00pm, as stated by Wiltshire Councillor Alford earlier in the meeting and therefore, this needed to be clarified.

Upon reviewing the planning applications for the Campus and Melksham House, Councillor Harris observed that the documentation indicated that EV charging bays would not be enforceable. This means that a non-electric vehicle could park in an EV bay without being charged.

Resolved: To seek clarification on the charges which were not very clear, and enforcement of non EV vehicles in EV bays.

ii) Response re effect on parish council as tenant of Campus

Councillor Glover explained the Council currently had 3 free parking spaces, as part of the lease agreement for the Council offices.

The Clerk clarified the Council did not currently have 3 free parking spaces, however, there was a clause in the lease which stated if Wiltshire Council were to introduce charging at a later date, which they have now, they would provide 3 free parking spaces; these were in reality not actual spaces but the notification of the vehicle registration numbers.

b) To receive response from Wiltshire Council on query whether the Melksham House refurbishment costs came from the Campus budget

The Council reviewed the response from Wiltshire Council regarding the refurbishment costs for Melksham House. While the documents referred to the increased budget for refurbishments, it was not clear whether the Campus budget had been used. Councillor Glover pointed out that the documents did not mention the change of use of Melksham House from a community facility to an educational one. Additionally, the Council was not aware of any public consultation on the new use of the building, unlike the previous consultation on community use.

Resolved: To seek clarification from Wiltshire Council on where the refurbishment budget had come from and when the change of use for the building had been approved.

190/23 Community Resilience

a) To receive feedback on Community Resilience Event held in Tidworth on 31 August

Councillor Glover, the Clerk and Finance & Amenities Officer had attended the event, along with representatives from Shaw & Whitley Community Emergency Group (CEG).

Both the Clerk and Councillor Glover provided an update on the event explaining reference was made to the Emergency Plan for Melksham Without Parish Council and the Community Resilience Plan for Shaw & Whitley, with both being highlighted as exemplars.

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

Councillor Glover explained several meetings had taken place with Melksham Community Support now established via Age UK. Those

who were regular users had now met with the Age UK Project Worker, with the demand through the existing scheme therefore reducing significantly.

The Clerk explained currently there was one phone number used for those seeking support and those wishing to volunteer. Following discussions, it had been agreed the original number would be kept by Age UK, for those seeking support, with a different number to be used during an emergency, such as flooding, snow etc. The emergency number would be included on a fridge magnet to be distributed via Melksham News, as well as being widely publicised via a leaflet in the same publication. The funding for both the magnet and leaflet coming from the c£8,000 grant funding received from the SSEN community grant.

Resolved: To proceed with the use of the c£8,000 SSEN community grant funding to purchase fridge magnets and produce leaflets advertising the new emergency contact number.

c) To note quarterly report and receive feedback on Melksham Community Support (Age UK Project) quarterly review meeting held on Thursday 27 July

Members noted the first quarterly report, which covered April, May and June with the Age UK Community Support Worker starting in June which was reflected in the report. It was noted a review may need to take place later in the year to look at securing funding for the scheme to continue after the first year. The Clerk asked if there were any other points Members wished to see included in the report moving forward, to let her know.

Councillor Shea-Simonds asked why the demand for the service had reduced and highlighted the need for targeted advertising to reach those in need.

The Clerk highlighted there had been higher demand during Covid/Lockdown, as initially anyone over 70 had to isolate at home, however, this was no longer the case. Those who currently accessed the service were having a home visit with the Support Worker to ascertain what living a better life in older age looked like, the next priority were those that had used the service in the past year. The interviews would gather information as to why prescription and shopping support was still required, and work towards finding a solution such as financial assistance via an Income & Benefits appraisal, or a Befriending service, or a companion to gain confidence on trips out of the house.

There would then be more wider, but still targeted, marketing of the service. If it was widely advertised, such as in the Melksham News, then the service could easily become over run with a long waiting list.

Members looked at the suggested leaflet draft, that was being produced with its initial delivery to sheltered accommodation etc,

It was felt it was too early to judge the effectiveness of the programme, with more time required to see the level of need once targeted advertising had taken place.

The Clerk updated Members on the project and reminded them that this was a joint project with the Town Council, however, it had been difficult to move aspects of the project along without the joint input and engagement of the Town Council.

Councillor Richardson noted the information contained within the leaflet regarding the targeted age group was for those of retirement age and queried if the service would be open to those who needed it but were below pension age.

It was noted, once the service had been up and running for a while, expanding the service to those who were vulnerable but not of pensionable age could be investigated.

191/23 Community Engagement

a) To consider report on the visitors to the parish council website

Members noted the number of visitors to the council website between December 2022 and August 2023 of 9,763. Noting there was an increase in visitors during June 2023 which was interesting, with the total number of visits being 5,308.

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

It was noted that the Melksham News wished to continue their Councillor Corner section and therefore were seeking articles from Members again.

The Clerk explained she was struggling for editorial to include in the quarterly newsletter in Melksham News, given the once a month ‘Councillor Corner’ section and the paper looking to include regular articles on Council business and sought a steer from Members, particularly given the costs involved, if they wished the Council to continue provided council updates in a quarterly newsletter.

Discussion ensued, with a suggestion the quarterly newsletter could include updates on community resilience, planning matters, as well as highlight where answers to queries raised by the Council were being chased, such as the delay to footpath to rear of Melksham Oak School, refurbishment costs of Melksham House etc;. in order to keep residents up to date

Resolved: To continue producing a quarterly newsletter and Members to contribute to 'Councillor Corner' in Melksham News.

192/23 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.

Councillor Glover explained the Parish Council had previously agreed if any residents of the Parish wished to take advantage of the Town Council resident tree planting scheme, the Parish Council would reimburse the Town Council the costs, with an invoice of £30.30 being received for payment, as 13 residents had taken advantage of the scheme.

Meeting closed at 9.18pm

Signed:.....
Chair, Full Council, 9 October 2023

Date: 01/08/2023

Melksham without Parish Council Current Year

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Time: 12:21

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 4

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 Girguilding	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		<u>514,954.29</u>	<u>0.00</u>	<u>0.00</u>			<u>514,954.29</u>	

Continued on Page 186

Date: 01/08/2023

Melksham without Parish Council Current Year

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Time: 12:21

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 4

Payments for Month 4				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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	

Date: 01/08/2023

Melksham without Parish Council Current Year

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Time: 12:21

Cashbook 2

User: MR

Unity Bank

For Month No: 4

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	
V3430-BACS	Banked:21/07/2023	605.86						
V3430-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	

Continued on Page 183

Date: 01/08/2023

Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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

July 2023 Salary

£6,580.18

Continued on Page 185

Date: 01/08/2023

Melksham without Parish Council Current Year

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Time: 12:21

Cashbook 2

User: MR

Unity Bank

For Month No: 4

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

Date: 01/08/2023

Melksham without Parish Council Current Year

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Time: 12:22

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 4

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		<u>502,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>502,000.00</u>	

Continued on Page 102

Date: 01/08/2023

Melksham without Parish Council Current Year

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Time: 12:22

Cashbook 3

User: MR

Fixed Term Deposit

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>
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			<u>502,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>502,000.00</u>	

Date: 01/08/2023

Melksham without Parish Council Current Year

Page: 7

Time: 12:22

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 4

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		<u>287,751.08</u>	<u>0.00</u>	<u>0.00</u>			<u>287,751.08</u>	

Continued on Page 8

Date: 01/08/2023

Melksham without Parish Council Current Year

Page: 8

Time: 12:22

Cashbook 4

User: MR

Instant Access Unity 20476339

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>
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			<u>287,751.08</u>	<u>0.00</u>	<u>0.00</u>			<u>287,751.08</u>	

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

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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 Aug
					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

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Date: 04/09/2023

Melksham without Parish Council Current Year

Page: 188

Time: 15:39

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 5

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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Continued on Page 189

Date: 04/09/2023

Melksham without Parish Council Current Year

Page: 189

Time: 15:39

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 5

Payments for Month 5				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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

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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

Payments for Month 5				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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

Date: 04/09/2023

Melksham without Parish Council Current Year

Page: 189

Time: 15:40

Cashbook 2

User: MR

Unity Bank

For Month No: 5

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

Date: 04/09/2023

Melksham without Parish Council Current Year

Page: 103

Time: 15:40

Cashbook 3

User: MR

Fixed Term Deposit

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>
	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 Fixe term deposi
Total Receipts for Month		507,000.00	0.00	0.00			507,000.00	
Cashbook Totals		<u>507,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>507,000.00</u>	

Continued on Page 104

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		<u>507,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>507,000.00</u>	

Date: 04/09/2023

Melksham without Parish Council Current Year

Page: 9

Time: 15:40

Cashbook 4

User: MR

Instant Access Unity 20476339

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 :	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		<u>159,551.08</u>	<u>0.00</u>	<u>0.00</u>			<u>159,551.08</u>	

Continued on Page 10

Date: 04/09/2023

Melksham without Parish Council Current Year

Page: 10

Time: 15:40

Cashbook 4

User: MR

Instant Access Unity 20476339

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>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		159,551.08						
	Cashbook Totals		<u>159,551.08</u>	<u>0.00</u>	<u>0.00</u>			<u>159,551.08</u>	



Joint Melksham Neighbourhood Plan 2

2020 - 2038

Pre-Submission Consultation Draft October 2023

AGENDA ITEM 07(c) JMNP2 draft 03.10.23 evening - still working copy in terms of numbering etc



Overview Information

This Neighbourhood Plan has been prepared by the Joint Melksham Neighbourhood Plan Steering Group.

Together with its associated documentation this Neighbourhood Plan is to be used for its intended purpose only.

Related information and the Plan evidence base can be found on the website: melkshamneighbourhoodplan.org

Questions and further information can also be directed at Melksham Without Parish Council or Melksham Town Council

Melksham Without Parish Council
clerk@melkshamwithout-pc.gov.uk | Telephone: 01225 705700

Melksham Town Council
linda.roberts@melksham-tc.gov.uk | Telephone: 01225 704187



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All those who have contributed their time to shape the content of this plan, in particular Steering Group and Task Group members.

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Locality who administered grant funding and gave advice and support

Plan Consultants - [Place Studio](#), together with AECOM

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**Paragraph Numbers
and Page Numbers
to be updated**

Foreword

THIS IS A DRAFT UPDATED JOINT MELKSHAM NEIGHBOURHOOD PLAN. YOUR FEEDBACK AND INPUT IS NEEDED!

The first Joint Melksham Neighbourhood Plan (JMNP) 2020 – 2026 was brought into force on 1 July 2021. It is adopted as part of the Development Plan for Wiltshire to be used to guide and decide upon planning applications.

Ongoing and new issues like providing affordable homes in the right places, tackling climate change and helping local businesses recover from the impact of COVID make it imperative that our Neighbourhood Plan evolves to provide strong local powers, alongside Wiltshire’s upcoming new Local Plan that will set out where new homes and jobs will be provided looking ahead to 2038.

To achieve this Melksham Town and Melksham Without Parish Councils, and the Steering Group have jointly launched the review of the Neighbourhood Plan to look ahead to 2038. The current Neighbourhood Plan has been updated and added to in order to make sure it remains up-to-date, forward looking and strong.

This is the draft (Regulation 14) consultation version of the second JMNP. Building on all the work that has been done to date, this draft new plan is now at a stage where people who live and work in Melksham and Melksham Without Parish, as well as those who play a role in the future of the town, can give us feedback and input.

We need to hear what you think is good about the updated draft Neighbourhood Plan, what you think needs more work and if you think anything is missing.

All comments will be reviewed and this draft will be appropriately revised to help ensure the Plan is shaped up to reflect the views of the community and stakeholders such as Wiltshire Council.

On the next page we set out the key information that you need to know for the consultation so you can have your say!

Consultation - key information

Consultation on this draft Plan will run for 7 weeks between 16th October 2023 and 3rd December 2023.

We will be making sure that people who live, work or carry out business in the area, are aware of the consultation through the following ways:

Local News: As has been done to date, information and updates will be included in the Melksham News.

Email: We will be emailing those who have expressed an interest in being kept informed as well as the Statutory Bodies we must consult.

Online: the draft Plan, evidence base reports and comments forms will be available to download from the Neighbourhood Plan pages of the Neighbourhood Plan website:

www.melkshamneighbourhoodplan.org

Hard Copies:
at the Town Hall
the Parish Council offices on the first floor of the Community Campus the library
Spindles Cafe on Top Lane Whitley and Shaw will also have a hard copy available

There will also be face to face events where possible as part

of the consultation so people can chat through the Plan with local representatives - please check the website and Melksham Independent News for details.

Please submit your views to us via our online questionnaire, which you will also find on the Neighbourhood Plan website. You can attach / upload additional documents via the questionnaire if you need to.

Find the questionnaire here: www.melkshamneighbourhoodplan.org

If you have any questions you can get in touch with Melksham Without Parish Council or Melksham Town Council

Melksham Without Parish Council
clerk@melkshamwithout-pc.gov.uk | Telephone: 01225 705700

Melksham Town Council
linda.roberts@melksham-tc.gov.uk | Telephone: 01225 704187

1 Introduction



1.1 What is a Neighbourhood Plan?

1.1.1 The Localism Act 2011 provided local communities with the power to produce their own Neighbourhood Plan which will guide future development in their area. Neighbourhood planning is not a legal requirement but a right which communities in England can choose to use.

1.1.2 The first JMNP 2020 – 2026 (referred to as ‘the first Plan’) was brought into force on 1 July 2021, when 84% of those voting, said YES to the Plan in a local referendum. It is part of the Development Plan for Wiltshire to be used to guide both those proposing development, and those who consider and decide upon planning applications at Wiltshire Council.

1.1.3 Neighbourhood Plans are focused on shaping the future use and development of land, and can:

- Identify a shared vision and common goals for a neighbourhood
- Define where new homes should be built and what community benefits should be delivered with the development
- Set out what key green spaces and networks of green infrastructure should be protected and enhanced

1.1.4 Melksham, local villages and our rural parish is a great place to live. It has a good range of housing choice, a strong economy, good transport connections, an historic town centre,

green spaces, the new Campus, beautiful countryside and the River Avon. Consequently, it is a focus of much housing development. It is therefore vital that our Neighbourhood Plan maximises its powers to plan and manage growth alongside the Wiltshire Local Plan.

1.1.5 It is important to note that the legislation does not allow Neighbourhood Plans to prevent development. There is a national and regional shortage of housing. Instead, the Plan will help to shape new development, ensuring that local needs and aspirations are taken into account.

1.1.6 Neighbourhood Plans can consider what infrastructure needs to be provided in their Plan area. Additional infrastructure has been highlighted by many residents as important to enable Melksham and Melksham Without to grow in a sustainable way.

1.1.7 This update of the JMNP (referred to as JMNP2) has been drawn up with the continued aim of ensuring that the growth of Melksham, and that the opportunities that this provides, are balanced with a clear understanding of the community’s aims and aspirations for the future and the protection of the distinct identity, places and spaces we value locally.

1.2 Reviewing the Joint Melksham Neighbourhood Plan

1.2.1 There is no set time period within which the first Neighbourhood Plan must be reviewed. But it is imperative that our Plan is kept up to date and strong beyond 2026.

1.2.3 The first Plan was adopted (or 'made' to use the planning term) in 2021. Due to the early stages of the review of the Wiltshire Local Plan, and to avoid conflicts with its emerging spatial strategy, the decision was taken that site allocations for Melksham should be considered in the review of the first Plan once the draft Local Plan Review has reached an appropriately advanced stage. With the Draft Regulation 19 Local Plan published, it is considered this stage has been reached. This reviewed and updated JMNP2 also picks up on a number of other more detailed issues such as the designation of Local Green Spaces not covered in the first Plan.

1.2.4 The review process is similar to making the first Plan. Only when this draft JMNP2 has run through all the required stages of consultation and successfully passed an independent examination and local referendum will it come into force. It will then replace the first Plan. Until this point is reached the first Plan remains the adopted Neighbourhood Plan and its policies will be used.

1.2.5 Undertaking the review:

- Extends the effective lifetime of our Neighbourhood Plan to 2038. This aligns our Neighbourhood Plan's policies and lifetime with the period for the new Wiltshire Local Plan, which also looks ahead to 2038. The Local Plan sets strategic policies and new housing and employment growth targets for Wiltshire. It sets out where the majority of new homes and jobs will be provided at Melksham and housing targets for Shaw and Whitley. It is important the two plans are in general conformity with each other.
- Saves and updates the first Plan's adopted policies. It will add stronger evidence so that our plan can continue to protect our economy, environment and community life and deliver on its long term aims. No policy areas have been removed.
- Adds new policies to protect our green spaces and valued countryside that have become high priorities since the first Plan was made.
- Refreshes and strengthens how the Neighbourhood Plan informs and shapes development and conservation in the town, villages and countryside of the Plan Area.



Jargon Alert!

Though we have tried to make this a reader friendly document, planning can be full of unavoidable jargon, so a glossary of key terms is included at the end of the Plan (click for **page 112**). This is followed by a list of all references contained within the footnotes in the Plan (click for **page 116**).

1.3 What changes has JMNP2 Introduced?

1.3.1 Updated Existing Policies:

- Strengthening Policies 1 and 2, addressing updated climate change and sustainable construction priorities and targets
- Widening Policy 7 to address local housing needs through new site allocations at Melksham and Shaw and Whitley. (together with the Local Plan)
- Reinforcing Policy 9, with a new master plan to support future vitality of the town centre
- Adding local detail to Policy 20: Locally Distinctive and High Quality Design with new Local Design Guidelines and Codes
- Adopting a new local heritage asset list to strengthen heritage Policy 21 to protect locally treasured historic buildings and features.

1.3.2 New policies to address housing need and to protect areas of open countryside and green spaces:

- New Policy 7 Allocation of various sites for housing
- New Policy 16 Designating Valued Local Green Spaces
- New Policy 19 Green Wedges - to protect the countryside that acts to separate our town and villages.

1.3.3 Updated Priority Statements;

- Update of the first Plan's Priority Statements to take account of changes that have occurred since 2020.

The updates have been informed by consultation, and is based on evidence and research (as detailed on pages 13/14) to inform our approach to sustainable development for the Neighbourhood Plan area.



What is Sustainable Development?

The purpose of the planning system is to contribute to the achievement of 'sustainable development', which is defined as **'meeting the needs of the present without compromising the ability of future generations to meet their own needs'**.

(National Planning Policy Framework 2023)

1.4 What area does the Neighbourhood Plan cover, and what time period does it cover?

1.4.1 The Melksham Neighbourhood Area was formally designated by Wiltshire Council on 14th July 2014 (amended 8th November 2017) shown in Figure 1.

1.4.2 The Neighbourhood Plan is a joint one prepared by Melksham Town Council and Melksham Without Parish Council. The Neighbourhood Plan area totals approximately 3,360 hectares (c.8,300 acres) and included 11,363 properties in June 2022.

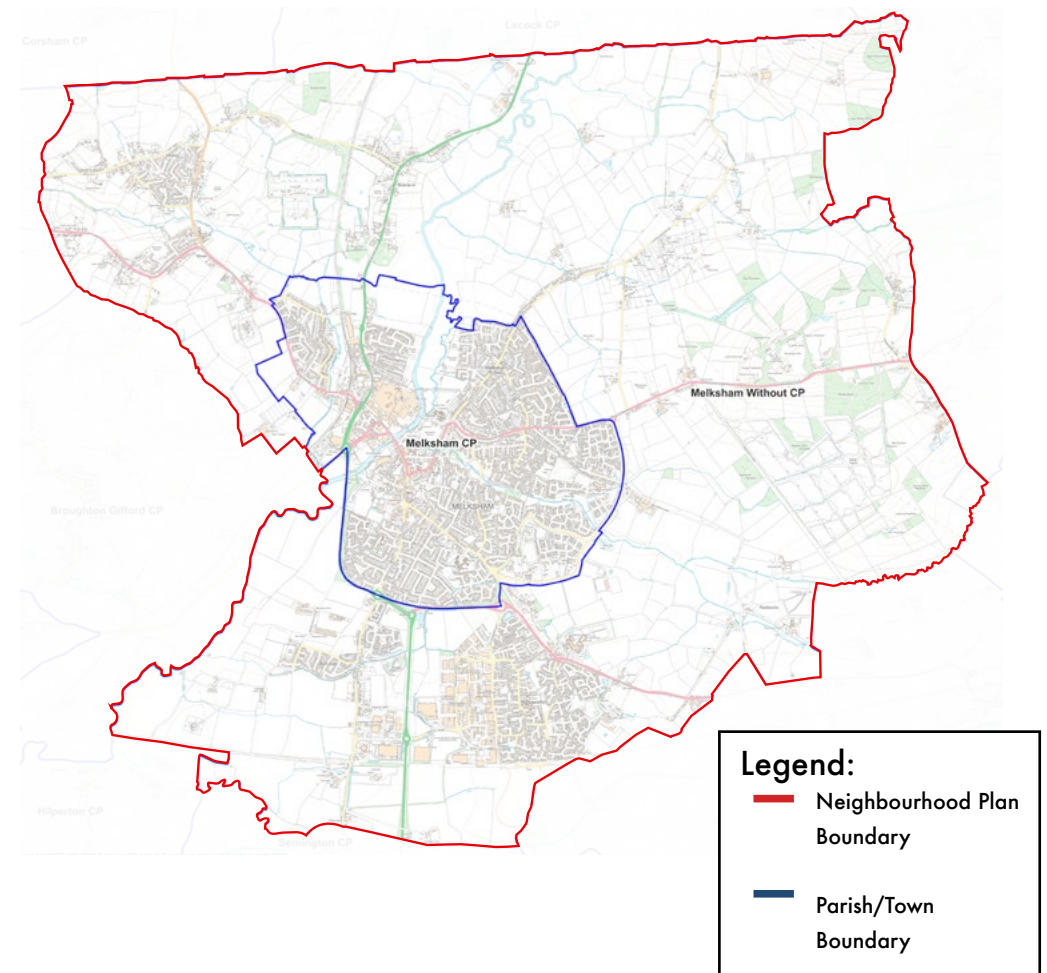
1.4.3 It is an update that will cover the period 2020 - 2038.

1.5 Who has prepared the JMNP2?

1.5.1 Where there is a Town and/or Parish Council, they will always be the responsible or 'Qualifying Body' that will take forward a Neighbourhood Plan. In this case, Melksham Town Council and Melksham Without Parish Council are the Qualifying Bodies.

1.5.2 The process of reviewing the first Plan and drafting the Second Plan has been driven by a Steering Group of representatives from councillors representing the town and parish, as well as people from the wider community, with support and guidance from Wiltshire Council and consultants.

Figure 1: Joint Melksham Neighbourhood Plan Area



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1.6 How does the JMNP2 represent the community's views?

1.6.1 As with the first Plan, the review and making of the second Neighbourhood Plan must have been informed by consultation with the community and stakeholders. How this has been undertaken is detailed in the Consultation Statement which can be found on the Plan website (www.melkshamneighbourhoodplan.org).

1.6.2 The draft version of this second Neighbourhood Plan is now published for a period of formal consultation known as Regulation 14 pre-submission consultation. This includes local people, businesses and landowners and many others. It also includes agencies on a list of statutory consultees in accordance with the Neighbourhood Planning Regulations 2012.

1.6.3 The consultation will run for 7 weeks between the 16th October and 3rd December.

1.6.4 All comments received during Regulation 14 consultation about this draft second Plan will be carefully considered by the Steering Group. Changes may be made to the Plan and the associated evidence base in response to the feedback.

1.6.5 The draft Plan, evidence base reports and comments forms will be available to download from the Neighbourhood Plan pages of the Neighbourhood Plan website: melkshamneighbourhoodplan.org

1.6.6 Following consideration of the Regulation 14 consultation responses and any amendments to the draft plan, it will be formally submitted to Wiltshire Council. The Council then arrange a second public consultation which is also required under the regulations. An Independent Examiner then considers the Plan and the representations received through the consultation and the Plan is modified as recommended by the Examiner and put to a community referendum. If approved at a referendum, the first 2020 - 2026 Plan will be replaced by the updated and second 2020 - 2038 Plan (JMNP2), to become part of the overall development plan for Wiltshire to guide developers, planning officers and Councillors, when considering planning applications in the Neighbourhood Plan Area.

1.6.7 The Plan will continue to be actively used, reviewed and monitored to see how it is being used by applicants and Wiltshire Council in relation to planning matters. Future policy contexts, challenges and opportunities, together with community concerns and aspirations will inform future updates.

1.7 Navigating the Plan

1.7.1 After this introduction, this Plan continues with information that sets the scene for the Neighbourhood Plan area today and future challenges.

1.7.2 Planning policies form the main focus of this Plan.

1.7.3 The Planning Policies (page XX onwards), are in five overall sections, related to our plan objectives. We have colour coded each section with the aim of making it easier to follow:

- A section that addresses some of the challenges of climate change at the very local level is in **red**
- A section that addresses future housing and infrastructure needs is in **orange**
- A section that addresses the town centre, employment and travel is in **green**
- A section that addresses our open spaces and community facilities is in **blue**
- A section that addresses our built and natural environment is in **purple**

1.7.4 For each policy there is one or more objective, then the policy itself is presented within a box and written in bold, and then we set out the key reasons behind the policy.

1.7.5 The policies must be right for the Neighbourhood Plan area and also strong enough to shape responsive and appropriate

developments.

1.7.6 Priority Statements (pages XX onwards) are also included to illustrate the commitment of the two Councils to bring their influence to bear on things we can't address in this Plan, but which are important issues to our local community.

1.7.7 There are a number of separate evidence base reports which underpin the Plan and its policies. They set out detailed information which links to our planning policies and priority statements. The evidence base reports can be found on the Neighbourhood Plan website: www.melkshamneighbourhoodplan.org

Please contact the Parish or Town Council for access if you are not online.

2 Setting the Agenda to 2038



2.1 Why a Joint Melksham Town and Melksham Without Parish Neighbourhood Plan?

2.1.1 Consultation on the First Neighbourhood Plan as well as the current Wiltshire Core Strategy highlighted the following key issues faced by the two parishes. These remain relevant to planning for Melksham beyond 2026 up to 2038:

- Climate change and the need to be locally resilient
- Pressure for more housing development
- The need for affordable houses and a mix of development types
- The loss of greenfield sites and the need to prioritise brownfield land where possible
- High level of inter-dependency between the town and parish
- Limited employment and training opportunities
- Recent and future job losses
- A need to improve the retail offer in Melksham
- Insufficient facilities to meet the needs of the growing population (particularly school provision and health care)
- A need to protect heritage – particularly The Spa and the Conservation Area in the town, as well as the local villages
- Traffic congestion

2.1.2 These issues could not be addressed successfully through independent plans. At its simplest, the whole Neighbourhood Plan area operates as a classic market town and catchment. This

interdependence is further highlighted by the likelihood of future housing growth, much of which is likely to take place in Melksham Without. A single, joint Plan increases the value for the communities of both town and parish.

2.1.3 This Neighbourhood Plan has been created to give the residents of Melksham and Melksham Without positive input into, and some control over, the key issues and future development in the Neighbourhood Plan area.

2.1.4 This Neighbourhood Plan sets out its ambitions and aspirations for future development through a vision, objectives and policies that will guide development on a range of matters. The Plan also operates as an informal community strategy, setting out a number of 'priorities' and projects which illustrate the commitment of both councils to use their influence to bear on matters outside the scope of this Plan.

2.2 Neighbourhood Plan Review: Updating key issues and Evidence

2.2.1 To enable the Second Plan to maintain and update robustly evidenced policies and add new evidence and policies that reflect and respond to community priorities the Steering Group undertook a programme of engagement and technical evidence gathering.

2.2.2 Throughout the spring and summer of 2022, the Neighbourhood Plan Steering Group undertook a series of

community and stakeholder communication and consultations to build community input into the priority issues that the updated Second Plan should address. This enabled areas of new priority to be raised and focused on updating and adding evidence in the key local issues of:

- Local Housing Needs survey;
- The need and potential for further Neighbourhood Plan Housing Sites Allocations;
- The identification and protection of green spaces and areas of open countryside;
- The identification of valued local heritage assets;
- Understanding the character and design quality of the Neighbourhood Plan area;
- Informing the priorities for future vitality of the Town Centre;
- Updating on Melksham by-pass and Wilts and Berks canal link projects;


A full report of engagement can be read in the Consultation Statement that accompanies this draft Plan.

2.2.3 Throughout 2022 and early 2023, further technical analysis has been undertaken to understand changing circumstances and context relating to:

- Baseline Evidence

- Initial review of changes in National and Strategic Policy affecting the Neighbourhood Plan
- A review of planning proposals and the use of the first Neighbourhood Plan
- Changes and advances in sustainable development and renewable energy best practice and local policy
- Local Housing Needs data assessment
- Available development site assessments
- Local Green Space designation assessments
- Important Rural Green Gap surveys and assessments
- Assessments of potential Non-designated Heritage Assets
- Town Centre master plan Study and Report
- Design Guidelines and Codes for Melksham and Melksham Without

A record of technical evidence gathered can be referenced within Papers and Evidence Base Reports that support this Plan.



Maps and Evidence Base Reports

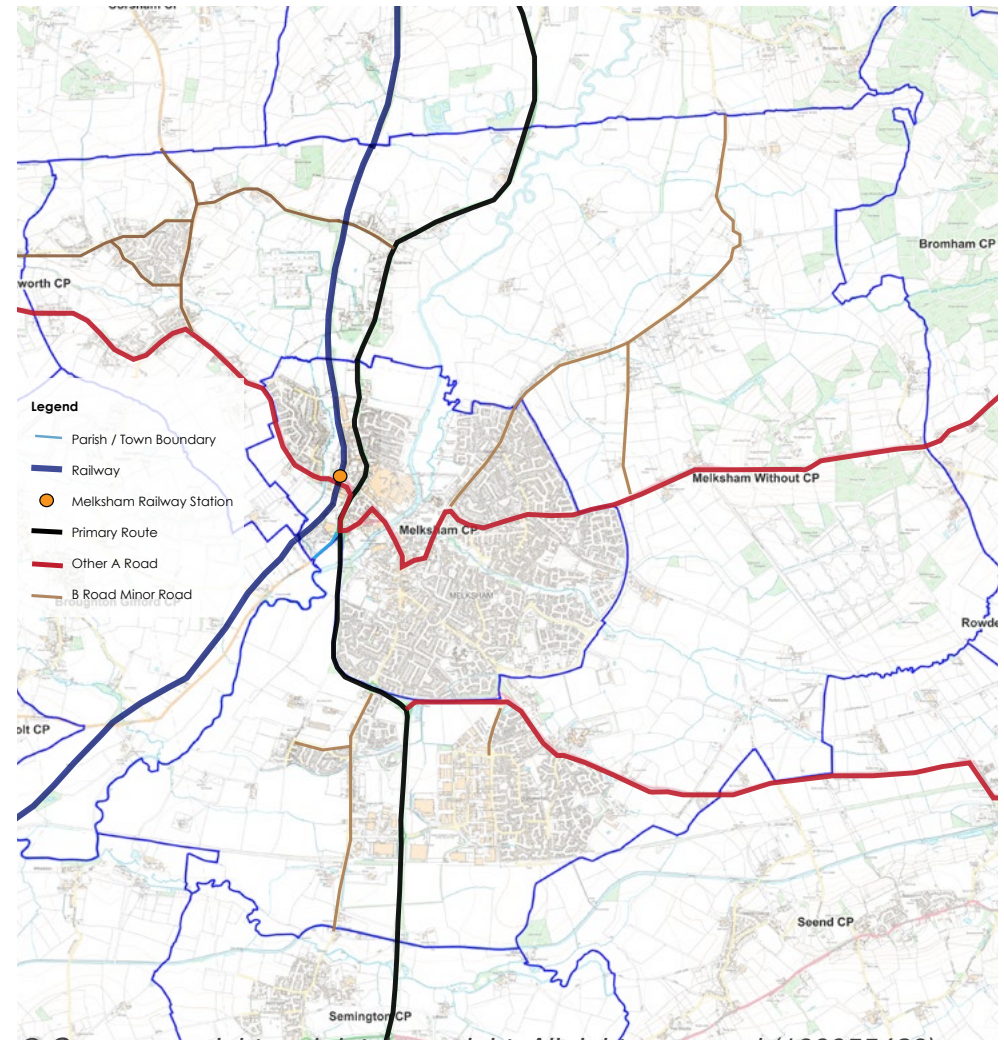
All maps and evidence base reports referenced in the Plan are also available on melkshamneighbourhoodplan.org as individual files

2.3 Key facts about the Neighbourhood Plan area

2.3.1 The facts, figures and studies that make up the Plan evidence base have helped to build up a picture of the Neighbourhood Plan area today, and what may be needed in the future.

- The total resident population of the Neighbourhood Plan area (Melksham Town and Melksham Without) in 2021 was estimated to be 25,300 an increase of 15.4% since 2011 when the population was 21,907¹.
- There are lower than national averages of people between the ages of 15 - 44. The predominant age band was '50 to 54' closely followed by '55-60' which is a little above the national average and our population is ageing².
- The Employment Land Review noted that total jobs have grown by 16.6% since 2009³ with a high concentration of jobs in manufacturing.
- We have a well qualified resident work force. However, there are differences between average earnings by workplace and average earnings by residence in Wiltshire, suggesting that Wiltshire's higher skilled resident workers commute outside of the county for work.
- We have a railway station, but public transport generally is limited in the area, and the area around the station is in need of investment and improvement.
- The Neighbourhood Plan area is strategically located on the A350 between Chippenham and Trowbridge. There is also a proposal for a bypass which will change the demand for services and working practices.

Figure 2: Rail and Key Roads Routes



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2.4 The wider context

2.4.1 The National Planning Policy Framework (NPPF) was last updated in September 2023 and together with Planning Guidance covers most forms of development and sets out the Government's economic, environmental and social priorities for planning in England. Neighbourhood Plans must have regard to and be in general conformity with principles and policies in the NPPF.

2.4.2 Neighbourhood Plans are also required to be in 'general conformity' with the adopted policies of the strategic plan. In Wiltshire, our current Local Plan is the Wiltshire Core Strategy (WCS), adopted in 2015. The Government requires every Local Plan to be reviewed at least once every five years. Wiltshire's Local Plan, the Wiltshire Core Strategy, was adopted in 2015, and is therefore being reviewed. The emerging Local Plan will replace the Core Strategy when it is adopted. The Steering Group have held regular meetings with Wiltshire Council to ensure that the Neighbourhood Plan policies are updated in line with the emerging policies in the Wiltshire Local Plan Review.

2.4.3 The draft Local Plan is currently at the stage of the final public pre-submission consultation, running until Wednesday 22nd November 2023. It will be submitted for examination in 2024 and Wiltshire Council expect adoption at the end of 2024.

2.4.5 The draft Local Plan Review updates the defined settlement boundary of Melksham and Bowerhill to take account of developments. It also provides an indicative target for future development of homes, employment space and community

infrastructure for Melksham and Bowerhill and a separate figure for Shaw and Whitley up to 2038. That figure will be delivered through both the Local Plan and the Neighbourhood Plan.

2.5 Draft Local Plan Housing Target and Site Allocations

2.5.1 Wiltshire Council draft Local Plan has identified a revised housing target figure of 1,170 for Melksham and 73 in Shaw and Whitley to be delivered by 2038. It has also identified strategic site allocations to the north-east and south-east of Melksham. It will not be identifying sites for allocation at Shaw and Whitley.

2.5.2 The Local Plan suggests that land for a further 200 dwellings at Melksham should be delivered through housing site allocations made by the review of the Neighbourhood Plan and after planning permissions and the JMNP 1 allocation is taken into account, a reduced "residual" target of about 50 dwellings in Whitley and Shaw.

2.5.3 The Neighbourhood Plan is aiming to meet many of the required housing numbers through brownfield allocation. For more detail on the approach to housing allocation, turn to page X.

2.6 The approach to the Neighbourhood Plan

2.6.1 *“The local planning authority should take a proactive and positive approach, working collaboratively with a qualifying body particularly sharing evidence and seeking to resolve any issues to ensure the draft neighbourhood plan has the greatest chance of success at independent examination.”* (Neighbourhood Planning Practice Guidance paragraph 009)

2.6.2 This is particularly relevant to Melksham’s second Joint Neighbourhood Plan because Wiltshire Council is likely to allocate some development to Melksham in their Local Plan review. Working in partnership with Wiltshire Council has been essential in the formulation of the Plan.

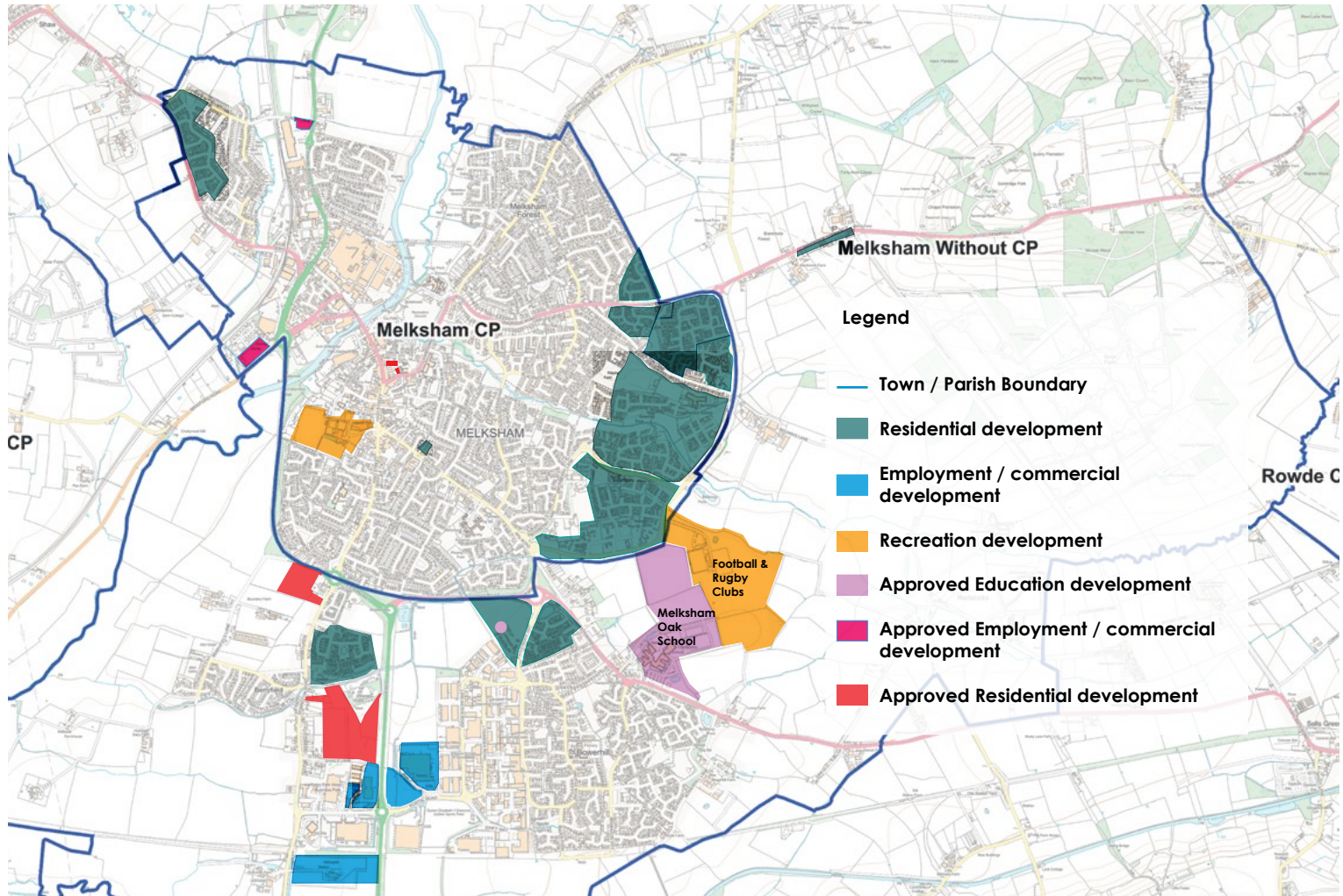
2.6.3 Although there is no requirement to allocate housing in this Neighbourhood Plan, there is ongoing development pressure in the Neighbourhood Plan area, and as set out earlier, there is a target figure set out in the Local Plan. The Steering Group therefore felt it important to review potential development sites in the Plan area with a particular focus on what community benefit development could offer. Landowners submitted potential land for development and more than 100 sites have been independently assessed, some emerging as potentially suitable and some as unsuitable (see the Housing Evidence Base Report available on the Neighbourhood Plan website). All this information has given us an informed evidence base from which to make an informed and proactive approach to development in our Neighbourhood Plan area.

Figure 3: Neighbourhood Plan area Settlements and Neighbourhoods



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Figure 4: Major planning permissions granted during the current Wiltshire Core Strategy (Adopted 2015) period (at September 2020)



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2.7 Melksham Town Introduction

2.7.1 The market town of Melksham is about 7km (c.4.5 miles) northeast of Trowbridge and 10km (c.6 miles) south of Chippenham. It is Wiltshire's fifth-largest settlement after Swindon, Salisbury, Chippenham and Trowbridge. It occupies a strategic location on the north-south A350 road from the M4 motorway, junction 17 near Chippenham, to Poole on the south coast; by rail it is directly linked to Trowbridge & Westbury and Chippenham & Swindon where connections to the rest of the rail network are possible.

2.7.2 Melksham was first recorded as 'Melchessa' in the 1086 Domesday Survey, the name is assumed to derive from the Old English words 'meolc' (milk) and 'ham' (village). The settlement was based around a ford across the river Avon and the naming implies that milk was always an important part of the settlement's economy.

2.7.3 Melksham is a true market town, having a Royal Charter awarded in 1219. The granting of a charter was seen as a royal prerogative and only granted if the proposed new market town was at least a day's travelling distance from the nearest existing market town.

2.7.4 The streets around the river Avon and up to the Market Place were the sites of small industries. Independent weavers worked at home in their cottages. Other local trades and crafts typical of a small market town, including tanners, blacksmiths

and millers, occupied small workshops and legacies of the town's industrial past can be seen in the weavers' cottages in Canon Square and the two round houses, originally used for drying cloth.

2.7.5 The Market Place has recently been refurbished to return it to the open area it once was. It once hosted the town pump which provided drinking water for passing travellers. The newly paved and developed Market Place commemorates the location of the well.

2.7.6 In 1889 the Avon Rubber Company moved to Melksham, occupying a disused cloth mill. Originally to provide materials for the railway industry, by the end of the 19th century, Avon Rubber was focused on pneumatic tyres, as well as milking machine tubes. Rapidly expanding during the 50s and 60s it changed to an international group of companies. In 1997 Avon Tyres was sold to Cooper Tires with the factory sadly closing in December 2023, but other divisions of Avon are still in Melksham. Melksham continues to serve as an employment, facilities, service and retail hub for the greater Melksham community.

2.7.7 Melksham has an abundance of historical buildings including many Grade II listed buildings with some unique architecture, reflecting the town's historical past. The town centre is within an identified Conservation Area.

2.7.8 Melksham has a strong sense of community with many community groups run by dedicated volunteers contributing positively to the health and well-being of local people.



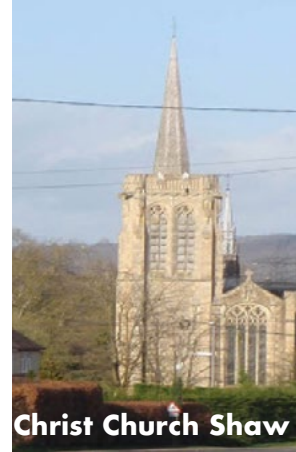
Church Walk, Melksham



Blenheim Park Bowerhill



War Memorial



Christ Church Shaw



Methodist Church Whitley



Berryfield



St Barnabas Church, Beanacre



Melksham Town Hall

2.8 Melksham Without Introduction

2.8.1 Melksham Without Parish was created under the Local Government Act of 1894, which divided the ancient parish of Melksham into Melksham Within (the town or urban district council area) and the rural Melksham Without. Parts of Melksham Without, adjacent to the town, were subsequently transferred to Melksham Within in 1895, 1914 and 1934, in the 1960s, 1991 and 2017.

2.8.2 Melksham Without surrounds the town of Melksham on three sides – the northern, eastern and southern. In the past, the three villages in the north - Beanacre, Shaw and Whitley - were ancient centres of population. Whitley is mentioned in the Domesday book. The eastern parts of the parish, bounded by the River Avon to the west and the Semington Brook to the south, were part of the royal forest of Melksham whose bounds were first set in 1228.

2.8.3 Whitley was probably settled around the same time as Shaw and the origin of both names relate to woods. At its heart, the village is an agricultural centre with a number of working farms, and farms that have been converted to residential use but the agricultural land associated with them dispersed to other local farms. The village is rich with listed buildings. The agricultural heritage, the listed buildings along with some other significant 20th century residential development, give Whitley its unique character, charm, and local distinctiveness.

2.8.4 Medieval Shaw was a small community centred on its manor house and the chapel here seems to have had more to do with the

barony of Castle Combe than local needs. The settlement remained small and rural but by the 17th century there were a reasonable number of houses. The population grew during the 19th century and a church and school were provided.

2.8.5 Through the passage of time the villages of Whitley and Shaw have grown but continue to be distinct settlements.

2.8.6 Beanacre [Bennecar/Benecar] (bean field or well) is the ribbon development, interspersed with open frontages, along the busy, main A350 between the northern boundary of the town of Melksham and the village of Lacock. It is one of the oldest settlements in the area, first mentioned in estate records of 1275, the earliest surviving dwelling is the Grade I listed Old Manor which lies off the Old Road.

2.8.7 In the southern part of the parish are two areas that were devoted to farming but were given over to military purposes in the 20th century. From 1940 until 1964 Royal Air Force Melksham was based at Bowerhill, with housing for the base being built at Bowerhill and Berryfield. In 1970 Bradford and Melksham Rural District Council purchased land (151.3 acres) at Bowerhill from the MOD and, from 1971 onwards, Bowerhill developed into a large residential village with a thriving industrial estate. Berryfield too has become a separate village community.

2.9 Sustainable Development and Climate Change

2.9.1 Land use planning is recognised as having the potential to make a valuable contribution to sustainable development and to help address climate change. Whilst the Neighbourhood Plan was being drafted, the urgency of addressing climate change became even clearer with the latest overwhelming scientific evidence of climate change.

2.9.2 Recent reports⁴ illustrate how urgent it is that action is taken. Extreme weather events have been seen around the world, and now there is incontrovertible evidence that human activity has raised and continues to raise the risk of extreme weather

2.9.3 In the summer of 2019, the 2008 Climate Change Act was amended, committing the UK to net zero carbon emissions by 2050. As a result, changes or additions to national planning policy, building regulations and other policy areas are in flux.

2.9.4 In July 2019, Wiltshire Council made a resolution to seek to make the county carbon neutral by 2030. Wiltshire Council's Environment Select Committee established a task group of councillors and officers to look at some of the main issues, including planning. The Wiltshire Local Plan review builds on this work and strengthens its approach to both sustainable development and climate change in planning.

2.9.5 Both the Town and Parish Council are proactively addressing the need to mitigate and adapt to the impacts of climate change.

2.9.6 Melksham Town Council is committed to creating a more resilient, productive and healthy environment for present and future generations and has acknowledged the very real issue that is 'climate change'. It has pledged to overhaul its working practices; to raise awareness in the community through climate change events; to lead by example and support the community to mitigate the effects of climate change; embrace the refill scheme; brought in a paperless committee system and is replacing fossil fuel vehicles with electric ones.

2.9.7 As part of its effort to support Wiltshire Council's July 2019 resolution, Melksham Without Parish Council have decided to install drinking water fountains in various public open spaces within the parish, such as Bowerhill and Shaw Playing Fields, to help reduce the single use of plastic water bottles. With climate change and more regular periods of hot weather this will provide somewhere for people to get fresh drinking water.

2.9.8 The Parish Council also encourage, where appropriate, the planting of trees to combat climate change and help reduce CO₂ in the atmosphere, by signing up to the Tree Charter (www.treecharter.uk). They have also worked with volunteers to plant hundreds of trees supplied by the Woodland Trust. The community in Shaw and Whitley to plan to plant their own trees too.

2.9.9 All the objectives and policies in the Plan support sustainable development and a number of specific objectives and policies regarding this topic are highlighted in their own section.

2.9.10 The Plan includes a number of other policies that specifically address the challenge of climate change including:

- Promoting green, environmentally sustainable building standards – **Policy 1: Sustainable Design and Construction**
- Supporting the installation of electric (or other ultra-low emission) vehicle charging points – **Policy 4: Ultra Low Emission Vehicles**
- Supporting a vibrant town centre so that people can shop locally - **Policy 9: Town Centre**
- Supporting local employment opportunities to reduce the need for out-commuting – **Policy 10 Employment Sites**
- Giving proper consideration to routes for buses, cyclists, footpaths and green/blue infrastructure in our housing developments - **Policy 11: Sustainable Transport and Active Travel**
- Protecting or promoting a network of biodiverse green spaces and green corridors, conserving established trees and hedgerows - **Policy 12: Green Infrastructure** and **Policy 16: Trees and Hedgerows**



3 The Vision and Objectives



3.1 The Vision

The vision of the Neighbourhood Plan is to make the town of Melksham and the parish of Melksham Without great places to live, to work, to play and to visit; attractive, healthy, convenient and environmentally sustainable, with access to employment, education, shops and services via walking, cycling and public transport.

Through this Plan we aim to balance the needs of today with the challenges of the future. The Neighbourhood Plan will provide the foundations for Melksham to grow sustainably for the benefit of those that live and work here, and will promote Melksham as an attractive place for businesses to locate and for people to work. Improvement and expansion of the variety of retail provision and other facilities in the town will be promoted.

Through this Plan the benefit of being located within the A350 employment growth area will be enhanced by the attractive offer of a high quality built and natural environment. As well as the necessary housing and employment growth, we want to see community, health and education provision keep pace with the needs and aspirations of our communities.

A sustainable transport network will be promoted, so that options such as walking and cycling to work, the town centre or local facilities will be a choice open to as many of our residents as possible, and we will make full use of a key local asset, the Melksham railway station.

Our network of environmental assets, such as the river Avon and Clackers Brook, together with the extensive network of open spaces, will be protected and enhanced.

Early and positive engagement on any development proposals with our communities will be key to realising our vision.

3.2 Objectives

Looking to the future we want to use the Plan to help shape:

A 21st century community ... meeting the challenges of sustainable development and climate change through:

1. Reducing carbon emissions to contribute to carbon neutrality in Wiltshire by 2030 and beyond.
2. Planning for new development that addresses the impact of climate change.
3. Encouraging and promoting the use of sustainable technologies and renewable energy.

Great places to live ... where our housing and infrastructure needs are balanced with global and regional issues through:

4. Enabling and promoting the importance of early community engagement in change and development.
5. Supporting sustainable development of new housing and associated facilities within settlements, and adjacent to settlements.
6. Promoting the delivery of infrastructure to address the needs of the population.

Great places for shopping, working and getting around through:

7. Protecting and enhancing the vitality of Melksham town centre.
8. The retention, regeneration and intensified use of previously developed employment land.
9. Supporting improved transport infrastructure for the increasing Neighbourhood Plan Area population.
10. Encouraging cycling and walking and journeys by rail and bus to reduce the need to travel by car.

Places where community well-being and open spaces are protected and enhanced by:

11. Protecting, connecting and increasing our network of green spaces.
12. Promoting opportunities for people to lead healthier lifestyles with a greater sense of well-being.
13. Protecting, improving and expanding existing services and community facilities to promote health, education and social needs.

A locally distinctive and high quality built and natural environment through:

14. Protecting settlements' rural setting and countryside gaps between Melksham, Bowerhill and surrounding villages.
15. Conserving and enhancing the quality of the natural landscape.
16. Ensuring that new development is sympathetic to our built heritage and the character of the area, with high standards of design.



Riverside Walk

4 Planning Policies

The planning policies are presented in five overall sections, related to the Plan objectives.

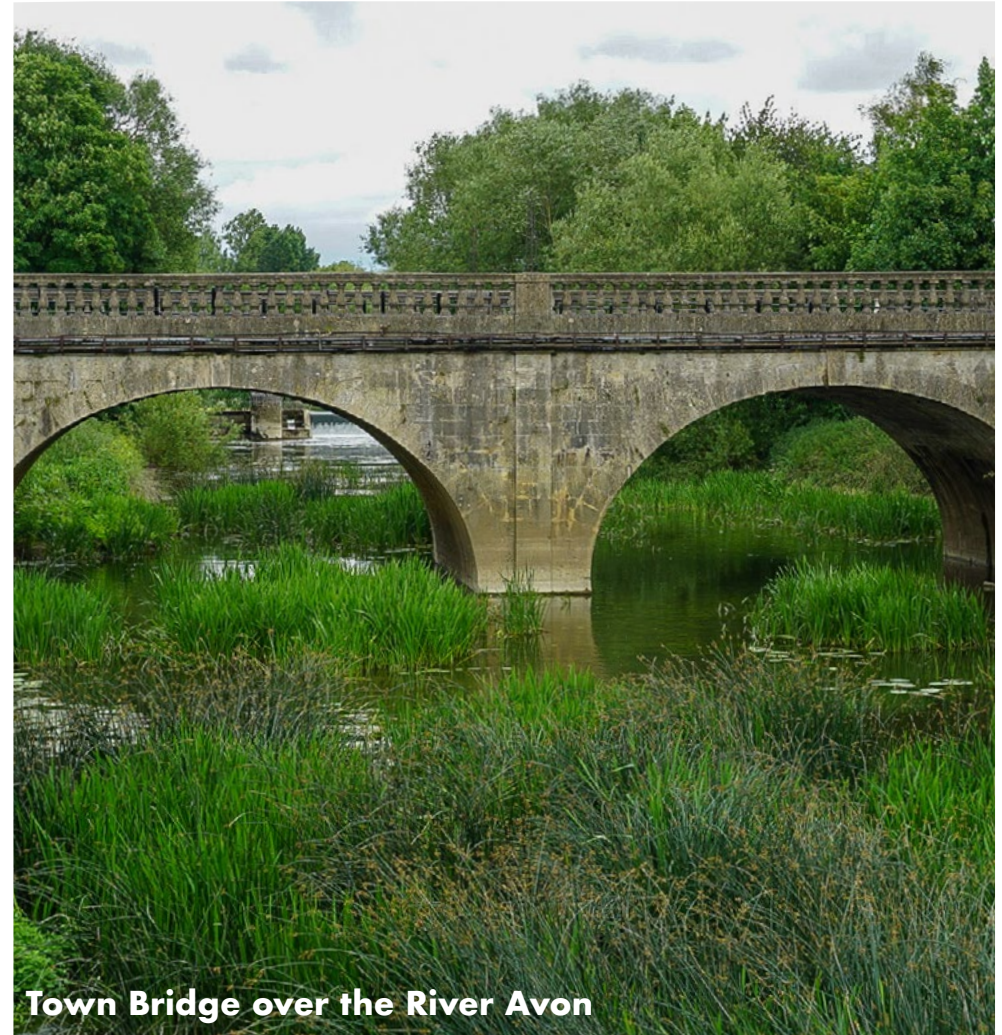
For each policy there is one or more objective, then the policy itself in coloured boxes, and then the key reasons behind the policy.



What is a Planning Policy?

The planning policies included in the Plan will be used to help determine planning applications within the Neighbourhood Plan area. Government guidance sets out that a policy in Neighbourhood Plans should be: *"clear and unambiguous... It should be concise, precise and supported by appropriate evidence. It should be distinct to reflect and respond to the unique characteristics and planning context of the specific neighbourhood area for which it has been prepared"*

(Neighbourhood Planning Practice Guidance 2019).



4.1 Index of Policies

Sustainable development and climate change

- Policy 1: Sustainable Design and Construction
- Policy 2: Local Renewable and Low Carbon Energy
- Policy 3: Flood Risk and Natural Flood Management
- Policy 4: Ultra Low Emission Vehicle Charging

Housing and infrastructure needs

- Policy 5: Pre-application Community Engagement
- Policy 6: Housing in Defined Settlements
- Policy 7.1: Allocation of land at Middle Farm, Corsham Road, Whitley
- Policy 7.2: TBC
- Policy 7.3: TBC
- Policy 8: Infrastructure Phasing and Priorities

Shopping, working and getting around

- Policy 9: Town Centre
- Policy 10: Employment Sites
- Policy 11: Sustainable Transport and Active Travel

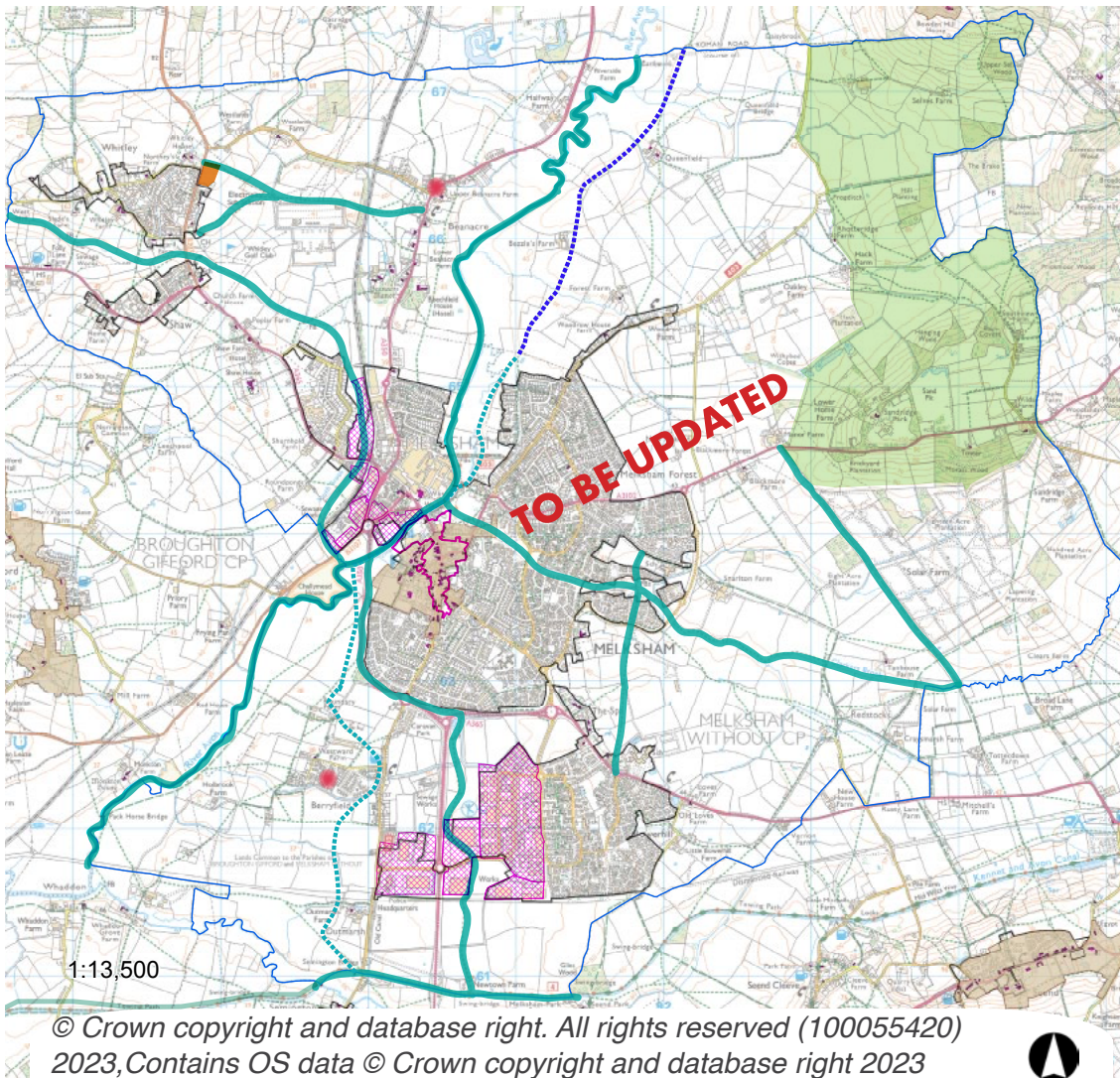
Community well-being and nature










- Policy 12: Green Infrastructure
- Policy 13: Biodiversity
- Policy 14: Open Spaces
- Policy 15: Community Facilities
- Policy 16: Designation of Local Green Spaces

Built and natural environment

- Policy 17: Trees and Hedgerows
- Policy 18: Landscape Character
- Policy 19: Green Wedges
- Policy 20: Locally Distinctive, High Quality Design
- Policy 21: Local Heritage

Figure 5: Strategy Overview



-  Small Villages (Wiltshire Core Strategy - CP 1)
-  Indicative Green Infrastructure Corridors
-  Canal Link (Wiltshire Core Strategy - CP16)
-  Historic Canal Route (Wiltshire Core Strategy - CP53)
-  Site Allocation Land at Middle Farm, Corsham Road, Whitley (Joint Melksham Neighbourhood Plan - Policy 7)
-  Neighbourhood Area Boundary
-  Listed Buildings (Wiltshire Core Strategy - CP58)
-  Conservation Area (Wiltshire Core Strategy - CP58)
-  Settlement Framework Boundary (Wiltshire Core Strategy CP2 and Wiltshire Housing Site Allocations Plan (WHSAP))
-  Principal Employment Area (Wiltshire Core Strategy - CP35)
-  Commercial Area Boundary (West Wiltshire District Plan- TC1)
-  Special Landscape Area (West Wiltshire District Plan - C3)

Sustainable Development and Climate Change



“The Neighbourhood Plan should encourage renewable energy production in ways that will deliver community benefits”

Policies in this section:

- Policy 1: Sustainable Design and Construction
- Policy 2: Local Renewable and Low Carbon Energy
- Policy 3: Flood Risk and Natural Flood Management
- Policy 4: Ultra Low Emission Vehicle Charging

Sustainable Design and Construction

This policy helps meet objective 1: Reducing carbon emissions to contribute to carbon neutrality in Wiltshire by 2030 and beyond.
...and objective 2: Planning for new development that addresses the impact of climate change.

Policy 1: Sustainable Design and Construction

New development schemes that demonstrate how carbon emissions are minimised, with the target of zero-carbon in operation, and how the impacts of climate change impacts are mitigated and adapted to, will be supported. This includes:

- a. demonstrating good connections to existing services and facilities, and/or a mix of uses that minimises the need to travel by private vehicle;
- b. maximising green and blue infrastructure to sequester carbon and provide other benefits such as shade;
- c. embedding the Energy Hierarchy within the design of buildings by prioritising fabric first, orientation and landscaping, in order to minimise energy demand for heating, lighting and cooling. All proposals should consider opportunities to provide solar PV and energy storage
- d. residential buildings that, within the constraints of viability, demonstrate how heat and power demands are minimised through three elements of energy metrics, targeting:
 1. space heating demand of less than 30KWh/m²/year;
 2. total energy consumption less than 40kWh/m²/annum;
 3. provision of enough renewable energy output to match the total energy use.
- e. use of appropriate sustainability assessment tools, such as the Building Research Establishment's Environmental Assessment Method (BREEAM), Home Quality Mark for residential development and/or CEEQUAL (or equivalents) for infrastructure development. All major development should set out how embodied carbon in materials has been minimised;
- f. commercial development that achieves BREEAM 'Excellent' certification or equivalent certification;
- g. the retention of existing buildings where possible, and retrofitting measures to improve the energy performance of existing buildings (where planning permission is required). Where this relates to designated and non-designated heritage assets appropriate sensitive approaches and materials must be used in order to maintain the significance of heritage assets through the application of established best practice.

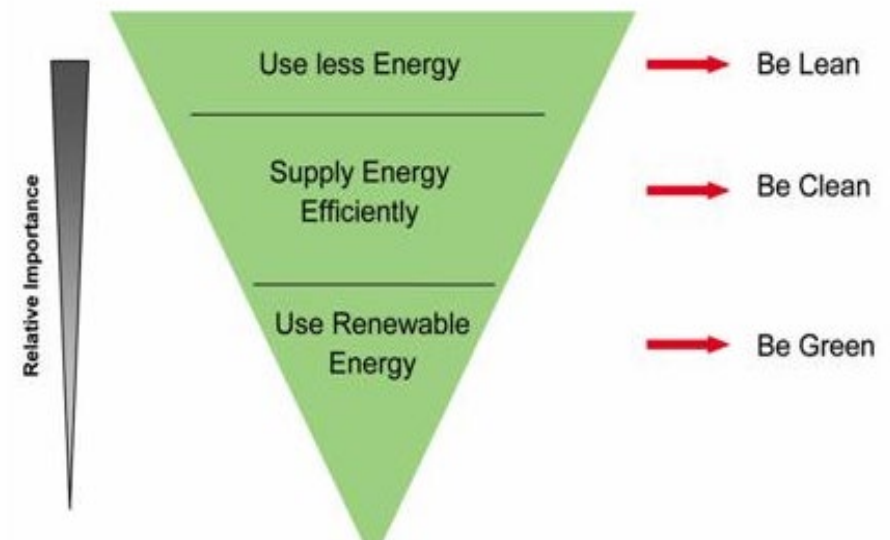
The reason for the policy

4.2.1 The challenge of climate change can be viewed in terms of both mitigating and adapting. Mitigation is required to reduce the amount of carbon released. Adaptation is also required and associated with becoming more resilient against the impacts of climate change, for example making sure that buildings are designed to avoid overheating.

4.2.2 Since our first Plan, the context for the policy has quickly changed. Published in early 2022, the Wiltshire 2022-2027 Climate Strategy sets out the next five years of the council's journey to becoming a carbon neutral county, contributing towards the legally binding target of net zero carbon for the UK by 2050. The Wiltshire Local Plan Review also updates how the local level of planning policy addresses the challenge of climate change looking ahead to 2038. Policy 4 in the draft Local Plan sets the context for a number of policies which seek to address the broad range of issues relevant for tackling climate change. This, in turn, sets the context for ambitious policies in the JMNP to address adaptation and mitigation of climate change through our very local level planning policies as well as through community action.

4.2.3 The energy hierarchy is a core principle for this policy which means improving building materials, energy efficiency and minimising space heating requirements, before installing renewable energy and then offsetting residual energy if required. It continues

Below: Energy hierarchy diagram (source [designingbuildings.co.uk](https://www.designingbuildings.co.uk))



to acknowledge the importance of a holistic approach to meeting the urgent aim of lowering carbon emissions. It is recognised that a range of factors in the built environment needs to be considered, including how we design and lay out places that incorporate nature and making it easier to get around without the car.

4.2.4 [The Net-Zero Toolkit](#) (Levitt Bernstein, Elementa, Passivhaus Trust and Etude commissioned by West Oxfordshire, Cotswold and Forest of Dean District Councils, funded by the LGA Housing Advisers Programme 2021⁵) has been created to make Net Zero carbon new build and retrofit more accessible. It has been created for building professionals (developers, contractors, architects and engineers) and is also relevant to self-builders, planning officers and other housing professionals. The guide recommends operational targets for new homes and retrofitting existing homes, which are consistent with the [LETI Climate Emergency Design Guide](#)⁶. It outlines that energy use targets for space heating, and total energy consumption are more transparent and robust than carbon reduction targets and are the best way to ensure zero carbon is delivered in practice.

4.2.5 In their report, 'UK Housing: Fit for the Future?'⁶ the Committee on Climate Change (CCC) warns: "We will not meet our targets for emissions reduction without near complete decarbonisation of the housing stock. Energy use in homes accounts for about 14% of UK greenhouse gas emissions. These emissions need to fall by at least 24% by 2030 from 1990 levels, but are currently off track... The technology exists to deliver homes that are low-carbon, energy efficient and climate-resilient... The costs are not prohibitive, and getting design right from the outset is vastly cheaper and more feasible than having to retrofit later." The

Net Zero Toolkit indicates that a net zero home can be delivered for a cost increase of 2-6% over Part L Building Regulations 2021.

4.2.6 Innovation in energy and construction technologies is fast-moving, but there are skills and costs considerations that need to be taken into account. In our Plan area we want to see buildings that are responsive to climate change and as energy efficient as possible, placing a lower burden on energy supply and generate renewable energy, as well as keeping down domestic energy bills and commercial overheads. In support of Policy 1 we encourage developers to use these best practice toolkits / design guides and buildings standards to enable the best possible climate responsive design.

4.2.7 This policy also relates to existing buildings which may be retrofitted to improve energy efficiency. For heritage assets, established best practice in the form of technical guidance including climate change adaptation, retrofit and energy efficiency advice is offered by Historic England⁷.



Towards Net Zero

Flowing from the best practice Design Guides and toolkits, we have seen an increase in Plans incorporating ambitious and pioneering policies which introduce operational energy targets for new buildings to demonstrate net zero carbon development. Research for this policy has included review of Local Planning Authority approaches, notably the Cornwall Council Climate Emergency DPD and the accompanying viability assessment, which set out the need for some flexibility in policy requirements for energy use targets as identified in the Net Zero Toolkit.

Wiltshire Council also include a policy on Sustainable Construction and Low Carbon Energy (policy 85) in the Local Plan Review, which also proposes to the use of operational targets. The policy sets out an expectation that new dwellings will demonstrate the following operational standards:

- space heating demand less than 30kWh/m²/annum;
- total energy use less than 40kWh/m²/annum;
- on site renewable energy generation to match the total energy use...

Policy 1 also references the use of standards to demonstrate that buildings are built to high environmental standards:

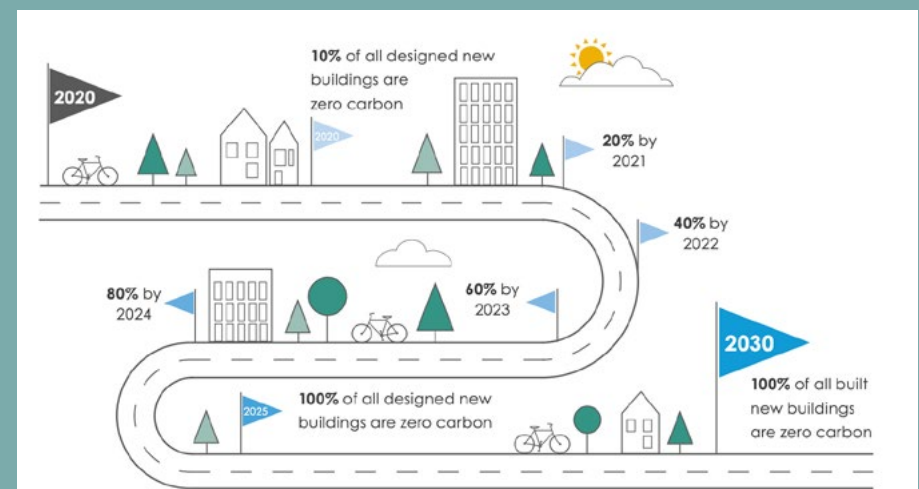
The Home Quality Mark (HQM) helps house builders to demonstrate the high quality of their homes. It gives

householders the confidence that the new homes are well designed and built, and cost effective to run.

BREEAM (Building Research Establishment Environmental Assessment Method) is a sustainability assessment method that is used to masterplan projects, infrastructure and buildings.

Other standards include Passivhaus or AECB Building Standard and will also be supported. Passivhaus buildings provide a high level of occupant comfort while using very little energy for heating and cooling.

Below: Getting to zero diagram from the Leti Climate Emergency Design Guide



Local Renewable and Low Carbon Energy

This policy helps meet objective 1: Reducing carbon emissions to contribute to carbon neutrality in Wiltshire by 2030 and beyond.

...and objective 2: Planning for new development that addresses the impact of climate change.

Policy 2: Local Renewable and Low Carbon Energy

1. Proposals for renewable energy, low carbon energy generation projects/developments, will be supported where it can be demonstrated that:

- a. the siting and scale of the proposal is appropriate to its setting;
- b. the proposal will not result in adverse impacts on the local environment which cannot be satisfactorily mitigated;
- c. the proposal does not create an unacceptable impact on local amenity and safety;
- d. the proposal does not have an unacceptable degree of impact on a feature of heritage, natural or biodiversity importance. Proposals for stand alone, ground mounted solar photovoltaic development will be expected to demonstrate that some form of agricultural activity will continue, and/or there are biodiversity improvements around arrays; and,
- e. there are direct benefits to the local community.

Proposals for community energy generation projects, where there is full or partial ownership and/or control by a local community, will be strongly supported.

2. Schemes where the energy produced can be used on or near the generation site/where energy storage is incorporated will be supported. Proposals for energy storage will be supported, where it meets one or more of the following:

- a. it is located on or near, existing or proposed renewable energy generation sites;
- b. it alleviates grid constraints; and
- c. it enables the delivery of further renewable developments.

The reason for the policy

4.3.1 The NPPF states that local planning authorities “should support community-led initiatives for renewable and low carbon energy” (NPPF paragraph 152). As part of moving towards a low carbon future in a changing climate, this Plan supports generation of zero or low carbon energy at the local level from sources such as hydro-electricity, geothermal, biomass or solar energy, particularly where it enables communities to take a more active role in the production of renewable and low carbon local energy.

4.3.2 Community energy refers to the delivery of community-led renewable energy, energy demand reduction and energy supply projects, whether wholly owned and/or controlled by communities or through a partnership with commercial or public sector partners. Community Energy England, for example, estimates that over 65,000 tonnes of carbon savings were made in 2019 from the generation of renewable energy by community-owned projects.

4.3.3 As evidenced by the number of solar farms, solar is a particularly good form of renewable energy for this area. The Planning Practice guidance for ‘Renewable and Low Carbon Energy’ sets out information on how to assess and mitigate the impact of glare and glint from solar panels which can be a problem. The key receptors with respect to glint and glare are residents in surrounding dwellings, road users, train infrastructure (including train drivers), and aviation infrastructure.

Community Energy generation in Wiltshire

As an example of a community led energy scheme, Nadder Community Energy Ltd raises money in their local area by selling shares which are paid back over a 20 year period, plus interest; this money is used to put solar panels or other renewable energy systems into their community. In a single year they generated approximately 472,458 KW electricity and raised over £90,000 for the community. (www.nadderce.org.uk)



Renewable and Low Carbon Energy

Renewable energy is energy that is collected from renewable resources, which are naturally replenished on a human timescale, such as sunlight and wind as well as plant and animal matter. Another example, heat pumps draw heat from the ground, air or river and use an electric pump to raise the temperature for use in heating.

Though low carbon energy emits some carbon, levels of emissions are much lower than from burning fossil fuels. Greater precision is required in designing and installing low carbon heating systems.

Flood Risk and Natural Flood Management

This policy helps meet objective 2: Planning for new development that addresses the impact of climate change.

Policy 3: Flood Risk and Natural Flood Management

Particularly in the South Brook catchment area, natural flood management works to conserve and enhance the ecological flood storage value of the water environment, including watercourse corridors and catchments, are supported.

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.

All development should demonstrate how flood risk is mitigated. This may include provision of Sustainable Drainage Systems (SuDs), where appropriate as part of the Natural Flood Management approach and wider Green Infrastructure networking.

The reason for the policy

4.4.1 Community consultations during preparation of this Plan highlighted strong concerns over development in high flood risk areas, and the importance of protecting homes from flood damage. The risk of flooding must not be increased by new development.

4.4.2 One of the major impacts of a changing climate is an increased risk of flooding and this is a significant issue for parts of the north west and south east of Melksham. The UK Met Office predicts that in a business-as-usual scenario, Britain could experience a decrease in summer rainfall by up to 47%, and up to 35% more rain in winter by 2070. This flood risk is exacerbated by the many drainage streams from the north of Whitley that outfeed in the First Lane area. The UK's winter floods of 2013-14 severely affected parts of the Plan area. There were also two additional incidents of 1 in 150 year storms, in August 2012 and September 2014. Since 2014 there have been further flooding incidents, most recently in January 2023. A local response to the issue of flooding is to recruit and train local residents as flood wardens for ongoing monitoring and immediate response.

4.4.3 Any development has the potential to worsen surface water flooding. Paragraph 157 of the NPPF, sets out that new development should make use of opportunities to reduce the causes

and impacts of flooding, where appropriate through the use of natural flood management techniques.

4.4.4 This is an important issue recognised at national level. The National Design Guide (2019), includes guidance on integrated water management that enhances the character of a place and makes it more resilient. The National Model Design Code includes guidance on water and drainage, setting out the expectation that schemes should integrate sustainable drainage systems into the early stages of design to reduce flood risk and improve water quality, biodiversity and amenity.

4.4.5 The NPPF and Planning Practice Guidance⁸ together with the current and draft Local Plan (Policy 4 - Addressing Climate Change :section c and Policy 95 - Flood Risk) highlight the importance of development taking place in areas at least risk of flooding where possible, as well as the need to manage flood risk associated with more extreme weather events.

4.4.6 The Melksham Design Guidelines and Codes (July 2023) which has been prepared as part of this updated Plan, includes a section which addresses water management (DC03.11), which sets out the importance of Sustainable Drainage Systems (SuDS), and includes a number of 'overarching principles' that could be applied in development to mitigate against the important issue of flood

risk - right across our communities and especially in the areas with known surface water flooding issues.



South Brook

The South Brook catchment area has been identified as a priority flood risk area by both the Environment Agency and Wiltshire Council. South Brook and its tributaries flow through Whitley, Shaw, Shurnhold and Beanacre.

The area has seen many incidents of flooding. Bristol Avon Rivers Trust (BART) have been working in the South Brook catchment area for the delivery of the Natural Flood Management (NFM) works.

[\(bristolavonriverstrust.org/nature-based-solutions-in-south-brook/\)](https://bristolavonriverstrust.org/nature-based-solutions-in-south-brook/)

Ultra Low Emission Vehicle Charging

This policy helps meet objective 1: Reducing carbon emissions to contribute to carbon neutrality in Wiltshire by 2030

...and objective 3: Encouraging and promoting the use of sustainable technologies.

Policy 4: Ultra Low Emission Vehicle Charging

Development proposals for houses with on-plot parking spaces and/or garages are encouraged to provide appropriately located charging technology for charging low emission vehicles, such as an electric vehicle charging point.

Where shared or off-plot parking spaces are provided, the charging provision locations should have appropriate regard for pedestrian movement. Proposals for new employment, leisure or retail developments are also encouraged to make provision for charging facilities for staff and / or other users

The reason for the policy

4.5.1 The need to drive private vehicles enables people to carry out their everyday business. However, facilitating the transition to low, or zero emission vehicles is key to lowering our carbon emissions, so increases in the availability of charging technology are welcomed and reflects a national drive towards Ultra Low Emission Vehicles.

4.5.2 The government currently plans to end the sale of new conventional petrol and diesel cars and vans in 2035⁹. This reflects the Independent Committee on Climate Change's advice on what is needed in order for the UK to meet its climate change commitments by 2050. The government's Road to Zero Strategy (2018)¹⁰ outlines a number of ambitious measures including:

- a push for charge points to be installed in newly built homes, where appropriate, and new lampposts to include charging points, potentially providing a massive expansion of the plug-in network
- an ambition for at least 50% of new car sales to be ultra low emission by 2030, alongside up to 40% of new van sales.

4.5.3 Hydrogen fuel cell electric vehicles are also considered to have the potential to play a significant role in decarbonising road transport, transitioning to vehicles that produce no harmful tailpipe emissions. As part of the commitment to enabling more Ultra Low Emission vehicles, the Town and Parish Council will be working with partners to deliver locations for charging at various sites across the Plan area.

4.5.4 It is also acknowledged that reducing tailpipe emissions does not eliminate pollution as tyre and brake wear (which is worse in heavier cars) still represents a problem. Therefore, measures to reduce or remedy this source of pollution will be supported

4.5.5 Improvements to the Melksham railway station (see section 4.12, page XX for more detail) have provided some initial electric car charging points in the car park. Plans to increase the provision to six charging points as the demand increases have been developed and are supported by the two councils. This both encourages electric car use, and use of the train, typically when commuting or shopping.



Ultra Low Emission Vehicles

Ultra low emission vehicle (ULEV) is the term used to describe any vehicle that:

- uses low carbon technologies
- emits less than 75g of CO₂/km from the tailpipe
- is capable of operating in zero tailpipe emission mode for a range of at least ten miles.

(www.local.gov.uk)



Housing and Infrastructure



“It’s vital that the Neighbourhood Plan supports diverse development that suits the needs of the community...which delivers real benefits for the local area”

Policies in this section:

Policy 5: Community Engagement

Policy 6: Housing in Defined Settlements

Policy 7.1: Land at Cooper Tires Factory Site

Policy 7.2: Land at the Former Melksham Library Site

Policy 7.3: Land at Whitley Farm, Whitley

Policy 7.4: Land at Middle Farm (Plot A), Corsham Road, Whitley

Policy 7.5: Land at Middle Farm (Plot B), Corsham Road, Whitley

Policy 8: Infrastructure Phasing and Priorities

Community Engagement

This policy helps meet objective 4: Enabling and promoting the importance of early community engagement in change and development.

Policy 5: Community Engagement

Applications that can demonstrate early, proactive, proportionate and effective engagement with the community will be looked on more favourably than applications that have not, in line with National Planning Policy. Pre-application community engagement is also expected for Reserved Matters Applications as well as Outline or Full.

Potential applicants are therefore encouraged to follow the approach set out in the Melksham Community Engagement Protocol and the Wiltshire Council Statement of Community Involvement.

The reason for the policy

4.6.1 When introduced at an early stage, community involvement can change the form and nature of a development for the better – it affects land use.

4.6.2 The importance and benefit of community engagement is strongly endorsed in national planning policy and guidance as key to shaping high quality places to live. The National Planning Policy Framework stresses that *“Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community”*. (NPPF paragraph 39)

4.6.3 Early discussion between applicants and the local community, as well as with the Local Planning Authority, from the earliest stages enables a more collaborative approach to the process of preparing a development proposal that will need to balance many factors as the design evolves *“Applicants should work closely with those affected by their proposals to evolve designs that take account of the views of the community. Applications that can demonstrate early, proactive and effective*

engagement with the community should be looked on more favourably than those that cannot.” (NPPF paragraph 128).

4.6.4 The Planning Practice Guidance Note on Design (October 2019) emphasises the importance of community engagement: *“Engagement activities offer an opportunity to work collaboratively with communities to shape better places for local people....It is important that local planning authorities or applicants demonstrate how all views are listened to and considered”.*

4.6.5 The above policy and the Community Engagement Protocol (see Appendix 1, **page 118**) are intended to facilitate a structured approach to enable effective involvement of the local community in outline and full planning applications addressing all aspects of a proposal, from design and layout to issues on climate change and energy generation.

4.6.6 Although applicants cannot be required, only encouraged, to undertake early stage community involvement, putting in place a coherent and consistent approach, in the form of the Protocol, is a key way to deliver this mutual benefit. The nature and scale of engagement should be balanced in appropriate proportion to the scale and likely impact of any proposals.



Housing Development

This policy helps meet objective 5: Supporting sustainable development of new housing and associated facilities within settlements, and exceptionally, adjacent to settlements.

Policy 6: Housing in Defined Settlements

Proposals for sustainable housing development within the settlements of the Neighbourhood Area will be supported where they accord with the Settlement Boundary provisions of Wiltshire Local Plan Policy 1 and adopted site allocations.

New housing will be supported where proposals demonstrate how housing types and tenures have responded positively to meeting local needs, informed by the Melksham Neighbourhood Plan Area Housing Needs Assessment (2023).

In Melksham Town, new housing will prioritise delivering a balanced mix, of two, three and four bedroom dwellings and bungalows.

In Shaw and Whitley, new housing will increase the proportion of smaller two and three bedroom dwellings, to address a shortfall in their availability.

To meet the needs of an increasing population of

older and disabled people, 50% of new housing will meet accessible home standards. Proposals for age restricted housing, extra-care communities and nursing homes will be supported only in the most sustainable locations, closely linked to local services and public transport.

At least 40% of new housing will be provided as affordable housing tenures in conformity with Wiltshire Local Plan policy 76.

To address particular local issues of affordability and demand for affordable homes for first time buyers and local households on below average incomes, about 55% of affordable housing should be provided as discounted market affordable housing products, including shared ownership and First Homes products.

25% of all affordable housing provision will be First Homes housing, provided at a 40% discount to address local issues of affordability, identified in the Melksham Neighbourhood Plan Area Housing Needs Assessment (2023).

The reason for the policy

4.7.1 Wiltshire Local Plan Policy 1 (Settlement Strategy) classifies and establishes settlement boundaries. 'Settlement boundaries' generally delineate the extent of urban areas typically reflecting what has been built. Development within boundaries is generally supported. Land beyond settlement boundaries is countryside. Development outside settlement boundaries will be more controlled in the interests of sustainability and to preserve the character of open countryside. Wiltshire Council will amend boundaries during the Plan period, as development takes place and allocations are built out on the edge of settlements.

4.7.2 Melksham is defined as a Market Town, with the ability to support sustainable patterns of living and potential for significant development that will increase jobs and homes to help sustain and enhance services and facilities and promote better levels of self containment. It also defines Shaw and Whitley together as a single large village, where development will help ensure its communities thrive, by meeting local housing needs and supporting employment services and facilities.

4.7.3 The Neighbourhood Plan will align with Local Plan Policy 1 in supporting appropriate windfall infill sustainable development within Melksham and Shaw and Whitley. JMNP2 will increase local direction and guidance of the delivery and type of housing to meet local people's needs.



Settlement Boundaries

Settlement boundaries are a policy tool used to indicate on a map, where particular policies in the local plan that permit development within settlements, or restrict development outside settlements apply. As such they prevent unplanned expansion. Market Towns and Large Villages have Settlement boundaries; in our case, Melksham & Bowerhill and Shaw & Whitley.

Wiltshire Core Strategy Policies 1 and 15 define the settlements of the Plan area as:
Market Towns: Melksham and Bowerhill village
Large Villages: Shaw and Whitley
Small Villages: Beanacre and Berryfield

4.7.4 Melksham neighbourhood plan area Housing Needs Assessment (2023) has provided updated independent evidence of the specific needs for market and affordable housing at Melksham and at Shaw and Whitley.

4.7.5 This technical evidence was reinforced with detailed feedback to a community housing survey undertaken in May 2022 that was answered by 138 local people largely of working age. This re-confirmed concern about recent rates of growth, but support for JMNP2 addressing local housing issues. It pointed to a perceived need for smaller and family affordable market and rental housing, bungalows and accessible homes.

4.7.6 The majority of affordable market and social rental housing is within Melksham, which provides a good range of housing types and tenures, but with notable unmet and predicted needs and demands. There remains a very low proportion of smaller family housing and affordable housing in Shaw and Whitley, with ongoing low levels of delivery.

4.7.7 The Housing Needs Assessment suggested that at Melksham, future housing delivery should be evenly split between 2-bedroom, 3-bedroom, 4-bedroom dwellings. But at Shaw and Whitley the emphasis should be to provide smaller homes to re-balance the opportunities. This mix may require some adjustment for the sub-areas based on the existing dwelling mixes and populations in these areas.

4.7.8 Local households on average incomes are unable to access even entry-level homes in Melksham and Melksham Without, unless they have a large deposit. Private renting of entry level housing is only affordable to average incomes earners.

4.7.8 The report suggests that both affordable rented and market housing is valuable in meeting the needs of local people on various incomes, but particular higher demand for affordable discounted market homes suggests affordable housing delivered through developer contributions should be split:

- 45% affordable rented tenures, either affordable or social rent
- 55% affordable (discounted) home ownership



First Homes

Government require that 25% of all affordable housing to be delivered as First Homes and this is echoed in the draft Wiltshire Local Plan Review Policy 76.

The local housing needs assessment of affordability for the JMNP area has recommended that First Homes in the Neighbourhood Plan Area are delivered at a 40% discount, extending ownership accessibility to households on below average (mean) incomes.

Allocations of Land for Housing

These policies help to meet objective 5: Supporting sustainable development of new housing and associated facilities within settlements, and exceptionally, adjacent to settlements.

Background and reason for the allocation policies

4.8.1 Our first JMNP did not allocate land for housing at Melksham, but did allocate land for about 18 dwellings at Middle Farm, Whitley. Growth at Melksham exceeded the Core Strategy requirement up to 2026 by nearly 20%, but at Shaw and Whitley, there had been no affordable housing delivery since 2000.

4.8.2 The Wiltshire Local Plan updates the defined settlement boundary of Melksham and Bowerhill to take account of these recent developments. It also provides an indicative target for future development of homes, employment space and community infrastructure for Melksham and Bowerhill and a separate figure for Shaw and Whitley up to 2038.

4.8.3 By deducting the number of homes that are already built and those in the pipeline, with planning permission, a Local Plan “residual” or remaining growth target for Melksham of an additional 1,170 homes can be identified to be planned for and delivered by 2038.

4.8.4 To meet a substantial proportion of this, the Local Plan proposes allocating land for about 845 dwellings on three greenfield sites at:

- Land to the east of Melksham; Approximately 425 dwellings and 5 hectares of employment land
- Land off Bath Road: Approximately 135 dwellings plus 2ha land for expansion of Melksham Oak Community School
- Land north of A3102: Approximately 285 dwellings

4.8.5 The Local Plan suggests that land for a further 200 dwellings at Melksham should be delivered through housing site allocations made by the review of the Neighbourhood Plan.

4.8.6 The Local Plan also identifies a separate housing target of 73 dwellings to be enabled at Shaw and Whitley, which it identifies as a large village. This figure is reduced to a “residual” target of about 50 dwellings by deducting the first JMNP site allocation for about 18 dwellings at Middle Farm, Whitley and recent planning permissions.

4.8.7 The Local Plan leaves site allocations to the Neighbourhood Plan to lead. It is important that the plan takes this lead to direct where this growth will, and should not, be delivered.



Finding the right sites for the JMNP2

The Neighbourhood Plan review has undertaken a thorough and robust process to propose a schedule of site allocations that maximise sustainable development opportunities and delivery of benefits to our community.

A new neighbourhood Plan area “call for housing sites” was conducted as part of the JMNP review process. The local call, combined with Melksham area sites listed in the Wiltshire Council “Strategic Housing and Employment Land Availability Assessment (SHELAA) produced a long-list of potential allocation sites.

Every available site was subject to independent assessment to determine suitability and deliverability to produce a shortlist of sites potentially worthy of further consideration. Site promoters have been approached to re-confirm availability and deliverability and shortlisted sites have been reviewed to consider how it can achieve the JMNP objectives and community needs to produce the selected sites allocations and associated criteria.

4.8.8 National and Wiltshire policy and guidance prioritises the sustainable development of previously developed land close to services and community facilities.

4.8.9 This can be achieved in Melksham with the allocation of brownfield sites. With the validation of the local people and businesses who responded to our Town Centre Master Plan consultation in 2022, together with Wiltshire Council and site owners, JMNP2 allocations at Melksham are paving the way for re-use of two of the town’s most central and sustainable regeneration sites. In doing so it will meet and exceed housing targets all on previously used land to enable the delivery of more than 450 dwellings, including about 200 affordable homes by 2038, enabling new business and leisure investment that will revitalise the town centre area.

4.8.10 Allocation of the former Cooper Tires site will breathe new life into the historic factory site to create a new riverside quarter that will deliver new modern employment space, opportunities for riverside cultural and leisure uses as well as new homes, including at least 160 affordable homes to meet local housing needs. In addition the plan allocates the former library site (which includes Lowbourne house and the Further Education building) to enable the development of about 50 affordable dwellings, specifically tailored to meet the needs of older people’s housing needs.

4.8.11 To take greater control of future development at Shaw and Whitley and to meet its distinct future needs, an extended allocation of land at Middle Farm, Whitley for development of about 40 homes including land for at least 16 affordable homes is proposed.

4.8.12 There are no public children's play facilities or any public areas of natural green space in Whitley. The nearest facilities are in neighbouring Shaw. The combined Middle Farm sites focus the enabling of new smaller market and affordable housing within a coordinated approach that will secure, in principle, the provision of these facilities within the allocated site, combined with enhancements to pedestrian crossing facilities and public footpaths, linking to the open countryside. The allocation requires new green infrastructure that will create a screened buffer between the village boundary and the Electricity Sub-station.

4.8.13 At Whitley Farm, First Lane, consideration of the potential to allocate land for housing development has been supported by detailed consideration of the heritage setting of the listed farm buildings and impact on the landscape setting of the elevated site. A small allocation of land to accommodate about eight sensitively located and designed homes and sensitive conversion of the farm's listed threshing mill, will enable the regeneration of the derelict farmyard whilst protecting the sensitive setting of the listed farm

buildings and securing restoration of the boundary landscape and hedgerow.

4.8.14 Applicants bringing forward development proposals for this site are strongly encouraged to follow the Community Engagement Protocol as included in Appendix 1.

4.8.15 The allocation policies follow on the next pages.

Land at Cooper Tires Factory Site

4.8.16 Land at the Cooper Tires factory site comprises the c12.8 hectare main factory site, with boundaries to the River Avon, Bath Road, Scotland Road and A350. The allocation includes the small “Bakers Yard” car park site to the west side of Bath Road.

4.8.17 The site has been the focus of industry since the 18th Century and has been producing rubber and tyres since c1890. Avon Rubber and then Cooper Tires grew to become one of Melksham’s most important employers and a landmark for the town. Production at the plant decreased during the 21st century and is planned to fully cease at the end of 2023.

4.8.18 Local people continue to have strong associations with the factory. Community and Stakeholder engagement has been undertaken to inform the Town Centre Master Plan report priorities, and identified almost unanimous support for the Joint Melksham Neighbourhood Plan addressing policy that would support the regeneration of the site to deliver a new mix of uses.

4.8.19 Previous consideration of the site by Wiltshire Council’s “Employment Land Review” (2018) concluded that the site had potential for development with a mix of uses, although this did not include residential uses at the time. Wiltshire Council’s Core Strategy has not identified the site as a Principal Employment Area. It is not included in protected or proposed principal sites in the emerging Local Plan (2020-38).

4.8.20 Owners of the site made it available for assessment and potential selection for allocation within the JMNP (2020-38). Whilst the site is known to be constrained by flood risk and contamination, as previously developed and now under-used land, the site assessment considered the site potentially suitable for allocation.

4.8.21 JMNP Steering Group recognise the scale and ambition of allocation of the site. However, it is also aware of its duty to respond positively to the needs and wishes of the community and to lead local policies to secure the objectives of the JMNP.

4.8.22 Through engagement with the current site owners, it is known that the site ownership is likely to change within the JMNP period. Nonetheless, in response to community wishes and national planning guidance, proactive and positive planning for the future of the site is considered appropriate and timely, given the closure of the factory site.

4.8.23 In selecting the site for allocation, JMNP Steering Group has also been in close dialogue with Wiltshire Council. It is aware of the challenges site constraints impose and the need to support the allocation with robust evidence that will provide sufficient confidence that regeneration of the site can be viably delivered in whole or part by 2038. To this end, the JMNP Steering Group is working in collaboration with Wiltshire Council and site owners

to inform and produce an agreed site regeneration study and framework master plan. Upon endorsement, it will provide a viable framework to secure confidence of viability at this stage. It will supplement this site allocation and form the basis upon which any comprehensive outline planning application or detailed scheme is considered. It is expected that this framework will be endorsed by Wiltshire Council and the JMNP Qualifying Bodies prior to submission of the draft JMNP2 to Wiltshire Council.

Master Plan Led Approach

4.8.24 Development must be in conformity with a comprehensive master plan and design code which is to be approved by Wiltshire Council that will ensure site development optimizes community, environmental and economic benefits and ensures site remediation and on and off-site infrastructure is delivered as part of the regeneration.

Land Uses

4.8.25 The combined sites are allocated for exemplar master planned regeneration to deliver mixed-use regeneration which will comprise employment and commercial, leisure and cultural uses that address Joint Melksham Neighbourhood Plan Policy 10 (Employment Sites) and that complement and strengthen the quality, offer and vitality of Melksham town centre, in conformity with JMNP Policy 9 (Town Centre), contributing towards the

delivery of priorities identified in the Melksham Town Centre Master Plan report (2023).

4.8.26 Development should include at least 150 dwellings to include open market and affordable housing to contribute to meeting local housing needs and in conformity with adopted Wiltshire council housing policies and informed by the Melksham Housing Needs Appraisal (2023)

Flood Risk and Contamination

4.8.27 Significant parts of the site are within Flood Risk Zones 2 and 3. The master plan must address flood risk and water management in conformity with national and local planning policies, as well as JMNP Policy 3 (Flood Risk and Natural Flood Management).

4.8.28 As a result of previous industrial processes undertaken there is significant site ground contamination. The masterplan must be supported by a full ground contamination assessment and support the delivery of de-contamination including measures to prevent any pollution of the River Avon and ground water.

Heritage

4.8.29 Avon House (listed Grade II) and the former art deco canteen must be retained, restored and converted to viable new

uses. The design and uses of any adjacent development must protect and enhance the setting of the listed building.

4.8.30 In alignment with Wiltshire Core Strategy Conservation and Historic Environment Policy 58, proposal must protect or enhance the setting of adjacent listed buildings including The Town Bridge (Grade II) and The Unicorn Public House (Grade II).

4.8.31 The former canteen building is identified as a non designated heritage assets by Policy 21 of this Plan is to be retained and conserved as an integral part of the scheme.

4.8.32 The master plan must be supported by a robust heritage survey and assessment to be undertaken before any demolition. Identified historic fabric or artefacts identified are to be retained in-site or removed to be re-used or displayed.

4.8.33 Investigation will be needed to identify the presence and significance of archaeological remains, including industrial archaeology across the sites. Mitigation should include avoidance of high value archaeological remains where preservation in situ is to be required.

4.8.34 Where viable, existing building materials including historic bricks, roof tiles and timber should be retained to be re-used within

the fabric of new development on the site.

4.8.35 Interpretation of the site's industrial history within its design and presentation of artifices, re-cycled materials and interpretative art.

Sustainable Design and Construction

4.8.36 In conformity with Wiltshire Core Strategy Policy 41 (Sustainable Construction and Renewable Energy) and Joint Melksham Neighbourhood Plan Policy 1 (Sustainable Design and Construction) the master plan and following detailed proposals should have regard to the twelve placemaking "considerations" identified in "Building for a Healthy Life" design code or an agreed similar guidance.

4.8.37 Development proposals must be supported by a sustainable energy strategy to demonstrate how it will contribute to Wiltshire Council's and the UK's target of net zero carbon targets for 2030 and 2050 respectively.

4.8.38 It should combine design to maximise sustainable travel with minimising all operational energy use and greenhouse gas production and by maximising the integration of renewable and low-carbon energy technologies such as heat pumps and solar PV and opportunities for cooling through integration with on-site green

and blue infrastructure. The master plan and detailed proposals should be supported by:

- A sustainability and energy statement that demonstrates how the operational development supports a move towards carbon neutrality and adaptation to climate change upon completion, in line with Wiltshire Council's 2030 carbon zero ambition.
- An embodied Carbon Assessment that demonstrates a score of less than 900kg/sqm of carbon can be achieved within the development of the substructure, superstructure, and finishes.

Access and Transport

4.8.39 The level site is in a highly sustainable location directly neighbouring the town centre, King George V Park, neighbouring communities. Bus and rail connections linking across Wiltshire and beyond are immediately adjacent to the site.

4.8.40 In conformity with Wiltshire Core Strategy transportation policies 60-53 and JMNP Policy Policy 11 (Sustainable Transport and Active Travel) and Policy 4 (Ultra Low Emission Vehicle charging), regeneration will be expected to harness these assets to deliver exemplary multi-modal transportation solutions that optimise potential for active and sustainable travel choices and maximise the inclusion and accessibility of the site to all people.

4.8.41 Development must create a new and integrated network

of pedestrian priority streets and public spaces, creating linkages from the town centre, railway station, King George V Park and the riverside. Streets and parking should conform with the principles of Manual for Streets.

4.8.42 Public access will be provided along the entire riverside frontage of the site, linking into existing public rights of way and the new streets and public realm to be provided within the site.

4.8.43 Vehicular access to the site should be from Bath Road and the A350. Only limited residential vehicular access will be supported from Scotland Road.

4.8.44 The walking and wheeling route between the site and Melksham Railway Station and Town Centre must be improved including the replacement of the existing subway crossing of the A340 with a signal controlled crossing facility and provision of enhanced pedestrian and cycling crossings and infrastructure to secure safe and convenient river crossing to King George V Park and improved connections with neighbouring areas.

4.8.45 All development will be required to be within 200m convenient walk of bus stops serving all of Melksham's local and connecting bus services. This must include the provision of new bus stop facilities along the Bath Road frontage.

4.8.46 Improvements to replace the existing pedestrian subway should explore the potential for the provision of a bus only route along the Bath Road frontage linking from the A350 to the Town Bridge.

4.8.47 Parking and servicing requirements should be provided in conformity with Wiltshire Council Parking Standards SPD. This must include provision of safe parking and storage for cycles and E-scooters. All residential and business and other parking will be expected to provide ultra-low emission vehicle (ULEV) charging infrastructure in line with current building regulations.

Public Realm and Riverside

4.8.48 The master plan must deliver a high-quality public realm that connects to the surrounding streets, comprising a new network of safe, accessible pedestrian priority streets and public spaces and the provision of a new vibrant public riverside environment that connects between the Town Bridge and Scotland Road pedestrian bridge (Murray Walk Bridge). The riverside public realm should be addressed by new ground floor active uses, upper-level residential units and landscape and ecology measures that will protect and enhance the riverside and water environment. Residential streets and spaces must be addressed by ground-floor habitable room windows and front doors.

Character and Townscape

4.8.49 Development of the scheme master plan and any following detailed scheme proposals will take account of design and place-making priorities and policies within Wiltshire Core Strategy Policy 57 (High Quality Design and Placemaking) and Melksham Neighbourhood Plan Policy 20 (Locally Distinctive, High Quality Design) and Policy all proposals will be expected to have regard to Melksham Design Guide and Code (2023) and the Wiltshire Design Guide (2023).

4.8.50 Redevelopment must be of an exemplary quality design which creates a new attractive, integrated, inclusive and vibrant mixed-use urban riverside quarter of Melksham. It will enhance the character and appearance of the town and the conserved heritage assets within and in the context of the site.

4.8.51 The masterplan and building must weave in characteristics, materials and detailing, including re-used materials that reference and celebrate the century of tyre manufacturing that took place on the site and any previous significant heritage.

4.8.52 The layout and buildings must create positive and complimentary relationships with existing neighbouring buildings and uses on or addressing the boundary of the site. Proposals will also protect or enhance the amenity of existing neighbouring

residents and businesses including housing along Scotland Road, neighbouring housing addressing the A350 and the historic "City" quarter to the south of the site's Bath Road frontage. New residents will be provided with a high quality of amenity.

Green and Blue Infrastructure and Biodiversity

4.8.53 The site presents a significant opportunity to create a new urban and riverside landscape of green and blue infrastructure that will simultaneously enhance attractiveness, contribute positively to carbon neutrality and increase biodiversity within the new quarter.

4.8.54 The approved master plan for the site will address Wiltshire Core Strategy biodiversity, landscape and green infrastructure policies 50, 51 and 52 and JMNP Policies Policy 12 (Green Infrastructure) and Policy 13: (Biodiversity). They will include a landscape and green and blue infrastructure strategy and code that will:

- create a beautiful and welcoming public realm;
- contribute to climate change resilience;
- retain and protect valued existing green and blue infrastructure features; and,
- achieve a minimum of 20% net gain over the pre-development biodiversity.

A buffer and ecological protection zone should be maintained throughout demolition and construction periods.

Trees

4.8.55 In conformity with JMNP tree Policy 17, the master plan must be informed by an arboriculture survey and assessment. Proposals must retain and protect identified valued trees and include additional street and riverside tree planting. A demolition and construction period tree protection zone must be provided for all trees to be retained.

Wilts and Berks Canal Link Project

4.8.56 In conformity with Wiltshire Core Strategy Policy 53 (Wiltshire's Canals), master planning must have regard to the safeguarding of the Wilts & Berks Canal Link Project route and connection to the River Avon and integrate or future-proof the potential implementation of the canal link project where it relates directly to the site.

Local Infrastructure Contributions

4.8.57 In conformity with Core Strategy Policy 3 (Infrastructure Requirements) development proposals will be expected to make proportionate contributions to the delivery of new and enhanced in-site and off-site infrastructure that addresses demands arising from the development.

This policy helps meet objective 5: Supporting sustainable development of new housing and associated facilities within settlements, and exceptionally, adjacent to settlements.

4.8.58 Community Infrastructure Levy (CIL) contributions will be received by the Town Council. 10% of the CIL will be directed to local infrastructure projects jointly agreed between the Town and Parish Councils. These may include measures that progress priority objectives of the JMNP and the Town Centre Master Plan Report (2023).

Figure 6: Cooper Tires Redline Plan



Policy 7.1: Land at Cooper Tires Factory Site

The 12.88 Hectare former Cooper Tires Factory Site, as defined in figure 6, is allocated for a comprehensive and exemplary mixed-use conservation and development.

All development proposals will accord with a comprehensive master plan to be approved by Wiltshire Council.

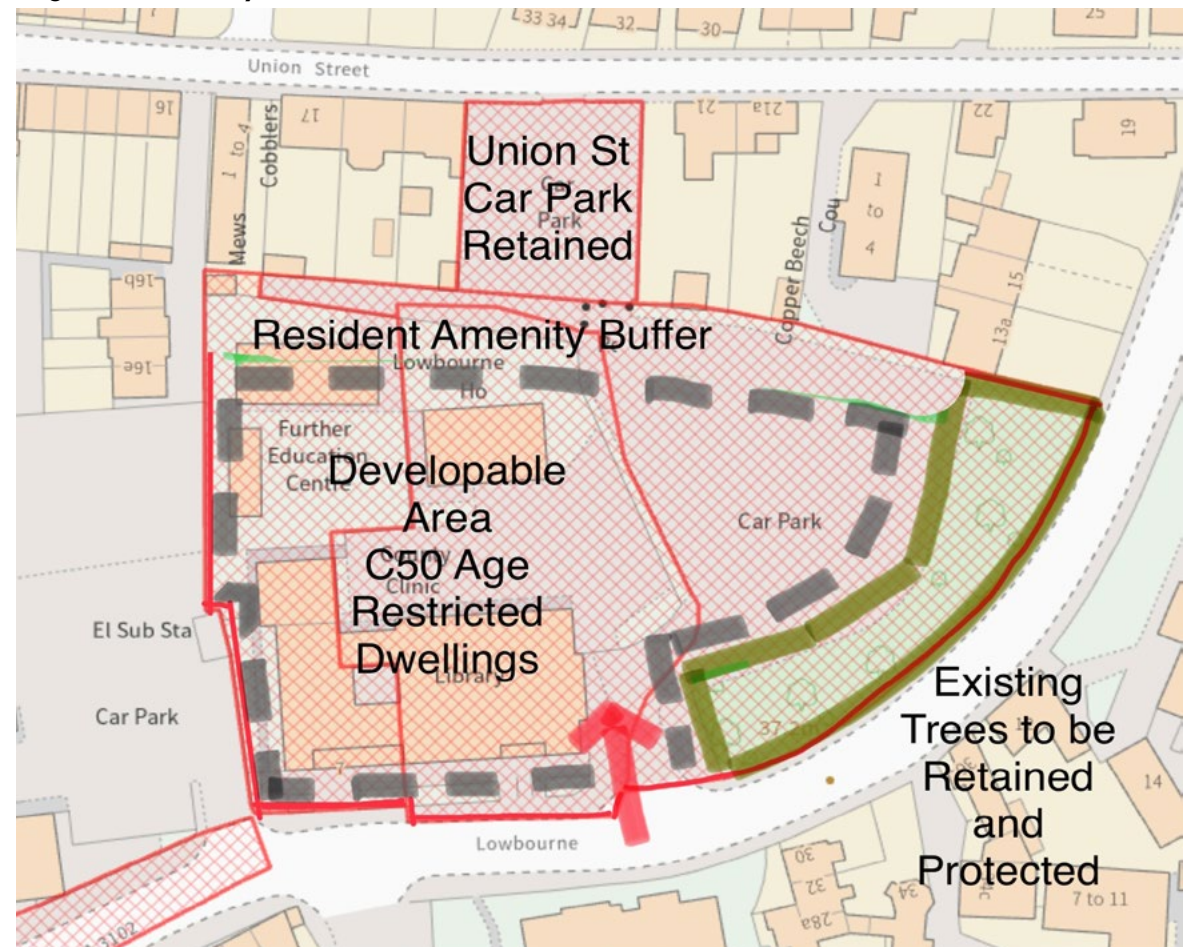
Land at the Former Melksham Library Site

4.8.59 The c0.5 hectare site is previously developed land located on the eastern edge of the town centre. It is within the conservation area, close to a number of designated heritage assets.

4.8.60 The site comprises the former library, Lowbourne House, which is currently in short lease employment use, and associated car parking to the east. The site also includes the former restaurant building attached to the west of the library building.

4.8.61 It is excellently located within short and level walking distance of local shops and services, public transport, the Campus leisure centre and library and King George V Park. The existing buildings and open car park are not of heritage value and do not contribute positively to the character of the conservation area. Mature trees which line the eastern boundary of the car park site contribute to the character of the conservation area.

Figure 7: Library Site Redline Plan



This policy helps meet objective 5: Supporting sustainable development of new housing and associated facilities within settlements, and exceptionally, adjacent to settlements.

Policy 7.2: Land at the Former Melksham Library Site

1. Land Uses

The site is allocated for:

- a. about 50 age restricted or extra care apartments (Class C3) or development of a residential care home (Class C2) to meet the identified local needs for accessible and affordable housing for older and/or disabled people;
- b. residential units will be 100% affordable housing to rent through a registered social provider;
- c. separate commercial (class E) floorspace; and,
- d. associate parking and private amenity space

Market and affordable housing provided will be expected to be of a type and size to meet local housing needs identified in the Melksham

Housing Needs Assessment (2023).

2. Responding to Climate Change

The development must address the challenge of climate change and support moves to carbon neutrality and adaptation to climate change in accordance with policy 1 of this Plan, and policy 4 and 85 of the Wiltshire Local Plan.

3. Heritage

Development proposals will be supported by a heritage impact assessment undertaken to a methodology approved by Wiltshire Council.

Proposals will protect or enhance the setting of adjacent listed buildings and the character of Melksham Conservation Area. Investigation will be needed to identify the presence and significance of archaeological remains. Mitigation

should include avoidance of high value archaeological remains where preservation in situ is to be required.

4. Character and Design

Development of the site will take account of design and place making priorities and policies within Wiltshire Local Plan (2020-38) and Melksham Neighbourhood Plan (2020-38). All proposals will also be expected to have regard to the Melksham Town Centre Master Plan Report (2023), Melksham Design Guidelines and Codes (2023) and the Wiltshire Design Guide (2023).

Redevelopment of the area must respect and enhance the grain, character and appearance of the town, the settings of the neighbouring character area and the conserved heritage assets within and outside the site.

The scheme will be expected to

compliment and integrate within the surrounding townscape character and be between two and three storeys in height. It will be expected to be of a high quality of design and utilise natural materials that will enhance the character of the conservation area.

The scheme should protect the amenity of neighbouring uses and residents of Union Street and new residents. Housing or care home development must be designed to provide a high standard of residential accommodation and wellbeing for new residents by meeting accessibility requirements set out in Part M of the Building Regulations and achieving principles set out in the Design principles, such as those set out in the Housing our Ageing Population Panel for Innovation (HAPPI) report, including:

- a. integration with the surrounding

- context
- b. social spaces that link with the community
- c. space standards that facilitate flexibility
- d. enhanced natural light
- e. priority for pedestrians in outdoor spaces

Any commercial development must be distinct and separate from the residential scheme. This includes all vehicle and pedestrian accesses, parking, servicing and amenity spaces. The commercial component must be designed to maintain a high standard of privacy, security and amenity for residents of the site and those nearby.

5. **Green and Blue Infrastructure and Biodiversity**
The site contains mature trees along part of the Lowbourne frontage set behind a low retaining wall. To

safeguard existing trees the extent of development and specification of surfaces must be informed by an arboriculture survey and assessment. A demolition and construction period tree protection zone must be provided for all trees to be retained. Where there is an unavoidable loss of trees on site, the number and type of replacement trees should be informed by the quality and size of trees lost.

The residential development will be expected to provide a high standard of shared accessible private resident amenity space that will:

- create a beautiful and communal environment;
- contribute to the scheme's climate change resilience; and,
- achieve a minimum of 20% biodiversity net gain over the pre-development biodiversity.

continued overleaf

6. Transport

The site is in a highly sustainable location, neighbouring town centre services, public open space and public transport connections linking across Wiltshire and beyond.

The scheme will be expected to provide safe and convenient walking and 'wheeling' connections to the public realm and optimise potential for the inclusion and accessibility of the site for all people and particularly for older and disabled residents.

Vehicular access to the site should be from Lowbourne, potentially utilising the existing access point.

Resident and visitor parking and servicing requirements should be provided in conformity with Wiltshire Council parking standards. This must include provision of safe parking and storage for cycles and personal mobility devices. All residential,

business and other parking will be expected to provide ultra-low emission vehicle (ULEV) charging infrastructure in line with current building regulations / Wiltshire Council standards.

7. Contributions to Local Infrastructure

Subject to viability, the development will be expected to make proportionate contributions towards local infrastructure delivery.

Land at Whitley Farm, Whitley

4.8.62 The 1.6 hectare site is located off First Lane in Whitley. It comprises various farm buildings associated with Whitley Farm. The site includes Grade II listed farm buildings including Whitley Farmhouse, threshing barn, and mounting block. The farm and yard are no longer in use for agricultural purposes. Existing 20th century agricultural buildings on the yard and extending into the fields are disused and in poor condition.

4.8.63 Independent heritage assessments undertaken in 2020 as part of preparing JMNP1, validated by Wiltshire Council, concluded that there is limited scope for residential development of the north west section of the farm yard, that could enable the enhancement of the setting of the heritage assets and the re-use of the redundant listed dairy barn. Development of the entire dairy yard site was assessed and it was concluded that it would extend development quantum to the extent that would harm the rural setting of the listed farm buildings.

4.8.64 Landscape assessments carried out in 2020 identified the need for any scheme to secure the restoration of damaged boundary hedgerow and removal of redundant structures to conserve and enhance the setting of the elevated farm complex in rural views from public rights of way.

Figure 8: Land at Whitley Farm Redline Plan



This policy helps meet objective 5: Supporting sustainable development of new housing and associated facilities within settlements, and exceptionally, adjacent to settlements.

Policy 7.3: Land at Whitley Farm, Whitley

1. Land use

- a. approximately 10 new dwellings to include affordable housing in conformity with Wiltshire Council Policy;**
- b. potential sensitive conservation and conversion of the listed Whitley Farm barn.**

Market and any affordable housing provided will be expected to be of a type and size to meet local housing needs identified in the Melksham Housing Needs Assessment (2023).

2. Responding to Climate Change

The development must address the challenge of climate change and support moves to carbon neutrality and adaptation to climate change in accordance with policy 1 of this Plan, and policy 4 and 85 of the Wiltshire Local Plan.

3. Heritage

To minimise the likelihood of harm to the the setting of adjacent listed Whitley Farm House, barn and mounting block, new housing development on the site will be limited to the area identified in allocation diagram (figure 8).

Residential conversion of the listed barn must be in conformity with Wiltshire Local Plan Policy 99.

Proposed development will be supported by a scheme specific heritage impact assessment. Any identified harm caused by the scheme must be either mitigated or outweighed by other conservation benefits.

4. Archaeology

Investigation will be needed to identify the presence and significance of archaeological remains. Mitigation

should include avoidance of high value archaeological remains where preservation in situ is to be required.

5. Character and Design
Development of the site will take account of design and place making priorities and policies within Wiltshire Local Plan (2020-38) and Melksham Neighbourhood Plan (2020-38). All proposals will also be expected to have regard to Melksham Design Guidelines and Codes (2023) and the Wiltshire Design Guide (2023).

Development shall be restricted to single and two storey housing to be of a design, character and appearance and materials that complement the agricultural and farm yard context and setting of Whitley Farm and minimise visual impact in views from the countryside.

6. Green Infrastructure and Biodiversity

Development proposals will be supported by a landscape and visual impact assessment that will inform the extent and forms of development adjacent to the rural boundaries and landscape mitigation.

Development will include a landscape and green and blue infrastructure that will:

- a. protect the setting of the farm and rural surrounding countryside between Shaw and Whitley;**
- b. restore damaged boundary hedgerow and remove redundant agricultural structures and machinery;**
- c. contribute to climate change resilience; and**
- d. achieve a minimum of 20% net gain over the pre-development biodiversity.**

Proposals will be accompanied by a landscape conservation scheme that retains and secures the sustained management of existing hedgerow rural boundaries.

7. Transport

The scheme will be expected to provide safe and convenient walking and wheeling connections to existing pavements in First Lane and the existing public right of way to the rural boundary of the site.

Vehicular access to the site should be from First Lane, potentially utilising the existing access point.

Resident and visitor parking and servicing requirements should be provided in conformity with Wiltshire Council parking standards. This must include provision of safe parking and storage for cycles.

All residential parking will be expected to provide ultra-low emission vehicle (ULEV) charging infrastructure in line with current building regulations.

8. Flooding

The scheme must be supported by a flood risk assessment and include appropriate mitigation measures to prevent any increase in flood risk within the site or elsewhere.

Contributions to Local Infrastructure
Subject to viability, the development will be expected to make proportionate contributions towards local infrastructure delivery.

Land at Middle Farm

4.8.65 The c1.6 hectare site (as identified in Figure 9 as Plot A) was previously allocated for residential development in the first JMNP. This allocation is retained and revised to take account of the new Local Plan and the JMNP 2 policies and to integrate it with the design and delivery of the neighbouring site allocation (Policy 7.5) on land to its immediate east - Plot B.

4.8.66 Plot B is approximately 5 hectares of level agricultural land to the rear of land allocated for development of about 40 homes and public open space. The site is in the same ownership as Plot A, allocated in the first JMNP, and is capable of coordinated phased development.

4.8.67 The layout, access and design of both sites must be integrated and complementary.

Figure 9: Land at Middle Farm Redline Plan



This policy helps meet objective 5: Supporting sustainable development of new housing and associated facilities within settlements, and exceptionally, adjacent to settlements.

Policy 7.4: Allocation of Land at Middle Farm (Plot A), Corsham Road, Whitley

1. Land Use

- a. approximately 18 dwellings to include 40% affordable homes;**
- b. equipped play space;**
- c. access to Corsham Road and pedestrian crossing facilities;**
- d. buffer landscape.**

Market and affordable housing provided will be expected to be of a type and size to meet local housing needs identified in the Melksham Housing Needs Assessment (2023).

2. Master Planning

The development must be supported by a master plan and code to be agreed by Wiltshire Council and Melksham Without Parish Council that demonstrates how allocation sites 7.4 and 7.5 are to be integrated,

including the provision of safe access, open space provision and layout and design principles.

Development should have regard to the twelve placemaking “considerations” identified in “Building for a Healthy Life” design code or an agreed similar guidance.

3. Responding to Climate Change

The development must address the challenge of climate change and support moves to carbon neutrality and adaptation to climate change in accordance with policy 1 of this Plan, and policy 4 and 85 of the Wiltshire Local Plan.

4. Heritage

Investigation will be needed to identify the presence and significance of archaeological remains. Mitigation should include avoidance of high value archaeological remains where

preservation in situ is to be required.

5. Design and Character
Development of the site will take account of design and place making priorities and policies within the Wiltshire Local Plan (2020-38) and Melksham Neighbourhood Plan (2020-38). All proposals will also be expected to have regard to Melksham Design Guidelines and Codes (2023) and to the Wiltshire Design Guide (2023).

Development will be single and two storey form, be of a layout, and use materials that protects the amenity of neighbouring and new residents, the character of Whitley and the rural setting of the site.

The developable area will be contained within land south of the junction with Top Lane and a c15m minimum landscaped buffer along

the western and eastern boundary of the site incorporating new hedgerow and tree planting.

6. Green Infrastructure and Biodiversity

Development proposals will be supported by a landscape and visual impact assessment that will inform the extent and forms of development adjacent to the rural boundaries and landscape mitigation.

Development will include a landscape and green and blue infrastructure that will:

- a. protect the setting of the farm and rural openness and tranquility of surrounding countryside between Shaw and Whitley;
- b. contribute to climate change resilience;
- c. provide a Local Equipped Area of Play integrated into the open space;
- d. retain and protect valued existing green and blue infrastructure

features; and,
e. achieve a minimum of 20% net gain over the pre-development biodiversity.

Proposals will be accompanied by a landscape conservation scheme that retains and secures the sustained management of existing hedgerow boundaries.

7. Transport

Vehicular access will be from Corsham Road. Enhanced pedestrian crossing facilities across Corsham Road will be provided to an adoptable standard.

The existing Public Right of Way along the site's northern boundary, will be retained and enhanced and incorporated within accessible public green space to the north of the site, north of Top Lane.

Resident and visitor parking and

servicing requirements should be provided in conformity with Wiltshire Council parking standards. This must include provision of safe parking and storage for cycles.

All residential parking will be expected to provide ultra-low emission vehicle (ULEV) charging infrastructure in line with current building regulations.

8. Flooding

The scheme must be supported by a flood risk assessment and include appropriate mitigation measures to prevent any increase in flood risk within the site or elsewhere

9. Contributions to Local Infrastructure

Subject to viability, the development will be expected to make proportionate contributions towards local infrastructure delivery.

This policy helps meet objective 5: Supporting sustainable development of new housing and associated facilities within settlements, and exceptionally, adjacent to settlements.

Policy 7.5: Allocation of Land at Middle Farm (Plot B), Corsham Road, Whitley

1. Land Use

- a. about 40 dwellings to include 40% affordable homes;**
- b. community open space; and, pedestrian crossing facilities; and,**
- c. buffer landscape and enhanced public right of way.**

Market and affordable housing provided will be expected to be of a type and size to meet local housing needs identified in the Melksham Housing Needs Assessment (2023).

2. Master Planning

The development must be supported by a master plan and code to be agreed by Wiltshire Council and Melksham Without Parish Council that demonstrates how allocation sites 7.4 and 7.5 are to be integrated,

including the provision of safe access, open space provision and layout and design principles.

Development should have regard to the twelve placemaking “considerations” identified in “Building for a Healthy Life” design code or an agreed similar guidance.

3. Responding to Climate Change

The development must address the challenge of climate change and support moves to carbon neutrality and adaptation to climate change in accordance with policy 1 of this Plan, and policy 4 and 85 of the Wiltshire Local Plan.

4. Heritage

Investigation will be needed to identify the presence and significance of archaeological remains. Mitigation should include avoidance of high value archaeological remains where

preservation in situ is to be required.

4. Design and Character

Development of the site will take account of design and place making priorities and policies within the Wiltshire Local Plan (2020-38) and Melksham Neighbourhood Plan (2020-38). All proposals will also be expected to have regard to Melksham Design Guidelines and Codes (2023) and to the Wiltshire Design Guide (2023).

Development will be single and two storey form, be of a layout, and use materials that protects the amenity of neighbouring and new residents, the character of Whitley and the rural setting of the site.

5. Landscape, Green

Infrastructure and Biodiversity Development proposals will be supported by a landscape and visual

impact assessment that will inform the extent and forms of development adjacent to the rural boundaries and landscape mitigation.

Development will include landscape and green infrastructure that will:

- a. protect the setting and tranquillity of surrounding countryside;**
- b. retain and protect valued existing green and blue infrastructure features including boundary hedgerows;**
- c. provide landscape buffer and screening to minimise outlook to the electricity sub-station;**
- d. provide a community open green space to meet local needs and aspirations through community engagement;**
- e. contribute to climate change resilience; and,**
- f. achieve a minimum of 20% net gain over the pre-development biodiversity.**

Proposals will be accompanied by a landscape conservation scheme that retains and secures the sustained management of existing hedgerow boundaries.

6. Transport

The scheme will be expected to achieve safe and convenient walking and wheeling connections to existing pavements in Corsham Road and the existing public right of way to the north boundary of the site.

Vehicular access to the site should be from the adjacent allocated site (Policy 7.4).

Development will retain and enhance the existing public right of way along the site's northern boundary, and incorporate accessible public green space to the north of the site.

Resident and visitor parking and servicing requirements should be

provided in conformity with Wiltshire Council parking standards. This must include provision of safe parking and storage for cycles.

All residential parking will be expected to provide ultra-low emission vehicle (ULEV) charging infrastructure in line with current building regulations.

7. Flooding

The scheme must be supported by a flood risk assessment and include appropriate mitigation measures to prevent any increase in flood risk within the site or elsewhere

8. Contributions to Local Infrastructure

Subject to viability, the development will be expected to make proportionate contributions towards local infrastructure delivery.

Infrastructure Phasing and Priorities

This policy helps meet objective 6: Promoting the delivery of infrastructure to address the needs of the population.

Policy 8: Infrastructure Phasing and Priorities

To ensure the sustainability of housing development, proposals must consider, assess and address their necessary infrastructure requirements and, in so far as they relate to matters within the Applicant's control, plan any related programmes of work in co-ordination with the housing to ensure that infrastructure keeps pace with the needs of the community.

Infrastructure requirements, in proportion to their scale and in accordance with prevailing Wiltshire policies, will be delivered through the Community Infrastructure Levy, planning conditions and section 106 agreements.

The reason for the policy

4.9.1 The issues raised by the community echo the elements considered important for Melksham in the Wiltshire Core Strategy (paragraph 5.83) which states that, "residential growth in Melksham should help address the shortfall in affordable housing and contribute towards delivering improved infrastructure".

4.9.2 During preparation of the Plan, residents made it clear that they felt it important that new housing developments should be delivered in Melksham alongside the necessary services and facilities, such as healthcare, education, green spaces and transport infrastructure.

4.9.3 Financial contributions are required as appropriate from developers for the associated infrastructure cost implications of that development. In Wiltshire this includes Community Infrastructure Levy (CIL) contributions and S106 contributions from legal agreements on development. The Local Planning Authority is required to produce annual infrastructure funding statements to set out how much money has been raised through developer contributions (CIL and S106) and how it has been spent¹³.

4.9.4 75% of CIL money is retained by Wiltshire Council and 25% is allocated to the Parish or Town Council where the development takes place as this area has a 'made' or adopted Neighbourhood Plan.

Shopping, Working and Getting Around



“The Neighbourhood Plan aims to create a positive environment to encourage retail investment into Melksham delivering diversity and choice and making the town more self reliant”

Policies in this section:

Policy 9: Town Centre

Policy 10: Employment Sites

Policy 11: Sustainable Transport and Active Travel

Town Centre

This policy helps meet objective 7: Protecting and enhancing the vitality of Melksham Town Centre.

Policy 9: Town Centre

Development proposals within the town centre Commercial Area as defined in Wiltshire Core Strategy/Local Plan (see Figure 10) will be supported provided:

- a. proposals demonstrate they will make a proportionate and positive contribution to achieving the priority aims of the Melksham Town Centre master plan Report 2023 and any adopted Town Centre Strategy;**
- b. the proposal is in keeping with the scale and character of the centre of this Market Town and, where appropriate, preserves or enhances the Conservation Area;**
- c. access to public transport, walking and cycle routes and car parking is considered and addressed;**
- d. where appropriate, a positive contribution is made to conserving and enhancing the appearance and quality of town centre frontages;**
- e. regard is demonstrated for current and appropriate national and local guidance and established best practice;**
- f. development proposals at edge of centre locations which are inter-connected with the Commercial Area will, additional to the above, be required to evidence that there are no suitable and viable sites or buildings within the defined Commercial Area;**
- g. where required, planning applications for development or change of use of ground floor frontages within the defined town centre primary shopping area (see Figure 7) where they retain or enhance the continuity of active ground floor shop front uses; and,**
- h. greater use is made of upper floors of town centre premises, including for offices, small businesses and residential use with independent access, will be supported where they sustain or enhance the vitality of the host building use and Melksham town centre.**

The reason for the policy

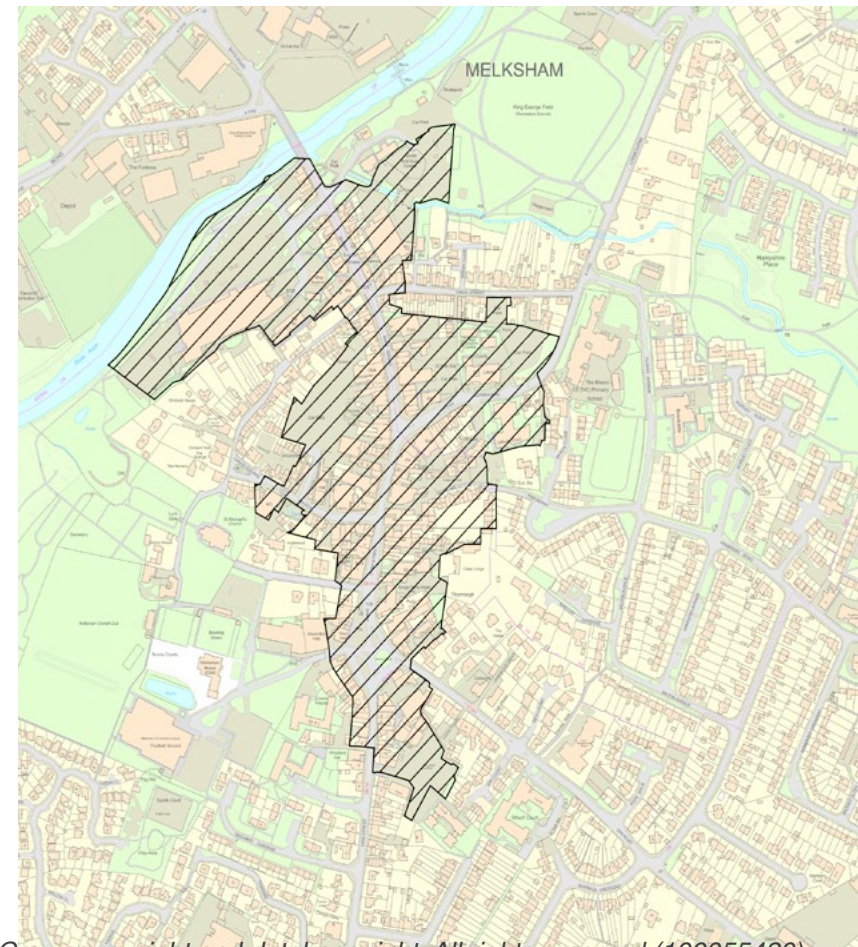
4.9.1 In the rapidly changing national and local context for high streets and market towns, we want to enable our town to change and evolve in response to challenges, changes and opportunities. Most recently, the increase of home-working as a result of coronavirus could provide a boost to local high streets, which means many high streets have the potential to thrive. Town centres are under pressure and, currently, those which can offer enhanced customer experiences and leisure uses to accompany high service retail are in the best position to meet customer needs.

4.9.2 Melksham's priority must be to hold onto, and maintain, the core town centre offer, in order to retain the important sense of place and arrival that this confers. This is becoming even more important in the context of a cost of living crisis.

4.9.3 In July 2019, the Government published an update to its practice guidance on planning for retail and other town centre uses. The guidance highlights the need to think creatively about town centres: "...a wide range of complementary uses can, if suitably located, help to support the vitality of town centres, including residential, employment, office, commercial, leisure/entertainment, healthcare and educational development".

4.9.4 There are around 155 businesses operating in the town centre and a good number of shops comprising a mix of independent traders, supermarkets and national retail brands.

Figure 10: Town Centre Boundary



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4.9.5 The prime shopping area around the intersection of Church Street and High Street is busy but activity declines down Bank Street toward the river. Consultation feedback linked to the town centre highlighted that people were concerned about the poor retail offer, unattractive 1960s buildings and heavy traffic flows; all issues that were perceived to detract from the shopping experience.

4.9.6 The Melksham Town 2020 - 2036 Scoping Report (Melksham Town Council 2019) reviewed the opportunities, challenges and drivers facing Melksham Town over the period of the next Local Plan. This report highlights that though the climate for retail and customer-facing business in the town is seen as relatively good, in the nine years since Wiltshire Council's 2011 Town Centre and Retail Study noted "...a continued need for further town centre regeneration" there has been improvement to the area in front of the Town Hall but no other recent improvement work.

4.9.7 Competition from other centres and changing retail trends means it is important that the town's vitality and viability is maintained and, where possible improved. It is also important that Melksham town centre remains at the heart of the community of the Plan area, including its wider rural hinterland, as a destination not just for shopping, but also where current and future residents want to work, socialise and live.

4.9.8 A key part of the town's vitality is night-time activity and economy. Developments that positively enhance the night-time economy of the town would be supported, but care would be needed to ensure the amenity of those living in the town centre was not negatively impacted

4.9.9 As part of the commitment to maintaining and enhancing the town centre, the Town Council has prepared a master plan for the town centre, including areas for potential expansion that will inform future development opportunities. Expansion of the town centre is something that the Town Council will be actively considering, particularly in terms of the future of commercial sites on the edge of the town centre, such as Cooper Tires. See page 84 and Priority Statement 2: Town Centre Regeneration for more information.

4.9.10 Community consultation on the Town Centre master plan took place between 7th February and 19th March 2023 including community drop-in events, stakeholder events, an exhibition and online consultation. The neighbourhood plan steering group also reached out to Wiltshire Council for their views on the proposed master plan. Feedback received from this engagement has been incorporated and is detailed in part 4 of the master plan document.



Employment Sites

This policy helps meet objective 8: The retention, regeneration and intensified use of previously developed employment land.

...and objective 7: Protecting and enhancing the vitality of Melksham Town Centre.

Policy 10: Employment Sites

Proposals for the retention, intensified and reuse of previously developed employment land will be supported in principle, particularly where they will provide space for start-up and small businesses, bringing a range of new employment opportunities. Proposals will be expected to generate the same number, or more, permanent full time equivalent jobs as the existing or former use.

The reason for the policy

4.10.1 Melksham is located between Chippenham and Trowbridge, meaning that it serves a mainly local catchment area for shopping and for leisure and other services. The Wiltshire Employment Land and Workspace Review 2017¹⁴ notes that the two largest employment sectors in the Melksham Community Area are manufacturing and wholesale/retail. The employment profile of the Neighbourhood Plan area has moved in recent years from an industrial economy, dominated by several large international employers, to a mixture of industrial, service and retail businesses.

4.10.2 The level of out-commuting to neighbouring towns and to jobs along the M4 corridor is high, and community engagement confirms that people want to work closer to their homes. Expansion of new employment opportunities within the Plan area is considered desirable to reduce the amount of out-commuting to deliver sustainable travel movements.

4.10.3 Wiltshire Core Strategy Core Policies 35 (Existing Employment Sites) and 36 (Economic Regeneration) require that existing employment sites within Market Towns are only redeveloped if meeting certain criteria. The areas hatched in red on Figure 7 are covered by Wiltshire Core Strategy Core Policy

35 which allows for the redevelopment of employment uses (use classes B1, B2 and B8) only where:

- it would generate the same number of jobs or more;
- employment land is re-designated elsewhere in the Plan area;
- the redevelopment would allow an increase in jobs on a part of the site, maintaining or increasing the total number of jobs provided;
- the current use negatively impacts the area;
- the site is no longer (demonstrably) viable for employment use, and
- the development would allow a business to relocate within the local area.

4.10.4 Through Wiltshire Core Strategy Core Policy 34 (Additional employment land), Wiltshire Council sets out support for proposals for employment development (use classes B1, B2 or B8) within the Principal Settlements, Market Towns and Local Service Centres. In addition to the employment land allocated in the Core Strategy, a number of sites within Melksham were assessed within the Wiltshire Employment Land and Workspace Review.

4.10.5 Changes to the Town and Country Planning Act (Use Classes Order) introduced in 2020 removes use class B1, moving

these uses into a new Use Class E. This new class enables flexibility to change use without the need for planning consent within a significantly wider range of business, retail and other sports and healthcare uses.

Sustainable Transport and Active Travel

This policy helps meet objective 9: Supporting improved transport infrastructure for the increasing Melksham population.

...and objective 10: Encouraging journeys by rail and bus together with improving cycle and walking routes to reduce the need to travel by car.

Policy 11: Sustainable Transport and Active Travel

All developments must be planned in line with the Sustainable Transport Hierarchy. Applications for major development must demonstrate through an effective Travel Plan how sustainable transport modes are maximised and that safe and suitable movement can be achieved for all people.

As a key element in the local sustainable transport network, proposals that would achieve further improvements to the accessibility and quality of the links between the wider town and Melksham railway station will be supported. Improvements to the quality of the public realm around the station will also be supported.

The reason for the policy

4.11.1 We want to see more opportunities to get around the town and the parish without using a private vehicle. Accessible, safe and attractive infrastructure that promotes and enables walking, cycling and public transport choices for local journeys through the town and parish to key locations such as schools, health and community facilities, green spaces and employment are important. The needs of disabled travellers should also be considered and provided for. Access to public transport for journeys outside the JNP area for business, commuting and leisure purposes complements this. Consideration will be given to the spending of Town and Parish Council CIL receipts on improvements to the sustainable travel network, and public realm.

4.11.2 Increased levels of walking and cycling were seen across the UK during the pandemic. In May 2020 a £2 billion package to increase cycling and walking was introduced by the government.

4.11.3 Extensive networks of high quality routes that enable people to walk and cycle safely and conveniently should reflect five core design principles of:

- coherence
- directness
- safety
- comfort
- attractiveness



Public Transport

Melksham railway station, located in the north west of the town, was closed and demolished in 1966 after 118 years, but the line, although made single track, remained open for freight and diverted passenger trains. It was reopened in 1985.

In 2013 an improved service was introduced which quickly became the fastest growing of GWR's routes. In 2018 the platform was lengthened to allow longer trains to call.

A successful campaign by the Wiltshire based TransWilts Community Rail Partnership (a Community Interest Company) and the Melksham based Transport User Group has resulted in improvements in local rail service providing a two-hourly service in each direction, each day between Westbury and Swindon. Small incremental improvements are also being gained, such as late evening services from Swindon.

It is desirable for these services to operate every hour in each direction, and we support the infrastructure and rolling stock changes to achieve this. Extension of the service at each end of the existing route, namely to Didcot, Oxford and beyond in the Southern direction, and Salisbury, Southampton town and airport are also seen as critical to encourage modal shift to public transport for longer journeys. In the shorter term reliable and convenient connections to other locations such as Bath and London are required.

Working with GWR and Wiltshire Council, TransWilts CRP has developed an ambitious and detailed master plan for the Melksham station site using the results of consultation with local residents.

Specified in this master plan, several major improvements have been achieved:

- a station café and toilet have been provided by conversion of existing

buildings, and although currently closed, are key requirements to encourage train usage.

- Active train service information displays have been provided.
- Sufficient car parking and electric car charging for the next few years.

Further enhancements are planned/desirable summarised as:

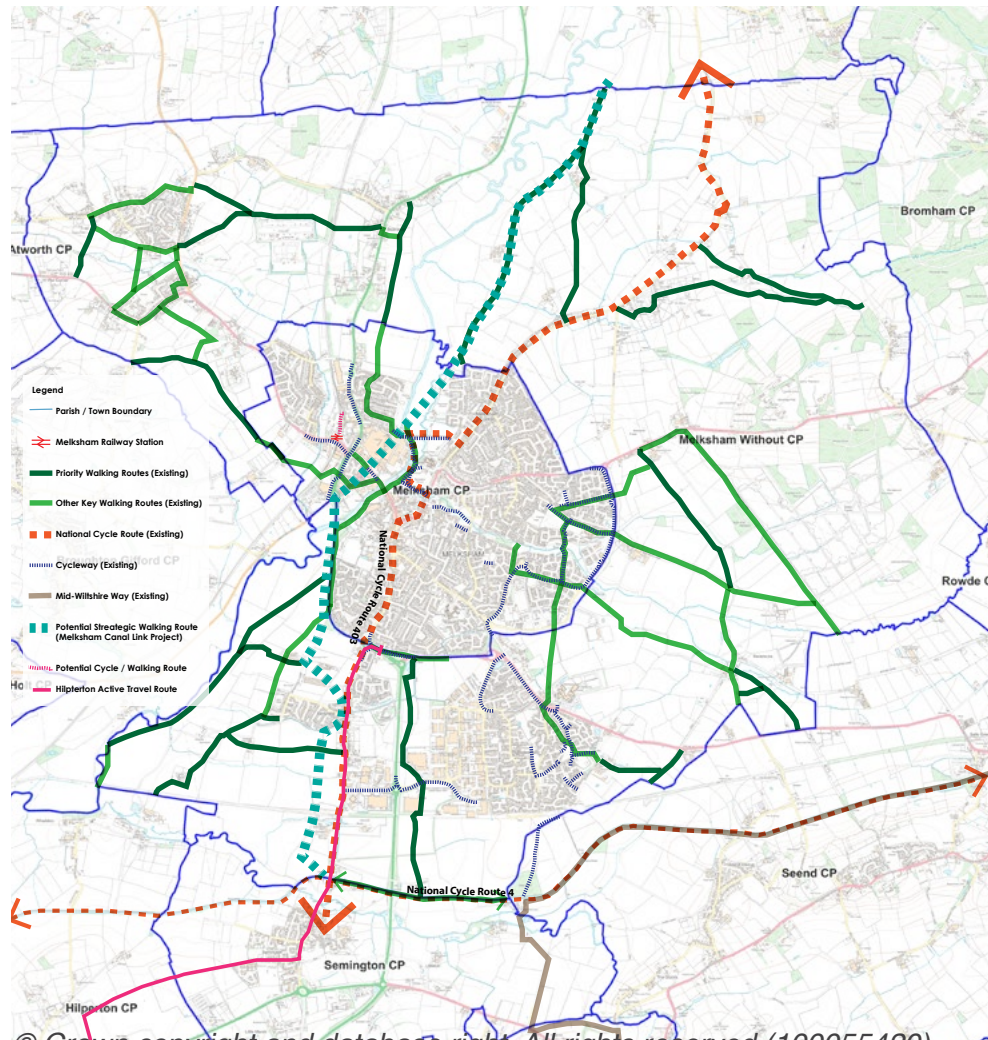
- Reconfiguration of carriageway/footpath in order to add a bus stop, and rerouting of local and regional bus services through the station;
- Shared use pathway, pedestrian and cycle route to Foundry Close, providing convenient access to the east of Melksham via Scotland Road and Murray Walk;
- Stepped station access from Bath Road providing more convenient access to the west of Melksham, especially the Roundponds and George Ward Gardens areas.

The Melksham Transport User Group and other related organisations have put forward proposals for improvements to bus services in the Plan area. Key to these are:

- Routing services through the station forecourt
- Later evening services on all routes, but particularly the Chippenham/Trowbridge service which can provide a backup service if trains are disrupted
- More efficient scheduling of the town internal services. A trial of electric bus services for this purpose was held in 2022, and well received.



Figure 11: Key Routes for Walking and Cycling



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Sustainable transport hierarchy

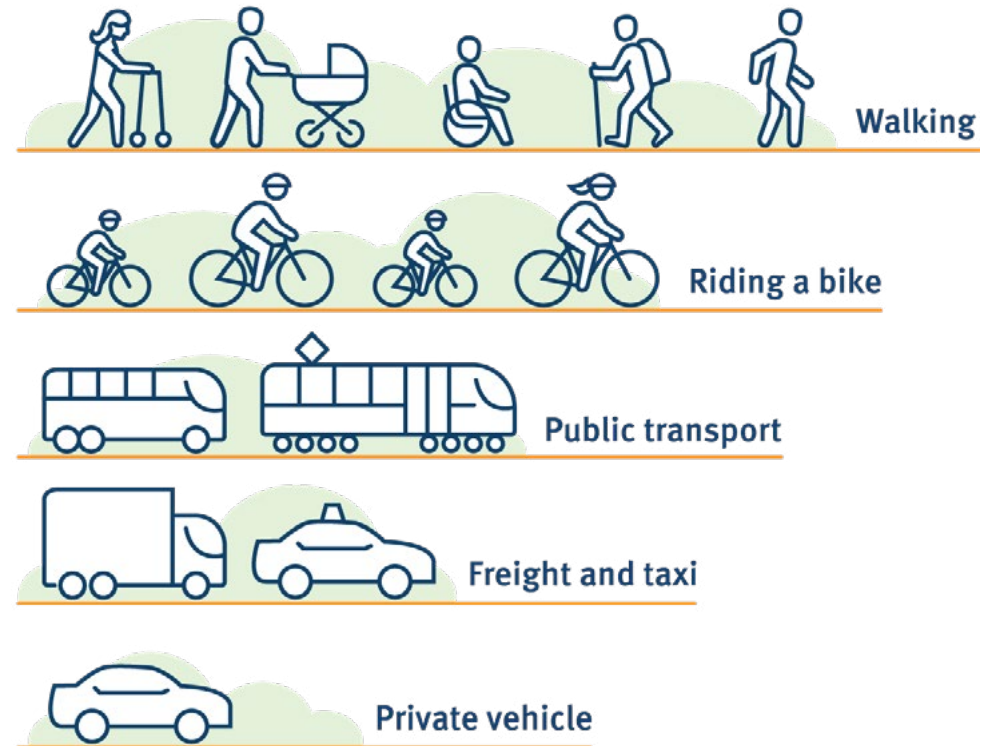


Image sourced from kindpng.com

Community Well-being and Nature



"I like wild areas - they are great for playing hide and seek in. I also enjoy playing with my brother and friends since none of us have big enough gardens to play in."

Policies in this section:

- Policy 12: Green Infrastructure
- Policy 13: Biodiversity
- Policy 14: Open Spaces
- Policy 15: Community Facilities
- Policy 16: Designation of Local Green Spaces

Green Infrastructure

This policy helps meet objective 11: Preserving and increasing our network of green spaces.

...and objective 12: Promoting opportunities for people to lead healthier lifestyles with a greater sense of well-being.

Policy 12: Green Infrastructure

1. Development that will result in the creation of new Green Infrastructure (GI) and/or contribute to the protection, management, enhancement and connectivity of existing GI will be supported; the potential for GI within the Neighbourhood Area is illustrated diagrammatically in Figure 12.

2. Proposals for major developments must:

- a. identify the existing GI within and around the development site, and**
- b. demonstrate how GI has been incorporated into the proposal, and**
- c. assess and address how the proposal will benefit the function and connectivity of GI through the site and beyond.**

The reason for the policy

4.12.1 The aim of this policy is to protect, enhance and manage the integrity, multi-functionality, quality and connectivity of the Green Infrastructure (GI) network in our Plan area.

4.12.2 GI is a term that covers the network of green spaces, and other green features such as woodlands and verges, together with water courses that give us a wide range of environmental and quality of life benefits for local communities and wildlife.

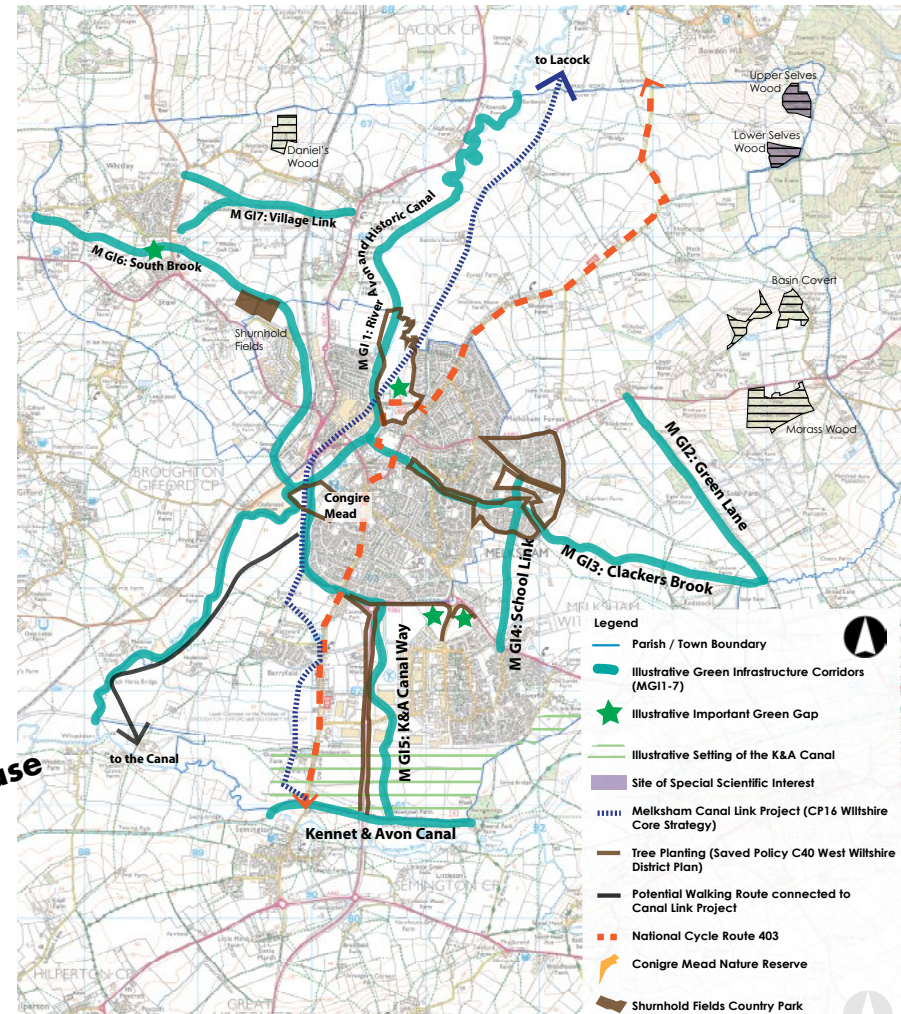
4.12.3 A diagrammatic representation of GI assets and their connectivity potential is shown in figure 12 as identified in the GI Evidence Base Report¹⁶. The report identifies local elements of GI with the aim of linking local sites and delivering connectivity of assets between and within different parts of the Plan area.

4.12.4 The GI network has many and varied benefits for the environment, biodiversity and residents; it can contribute to the health and wellbeing of communities and local wildlife, and is an important part of our distinct local identity and part of what makes Melksham a good place to live.

4.12.5 As GI is a priority, particularly as part of a proactive approach to mitigating and adapting to climate change, the Parish and Town Councils encourage developers to seek to achieve a Building with Nature accreditation (www.buildingwithnature.org.uk).

4.12.6 Building with Nature is a new framework of standards for delivering GI. It is divided into three core themes: wellbeing, water and wildlife. The aim is to enable the delivery of high quality green infrastructure at each stage of the development process, from planning and design, through to long-term management and maintenance.

Figure 12: Diagrammatic Illustration of the Potential for Green Infrastructure (Source: Neighbourhood Plan Green Infrastructure Report V7)



Possible update needed 2020 base map

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Biodiversity

This policy also helps meet objective 11: Preserving and increasing our network of green spaces.

... and objective 12: Promoting opportunities for people to lead healthier lifestyles with a greater sense of well-being.

Policy 13: Biodiversity

Development proposals, including those for field based solar farms, will be expected to deliver a measurable biodiversity enhancements within and, where appropriate, beyond the site, in order to deliver tangible benefits for biodiversity, including specific attention for protected species.

Protection and enhancement of statutory and non-statutory nature conservation sites (as shown on Figure 13) is a priority for the Neighbourhood Area and development proposals must demonstrate sensitive responses to these sites where necessary, such as accommodating a buffer zone.

The reason for the policy

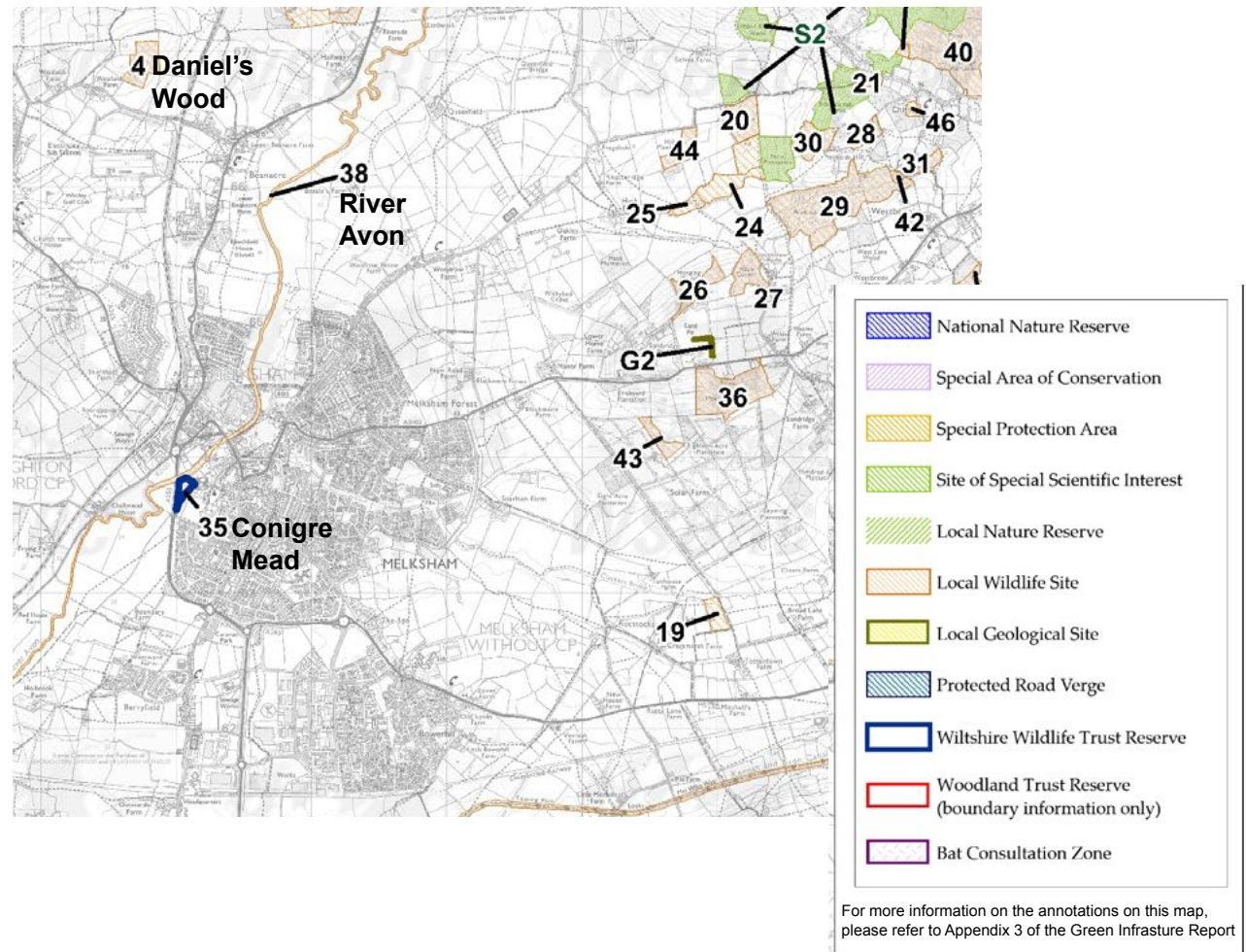
4.13.1 The Neighbourhood plan area is host to a range of wildlife sites and features which support the overall wildlife network and contribute to the well-being of wildlife and residents alike.

4.13.2 A full record of habitats and biodiversity information has been obtained from Wiltshire and Swindon Biological Records Centre, assembled using a mixture of field survey data and aerial photographic interpretation to compile a habitat inventory. This is available in full in the evidence base, and is summarised in the Green Infrastructure Report¹⁶, which adds Neighbourhood Plan level information to the biodiversity data. Figure 10 on page 60 is a map of key local sites for biodiversity.

4.13.3 Under the Environment Act 2021, all planning permissions granted in England (with a few exemptions) except for small sites, will have to deliver at least 10% Biodiversity Net Gain (BNG) from a delayed start date of January 2024 . BNG will be required for small sites from April 2024. The Wiltshire Council Local Plan review through policy 89 (Biodiversity Net Gain) sets higher ambitions with a minimum of 20% BNG or higher.

Figure 13: Wildlife Sites within the Neighbourhood Area 2020 (Note: the numbered sites on the map, produced by the Wiltshire and Swindon Biological Records Centre can be found listed in appendix 3a of the Green Infrastructure evidence base report available on the website: melkshamneighbourhoodplan.org)

4.13.4 Net gain is an approach that uses the planning process to leave biodiversity in a better state than it was before the development started, securing wider benefits for people and the environment, and is directly linked to the Government’s aim in its 25 Year Environment Plan to “leave the environment in a better state than we found it”.





Melksham Canal Link Project

A key priority for the Plan area GI is the Melksham Link Project. The Wiltshire Core Strategy safeguards the route of the Melksham Link Canal in Core Policy 16. This policy safeguards the identified route (see Figure 9) for developing a canal link to the south west of the town between the Kennet & Avon Canal and the River Avon, and to the north east of the town between the River Avon and the historic alignment of the Wilts & Berks Canal.

The project is an opportunity to improve the GI network both within the Plan area and the wider Melksham Community Area, with associated benefits such as increased walking and cycling routes and linked to this is the opportunity to promote tourism within the town, and to generate renewable energy, harnessing energy from the river.

In 2012, a planning application for the Melksham Link was submitted, but this has not yet been determined, due to outstanding environmental concerns raised by the Environment Agency.

The scheme comprises: A junction with the Kennet & Avon canal at Semington | Around 3km of new canal to the west of Semington Rd, through Berryfield, with a lock and an aqueduct over Berryfield Brook. | New access roads and bridges at Berryfield. | Two further locks dropping down to a junction with the River Avon just west of the A350 Challymead road bridge. | A new weir across the River just downstream of this junction. | Re-profiling the river bed from this junction upstream under the Town Bridge to Melksham Gate weir. | A lock, adjacent to the weir with a hydro-electric generator on the island formed between the weir and the lock. | Towpath and footbridges to maintain existing footpaths and provide new pedestrian/cycle connection from the Kennet & Avon to the town and from the northern end to Lacock. | Mooring facilities for canal boats along the new canal and on the river near Town Bridge.

The project is being co-ordinated by the Wilts and Berks Canal Trust¹⁷ in collaboration with funders who envisage how the canal will be delivered. The Town and Parish Councils would wish any associated development to be appropriate and in accordance with the vision and policies of this Plan.

Open Spaces

This policy also helps meet objective 12: Preserving and increasing our network of green spaces.

... and objective 13: Protecting, improving and expanding existing services and facilities to promote health, education and social needs.

Policy 14: Open Spaces

Development proposals that involve the whole or partial loss of an existing open space (other than designated Local Green Spaces) must demonstrate:

- a. from an assessment of open space provision, using the quantity and access standards for open space as set out by Wiltshire Council, that there is a surplus in the catchment area of open space beyond that required to meet both current and forecast need, and full consideration has been given to all functions that the open space performs; or**
- b. that a replacement open space (or enhancement of the remainder of the existing site) provides a net benefit to the community in terms of the quantity, quality and accessibility of the open space including by walking and cycling.**

The reason for the policy

4.14.1 As the NPPF makes clear, access to a network of high quality open spaces and opportunities for sport and physical activity is important for the health and well-being of communities, and can deliver wider benefits for nature and support efforts to address climate change.

4.14.2 A distinctive characteristic of the town is the open spaces which punctuate the built environment, meaning that most residents are within walking distance of some open space. This key positive feature contributes to community well-being. The pandemic has highlighted what the evidence already demonstrated - the closer people live to accessible green space, the happier and healthier people are.

4.14.3 The Green Space Index is Fields in Trust's annual barometer of publicly accessible local park and green space provision (experience.arcgis.com). Other than Bowerhill, information from the Green Space Index in 2023 shows that our area does not meet the minimum standards of green space provision, though it also shows that there is generally good standard of access, with many people being within ten minutes walking distance of green spaces

across the area including King George V Park, Conigre Mead Nature Area, together with many other parks, and recreation grounds and play areas.

4.14.4 We also know that populations in our area will grow and this may negatively impact on the quantity of green space available to communities, unless provision is increased. Parks and green spaces are not a statutory service, meaning local councils have no obligation to provide them for their residents (though the provision is taken seriously by the town and parish council).

4.14.5 It should also be noted here, that a number of open spaces have been identified as meeting the tests for designation and protection against inappropriate development as Local Green Space (see pages 90-92). Educational open spaces are an example of an open space that cannot be designated as a Local Green Space, but are covered under this policy.

Community Facilities

This policy also helps meet objective 13: Protecting, improving and expanding existing services and community facilities to promote health, education and social needs.

Policy 15: Community Facilities

- 1. Development proposals that involve the loss, in whole or part, of a community facility (as identified in Figure 15a, b & c, and detailed in the Community Facilities Report¹⁹) must demonstrate that:**
 - a. adequate alternative provision exists or will be provided in an equally accessible or more accessible location, including by walking and cycling, within the catchment area of the facility; or**
 - b. it would not be economically viable, feasible or practicable to retain the building or site for use as a community facility; redevelopment for non-community use will only be considered as a last resort and where all other options have been exhausted.**
- 2. Proposals for new community facilities in the Plan area will be supported where the applicant can demonstrate the need and benefits of the proposed facility, or where replacement or enhanced facilities are proposed as mitigation against the loss of any community facilities within the Plan area.**
- 3. New or replacement community facilities should be located where there is a choice of travel options and should be accessible to all members of the community.**

The reason for the policy

4.15.1 Community facilities are defined by Wiltshire Council as those that serve settlements and include health, education and cultural infrastructure including uses such as local shops, meeting places, sports venues, public houses and places of worship¹⁸.

4.15.2 The community facilities in the Plan area cover both rural and town areas. The existing community facilities in the Plan area as detailed in the Community Facilities Report¹⁹ compiled by the Plan Steering Group are wide-ranging and can include community centres, public houses, cultural centres and venues, places of worship, education establishments and training centres and childcare facilities, health and social care facilities, sport and recreation facilities and civic and administrative facilities. However, the list and maps produced for the Neighbourhood Plan

cannot be said to be exhaustive (there are almost certainly more facilities than those included on the maps).

4.15.3 In August 2022 the new Community Campus opened. The Campus is a hub for community services, and provides a new library, swimming pool, sports hall, gym, dance studio and meeting rooms, amongst other facilities.

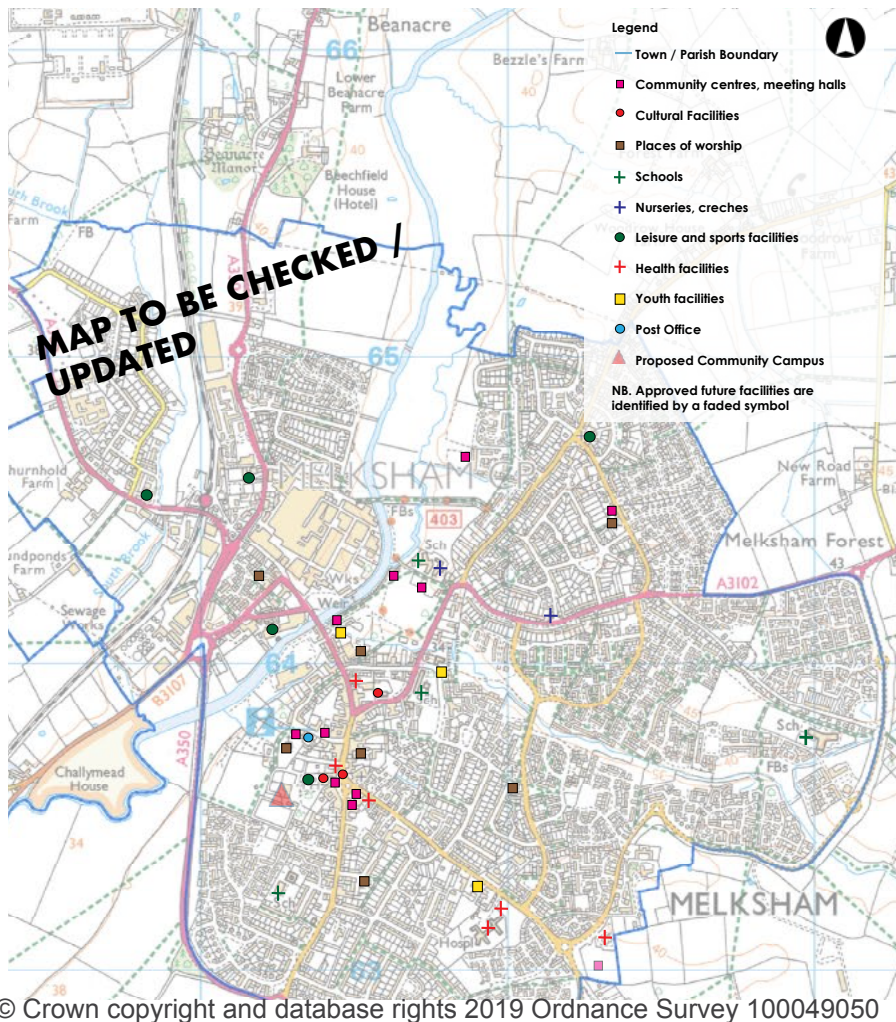
4.15.4 The primary function of some facilities is commercial (including pubs - a key facility in rural areas) but they also perform a clear role for the community in terms of sport, recreation or leisure provision.

4.15.5 This policy supplements the Wiltshire Local Plan by identifying the key local facilities and services, with the aim of retaining them unless it can be demonstrated that there is no longer a need or where alternative provision is made. In practice there are sometimes permitted development rights that allow changes of use without planning permission, however, this policy applies where planning permission is needed.

4.15.6 Consultation illustrated how important community, health and leisure facilities are for the health and wellbeing of the people of Melksham and its wider community.



Figure 15a: Melksham Town Community Facilities
(Source: Neighbourhood Plan Community Facilities Report V5)



4.15.7 The Community Facilities Evidence Base Report¹⁹ sets out in detail the facilities in the Plan area. It is important that facilities for people of all ages are made available to support a diverse and healthy local population, and that these facilities are accessible to residents, as far as possible using sustainable modes of transport.

4.15.8 Proposals for partnership working with national or local agencies to develop strategic community facilities to meet the identified needs for the people living in and around the Plan area will continue.

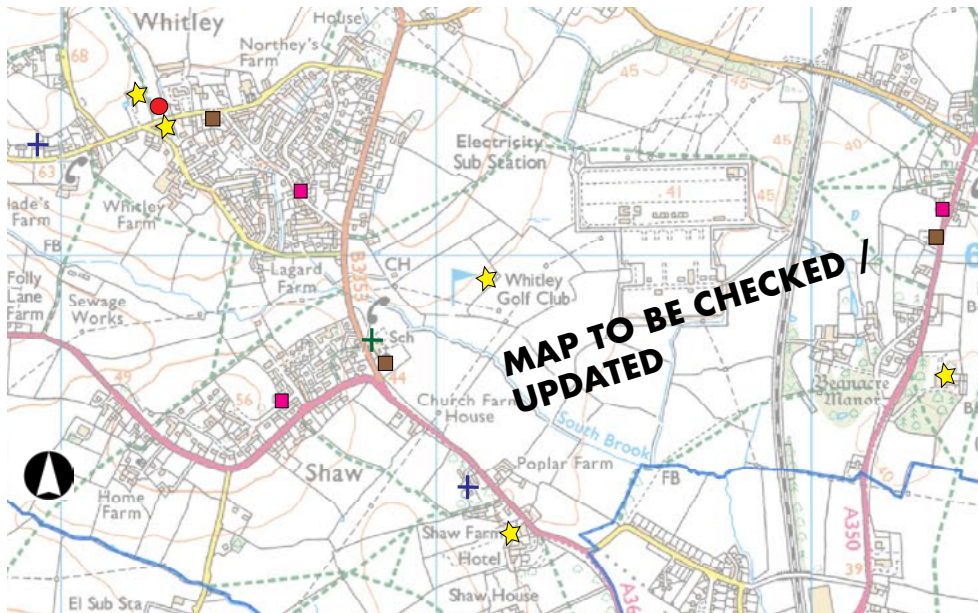


Figure 15b: Whitley, Shaw and Beanacre Community Facilities
(Source: Neighbourhood Plan Community Facilities Report V5)

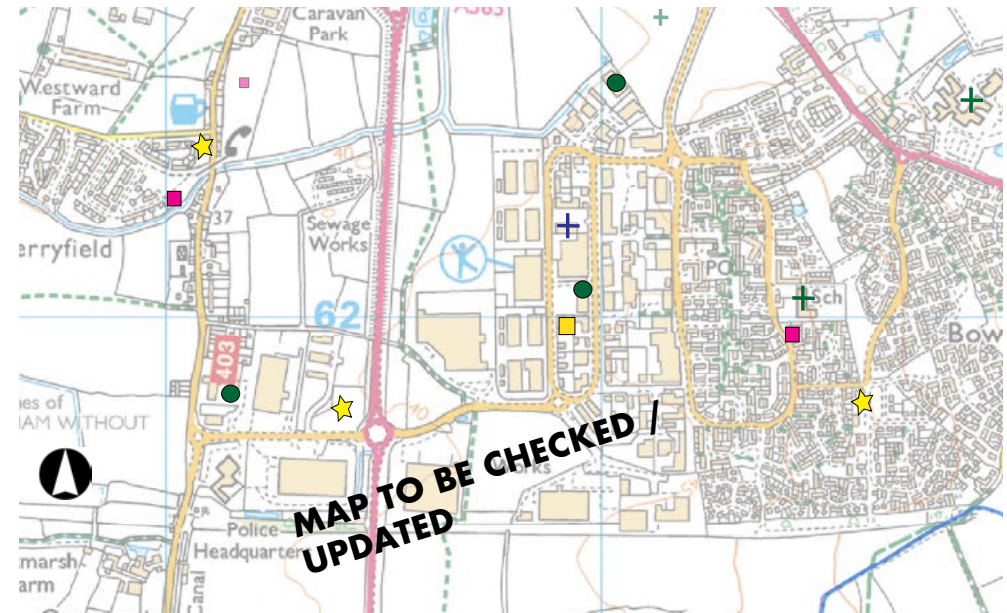


Figure 15c: Bowerhill and Berryfield Community Facilities
(Source: Neighbourhood Plan Community Facilities Report V5)

Figures 15a, 15b and 15c not to scale, please refer to map on previous page for key and Community Facilities Report¹⁹ for further information on facilities. One additional type of facility is noted in the rural areas - pubs denoted by a star ★

Local Green Spaces

This policy also helps meet objective 11: Protecting, connecting and increasing our network of green spaces.
... and objective 12: Promoting opportunities for people to lead healthier lifestyles with a greater sense of well-being.

Policy 16: Designation of Local Green Spaces

The sites shown on figure 16, and listed on page 96 are designated as Local Green Spaces, and will be protected from inappropriate development in a manner consistent with the protection of land within the Green Belt.

These spaces will be protected from built development, except in very special circumstances and where the proposals enhance the existing use of the space, particularly regarding the characteristics that underpin designation as Local Green Space.

The reason for the policy

4.16.1 The NPPF sets out the context for Local Green Space (LGS) designation which provides special protection against development for green areas of importance to communities. Paragraph 102 of the NPPF sets clear criteria that the designation should only be used where the green space is:

- a) in reasonably close proximity to the community it serves
- b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty,

historic significance, recreational value (including as a playing field), tranquility or richness of its wildlife; and
c) where the green area is local in character and is not an extensive tract of land.

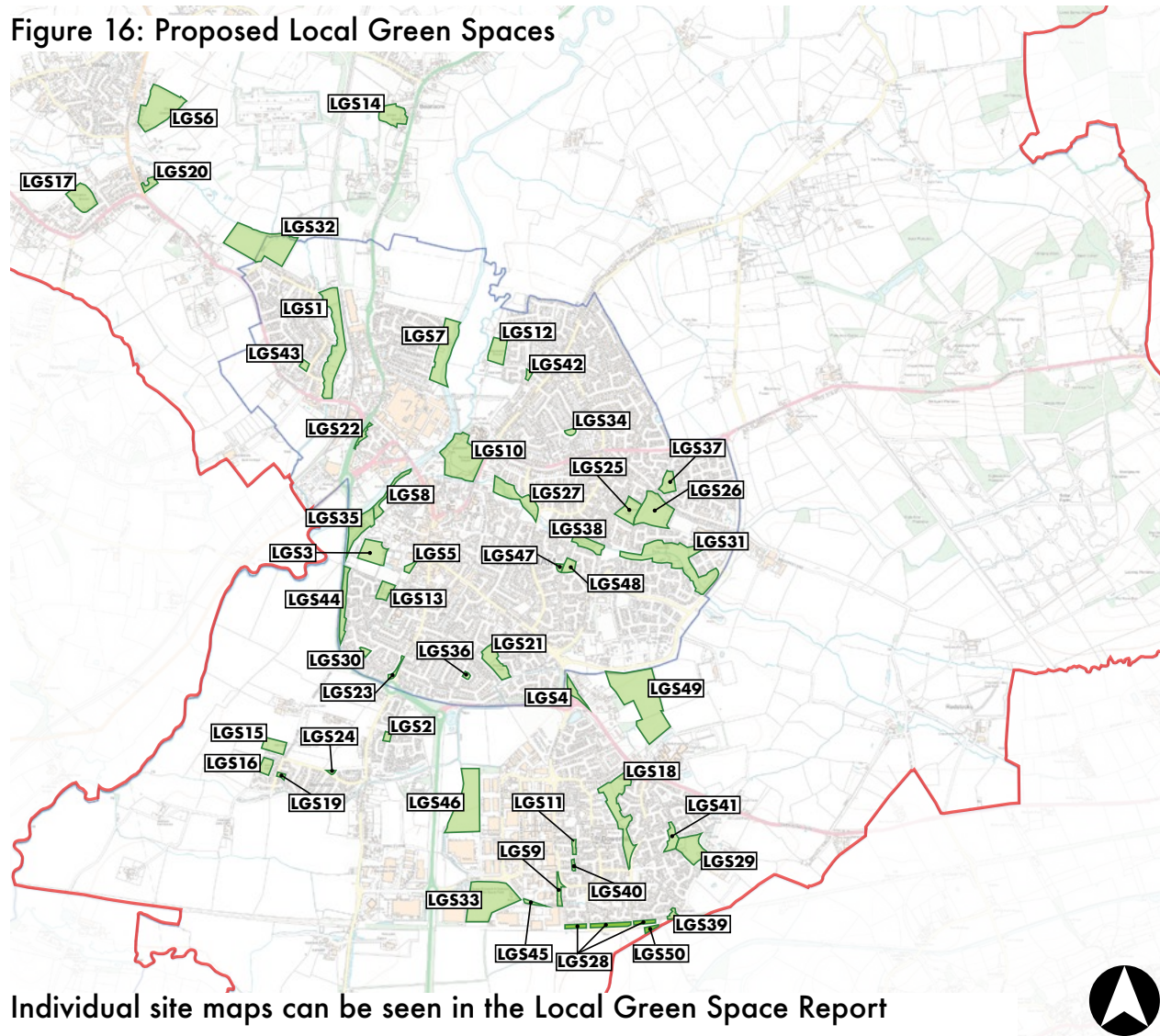
4.16.2 Interactive online community outreach to identify potential LGS nominations was undertaken during May and June 2022. This was supplemented by an opportunity to validate or add nominations at community drop-in events and online consultation during February and March 2023.

4.16.3 Where sites met the NPPF criteria, and were assessed in line with planning practice guidance²⁰ including whether there were site allocations or planning permissions which would prevent designations, all owners of the shortlisted sites were contacted to secure their early input into the designation process.

4.16.4 From 250 suggestions from the first community consultation, a working group assessed potential sites to finally arrive at 50 sites proposed for LGS designation.

4.16.5 A full explanation of the methodology, evidence and justification to support the designations, along with maps of each LGS can be found in the Local Green Spaces Evidence Base Report 2023.

Figure 16: Proposed Local Green Spaces



Proposed Local Green Spaces

1. Land along Roundponds following South Brook
2. Bowood View
3. Recreational ground and cricket field to rear of The Campus
4. Copse area in The Spa
5. Approach to Melksham House
6. Cricket and field - community area, Whitley
7. Riverside Drive Green/Woodland Areas
8. Natural woodland area near Sainsburys
9. Land between Duxford Close and the boundary of the industrial estate
10. King George V Playing Fields and recreation area
11. Beverley Close Greenspace
12. Forest Community Centre playing field/sports pitches
13. Hazelwood Road Play Area (Brunswick Park)
14. St Barnabas Church, Cricket Field
15. Berryfield Allotments North (Briansfield Allotments)
16. Berryfield Allotments South (Berryfield Allotments)
17. Shaw Playing Fields "The Beeches"
18. Rear of Grasmere and Wellington Drive
19. Green in Berryfield Lane
20. Shaw Churchyard
21. Field/Old Sports Pitch (to rear of Melksham Hospital & Champion Drive)
22. Weavers Crofts
23. Hornbeam Crescent/Semington Road
24. Berryfield Green triangle
25. Foresters Park Road playing fields
26. Cranesbill Road playing fields
27. Clackers Brook (Queensway)
28. Brabazon Way
29. Hornchurch Road Public Open Space
30. Hornbeam Crescent green
31. East of Melksham (Clackers Brook)
32. Shurnhold Fields
33. Bowerhill Sports Field
34. The Crays
35. Conigre Nature Reserve
36. Sarum Avenue
37. Skylark Green
38. Primrose Nature Reserve
39. Locking Close
40. Beaufort Close to Kestrel Court
41. Harvard Close
42. Awdry Avenue
43. Roundponds
44. Walkway parallel to A350 (rear of Hornbeam Crescent)
45. Verge with stream and trees (Swift Way, Bowerhill)
46. Fields/old golf course (behind Christie Miller)
47. Dorset Crescent play area / green
48. Primrose Drive play area / green
49. Dog Walking Area to the Rear of The Spa
50. Locking Close Allotments

Natural and Built Environment



"We have the beautiful river Avon, meandering through the town with its riverside walks, stretching along fields through King George V Park and onto the wildlife reserve at Conigre Mead"

Policies in this section:

Policy 17: Trees and Hedgerows

Policy 18: Landscape Character

Policy 19: Green Wedges

Policy 20: Locally Distinctive, High Quality Design

Policy 21: Local Heritage

Trees and Hedgerows

This policy helps meet objective 14: Conserving and enhancing the quality of the natural landscape.

Policy 17: Trees and Hedgerows

Ancient and Veteran Trees:

To be supported, development proposals should ensure that there will be no loss or deterioration of the irreplaceable habitats of ancient woodlands (as shown in Figure 17) and ancient or veteran trees found outside ancient woodland, unless the need for and benefits of the development in that location clearly outweigh the loss. A minimum buffer of at least 15 metres in width should be maintained between ancient woodland and any development boundary. A buffer zone around an ancient or veteran tree should be at least 15 times larger than the diameter of the tree.

Other Existing Trees and Hedgerows:

To be supported, development proposals should ensure that there is no damage to or loss of trees of good arboricultural and amenity value. Existing trees and hedgerows on development sites should be retained where possible and incorporated as

placemaking features in new development. Where there is an unavoidable loss of trees on site, the number and type of replacement trees should be informed by the quality and size of trees lost. Integration of existing hedgerows into private curtilage must be avoided where possible.

New Trees:

New tree planting in development proposals and throughout the built and natural environments of the Plan area will be supported in principle.

The reason for the policy

4.17.1 As set out in the Green Infrastructure Evidence Base Report¹⁶, trees are a key asset of the Plan area and there is an ambition to increase tree coverage across the community. Overall tree canopy coverage in the area is estimated to be an average of just over 12% which has been mapped using the i-tree canopy tool²¹. The Urban Forestry and Woodland Advisory Committee Network recommends 'a minimum standard for tree canopy cover is set for a local area, with evidence showing that 20% is a good aspiration'²². Linked to this is an aspiration to increase tree cover in the Plan area as part of a local response to climate change, place making and achieving local distinctiveness: in Shurnhold Fields 200 trees planted for WW1 commemoration along with a native rare species orchard.

4.17.2 There are a number of areas of ancient woodland across the Plan area, including Daniel's Wood, Morass Wood and Hanging Wood (ancient replanted). This is significant as ancient woodlands now cover just 2.4% of the UK. Standing Advice from Natural England and the Forestry Commission guide planning decisions that relate to ancient and veteran trees.

4.17.3 Both greenfield and previously developed sites are likely to contain trees and hedgerows that, if retained, can make a positive



The Importance of Trees

- Trees naturally absorb CO₂, a key greenhouse gas removing 4 million tonnes of it from the atmosphere every year.
- Local air quality is improved as trees cut the level of airborne particulates and absorb nitrogen dioxide, sulphur dioxide and ozone
- Nearby trees and greenspaces can increase property value of 15 - 18%. The larger the trees the greater their proportional value.
- Tree cover across England is 12.8%, of which 10% is woodland.
- The Woodland Trust recommend an increase in UK woodland as part of the way to tackle biodiversity and climate crises.
- Existing tree cover is being mapped as part of the approach to increasing tree cover. Friends of the Earth also advocate that planting more street trees, forests and hedgerows one of the best solutions to protect our environment and achieve net zero. See their [website for an "opportunity map" of areas in England that may be suitable for creating woodlands](#) - this includes areas in Melksham and Melksham Without.

contribution to the character of new development. Retaining key trees can influence both the design and layout of the development, and arrangements for their protection should be made during the construction phase.

4.17.4 The design should also take account of the long term setting for important trees and how they will relate to the use of the area in the future. It is important to note here that a Neighbourhood Plan in itself cannot protect a tree from being felled, unless it is protected by a Tree Preservation Order or is within a Conservation Area.

4.17.5 Hedgerows, like trees, can make an important contribution

Below: Tree Replacement Standard Methodology

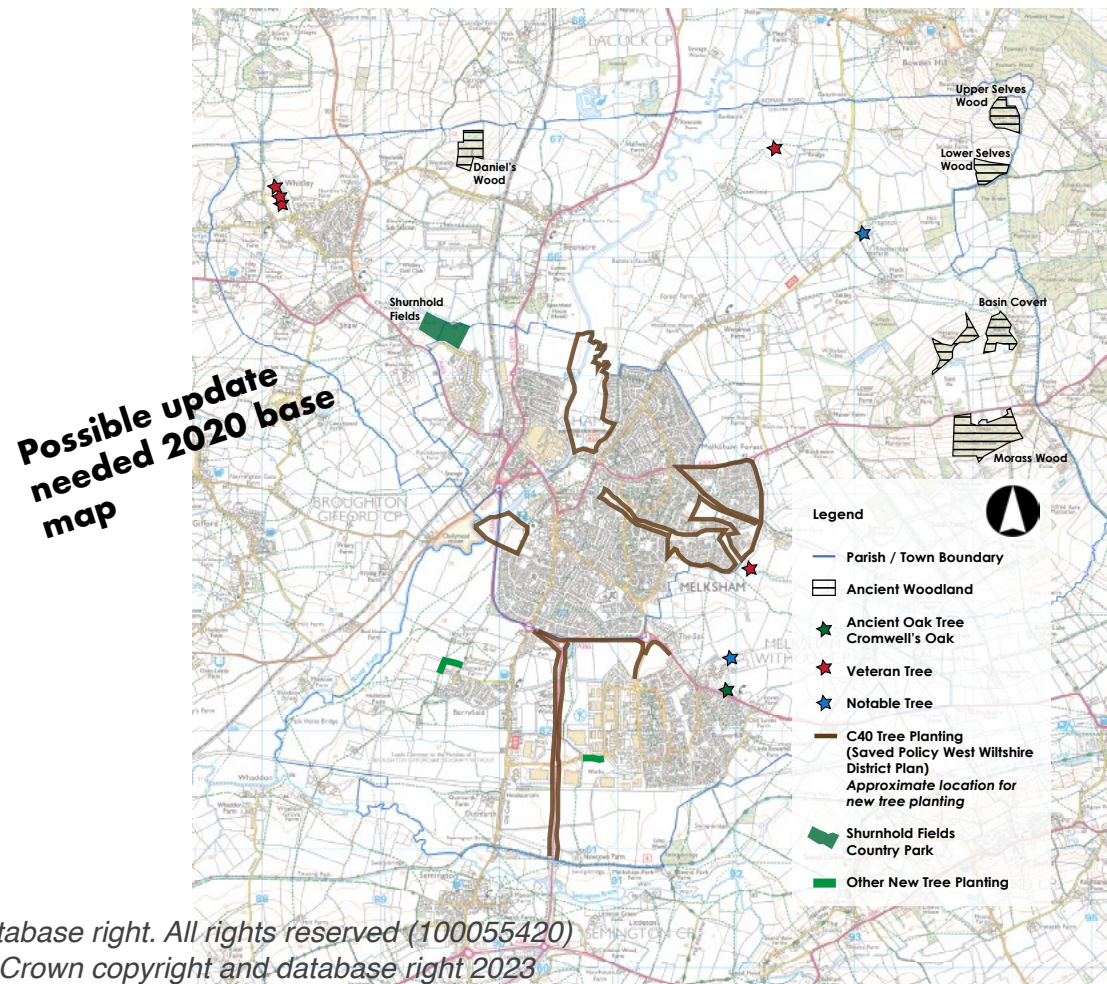
Trunk Diameter of Tree lost to development (cm measured at 1.5 metres above ground level)	Number of Replacement Trees
Less than 15	0 - 1
15 - 19.9	1
20 - 29.9	2
30 - 39.9	3
40 - 49.9	4
50 - 59.9	5
60 - 69.9	6
70 - 79.9	7
80 +	8

to the character and can also be important historically as indications of land use and previous ownership. They also contribute significantly to biodiversity and amenity value of the natural and, in places, built environment. Trees will also help with adaptation to the effects of climate change.

4.17.6 Where tree loss is unavoidable, the Tree Replacement Standard can be used to inform the number of replacement trees. Whilst a particular site or design approach to trees will inform the number and approach to tree planting, the Standard is a established methodology used by Bristol City Council²³.



Figure 17: Ancient Trees, Ancient Woodland and Areas of New Tree Planting (Source: Neighbourhood Plan Green Infrastructure Report V7)



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Landscape Character

This policy helps meet objective 14: Conserving and enhancing the quality of the natural landscape.

Policy 18: Landscape Character

Development proposals will be expected to:

- a. integrate natural features such as trees, hedgerows and the local river systems that contribute to both the landscape character and setting of the development;**
- b. demonstrate that the whole scheme, including hard landscape and planting proposals, draws on local landscape characteristics and features through reference to relevant existing landscape and historic landscape assessments, supplemented by any additional site specific assessments; and,**
- c. respond sensitively to the transition between settlement edge and countryside and maintain the separate identity of settlements.**

The reason for the policy

4.18.1 The local landscape is the backdrop to our daily life, and reflects the relationship between people and place. Retaining and enhancing the character and appearance of the landscape in Melksham is recognised as hugely important as the town continues to grow and develop – in particular at the edges between the built and natural environment.

4.18.2 The landscape within the Plan area is diverse in character ranging from areas of flat and low lying land with a general sense



Bridge across the River Avon

of openness, to areas that are much more enclosed with lines of trees along the river Avon. As the land rises to the north east there is an area that was once designated in the West Wiltshire Local Plan as a 'Special Landscape Area'.

4.18.3 Key characteristics of the landscape of the Plan area are detailed in the Green Infrastructure Report¹⁶ and the Local Landscape Character Evidence Base Report²⁴ which supplements Landscape Character Assessment work done by Wiltshire Council with local detail. Some key points are:

- The landscape around the river Avon forms a wedge of landscape into Melksham town running in between areas of housing (Riverside Drive to the west and Forest to the east) and from the south as far as the town bridge taking in the Conigre Mead nature reserve from where it spreads out again into the Melksham Without Parish towards the edges of Berryfield.
- Houses from Methuen Avenue, in the Forest area, on the east of this character area, and houses from Riverside Drive on the west, front out onto accessible greenspace (allotments from Methuen Avenue), providing an active frontage and connection to the landscape of the river Avon.
- Brooks and stream corridors are scattered across the landscape, for example Clackers Brook which, like the river Avon, forms a key area of natural green space and landscape, also making

a link and connection with the built environment of the town. South Brook to the north west, meanders through agricultural fields between the two villages of Shaw and Whitley, contributing to the separate identity and character of the two villages and to local amenity, with a number of footpaths criss-crossing the area.

4.18.4 Elements of Historic Landscape Character (tangible elements of past land-use that influence the present-day landscape) have also influenced the sense of place and identity of the present-day town and surrounding rural areas and should be drawn on within major planning proposals.

4.18.5 A number of views across the landscape have been included in the Landscape Character Report²³ to illustrate the different characteristics and features across the Plan area. From many places expansive views of the wide open landscape can be appreciated.

Landscape Green Gaps and Wedges

This policy helps meet objective 15: Ensuring that new development is sympathetic to our built heritage and the character of the area, with high standards of design.

Policy 19: Green Wedges

Within designated Green Wedges (mapped in Figure 18), development will only be supported where it:

- a. does not individually or cumulatively result in coalescence or loss of separate identity or character of individual settlements;**
- b. maintains the generally open character of the countryside;**
- c. minimises urbanising effects, such as artificial lighting and traffic movements;**
- d. retains important elements of the rural landscape such as trees and hedgerows; and**
- e. does not adversely impact the existing landscape and recreational value of the countryside.**

The reason for the policy

4.19.1 When places merge together that were once separate it is known as 'coalescence'. Green wedges (or buffers) have been successfully used in local and neighbourhood plans to prevent the coalescence of villages / towns, and to protect local character and identity. Green wedges are also of multi-functional benefit as spaces for flood protection, climate change mitigation, agriculture, biodiversity and recreation etc.

4.19.2 In recent years, extensive new housing development has been approved across the Neighbourhood Area. Some of this development has had the effect of increasing the perceived or actual coalescence between formerly free-standing settlements, each with their own history, character, and identity. Such development was in some cases permitted contrary to relevant policy in the Wiltshire Core Strategy because the Council was unable to demonstrate a five-year supply of deliverable housing sites, meaning the Core Strategy policies carried less weight, in line with the presumption in favour of sustainable development in NPPF paragraph 14.

4.19.3 Wiltshire Council, through the Strategic Housing and Economic Land Availability Assessment (SHELAA) provides

information on a range of potential housing sites and sites for other uses, which gives an indication of how development requirements could potentially be met on the ground. The SHELAA and a separate Call for Sites carried out by the Steering Group of the Neighbourhood Plan to inform this update of the Plan, clearly indicate that land continues to be promoted for development in locations where coalescence could result if an application were consented.

4.19.4 As more development is accommodated in the Plan area, Green Wedges can help prevent (further) erosion of local character and identity that can happen. The protection of certain areas of countryside outside settlement boundaries as green wedges can help prevent (further) erosion of local character and identity arising from 'coalescence' or the merging together of places that were once separate. Developments can contribute to coalescence both individually and cumulatively. Further details on green wedges are set out in the JMNP Green Gap and Wedge Study (2023) which underpins this policy.

4.19.5 The areas designated as green wedges are proportionate in scale to the settlements they separate and have clearly-defined boundaries based on physical features.

4.19.6 Shaw, Whitley, Beanacre, Bowerhill, Berryfield and

Melksham town itself each retain a unique character, history and sense of place derived from their landscape settings as recognisably distinct built-up areas, distinguishable from other neighbouring settlements by intervening countryside.

4.19.7 The JMNP Green Gap and Wedge Study also found that Bowerhill and the village of Semington in the neighbouring Parish to the south, exhibit distinct characters. The existing land between them is open, prevents their coalescence and is considered to provide the function of a green wedge. The southern extent of the boundary follows a clear landscape feature of high sensitivity - the Kennet & Avon Canal. Co-ordinated work has taken place between Semington Neighbourhood Plan and the JMNP as two separate but adjacent Neighbourhood Plan Areas, and both Plans seek to protect this area. It has therefore been included as a green wedge area.

i What is the SHELAA?

The Strategic Housing and Economic Land Availability Assessment (SHELAA) provides information on a range of potential housing sites and sites for other uses, which gives an indication of how Wiltshire's development requirements could potentially be met on the ground. The SHELAA is required by national policy.



Figure 18: Green Wedges

Map credit: JMNP Green Gap and Wedge Study 2023 Imagery © 2023
Google Maps Airbus, Getmapping plc, infoterra Ltd & Bluesky, Maxar
Technologies, Map data 2023

Locally Distinctive, High Quality Design

This policy helps meet objective 15: Ensuring that new development is sympathetic to our built heritage and the character of the area, with high standards of design.

Policy 20: Locally Distinctive, High Quality Design

Development proposals that contribute positively to the conservation, enhancement and extension of the quality and local distinctiveness of Melksham and Melksham Without will be supported.

In addition to having regard to the National Design Guidance and Wiltshire Council design policy, development proposals must demonstrate how they have been informed by the adopted Melksham Design Guidelines and Codes (2023), therefore how they have responded positively to the history and character of the area in which the site is located.

Proposals for major development must demonstrate through a master plan how the proposed development layout, density, access proposals and building design approach complement and extend the positive characteristics of Melksham and Melksham Without's settlements and landscape, both historic and topographic.

The reason for the policy

4.20.1 The character and quality of Melksham's environment is defined by its heritage, landscape and green and blue infrastructure and accessibility, as much as by the design of its buildings.

4.20.2 This policy addresses matters of development layout, form, materials and detailing. Design proposals should address all other Neighbourhood Plan policies, in particular those relating to Sustainable Design (Policy 1), G.I (Policy 12), landscape (Policy 17) and local heritage (Policy 21) to achieve a responsive and successful proposal.

4.20.3 Melksham Town Council and Melksham Without Parish Council recognise the importance of design quality to local distinctiveness and quality of life. In addition to expecting development proposals to respond positively to national design guidance and be in conformity with Wiltshire Core Strategy/ Local Plan design policy, the Neighbourhood Plan aims to ensure development in the Plan area is designed to complement and strengthen local quality of place, character and distinctiveness.

4.20.4 The second Neighbourhood Plan is therefore now supported by Melksham Design Guidelines and Codes Document (AECOM 2023). Those proposing or assessing any development should use this resource to inform the design of schemes or assessment feedback. Figure 19 illustrates the different character areas found in the Plan area, and detailed in the Document.

4.20.6 Part 12 of NPPF sets out importance of design in the planning and development process and sets out the role of communities in achieving ‘good design’: “Design policies should be developed with local communities so they reflect local aspirations, and are grounded in an understanding and evaluation of each area’s defining characteristics” (NPPF, Para 125).

4.20.7 The 2021 update of the NPPF also underscores the importance of high quality design: “the creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve.

4.20.8 In 2019 the Government published a ‘National Design Guide’ which highlights the importance of understanding and responding to local character (in many senses). Figure 18 illustrates the 10 components of good design as set out in the National Design Guide²⁵. The importance of design is also underscored by the summer of 2020 update of Building for Life²⁶, an industry

standard for well-designed homes and neighbourhoods: Building for a Healthy Life (BHL).



Figure 18: 10 components of good design (MHCLG 2019)

Figure 19: Character Areas
(source: Melksham Design Guidelines and Codes Document 2023)

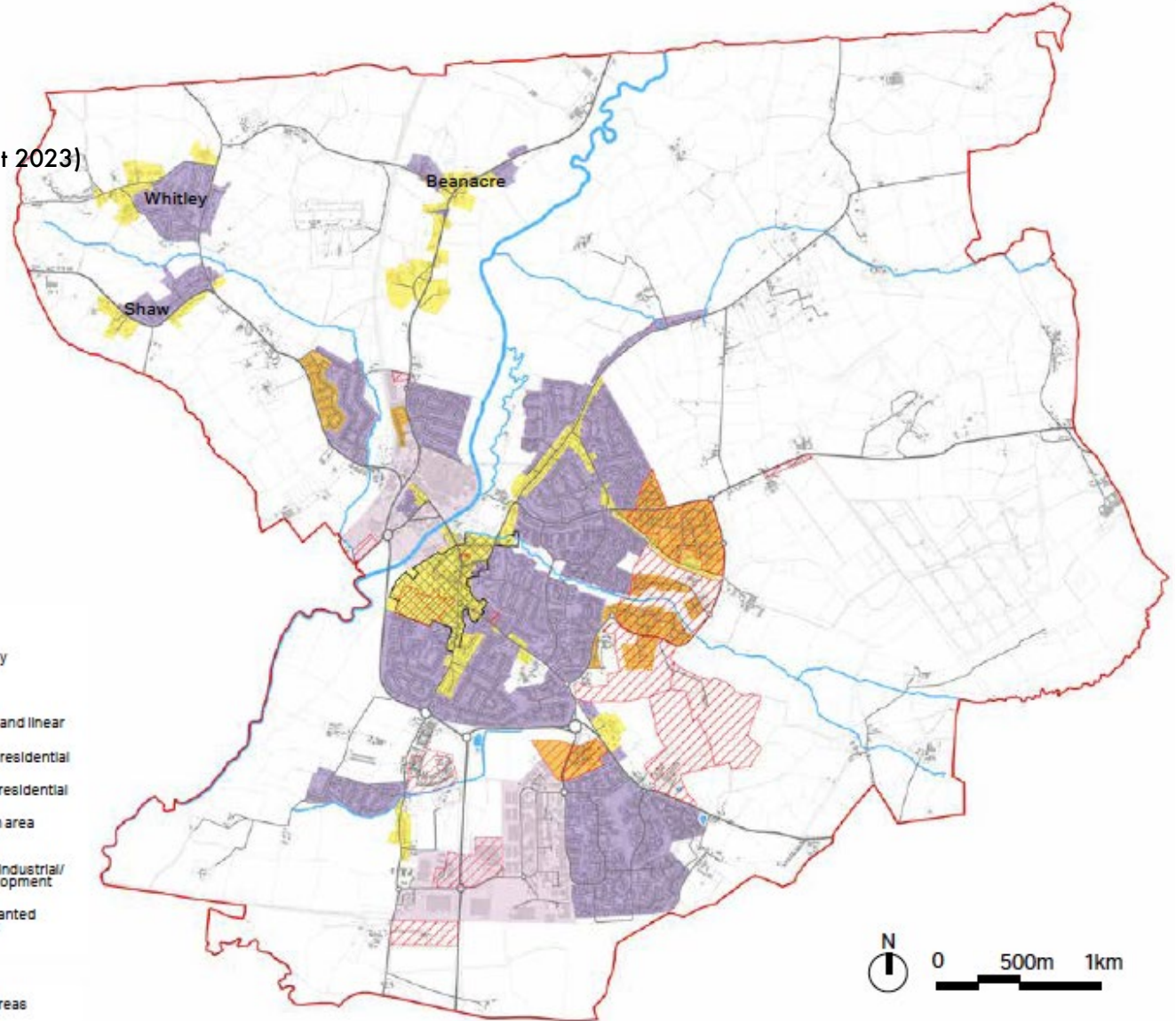


Figure 19: Character areas

Local Heritage

This policy helps meet objective 15: Ensuring that new development is sympathetic to our built heritage and the character of the area, with high standards of design.

Policy 21: Local Heritage

Proposals for development within the Melksham Conservation Area and those that may affect listed buildings or structures within the Neighbourhood Plan area, must show how they preserve or enhance the setting, characteristics and special qualities that make up the architectural and historic character.

For other areas of local heritage importance, including archaeological importance, and buildings or structures identified as Non-designated Heritage Assets mapped on Figure 21 (including notable buildings as shown on Figure 20) development proposals should demonstrate that appropriate consideration has been given to:

- a. the significance of the heritage asset;**
- b. its most distinctive and important features;**
- c. the elements of its setting and immediate surrounds that contribute to its significance, and**
- d. the contribution the asset and its setting makes to the character of the local area (whether in a Conservation Area or not).**

The reason for the policy

4.21.1 There are over 70 listed buildings in the parish, 19 in Whitley, 16 in Shaw and 19 in Beanacre. There are over 150 in the town, the majority of the latter being in the Melksham Town Conservation Area. There is, however, no Conservation Area Assessment or Management Plan to guide and inform conservation, future development and investment. Town Centre masterplanning work has however identified important heritage features, including 'noteworthy' buildings - these are historic buildings that contribute to the character of the area.

4.21.2 Outside of the town centre conservation area there are two key areas of heritage importance - The City and The Spa.

4.21.3 The Spa is about 1 mile from the town centre on the A365 Devizes Road. Its name originated from the discovery of saline springs on the Devizes road out of Melksham in 1813. Shortly afterwards the Melksham Spa Company was formed which led to the building of a pump room and a crescent of three pairs of Georgian buildings. These are highly distinctive, Grade II listed buildings.

4.21.4 The area of housing for industrial workers known as 'The City' is likely to date from the 17th Century when the town

expanded to the north of the river for the first time. A few buildings still survive in this area, including a Grade II listed former pub (The Red Lion), now vacant, and a row of attached cottages built in early 18th century of rubblestone, with a stone slate roof. It is a fragmented area of heritage that survives alongside the Cooper Tires site, recent housing developments and the A350 bypass (that pedestrians and cyclists cross by an underpass).

4.22.5 The Parish of Melksham Without is rich in archaeological remains. The northern parish boundary follows the route of the former Roman road between Mildenhall and Bath, while a small Roman town and substantial Iron Age settlement have been discovered to the north west of Beanacre. Most of the Parish is covered with the remains of prehistoric, Roman and medieval settlements, with earthwork remains from former medieval and post-medieval field systems particularly prominent.

4.22.5 Alongside listed buildings and structures, which are nationally protected historic 'assets', there are also other historic features that contribute to the local character, and the unique history of Melksham and the wider parish. Through the Neighbourhood Plan, locally important heritage assets can be listed in order that the significance of any building or site on the list can be better taken into account in planning applications affecting the building or site or its setting.

Planning protections for non-designated heritage assets are not as strong as those for designated heritage assets, but they are still important. Inclusion on a local heritage list based on sound evidence and criteria delivers a consistent and accountable way of recognising non-designated heritage assets, to the benefit of good planning for the area and of owners, developers and others wishing to understand local context fully.

4.21.6 Community outreach to identify potential non-designated local heritage asset nominations was undertaken during May and June 2022. This was supplemented by an opportunity to validate or add nominations at community drop-in events and online consultation during February and March 2023, together with Steering Group research.

4.21.7 Nominations that were put forward were assessed using Historic England criteria set out in Advice Note 7 Local Heritage Listing: Identifying and Conserving Local Heritage.

4.21.8 The Historic Environment Record was accessed as part of the evidence base for the plan and has been drawn on in the preparation of this Policy.

Locally Valued Non-Designated Heritage Assets Draft List

1. Avon Rubber Company Canteen
2. Whitley Reading Rooms
3. Gospel St John 316 Graveyard
4. The Bear Public House
5. Liberal Club (originally: Melksham Liberal Working Men's Club and Institute)
6. Old HSBC bank building
7. Lloyds Bank Building
8. New Hall
9. Kelly's Lamp
10. WW2 Air Raid Shelter
11. 18-26 Bath Road
12. Remains of Well and pump in Market Place
13. High Pavement, Bank Street
14. RAF Melksham
15. Pathfinder Way Public Art
16. RAF Commemorative Stones
17. Old Ex RAF Lamppost
18. Avonside Chimney and distinctive roofline
19. Parts of former Wilts & Berks Canal
20. Wilts & Berks Canal bridge parapet

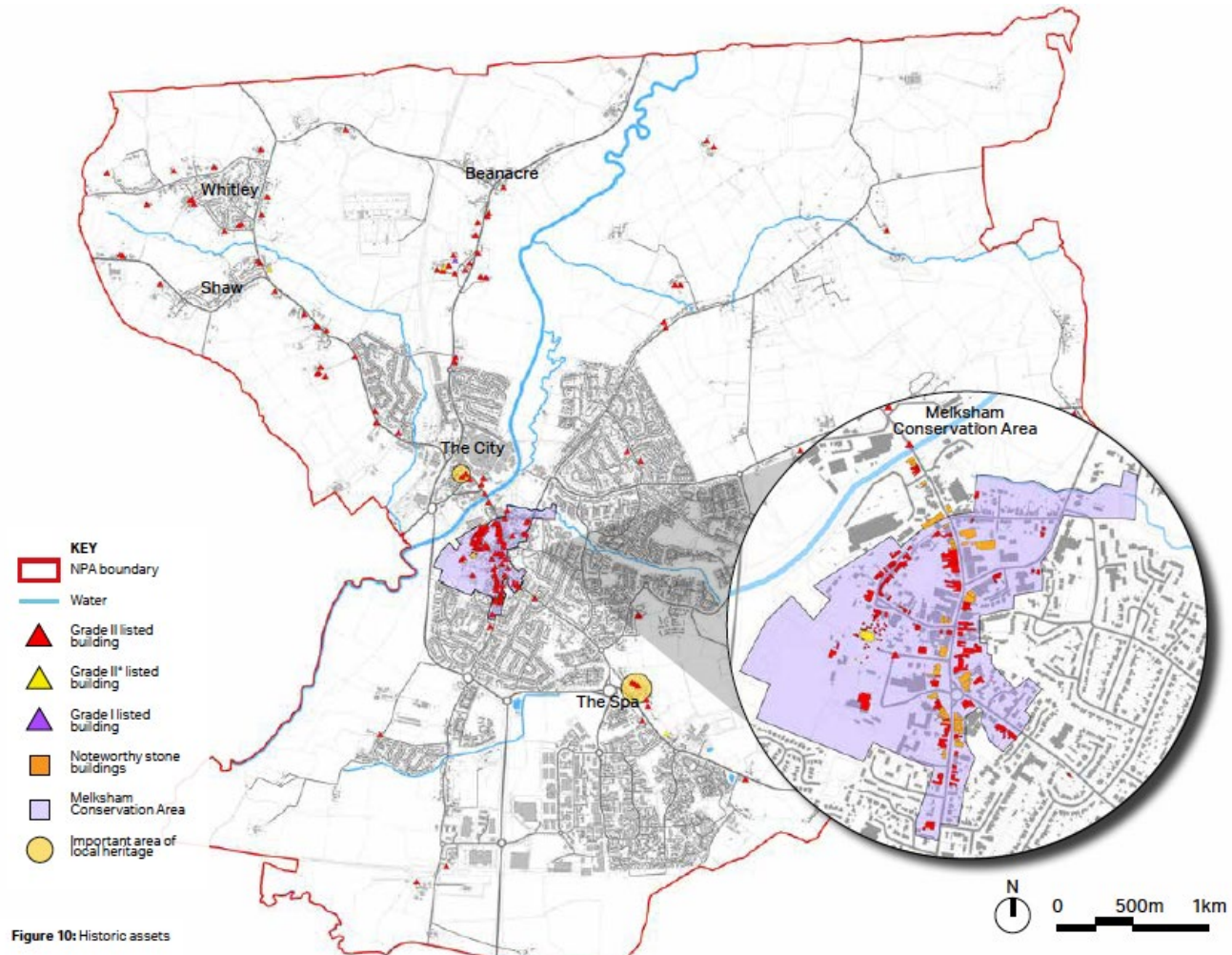


Figure 20: Locally Valued Non-Designated Heritage Assets



Map credit: Imagery © 2023 Google Maps Airbus, Getmapping plc, infoterra Ltd & Bluesky, Maxar Technologies, Map data 2023

Figure 21: Conservation Area, Listed Buildings, Notable Buildings and Important Areas of Local Heritage
 (source: Melksham Design Guidelines and Codes)



5 Priority Statements



Priority statements illustrate the commitment of the two Councils to bring their influence to bear on matters outside the remit and scope of this Neighbourhood Plan either because they are strategic in nature or address issues beyond this Neighbourhood Plan time period. These 'statements' are not presented in any order of priority.

Priority Statement 1: Transport Infrastructure - Bypass

The potential Melksham bypass is a strategic transportation project, an issue outside of the Neighbourhood Plan scope. It is included in this section as a priority statement due to its local importance.

The Melksham scheme would bypass the town centre and in turn resolve a critical pinch-point on the A350, improving North to South connectivity throughout the Western Gateway. It could be a part of a package of road improvement measures that will improve the Northern section of this North-South route.

It has the potential to improve the efficiency of the A350 as well as improve the local economy and quality of the environment within Melksham and Beanacre and assist in meeting Neighbourhood Plan objectives.

The Town and Parish Councils will support efforts by Wiltshire Council to progress the delivery of a bypass, although it must be noted central Government and Wiltshire Council's commitment to, and route of, a bypass is unresolved at the time of making of this plan. Support for the progression of the project does not assume the support of both the Town council and/or the Parish Council will be given to any final proposed scheme.

Priority Statement 2 : Levels of Growth and Infrastructure

Wiltshire Council and the Local Plan is responsible for the allocation of strategic housing and employment sites within the Neighbourhood Plan area and development management processes associated with proposals for their development. The Town and Parish Councils are seriously concerned that housing developments recently consented and delivered within the JMNP2 area have not been accompanied by adequate infrastructure. Both Councils will continue to seek to ensure that new large scale development is accompanied by the provision of sufficient, integrated community and sustainable development infrastructure, including healthcare facilities, schools and highways and sustainable transport infrastructure and open space, which have come under increasing demand.

Both the Parish and Town Council advocate a holistic approach to future education provision, rather than piecemeal funding, with sufficient primary and secondary school places provided in sustainable locations to meet the needs of existing and all new housing development.

The Neighbourhood Plan cannot direct how Community Infrastructure Levy (CIL) raised through housing development and held by Wiltshire Council are spent. However the community infrastructure levy receipts passed to either Melksham Town Council or Melksham Without Parish Council will be used to address the increased demands that new development places on the civic infrastructure, for the benefit of the Joint Neighbourhood Plan area, focusing on the facilities / infrastructure and communities most impacted by the new development.

Memorandum of Agreement

A Memorandum of Agreement is in place between Melksham Without Parish Council and Melksham Town Council setting out the terms for the sharing of CIL funds, or any replacement funding system. The Memorandum of Agreement will include a Statement of Priorities for infrastructure needs and civic amenity projects which will be reviewed annually and agreed jointly between the Town and Parish Councils. Interdependence can therefore follow through into the appropriate distribution of CIL monies.

Priority Statement 3: Wilts & Berks Canal Restoration

The Town and Parish Council continue to support the safeguarding of the future route for the restoration of the Wilts & Berks canal and its connection to the Kennet & Avon canal and the national canal network.

The opening of a fully restored waterway will provide significant economic, environmental and social benefits to Melksham

Both Councils will continue to engage openly and constructively with the canal restoration project sponsors towards the aim of resolving a viable and acceptable scheme.

Priority Statement 4: Progressing Town Centre Master Plan Area Regeneration

The Joint Melksham Neighbourhood Plan sites assessment and allocation process identified a number of town centre and edge of centre sites that were made available sites that have not been allocated. These include The former Blue Pool, Avonside Enterprise Park, Unicorn Public House and the former Lloyds Bank building. The Town Centre Master Plan Report also identified opportunity sites that were not made available for allocation within the three regeneration “cluster” areas:

- Cluster 1 The Campus and Market Place Civic and Cultural Quarter
- Cluster 2 The Old Library, Labour Club and Lowbourne area

- Cluster 3 Avon Riverside, Cooper Tires, The City and the Railway Station

Melksham Town Council will continue to work with stakeholders and the community to progress the delivery of prioritised town centre and edge of centre regeneration and enhancement initiatives identified in the Town Centre Master Plan Report (2023).

Where proposals will contribute positively towards delivering Neighbourhood Plan objectives and the vitality and attractiveness of the town centre, it will give support to proposals for enhancement or regeneration of town centre and edge of town centre sites including those not specifically allocated by the JMNP or made available for allocation.

Glossary

Ancient Woodland: Land that has had continuous woodland cover since 1600AD as designated by Natural England.

Ancient or veteran tree: A tree which, because of its age, size and condition, is of exceptional biodiversity, cultural or heritage value. All ancient trees are veteran trees. Not all veteran trees are old enough to be ancient, but are old relative to other trees of the same species. Very few trees of any species reach the ancient life-stage.

Biodiversity net gain: Net gain is an approach that uses the planning process to leave biodiversity in a better state than it was before the development started, securing wider benefits for people and the environment.

Brownfield land: See previously developed land.

Conservation Area: Conservation Areas exist to manage and protect the special architectural and historic interest of a place - in other words, the features that make it unique.

Core Strategy: The Wiltshire Core Strategy which forms part of the Development Plan, setting out the spatial vision and strategic objectives of the planning framework for Wiltshire.

CP (Core Policy): Reference for Core Policies included in the Wiltshire Core Strategy (adopted in 2015).

Development plan: This includes adopted Local Plans and Neighbourhood Plans and is defined in section 38 of the Planning and Compulsory Purchase Act 2004.

Economic development: Development, including those within the B Use Classes, public and community uses and main town centre uses (but excluding housing development).

Ecological networks: These link sites of biodiversity importance.

Edge of centre: For retail purposes, a location that is well connected to, and up to 300 metres from, the primary shopping area. For all other main town centre uses, a location within 300 metres of a town centre boundary. For office development, this includes locations outside the town centre but within 500 metres of a public transport interchange. In determining whether a site falls within the definition of edge of centre, account should be taken of local circumstances. When considering edge of centre and out of centre proposals, preference should be given to accessible sites which are well connected to the town centre.

Green infrastructure: A network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.

Heritage asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).

Historic environment: All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

Inclusive design: Designing the built environment, including buildings and their surrounding spaces, to ensure that they can be accessed and used by everyone.

International, national and locally designated sites of importance for biodiversity: All international sites (Special Areas of Conservation, Special Protection Areas, and Ramsar sites), national sites (Sites of Special Scientific Interest) and locally designated sites including County or Local Wildlife Sites.

NPPF: National Planning Policy Framework. The overall planning policy produced by the Government to inform the making of Development Plans including Neighbourhood Plans and decision making on planning applications.

NPPG or PPG: Planning Practice Guidance. The overall national planning practice guidance and advice produced by the Government to inform the making of Development Plans including Neighbourhood Plans and decision making on planning applications.

Local Plan: The plan for the future development of the local area, in this case Wiltshire - drawn up by the local planning authority in consultation with the community and statutory bodies. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan.

Main town centre uses: Retail development (including warehouse clubs and factory outlet centres) leisure, entertainment and more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres and

bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

Market Housing: Private housing for rent or sale where the price is set in the open market.

Neighbourhood Plan: A plan prepared by a Town or Parish Council or Neighbourhood Forum for a particular Neighbourhood Area (made under the Planning and Compulsory Purchase Act 2004).

Open space: All open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity. This can include privately owned open spaces such as playing fields.

Previously developed land: Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or has been occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill.

Reserved Matters Application: An application which deals with some or all of the outstanding details of the outline application proposal, including:

- appearance - aspects of a building or place which affect the way it looks, including the exterior of the development
 - means of access - covers accessibility for all routes to and within the site
 - landscaping - the improvement or protection of the amenities of the site and the area and the surrounding area, this could include planting trees or hedges as a screen
 - layout - includes buildings, routes and open spaces within the development and the way they are laid out in relation to buildings and spaces outside the development
 - scale - includes information on the size of the development, including the height, width and length of each proposed building.
- The details of the reserved matters application must be in line with the outline approval.

Sequential Test (Town Centre): The Sequential Test ensures that a sequential approach is followed to steer new development to areas in the most sustainable location. This requires that applications for main town centre uses (e.g. shops) should be located in town centre locations. If that is not possible, then they should be located in edge of centre locations, and only if suitable sites are not available should out of centre sites be considered.

SHELAA: The Strategic Housing and Economic Land Availability Assessment (SHELAA) is a process that we carry out to find possible land for development.

WCS: Wiltshire Core Strategy. A key document in the Wiltshire Development Plan.

WWDP: West Wiltshire District Plan’. A number of policies from the West Wiltshire District Plan are saved and form part of the Wiltshire Development Plan.

Footnotes

- ¹ <https://www.wiltshireintelligence.org.uk/topics/census/> accessed July 2023
- ² https://lichfields.uk/media/5115/lichfields-insight-focus_solutions-to-an-age-old-problem-in-the-south-west.pdf
- ³ Wiltshire Council Employment Land Review 2018
- ⁴ Wiltshire Local Plan Sustainability Appraisal Scoping Report, February 2019
- ⁵ IPCC, 2018: Summary for Policymakers. In: Global Warming of 1.5°C. An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels
- ⁶ Committee on Climate Change (Feb 2019). UK housing: Fit for the future? www.theccc.org.uk/wp-content/uploads/2019/02/UKhousing-Fit-for-the-future-CCC-2019.pdf
- ⁷ Schaller, N. et al. (2016) Human influence on climate in the 2014 southern England winter floods and their impacts. Nature Climate Change, 6(6), p.627.
- ⁸ <https://www.gov.uk/guidance/flood-risk-and-coastal-change>
- ⁹ <https://www.local.gov.uk/consulting-ending-sale-new-petrol-diesel-and-hybrid-cars-and-vans>
- ¹⁰ Department for Transport, 2018: The Road to Zero Next steps towards cleaner roads transport and delivering our Industrial Strategy
- ¹¹ Appendix 6 of the 2020 Housing Land Supply Statement (Wiltshire Council, 2020) which shows the position at April 2019
- ¹² Additional Rural Site Assessments 2020, part of the evidence base produced for the Neighbourhood Plan, available at Melksham Neighbourhood Plan website <https://www.melkshamneighbourhoodplan.org/>
- ¹³ The priorities for CIL spending by Wiltshire Council are specified in the 'Regulation 123 List (2016)'. It sets out priorities for CIL funding in the Melksham area: Improvements to Melksham railway station/ Installation of intermediate signals on the single track rail line through Melksham / Expansion of existing cemetery in Melksham
- ¹⁴ <http://www.wiltshire.gov.uk/wilts-elr-report-final.pdf>, <http://www.wiltshire.gov.uk/wilts-elr-appendix-7-site-review-summaryspreadsheets-final.pdf> (see sites 68-79), <http://www.wiltshire.gov.uk/wilts-elr-appendix-9-site-reviews.pdf> (sites throughout).
- ¹⁵ https://ec.europa.eu/transport/sites/transport/files/cyclingguidance/sustrans_handbook_for_cycle-friendly_design.pdf
- ¹⁶ Green Infrastructure Evidence Base Report V7, part of the evidence produced for the Neighbourhood Plan, available at Melksham Neighbourhood Plan website <https://www.melkshamneighbourhoodplan.org/>
- ¹⁷ Wilts and Berks Canal Trust Melksham Canal Link <https://www.wbct.org.uk/mcc-projects/melksham-link>
- ¹⁸ <https://storymaps.arcgis.com/collections/f8442ee21e894fb2a31912499ebfa37f?item=6>
- ¹⁹ Community Facilities Evidence Base Report, 2020, part of the evidence base produced for the Neighbourhood Plan, available at Melksham Neighbourhood Plan website <https://www.melkshamneighbourhoodplan.org/>
- ²⁰ <https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space>
- ²¹ <https://www.forestresearch.gov.uk/research/i-tree-eco/uk-urban-canopy-cover/>
- ²² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/709464/FR_FC_TreeCanopyData_leaflet.pdf
- ²³ Guidance on the Bristol Tree Replacement Standard can be found on this page <https://www.bristol.gov.uk/residents/planning-and-building-regulations/planning-policy-and-guidance/supplementary-planning-documents-practice-notes-and-other-planning-guidance>
- ²⁴ Local Landscape Character Evidence Base Report 2020, part of the evidence base produced for the Neighbourhood Plan, available at Melksham Neighbourhood Plan website <https://www.melkshamneighbourhoodplan.org/>
- ²⁵ National Design Guide 2019 <https://www.gov.uk/government/publications/national-design-guide>
- ²⁶ Building for a Healthy life <https://www.designforhomes.org/wp-content/uploads/2020/07/14JULY20-BFL-2020-Brochure.pdf>

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Appendix 1

Community Engagement Protocol



Introduction

The prime aim of this Protocol is to do all possible to ensure that new development in the Neighbourhood Plan area delivers good quality places to live and work. Its use will also contribute to improved outcomes for the current and future communities, as well as assisting applicants to make applications that accord with this plan and with those of Wiltshire Council. It is crucial for success with these aims for the community engagement to start very early in the preparation of applications, working with the communities of Melksham via the Town and Parish Councils.

Use of this Protocol is without prejudice to the eventual judgement of either the Town or Parish Council on the merits of any final application, even if a good engagement process has been agreed and followed.

Pre-application community engagement is considered to be especially important in relation to any strategic site allocations made by Wiltshire Council, particularly with regard to any associated requirements for development briefs and master plans that are to be approved by Wiltshire.

Context

National

National Planning Practice Guidance and the National Planning Policy Framework make several mentions of the considerable value of pre-application involvement, for example, in NPPF paragraph 39:

“Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.”

The “10 Commitments for Effective Pre-application Engagement” (Local Government Association, 2014) published nationally by a group representing planning, industry and community groups, states that:

“Early, collaborative discussions between developers, public sector agencies and the communities affected by a new development can help to shape better quality, more accepted schemes and ensure improved outcomes for the community. These discussions also avoid wasted effort and costs.”

Wiltshire

Wiltshire Council's Statement of Community Involvement (SCI) 2015 sets out how Wiltshire Council will involve the community in planning for the future use of land in their area and provides clarity on the levels of involvement that communities should expect in planning processes. Section 5 of the SCI outlines in detail how communities can be involved in planning applications. The Council acknowledges that whilst in the early stages of considering a development proposal, applicants may wish for any discussions with Wiltshire Council to be confidential, involvement of the local community can and should happen at the earliest possible stage.

The SCI sets out how the level of community involvement agreed should reflect the scale and complexity of the proposal and that it will be the responsibility of the developer. Applications for major development submitted to Wiltshire Council are expected to provide evidence that sets out how the community has been involved in the form of a Statement of Community Consultation. This should outline what public consultation has been carried out and how the results of the exercise have been taken into account in the submitted application.

Wiltshire Council also clearly state that community involvement in the development of a master plan, or clear framework for the later detailed design of a development area or large site, is "essential".

Process

Whilst there is an emphasis on early and positive pre-application engagement in major development proposals, the approach should also apply to smaller developments in the plan area because these can have at least as much impact as larger ones. Melksham Town Council and Melksham Without Parish Council will play their appropriate role in delivering high quality pre-application engagement with themselves and with the wider community in the early stage of proposals that come forward.

Melksham Without Parish almost entirely surrounds Melksham Town. For development that takes place on the periphery of one or other Council area, and within other places in Melksham Without that are of high importance to the town (such as the commercial areas located at Bowerhill and Hampton Park etc.), both Councils will play a role.

Therefore, in respect of development proposals affecting the commercial areas, or residential sites on the periphery of Melksham Town, both Councils should be consulted in pre-application engagement.

Drawing from the 10 Commitments and other guidance on best practice, potential applicants should work with Melksham Town

Council and Melksham Without Parish Council to fulfil the following principles:

- **‘Day One’ contact:** By far the best results for all emerge when contact is made with the relevant Council, and through us with our local community, at the earliest possible point in the process; consulting people late with already prepared schemes is not productive. See the end of this Protocol for contact details for the Town and Parish Council. Wiltshire Council are also asked by the Town and Parish Council to pass on contact details to applicants.
- **Agreed Process:** A key aim of this early contact is to discuss and agree the nature, scope, timetable, information and so forth of the engagement – i.e. the process to be followed. This should have particular regard to if and how both Councils should be involved in the process as noted above. For major development applications this will include Wiltshire Council.
- **Applicant Leadership but Shared Responsibility:** Although it is the applicant’s role to lead and fund engagement, the Town and / or Parish Council will offer as much support as possible to any agreed process; for example by providing local information, contact details for local groups, advice on meeting places, access to newsletters and so forth.
- **Openness and Transparency:** Building trust between all and ensuring an agreed outcome depend heavily on having a process that is as open as possible on all sides, though the Town and / or Parish Council will respect any issues of clear commercial confidentiality.
- **Agreed Community:** A project may have an impact on a limited number of people or on all of the Town and / or Parish as appropriate. The details of those to be involved will need to be discussed and agreed for any project, as will the potential ways to contact and engage them.
- **Agreed Scope:** There will also need to be agreement about the scope of the engagement, i.e. what is and is not open to change (e.g. layout, quantum of development, design etc.).
- **Proportionality:** The nature and scale of engagement will be balanced in appropriate proportion to the scale and likely impact of any proposals, for example small householder applications are very unlikely to need to undertake more than neighbour consultations.
- **Statement of Community Consultation:** For major development proposals applications, a statement of community consultation should be submitted. This should describe and summarise the outcomes of the engagement, demonstrating how the proposals have (or have not) responded to results. If they have not, a short note should be included to explain this. If the process has been followed fully, the Parish Council will endorse this report; if not they may submit their own evaluation of it*. For smaller development proposals, a short statement describing and summarising the outcomes of the engagement is encouraged.

Contact Details

Initial contact should be made at the very outset with the Town and / or Parish Councils:

townhall@melksham-tc.gov.uk
clerk@melkshamwithout-pc.gov.uk

The Town and / or Parish Council commits to doing all possible to arrange an initial meeting as soon as possible following contact.

(Local Landscaped Area for Play).

*As in the opening proviso, endorsement of an engagement process and results does not necessarily mean support for the resulting proposals.

Additional Notes

Melksham Without Parish Council will only consider taking on ownership and management of equipped play areas from developers, such as LEAPs (Local Equipped Area for Play) and NEAPs (Neighbourhood Equipped Area for Play) and not LAPs

Appendix 2 Evidence Base Summary



Neighbourhood Area Level Evidence

Prepared for the Neighbourhood Plan

Local Green Space Report 2023

JMNP Green Gap and Wedge Study 2023 (Aecom / Icen Projects)

Locally Valued Heritage Assets 2023

Community Facilities Evidence Base Report (2020)

Green Infrastructure Evidence Base Report (2020)

Local Landscape Character Evidence Base Report (2020)

Site Assessment Portfolio, including:

- Overview Note
- Points of the Compass Appraisal (AECOM, 2017)
- Site Assessment Report (AECOM, 2023)
- Rural Site Assessments (Place studio, 2020)
- Heritage Assessment of emerging site(s) for new housing development - Site 17 Whitley Farm (John Davey, 2020)
- Site 17 Landowner Evidence Base (Savills 2017-2020)
- Site 17 Assessment (Wiltshire Council Heritage Service 2020)

Town and Parish Pre-application Protocol (see Appendix 1)

Pre-existing Reports

Melksham Town 2020-2036 (Townswork, 2019)

Relevant Wiltshire Council (and others) Evidence

Wiltshire Draft Local Plan Review (Wiltshire Council, 2023). Available at:

<https://storymaps.arcgis.com/collections/f8442ee21e894fb2a31912499ebfa37f>

Wiltshire Core Strategy (Wiltshire Council, 2015). Available at: <http://www.wiltshire.gov.uk/adopted-local-planjan16-low-res.pdf>

Saved policies of the West Wiltshire District Plan 1st Alteration (Wiltshire Council, 2004). Overview of saved policies and full policies available at: <http://www.wiltshire.gov.uk/westwiltshirelocalplan.htm>

Severn River Basin District River Basin Management Plan (Environment Agency, Updated 2015). Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718336/Severn_RBD_Part_1_river_basin_management_plan.pdf

Wiltshire Open Space and Play Area Study 2015-2026 (Ethos Environmental Planning on behalf of Wiltshire Council, Draft 2014). Available at: <http://www.wiltshire.gov.uk/wiltshire-open-space-study-draft.pdf>

Wiltshire Council Brownfield Register (Part 1) (Wiltshire Council, 2018). Available at: <http://www.wiltshire.gov.uk/planning-brownfield-register>

Wiltshire Council Statement of Community Involvement (2015), available at: <http://www.wiltshire.gov.uk/planning-policy-sci>
Residential Development and Trees – a Guide for Planners and Developers (Woodland Trust, 2019). Available at: <https://www.woodlandtrust.org.uk/publications/2019/01/residential-developments-and-trees/>

West Wiltshire District Landscape Character Assessment (West Wiltshire District Council, 2007). Available at: http://www.wiltshire.gov.uk/planningpolicyevidencebase/evidencebasewest.htm#West_Wiltshire_planning_policy_evidence_base-Anchor-LCA

National Character Area Profile: 117 Avon Vales (NE522) (Natural England, 2014). Available at: <http://publications.naturalengland.org.uk/publication/4822288767647744?category=587130>

Wiltshire Strategic Housing and Economic Land Availability

Assessment Appendix 5.9 Melksham Community Area (Wiltshire Council, 2017). Available at: <http://www.wiltshire.gov.uk/shelac-2017-appendix-5.9-melksham.pdf>

Wiltshire CIL Charging Schedule (Wiltshire Council, 2015). Available at: <http://www.wiltshire.gov.uk/wiltshire-may-2015-cil-charging-schedule.pdf>

Wiltshire Infrastructure Delivery Plan 3 – Appendix 1: Melksham Community Area (Wiltshire Council, 2016). Available at: <http://www.wiltshire.gov.uk/wiltshireidp3december2016app1melkshamca.pdf>



MELKSHAM

NEIGHBOURHOOD PLAN

Back page

Teresa Strange

From: Teresa Strange
Sent: 03 October 2023 11:22
To: Vaughan Thompson
Cc: Katie Lea (katie@placestudio.com)
Subject: RE: My running list for the Local Plan - and possible ask for help

Morning Vaughan and Katie

The parish council would like to enlist your help in their response to the Local Plan please.

I need to seek authorisation from the Full Council on Monday evening with an indicative cost please; so I don't know if you could put a sum of money to it? I wonder if you could for the strategy/numbers bit in point 1, and the rest might be an hourly rate as its hard to predict how much we will be putting in.

1. For you to prepare a response on the "numbers" – so for the strategic number for Wiltshire, that is then distilled down to Chippenham HMA and then Melksham, for challenging the NHP 10% number, for challenging the Shaw & Whitley number, for looking at the number implication for the rest of Melksham Without (that is not in Melksham & Bowerhill or Shaw & Whitley) - looking for some protection for the Small Village of Berryfield particularly
2. For you to work with me in the more Melksham (Without) specific response – not sure what this looks like yet – something that I draft (with input from members) and then you look at to see if could be improved and/or avoids any banana skins
3. For you to advise on things that may affect NHP allocations. So, for example, the planning committee are not happy that 5ha of additional employment land is being allocated in the east Blackmore Farm housing allocation – and feel that this could be better accommodated at Bowerhill OR at Cooper Tires site – but want this worded so that it doesn't impact on the NHP allocation of the Cooper Tires site (and I guess the green gap at Bowerhill)

Hope that makes sense?!

In terms of timescale, we are working on drafting a response, and adding to it as the weeks go on – but for approval by Full Council scheduled for Monday 13th November.

All the best, Teresa

From: Vaughan Thompson <vaughan@placestudio.com>
Sent: 29 September 2023 12:31
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Katie Lea (katie@placestudio.com) <katie@placestudio.com>
Subject: Re: My running list for the Local Plan - and possible ask for help

Hello Teresa

Yes, we'd be happy to provide input where it is needed.
Thanks for asking us!

Have a good weekend.

Vaughan

Place Studio

Bristol and Exeter House

Lower Approach Road
Temple Meads
Bristol
BS1 6QA

T: 0117 930 4175
M: 07824 435104

On 29 Sep 2023, at 12:22, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:

Hi Vaughan and Katie

I am yet to have more than a casual glance of the Local Plan but our planning committee is going to have a good look at "Planning for Melksham" on Monday night, so we are informed before the Weds drop in session at the Campus.

I have a list of things to look for/raise on the LP which I thought you might be interested in, and I am adding things that you mention to us to the list (like the Town Centre Vitality comment)

Once they have had a good look on Monday, I am going to see if they are happy responding to the Local Plan, or whether they might want your input (paid of course) maybe in addressing any comments about the housing number allocations – that's all 3.

1. The number for Melksham & Bowerhill
2. The number for Shaw & Whitley
3. The number for the Melksham NHP
4. The number for the Rural Chippenham HMA area – which is all the other bits of Without!

Just putting on your radar, and that you would be happy to do if asked?

All the best,

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](#)

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Teresa Strange

From: Teresa Strange
Sent: 05 October 2023 14:37
To: Asma Shamim
Subject: RE: Leap at Pathfinder, Melksham

Hi Asma

I am sorry to keep labouring the point, but surely we are crossing the driveway of a private house to get to the grass from the road? This is the issue we have at Bowood View with Bellway that you are looking to address.

Many thanks, Teresa

From: Teresa Strange
Sent: 29 September 2023 16:58
To: 'Asma Shamim' <Asma.Shamim@wellerslawgroup.com>
Subject: RE: Leap at Pathfinder, Melksham

Thanks Asma,

Will go through the council on Monday evening, or may have to be the full council the following week,

I will come back to you, thanks for chasing,

Teresa

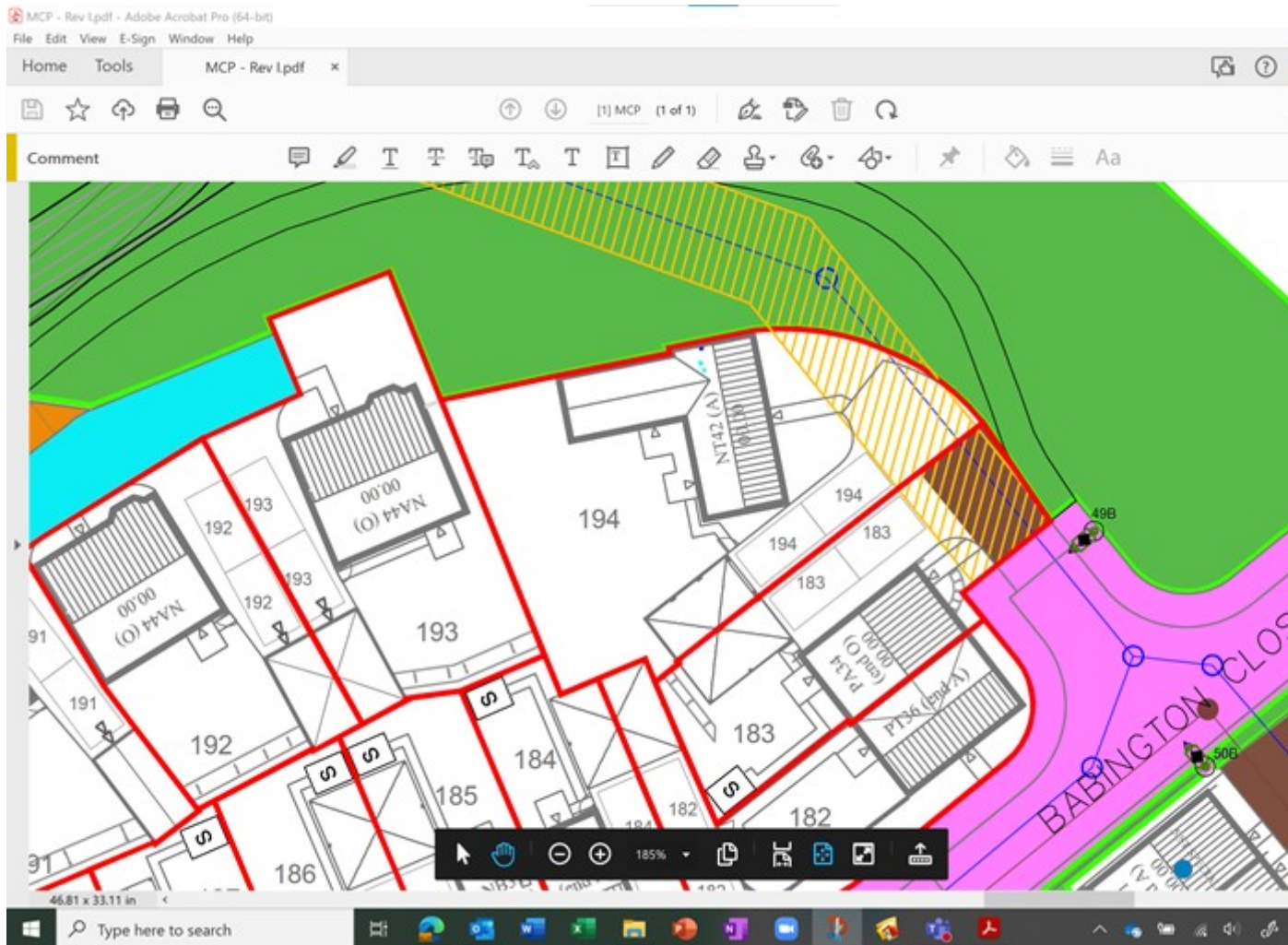
From: Asma Shamim <Asma.Shamim@wellerslawgroup.com>
Sent: 29 September 2023 15:02
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: FW: Leap at Pathfinder, Melksham

Dear Teresa,

In relation to vehicular access, Taylor Wimpy has responded as follows, please let me have your instructions:

Further to your email below I have taken instructions and can advise that the red route from Babington Close is accessible for maintenance vehicles as there is a sufficiently wide gap in the knee rail fence to facilitate access. However, the magenta route from Chamier Close is not accessible for maintenance vehicles as there is not a sufficiently wide gap in the knee rail fence to facilitate access so no point in granting rights along this route.





Asma Shamim

Partner

22a High Street
Great Bookham
KT23 4AG

Direct Dial: 01372 750103

Switchboard: 01483 284567

Email: Asma.shamim@wellerslawgroup.com

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Teresa Strange

From: Geeson, Daniel <Daniel.Geeson@wiltshire.gov.uk>
Sent: 26 June 2023 15:12
To: Teresa Strange; Linda Roberts (linda.roberts@melksham-tc.gov.uk); Lyndon Taylor; Brendan Dix
Subject: RE: Melksham 3G Project

I would prefer that we have the initial meeting with you and Linda as the Clerks.

I will speak with Lyndon and Brendon when back from leave and get some alternate dates over.

Speak soon.

Danny

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Monday, June 26, 2023 2:40 PM
To: Geeson, Daniel <Daniel.Geeson@wiltshire.gov.uk>; Linda Roberts (linda.roberts@melksham-tc.gov.uk) <linda.roberts@melksham-tc.gov.uk>; Lyndon Taylor <Lyndon.Taylor@wiltshirefa.com>; Brendan Dix <brendan.dix@footballfoundation.org.uk>
Subject: RE: Melksham 3G Project

Hi Danny

Good to hear from you.... I am on holiday then, but a parish councillor could attend instead?

Kind regards, Teresa

From: Geeson, Daniel <Daniel.Geeson@wiltshire.gov.uk>
Sent: 26 June 2023 14:10
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Linda Roberts (linda.roberts@melksham-tc.gov.uk) <linda.roberts@melksham-tc.gov.uk>; Lyndon Taylor <Lyndon.Taylor@wiltshirefa.com>; Brendan Dix <brendan.dix@footballfoundation.org.uk>
Subject: Melksham 3G Project

Good afternoon, all.

Hope everyone is well. As you know from our discussions there is a strategic need for a 3G in the Melksham Community Area.

Would it be possible for us all to meet up to have initial discussions on this before we develop any group involving interested clubs/schools etc.

Can I propose the below dates and times:-

- Thursday 13 July anytime between 10.30am and 4.00pm
- Friday 14 July anytime between 11.00am and 3.00pm

If you could indicate your availability between these times – I will then get a Teams invite out.

Many Thanks

Danny

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Teresa Strange

From: Alan Baines
Sent: 19 September 2023 12:17
To: Teresa Strange
Cc: Marianne Rossi
Subject: Re: Goal Posts

Hello Teresa,

I agree that for the sake of £250 or so it would be false economy not to fit braces to the new moveable goals. Full credit to Gary for spotting the shortcomings with them as they stand and for his proactive measures. J H Jones are worth every penny that we pay them in respect of field maintenance.

Best wishes,

Alan

Chairman of MWPC Asset Management Committee.

Cllr. Alan Baines
Bowerhill Ward
Melksham Without Parish Council

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 18 September 2023 16:12
To: Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: FW: Goal Posts

Hi Alan

Just putting this on your radar as Chair of Asset Management committee so I can do this under delegated powers hopefully.....

Here is the Financial Reg:

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

This authority is to be determined by: • the council for all items over £5,000;

• a duly delegated committee of the council for items over £500; or

• the Clerk, in conjunction with Chairman of Council or **Chairman of the appropriate committee, for any items below £2,000.**

• the Clerk in conjunction with the Chairman of Council or Chairman of the Asset Management Committee for additional works for the Bowerhill Jubilee Sports Field football pitches to mitigate adverse playing conditions, to a cumulative value of £1,000 in any year. 8 Such authority is to be evidenced by a minute or by an authorisation slip

duly signed by the Clerk, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations

We are getting a lot of users using the field that are not paying, FoF report 2 training by the pavilion on thurs night and 2 using the 11v11 goals, so the quicker we can get the fixed goals away the better. Gary who works for J H Jones was so concerned that we had spent a lot of money on the goals and they would get ruined because not being moved by us or them, but by pub football teams he has left the big fixed goals up and chained and locked them up.

Seems a no brainer to me, and cost should be under £250. J H Jones showing their worth when we come to renewing contracts!
All the best, Teresa

From: Teresa Strange
Sent: 18 September 2023 15:38
To: oliver@live4soccer.co.uk
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Goal Posts

Hi Oliver

I wonder if you can help me, please? Marianne is currently on holiday so I am just picking this up.

Our guys have gone to make up the goals, and are concerned that they don't have top and bottom braces – we understand that they are designed to have one or the other – but as these will be manoeuvred by the users, and not staff, there are concerns that they will not be handled with respect or the brakes off!

I think our contractors rang at the end of last week, and were quoted a price of £220+.

If you could confirm that the bracing top and bottom is the best way forward in these circumstances and provide me with a firm cost, I will order with yourselves.

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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Teresa Strange

From: Teresa Strange
Sent: 27 September 2023 18:08
To: Cllr Andy Russell (andy.russell@melkshamwithout-pc.gov.uk); Cllr David Pafford (david.pafford@melkshamwithout-pc.gov.uk); Cllr Rob Hoyle (rob.hoyle@melkshamwithout-pc.gov.uk); Cllr Shona Holt (shona.holt@melkshamwithout-pc.gov.uk); Councillor Alan Baines (alan.baines@melkshamwithout-pc.gov.uk); Councillor John Glover (john.glover@melkshamwithout-pc.gov.uk); Councillor Terry Chivers (terry.chivers@melkshamwithout-pc.gov.uk)
Cc: Marianne Rossi; Lorraine McRandle
Subject: RE: Closure of Bowerhill Sports Pavilion facilities

Dear Asset Management Committee

I am pleased to let you know that we have managed to repair and get one of the water heaters up and running today; but need more spare parts to repair the other one (we didn't know until today if both were affected). This means that we have hot water in the pavilion and the changing rooms are now up and running and open again. There is only one water heater operational, and it's a very large capacity, so if lots of footballers have a shower at the same time it may run cold, they will just have to wait 10 minutes and then it will be hot again.

The cost of the labour and parts was £2,330. This was authorised up to £2000 in principle by the Chair of Asset Management Committee with the Chair and Vice Chair of council in line with financial regs. The quote came in a bit higher last night, but the bits had arrived and the engineer came this morning.

I have asked for another quote for the other water heater, and a pump has seized too, so likely to be another £2,000.

As we are now operational, this will go to the next council meeting, 9th October.

Kind regards, Teresa

From: Teresa Strange
Sent: Thursday, September 21, 2023 4:31 PM
To: Cllr Andy Russell (andy.russell@melkshamwithout-pc.gov.uk) <andy.russell@melkshamwithout-pc.gov.uk>; Cllr David Pafford (david.pafford@melkshamwithout-pc.gov.uk) <david.pafford@melkshamwithout-pc.gov.uk>; Cllr Rob Hoyle (rob.hoyle@melkshamwithout-pc.gov.uk) <rob.hoyle@melkshamwithout-pc.gov.uk>; Cllr Shona Holt (shona.holt@melkshamwithout-pc.gov.uk) <shona.holt@melkshamwithout-pc.gov.uk>; Councillor Alan Baines (alan.baines@melkshamwithout-pc.gov.uk) <alan.baines@melkshamwithout-pc.gov.uk>; Councillor John Glover (john.glover@melkshamwithout-pc.gov.uk) <john.glover@melkshamwithout-pc.gov.uk>; Councillor Terry Chivers (terry.chivers@melkshamwithout-pc.gov.uk) <terry.chivers@melkshamwithout-pc.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Closure of Bowerhill Sports Pavilion facilities

Dear Asset Management Committee

Just to inform you that I have closed the facilities at the Sports Pavilion today.

There has been an equipment failure on condensing units for the hot water heaters. This has resulted in the water being turned off, and electricity in some parts of the building too.

This was picked up on the weekly inspection by the caretaker.

The specialist engineer who services them is on holiday abroad but is trying to arrange an alternative engineer to attend, but realistically spare parts are going to need to be sourced.

All the adult matches this weekend have been cancelled there, in reality the League are trying to arrange reverse fixtures for them – they have to have changing rooms and showers.
For the youth, they are aware there are no toilet facilities, and FoF are looking into sourcing a portaloos for the weekend.

I will keep you posted.....
All the best, 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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Teresa Strange

From: John Glover
Sent: 22 September 2023 16:40
To: Teresa Strange; Alan Baines
Cc: David Pafford
Subject: RE: SEEKING APPROVAL FOR REPAIR COSTS Closure of Bowerhill Sports Pavilion facilities

I am willing to approve, subject to no queries from Chair of Asset Management..

John
Chair of Council

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 22 September 2023 13:32
To: Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>
Cc: John Glover <john.glover@melkshamwithout-pc.gov.uk>; David Pafford <david.pafford@melkshamwithout-pc.gov.uk>
Subject: SEEKING APPROVAL FOR REPAIR COSTS Closure of Bowerhill Sports Pavilion facilities

Dear Alan, Chair of Asset Management Committee
Copy to: Chair & Vice Chair of Council due to value

I have been with an engineer for most of the morning at the pavilion pump room.
In addition to the condensing unit that has split, the main "motherboard" for the water heater needs replacing. All power isolated, fuses replaced, but it keep blowing.
The engineer has spoken to the suppliers and a new one cost c£1500. In addition will be about £100 to replace the condensing unit, as we have two of these and the other one is due to age, then I have asked for both to be replaced. So, we are looking at up to £2000 with labour.
I have asked for a quotation, which we will get later today when he is back in the office, but want to get the ball rolling as had to cancel 4 football matches this weekend; so that we can get it repaired next week.
The youth games and training are now able to proceed as we have safely got the cold water supply in place, but no hot water (its league rules that showers are provided).

In terms of authorisation under financial regs, the following apply:

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,000.
- the Clerk in conjunction with the Chairman of Council or Chairman of the Asset Management Committee for additional works for the Bowerhill Jubilee Sports Field football pitches to mitigate adverse playing conditions, to a cumulative value of £1,000 in any year.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

Obviously I will send you the quote when received, but wondered if you are happy to approve in principle to say a max of £2,000 (as per fin regs) until I get the quote, just so we can get the parts on order today.

Many thanks, Teresa

From: Teresa Strange

Sent: 21 September 2023 16:31

To: Cllr Andy Russell (andy.russell@melkshamwithout-pc.gov.uk) <andy.russell@melkshamwithout-pc.gov.uk>; Cllr David Pafford (david.pafford@melkshamwithout-pc.gov.uk) <david.pafford@melkshamwithout-pc.gov.uk>; Cllr Rob Hoyle (rob.hoyle@melkshamwithout-pc.gov.uk) <rob.hoyle@melkshamwithout-pc.gov.uk>; Cllr Shona Holt (shona.holt@melkshamwithout-pc.gov.uk) <shona.holt@melkshamwithout-pc.gov.uk>; Councillor Alan Baines (alan.baines@melkshamwithout-pc.gov.uk) <alan.baines@melkshamwithout-pc.gov.uk>; Councillor John Glover (john.glover@melkshamwithout-pc.gov.uk) <john.glover@melkshamwithout-pc.gov.uk>; Councillor Terry Chivers (terry.chivers@melkshamwithout-pc.gov.uk) <terry.chivers@melkshamwithout-pc.gov.uk>

Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>

Subject: Closure of Bowerhill Sports Pavilion facilities

Dear Asset Management Committee

Just to inform you that I have closed the facilities at the Sports Pavilion today.

There has been an equipment failure on condensing units for the hot water heaters. This has resulted in the water being turned off, and electricity in some parts of the building too.

This was picked up on the weekly inspection by the caretaker.

The specialist engineer who services them is on holiday abroad but is trying to arrange an alternative engineer to attend, but realistically spare parts are going to need to be sourced.

All the adult matches this weekend have been cancelled there, in reality the League are trying to arrange reverse fixtures for them – they have to have changing rooms and showers.

For the youth, they are aware there are no toilet facilities, and FoF are looking into sourcing a portaloos for the weekend.

I will keep you posted.....

All the best, Teresa

Teresa Strange
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Heating Associated
Services LTD

QUOTE

Melksham without parish council

Date
26 Sep 2023

Quote Number
QU-0251

VAT Number
869645560

Heating Associated Services
LTD
49 Birch Drive
Pucklechurch
Bristol
BS16 9RW
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Attend site report of split expansion vessel and no hot water. Isolate and drain 2off hot water heaters, Disconnect and remove old expansion vessels, supply and install 2 new expansion vessels refill water heaters. Supply and install digital control module (PCB) to no.1 water heater after diagnosis	1.00	2,330.60	20%	2,330.60
			Subtotal	2,330.60
			TOTAL VAT 20%	466.12
			TOTAL GBP	2,796.72

Teresa Strange

From: Teresa Strange
Sent: 27 September 2023 15:19
To: Councillor Alan Baines (alan.baines@melkshamwithout-pc.gov.uk); Councillor John Glover (john.glover@melkshamwithout-pc.gov.uk); Cllr David Pafford (david.pafford@melkshamwithout-pc.gov.uk)
Cc: Marianne Rossi
Subject: RE: Quote QU-0251 from Heating Associated Services for Melksham without parish council

Hello again

The good news is that one of the Water Heaters is now up and running and we have hot water. Its only one tank, and so if a lot of blokes having showers at the same time the hot water may run out and they will have to wait 10 minutes for it to heat back up again.

The bad news is that the other Water Heater has the same issue, and it's the "circuit board" so another £1500 and the pump to circulate the hot water has also seized up (see photo, has been leaking). Parts and labour another £2,000. I have asked for a quote and that should come tonight.

We think that the split in the condensing units sprayed water onto the two circuit boards of the water heaters.

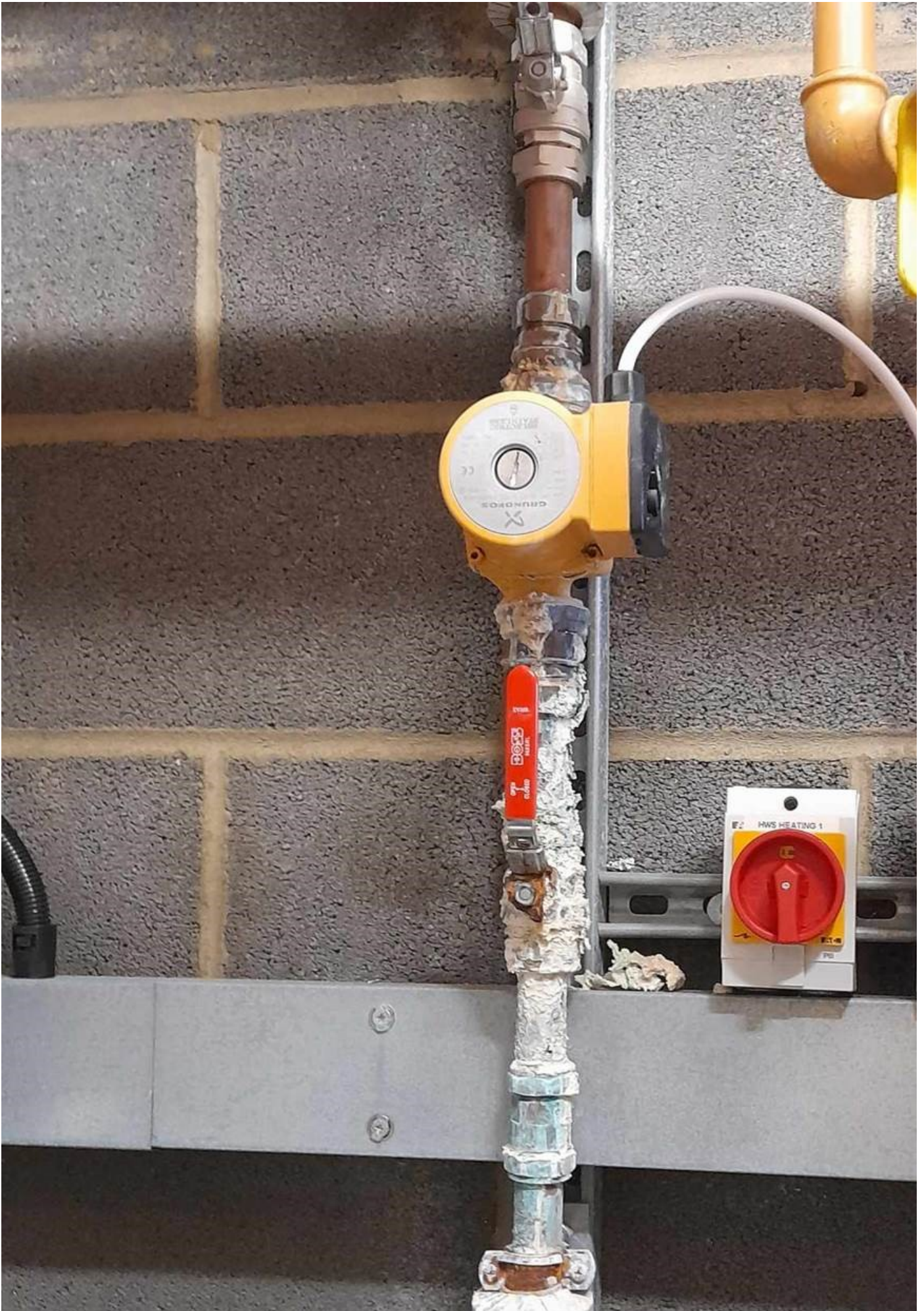
He also picked up a small gas leak .

Need to look at the main switch board as things are turned off there, but still live.

I think that ought to wait until full council due to being over the Fin Regs values.....

But at least the pavilion can be opened up and matches played again.

All the best, Teresa



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Wednesday, September 27, 2023 8:45 AM
To: Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; John Glover <john.glover@melkshamwithout-pc.gov.uk>; David Pafford <david.pafford@melkshamwithout-pc.gov.uk>
Subject: Fwd: Quote QU-0251 from Heating Associated Services for Melksham without parish council

Morning all

I didnt estimate high enough and the quote has come in at £2330 net of VAT. I know its above the in principle approval but the bits have arrived with the engineer and he has a slot this morning so i am going ahead to have installed today. I know its not ideal but want to get it up and running to reopen for the weekend and dont have any alternative engineers to try as specialist kit.

Hope thats ok. Sorry tgexquite d8dnt come before. I have been chasing.

All the best Teresa

Sent from [Outlook for Android](#)

From: messaging-service@post.xero.com <messaging-service@post.xero.com> on behalf of Darron Adams <messaging-service@post.xero.com>

Sent: Tuesday, September 26, 2023 5:51:04 PM

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

Subject: Quote QU-0251 from Heating Associated Services for Melksham without parish council



Hi,

Thank you for your enquiry.

Here's quote QU-0251 for £GBP 2,796.72.

View your quote online:

<https://in.xero.com/Z8Ufp7imNdSMhuYKaIDArxTbCHpXqxpPPWYqHILh>

From your online quote you can accept, decline, comment or print.

If you have any questions, please let us know.

Thanks,
Heating Associated Services

[Terms](#)

QUOTE

Melksham without parish council

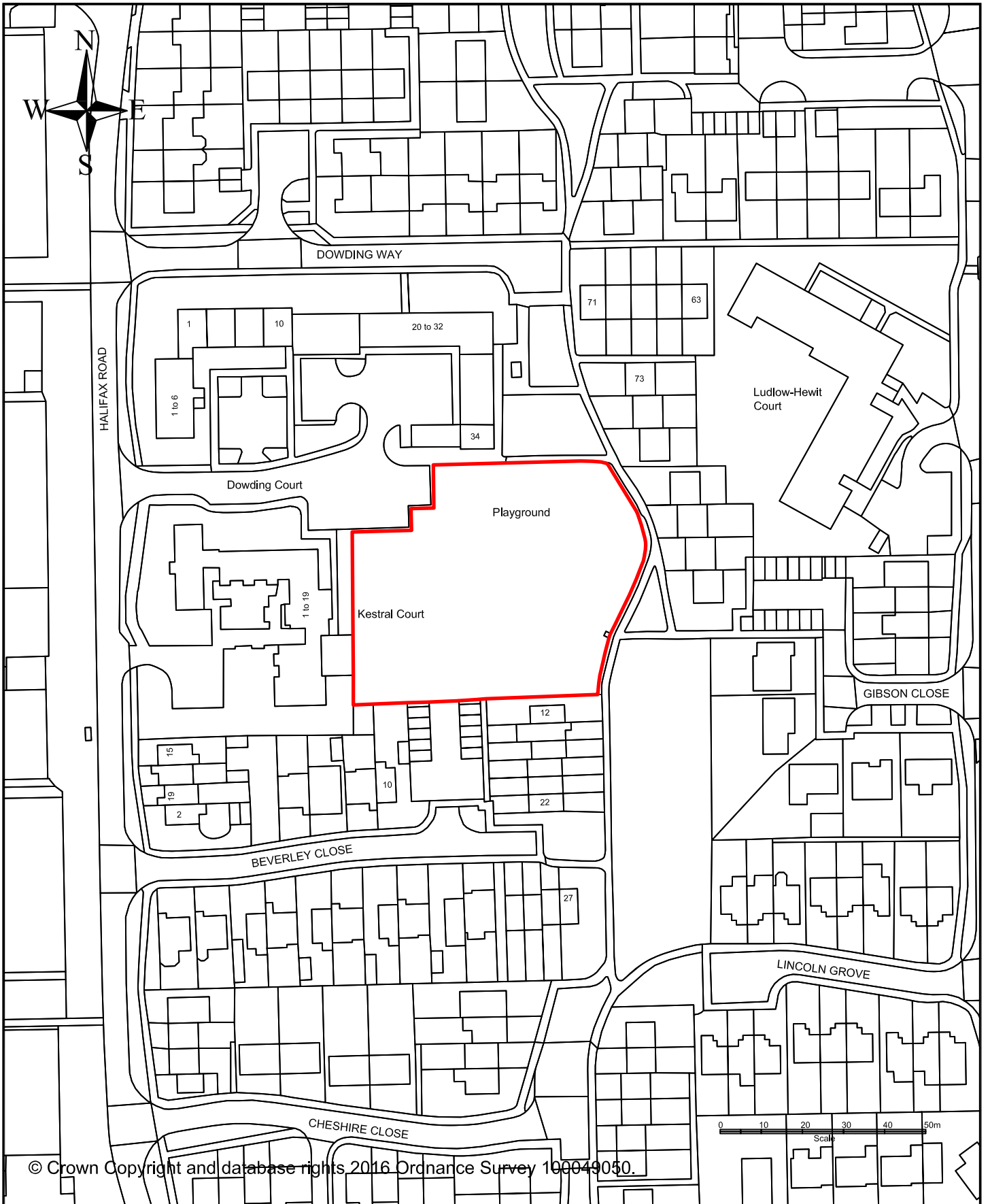
Date
28 Sep 2023

Quote Number
QU-0252

VAT Number
869645560

Heating Associated Services
LTD
49 Birch Drive
Pucklechurch
Bristol
BS16 9RW
UNITED KINGDOM

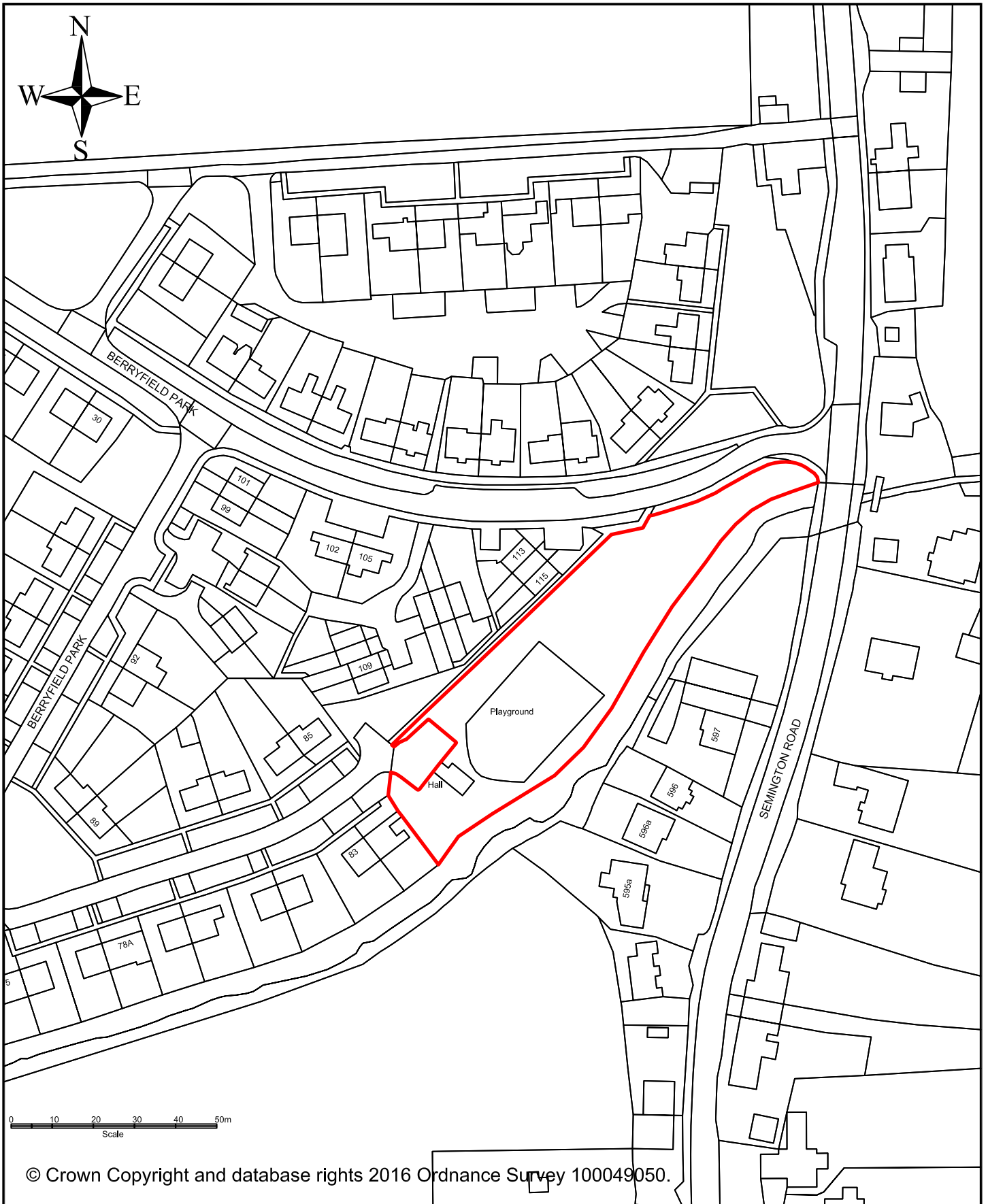
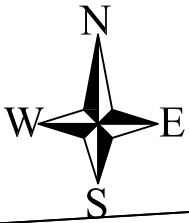
Description	Quantity	Unit Price	VAT	Amount GBP
Supply and fit replacement control module to no.2 water heater. Supply and fit replacement hot water secondary pump to system.	1.00	1,920.00	20%	1,920.00
			Subtotal	1,920.00
			TOTAL VAT 20%	384.00
			TOTAL GBP	2,304.00



Wiltshire Council
Where everybody matters

NOTES:

J						PROJECT:	Melksham				
H							Kestral Court Play Area				
G							Location Plan				
F						DRAWING TITLE:	LEASE PLAN				
E											
D											
C											
B											
A						SCALES:	1:1250 @A4				
O	Aug 2016	PFS				DRAWING No.				REV:	
	REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION	FILE REF:				



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Wiltshire Council
Where everybody matters

J					
H					
G					
F					
E					
D					
C					
B					
A					
O	Aug 2016	PFS		Original	
REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION

PROJECT:		Melksham Berryfield Play Area Location Plan	
DRAWING TITLE:		LEASE PLAN	
SCALES:	1:1250 @A4		
DRAWING No.		REV:	O
FILE REF:			

NOTES:

Teresa Strange

From: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Sent: 03 October 2023 15:10
To: Teresa Strange
Subject: RE: Renewal of leases for Play areas in Melksham Without

Hi Teresa

They have gone in the Wiltshire Times. I think send for info only, at least they will get a general understanding of the terms.

Regards

Mike

Mike Dawson
Head of Estates & Development
Wiltshire Council
Tel: 01225 713250
Email: mike.dawson@wiltshire.gov.uk

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Tuesday, October 3, 2023 3:02 PM
To: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Subject: RE: Renewal of leases for Play areas in Melksham Without

Hi Mike – again!

The parish council are appointing solicitors to act in their interest on these land transfers. Is it worth me sending the templates you shared before to them, or will their be draft versions in due course? All the best, Teresa

From: Teresa Strange
Sent: 03 October 2023 14:27
To: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Subject: FW: Renewal of leases for Play areas in Melksham Without

Hi Mike

Thanks for the plans.... where has it been advertised as I haven't seen it anywhere locally?
Kind regards, Teresa

From: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Sent: 02 October 2023 10:28
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Renewal of leases for Play areas in Melksham Without

Teresa

Thanks for the confirmation and for reference here are the plans to be used.

I understand the first advert was published last week and this will be repeated this week, we then wait until 20th Oct for objections.

In respect of the advert there is a cost £494.50 plus VAT, are you ok if I issue an invoice for this?

Regards

Mike

Mike Dawson
Head of Estates & Development
Wiltshire Council
Tel: 01225 713250
Email: mike.dawson@wiltshire.gov.uk

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Tuesday, September 26, 2023 5:29 PM
To: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Renewal of leases for Play areas in Melksham Without

Hi Mike

Just to confirm that Melksham Without Parish Council only want to take on the ownership of Kestrel Court that they currently lease and NOT the other piece of land (public open space at Beverley Close/Lincoln Grove).

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
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From: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Sent: 15 August 2023 11:33
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Renewal of leases for Play areas in Melksham Without

Teresa

Thanks for confirming and I'll arrange for the open space notices to be drafted. To enable this, I'd need to confirm the extent of land to be included. For Berryfield this will be the extent of the lease, but with Kestrel there is the option of extending the extent of land. Below is our ownership in the area and I'd be grateful if you could confirm if we stick to the leased area (top left) or extend to the whole site?



Finally in respect of Berryfield, would you have any objection to a clause being added to acquire back (at nil value) any land that is needed for the canal restoration?

Regards

Mike

Mike Dawson
Head of Estates & Development
Wiltshire Council
Tel: 01225 713250
Email: mike.dawson@wiltshire.gov.uk

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Monday, August 14, 2023 5:21 PM
To: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: FW: Renewal of leases for Play areas in Melksham Without

Hi Mike

Sorry for the delay in coming back to you on this....

The parish council would like to proceed with the FREEHOLD option please, for both Kestrel Court, and the Berryfield Play areas.

The parish council are also happy to cover the cost of the notices as indicated, and the other costs as indicated by each party.

Their current leases expire in October.

All the best, Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place, Melksham

Wiltshire, SN12 6ES

01225 705700

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From: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>

Sent: 15 December 2022 10:50

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

Subject: RE: Renewal of leases for Play areas in Melksham Without

Hi Teresa

These are the versions I have and there may have been some minor amends, but gives the general idea

Regards

Mike

Mike Dawson

Head of Estates and Development

Wiltshire Council, County Hall, Trowbridge, BA14 8JN

Tel – 01225 713250 - Email – mike.dawson@wiltshire.gov.uk



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 15 December 2022 10:35
To: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Subject: RE: Renewal of leases for Play areas in Melksham Without

Hi Mike
Yes please, if you could send both that would be great.
Many thanks, Teresa

From: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Sent: 09 December 2022 14:36
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Renewal of leases for Play areas in Melksham Without

Hi Teresa

Sorry for the initial delay, but thanks for confirming that long leases are being sought.

The Parish transfer policy allows for either 125 year leases or freeholds, so either can be taken. Whilst there is a protected corridor for the canal, there may be a discussion about whether WC disposing of the freehold has an impact – as we own very little of the remaining route and the overall delivery will be heavily dependent on developer contributions. We have template agreements for both, but I think that the freehold will be more cost effective for both parties – do you want me to send both over?

Each site will need a public open space notice (but we'd merge into one) and the policy states that the cost of these are met by the parish council – these cost circa £500, but other costs would be met by each party.

Once the basis of transfer and approach to the open space advert is agreed, I have the delegated authority to approve the transfer.

Regards

Mike

Mike Dawson
Head of Estates and Development
Wiltshire Council, County Hall, Trowbridge, BA14 8JN
Tel – 01225 713250 - Email – mike.dawson@wiltshire.gov.uk



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 06 December 2022 15:46
To: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Subject: RE: Renewal of leases for Play areas in Melksham Without

Hi Mike

Just to confirm that the parish council met last night, and would like to go for a 125 year lease for both play areas. Kestrel Court (Bowerhill) and Berryfield.

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

From: Teresa Strange

Sent: 30 November 2022 15:19

To: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>

Subject: Renewal of leases for Play areas in Melksham Without

Hi Mike

Further to our recent discussions, Melksham Without Parish Council have decided to NOT proceed with any asset transfers in the parish. There are some very large public open spaces in Bowerhill, with a big impact on the resources needed to maintain.

They do however, wish to pursue a lease renewal for Kestrel Court Play area (Bowerhill) and for Berryfield Play area, although are approaching the Berryfield one with some caution due to the protected line of the Canal restoration through the middle of it – we await the Local Plan Review to see if the route is still protected, and where.

Am I right that the two options for a lease are 7 years or 125 years? Just want to right the council the right question when they meet next week so we can move forward (current leases expire October 2023).

Many thanks,

Teresa

From: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>

Sent: 25 October 2022 16:19

To: Teresa Strange <clerk@melkshamwithout.co.uk>

Subject: RE: Demolition Notice (Building Act Section 80) - Berryfield Village Hall, Berryfield Park, Melksham, Wiltshire, SN12 6ED

Teresa

Further to our discussion, please find various template documents and an example Licence for Alternations (all to be kept confidential)

Regards

Mike

Mike Dawson

Head of Estates and Development

Wiltshire Council, County Hall, Trowbridge, BA14 8JN
Tel – 01225 713250 - Email – mike.dawson@wiltshire.gov.uk



From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 25 October 2022 15:13
To: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Subject: RE: Demolition Notice (Building Act Section 80) - Berryfield Village Hall, Berryfield Park, Melksham, Wiltshire, SN12 6ED

Hi Mike
Just tried to give you a call, if now is convenient, I am on 01225 705700.
All the best, Teresa

From: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Sent: 25 October 2022 15:10
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: Demolition Notice (Building Act Section 80) - Berryfield Village Hall, Berryfield Park, Melksham, Wiltshire, SN12 6ED

Hi Teresa

Thanks for the notice.

I was more thinking about a licence under the terms of the lease, which sets out works can be agreed with prior consent. The Licence to Alter would be held with the lease to formally document that the demolition and re-instatement can take place.

Happy to talk over if needed

Regards

Mike

Mike Dawson
Head of Estates and Development
Wiltshire Council, County Hall, Trowbridge, BA14 8JN
Tel – 01225 713250 - Email – mike.dawson@wiltshire.gov.uk



From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 25 October 2022 15:07
To: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: Demolition Notice (Building Act Section 80) - Berryfield Village Hall, Berryfield Park, Melksham, Wiltshire, SN12 6ED

Hi Mike

Yes, all well thank you, hope the same with you too.

We submitted our notice of Intention to Demolish in mid September, with our method statement etc to Building Control and have received this paperwork back (see attached).

I think that is the licence that you mention but can double check with our contractor?

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

From: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>

Sent: 25 October 2022 14:56

To: Teresa Strange <clerk@melkshamwithout.co.uk>

Cc: Marianne Rossi <admin@melkshamwithout.co.uk>

Subject: RE: Demolition Notice (Building Act Section 80) - Berryfield Village Hall, Berryfield Park, Melksham, Wiltshire, SN12 6ED

Hi Teresa

Apologies for the delay and thanks for the detail.

Given the scale and information, it would be better to issue a Licence for the works and including the method statement. That will, however, involve the payment of some costs but I am not sure of the scale yet. Are you comfortable with that approach, and if so I'll ask legal about the likely cost

Regards

Mike

Mike Dawson

Head of Estates and Development

Wiltshire Council, County Hall, Trowbridge, BA14 8JN

Tel – 01225 713250 - Email – mike.dawson@wiltshire.gov.uk



From: Teresa Strange <clerk@melkshamwithout.co.uk>

Sent: 30 September 2022 18:08

To: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>

Cc: Marianne Rossi <admin@melkshamwithout.co.uk>

Subject: FW: Demolition Notice (Building Act Section 80) - Berryfield Village Hall, Berryfield Park, Melksham, Wiltshire, SN12 6ED

Dear Mike

I hope this email finds you well.

I wasn't sure who in your department to send this information too, so thought it best to send to you in first instance, I hope that is okay?

You drew up the lease for Melksham Without Parish Council for the Berryfield play area with associated land, and on that piece of land is the temporary portacabin Berryfield Village Hall.

We have now just finished the build of the new brand new village hall, and today have moved across any usable furniture and user group equipment.

As you will see from the attached and below, we are giving notice to you as the landowner of our intention to demolish the temporary portacabin village hall. This is in fact a planning condition of the old hall (decision notice attached). We have made Planning enforcement aware that we are a few weeks behind schedule on this, as the new hall only had handover on the 5th September, and the permission for the old hall expired at the end of August.; but Enforcement are happy that our intent is there. We have set the date for demolition, pending Building Regs approval, for w/c 31st October so that we are conducting the works after the half term holiday as its adjacent to a play area. We aren't 100% sure that the size of the building required the building regs approval, but felt it the best course of action due to its nature as a community facility on public open space.

For your ease of reference, I have attached a copy of our lease for the land it sits on, and also the licence that the hall committee had with Wiltshire Council and further correspondence when it expired.

I hope that you have all the information you require. For your interest I have also included a photo of the existing hall, and the new hall – all funded by s106 and CIL funding.

With regards to the lease for the wider play area land, and the one at Kestrel Court, they were for 7 years from October 2016. I have on the agenda for our Asset Committee meeting in a couple of weeks just to see what the thoughts of the council are towards them, as they will expire next year. I would imagine they would like to continue with them, but need to double check.

All the best,

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

From: Jon Price <jonprice@riggconstruction.co.uk>

Sent: 20 September 2022 12:11

To: buildingcontrol@wiltshire.gov.uk

Subject: Demolition Notice (Building Act Section 80) - Berryfield Village Hall, Berryfield Park, Melksham, Wiltshire, SN12 6ED

Good morning,

Rigg Construction (Southern) Limited have been appointed as main contractor by our client Berryfield Village Hall Committee c/o Melksham Without Parish Council to undertake the proposed demolition of the Berryfield Village Hall building located at Berryfield Park, Melksham, Wiltshire, SN12 6ED.

Please find attached completed Demolition Notice (Building Act Section 80) together with the following documents

- Pre-demolition Asbestos Survey (Hawkins Insulation Ltd)
- Demolition Method Statement
- Building location / block plan

I confirm that we have made an online payment for the application fee of £130.00 (copy of payment receipt attached).

We understand there is a period of 6 weeks notice required for consideration of this application and if accepted issue of the Section 81 notice and therefore no works planned to be undertaken prior to 31st October 2022.

I trust the above is all clear – should you require any additional information please don't hesitate to contact me on 01225 705668 or via e-mail jonprice@riggconstruction.co.uk

Kind regards,

Jon Price



Lancaster House, Lancaster Park, Bowerhill, Melksham, SN12 6TT
T: 01225 705668 F: 01225 790069
E: jonprice@riggconstruction.co.uk
W: www.riggconstruction.co.uk

Please don't print this email unless you really need to 

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Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		22,089.84					22,089.84	
V3507-BACS	Banked: 01/09/2023	66.00						
V3507-BACS	Staverton Rangers	66.00			1210	210	66.00	Inv.368-19th August 2023
V3508-BACS	Banked: 04/09/2023	30.00						
V3508-6BBY	Allotment Holder	30.00			1310	310	30.00	Rent 22/23- 6B Berryfield
V3509-BACS	Banked: 04/09/2023	70.00						
V3509-BACS	Allotment Holder	70.00			1320	310	35.00	Plot rent 23 Briansfield
					1320	310	35.00	Plot rent 24 Briansfield
V3510-BACS	Banked: 04/09/2023	66.00						
V3510-BACS	Bath Road Wanderers	66.00			1210	210	66.00	Inv.364- Pitch hire 3rd Sept
V3511-BACS	Banked: 04/09/2023	35.00						
V3511-BACS	Allotment Holder	35.00			1320	310	35.00	Briansfield plot 22 rent
V3512-BACS	Banked: 05/09/2023	66.00						
V3512-BACS	Westbury Rovers	66.00			1210	210	66.00	Inv.365-Pitch hire 3rd Sept 23
V3513-FOF	Banked: 05/09/2023	440.00						
V3513-FOF	Future of Football	440.00			1210	210	110.00	Part Inv.356- W/C 28 Aug 23
					1210	210	110.00	Part Inv.363- W/C 4th Sept 23
					1210	210	110.00	Part Inv.363- W/C 11th Sept 23
					1210	210	110.00	Part Inv.363- W/C 18th Sept 23
V3550	Banked: 06/09/2023	464.66						
V3550	SSE	464.66			4312	220	464.66	Refund for pavilion gas
V3514-Allo	Banked: 08/09/2023	35.00						
V3514-Allo	Allotment Holder	35.00			1320	310	35.00	Allotment rent for 13 Briansfi
V3515-Allo	Banked: 08/09/2023	35.00						
V3515-Allo	Allotment Holder	35.00			1310	310	35.00	Plot 4B Berryfield rent
V3516-BACS	Banked: 08/09/2023	50.00						
V3516-BACS	Hourglass FC	50.00			550		50.00	Refundable deposit
	Banked: 11/09/2023	120,000.00						
M20556288	Fixed Term Deposit	120,000.00			210		120,000.00	V3484- Fixed Term Deposit retu
V3506-INTE	Banked: 11/09/2023	181.97						
V3506-INTE	Lloyds Bank	181.97			1080	110	181.97	Interest from fixed term depos
V3517-BACS	Banked: 11/09/2023	66.00						
V3517-BACS	Staverton Rangers	66.00			1210	210	66.00	Inv.366- 9th Sept match
V3518-BACS	Banked: 11/09/2023	35.00						
V3518-BACS	Allotment Holder	35.00			1310	310	35.00	Berryfield plot 6A rent
V3519-BACS	Banked: 11/09/2023	27.00						
V3519-BACS	Allotment Holder	27.00			1310	310	27.00	Plot 1sm Berryfield allotment
V3520-BACS	Banked: 11/09/2023	35.00						

Continued on Page 191

Receipts for Month 6

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>
V3520-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 18A Berryfield rent
V3521-BACS	Banked: 11/09/2023	35.00						
V3521-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 14B Berryfield rent
V3522-BACS	Banked: 12/09/2023	70.00						
V3522-BACS	Allotment Holder	70.00			1320	310	70.00	Briansfield 26 rent
V3523-BACS	Banked: 13/09/2023	66.00						
V3523-BACS	Hourglass FC	66.00			1210	210	66.00	Inv.370- 10th September match
V3524-BACS	Banked: 13/09/2023	35.00						
V3524-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 8A Berryfield rent
V3525-BACS	Banked: 18/09/2023	70.00						
V3525-BACS	Allotment Holder	70.00			1320	310	35.00	Plot 29 Briansfield rent
					1320	310	35.00	Plot 31 Briansfield rent
V3526-BACS	Banked: 18/09/2023	70.00						
V3526-BACS	Allotment Holder	70.00			1320	310	70.00	Allotment rent 18 Briansfield
V3527-BACS	Banked: 18/09/2023	35.00						
V3527-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 8B Berryfield rent
V3528-BACS	Banked: 20/09/2023	60.00						
V3528-BACS	Wiltshire Council	60.00			1475	142	60.00	Inv.371- Reimburse WRR Room hi
V3529-BACS	Banked: 22/09/2023	35.00						
V3529-BACS	Allotment Holder	35.00			1310	310	35.00	Berryfield 9B rent
V3530-BACS	Banked: 25/09/2023	35.00						
V3530-BACS	Allotment Holder	35.00			1320	310	35.00	Plot 25 Briansfield rent
V3531-BACS	Banked: 25/09/2023	35.00						
V3531-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 15B Berryfield rent
V3532-BACS	Banked: 25/09/2023	35.00						
V3532-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 17B Berryfield rent
V3533-BACS	Banked: 25/09/2023	35.00						
V3533-BACS	Allotment Holder	35.00			1320	310	35.00	Plot 16 Briansfield rent
V3534-BACS	Banked: 26/09/2023	122,635.51						
V3534-BACS	Wiltshire Council	122,635.51			1076	110	122,635.51	Parish precept 2of2
V3535-BACS	Banked: 26/09/2023	35.00						
V3535-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 13A Berryfield rent
V3536-BACS	Banked: 28/09/2023	35.00						
V3536-BACS	Allotment Holder	35.00			1320	310	35.00	Plot 17 Briansfield rent
V3537-BACS	Banked: 28/09/2023	35.00						
V3537-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 16B Berryfield rent

Continued on Page 192

Receipts for Month 6

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>
V3538-BACS	Banked: 28/09/2023	70.00						
V3538-BACS	Allotment Holder	70.00			1320	310	70.00	Plot 7 Briansfield rent
V3539-BACS	Banked: 29/09/2023	35.00						
V3539-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 4A Berryfield rent
V3540-BACS	Banked: 29/09/2023	35.00						
V3540-BACS	Allotment Holder	35.00			1320	310	35.00	Plot 19 Briansfield rent
V3541-BACS	Banked: 29/09/2023	70.00						
V3541-BACS	Allotment Holder	70.00			1320	310	35.00	Plot 14 allotment rent BSF
					1320	310	35.00	Plot 20 allotment rent BSF
V3542-BACS	Banked: 29/09/2023	18.00						
V3542-BACS	Allotment Holder	18.00			1320	310	18.00	Plot 32A Briansfield rent
Total Receipts for Month		245,287.14	0.00	0.00			245,287.14	
Cashbook Totals		<u>267,376.98</u>	<u>0.00</u>	<u>0.00</u>			<u>267,376.98</u>	

Payments for Month 6

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	Wiltshire Youth Canoe Club	V3253-BACS	-500.00			4610	170	-500.00	Grant Award 22/23- CANCELLED
13/09/2023	Fixed Term Deposit	20567748	138,000.00			210		138,000.00	V3505-Transfer TO Fixed Term d
18/09/2023	Plusnet	V3551-DD	36.60		6.10	4190	120	30.50	Inv.015- Campus WiFi
29/09/2023	Suez	V3552-DD	90.26		15.04	4770	220	75.22	Inv.374- Pavilion waste away
Total Payments for Month			137,626.86	0.00	21.14			137,605.72	
Balance Carried Fwd			129,750.12						
Cashbook Totals			267,376.98	0.00	21.14			267,355.84	

Receipts for Month 6

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 :		95,245.34					95,245.34	
Banked: 15/09/2023		47,000.00						
V3504-TRAN	Instant Access Unity 20476339	47,000.00			230		47,000.00	Bank Transfer- TO current acco
Total Receipts for Month		47,000.00	0.00	0.00			47,000.00	
Cashbook Totals		<u>142,245.34</u>	<u>0.00</u>	<u>0.00</u>			<u>142,245.34</u>	

Payments for Month 6

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>
06/09/2023	EDF Energy	V3548-DD	342.51		16.31	4302	220	326.20	Pavilion electricity- May-Aug
13/09/2023	Plusnet	V3547-DD	26.40		4.40	4384	220	22.00	Inv.010-Pavilion WiFi
15/09/2023	Acer Tree Surgeons	V3485-BACS	1,920.00		320.00	4415	142	910.00	Inv.003-Parish Tree works
						4820	142	690.00	Inv.003-SHF Tree works
						347	0	-690.00	Inv.003-SHF Tree works
						6000	142	690.00	Inv.003-SHF Tree works
15/09/2023	Agilico	V3486-BACS	83.05		13.84	4130	120	69.21	Inv. 719- Office photocopying
15/09/2023	JH Jones & Sons	V3487-BACS	1,765.12		294.19	4402	320	66.16	Inv.3689-Allotment grass cutti
						4400	142	244.09	Inv.3689-Play area grass cutti
						4780	142	57.75	Inv.3689-Play area bin emptyin
						4781	220	87.54	Inv.3689-JSF bin emptying
						4401	220	761.38	Inv.3689-JSF Grass cutting
						4400	142	38.13	Inv.3689-Kestrel Shrub
						4409	142	179.67	Inv.3689-Hornchurch grass
						4820	142	36.21	Inv.3689-SHF Annual cut
						347	0	-36.21	Inv.3689-SHF Annual cut
						6000	142	36.21	Inv.3689-SHF Annual cut
15/09/2023	JH Jones & Sons	V3488-BACS	145.20		24.20	4490	142	121.00	Inv.3706-Carson R'about grass
15/09/2023	JH Jones & Sons	V3489-BACS	576.00		96.00	4820	142	480.00	Inv.3707- SHF pathway grass cu
						347	0	-480.00	Inv.3707- SHF pathway grass cu
						6000	142	480.00	Inv.3707- SHF pathway grass cu
15/09/2023	JH Jones & Sons	V3490-BACS	631.92		105.32	4400	142	246.00	Inv.3705-Whitworth grass cutti
						4780	142	280.60	Inv.3705-Whitworth bin emptyin
15/09/2023	TDP Ltd	V3491-BACS	530.00		88.33	4590	142	441.67	Inv.614-Memorial bench
15/09/2023	Wilts & Berks Canal Trust	V3492-BACS	25.00			4650	170	25.00	Annual Membership
15/09/2023	M Rogers (AFC Melksham)	V3493-BACS	50.00			550		50.00	Refundable deposit return
15/09/2023	PKF Littlejohn LLP	V3494-BACS	2,520.00		420.00	4100	120	2,100.00	Inv.295- External Audit 22/23
15/09/2023	Trade UK	V3495-BACS	13.08		2.17	4490	142	10.91	Inv.883- Caretaker items
15/09/2023	HM Revenue & Customs	V3496-BACS	2,195.65			4041	130	712.67	Period 6- September 2023
						4000	130	395.40	Period 6- September 2023-T
						4000	130	262.57	Period 6- September 2023-NI
						4020	130	186.20	Period 6- September 2023-T
						4020	130	126.28	Period 6- September 2023-NI
						4010	130	173.80	Period 6- September 2023-T
						4010	130	118.53	Period 6- September 2023-NI
						4460	142	164.80	Period 6- September 2023-T

Continued on Page 191

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4800	320	20.60	Period 6- September 2023-T
						4070	120	34.80	Period 6- September 2023-T
15/09/2023	Wiltshire Pension Fund	V3497-BACS	1,902.56			4045	130	1,452.32	Period 6- September 2023
						4000	130	210.35	Period 6- September 2023
						4020	130	121.82	Period 6- September 2023
						4010	130	118.07	Period 6- September 2023
15/09/2023	Teresa Strange	V3498-BACS	████████			4000	130	████████	September 2023 Salary
15/09/2023	Lorraine McRandle	V3499-BACS	████████			4020	130	████████	September 2023 Salary
15/09/2023	Marianne Rossi	V3500-BACS	████████			4010	130	████████	September 2023 Salary
15/09/2023	Terry Cole	V3501-BACS	████████			4460	142	████████	September 2023 Salary
						4050	142	47.50	September Travel allowance
						4051	142	36.90	Mileage x82
15/09/2023	David Cole	V3502-BACS	████████			4800	320	████████	September 2023 Salary
						4048	130	11.70	Mileage x26
15/09/2023	John Glover	V3503-BACS	52.20			4070	120	52.20	September Chairs Allowance
18/09/2023	Lloyds Bank PLC	V3546-DD	502.05		80.04	4055	130	30.00	Allotment management training
						4055	130	60.00	Agenda & Minute training
						4055	130	15.00	How to use ChatGPT Training
						4055	130	60.00	Finance Summitt
						4055	130	30.00	Safeguarding training
						4055	130	30.00	Creating Strategic Vision tr
						4685	170	5.98	MCS Phonenumber 25.7.23-24.8.23
						4685	170	13.58	MCS Line and domain renewal
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4175	120	5.50	Website domain MWPC
						4120	120	18.90	Planning & Asset agenda notice
						4685	170	5.98	MCS Phonenumber 25.8.23-24.9.23
						4685	170	5.98	MCS Phonenumber
						4200	120	12.99	Monthly subscription
						4140	120	3.00	Monthly fee
25/09/2023	Public Works Loan Board	V3545-BACS	51,665.63			4583	142	49,500.00	PWL CAPITAL repayment
						4584	142	2,165.63	PWL INTEREST repayment
28/09/2023	PMF Products (Live4Soccer)	V3544-BACS	220.00		36.67	4721	220	183.33	Additional items for goal post
30/09/2023	Unity Trust Bank	V3549	31.95			4140	120	31.95	Service Charge
Total Payments for Month			71,647.54	0.00	1,501.47			70,146.07	
Balance Carried Fwd			70,597.80						
Cashbook Totals			142,245.34	0.00	1,501.47			140,743.87	

Receipts for Month 6**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 :		507,000.00					507,000.00	
	Banked: 13/09/2023	138,000.00						
20567748	Current Account & Instant Acc	138,000.00			200		138,000.00	V3505-Transfer TO Fixed Term d
Total Receipts for Month		138,000.00	0.00	0.00			138,000.00	
Cashbook Totals		<u>645,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>645,000.00</u>	

Payments for Month 6

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>
11/09/2023	Current Account & Instant Acc	M20556288	120,000.00			200		120,000.00	V3484- Fixed Term Deposit retu
Total Payments for Month			120,000.00	0.00	0.00			120,000.00	
Balance Carried Fwd			525,000.00						
Cashbook Totals			<u>645,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>645,000.00</u>	

Receipts for Month 6**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 :		159,551.08					159,551.08	
V3543-BACS	Banked: 30/09/2023	1,273.54						
V3543-BACS	Unity Trust Bank	1,273.54			1080	110	1,273.54	Interest
Total Receipts for Month		1,273.54	0.00	0.00			1,273.54	
Cashbook Totals		<u>160,824.62</u>	<u>0.00</u>	<u>0.00</u>			<u>160,824.62</u>	

Payments for Month 6

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>
15/09/2023	Unity Bank	V3504-TRAN	47,000.00			220		47,000.00	Bank Transfer- TO current acco
Total Payments for Month			47,000.00	0.00	0.00			47,000.00	
Balance Carried Fwd			113,824.62						
Cashbook Totals			<u>160,824.62</u>	0.00	0.00			<u>160,824.62</u>	

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

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
<u>110 General Account Income</u>								
1. 1076 Precept	235,689	245,271	245,271	(0)			100.0%	
2. 1080 Bank Interest Received	37	7,795	2,500	(5,295)			311.8%	
3. 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	9	50	41			18.4%	
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	256,086	292,341	36,255			87.6%	0
Net Income	260,296	256,086	292,341	36,255				
6001 less Transfer to EMR	24,480	0						
Movement to/(from) Gen Reserve	235,816	256,086						
<u>120 Administration costs</u>								
4070 Chairs Allowance	816	402	900	498		498	44.7%	
4080 Members Training	0	45	180	135		135	25.0%	
4090 Members Expenses	0	0	50	50		50	0.0%	
4100 Audit Fees	3,190	0	2,600	2,600		2,600	0.0%	
1. 4120 Postage	992	206	600	394		394	34.3%	
2. 4130 Photocopying	2,408	577	750	173		173	76.9%	
4140 Bank Charges	161	80	185	105		105	43.1%	
3. 4150 Admin and Stationery	817	396	500	104		104	79.2%	
4. 4155 Refreshments Comm Events	136	111	150	40		40	73.7%	
4160 Minute Books Binding	0	0	750	750		750	0.0%	
4175 Email & Cloud hosting	1,087	543	1,200	657		657	45.3%	
4180 IT Support	140	0	300	300		300	0.0%	
4185 Accountancy Support	1,025	183	975	792		792	18.7%	
4190 Telephone/Broadband/Line Rent	1,644	412	850	439		439	48.4%	
4200 Room Hire/Zoom	789	78	300	222		222	26.0%	
5. 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%	
6. 4240 Quarterly Newsletter	990	0	2,000	2,000		2,000	0.0%	
7. 4250 Land Search Fee	20	67	50	(17)		(17)	134.0%	
4351 New Equip & Furniture	5,132	10	1,200	1,190		1,190	0.8%	
4352 Office Relocation	1,800	0	0	0		0	0.0%	
8. 4370 Cleaning Materials	33	31	50	19		19	62.9%	
4390 Professional Services	1,500	(250)	0	250		250	0.0%	
4391 GDPR Compliance	35	0	35	35		35	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

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	2,888	14,475	11,587	0	11,587	20.0%	0
Net Expenditure	(22,957)	(2,888)	(14,475)	(11,587)				
6000 plus Transfer from EMR	3,300	0						
Movement to/(from) Gen Reserve	(19,657)	(2,888)						
130 Staffing								
4000 Clerk's Salary							51.4%	
4010 Finance & Amenities Officer Sa							49.2%	
4020 Parish Officer Salary							49.8%	
4041 NI - EmployER	9,564	4,369	9,800	5,431		5,431	44.6%	
4045 Superannuation - EmployER	17,201	8,847	17,338	8,491		8,491	51.0%	
4048 Office Staff Mileage & Parking	140	12	150	138		138	7.8%	
9. 4055 Staff Training	905	405	200	(205)		(205)	202.5%	
4060 Staff DBS	0	0	100	100		100	0.0%	
Staffing :- Indirect Expenditure	119,803	58,543	116,770	58,227	0	58,227	50.1%	0
Net Expenditure	(119,803)	(58,543)	(116,770)	(58,227)				
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	410	0	(410)			0.0%	
1475 Room Hire Reimburse	180	60	0	(60)			0.0%	
1490 Memorial Street Furniture	0	900	0	(900)			0.0%	
Parish Amenities :- Income	2,663	2,381	13,500	11,119			17.6%	0
1190 Defibrillator- OLD	3,519	0	0	0		0	0.0%	
4049 Defibrillator	0	3,757	12,430	8,674		8,674	30.2%	
4050 Caretaker Travel Allowance	570	285	570	285		285	50.0%	
10. 4051 Caretaker Mileage & Parking	578	257	500	243		243	51.5%	
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%	
11. 4400 Play Area - Grass Cutting	3,079	2,395	3,387	992		992	70.7%	

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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

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
4409 Hornchurch Road Public Open Sp	1,960	898	2,156	1,258		1,258	41.7%	
12. 4410 ROSPA Inspections	569	851	1,613	762		762	52.8%	
13. 4415 Tree Inspections and Work	0	1,786	2,300	514		514	77.6%	
4420 St Barnabas Annual Rent	10	0	10	10		10	0.0%	
4460 Caretaker Salary							42.5%	
14. 4490 Repair & Maintenance - Parish	3,215	2,115	3,904	1,789		1,789	54.2%	
15. 4500 Weedspraying	2,473	1,719	2,684	965		965	64.0%	
4510 CATG Contributions	0	0	25,000	25,000		25,000	0.0%	
16. 4540 Speed Indicator Device	3,575	314	4,338	4,024		4,024	7.2%	
4545 New Bus Shelter	0	0	16,500	16,500		16,500	0.0%	
17. 4560 Shaw & Whitley Flood Resource	923	(217)	500	717		717	(43.4%)	
18. 4575 Village Halls & Play Areas (Ne	480	13,331	18,700	5,369		5,369	71.3%	
4582 New Berryfield Village Hall Pr	569,467	6,465	11,719	5,254		5,254	55.2%	
4583 PWL Capital Payment	99,000	49,500	99,000	49,500		49,500	50.0%	
19. 4584 PWL Interest Payment	5,259	2,166	4,022	1,856		1,856	53.8%	
4585 East of Melksham Community Cen	315,030	0	0	0		0	0.0%	
4590 Street Furniture	2,611	442	3,000	2,558		2,558	14.7%	
20. 4600 Bus Shelters Cleaning	0	150	1,100	950		950	13.6%	
21. 4780 Play Area - Bin Emptying	630	850	950	100		100	89.5%	
4785 Replacing Wiltshire Council bi	1,134	0	2,000	2,000		2,000	0.0%	
22. 4820 Shurnhold Fields Project	1,980	1,727	2,000	273		273	86.4%	1,517
4825 Shurnhold Fields CAPITAL Expen	0	0	27,000	27,000		27,000	0.0%	
Parish Amenities :- Indirect Expenditure	1,034,084	93,817	265,642	171,825	0	171,825	35.3%	1,517
Net Income over Expenditure	(1,031,421)	(91,435)	(252,142)	(160,707)				
6000 plus Transfer from EMR	1,002,924	1,517						
Movement to/(from) Gen Reserve	(28,497)	(89,918)						
<u>170 Community Support</u>								
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	14,490	17,000	2,510		2,510	85.2%	
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	1,700	1,935	235		235	87.8%	
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%	
23. 4680 Neighbourhood Plan	7,942	1,459	2,000	541		541	72.9%	
24. 4685 Melksham Community Support	0	8,317	11,500	3,183		3,183	72.3%	
Community Support :- Indirect Expenditure	41,235	42,865	67,635	24,770	0	24,770	63.4%	0
Net Income over Expenditure	(39,137)	(37,865)	(67,635)	(29,770)				
6000 plus Transfer from EMR	18,465	0						

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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

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)	(37,865)						
<u>210 Jubilee Sports Field Income</u>								
4. 1210 Football Bookings	11,450	6,241	6,000	(241)			104.0%	
1260 Hire of Lounge/Kitchen Area un	75	0	135	135			0.0%	
1270 Pavilion & Field Grants	0	2,400	0	(2,400)			0.0%	
Jubilee Sports Field Income :- Income	11,525	8,641	6,135	(2,506)			140.8%	0
Net Income	11,525	8,641	6,135	(2,506)				
<u>220 Jubilee Sports Field Expenditu</u>								
25. 4212 Safety/PAT Check - % JSF Use	3,463	1,036	3,568	2,532		2,532	29.0%	
26. 4282 Insurance - % JSF Use	4,312	4,195	5,024	829		829	83.5%	
4302 Electricity - % JSF Use	1,681	665	2,000	1,335		1,335	33.3%	
27. 4312 Gas - % JSF Use	2,565	(1,365)	3,000	4,365		4,365	(45.5%)	
4322 Water and Sewage - % JSF Use	360	209	450	241		241	46.5%	
28. 4381 Cleaning Contractor - % JSF Us	1,888	1,008	2,750	1,742		1,742	36.7%	
4384 WiFi & Line- Pavilion	65	132	264	132		132	50.0%	
4401 JSF Grass Cutting/Line Marking	8,306	3,807	9,414	5,607		5,607	40.4%	
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)	450	0	(450)		(450)	0.0%	
29. 4721 Repairs & Maintennce - JSF	5,199	5,584	1,884	(3,700)		(3,700)	296.4%	
4740 JSF Spiking	0	746	1,500	755		755	49.7%	
4750 Deep Clean	300	0	350	350		350	0.0%	
30. 4770 Waste Collection - %JSF Use	1,238	513	600	87		87	85.6%	
4781 JSF Bin Emptying	955	438	1,051	613		613	41.6%	
31. 4791 Boiler Servicing - % JSF Use	400	420	446	26		26	94.2%	
Jubilee Sports Field Expenditu :- Indirect Expenditure	31,682	17,839	33,714	15,875	0	15,875	52.9%	0
Net Expenditure	(31,682)	(17,839)	(33,714)	(15,875)				
6000 plus Transfer from EMR	3,445	0						
Movement to/(from) Gen Reserve	(28,237)	(17,839)						
<u>310 Allotment Income</u>								
5. 1310 Berryfield Allotment Rents - C	1,298	1,910	1,373	(537)			139.1%	
1320 Briansfield Allotment Rent - C	1,199	1,947	1,140	(807)			170.7%	
Allotment Income :- Income	2,496	3,856	2,513	(1,343)			153.5%	0
Net Income	2,496	3,856	2,513	(1,343)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

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
<u>320 Allotment Expenditure</u>								
4323 Water - Allotments	373	182	475	293		293	38.4%	
4402 Allotment Grass Cutting	722	331	795	464		464	41.6%	
32. 4722 Repairs & Maintenance - Allotm	1,028	37	60	23		23	61.4%	
4800 Allotment Warden Salary							42.5%	
Allotment Expenditure :- Indirect Expenditure	<u>3,170</u>	<u>932</u>	<u>2,230</u>	<u>1,298</u>	<u>0</u>	<u>1,298</u>	<u>41.8%</u>	<u>0</u>
Net Expenditure	(3,170)	(932)	(2,230)	(1,298)				
6000 plus Transfer from EMR	585	0						
Movement to/(from) Gen Reserve	(2,585)	(932)						
<u>350 CIL</u>								
1420 Community Infrastructure Levy	12,014	1,201	50,000	48,799			2.4%	
CIL :- Income	<u>12,014</u>	<u>1,201</u>	<u>50,000</u>	<u>48,799</u>			<u>2.4%</u>	<u>0</u>
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						
<u>400 S106</u>								
1170 Wiltshire Council Contribution	425,998	0	31,000	31,000			0.0%	
S106 :- Income	<u>425,998</u>	<u>0</u>	<u>31,000</u>	<u>31,000</u>			<u>0.0%</u>	<u>0</u>
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	277,165	395,489	118,324			70.1%	
Expenditure	1,259,850	222,233	511,839	289,606	0	289,606	43.4%	
Net Income over Expenditure	(542,760)	54,932	(116,350)	(171,282)				
plus Transfer from EMR	1,028,719	1,517						
less Transfer to EMR	462,492	0						
Movement to/(from) Gen Reserve	23,467	56,449						

Staff Salaries

Actual Last year	Actual Year to Date	Current Annual Budget
£103,066.00	£49,952.00	£101,057.00

AGENDA ITEM

Quarterly income and expenditure report analysis for Qtr2

July, August & September 2023

Income:

1. **(1076) Precept-** We have now received full precept for this financial year.
2. **(1080) Bank Interest-** Income from interest is more than anticipated at budget setting, as council have started up monthly fixed term deposits and opened an easy access account which pays interest. Plus, interest rates have increased recently.
3. **(1100) Grants and Donations-** The income received under this cost code was the donation for the Pathfinder Way defibrillator. Just to note that the grant received from the Football Foundation will not appear here, as this is the general account income, and not income for the Bowerhill Sports Field.
4. **(1210) Football Bookings-** FOF are currently undertaking evening training session each night during the week. They also undertook a May half term camp and summer campus during the summer holidays. All other income received is from the adult football matches.
5. **(1310 & 1320) Allotment income-** You will note the actual year to date figures, but as the allotment year runs from 1st October to 30th September each year, half of the income relates to the next financial year. This means that at year end half of the income received will be accrued into the next financial year.

Expenditure:

1. **(4120) Postage-** We are not sending as many agenda packs out etc, so the postage costs have reduced.
2. **(4130) Photocopying-** This is particularly high and something that we are keeping a close eye on. To print in colour, it is 6p per copy so we are being mindful not to print in colour unless it is necessary. At budget setting we anticipated the fact that we would be doing less photocopying as most councillors would be receiving agendas electronically rather than hardcopy. We have ordered a new photocopier with lower photocopying costs. We still undertaken general office printing and printing for notices and posters. As we are only half way through the year and have spent c77% of what had been budgeted anticipate that we will be over budget on photocopying at year end.

3. **(4150) Admin & Stationery-** This is high; however, we purchased A4 paper in bulk as there was a special offer if five boxes were purchased. The other large expenditure under this code is the gusseted envelopes for agenda packs, but as we are not sending out very many anymore this should last us for a while.
4. **(4155) Refreshments-** Spend under this cost code has been higher this quarter and is refreshments for council and offsite meetings, not for staff.
5. **(4210) Safety/PAT Check-** This is only done once a year and is due in November/ December time.
6. **(4240) Quarterly Newsletter-** The council haven't done a quarterly newsletter yet in this financial year.
7. **(4250) Land Search fees-** We set a minimal budget for this, but have had to do a few land searches on the Whitley watercourse as it had quite a few WT numbers this is why we are over budget on this code.
8. **(4370) Cleaning materials office-** This cost code is for cleaning items for the office. Spend to date for this has been mostly for the dishwasher.
9. **(4055) Staff Training-** We are over budget on staff training, but the overspend was agreed at the staffing committee 26th June to come from the staffing contingency reserve.
10. **(4281) Parish Insurance-** Journal still needs to be done for this as the insurance was put under the sports pavilion cost code as at the time of the insurance expenditure, we didn't know the breakdown between the parish, pavilion, and Berryfield Village Hall. We now have the break down so can allocate a cost into this code. The expenditure already in this code was for the cyber insurance.
11. **(4400) Play Area Grass cutting-** This is to contract but also includes the grass cutting for Whitworth Play Area which is an additional cost.
12. **(4410) ROSPA Inspections-** This cost code also includes the quarterly play area inspections. Idverde have now invoice for these for the previous financial years. We are waiting for the annual ROSPA play area inspections, and the invoice for this.
13. **(4415) Tree inspections-** Tree Survey on all parish council trees undertaken in late April. This is why this cost code is higher than it should be at this time of the financial year. As a result of the tree inspections, we have also recently undertaken some tree works on all those trees either rated as high or medium risk.

- 14. (4490) Repairs & Maintenance Parish-** A lot of expenditure in this cost code was for the maintenance of the former Carson Tyre Roundabout, as we are no longer maintaining this the level of expenditure for the rest of the financial year should be lower.
- 15. (4500) Weed spraying-** We have undertaken one weed spray this year, and another one has been approved to be undertaken. The council budgeted for two weed sprays to be done during this financial year. We may slightly be over budget for this as due to the current cost of living climate the cost of this service has increased but is to come from solar farm funding.
- 16. (4540) Speed Indicator Device-** Contractors have now invoiced us for the SID installation costs for other financial years.
- 17. (4560) Shaw & Whitley Flood Resource-**There is a minus in this section which is an accrual made at year end for CAWS CEG WIFI and line rental which relates to the last financial year. We are still awaiting the bill.
- 18. (4575) Village halls-** All spend under this cost code was for the works undertaken at Whitworth Play Area.
- 19. (4583 & 4584) Public Works Loan Capital Payment and interest-** Public loan repayments for September have been paid the next repayment is due in March.
- 20. (4600) Bus Shelter Cleaning-** Has been budgeted to be done once a quarter, have been charged for cleaning undertaken in QTR 1 so will chase up invoice for this quarter.
- 21. (4780) Play Area bin emptying-** The same as above under play area grass cutting this is to contract, but the Whitworth Play Area bin emptying has been added.
- 22. (4820) Shurnhold Fields-** Everything from this code comes from the Shurnhold Fields maintenance reserve which is held by MWPC. Most of the expenditure from this code is the caretaking duties, tree works and pathway grass cutting. To note that mower that the Friends were using was damaged beyond repair. To stop the pathways becoming overgrown contractors have been asked to do in the short term until a solution for the way forward can be agreed. I have spotted that not all of the expenditure in this cost code has been taken from the reserve (£210) difference which is for one of the information boards so I will do a journal to correct this error.
- 23. (4680) Neighbourhood Plan-** As per a previous Internal Auditor report any income from MTC for the Neighbourhood Plan could not be netted off against the expenditure code. The council paid their 30% share of the NHP costs to MTC at the start of the financial year and the rest of the spend under this code

is for land registry searches, and some refreshments, which MTC will be invoiced their share for.

- 24. (4685) Melksham Community Support-** We have paid for QTR 1&2 for the provision of the MCS service. The expenditure in this cost code is overinflated due to the fact that we received the grant from SSE for this project. It was agreed that both the parish and MTC should hold their share of the grant in their own reserves, therefore we transferred £2,500 which was 50% of the grant to MTC. This is shown as expenditure as it can not be netted off against the income so has to come out of this cost code. You will see under cost code 1485 under Community Support that £5,000 had been received as income. All other expenditure from this code is for the phonline costs.
- 25. (4212) Safety PAT Check-** This is currently under budget but we are still due an annual PAT test (due November/ December) and security alarm service (Due October).
- 26. (4282) Insurance Sports Field-** This was split 50% with the insurance for the parish, however we have had an accurate figure from the insurance company for the sports field so will do a journal to correct.
- 27. (4312) Pavilion Gas-** You will see that there is a minus under year to date in this cost code which is because we had to estimate at year end what the gas charges would be up to the end of March 23 as no bill had been received. We have subsequently received a £464.66 refund on the gas which can be netted off under this cost code as it's a part refund form something we have already paid for. We have recently received an invoice for £1,480.40 which is charges up to June 23 and will be taken out in October by direct debit.
- 28. (4361) Cleaning Contractor-** Expenditure is low; however, there will be more expenditure now that the football season has started.
- 29. (4721) Repairs and Maintenance JSF-** This is high and is over budget but most of the expenditure for this is for the new moveable goal posts for the field. We have received some grant funding for part of the cost from the football foundation which you will see shown in the income (the rest of the expenditure for the goal posts is to come from reserves). There will be more expenditure from this cost code as we have purchased additional braces for the posts which were deemed necessary to ensure that the posts do not get damaged when they are being moved around. There will also be expenditure for the repair works that needed to be undertaken in the pump room which will need to be taken from a reserve.
- 30. (4770) Waste collection-** This is high and will be over budget for this by year end. We have been provided with smaller bins but have been provided with enough so that it is the same equivalent as the bigger bins. As the bins are not locked and anyone is able to use them, we do seem to be being charged for additional weight hence why we are over budget. Waste bin bags are also

being left outside of the bins so we might need to consider whether the individual smaller bins are working for us.

31. (4791) Boiler service- This is a for the annual service which has already been done this financial year.

32. (4722) Repairs & Maintenance Allotments- Low budget for this code and the only spend was for the rechargeable hedge strimmer.

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	29/09/2023		129,750.12
			<u>129,750.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			129,750.12
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			129,750.12
		Balance per Cash Book is :-	129,750.12
		Difference is :-	0.00

Councillor 1:

Name Signed Date

Councillor 2:

Name Signed Date

Clerk & RFO:

Name Signed Date

Melksham Without Parish Council
 First Floor Melksham Community Campus
 Market Place
 Melksham
 SN12 6ES

Your Account

Sort Code 30-98-75
 Account Number 02027655

TREASURERS ACCOUNT

01 September 2023 to 30 September 2023

Money In	£245,287.14	Balance on 01 September 2023	£22,655.84
Money Out	£138,126.86	Balance on 30 September 2023	£129,750.12

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Sep 23	██████████ INV368- MR010923 - <i>Stawerton</i>	FPI - <i>U3507</i>	66.00 ✓		22,655.84
04 Sep 23	██████████ BYF 6B 400000001200544410 309875	FPI - <i>U3508</i>	30.00 ✓		22,685.84
04 Sep 23	██████████ 23 24 BSF 024111346001209001 403213	FPI - <i>U3509</i>	70.00 ✓		22,755.84
04 Sep 23	BATH ROAD WANDERER BRW PITCH 3RD SEPT	FPI - <i>U3510</i>	66.00 ✓		22,821.84
04 Sep 23	██████████ 22 BSF 200000001192877808 301215	FPI - <i>U3511</i>	35.00 ✓		22,856.84
05 Sep 23	██████████ J H WESTBURY ROVERS RP4679967989646300	FPI - <i>U3512</i>	66.00 ✓		22,922.84
05 Sep 23	FUTURE OF FOOTBALL SEP 200000001193709743 309875	FPI - <i>U3513</i>	440.00 ✓		23,362.84
06 Sep 23	SSE GAS 093814651	BGC - <i>U3550</i>	464.66 ✓		23,827.50
08 Sep 23	██████████ BSF13 FP23251003338769 070116	FPI - <i>U3514</i>	35.00 ✓		23,862.50
08 Sep 23	██████████ 4B BYF 46123054562350000N 560060	FPI - <i>U3515</i>	35.00 ✓		23,897.50
08 Sep 23	██████████ PITCH DEPOSIT RP4679968539365400 202705	FPI - <i>U3516</i>	50.00 ✓		23,947.50
11 Sep 23	██████████ INV366- MR010923 - <i>Stawerton</i>	FPI - <i>U3517</i>	66.00 ✓		24,013.50
11 Sep 23	██████████ BERRYFIELDS 6A 53180551665806000N	FPI - <i>U3518</i>	35.00 ✓		24,048.50
11 Sep 23	██████████ BYF 1SM 300000001204022561 309956	FPI - <i>U3519</i>	27.00 ✓		24,075.50
11 Sep 23	██████████ 18A BYF ALLOTMENT	FPI - <i>U3520</i>	35.00 ✓		24,110.50
11 Sep 23	TRANSFER WMTT M205562880009	DEP	120,181.97		144,292.47

(Continued on next page)



TREASURERS ACCOUNT

Sort Code 30-98-75
Account Number 02027655

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
11 Sep 23	[REDACTED] 14B	FPI-U3521	35.00 ✓		144,327.47
12 Sep 23	[REDACTED] PLOT26BSF 306712645571219001 404784	FPI-U3522	70.00 ✓		144,397.47
13 Sep 23	[REDACTED] HGLASS PITCH FEE 300000001205077033	FPI-U3523	66.00 ✓		144,463.47
13 Sep 23	TRANSFER - EX T/O WMTT M205677480004	PAY-U3505		138,000.00 ✓	6,463.47
13 Sep 23	[REDACTED] 8ABYF FP23256012630320 070246	FPI-U3524	35.00 ✓		6,498.47
18 Sep 23	[REDACTED] PLOT 29/31 BSF FP23259017243846	FPI-U3525	70.00 ✓		6,568.47
18 Sep 23	PNET5057509-1 PNET5057509-1	DD-U3551		36.60 ✓	6,531.87
18 Sep 23	[REDACTED] 18 BSF 2024 400000001209198929 309349	FPI-U3526	70.00 ✓		6,601.87
18 Sep 23	[REDACTED] BYF PLOT 8B 851064117501819001 401100	FPI-U3527	35.00 ✓		6,636.87
20 Sep 23	WILTSHIRE COUNCIL 20060340492023	BGC-U3528	60.00 ✓		6,696.87
22 Sep 23	[REDACTED] 9B BYF 023202938290229001 403213	FPI-U3529	35.00 ✓		6,731.87
25 Sep 23	[REDACTED] 25BSF 10111750583846000N 600842	FPI-U3530	35.00 ✓		6,766.87
25 Sep 23	[REDACTED] 15B BYF FP23267012180512 070116	FPI-U3531	35.00 ✓		6,801.87
25 Sep 23	[REDACTED] 17B BYF FP23267012181280 070116	FPI-U3532	35.00 ✓		6,836.87
25 Sep 23	BSF 16	DEP-U3533	35.00 ✓		6,871.87
26 Sep 23	WILTSHIRE COUNCIL 20060415642023	BGC-U3534	122,635.51 ✓		129,507.38
26 Sep 23	[REDACTED] 13 BYF	FPI-U3535	35.00 ✓		129,542.38
28 Sep 23	[REDACTED] BSF17 FP23270041356080 070116	FPI-U3536	35.00 ✓		129,577.38
28 Sep 23	[REDACTED] BERRYFIELD 16B 169394432170419001 401192	FPI-U3537	35.00 ✓		129,612.38
28 Sep 23	[REDACTED] PLOT 7 BSF FP23271000521843 070116	FPI-U3538	70.00 ✓		129,682.38
29 Sep 23	SUEZ R&R 0089051833	DD-U3552		90.26 ✓	129,592.12
29 Sep 23	[REDACTED] BFY4AFT RP4679961486693700 200506	FPI-U3539	35.00 ✓		129,627.12

(Continued on next page)



TREASURERS ACCOUNT

Sort Code 30-98-75
Account Number 02027655

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
29 Sep 23	[REDACTED] 19BSF [REDACTED] 230929115449386539	FPI	35.00		129,662.12
29 Sep 23	[REDACTED] PLOT20 BRIANSFIELD	FPI	70.00		129,732.12
29 Sep 23	[REDACTED] BSF32A 100000001207867830 309891	FPI	18.00		129,750.12

Note: Some transactions names have been redacted as these are either names of allotment holders or football managers personal accounts. Due to GDPR we have redacted these, but the statement is still showing the income amounts that have been received.

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Bank Reconciliation Statement as at 30/09/2023
for Cashbook 2 - Unity Bank

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	30/09/2023	116	70,597.80
			<u>70,597.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			70,597.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			70,597.80
		Balance per Cash Book is :-	70,597.80
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



Customer: Melksham Without Parish Council

Account: 60-83-01 20371502

Statement 116 from 04 Sep 2023 to 30 Sep 2023

Date	Description	Serial No	Debits	Credits	Balance
04Sep2023	Brought forward balance			95,245.34	95,245.34
06Sep2023	Direct Debit (EDF ENERGY) -03548		(342.51) ✓		94,902.83
13Sep2023	Direct Debit (PNET5138509-1) -03547		(26.40) ✓		94,876.43
15Sep2023	B/P to: Acer Tree Surgeons -03485		(1,920.00) ✓		92,956.43
15Sep2023	B/P to: Agilico -03486		(83.05) ✓		92,873.38
15Sep2023	B/P to: JH Jones & Sons -03487		(1,765.12) ✓		91,108.26
15Sep2023	B/P to: JH Jones & Sons -03488		(145.20) ✓		90,963.06
15Sep2023	B/P to: JH Jones & Sons -03489		(576.00) ✓		90,387.06
15Sep2023	B/P to: JH Jones & Sons -03490		(631.92) ✓		89,755.14
15Sep2023	B/P to: TDP -03491		(530.00) ✓		89,225.14
15Sep2023	B/P to: Wilts & Berks Cana -03492		(25.00) ✓		89,200.14
15Sep2023	B/P to: Mr M Rogers -03493		(50.00) ✓		89,150.14
15Sep2023	B/P to: PKF Littlejohn -03494		(2,520.00) ✓		86,630.14
15Sep2023	B/P to: Trade UK -03495		(13.08) ✓		86,617.06
15Sep2023	B/P to: HMRC Cumbernauld -03496		(2,195.65) ✓		84,421.41
15Sep2023	B/P to: Wiltshire Pension -03497		(1,902.56) ✓		82,518.85
15Sep2023	B/P to: John Glover -03503		(52.20) ✓		82,466.65
15Sep2023	Transfer from 20476339 -03504			47,000.00 ✓	129,466.65
18Sep2023	Direct Debit (LLOYDS BANK PLC) -03546		(502.05) ✓		128,964.60
25Sep2023	Direct Debit (PUBLIC WORKS LOANS) -03545		(51,665.63) ✓		77,298.97
28Sep2023	B/P to: PMF PRODUCTS -03544		(220.00) ✓		77,078.97
28Sep2023	B/P to: MARIANNE ROSSI -03500		██████████ ✓		██████████
28Sep2023	B/P to: TERESA STRANGE -03498		██████████ ✓		██████████
28Sep2023	B/P to: TERRY COLE -03501		██████████ ✓		██████████
28Sep2023	B/P to: Lorraine McRandle -03499		██████████ ✓		██████████
28Sep2023	B/P to: DAVID COLE -03502		██████████ ✓		██████████
30Sep2023	Service Charge -03549		(31.95) ✓		70,597.80

Page Generated at 09:55 on 03 Oct 2023

**Bank Reconciliation Statement as at 30/09/2023
for Cashbook 3 - Fixed Term Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Term Deposit	30/09/2023		525,000.00
			<u>525,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			525,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			525,000.00
		Balance per Cash Book is :-	525,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



Miss M. Rossi

Last logged on 03 October 23 at 09:46 AM

Settings

Log off

FIXED TERM DEPOSIT 19643732LS

£ 138,000.00 Balance

1.10 % Gross p.a. (fixed)

Nominated Account	30-98-75	02027655
-------------------	----------	----------

09/10/2023 Maturity date

Gross basic tax rate status

Deposit details

ACCOUNT OPENED
ON

13/09/2023

ACCOUNT MATURES
ON

09/10/2023

DAYS TO MATURITY

6 days

Auto Pay
13/09/2023

£108.13

Current maturity instruction
Date instruction received

Estimated gross interest for term of
deposit

£ 387,000

£ 138,000

£ 525,000



Miss M. Rossi

Last logged on 03 October 23 at 09:46 AM

Settings

Log off

FIXED TERM DEPOSIT 19497760LS

£ 387,000.00 Balance

1.80 % Gross p.a. (fixed)

Nominated Account	30-98-75	02027655
-------------------	----------	----------

01/11/2023 Maturity date

Gross basic tax rate status

Deposit details

ACCOUNT OPENED
ON

01/08/2023

ACCOUNT MATURES
ON

01/11/2023

DAYS TO MATURITY

29 days

Auto Pay
01/08/2023

£1,755.81

Current maturity instruction
Date instruction received

Estimated gross interest for term of
deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access 20476339	30/09/2023	6	113,824.62
			<u>113,824.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			113,824.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			113,824.62
		Balance per Cash Book is :-	113,824.62
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Instant Access Unity Account



Customer: Melksham Without Parish Council

Account: 60-83-01 20476339

Statement 6 from 01 Sep 2023 to 30 Sep 2023

Date	Description	Serial No	Debits	Credits	Balance
01Sep2023	Brought forward balance			159,551.08	159,551.08
15Sep2023	Transfer to 20371502 - 03504		(47,000.00) ✓		112,551.08
30Sep2023	Credit Interest - 03543			1,273.54 ✓	113,824.62

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Spend over £500 for QTR 2-July, August & September 2023

Cheque Ref	Payee Name	Transaction Detail	Date Paid	Net
V3401-BACS	Community Heartbeat Trust	Inv. 17573- Annual support	28/07/2023	£810.00
V3405-BACS	JH Jones & Sons	Inv. 3534- Parish Maintenance June 23	28/07/2023	£1,470.93
V3408-BACS	Complete Weed Control	Inv.737- Parish Weedspraying	28/07/2023	£1,719.00
V3409-BACS	Id Verde	Inv.654- Whitworth P/A edge re	28/07/2023	£1,210.50
V3410-BACS	JH Jones & Sons	Inv.3559-Kestrel P/A edge repa	28/07/2023	£1,802.46
V3457-BACS	Live 4 Soccer	71725-Movable goal posts x2 se	04/08/2023	£4,858.33
V3432-BACS	Wiltshire Age UK	Inv. 6829-Q2 MCS Provision	25/08/2023	£2,875.00
V3436-BACS	JH Jones & Sons	Inv.3614- Parish Maintenance July 2023	25/08/2023	£1,470.93
V3442-BACS	Shelly Signs	964-Information Panel Pathfinder	25/08/2023	£715.00
V3485-BACS	Acer Tree Surgeons	Inv.003-Parish Tree works	15/09/2023	£1,600.00
V3487-BACS	JH Jones & Sons	Inv.3689-Parish Maintenance August 23	15/09/2023	£1,470.93
V3490-BACS	JH Jones & Sons	Inv.3705-Whitworth grass cutting and bin er	15/09/2023	£526.60
V3494-BACS	PKF Littlejohn LLP	Inv.295- External Audit 22/23	15/09/2023	£2,100.00

Lorraine McRandle

From: Teresa Strange
Sent: 27 September 2023 09:42
To: David Pafford; Robert Shea-Simonds; Stefano Patacchiola; Alan Baines; John Glover; Mark Harris; Terrence Chivers
Cc: Lorraine McRandle
Subject: FW: Melksham LHFIFG Issue 9-22-11 - A350 Beanacre (North end of village)
Attachments: 2023-077-HPS-BEAN-D003.pdf

Dear Highways Committee & Road Safety Working Party
Please see below which I hope is self explanatory. Please let me know if you have any queries so I can raise together, and then it will be an agenda item for the Full Council.
In the meantime, I will send a copy of the plan and £13,300 cost indication to Wessex Water, as per the Highways Committee recommendation – I know not approved yet, but any answer on what they are considering funding will feed into your decision making at full council.
Kind regards, Teresa

From: Teresa Strange
Sent: Wednesday, September 27, 2023 9:39 AM
To: Stansby, Mark <mark.stansby@wiltshire.gov.uk>; Rose, Martin <martin.rose@wiltshire.gov.uk>
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: FW: Melksham LHFIFG Issue 9-22-11 - A350 Beanacre (North end of village)

Hi Mark
Many thanks for coming back on this with more detail.
The parish council's Highways Committee looked at the drawing on Monday evening when they met.
I will put the question of timing to the council when they meet on Monday 9th October; notwithstanding your recommendation and higher costs, I know that they are keen to see something here to slow down the traffic from the 60mph limit and so will have to seek their views on a delay.
I will circulate now, so that any queries that are forthcoming can be answered before they make a decision.
With kind regards,
Teresa

From: Stansby, Mark <mark.stansby@wiltshire.gov.uk>
Sent: Wednesday, September 27, 2023 8:09 AM
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Rose, Martin <martin.rose@wiltshire.gov.uk>
Subject: Melksham LHFIFG Issue 9-22-11 - A350 Beanacre (North end of village)

Hello Teresa,

I left a hard copy of this drawing with you at our meeting last week, as it may not print that clearly at A4.

However, this e-version can be increased in size on screen to give a much clearer picture.

Our brief was to consider a form of gateway treatment to help encourage lower entry speeds at the commencement of the village speed limit, and our proposal includes village gates, new village nameplates, countdown road markings and a long section of hatching, in the style of those deployed on the A365 on approach to Atworth from Box.

The gates and nameplates should advise drivers that they are approaching a built-up area, whilst the hatching will visually narrow the road and should have a calming effect.

As the scheme stands the cost is estimated at £13,300, which includes our standard 20% contingency. However, there is some uncertainty as to the method of temporary traffic management required to undertake this project. Our estimate is currently based on working restricted hours under two-way lights, but there is a distinct possibility that the Contractor will insist on a full road closure, to enable removal of the old road studs (cats eyes) and painting of the hatching. It is for this reason that I wish to put forward a suggestion to install the gates, signs and yellow horizontal bars only at this time, with the hatching and road studs being held back until such a time that the road is resurfaced. This could be actioned without further contribution from the Parish Council or LHFIG.

This would reduce the estimate to £6,600, and in my opinion offers much better value to the Parish.

The drawback to this suggestion is that there is no current forecast as to when this section of the route will be resurfaced, and it may not happen for a number of years. This said, I would recommend this as the best way forward for you.

Please give me a call if you wish to discuss this in more detail.

Regards,

Mark.

Mark Stansby
Principal Engineer Manager
Traffic Engineering
Highways

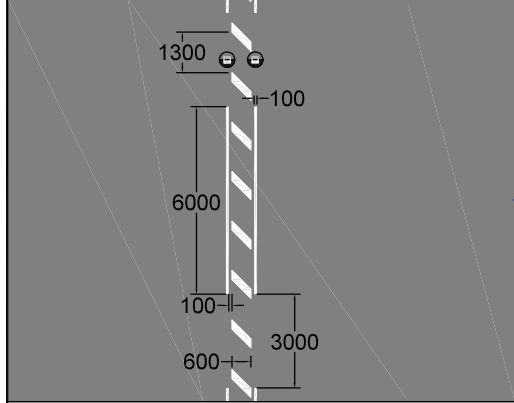
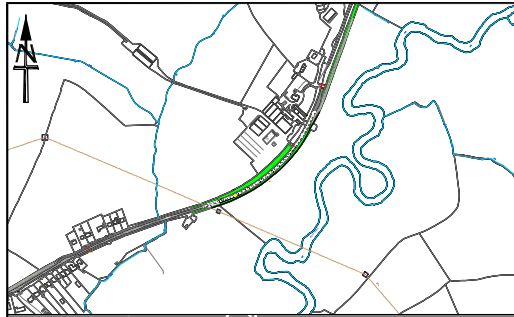
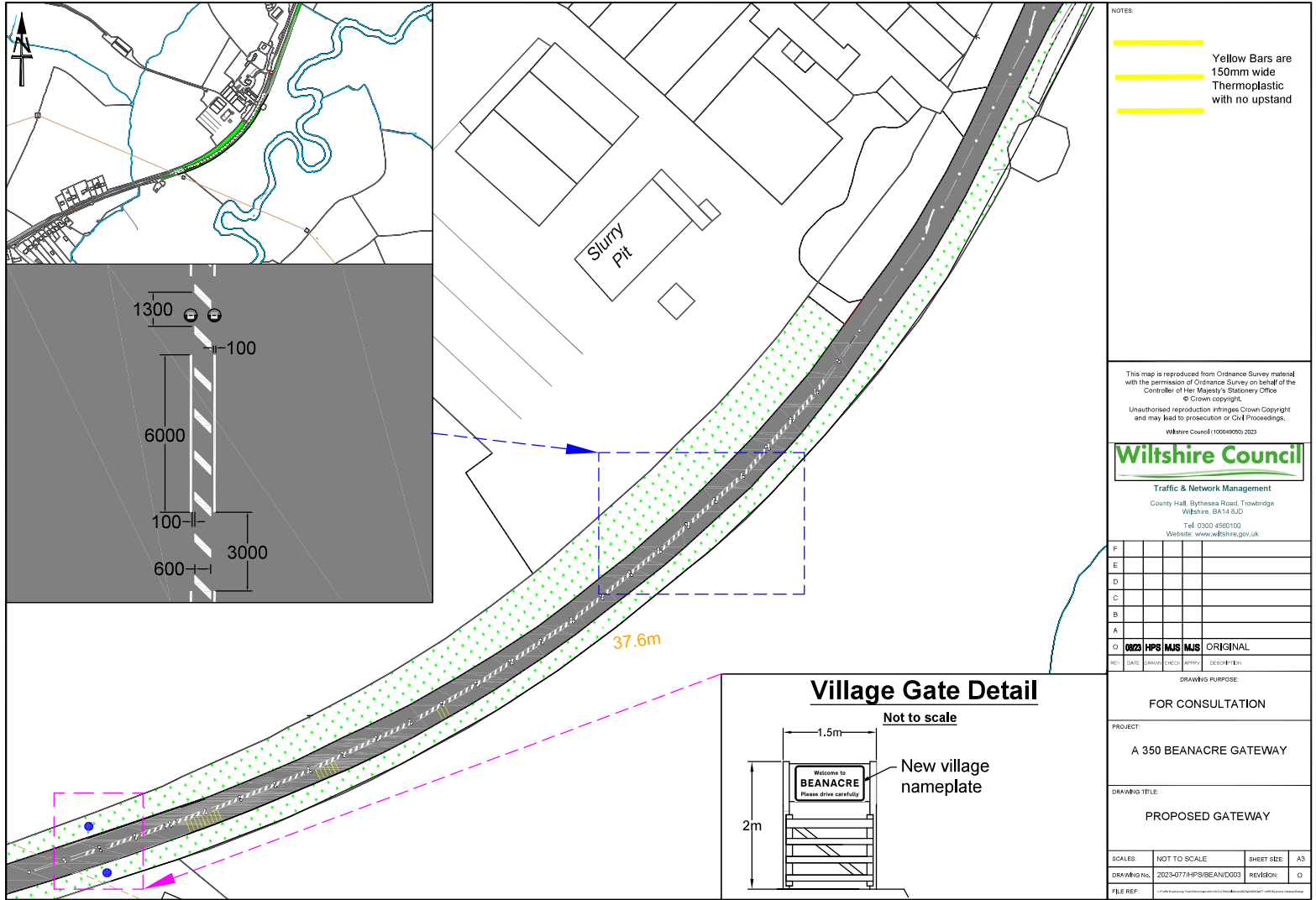


Tel: 01225 713367
Email: mark.stansby@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
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NOTES:

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Wiltshire Council
 Traffic & Network Management
 County Hall, Bymans Road, Trowbridge
 Wiltshire, BA14 6UD
 Tel: 0300 4560100
 Website: www.wiltshire.gov.uk

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REV	DATE	ISSUED BY	DATE	DESCRIPTION	

Village Gate Detail
 Not to scale

New village nameplate

DRAWING PURPOSE:
 FOR CONSULTATION

PROJECT:
 A 350 BEANACRE GATEWAY

DRAWING TITLE:
 PROPOSED GATEWAY

SCALE:	NOT TO SCALE	SHEET SIZE:	A3
DRAWING No.:	2023-077/HPS/BEAN/D003	REVISION:	0
FILE REF:	\\s3\projects\2023\077\HPS\BEAN\003\003.dwg		

Teresa Strange

From: Joo Foo <Joo.Foo@wessexwater.co.uk>
Sent: 03 November 2022 08:38
To: Teresa Strange
Subject: FW: C00033 Beanacre - Additional Planting Areas

Hi Teresa,

Thanks for these. We'll most likely look at the entrance gates or traffic calming measures, but will be back in touch with you once we are on site in Spring next year.

Regards
Joo

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 26 October 2022 17:58
To: Joo Foo <Joo.Foo@wessexwater.co.uk>
Subject: RE: C00033 Beanacre - Additional Planting Areas

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Hi Joo

The one area that springs to mind is the community field to the rear of St Barnabas church. Its run by the church and was left as a legacy for community use in perpetuity.

They planted some 590 trees earlier this year as part of the Queen's Canopy tree planting scheme (see attached and here <https://www.wiltshiretimes.co.uk/news/19995259.villagers-rewild-beanacre-cricket-field-perimeter-queens-green-canopy-project/>), and they have a small wildflower area too adjacent to the community boules court. The parish council lease part of the church land here as well, with a play area and picnic table.

We had put some thought to this when your colleague mentioned it when were at the church for the drop in session and we had a couple of ideas but at the time we understood it was community benefit, rather than to offset biodiversity disruption specifically.

In terms of community benefit:

There is an issue with the very heavy metal gate from the footpath to the play area from the road layby through to the community field (the main community access) and we wondered if you would be happy to replace and relocate it or donate some funds to do that? The gate is very heavy for residents of all ages, and often drops on its hinges which makes it very difficult to open, and therefore there is an aspiration to replace this with a more user friendly gate, that could be disability friendly, and then relocate the gate to the hedgerow to the other side of the play area for maintenance access. So, this would be about improving the access of the community to the existing planting; there may be some scope for some wildflower meadow on the perimeter (there is a cricket wicket in the middle) as part of the aim to rewild the perimeter of the field.

We also working on the provision of a set of white "village gates" to slow down traffic coming into Melksham to heighten awareness that you are slowing down from a national speed limit to 30mph in that area on the A350. A contribution to that scheme would be a good way to provide benefit to the community of Beanacre, the speeding traffic is the concern we have raised most often by residents of Beanacre. We have some initial costings for this from the Wiltshire Council highway team.

In terms of biodiversity offset, there is no public open space in the area other than the church community field – it is used widely by the community, they have a bonfire night evening planned shortly (attached).

There is another area further into town, but the Right of Way from Beanacre leads directly to it, and that is known as “Shurnhold Fields” and that is jointly owned by the Town and Parish Council and has a group of volunteers who cut the grass, plant trees and carry out rewilding projects. The current wildflower meadow will be partly lost with the introduction of a new car park and improved access. It’s on the former playing fields of the old secondary school which is now housing, and is designated Public Open Space. It has had lots of tree planting to date, with 200 trees to commemorate the lives lost in WWI, and a rare species orchard. Either a donation to the car park project which is aimed to make it more accessible to members of the public across the two parishes, or funds for wild flower meadow would be appropriate for this project. We have found from experience, of this project, that the ground needs scraping and the grass removing before seeding to get the best results. We have a Wessex Water bailiff (I think that is the right term) who helps with the project and has advised on the biodiversity work undertaken on the South Brook through the Shurnhold Fields area.

I have attached a google map with a red dot for the community field at the church, and blue dots for Shurnhold Fields so that you can see the location.

I hope that helps, 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

From: Joo Foo <Joo.Foo@wessexwater.co.uk>
Sent: 24 October 2022 17:00
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: FW: C00033 Beanacre - Additional Planting Areas

Hi Teresa,

Just seeing if you’ve had a chance to look at the email below?

Thanks
Joo

From: Joo Foo
Sent: 03 October 2022 16:16
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: C00033 Beanacre - Additional Planting Areas

Hi Teresa,

I was hoping to pick your brains on potential areas within Beanacre that could benefit from additional planting, for example trees, grasslands or wildflower meadow, preferably something that Wessex Water could establish or donate trees for the organisation to maintain? In doing so, we would be able to offset some of the biodiversity disruption that has resulted from our scheme.

In the past, we have provided benefit to communal green spaces and schools.

Could you please let me know if you can think of anything in close proximity to our pumping station location (corner of A350 and Westlands Lane)?

Thanks

Regards,

Joo Foo
Project Manager CEng MICE
Wessex Water
Claverton Down Bath BA2 7WW
Mobile number 07825 657 860
wessexwater.co.uk



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Lorraine McRandle

From: Nicola Sorley <Nicola.Sorley@selwoodhousing.com>
Sent: 14 September 2023 16:55
To: Teresa Strange
Cc: Lorraine McRandle
Subject: RE: Tarmac at Berryfield Park

Hi Teresa

Apologies for the delayed response and thank you for reporting this to us, I have passed this on, the patch will be inspected and repairs raised, we currently have no intentions of resurfacing the entire Berryfield estate roads, this would be a large piece of work and quite costly, budgets I don't think would allow for this in this financial year.

I have however passed this on to my manager to be assessed and reviewed for future consideration, I hope in the short term that helps to answer your query.

Kind regards

Nicola

Nicola Sorley
Programme Improvement Project Surveyor
Selwood Housing
Tel: 01225 715 626
Mob: 07767 882993
Nicola.sorley@selwoodhousing.com
www.selwoodhousing.com



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 12 September 2023 16:41
To: Nicola Sorley <Nicola.Sorley@selwoodhousing.com>
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Tarmac at Berryfield Park

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Hi Nicola
I wonder if you can help me, please?

Your email address has been passed to me from my colleague who has been in touch re grass cutting in Berryfield Park.

Please see photos of tarmac area that I took last week, I know that this is in Selwood's ownership because it was part of the car park of the temporary portacabin village hall that used to be there. See map marked with black star for location.

Can this be maintained please?

And are there any plans for resurfacing the road in Berryfield Park which have lots of delamination. I would be grateful if you could pass on to the correct person at Selwood if you are not the right contact.

All the best, 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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ROAD SURFACE BERRYFIELD PARK



Notice of Polling Districts and Polling Places Review 2023

Notice is hereby given that Wiltshire Council is conducting a review of its current polling districts and polling places. The objective of the review is to ensure that polling arrangements remain suitable and convenient for voters.

Section 17 of the Electoral Registration and Administration Act 2013 introduced a duty on Local Authorities to 'carry out and complete' reviews of polling districts and polling places every five years. The next review must be completed between 1 October 2023 and 31 January 2025.

The review will look at the designation of polling places and the sub-division of electoral divisions into polling districts. The review cannot consider changes to a parliamentary constituency, Wiltshire Council unitary division or parish and parish ward boundaries.

Full details can be found on the [Polling District Review webpage](#).

A list of the current polling arrangements incorporating the (Acting) Returning Officer's comments on the current and any proposed changes to polling districts and polling places will be published on the on the webpage on 2 October 2023. There will also be an interactive map to view the current arrangements and any proposed changes to the polling districts. Due to the geographical size of Wiltshire Council, it is not possible or cost effective to produce paper maps.

Wiltshire Council welcomes comments or suggestions from any electors or organisations within the authority area or any other interested person or organisation regarding:

- the current polling arrangements.
- the proposed polling arrangements
- the allocated polling stations currently used for elections. This may be confirming current arrangements are suitable or making alternative suggestions.

It is important to note that there are many polling districts and polling stations that remain unchanged but we would still welcome comments on suitability and any alternative options.

Responding to the review

Persons or bodies making representations should clearly identify the electoral area or polling station and include details of your proposals and the reasons why this would be an improvement on the current arrangements. Please also include any alternative suggestions.

The consultation period will commence on Monday 2 October and close at 5pm on Tuesday 31 October 2023 and any comments or proposals should be received by this deadline.

Comments and representations may be submitted as follows:

- **Online:** <https://www.wiltshire.gov.uk/article/8167/Polling-District-and-Polling-Place-Review-2023> (scan the code to go to the website)
- **Post:** Polling Review, Electoral Services, Wiltshire Council, County Hall, Bythesea Road, Trowbridge BA14 8JN
- **Email:** pollingreview@wiltshire.gov.uk



All submissions, relevant correspondence and decisions relating to the review process will be made available for public inspection and will be published on the Council's website. For further information about how we use personal information, please see our privacy notice: [Privacy notice - Electoral Services - Wiltshire Council](#)

Dated: 29 September 2023

Wiltshire Council - Review of Polling Districts and Polling Places 2023

Current polling arrangements, (Acting) Returning Officer comments and proposed changes

Overview

Since the last review of polling districts and polling places in Wiltshire in 2019, all polling stations have been regularly appraised and reflect the changes that have occurred within the intervening years. Wiltshire Council takes an approach to ensure consistency and certainty for the electorate by only making changes to polling districts and polling stations where necessary.

The polling districts in this document may not correlate directly to the 2019 polling district review as there have been a number of unitary division and community governance reviews that may have amended, added or deleted the polling districts approved at the 2019 review.

Some changes have been proposed to improve the voter experience in the polling station by reducing the maximum number of potential voters at a polling station reducing the need for queues. Some changes to polling districts are a consequence of new building developments or geographical changes to the electoral landscape over the last 4 years.

Comments are welcomed on the polling district and polling place review. A summary of the review split by Wiltshire Council Unitary Division is explained below. Comments are welcomed on any polling district boundaries and suggestions are welcomed for potential polling stations. Boundaries can be viewed on the Wiltshire Council interactive map available on the [polling district review web page](#).

7 Bowerhill

Electorate	3364
Current Parliamentary Constituency	Chippenham
Future Parliamentary Constituency	Melksham and Devizes

The Polling Place will be the whole of the unitary division. The proposals for alterations to polling districts and polling stations are set out below. Where no alterations to polling districts or polling stations are listed below, the current electoral arrangements are deemed to be suitable.

Polling District	Parish/Parish Ward Name	Polling Station 2019 Review	Proposed Polling District Change	Polling Station Changed to
FW1	Melksham Without (Melksham Without Bowerhill Ward)	Melksham Football Club Oakfields Stadium, Eastern Way, Melksham, Wiltshire, SN12 7GU	Yes ¹	
FW2	Melksham Without (Melksham Without Bowerhill Ward)	Melksham Football Club Oakfields Stadium, Eastern Way, Melksham, Wiltshire, SN12 7GU	Yes ¹	
FW3	Melksham Without (Melksham Without Bowerhill Ward)	Bowerhill Village Hall Halifax Road, Bowerhill, Melksham, Wiltshire, SN12 6SN	No	
FW4	Melksham Without (Melksham Without Bowerhill Ward)	Bowerhill Village Hall Halifax Road, Bowerhill, Melksham, Wiltshire, SN12 6SN	Yes ²	

51 Melksham Without North & Shurnhold

Electorate	3612
Current Parliamentary Constituency	Chippenham
Future Parliamentary Constituency	Melksham and Devizes

The Polling Place will be the whole of the unitary division. The proposals for alterations to polling districts and polling stations are set out below. Where no alterations to polling districts or polling stations are listed below, the current electoral arrangements are deemed to be suitable.

Polling District	Parish/Parish Ward Name	Polling Station 2019 Review	Proposed Polling District Change	Polling Station Changed to
FX1	Melksham Without (Melksham Without (Beanacre, Shaw, Whitley & Blackmore Ward))	Whitley Reading Rooms Middle Lane, Whitley, Melksham, Wiltshire, SN12 8QR	No	
FX2	Melksham Without (Melksham Without (Beanacre, Shaw, Whitley & Blackmore Ward))	Beanacre Church Schoolroom Beanacre, Melksham, Wiltshire, SN12	No	
FX3	Melksham Without (Melksham Without (Beanacre, Shaw, Whitley & Blackmore Ward))	Melksham Football Club Oakfields Stadium, Eastern Way, Melksham, Wiltshire, SN12 7GU ¹	No	

FY1	Melksham (Melksham North Ward)	Baptist Church Old Broughton Road, Melksham, Wiltshire, SN12 8BX	No	
FY2	Melksham (Melksham North Ward)	Baptist Church Old Broughton Road, Melksham, Wiltshire, SN12 8BX	No	

(Acting) Returning Officer Comments:

- 1 In the absence of suitable venues within the division, Melksham Football Club, SN12 7GU is to be used as the polling station and polling place. The polling station is outside of the unitary division.
- 2 Comments welcomed on the polling districts and polling stations in the area.

52 Melksham Without West & Rural

Electorate	3606
Current Parliamentary Constituency	Chippenham
Future Parliamentary Constituency	Melksham and Devizes

The Polling Place will be the whole of the unitary division. The proposals for alterations to polling districts and polling stations are set out below. Where no alterations to polling districts or polling stations are listed below, the current electoral arrangements are deemed to be suitable.

Polling District	Parish/Parish Ward Name	Polling Station 2019 Review	Proposed Polling District Change	Polling Station Changed to
EL1	Broughton Gifford	Broughton Gifford Village Hall The Street, Broughton Gifford, Melksham, Wiltshire, SN12 8PR	No	
FZ1	Melksham Without (Melksham Without (Berryfield Ward))	Berryfield Village Hall Berryfield Park, Melksham, Wiltshire, SN12 6EE	No	
GF1	Semington	Semington Village Hall High Street, Semington, Trowbridge, Wiltshire, BA14 6JR	No	
(Acting) Returning Officer Comments:				
1 No changes. Comments welcomed on the polling districts and polling stations in the area.				

Melksham Without West & Rural is continued on the next page.

Teresa Strange

From: Robert Shea-Simonds
Sent: 07 September 2023 11:35
To: WALKER, Aaron
Cc: Teresa Strange; Donna Ruderman
Subject: Re: Michelle Donelan MP - Melksham Hospital Steering Group

Many thanks Aaron
I'm pleased to confirm that I will attend.
Robert
Get [Outlook for iOS](#)

From: WALKER, Aaron <aaron.walker@parliament.uk>
Sent: Tuesday, September 5, 2023 5:49 PM
Subject: Michelle Donelan MP - Melksham Hospital Steering Group

Good afternoon,

As part of Michelle's campaign to Upgrade Melksham Hospital, Michelle is establishing a steering group to bring all of the key stakeholders together to progress the campaign, and we would very much like for yourself to be part of the group.

All of the stakeholders invited are relevant to the Melksham area, local healthcare provision or the hospital site in Melksham, and the group will meet as and when there are developments on the campaign to discuss and help progress.

I wanted to follow up to check if you were available to attend the first meeting on **Friday 29 September from 10.00am - 11.15am** at Melksham Community Campus.

Please do let me know as soon as possible if you are able to make it.

Many thanks,

Aaron

Aaron Walker | Parliamentary Assistant to the Rt. Hon Michelle Donelan MP
Secretary of State for Science, Innovation and Technology
Member of Parliament for Chippenham
Website: www.michelledonelan.co.uk Twitter: @MichelleDonelan
House of Commons | London | SW1A 0AA | M: 07880235592

You can sign up to receive Michelle's newsletter [here](#).



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Teresa Strange

From: Alford, Phil <Phil.Alford@wiltshire.gov.uk>
Sent: 19 September 2023 19:53
To: linda.roberts@melksham-tc.gov.uk; Teresa Strange
Subject: FW: Explore Wiltshire App

Hi,

At the Area Board last week we discussed the explore Wiltshire App. It seemed clear that both the Town and Parish councillors were keen to have a presence on the App.

I appreciate that it will need to go through both councils first but if we can find reps who might want to support with inputting content we can be there very soon. Training is available.

Is it possible to get this on the next town and Parish council meetings? It doesn't need to be a big item.

Thanks,

Phil

From: Butler, Ruth <Ruth.Butler@wiltshire.gov.uk>
Sent: Thursday, September 14, 2023 4:51 PM
To: Alford, Phil <Phil.Alford@wiltshire.gov.uk>
Cc: Bracher, Terry <Terry.Bracher@wiltshire.gov.uk>
Subject: RE: Explore Wiltshire App

Dear Phil – training can definitely be given and we (Terry or I) will ultimately be responsible for hitting the publish button once content has been put onto the Content Management System.

We will need to know the named individual who will be responsible for inputting content onto the CMS so that we can sort out a login from Calvium (who manage the system). Either Terry or I can do this when you've had conversations with fellow town and parish councillors and the historical association to discuss potential content and who the person will be to upload content.

I am now on leave until next Tuesday, but Terry is back from leave on Monday 18th.

Regards,

Ruth

Ruth Butler
Heritage Education & Digital Engagement
Wiltshire & Swindon History Centre
01249 705529
www.wshc.org.uk



From: Alford, Phil <Phil.Alford@wiltshire.gov.uk>
Sent: Wednesday, September 13, 2023 5:59 PM
To: Butler, Ruth <Ruth.Butler@wiltshire.gov.uk>; Moloney, Victoria <Victoria.Moloney@wiltshire.gov.uk>
Cc: Hubbard, Jon <Jon.Hubbard@wiltshire.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; Bracher, Terry <Terry.Bracher@wiltshire.gov.uk>
Subject: Re: Explore Wiltshire App

Thanks Ruth.

Would it be possible to train up a town council linked volunteer and have the work done via the Town Council or melksham without parish council?

That way we can have it sense checked and have a direct link locally with accountability.

Thanks

Phil

Sent from [Outlook for Android](#)

From: Butler, Ruth <Ruth.Butler@wiltshire.gov.uk>
Sent: Wednesday, September 13, 2023 12:42:44 PM
To: Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Moloney, Victoria <Victoria.Moloney@wiltshire.gov.uk>
Cc: Hubbard, Jon <Jon.Hubbard@wiltshire.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; Bracher, Terry <Terry.Bracher@wiltshire.gov.uk>
Subject: RE: Explore Wiltshire App

Dear Cllr Alford,

The Explore Wiltshire app is part of the Market Towns programme which is headed up by Victoria Moloney, head of economy and regeneration, so I think she would be the best contact.

Terry Bracher and I have been responsible for developing launch content and working with stakeholders once they are on board. We can provide training on the Content Management System to organisations who wish to be involved in uploading content to the app.

FYI, after the meeting I was approached by Paul Carter of the Melksham and District Historical Association and Pat Aves, in her capacity as the new chair of the Melksham Almshouses Charities, who were both very keen to be involved in providing content.

Regards,

Ruth Butler
Heritage Education & Digital Engagement
Wiltshire & Swindon History Centre
01249 705529
www.wshc.org.uk



From: Alford, Phil <Phil.Alford@wiltshire.gov.uk>
Sent: Tuesday, September 12, 2023 8:10 PM
To: Butler, Ruth <Ruth.Butler@wiltshire.gov.uk>
Cc: Hubbard, Jon <Jon.Hubbard@wiltshire.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>
Subject: Explore Wiltshire App

Hi Ruth,

Can you send over the contact in the Market Towns Team so we can chase that and get Melksham on ASAP. We are all very keen.

Thanks

Phil

Cllr Phil Alford
Cabinet Member for Housing, Strategic Assets and Asset Transfer
Melksham Without North and Shurnhold
Tel: 07976108737
Email: Phil.Alford@wiltshire.gov.uk

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Teresa Strange

From: Lockwood Norris, Rebecca <Rebecca.LockwoodNorris@wiltshire.gov.uk>
Sent: 12 September 2023 20:18
To: Teresa Strange
Cc: LeQuesne, Caroline; Rogers, Richard
Subject: FW: Explore Wiltshire - Contact Details

Hi Teresa,

In case it helps, there is info regarding the Explore Wiltshire App on the Wiltshire Towns Programme Webpage, extract below regarding contact. Terry Bracher, mentioned by Richard, leads the Heritage Services Team.

I will report back the feedback regarding the disappointment that Melksham were not in the first tranche for the app.

[Wiltshire Towns Programme - Wiltshire Council](#)

How can my town or village be featured on Explore Wiltshire

Contact your town or parish council if you would like your local area to be featured on the Any town and parish councils that are interested in taking part can contact:
heritageadmin@wiltshire.gov.uk.

*Kind Regards,
Rebecca*

Rebecca Lockwood Norris
Senior Development Officer – Wiltshire Towns Programme
Economy and Regeneration Service



Email: wiltshiretownsprogramme@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

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Teresa Strange

From: Teresa Strange
Sent: 26 September 2023 10:25
To: Richard Miller; Pest Control; Matt Wilcock
Cc: Holder, Nick
Subject: RE: AIR AMBULANCE Seagull safety warning over Bowerhill Industrial Estate

Hi Clare/Richard

I would like to attend too please, as the parish council, and I had a quick chat with Wiltshire Councillor Nick Holder too, Bowerhill is his ward, and he would like to attend as well.

Happy to work round dates if you could suggest some,

Kind regards, Teresa

From: Richard Miller <Richardm@wiltshireairambulance.co.uk>
Sent: 26 September 2023 10:00
To: Pest Control <PestControl@wiltshire.gov.uk>; Matt Wilcock <mattw@wiltshireairambulance.co.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Holder, Nick <Nick.Holder@wiltshire.gov.uk>
Subject: RE: AIR AMBULANCE Seagull safety warning over Bowerhill Industrial Estate

Hi Claire

Shall we get around the table here at Wiltshire Air Ambulance? The best time for us will be mid-October as our aircraft is away for its annual service. That might be the best time to meet Matt and I.

At least we can then formalise a way forward.

Regards

Rich

Richard Miller

Safety & Operations Manager

T: 01380 819306

M: 07552 233149





Registered charity number 1144097



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From: Pest Control <PestControl@wiltshire.gov.uk>

Sent: Monday, September 25, 2023 3:57 PM

To: Matt Wilcock <mattw@wiltshireairambulance.co.uk>; Pest Control <PestControl@wiltshire.gov.uk>; Richard Miller <Richardm@wiltshireairambulance.co.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Cc: Holder, Nick <Nick.Holder@wiltshire.gov.uk>

Subject: RE: AIR AMBULANCE Seagull safety warning over Bowerhill Industrial Estate

Thanks Matt

I think it would be helpful to meet to discuss. The pest team is a self-funding service and whilst we don't have any resources to deal with gulls at the moment we could certainly work together with Melksham Without to write to landowners to advise about the issue and offer advice on proofing of roof spaces to try and protect the area. There is as you identified the risk that this pushes the problem to different roof spaces but could reduce numbers over time.

I live fairly locally so happy to meet on site and discuss in more detail.

Kind regards

Claire

From: Matt Wilcock <mattw@wiltshireairambulance.co.uk>

Sent: Monday, September 25, 2023 3:34 PM

To: Pest Control <PestControl@wiltshire.gov.uk>; Richard Miller <Richardm@wiltshireairambulance.co.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Cc: Holder, Nick <Nick.Holder@wiltshire.gov.uk>

Subject: RE: AIR AMBULANCE Seagull safety warning over Bowerhill Industrial Estate

Hi Claire

I am aware of the legal challenge which changed the use of the 'General Licence' with regards control of certain bird species.

We do seem to be getting a growing population of Seagulls which hang around just to the north of our base and at a height which we will sooner or later hit one. We have in the last year hit 2 birds, 1 of which we are fairly certain was a seagull when flying near Calne.

We do have a bird scarer at base but it does not seem to deter the seagulls. Clearly, we do not own the buildings the seagulls seem to live on so there is not much we can initially do but there may be some deterrence methods which may work here, but my experience tells me that they will just move to a nearby set of buildings.

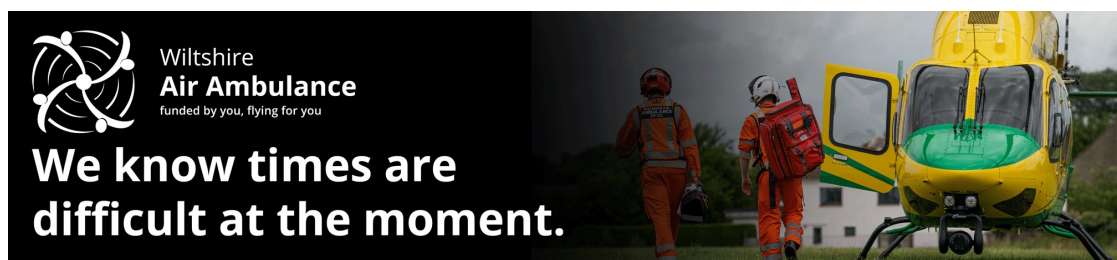
As a helicopter operating base who have a good case to put to NE for a licence to have the gulls permanently removed, but there are just some hoops to jump through.

Happy to help if I can.

Matt Wilcock
Capt
Chief Pilot
Wiltshire Air Ambulance

T: 01380 819339
M: 07796615763

 **Wiltshire Air Ambulance, Outmarsh, Semington, Wiltshire, BA14 6JX**



Registered charity number 1144097



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From: Pest Control <PestControl@wiltshire.gov.uk>
Sent: Monday, September 25, 2023 3:05 PM
To: Richard Miller <Richardm@wiltshireairambulance.co.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Pest Control <PestControl@wiltshire.gov.uk>
Cc: Matt Wilcock <mattw@wiltshireairambulance.co.uk>; Holder, Nick <Nick.Holder@wiltshire.gov.uk>
Subject: RE: AIR AMBULANCE Seagull safety warning over Bowerhill Industrial Estate

Hi Teresa and Richard

Thank you for raising this issue.

Since 2019 when a legal challenge was launched there have been changes made to the way Gulls can be controlled, this has made it difficult for Gulls to be controlled other than by using proofing methods unless a license is applied for from Natural England. These licenses have been tightly controlled and I am not aware

of any that have been successful in Wiltshire. A license has to be meet certain criteria and to pass a screening test to control gulls:-

- **preserve air safety**
- prevent disease or serious agricultural damage to livestock, animal feed, crops, growing timber, fisheries or inland waters
- preserve public health or safety
- conserve wild birds, other animals or plants

You must also show that :-

- actual damage or a problem is occurring, or likely to occur – and the target species is causing it
- you have tried non-lethal solutions or you can show that they would not be effective or practical
- there are no suitable alternative methods of control
- action you take under the licence will contribute to preventing damage or resolving the problem
- action you take under the licence will not negatively affect the conservation status of the wild bird

It would be useful to understand more about where the gulls are that are causing a problem and to consider what the options are. I am happy to visit the site and look at the issues and potentially seek advice from Natural England.

Kind regards

Claire

Claire Francis
Public Protection Manager Pest Control, Dog Service and Anti-Social Behaviour
Public Protection

Wiltshire Council

Tel: 01249 706309

Email: claire.francis@wiltshire.gov.uk

Website: www.wiltshire.gov.uk

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From: Richard Miller <Richardm@wiltshireairambulance.co.uk>
Sent: Monday, September 25, 2023 10:32 AM
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Pest Control <PestControl@wiltshire.gov.uk>
Cc: Matt Wilcock <mattw@wiltshireairambulance.co.uk>; Holder, Nick <Nick.Holder@wiltshire.gov.uk>
Subject: RE: AIR AMBULANCE Seagull safety warning over Bowerhill Industrial Estate

Some people who received this message don't often get email from richardm@wiltshireairambulance.co.uk. [Learn why this is important](#)

Hi All

Thanks Teresa, more than happy to set up a meeting hear at the airbase if it helps.

Take care

Rich

Richard Miller

Safety & Operations Manager



T: 01380 819306
M: 07552 233149

 Wiltshire Air Ambulance, Outmarsh, Semington, Wiltshire, BA14 6JX



Registered charity number 1144097



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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Monday, September 25, 2023 10:25 AM
To: pestcontrol@wiltshire.gov.uk
Cc: Richard Miller <Richardm@wiltshireairambulance.co.uk>; Matt Wilcock <mattw@wiltshireairambulance.co.uk>; Nick.Holder@wiltshire.gov.uk
Subject: AIR AMBULANCE Seagull safety warning over Bowerhill Industrial Estate
Importance: High

Dear Pest Control

After a couple of 'phonecalls to Wiltshire Council this morning I am sending this concern to you direct as have been advised that you are the right department/authority to talk to.

This has been raised as a safety concern by the Air Ambulance who are based in the parish.

Its hard to spot but you can see the gulls in the photo below.

The contact details for the Air Ambulance are below, but if you can keep us in the loop and/or let us know if there is anything we can assist with, please let us now.

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?

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On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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From: Richard Miller <Richardm@wiltshireairambulance.co.uk>

Sent: 25 September 2023 10:17

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

Cc: Matt Wilcock <mattw@wiltshireairambulance.co.uk>

Subject: RE: Seagull safety warning over Bowerhill Industrial Estate

Hi Teresa

Thanks for the chat earlier, really appreciate your support. Especially as this has now raised a safety report at Wiltshire Air Ambulance.

We've noticed over the last 2 years an increase in bird (mainly Seagulls) activity coming from and over Bowerhill Industrial Estate. At the moment we haven't had to avoid any on our approach/departure from our landing site in Melksham, but I'm fearing it won't be long until it happens.

On the 24th September around 1900 we noticed twice a large sum of gulls which we estimated to be around 100 coming from the industrial estate and I'm wondering what we can do to prevent a serious accident from happening (picture below).



More than happy to come across and chat if it helps.

Regards

Rich

Richard Miller

Safety & Operations Manager



T: 01380 819306

M: 07552 233149

 **Wiltshire Air Ambulance, Outmarsh, Semington, Wiltshire, BA14 6JX**



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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Monday, September 25, 2023 10:05 AM
To: Richard Miller <Richardm@wiltshireairambulance.co.uk>
Subject: Seagull safety warning over Bowerhill Industrial Estate

Morning Richard

Good to talk to you this morning, if you are able to reply with a couple of details of what we discussed this morning, and I will let you know what I can find out in terms of responsibility etc. and a way to proceed.

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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On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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Source: Office for National Statistics - Census 2021

Area map



Population

17,500

people

56,490,000 people in England

Rounded to the nearest 100 people

Distance travelled to work

Selected area (England)

Less than 10km **36.2%** (35.4%)



10km to less than 30km **16.0%** (14.4%)



30km and over **6.7%** (4.3%)



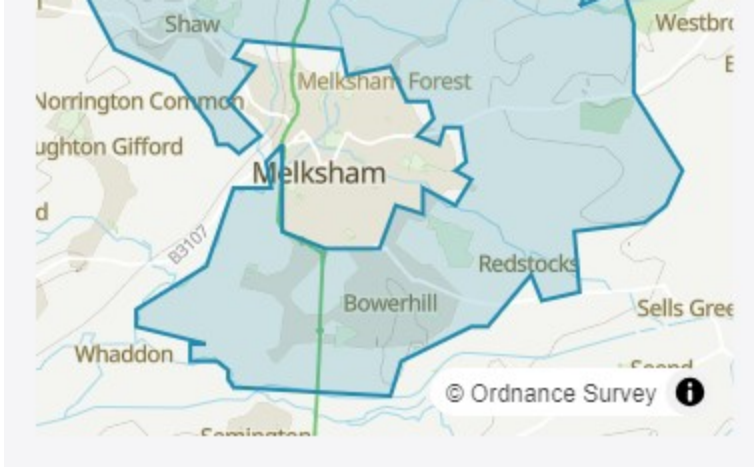
Works mainly from home **25.3%** (31.5%)



Other **15.8%** (14.5%)



% of people aged 16 years and over in employment



56,490,000 people in England
 Rounded to the nearest 100 people

Method of travel to workplace

Selected area (England)

Work mainly at or from home **33.5%** (31.5%)

Underground, metro, light rail, tram **0.1%** (1.9%)

Train **0.1%** (2.0%)

Bus, minibus or coach **0.6%** (4.3%)

Taxi **0.3%** (0.7%)

Motorcycle, scooter or moped **0.3%** (0.5%)

Driving a car or van **53.7%** (44.5%)

Passenger in a car or van **3.1%** (3.9%)

Bicycle **2.0%** (2.1%)

On foot **5.6%** (7.6%)



56,490,000 people in England
Rounded to the nearest 100 people

Method of travel to workplace

Selected area (England)

Work mainly at or from home **25.3%** (31.5%)

Underground, metro, light rail, tram **0.0%** (1.9%)

Train **0.3%** (2.0%)

Bus, minibus or coach **1.2%** (4.3%)

Taxi **0.2%** (0.7%)

Motorcycle, scooter or moped **0.7%** (0.5%)

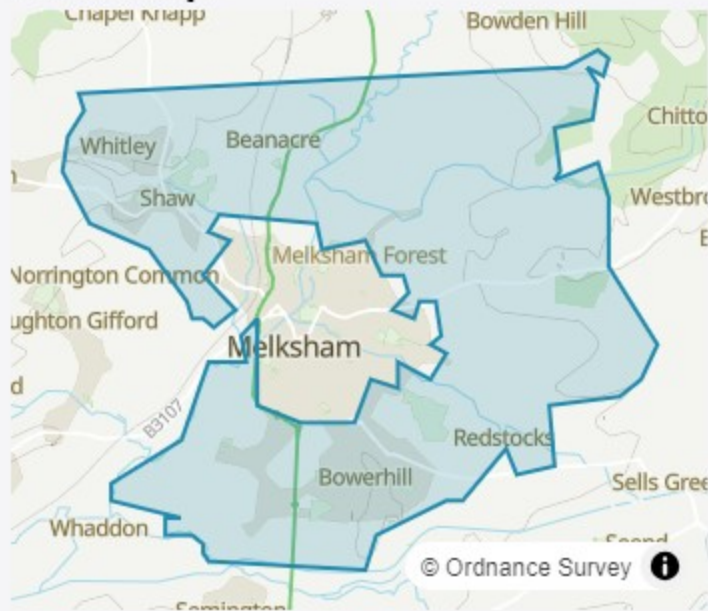
Driving a car or van **56.9%** (44.5%)

Passenger in a car or van **4.4%** (3.9%)

Bicycle **3.1%** (2.1%)

On foot **7.2%** (7.6%)

Area map



Population

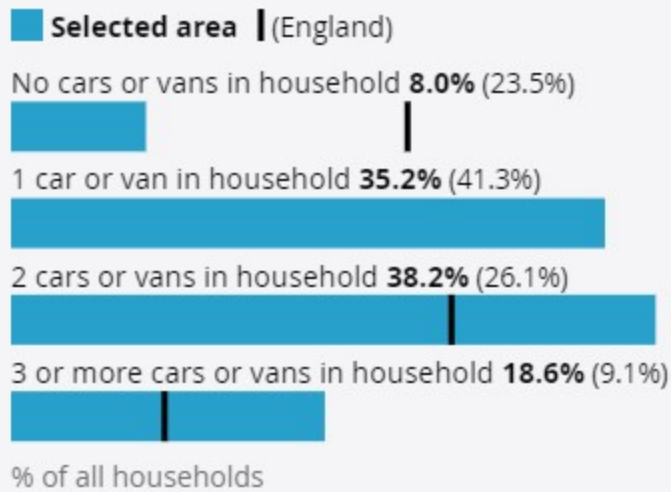
7,800

people

56,490,000 people in England

Rounded to the nearest 100 people

Number of cars or vans



Source: Office for National Statistics - Census 2021

Area map



Population

17,500

people

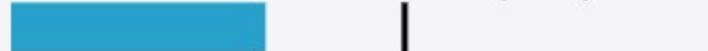
56,490,000 people in England

Rounded to the nearest 100 people

Number of cars or vans

Selected area | (England)

No cars or vans in household **15.2%** (23.5%)



1 car or van in household **41.6%** (41.3%)



2 cars or vans in household **31.3%** (26.1%)



3 or more cars or vans in household **11.8%** (9.1%)



% of all households

Source: Office for National Statistics - Census 2021

Teresa Strange

From: [REDACTED]
Sent: 14 September 2023 11:12
To: graham [REDACTED]
Subject: Melksham Railway Service [Fwd: Thank you for the community rail conference, and a positive look ahead]

Dear all - Melksham Rail Interest

Following on from yesterday's very useful GWR Community Rail Conference in Swindon, I have dropped a "Thank you" letter to the organisers - heart-felt as they did an excellent job and they (GWR and indeed Network Rail) are in the difficult position of being the messengers and implementors for the Government, who's agenda is not entirely beneficial for the rail industry, passengers, business development and the environment.

I / we work well with the people at GWR, and as the people I'm writing to are also the ones we work with throughout the year, I have allowed myself to stray into a look ahead to the future, describing objectives for coming years. Something of a personal view - from Melksham as I was there representing the town's community group. It's ten years in December since our service stepped up from 2 trains a day to a train every 2 hours, and passenger journeys have risen from 3,000 to 75,000 per annum. But that's still an order of magnitude below the numbers they should be for a town of our size. The issues as to why are summarised in my letter

So what for the next ten years? Do have a read of what I have written to GWR, and please feel free to share the email and this cover.

Graham

To:
Parish Clerk - Melksham Without Parish Council Town Clerk - Melksham Town Council Transport Lead - Melksham Neighbourhood Plan Sustainable Transport Contact - Wiltshire Council Secretary - TravelWatch SouthWest Friends Secretary - TransWilts CRP Financial Director - TransWilts CRP Chair - West Wiltshire Rail Users Group Raifuture - Severnside Branch Webmaster - Bristol Rail Campaign

Graham Ellis - [REDACTED]
48 Spa Road, Melksham, SN12 7NY
01225 708225 or 07974 925928
* Melksham South Ward Town Councillor
* Webmaster, Coffee Shop Rail Passenger Forum
* Acting Chair, Melksham Transport User Group
* Option 24/7 rep for Melksham
* West Wilts Rail User Group (Committee)
* Ukraine2Uk Webmaster and Facebook Group Admin

> Begin forwarded message:
>
> From: "[REDACTED]"
> Subject: Thank you for the community rail conference, and a positive
> look ahead
> Date: 14 September 2023 at 09:05:30 BST
> To: [GWR Contacts]

> Dear Tom, Stacey, Jane, and please share this email to the rest of the
> GWR team and wider if useful,

>

> THANK YOU for running the conference at Steam yesterday, and for the invite and letting me attend. It was truly, excellently informative and a wonderful opportunity to network both with GWR contacts and friends who support rail through local government, community rail and wider channels. One of the most useful such events I have attended over the years.

>

> As well as a "Thank you", an apology to those of your colleagues I gave a difficult time over issues such as the future of fares and ticket purchase, of service reliability, and of last mile links to and from my local station (Melksham, Wiltshire, urban area population around 23,000). I have a passion to represent these services, have been and remain a keen partner to grow them and their use - sometimes that comes across as me being difficult but I am in it for the town and the residents, and not to be high in the "popular partner" stakes; I do wish to be high in the "we can work together, long term" stakes, mind you.

>

> Rail Industry professionals and organisations are in a "squeezed" position at present, with decisions that would have been in your hands in the past now in the hands of central government, and with some of those decisions they are taking being uncomfortable ones. The start of the 2020s have been a time of unprecedented change with so many external factors rocking the boat (or is that derailing the trains?) and on top of that an admission that a number of mature structures such as franchising and the fares system are past their sell-by date - may have been good in their time, but not fit for purpose for the next decade. There is a massive problem in defining what purpose actually is, how we get there from where we are now, how we deal with the difficult issues of those who are comfortable in their use of the current systems. The direction we're headed is unclear - in a fog ahead and with an apparent strategy contradicted by shorter term tactics that speaker after speaker (with the notable exception of the recorded message from the Secretary of State) expressed coded frustration at.

>

> Where am I going? I'm saying that I (and I believe much of the informed passenger community) sympathise with you in the issues you are having to address. We admire and respect your professionalism. We want to continue to work with you and grow the use and usefulness of public transport - in the context of GWR, that's passenger trains and road links for last mile and more remote destinations off the network. On a local (Melksham) level, from which I am writing, we need to have issues on our mutual agenda such as:

>

> * Service Reliability. One of the "stats" sites shows 12% cancellation over the last 4 weeks, and that excludes services cancelled on strike days. We should be aiming at - what - 98% of services run to the published twice-a-year timetable.

>

> * A fare and ticketing system where people can buy online or come to the station confident that they can purchase the ticket they need in a way and environment they feel confident with.

>

> * A feeling of wellbeing and support for everyone at the station and on the trains, be that on normal journeys or on the hopefully-much-reduced occasions when things go wrong.

>

> * Marketing so that we can work with you to promote rail travel to and from our town where appropriate, looking at a target of around 20 journeys per resident per annum 10 years from now. That's about 6 times current journey numbers, and would bring us towards the figures for other Wiltshire Towns which (I would hope) would have moved on up in the meantime.

>

> * Bus services to and from Melksham Station to connect with the trains. I will admit to jealously yesterday in listening to the stories of this being done and working - yet that gives me faith that we are not looking at rocket science here in Melksham, but rather at something which learns from established practise and will be pretty certain to work.

>

> Ten years ago - December 2013 - we moved from a useless train service
> at Melksham ("2 service a day and they are too early and too late") to
> a service that ran every 2 hours or so. Passenger numbers up from
> around 3,000 to around 75,000 journeys a year. And a big success that
> we have worked on together. However, it remains a poor service, under

- > which passengers need to plan their journey before they plan their
- > day, rather than being able to plan their day and then choose their
- > train. Make that change up to hourly each way, get the other issues
- > resolved, and we have a model for the next 10 years - from unusable in
- > 2013 to poor in 2023 to appropriate in 2033 (or can we do it by 2028,
- > I wonder?)
- >
- > A time of change - with so many cards thrown up in the air - is also a
- > time of great opportunity - a puff of wind, a little blow to help the
- > cards settle in a new way suitable for the future. Let's work for this
- >
- > Graham
- >
- > Graham Ellis - [REDACTED]
- > 48 Spa Road, Melksham, SN12 7NY
- > 01225 708225 or 07974 925928
- > * Melksham South Ward Town Councillor
- > * Webmaster, Coffee Shop Rail Passenger Forum
- > * Acting Chair, Melksham Transport User Group
- > * Option 24/7 rep for Melksham
- > * West Wilts Rail User Group (Committee)
- > * Ukraine2Uk Webmaster and Facebook Group Admin
- >

Lorraine McRandle

Subject: FW: Tweaking train times for better Bristol connections from Melksham.
Attachments: mkm2bri_202312.pdf

From: Graham Ellis <graham.ellis@melksham-tc.gov.uk>
Sent: 30 September 2023 17:56
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Linda Roberts <linda.roberts@melksham-tc.gov.uk>
Cc: Committee Clerk <committee.clerk@melksham-tc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>;
Subject: Tweaking train times for better Bristol connections from Melksham.

Ladies and Gentlemen

Average train journey time to Bristol - 67 minutes and back - 62 minutes. Shouldn't be so long, but there were so many changes to and from Bath and Bristol in May that some old connections got overlooked.

I am meeting with GWR with West Wilts Rail User Group on Tuesday morning - attached document suggesting some tweaks that would reduce the 67 minutes to 49, and the 62 minutes to 48. Checked with others, so no great surprise and what people have been asking for. Technically checked as best we can so it should be a no-brainer ;-). Very short notice, but please let me know of any glaring errors or any extra tweaks for the next year's changes.

Graham

Melksham Town Council, South Ward
Blog at <http://grahamellis.uk/perm.html>
Email policy statement at <http://grahamellis.uk/email> Facebook at <https://www.facebook.com/Graham4Melksham/>
I only visit other social media occasionally.

Email: graham.ellis@melksham-tc.gov.uk
Phone: 01225 708225 / 0797 4 925 928
Home: 48 Spa Road, Melksham, SN12 7NY

September 2023

Tuning suggestions for GWR to improve official connections

Suggestion takes Melksham to Bath and Bristol day returns and saves a third on journey times – GE / draft 2023-09-30 v 0.9 / graham@sn12.net

(1) 2020 05:11 Gloucester to Southampton runs 5 minutes earlier between Swindon and Westbury (only)

Also provides new connection at Westbury to Weymouth

(2) 1C02 06:28 Paddington to Weston runs 1 minute later from Swindon to Bristol (only)

(3) 2M22 08:45 Swindon to Westbury runs 3 minutes earlier
Pathing issue at Swindon though?

Morning – Melksham to Bath and Bristol

Current: Average 67 minutes to Bristol

MKM	change	Bath	Bristol	
06:36	TRO,06:45-07:05	07:28	07:48	72 minutes
07:21	CPM,07:30-08:09	08:19	08:36	85 minutes
08:02	CPM,08:11-08:32	08:43	08:57	55 minutes
09:10	TRO,09:19-09:46	10:09	10:28	78 minutes
10:12	CPM,10:12-10:33	10:43	10:58	46 minutes

Suggested: Average 49 minutes to Bristol

MKM	change	Bath	Bristol	
06:31	TRO,06:41-06:46	07:09	07:28	55 minutes (1)
07:21	CPM,07:30-07:35	07:45	08:04	43 minutes (2)
08:02	CPM,08:11-08:32	08:43	08:57	55 minutes
09:06	TRO,09:16-09:21	09:38	09:52	46 minutes (3)
10:12	CPM,10:12-10:33	10:43	10:58	46 minutes

37% saving of commuter journey time from Melksham to Bristol

Afternoon and evening - Bath and Bristol to Melksham

(4) 2M21 16:23 Westbury to Swindon runs 1 minute later Trowbridge to Chippenham (only)

(5) 2M30 17:36 Swindon to Westbury runs in its Saturday timings To provide connection at Chippenham from Bristol to Melksham.

(6) 2009 17:50 Gloucester to Salisbury runs 1 minute later from Chippenham to Westbury (only)

Current: Average 58 minutes from Bristol - 62 in peak

Bristol	Bath	Change	MKM	
15:00	15:12	CPM,15:25-15:30	15:39	39 minutes
15:22	15:35	TRO,15:54-16:29	16:38	76 minutes
17:00	17:13	CPM,17:25-17:52	18:02	62 minutes
17:47	18:05	TRO,18:27-18:43	18:52	65 minutes
18:00	18:13	CPM,18:26-18:59	19:08	68 minutes
19:25	19:38	TRO,19:56-20:12	20:21	56 minutes
20:00	20:13	CPM,20:23-20:38	20:38	38 minutes
20:25	20:38	TRO,20:56-21:22	21:31	66 minutes
22:00	22:13	CPM,22:29-22:45	22:54	54 minutes

Suggested: Average 50 minutes from Bristol - 48 in peak

Bristol	Bath	Change	MKM	
15:00	15:12	CPM,15:25-15:30	15:39	39 minutes
15:45	16:03	TRO,16:25-16:30	16:39	54 minutes (4)
17:29	17:43	CPM,17:56-18:01	18:10	41 minutes (5)
17:47	18:05	TRO,18:27-18:43	18:52	65 minutes
18:30	18:44	CPM,18:55-19:00	19:09	39 minutes (6)
19:25	19:38	TRO,19:56-20:12	20:21	56 minutes
20:00	20:13	CPM,20:23-20:38	20:38	38 minutes
20:25	20:38	TRO,20:56-21:22	21:31	66 minutes
22:00	22:13	CPM,22:29-22:45	22:54	54 minutes

30% saving of journey time from Bristol to Melksham in peak

Teresa Strange

From: Robert Shea-Simonds
Sent: 14 September 2023 12:17
To: Teresa Strange
Cc: Marianne Rossi; Lorraine McRandle; John Glover;
WALCenquiries@communityfirst.org.uk; d.bourne@communityfirst.org.uk
Subject: Councillor Training Yesterday

Hi Teresa

A very full days' worth, but well worth it from my point of view.

First Section covering Councillor Responsibilities by David Mears (Town Clerk/RFO Bridgewater TC):

- Objectives
- The Council
- The Councillor
- The Chairman
- The Clerk
- Powers
- Duties
- Code of Conduct
- Meetings
- Residents expectations
- The best Councils

Then Finance from Steve Parkinson (Qualified Accountant and CEO of Parkinson Partnership):

- RFO
- Auditors
- Precept
- Budget
- Reserves
- VAT
- Risk Management
- Financial Risks

A great refresher training day for me.

After some initial IT problems (screening of power point slides) delayed the start by 45 minutes, the Training was delivered to a high standard with breaks and good lunch provided.

I thanked all those concerned with the Training delivery and I understand that Helen Akiyama and Debora Bourne will be circulating power point copies of the 2 training presentations in due course.

Virtually without exception everything that was presented yesterday confirmed my view and proves that MWPC is run in a professional, legal, ethical and transparent manner thanks in large part to your leadership and guidance of Staff and Councillors . Overall, a great team!

Regards

Robert

Robert Shea-Simonds

Councillor

Melksham Without Parish Council

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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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