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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday, 28 November 2023

Dear Members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday, 4 December 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



Serving rural communities around Melksham

AGENDA

1. Welcome, Announcements & Housekeeping

- a) To note Councillor vacancy is currently being advertised. Deadline for a request for an election is 7 December. If an election is called it will take place no later than 13 February 2023. If no nominations are received the vacancy will be filled by co-option.
- b) To note Wiltshire Council Cabinet have approved a proposal to invest £37m into a central area strategic depot in Melksham.
- c) To note the Area Board (Highways Matters meeting) is being held on 6 December at 7.00pm (6.30pm for informal networking) at Semington Village Hall.
- d) To note Melksham Without Parish Council grant aid applications are open for 2024/25 with a deadline for applications of 31 January 2024.

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 item of business, 8a, 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 13 November 2023.

7. Planning:

- a) To approve the Minutes of the **Planning Committee** meeting held on 27 November 2023.
- b) To formally approve Planning Committee recommendations of 27 November 2023.

8. Asset Management

- a) To consider further information received from youth organisation regarding the installation of advertising hoarding at the sports field and approve way forward (if received)
- b) **Shurnhold Fields.** To receive feedback on Friends of Shurnhold Fields AGM held on 15 November.

9. Finance:

- a) To note Income/Expenditure reports for November.
- b) To appoint cheque signatories/online authority for December payments.
- c) To note the Council's Investment Policy.

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- d) To receive feedback on meeting held with CCLA on 14 November and consider investing with Churches, Charities and Local Authorities (CCLA).
 - e) To approve transfer of funds between bank accounts and fixed term deposits.
 - f) **Budget 2024/2025.** To note staff working on draft budget. Councillors to advise of any projects/funding requests for consideration for next financial year.
 - g) To consider Chair's allowance for 2023/24 (backdated to 1 April) with regard to Local Pay Authority.
 - h) **Shaw and Whitely Friendship Club.** To consider correspondence received from the club advising that they will close at Christmas and consider options for grant funding received.
 - i) **Shaw and Whitley Community Hub.** To consider a request for £3,700 of grant funding towards construction/building costs associated with the Whitley Stores Community Shop Project.
10. **Local Cycling and Walking Plans (LCWIPs) for Calne and Melksham.** To consider providing a response to the consultation which closes on 22 December. <https://calne-and-melksham-lcwip.commonplace.is/>
11. **To note outcome of Code of Conduct Complaint (not upheld)**
12. **Policies**
- a) To note duty under Environment Act 2021 for Councils to have regard to a Biodiversity Policy before 1 January 2024.
 - b) To consider adopting a Biodiversity Policy (example provided)
13. **Age UK Wiltshire.** To note quarterly report (Q2) July–Sept 2023 and to consider thoughts post March 2024 to inform budget (NB Melksham Town Council have agreed funding post for 3 years).
14. **Melksham Station Land (currently car park) and building.** To note update from Wiltshire Council Estates Team regarding future use of the site.

MELKSHAM WITHOUT
PARISH COUNCIL
**APPLICATIONS
FOR GRANT AID**

**are invited from organisations that
directly benefit residents of the parish**

*Forms available from the Clerk,
First Floor, Melksham Community Campus,
Market Place, Melksham, Wilts, SN12 6ES.*

01225 705700

email admin@melkshamwithout-pc.gov.uk

or download from
www.melkshamwithout-pc.gov.uk

Closing date for applications:
AGENDA ITEM 01(a) - Grant Aid5
Wednesday 31st January 2024

**MINUTES of the Full Council Meeting of Melksham Without
Parish Council held on Monday, 13 November 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, Stefano Patacchiola JP, Peter Richardson, Robert Shea-Simonds and Richard Wood

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

In attendance: Wiltshire Councillor Nick Holder (Bowerhill)

283/23 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting and noted everyone present was aware of the fire evacuation procedures for the building. The meeting was being recorded to aid the production of the minutes and would be available on YouTube and deleted once the minutes had been approved.

The following announcements were made:

- **Updates on the Levelling Up Bill:** This has now been approved in law. However, awaiting more detail as most of it has not yet been published as yet. The House of Lords had asked for an amendment to allow for remote Council meetings to take place, however this was not approved by the House of Commons, on the basis they want people to attend in person.

In terms of planning reforms, whilst there are changes, these do not include those relating to the 5 year land supply that councils were

hoping for, however, there could be more on this in the Autumn Statement next week.

- Councillor Richard Clewer, Leader of Wiltshire Council to undertake a Q & A session on Tuesday, 28 November, 6.00pm-7.30pm at Melksham Campus.
- Melksham Area Board meeting (focusing on highways) to be held on Wednesday, 6 December at Semington Village Hall, starting at 7.00pm (but 6.30pm for informal networking).
- The Friends of Shurnhold Fields AGM will be held 15 November at Melksham Without Parish Council offices at 7.00pm.
- Churches, Charities and Local Authorities (CCLA) presentation to be held on 14 November, regarding the Council's investments which all Members were invited to.
- Pre-App meeting to be held 14 November at 3.30pm with Bloor Homes.

284/23 To receive Apologies and approval of reasons given

Apologies were received from Councillor Chivers who was in hospital but had stated if released earlier today, would attend the meeting and Councillor Russell who had had a fall over the weekend.

It was noted Councillor Hoyle was not present and under Section 85 of the 1972 Local Government Act, a councillor vacates office if they fail to attend a relevant meeting for 6 consecutive months after their last attendance, unless before the expiry of that period the council approves a reason for their absence.

Councillor Hoyle last attended a meeting on 27 March 2023, with the Council accepting his apologies in April and on 22 May (Annual Council meeting). Therefore, as Councillor Hoyle was not in attendance at this meeting, the Clerk would be declaring a casual vacancy the following day.

Councillor Glover confirmed he had previously spoken to Councillor Hoyle regarding his attendance at meetings and the 6 month rule, with Councillor Hoyle stating he would attend a future meeting, but had not done so. However, it was noted he was engaged in overseas work recently.

Resolved: To accept and approve the reasons for absence of Councillors Chivers and Russell and to note casual vacancy following the non attendance of Councillor Hoyle.

285/23 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 **7a, 8c, 9a, 9b & 12b** of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted*

Resolved: For items 7a, 8c, (for contractual reasons) and 9a, 9b & 12b (staffing matters) to be held in closed session.

286/23 Declarations of Interest:

a) To receive declarations of interest

Both Councillor Holt and Councillor Wood as Chair and Member of Berryfield Village Hall Committee, declared an interest in agenda item 8a regarding the Asset Management Minutes and Min 277/23 regarding Berryfield Village Hall.

As the Asset Management Committee minutes of 6 November 2023 were to be approved at the meeting and made reference to a possible location for a bench at Wellington Drive (Min 282(a)/23), as a resident, Councillor Glover declared an interest.

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

None received.

287/23 Public Participation & Invited Guests

Standing Orders were suspended.

- **Wiltshire Councillor Nick Holder, Bowerhill**

Community Governance Review

This had been instigated as New House Farm sat on the left-hand side of A365, and whilst most of the properties on this side of the road were in Melksham Without Parish (Bowerhill Ward), this property was in the Seend Parish (Devizes Rural Ward). Having been approached by Democratic Services who were seeking examples where

boundaries could be tidied up, had put this one forward and would inform the resident in due course.

Planning Matters

The planning application by Milestone for a temporary depot at Bowerhill had been approved (PI/2023/01008).

With regard to a proposed footpath to the rear of Melksham Oak School, it was understood a planning application was due to be submitted shortly.

Highway Matters

Councillor Holder informed the meeting he had raised concerns with Wiltshire Council at the number of road works taking place or planned in and around Melksham and the various diversions associated with these, noting resurfacing works were due to take place on Queensway shortly to add to existing problems and had received a response from the Director of Highways to his concerns which he read out at the meeting:

‘There is a large amount of planned road works in and around Melksham and you will no doubt be very much aware of the ongoing disruption caused by the road works on Spa Road near the Snowberry Lane junction. These are essential works to divert the Openreach telecoms apparatus in advance of the completion of the roundabout by the developer. The open excavation between the traffic signal heads is required to build the box to joint all of the cables, until all of the cables had been pulled through, the box work cannot be completed.

The realignment of the roundabout cannot commence until these diversionary works are finished. Wiltshire’s Highways Network Management Team have been working closely with Openreach to encourage them to complete the works with due expediency. There have been a number of conditions imposed on the permit to work, that for several reasons have not been complied with. Our team is, and continue to be, in daily conversations with Openreach to source a solution for the completion of the works as soon as possible.

Most of these works were always going to be very impactful on the network due to their location, disappointingly Openreach have failed to properly resource and plan these works. Discussions have been escalated at senior level within Openreach, as of today we have instructed to commence with the box construction ahead of the final jointing of the cables. Once the box work is complete the road will be returned to normal use by the end of next week. Openreach will then return in the New Year to complete the jointing of the new cables once we are satisfied with their permit application.

During the construction of the joint box next week, there will appear to be no visible activity at times, but this will be because the concrete for the chamber has to cure for 3 days before the inspection lid is installed and the road reinstated around it. Openreach have been instructed to complete these works by close of play on Friday 17th November, as after that their works would otherwise clash with other planned works.

As alluded to, there are a number of other planned works which are being carefully coordinated to avoid any conflict with the ongoing Openreach works.

1. Resurfacing works are planned for Queensway which will involve a road closure between 20th November and the 1st December. Queensway will not be closed whilst there is any active traffic management on Spa Road though, should Openreach works over run.

2. There are urgent Wessex Water works in Spa Road near Warwick Crescent junction. These works are urgent and were originally planned for later November. Unfortunately, these works do require a road closure, due to where the chamber is in the middle of the road. The Network Management Team have negotiated that these will now not take place until 7th January 2024.

3. A3102 Sandridge Road – Scottish and Southern Electricity Networks have some works to install a connection to a pumping station. These were planned for next week but we have pushed this back to after 20th November, but these should not be too disruptive as they are being done with two way traffic signals that we have stipulated will be manually controlled at peak times.

4. Melksham is being used as the diversion for the Staverton Wessex Water closure. This was due to continue until mid-December, but it is well ahead of schedule and should be complete next week, but once Staverton is open once more there should be generally less traffic in the area. It is hope that Staverton will be open during the week beginning 13th November.

5. Snowberry Lane, Openreach planned to do some works there with traffic lights next week. This permit has been refused due to it clashing with their other works at Spa Road.

6. Eastern Way – Independent Fibre Networks need to do an excavation in the footway on 14th November – but there should be no traffic control required, so no impact on flow of traffic on our network.

7. Saturday 2nd – Melksham light switch on – no planned works should be “live” on that night.

8. Due to the Spa Road Openreach works, we have also had to postpone some retexturing works on the A365 The Spa Roundabout – these will be reprogrammed for a more convenient time.’

Standing Orders were reinstated.

It was noted there were also roadworks planned for 3 days on Semington Road and on Bowden Hill, which would be diverting traffic around Melksham. Eden Grove, Whitley was also due to be closed for several days, to enable resurfacing work to take place.

It was advised Members attend the Area Board meeting on 6 December, which would have a highway focus, if they wished to raise concerns.

It was understood the planned roadworks on Spa Road at the junction with Warwick Crescent did not start when expected, and unless people were on Facebook, they would not have been aware of the change, as no letters had been posted through residents’ letterboxes, to make them aware works would not take place until the new year.

With regard to the Community Governance Review, Councillor Baines noted whilst New House Farm on the A365 was in Melksham Without Parish, the rest of the farmland associated with the farm was located on the other side of the road in Seend Parish and therefore this explained why just this dwelling was included within the Parish of Seend.

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

Wiltshire Councillor Nick Holder tendered Wiltshire Councillor Phil Alford’s apologies.

- **Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural. To note report from Councillor Seed**

Councillor Seed had provided a report which Members noted.

288/23 To approve the Minutes of the Full Council meeting held on 9 October 2023.

Resolved: To approve and for the Chair to sign the Full Council minutes of 9 October 2023.

289/23 Planning:

- a) **To approve the Minutes of the Planning Committee meetings held on 23 October and 6 November and Confidential Notes to accompany the minutes of 23 October.**

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 23 October and 6 November and the Confidential Notes to accompany the minutes of 23 October 2023.

- b) **To formally approve Planning Committee recommendations of 23 October and 6 November**

With regard to the minutes of 23 October Councillor Wood expressed frustration Planning Enforcement did not appear to take seriously the concerns raised by both the Council and a local resident that the double garage currently being built at 489 Semington Road was being constructed in such a way to imply it could become a dwelling.

It was also noted the recommendation relating to Buckley Gardens (Min 240/23) to write back to Wiltshire Council insisting signage stating 'no construction traffic' be installed on the entrance to Shails Lane fell, as the developer (David Wilson Homes) had agreed to install the signage.

Resolved: To formally approve the Planning Committee recommendations of 23 October and 6 November 2023.

To make Wiltshire Councillor Seed aware of the Council's concerns that the proposed double garage appears to look more like a dwelling and the responses from Enforcement.

- c) **Melksham Neighbourhood Plan (JMNP2). To receive update on Regulation 14 Consultation on the reviewed draft plan.**

Councillor Glover informed the meeting Katie Lea from Place, Neighbourhood Plan consultants had undertaken a quick review of the Levelling Up & Regeneration Bill and how it might impact the Neighbourhood Plan (JMNP2), with a specific question on the change to meeting basic conditions being forwarded to the plan health check consultants who are providing technical support.

The Clerk explained the Neighbourhood Plan had to meet several basic conditions, which were set out legally and had to conform with all planning policy, including the recently approved Levelling Up & Regeneration Bill and therefore this aspect had been added to the current Health Check being undertaken as part of technical support, prior to going to Examination, in order to check the plan complied to planning policy.

Those who attended the various consultation events provided an update and noted the events had been well attended.

Thanks were expressed to those staff from both Councils who had attended the consultation events.

d) Wiltshire Council's Local Plan Review. To approve response to the consultation.

Councillor Glover explained the response to the Local Plan was still work in progress, however the high level spatial aspects, strategic housing number and allocations had been completed by planning consultants, however, there was still some elements of the response to check, which the Clerk was working on, noting the deadline to submit a response was 22 November.

Therefore, Members were asked to approve the response, which had so far been produced and give the Clerk dispensation to produce the final response to be approved via email.

It was noted the Centre for Sustainable Energy had produced a response to the Local Plan on behalf of Wiltshire Climate Alliance with the Clerk asking if the Council wished to support their comments in the Council's response to the Local Plan.

Councillor Glover felt as most Members may have only just had sight of the CSE document, suggested Members reviewed it and provide feedback by Friday 18 November, as to whether they supported the document or otherwise, in order to have a collective way forward.

It was noted there was some elements of the Local Plan Wiltshire Council had failed to justify, with little evidence they had weighed up all the options, before choosing what had been proposed and therefore was a major flaw in the whole document, it was felt there were also elements which did not comply with national planning policy.

Thanks was given to the Clerk and the planning consultants for their work reviewing the Local Plan and providing a comprehensive response.

Councillor Glover noted with regard to the Centre for Sustainable Energy response under Spatial Planning, it referred to 'The management of growth would be based on a sustainable pattern of development, focused principally on Trowbridge, Chippenham and Salisbury. Market towns and local service centres will have become more self contained and supported by the necessary infrastructure, with a consequent reduction in the need to travel' and expressed concern the allocation of 5ha of employment land in Melksham in the

draft Local Plan would not be enough to provide employment to stop out commuting.

Standing Orders were suspended to allow Wiltshire Councillor Holder to speak to this item who explained having spoken to businesses on Bowerhill Industrial Estate they had highlighted a need for at least 7-10ha of additional employment land in Melksham, to allow for existing businesses to expand and in order to attract new businesses within the life of the draft Local Plan and to be ideally situated adjacent to the industrial estate.

However, in the draft Local Plan an area of land to the East of Melksham had been identified and therefore had queried this with Wiltshire Council who had clarified the land to the South of Bowerhill was under 'option' with a developer for housing development. Therefore, this land could not be identified as employment land, because it was not available and Wiltshire Council had to find an alternative location for an employment land allocation in the draft plan, which had been a challenge, as it was difficult to find more employment land.

Councillor Pafford felt the 5ha allocation of employment land East of Melksham was not the right location. However, the Cooper Tires site had been identified in the Neighbourhood Plan (JMNP2) for development which, with Wiltshire Council's support could provide part of their land for employment purposes as well, which would go towards an employment land allocation, therefore negating the need to use greenfield land East of Melksham, as highlighted in the draft Local Plan.

Councillor Glover sought clarification why Wiltshire Council could not 'designate' the land South of Bowerhill as employment land, in order to allow for the expansion of Bowerhill Industrial Estate.

Wiltshire Councillor Nick Holder explained Wiltshire Council were unable to 'zone' land or compulsory purchase land for such purposes as they were previously able to do, as Local Authorities had this ability removed from them some time ago, which was particularly frustrating.

Councillor Pafford noted Cooper Tires land was not available when Wiltshire Council produced their draft Local Plan and if it had been available at the time, Wiltshire Council may possibly have looked at the site for providing an element of employment land.

Councillor Baines noted within the draft Local Plan it was acknowledged the Cooper Tires site was due to close at the end of the year. Therefore, they could not say they did not know about it and it should have been considered as a potential site for employment land allocation.

Councillor Richardson queried if there was an opportunity to talk to the developers who had an 'option' on the land South of Bowerhill Industrial Estate, particularly as it was not allocated for development in the draft Local Plan about potential for employment land opportunities.

Wiltshire Councillor Holder stated he understood discussions were due to take place with the developer on being able to create employment land opportunities.

Standing Orders were reinstated.

Wiltshire Councillor Nick Holder left the meeting during this item at 7.53pm.

The Clerk summarised the response to the Local Plan collated so far and those elements previously discussed and approved by the Planning Committee and highlighted which aspects of the plan were found to be unsound and where additional information was required to provide a more comprehensive response.

With regard to an employment land allocation in the draft Local Plan, it was queried if Wiltshire Council had considered spatial options for employment land and tested reasonable alternatives, ideally through the sustainability appraisal process, as there was no evidence this had been done. Noting a sustainability appraisal looked at the number of hectares of employment land for Melksham, it did not look at any reasonable alternatives, therefore what was the justification and evidence for allocating employment land East of Melksham.

With regard to Wiltshire Council working collaboratively on the Cooper Tires site allocation in the Neighbourhood Plan, a suggested response had been provided by the Planning consultants, it was agreed to amend the response as follows:

'This is not sound as Wiltshire Council have not met National Planning Policy Framework guidance on working collaboratively with JMNP2, especially in relation to the allocation at Cooper Tires (and Wiltshire Local Plan allocations that may affect its viability). They have not acted positively in line with national planning guidance to develop conforming to Local Plan and Neighbourhood Plan policies.'

The Clerk sought a steer if Members wished to request a review of the settlement boundary at Berryfield, which was classed as a small village but was still subject to several new housing developments, noting Wiltshire Council had confirmed they were not doing settlement boundary changes in the Local Plan, however, could put settlement boundary changes in the Neighbourhood Plan.

Members agreed to a settlement boundary review for Berryfield, as well as Melksham Town and Bowerhill.

It was noted the settlement boundary around Shaw/Whitley may also need to be changed to accommodate the housing allocation in the draft Neighbourhood Plan.

It was noted there was nothing in the draft Local Plan regarding preventing coalescence between settlements, despite the Neighbourhood Plan Steering Group being told a gap between Seend and Bowerhill could not be included in a 'Green Gap' policy in the Neighbourhood Plan, but would have to be considered at a strategic level, ie in the Local Plan. Members agreed to raise this within the response to the Local Plan.

Resolved: To approve the responses collated so far and to give delegated powers to the Clerk to complete the response and circulate to Members by the end of the day on Monday, 20 November to review, prior to submitting to Wiltshire Council on Wednesday, 22 November.

290/23 Asset Management

a) To approve the Minutes of the Asset Management Committee meeting held on 6 November.

Resolved: To approve and for the Chair to sign the Asset Committee minutes of 6 November 2023 and Confidential Notes to accompany the minutes.

b) To formally approve Asset Management Committee recommendations of 6 November

Regarding Min 274/23 Wessex Water Positive Footprint and Recommendation 2 re Shurnhold field, the Clerk explained she had spoken to the contractor regarding the proposed car park and they were happy to still be involved.

With regard to the offer from Wessex Water of surplus Type 1 sub base for the car park, the Clerk explained she had spoken to the contractor regarding this offer and they had felt the stones needed to be of a sizeable quantity to be worthwhile as it would tear up and damage the ground due to given recent weather conditions. Wessex Water would be informing the Council what they had, in order to aid the contractor and Clerk to make a decision.

282(a) Re Benches, Councillor Glover suggested as the locations of benches on Bowerhill were quite large areas, they needed to be more specific, particularly if informing residents.

Resolved: To approve the recommendations of the Asset Management Committee meeting held on 6 November 2023.

To contact Bowerhill Residents Action Group (BRAG) with the list of sites to ask for suitable locations of benches within the areas approved.

c) To approve the land transfer of Davey Play Area.

The Clerk explained Taylor Wimpey had confirmed the Parish Council could maintain vehicular access over the private drive and was reserved in the Land Transfer documentation.

Resolved: To approve and for 2 councillors to sign the Land Transfer document.

d) 3G provision in the Melksham area.

It was explained 2 meetings had taken place recently, with both the football and rugby clubs having identified a need for 2 x 3G facilities. Concern at the condition of the 3G pitch at Melksham Oak had also been raised at the meetings, however, there was no written evidence of the condition of the pitch.

The Clerk explained no notes had been provided, however had agreed she would bring back to the Parish Council to see if they would want to take to the school.

It was noted whilst there was evidence of a need for a 3G pitch in the Melksham area in documentation provided by Wiltshire Council, whilst organisations were stating there was a requirement for another pitch, there was no official evidence from Wiltshire Council. However, it was noted Wiltshire Council were about to undertake a playing field audit which might highlight the need.

As a Governor, Councillor Pafford stated he was happy to approach the school once there was evidence of the concerns. The Clerk agreed to approach the various organisations to request they write back with their concerns, in order Councillor Pafford could make the school aware.

Frustration had been expressed at the meeting that this project could only go forward if Section 106/Community Infrastructure (CIL) funding was available, which it was not at present and would take a few years to come forward, given the level of funding required.

Discussion ensued on 3G pitch provision and a sustainable location for such provision.

291/23 Staffing

- a) To approve the Minutes of the Staffing Committee meeting held on 30 October and Confidential Notes to accompany the minutes.**

Resolved: To approve and for the Chair to sign the Staffing Committee minutes of 30 October.

It was noted there were no Confidential Notes to approve.

- b) To formally approve the Staffing Committee recommendations on 30 October.**

Councillor Pafford informed the meeting he had been asked to investigate, in his role as a School Governor at Melksham Oak, what they constituted as 'gross negligence' and 'gross insubordination' but had not had an opportunity to do this.

Councillor Patacchiola clarified gross negligence would be so serious and above something which would be tolerated and therefore would be dealt with differently.

Resolved: To formally approve the Staffing Committee recommendations of 30 October.

- c) To note the National Joint Council (NJC) have agreed a pay award of £1,925 per annum for all Local Government Services employees for 2023/24 and to consider budget impact and the Chair's allowance in line with increase.**

Councillor Glover, as Chair of the Council declared an interest in this item, as he was in receipt of the Chair's allowance, which would be affected by the increase, and had to have regard to Wiltshire Council Members' allowance increases.

The Clerk explained the increase equated to £1 an hour for each staff member, which meant a £7000 increase on the staffing budget and equated to a 5-9% increase, depending on the staff member, with only 2% being allocated in the budget for pay increases. As the pay award was higher than the 2% allocated in the budget, suggested the increase come from the Staffing Contingency Reserve.

Resolved:

1. To note the pay increase with any shortfall in budget to come from Staffing Contingency Reserve
2. To await what Wiltshire Council do with regard to an increase in their Members' Allowance in order to inform the chairs allowance.

292/23 Community Governance Review (CGR): A Governance Review is being sought in relation to New House Farm near Redstocks moving from Seend Parish, Devizes Rural West Division to Melksham Without Parish (Bowerhill Ward).

a) To consider a response to the review.

It was queried if in Governance terms, there would be an improvement if this change was implemented, noting only the farmhouse would be moved into another parish, whereas the rest of the land associated with the farm would remain in Seend parish.

Resolved:

1. Not to support the request.
2. To inform Seend Parish Council, whilst the Parish Council recognised the logic behind the request, did not support it, with the request not being implemented by them in the first instance.

b) To nominate a representative to liaise with Wiltshire Council

The Clerk explained whilst the Council had not supported the request, Wiltshire Council were seeking a nominated representative to liaise with Wiltshire Council.

Resolved: To nominate the Clerk as the Council's representative to liaise with Wiltshire Council if necessary.

293/23 Finance:

a) To note Income/Expenditure reports for October.

Members were informed whilst the Council had recently changed internet providers to XLM, they were trading as Daisy, which appeared on the accounts.

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

b) To appoint cheque signatories/online authority for November payments.

Resolved: To appoint Councillors Glover and Shea-Simonds as cheque signatories/online authority for November, with Councillors Pafford and Shea-Simonds authorising the Chair's Allowance payment.

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

As several Members were meeting with the CCLA (Churches, Charities and Local Authorities) the following day and therefore may want to invest funds with them the Clerk suggested all funds go into a fixed term deposit until the December meeting and then Members decide at the December Full Council meeting whether to invest with the CCLA or not.

The Clerk advised to move money from the Unity Instant Access Account to the Unity Current Account to cover forthcoming bills over the next 3 months.

Resolved: To move £652,000 from the Lloyds Current Account into the Lloyds Fixed Term Deposit until the next Full Council meeting (4 December)

To move £58,000 from the Unity Instant Access Account to the Unity Current Account.

d) Wiltshire Council, Council Tax Reduction Scheme 2024 consultation. To consider a response to proposed changes.
<https://surveys.wiltshire.gov.uk/Interview/227f8d85-5991-4336-8054-34b824e9fe09>

Wiltshire Council had informed Councils, as the proposal to change the Council's Council Tax Support (CTR) Scheme, was currently in consultation they would not be able to confirm Council tax bases until a decision was made at Cabinet on 12 December.

Wiltshire Council had provided an indicative tax base number for the next financial year and a worst case scenario tax base figure in anticipation of the changes to the scheme, as an example, the Clerk indicated this would result in a difference of £1,286.95 to the Council precept based on this year's figure.

Resolved: To note the information provided by the Clerk on the effect on the Council's tax base and not to respond to the consultation.

e) To note National Association of Local Council's (NALC) Briefing Analysis of Council Tax Levels of Local Precepting Authorities 2023/24.

Members noted the information contained within the Briefing Analysis.

294/23 Highways

a) Parish Steward. To consider requesting more Parish Steward Days each month.

Councillor Glover explained following discussions with the Parish Steward recently it was noted this Council were making full use of their allocation, however, other councils were not. Therefore, wondered if there was merit in seeking additional days per month and to raise this at the next Area Board meeting, which would have a Highways focus and to also raise this with the Head of Highways who was attending a Clerk's Branch meeting.

Resolved: Members agreed to the Clerk raising the issue of extra Parish Steward days at the next Area Board meeting and with the Head of Highways.

b) Speed Indicator Device (SID) Installation

THIS ITEM WAS HELD IN CLOSED SESSION.

The Clerk explained the current contractors, having taken a fortnight to collect the devices from the office in July, had still not installed the devices, despite being chased on several occasions.

Whilst they had been undertaking the quarterly play inspections, they had not undertaken the safety surfacing clean as requested.

Resolved: To write to the Council's current contractor to inform them they were in breach of their contract and if they did not improve, the Parish Council would have no option, but to change contractors for all of the Council's services currently undertaken by them.

c) Living Streets Pavement Parking Campaign.

The Living Streets Campaign were seeking support to call on the Transport Minister to take urgent action on pavement parking. Whilst this had been implemented in London, it was yet to be implemented elsewhere in the Country.

Resolved: To support the campaign to call on the Transport Minister to take urgent action on pavement parking.

d) To receive feedback, following site visit to Wiltshire Council Highway Depot/Milestone on 2 November.

Those who visit the site agreed it was a useful and worthwhile visit.

295/23 Emergency Response

a) To receive update on flooding in the parish, following recent heavy rain and Storm Ciaran.

The Clerk explained whilst there had been an increase in water levels in Shaw & Whitley, as recorded on the telemetry system, there had been no flooding. However, there was an issue with internal property flooding in Beanacre from overflowing septic tanks connecting to highway drains in times of high water levels, but backing up due to a blockage, resulting in pumps being installed, in order to clear water off the A350 which had required traffic lights to be installed.

It was noted both Wiltshire Council's Highways and Drainage Teams had worked tirelessly in order to clear the water and assist those affected by internal property flooding, which was not helped by a water pipe possibly being pierced by works being undertaken in the area.

The Clerk explained the flood wardens had been deployed on 28 October in Shaw & Whitley in the evening due to high levels of water being recorded on the telemetry system, however, all was okay.

With regard to Storm Ciaran whilst there was a check in with 15 volunteer flood wardens who could be called upon if necessary, luckily, they were not required.

DBS checks were currently being undertaken for new flood wardens and renewing of others with photo ID cards being issued on completion of a clear DBS check.

Resolved: To send thank you letters to by the Wiltshire Council's Highway and Drainage Teams.

296/23 Community Engagement

a) Explore Wiltshire Heritage App.

The Clerk provided an update on the meeting held on 1 November which had discussed how to add Melksham information to the App, with the onus being on town/parish Councils taking responsibility for this. Therefore, it was felt volunteers were needed to add the information, however, a moderator would be required, to approve what they would include on the App.

With regard to next steps, a list of people to invite to the next meeting and who could drive this project forward was currently been drawn-up by the Clerk, as there was no one else had come forward.

With regard to a museum, there was discussion that perhaps some form a display could be located in a prominent location which could be changed on a regular basis.

Resolved: It was agreed this project needed to be progressed by the Town Council and not the Parish Council.

b) Health & Wellbeing Group, Melksham Area Board.

Members noted the minutes of meeting held on 19 October and the data summary information provided.

c) To note usage data for Melksham LINK Scheme.

Members noted the usage data for the Melksham Link Scheme.

d) To note Census information on health and wellbeing in the parish.

Members noted the Census information provided on health and wellbeing in the parish.

e) Michelle Donelan MP

The Clerk informed the meeting, Michelle Donelan MP wished to meet with representatives of the Parish Council, however, had suggested a new date of 15 December to be confirmed rather than 8 December as originally suggested.

The following topics for discussion were agreed:

- Melksham Hospital
- Lack of support for the A350 by-pass
- Thoughts on Wiltshire Council's draft Local Plan
- Updates on implementation of proposed planning changes through the National Planning Policy Framework (NPPF).

Both Councillors Glover and Pafford gave their apologies for the meeting on 15 December.

f) Street Tag Wiltshire. To consider taking part in this initiative.

Resolved: For the Parish Council not to get involved given the level of work required by officers.

- g) Digital Connectivity: To consider submitting comments to Consultation on Improving Broadband for very hard to reach (closing date 27 November 2023).**

Resolved: To note the response of NALC to the consultation and not to submit comments to the consultation.

297/23 Public Transport

a) Rail Station Ticket Offices.

Following consultations and the overwhelming support to keep ticket offices open, it was noted the Government had scrapped plans to close Ticket Offices. However, it was understood a different proposal may be coming forward and therefore this needed be kept an eye on.

b) Bus Survey update.

The Clerk explained under delegated powers she had provided a response to the survey, which had been sent on behalf of the Council and included having buses in the evenings and weekends, something to dovetail with the railway station so buses can get there and times to meet the trains. The response also included timings to meet shift work times, discounted fares for those in full time education and concessionary tickets for term time only, not just annual, as well as cross boundary too, as Wiltshire wide tickets do not work if people are trying to get to Bath, RUH or college for instance.

Meeting closed at 9.50pm

Signed.....
Chair, Full Council, 4 December 2023

Date: 01/11/2023

Melksham without Parish Council Current Year

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Time: 10:46

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 7

| Receipts for Month 7 | | | Nominal Ledger Analysis | | | | | |
|-----------------------|--------------------|-----------------|-------------------------|-------|------|--------|------------|--------------------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| Balance Brought Fwd : | | 129,750.12 | | | | | 129,750.12 | |
| V3580-BACS | Banked: 02/10/2023 | 35.00 | | | | | | |
| V3580-BACS | Allotment Holder | 35.00 | | | 1320 | 310 | 35.00 | Briansfield 30 rent |
| V3581-BACS | Banked: 02/10/2023 | 35.00 | | | | | | |
| V3581-BACS | Allotment Holder | 35.00 | | | 1310 | 310 | 35.00 | Allotment rent 6B Berryfield |
| V3582-BACS | Banked: 02/10/2023 | 70.00 | | | | | | |
| V3582-BACS | Allotment Holder | 35.00 | | | 1320 | 310 | 35.00 | Briansfield plot 10 rent |
| V3582-BACS | Allotment Holder | 35.00 | | | 1320 | 310 | 35.00 | Briansfield plot 11 rent |
| V3583-BACS | Banked: 02/10/2023 | 70.00 | | | | | | |
| V3583-BACS | Allotment Holder | 70.00 | | | 1310 | 310 | 70.00 | Berryfield 7A rent |
| V3584-BACS | Banked: 02/10/2023 | 35.00 | | | | | | |
| V3584-BACS | Allotment Holder | 35.00 | | | 1320 | 310 | 35.00 | Briansfield 4 rent |
| V3585-BACS | Banked: 02/10/2023 | 35.00 | | | | | | |
| V3585-BACS | Allotment Holder | 35.00 | | | 1320 | 310 | 35.00 | Briansfield plot 5 rent |
| V3586-BACS | Banked: 02/10/2023 | 18.00 | | | | | | |
| V3586-BACS | Allotment Holder | 18.00 | | | 1320 | 310 | 18.00 | Briansfield plot 1A rent |
| V3587-BACS | Banked: 04/10/2023 | 104.50 | | | | | | |
| V3587-BACS | Bath Road Wanderer | 104.50 | | | 1210 | 210 | 38.50 | Pitch hire- Inv364-24th Sept |
| | | | | | 1210 | 210 | 66.00 | Pitch hire-Inv.374- 1st Oct |
| V3588-BACS | Banked: 06/10/2023 | 132.00 | | | | | | |
| V3588-BACS | FC Devizes United | 132.00 | | | 1210 | 210 | 66.00 | Inv.367- 16th Sept pitch hire |
| | | | | | 1210 | 210 | 66.00 | Inv.367- 30th Sept pitch hire |
| V3589-BACS | Banked: 09/10/2023 | 66.00 | | | | | | |
| V3589-BACS | Bath Road Wanderer | 66.00 | | | 1210 | 210 | 66.00 | Inv.374-8th October pich hire |
| V3590-BACS | Banked: 09/10/2023 | 330.00 | | | | | | |
| V3590-BACS | Future of Football | 330.00 | | | 1210 | 210 | 110.00 | Evening sessions-W/C 25th Sept |
| | | | | | 1210 | 210 | 110.00 | Evening sessions-W/C 2nd Oct |
| | | | | | 1210 | 210 | 110.00 | Evening sessions W/C 9th Oct |
| | Banked: 09/10/2023 | 138,000.00 | | | | | | |
| M20567748 | Fixed Term Deposit | 138,000.00 | | | 210 | | 138,000.00 | V3505-Fixed Term deposit retur |
| V3591-INTE | Banked: 09/10/2023 | 108.13 | | | | | | |
| V3591-INTE | Lloyds Bank | 108.13 | | | 1080 | 110 | 108.13 | Interest from Fixed deposit |
| V3616-REFU | Banked: 09/10/2023 | 17.59 | | | | | | |
| V3616-REFU | Plusnet | 17.59 | | 2.93 | 4384 | 220 | 14.66 | Refund for WIFI |
| V3616-REFU | Banked: 09/10/2023 | -17.59 | | | | | | |
| V3616-REFU | Plusnet | -17.59 | | -2.93 | 4384 | 220 | -14.66 | WIFI REFUND- WRONG CB |
| 500177-CAS | Banked: 10/10/2023 | 17.81 | | | | | | |
| V3592-058 | BASRAG | 17.81 | | | 1130 | 110 | 17.81 | Halloween poster photocopying |

Continued on Page 195

| Receipts for Month 7 | | Nominal Ledger Analysis | | | | | | |
|---------------------------------|--------------------|-------------------------|-----------|-------|------|--------|------------|--------------------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| 500176-CAS | Banked: 10/10/2023 | 210.00 | | | | | | |
| V3593-048 | Allotment Holder | 35.00 | | | 1310 | 310 | 35.00 | Berryfield 17A rent |
| V3594-050 | Allotment Holder | 70.00 | | | 1320 | 310 | 70.00 | Briansfield plot 8 rent |
| V3595-056 | Allotment Holder | 35.00 | | | 1320 | 310 | 35.00 | Briansfield plot 3 rent |
| V3596-057 | Allotment Holder | 35.00 | | | 1310 | 310 | 35.00 | Berryfield 5B rent |
| V3597-055 | Allotment Holder | 35.00 | | | 1320 | 310 | 35.00 | Briansfield plot 6 rent |
| 500178-CHQ | Banked: 11/10/2023 | 280.00 | | | | | | |
| V3598-CHQ | Allotment Holder | 70.00 | | | 1310 | 310 | 70.00 | Berryfield 14A rent |
| V3599-CHQ | Allotment Holder | 140.00 | | | 1310 | 310 | 70.00 | Berryfield 1B rent |
| | | | | | 1310 | 310 | 70.00 | Berryfield 2B rent |
| V3600-CHQ | Allotment Holder | 70.00 | | | 1310 | 310 | 70.00 | Berryfield 2A rent |
| V3602-WIFI | Banked: 12/10/2023 | 26.83 | | | | | | |
| V3602-WIFI | Plusnet | 26.83 | | 4.47 | 4190 | 120 | 22.36 | Refund for WIFI |
| V3603-BACS | Banked: 16/10/2023 | 35.00 | | | | | | |
| V3603-BACS | Allotment Holder | 35.00 | | | 1320 | 310 | 35.00 | Briansfield plot 9 rent |
| V3606-BACS | Banked: 16/10/2023 | 70.00 | | | | | | |
| V3606-BACS | Allotment Holder | 70.00 | | | 1320 | 310 | 70.00 | Rent plot 27 Briansfield |
| V3607-BACS | Banked: 18/10/2023 | 330.00 | | | | | | |
| V3607-BACS | Future of Football | 330.00 | | | 1210 | 210 | 110.00 | Inv.377- 16th & 17th September |
| | | | | | 1210 | 210 | 110.00 | Inv.377- 23rd & 24th September |
| | | | | | 1210 | 210 | 110.00 | Inv.377- 30th Sept & 1st Oct |
| V3608-BACS | Banked: 18/10/2023 | 440.00 | | | | | | |
| V3608-BACS | Future of Football | 440.00 | | | 1210 | 210 | 440.00 | Inv.378-October Matches |
| V3609-BACS | Banked: 23/10/2023 | 66.00 | | | | | | |
| V3609-BACS | Bath Road Wanderer | 66.00 | | | 1210 | 210 | 66.00 | Part inv.374-22nd Oct match |
| V3610-BACS | Banked: 27/10/2023 | 330.00 | | | | | | |
| V3610-BACS | Future of Football | 330.00 | | | 1210 | 210 | 110.00 | Inv.379- October Camp 24 Oct |
| | | | | | 1210 | 210 | 110.00 | Inv.379- October Camp 25 Oct |
| | | | | | 1210 | 210 | 110.00 | Inv.379- October Camp 26 Oct |
| V3611-BACS | Banked: 30/10/2023 | 198.00 | | | | | | |
| V3611-BACS | Staverton Rangers | 198.00 | | | 1210 | 210 | 66.00 | Inv.375- 14th October |
| | | | | | 1210 | 210 | 66.00 | Inv.375- 21st October Pitch hi |
| | | | | | 1210 | 210 | 66.00 | Inv.375- 28th October pitch hi |
| V3612-BACS | Banked: 30/10/2023 | 35.00 | | | | | | |
| V3612-BACS | Allotment Holder | 35.00 | | | 1320 | 310 | 35.00 | Rent for plot 21 Briansfield |
| Total Receipts for Month | | 141,077.27 | 0.00 | 4.47 | | | 141,072.80 | |
| Cashbook Totals | | 270,827.39 | 0.00 | 4.47 | | | 270,822.92 | |

Continued on Page 196

| Payments for Month 7 | | | | Nominal Ledger Analysis | | | | | |
|---------------------------------|--------------------|-----------|--------------|-------------------------|--------|------|--------|------------|-------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| 10/10/2023 | Fixed Term Deposit | M20578427 | 261,000.00 | | | | 210 | 261,000.00 | V3601- Transfer to fixed term |
| 16/10/2023 | SSE | V3578-DD | 1,480.40 | | 70.48 | 4312 | 220 | 1,409.92 | Inv.513-Pavilion gas |
| 16/10/2023 | Daisy | V3604-DD | 44.72 | | 7.45 | 4384 | 220 | 37.27 | Inv.044-Pavilion WiFi |
| 16/10/2023 | Daisy | V3605-DD | 60.07 | | 10.01 | 4190 | 120 | 50.06 | Inv.043-Canpus wifi |
| 19/10/2023 | SSE | V3579-DD | 290.56 | | 13.83 | 4312 | 220 | 276.73 | Inv.864-Pavilion gas |
| 31/10/2023 | Suez | V3615-DD | 68.78 | | 11.46 | 4770 | 220 | 57.32 | Inv.677- B'hill waste away |
| Total Payments for Month | | | 262,944.53 | 0.00 | 113.23 | | | 262,831.30 | |
| Balance Carried Fwd | | | 7,882.86 | | | | | | |
| Cashbook Totals | | | 270,827.39 | 0.00 | 113.23 | | | 270,714.16 | |

Date: 01/11/2023

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Cashbook 2

User: MR

Unity Bank

For Month No: 7

Receipts for Month 7

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 : | | 70,597.80 | | | | | 70,597.80 | |
| V3616-REFU | Banked:09/10/2023 | 17.59 | | | | | | |
| V3616-REFU | Plusnet | 17.59 | | 2.93 | 4384 | 220 | 14.66 | Pavilion WIFI REFUND |
| Total Receipts for Month | | 17.59 | 0.00 | 2.93 | | | 14.66 | |
| Cashbook Totals | | 70,615.39 | 0.00 | 2.93 | | | 70,612.46 | |

Continued on Page 193

Payments for Month 7

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|-----------------------------|------------|--------------|-------------|--------|------|--------|----------|--------------------------------|
| 02/10/2023 | Teresa Strange | V3613-S/O | 5.30 | | 0.88 | 4190 | 120 | 4.42 | Reimburse out of hours mobile |
| 16/10/2023 | Lloyds Bank PLC | V3577-BACS | 598.15 | | 83.13 | 4685 | 170 | 14.36 | Community Support phone line |
| | | | | | | 4685 | 170 | 59.99 | Emergency support domain |
| | | | | | | 4150 | 120 | 9.99 | Envelopes |
| | | | | | | 4150 | 120 | 33.93 | Leaflet display stand |
| | | | | | | 4150 | 120 | 73.28 | A3 frames for maps |
| | | | | | | 4150 | 120 | 8.32 | Pens |
| | | | | | | 4150 | 120 | 23.31 | Tower extension lead & A4 leaf |
| | | | | | | 4381 | 220 | 19.75 | Bin bags and soap for pavilion |
| | | | | | | 4175 | 120 | 103.20 | Office 365 subscription annual |
| | | | | | | 4190 | 120 | 36.90 | Office phone charges |
| | | | | | | 4175 | 120 | 88.20 | Office 365 monthly subscriptio |
| | | | | | | 4120 | 120 | 5.90 | Postage highway agenda pack |
| | | | | | | 4175 | 120 | 5.50 | Council website domain |
| | | | | | | 4120 | 120 | 16.40 | Planning committee agenda pack |
| | | | | | | 4200 | 120 | 12.99 | Online meeting subscription |
| | | | | | | 4140 | 120 | 3.00 | Monthly fee |
| 27/10/2023 | Agilico | V3553-BACS | 73.12 | | 12.19 | 4130 | 120 | 60.93 | Inv.994-Office photocopying |
| 27/10/2023 | GB Sport & Leisure | V3554-BACS | 43.32 | | 7.22 | 4490 | 142 | 36.10 | 13538-Bearing Hornchurch seesa |
| 27/10/2023 | Heating Associated Services | V3555-BACS | 2,796.72 | | 466.12 | 4721 | 220 | 2,330.60 | Inv.948-Replacement expansion |
| 27/10/2023 | Jens Cleaning | V3556-BACS | 420.00 | | | 4381 | 220 | 420.00 | Inv.1076- Changing rooms clean |
| 27/10/2023 | JH Jones & Sons | V3557-BACS | 198.56 | | 33.09 | 4721 | 220 | 165.47 | Inv.3733-Padlocks for goal pos |
| 27/10/2023 | JH Jones & Sons | V3558-BACS | 1,765.12 | | 294.19 | 4402 | 320 | 66.16 | Inv.3761-Allotment grass cutti |
| | | | | | | 4400 | 142 | 244.09 | Inv.3761-Play area grass cutti |
| | | | | | | 4780 | 142 | 57.75 | Inv.3761-Play Area bin emptyin |
| | | | | | | 4781 | 220 | 87.54 | Inv.3761-JSF bin emptying |
| | | | | | | 4401 | 220 | 761.38 | Inv.3761-JSF Grass cutting |
| | | | | | | 4400 | 142 | 38.13 | Inv.3761-Kestrel Shrub Mainten |
| | | | | | | 4409 | 142 | 179.67 | Inv.3761-Hornchurch grass cutt |
| | | | | | | 4820 | 142 | 36.21 | Inv.3761-September parish main |
| | | | | | | 347 | 0 | -36.21 | Inv.3761-September parish main |

Continued on Page 194

Date: 01/11/2023

Melksham without Parish Council Current Year

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Time: 10:47

Cashbook 2

User: MR

Unity Bank

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|----------------------------|------------|--------------|-------------|--------|------|--------|----------|--------------------------------|
| | | | | | | 6000 | 142 | 36.21 | Inv.3761-September parish main |
| 27/10/2023 | JH Jones & Sons | V3559-BACS | 384.00 | | 64.00 | 4820 | 142 | 320.00 | Inv.3753-Shurnhold Fields gras |
| | | | | | | 347 | 0 | -320.00 | Inv.3753-Shurnhold Fields gras |
| | | | | | | 6000 | 142 | 320.00 | Inv.3753-Shurnhold Fields gras |
| 27/10/2023 | JH Jones & Sons | V3560-BACS | 463.56 | | 77.26 | 4400 | 142 | 246.00 | Whitworth Play Area grass cutt |
| | | | | | | 4780 | 142 | 140.30 | Whitworth Play Area bin empty |
| 27/10/2023 | Shaw Village Hall | V3561-BACS | 60.00 | | | 4680 | 170 | 60.00 | Inv.139- NHP Consultation room |
| 27/10/2023 | Tollgate Security Ltd | V3562-BACS | 760.80 | | 126.80 | 4212 | 220 | 634.00 | Inv.944-Annual alarm monitorin |
| 27/10/2023 | Wiltshire Council | V3563-BACS | 2,843.25 | | | 4270 | 140 | 2,843.25 | 138-Office rent-1.10.23-31.12. |
| 27/10/2023 | Community Heartbeat Trust | V3564-BACS | 198.00 | | 33.00 | 4049 | 142 | 165.00 | Inv.439-BYF V Hall defib suppo |
| 27/10/2023 | Complete Weed Control | V3565-BACS | 2,062.80 | | 343.80 | 4500 | 142 | 1,719.00 | Inv.058-Parish weedspray |
| 27/10/2023 | Aquasafe Environmental Ltd | V3566-BACS | 300.00 | | 50.00 | 4212 | 220 | 125.00 | Inv.006-PPM Visit September 23 |
| | | | | | | 4212 | 220 | 125.00 | Inv.006-PPM October 23 |
| 27/10/2023 | Elan City | V3567-BACS | 109.31 | | 18.22 | 4540 | 142 | 48.06 | Mounting bar 2x Pathfinder Way |
| | | | | | | 4540 | 142 | 24.03 | Additional mounting bar A365 |
| | | | | | | 4540 | 142 | 19.00 | Inv.744-Delivery of bars |
| 27/10/2023 | Playsafety Ltd | V3568-BACS | 1,032.00 | | 172.00 | 4410 | 142 | 710.00 | Play area & MUGA inspections |
| | | | | | | 4410 | 142 | 75.00 | Inv.416-Shaw Playing field ins |
| | | | | | | 4820 | 142 | 75.00 | Shurnhold Field annual inspect |
| | | | | | | 347 | 0 | -75.00 | Shurnhold Field annual inspect |
| | | | | | | 6000 | 142 | 75.00 | Shurnhold Field annual inspect |
| 27/10/2023 | Wiltshire Pension Fund | V3569-BACS | 2,089.35 | | | 4045 | 130 | 1,593.08 | Period 7- October 2023 |
| | | | | | | 4000 | 130 | 253.03 | Period 7- October 2023 |
| | | | | | | 4020 | 130 | 126.98 | Period 7- October 2023 |
| | | | | | | 4010 | 130 | 116.26 | Period 7- October 2023 |
| 27/10/2023 | HM Revenue & Customs | V3570-BACS | 2,765.75 | | | 4041 | 130 | 918.43 | Period 7- October 2023 |
| | | | | | | 4000 | 130 | 518.40 | Period 7- October 2023-T |
| | | | | | | 4000 | 130 | 341.38 | Period 7- October 2023-NI |
| | | | | | | 4020 | 130 | 202.80 | Period 7- October 2023-T |
| | | | | | | 4020 | 130 | 136.96 | Period 7- October 2023-NI |
| | | | | | | 4010 | 130 | 168.00 | Period 7- October 2023-T |
| | | | | | | 4010 | 130 | 114.78 | Period 7- October 2023-NI |
| | | | | | | 4460 | 142 | 320.00 | Period 7- October 2023-T |

Continued on Page 195

| Payments for Month 7 | | | | Nominal Ledger Analysis | | | | | |
|---------------------------------|-------------------|------------|--------------|-------------------------|----------|------|--------|-----------|--------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| | | | | | | 4800 | 320 | 10.20 | Period 7- October 2023-T |
| | | | | | | 4070 | 120 | 34.80 | Period 7- October 2023-T |
| 27/10/2023 | Teresa Strange | V3571-BACS | | | | 4000 | 130 | | October 2023 Salary |
| | | | | | | 4680 | 170 | 35.50 | Refreshments for NHP afternoon |
| | | | | | | 4155 | 120 | 2.45 | Refreshments for meetings |
| | | | | | | 4680 | 170 | 133.24 | NHP new email address |
| | | | | | | 4680 | 170 | 457.32 | Printing-NHP consultation |
| 27/10/2023 | Lorraine McRandle | V3572-BACS | | | | 4020 | 130 | | October 2023 Salary |
| | | | | | | 4155 | 120 | 4.50 | Coffee for meetings |
| | | | | | | 4155 | 120 | 1.20 | Milk |
| | | | | | | 4155 | 120 | 1.45 | Milk |
| | | | | | | 4120 | 120 | 220.00 | Purchase of stamps |
| | | | | | | 4120 | 120 | 1.20 | Envelope |
| | | | | | | 4120 | 120 | 8.15 | Postage- return of laptop lead |
| | | | | | | 4120 | 120 | 3.20 | Postage agenda pack |
| | | | | | | 4155 | 120 | 6.00 | Coffee for meetings |
| | | | | | | 4120 | 120 | 2.60 | Postage planning agenda pack |
| 27/10/2023 | Marianne Rossi | V3573-BACS | | | 0.48 | 4010 | 130 | | October 2023 Salary |
| | | | | | | 4370 | 120 | 2.40 | October 2023 Salary |
| 27/10/2023 | Terry Cole | V3574-BACS | | | | 4460 | 142 | | October 2023 Salary |
| | | | | | | 4051 | 142 | 96.30 | Mileage x214 miles |
| | | | | | | 4050 | 142 | 47.50 | Travel allowance October 23 |
| 27/10/2023 | David Cole | V3575-BACS | | | | 4800 | 320 | | October 2023 Salary |
| 27/10/2023 | John Glover | V3576-BACS | 52.20 | | | 4070 | 120 | 52.20 | Chairs allowance- October 23 |
| 31/10/2023 | Teresa Strange | V3614-S/O | 5.30 | | 0.88 | 4190 | 120 | 4.42 | Out of hours mobile |
| Total Payments for Month | | | 27,432.50 | 0.00 | 1,783.26 | | | 25,649.24 | |
| Balance Carried Fwd | | | 43,182.89 | | | | | | |
| Cashbook Totals | | | 70,615.39 | 0.00 | 1,783.26 | | | 68,832.13 | |

Total Salaries
October 23

£7,382.40

Date: 01/11/2023

Melksham without Parish Council Current Year

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Time: 10:47

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 7

Receipts for Month 7

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 : | | 525,000.00 | | | | | 525,000.00 | |
| | Banked: 10/10/2023 | 261,000.00 | | | | | | |
| M20578427 | Current Account & Instant Acc | 261,000.00 | | | 200 | | 261,000.00 | V3601- Transfer to fixed term |
| Total Receipts for Month | | 261,000.00 | 0.00 | 0.00 | | | 261,000.00 | |
| Cashbook Totals | | 786,000.00 | 0.00 | 0.00 | | | 786,000.00 | |

Continued on Page 108

Date: 01/11/2023

Melksham without Parish Council Current Year

Page: 108

Time: 10:47

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 7

Payments for Month 7

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> |
|---------------------------------|-------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-------------------|--------------------------------|
| 09/10/2023 | Current Account & Instant Acc | M20567748 | 138,000.00 | | | 200 | | 138,000.00 | V3505-Fixed Term deposit retur |
| Total Payments for Month | | | 138,000.00 | 0.00 | 0.00 | | | 138,000.00 | |
| Balance Carried Fwd | | | 648,000.00 | | | | | | |
| Cashbook Totals | | | <u>786,000.00</u> | <u>0.00</u> | <u>0.00</u> | | | <u>786,000.00</u> | |

Date: 01/11/2023

Melksham without Parish Council Current Year

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Time: 10:47

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 7

Receipts for Month 7

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 : | | 113,824.62 | | | | | 113,824.62 | |
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | 0.00 | |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>113,824.62</u> | <u>0.00</u> | <u>0.00</u> | | | <u>113,824.62</u> | |

Continued on Page 14

Date: 01/11/2023

Melksham without Parish Council Current Year

Page: 14

Time: 10:47

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 7

Payments for Month 7

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 | | | 113,824.62 | | | | | | |
|----------------------------|--|--|------------|--|--|--|--|--|--|

| | | | | | | | | | |
|------------------------|--|--|-------------------|-------------|-------------|--|--|-------------------|--|
| Cashbook Totals | | | <u>113,824.62</u> | <u>0.00</u> | <u>0.00</u> | | | <u>113,824.62</u> | |
|------------------------|--|--|-------------------|-------------|-------------|--|--|-------------------|--|

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday, 27 November 2023 at Melksham Without Parish Council
Offices (First Floor), Melksham Community Campus, Market Place,
Melksham, SN12 6ES at 7.00pm**

Present: Councillors Richard Wood (Chair of Planning); David Pafford (Vice Chair of Council); Alan Baines (Vice Chair of Planning); Mark Harris and Peter Richardson

Officer: Lorraine McRandle, Parish Officer

In attendance: Wiltshire Councillor Nick Holder (Bowerhill) & 3 members of public

298/23 Welcome, Announcements & Housekeeping

Councillor Wood welcomed everyone to the meeting, noting those present were aware of the fire evacuation procedures for the building and that the meeting was being recorded to aid production of the minutes and that the recording would be deleted once the minutes had been approved.

The meeting was informed the Clerk was off sick. It was agreed to send the Clerk the Council's best wishes for a speedy recovery.

299/23 To receive Apologies and approval of reasons given

Apologies were received from Councillor Chivers who was in hospital.

Resolved: To approve and accept the reasons for absence of Councillor Chivers and to send the Council's best wishes.

300/23 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.

c) To note standing Dispensations relating to planning applications

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

301/23 **To consider holding items in Closed Session 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 consideration of business where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

There were no items to considered in closed session.

302/23 **Public Participation**

Standing Orders were suspended to allow members of public to speak to items on the agenda.

A member of Townsend Farm Residents Association attended the meeting in relation to planning application PL/2022/08155 for 53 dwellings on land to the west of Semington Road. The resident noted this application was being considered at a Strategic Planning Committee of Wiltshire Council on 29 November and raised a concern at the impact additional vehicles from 53 more dwellings would have on the narrow road. This was on top of the number of vehicles already using it, which would also be exacerbated by the new development at Buckley Gardens (PL/2022/02749) currently being constructed, with vehicles already queuing to get onto the roundabout.

A resident of Semington Road attended the meeting to also raise their concerns at more development on Semington Road. They also raised a concern at the lack of planning enforcement action with regard to concerns the proposed double garage and home office at 489 Semington Road was being constructed in such a way that it would become a dwelling in due course. Having contacted Planning Enforcement on several occasions they had responded to say there had been no breaches of planning approval, despite evidence which would suggest to the contrary.

Wiltshire Councillor Nick Holder updated Members on various planning matters.

Pathfinder Way School (PL/2023/08046)

Several meetings had taken place with designers regarding the possibility of a second pedestrian access to the proposed primary school at Pathfinder Way from the A365, which they had gone away to look at, however, there was concerns regarding the ownership of the piece of land adjacent to the A365, which was outside the scope of the school proposals.

It had now been clarified this area of land would remain in the ownership of Taylor Wimpey who had a responsibility to carry out the landscaping of the area. It was noted from the map provided it suggested there was

an ability to access this piece land off of the toucan crossing, on the A365. However, it would appear that the landscaping of the area had not been completed by Taylor Wimpey and should be a properly designated landscaped area with an attenuation pond.

Wiltshire Councillor Holder noted whilst the map showed this area would include a play area, as there was one already located in Phase 1 of Pathfinder Place, felt this may not be necessary, however, the land should be landscaped. Therefore, he had raised this with both the Legal and Planning Teams at Wiltshire Council and had since raised an enforcement issue, given Taylor Wimpey had not undertaken the landscaping as per planning approval (case no NT166). He had been advised to contact Natalie Rivans, Planning Enforcement, who had asked both himself and the Parish Council to point out which parts of the site within Taylor Wimpey ownership had not been carried out according to the approved planning application. It was explained whilst this issue was still to be resolved, it was unlikely, but not definite, that the land transfer of the primary school site would go ahead, as there is still contention if Taylor Wimpey have fulfilled all their planning obligations.

With regard to the secondary access off of the A365, it was felt not much progress had been made. However, Wiltshire Councillor Nick Holder's view was arrows on the masterplan seemed to indicate a potential access from the crossing on the A365 and therefore, from a design point of view, this should be designed into the plans as a secondary access to the school site. If and when Taylor Wimpey fulfils their planning obligations, this will be a public open space with a walkway to the crossing on the A365.

Wiltshire Council Nick Holder stated he had suggested to the Planning Team it would be unlikely the Parish Council would want to take over management of this area. The Planning Team had checked the Section 106 with this area of land due to be part of the managed site on behalf of the Management Company. Therefore, would be Remus's responsibility to maintain but it was Taylor Wimpey responsibility to landscape and plant it, as per the plans provided, which was not the case at present.

Wiltshire Councillor Nick Holder stated it would be helpful if at some point the Planning Committee could respond to Natalie Rivans with regards to aspect of the Pathfinder Way site which had not been completed as per the planning approval.

Woolmore Farm (PL/2023/05883)

The meeting was informed the applicant had been advised to withdraw the application. Having discussed the application with the planning officer, had suggested the general sense of the Parish Council's Planning Committee, having considered the application was that they were not necessarily opposed to tidying up the site, it was more about using the appropriate planning 'tool' to do this.

Land South of Western Way and proposals for 210 homes and 70 bed care home (PL/2022/08504)

Wiltshire Councillor Nick Holder shared the Parish Council's disappointment at the decision of the Planning Inspectorate to uphold the appeal by the applicant and approve the application.

With regard to the footpath to the rear of Melksham Oak School understood an application was being submitted this week and would be uploaded to the planning portal in due course.

Standing Orders were reinstated.

303/23 To consider the following new Planning Applications:

- a) [PL/2023/09370](#): 603 Berryfield Lane. Proposed removal of existing conservatory and new extension to form kitchen/dining/sitting room. New extension to form entrance lobby with WC, providing disabled wheelchair access.

Comments: No objection.

- b) [PL/2023/09236](#): Six Guinea Cottage, 212 Lower Woodrow, Forest. Extension and alteration.

Comments: The Parish Council have no objection to the plans submitted, however, have concerns at the risk of flooding, as the presented Flood Risk Assessment does not apply to the new proposals and was the same Flood Risk Assessment presented for proposals for a new dwelling in 2022. (PL/2022/09008).

- c) [PL/2023/08449](#): Snarlton Farm Solar Farm, Snarlton Lane. Variation of condition 2 of 13/06140/FUL to extend the expiration period from 25 years to 40 years.

Councillor Glover highlighted the original agreement between the developer and the Parish Council stated 'to pay the Council for each year for 25 years (operational life of the solar farm)'. Therefore, as the operational life of the solar farm had been extended to 40 years, the applicant should therefore extend the agreement with the Parish Council.

It was suggested this information also needed to be

shared with the solar farm company.

Comments: The Parish Council have no objection to the extension of the operational life of the solar farm, in so far as the payment to Melksham Without Parish continue for 40 years and does not end at 25 years, given the applicant has extended the operational life of the solar farm.

It was agreed to move agenda items 8(c) Land West of Semington Road (Planning application PL/2022/08155), 8(d) Pathfinder Way School (PL/2023/08046) and 9(a) 489 Semington Road (PL/2021/06824) further up the agenda, as members of public were present regarding these items.

304/23 Revised Plans: To comment on any revised plans on planning applications received within the required **timeframe (14 days):**

None received.

305/23 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

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

No update to report.

b) Snarilton Farm (Planning Application PL/2023/07107); Outline planning application with all matters reserved except for two pedestrian and vehicle accesses (excluding internal estates roads) from Eastern Way for the erection of up to 300 dwellings (Class C3); land for local community use or building (incorporating classes E(b), E(g) and F2(b) and (c)); open space and dedicated play space and service infrastructure and associated works.

No update to report.

c) Land to the West of Semington Road (Planning Application PL/2022/08155): Outline application for up to 53 dwellings including formation of access and associated works, with all other matters reserved.

As the Clerk was currently off sick and therefore unlikely to attend the Strategic Planning meeting on 29 November, Councillor Wood sought another volunteer to attend the meeting along with himself in order to voice the objections of the Parish Council. Councillor Glover agreed to attend the meeting.

It was noted in the Planning Officer's report they had recommended approval of the application.

Members discussed previous objections/concerns raised which needed to be drawn to the Strategic Planning Committees attention, in particular, as well as some additional points, requests:

- The number of cul-de-sacs proposed, which was against Parish Council policy.
- Proposals for 100% affordable housing which conflicted with Core Strategy Policy 43 which states 'the need for developing mixed, balanced and inclusive communities, affordable housing units to be dispersed throughout a development and designed to be high quality, so as to be indistinguishable from other developments'.

It was noted at a recent appeal hearing, the Planning Inspector had stated as there was no 5-year land supply the requirement for affordable housing was looked at Countywide and there is a need for this type of development. Therefore, this needed to be borne in mind at the meeting. However, it was felt this point still needed reiterating.

It was pointed out along with the adjacent site for 50 dwellings (PL/2023/00808) this meant there were 103 affordable homes in one area with a concern the whole development would carry a stigma, which was unacceptable.

- Concern was raised, along with the adjacent site for 50 dwellings (PL/2023/00808) singularly, they do not get the full weight of benefits that would kick in if they were one application for 103 dwellings, in terms of eligibility for a play area etc. Whilst some provision is provided, there should be a requirement to provide play space with an equipped play area and joined up with the adjacent site.

It was highlighted as per the appeal decision relating to the Malmesbury applications (PL/2021/05209 & PL/21/01363), which have parallels with the two parcels of land West of Semington Road, within the appeal report it highlighted the implications of the lack of master planning between the two sites which had resulted in a scheme that was demonstrably poor in terms of its layout and design.

- It was felt it needed to be highlighted at the meeting how much damage had been done by Wiltshire Council in not be able to demonstrate a 5-year land supply and the various planning applications approved in recent years due to a lack of 5-year land supply and the implications this had.

- It was noted the adjacent site (PL/2023/00808) included trees along the streets and therefore trees should be planted, at least along the main spinal road of the development.
- The site cannot be considered a rural exception site, as it conflicts with Policy 77 – Rural Exception Sites in the draft Local Plan states ‘for **small villages** and those not identified within the settlement strategy, adjoining the built area, housing will be supported where its primary purpose is to provide affordable homes to meet the local needs of a settlement, provided: the proposals consist of **20 dwellings** or fewer.’
- The site does not adhere to Policy 82 in the draft Local Plan (Housing in Open Countryside) with regard to proposals for housing development outside of the defined settlement boundaries and outside of the built areas of small villages, on land that is not allocated in the development plan or subject to an exceptions policy.
- The Planning Inspectorate had previously stated the development of 50 dwellings adjacent to this site did not create a significant impact on the loss of green space, however with a 100% increase in development in this area, this would create a significant impact and therefore a material impact on green space.
- As part of the Neighbourhood Plan Review, the site (part of SHELAA No 728) was assessed by AECOM as part of the Neighbourhood Plan review, with the report noting, the site is adjacent to an indicative green infrastructure corridor and high priority woodland habitat. The Western part of the site is Grade 1 agricultural land. It also highlighted development of the site would likely contribute to the further coalescence between Melksham and Berryfield.
- As part of the draft Local Plan review, the site had been assessed, with the report highlighting the site may contribute to coalescence between Melksham and the village of Berryfield.
- The loss of Grade 2 agricultural land (Best Most Versatile land). The Parish Council do not want to see the loss of good quality land from agricultural use. It is understood rapeseed has been grown and cultivated in the field and for the last 15+ years, there had always been either crops or animals on the land. The Parish Council request additional weight is attributed to this comment due to the proposals in the Government’s consultation on the National Planning Policy Framework (NPPF) earlier in the year, that more weight is attributed to recognise the food production value of farmland.

- Whilst it was noted Highways had not objected to proposals, Members still raised safety concerns with regard to the proposals and the need to highlight at the meeting the pooling of Section 106 funding to provide a footway along the southern part of Western Way, in order to children to access Pathfinder Way School.
- The erosion of the rural buffer and visual green gap between the town of Melksham and the small village of Berryfield. This gap has been identified as an important gap/wedge (Location 6) within the Green Gaps and Green Wedge Assessment undertaken by AECOM, as part of the reviewed Neighbourhood Plan. The report concluded the character of each settlement is considered sufficiently distinct to identify as two separate settlements and therefore recommended for designation as a green wedge between Melksham and Berryfield in the reviewed Neighbourhood Plan.
- If the application is approved, to request the following
 - A condition, similar to one included on planning permission for 144 dwellings on Semington Road (20/01938/OUT): *An application for the approval of all of the reserved matters shall be made to the Local Planning Authority before the expiration of one year from the date of this permission.*
 - A contribution to improve rights of way in the vicinity of the development be included in the Section 106 Agreement:
 - To divert MELW05.
 - Improvements to Rights of Way down to the river and diversion of MELW07.
 - A contribution towards additional land to provide allotments in the Berryfield area in the Section 106 agreement.
 - Adherence to Melksham's Neighbourhood Plan policies and emerging reviewed Neighbourhood Plan
 - The Parish Council seek the provision of play equipment above that required by the West Wiltshire District Council saved policy in the Core Strategy and wish to enter into discussions being the nominated party for any proposed LEAP (Local Equipped Area of Play)/play area and the associated maintenance contribution.
 - Bus shelters to be provided in Semington Road with WiFi connectivity to provide Real Time Information.
 - The road layout is such that there are no dead ends in order that residents and refuse lorries do not need to reverse out of roads.
 - As no community facility is being provided from this application, a contribution is made towards the running costs

of the new village hall being provided as part of planning application 16/00497/OUT on Semington Road.

- The Parish Council wish to be involved in public art discussions.
- The provision of circular walking routes with the provision of benches and bins.
- A contribution is made to public transport.
- A contribution towards the canal scheme.
- Contribution to educational and medical facilities within the Melksham area.
- There is visible delineation between pavement and roads so they are easily identifiable.
- Equipment is provided for teenagers, such as a teen shelter with WiFi connectivity.
- The provision of bird, bat and bee bricks, reptile refugia and hibernacula in order to increase biodiversity and wildlife in the development.
- If adjacent to existing dwellings the design is such that the layout is garden to existing garden.
- Ground source heat pumps to be included in proposals.
- To include capacity for hydrogen heating in the future within proposals.
- Provision of solar panels and storage batteries for every house or group of houses/block of flats.
- Inclusion of lifebuoys, noticeboards and defibrillators. The maintenance of these items to be undertaken by the management company, unless the council decides that they would like to take on the asset.

The meeting was informed Wiltshire Councillor Mike Sankey would be attending the meeting on behalf of Councillor Jonathon Seed who was unable to attend the meeting.

It was noted within the Heads of Terms for the site, it included public open space with a delivery of 1,852.18m² of public open space, of which 93.81m² is to be equipped play space. However, next to the amount it had N/A against it and a 'x' against 'Agreed', therefore, it was unclear whether this had been agreed.

The Heads of Terms also included the following:

- Upgrade of Bowerhill Sports Field at Lancaster Road and/or upgrade of playing pitch and/or ancillary services within the vicinity of the land (£12,508.80 contribution).

- A contribution of £74,200 for active travel enhancements in the local vicinity (notably, the provision of a route to the planned school at Pathfinder Way).

Frustration was expressed it had previously been agreed discussions would be held with the Parish Council on Section 106 Agreements, however, there had been no discussions with the Parish Council regarding this application.

Resolved: For Councillors Glover and Wood to attend the Strategic Planning meeting on 29 November.

- d) Land at Pathfinder Way, Bowerhill. Reserved Matters application (PL/2023/08046)** pursuant to outline permission 16/01123/OUT relating to the appearance, landscaping, layout and scale of the proposed primary school (including Nursery and SEN provision).

Councillor Glover explained Wiltshire Councillor Nick Holder had covered most points raised at the meetings and had circulated a summary of the first meeting to Members.

Councillor Wood felt having heard the update from Wiltshire Councillor Nick Holder was hopeful an additional pedestrian access could be provided from the A365 and expressed concern at the current proposal for one access for both vehicles and pedestrians and the potential for conflict.

It was noted the Highway's Officer had reiterated the Council's comments with regard to conflict between pedestrian and vehicles and the possibility of traffic backing up on Pathfinder Way.

Councillor Glover explained both the Planning and Education were against the children coming in from the north and crossing the car park entrance/exit and were also against the potential for children coming from the south to cut across the car park, rather than walking all the way around and had indicated this was unsafe. Therefore, if additional accesses to both the south and the north were provided this would alleviate these concerns.

Resolved: To support Wiltshire Councillor Nick Holder's request for this Council to contact Natalie Rivans, Planning Enforcement.

- e) Land rear of 52e Chapel Lane, Beanacre (PL/2023/05883).** Erection of 3 dwellings, with access, parking and associated works, including landscaping (outline application with all matters reserved – Resubmission of PL/2022/06389)

No update to report.

- f) Woolmore Farm Buildings, Bowerhill (PL-2023-07756).** Variation of Condition 1 (approved plans) on PL/2022/05895 (Redevelopment

of redundant farm buildings to provide B1 employment space, involving change of use of existing agricultural buildings, plus erection of new build B1 offices, together with demolition, construction of a new access with associated parking, landscaping and ancillary works) to facilitate a redesign of Unit 5.

Members noted this application had now been withdrawn.

306/23. Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

a) 489 Semington Road (PL/2021/06824)

Members noted the concerns of a resident in relation to the proposed new double garage and home office and response from Planning Enforcement and endorsed all the comments raised earlier in the meeting by the resident.

Resolved: To contact Planning Enforcement again with concerns proposals were appear to not being built to plan and to request a site visit with Members of the Planning Committee and local residents.

307/23 Planning Appeals

a) Land South of Western Way. Outline application (PL/2022/08504) for the erection of up to 210 residential dwellings and a 70-bed care home with associated access, landscaping and open space (resubmission of 20/08400/OUT).

Members noted the Planning Inspectorate had allowed the Appeal and approve the application.

b) 16 Halifax Road, Bowerhill (PL/2023/01275). Retrospective application for the installation of new feather fence to side and front of house, 2 garden gates and proposed installation of black steel chimney to side of house.

Members noted the applicant had appealed the decision of Wiltshire Council's to refuse this application.

308/23 Planning Policy

a) Neighbourhood Planning

i) Update on NHP#2 and Regulation 14 consultation and Viability Assessments.

Councillor Pafford noted the consultation was due to end on 3 December with responses currently being processed.

The Parish Officer provided an updated on the number of responses received so far and that a meeting was due to take place on Thursday, with Place Studio on how to move forward following Regulation 14.

Councillor Glover noted in the Town Centre Masterplan it mentioned pedestrianisation of areas of the town centre, however, nothing appeared to have been carried forward in the Neighbourhood Plan, when other aspects raised in the report had been carried forward. Therefore, as it was not a policy within the Neighbourhood Plan, no one had the ability to object to it or otherwise.

Councillor Pafford noted a car parking survey was due to be undertaken and without this, it would be difficult to make decisions on pedestrianisation until this had been undertaken. However, noted there was an opportunity to consider this when the Steering Group looked at responses to the consultation/actions to be undertaken following the consultations.

ii) To reflect on responses to planning applications for monitoring of the Neighbourhood Plan.

The Parish Officer explained the Clerk had across information in the Local Plan, which would be useful to use when commenting on future planning applications ie:

- Water quality and Wessex Water identifying a need in Melksham to invest in water network assets to improve capacity between 2025 and 2036.

With regard to water supply, given all the additional development taking place, it was noted the consumption would exceed the capacity of Sandridge Reservoir, which was pumped full overnight and then supplied Melksham during the day.

- Environmental pollution with Melksham having been highlighted as a potential AQMA (Air Quality Management Area) declaration location due to elevated levels of Nitrogen Dioxide, with 3 diffusion tubes currently monitoring levels in Melksham.

It was noted SSE had also expressed supply and distribution concerns in recent planning documentation.

- b) Wiltshire Council Local Plan.** To note response sent under delegated powers.

Members noted the Parish Council response which had been formulated by the Clerk, Neighbourhood Plan and Planning consultants and is attached to these minutes as an appendix.

It was noted Melksham Town Council had forwarded a response on behalf of the Neighbourhood Plan Steering group which had been circulated to Members earlier in the day. Concern was expressed not all the responses as provided by the Neighbourhood Plan consultants had been included in the response.

Recommendation: To note the response to the Local Plan which had been sent to Wiltshire Council under delegated powers and to formally thank the Clerk and Vaughan at Place Studio for formulating such an excellent response to the Local Plan.

309/23 S106 Agreements and Developer meetings: (Standing Item)

- a) To note correspondence from Wiltshire Council Planning Officers regarding the Parish Council's request to be involved in Section 106 Agreements and consider a way forward.**

Members noted the responses received in relation to the concerns raised that the Parish Council had not been involved in Section 106 agreements, including the Blackmore Road (PL/2023/01949) application.

Members expressed frustration, whilst they had indicated that a process for this to take place was on its way several months ago, there had been no communication from Planning on this matter, despite the Clerk chasing.

Councillor Pafford suggested raising the Council's frustration at not being involved in Section 106 discussions, despite repeated requests, which Members agreed would be useful.

b) Updates on ongoing and new S106 Agreements

i) Hunters Wood/The Acorns:

Members noted plans for the proposed footpath to the rear of Melksham Oak School would be submitted shortly, but expressed disappointment they had not been party to discussions on proposals, as requested and therefore the application was being submitted without local knowledge input.

It was noted in correspondence, reference was made to works

taking place May-July, however, it was unclear if this meant works would start between May-July or would take place between May-July.

ii) Pathfinder Place:

There was no update on outstanding issues relating to highways, the management company or play area.

iii) Buckley Gardens (144 dwellings on Semington Road)

Councillor Wood noted work was proceeding with a road closure taking place for 3 days shortly to enable resurfacing work to take place.

iv) Land to rear of Townsend Farm for 50 dwellings (PL/2023/00808)

It was noted work had started on site.

c) To note any S106 decisions made under delegated powers

None to note.

d) Contact with developers

i) Bloor Homes Re New Road Farm.

In line with the Council's Pre-App Policy, the notes of the meeting held with Bloor Homes on 14 November are included within the minutes below:

Those present from Melksham Without Parish Council, included Councillors Wood; Baines; Glover; Pafford; Harris; Teresa Strange, Clerk and Lorraine McRandle, Parish Officer. Others at the meeting included Councillor Pat Aves, Melksham Town Council; Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold); Wiltshire Councillor Nick Holder (Bowerhill Ward) via Zoom and from Bloor Homes South West Jonathan Dodd, Planning Manager and Claire Hambleton, Senior Land Manager, Bloor Homes South West.

Jonathan updated the Council on proposals and the updated masterplan following the inclusion of the site in Wiltshire Council's draft Local Plan (policy 20).

Proposals for the site include:

- 380-390 dwellings (to include approximately 20 self-build dwellings)
- Two accesses onto the A3102 (one onto the Eastern Way roundabout).

- 100 place nursery near the entrance to the site.
- A green corridor will be created around the existing water course.
- The watercourse will have to be crossed by a road but wish to minimise disruption to the green corridor.
- Split play space in two locations, with a central open space, with a drainage basin and play space, providing a wide green area in the centre of the site.
- Extra land to the north east corner, with proposals for an attenuation basin, and potential location for allotments and some play space.

It was stated whilst Bloor would be responding to the draft Local Plan to say primarily, they agree with the policy in the plan for the site, they would highlight they now had additional land to the North East of the site. Therefore, the site is capable of delivering more homes than that allocated in the plan. This would enable the site to achieve open space requirements, biodiversity net gain, drainage solutions, play space etc, in 'off setting' some of this land to achieve higher housing numbers for the site. The updated Masterplan would also be submitted as part of the Local Plan response.

With regard to biodiversity net gain, it was not clear if 20% had been achieved on the site, as in the emerging Local Plan, but it was in excess of 10%. The site had also been assessed against the emerging Open Space Policy in the draft Local Plan with play and open space provision in excess of that stated in the plan.

Jonathan noted he had previously been given a list of requests/comments from the Parish Council and queried if these were also those of the Town Council.

It was clarified the requests were those the Parish Council always highlighted to developers at pre app meetings and were not the comments made at the pre app meeting.

Jonathan explained if he could have the view of the Parish Council to the updated Masterplan prior to submitting their response to the Local Plan, this would be useful, in order to take account in their representation to Wiltshire Council's Local Plan.

Concern was raised at the following:

- Increase in density of the site and types of dwellings proposed to accommodate the increase in density
- Increase in number of dwellings proposed compared to the 285 in the draft Local Plan.
- Over development of the site.
- Loss of hedgerow.

- Lack of parking for the proposed nursery.
- The need for an approximate housing mix, not just 4/5-bedroom homes to meet the needs of local people, as included in the Housing Needs Assessment undertaken as part of the Neighbourhood Plan Review.
- The need to adhere to emerging policies in the reviewed Neighbourhood Plan, such as the Design Guide.
- The need for adequate parking at the nursery.
- The lack of a holistic approach to the provision of education facilities.
- Only two buses pass the site, out mid-morning (to Bath) and back in the afternoon (to Marlborough)." Other bus services are not within close walking distance, making the site unsustainable in this aspect.

Jonathan explained the most important hedgerow was the one running through the centre of the site, with most of it being retained where possible. However, hedgerow which would be removed would be low value.

Councillor Aves raised a concern how it could be guaranteed the hedgerow would be retained where stated, bearing in mind experience on other sites, where the same assurances had been given, only for them to be subsequently removed.

With regard to the concerns of the density of the site, Jonathan stated he was not clear on what density assumptions had been made by Wiltshire Council in the draft Local Plan allocation of 285 dwellings, but would clarify the density of the site, compared to other adjacent sites, but felt it was of a similar ratio ie 40 dwellings per hectare. However, different parts of the site would be different densities.

As well as houses, flats and maisonettes would be built on site, with 2.5/3 storey dwellings possibly on the spine road to the site for instance, in order to achieve up to 380-390 dwellings. However, could draw up a detailed scheme to show the capacity for the site and make it clearer how the number of units could be achieved.

Wiltshire Councillor Holder felt the site should give a feel of a continuation of existing development adjacent to the site in terms of scale and design and needed to be sympathetic to what already existed and therefore putting in flats and maisonettes did not create place making and did not show a continuation of the built up area of Melksham and an extension of what already existed and therefore raised a concern the site could look like an eyesore against what already existed and would appear incongruous to the rest of the built up area.

Councillor Baines noted in the draft Local Plan 'Planning for Melksham' document it stated *'the site contributed to the separation of Melksham from the distinctive wooded, greensand hills to the East and North-East. Hedgerows and trees should be retained and enhanced as part of a mature landscape framework and landscape buffers should form an appropriate, transitional settlement edge to the rural landscape.'* Which he felt suggested the Eastern edge of the development needed to be tapered off towards the rural landscape. It was also noted there was reference in the document for a sufficient buffer either side of the watercourse to be included in proposals, noting parts the site floods currently.

Jonathan explained work had been done at looking at flooding of the site, therefore a flooding strategy would be included in proposals with greenfield run off betterment, which was a new policy requirement.

Councillor Baines sought the views of Bloor Homes at the site allocation policy in the draft Local Plan including the provision of a nursery.

Jonathan explained he had looked at Wiltshire Council's Education Strategy and felt it was a sensible approach to take in providing a nursery on the site and in principle was happy to provide one.

Concern was expressed that having a nursery on this site and a primary school on another site nearby (Blackmore Farm: PL/2023/01949) did not make sense, particularly as it would mean people having to drop off children at different sites, rather than on one site either side of an 'A' road, meaning most people would use a car rather than walk. There was also a need for adequate parking at the nursery, as not everyone attending the nursery would necessarily come from this site or nearby developments within walking distance.

Jonathan confirmed parking would be provided. It was proposed the nursery would be located near the entrance to the site, so vehicles would not to go through the rest of the site to access it. However, could look at car parking provision, given concerns.

The Clerk understood whilst the proposed primary school at Blackmore Farm would also include a nursery, the proposed 100 place nursery on this site was for the whole housing allocation in the draft Local Plan.

Councillor Nick Holder expressed a concern people would drive to Melksham Oak School, given the 1.5m distance to the school and whilst a new public footpath was proposed to the rear of the school, it would not necessarily reduce the number of children being taken

to school via car. Similarly, it should not be assumed people would walk to the nearest primary schools either.

Jonathan explained Bloor could only try and provide as much as possible to encourage people to walk or cycle to school but unfortunately could not influence people wishing to drop their children off at school.

Councillor Wood stated the Parish Council preferred to use looped roads, rather than cul-de-sacs, as well as having no shared road space which had recreated problems on sites elsewhere in the parish and expressed a concern given this was a high-density development shared road spaces would be provided on this site.

Jonathan explained most of the site would include looped roads with a street hierarchy with shared surfaces in places.

Councillor Pafford highlighted the Parish Council always asked for a circular footpath around developments for dog walkers and hoped some would be included in the design, with Jonathan confirming these would be provided around parts of the site.

Clarification was sought if, given the size of the site, if a Local Equipped Area of Play (LEAP), which would be overlooked from a safety point of view, would be provided on the site, as well as allotments.

Jonathan confirmed usually for a development of this size they would provide a Local Equipped Area of Play (LEAP) and 2 LAPS distributed throughout the scheme allotments would also be provided with car parking, fencing around and a water supply.

It was noted there was no access proposed to the adjacent development which also included a play area (17/01096/REM), with Claire confirming Bloor would be able to facilitate an access to the adjacent site, however, the adjacent developer had retained a strip of land along their boundary. However, could provide Wiltshire Council with a financial contribution (Section 106), as they had done on other sites, in order they could negotiate access with the adjacent developer.

Jonathan confirmed he would:

- Share Bloor's response to the draft Local Plan consultation and pre app feedback from Wiltshire Council.
- Undertake a density analysis and share with the Parish Council.
- Would meet again with the Parish Council with further updates on the Masterplan after the Local Plan consultation.

It was agreed the Parish Council would forward:

- An updated list of pre app requests.
- A copy of the Neighbourhood Plan (JMNP2) Housing Needs Assessment.

Members discussed the meeting and concerns with regard to overdevelopment and density of the site on the edge of the town. It was queried if this development would have an impact on the overall number of houses to be built in Melksham, as proposed in the draft Local Plan. It was highlighted with the additional houses proposed and other new developments in the pipeline, Melksham should almost be at the housing allocation figure in the draft Local Plan.

Members noted the information received from Bloor highlighting the density of various other developments within the vicinity, which were in line with proposals for the site.

Members discussed the offer from Bloor of a site visit to look at the density of other sites in the vicinity, noting the information already provided on the density of other sites in the vicinity.

Recommendation: Not to uptake the offer of a site visit.

Meeting closed at 8.33pm

Signed:
Chair, Full Council, 4 December 2023

Melksham Without Parish Council's response to Wiltshire Council's draft Local Plan consultation

Sent Wednesday 22nd November 2023 at 1.30pm

Strategic Housing Requirement Methodology

Policy 2

Melksham Without Parish Council (MWPC) support that Wiltshire Council has undertaken additional work to inform the approach to identifying housing need and that the updated overall housing requirement contained within the draft Wiltshire Local Plan (WLP) has now been calculated in accordance with the standard method.

The overall approach is therefore considered to be **sound, as it is consistent with national policy**.

Table 4.1

It is evidenced in the Sustainability Appraisal that a range of alternative approaches to the distribution of housing have been tested and MWPC support the proposed approach to the redistribution of the draft housing requirement between the four HMAs (Housing Market Areas) which would lead to reductions in the Chippenham and Trowbridge HMAs. As this takes into account the most up to date ONS small area population estimates and has been checked against dwelling completion data.

It is welcomed that in considering the implications of the delivery of different strategies the constrained nature of settlements was assessed as well as recent housing delivery. It was concluded that whilst Melksham was not significantly constrained when compared to other towns, housing growth has been above what the Core Strategy planned, furthermore with concerns regarding the adequacy of local infrastructure, it was concluded that the town would benefit from a period of slower growth.

As a result, it is therefore considered to the proposed distribution of housing across the HMA is considered to be **sound**, as it is **positively prepared** and **justified**.

Neighbourhood plan area designation housing requirements (paragraphs 3.45-3.49, 4.107, 4.111, 4.113, policy 17, table 4.4)

Paragraph 66 of the NPPF requires strategic policy-making authorities to establish a housing requirement figure for their whole area and within this overall requirement, strategic policies should also set out a housing requirement for designated neighbourhood areas. The neighbourhood area requirement should reflect the overall strategy for the pattern and scale of development and any relevant allocations.

Whilst the draft WLP has identified the overall housing requirement figure for Wiltshire and the HMAs, it has not identified the overall housing requirement for designated neighbourhood areas, it defines individual requirements for each settlement (explained in paragraphs 3.47 and 3.48). Paragraph 4.107 states that the neighbourhood area designation housing requirement is set at 270 dwellings, with the expectation that 200 homes would be delivered at Melksham and 70 homes at Shaw/ Whitley. This figure does not reflect the level of housing that is proposed to take place over the plan period within the neighbourhood area.

National policy is clear that the draft WLP must clearly define the housing requirement for designated neighbourhood areas – this should be for the area as a whole. The current approach of the draft WLP does not provide the housing requirement for the NA as a whole – it defines requirement that the neighbourhood planning body is required to plan for.

The scope of a neighbourhood plan is for the neighbourhood planning body to determine, there is no requirement for neighbourhood plans to plan for housing. NPPG states:

*"The scope of neighbourhood plans is up to the neighbourhood planning body. Where strategic policies set out a housing requirement figure for a designated neighbourhood area, **the neighbourhood planning body does not have to make specific provision for housing, or seek to allocate sites to accommodate the requirement** (which may have already been done through the strategic policies or through non-strategic policies produced by the local planning authority). The strategic policies will, however, have established the scale of housing expected to take place in **the neighbourhood area**."*

*Housing requirement figures for neighbourhood plan areas are not binding as **neighbourhood planning groups are not required to plan for housing**. However, there is an expectation that housing requirement figures will be set in strategic policies, or an indicative figure provided on request. Where the figure is set in strategic policies, this figure will not need retesting at examination of the neighbourhood plan. Where it is set as an indicative figure, it will need to be tested at examination."*

(NPPG paragraph 104, reference ID: 41-104-20190509)

In order to be sound, the draft WLP should include a policy which defines the neighbourhood area housing requirements for the whole Melksham Neighbourhood Area – this should be informed by the strategic approach to the distribution of housing. The plan should clearly set out the level of housing that has been delivered in the neighbourhood area since the start of the plan period, as well as that which is in the pipeline (sites with permission/ minded to approve and under construction). This will ensure clarity.

As the strategic approach appears to be reliant on neighbourhood plans allocating housing sites, MWPC have concerns as to whether the approach is sound. The Housing Delivery Paper (figure 4) details the sources of housing supply. Whilst it could be appropriate to include within the supply allocated sites within existing plans, there should not be the expectation that emerging or reviewed plans

will deliver housing – there are a number of references within the draft plan and its evidence base where it is stated that neighbourhood plans will allocate sites e.g., policy 2, paragraphs 3.24 and 4.111 of the draft WLP and paragraph 1.27 of the Housing Delivery Paper.

Paragraph 68 of the NPPF is clear that strategic policy making authorities should have a clear understanding of the land available in their area and that planning policies should identify a supply of specific, deliverable sites for years one to five of the plan period, as well as specific, developable sites or broad locations for growth, for years 6-10 and where possible years 11-15 of the plan. This should not rely on sites coming forward through neighbourhood plans.

The proposed approach is therefore **unsound as it is not consistent with national policy**.

Notwithstanding or without prejudice to the NHP area comment above, the stated 200 requirement for Melksham is **not sound because it fails to take account of homes completed or in the pipeline and is not justified**. It should take into account the decision on the Appeal for Land South of Western Way (PL/2022/08504) which was upheld in November 2023. Georgina Clampitt-Dix indicated in an email on 15/9/23 attributed a number of 248 additional homes to reflect the 210 dwellings and 70 bed care home. This substantially increases supply in the short term and constitutes a significant change in circumstances that justifies a lower housing requirement for the Neighbourhood Plan.

Whilst the WLP explains that neighbourhood plan areas have their number calculated on their separate requirements, you can see from Table 4.2 page 45 of the WLP the growth and residual numbers for the towns in the Chippenham HMA. Whilst its clear that a figure of approx. 10% of the Housing Growth number has been used for the NHP allocations across the towns such as Melksham, Devizes, Calne, Corsham etc, there is an anomaly for Chippenham, whose figure is much lower than 10%. **This is a further unjustified inconsistency in the methodology or methodologies applied to different places and further evidence that the requirement for Melksham is not sound.**

Extract from Table 4.2:

| Settlement | Housing Growth | Completions & Commitments | Residual |
|------------|----------------|---------------------------|----------|
| Chippenham | 5,850 | 3,759 | 2,090 |
| Melksham | 2,160 | 1,036 | 1,120 |

The Neighbourhood area designation for Chippenham is 200 dwellings. (4.44 page 53 WLP) and is much lower than 10%. The Neighbourhood area designation for Melksham is not known but for Melksham its 200 and for the Large Village of Shaw & Whitley 73.

The role of windfall/ small sites (paragraphs 3.36-3.39)

The Housing Delivery Paper (1.8) highlights that a significant component of housing land supply is not identified in the plan, either because it was not known about when the plan was prepared (windfall) or is too small for it to be considered (sites of less than 10 dwellings). Paragraph 2.12 of the Housing Delivery Paper states that the estimate of the number of homes delivered from small sites is 'deliberately conservative'.

MWPC therefore have concerns that if the allowance of the contribution from small sites are too low the draft WLP could be proposing allocations which are not required.

The proposed approach is therefore **unsound as it is not sufficiently justified**. In order to be sound, there should be clear evidence to demonstrate that sufficient weight has been given to the level of housing that could be delivered on small sites and whether this would impact on the level of housing allocations required.

With regard to windfall sites, Paragraph 3.37 on page 28 concerns Large Windfall Sites and states that if they come forward over the Plan period, they will provide contingency and will help Wiltshire maintain its housing land supply across the Plan period. It does not clearly state that the numbers of housing permitted will actually be counted as a commitment against the overall housing number allocated. So, for the Melksham outstanding number of 1,120 (Table 4.2, Page 45 of WLP) how is the recently approved (upheld at Appeal) decision on 210 dwellings and a 70-bed care home treated? PL/2022/08504 Land south of Western Way. As well as current planning applications awaiting decisions:

Blackmore Farm (PL/2023/01949). Outline permission with some matters reserved for demolition of agricultural outbuildings and development of up to 650 dwellings; land for primary school; land for mixed use. **NOTE that the allocation in the WLP Policy 18 Page 75) s for approx. 425 dwellings.**

Snarlton Farm (PL/2023/07107); Outline planning application with all matters reserved except for two pedestrian and vehicle accesses (excluding internal estates roads) from Eastern Way for the erection of up to 300 dwellings (Class C3); land for local community use or building (incorporating classes E(b), E(g) and F2(b) and (c)); open space and dedicated play space and service infrastructure and associated works.

Land to the West of Semington Road (PL/2022/08155): Outline application for up to 53 dwellings including formation of access and associated works, with all other matters reserved. 100% affordable.

Upside, Bath Road (PL/2022/06221): Demolition of existing structures and erection of 112 dwellings and 675sqm of flexible employment space

Policy 3 - Identification of broad locations for growth

Policy 3 identifies Chippenham, Melksham and Trowbridge, as settlements which should be strategically planned for in the longer-term, referred to as 'broad locations for growth'. The policy states that in these areas there will be additional significant urban extensions identified towards the end of the plan period. The limited justification refers to the need to provide certainty over the direction of future growth.

It is unclear where the evidence is located to justify the identification of these areas or how growth relates to the identified housing needs, the spatial strategy, or neighbourhood area housing requirements.

Furthermore, there are no details contained within the policy or supporting text to explain whether there would be a specific policy trigger for the preparation of the subsequent development plan document (referred to in policy 3). The ORS report does not identify a need for further growth and the sustainability appraisal does not test this element of the policy or consider reasonable alternatives.

MWPC therefore have significant concerns that the identification of broad locations for growth within a policy could result in unjustified and unsustainable development being proposed in these areas. Given the significant strategic implications of the proposed approach, if it can be demonstrated that there is a need for additional growth, this is something that should be fully assessed and tested through a future review of the local plan.

The proposed approach is therefore **unsound** as it is **not positively prepared** (it will not achieve sustainable development), it is **not justified** (there is no detail to explain how this is an appropriate strategy), **nor is it effective** (it is unclear what the trigger(s) would be for the preparation of an additional development plan document). For the plan to be sound, this proposal either needs to be accompanied by appropriate robust evidence or deleted.

Paragraph 1.6

Paragraph 13 of the NPPF states that neighbourhood plans should support the delivery of strategic policies contained within local plans, with paragraph 17 stating the development plan must include strategic policies to address each LPA's priorities for the development and use of land in its area. Paragraph 21 states that plans should make it explicit which policies are strategic policies and that these should be limited to those necessary to address the strategic priorities of an area. They should not extend to detailed matters that are more appropriately dealt with through neighbourhood plans or other non-strategic policies. Paragraph 1.6 of the draft WLP states that all of the policies are strategic – whilst it is acknowledged that several of the policies are strategic, it is not accepted that all policies are strategic. The glossary of the NPPF is clear that strategic policies are those, with site allocations, which address strategic priorities in line with the requirements of section 19 (1BE) of the Planning and Compulsory Purchase Act 2004. The plan is therefore **unsound** as it is **not consistent with national policy**.

Review of draft Wiltshire Local Plan by policy (non-strategic housing number elements)

Policy 1

The settlement strategy defines the different tiers of settlements (principal settlements, market towns, local service centres, large villages and small villages) and how they relate to their wider hinterland. Settlement boundaries are proposed around all but small villages.

Whilst it is acknowledged that settlements have overlapping roles. It is submitted that the proposed settlement strategy and then the related distribution of housing is somewhat confused.

Policy 1 clearly defines the different tiers of settlements. However, there are contradictions within the supporting text. For example, 3.10 states that market towns serve a wide hinterland and notes that as they are smaller than the principal settlements, they each have different characteristics, which need to be considered when planning for their development. The following paragraph (3.11) refers to principal settlements and market towns being referred to as 'main settlements', which appears to somewhat contradict the preceding paragraph. There are numerous references to main settlements within the supporting text throughout the plan – but these are not referred to within policy.

This approach is therefore **unsound** as its lack of clarity will result in it **not being effective**.

Policy 2

Policy 2 defines the overall housing requirement for Wiltshire. It then groups principal settlements with market towns and local service centres with large villages and then states that the scales of growth and priorities for development are set out within area strategies. It is submitted that this approach could result in a lack of clarity. It is unclear why policy 2 repeats (and regroups) elements of policy 1. It is considered that a more appropriate strategic approach would be for policy 2 to clearly set out overall housing requirements for each of the four areas.

Further confusion is created in the final paragraph of policy 2, under the 'local service centres and large villages' heading – it is unclear what is meant by 'A scale of housing growth is set for each Local Service Centre and Large Village, with Tables 4.1, 4.2 and 4.3 of the Area Strategies, that forms the housing requirement for a neighbourhood area designation in whole or part.' Where a policy includes the housing requirement for a neighbourhood area, for clarity this should be for the whole NA.

Other concerns with the policy include:

- The statement that settlement boundaries can only be updated by the LPA, when in practice these could be reviewed through neighbourhood plans.
- The reference within the first sentence under the 'local service centres and large villages' heading to what neighbourhood plans will do – it is suggested this is amended to clarify that this could be a role of neighbourhood plans.
- The suggestion that proposals for development adjacent to the built area of small villages can only be determined by the local planning authority. This is something that a neighbourhood plan could consider/ include.
- The text below the 'development outside defined settlements' heading should also include a reference to relevant policies within made neighbourhood plans.

Policy 2 is therefore **unsound** as it is **not effective nor is it consistent with national planning policy**.

Berryfield – request for Settlement Boundary

Extract of: Page 20 3.14 Small Villages are generally smaller and have a low level of services and facilities. There are 148 Small Villages designated in total across Wiltshire. They may accommodate some very modest development to respond to local needs and to contribute to their vitality. Although they don't have settlement boundaries, they have built up areas where infill may take place. This recognises a more limited scope for development and a role more limited than larger settlements.

Extract of: Page 24 of the WLP 3.26 At Small Villages, infill proposals will be supported consistent with their character and will support their vitality. To further support these communities, policies allow for housing that meets a settlement's identified need or will support appropriate employment, services and facilities. Schemes will be smaller scale than Large Villages and housing developments geared are closely to meeting community needs in perpetuity.

Despite the definitions of small villages in the draft WLP above, and the definition of Berryfield being a Small Village in the adopted Core Strategy the village of Berryfield has seen unprecedented development approved in the last few years. Bowood View (150 dwellings built and occupied), Buckley Gardens (144 dwellings approved and started on site), Land to the rear of Townsend Farm (50 approved at Appeal and clearance started on site, and outstanding application awaiting decision for 53 more dwellings as Phase 2). MWPC has little faith that the Small Village policy of the new WLP will hold to prevent even further speculative, not plan led development at much higher numbers than "infill", none of which is to respond to local need of the village, **and therefore requests that there should be a settlement boundary for Berryfield.**

Policy 5 Securing infrastructure provision from new development

Pages 34 – 38 of the WLP detail Infrastructure Delivery

MWPC supports this policy, but sees no current evidence to support two strands that are detailed:

3.65 Timely delivery of new infrastructure to support development proposals must be secured.

It sees time and time again, s106 triggers or planning conditions are missed, delayed, often for many years (such as pedestrian crossings several years too late across busy A roads (Taylor Wimpey/Pathfinder Place 16/01123/OUT), play areas several years late (East of Melksham consortium) – all down to Wiltshire Council enforcement not having the will, or teeth, to make the developers adhere to the legal requirements. Often too it's Wiltshire Council who hold the money and they are the ones that are very slow in providing the required infrastructure, again as detailed in a s106. Or inform that they did not secure enough funds in the s106 (Footpath to the rear of Melksham Oak school, finally about to have a planning application, again, secured in East of Melksham s106 many years ago). There are other examples where the s106 details something that then conflicts with the planning application (so for a village hall or community centre but it's compromised by proximity to new housing (Bowood View) or with access considered not suitable by Highways (The Acorns/Hunters Wood).

The second strand detailed in Policy 5, delivery responsibility iv) liaison through the Area Boards **with town and parish councils** and appropriate local stakeholders to identify community infrastructure requirements to help establish local priorities – this is something that MWPC asks for on a regular basis, it comments and requests on planning applications for large developments, and is rarely taken account of. A very recent example is that of Land south of Western Way (2022/08504) upheld at Appeal in November 2023. The request for MWPC to be considered for adopting the play area was not pursued due to the tight timeframes of the Appeal.

This policy is supported but is **unsound as there is no evidence to demonstrate that this will actually take place**.

See also policy 84 comments on public open space and play facilities

Policy 17

Table 4.2 outlines the distribution of housing growth for the area between 2020-2038. For Melksham the 2,160 dwellings have been identified to be delivered to contribute to the HMA requirement. Of these 1,036 were completed and committed up to the end of March 2022, leaving a residual requirement of 1,120. It is unclear whether the 2,160 dwellings cover the whole of the neighbourhood area or Melksham Town. The supporting text and title of the document refers to the Melksham Town and yet the allocations are all in Melksham Without as are many of the completed and committed numbers.

Policy 17 should be clear that whilst over the plan period there is a need to deliver the residual requirement.

It is submitted that the suggested neighbourhood area designation requirement of 270 dwellings (which is incorrectly defined, see representations regarding NA requirements) is hidden within the policy and despite the supporting text (4.107), it is unclear:

- How this relates to the 1,120 homes that are identified for the town;
- Whether this is the residual requirement for the whole plan area or just Melksham town;
- If the requirement is for the full plan period;

- How the requirement relates to the proposed allocations (Land East of Melksham, Land off Bath Road and Land North of the A3102)
- What the relationship is between the requirement and the proposed identification of the broad location for growth.

It is noted that the 'Planning for Melksham' paper is designed to be a guide to how the draft WLP relates to Melksham and explain the evidence base. However, there is a lack of clarity over the area to which this document applies – references are interchangeable between the town and the neighbourhood area. There should be clarity and consistency. **Refer to Planning for Melksham comments detailed further in the document.**

Paragraph 66 of the NPPF is clear that strategic policy making authorities should set out a housing requirement for designated neighbourhood areas which reflects the overall strategy for the pattern and scale of development and any relevant allocations. As previously set out, this approach is unsound.

Chippenham Rural Area (4.108 and 4.111)

The draft WLP again makes the suggestion that neighbourhood plans within the rural area should be addressing local housing needs and provide new homes. It is for Neighbourhood Plan Steering Group to determine the scope of their plans. **As previously set out, this approach is unsound.**

Table 4.4

Table 4.4 defines the distribution of housing growth for the Chippenham rural area. This identifies 73 dwellings to be constructed within Shaw/ Whitley, given the commitments/ completions, the residual requirement is identified as 50. It is unclear how this figure relates to the remainder of the neighbourhood plan area. As highlighted above, the local plan should include clearly defined housing requirements for neighbourhood areas. **As previously set out, this approach is unsound.**

In addition, there are local constraints at Shaw & Whitley.

It conflicts with several aspects of the draft Wiltshire Council School Places Strategy 2023-2027 (consulted on in March 23). Firstly, it states that Shaw Primary School is full, and cannot be expanded further to meet the needs of the proposed local plan housing (Page 89 Housing Development)

Therefore, any new housing developments would require parents to drive their children to other primary schools, this conflicts with several of the policies/statements in the draft School Places Policy namely:

| | |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Page 17 C4 Primary schools | Wiltshire Council believes that: • Parental preference is a key consideration and ability to access a school place close to home within the local community is an important factor. |
| Page 21 C8 Location of new schools | The fundamental aim in planning school places is to provide places near to where children live, to meet parental preferences as far as possible; to locate schools at the heart of their communities and to minimise travel to school distances. Wiltshire Council believes that where additional school places are needed because of new housing development, as far as possible the costs should fall on the landowners and/or developers, by way of contributions falling within the concept of planning obligations. Wiltshire has an agreed methodology for calculating the infrastructure needs arising from new development. A policy for requesting contributions from developers and for the use of such funding is in place. It is Wiltshire Council policy that where significant number of new places are needed, new primary schools should be provided, wherever possible, within major new housing developments. The site should ideally be within walking distance of most the development and Wiltshire Council will seek, through the planning processes, to provide for safe routes to school for pedestrians and cyclists. Sites of a suitable size to enable future expansion will be sought where the school can provide a natural focus for the local community, possibly in association with other local facilities such as shops or other community buildings. |
| Page 22 C8 Location of new schools | Wiltshire Council recognises the importance of considering distance of travel from home to school when planning new developments to reduce dependence on subsidised bus travel and encourage safe walking and cycling to school. |
| Page 23 C12 Schools in the wider community | Wiltshire Council recognises that schools should act as a focus for the local community in a way that extends beyond the education of children who attend the school. The council recognises the importance of schools engaging with their local communities to promote social inclusion and community cohesion as an integral part of ensuring success for all children. This is particularly important for communities with a high proportion of vulnerable families. In co-operation with agencies and other organisations, many schools have facilities which are made available to the wider community including sports and leisure complexes, ICT facilities, playgroups, childcare facilities, adult education and youth provision. School facilities are increasingly being made available for evening, weekend and holiday use making more effective use of the resources available. |

It also conflicts with the following statements in the Planning for Melksham document:

Page 12 Paragraph 33 Growth planned for Melksham:

“Where development takes place is also a consideration. If it can be located as near to the centre as possible this will help it to capitalise on growth. If there are opportunities to improve connections, to and between the town centre and sites for new development, this can also help.”

Page 13/14 Paragraph 39. Bypass:

“39. Careful consideration has therefore been given to the potential impacts of any new development on traffic congestion along the A350. For these environmental reasons, as well as benefits for town centre trade (see above), **development proposals are as well connected to the town centre as possible**, allied to scope for provision **for sustainable transport and active travel routes to the town centre**,

Any cars travelling to the new proposed school at Pathfinder Way in the south of the parish, will have to travel on the A350 to get there. What new improved bus routes and pedestrian and cycling routes will there be, and how will they be provided? The pavement on the A365 into Town from Shaw & Whitley is physically not wide enough already, as evidenced by lots of LHFIFG (Local Highways & Footpath Improvement Group) requests for clearing back the verge, trying to make the narrow pavement safer for those walking to school already (most in the opposite direction from George Ward Gardens to Shaw primary school, Shaw pre school at the Village Hall and Toddler Group at Whitley Reading Rooms.) If they did manage to get into town, there is no cycle way through the centre until you get to the south at Longford Road. How will these new pedestrian and cycle ways be put in when there is physically no land available (pavement width) to do so.

The housing allocation for Shaw & Whitley is not sound as not positively prepared in line with other Wiltshire Council policies due to its constraints.

Strategy for the Chippenham Housing Market Area - Melksham Constraints

Extract of: WLP page 44 4.22 Melksham is one of the five Market Towns in the area. Compared with other settlements it is relatively less constrained and its location on the A350 makes it attractive for business investment. An eastern bypass is proposed at the town to improve the functionality of the A350 as part of the strategic road network.

Extract of: WLP page 73 4.91 Melksham is not significantly constrained in environmental terms but there are concerns over the adequacy of local infrastructure to be able to support future growth with the A350 recognised as particularly constrained at peak times, leading to traffic congestion. A bypass to the east of the town is under consideration to relieve traffic pressure and secure improvements to the A350 strategic corridor, which in turn could lead to improved efficiency of the transport network and other social, environmental and economic benefits for the town.

MWPC do not agree with the statement made at 4.91.

Whilst there are no national landscape designations, flood risk is a significant constraint within Melksham Town (and Shaw and Whitley).

Within Melksham, Environment Agency Flood Mapping, Planning for Melksham and draft policy 95 (Flood Risk) has defined c10 hectares of redundant employment land at Cooper Tires as being within flood zone 2 and 3 where “development should (be) avoid(ed)” See Cooper Tires below.

From the Sustainability appraisal on page 62:

“Melksham is at high risk of river flooding and at moderate risk of surface water and groundwater flooding. The cumulative impact of development is assessed as moderate.”

Highway Infrastructure

“.....the A350 recognised as particularly constrained at peak times, leading to traffic congestion.”

The A350 strategic transport routes (ref Policy 75 (Strategic Transport Network)) is identified as a route prioritised for improvement “to support development”. Reps suggest this is confused with Planning for Melksham justification. However, it is congested and continues to impact on local traffic movement and environmental quality.

It has areas in the Neighbourhood Plan area that are not on mains drainage or connected to gas.

In the south west of Melksham (in Berryfield, in Melksham Without) the land is Grade 2 Very Good Quality agricultural land.

Further comments on Constraints are detailed by topic review of the WLP below, with comments on flood risk, lack of health facilities, bypass, education etc.

Distribution of housing growth for the Chippenham area

Table 4.2 Distribution of housing growth for the Chippenham area

What an odd way of presenting the figures for distribution of housing allocation numbers, this is a key table, and yet the 3rd column says “Completions and commitments (1st April 2020 – 31 March 2022) with an asterisk and a line below to say it includes major

permissions post 1 April 2022, up to 31 May 2023. Please update it to read the Completions and commitments (1st April 2020 – 31st May 2023) so it's meaningful and accurate.

Policy 68 Managing Town Centres – Transition Town

Whilst this is the response of MWPC, and does not cover the Town Parish, it does have a joint NHP with Melksham Town Council and also has a relationship with the town, it surrounds it in a “donut” arrangement. It notes on page 190 of the WLP that Table 5.1 Settlement Classifications denotes Melksham as a Transition Town but we can see no description of what that classification practically means, or what evidence there is to justify this. Paragraph 5.27 states that this is a functional description that influences the type of renewal projects that are being delivered with the aim of ensuring that change is delivered in a manner that reflects the nature and character of the place.

This policy is unsound as not justified.

Policy 76 Affordable housing – Designated Rural Areas in Wiltshire

MWPC support the policy intention to provide 40% affordable housing for 10 dwellings and above.

MWPC understand that the definition of a “Designated Rural Area” is a legal definition from the Housing Act 1985, but wants to query why this designation was used as the eligibility criteria for providing affordable homes in rural areas at either 5 rather than 10 dwellings. Using a 1985 designation seems to not fit what the current rural status of villages in Wiltshire may be. We are lay people, but could a differing designation be used, for example the Government’s Rural Urban Classification <https://www.gov.uk/government/collections/rural-urban-classification> which was brought in 2016 and updated in 2021?

This policy is unsound as not positively prepared, and not justified.

Policy 81 Community facilities

MWPC support this policy, but it must be backed up by Wiltshire Council when they are approving housing developments at outline stage with village halls/community centres as part of the outline application. We have two examples where the parish council has come forward with an application for the actual village hall and its design is critically compromised due to the closeness to the housing, space available for parking etc which can lead to the design not being sustainable in terms of providing a decent enough facility with opening hours etc, or no opening windows etc (e.g. Bowood View) or in the area now transferred to Melksham Town Council under the latest Community Governance Review at Hunters Wood/The Acorns, where highways refused the access for a community centre as per the approved outline application. These community facilities mainly come from s106 and CIL contributions, and so getting this right at outline application as part of the wider scheme must come first. How can this policy be improved to ensure that it's got right in the first place?

This policy is unsound as not effective.

Policy 83 Health and wellbeing

Whilst welcoming this policy, the section on Healthy food environment (page 216 of the LWP) needs to go further, as otherwise it will just be land for community gardens, orchards or allotments. There needs to be s106 contributions for fencing, a car park for deliveries, a water supply, details of who will manage them, otherwise these are meaningless.

This policy is unsound as not effective.

Policy 84 Public Open Space and Play Facilities

5.94 on page 217 of the WLP states that “Developers will be **encouraged** to discuss with town and parish councils, in the first instance, before setting up a company to manage new public open space...>”

Can this not be stronger than encourage? Otherwise, it's just paid lip service. The difficulty often is that the s106 is signed at outline stage, and then sold to the actual housebuilder and so the s106 is at the wrong time for this discussion.

This policy is unsound as not effective.

Recent applications have approved plans for “wildlife cuts” or wildlife areas (eg Bowood View and Pathfinder Place). Whilst admirable in intention, they often mean that there is no available green public open space on a development for children to just play, and kick a ball. It all becomes either designated equipped play areas, attenuation or wildflower cut. This policy should include some space for informal play. Management companies are hamstrung by Landscape plans that do not include this and designate as wildflower area – this also applies to Policy 88.

Policy 88 Biodiversity in the built environment

Page 231 of the WLP “1. Provision of wildflower verges and meadows throughout the development managed to ensure their longevity” should not be at the expense of some informal play.

This policy is unsound as not effective.

Policy 86 Renewable energy

Whilst supporting renewable energy, MWPC are pleased to see the policy wording on page 223 of the WLP

“f. the cumulative environmental effects of proposals with other renewable energy installations”

Does “k..... visual amenity.... Include glare?”

This policy is unsound as not effective, if it does not include impact on visual amenity such as glare.

Policy 90 Woodland, hedgerows and trees

MWPC welcomes this policy but has seen examples of existing hedgerows (including an ancient one) being included as part of the private boundary of new residential properties and as soon as the dwelling is privately owned, they rip out the hedgerow and replace with a fence. These must be in the public realm areas, and not in gardens of private dwellings.

In addition, any trees planted in the public open space, must be not right up against the boundary of rear gardens, as they cause major havoc in years to follow, cutting off light to gardens, not maintained properly, often cut down by frustrated residents. For example, the public open space in Bowerhill with houses built and trees planted decades ago. Management companies do not want copses in the centre of public open spaces, or dotted around, it's easier to mow if all planted at the boundary.

We have been to many new developments where the trees and planting is done by the developer, and then there is a gap of a couple of years before the management company is in place and no maintenance at all is done, it all dies, and then the management company try and blame external influences so they don't have to replace. So, MWPC welcome the maintenance plans as detailed in 5.153 on page 237 of the WLP, but they must ensure they are from initial planting and not from adoption.

Soil conditions must be taken into account, most of Bowerhill is built on clay and the trees are cut down and blamed for the cracks in buildings but it's often the clay soil structure. Existing tree lined streets have dangerous pavements where the roots have uplifted the pavements, e.g., Halifax Road in Bowerhill. This policy must detail how this is contained and manageable in years to come; otherwise, the policy will not be improving the health and wellbeing of the local communities, but doing the opposite making it impossible for push chairs, mobility scooters and the less mobile to use the pavements.

This policy is unsound as not effective.

Policy 91 Conserving and enhancing Wiltshire's Landscapes

MWPC believe that this policy does not go far enough and is weak.

5.156 page 238 of WLP speaks to the erosion of the separate identify of settlements and their coalescence, character, visual and functional amenity, which can degrade their setting to the detriment of the character of the rural countryside.

It does not go far enough, and should be designating the landscape buffers between settlements. This cannot be done at NHP level (as you suggest in 5.161) as they can only designate areas in their own parish or neighbourhood plan area, and not in the neighbouring area. This can only be done strategically by the Local Authority between settlements in different parishes e.g., Melksham Without and Semington, Melksham Without and Seend.

It also removes some specific prevention of coalescence wording that were previously listed in the Core Strategy, such as Melksham & Bowerhill, although the gap has pretty much disappeared by recent approvals due to the lack of 5-year land supply. This is why it needs a stronger protection at strategic levels. **This policy is unsound as it is not effective.**

The adopted Core Strategy says: Page 130 5.83 “Melksham and Bowerhill village have a functional relationship and are considered together for the purposes of this strategy. Therefore, the housing growth identified for Melksham town will also serve to meet the needs of Bowerhill. **The identity of these separate communities will need to be preserved through the planning process.** Berryfield is considered separately and is identified as a small village. However, it is recognised that both Berryfield and Bowerhill have strong functional links to Melksham and have important individual characteristics which should be protected where practicable.”

Extract from Planning for Melksham Page 11 28. Place Shaping Priorities

“PSPs therefore provide a succinct strategic context within which to better understand the spatial strategy for the main settlements. They also set a framework to co-ordinate the high level and strategic role of the Local Plan, with the function of neighbourhood plans, prepared by town and parish councils, that set more detailed visions for the future of each community. The two sets of plans therefore work in harmony.”

With regards to Landscape Gaps the Local Plan is not working in harmony with the NHP as its not picking up the strategic elements between settlements in other parishes that can only be done at LP level.

Where is the evidence to support Policy 6 Chippenham Principal Settlement?

6. Respect the individual identities of villages within the landscape setting of Chippenham and their relationship to the town

Why can't Melksham have the same policy line? The policy is unsound as not justified if the same methodology has not been applied to all settlements.

Policy 94 Wiltshire's Canals and the boating community

This policy seems to have taken away the safeguarded route which is now ambiguous? It just talks about the creation of a new link from the Kennet & Avon at Semington and River Avon at Melksham to facilitate the re-opening of the Wilts & Berks as navigable waterway. Where has the onward link across Queensfield towards Lacock gone? The onward route is not protected?

It also only talks about the impact on the cultural, historic and natural environment, and yet there is no mention of the impact on the existing community of Berryfield that the route will go straight through the middle of.

5.201 regarding the historic line "the council will support its identification and historical significance by signage where appropriate". MWPC have discussed this with developers in the past, who were agreeable, and then it was not put as a planning condition in the approval, once sold to the new housebuilder once outline permission is gained there is no hook to ensure that the housebuilder then does this. This is despite the Archaeology response from Wiltshire Council asking for this condition at outline, but not backing it up at Reserved Matters. **This policy is not sound, it is not positively prepared.**

Review of draft Wiltshire Local Plan by Topic

Employment Land

The Wiltshire Employment Land Review Update (WELRU) has suggested the need for additional employment space. However, this does not account for the capacity created by the closure of Cooper Tires (end of 2023) despite mentioning it on Page 14.

The WLP spatial strategy for Melksham's growth to meet identified strategic housing, community and employment needs provides sites for nearly 90% of all forecast development needs and have not had regard to the potential of Cooper Tires or prioritised the un-let capacity of Avonside Enterprise Park.

Planning Practice Guidance sets out guidance (as detailed in the WELRU page 2) on assessing the need for and supply of employment land. The assessment of need should be evidence based. "The assessment should consider:

- Recent gains and losses to the stock
- Evidence of market demand, including market intelligence, surveys and discussions"

This approach is therefore **unsound as it is not consistent with national policy.**

In the conclusions on Employment Land in the SA (page 45) it states "Retention of existing and allocated employment land is often challenging to manage. Consider inclusion of policies that safeguard against incompatible uses or unnecessary loss of employment sites but also set out criteria against which, in exceptional cases, an existing site or allocation that is clearly and demonstrably no longer suitable for employment development can be de-allocated or developed for an alternative use."

There has been no mention of trying to account for the capacity created by the closure of Cooper Tires. It is not yet currently available, but the only site in Melksham that was reviewed was the Golf Course Land which the WELRU states is not currently available.

This approach is therefore **unsound as a result of not being justified.**

MWPC are struggling to understand the context and reasoning for 5 hectares of employment land to be allocated at Land East of Melksham in Policy 18. On the WLP list of unallocated sites, the only one in Melksham listed is the "Golf Course" land, why not, Cooper Tires (perhaps as not available yet, but very clearly coming forward at the end of 2023, with its closure noted in the Planning for Melksham document, and what about SHELAA 1025 Land South West of Western Way, adjacent to the Bowerhill Industrial Estate with potential access from the industrial estate, and alongside the A365/A350 junction, so in prime position as part of the A350 catchment.

Page 70 of the WELRU states that the golf course land is not available as they are awaiting a decision from Wiltshire Council Strategic Property on a location for a new highways transfer station. We note that the land East of Melksham in Policy 18 is not on the list of unallocated sites that were reviewed.

The WLP should have considered spatial options for employment land and tested reasonable alternatives, ideally through the SA process. We can see no evidence of this being done. All the SA does is look at the number of hectares of Employment Land for Melksham (page 43), it does not look at any reasonable alternatives. What is the justification and evidence for allocating it in Land East of Melksham?

The employment land allocation in Policy 18 is **unsound as a result of not being justified.**

Education

Wiltshire Council should have considered and tested reasonable alternatives, ideally through the Sustainability Appraisal process for the extension to Melksham Oak secondary school (Policy 19 Land off Bath Road), the proposed new primary school in Policy 18 Land east of Melksham (Blackmore Farm) and the new 100 place nursery (Policy 20) Land North of the A3102. **MWPC can see no evidence of this being done and therefore the proposals are unsound as a result of not being justified** as this requires what is being proposed to be an appropriate strategy, taking into account the reasonable alternatives.

The Local Plan sets out the strategic plan for the Melksham area for the next 15 years, where is the strategic thinking and planning, it looks like it has just plopped one in each of the 3no. land allocations in the WLP, so nursery in one site, primary in another and secondary in a further site. Whilst neat for land allocations, this does not work for the local community. The children attending the new primary school and the nursery (most likely for siblings in the new developments) will have to cross the A3102 to access.

With regards to the secondary school expansion, where is the evidence that this is the best strategic option for Melksham, as this will make Melksham Oak school too big for future expansion, according to Wiltshire Council evidence, and would it not be better now to start a new secondary school or satellite provision, now, rather than moving the problem on until 2038?

Evidence re Melksham Oak:

Extract from: Sustainability Appraisal Objective 9: Reduce poverty and deprivation and promote more inclusive communities with better services and facilities

Page 30 of the Sustainability Appraisal Report Annex 1.1 Chippenham HMA states “There is limited capacity available at Melksham Oak School, with the it being expected that the school reaches capacity in the near future. Additionally, expansion is planned for the school to meet known emerging demand. Further expansion risks creating a very large school. More substantial levels of housing, in the region of 4500 homes would be able to support new secondary school provision. New primary provision has been secured and expansion is being pursued currently, but beyond this additional primary provision would have to be delivered, with around 1300 homes being able to support a new primary school.”

Where can Wiltshire Council evidence that they have given careful consideration to the expansion of Melksham Oak school?

Extract from the draft Wiltshire Council School Places Strategy 2023-2027 (March 23)

| | |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Page 90 Implications for Secondary Provision from 2022/23</p> | <p>The number of pupils attending Melksham Oak is forecast to grow significantly over the next few years as larger cohorts begin to feed through from primary schools and as new housing is completed. The recent expansion means that the school now has a PAN of 300, which will be sufficient to meet the needs of current housing. If the proposed 2712 local plan houses are taken forward, there would be a significant shortfall of secondary places. Whilst the school site is large, expanding the school over 12FE would make it the largest school in the Country and would probably be considered too large to operate from one site. The number of additional places required would not be sufficient to make a whole new secondary school viable. As the Local Plan process moves forward and the final number of houses is determined, the provision of secondary places in the town will need to be given careful consideration by the Local Authority and Academy Trust. Demand for resource base provision in West Wiltshire is high and consideration needs to be given for the creation of 2 additional secondary resource base classes, based on current and predicted demand. The Special School Transformation Team are exploring opportunities to expand resource base provision with existing secondary schools in Melksham and the surrounding areas.</p> |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Where can Wiltshire Council evidence that this review has been undertaken:

Extract from the draft Wiltshire Council School Places Strategy 2023-2027 (March 23)

| | |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Page 20 C7 School Organisation Review</p> | <p>Educational viability, efficiency and effectiveness are all potential triggers for considering a review of school organisation and subsequent re-organisation of school provision in an area. The ‘triggers’ that might provide an indication that a review is necessary are set out below. 4. Where there is population change in an area (to include growth from new housing)</p> |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Paragraph 94 of the National Planning Policy Framework (NPPF) states that it is important that a sufficient choice of school places is available to meet the needs of existing and new communities, and that local planning authorities should take a proactive, positive and collaborative approach to meeting this requirement, and to development that will widen choice in education. This includes local planning authorities giving great weight to the need to create, expand or alter schools when preparing plans and making decisions on planning applications.

Where have Wiltshire Council provided a secondary school choice for parents in their Local Plan in line with the NPPF?

The policy to allocate Policy 19 in the Local Plan to secure 2 hectares for an extension to Melksham Oak school is not sound as not consistent with national policy, or Wiltshire Council draft School Places Strategy.

In addition, there are no details of how this allocation meets the strategic outcomes of the Local Plan as detailed on Page 11 of the WLP:

Extract from: page 11 of the WLP 2.5 Outcomes

- Provision of 16+ education, including higher education, will have been enhanced to provide trained employees necessary to deliver economic growth from target sectors

Mentioned again on page 13, 2.13 there is a need to improve the level of skills beyond the age of 16 and to retain those skills within local communities.

From Page 11 of the WLP Infrastructure

2.6 Challenge: The Plan will ensure that services and infrastructure, to meet the needs of Wiltshire's growing population and economy are brought forward in a **timely and responsive manner** through new development proposals. Appropriate and sustainable modes of transport, highway improvements, **school facilities**, water management, green spaces, power supply, high speed and affordable internet connectivity, access to emergency services, sustainable waste management facilities are all essential components of daily life and therefore **critical to delivering the strategic goal** of building strong and healthy communities.

2.7 Objective: Infrastructure requirements need to be appropriately planned, secured and implemented to ensure the timely delivery of development proposals

Health and Wellbeing

Sustainability Appraisal Objective 9: Reduce poverty and deprivation and promote more inclusive communities with better services and facilities

Extract from Page 30 of the Sustainability Appraisal Report Annex 1.1 Chippenham HMA states "**Despite a hospital being situated in Melksham**, there is an existing GP capacity issue".

MWPC believe that this is misleading, and in fact, disingenuous. It implies that it is a hospital available for residents to access like others in West Wiltshire at Chippenham, Trowbridge and Devizes. It may host some ancillary services such as wheelchair repairs but if you check the list of departments and services on the NHS website <https://www.nhs.uk/service-search/hospital> it lists **NONE AVAILABLE**, whilst the Trowbridge Hospital has a Minor Ailments department and Chippenham and the new Devizes Practice Plus Group Surgical Centre both list a whole host of services from Dentistry, to Gynaecology to Orthopaedics and Urology.

The statement is misleading and not sound as not justified, and should not be used to as part of the Sustainability Appraisal measures.

Biodiversity and Climate Change

MWPC support the comments prepared by the Centre for Sustainable Energy prepared on behalf of the Wiltshire Climate Alliance (copy attached).

Bypass

Sustainability Appraisal Report Annex 1.1 Chippenham HMA

Extract from Sustainability Appraisal Objective 10: Reduce the need to travel and promote more sustainable transport choices

Melksham's existing transport infrastructure mainly lies with the A350 with other routes including the A3102 and A365. These routes confluence on the A350 which cause significant peak hour congestion and delays, particularly through the town.

Extract of: WLP page 44 4.22 Melksham is one of the five Market Towns in the area. Compared with other settlements it is relatively less constrained and its location on the A350 makes it attractive for business investment. An eastern bypass is proposed at the town to improve the functionality of the A350 as part of the strategic road network.

Extract of: WLP page 73 4.91 Melksham is not significantly constrained in environmental terms but there are concerns over the adequacy of local infrastructure to be able to support future growth with the A350 recognised as particularly constrained at peak times, leading to traffic congestion. A bypass to the east of the town is under consideration to relieve traffic pressure and secure improvements to the A350 strategic corridor, which in turn could lead to improved efficiency of the transport network and other social, environmental and economic benefits for the town.

Extract of: WLPC Policy 75 Ref to A350 improvements... "**.....to support development growth....**"

Planning for Melksham Place Shaping Priority 3 defines the outcomes of the A350 bypass as improving the efficiency of the transport network and other social, environmental and lead to economic benefits for the town. NB These should be the Neighbourhood Area.

There is not a stated direct connection between the delivery of the bypass and the accommodation of growth.

The purpose and link between the A350 by pass and growth needs clarifying.

If the Bypass business case illustrates the link, then it should be a direct infrastructure requirement prior to delivery of eastern area allocations (and further growth)

There is confusion, insufficient clarity and evidence of the role of the A350 bypass improvements in supporting the growth at Melksham, and therefore Policy 75 Strategic Transport Network is **unsound as not effective**.

Flood Risk

Sustainability Appraisal Report Annex 1.1 Chippenham HMA

Sustainability Appraisal Objective 5: Minimise impacts on climate change (mitigation) and reduce vulnerability to future climate change effects (adaptation)

Page 62 states:

DAQ 3: **Minimise vulnerability to surface water flooding** and other sources of flooding, without increasing flood risk elsewhere?

Fluvial flood-risk, along with surface and groundwater flood risk form part of the settlement-level analysis below. The cumulative impact of development was also considered in order to identify those catchments where an increase in flows as a result of growth would have the greatest impact on downstream flood risk. This analysis is based on a strategic assessment of flood risk. Local knowledge will be applied when specific development locations are identified. In terms of flood-risk potential at settlements the following can be stated:

Melksham is at high risk of river flooding and at moderate risk of surface water and groundwater flooding. The cumulative impact of development is assessed as moderate.

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | higher amount of development to Malmesbury. | | |
| | Likely effects: moderate adverse | Likely effects: minor adverse | Likely effects: minor adverse |
| Melksham | Melksham is at high risk of river flooding and at moderate risk of surface water and groundwater flooding. With specific development locations not known this leads to moderate adverse effects likely at the town. | As regards Melksham there are vulnerabilities associated with the potential for especially fluvial flooding. Given the proposed lower growth quanta under scenario CH-B, minor adverse effects are considered likely for the town. | Melksham has its highest level of growth proposed under CH-C. The town possesses some areas of flood risk, mainly fluvial due to the course of the River Avon, but moderate risk of surface water and groundwater flooding. As a result, moderate adverse effects are estimated here. |
| | Likely effects: moderate adverse | Likely effects: minor adverse | Likely effects: moderate adverse |
| Rest of HMA | Development quanta for Rest of HMA, whilst not location-specific, are moderately high and therefore estimated to lead to minor adverse effects, which will be clarified as site-level proposals emerge. | Development quanta for Rest of HMA, whilst not location-specific, conserve the moderately high levels proposed under Core Strategy Continued, and are therefore estimated to lead to minor adverse effects, which will be clarified as site-level proposals emerge. | Development quanta for Rest of HMA, whilst not location-specific, are moderately high, and therefore estimated to lead to minor adverse effects, which will be clarified as site-level proposals emerge. |
| | Likely effects: minor adverse | Likely effects: minor adverse | Likely effects: minor adverse |
| Overall HMA score | -1.6 Core Strategy Continued exhibits likely moderate adverse effects overall, with moderate adverse effects considered likely in Calne, Devizes, Malmesbury and Melksham. | -1.3 The overall judgement for this strategy is minor adverse effects. There are less settlements where significant adverse effects are likely – namely Chippenham and Devizes. | -1.4 Likely minor adverse effects are likely overall. There are less settlements where significant adverse effects are likely – namely Calne, Devizes and Melksham. |
| Conclusions/Recommendations: | | | |
| Strategy CH-B is considered to be the more sustainable strategy with significant adverse effects considered likely in two settlements - namely Chippenham and Devizes. | | | |
| Strategy CH-A is considered to be the less sustainable strategy with significant adverse effects considered likely in four settlements - namely Calne, Devizes, Malmesbury and Melksham. | | | |
| Whilst all areas across Chippenham HMA demonstrate some areas at risk of flooding, some places are more constrained than others. Alternative strategy CH-B, which focuses on Chippenham, offers the best opportunities to achieve flood-resilient development and mitigation. | | | |
| Devizes is particularly constrained by groundwater flood-risk, which limits the areas of the settlement that might be suitable for further growth. This leads to an outcome of there being likely moderate adverse effects at the town under the more substantive growth scenarios (CH-A and CH-C). Under strategy CH-B growth here is more restrained and this contributes to making this scenario the most feasible for this HMA. | | | |
| Calne, Melksham and Malmesbury also perform less strongly under this objective. This notwithstanding, these settlements tend to offer greater resilience under this objective via strategy CH-B, which directs reduced growth levels to these places. | | | |

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MWPC dispute this evidence, its referring to the risk of river flooding to the town, and the allocations (housing and employment) are all in Melksham Without and so not justified.

It particularly contests the evidence for the Rest HMA as this includes the “Large Village” of Shaw and Whitley, and the “Small Village” of Beanacre, which have consistently received internal property flooding from surface water on repeated, numerous occasions. Whilst we can’t comment on aspects out of our parish particularly, we are very aware that the surface water flooding that affects Shaw and Whitley also affects Box and Corsham, with it all coming down the hills from the Neston estate.

For Shaw and Whitley this is especially important as it has a housing allocation of 73 dwellings in the Chippenham HMA Rural Large Village allocation.

We can supply a host of evidence on the flooding in Shaw & Whitley, and all of this can be collaborated by the Drainage team/Atkins at Wiltshire Council. It looks like Wiltshire Council’s own drainage team were not consulted on the flood risk, as they would certainly have commented on the surface water flooding risk at these locations. Other evidence is the Northern Operational Flood Working Group minutes who meet every two months, with Melksham Without consistently on the agenda.

Substantial mapping was undertaken by residents following some 14 internal properties being flooded in September 2014, regular closures of the Shaw Primary School due to flooding across the Corsham Road, including as recent as earlier in 2023. Telemetry installed by the Environment Agency on Corsham Road. See example during this plan Reg 19 consultation period, when at the time of writing on 9th November 2023, the volunteer flood wardens have been deployed twice already.

Latest at 8:30pm on 28 October ⓘ

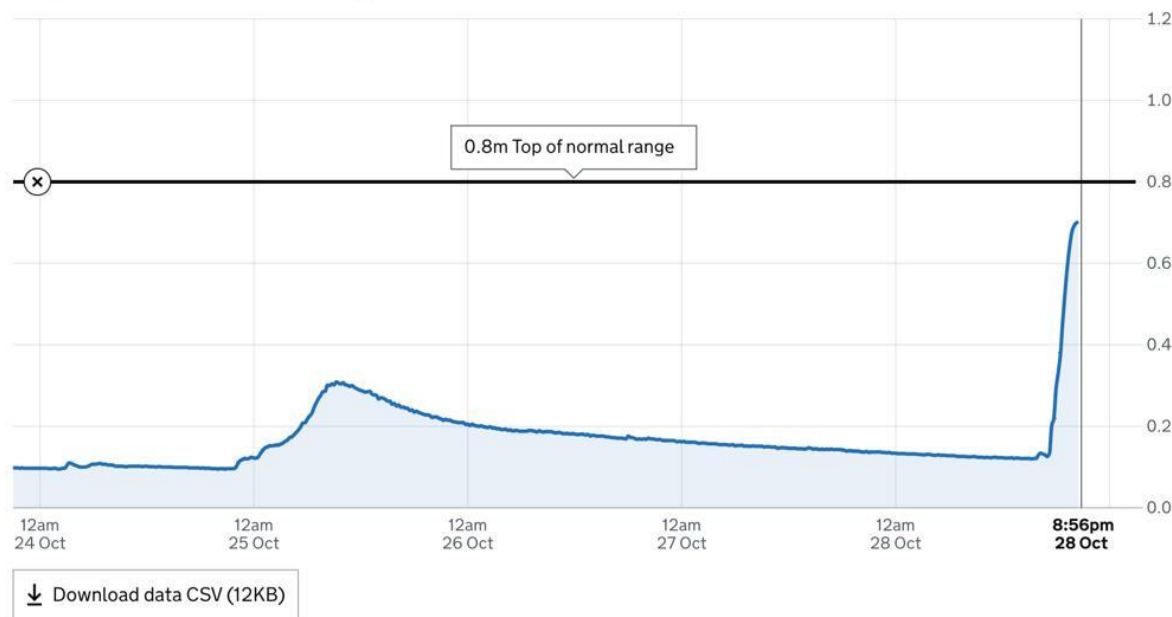
Height
0.70m ⓘ

Trend
Steady ⓘ

State
Normal ⓘ

Normal range 0.00m to 0.80m

Height in metres over the last 5 days



Likewise, the small village of Beanacre receives consistent, regular flooding incidents as recent as January and October 2023. Again, refer to the Wiltshire Council drainage team or we can provide a host of evidence.

Review of draft Local Plan against the Melksham Neighbourhood Plan (including Cooper Tires site)

Joint Melksham Neighbourhood Plan 1 (adopted July 21) and reviewed Plan 2 (JMNP2) (at Regulation 14 consultation stage 16/10/23 – 3/12/23)

Cooper Tires & Closure and Regeneration

Planning for Melksham (PfM) notes the factory closure and loss of c350 jobs. However, neither Pfm nor WLP addresses how the site how regeneration of the site will be promoted and enabled within the plan period other than as a “large windfall site”.

Current policy serves to reinforce environmental constraints to its re-use.

The Wiltshire Employment Land Review update has suggested the need for additional employment space. However, this did not account for the capacity created by the closure of Cooper Tires.

The WLP spatial strategy for Melksham’s growth to meet identified strategic housing, community and employment needs provides sites for nearly 90% of all forecast development needs and have not had regard to the potential of Cooper Tires or prioritised the un-let capacity of Avonside Enterprise Park.

Wiltshire Council and WLP has until now, adopted a reactive position in relationship to JMNP2 positive approach to plan for the site, when the emerging strategy to allocate it was raised with Wiltshire Council prior to the publication of their Regulation 19 plan.

MWPC have suggested that WLP Policy 18 allocation of Site 1 (Land East of Melksham) is not soundly made as other employment land options including the potential of Cooper Tires to re-accommodate employment space has not been evidenced as options. In addition, revisions to the employment strategy should now address the potential of Cooper Tires (accepting its Flood Risk).

Despite this, the WLP presumes that 9% of strategic development requirement will be met through JMNP2 allocations at Melksham, including the currently proposed allocation at Cooper Tires.

Place Shaping Priority 1 (Town Centre) is not positively supported by WLP sites allocations or its reactive approach to the emerging JMNP2, contrary to the NPPG para 009;

“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.”

There is concern that the approach to the WLP strategy for Melksham is unsound as it is not in conformity with national guidance or positively produced.

MWPC believes that the approach taken by Wiltshire Council in evidencing and drafting the WLP has been undertaken in a silo, despite the known context of the JMNP2 preparation and knowledge about Cooper Tires.

Whilst the Link Officer has provided good service in his role, he has not been empowered by Wiltshire Council to share necessary evidence or engage with the JMNP Steering Group within a collaborative process.

Review of Wiltshire Council's draft Local Plan policies against the current Neighbourhood Plan (JMNP1) and the draft reviewed Neighbourhood Plan (JMNP2) policies

(NB: the NHP has to be in conformity with the Core Strategy/Local Plan).

| WLP Policy | Relevant JMNP Policy | Notes | No Objection / Object |
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| Delivery | | | |
| Policy 64 Additional employment land | Policy 10 Employment Sites | Employment Policy is broadly in conformity with JMNP1 P10 <i>Potential reference to WLP 65 and 66 Criteria?</i> Clause D Clause should clarify including impact on viability of existing allocated/retained Principal Employment Land (is alluded to in RJ) Allocation of Cooper Tires is likely to include employment. Coordination needed with employment allocation east of Melksham. (Subject to other comments) Should include ensuring no impact on viability of JMNP2 employment allocations. | No objection |
| Policy 65 Existing employment land | Link to policy 10 | No issues with policy or criteria. Concern that 5 hectare employment allocation may undermine optimum viability of existing principal sites including Avonside, which is not fully occupied and potential for employment at Cooper Tires. Addressed in allocation response Planning for Melksham. | No objection |
| Policy 67 Sequential test and retail impact assessment | Policy 9 link | No in principle conflicts with JMNP1 and 2 Check consistency post Reg 14 Potential complexity for delivering main Town Centre uses inclusion at Cooper Tires. But should not undermine. No justified evidence to expand Town Centre boundary. | No objection |
| Policy 68 Managing town centres | Policy 8 Town Centre | No in principle conflict with JMNP1 or 2 subject detailed comments below. General conformity with revised JMNP2 P9 Hierarchy; Approach in conformity with NPPF Melksham is defined as a market town. Logical Town Centre designation Lack of clarity about implications of transitional town centre status. Where is the methodology or criteria? What difference does this make to managing development through the Local Plan? If no method or consequence it should not be included. Boundaries TC & PSA | Object Criteria ref town centre strategies and transitional Market towns not defined or effective. Policy is not sound. |

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| | | <p>Approach in conformity with NPPF.</p> <p>Management of uses; Class E has stripped real power from plan led management. Policy is long and seeking to apply controls around the periphery. This is cumbersome but probably the only effective approach.</p> <p>Other Policies in the Development Plan This should make direct reference to Neighbourhood Plan and adopted TC Strategies</p> <p>Town Centre Strategies. “...Town centre strategies within the Plan may provide more detail in relation to the kinds of uses that are accepted within different areas of the town centre...”</p> <p>Clause is weak and has no expectation other than as information. This is not in conformity with the status given to the Melksham TCMP report and does not support its role, It should be tightened to expect demonstration of positive response to adopted local TC strategies or master plans. If within or part of made NDP guidance will be supplemental to policies and used to guide decisions.</p> | |
| Policy 69 Tourism and related development | No equivalent policy | | No objection |
| Policy 70 Sustainable Transport | Policy 11 Sustainable Transport and Active Travel | <p>Policy 11 is wide ranging and focus on railway station. It cross-suits with aspects of WLP transport policies 70-75</p> <p>LPR policy doesn't really say more than state aims and WC actions. Is it actually a policy?</p> <p>Lack of direct mention of air quality Cross cut reference to Health and wellbeing policy / indicators Question why no mention of Transport hierarchy in planning for sustainable transport.</p> <p>By omitting aspects of local plan objectives the policy effectiveness is questioned.</p> <p>Potential for Review JMNP2 R14 policy to align.</p> <p>NB Proportionate transport strategies and infrastructure; No mention of “Broad Locations for Growth” NB Rather have BLG deleted as unsound.</p> <p>But if retained these should be specifically identified as will warrant specific priority.</p> <p>Potential reference to Local transport strategies required; ie hook into Priority for People?</p> | <p>Object</p> <p>Policy is not effective and does not address key aspects of growth referenced in the WLP , environment outcomes or local transport strategy.</p> |
| <u>Policy 71:</u> Transport and new development | No equivalent policy | Consistent with principles of safe and sustainable transport | No objection |
| Policy 72 Development impacts on the primary | Policy 11 | <p>No direct impact on JMNP policy.</p> <p>Seems to be a traffic management policy</p> | No objection |

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| and major road networks | | | |
| Policy 73 Transport: demand management | Policy 11 | <p>Lack of alignment with JMNP policy 11. WLP Policy does not reference the requirement for travel plans which is a requirement of current JMNP1 policy 11.</p> <p>Has the strategic requirement altered? Is there now a lack of conformity emerging between transport related developer submission requirements?</p> <p>LPR policy appears rambling and more of a statement of priorities, although non objectionable.</p> | <p>Object</p> <p>Policy is not effective and should set requirement trigger for travel plans.</p> |
| <u>Policy 74:</u> <u>Movement of goods</u> | No equivalent policy | | No objection |
| Policy 75 Strategic transport network | No equivalent policy | <p>Cross reference with Melksham Railway Station supported</p> <p>Ref to A350 improvements... "...to support development growth...."</p> <p>Planning for Melksham Place Shaping Priority 3 defines the outcomes of the A350 by pass as improving the efficiency of the transport network and other social, environmental and lead to economic benefits for the town. NB These should be the Neighbourhood Area.</p> <p>There was not a stated direct connection between the delivery of the bypass and the accommodation of growth.</p> <p>The purpose and link between the A350 by pass and growth should be clarified.</p> <p>If the business case illustrates the link, then it should be a direct infrastructure requirement prior to delivery of eastern area allocations (and further growth)</p> | <p>Object</p> <p>The policy conflicts with the purpose of the A350 by pass scheme at Melksham within "Planning for Melksham" document</p> <p>There is confusion, insufficient clarity and evidence of the role of the A350 improvements in supporting growth at Melksham.</p> <p>The policy is not effective and is unsound.</p> |
| Social | | | |
| Policy 76 Providing affordable homes. | Policy 6: Housing in Defined Settlements (rev) | <p>WLP policy broadly aligns with JMNP2 rev policy 6.</p> <p>NB Policy 6 R14 draft references local plan. This may need to be reviewed to reflect CS policy or successor policies.</p> <p>WLP Affordable housing split different. No conflict as direct ref to local housing evidence set out in JMNP2 policy 6.</p> <p>Accessible homes level does not align with more detailed breakdown in WLP Policy 77. This may need to be refined to align or evidence needed to warrant different standards.</p> <p>WLP should define all settlements that P76 applies to.</p> <p>JMNP2 may consider defining/revising rural settlement boundaries where WLP has not e.g., Berryfield.</p> <p>First Homes discount of 40% is higher than WLP Policy. This may attract objection.</p> | No objection |

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| Policy 77 Rural exceptions sites | No equivalent policy | The objective and criteria in WLP policy 77 address nationally accepted practice and policy with regard to Rural Exceptions sites. These may be promoted as exceptions adjacent to Shaw and Whitley, Beanacre and Berryfield. JMNP2 does not reference RE sites directly. This may be considered as an addendum to Policy 6. | No objection |
| Policy 78 Meeting Wiltshire's housing needs | Overlap policy 6 | Comprehensive policy covering house typology, space standards, accessible homes, homes for older people and vulnerable people. Detailed issues; House typologies in Melksham HNA covered in policy 6. Are we satisfied that all forms of specialist housing for older people should be just in Melksham? We may wish to consider that for the JMNP2 area, S&W should be defined as a possible location (Middle Farm) for potential age restricted /supported living, which may align with local HNA. | No objection |
| Policy 79 First homes exception sites | No equivalent policy | Detailed and new exceptions policy area. Consider post R14 refinement to JMNP policy 6 to reference and WLP. | No objection |
| Policy 80 Self and custom build housing | No equivalent policy | Detailed and new policy area. Consider post R14 refinement to JMNP policy 6 to reference and WLP. Potential for additional JMNP2 evidence from WC Self build register. | No objection |
| Policy 81 Community facilities | Policy 15: Community Facilities | WLP criteria are different than P15. It may be worth aligning P15 criteria with WLP P81 or referencing <i>them, but retaining the policy to link to facilities map/list.</i> <i>However, P81 does not contain a clause to demonstrate new need. This risks competing facilities within a settlement and potential loss of viability for both.</i> | Object Policy is not effective as may enable competing facilities, over-provision an unviability. Add criteria to demonstrate community need and support. Current policy is not effective and unsound. |
| Policy 82 Housing in the Countryside | No equivalent policy | National criteria compliant | No objection |
| Policy 83 Health and wellbeing | No equivalent policy. | HIA should be required on employment development land of 5 hectares or more. This captures the Melksham allocation. | Objection Trigger should be revised to five hectares or more. |
| <u>Policy 84: Open space and play facilities</u> | Policy 14: Open Spaces Policy 16: Local Green Space | This policy references the Wiltshire Open Space Assessment. The study provides an up-to-date and robust evidence base; auditing the provision (quantity, quality and accessibility) of open space; setting standards for provision; identifying any surpluses or deficiencies; and recommended planning policy and developer contributions. The standards will be used to assess proposals for open spaces during the Plan period, recognising the need for improving the quality of existing open spaces in addition to requirements for new provision. | No objection |

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| | | <p>There are shortfalls in the supply (ha) of open space against the standards in four types of open space typology: Allotments, Amenity Green Space, Play Space (Children and Youth). There is also a gap in the provision of ANGSt Standard: At least one accessible 20-hectare site within two kilometres of home.</p> <p>This policy could usefully refer to the provision of open space by major development that reflects the identified deficiencies in of the local area in the open space assessment.</p> <p>The policy in JMNP2 could also usefully refer to this evidence base document.</p> | |
| Policy 85 Sustainable construction and low carbon energy | Policy 1 Sustainable Design and Construction / Allocations | <p>An aspirational policy that follows in the footsteps of other Local Plan policies that are now examined.</p> <p>Policy 1 of the JMNP was revised to reflect these exemplars polices and the emerging WLP but in a way that is less prescriptive / more aspirational (proportionate to a NP).</p> | No objection |
| Policy 86 Renewable energy | Local Renewable and Low Carbon Energy | This policy is comprehensive going into greater detail that the JMNP 2 policy 2 which is a slight update to the JMNP1 policy 2 to include reference to energy storage. | No objection |
| <u>Policy 87: Embodied carbon</u> | Policy 1 Sustainable Design and Construction | An update to the Core Strategy that addresses the need to tackle Climate Change. | No objection |
| <u>Policy 88: Biodiversity and geodiversity</u> | Policy 13: Biodiversity | Policy is considered effective. Reference to nature recovery is supported. | Support |
| <u>Policy 89: Biodiversity net gain</u> | Policy 13: Biodiversity | <p>This policy seeks double the Minimum 10% Biodiversity Net Gain (BNG) required by the Environment Act but there is no explanation for how the figure of 20% is arrived at for BNG in this policy.</p> <p>Nature Recovery is a key part of this policy.</p> | Support |
| <u>Policy 90: Trees, hedgerows, and woodland</u> | Policy 17: Trees and Hedgerows | <p>The target for tree canopy coverage is lower than recommended by the Urban Forestry and Woodland Advisory Committee Network and referenced in the JMNP.</p> <p>There are no standards for tree replacement, or buffers to woodland.</p> | <p>Object</p> <p>The policy does not contain tree planting triggers or criteria that will ensure major development makes a proportionate contribution to meeting WC targets. It is ineffective and unsound.</p> |
| <u>Policy 91: Conserving and enhancing Wiltshire's landscapes</u> | Policy 18: Landscape Character Policy 19: Green Wedges | <p>JMNP includes a map which references the Special Landscape Area (a saved local plan policy). This designation will no longer be saved, WC instead recognises the National Planning Policy Framework's landscape character approach to determining landscape value and will require applicants to assess the value of their sites at the local level through the use of the Landscape Institutes Technical Guidance Note TGN 02-21: 'Assessing landscape value outside national designations.'</p> <p>This is the policy that the JMNP policy 19: Green Wedges links to directly. In the supporting text there is mention of other relevant assessment and studies that may inform development proposals including NP (which are listed after Parish Plans –</p> | <p>Object</p> <p>The failure to identify strategic countryside gaps does not have regard to sites assessment evidence and undermines the effectiveness of the policy.</p> |

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| | | <p>are they still produced?!) which are 'approved the Council'. If the NP is 'made' and includes relevant material then it will have the same status as material prepared for WC and the Local Plan evidence base.</p> <p>Para 5.156 also refers to the "erosion of the separate identity of settlements and their coalescence, character, visual and functional amenity can degrade their setting to the detriment of the character of the rural countryside". This is of direct relevance to the JMNP and would suggest that part 3 of the policy: 3. conserving and enhancing the locally distinctive character of settlements and their landscape settings Could include direct reference to the need to avoid coalescence.</p> <p>Strategic Countryside Gaps</p> <p>Supporting text para 5.1.6 references the erosion of the separate identity of settlements and their coalescence.</p> <p>The Wiltshire "Site Landscape Appraisals 2023" , landscape mitigation in the form of strategic countryside gaps are identified to protect the separate identity of outlying rural villages (in the hinterland of the town). The current policy fails to identify strategic countryside gaps and is not fully effective. Where identified gaps straddle neighbourhood area boundaries NDP's cannot address the risk. There should be strategic countryside gaps identified in the local plan.</p> | |
| <u>Policy 92: Conserving and enhancing dark Skies</u> | | No policy included on this specific topic in the NP, however there are no targets for reducing light pollution except areas designated dark sky areas – this could be broadened out to include the rural areas of the JMNP and GI assets such as the K&A canal. | Support |
| Environment | | | |
| Policy 93 Green and blue infrastructure | <p>Policy 11: Sustainable and Active Travel</p> <p>Policy 16: Local Green spaces</p> <p>Policy 17: Trees and Hedgerows</p> <p>Policy 18: Landscape Character</p> <p>Policy 20: Locally distinctive High Quality Design</p> <p>Policy 19: Green Wedges</p> | <p>No direct equivalent JMNP policy. Cross-cut with made and proposed new JMNP sustainable transport community and environment policies.</p> <p>Should GBI development requirements be limited to major developments (more than 10 dwellings)? Given the requirements, it seems reasonable. However, should ALL development be expected to provide contribution to GBI.</p> <p>Settlement Frameworks. These do not yet exist. There is intention to produce them. The policy should say "any future adopted....."</p> <p>Should this be a discretionary devolution to NDPs/TC's PCs? It would seem reasonable that local knowledge should be harnessed.</p> | No objection in principle |
| Policy 94 Wiltshire's canals and the boating community | <p>Priority Statement 3: Wilts & Berks Canal Restoration</p> | <p>Agreement of safeguarded route Alignment with plan in JMNP2?</p> <p>NB Financial contributions. Is it intended that financial contributions from development will fund W&B canal link project?</p> <p>Suggest policy should make clear that any proposal must be supported by a robust business case and any associated planning consents for enabling development.</p> | No objection |

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| Policy 95 Flood risk | Policy 3: Flood Risk and Natural Flood Management | <p>WLP policy conforms with and references national policy and best practice in the process of selecting suitable sites for development. JMNP2 does not cause conflict with WLP P95.</p> <p>Policy 3 may be straightened by cross reference to WLP policy 95 in relation to new development and then reference local circumstances.</p> <p>WLP P95 raises significant constraint issues for Cooper Tires as WLP has selected greenfield sites in Flood zone 1. Sequential testing and or exceptions testing will need to support its future development where at least the land is within Z2 and 3.</p> | No objection |
| Policy 96 Water resources | No directly equivalent policy | <p>Identification of Source Protection Zone, Safeguard Zone or Water Protection Zone and buffers within JMNP area to assess against allocations.</p> <p>IDP:</p> | No objection |
| Policy 97 Contaminated land | No equivalent policy | <p>Cooper Tires site Allocation. Contamination likely to be one of the biggest viability challenges. Allocation supporting text/policy criteria may directly ref WLP policy and SPD guidance in setting qualitative criteria. NB Placeholder allocation acknowledged contamination</p> | No objection |
| Policy 98 Ensuring High Quality Design and Place Shaping | Policy 20: Locally Distinctive, High Quality Design | <p>No fundamental lack of conformity between JMNP2 and WLP design objectives. However, the policy is poorly drafted. See below.</p> <p>WLP P98 is monumental and hugely complex, placing an almost impossible agenda of design criteria plus cross referencing with yet more design guides e.g., Manual for Streets.</p> <p>It pays no regard to the Wilts Design Guide. Its 12 criteria do not relate to the clear design steps in the WDG. It does not ref the National Design Guide or expect applicants to demonstrate regard to adopted NP guidance. These should form the backbone of this policy which should and can be MUCH shorter.</p> <p>As drafted the policy lacks conformity with national guidance</p> | <p>Object</p> <p>Object The policy does not reference or synchronise with national design guidance, the Wilts Design Guide or adopted NDP area guides.</p> <p>It is confusing and overly complex.</p> <p>In failing to have direct regard to national policy or guidance it is not justified. It does not require applicants to refer to adopted guidance and is not effective as drafted. It is unsound.</p> |
| Policy 99 Ensuring the Conservation and Enhancement of the Historic Environment | Policy 21: Local Heritage | <p>No in principle conflict or lack of conformity. WLP policy 99 provides a more comprehensive policy protection of designated assets and areas and criteria including impact assessment) for associated development. JMNP2 P21 may be supplemented by direct ref to this policy and criteria.</p> <p>WLP P99 references non designated assets and criteria for their consideration and conservation. These differ slightly from those in P99. Alignment should be achieved through coordination between policies. However, the NDHA list is locally distinct and justifies P21.</p> | No objection |
| Policy 101 Air quality | No equivalent policy | <p>Wiltshire Air Quality Action Plan. How does this affect Melksham?</p> | No objection |

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| | | <p>What are the air quality implications of traffic congestion? NB Melksham not identified as one of the six community action areas (with AQMZ)</p> <p>How will + 1200 homes affect objectives of Action Plan / Air quality n Melksham</p> <p>Has this been assessed as part of Allocations?</p> | |
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Review of “Planning for Melksham”

Planning for Melksham combines an area within the Town Council administrative area and land within Melksham Without. The PfM document should reflect this in its terminology relating to the town or Neighbourhood Area or Community Area (as per the current Core Strategy). At present place shaping principles are perceived to be restricted to the town but are pertinent to development in MWPC area as part of the PfM strategy.

| Document | Page | Policy/Paragraph/Table/Figure | Comment |
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| Planning for Melksham | 1 | Para 1 Introduction | The Planning for Melksham (PfM) document sets out the evidence and processes that have informed the policies of the Local Plan that relate to Melksham. The whole document is very muddled, it's not clear if its talking about the Market Town of Melksham, the Melksham & Bowerhill settlement area, the Neighbourhood Plan area or the Community area. It states on Pg 73 Policy 17 that is for the Melksham Market Town (but doesn't say it's for the Market Town in PfM) and then policies 18,19 & 20 in Table 1 all relate to land in Melksham Without. |
| Local Plan | 73 | Table 1 Paragraph 4.93 | <p>Under the title to the section “Melksham Market Town”, this paragraph states “The Plan allocates three sites” but these are neither in Melksham (or Bowerhill). In the Core Strategy it clearly identified “Melksham and Bowerhill Village” and “Melksham Community Area” (although the housing numbers for Berryfield in the MCA were attributed to Melksham and Bowerhill – eventually).</p> <p>This is particularly important in the case of the Melksham, as the Melksham Community Area lies within two HMAs – Trowbridge HMA to the south and Chippenham HMA for the Neighbourhood Plan area and villages to the North.</p> <p>This is a document specifically for Melksham, so if the arrangement of Melksham and Melksham Without is different to those in other Market Towns, this could easily be articulated in the document as area specific.</p> |
| Planning for Melksham | 3 | 2. Context and Challenges Table 2 | <p>Population figure – what is this for? 18,113 is in the table. From Census 2021 the population of Melksham is 17,500 and for Melksham Without is 7,800 giving a total of 25,300. It should be clearly indicated as to what it is for, and is misleading as this box is entitled “Strategic Context for Melksham Market Town” and yet the housing allocations are all in Melksham Without with the inference that they are in Melksham Town and therefore relate to the contextual population figure of 18,113.</p> <p>On page 23 of the WLP figure 3.2 Strategic transport route map dated 2023 has a label “Melksham and Bowerhill Village”, another inconsistency.</p> |
| Planning for Melksham | 4 | Figure 1 Environmental constraints and designations at Melksham | This shows Melksham & Bowerhill – again, not consistent, if this document and the figures are for the Melksham & Bowerhill settlement boundary they should say so. This is misleading and therefore not based on sound evidence. |
| Planning for Melksham | 4 | Paragraph 8 | This paragraph states that the River Avon has potential as a significant Green and Blue Infrastructure asset and yet there is no mention of the Clackers Brook asset that is also a significant GBI asset and features heavily in the design of the recent housing developments to the east of Melksham and in “PfM page 75 Para 4.94 Land East of Melksham which states that the allocation requires significant buffers for the “tributary watercourse”. |

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| | | | See also Green Infrastructure Evidence Base report for the Melksham Neighbourhood Plan (2020 but minor update 2023) https://www.melkshamneighbourhoodplan.org/np2-evidence-base |
| Planning for Melksham | 4 | Paragraph 9 | This talks of the current proposals to provide a canal link from Semington to the River Avon as part of the restoration of the Wilts & Berks Canal. Why is there no mention of its connection in the north east to Lacock and onwards to Swindon? |
| Planning for Melksham | 5 | Paragraph 12 How has Melksham developed? | Query this number of housing at approx 670 houses built as the “eastern Melksham urban extension”. To our knowledge it was 800. What context is this number for? |
| Planning for Melksham | 5 | Paragraph 14 | As above, there is no mention of the 100 dwellings that are built and occupied on SHELAA site 3103 (Barratt Homes, Gladstone Road etc) - so it adds weight to number in para 12 not being correct. |
| Planning for Melksham | 7 | | Note that PFM is quoting/using evidence from the Melksham NHP consultation on the Town Centre held in Feb/March 2023. |
| Planning for Melksham | 8 | Paragraph 22 Melksham Town Centre | This refers to regeneration opportunities but despite mentioning the new campus in para 21 it makes no mention of the disused Wiltshire Council buildings such as the library and blue pool (or Cooper Tires which although was not available in a call for sites, was very clearly going to be closed in December which they have known for some time.) NB: picked up in paragraph 99 on page 33 |
| Planning for Melksham | 9 | Figure 3 Existing development plan allocations and major planning permissions at Melksham | This figure needs a date so it can be understood what it relates to. It omits the following approved planning applications: 20/07334/OUT (refused but upheld at Appeal) PL/2023/00808 reserved matters 50no. 100% affordable dwellings at land to the rear of Townsend Farm – yet to start on site 20/01938/OUT PL/2022/02749 Reserved Matters, 144 dwellings at Land at Semington Road (David Wilson, now known as Buckley Gardens) started on site Sept 2023. MWPC Clerk confirmed at LP drop in session (with David Way) that these were missing from the figure and should have been included |
| Planning for Melksham | 16 | Figure 6 Pool of sites assessed through sustainability appraisal at Melksham | |
| Planning for Melksham | 10 | Table 3 Place Shaping Priorities – Melksham | These are a list of the same thing (the priorities then become the policy). On page 9 para 26 it says the list of the priorities came from working with Melksham Town Council and wider consultation with the community and other stakeholders carried out in 2021. MWPC were definitely at those meetings and yet seem discounted in the statement in PFM. |
| Local Plan | 73 | Policy 17 Melksham Market Town | MWPC Clerk has checked previous notes and the policy as you may recall that MWPC challenged the minutes of that meeting and got them changed to reflect what was actually agreed. They broadly agree. Note that WC said in Jan 2020 that “new employment land to be provided adjacent to Bowerhill Industrial Estate and the A350. There needs to be enough employment land to support growth, but not an excess which may lead to a need for additional housing to support it” <i>but they are putting in the East too</i> In addition, “Schools – a holistic approach is required to future education provision rather than piecemeal funding” SEE SUGGESTED REVISIONS TO THE PLACE SHAPING PRIORITIES (AND THEREFORE POLICY 17) DETAILED SEPARATELY BELOW |
| Planning for Melksham | 11 | 28. Place Shaping Priorities | “PSPs therefore provide a succinct strategic context within which to better understand the spatial strategy for the main settlements. They also set a framework to co-ordinate the high level and strategic role of the Local Plan, with the function of neighbourhood plans, prepared by town and parish councils, that set more detailed visions for the future of each community. The two sets of plans therefore work in harmony.” SEE COMMENTS ON THE MELKSHAM NEIGHBOURHOOD PLAN AND ALSO LANDSCAPE POLICY 91 ABOUT THE LACK OF HARMONY OF THE TWO PLANS ON THESE ASPECTS |
| Planning for Melksham | 11 | 29. Place Shaping Priorities | “PSPs are also used to influence how and where development will take place as an important part in the selection of sites for new development. Some priorities apply equally everywhere, notably the need to address climate change and achieve carbon reduction. Others are more specific to a particular place. PSPs aim to address unresolved issues that were previously highlighted in the Wiltshire Core Strategy plus new issues that need to be tackled during the next plan period.” |

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| | | | <p>Where is the evidence to support Policy 6 Chippenham Principal Settlement?</p> <p>6. Respect the individual identities of villages within the landscape setting of Chippenham and their relationship to the town</p> <p>Why can't Melksham have the same policy line?</p> |
| Planning for Melksham | 11 | 31 Providing Employment Land | <p>"There are very few available sites left in the town for business expansion or inward investment and there is ongoing demand for more employment. The spatial strategy for Melksham identifies a requirement for approximately 5ha of employment land at the town which is proposed to be delivered on Site 1a 'Land East of Melksham'."</p> <p>SEE COMMENTS UNDER "EMPLOYMENT LAND" (review of WLP by topic)</p> |
| Planning for Melksham | 13 | 37 & 38 Eastern Bypass | <p>These two paragraphs contradict each other: 37 saying that "for a significant level of new housing to take place, significant new transport infrastructure e.g., an A350 bypass is required" and 38 saying "it's currently uncertain if future funding for the scheme will be available" –</p> <p>"37. Further work will establish exactly how many new homes could be delivered before a bypass is in place" what and when?</p> <p>"38. This planned Major Road Network (MRN) scheme will tackle congestion in the town and provide new capacity to accommodate traffic from new development" and what happens if it doesn't progress?</p> <p>SEE COMMENTS UNDER "BYPASS" (review of WLP by topic)</p> |
| Planning for Melksham | 13/14 | 39. Bypass | <p>"39. Careful consideration has therefore been given to the potential impacts of any new development on traffic congestion along the A350. For these environmental reasons, as well as benefits for town centre trade (see above), development proposals are as well connected to the town centre as possible, allied to scope for provision for sustainable transport and active travel routes to the town centre, such as new and improved bus routes and pedestrian and cycling routes."</p> <p>SEE COMMENTS ON THE SHAW & WHITLEY HOUSING ALLOCATION AS THIS IS A CONSTRAINT</p> |
| Planning for Melksham | 14 | 40 How many homes? | <p>Level of Growth 2,160 deducting 1,120 To confirm that MWPC Clerk has reviewed list of allocations making up the 1,120.</p> |
| Planning for Melksham | 15 | Selecting sites 43. | <p>MWPC to comment on the Sites allocated following their pre-app meetings regarding these sites.</p> |
| Planning for Melksham | 16 17 | <p>Figure 6 Pool of sites assessed through sustainability appraisal at Melksham</p> <p>49 & 52 Three sites considered most sustainable 1, 9, 17</p> | <p>The map is missing two approved sites, see notes for Fig 3 on Page 9.</p> <p>The legend/key is over the villages of Shaw & Whitley, so you cannot see the Neighbourhood Plan allocation or the Settlement Boundary.</p> <p>Site 9 is a direct contravention of the Core Strategy's Melksham Area Strategy Page 130 5.83 "Melksham and Bowerhill village have a functional relationship and are considered together for the purposes of this strategy. Therefore, the housing growth identified for Melksham town will also serve to meet the needs of Bowerhill. The identity of these separate communities will need to be preserved through the planning process. Berryfield is considered separately and is identified as a small village. However, it is recognised that both Berryfield and Bowerhill have strong functional links to Melksham and have important individual characteristics which should be protected where practicable."</p> <p>NB: Site 9 subject to an Appeal, with the hearing commencing 24/10/23 – acknowledged in 53. Page 18</p> |
| Planning for Melksham | 18 36-37 | <p>56 Primary School</p> <p>115 Education</p> | <p>Land East of Melksham "This new primary school is required to not only support housing development on Site 1a but also new housing development on Site 17 (Land north of A3102). The location of Site 1a in the northern part of the larger Site 1 means that the new primary school is well placed to serve both sites."</p> |

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| | | | SEE COMMENTS ON EDUCATION (in the review by topic) |
| Local Plan | 75-76 | Policy 18 Land east of Melksham (425 homes, 5ha of employment land, 1h local centre land (shops), 2ha primary school 2FE) and 60 early years places | SEE COMMENTS ON SITE ALLOCATIONS BELOW |
| Planning for Melksham | 18, 20-24 | 55. – 74 Figure 4 Site 1a: Land to the east of Melksham Table 4 | |
| Local Plan | 76 - 78 | Policy 19 Land off Bath Road, Melksham 135 dwellings, 2ha for expansion of Melksham Oak | SEE COMMENTS ON SITE ALLOCATIONS BELOW |
| Planning for Melksham | 19 25-28 | 58 75-83 Figure 8 Table 5. | |
| Local Plan | 78-79 | Policy 20 Land North of the A3102, Melksham 285 dwellings, 0.4ha for 100 place nursery | SEE COMMENTS ON SITE ALLOCATIONS BELOW |
| Planning for Melksham | 19 29-31 | 59 84- 91 Table 6 Figure 9 | 86. The site is currently relatively poorly served by bus services but there are bus stops along the A3102 and existing services withing adjacent residential areas which could potentially be extended to serve the site. 87. Residents would be able to easily visit the town centre through sustainable transport modes..... How does the leap from 86 to 87 happen? From poor bus service to available sustainable public transport? |
| Planning for Melksham | 19 34-36 | 61 NHP 105- 113 | “In due course, a review of the Joint Melksham Neighbourhood Plan is intending to allocate additional land for development. Neighbourhood planning lends itself to identifying small to medium sized sites for housing and other forms of development. Smaller sites in the neighbourhood plan will supplement proposals Planning For Melksham 20 Wiltshire Local Plan Pre-Submission Draft 2020-2038 (Regulation 19 consultation), September 2023 of the Local Plan Review. The overall amount of land earmarked for development will provide a good degree of contingency and flexibility, as well as a wider choice, to best ensure development needs are met.” Town Centre Master Plan available here https://www.melkshamneighbourhoodplan.org/files/uqdc4c117_e9f3060071d8479c85b7429c1dae272c.pdf TO NOTE THAT CURRENT REVIEWED NHP2 IS AT REG 14 CONSULTATION, FINISHING ON SUNDAY 3RD DECEMBER. COMMENTS ON THE NEIGHBOURHOOD PLAN DETAILED SEPARATELY |
| Local Plan | 80 | Town Centre 4.104, 4.105, 4.106 and Neighbourhood Planning 4.107 | |
| Planning for Melksham | 32-34 | 92 - 103 | |
| Planning for Melksham | 36 | 114 Local Infrastructure | SEE COMMENTS ON WLP POLICIES, LOCAL INFRASTRUCTURE |
| Planning for Melksham | 36 | 115 Education | SEE COMMENTS ON EDUCATION (review of WLP by topic) |
| Planning for Melksham | 37 | 117 Highways and Sustainable transport | SEE COMMENTS ON BYPASS AND REVIEW OF POLICY VS NHP POLICY |
| Planning for Melksham | 38 | 123 Health & Social Care | Not really a plan! Just explains a problem really! |

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|-----------------------|----|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Planning for Melksham | 38 | 124. Utilities | Whilst acknowledging that (high speed) broadband is not classed as a utility but it is a priority for the rural areas, especially as people working from home, and the ambition to bring more employment to the area. |
|-----------------------|----|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Review of “Place Shaping Priorities for Melksham”

Suggested Revisions

PSP1 Town centre AREA regeneration: Ensure town centre regeneration through continued investment in the town centre, maximising use of brownfield land, including adjacent riverside employment sites and encouraging employment opportunities.

PSP2 Reducing out-commuting: Reduce out-commuting through an improved employment offer, including *optimising the use of existing employment sites* and delivery of new employment land to allow existing businesses to expand and to attract inward investment.

PSP3 A350 Bypass: Safeguard a route for an A350 bypass to the town by not undermining its delivery, which will improve the efficiency of the transport network and lead to other social, environmental and economic benefits for *Melksham and the Neighbourhood Area*. ~~town~~. *whilst having the minimum impact to residents.*

PSP4 Railway station improvements: Increase levels of train passenger transport and help reduce traffic congestion through improvements to railway station parking facilities, together with improved facilities for public transport, pedestrian and cycle access that have strong links with the town centre.

PSP5 Infrastructure: Ensure sufficient healthcare facilities, schools and transport infrastructure are delivered in the most sustainable locations in a timely, holistic approach.

PSP6 Education provision: Ensure a ~~town-wide~~ *Neighbourhood Area* – wide approach to future education provision, with sufficient early years, primary and secondary school places provided to meet the needs of all new housing development *in the most sustainable locations*.

PSP7 Wilts and Berks canal: Continue to safeguard a future route of the Wilts and Berks Canal and enable its delivery to provide significant economic, environmental and social benefits for Melksham *whilst protecting resident’s amenity*.

PSP8 Green and Blue Infrastructure: Deliver improvements to the area’s ~~town’s~~ green and blue infrastructure networks, optimising their accessibility and ecological capital, connecting communities and contributing to mitigating and adapting to climate change.

Site Allocation Comments

Policy 18 Land East of Melksham

(known locally as Blackmore Farm/Gleesons)

Allocated in the WLP for approximately 425 dwellings, 5ha of employment uses, a local centre, and a 2ha site for a 2-form entry primary school to include 60 early years places

Current Planning Application under consideration for:

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

MWPC comments on the planning application that are relevant to the site allocation are listed here:

- There is a concern at the impact this development will have on the narrow country roads to the north of the site. A large number of residents will be tempted, as drivers from east of Melksham currently do, to use country lanes such as New Road (single track with passing places), Forest Road and through the National Trust village of Lacock via a single-track medieval bridge to pick up the A350 to access Chippenham and the M4. The bridge at Lacock is often closed due to flooding.
- Concern was raised at potential flood risk, noting this had been raised as a concern by several people commenting on the application. Although there will be attenuation, once full, the run off will go into the water courses and unless these are more than adequate, there could be flooding issues.

- Concern was expressed at an inaccuracy within Appendix 9.1 of the Flood Risk Assessment & Drainage Strategy (Part 1) as it stated 'the nearest Environment Agency (EA) designated main river to the site is Clackers Brook, a tributary of the River Avon, which passes through Melksham and the neighbouring village of Shurnhold'.
- Shurnhold is not a village; it is part of Melksham bordering South Brook about half a mile to the west of the River Avon, whereas Clackers Brook flows into the river from the east. There is therefore concern about the accuracy of other aspects in the report.
- The proposal for a single form entry primary school does not meet Wiltshire Council's criteria of two form entry school provision; confirmed by the draft School Places Strategy in March 23. Any school needs to be in place as soon as residents move in. If not, children will be taken by vehicle to other schools in the Melksham area causing additional traffic, which does not conform with Wiltshire Council policy.
- Concern was raised at the safety of children wishing to access Melksham Oak School, as they would need to use Eastern Way and compete with the traffic, particularly as there is still no rear access to the school. There are already many concerns raised at the number of pupils on the A365 pavement, both pedestrians and cyclists, and evidence of regular accidents and near misses as the flow of children at school opening and finishing times is wider than the pavement can cope with.
- There is no access to the school from adjoining land, which are in the SHELAA (Strategic Housing & Employment Land Availability Assessment), form part of a wider site in the Local Plan Review in 2021 and have a current planning application for 300 dwellings. Snarlton Farm (PL/2023/07107).
- Whilst there is a proposal to have a pedestrian/cycle access using part of Browns Lane bridleway on Eastern Way, there is still no other means of connecting to existing development and services East of Melksham.
- In order to facilitate access to this development a number of farm building and facilities are due to be demolished and removed. There is concern whether this will allow for the continued viability of the farm holding as 50% of the farm would remain as open land. This is also a loss of agricultural land.
- The Melksham Neighbourhood Plan is currently under review and has a number of emerging evidence documents to underpin revised and new policies. The draft AECOM Site Assessment report 2023 has assessed this site. It excluded it from the initial first sieve of sites, at Stage 1, with the following comments:
"The site is removed from the settlement boundary. The site may be appropriate to be developed alongside Site 3678, 3683, 3701 and 3525 as a large urban extension of Melksham which connects to the Melksham Bypass. The site contains deciduous woodland which have priority habitats. The site also includes the designated heritage assets of Blackmore House. The site is exposed to views across from Sandridge Hill." When the report has been validated by the NHP Steering Group we will forward the published version to the Planning Officer.
- Whilst noting it is proposed one of the access/exits will include a roundabout, the parish council would like to see the second entrance/exit also as a roundabout, in order to ease traffic flow.
- Any highway requests as recommended in the Highway Officer comments, should be in place prior to first occupation and not the 400th as indicated.
- The proposed accesses/egresses within the planning application are a direct contradiction to the accesses/egresses proposed in the draft Local Plan. Concern is raised if there were to be an accident near one of the accesses/egresses currently proposed in the planning application, this could block off the other access/egress, therefore, a completely separate access in a different location is required as suggested in the draft Local Plan. Attention is drawn to Paragraph 110 of the National Planning Policy Framework (NPPF) which states: new developments must ensure safe and suitable access to the site can be achieved for all users

Policy 19 Land off Bath Road, Melksham

(known locally as south of Melksham Oak/Hannick)

Allocated in the WLP to provide approximately 135 dwellings and 2ha of land secured for the expansion of Melksham Oak Academy. *

MWPC have met with the developers of this site at pre app stage 7/7/21 and at that stage raised the following concerns about the site, which apply to the Site Allocation:

- land drainage could be an issue for the site, as local members are aware it does not drain very well and queried whether the existing water course could cope with additional 'run off' which would have to be looked at carefully, foul drainage may also be an issue as this site is lower than some other parts of Bowerhill and therefore may have to access Melksham Treatment Works instead. At that stage the developers explained that whilst some initial works had taken place with regard to drainage it would need further investigation, foul drainage had not been looked at as yet.
- Site is isolated, as it is not adjacent to existing residential development, with a gap of the A365 between nearest residential areas, therefore would like to see some local facilities included on the site, as people would have to cross a major road to access the nearest local shop in Bowerhill. Concern is that residents will be encouraged to use their vehicle to access nearest shop or the town centre.
- Impact of noise from road noise from A365/potential A350 bypass and Oakfields Stadium.
- Proximity to Melksham Oak School.
- From a primary school point of view, children would be going against the tide of students going to The Oak, as they would potentially be going to Pathfinder Place School if developed

***It's Melksham Oak Community School which is part of the White Horse Federation, and not "Melksham Oak Academy" as per your policy wording.**

Policy 20 Land North of the A3102, Melksham (known locally as Sheates Land/Bloor)

Allocated in the WLP for approximately 285 dwellings, and 0.4ha of land for a 100-place nursery. MWPC have met with the developers of this site at pre app stage, including very recently on 14/11/23 and at that stage raised the following concerns about the site, which apply to the Site Allocation:

At the pre application meeting last week, the developers explained their proposals for 380-390 dwellings (to include approximately 20 self-build dwellings) which is some 100 dwellings over the current allocation policy

Concerns raised were:

- Increase in density of the site and types of dwellings proposed to accommodate the increase in density
- Increase in number of dwellings proposed compared to the 285 in the draft Local Plan.
- Concerns of flats, maisonettes and 2.5/3 storey houses not in keeping with the existing housing in order to achieve the increased density on the site
- Over development of the site.
- Loss of hedgerow.
- Lack of parking for the proposed nursery.
- The need for an approximate housing mix, not just 4/5-bedroom homes to meet the needs of local people, as included in the Housing Needs Assessment undertaken as part of the Neighbourhood Plan Review.
- The need to adhere to emerging policies in the reviewed Neighbourhood Plan, such as the Design Guide.
- The need for adequate parking at the nursery.
- The lack of a holistic approach to the provision of education facilities.
- Only two buses pass the site, out mid-morning (to Bath) and back in the afternoon (to Marlborough). Other bus services are not within close walking distance.
- Concern was expressed that having a nursery on this site and a primary school on another site nearby (Blackmore Farm: PL/2023/01949/Policy 18) did not make sense, particularly as it would mean people having to drop off children at different sites, rather than on one site either side of an 'A' road, meaning most people would use a car rather than walk. There was also a need for adequate parking at the nursery, as not everyone attending the nursery would necessarily come from this site or nearby developments within walking distance.
- Parish Council preference for looped roads, rather than cul-de-sacs, as well as having no shared road space which had recreated problems on sites elsewhere in the parish and expressed a concern given this was a high-density development shared road spaces would be provided on this site.
- It was noted there was no access proposed to the adjacent development which also included a play area (17/01096/REM), with Bloor confirming that they would be able to facilitate an access to the adjacent site, however, the adjacent developer had retained a strip of land along their boundary. However, could provide Wiltshire Council with a financial contribution (Section 106), as they had done on other sites, in order they could negotiate access with the adjacent developer.

General Comments on the Consultation process

- It would be helpful if (particularly long) policies could have paragraph/ criteria numbers – this would assist in implementation (and clarity as to which bit of the policy was being quoted).
- Where a proposed approach relies on evidence that is not included within the plan then it would be helpful if all of the relevant evidence documents could be referred to (with links as footnotes).
- The consultation has been poorly advertised to residents, all leaflets and posters relate to the events held at the beginning of the period, and there were none that were provided subsequent to that. The events were scheduled very close to the beginning of the consultation period, with only a week from the publication to the Melksham event, scant little time to take in to be able to ask questions in a meaningful way.

Receipts for Month 8

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------------------------|---------------------------|-------------------|-----------|-------|------|--------|-----------------|--------------------------------|
| Balance Brought Fwd : | | 7,882.86 | | | | | 7,882.86 | |
| | Banked: 01/11/2023 | 387,000.00 | | | | | | |
| M20556287 | Fixed Term Deposit | 387,000.00 | | | 210 | | 387,000.00 | V3483- Fixed deposit returned |
| V3648-INTE | Banked: 01/11/2023 | 1,755.81 | | | | | | |
| V3648-INTE | Lloyds Bank | 1,755.81 | | | 1080 | 110 | 1,755.81 | Bank interest |
| V3652-BACS | Banked: 06/11/2023 | 70.00 | | | | | | |
| V3652-BACS | Allotment Holder | 70.00 | | | 1320 | 310 | 70.00 | Rent for plot 2 Briarsfield |
| V3653-ALLO | Banked: 08/11/2023 | 35.00 | | | | | | |
| V3653-ALLO | Allotment Holder | 35.00 | | | 1310 | 310 | 35.00 | Rent for plot 13B Berryfield |
| | Banked: 13/11/2023 | 261,000.00 | | | | | | |
| M20578427 | Fixed Term Deposit | 261,000.00 | | | 210 | | 261,000.00 | V3601- Fixed Term Deposit retu |
| V3649-INTE | Banked: 13/11/2023 | 376.84 | | | | | | |
| V3649-INTE | Lloyds Bank | 376.84 | | | 1080 | 110 | 376.84 | Bank Interest |
| V3654-ALLO | Banked: 13/11/2023 | 70.00 | | | | | | |
| V3654-ALLO | Allotment Holder | 70.00 | | | 1310 | 310 | 70.00 | Rent for plots 12a&b Berryfiel |
| V3655-BACS | Banked: 15/11/2023 | 66.00 | | | | | | |
| V3655-BACS | Hourglass FC | 66.00 | | | 1210 | 210 | 66.00 | Inv.370- 17th Sept match |
| V3656-BACS | Banked: 15/11/2023 | 35.00 | | | | | | |
| V3656-BACS | Allotment Holder | 35.00 | | | 1310 | 310 | 35.00 | Rent for plot 1a Berryfield |
| V3657-BACS | Banked: 16/11/2023 | 17,547.41 | | | | | | |
| V3657-BACS | Sandridge Solar Farm | 17,547.41 | | | 1140 | 110 | 17,547.41 | Solar Farm community benefit |
| V3658-BACS | Banked: 16/11/2023 | 35.00 | | | | | | |
| V3658-BACS | Allotment Holder | 35.00 | | | 1310 | 310 | 35.00 | Rent for plot 18B Berryfield |
| V3659-BACS | Banked: 17/11/2023 | 35.00 | | | | | | |
| V3659-BACS | Allotment Holder | 35.00 | | | 1310 | 310 | 35.00 | Rent for plot 9a Berryfield |
| V3660-BACS | Banked: 20/11/2023 | 70.00 | | | | | | |
| V3660-BACS | Allotment Holder | 70.00 | | | 1310 | 310 | 70.00 | Rent for plot 15a Berryfield |
| V3661-BACS | Banked: 20/11/2023 | 35.00 | | | | | | |
| V3661-BACS | Allotment Holder | 35.00 | | | 1310 | 310 | 35.00 | Rent for plot 3b Berryfield |
| V3662-BACS | Banked: 22/11/2023 | 220.00 | | | | | | |
| V3662-BACS | Future of Football | 220.00 | | | 1210 | 210 | 220.00 | Inv.384- Blanket booking match |
| V3663-BACS | Banked: 27/11/2023 | 66.00 | | | | | | |
| V3663-BACS | Staverton Rangers | 66.00 | | | 1210 | 210 | 66.00 | Inv.380- For match 25th Novemb |
| 500179-059 | Banked: 28/11/2023 | 35.00 | | | | | | |
| V3664-CASH | Allotment Holder | 35.00 | | | 1310 | 310 | 35.00 | Rent for BYF 3a |
| 500180-CHQ | Banked: 29/11/2023 | 70.00 | | | | | | |
| V3665-CHQ | Allotment Holder | 35.00 | | | 1310 | 310 | 35.00 | Rent for plot 16a BYF |

Continued on Page 198

Receipts for Month 8**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> |
|---------------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-------------------|---------------------------|
| V3666-CHQ | Allotment Holder | 35.00 | | | 1320 | 310 | 35.00 | Rent for plot 15 BSF |
| Total Receipts for Month | | 668,522.06 | 0.00 | 0.00 | | | 668,522.06 | |
| Cashbook Totals | | <u>676,404.92</u> | <u>0.00</u> | <u>0.00</u> | | | <u>676,404.92</u> | |

Payments for Month 8

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> |
|---------------------------------|--------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 02/11/2023 | ICO | V3647-DD | 35.00 | | | 4391 | 120 | 35.00 | Annual data protection fee |
| 14/11/2023 | Fixed Term Deposit | 19877806 | 652,000.00 | | | 210 | | 652,000.00 | V3650-Transfer to fixed deposi |
| 15/11/2023 | Daisy (Onebill) | V3643-DD | 33.54 | | 5.59 | 4384 | 220 | 27.95 | Inv.742-Pavilion WIFI |
| 15/11/2023 | Daisy (Onebill) | V3644-DD | 33.54 | | 5.59 | 4190 | 120 | 27.95 | Inv.739- Campus WIFI |
| 17/11/2023 | RBL Poppy Appeal | V3634-6149 | 20.00 | | | 4070 | 120 | 20.00 | Remembrance wreath |
| 20/11/2023 | SSE | V3645-DD | 499.44 | | 23.78 | 4312 | 220 | 475.66 | Pavilion gas-8 Sept-2nd Nov |
| 30/11/2023 | Suez | V3642-DD | 55.70 | | 9.28 | 4770 | 220 | 46.42 | Inv.627- B'hill Waste away |
| Total Payments for Month | | | 652,677.22 | 0.00 | 44.24 | | | 652,632.98 | |
| Balance Carried Fwd | | | 23,727.70 | | | | | | |
| Cashbook Totals | | | 676,404.92 | 0.00 | 44.24 | | | 676,360.68 | |

Receipts for Month 8

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 : | | 43,182.89 | | | | | 43,182.89 | |
| | Banked: 27/11/2023 | 58,000.00 | | | | | | |
| V3651 | Instant Access Unity 20476339 | 58,000.00 | | | 230 | | 58,000.00 | Transfer to current account |
| Total Receipts for Month | | 58,000.00 | 0.00 | 0.00 | | | 58,000.00 | |
| Cashbook Totals | | <u>101,182.89</u> | <u>0.00</u> | <u>0.00</u> | | | <u>101,182.89</u> | |

Payments for Month 8

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> |
|-------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 03/11/2023 | EDF Energy | V3646-DD | 288.50 | | 13.74 | 4302 | 220 | 274.76 | Pavilion electricity |
| 16/11/2023 | Lloyds Bank PLC | V3641-DD | 465.61 | | 62.05 | 4680 | 170 | 80.00 | Copies of local plan |
| | | | | | | 4351 | 120 | 26.65 | Wireless keyboard & mouse |
| | | | | | | 4120 | 120 | 2.60 | Notices and posters postage |
| | | | | | | 4150 | 120 | 20.82 | Sign holders |
| | | | | | | 4150 | 120 | 19.61 | Coloured Paper |
| | | | | | | 4150 | 120 | 33.30 | Paper |
| | | | | | | 4175 | 120 | 88.20 | Office 365 |
| | | | | | | 4190 | 120 | 36.90 | Office phones |
| | | | | | | 4150 | 120 | 66.24 | Staff ID Badges |
| | | | | | | 4175 | 120 | 5.50 | Website web hosting |
| | | | | | | 4200 | 120 | 12.99 | Online meeting subscription |
| | | | | | | 4120 | 120 | 4.55 | Notices and posters postage |
| | | | | | | 4120 | 120 | 3.20 | Planning and asset agenda pack |
| | | | | | | 4140 | 120 | 3.00 | Monthly fee |
| 27/11/2023 | Agilico | V3617-BACS | 164.70 | | 27.45 | 4130 | 120 | 137.25 | Inv.457-Office photocopying |
| 27/11/2023 | BTA Architects | V3618-BACS | 240.00 | | 40.00 | 4582 | 142 | 200.00 | Inv.2240-BYF V Hall architect |
| 27/11/2023 | Heating Associated Services Lt | V3619-BACS | 2,304.00 | | 384.00 | 4721 | 220 | 1,920.00 | Heating Associated Services Lt |
| 27/11/2023 | Jen Cleaning | V3620-BACS | 378.00 | | | 4381 | 220 | 378.00 | Changing room cleaning |
| 27/11/2023 | JH Jones & Sons | V3621-BACS | 122.40 | | 20.40 | 4490 | 142 | 102.00 | Inv.3794-Install of Pathfinder |
| 27/11/2023 | JH Jones & Sons | V3622-BACS | 1,765.12 | | 294.19 | 4402 | 320 | 66.16 | Inv.3809- Allotment grass cut |
| | | | | | | 4400 | 142 | 244.09 | Inv.3809- Play Area grass cut |
| | | | | | | 4780 | 142 | 57.75 | Inv.3809- Play Area bin emptyi |
| | | | | | | 4781 | 220 | 87.54 | Inv.3809- JSF Bin emptying |
| | | | | | | 4401 | 220 | 761.38 | Inv.3809- JSF Grass cutting |
| | | | | | | 4400 | 142 | 38.13 | Inv.3809- Kestrel Shrub Mainte |
| | | | | | | 4409 | 142 | 179.67 | Inv.3809- Hornchurch grass |
| | | | | | | 4820 | 142 | 36.21 | Inv.3809- SHF Annual cut |
| | | | | | | 347 | 0 | -36.21 | Inv.3809- SHF Annual cut |
| | | | | | | 6000 | 142 | 36.21 | Inv.3809- SHF Annual cut |
| 27/11/2023 | JH Jones & Sons | V3623-BACS | 126.00 | | 21.00 | 4721 | 220 | 105.00 | Inv.3844-Pitch inspections |
| 27/11/2023 | JH Jones & Sons | V3624-BACS | 384.00 | | 64.00 | 4820 | 142 | 320.00 | Shurnhold Field mow grass |
| | | | | | | 347 | 0 | -320.00 | Shurnhold Field mow grass |
| | | | | | | 6000 | 142 | 320.00 | Shurnhold Field mow grass |
| 27/11/2023 | JH Jones & Sons | V3625-BACS | 695.34 | | 115.89 | 4400 | 142 | 369.00 | Inv.3812- Whitworth grass cut |
| | | | | | | 4780 | 142 | 210.45 | Inv.3812- Whitworth bin |
| 27/11/2023 | Rigg Construction | V3626-BACS | 14,062.80 | | 2,343.80 | 4582 | 142 | 11,719.00 | Certificate 11 final BYF V Hal |

Continued on Page 198

Payments for Month 8

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|------------------------|------------|--------------|-------------|----------|------|--------|-----------|-----------------------------------|
| 27/11/2023 | Wiltshire Age UK | V3627-BACS | 2,875.00 | | | 4685 | 170 | 2,875.00 | Provision of MCS Q3 |
| 27/11/2023 | Place Studio Ltd | V3628-BACS | 1,710.00 | | 285.00 | 4680 | 170 | 1,425.00 | Inv.6077-Consultationb input |
| 27/11/2023 | Mr Liversidge | V3629-BACS | 35.00 | | | 1320 | 310 | 35.00 | Refund for plot 31 BSF |
| 27/11/2023 | TDP Ltd | V3630-BACS | 637.95 | | 106.32 | 4590 | 142 | 531.63 | Inv.502-Kestrel Court P/A benc |
| 27/11/2023 | JH Jones & Sons | V3631-BACS | 42.00 | | 7.00 | 4721 | 220 | 35.00 | 3849- Pitch inspection 17th No |
| 27/11/2023 | HM Revenue & Customs | V3632-BACS | 4,520.23 | | | 4041 | 130 | 1,454.90 | Period 8- November 2023 |
| | | | | | | 4000 | 130 | 796.60 | Period 8- November 2023-T |
| | | | | | | 4000 | 130 | 400.76 | Period 8- November 2023-NI |
| | | | | | | 4020 | 130 | 440.60 | Period 8- November 2023-T |
| | | | | | | 4020 | 130 | 288.44 | Period 8- November 2023-NI |
| | | | | | | 4010 | 130 | 426.00 | Period 8- November 2023-T |
| | | | | | | 4010 | 130 | 279.13 | Period 8- November 2023-NI |
| | | | | | | 4010 | 130 | 98.00 | Period 8- November 2023 |
| | | | | | | 4460 | 142 | 273.80 | Period 8- November 2023-T |
| | | | | | | 4800 | 320 | 27.20 | Period 8- November 2023-T |
| | | | | | | 4070 | 120 | 34.80 | Period 8- November 2023-T |
| 27/11/2023 | Wiltshire Pension Fund | V3633-BACS | 3,150.39 | | | 4045 | 130 | 2,404.73 | Period 8- November 2023 |
| | | | | | | 4000 | 130 | 349.76 | Period 8- November 2023 |
| | | | | | | 4020 | 130 | 200.20 | Period 8- November 2023 |
| | | | | | | 4010 | 130 | 195.70 | Period 8- November 2023 |
| 27/11/2023 | John Glover | V3640-BACS | 52.20 | | | 4070 | 120 | 52.20 | Chairs Allowance- November 23 |
| 28/11/2023 | Teresa Strange | V3635-BACS | ████████ | | | 4000 | 130 | ████████ | November 2023 Salary |
| | | | | | | 4150 | 120 | 72.40 | November 2023 Salary |
| 28/11/2023 | Lorraine McRandle | V3636-BACS | ████████ | | | 4020 | 130 | ████████ | November 2023 Salary |
| | | | | | | 4155 | 120 | 5.25 | Tea bags for meetingd |
| | | | | | | 4680 | 170 | 2.65 | Milk for NHP Consultation |
| | | | | | | 4370 | 120 | 1.79 | Dishwasher salt |
| 28/11/2023 | Marianne Rossi | V3637-BACS | ████████ | | | 4010 | 130 | ████████ | November 2023 Salary |
| 28/11/2023 | Terry Cole | V3638-BACS | ████████ | | | 4460 | 142 | ████████ | November 2023 Salary |
| | | | | | | 4050 | 142 | 47.50 | Travel allowance |
| | | | | | | 4051 | 142 | 44.10 | Mileage x98 miles |
| 28/11/2023 | David Cole | V3639-BACS | ████████ | | | 4800 | 320 | ████████ | November 2023 Salary |
| 28/11/2023 | John Glover | V3640-BACS | 52.50 | | | 4070 | 120 | 52.50 | November Chairs allowance |
| 28/11/2023 | John Glover | V3640-BACS | -52.50 | | | 4070 | 120 | -52.50 | November Chairs allowance- ERR |
| 30/11/2023 | Teresa Strange | V3667-S/O | 5.30 | | 0.88 | 4190 | 120 | 4.42 | Out of hours mobile reimburse |
| Total Payments for Month | | | 44,084.67 | 0.00 | 3,785.72 | | | 40,298.95 | |
| Balance Carried Fwd | | | 57,098.22 | | | | | | |
| Cashbook Totals | | | 101,182.89 | 0.00 | 3,785.72 | | | 97,397.17 | |

Total November
Salaries

£9,886.44

Receipts for Month 8

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 : | | 648,000.00 | | | | | 648,000.00 | |
| | Banked: 14/11/2023 | 652,000.00 | | | | | | |
| 19877806 | Current Account & Instant Acc | 652,000.00 | | | 200 | | 652,000.00 | V3650-Transfer to fixed deposi |
| Total Receipts for Month | | 652,000.00 | 0.00 | 0.00 | | | 652,000.00 | |
| Cashbook Totals | | <u>1,300,000.00</u> | <u>0.00</u> | <u>0.00</u> | | | <u>1,300,000.00</u> | |

Payments for Month 8

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> |
|---------------------------------|-------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|---------------------|--------------------------------|
| 01/11/2023 | Current Account & Instant Acc | M20556287 | 387,000.00 | | | 200 | | 387,000.00 | V3483- Fixed deposit returned |
| 13/11/2023 | Current Account & Instant Acc | M20578427 | 261,000.00 | | | 200 | | 261,000.00 | V3601- Fixed Term Deposit retu |
| Total Payments for Month | | | 648,000.00 | 0.00 | 0.00 | | | 648,000.00 | |
| Balance Carried Fwd | | | 652,000.00 | | | | | | |
| Cashbook Totals | | | <u>1,300,000.00</u> | 0.00 | 0.00 | | | <u>1,300,000.00</u> | |

Receipts for Month 8

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 : | | 113,824.62 | | | | | 113,824.62 | |
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | 0.00 | |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>113,824.62</u> | <u>0.00</u> | <u>0.00</u> | | | <u>113,824.62</u> | |

Payments for Month 8

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> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|-----------------------------|
| 27/11/2023 | Unity Bank | V3651 | 58,000.00 | | | 220 | | 58,000.00 | Transfer to current account |
| Total Payments for Month | | | 58,000.00 | 0.00 | 0.00 | | | 58,000.00 | |
| Balance Carried Fwd | | | 55,824.62 | | | | | | |
| Cashbook Totals | | | 113,824.62 | 0.00 | 0.00 | | | 113,824.62 | |



MELKSHAM WITHOUT PARISH COUNCIL

Investment Strategy Policy

Contents

- 1. Banking Arrangements**
- 2. Investment Strategy**
- 3. Investment Arrangements**
- 4. Review**

1. Banking Arrangements

1.1 In accordance with the Financial Regulations (para 5.1 - The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.) the following information summarises the banking arrangements of Melksham Without Parish Council:

- (i) The payment of income into the Bank shall be undertaken regularly (usually weekly) subject to necessity:
- (ii) When a new Council comes into Office, bank mandates will be updated within 3 months:
- (iii) A balance sufficient to avoid bank charges being imposed will be maintained within the Current Account.

2. Investment Strategy

2.1 Introduction:

The strategy has been produced and complies with the guidance issued by the Secretary of State under Section 15(1) (a) of the Local Government Act 2003 and being effective from 1st April 2018.

Melksham Without Parish Council acknowledges its responsibility to the community and the importance of prudently investing the temporary surplus funds held on behalf of the community.

2.2 Objectives:

The general policy objective for this Council is prudent investment of its balances. The Council's investment priorities are:-

- (i) the security of its reserves
- (ii) the liquidity of its investments
- (iii) the yield obtained from any investment.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

2.3 Policy:

All the Parish Council's investments will be those offering high security and high liquidity. This means that:-

- (i) All investments will be made in sterling and any payments or repayments will also be made in sterling.
- (ii) All investments will be short term investments which will not exceed a maximum of twelve months.
- (iii) Before investments have reached their 12-month maturity term and it is in the Council's best intention to continue with the fund by having a roll-on investment, a review will take place on the eleventh month of every year of the duration of the fund.

- (iv) All investments will be made in UK banks and building societies.
- (v) The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis.
- (vi) The Council will only invest in institutions of high credit quality – based on information from credit rating agencies (as defined).

For prudent management of its balances, the Parish Council, maintaining sufficient levels of security and liquidity, will adopt a policy whereby funds which are likely to be surplus for up to three months can be invested in short term deposits with one or more of the UK major clearing banks and/or building societies.

The Department of Communities and Local Government maintain that borrowing of monies purely to invest, or to lend and make a return is unlawful and the Parish Council will not engage in such activity.

3. Investment Arrangements

- 3.1 In accordance with the approved Committee Functions & Terms of Reference the Finance Committee will determine investment opportunities.
- 3.2 Approximately 1 month prior to an investment maturing a report will be presented to the Full Council detailing:
 - (i) capital expenditure forecast
 - (ii) investment opportunities
 - (iii) recommendation for subsequent investment including location of investment, period and amount.
- 3.3 Upon an investment maturing the Finance Committee will receive a report detailing the investment return.

4. Review

- 4.1 This policy must be reviewed annually.

Reviewed by Finance Committee 9 January 2023 approved for adoption by Full Council 23 January 2023.

Parish Council investments

Current investments:

During covid, the council was not investing their money due to the low interest rate. As we came out of covid and interest rates increased, the council began doing short-term fixed deposits and fixing funds for a few weeks between Full Council meetings, which has provided some interest. This is continuing on a monthly basis, where you are putting funds into the fixed deposit account on the day after the Full Council meeting, with it maturing on the date of the next Full Council meeting the following month. In recent times, you have also put some money away in a six-month fixed term deposit earlier in the year, which has since matured. This was following a reserve analysis on what amounts would not be required for the next few years because they were either ear marked for particular projects or were ringfenced. You then took out a 3-month deposit with some funds as well, which have recently matured. You also have an instant access account set up with Unity Trust Bank, where you have been receiving some interest. This is used to top up the Unity Current Account when it is getting low, as most payments are made through this bank account. The idea of holding off and not doing another six-month fixed deposit was so that you could have a look at the CCLA to see whether this was something you might want to invest in. Council investments are something that the internal auditor looks at, and at the last visit, he mentioned that the CCLA had higher interest rates.

The interest you have received so far this year is as follows: £7,903.59 plus the expected interest on the fixed term deposit you approved at Full Council 13th November of £553.75. Total £8,457.34.

The interest rates you have been receiving are:

1.55% recent % interest for short fixed term deposit between meetings- Lloyd's bank fixed term deposit

2.75% Unity Trust Bank instant access account.

1.8% was the % you received on the 3-month fixed term deposit account which has matured. – Lloyds Bank

2.7% was the % you received on the 6-month deposit which has matured- Lloyds Bank.

What is the CCLA:

CCLA stands for Churches, Charities & Local Authorities. The three different elements of CCLA report to their own boards, which report to an overriding board. For the local authority side of things, they report to the LAMIT board (Local Authorities Mutual Investment Trust), which is made up of council leaders across the country who have funds in the local authority deposits and investments. The Local Government Association appoints members to the board. They have 35,000+ clients,

manage £14bn+ of cash and investments, and are the country's largest charitable fund manager. In the public sector part of the team, they have just over 1,000 clients, and of those, there are around 600 town and parish councils. This equates to around £3.0bn of funds from councils under their management.

CCLA is not covered by the Financial Services Compensation Scheme.

Funds available to invest in:

They have three funds available:

- **Public Sector Deposit Fund (PSDF)** –It is a short-term money market fund, but not a bank.
- **Diversified income Fund (DIF)** – Is classed as a medium-term fund (3 years +) but requires a minimum of £1 million investment currently. This fund is managed by a fund manager, who invests in stocks, shares, bonds, and other types of investments such as green energy, etc. The fund also has a responsible investment policy that excludes investments in some sectors, such as tobacco, and in companies that are materially exposed to oil and gas production and refining. So has a strong environmental, social, and governance (ESG) consideration towards investments. Due to the minimum investment value currently in place, they are in the process of rebranding the fund to allow more councils to invest. They are looking to lower the minimum investment amount to £1k. There are no costs associated with this fund, and the notice period is same-day access.
- **Local Authority Property Fund** – A managed, diversified portfolio of UK commercial property, the fund has around 72 properties in its portfolio. Investments in this fund would mean that you would be investing in shares or units in those properties. In terms of income from this fund, it can be from rental income (received on a quarterly basis) and market fluctuations in commercial property valuations going up or down. There are costs to entering into this fund because you would be buying into commercial properties, so there are stamp duty fees to pay, etc. There is a notice period of 6 months, and the fund is seen as a longer-term fund over 5 years. The minimum amount to invest in this fund is £25k.

The Public Sector Deposit Fund (PSDF):

The fund was created on the back of the Icelandic bank crisis, as a safe place for public money. It's is AAA rated fund with Fitch which is a credit rating agency and is the highest rating that you can have in the sector.

Security:

- The fund is invested in banks and building societies and is a Sterling fund so no currency risk. Any banks used are do not have a rating less than A-.
- The PSDF assets cannot be co-mingled with CCLA assets.

- The money is invested into around 25-30 banks at any one point and never more than 10% of the fund invested in one bank or building society.
- As above, the CCLA is not a bank and therefore is not covered by the Financial Services Compensation Scheme (FSCS). The FSCS covers up to £85k of funds in a bank if the bank fails. Although any money put into the fund would not be covered by the FSCS, it does have a similar type of mechanism. This is because the PSDF sits as a sole legal entity to the CCLA, meaning that if the CCLA ceases to trade, it cannot touch or access any funds or cash that is sat into this, which belongs to clients, to pay any of its creditors. If the CCLA were to fail, all of the funds would be disbursed back to the original investors in the fund. This in effect means that it is stronger cover than the FSCS because if the CCLA failed, they would get 100% of the funds back, whereas if more than £85k is sat in a bank and it fails, the council would only get guaranteed £85k of the funds back.

Liquidity

- It is an instant access fund, requests that are made by 11.30am are deposited same day, you can withdraw funds on the same day as well as long as the request has been made by 11.30am, if not the funds will be withdrawn the next day.
- Minimum investment is £25,000; however, this amount does not need to be left in the account to keep it open. For example, the council could put £25k in the account one day and withdraw £24k the next day. The account will stay open with no balance in it for at least two years. There are also no limits on the amounts that can be moved in or out following the initial £25k deposit into the account.
- The fund size is around 1.25bn at the minute; however, these fluctuations because some councils transact on this account on a daily basis. For example, some councils move their precept into this account and move funds out of it as and when needed for cash flow.
- The money is not tied in to any fixed term so there is no interest penalty when money is taken out.
- No charges for transactions or statements.
- Interest calculated monthly.

Yield

- 5.25% as at 20th November 2023, and normally sits around the base rate. The interest rate is live and is shown on the CCLA website each day.
<https://www.ccla.co.uk/funds/public-sector-deposit-fund>

- No costs to invest into the fund but the CCLA do take a management fund fee of 0.08% interest above what they pass on to the client. For example, if the published interest rate was 5.2% the gross interest amount would be 5.28%, but the 0.08% would have already been taken into account before publishing the interest rate. So, the interest rate published is the rate the council would be getting.

Account Opening and making transactions to and from:

- In terms of governance of the account, the council can structure the account anyway they would like with regard to account operation and transactions. So, we could manage it in line with our current financial regs etc.
- This fund is not the same as internet banking so you would be unable to move money around to different accounts from this fund, when it is initially set up an account would need to be nominated for the funds to come from and to. This is an extra security measure so that funds cannot be fraudulently moved into someone else's bank account, it must and will always go back into the specified bank account.
- An account is opened using a form and is apparently user friendly. To change a signatory on the account it is one form and is processed within five days.
- In terms of withdrawing and depositing funds in to the account. A form needs to be filled out and signed in accordance with our arrangements we set up and can be scanned over to the CCLA, if funds are to be deposited, they can be transferred over via bank transfer. If we want to withdraw funds the form just needs to be transferred over by email by 11.30am to receive funds back into the nominated account on the same day. The CCLA are looking to launch an online portal in quarter one next year, (at no extra cost) which will mean that we will be able to look at live transactions, look at statements and put money in and out of the fund.

In terms of due diligence, I have contacted a few councils who have money invested in the CCLA which are attached.

Comments from Corsham Town Council

Marianne Rossi

From: Teresa Strange
Sent: 09 October 2023 11:23
To: Marianne Rossi
Subject: FW: CCLA enquiry

From: David Martin <dmartin@corsham.gov.uk>
Sent: 09 October 2023 11:19
To: clerk@wiltontowncouncil.gov.uk
Cc: Lance Allan <lance.allan@trowbridge.gov.uk>; Linda Roberts <linda.roberts@melksham-tc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Townclerk@warminster-tc.gov.uk; 'Heather Rae' <hvae@chippenham.gov.uk>
Subject: RE: CCLA enquiry

Hi Clare,

We did not get formal independent advice but we did speak to other clients, look at CCLA's records and had a presentation from them. We initially invested a modest amount before increasing it in the past year or two.

Cheers
Dave

David J Martin
Chief Executive
Corsham Town Council
Town Hall
High Street
CORSHAM
Wiltshire
SN13 0EZ

01249 702130

07974 949665

www.corsham.gov.uk



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From: clerk@wiltontowncouncil.gov.uk <clerk@wiltontowncouncil.gov.uk>

Sent: Monday, October 9, 2023 10:35 AM

To: Lance Allan <lance.allan@trowbridge.gov.uk>; Linda Roberts <linda.roberts@melksham-tc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; David Martin <dmartin@corsham.gov.uk>; Townclerk@warminster-tc.gov.uk; 'Heather Rae' <hrae@chippenham.gov.uk>

Subject: CCLA enquiry

Dear fellow Clerks,

Wilton TC is looking to invest a considerable sum with CCLA.

I have been asked to obtain independent advice and wondered if any of you used CCLA and if so where did you get your financial advice.

Cllrs have seen all the info from CCLA and asked questions which have been answered without any concern.

One of my Cllrs works for a High St bank and whilst she can't give advice she had no concerns.

NALC clearly promote CCLA as does WALC.

Our Internal Auditor recommends not having all the money in one place but obviously can't advise on who to use.

Any advice gratefully received.

Clare

From: Cara Watson <carawatson@crickladetowncouncil.gov.uk>
Sent: 22 November 2023 09:56
To: Marianne Rossi
Subject: RE: Parish Council due diligence on CCLA

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning Marianne

We have only recently invested in CCLA PSDF. We opened an account in August and it was easy to set up and they were good to liaise with.

We have not yet withdrawn any funds as the interest goes direct into our nominated account. We put in £50k and get about £200 a month on average in interest.

Hope that helps Marianne

Best wishes
Cara

Cara Watson
RFO and Clerk to PCT & P&F Committees
Cricklade Town Council
113 High Street, Cricklade, SN6 6AE
Tel 01793 751394

Cricklade – First Town on the Thames
<https://www.crickladetowncouncil.gov.uk>

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 21 November 2023 13:16
To: Emma Wheeler <emmawheeler@crickladetowncouncil.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Parish Council due diligence on CCLA

Good Afternoon,

I wonder whether you could help.

Our parish council is looking to invest some of their funds in the CCLA, most likely the public sector deposit fund. We recently had a presentation from them with regard to what investment options they have available to councils. Before the council considers their options any further, we just wanted to do some due diligence of our own. I understand that Cricklade Town Council has some funds invested in the CCLA and just wanted to find out how easy they are to deal with from your perspective with regard to the processing of investments and withdrawals of funds.

Any information would be very helpful.

Kind Regards,

From: Simon Fisher <Simon.Fisher@devizes-tc.gov.uk>
Sent: 21 November 2023 13:58
To: Marianne Rossi
Cc: Nicola Brooks; Helen Tadd
Subject: RE: Due diligence on CCLA

Good afternoon Marianne

We have been with the CCLA for a number of years and whilst I did not set the original investment up, I have been involved subsequently in moving funds on and off Deposit and it has always been a straight forward process.

I have never felt that there is any risk with this investment and we get regular monthly statements.

I hope this is helpful.

Regards,

Simon Fisher

Devizes Town Council
01380 723333

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 21 November 2023 13:11
To: Helen Tadd <Helen.Tadd@devizes-tc.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Due diligence on CCLA

Good afternoon,

I wonder whether you could help.

Our parish council is looking to invest some of their funds in the CCLA, most likely the public sector deposit fund. We recently had a presentation from them with regard to what investment options they have available to councils. Before the council considers their options any further, we just wanted to do some due diligence of our own. I understand that Devizes Town Council has some funds invested in the CCLA and just wanted to find out how easy they are to deal with from your perspective with regard to the processing of investments and withdrawals of funds.

Any information would be very helpful.

Kind Regards,
Marianne

Marianne Rossi
Finance and Amenities Officer

From: Teresa Strange
Sent: 09 October 2023 10:50
To: Marianne Rossi
Subject: FW: CCLA enquiry

Can you save these comments please.....

From: Town Clerk <Townclerk@warminster-tc.gov.uk>
Sent: 09 October 2023 10:43
To: clerk@wiltontowncouncil.gov.uk; Lance Allan <lance.allan@trowbridge.gov.uk>; Linda Roberts <linda.roberts@melksham-tc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; David Martin <dmartin@corsham.gov.uk>; 'Heather Rae' <hvae@chippenham.gov.uk>
Subject: RE: CCLA enquiry

Hi,

Warminster Town Council use CCLA, they have the majority of the councils' funds, always found them very good at processing investments and withdrawals.

I think they offer a very good balance between security of investment, rate of return and liquidity.

Kind regards

Tom Dommett CiLCA
Town Clerk and Responsible Financial Officer
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
BA12 8LB

Tel: 01985 214847
Email: Townclerk@warminster-tc.gov.uk
Web: www.warminster-tc.gov.uk

From: clerk@wiltontowncouncil.gov.uk <clerk@wiltontowncouncil.gov.uk>
Sent: Monday, October 9, 2023 10:35 AM
To: Lance Allan <lance.allan@trowbridge.gov.uk>; Linda Roberts <linda.roberts@melksham-tc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; David Martin <dmartin@corsham.gov.uk>; Town Clerk <Townclerk@warminster-tc.gov.uk>; 'Heather Rae' <hvae@chippenham.gov.uk>
Subject: CCLA enquiry

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Dear fellow Clerks,

Wilton TC is looking to invest a considerable sum with CCLA.

I have been asked to obtain independent advice and wondered if any of you used CCLA and if so where did you get your financial advice.

Cllrs have seen all the info from CCLA and asked questions which have been answered without any concern.

One of my Cllrs works for a High St bank and whilst she can't give advice she had no concerns.

NALC clearly promote CCLA as does WALC.

Our Internal Auditor recommends not having all the money in one place but obviously can't advise on who to use.

Any advice gratefully received.

Clare

The Public Sector Deposit Fund

Fund fact sheet – 31 October 2023

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

Responsible investment policy

The fund is managed in accordance with CCLA's values-based screening policy which can be found in the policies and reports section on our website.

We monitor our counterparties' environmental, social and governance risk management on a regular basis and take action if necessary. This process is based on the work of our in-house Sustainability team and their data providers. Additional information is available on request.

Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

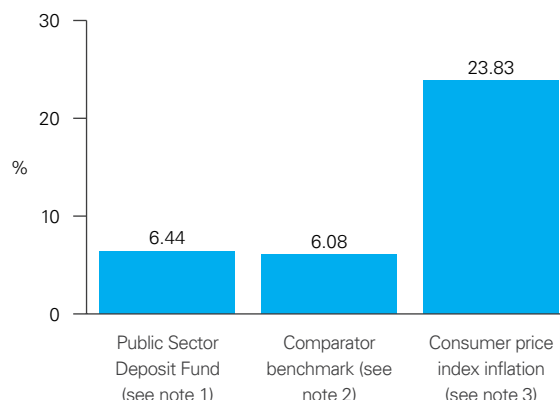
Top 10 counterparty exposures (%)

| | |
|-------|-------------------------------|
| 8.93% | HM Treasury |
| 8.93% | Landesbank Baden-Wuerttemberg |
| 8.93% | National Bank of Canada |
| 8.93% | Nationwide Building Society |
| 8.93% | Yorkshire Building Society |
| 6.70% | DBS Bank Limited |
| 3.57% | ABN Amro Bank N.V. |
| 3.57% | Handelsbanken plc |
| 3.57% | Mizuho Bank |
| 3.57% | SMBC Bank International plc |

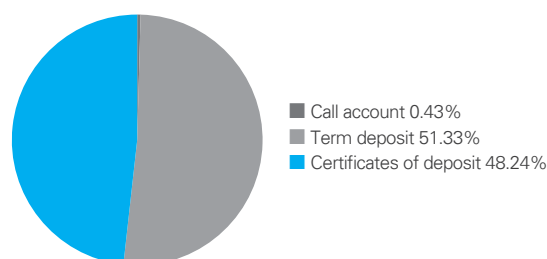
Share class 4 yield as at 31 October 2023

5.26%

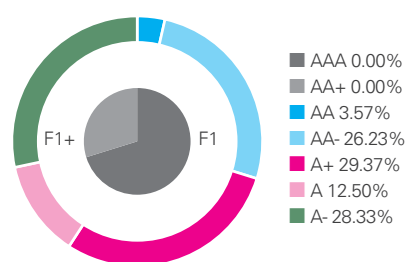
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

| | |
|--------|-------------|
| 35.69% | UK |
| 13.84% | Canada |
| 9.82% | Japan |
| 9.37% | Germany |
| 8.48% | Singapore |
| 5.12% | France |
| 4.11% | Netherlands |
| 3.57% | Sweden |
| 2.68% | Belgium |
| 2.68% | Denmark |

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings

Income

| | |
|------------------------------|-------|
| Average yield over the month | 5.22% |
| Yield at the month-end shown | 5.26% |

Total return performance by year

| 12 months to 31 October | 2019 | 2020 | 2021 | 2022 | 2023 |
|--------------------------------|--------|--------|--------|--------|--------|
| The Public Sector Deposit Fund | +0.75% | +0.42% | +0.03% | +0.84% | +4.29% |
| Comparator benchmark | +0.58% | +0.15% | +0.03% | +0.91% | +4.33% |
| Relative (difference) | +0.17% | +0.27% | +0.00% | -0.07% | -0.04% |

Annualised total return performance

| Performance to 31 October | 1 year | 3 years | 5 years |
|--------------------------------|--------|---------|---------|
| The Public Sector Deposit Fund | +4.29% | +1.71% | +1.26% |
| Comparator benchmark | +4.33% | +1.74% | +1.19% |
| Relative (difference) | -0.04% | -0.03% | +0.07% |

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

Market update

In the UK, the latest gross domestic product (GDP) data estimated that the economy had grown by 0.2% in August compared to July, and by 0.3% for the three-month period June-August over the preceding quarter. Growth was dominated by the services sector, which expanded by 0.4% month-on-month in August while production fell by 0.7% and the construction sector by 0.5%. The annual rate of consumer price inflation (CPI) growth in the UK remained flat in September, at 6.7%. The core inflation rate, which ignores volatile components such as food and energy, was also little changed, coming down from 6.2% to 6.1%. Prices for food and non-alcoholic beverages fell back between August and September, for the first time in two years, however the rising cost of motor fuel was the main factor preventing inflation overall from falling further. Despite the persistence of inflation, the Bank of England's monetary policy committee refrained from raising its policy rate above the current 5.25% at its meeting on 2 November. However, the Bank's Chief Economist, Huw Pill, set out a clear expectation that rates would remain 'higher for longer' with his memorable description of the likely pattern of rates in the coming years as being much more like Table Mountain than the Matterhorn.

Key facts

| | |
|--------------------------------|------------------------------------|
| Authorised corporate director | CCLA Investment Management Limited |
| Fund size | £1,120m |
| Fitch money-market fund rating | AAAmmf |
| Weighted average maturity | 41.79 days |
| Launch date | May 2011 |
| Dealing day | Each business day (see note 5) |
| Withdrawals | On demand |
| Fund domicile | United Kingdom |
| ISIN (share class 4) | GB00B3LDFH01 |
| Interest payment frequency | Monthly |
| Ongoing charges figure | 0.08% (see note 6) |

Please Contact

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Market Development
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M: +44 (0)7879 553 807
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Lee Jagger

Market Development
T: +44 (0)207 489 6077
E: lee.jagger@ccla.co.uk

Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30am.

Note 6: The ongoing charges figure is based on the annual management charge but excludes portfolio transaction costs.

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Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund (PSDF) is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share (where £1 invested in the PSDF remains equal to £1 in value in the PSDF), there can be no assurance that it will be maintained. The value of the PSDF may be affected by interest rate changes. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited (registered in England and Wales, number 2183088, at One Angel Lane, London EC4R 3AB) who is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

Diversified Income Fund - Unit Class 3 (for charities)

Fund fact sheet – 30 September 2023

Investment objective

The fund’s investment objective is to provide income and the potential for capital growth over the long-term (defined as at least 5 years) from an actively managed, diversified portfolio.

Investment policy

The fund will invest in a broad range of assets from around the world including equities (shares in companies), fixed-interest and variable-rate securities (also known as bonds), money-market instruments, cash, infrastructure related investments, which may be either liquid or illiquid in nature. The control of risk will be an important influence on the fund’s portfolio structure and investment strategy and the fund will aim to constrain annual volatility (the amount by which the fund’s value goes up and down) to no more than half that of the UK equity market (as measured by the MSCI United Kingdom Investable Market Index).

Target investors

The fund is designed for medium to long-term (at least 3-5 years) investors who are looking for income and the potential for capital growth and for whom control of risk is an important consideration.

Who can invest?

Any local authority, public sector, charity or professional client in the United Kingdom may invest in the fund. Investors should note that there is a minimum initial investment and holding in the fund of £1 million.

Responsible investment policy

Information about the ethical and responsible investment policies followed by the fund can be found in the policies and reports section on our website.

Income

The fund pays income every 3 months. As at 30 September 2023, the yield was 3.26%. This is shown as a percentage of the unit price and is based on the last 12 months’ dividend of 4.56 pence per unit.

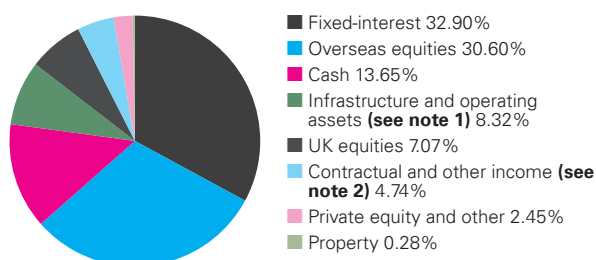
Fund update

The Fund invests in a broad range of assets including fixed income securities (bonds) and global equities, as well as assets such as student accommodation and music royalties.

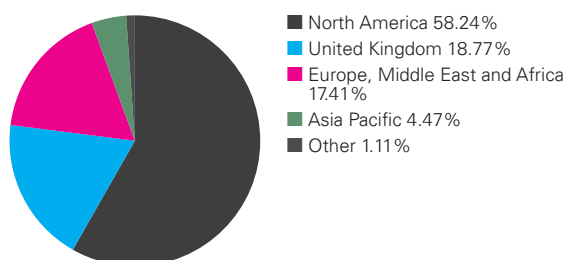
In recent months we have increased both equity and fixed income exposure. Within fixed income, we have sold the Fund’s direct holdings of individual corporate bonds. The Fund now accesses a diversified portfolio of corporate debt through the Federated Hermes Sustainable Global Investment Grade Credit Fund.

Global economic growth appears set to remain subdued for some time and we expect to see periods of recession in some economies as higher interest rates suppress consumer demand and business investment. However it is likely that we are approaching the peak of the interest rate cycle, which will in due course reduce the pressure on both equity and bond prices.

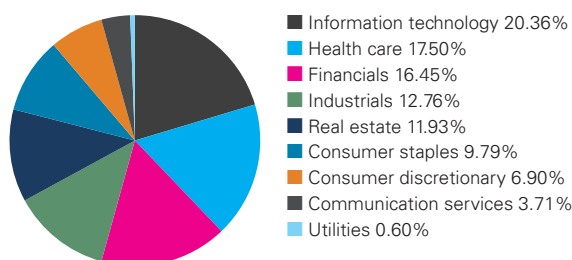
Asset allocation at 30 September 2023



Equity portfolio geographical breakdown at 30 September 2023



Equity portfolio sector breakdown at 30 September 2023



Note 1: Infrastructure: assets that facilitate the functioning of society with the potential for steady cash flows (energy-related & social).

Note 2: Contractual: assets generating contracted cashflows over a specific period and typically secured against assets.

Total return performance by year

| 12 months to 30 September | 2019 | 2020 | 2021 | 2022 | 2023 |
|----------------------------------------|--------|--------|--------|---------|--------|
| Diversified Income Fund - Unit Class 3 | +6.35% | -2.63% | +9.21% | -6.43% | +1.33% |
| Comparator benchmark | +9.19% | -0.93% | +6.93% | -16.40% | +6.70% |

Annualised total return performance

| Performance to 30 September 2023 | 1 year | 3 years | 5 years |
|----------------------------------------|--------|---------|---------|
| Diversified Income Fund - Unit Class 3 | +1.33% | +1.17% | +1.41% |
| Comparator benchmark | +6.70% | -1.57% | +0.63% |

Performance shown after management fees and other expenses, with the gross income reinvested. The comparator benchmark is 20% MSCI UK Investable Market Index, 6.67% MSCI North America Index, 6.67% MSCI Europe excluding UK Index, 6.67% MSCI Pacific Index, 30% Markit iBoxx £ Gilts Index and 30% Markit iBoxx £ Non-Gilts Index. **Past performance is not a reliable indicator of future results.** Source: CCLA.

Top 10 holdings at 30 September 2023

| | | | |
|------------------------------------------------|-------|-----------------------------------------------|-------|
| Federated Hermes Sust Glo Invest Gr Cr Fd X5 | 5.96% | Federated Hermes Climate Change High Yield Cr | 3.25% |
| Candriam Sustainable Bond Emerging Markets V | 5.49% | UK Treasury 4.25% 07/12/2040 | 2.48% |
| UK Treasury 4.5% 07/12/2042 | 4.55% | UK Treasury 4.25% 07/12/2046 | 2.42% |
| UK Treasury Gilt 3.25% 22/01/2044 | 4.41% | Macquarie Korea Infra Fund | 1.42% |
| Pimco Global Investor Series Climate Bond Fund | 4.34% | UK Commercial Property Trust | 1.30% |

Key facts

| | |
|-------------------------------|----------------------------------------------------------|
| ACS Manager | CCLA Fund Managers Limited |
| Investment manager | CCLA Investment Management Limited |
| Fund size | £131.3m |
| Number of holdings | 122 |
| Unit class 3 price | £1.40 |
| Fund launch date | 2 December 2016 |
| Unit Class 3 launch date | 1 December 2017 |
| Minimum initial investment | £1,000,000 |
| Minimum subsequent investment | £25,000 |
| Dealing day | Each business day (see note 3) |
| SEDOL | BDS68T54 |
| ISIN | GB00BDS68T54 |
| Dividend payment dates | Last business day of February, May, August, and November |
| Annual management charge | 0.60% (see note 4) |
| Fund management fee (FMF) | 0.71% (see note 5) |
| PRIPs other ongoing costs | 0.91% (see note 6) |

Note 3: Dealing instructions must be received by 12 noon on a business day.

Note 4: The annual management charge is taken from capital which may restrict capital growth.

Note 5: The FMF includes the annual management charge and other costs and expenses of operating and administering the fund, such as depositary, custody, audit, and regulatory fees.

Note 6: The packaged retail and insurance-based products (PRIPs) other ongoing costs include the FMF and, where relevant, synthetic charges.

Synthetic charges are the effect that costs suffered as a result of investment in relevant underlying funds or similar investments have on the fund. The PRIPs other ongoing costs do not include transaction costs. For more information on costs, including transaction costs, please see the fund's key information document.

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Risk warning and disclosures

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The Local Authorities' Property Fund

Fund fact sheet – 30 September 2023

Investment objective

The fund aims to provide a high level of income and capital growth over the long-term (defined as 5 years).

Investment policy

The fund is an actively managed, diversified portfolio of UK commercial property. It will principally invest in UK commercial properties, but may invest in other assets, which may be either liquid or illiquid in nature.

The fund may also invest some of its assets in instruments that are easier to buy and sell to maintain appropriate levels of liquidity. Instruments used for this purpose may include cash and near-cash, participation notes, UK real estate investment trusts, regulated or unregulated investment funds, and loan notes.

The fund is managed in line with CCLA's responsible property investment and values-based screening policies, which you can read in the policies and reports section on our website.

Target investors

The fund is designed for local authorities looking for exposure to UK commercial property for their long-term investments.

Independent governance

The trustee is the Local Authorities' Mutual Investment Trust, a body controlled by members and officers appointed by the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee, the Welsh Local Government Association and investors in the fund.

Who can invest?

Any local authority in the United Kingdom.

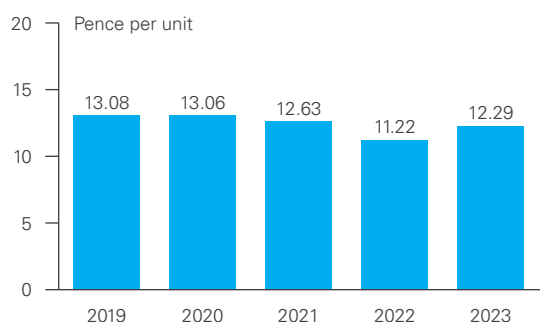
Income

Gross dividend yield (see note 1) 4.66%

MSCI/AREF UK Other Balanced Open-Ended Quarterly Property Fund Index yield 3.71%

Note 1: Based on the fund's net asset value and historic annual dividend of 13.27 pence per unit.

12 month distributions to 31st March:



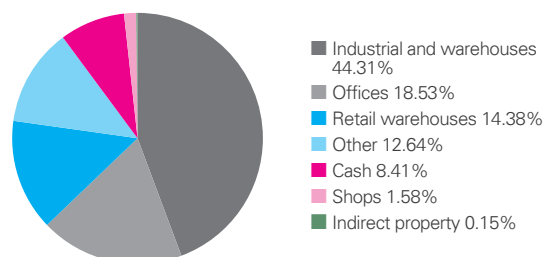
Fund update

Occupier and rental markets remained solid, supporting the income flows which make up a sizeable part of long-term total returns to property investors. Capital markets have been very subdued, however, with transaction volumes at near-record low levels. The associated lack of 'price discovery' – observable prices paid for properties in actual transactions – has left prospective buyers and sellers, as well as property fund valuers, in a cautious mood. Markets also firmed up their expectations that interest rates would remain 'higher for longer'. This has kept capital values in the property market under pressure as investors demand higher yields. Offices remained the most troubled sector in a challenging market, due to a combination of changing working practices and more stringent environmental standards adding to landlords' costs. Over the quarter the Fund's total return was +0.1% compared with a return on the comparator benchmark of -0.6%. Over the past 12 months the Fund returned -14.4% compared to the comparator benchmark return of -14.5%.

The portfolio is managed actively with the aim of providing a high income and long-term capital appreciation. There is a bias towards industrial assets, and retail warehouses are also well represented, whereas there is little exposure to high street shops. Two asset sales, an office property in Middlesex and shop premises in York, were completed during the quarter as part of our planned reshaping to reduce the Fund's exposure to more vulnerable sectors. Meanwhile several leases were entered into or renewed, supporting occupancy rates and helping to secure future income flows.

Valuations are likely to remain under pressure until investors are confident that the peak of the interest rate cycle has been reached. Even then, with property yields now enjoying a lower premium over the bond market, capital growth will be subdued. Income will therefore continue to be the key driver of total returns from property. Investors in the office sector face particular challenges and active, selective management will be especially important in this part of the property market.

Asset allocation at 30 September 23



Total return performance by year

| 12 months to 30 September | 2019 | 2020 | 2021 | 2022 | 2023 |
|--------------------------------------|--------|--------|---------|---------|---------|
| The Local Authorities' Property Fund | +4.46% | -2.70% | +15.52% | +14.59% | -14.41% |
| Comparator benchmark | +2.82% | -2.75% | +12.94% | +13.30% | -14.52% |

Annualised total return performance

| Performance to 30 September 2023 | 1 year | 3 years | 5 years |
|--------------------------------------|---------|---------|---------|
| The Local Authorities' Property Fund | -14.41% | +4.25% | +2.86% |
| Comparator benchmark | -14.52% | +3.03% | +1.81% |

Performance shown after management fees and other expenses. The comparator benchmark is MSCI/AREF UK Other Balanced Open-Ended Quarterly Property Fund Index. **Past performance is not a reliable indicator of future results.** Source: CCLA

Top 10 holdings at 30 September 23 – Total 34.17%

| | |
|-----------------------------|--------------------------------|
| London, Beckton Retail Park | Bristol, Gallagher Retail Park |
| London, Goodman's Yard | London, Imperial House |
| London, Cathedral Street | Centennial Park, Elstree |
| London, Pickett's Lock | Coventry, Torrington Avenue |
| Leeds, 27 Industrial Estate | Bolton, Great Bank Road |

Key facts

| | |
|--------------------|------------------------------------|
| Manager | CCLA Fund Managers Limited |
| Investment Manager | CCLA Investment Management Limited |
| Fund size | £1,186m |
| Number of holdings | 73 |

| | |
|----------------------------------------------|--------------------------------------------------------|
| Offer (buying) price | 303.70 pence |
| Net asset value | 284.50 pence |
| Bid (selling) price | 280.09 pence |
| Launch date | 18 April 1972 |
| Unit type | Income |
| Minimum initial investment | £25,000 |
| Minimum subsequent investment | £10,000 |
| Dealing day | Month-end valuation date (see note 2) |
| SEDOL | 0521664 |
| ISIN | GB0005216642 |
| Dividend payment dates | Last business day of January, April, July, and October |
| Annual management charge (taken from income) | 0.65% |
| Fund management fee (FMF) | 0.73% (see note 3) |
| PRIPs other ongoing costs | 0.73% (see note 4) |

Note 2: Dealing instructions for the purchase of units must be received by 5pm on the business day before the valuation date. Whilst units can be sold on each monthly dealing date, all redemption requests are currently subject to a minimum notice period of 6 months (this may be reduced to 90 days at the manager's discretion) and will therefore be processed on the next available dealing day following expiry of the notice period.

Note 3: The FMF includes the annual management charge and other costs and expenses of operating and administering the fund, such as depositary, custody, audit, and regulatory fees.

Note 4: The packaged retail and insurance-based investment products (PRIIPs) other ongoing costs include the FMF and, where relevant, synthetic charges. Synthetic charges are the effect that costs incurred as a result of investment in relevant underlying funds or similar investments have on the fund. The PRIIPs other ongoing costs do not include transaction costs. For more information on costs, including transaction costs, please see the fund's key information document.

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Please Contact

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E: lee.jagger@ccla.co.uk

Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. To make sure you understand whether our product is suitable for you, please read the key information document and scheme information and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. The properties held by the fund are valued by an external property valuer and any valuations are a matter of opinion rather than fact. The performance of the fund may be negatively affected by a downturn in the property market which could impact on the value of the fund. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. Investment in the fund is only available to eligible local authorities. The fund is an unauthorised UK alternative investment fund and an unregulated collective investment scheme established under a scheme approved by HM Treasury under Section 11 of the Trustee Investments Act 1961, together with the trust deed dated 6 April 1972 as amended by supplemental trust deeds dated 6 April 1972, 13 September 1978, 21 April 2016 and 23 September 2019. Issued by CCLA Investment Management Limited (registered in England and Wales, number 02183088, at One Angel Lane, London EC4R 3AB) who is authorised and regulated by the Financial Conduct Authority. CCLA Fund Managers Limited (registered in England and Wales, number 8735639, at One Angel Lane, London EC4R 3AB) is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

An example application form for the Public sector deposit fund

Account application form

Important information

Please read before completing this form.

Please ensure that you have read the Prospectus and Key Investor Information Document (**KIID**) for the PSDF located at www.ccla.co.uk before completing this application form. Defined terms in this form are those used in the Prospectus. All applicants should sign the necessary declarations in Section 3. Only those investors who meet the minimum investment criteria may invest the PSDF.

The minimum permitted initial investment in the Fund is £25,000. Thereafter, additional investments should be for a minimum of £5,000.

The space provided in Section 7 should be used to add more information on any section or disclose any support requirements.

Please call our Client Services Team on freephone **0800 022 3505** if you have any questions about this form or would like to discuss any additional support needs. Please note that telephone calls are recorded. If being completed by hand, please use black ink and write in BLOCK CAPITALS.

All pages of this form should be returned to CCLA, PO Box 12892, Dunmow, Essex CM6 9DL.

Section 1 Your organisation

Date (dd/mm/yyyy)

1.1 Organisation name

1.2 Account name (subtitle of account, if applicable)

1.3 Type of organisation

1.4 Organisation's office address - **This address will be registered for correspondence**

Postcode

1.5 Daytime telephone number

1.6 Correspondence preferences

Please tick one option

CCLA's Digital Portal - you can receive communications, including statements and transaction confirmations via the secure portal.

OR

Email - sent to the correspondent's email address.

OR

Post - sent to the office address (section 1.4).

Statements are produced monthly.

1.7 What is the intended purpose of the investment with CCLA?

1.8 What is the intended frequency of transactions on the account?

Section 2 Nominated bank account details

All withdrawals will be paid to the nominated bank account (no third party payments will be undertaken).

2.1 Nominated bank account details:

Bank name

Account name

Sort code

Account number

Please send one of the following to verify the bank account: an original paying-in slip, an original cheque marked 'void' or a certified copy of a bank statement confirming that the account is held in the investing organisation's name. The certification must be carried out by one of the following:

- representative of an FCA or EU equivalent regulated firm (e.g. bank manager)
- solicitor/lawyer
- chartered accountant
- notary
- any CCLA Investment Management Limited employee.

The professional certifying the bank statement should:

- **be a different person from anyone named on the form**
- **not be related, in a relationship or living at the same address to any person named on the form**
- **write 'Certified to be a true copy of the original seen by me' on the document**
- **sign and date the document**
- **print their name under the signature and add their occupation, address and telephone number.**

2.2 Dividend payments:

For all payments please indicate your preferred option below:

Please tick one option

Automatically be reinvested and additional Shares created.

OR

Paid by electronic transfer to your nominated bank account.

Section 3 Directors' (or equivalent) authorisation

This section must be read, completed and signed by a minimum of two and up to four directors (or equivalent) who have authority to give CCLA Investment Management Limited (**CCLA** or **ACD**) instructions on behalf of the investing organisation concerning the use or transfer of money or Shares.

Please consult an intermediary if you require investment advice.

Conflicts of interest

CCLA operates a Conflicts of Interest Policy to ensure that our clients are treated fairly. Our policy seeks to avoid circumstances which we consider may give rise to potential conflicts of interest and material disadvantage to our clients.

CCLA's Conflicts of Interest Policy can be found on its website at www.ccla.co.uk.

Your personal information

Privacy Notice

CCLA's Privacy Notice sets out how CCLA complies with UK Data Protection requirements and how it processes and protects your personal information. CCLA's Privacy Notice can be found on our website at www.ccla.co.uk.

Communicating with you

CCLA may collect and use your personal information to bring to your attention additional products or services which may be of interest to you by email, telephone or post. Where we are required to obtain your consent to communicate with you by email or telephone or post we will do so. You have the right to ask us not to process your personal information for this purpose at any time. Please email us at clientservices@ccla.co.uk or telephone us on **0800 022 3505**.

Sharing your personal information

To provide our services to you we may share your personal information with third parties including:

- those who provide administrative and operational services to us;
- to verify your identity in accordance with UK money laundering requirements. These may include credit reference agencies;
- where required by law, regulation or a court order;
- fraud and law enforcement agencies if you give us false or inaccurate information or you have made us aware that you suspect fraud; and
- HMRC or the Financial Conduct Authority.

Client categorisation

CCLA is required to categorise all its clients so that they receive an appropriate level of investor protection. CCLA will categorise you as a Retail Client.

How your money may be held

Where you send money to us by electronic transfer to invest in The Public Sector Deposit Fund (PSDF), if we have not paid this money to the depositary of the CCLA Public Sector Investment Fund (Company) by the end of the business day following the date of receipt of the money, we are required to treat this money as client money and pay this money into a client money account. Please note that, until the end of the business day following the date of receipt of the money, it is possible that your money will not be held as client money and therefore will not be segregated under the FCA's client money rules. Where you send money to us by cheque to invest in the PSDF, we will treat this money as client money and will pay it into a client money account by close of business on the day following receipt, where it will remain until such time as it is paid to the depositary of the Company.

In addition, we are required to treat as client money any redemption proceeds which we continue to hold at the end of the business day following the day that we receive your redemption proceeds from the depositary. You acknowledge and agree that, until this time, it is possible that these proceeds will not be held as client money and therefore will not be segregated under the FCA's client money rules.

Declarations:

By signing the authorisation section of this application form, we, the applicant, confirm that:

- The Shares to which this application relates are and will at all times be on behalf of the investing organisation.
- We have read and understood the contents of the PSDF KIID and the Prospectus, and confirm this application is made in accordance with the Prospectus.
- The investing organisation is eligible to invest in the PSDF under the Prospectus.
- The persons signing below are duly authorised to sign on behalf of the investing organisation.
- We will inform CCLA immediately should the investing organisation under Section 1 above cease to qualify as an eligible investor, at which time disinvestment from the PSDF will be required.
- The main contact and authorised signatories for this account are known to us.

- We shall notify CCLA of any subsequent changes of directors (or equivalent), main contact and/or authorised signatories.
- The investing organisation is a UK Public Sector body. If you do not meet this requirement, please indicate here . An alternative share class may be available to you.
- We understand that in the provision of this service, CCLA is executing transactions following our instruction and is not providing advice on the merits of transactions and in relation to which the rules on assessment of appropriateness and suitability do not apply. Consequently, investors do not benefit from the protection of the rules on assessing appropriateness and suitability provided within the FCA Rules.
- The information contained in this form is true and accurate to the best of our knowledge and belief.
- Grant to the person named as main contact in Section 4 authority to act as administrator of the CCLA Digital Portal - the portal administrator. The CCLA Digital Portal is an online tool that allows users to view their accounts, holdings, valuations, transactions and associated documents. The person who is the portal administrator will be able to grant/revoke access to the portal for others within their organisation.

Authorisation:

We authorise you to:

- Conduct the account as instructed in this application form until you are instructed to the contrary on a mandate form.
- Accept faxed instructions that purport to be properly issued in accordance with this application form. We indemnify you against any costs or loss arising from your acting on such instructions.

The account should be operated by:

- Any two of the authorised signatories Any one of the authorised signatories

First director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

▶ **First director needs to complete sections 3.1 to 3.5**

Second director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

▶ **Second director needs to complete sections 3.6 to 3.10**

Third director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

▶ **Third director needs to complete sections 3.11 to 3.15**

Fourth director (or equivalent)

Name

Signature

Date (dd/mm/yyyy)

▶ **Fourth director needs to complete sections 3.16 to 3.20**

3.1 First director (or equivalent)

| | |
|----------------------------|-----------------------------------------|
| Title | Forename |
| <input type="text"/> | <input type="text"/> |
| Middle name | Surname |
| <input type="text"/> | <input type="text"/> |
| Date of birth (dd/mm/yyyy) | Position |
| <input type="text"/> | <input type="text"/> |
| Mobile number | Daytime telephone number |
| <input type="text"/> | <input type="text"/> |
| Email address | |
| <input type="text"/> | |
| Home address | |
| <input type="text"/> | |
| Postcode | Date moved to this address (dd/mm/yyyy) |
| <input type="text"/> | <input type="text"/> |

3.2 Will you be the main contact/portal administrator for this account?

Yes No

Please note: Your mobile number and email address will be used for security when logging into the portal.

3.3 Will you be an authorised signatory for this account?

Yes No

3.4 I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

3.5 **I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.**

| | |
|----------------------|----------------------|
| Signature | Date (dd/mm/yyyy) |
| <input type="text"/> | <input type="text"/> |

3.6 Second director (or equivalent)

| | |
|----------------------------|-----------------------------------------|
| Title | Forename |
| <input type="text"/> | <input type="text"/> |
| Middle name | Surname |
| <input type="text"/> | <input type="text"/> |
| Date of birth (dd/mm/yyyy) | Position |
| <input type="text"/> | <input type="text"/> |
| Mobile number | Daytime telephone number |
| <input type="text"/> | <input type="text"/> |
| Email address | |
| <input type="text"/> | |
| Home address | |
| <input type="text"/> | |
| Postcode | Date moved to this address (dd/mm/yyyy) |
| <input type="text"/> | <input type="text"/> |

3.7 Will you be the main contact/portal administrator for this account?

Yes No

Please note: Your mobile number and email address will be used for security when logging into the portal.

3.8 Will you be an authorised signatory for this account?

Yes No

3.9 I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

3.10 **I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.**

| | |
|----------------------|----------------------|
| Signature | Date (dd/mm/yyyy) |
| <input type="text"/> | <input type="text"/> |

3.11 Third director (or equivalent)

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Mobile number

Daytime telephone number

Email address

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

3.12 Will you be the main contact/portal administrator for this account?

Yes No

Please note: Your mobile number and email address will be used for security when logging into the portal.

3.13 Will you be an authorised signatory for this account?

Yes No

3.14 I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

3.15 **I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.**

Signature

Date (dd/mm/yyyy)

3.16 Fourth director (or equivalent)

| | |
|----------------------------|-----------------------------------------|
| Title | Forename |
| <input type="text"/> | <input type="text"/> |
| Middle name | Surname |
| <input type="text"/> | <input type="text"/> |
| Date of birth (dd/mm/yyyy) | Position |
| <input type="text"/> | <input type="text"/> |
| Mobile number | Daytime telephone number |
| <input type="text"/> | <input type="text"/> |
| Email address | |
| <input type="text"/> | |
| Home address | |
| <input type="text"/> | |
| Postcode | Date moved to this address (dd/mm/yyyy) |
| <input type="text"/> | <input type="text"/> |

3.17 Will you be the main contact/portal administrator for this account?

Yes No

Please note: Your mobile number and email address will be used for security when logging into the portal.

3.18 Will you be an authorised signatory for this account?

Yes No

3.19 I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

3.20 **I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.**

| | |
|----------------------|----------------------|
| Signature | Date (dd/mm/yyyy) |
| <input type="text"/> | <input type="text"/> |

Section 4 Main contact/portal administrator

4.1 Only complete this section if the main contact/portal administrator has not completed Section 3.

Title

Forename

Middle name

Surname

Position

Your mobile number and email address will be used for security when logging into the portal.

Mobile number

Daytime telephone number

Email address

4.2 Will the main contact/portal administrator also be an authorised signatory?

Yes No

4.3 I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

4.4 **I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.**

Signature

Date (dd/mm/yyyy)

Section 5 Other signatories that are authorised to operate the account

5.1 Authorised signatory

Title

Forename

Middle name

Surname

Position

Your mobile number and email address will be used for security when logging into the portal.

Mobile number

Daytime telephone number

Email address

- 5.2 I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

- 5.3 **I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.**

Signature

Date (dd/mm/yyyy)

5.4 Authorised signatory

Title

Forename

Middle name

Surname

Position

Your mobile number and email address will be used for security when logging into the portal.

Mobile number

Daytime telephone number

Email address

- 5.5 I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

- 5.6 **I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.**

Signature

Date (dd/mm/yyyy)

Please use additional sheet if required

Section 6 Checklist and documentation required

- PLEASE TICK TO CONFIRM ALL OF THE DOCUMENTS ARE ENCLOSED.**
- Resolution or Treasury Management Strategy document authorising investment(s) into Qualifying Money Market Funds (including PSDF).
- For the bank account details provided under Section 2, please include one of the following:
 - an original paying-in slip
 - an original cheque marked 'void'
 - a certified copy of a bank statement confirming that the account is held in the investing organisation's name.

The certification must be carried out by one of the following:

- **representative of an FCA or EU equivalent regulated firm (e.g. bank manager)**
- **solicitor/lawyer**
- **chartered accountant**
- **notary**
- **any CCLA Investment Management Limited employee.**

The professional certifying the bank statement should:

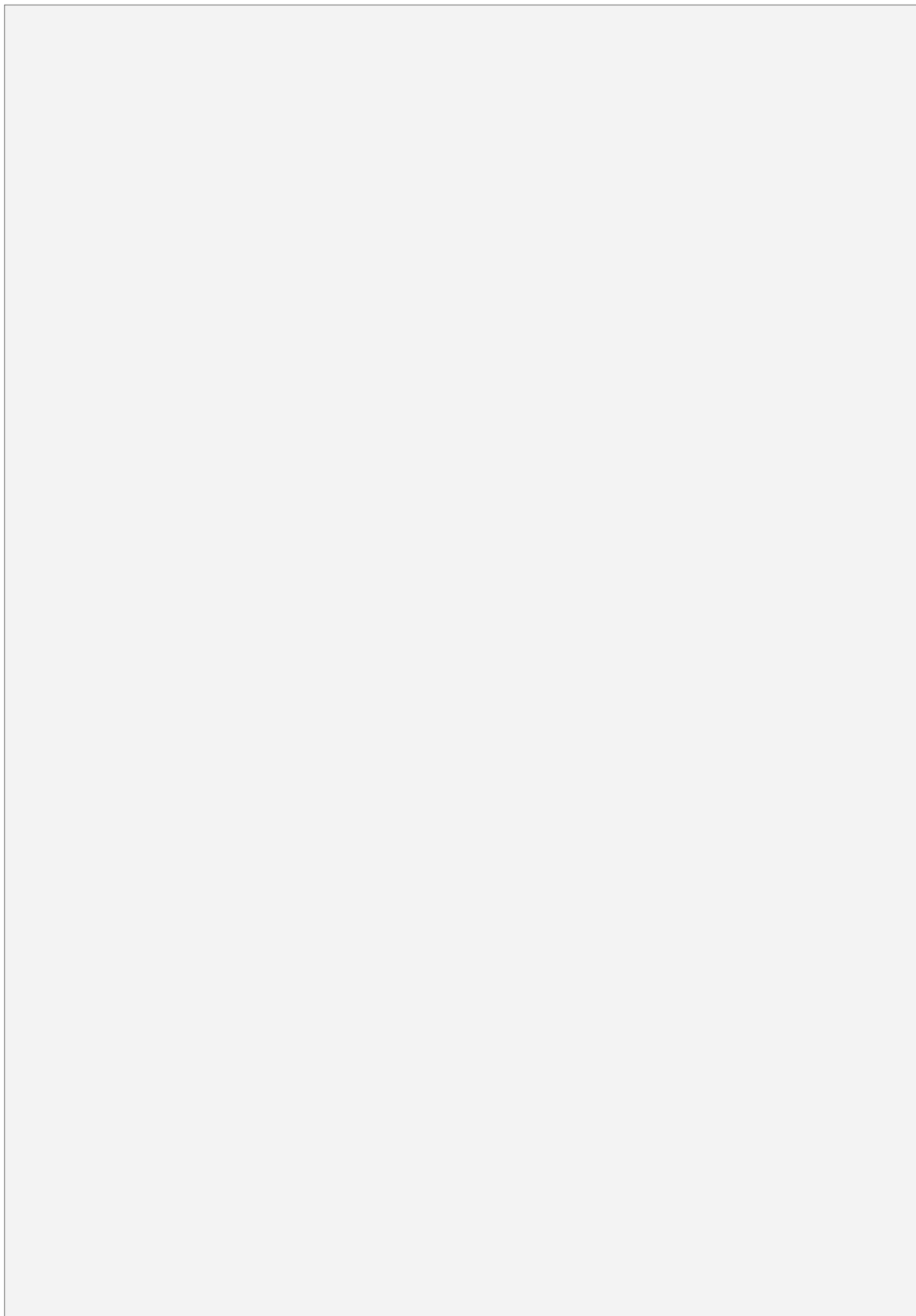
- **be a different person from anyone named on the form**
- **not be related, in a relationship or living at the same address to any person named on the form**
- **write 'Certified to be a true copy of the original seen by me' on the document**
- **sign and date the document**
- **print their name under the signature and add their occupation, address and telephone number.**

- A copy of your governing document or other evidence (such as minutes or signatory list) permitting those named in Section 3 to authorise the investment on behalf of your organisation.

Before returning this form please ensure all of the above documents are enclosed. Failure to do so will delay your application.

Section 7 Additional information and notes

Please use this section to disclose any additional information or support requirements.



Section 8 Email instructions authority

Instructions on a CCLA form, sent by email to us as a PDF, and signed in accordance with the account mandate, can be accepted if we have the relevant email instructions authority.

Please complete this section if you would like us to accept instructions by email.

Important information

A PDF version of a CCLA form attached to your email is your instruction to us and should be sent to cclaclientservices@fnztaservices.com. Do not send the original documentation in the post and do not resend the email and/or the attachment as your instruction may be processed again. This mailbox will automatically upload the PDF for processing so any additional information contained in the body of the email will not be seen. If you have any additional information about the instruction that is not on the completed form, please send your email and PDF to our Client Services Team at clientservices@ccla.co.uk who will be happy to assist.

Authority to accept email instructions

In consideration of CCLA agreeing to accept from us, notwithstanding the terms of the relevant mandate, from time to time instructions purporting to come from us in the form of email instructions in relation to our account, we confirm and accept that CCLA does not accept responsibility for, and we will not seek to hold CCLA liable for any actions, proceedings, claims, losses, damage, costs and expenses that may be suffered or incurred as a result of CCLA accepting, or acting upon, instructions that CCLA reasonably believes have come from us, or have been given on our behalf. We accept responsibility for any losses or costs that might be incurred as a result of the cancellation of any purchase or sale of Shares carried out as a result of CCLA accepting, or acting upon, instructions that CCLA reasonably believes have come from us or have been given on our behalf.

Authorisation

Authorised signatory name

Signature

Date (dd/mm/yyyy)

Authorised signatory name

Signature

Date (dd/mm/yyyy)

CCLA
One Angel Lane
London EC4R 3AB

CCLA
BECAUSE GOOD IS BETTER

Freephone **0800 022 3505**
clientservices@ccla.co.uk
www.ccla.co.uk

CCLA Investment Management Limited (registered in England & Wales No. 2183088), whose registered address is: One Angel Lane, London EC4R 3AB, is authorised and regulated by the Financial Conduct Authority and is the Authorised Corporate Director of the Public Sector Deposit Fund. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund.

Marianne Rossi

From: Elliott, Kieran <Kieran.Elliott@wiltshire.gov.uk>
Sent: 28 November 2023 12:22
To: Marianne Rossi
Cc: Teresa Strange
Subject: RE: Members increase

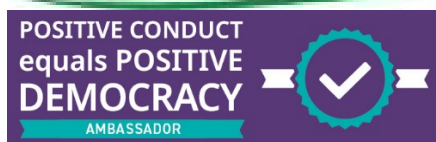
Hello

We applied 5.76%, which was the average staff increase from the £1925 pay award increase.

Yours

Kieran Elliott
Democracy Manager (Democratic Services)
Democracy, Governance and Customer Services
Legal and Governance

Wiltshire Council



Tel: 01225 718504

Email: kieran.elliott@wiltshire.gov.uk

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: Tuesday, November 28, 2023 12:12 PM
To: Elliott, Kieran <Kieran.Elliott@wiltshire.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Members increase

Hi Kieran,

The parish council needs to review its Chairs allowance for 2023/24, and I just wondered whether you could tell me whether the Members percentage increase has been agreed upon yet? As you will be aware, the parish council has to have regard to what Wiltshire Council's percentage increase is.

Many thanks

Kind Regards,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus

Marianne Rossi

From: [REDACTED] <[REDACTED]>
Sent: 20 November 2023 15:58
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: Friendship Club Closure

Thank you Marianne,

Thank you. The club committee has agreed to donate any funds we have left to the free lunch club in Bowerhill so hopefully this will help them.

Kind regards,

[REDACTED]

On 15 Nov 2023, at 08:44, Marianne Rossi <admin@melkshamwithout-pc.gov.uk> wrote:

Hi [REDACTED],

I'm really sorry to hear that the Friendship Club is closing at Christmas. Regarding your query about the grant, I will put this to the Full Council to consider at their meeting in early December and let you know as soon as I can.

Best Wishes,
Marianne

Marianne Rossi

Finance & Amenities Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

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

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout.co.uk.

Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).

We do not guarantee that any email is free of viruses or other malware.

Get [Outlook for iOS](#)

From: [REDACTED] <[REDACTED]>
Sent: Monday, November 13, 2023 12:19:13 PM
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: Friendship Club Closure

Dear Marianne,

Regretfully, the Shaw and Whitley Friendship Club members have agreed that the club will close at Christmas. We have found it very difficult to recruit helpers or members since Covid.

I am dealing with the financial arrangements, so I would like to know if we will need to repay this years grant that was awarded?

Kind regards,

[REDACTED]



MELKSHAM WITHOUT PARISH COUNCIL

GRANT AID POLICY

1. Applications must be from organisations either based within the Parish, or based outside the Parish that can prove that they assist residents living within the parish.
2. A statement of the latest audited accounts must accompany the application. Grants may still be awarded if up to date accounts are not received but they will not be paid until satisfactory accounts are received.
3. No applications received after the closing date will be considered, no matter how worthy the cause. Closing date is 31st January.
4. Applications from individuals will not be accepted.
5. Applications from schools or PTAs will only be considered if the grant is to be used for non-educational purposes. Grants will not be given for any item that should be supplied by Local Education Authority.
6. Applications from national organisations may be accepted if there is a local branch that is used by residents of the parish and it can be proved that this benefits the residents of the parish.
7. Grants **may not** be awarded to organisations which themselves issue grant aid or distribute funds to help other groups.
8. Under current legislation the council are unable to fund church buildings.
9. The council reserve the right to request for any grant funds awarded to organisations back if it is found that the funds are not being used for the purpose of which it was awarded for or if an organisation closes within the year the grant was awarded. If organisations require the funds to be used for something different than what was originally applied for, they must seek approval from the parish council first.

**Reviewed and updated by Finance Committee 9th January 2023
(min.333/22) - To include a clause (clause 9) around returning funds if
organisation fails or change of use request.**

Approved by Full Council 23rd January 2023

Teresa Strange

From: Teresa Strange
Sent: 14 November 2023 09:41
To: SWCH Chair
Cc: Lorraine McRandle; Lorraine McRandle; Whitley Stores Info; SWCH Treasurer; Marianne Rossi
Subject: RE: Grant to Support Whitley Stores Community Shop Project

Dear Nathan

Many thanks for your email.... this obviously would be for the council to consider, and unfortunately they met last night, therefore this will now need to wait until they next meet which is on Monday 4th December.

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

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

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk. Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#). We do not guarantee that any email is free of viruses or other malware.

From: SWCH Chair <chair@shawandwhitleycommunityhub.org>
Sent: 13 November 2023 19:50
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Whitley Stores Info <info@whitleystores.org>; SWCH Treasurer <treasurer@shawandwhitleycommunityhub.org>
Subject: Grant to Support Whitley Stores Community Shop Project

Dear Teresa,

Following our planning approval for our new community shop at the Pear Tree Inn, Whitley, we have been progressing all aspects of this project to work towards opening the new shop at the site in the coming months. You will have seen from our communications that our cabin was delivered earlier this month and we are working to put in place drainage and utility connections, a decked walkway to the shop and external cladding over the coming weeks. We have also been engaging new volunteers in readiness for having a strong volunteer team in place to staff the new shop. We anticipate we could open early in the new year.

Earlier this year Melksham Without Parish Council asked us to come back to you if we required a small grant to support some of the costs of the project. Some of our costs are proving to be higher than we budgeted - particularly as a direct result of the planning officer's request to site the shop further beyond the Pear Tree entrance than had originally been planned.

We are therefore requesting that MWPC support the following (additional) costs of our project:

Additional Drainage Costs: £1000
Additional Timber and Decking Costs: £1300
Additional Lighting (low pollution lighting) : £500
New Costs of Painting and flooring £900.
Total Request: £3,700

Please let me know if MWPC would be in a position to support meeting these costs. We can of course provide more information if required, and we are always happy to discuss further with the Parish Council.

Many Thanks
Nathan

Nathan Hall
Chair
Shaw and Whitley Community Hub
<https://whitleystores.org/>
chair@shawandwhitleycommunityhub.org



7.10pm Councillor Harris left the zoom access following the discussion on the Bowerhill Village Hall grant application.

Recommendation 1: The parish council reserve the amounts to the following organisations pending the receipt of satisfactory accounts:

| | |
|---------------------------------|-----------|
| 30. TransWilts CIC | £1,000.00 |
| 36. Melksham WI | £ 150.00 |
| 38. Whitley Cricket Club | £ 300.00 |

Recommendation 2: The Council do not award Grants to the following organisations for the following reasons:

11. 1st Broughton Gifford and Holt Scout Group: Members were unable to ascertain from the grant application submitted how many members in the parish attended this group. This was not in line with clause 1 of the grant aid policy which stated that 'Applications must be from organisations either based within the Parish, or based outside the Parish that can prove that they assist residents living within the parish'. Whilst it was acknowledged that the parish council do award grants to groups outside the parish, they must be sure that any funding given will be a benefit to parish residents, therefore as this could not be identified members were unable to award any grant to this group on this occasion.

It was also highlighted that it did not appear from the application that grant applications had been submitted to either Broughton Gifford Parish Council or Holt Parish Council for funding. Members wished to suggested that the group should apply for grant funding from their local parish councils and if they wished to apply to the parish council in the future, they must clearly identify how many members attend from the parish in order for a grant award to be considered.

27. Shaw & Whitley Community Hub Ltd: Members identified that this organisation had detailed in their grant application that they had awarded grants to other organisations. This is contravening clause 7 of the grant aid policy which states that 'Grants may not be awarded to organisations which themselves issue grant aid or distribute funds to help other groups.' Members felt that this clause is very clear in the grant aid policy, therefore were unable to award a grant to this organisation. Although, members were unable to award a grant through this process, they would explore the possibility of any future match funding request as for a capital project.

The Clerk provided an update on how the new scheme would work in relation to current prescribers and volunteers of Melksham Community Support, noting the current call handlers would be under the auspices of Age UK, rather than Melksham Community Support once their safeguarding training etc had been undertaken. A targeted approach to promoting the scheme was underway to ensure that it was not overwhelmed in the initial stages.

The first quarterly feedback meeting was due in July and from this Members would receive a report of agreed outcomes which would also be given to the Health & Wellbeing Group of Melksham Area Board, with Members happy with this arrangement.

c) To note Whitley Community Hub have submitted plans for a community shop in the car park of The Pear Tree (PL/2023/04210) and to consider applying to Government's Community Ownership Fund (if appropriate)

The Clerk explained Shaw and Whitley Community Hub Ltd had asked for the Parish Council to submit a pre application on their behalf. However, as it was not a Parish Council project, this was not accepted by Wiltshire Council. Since then, Shaw and Whitley Community Hub Ltd had gone straight to planning application stage and already submitted an application to Wiltshire Council, with the application due to be considered at the Planning Committee meeting to be held on 26 June 2023. The Chair of Shaw and Whitley Community Hub Ltd had offered to attend the meeting, in order to speak to the planning application.

The Clerk explained she had recently become aware of a new opportunity for town and parish councils to seek funding for /community assets, which were at risk of being lost to the community, via the Government's Community Ownership Fund. There were various eligibility criteria that needed to be met, and sought a steer from Members, if they were happy in principle if she pursued this on behalf of Shaw Village Hall, with Members agreeing to this approach. The Clerk suggested she submit an Expression of Interest in the interim, which could be withdrawn at a later date. Information on the grant funding had also been shared to Shaw and Whitley Community Hub Ltd for the new shop premises.

d) To receive feedback from CAWS Summer Music Event Sat 17 June

Councillor Richardson, as Chair of Community Action Whitley & Shaw (CAWS) provided an update on the event stating it had been well attended with positive feedback being received.

e) To consider hosting event to bring together volunteers running community buildings in the parish (and town)

The Clerk explained both herself and the Finance & Amenities Officer had attended a summit regarding community buildings, which had been useful

Lorraine McRandle

Subject: FW: Melksham LCWIP Consultation

From: Hampton, Kingsley <kingsley.hampton@wiltshire.gov.uk>

Sent: 21 November 2023 09:57

To: Oatley, Jack <Jack.Oatley@wiltshire.gov.uk>; Sankey, Mike <Mike.Sankey@wiltshire.gov.uk>; Hubbard, Jon <Jon.Hubbard@wiltshire.gov.uk>; Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; Holder, Nick <Nick.Holder@wiltshire.gov.uk>; saffi.rabey@melksham-tc.gov.uk; colin.goodhind@melksham-tc.gov.uk; jacqui.crundell@melksham-tc.gov.uk; graham.ellis@melksham-tc.gov.uk; jennie.westbrook@melksham-tc.gov.uk; simon.crundell@melksham-tc.gov.uk; gary.cooke@melksham-tc.gov.uk; pat.aves@melksham-tc.gov.uk; claire.forgacs@melksham-tc.gov.uk; sue.mortimer@melksham-tc.gov.uk; tom.price@melksham-tc.gov.uk; linda.roberts@melksham-tc.gov.uk; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Rogers, Richard <Richard.Rogers@wiltshire.gov.uk>

Cc: Howell, Samantha <Samantha.Howell@wiltshire.gov.uk>; Creedy, Allan <allan.creedy@wiltshire.gov.uk>; Drinkwater, Spencer <spencer.drinkwater@wiltshire.gov.uk>

Subject: Melksham LCWIP Consultation

Dear all,

Please see below press release – Consultation on the Melksham LCWIP is now live:

Help to shape cycling and walking plans in Calne and Melksham

Wiltshire Council is asking people in Calne and Melksham to help shape the future of walking and cycling routes in the two towns

Wiltshire Council is asking people in Calne and Melksham to help shape the future of walking and cycling routes in the two towns.

People's views and ideas will be used to help create draft Local Cycling and Walking Plans (LCWIPs) for both Calne and Melksham, before a final round of consultation once the draft plans have been developed. LCWIPs identify local cycling and walking networks and set out how these routes will be improved over time. The aim is to create coherent and connected networks for pedestrians and cyclists to make it easier for people to choose to travel on foot or by bike, improving air quality, reducing traffic congestion and cutting carbon emissions. Once an LCWIP is agreed and finalised, it is used as the basis for future cycling and walking improvements in that area, and also helps to secure any future funding from the Department for Transport. The council has already developed a Wiltshire wide LCWIP (with inter-urban routes), along with town LCWIPs for Salisbury, Chippenham, Devizes and Trowbridge, and is looking to produce LCWIPs for other towns in the county in the future.

Cllr Caroline Thomas, Cabinet Member for Transport, said: "LCWIPs serve as vital strategic blueprints for enhancing cycling and walking infrastructure, and so it's important for residents of Calne and Melksham to actively engage in this consultation process. Their input will play a pivotal role in shaping future walking and cycling developments in these towns.

"This first stage of the consultation allows people to pinpoint specific improvements and suggestions to the walking and cycling networks they would like to see in each town on a map.

"We have committed to promoting more walking and cycling in our Business Plan, and these LCWIPs will directly align with these aims once put into action."

This initial consultation is open until 5.30pm on Friday 22 December. To find out more and have their say, people should go to the [LCWIP page on our website](#).

Kingsley Hampton

RESPONSE TO THE BIODIVERSITY DUTY

30 October 2023

INTRODUCTION - STATUTORY DUTY

Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity.

Government guidance published on 17 May 2023 clarifies that, as a public authority, town and parish councils must:

- consider what they can do to conserve and enhance biodiversity.
- agree policies and specific objectives based on their consideration.
- act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the [Government guidance](#) requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and must reconsider the selected actions within five years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

- have biodiversity as an agenda item for a meeting before the end of 2023.
- note what action they are already taking to conserve and enhance biodiversity.
- agree what further steps they should take to conserve and enhance biodiversity.

Such steps may include:

- reviewing what biodiversity or nature recovery plans are already in place from other local authorities, e.g. potential for jointly-supported wildlife corridors.
- making contact with local voluntary groups working on nature conservation.
- carrying out a biodiversity audit of council landholdings and/or the whole council area, potentially involving residents in a ["BioBlitz"](#)
- gathering expert advice on possible actions in support of biodiversity, such as from [Caring for God's Acre](#) and the [Eco Church initiative](#) in respect of churchyards
- drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy for which a model example is attached. Guidance for town and parish councils on developing a [local nature action plan](#) has been published by South Gloucestershire Council, as well as a [field guide](#) for those with little or no ecological background.

MODEL BIODIVERSITY POLICY

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **[insert council name]** (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the **parish / town** to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.

- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy was adopted on **xx** (Minute reference **yy**) and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

DRAFT MODEL ACTION PLAN

| SITE / OBJECTIVE | ACTION | OUTCOME | TARGET (Years) | REPORTING / PUBLICITY |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------|
| Whole council area | Raise local awareness of biodiversity. | Gain local support for action. | Ongoing | Newsletter, social media, website |
| Protect and support biodiversity | Encourage suitable planting to support biodiversity. | Connect & diversify habitats to meet the needs of a variety of wildlife species | Ongoing | Mapping |
| Cemetery / churchyard | <p>Additional planting</p> <p>Maintain and renew bird boxes as required.</p> <p>Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance.</p> <p>Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates.</p> | <p>Increased diversity of habitats and food sources</p> <p>Increased cover for invertebrates, reptiles, amphibians and small mammals.</p> <p>Encouraging insects particularly butterflies and bees.</p> | | |
| Recreation ground | <p>Sympathetically maintain hedging.</p> <p>Leave some areas unmown.</p> <p>Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.</p> | <p>Food sources and cover</p> <p>Encourages insects.</p> <p>Sustain and enhance natural habitats.</p> | | |
| Common / other open spaces | <p>Adopt a management plan.</p> <p>Encourage residents to remove litter and pick up after their dogs.</p> <p>Work with the county council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety.</p> <p>Encourage residents to adopt areas to look after, making it clear make it clear what is expected e.g. peat free compost and no chemicals.</p> | <p>Sustain and enhance natural habitats.</p> <p>Protecting habitats</p> <p>Protecting/enhancing habitats</p> <p>Regular attention.</p> | | |

| SITE / OBJECTIVE | ACTION | OUTCOME | TARGET (Years) | REPORTING / PUBLICITY |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------|
| The Built Landscape | <p>Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan</p> <p>Encourage hedgehog/small animal highways with permeable boundaries</p> | <p>Protecting/enhancing habitats</p> <p>Extending habitats.</p> | Ongoing | |
| Increase community awareness of biodiversity | <p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine.</p> <p>Create a page on the parish council website for photographs / information / links</p> <p>Encourage local farmers to contribute.</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p> <p>Discourage floodlighting.</p> | <p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p> <p>Protect nocturnal animals.</p> | Ongoing | Neighbourhood plan consultation |
| Support Community Projects | <p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p> | <p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> | | |



Biodiversity Policy

Background

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Monitoring

This policy was adopted on (Minute reference yy) and will be reviewed in two years or sooner should legislation dictate. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

Melksham Community Support (MCS) Service Project report: Q2 – July to September 2023

The project, overseen by Age UK Wiltshire, started on 1st April with the following outcomes agreed:

1. Improve the **wellbeing of older people** living in Melksham Town and Melksham Without, by offering support, access to information and practical help.
2. Ensure that support is available to **those who need it most**, particularly those who don't have a support network.
3. Promote the take-up of welfare benefits and access to other sources of **financial support**.
4. Promote and provide **holistic support** tailored to the individual's need.
5. Provide an **evidence base** of future needs.

People under the age of 60 are included by exception, for example people who have health issues, need support and do not have a support network.

Referrals to MCS Senior Project Worker

Since taking over the existing MCS service, with extra funding Age UK Wiltshire has been able to appoint a part-time (17.5 hours/week) Senior Project Worker, specifically to support the population of Melksham Town and Melksham Without. In Q1 we were delighted to appoint Sarah Thomson, who offers a wealth of skills and experience from almost 20 years working for the Alzheimer's Society and more recently having worked as a Social Prescriber in Melksham. Sarah joined us in June and had a comprehensive induction, including extensive training; developing procedures and resources for this new project, for example lone working, risk assessment, visit templates; and shadowing other staff in similar roles.

Once Sarah was ready to start supporting people we identified ten people who had been regular users of the MCS phone line in recent months, and Sarah contacted these people to offer a home visit. We were looking forward to finding out more about how we could support them, including exploring how best people could be sustainably supported with prescriptions and shopping.

Referrals for Sarah's support were also received from individuals themselves, Social Prescribers and Care Coordinators from Spa Medical Centre and Giffords Primary Care Centre, and from Age UK Wiltshire's Wellbeing and Information & Advice services. Referrals from other services continue to increase as the service is promoted.

During this quarter a total of **19** people were referred for Sarah's support. There were **81** contacts with or on behalf of clients, and Sarah supported people with **75** different issues.

Home Visits

A large part of Sarah's work is visiting people at home for a conversation about what's important to them, agreeing how we can support them to promote a sense of health and wellbeing, providing ongoing support to overcome any practical difficulties they are experiencing, and helping people to access a range of activities and services that help to maintain their independence and connections with their local community.

At the first home visit Sarah has a Guided Conversation with the older person to help identify any difficulties they may have, the support that is needed and what someone would like to achieve. Age UK Senior Project Workers are fully trained to have Guided Conversations and very experienced in conducting these with older people, in a conversational way which helps people to feel at ease. All aspects of someone's daily life are covered from when they get up in the morning to going to bed at night. We cover domestic issues, personal care and other care needs, health, socialisation, financial needs and their support networks. The Guided Conversation is never hurried and is taken at the person's preferred pace, sometimes over more than one visit. This ensures the person is put at the centre of the conversation and their whole needs are addressed.

Activity in the Quarter

The support provided by Sarah falls into five categories, and this table shows the number of issues handled in each category during Q2 (more detail below):

| FINANCE | SOCIALISATION | INDEPENDENCE | UTILITIES | WELLBEING |
|---------|---------------|--------------|-----------|-----------|
| 5 | 10 | 20 | 2 | 38 |

Finance – Sarah gives initial information about benefit entitlement and in particular Attendance Allowance and will refer people to the expert advice provided by Age UK Wiltshire Information & Advice team for a full benefit check to ensure income maximisation. Age UK Wiltshire also works with Wiltshire Community Foundation to help distribute the Surviving Winter Grants for people in fuel poverty., Sarah supports eligible clients to make an application.

Examples of the type of financial help offered during Q2:

- Help identify and make a claim for Direct Payment for carers break. Sarah has supported clients to contact Carers Support Wiltshire and apply for a direct payment so that she could spend the money on a much-needed carer's break for herself whilst her partner was cared for
- Making referrals for information about benefits such as Attendance Allowance and referral to Age UK Wiltshire Information & Advice for support to apply for this benefit. Sarah has helped clients to complete the preliminary forms for this benefit application. She will then follow up once an award has been made to help the client find the best way to use this extra financial support to help them remain independent.
- Referral to Age UK Wiltshire Information & Advice for support and advice re new energy plan, smart meter and boiler plan. Age UK Wiltshire advisers are able to talk through the options available to clients and support them to make a decision

- Referral to SSAFA for support to claim partner’s pension. Through a guided conversation with a client Sarah identified that a client was unable to access her partner’s pension and helped her to contact the relevant person at SSAFA who is supporting her to make a claim
- Surviving Winter Grant application forms supplied and support to complete given by Sarah

Socialisation – information and support to access activity, social groups, day centres and Age UK Wiltshire Telephone. Referrals and support to attend Age UK Wiltshire Fitness & Friendship clubs in the area. Support given to resolve transport issues.

Examples of the type of support offered during Q2:

- Help to attend Fitness & Friendship club. Sarah discusses travel arrangements with clients. She will then meet the client at the F&F group to ensure they feel confident about attending and are able to do so independently
- Fitness & Friendship information provided for the client as a future option.
- Referral to Age UK Wiltshire’s Telephone Befriending service
- Referral to Silverline telephone number. The Silverline Helpline is a free telephone service from Age UK just for older people. They provide friendship and support 24 hours a day, 7 days a week
- Shared list of activities and groups in Melksham. Sarah has extensively researched what is available in the MTC and MWPC areas. Many of these activities have been visited by Sarah so she can let people know what to expect
- Gave information on Dine for Free Wednesdays in Bowerhill
- Shared information on carer support groups and Carer Expo. Sarah has referred clients to Carers Support Wiltshire for additional support

Independence – support to apply for a Blue Badge, care needs assessments, Lasting Power of Attorney, gardening, handyperson, domestic, meals provision, local LINK schemes and the DWFRS (Dorset and Wiltshire Fire and Rescue Service) campaign. Support to manage medication order and delivery independently.

Examples of the type of support offered during Q2:

- Information and support given on pharmacy delivery and reordering service and discussed pharmacy delivery options to save money. Sarah actively supports clients to arrange a reorder and collection service that they can manage independently without worrying about not getting their medications on time
- Pharmacy pick-up and delivery for those unable to manage themselves. Sarah will always either do this for a client or arrange for one of the MCS volunteers to do so
- Building confidence in changing pharmacies to one that can deliver reliably. This is a new step for some clients and Sarah will support them until they are confident to manage this by themselves
- Information shared on shopping / meals delivery. Clients are supported to find a shopping solution that suits them. Sarah will go through this with the client and support them to feel confident with whichever way they choose to manage this
- Contact details / information given on local cleaners, together with support to engage someone to help with this

- Gave information on and discussed Age UK Wiltshire Meals+ service and helped to set up. Sarah spends time with the client to discuss different meal options and helps them to make the best choice for their needs
- Age UK Information Guide - Thinking about End of Life sent to a client
- Information given on local food delivery services. Sarah has researched what is available locally so that she can give clients up-to-date information on the choice available for food delivery
- Shared information on Blue Badge application and supported clients to apply. Sarah has supported clients to make an application online, taking a photo for them and uploading this to their application
- Provided information on local traders: Window cleaners, gardeners and decorators from a list Sarah has compiled following her own research
- Support to remove many collapsed cardboard boxes and packaging to recycling centre. Sarah has been encouraging client to engage and actively help with this task

Utilities - support to top up energy key and to manage independently. Support around installation of smart meters

- Support to charge electric key independently
- Support to have smart meter fitted – client able to top up independently online
- Client encouraged to discuss smart meter with provider and not rely on what he had been told via hearsay

Wellbeing – support to access bereavement services, support to address feelings of anxiety about a health condition, help given to access health services such as audiology and vision. Support for carers. Support to pursue hobbies/interests. Help to care for pets.

Examples of the type of support offered during Q2:

- Age UK Wiltshire Guide to Later Life given
- Celebrating Age Art Workshop information given. Sarah spoke about upcoming events to clients, discussing how these could be accessed and providing support to attend when needed
- Crazy about Knitting information given. Support given as above
- Crafts, Cuppa & Chat details given. Sarah has met clients at these events so that they see a familiar face on entering. This helps with the confidence needed to attend a new activity
- Gave information on Carer Support Wiltshire and encouraged clients to register with them. She discusses the benefits of registering as a carer. Sarah has developed a good working relationship with Cares Support Wiltshire
- Gave contact details of U3A - University of 3rd Age
- Gave a booklet on Managing Anxiety to further support discussion on this that she has had with the client
- Shared Cinnamon Trust number with a client needing support to look after a much-loved pet
- Shared information on Bereavement course in Melksham and encouraged clients to attend these courses to help with their own bereavements

- Sent links to Sue Ryder website
- Volunteers have shopped for clients when they are unable to do so themselves
- Volunteers have collected prescriptions when clients have been unable to do so themselves
- Discussed SSAFA Forces help and the support they can give ex service men and women and their families. Sarah has built good relationships with SSAFA to help with referrals for Melksham Community Service clients
- Support in gaining confidence to sort out delivery boxes. Sarah has researched the best way to support this client and has been actively involved

MCS phone line

The MCS phone line has been running since the early days of the Covid pandemic, providing a huge amount of practical and emotional support to the Melksham community since then. In Q2 there were 13 (Q1 – 23) requests to MCS, averaging 1 request per week:

- 7 prescription collections, repeat and one-off
- 4 shopping
- 2 electric key top-up

The number of requests made to the MCS phone line has reduced in this quarter, as regular callers to the phone line have been offered additional, holistic support. The requests that were made for support to collect prescriptions from the pharmacy and for help to top up utility keys were tasks that we have supported people to manage for themselves. This is a more sustainable solution and the client is more in control of the situation. At Age UK Wiltshire we aim to support people to be able to live independently. Often a request for support for a task that can be managed independently is a symptom of other support that is needed, and it is this other support that Sarah has talking to people about and helping them to live well in later life as shown in the Activity section of this report.

Melksham Emergency Support

To date everyone who has been supported by Sarah is on the Emergency Register. New people referred to the project are informed about the register and asked if they would like to be included.

Volunteers

During Guided Conversations and further conversations Sarah is exploring how MCS volunteers can support people, either with short-term tasks (for example, help to sort paperwork) or longer-term support (for example, companionship; help with practical tasks). We can walk alongside someone as they engage or reengage with their community, helping people to find the appropriate transport for them to get to an event/activity etc. safely and confidently, and can attend alongside someone until they feel happy to do so without support.

Of the three MCS Call Handlers, who have been incredibly helpful and supportive throughout, two have now stepped down but have remained on the volunteer list and continue to support Melksham residents in this scheme.

In July we held a Volunteers Coffee Morning to meet the volunteers who have been supporting MCS. Six volunteers were able to attend. We talked about the service and about what it would mean to become an Age UK Wiltshire volunteer.

Pharmacies in Melksham

Sarah contacted the pharmacies in Melksham to find out what they can offer people who are housebound, with no family support and no internet access. She now has a good knowledge of those which deliver and the cost of this service. She has supported people to manage their prescription orders and deliveries independently and we continue to support those who cannot manage this at the moment.

Promotion

We had taken a cautious approach to promotion during Q1, while we were recruiting and training Sarah, and while she offered support to current regular MCS users as a priority.

In this quarter we have begun to promote the service more widely, whilst still making sure Sarah's time can be focused on those who need support most, particularly those who don't have a support network.

Sarah has worked on building a good relationship with local GP surgeries. This is working well and referrals are starting to come from the surgeries for patients needing MCS support. Sarah has visited the surgeries in person and talked to staff about the support we can offer and posted details of the MCS service within the surgeries for both patients and staff alike.

Sarah has begun distributing MCS leaflets around the designated area, starting with sheltered housing, and will be giving talks to interested groups in this next quarter. Sarah will be talking about the Melksham Community Support service to Link Scheme drivers, Melksham Hospital, Bowerhill Lunch Club, Celebrating Age Wiltshire, Melksham Library, Seniors groups, Reading rooms and all other interested groups in the MTC and MWPC areas.

We also continue to promote our Information & Advice service, which can offer support with income maximisation, support for family members, information on social care, housing and services for older people.

Working in partnership

Sarah attends the Melksham Health & Wellbeing meetings and is finding these very useful. Age UK Wiltshire is part of the Integrated Care Board Neighborhood Collaborative work in Melksham and Bradford on Avon, focused on falls prevention.



Other Age UK Wiltshire services

In Q2 our Information & Advice service advised or supported 69 people living in Melksham (Q1 2023 – 47).

There were 93 attendances at our Fitness & Friendship Club at Bowerhill (Q1 2023 – 81).

Two people in Melksham continue to receive weekly calls from a Telephone Befriender, and a further four have been referred and are on the waiting list.

19 receive hot meals delivered to their home through our Meals+ service. If needed the Meals+ service will plate up the meal for someone in their home.

Case Studies

Case Study One – Gentleman aged 69 years, living on his own.
Support commenced on 2.8.23 and is ongoing from both Sarah and a volunteer.

A gentleman who was contacting the MCS number every month to have his prescription delivered and his electric key topped up has been supported to build up his confidence to make changes. Sarah made her first contact at the beginning of August 2023. Initially she worked with the client over the telephone to gain his trust so that he would welcome her into his property to have a Guided Conversation with him. There were many problems with the administration of this client's medications which Sarah worked with him to overcome. She spent some time at the pharmacy ensuring that they had the correct medications for him and that the problems in the past with this prescription did not continue.

Having gained the client's trust Sarah was now able to visit him at home to discuss how best we could support him. Sarah identified that this client preferred to communicate via email and future home visits were arranged in this way.

He is now more confident and independently changed his pharmacy so that he can get his medication delivered. He has also independently contacted his energy supplier and had a smart meter fitted. Now he doesn't need an electric key or anyone to top it up for him. He can do this himself online. He continues to be supported to sort out the amount of packaging/boxes to make his home a safer and nicer place to be. We are helping to take the boxes and the packaging to the recycling centre for him if he collapses the boxes and sorts the packaging. This is going well and is ongoing. This gentleman has reported that he is feeling much happier now and he is feeling more in control of his life. He says he likes having more space in his home.

Case Study Two – Gentleman 80 years, living on his own.

Support of this gentleman commenced on 12.8.23. Direct MCS support ended on 29.9.23. The client knows he can call for further support from MCS as he feels it is needed.

A gentleman was referred to MCS due to his isolation and loneliness. After speaking with the

client it became clear that he was in need of support from Adult Social Care and his GP surgery. He told Sarah that he was not eating properly and did not like to cook. Sarah discussed various options to improve his diet and to support him to eat regularly. He agreed that he would like to have a hot meal delivered to his home three or four times a week. Sarah supported him to receive the Age UK Wiltshire Meals+ service and he has been enjoying having nutritious hot meals delivered to his home.

With the client's permission he was referred to his surgery for more support from his GP. Sarah also made a referral to Adult Social Care for an updated needs assessment as this client's needs have increased recently.

This gentleman is now receiving appropriate care and involvement from other services which meet his needs. He continues to have a hot meal delivered to his home and knows he can contact Sarah again for support if needed.

Case Study Three – Couple aged 75 and 81 years

Support commenced 15.6.23. Monthly support is continuing.

Client contacted MCS asking for support to find activities for her husband who has Dementia and for support to claim a direct payment to assist with his care. Age UK Wiltshire had already supported her to help him to make a successful claim for Attendance Allowance. Sarah visited the home for a Guide Conversation and followed this up with a very detailed email giving details of all possible social activities in the area that she and her husband could attend together and activities for him alone. Client was feeling socially isolated and unable to follow activities she was interested in due to her caring commitment to her husband. The client was very grateful for this list and successfully attended some of the activities mentioned.

The client was having difficulty applying for a direct payment. There were many emails and letters that she needed support with in order to receive a payment. Sarah was able to support her with this and guided her through the complicated referral process.

After this support from Sarah this client is finally in receipt of a Direct Payment to support her husband's care, and she and her husband are now accessing various weekly activities. Sarah has also supported her to apply for a Blue Badge. The client reports she is grateful for the help received. Sarah is keeping in contact with this client via monthly emails to check she and her husband are well.

Ginny Cooper and Kate Brooks
Age UK Wiltshire

Lorraine McRandle

Subject: FW: MCS Q2 report
Attachments: MCS project report Q2 2023-24.pdf

From: Kate Brooks <kate.brooks@ageukwiltshire.org.uk>
Sent: 21 November 2023 08:47
To: Linda Roberts (linda.roberts@melksham-tc.gov.uk) <linda.roberts@melksham-tc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Ginny Cooper <Ginny.Cooper@ageukwiltshire.org.uk>
Subject: MCS Q2 report

Morning both,

Thanks for a useful meeting last week. Attached amended Q2 report – feedback most welcome!

Many thanks,
Kate

Kate Brooks
Operations Manager | Deputy CEO
Age UK Wiltshire and Age UK Southampton

T: 07931 758401 | E: kate.brooks@ageukwiltshire.org.uk

Devizes office: The Wool Shed, New Park Street, Devizes, SN10 1DY
Salisbury office: St Michael's Community Centre, 96 St Michael's Road, Salisbury, SP2 9LE
Southampton office: Padwell Road Day Centre, Padwell Road, Southampton, SO14 6QS

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Age UK Wiltshire, The Wool Shed, New Park Street, Devizes, SN10 1DY

T: 0808 196 24 24 E: enquiries@ageukwiltshire.org.uk W: www.ageukwiltshire.org.uk

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THINK BEFORE YOU PRINT - Please consider the environment before printing this email

Lorraine McRandle

Subject: FW: Land (currently Car Park) and building at Melksham Upside Station Yard / Your reference 010093279890

From: [REDACTED]

Sent: 20 November 2023 11:03

To: [REDACTED]

Cc: clerk@melksham-tc.gov.uk; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Subject: Fwd: Land (currently Car Park) and building at Melksham Upside Station Yard / Your reference 010093279890

For tomorrow's GWR meeting. See you on the train!

Courtesy in info copy to clerks of Melksham Town and Melksham Without; I will update on this and other transport issues suitable for wide(r) circulation late in the week.

Graham Ellis - [REDACTED]
[REDACTED]

- * 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: "Gray, Will" <Will.Gray@wiltshire.gov.uk>

Subject: RE: Land (currently Car Park) and building at Melksham Upside Station Yard / Your reference 010093279890

Date: 16 November 2023 at 18:02:41 GMT

To: [REDACTED]

Dear Graham

Thank you for your enquiry which has been forwarded to me for reply.

The current position is that Transwilts CIC have served notice to break their lease of the car park and cafe and this will come to an end in January 2024. They will then vacate the site in its entirety.

The Council has been considering its options since the decision by Transwilts to end their lease. Following conversations with Passenger Transport, Parking Services and the Sustainable Transport teams it was decided the priority is to revert to using the land as a Council run car park to continue this provision as seamlessly as possible. A Parking Order has been applied for by Parking Services to enable this which will be advertised in due course.

Car park use is in accordance with the transport related purposes for which the site is held and to which you allude. By retaining control, the Council will also safeguard the site for potential improvements to rail/bus integration at the site as there is an aspiration to investigate implementation of a bus stop on the approach to Melksham Station. This would need a turning

circle for a bus, and the Passenger Transport team have scoped out a suggested route and turning circle for a bus with the vehicles taking a path around the former Transwilt café building.

Recent funding bids to GWR for a study to look at the feasibility of walking/cycling options to and from the site as well as other bus stop options have unfortunately been unsuccessful. Nonetheless the site needs to be safeguarded for the longer term future implementation of transport proposals and improvements at the station as they may come to fruition and as funding opportunities are either realised or new sources become available. Once the car park is fully operational further consideration may be given to the future of the former cafe building given these and other constraints.

I trust the above answers your question, however please let me know if you require any further information and thank you for your interest in the site.

Regards

Will Gray MRICS - Estates Manager
Estates and Development
Wiltshire Council
County Hall
Trowbridge
Wiltshire
BA14 8JN

Telephone: 01225 713327
[email: will.gray@wiltshire.gov.uk](mailto:will.gray@wiltshire.gov.uk)
web:www.wiltshire.gov.uk

-----Original Message-----

From: [REDACTED]
Sent: Wednesday, November 15, 2023 11:54 AM
To: Property Assets <PropertyAssets@wiltshire.gov.uk>; Parking Services <ParkingServices@wiltshire.gov.uk>
Subject: Land (currently Car Park) and building at Melksham Upside Station Yard / Your reference 010093279890

Dear Sirs,

Land (currently Car Park) and building at Melksham Upside Station Yard Your reference 010093279890

Wiltshire Council purchased this land from the British Rail Residuary Body in December 2009 with the purpose of safeguarding it for future public / rail use. At the time, there were just 3,000 passenger train journeys made to of from Melksham, but that rose to 75,000 over the following 10 years. The land was used for car parking for rail passengers and the building opened as a cafe with a full time staff by a community interest company. Sadly, Covid struck and decimated rail traffic, and where there had been 20 cars parking daily there are now far fewer. In the extraordinary circumstances, the CIC / staffed model broke and I understand they are relinquishing their lease at the end of the year.

Where do we stand now?

- * Passenger numbers HAVE recovered, although there is a different (post-Covid) mix of users
- * The Wiltshire Local Plan, current neighbourhood plan and new next version all make strategic use of Melksham Railway Station into the future
- * The train timetable has been through a series of improvements, with services now running all day, every day.

* Public transport studies suggest that in coming years passenger numbers will grow to several times what they are today.

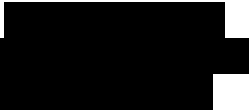
What are Wiltshire Council's plans for the future of this car park and building?

Please consider this letter an initial enquiry. I am looking to understand where we stand before making further requests and suggestions continuing along the intent when Wiltshire Council bought the land and the plans outlined just above.

Once aware of where opportunities might lie, there is likely to be scope for community proposals which will make best use of the station yard for the use and growth of passenger rail traffic to and from Melksham, for the economic and social benefit of the town as it is now and will grow over coming years, and in line with the developing environmental agenda.

A "thank you" to Wiltshire Council for your far-sighted purchase of this site a number of years ago, and looking forward to it coming to the fore in local travel as we rebuild.

Graham Ellis

Graham Ellis - 

- * 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

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