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MELKSHAM WITHOUT PARISH COUNCIL

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Monday 30th September 2024

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 7th October 2024 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=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=86241470358>

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

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AGENDA

1. Welcome, Announcements & Housekeeping

2. To receive **apologies** and consider approval of reasons given.

3. Invited Guests:

- a) Wiltshire Councillor **Nick Holder** (Bowerhill).
- b) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold).
- c) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural). To note report.

4. a) To receive **Declarations of Interests**.

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

5. 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 as required (7b, 8b & 10di) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

6. Public Participation

7. a) To approve the **Minutes of the Full Council Meeting** held on 9th September 2024.

b) To approve the **Confidential Notes** to accompany the Full Council minutes of 9th September 2024.

8. Planning

a) To approve the **Planning Committee Minutes** of 23rd September 2024.

b) To approve the Confidential Notes to accompany the Planning Committee minutes of 23rd September 2024.

c) To formally approve the **Planning Committee** recommendations of 23rd September 2024.

d) To receive feedback from Neighbourhood Plan Steering Group meeting held on 25th September.

e) To approve the draft reviewed Melksham Neighbourhood Plan and suite of evidence documents, as a Qualifying Body, for submission to Wiltshire Council.

9. Finance

a) To note **Receipts & Payments** reports for September.

b) To seek **cheque signatories/online authority** for October payments.

c) To approve Bank Account and Fund Transfers.

d) Quarterly Reports for Qtr. 2 (July, August & September).

i. To note Budget v Actual

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- ii. To note Bank Reconciliation
- iii. To note VAT reclaim
- iv. To note 'over £500 spend' report to meet Transparency Code good practice.
- e) To note External Auditor's report and publication of Notice of Audit Conclusion for the financial year ending 31st March 2024.
- f) To note that the parish council is not eligible under the Financial Services Compensation Scheme (FSCS).
- g) To consider a request for funding towards refurbishment of 11 Church Walk for a Community Hub following Clerk's meeting with representatives.

10. Asset Management

- a) To approve quotation to extend the length of the current hardstanding inside of Kestrel Court Play Area and turn the existing picnic table around by 90° (arising from min.84/24 Asset Management 1st July 24).
- b) To receive update on Hornchurch Road Play Area safety surfacing works.
- c) To note patch repair undertaken at Kestrel Court Play Area under delegated powers.

d) Bowerhill Sports Field/Pavilion:

- i. To receive update following meeting with youth organisation on the way forward.
- ii. To note meeting notes and decisions made from meeting with youth organisation regarding the hire of the kitchen and games room facilities on a regular basis.
- iii. To approve quotation from contractors to undertake additional pitch maintenance following successful grant application.
- iv. To consider quotation for replacement fan in changing room 1 following service.
- v. To consider quotations for pavilion gas contract.
- vi. To consider giving the Clerk delegated powers to negotiate utility contracts in the future.
- e) **Shurnhold Fields.** To note minutes from the Shurnhold Fields Working Party meeting held on Tuesday 24th September and approve actions.

11. To receive update on Real Time Information in the parish.

12. To receive parish update following recent wet weather.

13. Local Nature Recovery Strategy (LNRS): To consider parish council response to the Wiltshire and Swindon LNRS map and survey. <https://bit.ly/4gLIUS3>

14. To consider Dorset & Wiltshire Fire and Rescue Service statement regarding operational changes.

15. To consider submitting comments to consultation on community EV charging points. <https://bit.ly/3ZLXyTu>

**MINUTES of the Full Council Meeting of Melksham Without Parish Council held
on Monday 9th September 2024 at
Melksham Without Parish Council Offices (First Floor), Melksham Community
Campus, Market Place, SN12 6ES at 7:00pm**

Present: Councillors John Glover (Chair of Council), David Pafford (Vice Chair of Council), Alan Baines, John Doel, Martin Franks, Mark Harris, Shona Holt, Nathan Keates, Peter Richardson, Robert Shea-Simonds, and Anne Sullivan

Officers: Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer).

In attendance: Wiltshire Councillors Nick Holder and Phil Alford (Both left the meeting at 7.40pm)

189/24 Welcome, Announcements & Housekeeping:

Councillor Glover welcomed everyone to the meeting; it was noted that those present were already aware of the evacuation procedures in the event of a fire. It was noted that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

Councillor Glover made the following announcements:

- Councillor Adrienne Westbrook on behalf of the Food and River Festival sent an email of thanks to the parish council for the grant awarded to them. She reported that the weekend was a great success, with around 5,000 visitors each day attending the event.
- The safety surfacing replacement work had started at Hornchurch Road Play Area this morning with the contractors setting up the site. The works were anticipated to start on the surfacing tomorrow.
- Following the publication of the agenda, the Clerk was notified by the External Auditor that the external audit had now concluded and they had not raised any matters of concern. This will be an agenda item on the next council agenda, as it is a requirement for the Full Council to review. Officers will publish the relevant paperwork on the council website and noticeboards in the meantime as per the requirements.

190/24 Apologies:

Apologies were received from Councillors Wood and Chivers who were both on holiday; these reasons for absence were accepted.

Standing Orders were suspended to allow Wiltshire Councillors Alford and Holder to address the Council.

191/24 Invited Guests:

a) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)

Lime down scoping report:

Councillor Alford explained that over the summer Wiltshire Council formally responded to the Lime Down scoping report. There had been some questions raised by local residents and CAWS (Community Action Whitley and Shaw) about the report. He is attending a meeting tomorrow with the planning officer who compiled the report to discuss the document response. A meeting has also been arranged with Councillor Nick Botterill later in the week to hold discussions about the report, and he would keep the council updated.

Local Plan:

He explained that the Wiltshire Local Plan had gone out to consultation, and in order for Wiltshire Council to submit the plan, it needed to go through Cabinet and then subsequently to the Full Council for approval. The Government is currently consulting on changes to the NPPF (National Planning Policy Framework); however, it is understood that where a council has a Local Plan submitted to the planning inspector during this period, the demonstration of the five-year land supply takes into account the Local Plan. This means that Wiltshire Council needs to get their Local Plan submitted to the planning inspector for examination before any changes are made to the NPPF, which the council is aiming to do.

The government is consulting on around an 80% increase on the housing allocation for Wiltshire. Under the current policy, Wiltshire's current planning requirement is just under 2,000 homes per year to meet the growth of the county; however, the current consultation is consulting on just under 4,000 homes per year, which is a significant increase. The government is also looking to change some of the methodology around assessing housing needs, with some areas of the country seeing proposed increases in the housing requirement and some areas seeing decreases, such as London.

Wiltshire Council have had some challenges in demonstrating a five-year land supply, which is why it is important for Wiltshire Council to submit the Local Plan to the Inspector. Currently, where local authorities are in the late stages of plan making, they only need to demonstrate a 4-year land supply. In the government manifesto, it details changes to this and may require local authorities to continually demonstrate a 5-year housing land supply rather than a 4-year supply.

Wiltshire Council have been criticised for not having a 5-year land supply in place, but Councillor Alford wished to draw members attention to the fact that Wiltshire's housing requirement is just under 2,000 homes per year, which requires c10,000 homes over 5 years. Wiltshire currently has land allocated and planning permissions in place for just over 19,000 homes, which far exceeds the requirement of a 5-year land supply. The 5-year land supply calculation involves developers being contacted and evidence being sought that they will build on sites. During the consultation period, due to viability concerns of sites such as the

need to provide affordable homes, developers often advise that they are not going to develop the land due to these issues. He explained that around 56% of land that Wiltshire Council has allocated is not being developed, which keeps Wiltshire below the 5-year land supply target. Due to the limitations as described above on how the land supply is calculated, it is impossible for Wiltshire Council to maintain a 5-year land supply. This will get more difficult if the proposed changes by the government take place, which increase the number of homes required to be delivered each year. It is also understood that the Government is looking to increase the number of affordable homes that are required to be built within developments, which will make it much easier for developers to argue the site viability due to sites being less profitable.

Councillor Glover asked members whether they had any questions.

Councillor Pafford understood that the current land supply figure for Wiltshire was 3.85 years. Councillor Holder explained that a large amount of allocated land is not being developed due to developers having viability concerns. As per what Councillor Alford explained above, developers are contacted and asked whether they are going to build on land they have planning permission for; if they confirm that they are not, this is then taken as evidence that there is a lack of land supply. He feels that the five-year land supply calculation is a flawed calculation and falls in favour of the developer. Over the last few years, Wiltshire Council has delivered over their housing allocation figure; however, under the current NPPF, councils do not receive any type of credit for doing this.

Councillor Glover highlighted that on one of the housing developments currently being built in the parish, a clause was put into the planning permission stating that it must start on site within a certain timeframe. He queried whether this would cause the developer a problem if they didn't develop the land and whether planning permission could then be cancelled. Councillor Alford advised that when a development receives planning permission, all they need to do is dig a trench, for example, and this would be classified as starting on site. There is no mechanism to withdraw the planning permission once it has been established in principle to develop, so there is no way of holding developers to account.

Councillor Richardson queried why Wiltshire Council's methodology for the land supply is less creditable than the developers when the developers have an incentive to reduce the land supply number, especially if they have other projects in the pipeline. Councillor Alford explained that the current system provided developers with dominance over land. He explained that Wiltshire Council allocates land in their Local Plan, which has been examined by an independent inspector, and in turn this forms part of the land supply figure going forward. When a developer acquires the land and decides not to develop the site, this causes the figure to reduce.

Councillor Franks queried how the rules can be changed, especially as Wiltshire Council has land allocated that isn't being developed. Councillor Alford advised that the NPPF had been updated in December 2023 to reflect this and had taken

the land supply requirement down to 4 years, but the government is currently consulting on changing this back to 5 years.

Project Gigabit:

The contract has been awarded to Openreach to build gigabit infrastructure in central and north Wiltshire. He has emailed to find out which homes in the north of the parish will fall into this project, but at this stage the detail isn't known.

b) Wiltshire Councillor Nick Holder (Bowerhill)

Councillor Holder wished to update members on the following items:

Pathfinder School

He was pleased to report that the planning permission for the new primary school in Bowerhill was approved. Some conditions were able to be added to the permission, such as no right turn coming out of the school onto Pathfinder Way as well as requests for some traffic calming measures so that people could not ignore the signs to not turn right. He explained that the land transfer of the school site from Taylor Wimpey has come back to Wiltshire Council. He has confirmed with the Head of Assets at Wiltshire Council that at the point that the site is transferred to Wiltshire Council, the installation of permanent fencing around the site will be installed to secure the site. He understands that the fencing will be similar to the fencing that is installed at the back of Bowerhill Primary School.

Site at Christie Miller

He is aware that there has been some speculation as to what is happening with this site. Until a detailed planning application comes forward, it hasn't yet been finally determined what will go on the site. He had attended a pre-app meeting a few months ago with members of the parish council's planning committee with an outline of what would go on the site, but plans were still being worked on by the consultants. It is expected that a planning application will come forward for this later this year with residents being consulted.

Councillor Baines wished to thank Councillors Holder and Sankey for their input at the Western Area Planning Committee last week.

The council reconvened.

c) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural)

Apologies had been received by Councillor Seed prior to the meeting, but he had provided members with a report, which was included in the agenda packs for this meeting. Members noted the report.

192/24 Declarations of Interests:

Councillor Glover declared an interest in agenda item 11fi as his grandson worked for the organisation being discussed.

193/24 Dispensation Requests:

None.

194/24 Items to be Held in Closed Session:

Resolved: Agenda items 7b, 8b, 10b, 10c, 11b & 11fi to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. This is in line with Standing Order 3d for the following reasons:

7b, 10b & c- Related to confidential notes to accompany the minutes of the Full Council meeting (29th July) and Staffing Committee meeting (2nd September). There was only a requirement to put these items into closed session if members wished to discuss the contents of the notes.

8b- Questions to inform the Neighbourhood Plan Steering group which are confidential at this stage.

11b- Related to a legal transfer for a play area but any discussion that relates to whether the council takes on the play area will remain in the public domain.

11fi- Related to contractual matters.

195/24 Public Participation:

Councillor Graham Ellis (Melksham Town Councillor) was present on Zoom and wished to listen to items 13b and 13c. Councillor Mike Sankey (Wiltshire Councillor) was also present on Zoom and wished to observe the meeting.

Members agreed to bring agenda items 13b & 13C forward for discussion.

196/24 Community projects/partnership organisations (Part):

a) Wiltshire Rail Strategic Study:

Councillor Glover advised that he had read through the draft Wiltshire Rail Strategic Study and did not see anything in the document that he objected to. In the document, it provides for potential electrification of the railway line, additional trains on the Paddington to Westbury line, additional train stations, and an increase in frequency on the line from Bristol to Oxford.

Councillor Baines welcomed the document and felt that it was a very comprehensive report. He explained that it developed each proposal logically and ranked them in order of priority. He was pleased to see that the TransWilts line was high on the priority list, in particular the potential for a passing loop between

the Bradford junction (Trowbridge) and the Thingley junction (Chippenham) along the Melksham single line. The analysis in this study provided different options for delivering this priority. He was also pleased to see the proposal to provide better connections at Westbury by extending the Paddington and Bedwyn service through to Westbury. This was able to be introduced by providing a new Devizes Gateway station, which would provide an hourly service on this route. He also noted in the document that there were proposals to re-introduce the Bristol to Oxford service, which was around approx. 10 years ago and would serve the Corsham train station. Members agreed that this was a good draft document and wished to respond to the study to welcome the proposals detailed in the document and state that they look forward to seeing their implementation.

Resolved: The parish council respond to the draft Wiltshire Rail Strategic Study, and welcome the proposals detailed in the document.

b) Rail Services:

Councillor Glover advised that the council had received some correspondence from the acting Chair of the Melksham Transport User Group requesting that the parish council write to the relevant bodies, asking that they restore Melksham's train service to operate at the level specified in the First Group's contract. In the correspondence received, it details that the contract target is that fewer than 2% of trains are cancelled on the day. In recent times, Melksham Train Station has seen the rate of cancellations at weekends rise from 13% over the last six months to 27% over the past few weeks. This in turn causes travel disruption to residents who do not have access to private transport, as Melksham station does not have the same service levels as other stations in the area due to it only having a single line. It is therefore not a case of residents waiting for the next train to come, as this could be sometime. It was noted that this request had also been sent to Melksham Town Council, who have written a letter to Great Western Railway on this matter, raising concerns about service levels. Members agreed to write a letter to Great Western Railway and other stakeholders similar to what Melksham Town Council has written to express concerns relating to service levels.

Resolved: The council write to Great Western Railway and other relevant bodies expressing concerns about the level of service at Melksham Train Station.

197/24 Minutes of the Full Council Meeting held on 29th July 2024:

- a) **Resolved:** The Minutes of the Full Council Meeting held on Monday 29th July 2024, were formally approved by the council and for the Chair to sign them as a correct record

b) Confidential Notes to accompany the Full Council minutes of 29th July 2024:

Resolved: The confidential notes that accompany the Full Council minutes of 29th July 2024, were formally approved by the council and for the Chair to sign them as a correct record.

198/24 Planning:

a) **Planning Committee Minutes of 19th August and 2nd September 2024:**

There was one minor amendment to be made to the wording in the Planning Committee minutes of 2nd September under min.175/24, in the second line of the paragraph, from **several** times to **many** times.

Resolved 1: The Minutes of the Planning Committee Meetings held on 19th August 2024, were formally approved by the council and for the chair to sign as a correct record.

Resolved 2: The Minutes of the Planning Committee Meetings held on 2nd September 2024, were formally approved by the council with the above amendment and for the chair to sign as a correct record.

b) **Planning Committee recommendations of 19th August and 2nd September 2024:**

The Clerk informed members that there were no recommendations for approval contained in the Planning Committee minutes of the 2nd September 2024.

Resolved: The recommendations contained in the Planning Committee minutes of 19th August 2024, were formally approved.

c) **National Planning Policy Framework (NPPF) Consultation:**

Councillor Glover explained that it had been arranged with Vaughan from Place Studio to produce suggested answers to the questions in the NPPF consultation that have relevance to Melksham Without as well as the Melksham Neighbourhood Plan. The cost of one day's worth of work is £570 + VAT, and the council has already agreed for him to undertake this work for the responses to be produced on behalf of the parish council and the Neighbourhood Plan. The deadline for the consultation is the 24th September; therefore, the Neighbourhood Plan Steering group will be unable to approve the response at a meeting as the next meeting is scheduled for the day after the deadline. This means that the response will need to be circulated to the Steering group members by email.

Councillor Pafford and the Clerk have recently reviewed the responses produced with Vaughan, which had been circulated to members as a late paper prior to this evening's meeting. It was noted that the Lime Down aspect has been requested to be considered in light of the consultation. Vaughan has also suggested that some questions that didn't relate to the parish council or the Neighbourhood Plan should be left unanswered in the document. It was noted that answers will be provided for those questions that are most relevant to the Melksham Area and the Neighbourhood Plan.

Councillor Richardson explained that he had read through the NPPF and had compiled his own personal review of the consultation, which he had sent to the Clerk and Councillor Pafford. He had read through the draft responses that had been put together, and some of the answers that he thought were important to comment on differed from his personal opinion. He understood that this may be the correct outcome but wondered whether, before the response was finalised, Vaughan or the Steering Group, could run through his points to cross check against the draft answers. He appreciated that Vaughan had more experience and knowledge on this but thought that it may be worth reviewing before the response is submitted. Members agreed to support a separate review of Councillor Richardson's input to see whether it is relevant and fits in with the council's views.

Councillor Baines highlighted that some of the questions in the consultation were more suitable for Wiltshire Council to answer, for example. He advised that he had read through the draft responses and was content with what had been produced. The Clerk explained that some of the questions in the document were difficult to answer due to them requiring a yes or no answer. While the parish council might not entirely agree with certain aspects of the NPPF, it may be that there just needs to be an amendment made to the current way rather than taking the whole paragraph out, for example. This made it difficult to answer these questions, especially as there was only one option of what the policy would look like for each answer. The Clerk wanted to make members aware that the agreed amount of £570 has already been used up on the consultation, so if members wish for the planning consultant to undertake more work, there will be an additional cost over this amount. This work was limited to a day due to time constraints Vaughan had on other projects, namely the Melksham Neighbourhood Plan.

Members were happy to agree with the draft responses to the NPPF consultation provided by Vaughan. As discussed above, Vaughan should be asked to look over Councillor Richardson's review of the consultation to see whether there was anything the parish council needed to incorporate in their own response. It was agreed that, as per the information provided by the Clerk, the council may need to allocate additional funds in order for him to undertake this additional work.

Planning Inquiry for land rear of Townsend Farm:

The Clerk advised that at the Planning Committee meeting on the 2nd September the council was made aware that Wiltshire Council were not defending the appeal for the land rear of Townsend Farm, which was starting tomorrow (Tuesday 10th September). The parish council have subsequently written to the Director of the Wiltshire Council Planning department to express their disappointment and have queried whether the Melksham Neighbourhood Plan had been taken into account when this decision was made. The Clerk explained that she had spoken to Place Studio about this, as they are the consultants for the Melksham Neighbourhood Plan, and they feel that Wiltshire Council should have consulted with both the town and parish councils on this before they made the decision, given that the Neighbourhood Plan was part of their Development Plan. A detailed response had been received from Wiltshire Council, which had been included in members'

agenda packs; however, there was nowhere in the response that acknowledged that they should have consulted with the Melksham Neighbourhood Plan first. It was noted that although the council were made aware of this appeal, this hadn't been done so by an officer at Wiltshire Council. This was despite the Melksham Neighbourhood Plan (NHP#1) having protection under paragraph 14 until 2026. Councillor Pafford raised the point that the Neighbourhood Plan is constrained to conform with Wiltshire Council's Local Plan, and as such, they have to be informed on everything the Steering Group is doing. He felt that the communication needed to be undertaken both ways, as currently they are not consulting on matters that directly affect the parish council and/or the Neighbourhood Plan. Members agreed that Wiltshire Council should be written to with regard to the lack of consultation relating to planning appeals; this should be from both the parish council and the Neighbourhood Plan Steering Group.

The Clerk advised that Councillor Pafford and herself would be attending the planning appeal. Councillor Pafford would be speaking at the appeal on behalf of the parish council and had a statement prepared.

Neighbourhood Plan:

This item was held in closed session.

The Clerk explained that Vaughan, Councillor Pafford, and herself met with Wiltshire Council on Thursday 5th September to review some of their responses to the recent Neighbourhood Plan 2 (Regulation 14B) consultation. She explained that getting the final version of the Neighbourhood Plan submitted to the examiner before any changes to the NPPF were made was time-critical. As such, the Melksham Neighbourhood Plan Steering group will receive the final version of the plan for approval on Wednesday 25th September, and then the final version will be considered for approval by this parish council on Monday 7th October with the town council considering it on Tuesday 8th October. In order for the plan to be submitted as quickly as possible, the Clerk has brought some questions to this council based on the resolutions to the objections made during the consultation. These resolutions will be implemented in the plan, and she wanted to bring the changes made to the council so that every member was content with them prior to the meeting on 7th October and didn't object to them after the Steering Group meeting.

Councillor Richardson queried whether members of the council will get a chance to see the plan that is being presented to the Neighbourhood Plan Steering Group. He is concerned that the council will only see the final version a week before it is required to be approved by the parish council, and he assumes that some other changes have been made following comments made by the public at the consultation. He feels that it would then be too late for members to make comments on any of the other changes if they only see it a week prior to it needing to be approved by the council. The Clerk advised that the draft plan would go out in the papers for the Neighbourhood Plan Steering Group so the Full Council could be sent the plan at the same time as a confidential paper. The

same opportunity would need to be given to the Melksham Town Councillors as well.

Resolved 1: The parish council approve the draft response to the NPPF consultation as presented at this evening's meeting but ask Vaughan of Place Studio to review Councillor Richardson's response in order to see whether there was anything that the council needed to incorporate in their response. The council agree to additional funds that may be required in order for this additional work to be undertaken.

Resolved 2: The parish council to write to Wiltshire Council, raising the fact that the council and the Melksham Neighbourhood Plan Steering Group should be consulted on decisions made relating to planning appeals that affect the Melksham area.

Resolved 3: The council approve the changes as discussed to go forward to the Melksham Neighbourhood Plan Steering Group on Wednesday 25th September.

199/24 Finance:

a) Receipts & Payments reports for July and August:

The Clerk highlighted to members that the council had received £2,104 of interest from the CCLA Public Sector Fund account which was received in July.

The council noted the receipts and payment reports for July and August 2024.

b) Cheque signatories/online authority for September payments:

Resolved: For Councillor Baines and Councillor Holt to be signatories for September's payments.

c) Bank Account and Fund Transfers:

Councillor Glover explained that the council had received some funds into the Lloyds current account, and therefore it was suggested that the council move £10,000 from the Lloyds Current Account into the Unity Trust Bank Current Account to cover some of the payment run. This transfer would need to be undertaken by cheque. There were also some additional funds required to top up the Unity Trust Bank Current Account for the September payment run, and it was suggested to take £54k from the CCLA Public Sector Fund Account and move into the Unity Current Account. This included the safety surfacing replacement work that was currently being undertaken at Hornchurch Road Play Area.

Resolved 1: The council approve moving £10,000 from the Lloyds Bank Current account to the Unity Trust Bank Current account by cheque transfer.

Resolved 2: The council approve moving £54,000 from the CCLA Public Sector Fund account to the Unity Trust Bank account for the September payment run.

d) Exercise of Public Rights:

The Clerk reported that no members of the public exercised their right to inspect the councils accounts. Members noted this.

e) CIL (Community Infrastructure Levy):

i) Response from Wiltshire Council on not using CIL for expansion of Melksham Cemetery:

Councillor Glover advised that the council had recently sent an enquiry to Wiltshire Council in regard to their future cemetery provision in Melksham. A response had been received back from them advising that when their Melksham Cemetery becomes full, there is no provision for its expansion or new capital provision. They have advised that from 2027, Melksham Cemetery will be unable to take additional burials unless a particular burial has a reserved right. It was noted that the parish council had recently agreed to join a joint working party with Melksham to look into future provision for Melksham.

Councillor Glover highlighted that in Wiltshire Council's published list for CIL (Community Infrastructure Levy Infrastructure), it lists Melksham under the list for "new or expansion of existing cemeteries" as a Place-shaping Priority. The response from Wiltshire Council appears to be at odds with the published list. A further response had been received from Wiltshire Council on the CIL element, which advised that due to cemeteries falling under place shaping infrastructure, it has a low priority compared to essential infrastructure. Councillor Glover highlighted that although this provision was not a high priority, it was still on the list to be funded by CIL. It was also noted that this directly contradicted the email officers received from Wiltshire Council when enquiring about what they had spent their CIL on in the Melksham area. This was following an action the council tasked officers to enquire about at a recent Finance Committee meeting. This correspondence actually detailed that a new or expansion of the existing cemetery in Melksham was included in the CIL list.

Members felt that the council needed to go back to Wiltshire Council and identify the inconsistencies in their responses, which included contacting Councillor Clewer as leader of the council and asking him to clarify Wiltshire Council's current position.

Resolved: Officers go back to Wiltshire Council and identify the inconsistencies in their two responses which is to include contacting Councillor Clewer as leader of the council.

ii) Response from Wiltshire Council on what they have spent their CIL on:

As referenced in the above agenda item, at the Finance Committee of 20th May 2024, under min.30/24e officers had an action to council Wiltshire Council and enquire about what they had spent the CIL they had received from housing developments in Melksham on. Wiltshire Council had advised that unlike section 106 money, CIL money doesn't have to be spent specifically on the area where the development resides. As such, CIL receipts from across the county are put into a central pot and then spread on projects that have been identified on the CIL infrastructure published list, which is approved by Wiltshire Council's Cabinet. This means that depending on what projects are detailed on the list, the CIL spend would be dependent on where the agreed project was located. In the correspondence received, there were some examples of projects that directly involved Melksham, such as £3,909,500 of CIL money that has been allocated to the A350 Melksham Bypass project.

There are other projects identified on the Infrastructure List but have not been allocated CIL money yet, which include TransWilts Train Service improvements, improvements to Melksham Railway Station, and the Installation of capacity enhancement on the single-track line through Melksham. As discussed above, the parish council is aware that a new or expansion of the existing cemetery in Melksham is also included on this list.

Members noted the above.

iii) East of Melksham Community Centre:

It was noted that at the Finance Committee meeting of 20th May 2024, members asked for an update on the progress of the East of Melksham Community Centre to be put back on a future agenda in two months. It was noted that following the boundary review, the parish council transferred c£315k of CIL to Melksham Town Council as this area now fell into the parish of the town. The money was transferred over with a three-year legal tie which stated that this money should be used for the provision of an East of Melksham Community Centre. Concerns were raised at the Finance Meeting because at that time, 18 months had gone by since the legal agreement had been signed and there didn't seem to be much progress on the project. The legal agreement states that if the town council is unable to spend the CIL within the three-year agreement, they must come back to the parish council. Similarly, if the CIL is paid back to the parish council, the CIL limit of 5 years still applies. If CIL is not used within 5 years of receipt, it will be paid back to Wiltshire Council, which is why this project is time-critical.

Following this meeting, the Clerk had contacted Melksham Town Council, and a response had been received that had been included in members' agenda packs. It appears that the town council is currently investigating whether the land for the community centre has been legally transferred over to them. It is understood that an architect was engaged to put in a

planning application; however, they had some queries before an application could be submitted, which has resulted in this being stalled until recently. The Clerk confirmed following this correspondence that the town council had not put in a planning application for this project (land behind Spa Medical Centre).

The Clerk reported that both the planning applications for Snarlton Lane (PL/2024/07097) and Blackmore Farm (PL/2023/11188) included land for a community centre in their applications. The Clerk explained that this was out of the terms of reference for the Planning Committee to decide on comments for community centres, which is why this has come to the Full Council for consideration. Members considered their response to both of the community facilities being offered in the planning applications. It was felt that the East of Melksham area didn't need to have two community centres, especially in such close proximity to each other. Instead, this area could have one large community centre within one of these developments, with the other developer being asked to provide funding towards the new facility. The parish council could then ask for the money that the town council has for an East of Melksham Community Centre in order for a larger facility to be built in one of the above developments, which would be in a much better position than the current proposed site behind Spa Medical Centre. This would then be big enough to serve the whole area. The Clerk advised that the council needs to know what the town council's current position on the East of Melksham Community Centre project is in order to be able to comment accordingly on the above planning applications.

The Clerk also explained that as part of the S106 funding for the Berryfield Village Hall project, there had to be a side legal agreement before any of the funds could be drawn down, which took some time to get through. The Clerk has asked the town council whether they have drawn down from the s106 funding, which she was still waiting for an answer on. She advised that if the council was to ask for the CIL money back from the town council for the East of Melksham project, the s106 funding would also be required as it was for the provision of the community centre.

It was felt that a meeting needed to be made with the Town Mayor so that this matter could be discussed. This will then inform the parish council's decision on whether joint working is the way forward for this project or whether the parish council needs to undertake the project on their own.

Resolved: The council arrange a meeting with the Town Mayor to discuss the way forward with the East of Melksham Community Centre project as discussed above.

iv) **Council current CIL reserves and budget spend agreed for 24/25:**

Members reviewed the current CIL reserves and budgeted spend for the 2024/25 financial year. It is noted that the estimated CIL reserve at the end

of 2024/25 is £82,608.34. Councillor Glover also advised that there was also money available in the 10% CIL sharing pot, which is for agreed joint projects with Melksham Town Council. Currently, the only project that has been agreed upon is the installation of real time information (RTI). The current agreement is for RTI to be installed in the two bus shelters in the market place, one in the bus shelter at Mitchell Drive and one in each of the bus shelters at Kestrel Court. Councillor Glover highlighted that the parish council had listed eleven bus shelters in the parish in priority order to move forward with RTI. He explained that LHFIG (Local Highway and Footway Improvement Group) would only allow for two bus shelters to go forward for RTI twice per year, which would mean that it would be another few years before RTI was installed in all of the bus shelters on the priority list. It was noted that this was a project that the parish council has wanted to undertake for at least the last 5 years, and currently only one RTI has been installed. Councillor Glover felt that as the parish council had enough CIL money available, this project should be moved forward without the need to apply to LHFIG for funding, which could be turned down in any case.

Councillor Baines felt that it was very unlikely that LHFIG would fund the provision of RTI because he understood that the council had previously been told that this shouldn't go down this route, and it was between the parish council and Passenger Transport at Wiltshire Council. It was noted that the installation of RTI inside of the Mitchell Drive bus shelter did not go through LHFIG. The Clerk explained that she had been advised by Passenger Transport that the only route for the parish council to get funding from Wiltshire Council for this project was through LHFIG.

Councillor Baines advised that currently Wiltshire Council haven't agreed to provide the battery operated RTI systems, which is why they have been unable to be installed in the market place. The parish council does have areas around the parish that have a power supply; therefore, the current RTI could be installed in these areas. It was noted that the two RTI installations at Kestrel Court had already been approved by LHFIG and were already on order.

Members agreed that the parish council should move forward with the RTI project for the parish now using CIL funding for all of the locations on the priority list. It was noted that the council may not be able to fund all eleven locations all at once but would be able to fund some of the list much quicker than if the council waited for them to go through LHFIG. With the anticipated funding over the next few years, it is expected that the parish council would be able to fund the full amount. The council agreed that the Passenger Transport department at Wiltshire Council should be contacted to see whether there was any funding available for the project.

Resolved: The council move forward with the Real Time Information project by using CIL funding to install RTI in all locations as per the priority list.

v) **Response from Melksham Town Council following request for Sharing Working Group:**

Councillor Glover reported that the parish council had not received a response from Melksham Town for a CIL sharing group meeting despite requesting this for some time. They have also been unable to confirm how much they have in the 10% CIL sharing pot.

Members felt that this needs to be moved forward and, therefore, this should be added to the agenda for discussion at the meeting with the town mayor.

vi) **RTI (Real Time Information) sites:**

This agenda item was discussed above under agenda item 9eiv).

vii) **Request for CIL funding towards refurbishment of 11 Church Walk for a Community Hub:**

Councillor Glover reported that a request had been received for CIL funding towards the refurbishment of 11 Church Walk for a community hub. The aim of this new hub was to offer better facilities to the community of Melksham. The project has fundraised a significant amount of money required for the refurbishment but currently has a £34,500 shortfall for the costs known to them. It was noted that the parish council does not normally accept any requests for funding during the year unless it comes through the grant funding process. It was also noted that this building was not in the parish of Melksham Without. The Clerk has also offered to meet with the project team to discuss with them other suitable funding avenues.

It was highlighted in the documents provided to the council that some of the wording was against the council's grant criteria. Councillor Pafford felt that this was something that was worth exploring, and a discussion could take place with the group around the wording in their proposal. It was also highlighted that councils were now able to support churches with community facilities, but it needs to be explored whether this project meets the criteria of benefiting the residents of the parish.

After a discussion, members felt that this item needed to be deferred until the Clerk has had her meeting with the group.

Resolved: To defer this item until the October Full Council meeting once the Clerk has met with the group.

200/24 Staffing:

a) **Minutes of the Staffing Committee meeting held on 2nd September 2024:**

Resolved: The Minutes of the Staffing Committee Meetings held on 2nd September 2024, were formally approved by the council and for the Chair to sign as a correct record.

b) Confidential Notes to accompany the minutes of 2nd September 2024:

The Clerk explained that the confidential notes related to staffing matters and therefore were not distributed to the whole council. The confidential notes were therefore only for the staffing committee to approve as a correct record.

Resolved: The confidential notes of the Staffing Committee Meetings held on 2nd September 2024, were formally approved by the Staffing Committee and for the Chair to sign as a correct record

c) Staffing Committee recommendations of 2nd September 2024:

There were no recommendations in the Staffing Committee minutes of 2nd September 2024.

The Clerk advised that one of her actions from the Staffing Committee meeting was to provide members of the Full Council with a proposal for advertising the Parish Officer job role, which was a late paper. It was noted that in the Terms of Reference for the Staffing Committee the committee is able to do several things that are required in order to move forward with recruitment. It was felt that it would be useful to get a steer from the council before commencing the process. The Clerk advised that the Staffing Committee had agreed on the following:

- Full time position, as before
- Initial Job Description, as before, but updated to reflect any additions related to new projects etc
- Initial scale point range as before
- To NOT consider as an apprenticeship role
- To advertise on Indeed and paid advertising on Facebook as well as the council's usual channels of own website, noticeboards and social media
- To start recruitment process starts straight away- The Clerk advised that due to the work associated with the Neighbourhood Plan she would prefer that the shortlisting and interviews were not until after the plan was submitted, which members agreed to.

Members agreed with the above and were happy for the Staffing Committee to agree next steps with the Clerk. All actions to do with recruitment to be discussed via email with the Staffing Committee rather than calling a meeting.

Resolved: The members of the Staffing Committee along with the Clerk to proceed with all actions to do with the recruitment of the Parish Officer position.

d) **Local Government Pay Claim 2024/25:**

It was noted that the pay claim for 2024/25 had not been agreed upon yet, and the unions were currently balloting, meaning that the pay award was delayed until at least mid to late October.

e) **Guidance on Responding to Online Abuse:**

Councillor Glover informed members that the SLCC (The Society of Local Council Clerks) had recently issued some new guidance around responding to online abuse. Members noted this advice.

201/24 Asset Management:

a) **Kestrel Court & Berryfield Play area transfers from Wiltshire Council:**

Members noted that the freehold transfers for both Kestrel Court and Berryfield from Wiltshire Council had now been signed and sealed by the parish council.

9.11pm Councillor Pafford left the meeting for a short time.

b) **Pathfinder Place Play Area Legal Transfer:**

It was advised that the most recent request from Taylor Wimpey relating to the right of access into the Davey Play Area didn't make sense. They had asked for the route of access to be in a different colour so that it didn't confuse the LEAP (Local Equipment Area for Play). The Clerk had marked the route on the map with a suitable colour that did not clash with any other markings on the drawing so had gone back to the solicitors for clarification. The council had previously agreed to let residents know of the agenda item with regard to considering if the council would still take on the play area. The Clerk had sent an invite to the Residents Association and to the Pathfinders Facebook group. The Clerk had received some comments back from residents who have asked for the council to take it on rather than the management company. It was noted that the council was unable to take on the play area until the questions over the right of access were resolved.

Councillor Glover reported that he had previously had a conversation with a representative from Taylor Wimpey who had been unaware that there was anything still outstanding. Councillor Glover had advised them that his interpretation of the legal transfer was that the parish council did not have access into the play area and the only access was granted to the management company. This would need to be changed if the parish council were to take the play area on to stop any access issues in the future. The representative had advised that they would follow this up, but to date there

had been no response. Wiltshire Councillor Holder is following this up and will keep the parish council informed.

9.15pm Councillor Pafford returned to the meeting.

Resolved: The council are unable to consider taking on the play area until the questions over the right of access for maintenance is resolved.

9.16pm Councillor Baines left the meeting for a short time.

c) **Hornchurch Road Play Area:**

Members noted that the safety surfacing replacement works have started. Notices went out prior to the works starting on the parish council noticeboards and social media informing residents of the play area closure.

d) **Defibrillator outside Bowerhill Village Hall:**

The Clerk explained that when the contractor installed the cabinet for the new defibrillator outside of Bowerhill Village Hall, he reported that it wasn't as stable as the other cabinets the council had installed previously. They had suggested installing a stainless-steel plate behind the cabinet to reinforce it. A quote of £200 + VAT had been received from Kanconnections for this. It was noted that the council had already accepted the recommendation from the contractor and had asked officers to obtain a quotation. Members agreed to the quotation for this work.

Resolved: The council accept the quote of £200 + VAT from Kanconnections to install a stainless-steel reinforcing plate behind the defibrillator cabinet outside Bowerhill Village Hall to make it stronger.

9.19pm Councillor Baines returned to the meeting; however, did not vote on the above agenda item.

e) **Rights of Way Interpretation Boards:**

Councillor Glover advised that the interpretation board opposite Tesco Express in Bowerhill has been removed due to the supporting pole not being stable. There had been a concern that if anyone put any weight on the board, the whole panel would topple over, so it was removed on health and safety grounds by the parish council's contractors. The board itself, although weathered, didn't appear to be damaged. Officers had asked the contractors whether the board could be saved; however, upon inspection, due to the board being welded onto the post, it couldn't be saved. The Clerk had contacted the Rights of Way officer at Wiltshire Council to ascertain whether there was any funding available for the replacement. It was noted that there were four rights of way boards around the parish, which were all installed at the same time in 2010 and were a joint project with Wiltshire Council. The Rights of Way officer has responded and advised that there are no funds available from the Rights of Way budget for this.

Councillor Glover queried with members where they wished to replace the Rights of Way Board in Bowerhill. Members agreed that this board should be replaced as it provided residents with useful information. The Clerk advised that while the council had printed copies of the artwork, there was no electronic file of the work. As such, this may need to be updated, so there would be a cost for this to be undertaken too.

The Clerk had queried whether members wished to replace the other Rights of Way boards in the parish, as they were all installed at the same time and were the same age. There may be an economy of scale if they were all replaced at the same time. Councillor Glover queried what the current condition of the other boards was. Councillor Richardson offered to inspect the Shaw, Whitley, and Beanacre boards, and Councillor Holt offered to inspect the Berryfield board for any damage and would report back on their condition.

Resolved 1: The parish council replace the Rights of Way Board in Bowerhill and obtain a quotation for this work to include a refresh of the artwork.

Resolved 2: The council wait for the reports back on the condition of the other boards which will inform what quotes officers need to obtain.

f) **Bowerhill Sports Field/Pavilion:**

i) **Latest update from youth organisation on booking arrangements:**

This item was held in closed session.

Resolved: Officers write to the organisation again requesting for a meeting to discuss current issues. The organisation should be advised that if the matters are not resolved soon, they will have no choice but to terminate the current arrangements.

ii) **Grant from Football Foundation Grass Pitch Maintenance Fund:**

Members noted that the council had been successful in obtaining grant funding towards the Bowerhill Sports Field maintenance over a six-year period. The agreed amount awarded is £57,812 across the period of the project. It was noted that the council was expected to provide a total contribution of £26,668 across the project duration. This grant was not for general maintenance such as grass cutting and line making of the pitches, but was for pitch improvements such as additional spiking and fertilising, etc.

iii) **Quotation to strip paint from the Pavilion doors:**

At the last Asset Management Committee meeting, members were made aware that the paint on the pavilion doors was flaking off and

looked aesthetically untidy. This was despite the doors only being painted a few years ago. It was noted that the doors were galvanised, which made it difficult for paint to stick on, which is why the Asset Committee wanted to explore this idea. Officers were asked to obtain a quotation to strip the paint off of all of the doors and bring it back to a future meeting for consideration. The quotation received from JH Jones to strip off all of the paint and supply and install sticker numbers for all the doors was £1,678 + VAT.

Resolved: The council approve the quotation of £1,678.00 + VAT to strip the paint off of all of the pavilion doors and install sticker numbers to the changing rooms.

g) Shurnhold Fields car park/ entrance improvement update:

The Clerk advised that following the agreement that Wiltshire Council could run this project as it was part of a wider scheme at the site, they had submitted all of the environmental permits required. She reported that the works are due to start on site in mid-October 2024. The Clerk explained that the Shurnhold Fields Working Group needed to have a meeting with Wiltshire Council to discuss the actions for the project and how it will all work. It was noted that this was a joint project that included Melksham Town Council. One of the other tasks that needs to be undertaken is for the town council to contact the residents of Dunch Lane who back on to the field and the local community to inform them. This was agreed at the last Shurnhold Fields Working Party meeting held in September 2023.

The Clerk has managed to arrange a meeting with all of the parties involved in the project for Tuesday 24th September at 6. 30pm. The town council will be hosting a community engagement meeting on Wednesday 9th October in the evening to inform residents of the plans.

The Clerk advised members that it would be useful if the Shurnhold Fields reps from this council had some delegated powers for the meeting on the 24th September as it will be discussing how the contract will work. This was because the Shurnhold Fields Working Party did not have delegated powers.

The Clerk explained that there was some s106 money for George Ward Gardens, and the town council was going to survey the residents of the area on the traffic of Dunch Lane. This money had to be spent within a 10-year timeframe, of which 8 years have now gone by without it being spent. The parish council had previously suggested that it could be used to improve the entrance at Shurnhold Fields. The Clerk had suggested to the town council that if they were writing to the residents of Dunch Lane to invite them to a meeting, they could survey them at the same time, to which she has received no response. The council were still waiting for a response from the town council as to whether they could attend the meeting on Tuesday 24th September; however, understood they may be waiting for the Locum Clerk to

return from leave this week. It was felt that this needed to be added to the agenda for the meeting with the town mayor.

Resolved: The council give the parish council representatives on the Shurnhold Field working party delegated powers for the meeting on Tuesday 24th September 2024.

h) **Community Action Shaw & Whitley (CAWS):**

Members noted the correspondence from the Shaw & Whitley Community Emergency Group thanking the parish council for the donation of the sack trucks.

202/24 Highways:

a) **Bus Stop, Telford Drive:**

It was noted that the bus shelter installed on Semington Road, Berryfield, had been installed in the sight line of the Telford Drive junction, with the side panel obscuring driver's views. The council had requested to Wiltshire Council that the shelter should be installed where it was initially intended to go, set back from the visibility splays. Wiltshire Council had come back following consultation with their installers to advise that the full width panel could be replaced with a ¼ width panel, which should improve the situation. This council had rejected this as they very much felt that the sight line of drivers coming out of the Telford Drive junction would still be obscured by people waiting at the bus stop. The latest correspondence from Wiltshire Council advised that they were unable to relocate the bus stop as suggested by the parish council, and the option as described above was the most suitable resolution and was what they would be going ahead with.

It was felt that even though Wiltshire Council had not relocated the bus stop as requested by installing a ¼ panel, this would provide a slight improvement to the issue.

b) **Local Cycling Walking Improvement Plans (LCWIP):**

The Clerk explained that the parish council responded to the Local Cycling Walking Improvement consultation in good time; however, when she had gone on to their online portal, there were some other questions that were not in the document. The new questions were asking for walking and cycling schemes to be prioritised. Members reviewed each of these schemes and prioritised the routes as follows:

Cycling:

1. MC01- Town Centre to Station
2. MC11- Town Centre to Eastern Way
3. MC03- Town Centre to Bowerhill
4. MC06- Town Centre to Semington

Walking:

1. MW08- Town Centre to Melksham Oak School
2. MW06- Town Centre to Berryfield
3. MW01- Town Centre to Station

Resolved: The council respond to the Local Cycling and Walking Infrastructure consultation with the priorities listed above.

c) Speeding on Semington Road (LHFIG Issue 9-24-09):

The Clerk advised that the council had asked LHFIG to reconsider the traffic calming on Semington Road; however, they had come back to say that there needed to be an up-to-date traffic survey conducted. The Clerk did not want to proceed with this way forward without checking with the council first, as there is a risk that the council would lose their eligibility for the SID and speed watch if the survey results came back lower. Discussion took place on whether the council wished to go ahead with the traffic survey bearing this in mind. It was felt that the survey needed to be done in the exact location of where the speeding actually took place and not near a junction, for example. It was felt that the survey should be undertaken between the following sites:

- Just pasted the Waney Edge towards the police station
- Between Shails Lane and the Waney Edge

Resolved: The parish council agree to the data traffic survey to be undertaken at the above sites.

203/24 Community projects/partnership organisations:

a) Wiltshire Explore App:

Councillor Glover advised that this item was put on the agenda following discussions at the Staffing Committee meeting. Concerns had been raised with regard to officers from the town council not facilitating this project. This was due to the fact that this project was really a town venture as it related directly to the town rather than the parish. Members were concerned with regard to the workload on the council staff, especially as the office was one staff member down. Members felt that they should not continue their involvement in the project.

It was agreed that the Clerk could host one last meeting that had already been booked in the diary to talk to the group on how they can move forward.

Resolved: The parish council do not continue their involvement in the Wiltshire Explorer App project.

b) HELP Counselling request for trustees:

It was advised that the parish council had been contacted by HELP Counselling enquiring about whether a member of the council would like to be a trustee. Members felt that this request should not be accepted.

Resolved: The request from HELP Counselling for a member of the parish council to become a trustee to be refused.

c) **Project Gigabit:**

Members reviewed the latest update from Wiltshire Council on project gigabit and noted the information. It was noted, as advised earlier on in the meeting, that Openreach had been appointed as the telecoms provider to build next generation gigabit capable infrastructure in Central and North Wiltshire. It is anticipated that 9,000 premises over the next five years will be connected to this infrastructure. It was currently unknown as to which houses this covered; however, the Clerk had asked the question. It was suggested that the council could ask the community groups in the parish as to which areas needed faster internet. It was felt that the council should wait for an update from Councillor Alford on which areas this infrastructure covers.

Resolved: The council wait for an update from Councillor Alford with regard to the specific areas that this new infrastructure covered.

d) **Future Cemetery provision:**

Councillor Glover explained that the council needed to arrange reps for the future cemetery provision working party. It was noted that a meeting had not currently been scheduled.

Resolved: Councillors Glover, Baines, Pafford and Harris be the parish council representatives on the future cemetery provision working party.

Meeting closed at 22:07 pm

Chairman, 7th October 2024

Date: 01/08/2024		Melksham without Parish Council Current Year					Page: 215	
Time: 11:42		Cashbook 1					User: MR	
		Current Account & Instant Acc					For Month No: 4	
Receipts for Month 4			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		5,744.68					5,744.68	
V3992-BACS	Banked:02/07/2024	398.00						
V3992-BACS	Future of Football	398.00			1210	210	398.00	Inv.426- June evening sessions
V3993-BACS	Banked:04/07/2024	10.00						
V3993-BACS	Dick Lovett	10.00			1210	210	10.00	Inv.432- Goal post hire- 7 Jul
V3994-BACS	Banked:09/07/2024	440.00						
V3994-BACS	Future of Football	440.00			1210	210	440.00	Inv.431-Evening sessions July
V3995-BACS	Banked:12/07/2024	50.00						
V3995-BACS	Gary Blackmore (Pilot FC)	50.00			550		50.00	Inv.434- Refundable deposit
V3996-BACS	Banked:15/07/2024	5,361.60						
V3996-BACS	HM Revenue & Customs	5,361.60			105		5,361.60	VAT Refund-1.4.24-30.6.24
V3997-ALLO	Banked:18/07/2024	35.00						
V3997-ALLO	Allotment Holder	35.00			1310	310	35.00	RELET BYF 5a
V3998-BACS	Banked:22/07/2024	66.00						
V3998-BACS	K Dyckes (Staverton Rangers)	66.00			1210	210	66.00	Inv.435- Match 20th July 24
V3999-BACS	Banked:26/07/2024	70.00						
V3999-BACS	Allotment Holder	70.00			1310	310	70.00	RELET- Rent for plot 14a BYF
V4000-BACS	Banked:29/07/2024	1.96						
V4000-BACS	J Glover (British Girlguiding)	1.96			1130	110	1.96	Inv.436-Photocopying
V4001-BACS	Banked:31/07/2024	50.00						
V4001-BACS	Staverton Rangers	50.00			1210	210	50.00	Inv.433- July Training session
Total Receipts for Month		6,482.56	0.00	0.00			6,482.56	
Cashbook Totals		12,227.24	0.00	0.00			12,227.24	

Continued on Page 216

Continued on Page 216

Date: 01/08/2024

Melksham without Parish Council Current Year

Page: 216

Time: 11:42

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 4

Payments for Month 4				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2024	Water2Business	V3988-DD	54.06			4323	320	54.06	Inv.631-BSF Allotment water
01/07/2024	Water2Business	V3989-DD	61.54			4323	320	61.54	327-Berryfield allotment water
15/07/2024	Daisy (Onebill)	V3990-DD	45.29		7.55	4190	120	37.74	Inv.392-Office line & WiFi
15/07/2024	Daisy (Onebill)	V3991-DD	45.29		7.55	4384	220	37.74	Inv.393- Pavilion Line & WiFi
Total Payments for Month			206.18	0.00	15.10			191.08	
Balance Carried Fwd			12,021.06						
Cashbook Totals			12,227.24	0.00	15.10			12,212.14	

Date: 01/08/2024		Melksham without Parish Council Current Year					Page: 221	
Time: 11:42		Cashbook 2					User: MR	
		Unity Bank					For Month No: 4	
Receipts for Month 4		Nominal Ledger Analysis						
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		20,396.10					20,396.10	
V3986-INTE	Banked: 02/07/2024	2,160.96						
V3986-INTE	CCLA Investment Management Ltd	2,160.96			1080	110	2,160.96	Interest
	Banked: 23/07/2024	40,000.00						
V3982-TRAN	CCLA	40,000.00			240		40,000.00	Transfer from CCLA TO Unity
Total Receipts for Month		42,160.96	0.00	0.00			42,160.96	
Cashbook Totals		62,557.06	0.00	0.00			62,557.06	

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Date: 01/08/2024		Melksham without Parish Council Current Year						Page: 222	
Time: 11:42		Cashbook 2						User: MR	
		Unity Bank						For Month No: 4	
Payments for Month 4				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2024	Grist Environmental	V3983-DD	88.92		14.82	4770	220	74.10	Inv.305-B'hill Waste away
01/07/2024	Grist Environmental	V3983-DD	-88.92		-14.82	4770	220	-74.10	ERROR-B'hill waste away
01/07/2024	Grist Environmental	V3983-DD	94.08		15.68	4770	220	78.40	B'hill Waste Away
08/07/2024	EDF Energy	V3984-DD	171.42		8.16	4302	220	163.26	Inv.012- Pavilion Electricity
16/07/2024	Lloyds Bank PLC	V3985-BACS	536.18		81.12	4120	120	4.80	Notices & Posters postage
						4120	120	3.30	Postage for 1x Planning agenda
						4575	142	90.77	Padlocks for parish, WD40
						4155	120	36.28	Refreshments for meetings
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone costs
						4150	120	11.68	Pink paper
						4150	120	21.42	Calculator, clips & Magnets
						4150	120	3.26	Batteries
						4370	120	2.42	Carpet stain remover
						4150	120	7.44	Printer labels
						4120	120	2.10	Notices & Poster postage
						4680	170	90.00	NHP Website domain
						4175	120	5.50	Council website domain
						4200	120	12.99	Online meeting subscription
						4175	120	35.00	SSL Certificate renewal-MWPC
						4140	120	3.00	Monthly fee
25/07/2024	Instant Access Unity 20476339	V3987-TRAN	33,000.00			230		33,000.00	TRANSFER from current TO Insta
26/07/2024	Community Heartbeat Trust	V3959-BACS	198.00		33.00	4049	142	165.00	21971-Annual support Pathfinde
26/07/2024	Agilico	V3960-BACS	58.71		9.79	4130	120	48.92	Inv.590-Office photocopying
26/07/2024	JH Jones & Sons	V3962-BACS	472.20		78.70	4049	142	393.50	4279-Ground works-B'hill defib
26/07/2024	JH Jones & Sons	V3963-BACS	2,376.56		396.09	4402	320	69.47	Inv.4298-Allotment Grass cutti
						4400	142	477.98	Inv.4298-Play Area grass cutti
						4780	142	187.84	Inv.4298-Play Area bin emptyin
						4781	220	91.92	Inv.4298-JSF bin emptying
						4401	220	856.84	Inv.4298-JSF Pitch Maintenance
						4409	142	188.65	Inv.4298-Hornchurch Grass cutt
						4820	142	37.50	Inv.4298-SHF Annual cut
						347	0	-37.50	Inv.4298-SHF Annual cut
						6000	142	37.50	Inv.4298-SHF Annual cut
						4405	220	49.44	Inv.4298-JSF Hedge Maintenance
						4402	320	20.83	Inv.4298-JSF Hedge cut
26/07/2024	JH Jones & Sons	V3964-BACS	579.00		96.50	4540	142	482.50	Inv.4334-June SID deployment

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Date: 01/08/2024		Melksham without Parish Council Current Year						Page: 223	
Time: 11:42		Cashbook 2						User: MR	
		Unity Bank						For Month No: 4	
Payments for Month 4				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/07/2024	Lamplight	V3965-BACS	54.00		9.00	4686	170	45.00	Inv.28146-MCS Database June
26/07/2024	Wiltshire Age UK	V3966-BACS	3,000.00			4685	170	3,000.00	Inv.196-MCS Q2 July- Sept 24
26/07/2024	Wiltshire Publication	V3967-BACS	792.24		132.04	4230	120	130.20	Inv.137-B'hill Cllr vacancy ad
						4680	170	530.00	Inv.137-NHP consultation ad
26/07/2024	Community Heartbeat Trust	V3968-BACS	972.00		162.00	4049	142	135.00	Inv.226-Annual support-Beanacr
						4049	142	135.00	Inv.226-Annual support-JSF
						4049	142	135.00	Inv.226-Annual support-Pilot
						4049	142	135.00	Inv.226-Annual support-New Inn
						4049	142	135.00	Inv.226-Annual support-Shaw Ha
						4049	142	135.00	Inv.226-Annual support-WRR
26/07/2024	Andy Newman	V3969-BACS	48.82			4820	142	48.82	SHF Mower petrol reimburse
						347	0	-48.82	SHF Mower petrol reimburse
						6000	142	48.82	SHF Mower petrol reimburse
26/07/2024	EFA Training	V3970-BACS	84.00		14.00	4055	130	70.00	Inv.8218- Clerk first aid trai
26/07/2024	Wiltshire Pension Fund	V3971-BACS	2,102.90			4045	130	1,595.99	Period 4- July 2024
						4000	130	251.76	Period 4- July 2024
						4020	130	123.47	Period 4- July 2024
						4010	130	131.68	Period 4- July 2024
26/07/2024	HM Revenue & Customs	V3972-BACS	2,355.20			4041	130	832.40	Period 4- July 2024
						4000	130	480.40	Period 4- July 2024-T
						4000	130	212.35	Period 4- July 2024-NI
						4020	130	191.40	Period 4- July 2024-T
						4020	130	86.46	Period 4- July 2024-NI
						4010	130	218.00	Period 4- July 2024-T
						4010	130	97.79	Period 4- July 2024-NI
						4460	142	192.40	Period 4- July 2024-T
						4800	320	13.60	Period 4- July 2024-T
						4070	120	30.40	Period 4- July 2024-T
26/07/2024	Teresa Strange	V3973-BACS			177.18	4000	130		July 2024 Salary
						4680	170	457.50	Foamex Boards NHP Consultation
						4680	170	428.40	Printing for NHP consultation
26/07/2024	Lorraine McRandle	V3974-BACS				4020	130		July 2024 Salary
						4680	170	6.00	Land search for NHP
						4370	120	2.00	Bin bags for office
						4155	120	1.55	Milk for meetings
26/07/2024	Marianne Rossi	V3975-BACS			8.39	4010	130		July 2024 Salary
						4120	120	3.30	Postage for Asset agenda pack
						4150	120	13.15	ID Badge for Cllr

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Date: 01/08/2024	Melksham without Parish Council Current Year	Page: 224
Time: 11:42	Cashbook 2	User: MR
	Unity Bank	For Month No: 4

Payments for Month 4				Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Detail
						4560	142	28.79 Flood Warden ID Badges
						4120	120	272.20 Stamps
26/07/2024	Terry Cole	V2976-BACS				4460	142	July 2024 salary
						4050	142	47.50 July Travel allowance
						4051	142	45.45 Mileage x101 miles
26/07/2024	David Cole	V3977-BACS				4800	320	July 2024 Salary
26/07/2024	John Glover	V3978-BACS	45.60			4070	120	45.60 July 2024 Chairs Allowance
26/07/2024	Allcott Commercial	V3979-BACS	1,134.00		189.00	4390	120	945.00 Inv.466- Shaw V Hall site
								surv
26/07/2024	Bowerhill Village Hall	V3980-BACS	42.50			4680	170	42.50 Room hire- NHP Drop in
								event
26/07/2024	Lamplight	V3981-BACS	57.00		9.50	4686	170	47.50 Inv.802-MCS Database July
Total Payments for Month			56,751.24	0.00	1,420.15			55,331.09
Balance Carried Fwd			5,805.82					
Cashbook Totals			62,557.06	0.00	1,420.15			61,136.91

Receipts for Month 4			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		0.00	0.00	0.00			0.00	

Date: 01/08/2024

Melksham without Parish Council Current Year

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Time: 11:43

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

Total Payments for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

0.00

Cashbook Totals

0.00

0.00

0.00

0.00

Date: 01/08/2024

Melksham without Parish Council Current Year

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Time: 11:43

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 4

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		9,106.29					9,106.29	
Banked: 25/07/2024		33,000.00						
V3987-TRAN	Unity Bank	33,000.00			220		33,000.00	TRANSFER from current TO Insta
Total Receipts for Month		33,000.00	0.00	0.00			33,000.00	
Cashbook Totals		42,106.29	0.00	0.00			42,106.29	

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Date: 01/08/2024

Melksham without Parish Council Current Year

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Time: 11:43

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

Total Payments for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

42,106.29

Cashbook Totals

42,106.29

0.00

0.00

42,106.29

Date: 01/08/2024

Melksham without Parish Council Current Year

Page: 7

Time: 11:43

Cashbook 5

User: MR

CCLA

For Month No: 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		490,000.00					490,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		490,000.00	0.00	0.00			490,000.00	

Continued on Page 8

Date: 01/08/2024

Melksham without Parish Council Current Year

Page: 8

Time: 11:43

Cashbook 5

User: MR

CCLA

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/07/2024	Unity Bank	V3982-TRAN	40,000.00				220	40,000.00	Transfer from CCLA TO Unity
Total Payments for Month			40,000.00	0.00	0.00			40,000.00	
Balance Carried Fwd			450,000.00						
Cashbook Totals			490,000.00	0.00	0.00			490,000.00	

Date: 03/09/2024

Melksham without Parish Council Current Year

Page: 217

Time: 11:38

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		12,021.06					12,021.06	
V4035-BACS	Banked:05/08/2024	69.00						
V4035-BACS	Bath Road Wanderer	69.00			1210	210	69.00	Inv.440-4th Aug pitch hire
V4036-BACS	Banked:05/08/2024	10.00						
V4036-BACS	The Stiffs	10.00			1210	210	10.00	Inv.444-Hire of goal posts
V4037-BACS	Banked:05/08/2024	345.00						
V4037-BACS	Future of Football	345.00			1210	210	345.00	Inv.441- Camps 6, 7 & 8th Aug
V4038-BACS	Banked:12/08/2024	3,503.93						
V4038-BACS	Wiltshire Council	3,503.93			1420	350	3,503.93	CIL-01559-178A Woodrow Rd 1of1
V4039-BACS	Banked:12/08/2024	69.00						
V4039-BACS	Bath Road Wanderer	69.00			1210	210	69.00	Inv.440- 11 Aug match
V4040-BACS	Banked:13/08/2024	345.00						
V4040-BACS	Future of Football	345.00			1210	210	345.00	Inv.441- Camps 13, 14 & 15 Aug
V4041-BACS	Banked:19/08/2024	69.00						
V4041-BACS	Bath Road Wanderer	69.00			1210	210	69.00	Inv.447-18th Aug match
V4042-BACS	Banked:19/08/2024	165.00						
V4042-BACS	Melksham Town Council	165.00			1480	170	165.00	Inv.442-NHP resource
V4043-BACS	Banked:19/08/2024	345.00						
V4043-BACS	Future of Football	345.00			1210	210	345.00	Inv.441- Camps 21, 22 & 23 Aug
V4044-BACS	Banked:20/08/2024	3,800.00						
V4044-BACS	Wiltshire Council	3,800.00			1470	142	3,800.00	BYF V Hall public art maintena
V4045-BACS	Banked:27/08/2024	138.00						
V4045-BACS	Staverton Rangers	138.00			1210	210	69.00	Inv.438- 10th August match
					1210	210	69.00	Inv.438- 24th August match
V4046-BACS	Banked:27/08/2024	345.00						
V4046-BACS	Future of Football	345.00			1210	210	345.00	Inv.441- Camps 27, 28 & 29 Aug
V4047-BACS	Banked:27/08/2024	40.00						
V4047-BACS	Staverton Rangers	40.00			1210	210	40.00	Inv.443- August goal post hire
Total Receipts for Month		9,243.93	0.00	0.00			9,243.93	
Cashbook Totals		21,264.99	0.00	0.00			21,264.99	

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Date: 03/09/2024	Melksham without Parish Council Current Year	Page: 218
Time: 11:36	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 5

Payments for Month 5			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2024	Water2Business	V4030-DD	227.21			4322	220	227.21	Pavilion Water charges
14/08/2024	Unity Bank	V4027-TRAN	6,000.00				220	6,000.00	Transfer- Lloyds-Unity
15/08/2024	Daisy (Onebill)	V4031-DD	45.29		7.55	4384	220	37.74	Pavilion Line & WiFi
15/08/2024	Daisy (Onebill)	V4032-DD	45.29		7.55	4190	120	37.74	Inv.739-Office line & WiFi
Total Payments for Month			6,317.79	0.00	15.10			6,302.69	
Balance Carried Fwd			14,947.20						
Cashbook Totals			21,264.99	0.00	15.10			21,249.89	

Date: 03/09/2024

Melksham without Parish Council Current Year

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Time: 11:37

Cashbook 2

User: MR

Unity Bank

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		5,805.82					5,805.82	
V4048-BACS	Banked: 02/08/2024	2,104.34						
V4048-BACS	CCLA Investment Management Ltd	2,104.34			1080	110	2,104.34	Interest
	Banked: 14/08/2024	6,000.00						
V4027-TRAN	Current Account & Instant Acc	6,000.00			200		6,000.00	Transfer- Lloyds-Unity
	Banked: 23/08/2024	20,600.00						
V4028-TRAN	Instant Access Unity 20476339	20,600.00			230		20,600.00	TRANSFER-Instant access-Unity
Total Receipts for Month		28,704.34	0.00	0.00			28,704.34	
Cashbook Totals		34,510.16	0.00	0.00			34,510.16	

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Date: 03/09/2024

Melksham without Parish Council Current Year

Page: 226

Time: 11:37

Cashbook 2

User: MR

Unity Bank

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2024	Grist Environmental	V4033-DD	88.92		14.82	4770	220	74.10	Pavilion waste away
06/08/2024	EDF Energy	V4034-DD	169.94		8.09	4302	220	161.85	Inv.013-Pavilion electricity
16/08/2024	Lloyds Bank PLC	V4029-DD	364.23		53.94	4120	120	3.30	Planning agenda pack postage
						4175	120	61.00	MWPC Website domain
						4120	120	4.80	Notices & Poster postage
						4055	130	16.83	Diisocyanates training
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone costs
						4650	170	55.00	Allotment association subscrip
						4175	120	5.50	MWPC Website hosting
						4200	120	12.99	Online meeting subscription
						4175	120	10.09	MCS Website domain renewal ann
						4055	130	12.68	Diisocyanates training
						4140	120	3.00	Monthly Fee
27/08/2024	Melksham Town Council	V4002-BACS	574.50			4680	170	574.50	Inv.56-NHP-Inv.6094
27/08/2024	Whitley Reading Rooms	V4003-BACS	216.34			4560	142	216.34	CAWS CEG Line & WiFi
27/08/2024	Colin Harrison Design	V4004-BACS	48.32		8.06	4680	170	40.26	Inv.4007-NHP domain 2 year fee
27/08/2024	Jens Cleaning	V4005-BACS	183.00			4381	220	183.00	Inv.1082-June & July pavilion
27/08/2024	Agiloo	V4006-BACS	125.85		20.98	4130	120	104.87	Inv.096-Office photocopying
27/08/2024	Aquasafe Environmental Ltd	V4007-BACS	150.00		25.00	4212	220	125.00	Inv.704-July PPM Visit Pavilio
27/08/2024	Complete Weed Control	V4008-BACS	1,942.80		323.80	4500	142	1,619.00	Inv.699-Parish weedspraying
27/08/2024	GB Sport & Leisure	V4009-BACS	124.80		20.80	4575	142	104.00	Inv.15777-Play area spares
27/08/2024	JH Jones & Sons	V4010-BACS	2,376.56		396.09	4402	320	69.47	Inv.4364-Allotment grass cutti
						4400	142	477.98	Inv.4364-Play Area grass cutti
						4780	142	187.84	Inv.4364-Play Area bin
						4781	220	91.92	Inv.4364-JSF Bin empty
						4401	220	856.84	Inv.4364-JSF Pitch Maintenance
						4409	142	188.65	Inv.4364-Hornchurch grass cutt
						4405	220	49.44	Inv.4364-JSF Hedge Maintenance
						4820	142	37.50	Inv.4364-SHF Cut
						347	0	-37.50	Inv.4364-SHF Cut
						6000	142	37.50	Inv.4364-SHF Cut
						4402	320	20.83	Inv.4364-BSF Hedge cut
27/08/2024	JH Jones & Sons	V4011-BACS	463.20		77.20	4540	142	386.00	4405-SID Deploy 19 Jul & 2 Aug
27/08/2024	JH Jones & Sons	V4012-BACS	270.00		45.00	4590	142	225.00	4418-Removal- ROW Sign B'hill
27/08/2024	JH Jones & Sons	V4013-BACS	1,044.00		174.00	4575	142	870.00	4377-Whitworth P/A

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Cashbook 2

User: MR

Unity Bank

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									remedials
27/08/2024	Melksham Town Council	V4014-BACS	907.50			4680	170	907.50	Inv.20-NHP Inv.6105
27/08/2024	Melksham Town Council	V4015-BACS	453.75			4680	170	453.75	Inv.21-NHP share- inv.002
27/08/2024	Melksham Town Council	V4016-BACS	259.20			4820	142	259.20	Inv.18-SHF Caretaking QTR 1
						347	0	-259.20	Inv.18-SHF Caretaking QTR 1
						6000	142	259.20	Inv.18-SHF Caretaking QTR 1
27/08/2024	Wiltshire Council	V4017-BACS	2,843.25			4270	140	2,843.25	148-Office rent 1.4.24-30.6.24
27/08/2024	Wiltshire Council	V4018-BACS	3,009.01			4270	140	3,009.01	147-Office rent 1.7.24-30.9.24
27/08/2024	Wiltshire Publication	V4019-BACS	1,272.00		212.00	4680	170	530.00	Inv.76-NHP advert (861)
						4680	170	530.00	Inv.76-NHP advert (862)
27/08/2024	HM Revenue & Customs	V4020-BACS	2,494.06			4041	130	880.17	Period 5- August 2024
						4000	130	534.40	Period 5- August 2024-T
						4000	130	235.44	Period 5- August 2024-NI
						4020	130	215.20	Period 5- August 2024-T
						4020	130	96.55	Period 5- August 2024-NI
						4010	130	205.20	Period 5- August 2024-T
						4010	130	92.30	Period 5- August 2024-NI
						4460	142	192.60	Period 5- August 2024-T
						4800	320	11.80	Period 5- August 2024-T
						4070	120	30.40	Period 5- August 2024-T
27/08/2024	Wiltshire Pension Fund	V4021-BACS	2,194.05			4045	130	1,664.18	Period 5- August 2024
						4000	130	271.39	Period 5- August 2024
						4020	130	130.78	Period 5- August 2024
						4010	130	127.70	Period 5- August 2024
27/08/2024	John Glover	V4027-BACS	45.60			4070	120	45.60	Chairs Allowance 2024/25
28/08/2024	Teresa Strange	V4022-BACS			1.76	4000	130		August 2024 salary
						4190	120	8.84	June & July out of hours mob
28/08/2024	Lorraine McRandle	V4023-BACS				4020	130		August 2024 Salary
						4120	120	2.90	Side agreement postage
						4155	120	1.59	Milk for office
						4680	170	6.00	Land search for NHP
						4120	120	3.30	Postage for planning agenda pa
28/08/2024	Marianne Rossi	V4024-BACS				4010	130		August 2024 Salary
						4055	130	71.00	Football Grounds Maintenance c
28/08/2024	Terry Cole	V4025-BACS				4460	142		August 2024 Salary
						4050	142	47.50	August Travel Allowance
						4051	142	46.80	Mileage x104 miles
28/08/2024	David Cole	V4026-BACS				4800	320		August 2024 Salary

Total Salaries
for August 2024
£7,308.20

Continued on Page 228

Date: 03/09/2024

Melksham without Parish Council Current Year

Page: 228

Time: 11:37

Cashbook 2

User: MR

Unity Bank

For Month No: 5

Total Payments for Month	29,118.77	0.00	1,381.54	27,737.23
Balance Carried Fwd	5,391.39			
Cashbook Totals	34,510.16	0.00	1,381.54	33,128.62

Date: 03/09/2024

Melksham without Parish Council Current Year

Page: 127

Time: 11:37

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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Banked:

0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

0.00

0.00

0.00

0.00

Continued on Page 128

Date: 03/09/2024

Melksham without Parish Council Current Year

Page: 128

Time: 11:37

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

Total Payments for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

0.00

Cashbook Totals

0.00

0.00

0.00

0.00

Date: 03/09/2024

Melksham without Parish Council Current Year

Page: 33

Time: 11:37

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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Balance Brought Fwd :		42,106.29					42,106.29	
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Banked:	0.00							
		0.00					0.00	

Total Receipts for Month	0.00		0.00	0.00			0.00	
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Cashbook Totals	42,106.29		0.00	0.00			42,106.29	
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Continued on Page 34

Date: 03/09/2024

Melksham without Parish Council Current Year

Page: 34

Time: 11:37

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/08/2024	Unity Bank	V4028-TRAN	20,600.00			220		20,600.00	TRANSFER-Instant access-Unity
Total Payments for Month			20,600.00	0.00	0.00			20,600.00	
Balance Carried Fwd			21,506.29						
Cashbook Totals			42,106.29	0.00	0.00			42,106.29	

Date: 03/09/2024

Melksham without Parish Council Current Year

Page: 9

Time: 11:37

Cashbook 5

User: MR

CCLA

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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Balance Brought Fwd :		450,000.00					450,000.00	
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Banked:	0.00							
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	0.00						0.00	
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Total Receipts for Month	0.00	0.00	0.00				0.00	
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Cashbook Totals	450,000.00	0.00	0.00				450,000.00	
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Continued on Page 10

Date: 03/09/2024

Melksham without Parish Council Current Year

Page: 10

Time: 11:37

Cashbook 5

User: MR

CCLA

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

Total Payments for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

450,000.00

Cashbook Totals

450,000.00

0.00

0.00

450,000.00

**MINUTES of the Planning Committee of Melksham Without Parish Council held
on Monday 23rd September 2024 at Melksham Without
Parish Council Offices (First Floor), Melksham Community Campus, Market
Place, SN12 6ES at 7:00pm**

Present: Councillors Richard Wood (Committee Chair), John Glover (Council Chair), David Pafford (Council Vice- Chair), Alan Baines (Committee Vice- Chair), Martin Franks, Peter Richardson, and Mark Harris.

By Zoom: A resident at the beginning of the meeting, and Wiltshire Councillor Mike Sankey.

Officers: Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer).

204/24 Welcome & Housekeeping:

Councillor Wood welcomed everyone to the meeting; as there were no members of the public in the room and everyone in attendance regularly attended council meetings, the housekeeping messages did not need to be read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

205/24 Apologies:

The Clerk advised that officers had not heard from Councillor Chivers; however, Councillor Franks was in attendance at the meeting as his substitute as per a standing arrangement in place.

206/24 Declarations of Interest:

Councillor Franks declared an interest in agenda item 11a New Inn pub, as a resident of Berryfield.

207/24 Dispensation Requests for this Meeting: None

208/24 Parish Council standing dispensations relating to planning applications:

It was noted that the parish council has a dispensation lodged with Wiltshire Council to deal with S106 agreements relating to planning applications within the parish.

209/24 To consider holding items in Closed Session due to confidential nature:

The Clerk advised that there were no items that needed to be held in closed session, but she had not included in the public domain the agenda paper under item 11a as the member of the public could be identifiable. It was also noted that when the agenda was issued, the New Road Farm proposals were not in the public domain; however, these had now been issued publicly by the developers.

During the meeting, part of the discussion relating to the Neighbourhood Plan under agenda item 12 was subsequently put into closed session due to an item discussed being confidential.

The council agreed to suspend standing orders for a period of public participation.

210/24 Public Participation:

Wiltshire Councillor Sankey was present on Zoom and wished to observe the meeting. There was one member of the public present on Zoom who wished to speak on agenda item 11c concerning vibration monitors on the Townsend Farm site.

The resident explained that her home was adjacent to the Land West of Semington Road development (Townsend Farm), and since work had started, her house vibrates every time diggers and machinery travel across the site behind her property. She had contacted the developers to request that vibration monitors be installed to ensure that it was below the level that would not cause damage to her property. The resident advised that cracks had now developed in areas of her home. She was still waiting for the first vibration monitor report from the Health and Safety adviser on site and queried whether the parish council had received any information with regard to this. The resident explained that the vibration monitors should be positioned as close as possible to the property and had advised the site health and safety manager of this. She did receive a response from the manager advising that it was positioned on the boundary but would consider moving it after 7 days; however, this was now around 10 days ago.

Separately, she was interested in hearing feedback from the land to the rear of the Townsend Farm appeal hearing, which took place on the 10th & 11th September.

The council reconvened and brought the above agenda items forward for discussion.

211/24 Feedback from land to the rear of Townsend Farm Appeal Hearing 10th & 11th September (Part 1):

Councillor Pafford advised that he attended the hearing and spoke on behalf of the parish council and the Melksham Neighbourhood Plan. Wiltshire Councillor Seed was also in attendance and had also objected to the development. He explained that he had tried to make the case that the Inspector should declare in favour of the Melksham Neighbourhood Plan; otherwise, it undermined every neighbourhood plan in Wiltshire. He advised that at that stage the parish council had already been made aware that Wiltshire Council were not going to defend the appeal because, at a recent appeal on another development, the developer proved to the Inspector that Wiltshire Council only had a 3.85-year land supply. The current NPPF (National Planning Policy Framework) require the council to have at least a 4-year land supply. As a result, they conceded the appeal and decided not to contest this one. It was noted that the judgement will not be declared until at least Wednesday 25th September.

212/24 Land West of Semington Road, Melksham (Townsend Farm) update following resident request to developers to install vibration monitors on site:

The Clerk advised that she had not heard anything in regard to the vibration monitors and was only made aware of the issues by the resident . It was felt that the parish council should contact the developers in support of the resident's request for a regular vibration report to be issued, including a copy to be sent to the parish council. Councillor Seed should also be asked to support this request.

It was agreed that the resident would copy the Clerk into any correspondence between herself and the developer.

Recommendation: The parish council contact the developers of this site and request that regular vibration monitor reports be issued, which includes a copy to be sent to the parish council. Councillor Seed should also be asked to support this request.

The resident left the meeting.

213/24 Planning Applications: The Council considered the following applications and made the following comments:

- a) **[PL/2024/07831](#): 24 Hercules Way, Bowerhill, Melksham, SN12 6TS:** Change of use from yard (storage facility) to car sales lot. Applicant: Mr. Spencer.
Comments: The parish council have no objections.
- b) **[PL/2024/07429](#): Sandridge Park House, Sandridge Park, Sandridge Common, Melksham, SN12 7QU:** Retrospective permission for subdivision of dwelling to form 1 no. 2 bedroom apartment to ground floor with associated amenity area and parking. Applicant: Mr. Selby.
Comments: The parish council have no objections.

214/24 Revised/Amended Plans/Additional Information: To comment on any revised/amended plans/additional information on planning applications received within the required timeframe (14 days).

- a) **[PL/2023/11188](#): Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS:** Demolition of agricultural buildings and development of up to 500 dwellings; up to 5,000 square metres of employment (class E(g)(i) & class E(g)(ii)); land for primary school (class F1); land for mixed-use hub (class E / class F); open space; provision of access infrastructure from Sandridge Common (A3102); and provision of all associated infrastructure necessary to facilitate the development of the site (Outline application relating to access). Applicant: Gleeson Land Ltd.

The Clerk explained that only a few changes had been made to this application, mainly in connection with a new proposed access junction onto Sandridge Common Road from the development. It was explained that there had been a minor change to the red line drawing to accommodate the requested change by Wiltshire Council to the A3102 junction arrangement from a roundabout. The junction will now be a ghost island priority junction. The parameter plans have also been updated with some environmental aspects. It was noted that the parish council had previously expressed that they were not happy with the access to the development, as the only vehicle access proposed is off the A3102, which was the only access to the development. It was noted that the proposed main access does not match what is included in the draft Wiltshire Local Plan allocation, as the main access should be off of the Skylark Road roundabout onto Eastern Way, which is in agreement with the parish council. Members reviewed the comments made by the Wiltshire Council Sustainable Transport Officer and wished to endorse these comments. It was noted that the consequence of only having one access in and out of the development will result in the bus service having to go in and out the same way, which causes all kinds of operational issues.

Members felt that the council should reiterate their comments that have been made before on this application in particular with regard to the singular access onto the site, which isn't sustainable.

The Clerk advised that Wiltshire Councillor Sankey had asked whether the council wished to request any tree preservation orders (TPO) on trees in the development.

The council agreed to suspend standing orders to allow Wiltshire Councillor Sankey to speak on this item.

Wiltshire Councillor Sankey explained that there were a number of mature oak trees around Blackmore Farm and was conscious of the need to protect the mature trees.

The committee reconvened.

Members felt that the council should include in their comments that the mature trees and hedgerows should be retained.

Comments: The parish council would like to reiterate their previous comments with regard to this application. In particular, with regard to only having one access to the development off of the A3102, which is not suitable for the reasons expressed previously. The council would also like to request that the mature trees and hedgerows be retained at the site of this development.

i. Response from Wiltshire Council Sustainable Transport department on the above application

This item was discussed above.

215/24 Lime Down Solar: Planning Inspectorate 'Opinion' in response to the EIA (Environmental Impact Assessment)

Councillor Richardson explained that a lot of the issues that the developer was trying to put out of scope have now been put back into scope by the Inspector, but not all. He advised that this was a good step forward with making the EIA more robust, but there were still gaps.

Members noted the Planning Inspectorate response to the Environmental Impact Assessment.

216/24 Planning Appeals & Decisions:

a) Feedback from land to the rear of Townsend Farm Appeal Hearing 10th & 11th September (Part 2):

The Clerk advised that the Inspector kept referring back to the parish council during the appeal, which felt gratifying as they were being included in discussions. This included when the planning conditions were reviewed. It was noted that all the changes to the conditions and the Section 106 agreement were all things that the parish council had asked for. The Clerk explained that the following conditions were added in:

- The developer has to apply for reserved matters within two years not three years.
- The site access has to be clearly defined on phase two of the development if approved.

In terms of the S106:

- There was £75,000 for a safe walking route to Pathfinder School. It was noted that it was the decision of the Department of Education whether the school went ahead and as such the money will still be included to improve safe walking if the school didn't go ahead.
- The parish council to have first refusal on the play area. It was noted that in the S106 the developers would either have to construct a play area or provide a one-off play area contribution.

It was felt that for future applications, Wiltshire Council should always ask for reserve matters to be submitted within two years, so this can be incorporated in the housing land supply figure.

Recommendation: The council request to Wiltshire Council that for future applications they should always include a planning condition that reserved matters should be submitted within two years.

b) Approval of application for Proposed Primary School, Land at Pathfinder Way, Bowerhill.

Councillor Baines advised that Wiltshire Councillors Holder, Sankey, and himself attended the Wiltshire Council Western Area Planning Committee held on 4th September where the proposed primary school was considered. Some of the items discussed were the safe access for pedestrians from Berryfield to the new school as well as the right turn coming out of the school onto Pathfinder Way. The Highway engineer had assessed the right turn in and concluded that the right turn lane in the centre of Pathfinder Way was the best option to use as it did provide some capacity for vehicles to turn in. Otherwise, vehicles waiting to turn left into the school would interfere with the flow of traffic northbound on Pathfinder Way. With regard to concerns raised about vehicles turning right out of the school, there will be an island that forces vehicles to turn left, which has been incorporated as a planning condition.

c) Land off Littleworth Lane, Whitley Tree Preservation Order:

The Clerk advised that this had been confirmed before; however, the order has been amended to include the woodland, which had been omitted previously. Members noted this.

217/24 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

a) 52e Chapel Lane, Beanacre (Planning Application PL/2023/05883) Erection of three.

The Clerk advised that nothing new had arisen with regard to this application since the last meeting.

b) 35 Westlands Lane, Beanacre (Planning Application PL/2024/05016 To build three-bedroom detached house.

Members noted the correspondence received from a resident with regard to this application. It was noted that these comments came after the parish council discussed the application.

218/24 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

a) Excessive noise and breach of licence conditions at the New Inn public house, Semington Road complaint:

The Clerk advised this had been sent to the parish council as well as Wiltshire Councillor Seed. This had now been sent to Wiltshire Council for investigation. This was noted.

- b) **489a Semington Road: Response from Wiltshire Council regarding next steps following the refusal of the Certificate of Lawfulness for the use of the annexe:**

It was noted that to date there was no update on this item.

219/24 Planning Policy

- a) **Neighbourhood Plan update:**

The Clerk explained that the draft Neighbourhood Plan was on the agenda for approval at the Steering Group meeting on Wednesday 25th September. This would then be considered for approval by both the parish and town councils as the Qualifying Bodies at their respective meetings on the 7th and 8th October.

Councillor Glover advised that he had a prior arrangement and would need to leave the meeting early. If the meeting has not finished by the time he needs to leave, he would need a substitute. Councillor Baines advised that he was attending the meeting and was available to substitute for Councillor Glover at the meeting.

The meeting went into closed session.

- b) **Calculation on how many dwellings a care home equates in housing numbers:**

The Clerk advised that she had asked Wiltshire Council what the calculation was for determining how many dwellings a care home equated to. It was advised that the bed spaces-to-dwellings ratio is 1.83 (the calculation is to divide the amount of bed spaces by 1.83), which is in accordance with the 2011 Census figures.

Members noted that this will be helpful in the future and the Clerk suggested she send these revised figures to the Snarlton Farm planning application as an update on the housing numbers committed.

- c) **Review of NPPF (National Planning Policy Framework) response before submission (Deadline 24th Sept)**

The Clerk advised that at the Full Council meeting on 9th September the council asked for the Neighbourhood Plan consultants to have a look over Councillor Richardson's comments to see whether any needed to be incorporated in the parish council's response. The Clerk advised that due to other projects they had been unable to do this; however, the Clerk had gone through and undertaken an analysis of where they differed. Members agreed that the response written by the consultants on behalf of the parish council should be submitted.

Please see Appendix 1 attached to these minutes for the parish council's response to the NPPF.

Resolved: The council submit the response as put together by the Neighbourhood Plan consultants on behalf of the parish council.

220/24 S106 Agreements and Developer meetings:

a) Updates on ongoing and new S106 Agreements:

i) Pathfinder Place:

The Clerk advised that the solicitor had advised that the vehicle access plan submitted had been accepted. Councillor Glover explained that he attended a meeting with the developers, and he understood that current documents appeared to show vehicular access to the management company only. The Clerk has asked the solicitors if they can confirm whether vehicular access also includes the parish council but was still waiting for a response. It was noted that until this matter was resolved the parish council were unable to adopt the play area.

ii) Buckley Gardens, Semington Road:

Councillor Baines explained that there appeared to be some dwellings occupied. He had witnessed vehicles parked on driveways. Councillor Wood advised that last time he had attended the site, vehicles were there but people had not moved in yet. He understood that some properties had been sold but they had not officially moved in, therefore, they were not considered to be occupied yet.

iii) Land to rear of Townsend Farm for 50 dwellings:

Councillor Franks advised that the rear entrance off Western Way A350 was still being used; the Clerk advised that this was with planning enforcement.

iv) Land South of Western Way for 210 dwellings and 70 bed care home:

No updates.

v) To note any S106 decisions made under delegated powers:

None.

b) Contact with developers

i) Notes from meeting held with Bloor Homes regarding New Road Farm:

Members reviewed the notes from the meeting held with Bloor Homes on Thursday 19th September and approved that they were an accurate record of the meeting. In line with the Council Pre-App policy, the notes from the meeting held on 19th September 2024 are included within the minutes below:

**DEVELOPER PRE-APP MEETING NOTES
BLOOR HOMES RE PROPOSALS FOR DEVELOPMENT AT NEW ROAD FARM
THURSDAY 19TH SEPTEMBER 2024 AT 2.00PM**

Present:

Councillor Richard Wood (Chair of Planning Committee), MWPC until 3pm
Councillor Alan Baines, (Vice Chair of Planning), MWPC
Councillor John Glover (Chair of Council), MWPC
Councillor David Pafford, (Vice Chair of Council), MWPC & Chair of Melksham Neighbourhood Plan Steering Group
Councillor Mark Harris, MWPC
Teresa Strange, Clerk, MWPC
Jonathan Dodd, Planning Manager, Bloor Homes South West
Matthew Roberts, Account Director, JBP Communications
Maria Vierma, Masterplanning & Urban Design Director, Marrons

Apologies were noted from Wiltshire Councillors Nick Holder who was on holiday and Phil Alford and Mike Sankey who had work commitments. No response had been received from the Town Council representatives invited. The Bloor team had met with the ward member Councillor Holder recently.

Jonathan explained that Bloor would be submitting a planning application next month and were submitting a Full Planning application and not a hybrid (or outline) application as previously advised.

They were running a public consultation commencing the next day at www.newroadfarm.com with a community engagement session at the Campus in the downstairs community meeting room on Monday 23rd September from 3 to 7pm.

The planning application was in line with the Local Plan allocation, and following the recent policy update on the latest Wiltshire Council 5-year housing land supply figure the plan was revised to now have 295 dwellings (previous version of plans had 285). This is to take account of the “First Homes” policy which is for smaller units. This includes some maisonettes, these are only in a two-storey building with independent access, so differ from a block of flats.

There will be 40% affordable housing (in line with the draft Local Plan policy) with 25% of the affordable housing to be First Homes, and some shared ownership and

some social housing. The other 60% of the 295 dwellings will be market-value housing.

There had still not been any progress on securing pedestrian access onto the adjacent Barratt Homes development (with streets named after Prime Ministers) due to the ransom strip. The plans show a potential connection here and it's hoped that Wiltshire Council would assist in facilitating a connection at a later date as has happened on other developments. It was noted that the potential connection access is at a useful point in the adjacent development at the play area. Members advised that there was a connection from the adjacent development (Asquith Avenue) through to the existing housing at Lansdown Close.

Members voiced concerns at the secondary vehicular access shown (not the access connecting via a 4th arm to the existing roundabout) and that this should be a roundabout as a T junction would cause traffic issues and likely become the de facto main access point. This was agreed, and noted that it was likely the access point for the first phase of housing to be built and for construction access until the roundabout access constructed. It was agreed that this 2nd access point would be best reserved for emergency access in the future and closed off for non-emergency access after construction completed, this could be closed via a clause in the s106 or a planning condition. Bloor explained that they had not been able to secure a discussion with the highways team at Wiltshire Council as part of pre planning, the Clerk had also tried to engage with the highways planning team to see what their thoughts were for potential improvements to New Road as a single-track road; with no success.

There were two LEAPs (Local Equipped Area of Play) and two LAPs (Local Area of Play) in the plans, with play areas central to the development and in the green corridor. A request was made for the LAPs to have play value and not just soil spoil that is later grassed over. The parish council reiterated its desire to have first refusal on the ownership and future management of the LEAPs (not the LAPs) and would send their specification for play and surfacing, and to ensure that vehicular access for maintenance vehicles was acquired, separate from the management company.

Areas for informal play were also requested, so that not all the landscaped areas were a "wildflower cut" which could prevent kicking a ball for example. A teen shelter also requested. Members were pleased that proposed informal footpaths around the public open space were to be tarmac and not hoggins.

Maria presented the master plan concept with Primary, Core and Green Edge treatments. Members raised a concern that not all dwellings were garden to garden, with some having their gable end up against the boundary with the existing housing at the neighbouring Barratt development.

Members were pleased to hear that the Melksham Design Code and Guidelines, and the settlement character distinctiveness detailed in it, had been referenced in the master plan design. Members liked the front aspect of the proposed development onto Sandridge Common, with the grass verge and trees that aligned with neighbouring development. There was lots of tree and hedgerow planting planned at the Green Edge areas particularly, with a tree-lined avenue in the main Primary area.

Trees would be 3/4m high when planted, and there were advances in Tree Pit designs in recent years to prevent issues in future years with roots raising/cracking pavements and causing trip hazards. Members reiterated the issues experienced elsewhere with trees planted in public space at boundaries of private properties which means a lot of shadowing and maintenance from falling leaves etc and residents therefore often cut down the trees; this is to be avoided. Members also requested that existing hedgerows remain in control of the management company and not within the private boundaries, as these have been removed elsewhere in the past, with no controls to be able to be put in place when within private curtilage.

There was a discussion on the attenuation ponds, and that the parish council feel that barriers/fencing around them should only be when in close vicinity of play areas, where there is a chance a child could run into the attenuation; this was not the case in the current proposals.

The affordable housing to be in a mix of housing with the market value housing, with the parish council request that it is all tenant blind. There are some terraces, but these are short runs.

Parking spaces all meet the Wiltshire Council standard with garages and courtyard parking and visitor spaces with 100% coverage for EV charging for every plot, including the maisonettes.

The development to be gas free, and all electricity heated with air source heat pumps and a healthy amount of PV but not batteries which Bloor felt were still cost prohibitive, which the parish council were disappointed to hear. The new PV design was shown, which is integral to the roof rather than a later addition.

The roads are self-enforcing at 20mph, with raised tables at junctions and clear demarcation for shared space. Build-outs were a possibility on the main spine road.

With regards to the boundary to New Road, members feel that this should not facilitate pedestrian access as this could be a highway issue and instead, the existing hedgerow should be made impenetrable to prevent residents trying to access in the future.

With regards to the planned nursery, this is on land 0.4 hectares as per the Local Plan allocation. There were two options with either the transfer of the land to Wiltshire Council for them to build, or for Bloor to retain and build and they would sell to a child care provider to do. Wiltshire Council were still to express a preference and experience from Bloor on other sites was that they had transferred land to Wiltshire Council in the past and the build still not undertaken to date. Members were keen to ensure that there was plenty of room for separate ingress and egress and parking on the plans, whoever the final provider was, and that the design was not compromised at a later stage because this detail was not looked at now.

With regards to timings, the Full planning application would be submitted in October, with the aim to gain planning permission in Spring/Summer 2025, and start on site in Summer 2026 with a phased construction from 2026-2031. As any potential

permission would contribute to the 5-year housing land supply figure, the members are keen that construction would start as soon as possible, rather than run the risk of it being considered “non deliverable” by developers at Appeal, with Bloor agreeing that they would be happy with a condition that they start on site within one year from signing the s106 agreement.

The parish council asked for a contribution to a proposed community centre east of Melksham, which Bloor suggested was requested by the parish council, but would need to be evidenced, and the parish council to forward their list of requests for planning conditions and s106 mitigation if Wiltshire Council were minded to approve the application.

It was explained that the Wiltshire Council procedure is that applications that are usually automatically called in due to the numbers of dwellings are dealt with via delegated powers if they are an allocation in a Local Plan. The parish council explained that they would therefore most likely still call in the application as otherwise their only visibility of the conditions and draft s106 was after approval, but they could see in the officer report if called in. It was acknowledged that Bloor always feel a committee decision is a risk and that Wiltshire Council incur costs for called in applications. Bloor offered to share with the parish council any draft conditions and s106 mitigation details before decision making.

Matthew at JBP to send the letter to residents that has been recently sent to a wide area to be sent to the Clerk to share with residents via the council's and Neighbourhood Plan social media channels

The Clerk queried with members whether they wished to respond to the public consultation. It was felt that the comments made at the meeting on Thursday 19th September as detailed in the meeting notes above should be submitted to the consultation. It was felt that, in particular, the second access should be temporary and made into an emergency access in the future.

Resolved: The parish council approve the notes as a true record of the meeting and respond to the public consultation with the comments detailed in the notes above.

ii) Date of pre-app meeting arranged with Tor & Co and Martin Grant Homes:

The Clerk advised that the developers have requested that the site be confidential at this stage. The pre app meeting has been scheduled for Tuesday 8th October at 2.30pm.

Meeting closed at 20:21 pm

Chairman, 7th October 2024



Joint Melksham Neighbourhood Plan 2

2020 – 2038

Submission Plan September 2024



MELKSHAM
NEIGHBOURHOOD
PLAN

Overview Information

This Neighbourhood Plan has been prepared by the Joint Melksham Neighbourhood Plan (JMNP) Steering Group. It is the Submission Version of the second edition Neighbourhood Plan which reviews and updates the first edition of the JMNP which was formally 'made' in July 2021.

In October 2023 a pre-submission draft of the updated Joint Melksham Neighbourhood Plan - JMNP2 for short - was shared for the first formal public consultation (Regulation 14 Consultation). A second Regulation 14 Consultation was held in the summer of 2024 to reflect key changes to two policy areas: Allocations of Land for Housing (draft policies 7.1 - 7.5), and Green Wedges (draft policy 19).

Together with its associated documentation this Submission Version of the Joint Melksham Neighbourhood Plan 2 is to be used for this intended purpose only.

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

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

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

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Thanks and acknowledgements to:

All those who have contributed considerable time to shape the content of this plan, in particular Steering Group and Task Group members and Town and Parish staff members, as well as the local people featured in our talking head videos and quoted at the start of each chapter.

Many of the Plan photographs were provided by Linda De Santiz as well as by members of the Plan Steering Group. Front Cover Aerial Photo: Catherine Fallon Operations. Aerial of Sandridge Solar Farm: Foresight Group. Ruth Balnave and Phil McMullen for logo design.

Wiltshire Council Spatial Planning Officer, David Way, who has provided invaluable input and time into the preparation of this Plan.

Locality who administered grant funding and gave advice and support.

Plan Consultants – [Place Studio](#), together with AECOM who were the main providers of technical evidence

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Foreword



The first Joint Melksham Neighbourhood Plan (JMNP) 2020 – 2026 was brought into force on 1st July 2021 when our community gave it the thumbs up, through a positive community referendum result. It is therefore adopted as part of the Development Plan for Wiltshire to be used to guide and decide upon planning applications.

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

To achieve this Melksham Town and Melksham Without Parish Councils, and the Steering Group jointly launched the review of the Neighbourhood Plan to look ahead to 2038. The result is this second edition of the Joint Melksham Neighbourhood Plan (JMNP2). It has been updated and added to in order to make sure it remains up-to-date, forward looking and strong.

This is a bold Plan that goes beyond minimum requirements, with the aim of getting the best possible outcomes from development for our communities as well as providing a legacy for future generations from a plan-led regeneration of brownfield sites.

It tackles the difficult issue of housing shortage and need, by taking a positive and proactive approach to managing future development.

It prioritises the regeneration of both the Cooper Tires and the Old Library site to support the delivery of homes, jobs and town centre vitality. Both of these projects attracted strong community support at the consultation stage.

At Shaw and Whitley, the strategy protects the separate identities of each village and enables the delivery of much needed smaller and more affordable homes.

The Plan even seeks to ensure that development granted at appeal, such as land South of Western Way, delivers on local priorities.

From those members of our community who are part of our Steering Group, to the people who joined our working groups, to those who have responded to our consultations; it's local people who have helped to shape this update.

Our thanks to the many of you who have taken the time, in one way or another, to contribute to this Plan, to make sure it stays bang up-to-date and gives us the strongest possible say in local planning decisions.

David Pafford

Chair of Melksham Neighbourhood Plan Steering Group and Melksham Without Parish Councillor

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1 Introduction



1.1 What is a Neighbourhood Plan?

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

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

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

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

1.1.4 Melksham, local villages and our rural parish is a great place to live. It has a good range of housing choice, a strong economy, good transport connections, an historic town centre, green spaces, the new Campus, beautiful countryside and the River

Avon. Consequently, it is a focus of much housing development. It is therefore vital that our Neighbourhood Plan maximises its powers to plan and manage growth in the context of the Wiltshire Local Plan Review (LPR) which will replace the Wiltshire Core Strategy, with a Local Plan looking ahead to 2038¹.

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

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

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

1. [Wiltshire's Local Plan, the Wiltshire Core Strategy, was adopted in 2015, and therefore must be reviewed.](#)

1.2 Reviewing the JMNP

1.2.1 There is no set time period within which Neighbourhood Plans must be reviewed. But it is imperative that the JMNP is kept up to date and strong beyond the end date of 2026.

1.2.3 The first edition of the JMNP was adopted (or 'made' to use the planning term) in 2021. Due to the early stages of the Local Plan Review at the time, the decision was taken that site allocations for the town should be considered in a review of JMNP1 once the Local Plan Review had progressed further and set out housing requirements. In the Autumn of 2023, the pre-submission draft (Regulation 19) Local Plan, which plans ahead to 2038, was published. It set out a strategy where the majority of new homes and jobs will be provided at Melksham, and included housing requirements for the whole Neighbourhood Plan area. The Local Plan is set to be submitted this Autumn (2024) to the Secretary of State for independent examination.

1.2.4 Though the Wiltshire Local Plan review is still ongoing; it has yet to go through the crucial final stage of examination, it sets the context for looking ahead to 2038 and development in and around Melksham. This reviewed and updated JMNP2 enables our community to continue a 'Plan Led' (rather than developer-led) approach to development and links into the Local Plan review process and the emerging policies of the draft Local Plan. Therefore the Steering Group have continued to work closely with Wiltshire Council in order that the JMNP can look ahead towards 2038 and stay up-to-date.

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

1.2.6 Undertaking the review:

- Gives our community a much stronger and clearer say in what development goes where.
- Saves and updates the first Plan's adopted policies. It will add stronger evidence so that our plan can continue to protect our economy, environment and community life and deliver on its long term aims. No policy areas have been removed.
- Adds new policies to protect our green spaces and valued countryside that have become high priorities since the first Plan.
- Refreshes and strengthens how the Neighbourhood Plan informs and shapes development and conservation in the town, villages and countryside of the Plan Area.



Jargon Alert!

Though we have tried to make this a reader friendly document, planning can be full of unavoidable jargon, so a glossary of key terms is included at the end of the Plan (click for [page 116](#)).

1.3 What changes has JMNP2 Introduced?

1.3.1 Updated Existing Policies:

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

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

- New Policy 7 Allocation of various sites for housing
- New Policy 16 Local Green Spaces - a designation to protect valued green spaces from development.
- New Policy 19 Green Wedges – to protect the countryside that acts to separate our town and villages.

1.3.3 Updated Priority Statements;

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

The updates have been informed by consultation, and are based on evidence and research to inform our approach to sustainable development for the Neighbourhood Plan area.



What is Sustainable Development?

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

(National Planning Policy Framework 2023)

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

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

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

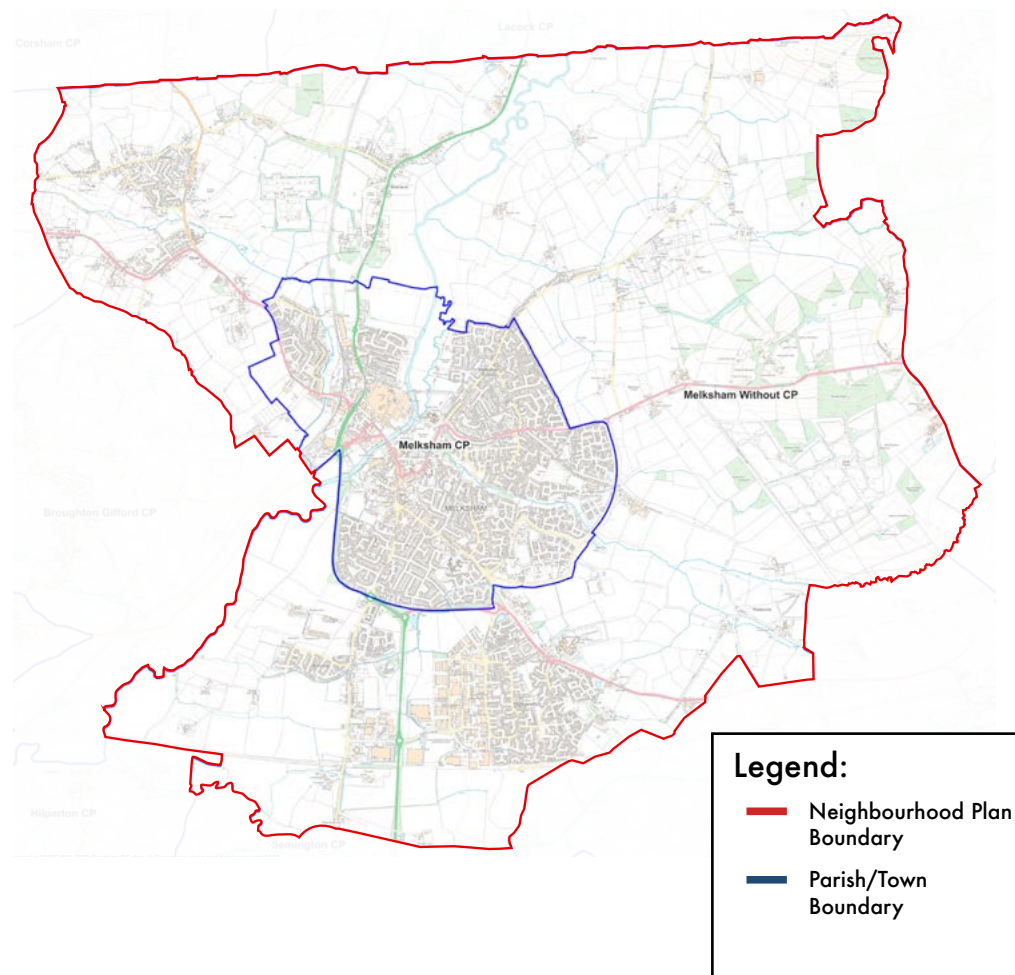
1.4.3 It is an update that will cover the period 2020 – 2038.

1.5 Who has prepared the JMNP2?

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

1.5.2 The process of reviewing JMNP1 and drafting JMNP2 has been driven by a Steering Group of representatives from councillors representing the town and parish, as well as people from the wider community, with support and guidance from Wiltshire Council and consultants.

Figure 1: Joint Melksham Neighbourhood Plan Area



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

1.6.1 Following the positive local referendum community vote for JMNP1, it has been actively used and monitored by the Parish and Town Council, as community representatives, to respond to planning applications. It is used by applicants and importantly by Wiltshire Council (and at times by planning inspectors when deciding on appeals) in reaching planning decisions.

1.6.2 The Steering Group of local representatives have worked hard to make sure this second edition of the JMNP continues to reflect the hopes, and addresses the concerns, of the community of the town and the rural area for the future development of our area.

1.6.3 As with the first Plan, the review and drafting of the JMNP2 has been informed by the community as well as stakeholders such as Wiltshire Council. How this has been undertaken is detailed in the Consultation Statement which can be found on the Plan website (www.melkshamneighbourhoodplan.org).

1.7 Navigating the Plan

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

1.7.2 Planning policies form the main focus of this Plan.

1.7.3 The Planning Policies (page 26 onwards), are in five overall sections, related to our plan objectives. We have colour coded each section with the aim of making it easier to follow:

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

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

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

1.7.6 Priority Statements (pages 113 onwards) are also included to illustrate the commitment of the two Councils to bring their influence to bear on things we can't address in this Plan, but which are important issues to our local community.

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

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

2 Setting the Agenda to 2038



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

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

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

2.1.2 These issues could not be addressed successfully through independent plans. At its simplest, the whole Neighbourhood Plan area operates as a classic market town and catchment. This interdependence is further highlighted by the likelihood of future

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

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

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

2.2 Neighbourhood Plan Review: Updating key issues and Evidence

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

2.2.2 Throughout the spring and summer of 2022, the Neighbourhood Plan Steering Group undertook a series of community and stakeholder communication and consultations to build community input into the priority issues that the updated

second edition of the JMNP should address. This enabled areas of new priority to be raised and focused on updating and adding evidence in the key local issues of:

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

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

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

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



Maps and Evidence Base Reports

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

2.3 Key facts about the Neighbourhood Plan area

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

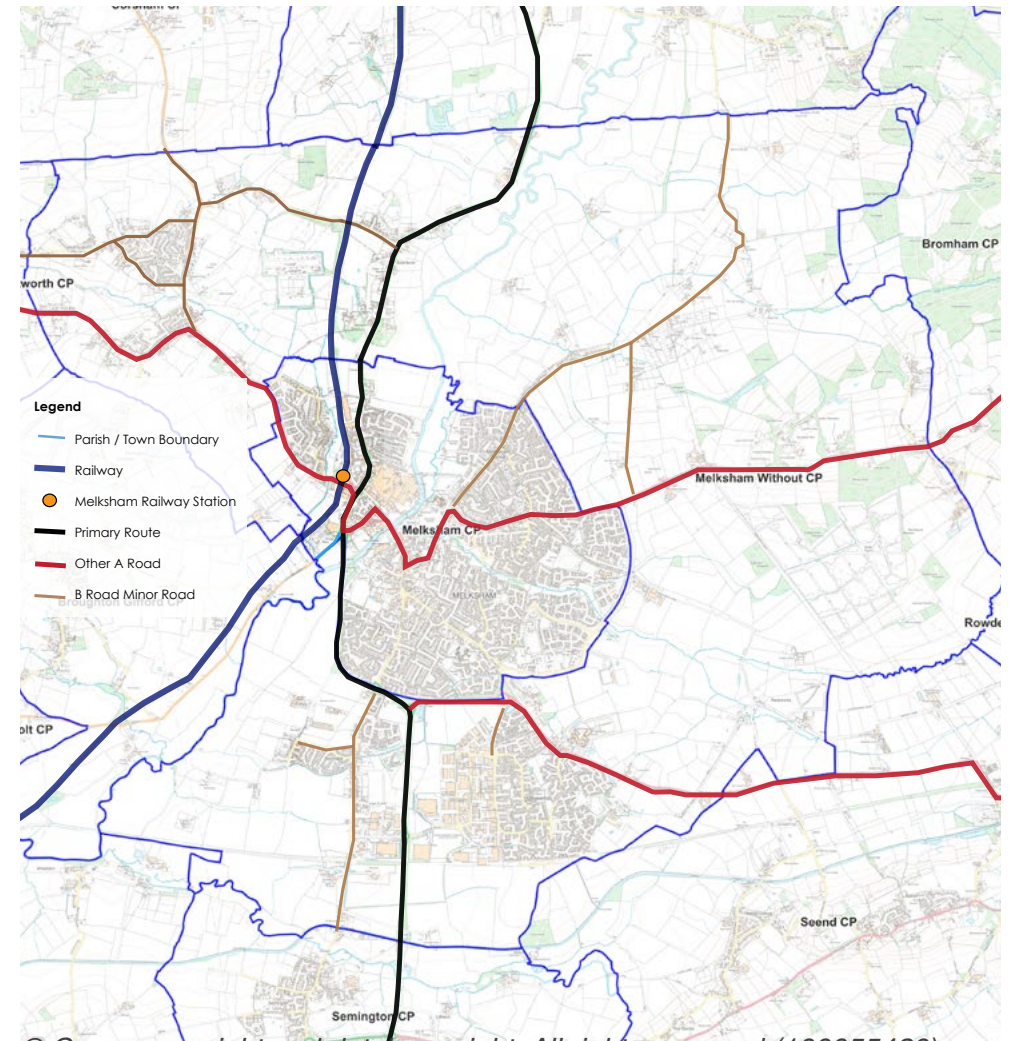
- The total resident population of the Neighbourhood Plan area (Melksham Town and Melksham Without) in 2021 was estimated to be 25,300 an increase of 15.4% since 2011 when the population was 21,907².
- There are lower than national averages of people between the ages of 15-44. The predominant age band was '50 to 54' closely followed by '55-60' which is a little above the national average and our population is ageing³.
- A key local employer (Cooper Tires) closed its factory in December 2023.
- We have a well qualified resident work force. There is a strong specialisation in the Manufacturing sector as its concentration of employment in that sector is considerably higher than the national average.⁴.
- We have a railway station, but public transport generally is limited in the area, and the area around the station is in need of investment and improvement.
- The Neighbourhood Plan area is strategically located between Chippenham and Trowbridge and on the A350 primary route corridor between the M4 and Poole. There is also a proposal for a bypass which will change the demand for services and working practices.

2. [Wiltshire Intelligence Data Sets. Accessed July 2023](#)

3. https://lichfields.uk/media/5115/lichfields-insight-focus_solutions-to-an-age-old-problem-in-the-south-west.pdf

4 [Wiltshire Council Employment Land Review Update 2023](#)

Figure 2: Rail and Key Roads Routes



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2.4 The wider context

2.4.1 The National Planning Policy Framework (NPPF) together with Planning Guidance covers most forms of development and sets out the Government's economic, environmental and social priorities for planning in England. Neighbourhood Plans must have regard to and be in general conformity with principles and policies in the NPPF⁵. Changes to the national context are expected, but not yet confirmed, as a consultation on changes to the NPPF was ongoing at the time of drafting this Plan.

2.4.2 Neighbourhood Plans are also required to be in general conformity with the strategic policies of the Local Plan. In Wiltshire, our current Local Plan is the [Wiltshire Core Strategy](#) (WCS), adopted in 2015. This incorporates Saved policies from former District Local Plans, and also includes the Wiltshire Housing Site Allocations Plan. The Local Plan, together with Neighbourhood Plans, forms the Development Plan for Wiltshire.

2.4.3 The Government requires every Local Plan to be reviewed at least once every five years. The Steering Group have held regular meetings with Wiltshire Council to ensure that the Neighbourhood Plan policies are updated within the changing context of the Local Plan Review. Policies in this second edition of the JMNP however reference the adopted policies of the development plan (Core Strategy) whilst taking into account the emerging Local Plan which will provide necessary and important updates to the Development Plan for Wiltshire, but it is important to note that it has not yet been through the process of independent examination.

2.5 Emerging Local Plan Housing Requirements and Site Allocations

2.5.1 Wiltshire Council's emerging Local Plan sets out how many homes are required looking ahead to 2038. Draft housing site allocations are included in the emerging Local Plan to the north-east and south-east of Melksham. These allocations meet the majority of the housing requirements (and employment requirements) for Melksham. No allocations are made at Shaw or Whitley in the emerging Local Plan.

2.5.2 For the purposes of Neighbourhood Planning, Wiltshire Council are also required to provide housing requirements that reflect the overall strategy for pattern and scale of development. At Melksham the emerging Local Plan suggests a requirement of around 200 dwellings. In planning terms, the villages of Shaw and Whitley are considered together as a 'large village' which is subject to a separate housing requirement of around 70. Together the overall housing requirement figure for the JMNP plan area is therefore approximately 270⁶.

5. National Planning Policy Framework, last updated December 2023, para 60

6. [Wiltshire Local Plan. Planning for Melksham. September 2023](#)

2.6 The approach to the Neighbourhood Plan

2.6.1 Working in partnership with Wiltshire Council, and taking into account the emerging Local Plan has been essential in the formulation of the updated JMNP2.

2.6.2 Although housing requirement figures for neighbourhood plan areas are not binding, neighbourhood planning bodies are encouraged by the government to plan to meet their housing requirement, and where possible to exceed it as *“a sustainable choice of sites to accommodate housing will provide flexibility if circumstances change, and allows plans to remain up to date over a longer time scale”*⁷. The Steering Group therefore felt it important to review potential development sites in the Plan area with a particular focus on what community benefit development could offer. Landowners submitted potential land for development, and more than 100 sites have been subject to initial independent assessments, some emerging as potentially suitable and some as unsuitable (see the Housing Evidence Base Report available on the Neighbourhood Plan website). All this information has given us an informed evidence base from which to make an informed and proactive approach to development in our Neighbourhood Plan area.

2.6.3 The Neighbourhood Plan is aiming to meet many of the required housing numbers through brownfield allocation. For more detail on the approach to housing allocation, [turn to page 46](#).

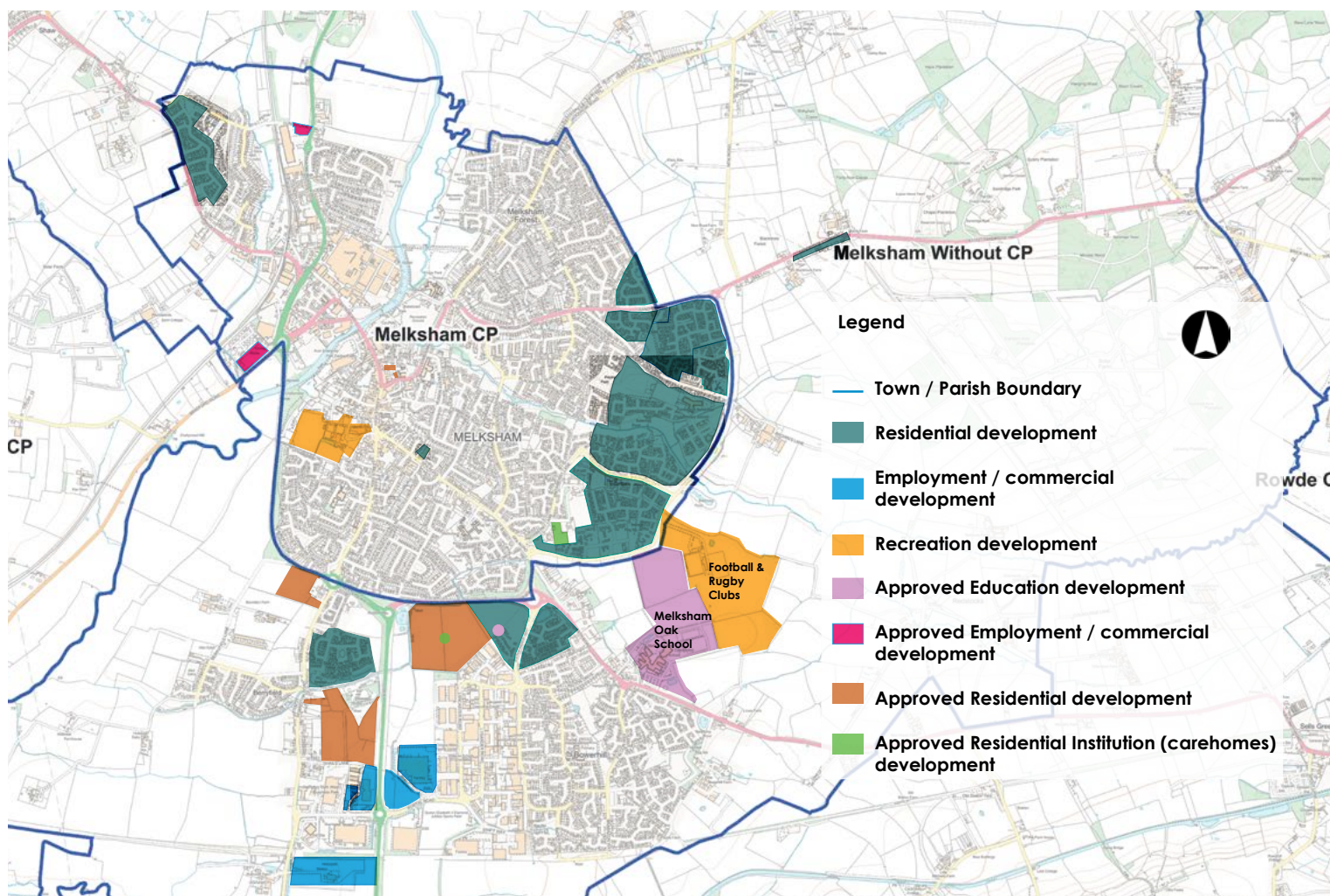
7. [Planning Practice Guidance: Neighbourhood Planning. Latest update March 2020 Paras 103 - 104](#)

Figure 3: Neighbourhood Plan Area Settlements and Neighbourhoods



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Figure 4: Major planning permissions granted during the current Wiltshire Core Strategy (Adopted 2015) period (at August 2024)



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2.7 Melksham Town Introduction

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

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

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

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

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

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

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

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

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



Church Walk, Melksham



Blenheim Park Bowerhill



War Memorial



Christ Church Shaw



Methodist Church Whitley



Berryfield



St Barnabas Church, Beanacre



Melksham Town Hall

2.8 Melksham Without Introduction

2.8.1 Melksham Without Parish was created under the Local Government Act of 1894, which divided the ancient parish of Melksham into Melksham Within (the town or urban district council area) and the rural Melksham Without. Parts of Melksham Without, adjacent to the town, were subsequently transferred to Melksham Within in 1895, 1914 and 1934, in the 1960s, 1991, 2017 and 2021.

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

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

2.8.4 Medieval Shaw was a small community centred on its manor house and the chapel here seems to have had more to do with the barony of Castle Combe than local needs. The settlement remained small and rural but by the 17th century there were a reasonable number of houses. The population grew during the 19th century and a church and school were provided.

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

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

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

2.9 Sustainable Development and Climate Change

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

2.9.2 Recent reports⁸ illustrate how urgent it is that action is taken. Extreme weather events have been seen around the world, and now there is incontrovertible evidence that human activity has raised and continues to raise the risk of extreme weather.

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

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

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

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

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

2.9.8 The Parish Council also encourage, where appropriate, the planting of trees to combat climate change and help reduce CO₂ in the atmosphere, by signing up to the Tree Charter (www.treecharter.uk). They have also worked with volunteers to plant hundreds of trees supplied by the Woodland Trust. The community in Shaw and Whitley have planted their own trees too. The Town Council have regularly organised community tree planting schemes where residents of Melksham can obtain free trees for planting in their gardens. In November 2023 more tree planting took place.

8. [*IPCC, 2018: Summary for Policymakers. In: Global Warming of 1.5°C. An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels*](#)

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

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

- Promoting green, environmentally sustainable building standards – **Policy 1: Sustainable Design and Construction**
- Supporting the installation of electric (or other ultra-low emission) vehicle charging points – **Policy 4: Ultra Low Emission Vehicles**
- Supporting a vibrant town centre so that people can shop locally – **Policy 9: Town Centre**
- Supporting local employment opportunities to reduce the need for out-commuting – **Policy 10 Employment Sites**

- Giving proper consideration to routes for buses, cyclists, footpaths and green/blue infrastructure in our housing developments – **Policy 11: Sustainable Transport and Active Travel**
- Protecting or promoting a network of biodiverse green spaces and green corridors, conserving established trees and hedgerows – **Policy 12: Green and Blue Infrastructure** and **Policy 16: Trees and Hedgerows. This also links into the issue of flood risk in our area and Policy 3: Flood Risk and Natural Flood Management** which highlights the importance of a holistically planned Green and Blue Infrastructure in conjunction with the flood risk assessment / drainage strategy in order to manage surface water runoff across a site.



3 The Vision and Objectives



3.1 The Vision

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

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

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

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

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

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

3.2 Objectives

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

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

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

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

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

Great places for shopping, working and getting around through:

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

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

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

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

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



Riverside Walk

4 Planning Policies

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

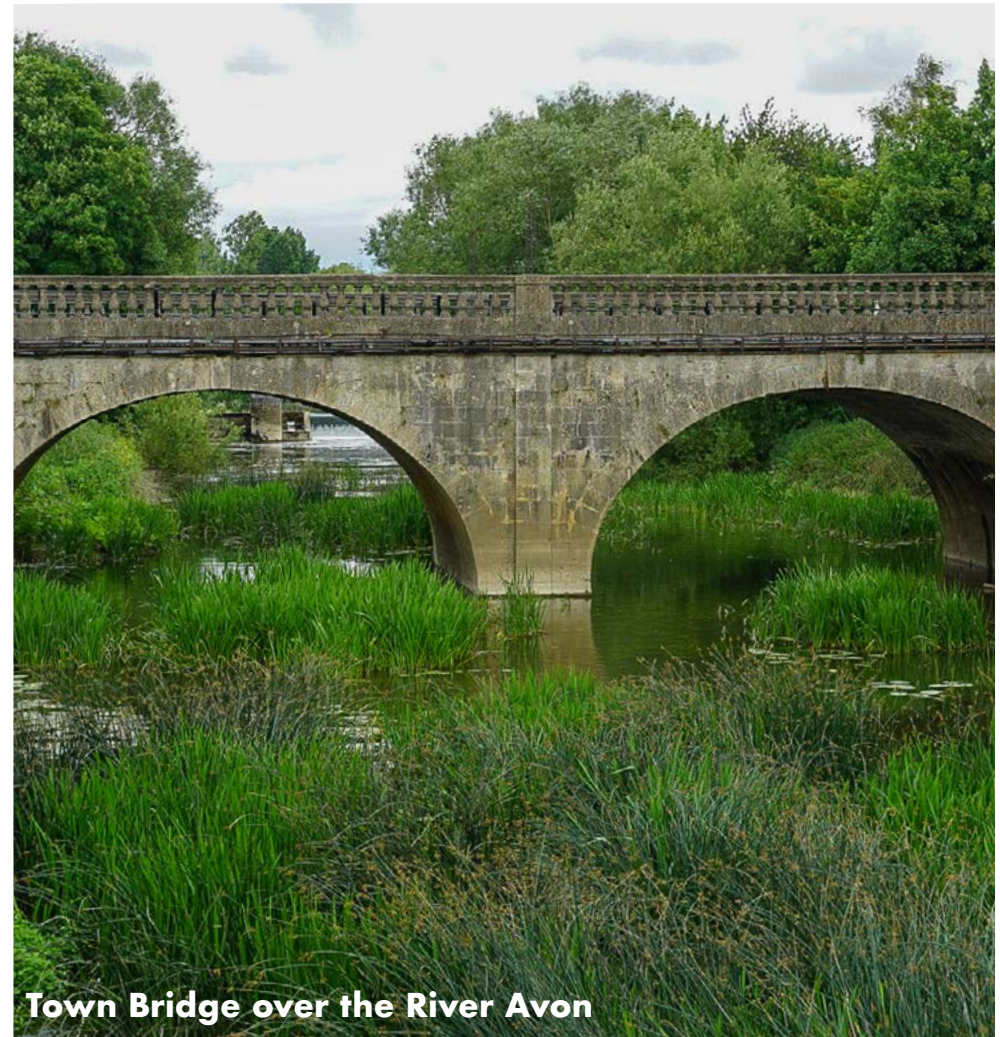
For each policy there are one or more objectives, then the policy itself in coloured boxes, and then the key reasons behind the policy.



What is a Planning Policy?

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

[\(Planning Practice Guidance: Neighbourhood Planning. Latest update March 2020\)](#)



Town Bridge over the River Avon

4.1 Index of Policies

Sustainable development and climate change

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

Housing and infrastructure needs

- Policy 5: Pre-application Community Engagement
- Policy 6: Housing in Defined Settlements
- Policy 7.1: Land at Cooper Tires
- Policy 7.2: Land at the Former Melksham Library Site
- Policy 7.3: Land South of Western Way, Bowerhill
- Policy 7.4: Land at Whitley Farm, Whitley
- Policy 7.5: Land at Middle Farm, Whitley
- Policy 8: Infrastructure Phasing and Priorities

Shopping, working and getting around

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

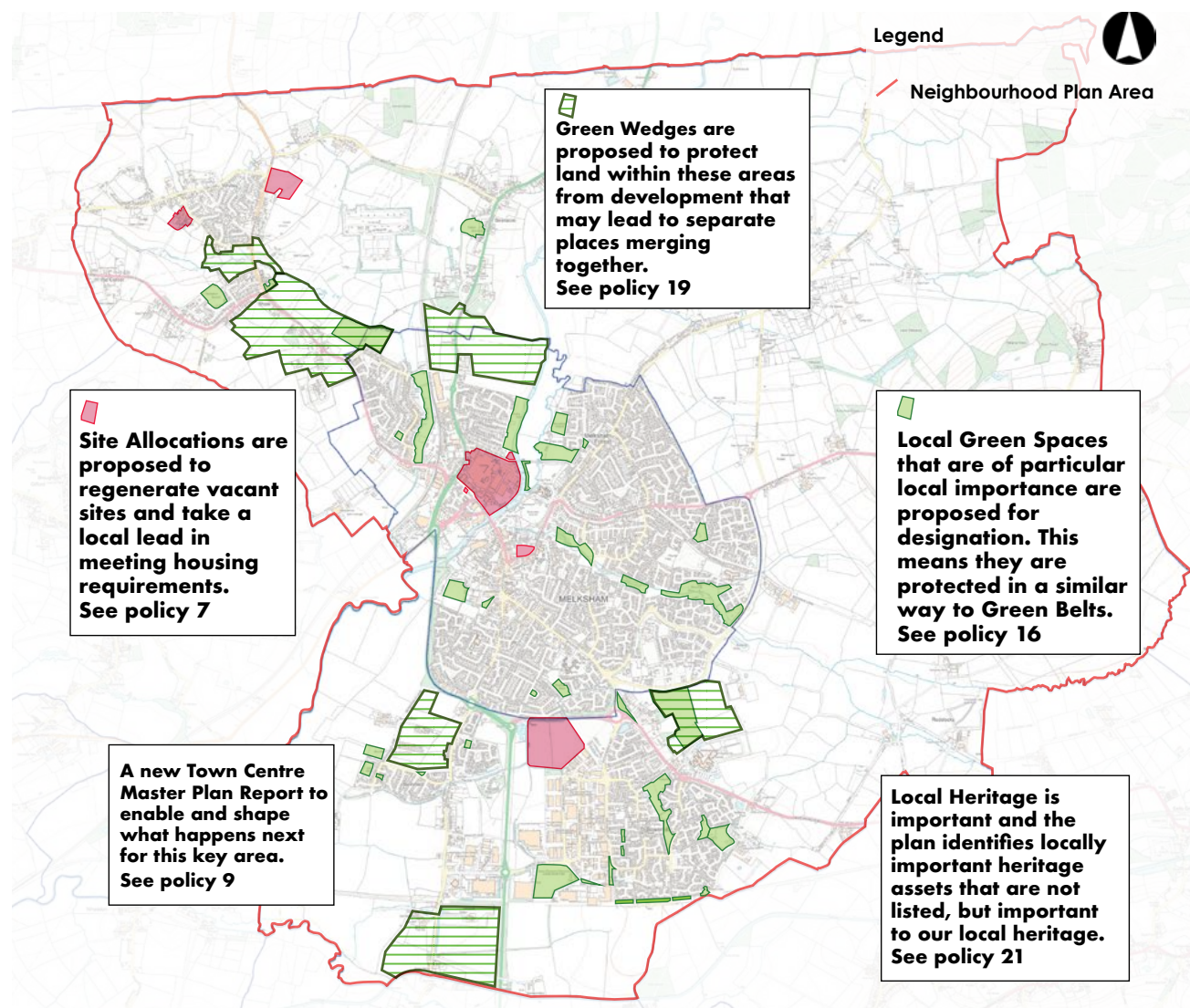
Community well-being and nature

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

Built and natural environment

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

Figure 5: Strategy Overview



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Sustainable Development and Climate Change



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

Policies in this section:

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

Sustainable Design and Construction

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

Policy 1: Sustainable Design and Construction

Within the constraints of scale and viability, proposals are expected to demonstrate how the impacts of climate change are mitigated and adapted to. This includes:

- a. **Submission of a Sustainable Energy Strategy for all new development schemes (of all scales) to demonstrate how carbon emissions are minimised, with the target of zero carbon in operation (regulated and unregulated energy). This should demonstrate whether a development will achieve an annual operational net zero carbon emissions balance, by modelling each building's estimated regulated energy consumption and the site's overall renewable energy (electricity and heat) generation. Major development proposals for all new residential buildings should target the following Key Performance Indicators:**
 1. space heating demand of less than 30KWh/m²/year;
 2. total energy consumption less than 40kWh/m²/year;
 3. provision of enough renewable energy output to match the total energy use.
- b. **Embedding the Energy Hierarchy within the design of buildings by prioritising fabric first, orientation, design and landscaping, in order to minimise energy demand for heating, lighting and cooling, as well as maximising renewable energy generation. All proposals should deliver opportunities to improve space heating and energy consumption by considering a range of low-carbon and renewable technologies;**
- c. **Demonstrating good connections to existing services and facilities, and/or a mix of uses that minimises the need to travel by private vehicle;**
- d. **Sequester carbon and provide other benefits such as shade;**
- e. **Use of appropriate sustainability assessment tools, such as the Building Research Establishment's Environmental Assessment Method (BREEAM), Home Quality Mark for residential development and/or CEEQUAL (or equivalents) for infrastructure development. All major development should set out how embodied carbon associated with the development has been considered and will be minimised.**
- f. **Non-residential development that achieves BREEAM 'Excellent' certification or equivalent certification;**
- g. **The retention of existing buildings where possible, together with retrofitting measures to improve the energy performance of existing buildings (where planning permission is required).**

The reason for the policy

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

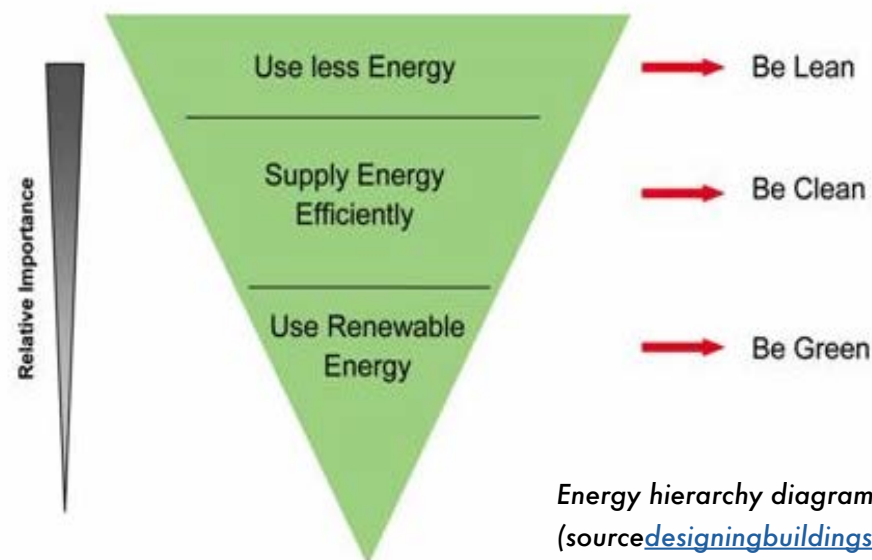
4.2.2 Since our first Plan, the context for the policy has quickly changed. Published in early 2022, the [Wiltshire 2022-2027 Climate Strategy](#) sets out the next five years of the council's journey to becoming a carbon neutral county, contributing towards the legally binding target of net zero carbon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

4.2.3 Whilst the policy is ambitious, it has been written to 'support' development that complies and will need to be applied flexibly to decisions on planning applications where the applicant can demonstrate that meeting the higher standards is not technically feasible. This reflects the requirements of the Written Ministerial Statement on Local Energy Efficiency Standards⁹ that sets out that

9. [Planning - Local Energy Efficiency Standards Update 13th December 2023](#)

policies should generally not apply energy efficiency standards that go beyond current or planned building regulations.

4.2.4 The energy hierarchy is a core principle for this policy which means improving building materials, energy efficiency and minimising space heating requirements, before installing renewable energy and then offsetting residual energy if required. It continues to acknowledge the importance of a holistic approach to meeting the urgent aim of lowering carbon emissions. It is recognised that a range of factors in the built environment needs to be considered, including how we design and lay out places that incorporate nature and making it easier to get around without the car.



Energy hierarchy diagram
(source [designingbuildings.co.uk](#))

4.2.5 [The Net-Zero Toolkit](#)¹⁰ has been created to make Net Zero carbon new build and retrofit more accessible. It has been created for building professionals (developers, contractors, architects and engineers) and is also relevant to self-builders, planning officers and other housing professionals. The guide recommends operational targets for new homes and retrofitting existing homes, which are consistent with the [LEI Climate Emergency Design Guide](#). It outlines that energy use targets for space heating, and total energy consumption are more transparent and robust than carbon reduction targets and are the best way to ensure zero carbon is delivered in practice.

4.2.6 In their report, '[UK Housing: Fit for the Future?](#)' the [Committee on Climate Change \(CCC\)](#) warns: "We will not meet our targets for emissions reduction without near complete decarbonisation of the housing stock. Energy use in homes accounts for about 14% of UK greenhouse gas emissions. These emissions need to fall by at least 24% by 2030 from 1990 levels, but are currently off track... The technology exists to deliver homes that are low-carbon, energy efficient and climate-resilient... The costs are not prohibitive, and getting design right from the outset is vastly cheaper and more feasible than having to retrofit later." The Net Zero Toolkit indicates that a net zero home can be delivered for a cost increase of 2-6% over Part L Building Regulations 2021.

10. Levitt Bernstein, Elementa, Passivhaus Trust and Etude commissioned by West Oxfordshire, Cotswold and Forest of Dean District Councils, funded by the LGA Housing Advisers Programme 2021

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

4.2.8 This policy also relates to existing buildings which may be retrofitted to improve energy efficiency. For heritage assets, established best practice in the form of technical guidance including climate change adaptation, retrofit and energy efficiency advice is offered by Historic England¹¹.

11. [Adapting Historic Buildings for Energy and Carbon Efficiency Advice Note 18 from Historic England was published in July 2024](#)



What is 'major development'

Major development includes applications that involve:

- the provision of 10 dwellings or more
- a floorspace of over 1,000sqm



Towards Net Zero

The government set a legally binding target to reduce the UK's greenhouse gas emissions by 100% by 2050, compared with 1990 levels. This is known as the 'net zero target'.

Linked to this, there has been an increase in Local and Neighbourhood Plans incorporating ambitious and pioneering policies which introduce operational energy targets for new buildings to demonstrate net zero carbon development. Research for this policy has included review of Local Planning Authority approaches, notably the [Cornwall Council Climate Emergency DPD](#) and the accompanying viability assessment, which set out the need for some flexibility in policy requirements for energy use targets as identified in the Net Zero Toolkit.

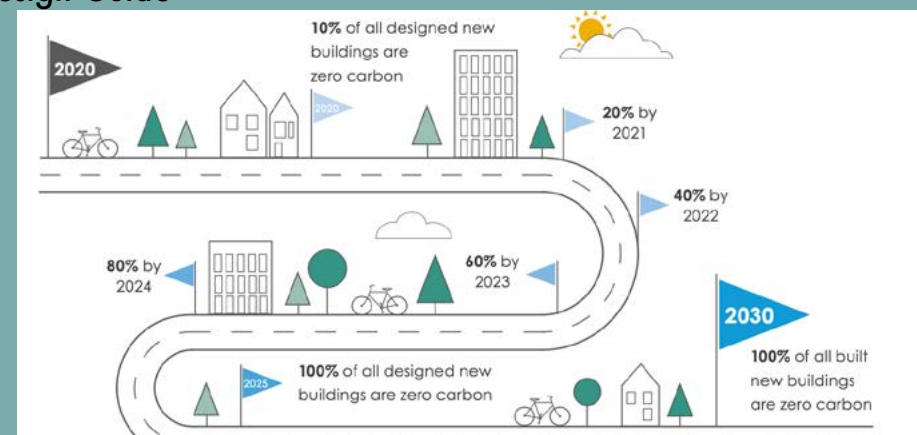
Wiltshire Council also include a policy on Sustainable Construction and Low Carbon Energy (policy 85) in the emerging Local Plan, which also proposes to the use of operational targets. The policy sets out an expectation that new dwellings will demonstrate the following operational standards:

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

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

- The [Home Quality Mark](#) (HQM) helps house builders to demonstrate the high quality of their homes. It gives householders the confidence that the new homes are well designed and built, and cost effective to run.
- [BREEAM](#) (Building Research Establishment Environmental Assessment Method) is a sustainability assessment method that is used to masterplan projects, infrastructure and buildings.
- Other standards include [Passivhaus](#) or [AECB Building Standard](#) and will also be supported. Passivhaus buildings provide a high level of occupant comfort while using very little energy for heating and cooling.

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



Local Renewable and Low Carbon Energy

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

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

Policy 2: Local Renewable and Low Carbon Energy and Associated Infrastructure

1. Proposals for renewable energy, low carbon energy generation projects/developments, and associated infrastructure, including Battery Energy Storage Systems (BESS), will be supported where it can be demonstrated that:

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

e. the proposal, when taking into consideration other renewable and low carbon energy developments and associated infrastructure in the area, will not result in an unacceptable cumulative impact.

2. Schemes where there are direct benefits to the local community such as energy supplied directly, or financial benefits will be supported. Proposals for community energy generation projects, where there is full or partial ownership and/or control by a local community, subject to other conditions in this policy, will be strongly supported.

3. Subject to the above conditions, schemes where the energy produced can be used on or near the generation site/where energy storage is incorporated will be supported.

4. Proposals that harness buildings and structures, or are located on brownfield, should be optimised as a preference to use of greenfields for renewable energy generation or associated infrastructure where possible.

The reason for the policy

4.3.1 Renewables, such as wind and solar power, are important ways to achieve the legally binding net zero target. Linked to this is the associated infrastructure; the government has said a decarbonised power system, that relies on the weather to generate electricity, will need to be supported by technologies that can respond to fluctuations in supply and demand, including energy storage.¹²

4.3.2 As part of moving towards the net zero target in a changing climate, this Plan supports generation of zero or low carbon energy, particularly where it enables communities to take a more active role in, and get direct benefit from, the production of renewable and low carbon local energy. However, it is vital that views of our communities and impacts on our landscape, biodiversity and heritage are taken into account when considering any proposals for renewable, or low carbon energy generation and associated infrastructure. Not just for any individual proposal, but the cumulative impact must also be taken into account.

4.3.3 The policy refers to protection of local amenity and safety. This includes issues such as noise from Battery energy storage systems, and glare/glint from solar panels which can be a problem experienced locally.

12. [Research Briefing Battery energy storage systems April 2024](#)

13. [Planning Practice Guidance, Renewable and low carbon energy, last updated August 2023, para 32](#)

Community Energy generation in Wiltshire

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



Renewable and Low Carbon Energy

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

The government's planning practice guidance notes the potential benefits of BESSs "to use energy more flexibly and de-carbonise our energy system cost-effectively".¹³

Flood Risk and Natural Flood Management

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

Policy 3: Flood Risk and Natural Flood Management

- 1. Natural flood management works to conserve and enhance the ecological flood storage value of the water environment, including watercourse corridors and catchments, are supported. Where development proposals are in areas with known flooding issues, they should include appropriate mitigation and construction methods, including where appropriate, contributions towards wider catchment projects.**
- 2. All development should demonstrate how flood risk is mitigated. This should include measures to reduce the amount of rainwater run-off (in line with the surface water discharge hierarchy) and incorporate Sustainable Drainage Systems (SuDs), where appropriate as part of the Natural Flood Management approach and wider Green and Blue Infrastructure networking.**
- 3. Where required, flood risk and ground water assessments should be undertaken and surface water drainage strategy must be developed and delivered. The drainage strategy must ensure that flood risk is addressed to 1 in 100 year storm event plus climate change in line with Environment Agency Guidance.**
- 4. This is particularly relevant to the South Brook catchment area which has been identified as a priority flood risk area due to surface water flooding.**

The reason for the policy

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

4.4.2 One of the major impacts of a changing climate is an increased risk of flooding and this is a significant issue for parts of the north west and south east of Melksham. The UK Met Office predicts that in a business-as-usual scenario, Britain could experience a decrease in summer rainfall by up to 47%, and up to 35% more rain in winter by 2070. This flood risk is exacerbated by the many drainage streams from the north of Whitley that outfeed in the First Lane area. The UK's winter floods of 2013-14 severely affected parts of the Plan area. There were also two additional incidents of 1 in 150 year storms, in August 2012 and September 2014. Since 2014 there have been further flooding incidents, including in January 2023 and 2024. A local response to the issue of flooding is to recruit and train local residents as flood wardens for ongoing monitoring and immediate response.

4.4.3 Any development has the potential to worsen surface water flooding. Paragraph 167 of the NPPF, sets out that new development should make use of opportunities to reduce the causes and impacts of flooding, where appropriate through the use of natural flood management techniques

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

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

4.4.6 The [Melksham Design Guidelines and Codes](#) document which has been prepared as part of this updated Plan, includes a section which addresses water management (DC03.11), which sets out the importance of Sustainable Drainage Systems (SuDS), and

includes a number of ‘overarching principles’ that could be applied in development to mitigate against the important issue of flood risk – right across our communities and especially in the areas with known surface water flooding issues. An important point to note is that Green and Blue Infrastructure should be holistically planned in conjunction with the flood risk assessment / drainage strategy in order to manage surface water runoff and implement high-quality Blue/Green SuDS solutions on site, and, where necessary, beyond.



South Brook

The South Brook catchment area has been identified as a priority flood risk area by both the Environment Agency and Wiltshire Council. Bristol Avon Rivers Trust (BART) have been working in the [South Brook catchment area for the delivery of the Natural Flood Management \(NFM\) works](#).

“The catchment of the Southbrook is “flashy” – it rises very rapidly in response to rainfall. As recently as February 2022, this flood saw the Southbrook reach a record level – 1.71m. Anything that increases the flashiness of the catchment is highly undesirable. Any hardening of surfaces will be noticeable at the measuring station at Shaw School...and will significantly increase flood risk downstream (as well as within the villages)”
The Shaw and Whitley Community Emergency Group

Ultra Low Emission Vehicle Charging

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

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

Policy 4: Ultra Low Emission Vehicle Charging

Technology for charging low emission vehicles, such as electric vehicle infrastructure, will be required for all development proposals in accordance with national or Wiltshire Council standards as relevant.

Support shall be given to proposals where the layout and parking arrangements are designed to provide charging for low emission vehicles (such as an electric vehicle charging point) regardless of the size or tenure of the home; and the developer commits to a planning condition requiring a provision to every dwelling prior to its first occupation where possible.

Insofar as planning permission is required, on existing streets (e.g. on-street facilities integrated with street lamps will be supported subject to detailed considerations such as heritage implications.

The reason for the policy

4.5.1 The need to drive private vehicles enables people to carry out their everyday business. However, facilitating the transition to low, or zero emission vehicles is key to lowering our carbon emissions, so increases in the availability of charging technology are welcomed and reflects a national drive towards Ultra Low Emission Vehicles¹⁴.

4.5.2 Electric vehicle infrastructure in new development is required to be implemented in accordance with relevant national and local guidance. In support of Part S of Schedule 1 to the Building Regulations 2010, the government has published '[Infrastructure for the Charging of Electric Vehicles – Approved Document S \(2021 Edition\)](#)'.

4.5.3 It is important that all new homes, regardless of tenure etc, enable people to safely and conveniently access ultra-low energy vehicle (EV) infrastructure. The Melksham Design Guidelines and Codes (2023) includes a checklist that includes consideration of how charging points are integrated into proposals.

4.5.4 Hydrogen fuel cell electric vehicles are also considered to

14. [Department for Transport, 2018: The Road to Zero Next steps towards cleaner roads transport and delivering our Industrial Strategy](#)

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

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



Ultra Low Emission Vehicles

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

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

Source: [Vehicle Certification Agency](#)

4.5.6 Improvements to the Melksham railway station ([see page 79 for more detail](#)) since the first edition of our Plan have provided some initial electric car charging points in the car park. Plans to increase the provision to six charging points as the demand increases have been developed and are supported by the two councils. This both encourages electric car use, and use of the train, typically when commuting or shopping.



Housing and Infrastructure



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

Policies in this section:

- Policy 5: Pre-application Community Engagement
- Policy 6: Housing in Defined Settlements
- Policy 7.1: Land at Cooper Tires
- Policy 7.2: Land at the Former Melksham Library Site
- Policy 7.3: Land South of Western Way, Bowerhill
- Policy 7.4: Land at Whitley Farm, Whitley
- Policy 7.5: Land at Middle Farm, Whitley
- Policy 8: Infrastructure Phasing and Priorities

Community Engagement

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

Policy 5: Community Engagement

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

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

The reason for the policy

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

4.6.2 The importance and benefit of community engagement is strongly endorsed in national planning policy and guidance as key to shaping high quality places to live. The National Planning Policy Framework stresses that *“Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community”*.¹⁵

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

15. National Planning Policy Framework, 2023. para 39

engagement with the community should be looked on more favourably than those that cannot.”¹⁶

4.6.4 The Planning Practice Guidance Note on Design¹⁷ emphasises the importance of community engagement:

“Engagement activities offer an opportunity to work collaboratively with communities to shape better places for local people....It is important that local planning authorities or applicants demonstrate how all views are listened to and considered”.

4.6.5 The above policy and the Community Engagement Protocol (see Appendix 1, [page 120](#)) are intended to facilitate a structured approach to enable effective involvement of the local community in outline and full planning applications addressing all aspects of a proposal, from design and layout to issues on climate change and energy generation.

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



16. National Planning Policy Framework, 2023. para 137

17. [Planning Practice Guidance, Design: Process and tools](#) last update Oct 19

Housing Development

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

Policy 6: Housing at Defined Settlements

1. Proposals for sustainable housing accommodated through development and redevelopment opportunities within existing settlement boundaries of the Plan area will be supported.

2. Housing outside settlement boundaries will be managed in accordance with the adopted Development Plan (Neighbourhood Plan and Local Plan) or allocated for development in this Plan or the adopted Wiltshire Local Plan, and will also be expected to meet evidenced local housing need.

3. New housing will be supported where proposals demonstrate how housing types and tenures have responded positively to meeting local needs, informed by the Melksham Neighbourhood Plan Area Housing Needs Assessment (2023), the Wiltshire Local Housing Needs Assessment, or new evidence of local housing need that has been validated by the local planning authority, and endorsed by the Town and Parish Council. Particular attention should be demonstrated for:

- a. delivering rented and owner-occupied homes in a tenure-blind mix, design and layout;
- b. increasing the supply of affordable homes in conformity with adopted Wiltshire Council affordable housing policy;
- c. addressing particular local issues of affordability and demand for affordable homes for first time buyers and local households on below average incomes. Linked to this, providing First Homes housing through developer contribution at up to a 40% discount of the open market value to address local issues of affordability;
- d. at Melksham and Bowerhill, prioritising the delivery of a balanced mix of two, three and four bedroom dwellings, which should include bungalows;
- e. at Shaw and Whitley, increasing the proportion of two and three bedroom dwellings, to address a shortfall in their availability; and,
- f. meeting the needs of an increasing local population of older people and those living with disabilities. Housing that meets part M4(2) of the Building Regulations, Category 2: accessible and adaptable dwellings will be supported. Proposals for age restricted housing and extra-care communities will be supported only in the most sustainable locations where they are closely linked to local services and public transport.

The reason for the policy

4.7.1 The Wiltshire Core Strategy (and emerging Local Plan) Policy 1 (Settlement Strategy) classifies and establishes settlement boundaries. 'Settlement boundaries' generally delineate the extent of urban areas typically reflecting what has been built. Development within boundaries is generally supported. Development outside settlement boundaries is more controlled in the interests of balancing social, economic and environmental needs. Wiltshire Council may amend boundaries during the Plan period, as development takes place and allocations are built out on the edge of settlements.

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

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

4.7.4 Melksham neighbourhood plan area Housing Needs



Settlement Boundaries

A settlement boundary is a line that is drawn on a plan around a town or village, which reflects its built area. In general, there is a presumption in favour of development within the settlement boundary. Any land and buildings outside of the boundary line are usually considered to be open countryside where development would be regulated with stricter planning policies.

Wiltshire Core Strategy Policies 1 and 15 define the settlements of the Plan area as:

Market Towns: Melksham and Bowerhill village

Large Villages: Shaw and Whitley

Small Villages: Beanacre and Berryfield (no settlement boundaries)

Assessment¹⁸ has provided updated independent evidence of the specific needs for market and affordable housing at Melksham and at Shaw and Whitley.

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

18. [Melksham Housing Needs Assessment, Aecom 2023 for the JMNP2](#)

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

4.7.7 The Housing Needs Assessment suggested that at Melksham, future housing delivery should focus on the delivery 2-bedroom, 3-bedroom, 4-bedroom dwellings, but at Shaw and Whitley the emphasis should be to provide smaller homes to re-balance the opportunities. This mix may require some adjustment for the sub-areas based on the existing dwelling mixes and populations in these areas, which may include 1 bed homes.

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

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

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

4.7.10 It's important to note that affordable housing requirements may vary on a site-by-site basis taking into account updated evidence of need, or local factors including the viability and cost of delivering development associated with abnormal costs such as demolition, ground remediation etc will impact on the number of affordable homes.



First Homes

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

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

Allocations of Land for Housing

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

Background and reason for the allocation policies

4.8.1 Site allocations:

At Melksham and Bowerhill

- 7.1 - Land at Cooper Tires
- 7.2 - Land at the Former Melksham Library, Lowbourne House and Car Park
- 7.3 - Land South of Western Way, Bowerhill

At Whitley

- 7.4 - Land at Whitley Farm, Whitley
- 7.5 - Land at Middle Farm, Whitley

4.8.2 As set out earlier in this Plan, sites allocated for housing through Neighbourhood Plans contribute towards meeting housing requirements and local needs, as well as delivering a sustainable approach to plan-led development with the overall objective being to secure the best possible outcomes from development for our communities.

Site Assessment and Selection

4.8.3 Combining the information on available sites from the [Wiltshire Council Strategic Housing and Economic Land Availability Assessment \(SHELAA\)](#) and responses to a local “call for sites” undertaken by JMNP2 created a long list of 109 potential site options. These were independently assessed¹⁹ by consultant AECOM employing a robust, logical two stage methodology based on the Government’s National Planning Practice Guidance (PPG) and the Locality Site Assessment Toolkit. This produced a list of 35 brownfield and greenfield sites at Melksham, Shaw and Whitley, Beanacre and Berryfield that they considered ‘potentially suitable and feasible’ for possible allocation in the JMNP2.

4.8.4 The site selection process also included dialogue with landowners; had regard to locally specific circumstances; and considered how each site was capable of addressing the housing requirements and the Neighbourhood Plan objectives. In addition, JMNP2 site selections had to avoid conflict or duplication with greenfield sites being proposed for allocation by the emerging Wiltshire Local Plan.

19. [Site Options and Assessment Report, Aecom 2023 for the JMNP2](#)



Finding the right sites for the JMNP2

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

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

Every available site was subject to an initial independent assessment of suitability and deliverability to produce a short-list of sites potentially worthy of further consideration. Sites have also been reviewed to consider how well they can achieve the JMNP objectives and meet community needs.

The local community, stakeholders and site promoters have considered the principle of JMNP sites allocation and proposed sites through initial informal and two formal stages of pre-submission consultation.

Melksham Brownfield Site Allocations (Policies 7.1 and 7.2)

4.8.5 Wiltshire Council, together with Melksham Town Council and Melksham Without Parish Council, have agreed a collaborative approach to coordinate Local Plan strategic allocation of greenfield sites with the sustainable brownfield-led approach to site allocations in the town by JMNP2.

4.8.6 Community engagement undertaken to shape the Melksham Town Centre Masterplan Report²⁰ identified strong support for the regeneration of both the Cooper Tires site and the former library site. Assessment of greenfield and brownfield-led site allocation options through Strategic Environmental Assessment of the potential allocations confirmed that JMNP2 brownfield sites represent the most sustainable and deliverable approach. NPPF Paragraph 124(c) states policy should “...give substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs, and support appropriate opportunities to remediate despoiled, degraded, derelict, contaminated ...land”.

20. [Melksham Town Centre Masterplan Report, Aecom 2023 for the JMNP2](#)

4.8.7 Both sites are available and capable of contributing to meeting the JMNP2 housing allocation requirement, although each present significant challenges to deliverability. Owners of both sites have provided evidence to support the feasibility of regeneration and confirmed active progress towards implementation of site development within the JMNP2 period.

Land at Western Way, Bowerhill (Policy 7.3)

4.8.8 In December 2023, outline planning permission was granted on appeal²¹ for the development of 210 dwellings and a 70 bed care home (equivalent to 38 dwellings) on land south of Western Way. The initial Regulation 14 pre-submission draft of JMNP2 did not propose allocation of the site, which was instead proposed as a Green Wedge between Melksham and Bowerhill as part of Policy 19 in JMNP2. The planning consent however has established the principle and amount of residential development and has removed the ability of JMNP2 to designate the land as a Green Wedge. JMNP2 must address these impacts. This allocation policy 7.3 (Land South of Western Way) adopts a positive approach to these new circumstances. It takes account of consented housing numbers, coordinates the site development with the future surrounding context and establishes policy criteria that will help secure JMNP2 objectives through the detailed design and housing mix.

Allocations at Shaw and Whitley (Policy 7.4 and Policy 7.5)

4.8.9 At Shaw and Whitley, JMNP2 is continuing to take the lead in planning for local housing needs and allocates for approximately 55 dwellings (15 fewer than the emerging Local Plan housing requirement). This approach that takes account of locally valued landscapes and the distinctiveness of Shaw and Whitley.

4.8.10 The small range of available sites assessed as potentially suitable, taken together with the priority to protect the rural separation between Shaw and Whitley, led to the consideration of more constrained sites that present the potential to efficiently meet the housing requirement and deliver smaller homes including around 20 Affordable Homes, which are needed and have not been delivered sufficiently within the villages.

4.8.11 The allocation policies follow on the next pages.

21. [Appeal Ref: APP/Y3940/W/23/3324031](#)

Land at Cooper Tires Factory Site

continued overleaf

Policy 7.1: Land at Cooper Tires Factory Site

Land at the former Cooper Tires main factory site, as defined in figure 6, is allocated for development of a mixed use scheme which will optimise the effective use of the site, including:

- a. approximately 100 dwellings to include affordable housing subject to viability to be provided within the JMNP2 period to 2038. Further housing will be supported in principle in the context of a comprehensive masterplan for the site and addressing key policies and constraints, including flood risk.
- b. other uses, including employment, community, leisure, retail and cultural uses where they contribute to creating a sustainable neighbourhood, are consistent with other adopted policies, scheme viability and the delivery strategy.
- c. new accessible walking and

wheeling routes, including riverside public realm,
d. flood mitigation infrastructure.

A single comprehensive masterplan, phasing and delivery strategy for the development must be prepared, and approved by the local planning authority, as part of, or in advance of any planning application being submitted for the whole or part of the allocated site. Detailed planning applications must be in accordance with the approved masterplan. The masterplan and planning proposals should be prepared with early pre-application consultation with the local community.

Development proposals for the site will:

Heritage

1. Be supported by a heritage assessment of the on-site and

neighbouring buildings and the impact of proposed development.

2. Protect and enhance heritage assets and their setting; Avon House (listed Grade II) and the former factory canteen (local non-designated heritage asset) and adjacent heritage assets; Town Bridge (Grade II) and Unicorn Public House (Grade II) in conformity with JMNP2 Policy 21.

3. Investigate the presence and significance of archaeological remains and avoid areas of high value remains where preservation in situ is to be required.

Landscape, Green and Blue Infrastructure and Biodiversity

4. Be informed by arboriculture, landscape and ecology surveys and an approved management and construction management plan to secure the protection of existing and enhanced landscape features, priority species and ecology within the site and River Avon environment.

5. Provide a scheme of site landscape, green and blue infrastructure and communal outdoor space that protects existing trees, contributes positively to resident health and wellbeing and increases on-site tree canopy cover in accordance with JMNP2 Policies 17.

6. Deliver a minimum 10% net gain in on-site biodiversity.

Design

7. Be of high quality design, appearance and materials in conformity with JMNP2 Policies 9 and 20 and demonstrate a positive response to Melksham Town Centre Master Plan Report (2023) and Melksham Design Guide and Codes (2023) and the Wiltshire Design Guide (2024).

8. Protect the amenity of neighbouring employment and retail uses and residents of Scotland Road, Bath Road and dwellings adjacent to the north-west site boundary.

9. Provide a high standard of residential amenity and wellbeing by achieving design principles contained within recognised design guidance including "Buildings for a Healthy Life" (Homes England).

10. Be resilient to and/or mitigate climate change and make proportionate contributions to Wiltshire carbon neutrality targets including potential significant use of renewable energy, re-use of existing built fabric and sustainable construction methods in accordance with JMNP2 Policies 1 and 2.

Flood Risk

11. Be supported by a proportionate flood risk assessment, testing and mitigation strategy.

12. Include sustainable drainage to manage the discharge of surface water to mitigate flood risk within the site, neighbouring land and downstream.

13. Include measures to ensure the

safety of residents, staff and visitors in the event of flooding.

Access and Movement

14. Make safe and convenient level walking and 'wheeling' connections within the site and to the existing public realm.

15. Provide vehicular access to the site and address any necessary off-site works informed by an access and transportation study and strategy.

16. Implement resident, visitor and commercial premises parking and servicing in conformity with Wiltshire Council parking standards.

17. Ensure ultra-low emission vehicle (ULEV) charging infrastructure provided in line with JMNP2 Policy 4.

18. Provide resident and employee travel plans to encourage sustainable travel.

continued overleaf

Wilts & Berks Canal Link Project

19. Integrate the future implementation of the Wilts & Berks Canal Link project within the scheme design where it relates directly to the site in conformity with Wiltshire Development Plan policies for safeguarding the route of the Wilts & Berks Canal and explore opportunities for renewable energy installation.

Infrastructure

20. Make appropriate and relevant financial contributions to infrastructure, which may include proportionate contributions to:

- **Early years, primary and secondary education**
- **Healthcare capacity to meet the needs created by the development.**
- **Measures to positively support walking and wheeling in Melksham including links between the site, Melksham Railway Station and town centre and neighbouring facilities and communities.**

The level of contribution sought will be considered in the context of site viability and other relevant considerations, including deliverability.

The reason for the policy

4.8.12 The 12.8 hectare Cooper Tires main factory site is immediately to the west of the town centre and bank of the River Avon. It is bordered by Bath Road, Scotland Road and the A350. The allocation includes the small “Bakers Yard” car park to the west side of Bath Road and the car park to north of Scotland Road.

4.8.13 It has been an industrial site since the 18th Century, producing tyres from the 1890s, and was one of Melksham’s most important employers until it closed at the end of 2023. The whole site is now vacant.

4.8.14 National planning policy provides strong support for development on previously developed “brownfield” land. Planning policies should give substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs.

4.8.15 Wiltshire Core Strategy existing employment site Core Policy 35 does not identify Cooper Tires as a Principal Employment Site but enables managed diversification of existing employment land. Core Policy 36 supports regeneration opportunities and aims to maximise the re-use of previously developed land and neighbourhood plans facilitating economic regeneration and the preparation of masterplans for specific sites. The Wiltshire

Employment Land Review ([updated 2023](#)) concluded the site does not meet modern requirements well and has potential for development with a mix of uses, although residential uses were not included.

4.8.16 Place Shaping Priority 1 as contained in the emerging Wiltshire Local Plan "[Planning for Melksham](#)" strategy identifies the importance placed on maximising the use of brownfield land in association with town centre regeneration.

4.8.17 JMNP2 engagement has demonstrated that allocation of the site for regeneration is well supported by the community and owners and is supported by Wiltshire Council. However, the site is not directly addressed by the Wiltshire Council's emerging Local Plan and in response to community wishes, national planning guidance and a need to enable re-use of the vacant site, JMNP2 has adopted a proactive and positive approach to planning for the future of the site through its allocation in the Neighbourhood Plan.

4.8.18 Owners of the site have made it available for allocation within the JMNP period (2020-38). They have confirmed site availability, provided a suite of assessment evidence and maintained support for allocation. In addition, representations have stated the support and intentions of a new owner to progress master planning and applications for the redevelopment of the site.

4.8.19 The site is highly sustainable brownfield land, within easy walking and cycling reach of the town centre, convenience stores,

King George V Recreation Ground and the Campus leisure and library facilities. It is also well connected to Melksham railway station and regular bus services to surrounding towns.

4.8.20 Regeneration of the site delivers on nearly all of the Neighbourhood Plan's sustainable development, environmental, housing, economic and wellbeing objectives. It can renew its vitality in a distinct urban neighbourhood of high-quality homes, mixed commercial, recreational, cultural and some retail uses. Regeneration set within new and re-purposed heritage buildings and addressing new streets and a public, habitat rich, riverside space.

4.8.21 In recognition of the site size, complexity and significant flood risk and contamination constraints, the JMNP2 has adopted an evidence-led and realistic approach to its allocation. This is based upon significant engagement with Wiltshire Council and site owners, analysis of site constraints, capacity and viability issues, and the review of recent and similar local case studies, including the emerging Local Plan allocation of Innox Mills at Trowbridge.

4.8.22 Whilst the independent assessment of the site considered it potentially suitable for allocation as sustainably located, previously developed and under-used land, analysis and evidence gathered by JMNP2 and provided by site owners identified that it is significantly constrained by flood risk (zones 2 and 3) and contamination. This restricts land readily available for residential development to about 25% of the site and increases remediation costs that severely

challenge the viable regeneration of the site.

4.8.23 Development of the site must address site-wide flood issues and mitigation measures, de-contamination and infrastructure provision. It is therefore vital that development is in accordance with a comprehensive master plan and delivery strategy, approved by Wiltshire Council which address allocation policy requirements.

4.8.24 It is recognised that regeneration is likely to commence later in the plan period and extend beyond 2038. Initial residential-led phases, generating value on less constrained parts of the site are considered feasible and viable for delivery by 2038. The allocation therefore sets proportionate expectation for development of approximately 100 dwellings on land within Flood Zone 1 up to 2038, but it supports further residential development where this enables delivery of viable mixed use regeneration on the site.

4.8.25 As in other brownfield regeneration allocations promoted through the emerging Wiltshire Local Plan, the allocation supports a potential to reduce the amount of affordable housing provision to achieve a viable allocation.

4.8.26 Because of the complexity associated with this allocation, the evidence base report provides both greater detail on how JMNP2 objectives and policies will be realised in the site regeneration and additional details that underpin the allocation's quantities, mix and disposition. This can be found on the JMNP2 pages of the Plan website [\(and by clicking here if reading a PDF\)](#).

Figure 6: Cooper Tires Plan (approximate area / not to scale)



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Land at the Former Melksham Library Site

Policy 7.2: Land at the Former Melksham Library Site

Land at the former Melksham Library, Lowbourn House and adjacent public car park shown in figure 7 is allocated for development of approximately 50 specialist dwellings for older people including affordable housing (Class C3) or to purchase through shared ownership via a registered social provider.

Development proposals for the site will:

Heritage

1. Be supported by a heritage assessment of the existing buildings and the impact of proposed development.
2. Protect and enhance the setting of adjacent listed buildings and the character of Melksham Conservation Area.

3. Investigate the presence and significance of archaeological remains and avoid areas of high value remains where preservation in situ is to be required.

Landscape, Green and Blue Infrastructure and Biodiversity

4. Be informed by arboriculture, landscape and ecology surveys and an approved management and construction management plan to secure the protection of existing and enhanced landscape features, priority species and ecology within the site.
5. Provide a scheme of site landscape, green and blue infrastructure and communal outdoor space that protects existing trees, contributes positively to resident health and wellbeing and increases on-site tree canopy cover in accordance with JMNP2 Policies 17.
6. Deliver a minimum 10% net gain in on-site biodiversity.

Design

7. Be of high quality design, appearance and materials in conformity with JMNP2 Policies 9 and 20 and demonstrate a positive response to Melksham Town Centre Master Plan Report (2023) and Melksham Design Guide and Codes (2023) and the Wiltshire Design Guide (2024).
8. Protect the amenity of neighbouring uses and residents of Union Street.
9. Provide a high standard of residential amenity and wellbeing by achieving design principles contained within recognised design guidance for specialist housing for older people such as "Design Principles for Extra Care Housing" (Housing Learning and Improvement Network, 2020).

continued overleaf

10. Be resilient to and/or mitigate climate change and make proportionate contributions to Wiltshire Carbon Neutrality targets including potential significant use of renewable energy, re-use of existing built fabric and sustainable construction methods in accordance with JMNP2 Policies 1 and 2.

Flood Risk

11. Be supported by a proportionate flood risk assessment and strategy.

12. Include sustainable drainage to manage the discharge of surface water to mitigate flood risk within the site and neighbouring land.

13. Include a flood emergency plan, where considered necessary to ensure the safety of residents, staff and visitors in the event of flooding.

Access and Movement

14. Make safe and convenient level walking and 'wheeling' connections within the site and to the public realm.

15. Provide vehicular access to the site from Lowbourn, potentially utilising the existing access point.

16. Implement resident, visitor and commercial premises parking and servicing in conformity with Wiltshire Council parking standards and include safe parking for resident personal mobility devices.

17. Provide ultra-low emission vehicle (ULEV) charging infrastructure in line with JMNP2 policy 4.

18. Provide resident and employee travel plans to encourage sustainable travel.

Infrastructure

19. Make appropriate and relevant financial contributions to infrastructure, which may include proportionate contributions to:

- **Healthcare capacity to meet the needs created by the development.**
- **Measures to positively support walking and wheeling in Melksham town centre.**
- **Town centre public car parking improvements as identified in the Melksham Parking Study (AECOM 2024) to mitigate the loss of public parking within the allocation site.**

Land at the Former Melksham Library Site

The reason for the policy

4.8.27 The site is around 0.65 hectares and is previously developed land located on the eastern edge of the town centre, within the Melksham Conservation Area. The whole site is owned by Wiltshire Council and comprises the site of the former and vacant library and attached restaurant building, vacant Further Education building, Lowbourn House, and the associated 66 space Lowbourn public car park to the east.

4.8.28 The site has been independently assessed as a suitable allocation and found to be in a highly sustainable location within short and level walking distance of town centre shops and services, the Campus leisure centre and library, King George V Recreation Ground and local bus services.

4.8.29 The site is within Melksham Conservation Area. However, the remaining building, Lowbourn House, is not listed or identified as a non-designated heritage asset. Mature trees which line the eastern boundary of the car park site contribute to the character of the conservation area and are protected.

Figure 7: Library Site (approximate area / not to scale)



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4.8.30 The existing public car park has been declared surplus to requirements by Wiltshire Council. A car parking study commissioned by JMNP2 observed the 66 space car park to have a 19% occupancy during surveys, the lowest in the town centre. The parking survey and future parking demand analysis showed a surplus of parking within Melksham town centre overall. It may be concluded that the loss of the Lowbourn Car Park will not adversely impact on the vitality of the town centre, but remaining car parks should provide an enhanced standard.

4.8.31 Outside the site, parts of Lowbourn are subject to flood risk from Clackers Brook. This may impact on access to the site. A strategy for emergency access in the event of flooding will be required to safeguard more vulnerable residents.

4.8.32 The site has been made available by the owner for allocation to support the development of extra care apartments for older people. Wiltshire Council intend to manage the development as Affordable Housing.

4.8.33 The [Melksham Housing Needs Assessment](#) identifies there is a need for housing to meet the needs of the proportion of older people living within the community. The proportion of people over the age of 75 is predicted to rise from 8.8% to 14.7% by 2038.

4.8.35 As with Cooper Tires, redevelopment of this site regenerates

a vacant site of previously developed land and contributes to improving town centre vitality.

4.8.36 Specialist Housing for older people should be within purpose designed buildings. Allocation parameters require these to be provided to a high standard of accommodation meeting use specific design guidance whilst protecting amenity and character.

4.8.37 Independent viability assessment undertaken to support the allocation has suggested the housing should be a mix of open market and affordable housing units. Whilst the owners (Wiltshire Council) aim to provide a 100% affordable scheme, this allocation will provide the flexibility to support a deliverable scheme.

Land South of Western Way, Bowerhill

Policy 7.3: Land South of Western Way Bowerhill

Land South of Western Way, Bowerhill, Melksham, as identified in figure 8, is allocated for development of:

- a. **Up to 210 dwellings (class C3) including Affordable Housing, to meet identified local housing needs in conformity with JMNP2 Policy 6; and,**
- b. **a 70-bed residential care home (Class C2).**

Any detailed application being submitted for the whole or part of the site must be in accordance with the approved parameters plans development of the site.

Proposals should be prepared in early pre-application consultation with the local community.

Development of the site will:

Landscape, Green and Blue Infrastructure and Biodiversity

1. **Be informed by arboriculture, landscape and ecology surveys and an approved management and construction management plan to secure the protection of existing and enhanced landscape features, priority species and ecology within and adjacent to the site.**
2. **Provide a scheme of site landscape, green and blue infrastructure and communal outdoor space that protects existing trees, contributes positively to resident health and wellbeing in accordance with JMNP2 Policies 12, 14, 17 and 18.**
3. **Deliver a minimum 10% net gain in on-site biodiversity.**

Design

4. **Include a site layout, built**

form and scale that minimises visual impacts and safeguards the amenities of existing and new neighbouring residents, education and employment uses.

5. **Provide a high standard of residential amenity and wellbeing by achieving design principles contained within recognised design guidance including "Buildings for a Healthy Life" (Homes England) and the Wiltshire Design Guide (2024).**

6. **Be of high quality design, appearance and materials in conformity with JMNP2 Policy 20 and demonstrating a positive response to the Melksham Design Guide and Codes (2023).**

7. **Be resilient to and/or mitigate climate change and make proportionate contributions to Wiltshire Carbon Neutrality targets including use of renewable energy and sustainable construction methods in accordance with JMNP2 Policies 1 and 2.**

continued overleaf

Flood Risk

8. Be supported by a proportionate flood risk assessment and strategy.

9. Include sustainable drainage to manage the discharge of surface water to mitigate flood risk within the site and neighbouring land.

10. Integrate measures to protect and enhance watercourses surrounding the site through appropriate buffers to allow for access and maintenance.

Access and Movement

11. Provide a new vehicular, pedestrian and cycle access from Maitland Place and an internal road network which will incorporate a bus loop.

12. Provide a secondary emergency highway access.

13. Create a pedestrian and cycle only access from Western Way and the Public Right of Way MELW42 to

the west of the site boundary and a pedestrian and cycle path network including a spine and orbital pedestrian route connecting with on-site green and blue infrastructure and neighbouring communities, schools and facilities;

14. Fund provision of a new signal controlled 'Toucan' crossing of Western Way.

15. Create a 2 metre wide footway connection along the southern side of Western Way adjacent to the site boundary.

16. Contribute towards provision of public transport and enhancement of facilities within less than 5 minutes easy walk of all residents and contributions to provide a viable service.

17. Implement resident and visitor parking and servicing in conformity with Wiltshire Council parking standards.

18. Provide ultra-low emission

vehicle (ULEV) charging infrastructure in line with JMNP2 policy 4.

19. Provide resident and employee travel plans to encourage sustainable travel.

Infrastructure

20. Make appropriate and relevant financial contributions to infrastructure, which may include proportionate contributions to:

- **Early years education where appropriate.**
- **On, or off-site healthcare capacity to meet the needs created by the development.**
- **Measures to positively support walking, wheeling and public transport use between the site, Melksham town centre and Melksham railway station and linking into existing networks.**

Land South of Western Way, Bowerhill

The reason for the policy

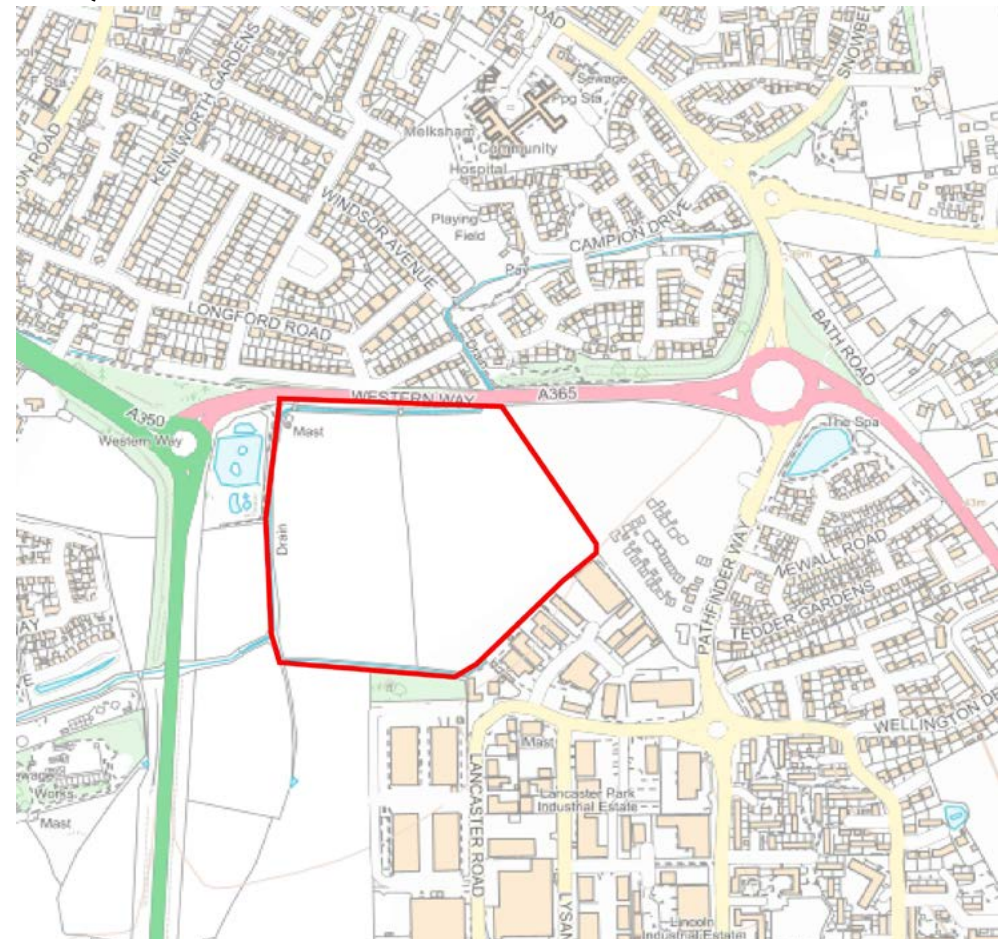
4.8.38 The 10.25 hectare greenfield site located to the south of Melksham, north-west of Bowerhill and east of Berryfield has been made available for allocation by JMNP2. In late 2023 outline planning permission granted on appeal established the principle for development of 210 dwellings and a 70 bed care home, with vehicle access from Maitland Place and broad landscape, layout and density parameters. Further “reserved matter” planning consents will be required to establish the precise layout, housing mix and design of the development.

4.8.39 The allocation addresses these new circumstances to ensure the development of the site is both best managed to protect the amenity of neighbouring residents and employers, and also secure optimum benefits for the community.

4.8.40 The proposed allocation of the site therefore seeks to:

- Regularise the consented housing development within JMNP2 to account for the 210 homes it enables;
- Plan positively to influence and set the layout, design and mix of future detailed housing proposals to meet local needs and expectations.

Figure 8: Land South of Western Way (approximate area/not to scale)



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Land at Whitley Farm, Whitley

Policy 7.4: Land at Whitley Farm, Whitley

Land at Whitley Farm, Whitley, as identified in figure 9, is allocated for:

- a. redevelopment of redundant modern agricultural buildings and barns; and,
- b. conservation and re-use of the Grade II listed Whitley Farm barn.

Conservation-led development of the site will:

Heritage

1. Be informed by a robust scheme specific heritage assessment which justifies any proposed change of use, and the extent, scale and design of the redevelopment and any conversion of the listed barn, having regard to the impact on the heritage assets at the site.

2. Secures the protection or enhancement of the setting of Whitley Farm House and barn (Grade II), in conformity with adopted Wiltshire Development Plan heritage policy and JMNP2 Policy 2.,

3. Investigates the presence and significance of archaeological remains and avoids high value archaeological remains where preservation in situ is to be required.

Landscape, Green and Blue Infrastructure and Biodiversity

4. Be informed by arboriculture, landscape and ecology surveys and an approved management and construction management plan to secure the protection of existing and enhanced landscape features, priority species and ecology within the site and South Brook environment,

5. Provide a scheme of site landscape, green and blue infrastructure and communal outdoor

space that protects existing trees, enhances the rural setting, and contributes positively to resident health and wellbeing. On-site tree canopy cover should be increased in accordance with JMNP2 Policy 17.

6. Deliver a minimum 10% net gain in on-site biodiversity.

Design

7. Be of a sensitive high-quality design, appearance and materials that responds appropriately to the listed farm setting informed by The National Farmstead Assessment Framework (Historic England) and in conformity with JMNP2 Policy 20 and demonstrating a positive response to the Melksham Design Guide and Codes (2023) and Wiltshire Design Guide (2024).

8. Safeguards the amenities of neighbouring residents.

continued overleaf

9. Provide a high standard of residential amenity and wellbeing by achieving design principles contained within recognised design guidance including “Buildings for a Healthy Life” (Homes England),.

10. Be resilient to and/or mitigate climate change and make proportionate contributions to Wiltshire Carbon Neutrality targets including potential significant use of renewable energy and sustainable construction methods in accordance with JMNP2 Policies 1 and 2.

Flood Risk

11. Be supported by a proportionate flood risk assessment and strategy.

12. Include sustainable drainage to manage the discharge of surface water to mitigate flood risk downstream and within the site and prevent and, where possible, reduce flood risk to neighbouring land where it relates to the allocation site.

13. Off-site works on land within the landowner’s control to improve flood management within Whitley.

Access and Movement

14. Provide vehicular, pedestrian and cycle access from First Lane.

15. Provide safe and convenient walking and wheeling connections to existing pavements in First Lane and the existing public right of way adjacent to the rural boundary of the site.

16. Implement residential and employee vehicle and cycle parking in conformity with adopted Wiltshire Council parking standards.

17. Provide ultra-low emission vehicle (ULEV) charging infrastructure in line with JMNP2 policy 4.

Infrastructure

18. Make appropriate and relevant financial contributions to infrastructure, which may include proportionate contributions to:

- **Early years, primary and secondary education.**
- **Off-site healthcare capacity to meet the needs created by the development.**
- **Measures to positively support walking, wheeling and public transport use within Shaw and Whitley.**

Land at Whitley Farm, Whitley

The reason for the policy

4.8.41 The 1.6 hectare site is located off First Lane, adjacent to the built up area and settlement boundary of Whitley and in close proximity to local services. The site includes the Grade II listed Whitley Farmhouse and barn adjacent to a farmyard with 20th Century agricultural structures in poor condition that extend back into the neighbouring field. Whilst the structures reflect the agricultural character of the farm, their poor condition does not enhance the setting of the listed buildings and impacts the wider rural and village character.

4.8.42 The site owners have stated that changes in farming operations within its estate have resulted in Whitley Farm, and its buildings (and structures), becoming obsolete in some cases and under-used in terms of a working farm. Where sufficient evidence is provided to establish that the farm is redundant, conservation-led regeneration will be supported.

4.8.43 Where the farm is redundant, removal of the modern farmyard structures and limited residential development of the farmyard part of the site, could protect and enhance the setting of the listed buildings and improve the character of First Lane and the village's rural setting. The appropriate adaptive reuse of

Figure 9: Land at Whitley Farm Plan (approximate area / not to scale)



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the disused barn can also help bring this heritage asset into new productive use to sustain its fabric.

4.8.44 Wiltshire Council require any proposed change of use and development of the site to be supported by an allocation in JMNP2 and, in accordance with Core Strategy Policy 58 (Ensuring the Conservation of the Historic Environment) that any following scheme proposal is to be informed by a robust heritage assessment that ensures the significance of the heritage assets and their settings is understood, and will be appropriately and enhanced in development proposals.

4.8.45 The National Farmstead Assessment Framework (Historic England 2015) is guidance to help secure sustainable development and the conservation of traditional farmsteads and their buildings through the planning system. It will be expected that any scheme proposed for the site will demonstrate how it has been informed by this document.

4.8.46 Landscape assessments carried out for the JMNP in 2020 identified the need for any scheme to secure the restoration of damaged boundary hedgerow and removal of redundant structures to conserve and enhance the setting of the elevated farm complex in rural views from public rights of way and the valued separation and open countryside between Shaw and Whitley.

4.8.47 The allocation of the whole Whitley Farm site does not seek to identify or preclude the potential future extent, form or use of the site, but provides clarity and support to enable proposals to conserve and regenerate the site and its historic buildings and its rural setting.

Land at Middle Farm, Corsham Road, Whitley

Policy 7.5: Allocation of Land at Middle Farm, Corsham Road, Whitley

The 3 hectare plot of land at Middle Farm, Corsham Road, Whitley as identified in figure 9a is allocated for development of about 55 dwellings including affordable and accessible housing and bungalows.

A single comprehensive masterplan, phasing and delivery strategy for the development must be prepared, and then approved by the Local Planning Authority in advance of any planning application being submitted for the whole or part of the allocated site. This must take account of the requirements of this policy and the principles shown within the concept plan. Detailed Planning applications must be in accordance with the approved masterplan.

Proposals should be prepared with early pre-application consultation.

Development proposals for the site will:

Heritage

1. Be informed by a proportionate heritage assessment approved by Wiltshire Council.
2. Protect the setting of neighbouring listed buildings, Whitley House and barn (Grade II), in conformity with JMNP2 Policy 21.
3. Investigates the presence and significance of archaeological remains and avoids high value remains where preservation in situ is to be required.

Landscape, Green and Blue Infrastructure and Biodiversity

4. Be informed by arboriculture, landscape and ecology surveys

and an approved management and construction management plan to secure the protection of existing and enhanced landscape features, priority species and ecology within the site.

5. Provide a scheme of site landscape, green and blue infrastructure and communal outdoor space of about 1 hectare that minimises impacts on rural openness and tranquillity, protects existing trees, contributes positively to resident health and wellbeing and increases on-site tree canopy cover by 20% in accordance with JMNP2 Policies 12, 14, 17 and 18.

6. Deliver a minimum 10% net gain in on-site biodiversity.

Design

7. Be of a layout and form that minimises visual impacts and safeguards the amenities of neighbouring residents.

continued overleaf

8. Provide a high standard of residential amenity and wellbeing by achieving design principles contained within recognised design guidance including "Buildings for a Healthy Life" (Homes England), and the Wiltshire Design Guide (2024).

9. Be of a distinctive high quality design, appearance and materials in conformity with JMNP2 Policy 20 and demonstrating a positive response to the Melksham Design Guide and Codes (2023).

10. Be resilient to and/or mitigate climate change and make proportionate contributions to Wiltshire Carbon Neutrality targets including potential significant use of renewable energy and sustainable construction methods in accordance with JMNP2 Policies 1 and 2.

Flood Risk

11. Be supported by a proportionate flood risk assessment and strategy.

12. Include sustainable drainage to manage the discharge of surface

water to mitigate flood risk within the site and prevent and where possible reduce flood risk to neighbouring land where it relates to the allocation site.

Access and Movement

13. Provide a vehicular, pedestrian and cycle access from Corsham Road.

14. Provide safe and convenient walking and wheeling connections to existing pavements in Corsham Road and the existing Public Right of Way through the site.

15. Fund a new pedestrian crossing of Corsham Road to adoptable standard.

16. Protect and enhance the existing Public Right of Way along the site's Northern boundary with connections to on-site public open space provision in conformity with JMNP2 Policy 11.

17. Implement residential and employee vehicle and cycle parking in conformity with adopted Wiltshire

Council parking standards.

18. Provide ultra-low emission vehicle (ULEV) charging infrastructure in line with JMNP2 policy 4.

Infrastructure

19. Make appropriate and relevant financial contributions to infrastructure, which may include proportionate contributions to:

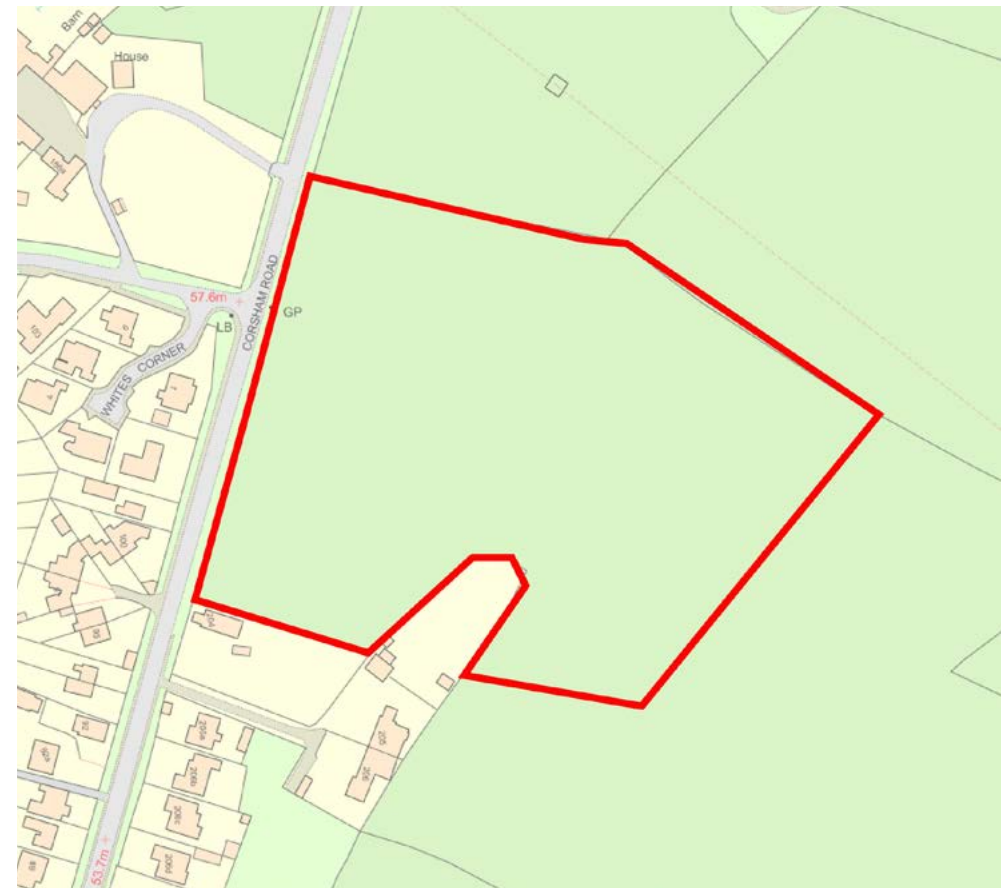
- **Early years, primary and secondary education.**
- **Off-site healthcare capacity to meet the needs created by the development.**
- **Measures to positively support walking, wheeling and public transport use.**

The reason for the policy

4.8.49 The overall allocated area is confined to the redline area in order to minimise landscape and visual impacts that were given significant weight in the assessment of suitability of the site.

4.8.51 The allocation site is well-located to enable walking and cycling to local facilities and public transport stops and will utilise

Figure 9a: Land at Middle Farm Plan (approximate area / not to scale)



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a single access point onto Corsham Road, together with providing new pedestrian facilities on the busy road as part of the allocation requirements. Coordinated planning of both sites enables local housing needs to be met within an efficient use of the site. Single ownership of both sites enables this coordinated approach.

4.8.52 The site is allocated for the development of two, three and four bedroom dwellings, addressing identified housing needs within an efficient use of the site. This reflects the character of smaller houses similar to existing development in Whitley.

4.8.53 In conformity with adopted Wiltshire Development Plan policy, housing will include 14 to 18 Affordable Homes. Housing types will be required to meet the specific local housing needs of Shaw and Whitley. In particular it will provide smaller and accessible homes and bungalows. The site owner has committed to providing bungalows within the housing mix and 10% of the market housing designed to be accessible to wheelchair users, above emerging Local Plan standards.

4.8.54 The updated allocation continues to require the provision of a new pedestrian crossing facility and footway connections to link into the existing pavement along Corsham Road.

Infrastructure Phasing and Priorities

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

Policy 8: Infrastructure Phasing and Priorities

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

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

The reason for the policy

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

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

4.8.58 Financial contributions are required as appropriate from developers for the associated infrastructure cost implications of that development. In Wiltshire this includes Community Infrastructure Levy (CIL) contributions and S106 contributions from legal agreements on development. The Local Planning Authority is required to produce annual infrastructure funding statements to set out how much money has been raised through developer contributions (CIL and S106) and how it has been spent²².

4.8.59 75% of CIL money is retained by Wiltshire Council and 25% is allocated to the Parish or Town Council where the development takes place as this area has a 'made' or adopted Neighbourhood Plan.

22. The priorities for CIL spending by [Wiltshire Council](#) are specified in the '[Regulation 123 List \(2016\)](#)'. It sets out priorities for CIL funding in the Melksham area

Shopping, Working and Getting Around



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

Policies in this section:

Policy 9: Town Centre

Policy 10: Employment Sites

Policy 11: Sustainable Transport and Active Travel

Town Centre

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

Policy 9: Town Centre

Development proposals within the town centre and primary shopping areas (see Figure 10) will be supported provided:

- a. proposals are in conformity with the adopted Wiltshire Development Plan having regard to the NPPF (Chapter 7) and the Town and Country Planning (Use Classes) Order. Development proposals within and at the edge of the defined town centre area should demonstrate how they will make a proportionate and positive contribution to achieving the priority aims of the Melksham Town Centre master plan Report 2023;
- b. the proposal is in keeping with the scale and character of the centre of this Market Town and, where appropriate, preserves or enhances the Conservation Area;
- c. access to public transport, walking and cycle routes and car parking is considered and addressed;
- d. where appropriate, a positive contribution is made to conserving and enhancing the appearance and quality of town centre frontages;
- e. development proposals at edge of centre locations and locations inter-connected with the defined town centre area (see figure 10) will, additional to the above, be required to evidence that there are no suitable and viable sites or buildings within the defined Commercial Area;
- f. where required, planning applications for development or change of use of ground floor frontages within the defined town centre primary shopping area (see Figure 10) where they retain or enhance the continuity of active ground floor shop front uses; and,
- g. greater use is made of upper floors of town centre premises, including for offices, small businesses and residential use with independent access, will be supported where they sustain or enhance the vitality of the host building use and Melksham town centre. Development proposals for Main Town Centre Uses outside of the defined town centre will be required to demonstrate that there are no suitable and viable sites or buildings within the defined town centre.

The reason for the policy

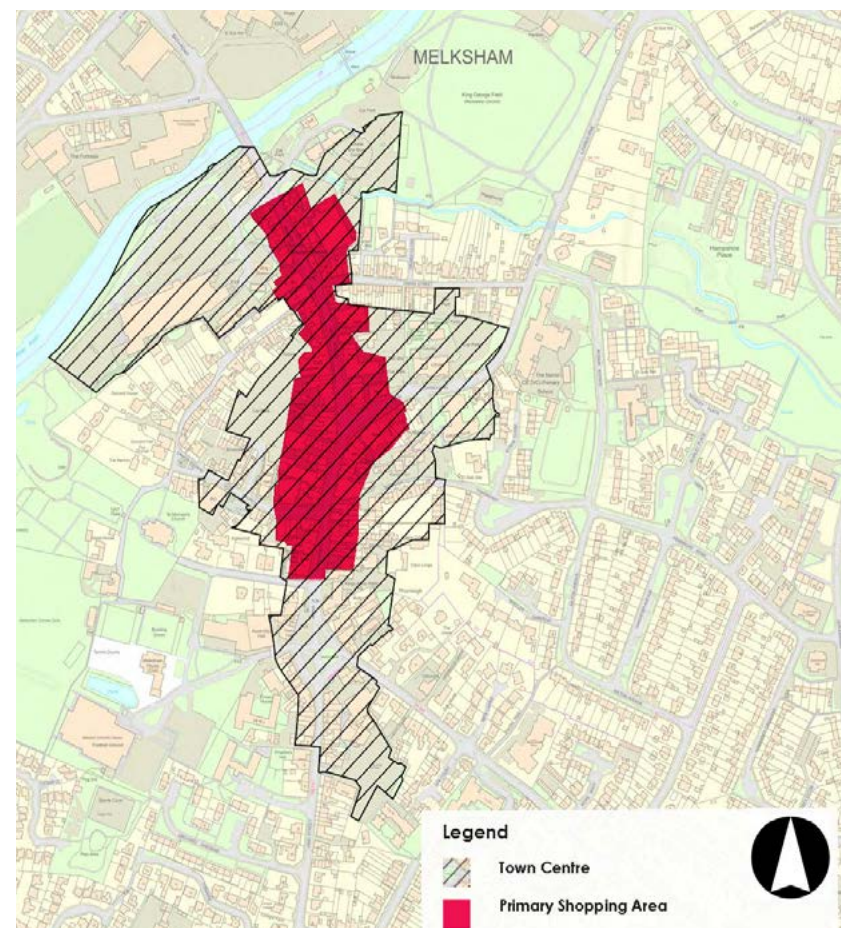
4.9.1 In the rapidly changing national and local context for high streets and market towns, we want to enable our town to change and evolve in response to challenges, changes and opportunities. Most recently, the increase of home-working could provide a boost to local high streets, which means many high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

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

4.9.3 The NPPF requires Local Plans to define a hierarchy of town centres, their boundaries and a Primary Shopping Area; the focus of main town centre uses. Emerging Local Plan Policy 67 (Managing Town Centres) responds to updates of the NPPF, defining Melksham a transitional market town centre and retaining "sequential testing" requirements of out of centre retail proposals.

4.9.4 There are around 155 businesses operating in the town centre and a good number of shops comprising a mix of

Figure 10: Town Centre



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independent traders, supermarkets and national retail brands.

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

4.9.6 The Melksham Town 2020 – 2036 Scoping Report²³ reviewed the opportunities, challenges and drivers facing Melksham Town over the period of the next Local Plan. This report highlights that though the climate for retail and customer-facing business in the town is seen as relatively good, and there has been improvement to the area in front of the Town Hall, no other recent improvement works have taken place.

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

4.9.8 A key part of the town's vitality is night-time activity and economy. Developments that positively enhance the night-time

economy of the town would be supported, but care would be needed to ensure the amenity of those living in the town centre is not negatively impacted.

4.9.9 As part of the commitment to maintaining and enhancing the town centre, the Town Council has prepared a master plan for the town centre, including areas for potential expansion that will inform future development opportunities. Expansion of the town centre is something that the Town Council will be actively considering, particularly in terms of the future of commercial sites on the edge of the town centre, such as Cooper Tires. See [page 115](#) and Priority Statement 4: Town Centre Regeneration for more information.

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

23. [Melksham Town 2020 – 2036 Scoping Report, Melksham Town Council 2019](#)



Employment Sites

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

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

Policy 10: Employment Sites

Proposals for the retention, intensification and reuse of previously developed employment land will be supported in principle, particularly where they will provide space for start-up and small businesses, bringing a range of new employment opportunities.

Except where sites are allocated for alternative uses by this plan, proposals will be expected to generate the same number, or more, permanent full time equivalent jobs as the existing or former use.

The reason for the policy

4.10.1 The [Wiltshire Employment Land and Workspace Review](#) (updated 2023) notes that the two largest employment sectors in the Melksham Community Area are manufacturing and wholesale/retail. The employment profile of the Neighbourhood Plan area has moved in recent years from an industrial economy, dominated by several large international employers, to a mixture of industrial, service and retail businesses.

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

4.10.3 Wiltshire Core Strategy Core Policy 35 (Existing Employment Sites) defines Principal Employment Land and seeks to retain these and other employment land within similar employment levels.

4.10.4 Through Wiltshire Core Strategy Core Policy 34 (Additional employment land), Wiltshire Council sets out support for proposals

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

4.10.5 Core Strategy Policy 36 (Economic Regeneration) supports Neighbourhood Plans and the preparation of master plans including for appropriate sites to support and facilitate economic regeneration. The Neighbourhood Plan Review has produced a town centre master plan report and is proposing the master plan led regeneration of the Cooper Tires site to stimulate the vitality and regeneration of these two key areas of employment and the local economy.

4.10.6 The creation of use class E and MA has affected the delivery of Core Strategy Policies 34 and 35. The emerging Local Plan seeks to reinforce and increase employment land at Melksham in conformity with new legislation and the NPPF. Policy 63 (existing Employment Land) seeks ongoing retention of employment land at Bowerhill, south of Berryfield, adjacent to Melksham Station and Avonside Enterprise Park. But it enables the potential for some sites to change use. This may include consideration of new uses at the Cooper Tires site.

4.10.7 Emerging Local Plan Policy 64 (Additional Employment

Land) sets out the updated employment land strategy to balance employment and economic growth. It proposes 5 hectares of new employment land within the strategic allocation on land east of Melksham. Policy 64 is also supportive of employment development on unallocated sites adjacent to Melksham as a Market Town where they are appropriate to the role and function of the settlement and certain criteria are met.

4.10.8 Emerging Local Plan Policy 68 (Managing Town Centres) supports neighbourhood plans in producing local strategies and appropriate site allocations within and on the edge of town centres that would support the viability of the town centre. Neighbourhood plan proposed allocations at Cooper Tires and the former library site, together with the [Town Centre Master Plan Report](#), seek to address the delivery of this policy and enable new employment opportunities.

Sustainable Transport and Active Travel

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

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

Policy 11: Sustainable Transport and Active Travel

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

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

The reason for the policy

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

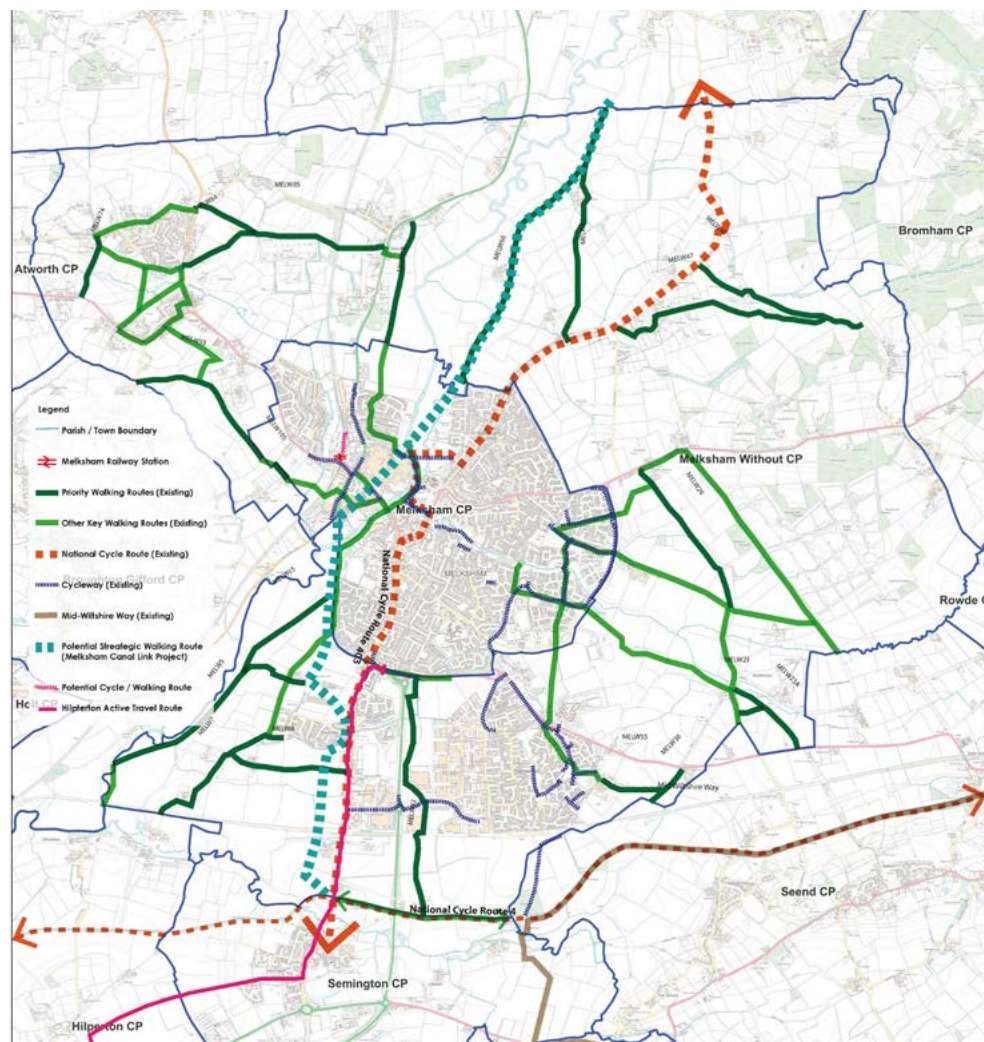
4.11.2 Increased levels of walking and cycling were seen across the UK during the pandemic. In May 2020 a £2 billion package to increase cycling and walking was introduced by the government²⁴.

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

- coherence
- directness
- safety
- comfort
- attractiveness

²⁴ [The details of the delivery of this fund are set out by the Department for Transport in a document titled Gear Change July 2020](#)

Figure 11: Key Routes for Walking and Wheeling



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Sustainable transport hierarchy

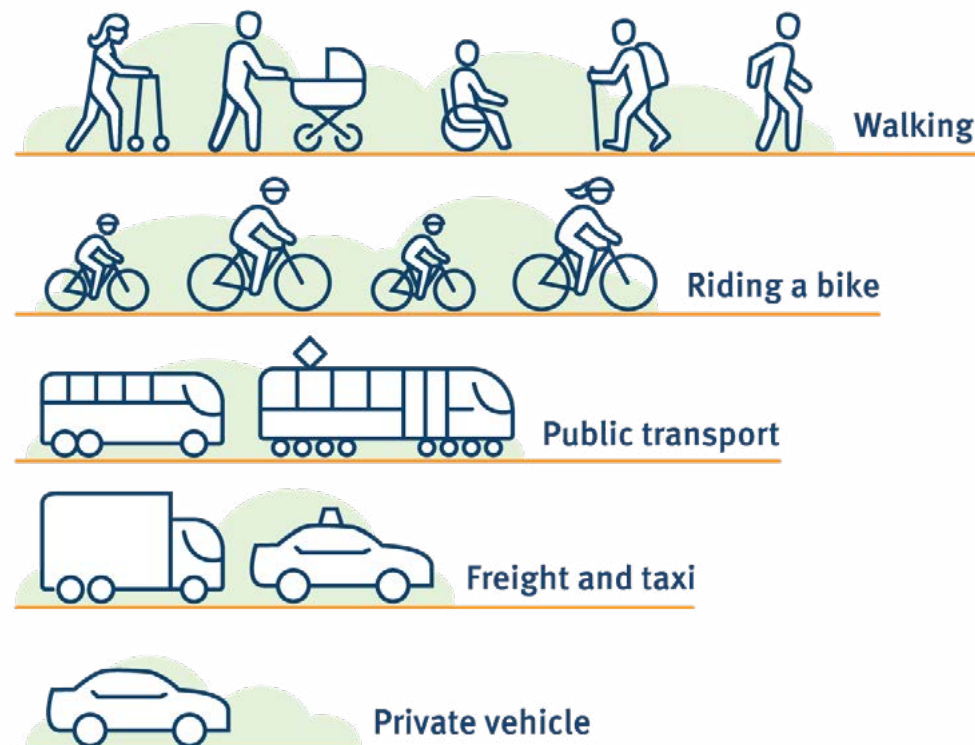


Image sourced from kindpng.com



Public Transport

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

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

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

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

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

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

- a station café and toilet have been provided by conversion of existing buildings, and although currently closed, are key requirements to encourage train usage.
- Active train service information displays have been provided.
- Sufficient car parking and electric car charging for the next few years.

Continued on next page

Further enhancements are planned/desirable summarised as:

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

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

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



Community Well-being and Nature



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

Policies in this section:

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

Green and Blue Infrastructure

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

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

Policy 12: Green and Blue Infrastructure

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

2. Proposals for major developments must:

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

The reason for the policy

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

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

4.12.3 A diagrammatic representation of GBI assets and their connectivity potential is shown in figure 12 as identified in the GBI Evidence Base Report²⁵. The report identifies local elements of GBI with the aim of linking local sites and delivering connectivity of assets between and within different parts of the Plan area.

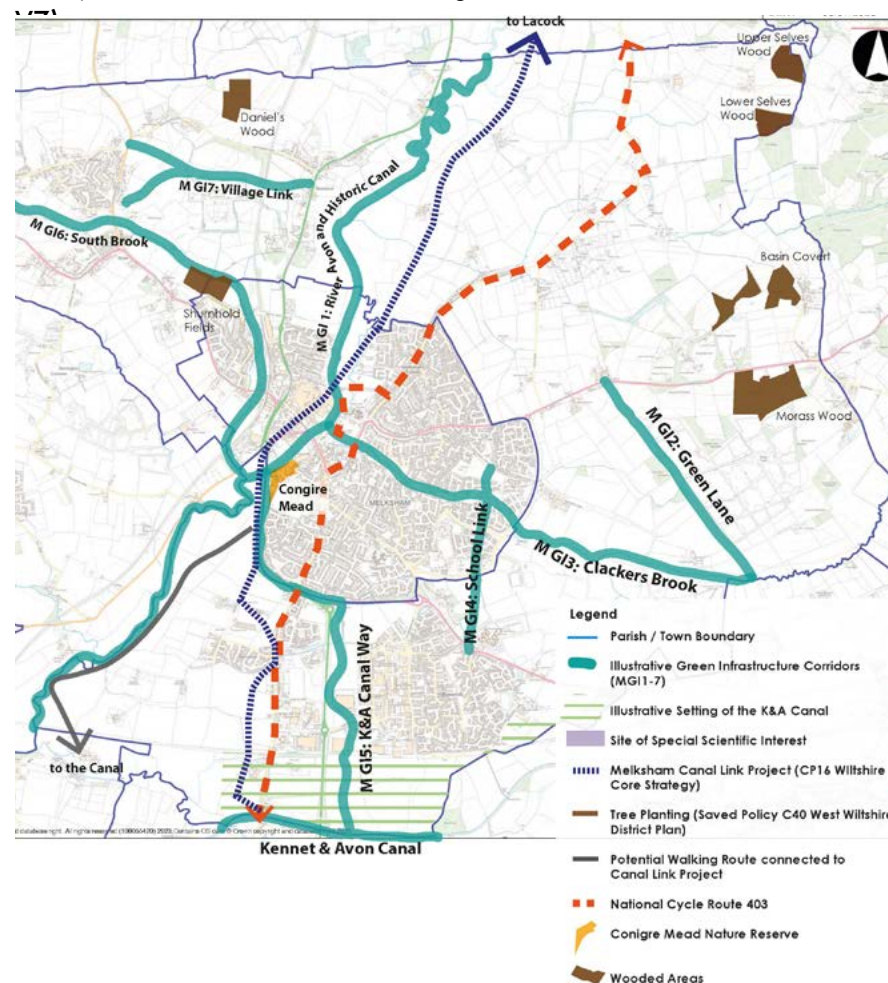
4.12.4 The GBI network has many and varied benefits for the environment, biodiversity and residents; it can contribute to the health and wellbeing of communities and local wildlife, and is an important part of our distinct local identity and part of what makes Melksham a good place to live.

25. [Available on the JMNP2 webpages.](#)

4.12.5 Since the first edition of the JMNP, Wiltshire Council's [Green and Blue Infrastructure \(GBI\) Strategy](#) was adopted in 2022 and provides an overarching strategy for up to 2030 to support the natural environment and the benefits it brings to our wildlife, communities and businesses. The Strategy sets out three overarching GBI goals: 1. Adaptation, mitigation and resilience to climate change; 2. Halting the loss of and improving biodiversity; 3. Contributing to health and wellbeing. The Strategy commits to the preparation of Settlement Frameworks in areas where future growth is expected, to support delivery of local projects. This Neighbourhood Plan will provide a basis from which to shape the Settlement Framework for our area.

4.12.6 The role of GBI is clearly a vital part of a proactive approach to mitigating and adapting to climate change, the Parish and Town Councils therefore encourage developers to seek to achieve a Building with Nature accreditation²⁶. Building with Nature is a new framework of standards for delivering GI. It is divided into three core themes: wellbeing, water and wildlife. The aim is to enable the delivery of high quality green infrastructure at each stage of the development process, from planning and design, through to long-term management and maintenance.

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



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26. www.buildingwithnature.org.uk

Biodiversity

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

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

Policy 13: Biodiversity

Development proposals, including those for field based solar farms, will be expected to deliver at least a 10% improvement (or higher percentages in accordance with national or adopted Wiltshire Development Plan standards as relevant) in “biodiversity value” within and, where appropriate, beyond the site in order to deliver tangible benefits for biodiversity, including specific attention for protected species. Proposals which go beyond the 10% Biodiversity Net Gain (BNG) requirement to achieve 20% or higher, will be particularly supported.

In order to measure BNG, applicants are required to use of the latest Biodiversity Metric or its successor.

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

The reason for the policy

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

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

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

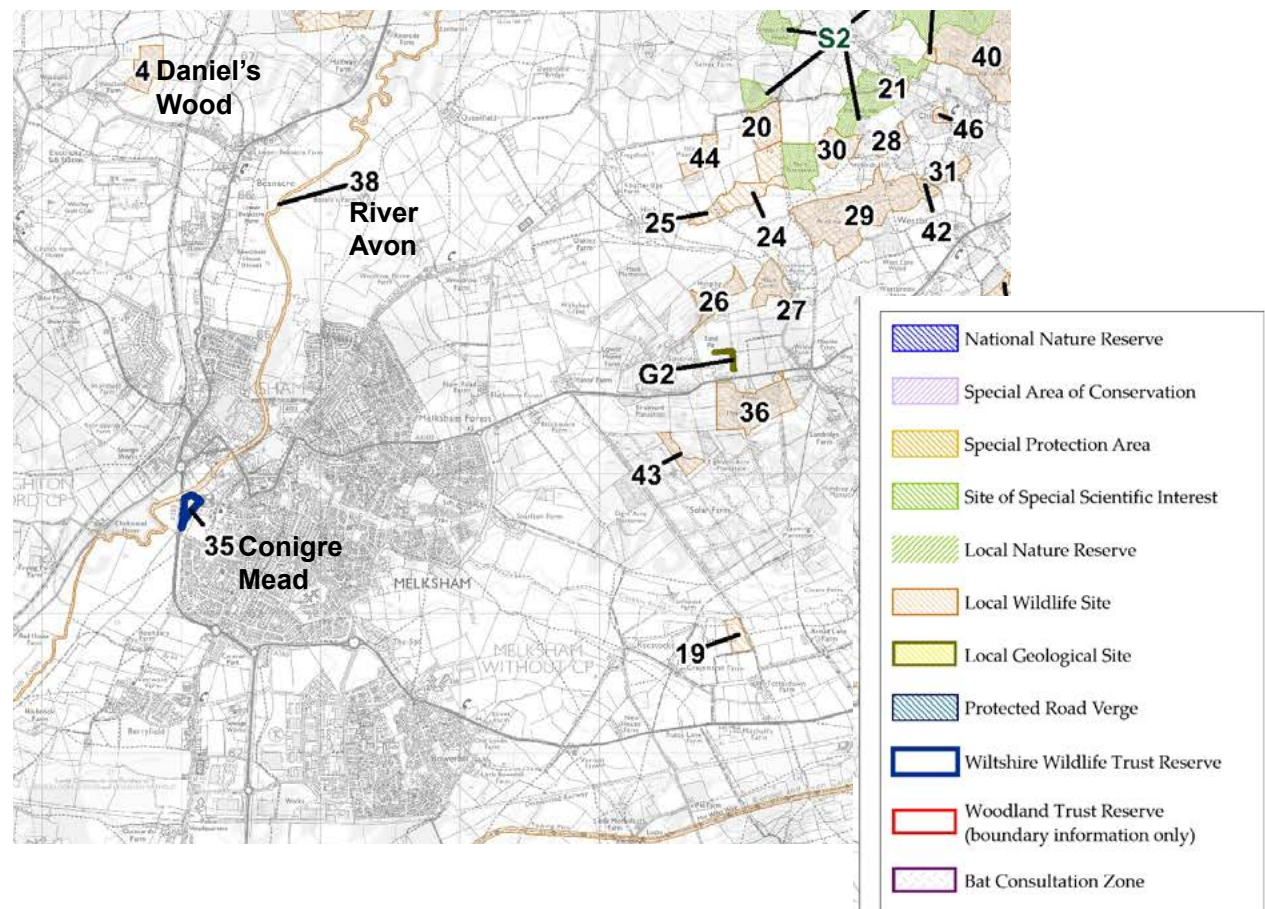
4.13.4 Net gain is an approach that uses the planning process

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

to leave biodiversity in a better state than it was before the development started, securing wider benefits for people and the environment, and is directly linked to the Government's aim in its 25 Year Environment Plan²⁷ to "leave the environment in a better state than we found it".

4.13.5 The Biodiversity Metric 4.0²⁸, is the current version of the statutory biodiversity metric tool from the Government. Minor applications and small-scale proposals, where applicable, should use the small sites version of the Metric. BNG delivery should also be in accordance with established good practice principles within Biodiversity Net Gain: Good practice principles for development (CIEEM, CIRIA and IEMA) and BS 8683:2021 (and updates).

4.13.6 This ambition for improved levels of biodiversity again links to Building with Nature accreditation (see previous policy). In new development we expect to see wildlife features incorporated into the design of new dwellings to increase biodiversity. These include: swift bricks (though these are excluded from BNG calculations); bee bricks; bird and bat boxes; and hedgehog holes in rear garden fences.



27. [A Green Future: Our 25 Year Plan to Improve the Environment DEFRA January 2018](#)

28. [Tools and guides for measuring the biodiversity value of habitat for biodiversity net gain \(BNG\) available via this link.](#)

For more information on the annotations on this map, please refer to Appendix 3 of the Green Infrastructure Report



Melksham Canal Link Project

A key priority for the Plan area GI is the Melksham Link Project. The Wiltshire Core Strategy safeguards the route of the Melksham Link Canal in Core Policy 16. This policy safeguards the identified route (see Figure 12) for developing a canal link to the south west of the town between the Kennet & Avon Canal and the River Avon, and to the north east of the town between the River Avon and the historic alignment of the Wilts & Berks Canal.

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

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

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

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

Open Spaces

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

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

Policy 14: Open Spaces

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

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

The reason for the policy

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

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

4.14.3 The Green Space Index²⁹ is Fields in Trust's annual barometer of publicly accessible local park and green space provision. Other than Bowerhill, information from the Green Space Index in 2023 shows that our area does not meet the minimum standards of green space provision, though it also shows that there is generally good standard of access, with many people being within ten minutes walking distance of green spaces across the

29. [Available via the Fields in Trust website](#)

area including King George V Park, Conigre Mead Nature Area, together with many other parks and recreation grounds and play areas. New green spaces are needed to address this issue, the newest of which is a community field in between Whitley and Shaw, which will be a good addition to the local open space network and overall GBI infrastructure of the wider area.

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

4.14.5 Therefore we are keen to make sure that open spaces for play and recreation are created and / or invested in alongside housing development.

4.14.6 Financial contributions from developers will therefore be used for local community sports, play or pitch infrastructure and/or strategic priorities within the [Wiltshire Playing Pitch Strategy \(PPS\)](#) which is an evidence base within the local plan. PPS priorities/ options for Melksham are included in the action plan of the strategy, which is being updated with a target completion of end

2024. A need for a full size 3G Artificial Turf Pitch is identified as a high priority.

4.14.7 It should also be noted here, that a number of open spaces have been identified as meeting the tests for designation and protection against inappropriate development as Local Green Space (see pages 93-95). Educational open spaces are an example of open space that cannot be designated as a Local Green Space, but are covered under this policy.

Community Facilities

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

Policy 15: Community Facilities

- 1. Development proposals that involve the loss, in whole or part, of a community facility (as identified in Figure 14a, b & c, and detailed in the [Community Facilities Report](#)) must demonstrate that:**
 - a. adequate alternative provision exists or will be provided in an equally accessible or more accessible location, including by walking and wheeling, within the catchment area of the facility; or**
 - b. it would not be economically viable, feasible or practicable to retain the building or site for use as a community facility; redevelopment for non-community use will only be considered as a last resort and where all other options have been exhausted.**
- 2. Proposals for new community facilities in the Plan area will be supported where the applicant can demonstrate the need and benefits of the proposed facility, or where replacement or enhanced facilities are proposed as mitigation against the loss of any community facilities within the Plan area.**
- 3. New or replacement community facilities should be located where there is a choice of travel options and should be accessible to all members of the community.**

The reason for the policy

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

4.15.2 The community facilities in the Plan area cover both rural and town areas. The existing community facilities in the Plan area as detailed in the Community Facilities Report³⁰ compiled by the Plan Steering Group are wide-ranging and can include community centres, public houses, cultural centres and venues, places of worship, education establishments and training centres and childcare facilities, health and social care facilities, sport and recreation facilities and civic and administrative facilities. However, the list and maps produced for the

30. [Available on the JMNP2 webpages.](#)

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

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

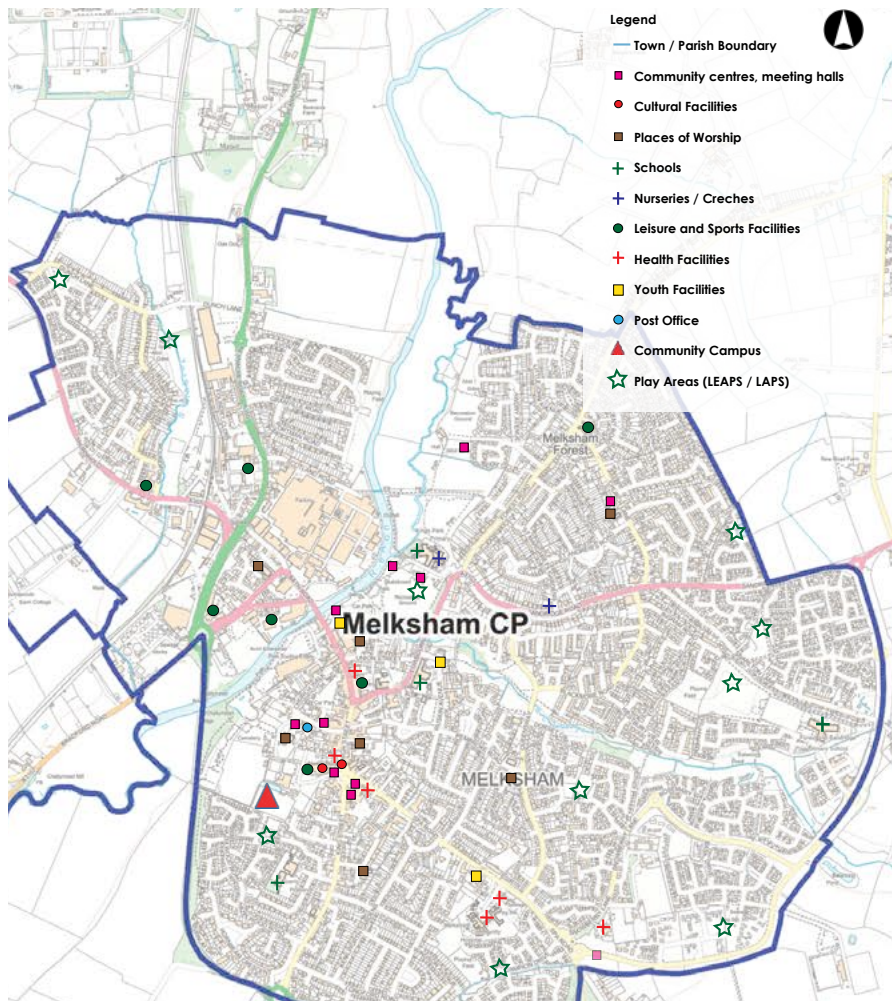
4.15.4 The primary function of some facilities is commercial (including pubs – a key facility in rural areas) but they also perform a clear role for the community in terms of sport, recreation or leisure provision.

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

4.15.6 Consultation illustrated how important community, health and leisure facilities are for the health and wellbeing of the people of Melksham and its wider community. As mentioned in the supporting text to the previous policy, financial contributions from developers to be used for local community sports, play or pitch



Figure 14a: Melksham Town Community Facilities
(Source: [Neighbourhood Plan Community Facilities Report](#))



infrastructure and/or strategic priorities within the most up-to-date Wiltshire Playing Pitch Strategy (PPS).

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

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

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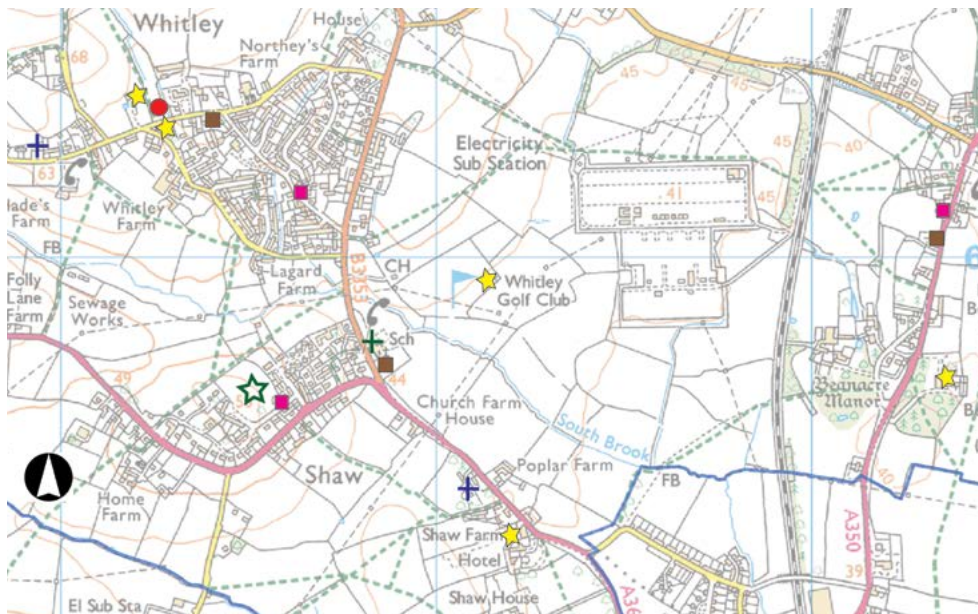


Figure 14b: Whitley, Shaw and Beanacre Community Facilities
(Source: [Neighbourhood Plan Community Facilities Report](#))

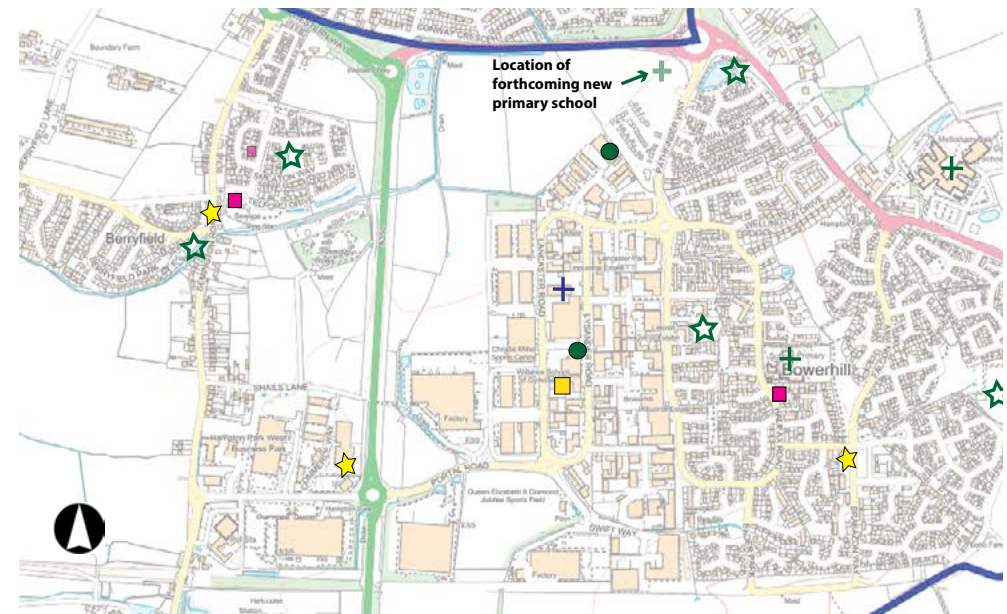


Figure 14c: Bowerhill and Berryfield Community Facilities
(Source: [Neighbourhood Plan Community Facilities Report](#))

Figures 14a, 14b and 14c not to scale, please refer to map on previous page for key and Community Facilities Report which can be found on the [Neighbourhood Plan website](#) for further information. One additional type of facility is noted in the rural areas – pubs denoted by a star ★ Maps can also be found on the [JMNP website as individual files](#).

Local Green Spaces

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

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

Policy 16: Designation of Local Green Spaces

The sites shown on figure 15, and listed on page 95 are designated as Local Green Spaces, and will be protected from inappropriate development in a manner consistent with the protection of land within the Green Belt.

As such, these spaces will be protected from built development, except in very special circumstances where proposals enhance the existing use of the space, and do not conflict with the reasons for designation that make it special to the community.

The reason for the policy

4.16.1 The NPPF sets out the context for Local Green Space (LGS) designation which provides strong protection against development for green areas of particular importance to communities. Paragraph 106 of the NPPF sets clear criteria that the designation should only be used where the space is:

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

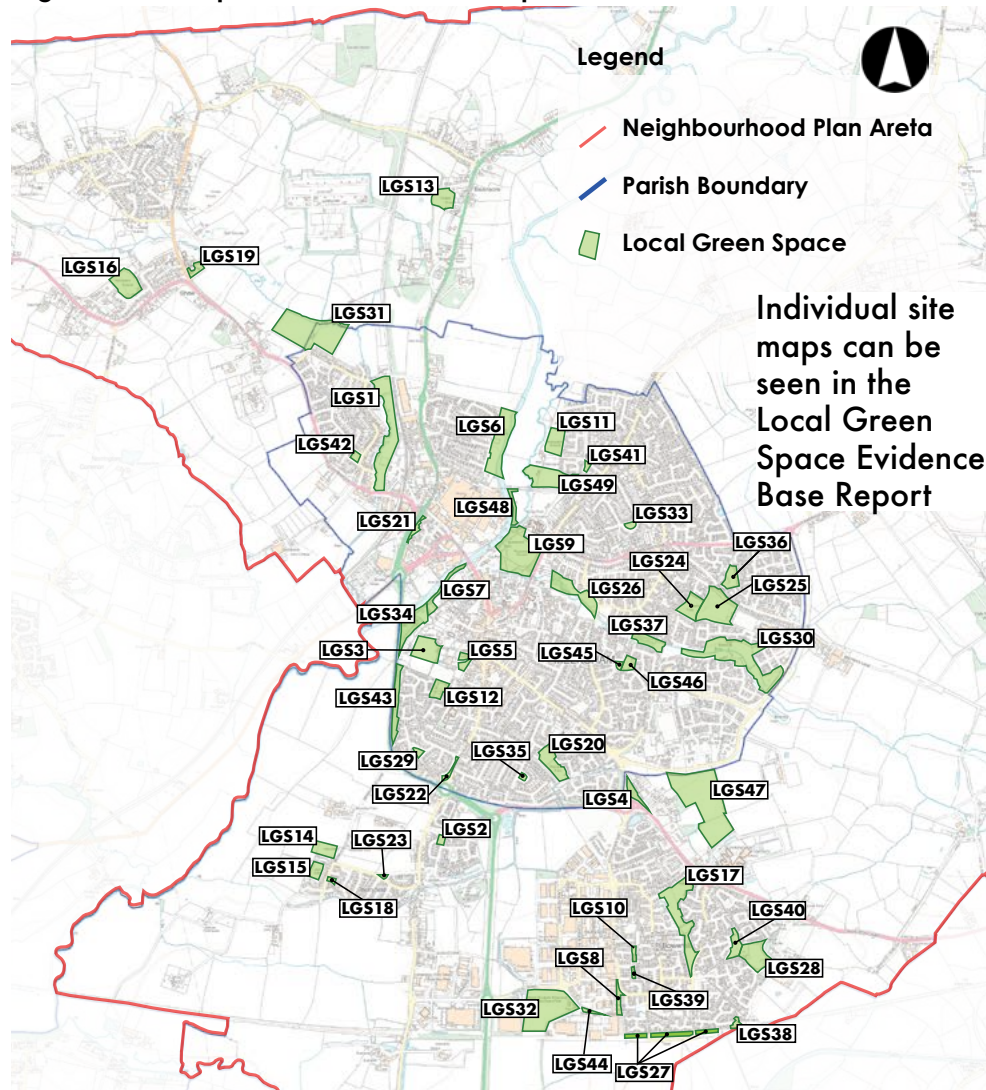
historic significance, recreational value (including as a playing field), tranquility or richness of its wildlife; and
c) where the green area is local in character and is not an extensive tract of land.

4.16.2 Interactive online community outreach to identify potential LGS nominations was undertaken during May and June 2022. This was supplemented by an opportunity to validate or add nominations at community drop-in events and online consultation during February and March 2023. From around 150 suggestions from the first community consultation, a working group assessed potential sites to determine which sites were considered to meet. The final proposed set here are informed by both community input and landowner feedback.

4.16.3 In various ways, these spaces provide quality of life benefits to our community, for example through encouraging recreation and providing space for being outside and connecting with nature.

4.16.4 It is recognised that not all development proposals on LGSs will be 'inappropriate' and some development that enhances the beneficial use of LGS may be appropriate, such as provision of appropriate facilities. Proposals must set out how any impacts on the special qualities of the green space, as identified by its reason for designation, are protected.

Figure 15: Proposed Local Green Spaces



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4.16.5 A full explanation of the methodology, evidence and justification to support the designations, along with maps of each LGS can be found in the Local Green Spaces Evidence Base Report which can be found on the [Neighbourhood Plan website](#).



Proposed Local Green Spaces

1. Land along Roundponds following South Brook
2. Bowood View
3. Recreational ground and cricket field to rear of The Campus
4. Copse area in The Spa
5. Approach to Melksham House
6. Riverside Drive Green/Woodland Areas
7. Natural woodland area near Sainsburys
8. Land between Duxford Close and the boundary of the industrial estate
9. King George V Playing Fields and recreation area
10. Beverley Close Greenspace
11. Forest Community Centre playing field/sports pitches
12. Hazelwood Road Play Area (Brunswick Park)
13. St Barnabas Church, Cricket Field
14. Berryfield Allotments North (Briansfield Allotments)
15. Berryfield Allotments South (Berryfield Allotments)
16. Shaw Playing Fields "The Beeches"
17. Rear of Grasmere and Wellington Drive
18. Green in Berryfield Lane
19. Shaw Churchyard
20. Old Sports Pitch / field (to rear of Campion Drive)
21. Weavers Crofts
22. Hornbeam Crescent/Semington Road
23. Berryfield Green triangle
24. Foresters Park Road playing fields
25. Cranesbill Road playing fields
26. Clackers Brook (Queensway)
27. Brabazon Way

28. Hornchurch Road Public Open Space
29. Hornbeam Crescent green
30. East of Melksham (Clackers Brook)
31. Shurnhold Fields
32. Bowerhill Sports Field
33. The Crays
34. Conigre Nature Reserve
35. Sarum Avenue
36. Skylark Green
37. Primrose Nature Reserve
38. Locking Close
39. Beaufort Close to Kestrel Court
40. Harvard Close
41. Awdry Avenue
42. Roundponds
43. Walkway parallel to A350 (rear of Hornbeam Crescent)
44. Verge with stream and trees (Swift Way, Bowerhill)
45. Dorset Crescent play area/green
46. Primrose Drive play area/green
47. Dog Walking Area to the Rear of The Spa
48. Riverside Walk (Melksham Green Space Group)
49. Murray Walk Field (Melksham Green Space Group)

Note: Three sites were deleted after consultation; former LGS 6: Cricket and field – community area, Whitley, former LGS 46 Fields/old golf course (behind Christie Miller) and LGS48 Locking Close Allotments. All LGS have been renumbered for this version of the JMNP2. LGS48 and LGS49 were added after a local campaign. The area covered by some Local Green Spaces has been updated. [See the Local Green Space Evidence Base Report for detail.](#)

Natural, Built and Historic Environment



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

Policies in this section:

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

Trees and Hedgerows

This policy helps meet objective 15: Conserving and enhancing the quality of the natural landscape.

Policy 17: Trees and Hedgerows

1. Ancient and Veteran Trees:

To be supported, development proposals should ensure that there will be no loss or deterioration of the irreplaceable habitats of ancient woodlands (as shown in Figure 16) and ancient or veteran trees found outside ancient woodland, unless the need for and benefits of the development in that location clearly outweigh the loss. A minimum buffer of at least 15 metres in width should be maintained between ancient woodland and any development boundary. A buffer zone around an ancient or veteran tree should be at least 15 times larger than the diameter of the tree.

2. Other Existing Trees and Hedgerows:

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

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

3. Increased Tree Canopy:

New tree planting in development proposals and throughout the built and natural environments of the Plan area will be supported in principle. Development proposals on sites outside of the town centre and greater than 0.5 ha in size that demonstrate an increase in site tree canopy cover of at least 8% will be supported. This should be demonstrated through a tree planting plan, and it is expected that this will be delivered through the retention of existing and / or the establishment of new trees in public areas (for example on street, or in green spaces), and in private gardens. Where this is not possible, other green infrastructure features, such as green roofs, should be provided.

The reason for the policy

4.17.1 As part of a local response to climate change, place making and achieving local distinctiveness: In Shurnhold Fields, 200 trees planted for WW1 commemoration along with a native rare species orchard, and most recently the community in Shaw and Whitley to plan to plant their own trees. Most recently, in Melksham town, another intensive residents tree planting scheme was carried out in November 2023. As set out in the Green Infrastructure Evidence Base Report³⁰, trees are a key asset of the Plan area and there is practical action to increase tree coverage across the community.

4.17.2 Overall tree canopy coverage in the area is estimated to be an average of just over 12% which has been mapped using the i-tree canopy tool³¹. The Urban Forestry and Woodland Advisory Committee Network recommends 'a minimum standard for tree canopy cover is set for a local area, with evidence showing that 20% is a good aspiration'³². Therefore the policy aims for a minimum of 8% uplift in trees on a development site. A Tree Planting Plan should be prepared to show the location, species, and radius of the canopy of new trees. This can be used to calculate canopy cover, in square metres, post development, and calculate the percentage increase in canopy cover.

4.17.3 There are a number of areas of ancient woodland across the Plan area, including Daniel's Wood, Morass Wood and Hanging



The Importance of Trees

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

30. [Available on the JMNP2 webpages.](#)

31. [Doick et al \(2017\), England's Canopy Cover supported by Forestry Commission England, University of Southampton, Treeconomics and Wycombe District Council](#)

32. <https://www.forestresearch.gov.uk/research/i-tree-eco/uk-urban-canopy-cover/>

Wood (ancient replanted). This is significant as ancient woodlands now cover just 2.4% of the UK. Standing Advice from Natural England and the Forestry Commission guide planning decisions that relate to ancient and veteran trees.

4.17.4 Both greenfield and previously developed sites are likely to contain trees and hedgerows that, if retained, can make a positive contribution to the character of new development. Retaining key trees can influence both the design and layout of the development, and arrangements for their protection should be made during the construction phase

4.17.6 Hedgerows, like trees, can make an important contribution

Below: Bristol Tree Replacement Standard (BTRS) Methodology

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

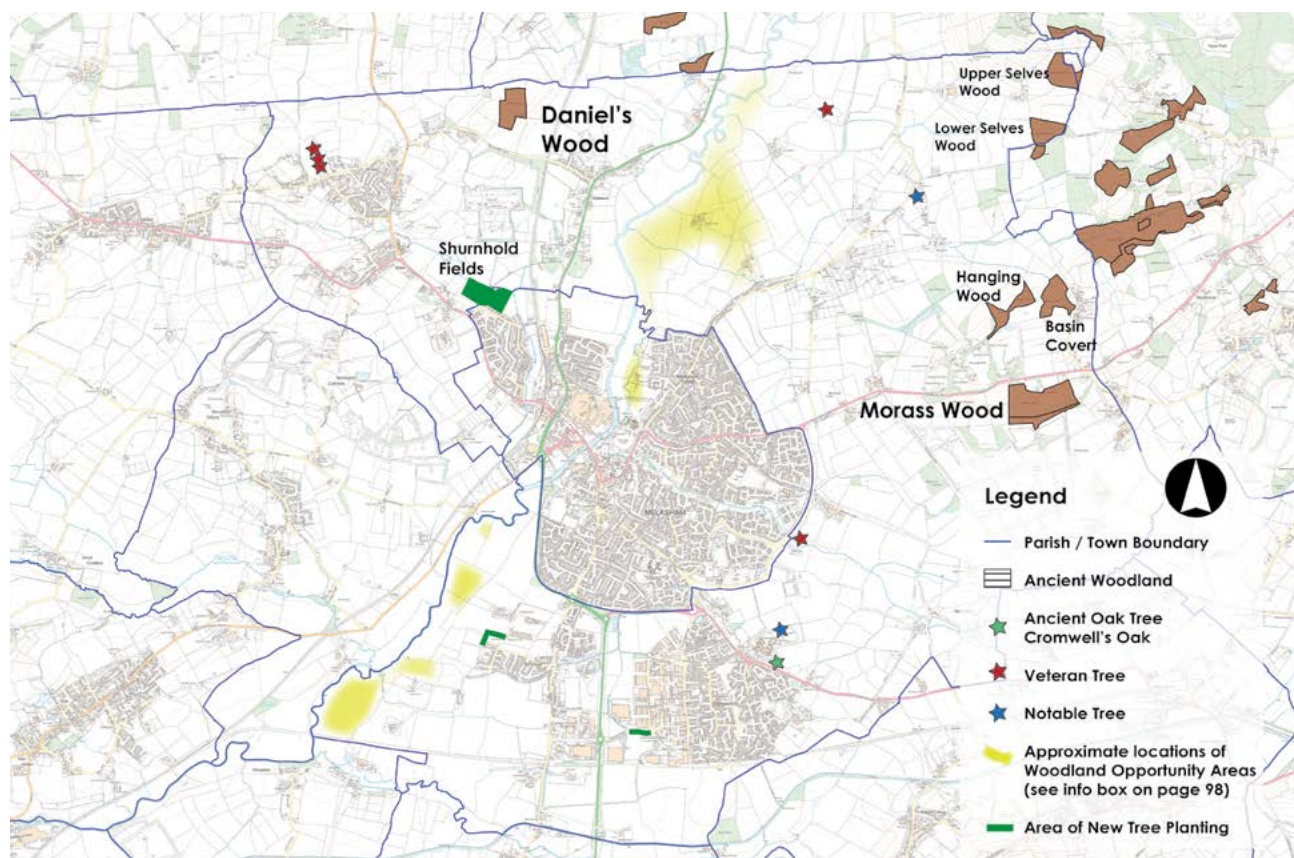
to the character and can also be important historically as indications of land use and previous ownership. They also contribute significantly to biodiversity and amenity value of the natural and, in places, built environment.

4.17.6 Where tree loss is unavoidable, the Bristol Tree Replacement Standard can be used to inform the number of replacement trees based on the size of the lost tree. Whilst a particular site or design approach to trees will inform the number and approach to tree planting, the Standard is a established methodology used by Bristol City Council³³ and has also been successfully integrated in Neighbourhood Plans with Cam Parish and Chippenham Neighbourhood Plan.



33. [More detail can be found in the Bristol City Council Planning Obligations SPD](#)

Figure 16: Ancient Trees, Ancient Woodland and Areas of New Tree Planting (Source: [Neighbourhood Plan Green Infrastructure Report](#))



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Landscape Character

This policy helps meet meet objective 14: Protecting settlements' rural setting and countryside gaps across the plan area **and objective 15:** Conserving and enhancing the quality of the natural landscape.

Policy 18: Landscape Character

Development proposals will be expected to:

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

The reason for the policy

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

4.18.2 The landscape within the Plan area is diverse in character



Bridge across the River Avon

ranging from areas of flat and low lying land with a general sense of openness, to areas that are much more enclosed with lines of trees along the River Avon. As the land rises to the north east there is an area that was once designated in the West Wiltshire Local Plan as a 'Special Landscape Area'. This designation is currently saved by the Core Strategy, but is not proposed to be retained in the emerging Local Plan.

4.18.3 Key characteristics of the landscape of the Plan area are detailed in the Green Infrastructure Report³⁴ and the Local Landscape Character Evidence Base Report³⁵ which supplements Landscape Character Assessment work done by Wiltshire Council with local detail. Some key points are:

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

for example Clackers Brook which, like the River Avon, forms a key area of natural green space and landscape, also making a link and connection with the built environment of the town. South Brook to the north west, meanders through agricultural fields between the two villages of Shaw and Whitley, contributing to the separate identity and character of the two villages and to local amenity, with a number of footpaths criss-crossing the area.

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

4.18.5 A number of views across the landscape have been included in the Landscape Character Report²⁴ to illustrate the different characteristics and features across the Plan area. From many places expansive views of the wide open landscape can be appreciated.

34. [Available on the JMNP2 evidence webpages.](#)

35. [Available on the JMNP2 evidence webpages.](#)

Landscape Green Gaps and Wedges

This policy helps meet objective 14: Protecting settlements' rural setting and countryside gaps across the Plan area.

Policy 19: Green Wedges

1. The Green Wedges (mapped in figure 17) are identified in order to:

- a. provide long-term protection against coalescence;**
- b. protect the setting and separate identity of settlements; and**
- c. retain the existing settlement pattern by maintaining the openness of land.**

2. Any proposals for development in a Green Wedge will only be supported where they:

- a. are in conformity with adopted Development Plan Policies for development outside of the settlement boundaries;**
- b. demonstrate delivery of economic, community and/or environmental benefits which outweighs any harm to the role and function of the Green Wedge (individually or cumulatively) as set out in section 1 of this policy, and detailed in the Green Gap and Wedge Study (2023);**
- c. minimise and mitigate urbanising effects, such as artificial lighting and traffic movements; and,**
- d. retain (where possible) and add screening trees and hedgerows as edge features to minimise impact on the overall Green Wedge.**

The reason for the policy

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

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

4.19.3 Wiltshire Council, through the [Strategic Housing and Economic Land Availability Assessment \(SHELAA\)](#) provides information on a range of potential housing sites and sites for other uses, which gives an indication of how development requirements could potentially be met on the ground. The SHELAA and a

separate Call for Sites carried out by the Steering Group of the Neighbourhood Plan to inform this update of the Plan, clearly indicate that land continues to be promoted for development in locations where coalescence could result if development were consented.

4.19.4 As more development is accommodated in the Plan area, the identification of areas of countryside outside settlement boundaries as 'Green Wedges' can help prevent (further) erosion of local character and identity arising from 'coalescence' or the merging together of places that were once separate. However, the need to balance appropriate sustainable land uses on the edge of settlements over the plan period is acknowledged. For example, the emerging Local Plan allows for new community facilities (Policy 81) and employment development (Policy 64) adjacent to settlement boundaries where certain criteria are met. In the Neighbourhood Plan area, the need to balance any development (along with the benefits it will provide) on the settlement edge, with the issue of coalescence and impact on the role and function of the area of the Green Wedge, must be balanced by decision makers taking into account JMNP policy 19.

4.19.6 A Green Gap and Wedge Study³⁶ undertaken as part of the evidence base to JMNP2, sets out landscape evidence to illustrate that Shaw, Whitley, Beanacre, Bowerhill, Berryfield and Melksham town each retain a unique character, history and sense of place

derived from their landscape settings as recognisably distinct built-up areas, distinguishable from other neighbouring settlements by intervening countryside.

4.19.5 The Green Gap and Wedge Study illustrates that the areas designated as green wedges have been assessed as meeting three separate criteria and found to provide physical and perceptual separation between settlements in the Plan area.

4.19.6 An addendum³⁷ to the Study has also been prepared with an update to information about a possible Green Wedge (Berryfield, Bowerhill and Melksham), that no longer fulfills designation criteria due to outline planning permission being granted at appeal, and amendment to another (Melksham and Berryfield), also as result of outline planning permission being granted at appeal.



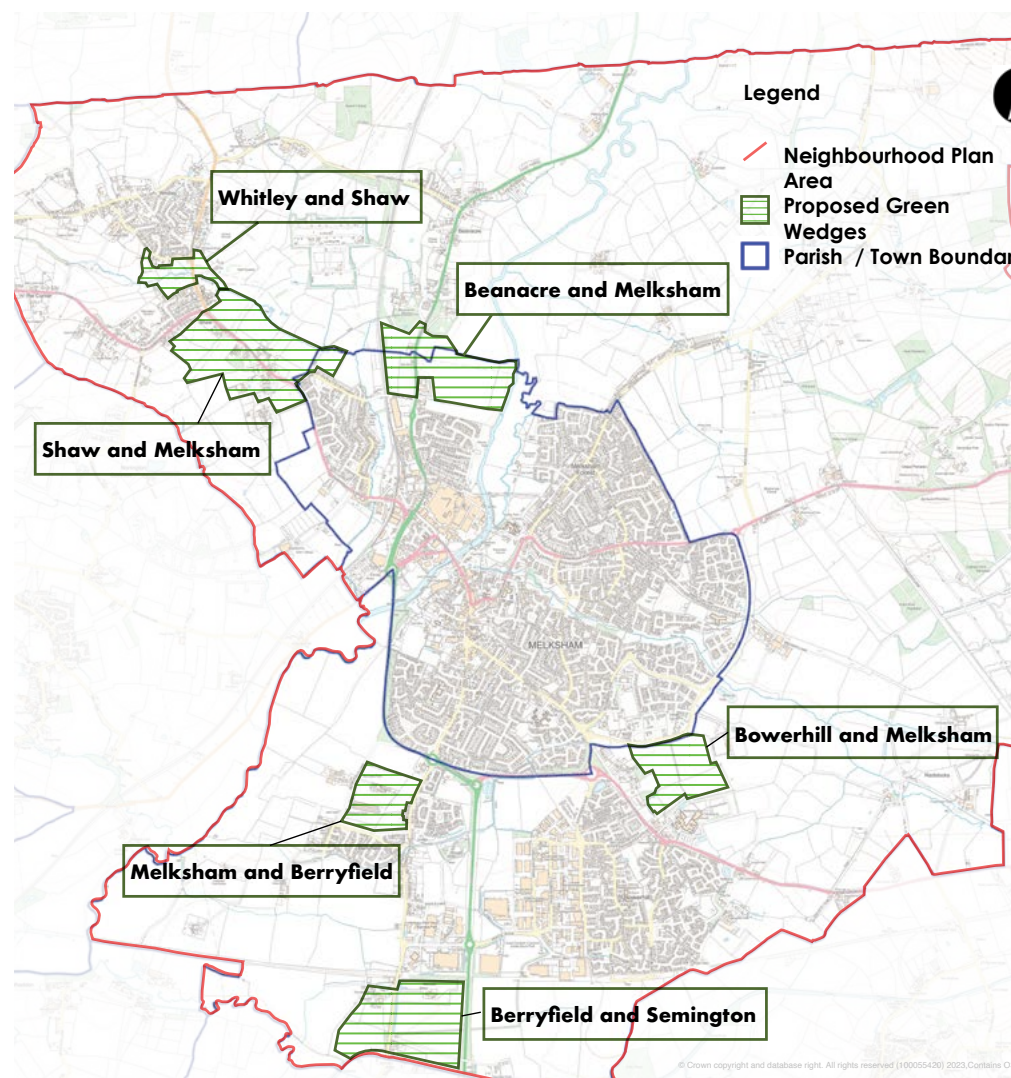
What is the SHELAA?

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

36. [Green Gap & Wedge Study, 2023, Aecom/Iceni Projects for JMNP2 available on the JMNP2 evidence webpages](#)

37. [Available on the JMNP2 evidence webpages.](#)

Figure 17: Green Wedges



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4.19.7 The Berryfield and Semington Green Wedge to the south of the Plan area clearly satisfies criterion 1 and 2 of the Green Gap and Wedge Study, it is however included for designation as it is considered to provide the function of a Green Wedge, albeit one which extends outside of the Plan boundary. The southern extent of the boundary follows a clear landscape feature of high sensitivity – the Kennet & Avon Canal, which is also the Parish boundary between Melksham Without and Semington. The boundary of the Green Wedge therefore is the canal, rather than the village of Semington, as this Neighbourhood Plan can only include land within the approved Plan (and Parish) boundary, rather than the full extent of the 'functional' green wedge, which extends into Semington Parish.

4.19.8 The canal however, is not simply an administrative boundary, but also an important landscape and physical feature of both Melksham Without and Semington Parish. The Semington Neighbourhood Plan also includes evidence that illustrates that the land around the canal is of high landscape sensitivity²⁵ that warrants protection and/or enhancement as it provides a distinctive rural edge character to the settlement and a strong sense of separation between the settlement boundary and parish boundary / canal. Co-ordinated work between Semington Neighbourhood Plan and the JMNP as neighbouring parishes has therefore taken place as both Plans including policies which relate to this area of landscape around the canal and between areas of built settlement.

Locally Distinctive, High Quality Design

This policy helps meet objective 16: Ensuring that new development is sympathetic to our built heritage and the character of the area, with high standards of design.

Policy 20: Locally Distinctive, High Quality Design

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

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

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

The reason for the policy

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

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

4.20.3 Melksham Town Council and Melksham Without Parish Council recognise the importance of design quality to local distinctiveness and quality of life. In addition to expecting development proposals to respond positively to national design guidance and be in conformity with the adopted Wiltshire Local Plan Design Policies and Guidance (the Wiltshire Design Guide Supplementary Planning Document was formally adopted by Wiltshire Council on 25th March 2024), the Neighbourhood Plan aims to ensure development in the Plan area is designed to

complement and strengthen local quality of place, character and distinctiveness.

4.20.4 The second Neighbourhood Plan is therefore now supported by Melksham Design Guidelines and Codes Document³⁸. Those proposing or assessing any development should use this resource to inform the design of schemes or assessment feedback. Figure 19 illustrates the different character areas found in the Plan area, and detailed in the Document.

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

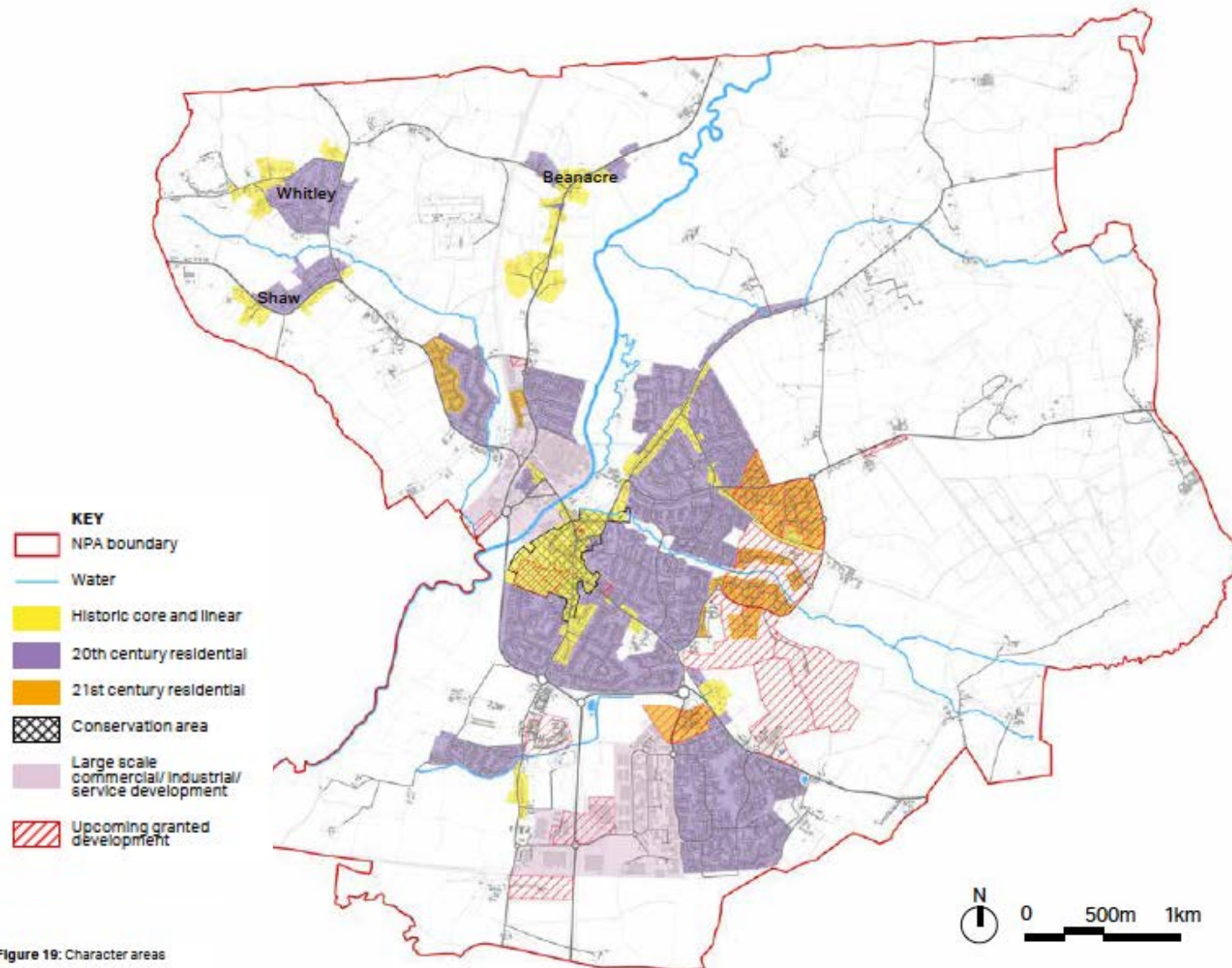
4.20.7 In 2019 the Government published a '[National Design Guide](#)' which highlights the importance of understanding and responding to local character (in many senses). Figure 18 illustrates the 10 components of good design as set out in the National Design Guide. The importance of design is also underscored by the summer of 2020 update of Building for Life¹², an industry standard for well-designed homes and neighbourhoods: [Building for a Healthy Life \(BHL\)](#).



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

38. [Melksham Design Guidelines and Codes, 2023, Aecom for JMNP2](#)

Figure 19: Character Areas
(source: Melksham Design Guidelines and



Local Heritage

This policy helps meet objective 16: Ensuring that new development is sympathetic to our built heritage and the character of the area, with high standards of design.

Policy 21: Local Heritage

Proposals for development within the Melksham Conservation Area must show how they preserve or enhance the setting, characteristics and special qualities that make up the architectural and historic character.

For other assets of local heritage importance, including archaeological importance, and buildings or structures identified as Non-designated Heritage Assets (as set out in the [2023 Locally Valued Non-designated Heritage Asset Report](#) or subsequent updates), mapped on Figure 20 (including notable buildings as shown on Figure 21) development proposals should demonstrate that appropriate consideration has been given to:

- a. the significance of the heritage asset;
- b. its most distinctive and important features;
- c. the elements of its setting and immediate surrounds that contribute to its significance, and
- d. the contribution the asset and its setting makes to the character of the local area (whether in a Conservation Area or not).
- e. any planning application must not only consider heritage issues but show that they have been fully taken into account via a heritage statement. Archaeological surveys of a particular site may also be required prior to the determination of an application.

The reason for the policy

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

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

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

4.21.4 The area of housing for industrial workers known as 'The City' is likely to date from the 17th Century when the town expanded to the north of the river for the first time. A few buildings

still survive in this area, including a Grade II listed former pub (The Red Lion), and a row of attached cottages built in early 18th century of rubblestone, with a stone slate roof. It is a fragmented area of heritage that survives alongside the Cooper Tires site, recent housing developments and the A350 relief road (that pedestrians and cyclists cross by an underpass).

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

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

4.21.7 Planning protections for non-designated heritage assets are

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

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

4.21.9 Nominations that were put forward were assessed using Historic England criteria set out in [Advice Note 7 Local Heritage Listing: Identifying and Conserving Local Heritage](#). From time to time additional heritage assets may be identified and the locally Valued Non-designated Heritage Assets list will be updated, in which case Policy 21 will apply to an updated version of the list.

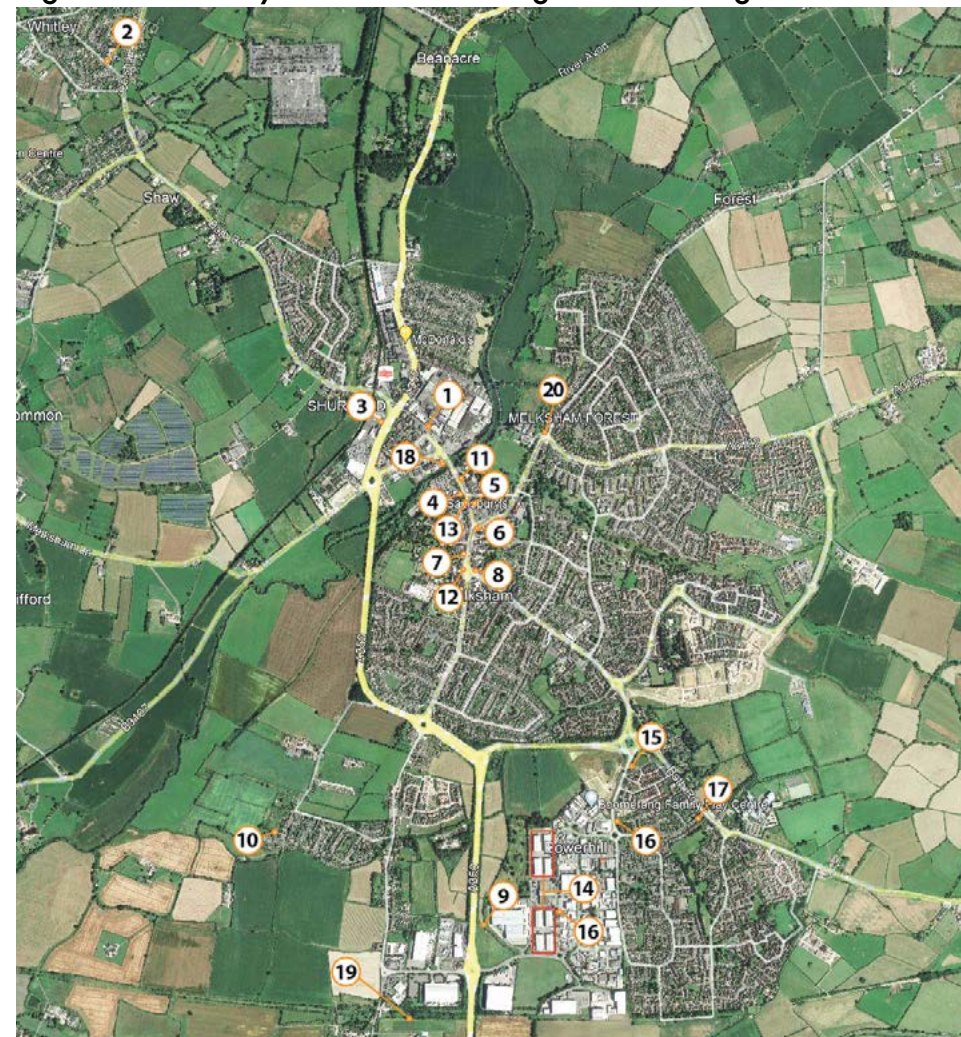
4.21.10 The Historic Environment Record was accessed as part of the evidence base for the plan and has been drawn on in the preparation of this Policy.

Locally Valued Non-Designated Heritage Assets List (see [Locally Valued Non-designated Heritage Asset Report](#) for detail)

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

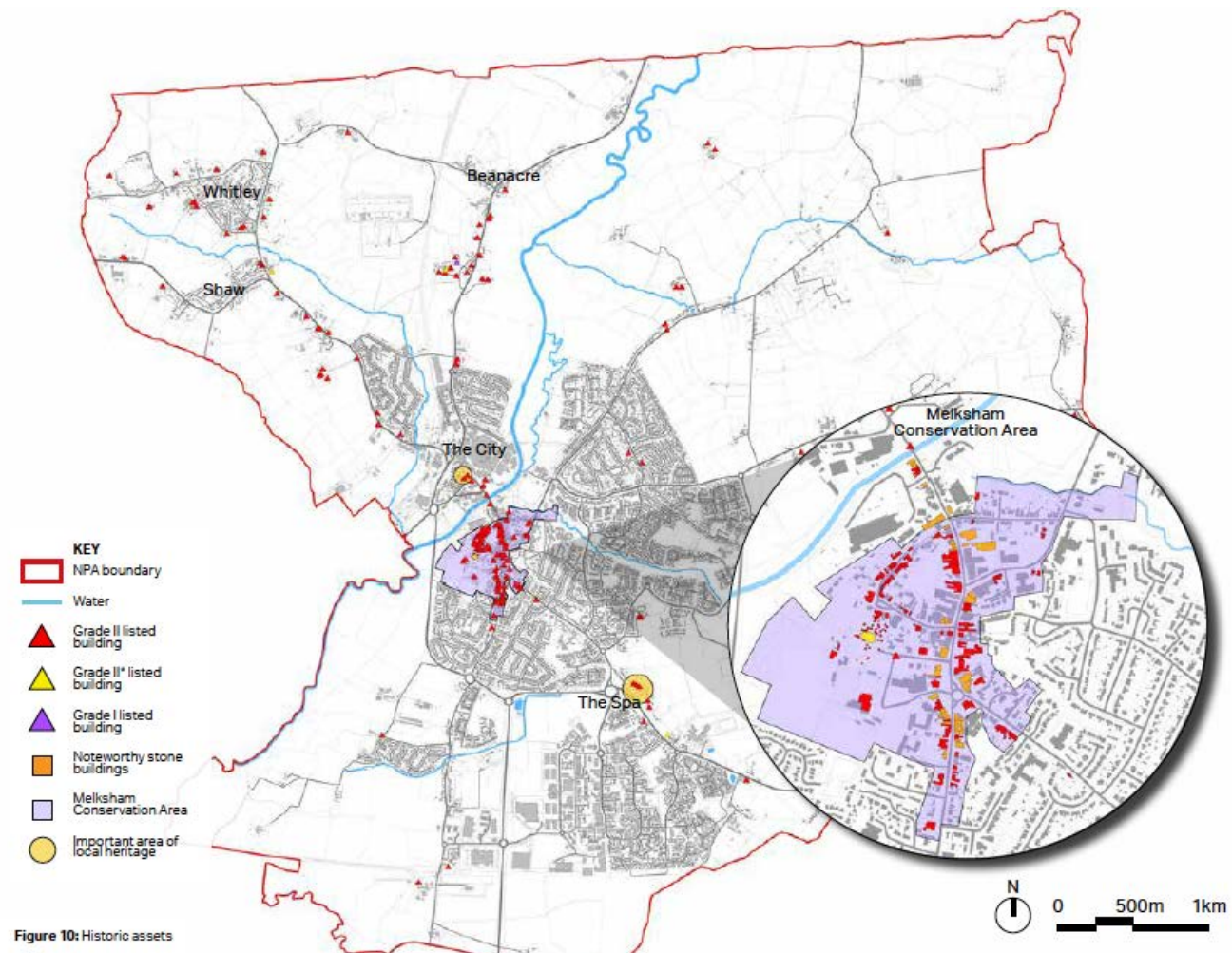


Figure 20: Locally Valued Non-Designated Heritage Assets



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

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



5 Priority Statements



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

Priority Statement 1: Transport Infrastructure – Bypass

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

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

It has the potential to improve the efficiency of the A350 as well

as improve the local economy and quality of the environment within Melksham and Beanacre and assist in meeting Neighbourhood Plan objectives.

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

Priority Statement 2 : Levels of Growth and Infrastructure

Wiltshire Council and the Local Plan is responsible for the allocation of strategic housing and employment sites within the Neighbourhood Plan area and development management processes associated with proposals for their development.

The Town and Parish Councils are seriously concerned that housing developments recently consented and delivered within the JMNP2 area have not been accompanied by adequate infrastructure. Both Councils will continue to seek to ensure that new large scale development is accompanied by the provision of sufficient, integrated community and sustainable development infrastructure, including healthcare facilities, schools and highways and sustainable transport infrastructure and open space, which have come under increasing demand.

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

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

Memorandum of Agreement

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

Priority Statement 3: Wilts & Berks Canal Restoration

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

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

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

Priority Statement 4: Progressing Town Centre Master Plan Area Regeneration

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

- Cluster 1 The Campus and Market Place Civic and Cultural Quarter
- Cluster 2 The Old Library, Labour Club and Lowbourne area
- Cluster 3 Avon Riverside, Cooper Tires, The City and the

Railway Station

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

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

Glossary

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

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

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

Brownfield land: See previously developed land

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

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

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

Development plan: This includes documents that form part of the adopted Local Plan and in the Melksham Area, the Neighbourhood Plan and is defined in section 38 of the Planning and Compulsory Purchase Act 2004.

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

Ecological networks: These link sites of biodiversity importance.

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

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

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

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

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

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

NPPF: National Planning Policy Framework.

The overall planning policy produced by the Government to inform the making of Development Plans including Neighbourhood Plans and decision making on planning applications.

NPPG or PPG: Planning Practice Guidance.

The overall national planning practice guidance and advice produced by the Government to inform the making of Development Plans including Neighbourhood Plans and decision making on planning applications.

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

Main town centre uses: Retail development (including warehouse clubs and factory outlet centres) leisure, entertainment and more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

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

Major Development: A major development is any application that involves:

- mineral extraction
- waste development
- the provision of 10 dwellings or more
- a site area of over 0.5 hectare and the number of dwellings is not known.
- floorspace of over 1,000sqm or a site area of one hectare

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

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

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

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

- appearance – aspects of a building or place which affect the way it looks, including the exterior of the development
- means of access – covers accessibility for all routes to and within the site

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

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

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

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

Wheeling: A term to cover various modes of travel (non car) that use wheels, such as scooters or bicycles.

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

Appendix 1

Community Engagement Protocol



Introduction

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

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

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

Context

National

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

“Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.”

The [“10 Commitments for Effective Pre-application Engagement”](#) (Local Government Association, 2014) published nationally by a group representing planning, industry and community groups, states that:

“Early, collaborative discussions between developers, public sector agencies and the communities affected by a new development can help to shape better quality, more accepted schemes and ensure improved outcomes for the community. These discussions also avoid wasted effort and costs.”

Wiltshire

Wiltshire Council's Statement of Community Involvement (SCI)

2020 states that it encourages:

"developers and applicants to engage with local people and communities including Town and Parish Councils and with neighbours, when appropriate, before submission of a planning application. ... The government have stated that such engagement is discretionary, but it is strongly encouraged by the Council prior to the submission of applications for ten or more houses, or other large developments on sites of 1 hectare or more."

The SCI outlines in detail how communities can be involved in planning applications. It is acknowledged that whilst in the early stages of considering a development proposal, applicants may wish for any discussions with Wiltshire Council to be confidential, involvement of the local community can and should happen at the earliest possible stage.

Process

Whilst there is an emphasis on early and positive pre-application engagement in major development proposals, the approach should also apply to smaller developments in the plan area because these can have at least as much impact as larger ones. Melksham Town Council and Melksham Without Parish Council will play

their appropriate role in delivering high quality pre-application engagement with themselves and with the wider community in the early stage of proposals that come forward.

Melksham Without Parish almost entirely surrounds Melksham Town. For development that takes place on the periphery of one or other Council area, and within other places in Melksham Without that are of high importance to the town (such as the commercial areas located at Bowerhill and Hampton Park etc.), both Councils will play a role.

Therefore, in respect of development proposals affecting the commercial areas, or residential sites on the periphery of Melksham Town, both Councils should be consulted in pre-application engagement.

Drawing from the 10 Commitments and other guidance on best practice, potential applicants should work with Melksham Town Council and Melksham Without Parish Council to fulfil the following principles:

- **'Day One' contact:** By far the best results for all emerge when contact is made with the relevant Council, and through us with our local community, at the earliest possible point in the process; consulting people late with already prepared schemes is not productive. See the end of this Protocol for contact details

for the Town and Parish Council. Wiltshire Council are also asked by the Town and Parish Council to pass on contact details to applicants.

- **Agreed Process:** A key aim of this early contact is to discuss and agree the nature, scope, timetable, information and so forth of the engagement – i.e. the process to be followed. This should have particular regard to if and how both Councils should be involved in the process as noted above. For major development applications this will include Wiltshire Council.
- **Applicant Leadership but Shared Responsibility:** Although it is the applicant's role to lead and fund engagement, the Town and/or Parish Council will offer as much support as possible to any agreed process; for example by providing local information, contact details for local groups, advice on meeting places, access to newsletters and so forth.
- **Openness and Transparency:** Building trust between all and ensuring an agreed outcome depend heavily on having a process that is as open as possible on all sides, though the Town and/or Parish Council will respect any issues of clear commercial confidentiality.
- **Agreed Community:** A project may have an impact on a limited number of people or on all of the Town and/or Parish as appropriate. The details of those to be involved will need to be discussed and agreed for any project, as will the potential ways to contact and engage them.
- **Agreed Scope:** There will also need to be agreement about

the scope of the engagement, i.e. what is and is not open to change (e.g. layout, quantum of development, design etc.).

- **Proportionality:** The nature and scale of engagement will be balanced in appropriate proportion to the scale and likely impact of any proposals, for example small householder applications are very unlikely to need to undertake more than neighbour consultations.
- **Statement of Community Consultation:** For major development proposals applications, a statement of community consultation should be submitted. This should describe and summarise the outcomes of the engagement, demonstrating how the proposals have (or have not) responded to results. If they have not, a short note should be included to explain this. If the process has been followed fully, the Parish Council will endorse this report; if not they may submit their own evaluation of it*. For smaller development proposals, a short statement describing and summarising the outcomes of the engagement is encouraged.

Contact Details

Initial contact should be made at the very outset with the Town and/or Parish Councils:

townhall@melksham-tc.gov.uk

clerk@melkshamwithout-pc.gov.uk

The Town and/or Parish Council commits to doing all possible to arrange an initial meeting as soon as possible following contact.

Additional Notes

Melksham Without Parish Council will only consider taking on ownership and management of equipped play areas from developers, such as LEAPs (Local Equipped Area for Play) and NEAPs (Neighbourhood Equipped Area for Play) but not LAPs (Local Landscaped Area for Play).

*As in the opening proviso, endorsement of an engagement process and results does not necessarily mean support for the resulting proposals.

Appendix 2 Evidence Base Summary



Neighbourhood Area Level Evidence

Prepared for the Neighbourhood Plan

- Site Options and Assessment Report (2023 Aecom)
- Viability opinion - Cooper Tires, former Library, Whitley Farm sites (2024 Bailey Venning Associates)
- Addendum to Viability opinion - Cooper Tires (additional scenarios) (2024 Bailey Venning Associates)
- Appendices to Addendum to Viability opinion - Cooper Tires (additional scenarios) (2024 Bailey Venning Associates)
- Site Allocation Topic Paper (2024 Place Studio)
- Melksham Design Guide and Code (2023 Aecom)
- Local Green Space Report (2023 JMNP2)
- Green Gap & Wedge Study (2023 Aecom/Iceni Projects)
- Green Gap & Wedge Study Addendum (2024 JMNP2)
- Locally Valued Heritage Assets (2023 JMNP2)
- Town Centre Masterplan (2023 Aecom)
- Housing Needs Assessment (2023 Aecom)
- Community Facilities Evidence Base Report (2020/Minor update 2023 JMNP2)
- Green Infrastructure Evidence Base Report (2020/Minor Update 2023 JMNP2)
- Local Landscape Character Evidence Base Report (2020 JMNP1)
- Housing Need Assessment (AECOM, 2022)
- Points of the Compass Appraisal (AECOM, 2017)

- Heritage Assessment (Policy 7.3 Allocation of Land at Whitley Farm) (John Davey, 2020)
- Town and Parish Pre-application Protocol (see Appendix 1)

- Consultation Statement (2024 JMNP)
- Basic Conditions Statement (2024 Place Studio)
- Strategic Environmental Assessment Reports (2024 Aecom)

All are [available on the JMNP2 evidence webpages](#).

JMNP2 also references other relevant evidence base material from sources such as Wiltshire Council. These are referenced throughout the Neighbourhood Plan.



MELKSHAM

NEIGHBOURHOOD PLAN

Summary of Changes Made to Policies Post Regulation 14 Consultation – JMNP2 SEPTEMBER 2024
POST STEERING GROUP MEETING FINAL

All comments have been logged on spreadsheets in which all representations received to the pre-submission Regulation 14 consultation (on both draft A and draft B) are tabulated against the draft Plan policy that each comment best related to, or logged as a general comment. All comments have been carefully considered, and where appropriate, amendments are made to the draft Plan and evidence base for Regulation 15 submission to Wiltshire Council for subsequent stages of the Neighbourhood Plan making processes. A summary of changes is set out in the table below (those policies that were specifically consulted on as part of the draft B pre-submission plan, as well other policies that have changed since those signed off by the SG in May are highlighted in green).

Regulation 14 comment	Proposed Change
Community Action Shaw and Whitley suggested a change to Objective 14: Protecting settlements' rural setting and countryside gaps between Melksham, Bowerhill and surrounding villages.	Protecting settlements' rural setting and countryside gaps between Melksham, Bowerhill and surrounding villages. across the plan area
Summary of Issue raised at Regulation 14 Consultation (and Health Check feedback also noted where relevant)	Proposed Changes made to Policy for SUBMISSION <u>(new text shown in red. Deleted text struck through)</u>
<u>Policy 1: Sustainable Design and Construction</u>	
<p>Community respondents majority support the policy.</p> <p>WILTSHIRE COUNCIL consider that the policy has been updated and is in many ways reflective of the emerging sustainable construction policy in the Wiltshire Local Plan Review. It is considered to be pitched as ambitious as is reasonable possible. The policy is therefore supported in principle and provided helpful points of detail to 'tighten-up' the policy. These have all been accepted.</p> <p>Landowners and agents provided mixed responses. The Steering Group were pleased to note clear support from some and confidence that proposals coming forward would meet the requirements. Others commented that the policy was too</p>	<p>Policy 1: Sustainable Design and Construction</p> <p>New development schemes that demonstrate how carbon emissions are minimised, with the target of zero carbon in operation. Within the constraints of scale and viability, proposals are expected to demonstrate how the impacts of climate change are mitigated and adapted to, will be supported. This includes:</p> <p>a. Submission of a Sustainable Energy Strategy for all new development schemes (of all scales) to demonstrate how carbon emissions are minimised, with the target of zero carbon in operation (regulated and unregulated energy). This should demonstrate whether a development will achieve an annual operational net zero carbon emissions balance, by modelling each building's estimated regulated energy consumption and the site's overall renewable energy (electricity</p>

<p>onerous and unnecessary given the content of the emerging local plan.</p> <p>The Health Check also gave detailed feedback suggesting the deletion of the last sentence and a review of criteria d & f due to written ministerial statement in 2015 (which has been updated by the one referenced above).</p>	<p>and heat) generation. Major development proposals for all new residential buildings should target the following Key Performance Indicators:</p> <ol style="list-style-type: none"> 1. space heating demand of less than 30KWh/m2/ year; 2. total energy consumption less than 40kWh/m2/ annum; 3. provision of enough renewable energy output to match the total energy use. <p>b. Embedding the Energy Hierarchy within the design of buildings by prioritising fabric first, orientation design and landscaping, in order to minimise energy demand for heating, lighting and cooling, as well as maximising renewable energy generation. All proposals should consider deliver opportunities, to provide solar PV and energy storage to electrify improve space heating and energy consumption by considering a range of low-carbon and renewable technologies;</p> <p>c. Demonstrating good connections to existing services and facilities, and/or a mix of uses that minimises the need to travel by private vehicle;</p> <p>d. maximising green and blue infrastructure to sequester carbon and provide other benefits such as shade;</p> <p>e. use of appropriate sustainability assessment tools, such as the Building Research Establishment’s Environmental Assessment Method (BREEAM), Home Quality Mark for residential development and/or CEEQUAL (or equivalents) for infrastructure development. All major development should set out how embodied carbon associated with the development has been considered and will be minimised in materials has been minimised.</p> <p>f. Commercial Non-residential development that achieves BREEAM ‘Excellent’ certification or equivalent certification;</p> <p>g. the retention of existing buildings where possible and retrofitting measures to improve the energy performance of existing buildings (where planning permission is required).</p>
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Commented [1]: Concerns of word “electrify” as may be superceded by new technology. Suggest: to consider a range of renewable technologies including for eg electrify (ditch one of the “consider” words)

Commented [2R1]: Changed, but note- this was the wording as proposed by WILTSHIRE COUNCIL

	Where this relates to designated and non-designated heritage assets appropriate sensitive approaches and materials must be used in order to maintain the significance of heritage assets through the application of established best practice.
<p>Community generally supportive of the policy.</p> <p>WILTSHIRE COUNCIL commented that this update of the policy places more onerous requirements on renewable energy projects than existing national or local policy and should be reviewed. As such the policy has been reviewed and some text removed to bring it closer to the JMNP1 approved policy. <i>Supporting text has also been updated to reflect the additional elements in the policy.</i></p> <p>Landowners and agents commented that the policy was too onerous, detailed and unnecessary given the content of the emerging local plan.</p> <p>Community Action Whitley and Shaw (CAWS) submitted comments and suggestions for updating this policy in both Regulation 14 consultations. They expressed concern that the Battery Energy Storage Systems and cumulative impact was not included. The majority of suggestions have been taken on board. Where the group sought to include policy criteria for proposals only being supported on brownfield, this has been adapted into the final selection of the policy.</p> <p>Supporting text has also been updated to reflect the additional elements in the policy.</p>	<p>Policy 2: Local Renewable and Low Carbon Energy and <u>Associated Infrastructure</u></p> <p>1. Proposals for renewable energy, low carbon energy generation projects/developments, and associated infrastructure including Battery Energy Storage Systems (BESS) will be supported where it can be demonstrated that:</p> <p>a. the siting and scale of the proposal is appropriate to its setting; and b. the proposal will not result in adverse impacts on the local environment which cannot be satisfactorily mitigated; and c. the proposal does not create an unacceptable impact on local amenity and safety; and, d. the proposal does not have an unacceptable degree of impact on a feature of heritage, natural or biodiversity importance. Proposals for stand-alone, ground mounted solar photovoltaic development should demonstrate, where possible, that some form of agricultural activity will continue, and/or there are biodiversity improvements around arrays; and, e. the proposal, when taking into consideration other Local Renewable and Low Carbon Energy and associated infrastructure in the area, will not result in an unacceptable cumulative impact.</p> <p>2. Schemes where there are direct benefits to the local community such as energy supplied directly, or financial benefits will be supported. Proposals for community energy generation projects, where there is</p>

Commented [3]: Query on if stand alone and ground mounted should be hyphenated

	<p>full or partial ownership and/or control by a local community, subject to other conditions in this policy, will be strongly supported.</p> <p>3. Subject to the above conditions, schemes where the energy produced can be used on or near the generation site/where energy storage is incorporated will be supported. Proposals for energy storage will be supported, where it meets one or more of the following:</p> <p>a. it is located on or near, existing or proposed renewable energy generation sites;</p> <p>b. it alleviates grid constraints; and</p> <p>c. it enables the delivery of further renewable developments.</p> <p>Proposals that harness buildings and structures, or are on brownfield, should be optimised as a preference to use of greenfields for renewable energy generation or associated infrastructure where possible.</p>
<p>Community generally supportive of the policy,</p> <p>Small changes suggested by Wiltshire Council and the Environment Agency and Wessex Water (see the third paragraph for additional text in response to WW).</p> <p>Health Check noted that this policy was unaltered from JMNP1. The Modification Statement will need to be updated to reflect the changes.</p> <p>Definition of ‘catchment area’ will be added to the supporting text in response to comments on Community Action Shaw.</p> <p>Landowners and agents commented that the policy was too onerous, detailed and unnecessary given the content of the emerging local plan.</p>	<p>Policy 3: Flood Risk and Natural Flood Management</p> <p>Particularly in the South Brook catchment area, n Natural flood management works to conserve and enhance the ecological flood storage value of the water environment, including watercourse corridors and catchments, are supported. Where development proposals are in areas with known surface water flooding issues, they should include appropriate mitigation and construction methods, including where appropriate, contributions towards wider catchment projects.</p> <p>All development should demonstrate how flood risk is mitigated. This should include measures to reduce the amount of rainwater run-off (in line with the surface water discharge hierarchy) and incorporate Sustainable Drainage Systems (SuDs), where appropriate as part of the</p>

Commented [4]: Want to make sure that its clear that roof mounted solar is for ALL buildings - and use the word "optimise" rather than "maximise". Solar mounted on buildings and structures is better than roof mounted as will cover other strucutres like road barriers

	<p>Natural Flood Management approach and wider Green <u>and Blue</u> Infrastructure networking.</p> <p>Where required, flood risk and ground water assessments should be undertaken and surface water drainage strategy must be developed and delivered. The drainage strategy must ensure that flood risk is addressed to flood depths of 1 in 100 year storm event plus climate change in line with Environment Agency Guidance.</p> <p>This is particularly relevant to the South Brook catchment area which has been identified as a priority flood risk area due to surface water flooding.</p>
<p>Community generally supportive of the policy, but raised concerns over costs of EV vehicles, and many expressed the need to see improvements in public transport.</p> <p>The Health Check recommended that its content be reviewed against current Building Regulations which now (an update since the JMNP1) carry a stipulation applicable to the provision of charging points that would negate the need for at least some aspects of the policy.</p> <p>WILTSHIRE COUNCIL officers recommended the addition of text to address an emerging inequality. They support the retention of the policy as a way to promote the importance of the inclusion of EV and other alternatives in new developments.</p> <p>Some support. Others commented that the policy was too onerous and unnecessary given Building Regulations.</p>	<p>Policy 4: Ultra Low Emission Vehicle Charging</p> <p>Development proposals for houses with on-plot parking spaces and/or garages are encouraged to provide appropriately located charging technology for charging low emission vehicles, such as an electric vehicle charging point.</p> <p>Where shared or off-plot parking spaces are provided, the charging provision locations should have appropriate regard for pedestrian movement. Proposals for new employment, leisure or retail developments are also encouraged to make provision for charging facilities for staff and/or other users.</p> <p>Technology for charging low emission vehicles, such as electric vehicle infrastructure for all development proposals will be required in accordance with national or Wiltshire Council standards as relevant.</p> <p>Support shall be given to proposals where the layout and parking arrangements are designed to provide charging for low emission vehicles (such as an electric vehicle charging point) regardless of the size or tenure of the home; and the developer commits to a planning</p>

Commented [5]: Not sure if the "depths" bit is correct and is needed

Commented [6R5]: Agreed to remove "flood depths"

Commented [7R5]: This is taken directly from WILTSHIRE COUNCIL LPR policy 95 as suggested by consultee response (Wessex Water)

Commented [8]: Remove the first "charging" word

Commented [9]: Add something about new development so its clear that it covers all (not just housing but industrial, leisure etc)

Summary of Changes Made to Policies Post Regulation 14 Consultation – JMNP2 SEPTEMBER 2024
POST STEERING GROUP MEETING FINAL

	<p>condition requiring a provision to every dwelling prior to its first occupation where possible.</p> <p>Insofar as planning permission is required, on existing streets (e.g. on-street facilities integrated with street furniture like lighting columns) will be supported subject to detailed considerations such as heritage implications.</p>
Policy 5: Pre-Application Community Engagement	Policy unchanged from JMNP1
Policy 6: Housing in Defined Settlements	
<p>Community respondents majority support the policy, but many also said they weren't sure, and / or expressed concern about the lack of infrastructure coupled with new housing.</p> <p>Wiltshire Council and other stakeholders <u>s (including the Health Check)</u> advised that the policy needed much more flexibility in order to be able to respond to changing local needs.</p>	<p>Proposals for sustainable housing development within the settlements of the Neighbourhood Plan Area will be supported where they accord with the adopted development plan settlement strategy and defined Settlement Boundaries, in provisions of, Wiltshire Local Plan Policy 1 and adopted site allocations.</p> <p>New housing will be supported where proposals demonstrate how dwelling housing types and tenures have responded positively to meeting local needs, informed by an up-to-date assessment of local housing needs that has been endorsed by Melksham Town Council and Melksham Without Parish Council and Wiltshire Council, the Melksham Neighbourhood Plan Area Housing Needs Assessment (2023).</p> <p>In At Melksham and Bowerhill Town, new housing will prioritise delivering a balanced mix, of two, three and four bedroom dwellings and which should include bungalows.</p> <p>In Shaw and Whitley, new housing will increase the proportion of smaller two and three bedroom dwellings, to address a shortfall in their availability.</p> <p>To meet the needs of an increasing population of older and disabled people, 50% of new housing Affordable Housing and open market housing</p>

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Commented [11]: Pls double check that AT means that it includes the sites outside of Melksham and Bowerhill ie the strategic allocations in the local plan

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Commented [13]: Do we need to specify affordable and open market, or can it just say "all housing"

	<p>will be expected to meet accessible home standards in conformity with the adopted development plan.</p> <p>Proposals for age restricted housing and extra care communities and nursing homes will be supported only in the most sustainable locations at Melksham and Shaw and Whitley where they are closely linked to local services and public transport.</p> <p>At least 40% of new housing will be provided as Affordable Housing on major development schemes provided through developer contribution, tenures will be made in conformity with adopted Wiltshire development Local plan policy. 76.</p> <p>Policy 6 – Housing in at Defined Settlements</p> <ol style="list-style-type: none"> Proposals for sustainable housing accommodated through development and redevelopment opportunities within existing settlement boundaries of the Plan area will be supported. within the settlements of the Neighbourhood Area will be supported where they accord with the Settlement Boundary provisions of Wiltshire Local Plan Policy 1 and adopted site allocations. Housing outside settlement boundaries will be managed in accordance with the adopted Development Plan (Neighbourhood Plan and Local Plan) or allocated for development in this Plan or the adopted Wiltshire Local Plan, and will also be expected to meet evidenced local housing need. New housing will be supported where proposals demonstrate how housing types and tenures have responded positively to meeting local needs, informed by the Melksham Neighbourhood Plan Area Housing Needs Assessment (2023), the Wiltshire Local Housing Needs
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	<p>Assessment, or new evidence of local housing need that has been validated by the local planning authority, and endorsed by the Town and Parish Council. Particular attention should be demonstrated for:</p> <ul style="list-style-type: none"> a. delivering rented and owner-occupied homes in a tenure-blind mix, design and layout; b. increasing the supply of affordable homes in conformity with adopted Wiltshire Council affordable housing policy; At least 40% of new housing will be provided as affordable housing tenures in conformity with Wiltshire Local Plan policy 76. c. To address particular local issues of affordability and demand for affordable homes for first time buyers and local households on below average incomes, about 55% of affordable housing should be provided as discounted market affordable housing products, including shared ownership and First Homes products. addressing particular local issues of affordability and demand for affordable homes for first time buyers and local households on below average incomes. Linked to this, providing First Homes housing through developer contribution at up to a 40% discount of the open market value to address local issues of affordability; d. at Melksham and Bowerhill, prioritising the delivery of a balanced mix of two, three and four bedroom dwellings which should include bungalows; e. at Shaw and Whitley, increasing the proportion of two and three bedroom dwellings, to address a shortfall in their availability. e.f. meeting the needs of an increasing local population of older people and those living with disabilities 50% of new housing will meet accessible home standards. Housing that meets part M4(2) of the Building Regulations, Category 2: accessible and adaptable dwellings will be supported. Proposals for age restricted
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	housing and extra-care communities will be supported only in the most sustainable locations where they are closely linked to local services and public transport.
Policy 7 - ALLOCATIONS	
Policy 7.1: Land at Cooper Tires	
<p>There is majority community support for the allocation of this site but some raised concern about flooding and the importance of uses other than housing on the site.</p> <p>The housing number that the Neighbourhood Plan consulted on for the Cooper Tires site was at least 150. Wiltshire Council were not happy with this as it implied that a lot more would be built. Wiltshire Council wanted the wording to change to 'approximately' 150 which could suggest the potential for slightly more or less than this number but wouldn't imply that there would be significantly more. It is proposed to change the number to 'at least 100' which would come within Wiltshire Council's definition and give the plan scope to go further.</p> <p>This site is in flood zone 1, 2 and 3 and the plan has no evidence that dwellings can be built in flood zone 2 & 3 without spending a lot of money on a sequential flood test which the councils do not have the resources or time to do. The number to include 'at least 100' rather than approximately so that it means that there is a potential for more so that the developer considers it to be a viable site.</p> <p>The landowners agents, and other agents also offered feedback on the policy.</p>	<p>Land at the former Cooper Tires main factory site, as defined in figure 6, is allocated for development of a mixed use scheme which will optimise the effective use of the site, including:</p> <p>a. At least 150 Approximately 100 dwellings to include a minimum of 10% affordable housing subject to viability to be provided within the JMNP2 period to 2038. Further housing will be supported in principle in the context of a comprehensive masterplan for the site and addressing key policy and constraints, including flood risk.</p> <p>b. Replacement employment and commercial floorspace (class E, B2 and B8),</p> <p>c. Community facility, leisure and cultural uses,</p> <p>d. Retail (subject to conformity with adopted town centre retail policy),</p> <p>b. Other uses including employment, community, leisure, retail and cultural uses where they contribute to creating a sustainable neighbourhood, are consistent with other adopted policies, scheme viability and the delivery strategy.</p> <p>E-c. New accessible walking and cycling routes, including riverside public realm,</p> <p>f. Riverside public realm,</p> <p>gd. Flood mitigation infrastructure.</p> <p>A single comprehensive masterplan, phasing and delivery strategy for the development must be prepared, and then approved by the local</p>

	<p>planning authority, as part or in advance of any detailed planning application being submitted for the whole or part of the allocated site. This must take account of the requirements of this policy and supporting concept plan.</p> <p>Detailed planning applications must be in accordance with the approved masterplan. Proposals the masterplan and planning proposals should be prepared with early pre- application consultation with the local community.</p> <p>Development proposals for the site will:</p> <p>Heritage</p> <ol style="list-style-type: none"> 1. Be supported by a heritage assessment of the existing on-site and neighbouring buildings and the impact of proposed development. 2. Protect or and enhance the setting of on-site heritage assets and their setting; Avon House (listed Grade II) and the former factory canteen (local non- designated heritage asset) and adjacent heritage assets; Town Bridge (Grade II) and Unicorn Public House (Grade II) in conformity with JMNP2 Policy 21. 3. Investigate the presence and significance of archaeological remains and avoid areas of high value remains where preservation in situ is to be required. <p>Landscape, Green and Blue Infrastructure and Biodiversity</p> <ol style="list-style-type: none"> 4. Be informed by arboriculture, landscape and ecology surveys and an approved management and construction management plan to secure the protection of existing and enhanced landscape features, priority species and ecology within the site and River Avon environment.
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	<p>5. Provide a scheme of site landscape, green and blue infrastructure and communal outdoor space that protects existing trees, contributes positively to resident health and wellbeing and increases on-site tree canopy cover by 20% in accordance with JMNP2 Policies 12, 14, 17 and 18.</p> <p>6. Deliver a minimum 10% net gain in on-site biodiversity.</p> <p>Design</p> <p>7. Be a high quality of design, appearance and materials in conformity with JMNP2 Policies 9 and 20 and demonstrate a positive response to Melksham Town Centre Master Plan Report (2023) and Melksham Design Guide and Codes (2023) and the Wiltshire Design Guide (2024).</p> <p>8. Protect the amenity of neighbouring employment and retail uses and residents of Scotland Road, Bath Road and dwellings adjacent to the north-west site boundary.</p> <p>9. Provide a high standard of residential amenity and wellbeing by achieving design principles contained within recognised design guidance including “Buildings for a Healthy Life” (Homes England).</p> <p>10. Be resilient to and/or mitigate climate change and make proportionate contributions to Wiltshire carbon neutrality targets including potential significant use of renewable energy, re-use of existing built fabric and sustainable construction methods in accordance with JMNP2 Policies 1 and 2.</p> <p>Flood Risk</p> <p>11. Be supported by a proportionate flood risk assessment, testing and mitigation strategy.</p> <p>12. Include sustainable drainage to manage the discharge of surface water to mitigate flood risk within the site, neighbouring land and downstream.</p>
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	<p>13. Include measures to ensure the safety of residents, staff and visitors in the event of flooding.</p> <p>Access and Movement</p> <p>14. Make safe and convenient level walking and ‘wheeling’ connections within the site and to the existing public realm.</p> <p>15. Provide vehicular access to the site and address any necessary off-site works informed by an access and transportation study and strategy.</p> <p>16. Implement resident, visitor and commercial premises parking and servicing in conformity with Wiltshire Council parking standards.</p> <p>17. Ensure ultra-low emission vehicle (ULEV) charging infrastructure provided in line with JMNP2 Policy 4.</p> <p>18. Provide resident and employee travel plans to encourage sustainable travel.</p> <p>Wilts & Berks Canal Link Project</p> <p>19. Integrate the future implementation of the Wilts & Berks Canal Link project within the scheme design where it relates directly to the site in conformity with Wiltshire Development Plan policies for safeguarding the route of the Wilts & Berks Canal and explore opportunities for renewable energy installation.</p> <p>Make appropriate and relevant financial contributions to infrastructure will make which may include proportionate contributions towards:</p> <ul style="list-style-type: none"> • Early years, primary and secondary education • Healthcare capacity to meet the needs created by the development. • Measures to positively support walking and cycling in Melksham including links between the site, Melksham Railway Station and town centre and neighbouring facilities and communities.
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	The level of contribution sought will be considered in the context of site viability and other relevant considerations, including deliverability.
Policy 7.2 Land at the Former Melksham Library Site	
<p>There was clear community support for this allocation. People were supportive of the redevelopment of a brownfield site and the use proposed in the central location.</p> <p>Wiltshire Council suggested that the neighbourhood Plan should look at the definition of ‘Extra Care’ in the local plan so that everyone was on the same page. It had also been advised that the Neighbourhood Plan may have to review the tenancy on the site as might not be able to be just for extra care. It may need to be a mixture of tenancies with the majority being extra care which looks to be the most suitable way forward.</p> <p>Planning agents questioned the deliverability of the allocation.</p>	<p>Policy 7.2REV: Land at the Former Melksham Library Site</p> <p>Land at the former Melksham Library, Lowbourne House and adjacent public car park shown in figure 7 is allocated for development of up to approximately 50 extra-care specialist dwellings for older people including affordable housing (Class C3) or to purchase through shared ownership through a registered social provider to be restricted to qualifying older people.</p> <p>Development proposals for the site will:</p> <p>Heritage</p> <ol style="list-style-type: none"> 1. Be supported by a heritage assessment of the existing buildings and the impact of proposed development. 2. Protect or <u>and</u> enhance the setting of adjacent listed buildings and the character of Melksham Conservation Area. 3. Investigate the presence and significance of archaeological remains and avoid areas of high value remains where preservation in situ is to be required. <p>Landscape, Green and Blue Infrastructure and Biodiversity</p> <ol style="list-style-type: none"> 4. Be informed by arboriculture, landscape and ecology surveys and an approved management and construction management plan to secure the protection of existing and enhanced landscape features, priority species and ecology within the site. 5. Provide a scheme of site landscape, green and blue infrastructure and communal outdoor space that protects existing trees, contributes

	<p>positively to resident health and wellbeing and increases on-site tree canopy cover by 20% in accordance with JMNP2 Policies 12, 14, 17 and 18.</p> <p>6. Deliver a minimum 10% net gain in on-site biodiversity.</p> <p>Design</p> <p>7. Be a high quality of design, appearance and materials in conformity with JMNP2 Policies 9 and 20 and demonstrate a positive response to Melksham Town Centre Master Plan Report (2023) and Melksham Design Guide and Codes (2023) and the Wiltshire Design Guide (2024).</p> <p>8. Protect the amenity of neighbouring uses and residents of Union Street.</p> <p>9. Provide a high standard of residential amenity by achieving design principles contained within recognised design guidance for specialist housing for older people including such as “Design Principles for Extra Care Housing” (Housing Learning and Improvement Network, 2020).</p> <p>10. Be resilient to and/or mitigate climate change and make proportionate contributions to Wiltshire Carbon Neutrality targets including potential significant use of renewable energy, re-use of existing built fabric and sustainable construction methods in accordance with JMNP2 Policies 1 and 2.</p> <p>Flood Risk</p> <p>11. Be supported by a proportionate flood risk assessment and strategy.</p> <p>12. Include sustainable drainage to manage the discharge of surface water to mitigate flood risk within the site and neighbouring land.</p> <p>13. Include a flood emergency plan, where considered necessary measures to ensure the safety of residents, staff and visitors in the event of flooding.</p> <p>Access and Movement</p>
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	<p>14. Make safe and convenient level walking and ‘wheeling’ connections within the site and to the public realm.</p> <p>15. Provide vehicular access to the site from Lowbourn, potentially utilising the existing access point.</p> <p>16. Implement resident, visitor and commercial premises parking and servicing in conformity with Wiltshire Council parking standards and include safe parking for resident personal mobility devices.</p> <p>17. Provide ultra-low emission vehicle (ULEV) charging infrastructure in line with JMNP2 policy 4.</p> <p>18. Provide resident and employee travel plans to encourage sustainable travel.</p> <p>Make appropriate and relevant financial contributions to infrastructure will make which may include proportionate contributions towards:</p> <p>19. Healthcare capacity to meet the needs created by the development.</p> <p>20. Measures to positively support walking and cycling in Melksham town centre.</p> <p>21. Contributions towards town centre public car parking improvements as identified in the Melksham Parking Study (AECOM 2024) to mitigate the loss of public parking within the allocation site.</p>
Policy 7.3: Land South of Western Way	
<p>The landowner agents supported the inclusion of the site allocation, but gave specific comments on some aspects of the policy criteria.</p> <p>Wiltshire Council gave some constructive feedback and suggestions.</p>	<p>Policy 7.36 NEW: Land South of Western Way Bowerhill</p> <p>Land south of Western Way, Bowerhill, Melksham, as identified in figure 8, is allocated for development of:</p> <p>a. Up to 210 dwellings (class C3) including Affordable Housing, to meet identified local housing needs in conformity with JMNP2 Policy 6; and,</p> <p>b. a 70-bed residential care home (Class C2).</p>

	<p>Any detailed application being submitted for the whole or part of the site must be in accordance with the approved parameters plans single comprehensive masterplan, phasing and delivery strategy for the development of the site that has been approved by the local planning authority.</p> <p>Proposals should be prepared in early pre-application consultation with the local community. Development of the site will:</p> <p>Landscape, Green and Blue Infrastructure and Biodiversity</p> <ol style="list-style-type: none"> 1. Be informed by arboriculture, landscape and ecology surveys and an approved management and construction management plan to secure the protection of existing and enhanced landscape features, priority species and ecology within and adjacent to the site. 2. Provide a scheme of site landscape, green and blue infrastructure and communal outdoor space that protects existing trees, contributes positively to resident health and wellbeing and increases on-site tree canopy cover by 20% in accordance with JMNP2 Policies 12, 14, 17 and 18. 3. Deliver a minimum 10% net gain in on-site biodiversity. <p>Design</p> <ol style="list-style-type: none"> 4. Include a site layout, built form and scale that minimises visual impacts and safeguards the amenities of existing and new neighbouring residents, education and employment uses. 5. Provide a high standard of residential amenity and wellbeing by achieving design principles contained within recognised design guidance including “Buildings for a Healthy Life” (Homes England) and the Wiltshire Design Guide (2024). 6. Be a high quality of design, appearance and materials in conformity with JMNP2 Policy 20 and demonstrating a positive response to the Melksham Design Guide and Codes (2023).
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	<p>7. Be resilient to and/or mitigate climate change and make proportionate contributions to Wiltshire’s carbon neutrality targets including potential significant use of renewable energy and sustainable construction methods in accordance with JMNP2 Policies 1 and 2.</p> <p>Flood Risk</p> <p>8. Be supported by a proportionate flood risk assessment and strategy.</p> <p>9. Include sustainable drainage to manage the discharge of surface water to mitigate flood risk within the site and neighbouring land.</p> <p>10. Integrate measures to protect and enhance watercourses surrounding the site through appropriate buffers to allow for access and maintenance.</p> <p>Access and Movement</p> <p>11. Provide a new vehicular, pedestrian and cycle access from Maitland Place and an internal road network which will incorporate a bus loop.</p> <p>12. Provide a secondary emergency highway access.</p> <p>13. Create a pedestrian and cycle only access from Western Way and the Public Right of Way MELW42 to the west of the site boundary and a pedestrian and cycle path network including a spine and orbital pedestrian route connecting with on-site green and blue infrastructure and neighbouring communities, schools and facilities and Bowerhill employment area;</p> <p>14. Fund provision of a new signal controlled ‘Toucan’ crossing of Western Way.</p> <p>15. Create a 2 metre wide footway connection along the southern side of Western Way adjacent to the site boundary.</p> <p>16. Provide bus stop Contribute towards provision of public transport and enhancement of facilities within less than 5 minutes easy walk of all residents and contributions to provide a viable service.</p> <p>17. Implement resident and visitor parking and servicing in conformity with Wiltshire Council parking standards.</p>
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	<p>18. Provide ultra-low emission vehicle (ULEV) charging infrastructure in line with JMNP2 policy 4.</p> <p>19. Provide resident and employee travel plans to encourage sustainable travel.</p> <p>Make appropriate and relevant financial contributions to infrastructure will make which may include proportionate contributions towards:</p> <p>20. Early years, primary and secondary education where appropriate.</p> <p>21. On, or off-site healthcare capacity to meet the needs created by the development.</p> <p>22. Measures to positively support walking and cycling and public transport use between the site, Melksham town centre and Melksham railway station and linking into existing networks.</p> <p>23. Contributions towards a Melksham Transport Strategy.</p> <p>TO COME</p>
Policy 7.4: Land at Whitley Farm, Whitley	
<p>The was a support for this policy from the community, but that was closely followed by the number of people who said they weren't sure. Few objected. People mentioned the importance of protecting the heritage and again of associated infrastructure needed with increasing population.</p> <p>Wiltshire Council objected to this allocation. Historic England expressed a need to discuss and document discussion with Wiltshire Council in relation to the heritage importance of the site.</p> <p>Following meetings with the Steering Group and the Parish Council in April 2024, the policy approach has been discussed further with Wiltshire Council's heritage officer, Helen Garside, to explore her comments raised regarding the</p>	<p>Policy 7.34: Land at Whitley Farm, Whitley</p> <p>Land at Whitley Farm, Whitley, as identified in figure 9, is allocated for to enable the: development of:</p> <p>a. Approximately 15 new dwellings to include affordable housing;</p> <p>a. rRedevelopment of the-redundant modern agricultural barns/buildings and structures; and,</p> <p>b. cConversion and re-use of the Grade II listed Whitley Farm barn.</p> <p>Development of the site will:</p> <p>Heritage</p> <p>1. Be informed by a robust scheme specific heritage assessment approved by Wiltshire Council which addresses justifies any proposed</p>

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<p>suitability of including unit numbers within a proposed allocation. It is agreed that a detailed proposal will need to be brought forward through a pre-application and application process, and her preference is for a neighbourhood plan policy which enables redevelopment to be brought forward, but does not pre-determine the scale of development.</p>	<p>change of use, and the extent, scale and design of residential development and the potential for re-use of the listed barn the redevelopment and any conversion of the listed barn, having regard to the impact on the heritage assets at the site.</p> <p>2. Secure the protection or enhancement of the setting of Whitley Farm House and barn (Grade II), in conformity with adopted Wiltshire Development Plan heritage policy and JMNP2 Policy 2.</p> <p>3. Investigate the presence and significance of archaeological remains and avoid high value archaeological remains where preservation in situ is to be required.</p> <p>Landscape, Green and Blue Infrastructure and Biodiversity</p> <p>4. Be informed by arboriculture, landscape and ecology surveys and an approved management and construction management plan to secure the protection of existing and enhanced landscape features, priority species and ecology within the site and River Avon environment.</p> <p>5. Provide a scheme of site landscape, green and blue infrastructure and communal outdoor space that protects existing trees, enhances the rural setting, and contributes positively to resident health and wellbeing. On-site tree canopy cover should be increased by 20% in accordance with JMNP2 Policies 12, 14, 17 and 18.</p> <p>6. Deliver a minimum 10% net gain in biodiversity.</p> <p>Design</p> <p>7. Be of a sensitive high-quality design, appearance and materials that responds appropriately to the listed farm setting informed by The National Farmstead Assessment Framework (Historic England) and in conformity with JMNP2 Policy 20 and demonstrating a positive response to the Melksham Design Guide and Codes (2023) and Wiltshire Design Guide (2024).</p> <p>8. Safeguard the amenities of neighbouring residents.</p>
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	<p>9. Where residential development is proposed, provide a high standard of residential amenity and wellbeing by achieving design principles contained within recognised design guidance including “Buildings for a Healthy Life” (Homes England),</p> <p>10. Be resilient to and/or mitigate climate change and make proportionate contributions to Wiltshire Carbon Neutrality targets including potential significant use of renewable energy and sustainable construction methods in accordance with JMNP2 Policies 1 and 2.</p> <p>Flood Risk</p> <p>11. Be supported by a proportionate flood risk assessment and strategy.</p> <p>12. Include sustainable drainage to manage the discharge of surface water to mitigate flood risk downstream and within the site and prevent and where possible reduce flood risk to neighbouring land where it relates to the allocation site.</p> <p>13. Off-site works on land within the landowner’s control to improve flood management within Whitley.</p> <p>Access and Movement</p> <p>14. Provide vehicular, pedestrian and cycle access from First Lane.</p> <p>15. Provide safe and convenient walking and wheeling connections to existing pavements in First Lane and the existing public right of way adjacent to the rural boundary of the site.</p> <p>16. Implement residential and employee vehicle and cycle parking in conformity with adopted Wiltshire Council parking standards.</p> <p>17. Provide ultra-low emission vehicle (ULEV) charging infrastructure in line with JMNP2 policy 4.</p> <p>Make appropriate and relevant financial contributions to infrastructure will make, which may include proportionate contributions to the following (subject to the detail of proposals):</p> <p>18. Early years, primary and secondary education.</p>
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	<p>19. Off-site healthcare capacity to meet the needs created by the development.</p> <p>20. Measures to positively support walking and cycling and public transport use within Shaw and Whitley.</p>
Policy 7.5: Land at Middle Farm	
<p>The community generally either supported or were not sure about this allocation. Concerns were expressed by both objectors and others about impact on flooding in the area and the importance of ensuring that development levels were proportionate.</p> <p>Updates to the policy have been made in response to feedback on other policies to make sure all allocations are aligned.</p>	<p>Policy 7.5-NEW: Allocation of Land at Middle Farm, Corsham Road, Whitley</p> <p>The 3 hectare plot of land at Middle Farm, Corsham Road, Whitley as identified in figure 9a is allocated for development of about 55 dwellings including affordable and accessible housing and bungalows.</p> <p>A single comprehensive masterplan, phasing and delivery strategy for the development must be prepared, and then approved by the Local Planning Authority in advance of any planning application being submitted for the whole or part of the allocated site. This must take account of the requirements of this policy and the principles shown within the concept plan. Detailed Planning applications must be in accordance with the approved masterplan. Proposals should be prepared with early pre-application consultation.</p> <p>Development proposals for the site will:</p> <p><u>Heritage</u></p> <ol style="list-style-type: none"> 1. Be informed by a proportionate heritage assessment approved by Wiltshire Council. 2. Protect the setting of neighbouring listed buildings, Whitley House and barn (Grade II), in conformity with JMNP2 Policy 21.

	<p>3. Investigates the presence and significance of archaeological remains and avoids high value remains where preservation in situ is to be required.</p> <p><u>Landscape, Green and Blue Infrastructure and Biodiversity</u></p> <p>4. Be informed by arboriculture, landscape and ecology surveys and an approved management and construction management plan to secure the protection of existing and enhanced landscape features, priority species and ecology within the site.</p> <p>5. Provide a scheme of site landscape, green and blue infrastructure and communal outdoor space of about 1 hectare that minimises impacts on rural openness and tranquillity, protects existing trees, contributes positively to resident health and wellbeing and increases on-site tree canopy cover by 20% in accordance with JMNP2 Policies 12, 14, 17 and 18.</p> <p>6. Deliver a minimum 10% net gain in on-site biodiversity.</p> <p><u>Design</u></p> <p>7. Be of a layout and form that minimises visual impacts and safeguards the amenities of neighbouring residents.</p> <p>8. Provide a high standard of residential amenity and wellbeing by achieving design principles contained within recognised design guidance including “Buildings for a Healthy Life” (Homes England), and the Wiltshire Design Guide (2024).</p>
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	<p>9. Be of a distinctive high quality of design, appearance and materials in conformity with JMNP2 Policy 20 and demonstrating a positive response to the Melksham Design Guide and Codes (2023).</p> <p>10. Be resilient to and/or mitigate climate change and make proportionate contributions to Wiltshire Carbon Neutrality targets including potential significant use of renewable energy and sustainable construction methods in accordance with JMNP2 Policies 1 and 2.</p> <p><u>Flood Risk</u></p> <p>11. Be supported by a proportionate flood risk assessment and strategy.</p> <p>12. Include sustainable drainage to manage the discharge of surface water to mitigate flood risk within the site and prevent and where possible reduce flood risk to neighbouring land where it relates to the allocation site.</p> <p><u>Access and Movement</u></p> <p>13. Provide a vehicular, pedestrian and cycle access from Corsham Road.</p> <p>14. Provide safe and convenient walking and wheeling connections to existing pavements in Corsham Road and the existing public right of way through the site.</p> <p>15. Fund a new pedestrian crossing of Corsham Road to adoptable standard.</p>
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	<p>16. Protect and enhance the existing Public Right of Way along the site's northern boundary with connections to on-site public open space provision in conformity with JMNP2 Policy 11.</p> <p>17. Implement residential and employee vehicle and cycle parking in conformity with adopted Wiltshire Council parking standards.</p> <p>18. Provide ultra-low emission vehicle (ULEV) charging infrastructure in line with JMNP2 policy 4.</p> <p>Make appropriate and relevant financial contributions to Infrastructure will make, which may include proportionate contributions to the following (subject to the detail of proposals):</p> <p>19. Early years, primary and secondary education.</p> <p>20. Off-site healthcare capacity to meet the needs created by the development.</p> <p>21. Measures to positively support walking, cycling and public transport use.</p>
Policy 8: Infrastructure Phasing and Priorities	
<p>Community generally supportive of the policy. Though many have commented on the need for increased healthcare provision and schools etc.</p> <p>Very few comments from Statutory or Stakeholder. No issues raised.</p>	<p><u>This policy remains as it was in JMNP1 and will not be updated.</u></p>
Policy 9: Town Centre	

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<p>Community generally supportive of the policy. Many said that there were some great events and lots of potential which they hoped could be realised.</p> <p>Very few comments from Statutory or Stakeholder. No issues raised.</p>	<p>Development proposals within the town centre and primary shopping areas (see Figure 10) will be supported provided:</p> <p>a. proposals <u>are in conformity with adopted development plan</u> having regard to NPPG Paragraphs 90-95 (Town Centres) <u>to the NPPF (Chapter 7)</u> and the Town and Country Planning (Use Classes) Order. <u>Local Plan Policy 68. and Development proposals within and at the edge of the defined town centre area should</u> demonstrate how they will make a proportionate and positive contribution to achieving the priority aims of the Melksham Town Centre master plan Report 2023;</p> <p>b. the proposal is in keeping with the scale and character of the centre of this Market Town and, where appropriate, preserves or enhances the Conservation Area;</p> <p>c. access to public transport, walking and cycle routes and car parking is considered and addressed;</p> <p>d. where appropriate, a positive contribution is made to conserving and enhancing the appearance and quality of town centre frontages;</p> <p>e. development proposals at edge of centre-locations which are <u>and</u> inter-connected with the Commercial <u>defined town centre</u> aArea (see figure 10) will, additional to the above, be required to evidence that there are no suitable and viable sites or buildings within the defined Commercial Area;</p> <p>f. where required, planning applications for development or change of use of ground floor frontages within the defined town centre primary shopping area (see Figure 7 <u>10</u>) where they retain or enhance the continuity of active ground floor shop front uses; and,</p>
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	g. greater use is made of upper floors of town centre premises, including for offices, small businesses and residential use with independent access, will be supported where they sustain or enhance the vitality of the host building use and Melksham town centre. Development proposals for Main Town Centre Uses outside of the defined town centre will be required to demonstrate that there are no suitable and viable sites or buildings within the defined town centre., in conformity with Core Strategy Policy 38 Local Plan Policy 67, upon its adoption.
Policy 10: Employment Sites	
<p>Community generally supportive of the policy.</p> <p>Constructive feedback with suggestions for small changes from Wiltshire Council.</p> <p>Local business representatives also responded to highlight a lack of suitable sites.</p>	<p>Proposals for the retention, intensification and reuse of previously developed employment land will be supported in principle, particularly where they will provide space for start-up and small businesses, bringing a range of new employment opportunities. Except where sites are allocated for alternative uses by this plan, proposals will be expected to generate the same number, or more, permanent full time equivalent jobs as the existing or former use.</p>
Policy 11: Sustainable Transport and Active Travel	
<p>Community generally supportive of the policy. Many highlighted the need for improved bus and train service.</p> <p>Very few comments from Statutory or Stakeholder. No issues raised.</p>	<p>All developments must be planned in line with the Sustainable Transport Hierarchy, including provision for ultra-low emission vehicles. Applications for major development must demonstrate through an effective Travel Plan how sustainable transport modes are maximised and that safe and suitable movement can be achieved for all people. As a key element in the local sustainable transport network, proposals that would achieve further improvements to the accessibility and quality of the links between the wider town and Melksham railway station will be supported. Improvements to the quality of the public realm around the station will also be supported.</p>
Policy 12: Green and Blue Infrastructure	
<p>The Community generally supportive of the policy. Many people commented how important natural green spaces are to</p>	<p>1. Development that will result in the creation of new Green and Blue Infrastructure (GBI) and/or contribute to the protection, management,</p>

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<p>health and wellbeing.</p> <p>The Environment Agency suggested this policy is updated to cover -‘green and blue infrastructure’ to align it -with the Wiltshire Green and Blue Infrastructure Strategy. Other than to add in the reference to ‘blue’ this policy is unchanged from JMNP1.</p>	<p>enhancement and connectivity of existing GBI will be supported; the potential for GBI within the Neighbourhood Area is illustrated diagrammatically in Figure 12.</p> <p>2. Proposals for major developments must:</p> <p>a. identify the existing GBI within and around the development site; and,</p> <p>b. demonstrate how GBI has been incorporated into the proposal, and</p> <p>c. assess and address how the proposal will benefit the function and connectivity of GBI through the site and beyond.</p>
Policy 13: Biodiversity	
<p>Community generally supportive of the policy. Some comments on the importance of protecting biodiversity in the face of lots of housing development.</p> <p>Some consultees suggested that the BNG be increased. A small update was made to this policy for Reg 14, to remove reference to the 10% minimum BNG as have set a higher standard of 20%, and as the BG may change over the years, a precise % was removed. WILTSHIRE COUNCIL have recommended that this policy be amended to include a minimum 20% BNG requirement for all relevant developments within the neighbourhood plan area in line with the Wiltshire Local Plan review. However, the Plan Health Check has made clear that it is not appropriate to include specific references to emerging Local Plan policy within the JMNP2 policies as the former are liable to change and the latter could not be effectively implemented as a result.</p>	<p>Development proposals, including those for field based solar farms, will be expected to deliver at least a 10% improvement (or higher percentages in accordance with national or Wiltshire Local Plan standards as relevant) in “biodiversity value” within and, where appropriate, beyond the site in order to deliver tangible benefits for biodiversity, including specific attention for protected species. Proposals which go beyond the 10% BNG requirement to achieve 20% will be particularly supported.</p> <p>Protection and enhancement of statutory and non-statutory nature conservation sites (as shown on Figure 10) is a priority for the Neighbourhood Area and development proposals must demonstrate sensitive responses to these sites where necessary, such as accommodating a buffer zone.</p>
Policy 14 / 15	

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<p>These policies remain the same as for JMNP1.</p> <p>Community generally supportive of these policies, but many expressing concern at building on green fields and a lack of facilities to match the growing population. Some mentioned the need for a 3G pitch.</p> <p>No comments suggest this change. WILTSHIRE COUNCIL have however requested mentioned of the Playing Pitch Strategy in the supporting text.</p>	<p>Updates to supporting text made: The Wiltshire Playing Pitch Strategy (PSS) is an important document and is currently being renewed (target completion 2024) - this will identify what needs there are for new pitches and could inform the next version of the plan in line with national planning policy. However, the Action Plan of the current document has been kept up to date on an annual basis. A key action within the plan is the strategic need for a full size 3G Artificial Turf pitch within the Melksham Community Area.</p> <p><u>This will be</u> referenced<u>d</u> in the new neighbourhood plan.</p>
<p>Policy 16: Designation of Local Green Spaces</p>	
<p>Community generally very supportive of the policy with specific comments on many of the spaces.</p> <p>WILTSHIRE COUNCIL as landowner have objected to, or don't support the designation of a number of sites owned by them. Other landowners or agents for some of the sites have objected. Where appropriate, in relation to landowner comments, LGS have been deleted. Two new sites were also added as a result of community feedback. Full details in the Local Green Space Report. Two sites are deleted after consultation former LGS 6: Cricket and field – community area, Whitley and former LGS 46 Fields/old golf course (behind Christie Miller). All LGS have been renumbered for this version of the JMNP2. LGS49 and LGS50 were added after a local campaign.</p> <p>The area covered by some Local Green Spaces has been updated <u>most notable a field to the rear of Melksham hospital which was included with the old sports pitch to the rear of Campion Drive has been removed from the LGS area.</u> See the Local Green Space Evidence Base Report for detail.</p>	<p>The sites shown on figure 15, and listed on page 95 are designated as Local Green Spaces, and will be protected from inappropriate development in a manner consistent with the protection of land within the Green Belt.</p> <p>As such, these spaces will be protected from built development, except in very special circumstances where proposals enhance the existing use of the space, particularly regarding the characteristics that underpin designation as Local Green Space, and do not conflict with the reasons for designation that make it special to the community.</p>

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<p>The Health Check Report notes that whilst the LGS Designations report contains a helpful spreadsheet addressing the NPPF criteria, it is likely that some of the areas will be subject to particular scrutiny to establish if the designations are warranted.</p>	
<p>Policy 17: Trees and Hedgerows</p>	
<p>This policy is highly supported by the community. Many commented on the importance of trees, noting where trees have been lost to development and suggesting that more detail is needed and enforcement to protect trees.</p> <p>Wiltshire Council support the policy and suggested clarification to the last paragraph of Policy 17 as it could be interpreted a number of ways though. Does it imply 20% coverage over the whole development area or 20% of gardens and streets?</p> <p>‘Green Infrastructure Standards for England’ (Natural England 2023) paragraph 6.11 advises that on an area wide basis “Urban Tree Canopy Cover is increased by an agreed percentage based on a locally defined baseline and taking into account local needs, opportunities and constraints. Therefore in Melksham the aim is to increase the existing tree canopy cover figure by 8% on development sites of 0.5ha or more to move toward an average cover of 20% for the area (this position is informed by the recent examination of the Chippenham NP).</p> <p>The Health Check notes: additional reference to tree canopy cover is expressed as an aspirational aim rather than a prescriptive requirement which ensures, based on the evidence,</p>	<p>Ancient and Veteran Trees: To be supported, development proposals should ensure that there will be no loss or deterioration of the irreplaceable habitats of ancient woodlands (as shown in Figure 16) and ancient or veteran trees found outside ancient woodland, unless the need for and benefits of the development in that location clearly outweigh the loss. A minimum buffer of at least 15 metres in width should be maintained between ancient woodland and any development boundary. A buffer zone around an ancient or veteran tree should be at least 15 times larger than the diameter of the tree.</p> <p>Other Existing Trees and Hedgerows: To be supported, development proposals should ensure that there is no damage to or loss of trees of good arboricultural and amenity value. Existing trees and hedgerows on development sites should be retained where possible and incorporated as placemaking features in new development. Where there is an unavoidable loss of trees on site, the number and type of replacement trees should be informed by the quality and size of trees lost. Integration of existing hedgerows into private curtilage must be avoided where possible.</p> <p>New Trees Increased Tree Canopy: New tree planting in development proposals and throughout the built and natural environments of the Plan area will be supported in principle. Development proposals are encouraged to aim for 20% tree canopy coverage on site where possible – in gardens and in streets. Development proposals on sites outside of</p>

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that the policy is reasonable and capable of effective implementation.	the town centre and greater than 0.5 ha in size that demonstrate an increase in site tree canopy cover of at least 8% will be supported. This should be demonstrated through a tree planting plan. It is expected that this will be delivered through the retention of existing and / or the establishment of new trees in public areas (for example on street, or in green spaces), and in private gardens. Where this is not possible, other green infrastructure features, such as green roofs, should be provided.
Policy 18: Landscape Character	
This policy is not <u>was not</u> proposed to be updated in JMNP2 - it remained as in the examined and voted upon a referendum JMNP1. <u>However, in response to concerns raised (primarily by CAWS) as part of Regulation 14, minor policy updates are suggested to cover landscape implications of any development proposals.</u>	<p>Development proposals will be expected to:</p> <ul style="list-style-type: none"> a. integrate natural features such as trees, hedgerows and the local river systems that contribute to both the landscape character and setting of the development; b. demonstrate that the whole scheme, including hard landscape and planting proposals, draws on local landscape characteristics and features through reference to relevant existing landscape and historic landscape assessments, supplemented by any additional site specific assessments; and, c. respond sensitively to the settlement setting and transition between the settlement their edges and the countryside and maintain the separate identity of settlements; and, d. conserve or enhance the character, openness, tranquillity and amenity of the open countryside.
Policy 19: Green Wedges	
<p>This policy is highly supported by the community.</p> <p>This policy was revised as part of the second Regulation 14 Pre-submission consultation and presented for feedback.</p>	<p>The Green Wedges (mapped in figure 17) are identified in order to:</p> <ul style="list-style-type: none"> I. A. provide long-term protection against coalescence; II. B. protect the setting and separate identity of settlements; and III. C. retain the existing settlement pattern by maintaining the openness of land.

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<p>Feedback from Regulation 14 A from Wiltshire Council expressed concern that the policy was too restrictive. Local business also voiced concerns about the restrictive nature of the policy and the impact it would have on their ability to expand / remain in Melksham. The draft policy presented at Regulation 14 B attempted to address the concern of the Local Authority and local business representatives and reflect planning permission granted on one of the Green Wedge areas. Feedback from Regulation 14 B from local businesses was more positive. Wiltshire Council still expressed concern about the restrictive nature of the policy as did landowner representatives. The policy has been revised to address concerns raised in recognition that it needs to be flexible to take account of Wiltshire Local Plan (adopted and emerging) and local economic priorities in particular.</p>	<p>1. Any proposals for development in a Green Wedge will only be supported where they:</p> <ul style="list-style-type: none"> a. are in conformity with adopted Development Plan Policies for development outside of the settlement boundaries; b. demonstrate delivery of economic, community and/or environmental benefits for the local area which outweigh any harm to the role and function of the Green Wedge (individually or cumulatively) as set out in section 1 of this policy, and detailed in the Green Gap and Wedge Study (2023); c. minimise and mitigate urbanising effects, such as artificial lighting and traffic movements; and, d. retain (where possible) and add screening trees and hedgerows as edge features to minimise impact on the overall Green Wedge.
<p>Policy 20: Locally Distinctive, High Quality Design</p> <p>Community generally <u>very</u> supportive of the policy.</p> <p><u>Wiltshire Council suggested small supporting text changes.</u></p> <p>From the Health Check: The requirement for major development proposals to utilise a masterplan to demonstrate suitable design is repeated from the JMNP1 but may be an onerous requirement in modest development proposals and, therefore, the reasoning for this should be explained in the supporting justification to the policy. The definition of ‘major’ should be set out in the glossary and, at the least, it would be helpful for the supporting text to explain what a proportionate masterplan would be expected to contain.</p>	
<p>Development proposals that contribute positively to the conservation, enhancement and extension of the quality and local distinctiveness of Melksham and Melksham Without will be supported.</p> <p>In addition to having regard to the National Design Guidance and Wiltshire Council design policy, development proposals must demonstrate how they have been informed by the adopted Melksham Design Guidelines and Codes (2023), therefore how they have responded positively to the history and character of the area in which the site is located.</p> <p>Proposals for major development must demonstrate through a master plan design and access statement, how the proposed development layout, density, access proposals and building design approach</p>	

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Notes:	complement and extend the positive characteristics of Melksham and Melksham Without's settlements and landscape, both historic and topographic.
Policy 21: Local Heritage	
<p>Community generally very supportive of the policy. One respondent requested for their home to be added to the list and gave good evidence for it to be added.</p> <p>WEWILTSHIRE COUNCIL suggest that this policy should also include below-ground archaeological sites in the considerations that need to be addressed by a planning application. An extra sub-section is therefore suggested to be added to Policy 21 (section e?). This would state that any planning application must not only consider heritage issues but show that they have been fully taken into account via a heritage statement and that archaeological surveys of a particular site may be required prior to the determination of an application.</p> <p>The health Check highlighted that the first paragraph is developed from Policy 19 of the JMNP1, but the alterations to the first paragraph have sought to combine statutory considerations. The result is not terribly clear and should be reviewed for clarity, so he paragraph has been reviewed and the JMNP1 wording restored.</p> <p>Appendix 2 of the Locally Valued Non-designated Heritage Assets Report provides some helpful indicators as to why the assets listed are considered of value albeit some of the entries are short and do not fulsomely explain their heritage</p>	<p>Proposals for development within the Melksham Conservation Area and those that may affect listed buildings or structures within the Neighbourhood Plan area, must show how they preserve or enhance the setting, characteristics and special qualities that make up the architectural and historic character.</p> <p>For other areas of local heritage importance, including archaeological importance, and buildings or structures identified as Non-designated Heritage Assets (as set out in the 2024 Locally Valued Non-designated Heritage Asset Report or subsequent updates), development proposals should demonstrate that appropriate consideration has been given to:</p> <ul style="list-style-type: none"> a. the significance of the heritage asset; b. its most distinctive and important features; c. the elements of its setting and immediate surrounds that contribute to its significance, and d. the contribution the asset and its setting makes to the character of the local area (whether in a Conservation Area or not). e. any planning application must not only consider heritage issues but show that they have been fully taken into account via a heritage statement. Archaeological surveys of a particular site may also be required prior to the determination of an application.

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Summary of Changes Made to Policies Post Regulation 14 Consultation – JMNP2 SEPTEMBER 2024
POST STEERING GROUP MEETING FINAL

significance. It would be prudent to review and expand on Appendix 2 to ensure that the assets cited clearly meet the broad criteria for designation as non-designated heritage assets.	
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Joint Melksham Neighbourhood Plan 2 (JMNP2)

September 2024

Submission

Modification Proposal Statement

Prepared in accordance with Regulation 14(a)(v) of the Neighbourhood Planning (General) Regulations 2012 (as amended) in respect of the Modification Proposal to the made Joint Melksham Neighbourhood Development Plan.

September 2024

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1. Introduction

- 1.1. As the joint 'Qualifying Bodies', responsible for the Joint Melksham Neighbourhood Development Plan (JMNP), Melksham Town Council and Melksham Without Parish Council propose to modify the 'made' JMNP ("the Made Plan") of July 2021. To satisfy the regulation requirement to have one single qualifying body for administrative purposes, the lead Council is Melksham Town. However, in every other respect the two Councils will jointly lead and share responsibility for the Plan.
- 1.2. This Statement is published as part of the submission of the modified Neighbourhood Development Plan – JMNP2 ("the Modified Plan"). It is submitted for examination alongside other documents including a Basic Conditions Statement and a Consultation Statement, in accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended).
- 1.3. The Town and Parish Councils consider that the proposals represent material and significant modifications to the Made Plan, and are considered so significant or substantial as to change the nature of the Made Plan. It is therefore considered that modifications change the nature of the plan and require examination and a referendum. Regulation 14v of the amended 2012 Regulations¹ requires:

"in relation to a modification proposal, a statement setting out whether or not the qualifying body considers that the modifications contained in the modification proposal are so significant or substantial as to change the nature of the neighbourhood development plan which the modification proposal would modify, giving reasons for why the qualifying body is of this opinion".

- 5.1. This Statement serves this purpose and notes the following additional requirements in the Planning Practice Guidance (PPG)² this document is therefore setting out the background reason for the modifications, sets out what individual modifications are and sets out the reasons as to why the Town Council and Parish Council believe that this modification are material and significant, and therefore change the nature of the Plan.

¹ <https://www.legislation.gov.uk/uksi/2012/637/regulation/14>

² <https://www.gov.uk/guidance/neighbourhood-planning--2#updating-neighbourhood-plan> Paragraph: 085 Reference ID: 41-085-20180222

2. Background

- 2.1. The Made Plan covers the period up to 2026. The designated neighbourhood area covers the same area as the Town Council area and the Parish Council area which surrounds the town. On 7th July 2021, Wiltshire Council agreed to 'make' the JMNP following a referendum which took place on Thursday 1st July 2021. The results showed 84% of those who voted were in favour of the plan.
- 2.2. The Made Plan – which is referred to as JMNP1 – focuses on a number of key policy areas relevant to the Plan area as a whole, including an allocation of housing in the village of Whitley that contributed to meeting local housing need. The Made Plan can be accessed on the JMNP website³.
- 2.3. Through the Local Plan Review process, Wiltshire Council were also set to allocate land for development in Melksham, but no final decision had yet been made on the precise scale or location of any allocation at the time of drafting JMNP1. It was therefore agreed by the qualifying bodies that allocations in any other location in JMNP1 would be premature.
- 2.4. However, JMNP1 made a commitment to review the Made Plan, once the draft Local Plan Review reached an appropriately advanced stage, in order to determine how the Neighbourhood Plan should respond to strategic housing numbers and allocations in the Local Plan. JMNP1 also made a commitment to pick up on a number of other more detailed issues in a Modified Plan, such as the designation of Local Green Spaces.
- 2.5. The Town and Parish Council has also been mindful of the housing land supply position in Wiltshire and of how this has led to significant unplanned development proposals being granted planning permission if the weight of the relevant development plan is weakened. As a result, it has examined how a first review of JMNP1 may continue to engage paragraph 14 of the National Planning Policy Framework (NPPF)⁴.
- 2.6. The Neighbourhood Plan Steering Group was reconvened in late 2021 by the Parish and Town Council after a brief period following the successful referendum vote. The objective was to prepare modifications to Neighbourhood Plan (referred to JMNP2) as committed to in JMNP1, and in anticipation of the Local Plan Review reaching its publication stage ([Regulation 19](#)) of its preparation (27.09.23 – 22.11.23).
- 2.7. For 7 weeks, between the 13th October and 3rd December 2023, a pre-submission Regulation 14 consultation was held on the draft JMNP2. Since the 2023 Consultation on JMNP2, despite local opposition, outline planning permission was granted through appeal for 210 dwellings and a 70 bed care home on Land South of Western Way. In response to feedback from the Autumn 2023 Regulation 14 consultation, significant further work was also undertaken on site allocations at Melksham and Whitley. A second pre-submission Regulation 14 consultation on draft 'B' of the pre-submission draft version of JMNP2 was therefore held in the summer of 2024 for 8 weeks (20.06.24 – 22.08.24). This second round of consultation on the pre-submission draft was held due to significant revisions or updates to allocations of land for housing made under Policy 7, and Policy 19 - Green Wedges.

³ <https://www.melkshamneighbourhoodplan.org/neighbourhood-plan-1>

⁴ National Planning Policy Framework (2023), MHCLG

3. The Proposed Modifications

- 3.1. The purpose of the Statement is to explain the reasons why the Town and Parish Council considers the proposed modifications to the Made Plan ‘changes the nature’ of the Plan. It should be read alongside the separate Modified Plan document – JMNP2.
- 3.2. The following table, Table A, provides a summary of the modifications – comprising the modified and new policies – and explains why the Town and Parish Council considers they change the nature of the plan.

Table A: Modifications Summary

Policy Title	Summary of Modifications	The Change of Nature of the Plan Test
Policy 1: Sustainable Design and Construction	The policy continues to place the energy hierarchy as a core principle, and has sought to update policy text with the key changes being: The addition of clause (d) which seeks to see that heat and power demands are minimised through energy targets where viable. The addition of clause (g) has also been added existing buildings which may be retrofitted to improve energy efficiency.	The modifications to this policy add greater detail and clarity, rather than contradicting or changing the principles of the original policy. These modifications are therefore not considered to change the nature of the plan.
Policy 2: Local Renewable and Low Carbon Energy and Associated Infrastructure	This policy has been updated to expand its scope beyond energy generation schemes that are led by, or benefit the local community.	The modifications to this policy are expanding the scope, of the original policy, but does not contradict or change the principle. These modifications are therefore not considered to change the nature of the plan.
Policy 3: Flood Risk and Natural Flood Management	This policy has been updated with minor details to reflect feedback from Wiltshire Council and other statutory consultees.	The modifications are minor updates. These modifications are therefore not considered to change the nature of the plan.
Policy 4: Ultra Low Emission Vehicle	This policy has been updated with minor details to reflect feedback from Wiltshire Council.	The modifications are minor updates. These modifications are therefore not considered to change the nature of the plan.
Policy 5: Pre-application Community Engagement	This policy has not been updated.	N/A
Policy 6: Housing at Defined Settlements	This policy has been updated to refer to updated evidence base material (Housing Needs Assessment) and draws on specific aspects to set updated policy parameters for housing types, sizes and tenures.	The modifications to this policy are adding greater detail and clarity, drawing on a technical evidence base rather than contradicting or changing the principles of the original policy. These modifications are therefore not considered to change the nature of the plan.

Policy 7.1: Land at Cooper Tires	This is a new policy. It allocates a key brownfield site in the town for comprehensive and exemplary mixed-use conservation and development.	As this is a new policy is allocating land for a mixed-use development, it introduces a change to the nature of the plan.
Policy 7.2: Land at the Former Melksham Library Site	This is a new policy. It allocates a brownfield site in the town for residential redevelopment to meet local housing needs to accessible and affordable housing for older and/or disabled people.	As this is a new policy that is allocating land for a residential development, it introduces a change to the nature of the plan.
Policy 7.3: Land South of Western Way, Bowerhill	This is a new policy. It allocates a greenfield site in the parish for residential development that was granted outline permission at appeal.	As this is a new policy that is allocating land for a residential development, it introduces a change to the nature of the plan.
Policy 7.4: Land at Whitley Farm, Whitley	This is a new policy. It allocates a farm site for residential development in Melksham Without subject to criteria set out in the policy being met.	As this is a new policy that is allocating land for a residential development, it introduces a change to the nature of the plan.
Policy 7.5: Land at Middle Farm	This is policy updates and extends an existing allocation in JMNP1. The updated policy allocates more houses over a larger area. It contributes to meeting housing targets set by Wiltshire Council through for the next Local plan period up to 2038 for the large villages of Shaw and Whitley.	Whilst the principle for development in this location is already established in the Made Plan, the policy is for the allocation of a new, larger area site It therefore introduces a change to the nature of the plan.
Policy 8: Infrastructure Phasing and Priorities	This policy has not been updated.	N/A
Policy 9: Town Centre	This policy has been updated to refer to updated evidence base material (Town Centre Master Plan Report 2023) and introduces a new clause (a) that references that document and the priority aims set out by it. A final paragraph has also been added and it references an updated map figure (10).	The modifications to the original policy are not significant and it is therefore considered that they do not change the nature of the plan in respect to this modification.
Policy 10: Employment	This policy has been updated slightly to remove the final sentence of the first paragraph.	The modifications to the original policy are not significant and it is therefore considered that they do not change the nature of the plan in respect to this modification.
Policy 11: Sustainable Transport and Active Travel	This policy has not been updated.	The modifications are minor updates. These modifications are therefore not considered to change the nature of the plan.

Policy 12: Green and Blue Infrastructure	This policy has been updated to reference 'blue' as well as green infrastructure.	The modifications are minor updates. These modifications are therefore not considered to change the nature of the plan.
Policy 13: Biodiversity	This policy has been updated with minor details (in addition to the required 10% supporting a 20% uplift in BNG).	The modifications to the original policy are not significant and it is therefore considered that they do not change the nature of the plan in respect to this modification.
Policy 14: Open Spaces	This policy has not been updated.	N/A
Policy 15: Community Facilities	This policy has not been updated.	N/A
Policy 16: Local Green Spaces	This is a new policy. Areas of green space that are considered to meet the criteria for Local Green Space Designation are identified.	As this policy is designating land as Local Green Space, the policy has the potential to change the nature of the Plan.
Policy 17: Trees and Hedgerows <i>(This policy was formerly policy 16 in JMNP1)</i>	This policy has been updated to reflect best practice and guidance updated for tree canopy coverage targets in relation to current levels in the Plan area.	The modifications to the original policy are not significant and it is therefore considered that they do not change the nature of the plan in respect to this modification.
Policy 18: Landscape Character <i>(This policy was formerly policy 17 in JMNP1)</i>	This policy was not proposed to be updated at Regulation 14, but has subsequently been updated in the submission version of the JMNP2 to include a further criteria point (d) with the aim of covering elements of landscape such as openness, tranquillity and amenity that have been highlighted as important through consultation responses.	The modifications to the original policy are not significant and it is therefore considered that they do not change the nature of the plan in respect to this modification.
Policy 19: Green Wedges	This is a new policy. It identifies areas of countryside where any development should not lead to coalescence of separate settlements.	This is a significant policy addition as this policy is identifying areas of land as 'Green Wedges' that will serve a policy purpose of preventing coalescence between settlements. In light of this, the policy has the potential to change the nature of the Plan.
Policy 20: Locally Distinctive, High Quality Design <i>(This policy was formerly policy 18 in JMNP1)</i>	This is an updated policy which links to a major update to the evidence base which has been produced as part of the Modified Plan process - the Melksham Design Guidelines and Codes (2023). The modification text is within the second paragraph of the policy which now references the Code above rather than a Rapid Community Character and Distinctiveness Statement.	The modifications are not considered so significant to change the nature of the plan in respect of this modification specifically.

Policy 21: Local Heritage <i>(This policy was formerly policy 19 in JMNP1)</i>	This is an updated policy. It now references non-designated heritage assets which have been identified through the Plan Modification preparation process.	The modifications to the original policy are not significant and it is therefore considered do not change the nature of the plan in respect to this modification.
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4. Strategic Environmental Assessment

- 4.1. Wiltshire Council considered that, in relation to the modifications, a Strategic Environmental Assessment (SEA) will be required under the Environmental Assessment of Plans & Programmes Regulations 2004 (as amended). An SEA (together with an addendum) and Scoping Report are therefore submitted to Wiltshire Council as part of the JMNP2 documentation for the subsequent stages of consultation (Regulation 16) and examination.

5. Conclusion

- 5.2. The analysis set out in Table A indicates that a significant number of modified or new policies have the potential to change the nature of the Made Plan in terms of key spatial or design principles. Whilst the modifications are in conformity with the spirit and stated intentions of the original principles of the Plan and in some cases, this is not so substantial nor so significant to warrant consideration as a change to the nature of the Plan. Overall, the modifications are considered to change the nature of the Plan.
- 5.3. As a result, the Town and Parish Council consider that the modifications are material and significant, and therefore change the nature of the Plan.
- 5.4. In summary the Modified Plan proposes the modification of policies in the Made Plan and the addition of new policies. The Plan period now runs to 2038 to align with the Local Plan Review. The proposed modifications will ensure the Modified Plan retains the primacy of an up to date, plan-led development management framework for decision making in the neighbourhood area. The modifications are material, beneficial and change the nature of the Made Plan.

Receipts for Month 6				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Balance Brought Fwd :		14,947.20					14,947.20
V4080-FOOT	Banked: 02/09/2024	69.00					
V4080-FOOT	Pilot FC	69.00			1210	210	69.00 Inv.439- 31st August pitch hir
V4081-FOOT	Banked: 02/09/2024	69.00					
V4081-FOOT	Bath Road	69.00			1210	210	69.00 Inv.449-1st September pitch hi
V4082-9B	Banked: 04/09/2024	40.00					
V4082-9B	Allotment Holder	40.00			1310	310	40.00 Berryfield 9b allotment rent
V4083-ALLO	Banked: 04/09/2024	80.00					
V4083-ALLO	Allotment Holder	80.00			1310	310	40.00 Rent for plot 23 Berryfield
					1310	310	40.00 Rent for plot 24 Berryfield
V4084-BACS	Banked: 05/09/2024	40.00					
V4084-BACS	Allotment Holder	40.00			1310	310	40.00 Rent for plot 6a Berryfield
V4085-BACS	Banked: 05/09/2024	40.00					
V4085-BACS	Allotment Holder	40.00			1310	310	40.00 Rent for plot 7B Berryfield
V4086-BACS	Banked: 05/09/2024	40.00					
V4086-BACS	Allotment Holder	40.00			1320	310	40.00 Rent for plot 1 Briansfield
V4087-BACS	Banked: 06/09/2024	40.00					
V4087-BACS	Allotment Holder	40.00			1320	310	40.00 Rent for plot 12 Briansfield
V4088-BACS	Banked: 06/09/2024	40.00					
V4088-BACS	Allotment Holder	40.00			1310	310	40.00 Rent for plot 18a Berryfield
V4089-BACS	Banked: 06/09/2024	30.00					
V4089-BACS	Allotment Holder	30.00			1310	310	30.00 Rent for plot 1SM Berryfield
V4090-BACS	Banked: 09/09/2024	40.00					
V4090-BACS	Allotment Holder	40.00			1310	310	40.00 Rent for plot 4b Berryfield
V4091-BACS	Banked: 09/09/2024	40.00					
V4091-BACS	Allotment Holder	40.00			1310	310	40.00 Rent for plot 12b Berryfield
V4092-BACS	Banked: 09/09/2024	40.00					
V4092-BACS	Allotment Holder	40.00			1310	310	40.00 Rent for plot 16a Berryfield
V4093-BACS	Banked: 09/09/2024	10.00					
V4093-BACS	Allotment Holder	10.00			1120	110	10.00 Inv.455- Annual hall rent
V4093-ERRO	Banked: 09/09/2024	-10.00					
V4093-ERRO	Allotment Holder	-10.00			1120	110	-10.00 ERROR
V4093-BACS	Banked: 09/09/2024	10.00					
V4093-BACS	Shaw Village Hall	10.00			1120	110	10.00 Inv.455- Annual hall rent
V4094-BACS	Banked: 10/09/2024	276.00					
V4094-BACS	Future of Football	276.00			1210	210	276.00 Inv.437-August evening trainin
V4095-BACS	Banked: 12/09/2024	40.00					

Continued on Page 220

Receipts for Month 6			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V4095-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 29 Briansfield
V4096-BACS	Banked: 12/09/2024	40.00						
V4096-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 13 Briansfield
V4097-BACS	Banked: 12/09/2024	40.00						
V4097-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 17b Berryfield
V4098-BACS	Banked: 12/09/2024	40.00						
V4098-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 15b Berryfield
V4099-BACS	Banked: 16/09/2024	40.00						
V4099-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 8a Berryfield
V4102-BACS	Banked: 16/09/2024	120.00						
V4102-BACS	Allotment Holder	120.00			1310	310	40.00	Rent for plot 11a Berryfield
					1310	310	40.00	Rent for plot 11b Berryfield
					1310	310	40.00	Rent for plot 10a Berryfield
V4103-BACS	Banked: 17/09/2024	69.00						
V4103-BACS	Bath Road	69.00			1210	210	69.00	Inv.449 pitch hire 15th Sept
V4104-BACS	Banked: 20/09/2024	40.00						
V4104-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 16 Briansfield
V4105-BACS	Banked: 23/09/2024	40.00						
V4105-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 30 Briansfield
V4107-BACS	Banked: 23/09/2024	80.00						
V4107-BACS	Allotment Holder	80.00			1320	310	80.00	Plot 18 Briansfield rent
V4108-BACS	Banked: 23/09/2024	138.00						
V4108-BACS	Staverton Rangers	138.00			1210	210	69.00	Inv.450- 7th September match
					1210	210	69.00	Inv.450- 21st September match
V4109-BACS	Banked: 23/09/2024	40.00						
V4109-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 14 Briansfield
V4110-BACS	Banked: 23/09/2024	80.00						
V4110-BACS	Allotment Holder	80.00			1320	310	80.00	Rent for plot 26 Briansfield
V4112-BACS	Banked: 23/09/2024	80.00						
V4112-BACS	Allotment Holder	80.00			1320	310	80.00	Rent for plot 8 Briansfield
V4106-BACS	Banked: 23/09/2024	40.00						
V4106-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 13b Berryfield
V4113-BACS	Banked: 25/09/2024	132,380.95						
V4113-BACS	Wiltshire Council	132,380.95			1420	350	1,584.95	486A Semington Rd CIL-07622
					1076	110	130,796.00	Parish Precept
V4115-BACS	Banked: 30/09/2024	80.00						

Receipts for Month 6				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
V4115-BACS	Allotment Holder	80.00			1310	310	80.00 Rent for plot 12a Berryfield
V4116-BACS	Banked: 30/09/2024	69.00					
V4116-BACS	Pilot FC	69.00			1210	210	69.00 Inv.451-28th September match
V4117-BACS	Banked: 30/09/2024	80.00					
V4117-BACS	Allotment Holder	80.00			1320	310	80.00 Rent for plot 7 Briansfield
V4118-BACS	Banked: 30/09/2024	80.00					
V4118-BACS	Allotment Holder	80.00			1320	310	40.00 Rent for plot 10 Briansfield
					1320	310	40.00 Rent for plot 11 Briansfield
V4119-BACS	Banked: 30/09/2024	40.00					
V4119-BACS	Allotment Holder	40.00			1310	310	40.00 Rent for plot 6b Berryfield
V4120-BACS	Banked: 30/09/2024	40.00					
V4120-BACS	Allotment Holder	40.00			1320	310	40.00 Rent for plot 20 Briansfield
Total Receipts for Month		134,590.95	0.00	0.00			134,590.95
Cashbook Totals		149,538.15	0.00	0.00			149,538.15

Payments for Month 6					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
16/09/2024	Daisy (One Bill)	V4100-BACS	45.29		7.55	4384	220	37.74	Inv.608-Pavilion wifi and line
16/09/2024	Daisy (One Bill)	V4101-BACS	45.29		7.55	4190	120	37.74	Inv.607- Campus Wifi and line
23/09/2024	Lamplight	V4111-BACS	57.00		9.50	4686	170	47.50	Inv.466-MCS Database
24/09/2024	Unity Bank	V4078-6191	10,000.00			220		10,000.00	Transfer from Lloyds to Unity
27/09/2024	Lamplight	V4114-BACS	57.00		9.50	4686	170	47.50	Inv.330-MCS Database Sept 24
Total Payments for Month			10,204.58	0.00	34.10			10,170.48	
Balance Carried Fwd			139,333.57						
Cashbook Totals			149,538.15	0.00	34.10			149,504.05	

Receipts for Month 6				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Balance Brought Fwd :		5,391.39					5,391.39
V4075-INTE	Banked: 03/09/2024	1,863.14					
V4075-INTE	CCLA Investment Ltd	1,863.14			1080	110	1,863.14 Interest
V4076-INTE	Banked: 04/09/2024	62.07					
V4076-INTE	CCLA Investment Ltd	62.07			1080	110	62.07 Interest
	Banked: 24/09/2024	10,000.00					
V4078-6191	Current Account & Instant Acc	10,000.00			200		10,000.00 Transfer from Lloyds to Unity
	Banked: 26/09/2024	54,000.00					
V4079-TRAN	CCLA	54,000.00			240		54,000.00 From CCLA TO Unity account
Total Receipts for Month		65,925.21	0.00	0.00			65,925.21
Cashbook Totals		71,316.60	0.00	0.00			71,316.60

Payments for Month 6				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/09/2024	Grist Environmental	V4074-DD	120.72		20.12	4770	220	100.60	Inv.785- B'hill bin emptying
16/09/2024	Lloyds Bank PLC	V4077-DD	327.47		45.07	4055	130	54.00	DSE Training Module
						4150	120	11.16	Envelopes
						4150	120	7.26	Pens
						4150	120	15.34	Pens
						4150	120	15.60	Green copier paper & Cleaning
						4150	120	7.46	Laminating pouches
						4150	120	24.99	Keyboard
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone charges
						4175	120	5.50	MWPC Website domain
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
27/09/2024	HM Revenue & Customs	V4065-BACS	2,516.40			4041	130	886.84	Period 6- September 2024
						4000	130	548.20	Period 6- September 2024-T
						4000	130	241.44	Period 6- September 2024-NI
						4020	130	191.40	Period 6- September 2024-T
						4020	130	86.46	Period 6- September 2024-NI
						4010	130	224.00	Period 6- September 2024-T
						4010	130	100.26	Period 6- September 2024-NI
						4010	130	2.00	Period 6- September 2024
						4460	142	192.40	Period 6- September 2024-T
						4800	320	13.00	Period 6- September 2024-T
						4070	120	30.40	Period 6- September 2024-T
27/09/2024	Teresa Strange	V4066-BACS			1.33	4000	130		September 2024 Salary
						4680	170	6.66	Working NHP Lunch
27/09/2024	Lorraine McRandle	V4067-BACS				4020	130		September 2024 Salary
						4120	120	3.30	Postage for planning agenda pa
27/09/2024	Marianne Rossi	V4068-BACS				4010	130		September 2024 Salary
						4120	120	3.30	Full Council agenda pack posta
						4155	120	4.85	Coffee for meetings
27/09/2024	Terry Cole	V4069-BACS				4460	142		September 2024 Salary
						4050	142	47.50	September Travel Allowance
						4051	142	50.40	Mileage x112 miles
27/09/2024	David Cole	V4070-BACS				4800	320		September 2024 Salary
27/09/2024	John Glover	V4071-BACS	45.60			4070	120	45.60	September Chairs Allowance
30/09/2024	Agilico	V4049-BACS	90.97		15.16	4130	120	75.81	Inv.348-Office photocopying
30/09/2024	Aquasafe Environmental Ltd	V4050-BACS	744.00		124.00	4212	220	620.00	Inv.805-Aug PPM visit & Clean
30/09/2024	Jens Cleaning	V4051-BACS	477.00			4381	220	477.00	Inv.1083-August cleaning
30/09/2024	Jens Cleaning	V4052-BACS	350.00			4750	220	350.00	Inv.1084- Deep clean

Continued on Page 230

Payments for Month 6					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/09/2024	JH Jones & Sons	V4053-BACS	432.00		72.00	4722	320	360.00	In4494-Gate post reinstate BYF
30/09/2024	JH Jones & Sons	V4054-BACS	96.00		16.00	4721	220	80.00	Inv.4484-Removal-Excrement
30/09/2024	JH Jones & Sons	V4055-BACS	2,376.56		396.09	4402	320	69.47	Inv.4453-Allotment grass cutti
						4400	142	477.98	Inv.4453-Play Area grass cutti
						4780	142	187.84	Inv.4453-Play Area bin emptyin
						4781	220	91.92	Inv.4453-JSF Bin emptying
						4401	220	856.84	Inv.4453-JSF Pitch Maintenance
						4409	142	188.65	Inv.4453-Hornchurch Grass
						4405	220	49.44	Inv.4453-JSF Hedge
						4820	142	37.50	Inv.4453-SHF Cut
						347	0	-37.50	Inv.4453-SHF Cut
						6000	142	37.50	Inv.4453-SHF Cut
						4402	320	20.83	Inv.4453-BSF Hedge
30/09/2024	Place Studio Ltd	V4056-BACS	684.00		114.00	4680	170	570.00	Inv.9-NPPF Consultation respon
30/09/2024	UK Energy Services	V4057-BACS	372.60		62.10	4212	220	310.50	Inv.777- Pav ventilation servi
30/09/2024	Wilts & Berks Canal	V4058-BACS	25.00			4650	170	25.00	Annual subscription
30/09/2024	Wiltshire Council	V4059-BACS	106.40			4680	170	106.40	Inv.579- Room hire NHP consult
30/09/2024	Wiltshire Publication	V4060-BACS	1,272.00		212.00	4680	170	1,060.00	Inv.815-NHP adverts
30/09/2024	PKF Littlejohn LLP	V4061-BACS	1,638.00		273.00	4100	120	1,365.00	Inv.629-External Audit
30/09/2024	Culligan	V4062-BACS	203.93		33.99	4576	142	169.94	Inv.084-Parts for water founta
30/09/2024	Community Heartbeat Trust	V4063-BACS	121.14		20.19	4049	142	100.95	154-Pavilion defib child pads
30/09/2024	Wiltshire Pension Fund	V4064-BACS	2,207.14			4045	130	1,673.71	Period 6- September 2024
						4000	130	276.49	Period 6- September 2024
						4020	130	123.47	Period 6- September 2024
						4010	130	133.47	Period 6- September 2024
30/09/2024	Unity Trust Bank	V4072	0.60			4140	120	0.60	Bank Charge
30/09/2024	Unity Trust Bank	V4073	31.20			4140	120	31.20	Handling Charge
Total Payments for Month			21,699.67	0.00	1,405.05			20,294.62	
Balance Carried Fwd			49,616.93						
Cashbook Totals			71,316.60	0.00	1,405.05			69,911.55	

Receipts for Month 6				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		0.00	0.00	0.00			0.00	

Payments for Month 6				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Receipts for Month 6				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Balance Brought Fwd :		21,506.29					21,506.29
V4121-BACS	Banked: 30/09/2024	171.66					
V4121-BACS	Unity Trust Bank	171.66			1080	110	171.66 Bank interest
Total Receipts for Month		171.66	0.00	0.00			171.66
Cashbook Totals		21,677.95	0.00	0.00			21,677.95

Payments for Month 6				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			21,677.95						
Cashbook Totals			21,677.95	0.00	0.00			21,677.95	

Receipts for Month 6				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		450,000.00					450,000.00	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		450,000.00	0.00	0.00			450,000.00	

Payments for Month 6				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
26/09/2024	Unity Bank	V4079-TRAN	54,000.00			220		54,000.00	From CCLA TO Unity account
Total Payments for Month			54,000.00	0.00	0.00			54,000.00	
Balance Carried Fwd			396,000.00						
Cashbook Totals			450,000.00	0.00	0.00			450,000.00	

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 General Account Income							
1. 1076 Precept	261,592	261,592	0			100.0%	
1080 Bank Interest Received	8,589	20,000	11,411			42.9%	
1100 Grants and Donations RCVD	1,500	20,500	19,000			7.3%	
1120 Shaw VH and Playing Field-Rent	10	20	10			50.0%	
1130 Photocopying and YE Account Sa	2	50	48			3.9%	
1140 Solar Farm Community Fund	0	17,547	17,547			0.0%	
1155 Refreshment contribution	0	120	120			0.0%	
General Account Income :- Income	271,693	319,829	48,136			84.9%	0
Net Income	271,693	319,829	48,136				
120 Administration costs							
4070 Chairs Allowance	380	966	586		586	39.3%	
1. 4080 Members Training	90	100	10		10	90.0%	
4090 Members Expenses	0	50	50		50	0.0%	
2. 4100 Audit Fees	(735)	2,930	3,665		3,665	(25.1%)	
4110 Elections	(767)	0	767		767	0.0%	
3. 4120 Postage	331	840	509		509	39.4%	
4. 4130 Photocopying	325	780	455		455	41.7%	
5. 4140 Bank Charges	83	150	67		67	55.3%	
6. 4150 Admin and Stationery	418	800	382		382	52.3%	
4155 Refreshments Comm Events	113	350	237		237	32.2%	
4160 Minute Books Binding	0	400	400		400	0.0%	
7. 4175 Email & Cloud hosting	681	1,300	619		619	52.4%	
4180 IT Support	0	200	200		200	0.0%	
8. 4185 Accountancy Support	357	880	523		523	40.6%	
4190 Telephone/Broadband/Line Rent	466	980	514		514	47.5%	
4200 Room Hire/Zoom	65	200	135		135	32.5%	
4210 Safety/PAT Check	0	90	90		90	0.0%	
4220 Chairman's Brd/Chain of Office	0	100	100		100	0.0%	
9. 4230 Advertising	130	150	20		20	86.8%	
4240 Quarterly Newsletter	530	2,280	1,750		1,750	23.2%	
4250 Land Search Fee	12	50	38		38	24.0%	
4370 Cleaning Materials	18	50	32		32	35.8%	
4390 Professional Services	(2,305)	0	2,305		2,305	0.0%	
4391 GDPR Compliance	0	35	35		35	0.0%	
Administration costs :- Indirect Expenditure	192	13,681	13,489	0	13,489	1.4%	0
Net Expenditure	(192)	(13,681)	(13,489)				

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Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Staffing							
4000 Clerk's Salary						45.9%	
4010 Finance & Amenities Officer Sa						48.6%	
4020 Parish Officer Salary						45.1%	
4041 NI - EmployER	5,215	13,000	7,785		7,785	40.1%	
4045 Superannuation - EmployER	9,891	23,000	13,109		13,109	43.0%	
4048 Office Staff Mileage & Parking	0	50	50		50	0.0%	
4055 Staff Training	225	500	275		275	44.9%	
4065 HR	450	0	(450)		(450)	0.0%	
Staffing :- Indirect Expenditure	65,987	144,822	78,835	0	78,835	45.6%	0
Net Expenditure	(65,987)	(144,822)	(78,835)				
140 Council Office Costs							
14270 Office Rent - Campus	5,852	12,040	6,188		6,188	48.6%	
Council Office Costs :- Indirect Expenditure	5,852	12,040	6,188	0	6,188	48.6%	0
Net Expenditure	(5,852)	(12,040)	(6,188)				
142 Parish Amenities							
1440 Shurnhold Fields Income	0	12,500	12,500			0.0%	
1470 Berryfield Village Hall Reimbu	394	820	426			48.1%	
Parish Amenities :- Income	394	13,320	12,926			3.0%	0
10. 4049 Defibrillator	3,238	3,800	562		562	85.2%	
4050 Caretaker Travel Allowance	285	570	285		285	50.0%	
4051 Caretaker Mileage & Parking	267	600	333		333	44.5%	
11. 4281 Insurance	4,296	3,835	(461)		(461)	112.0%	
12. 4385 Play Area Safety Surface Clean	4,550	2,900	(1,650)		(1,650)	156.9%	
4400 Play Area - Grass Cutting	2,390	5,040	2,650		2,650	47.4%	
4409 Hornchurch Road Public Open Sp	943	2,264	1,321		1,321	41.7%	
4410 ROSPA Inspections	0	1,700	1,700		1,700	0.0%	
4420 St Barnabas Annual Rent	0	10	10		10	0.0%	
4460 Caretaker Salary						47.9%	
13. 4500 Weedspraying	1,619	3,500	1,881		1,881	46.3%	
4510 LHFIF Contributions	0	10,300	10,300		10,300	0.0%	
14. 4540 Speed Indicator Device	1,272	5,200	3,929		3,929	24.5%	
4545 New Bus Shelter	0	22,500	22,500		22,500	0.0%	
4560 Shaw & Whitley Flood Resource	258	550	292		292	46.8%	
4575 Play Areas	2,044	75,000	72,956		72,956	2.7%	
4576 Drinking Water Fountains	170	4,200	4,030		4,030	4.0%	

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Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4590 Street Furniture	225	3,000	2,775		2,775	7.5%	
15. 4600 Bus Shelters Cleaning	0	840	840		840	0.0%	
16. 4780 Play Area - Bin Emptying	939	1,213	274		274	77.4%	
4785 Replacing Wiltshire Council bi	0	1,500	1,500		1,500	0.0%	
4820 Shurnhold Fields Project	656	10,400	9,744		9,744	6.3%	656
4825 Shurnhold Fields CAPITAL Expen	0	30,000	30,000		30,000	0.0%	
Parish Amenities :- Indirect Expenditure	28,640	200,379	171,739	0	171,739	14.3%	656
Net Income over Expenditure	(28,246)	(187,059)	(158,813)				
6000 plus Transfer from EMR	656						
Movement to/(from) Gen Reserve	(27,591)						
<u>170 Community Support</u>							
1480 Neighbourhood Plan Income	1,952	0	(1,952)			0.0%	
Community Support :- Income	1,952	0	(1,952)				0
4610 Section 137 Grant	18,273	17,000	(1,273)		(1,273)	107.5%	
4620 Village Hall Grants	19,050	20,000	950		950	95.3%	
4630 Other Grants (TIC - Section 14	600	700	100		100	85.7%	
4650 Subscriptions	1,397	1,935	538		538	72.2%	
4670 Melks Public Toilets Contrib	0	5,000	5,000		5,000	0.0%	
17. 4675 Real Time Information- Bus She	(2,868)	20,200	23,068		23,068	(14.2%)	
18. 4680 Neighbourhood Plan	8,633	1,000	(7,633)		(7,633)	863.3%	
4685 Melksham Community Support	6,000	12,000	6,000		6,000	50.0%	
4686 Melksham Emergency Support	499	7,861	7,362		7,362	6.4%	
Community Support :- Indirect Expenditure	51,585	85,696	34,111	0	34,111	60.2%	0
Net Income over Expenditure	(49,633)	(85,696)	(36,063)				
<u>210 Jubilee Sports Field Income</u>							
1210 Football Bookings	6,076	11,200	5,124			54.3%	
1260 Hire of Lounge/Kitchen Area un	72	150	79			47.7%	
1270 Pavilion & Field Grants	0	1,875	1,875			0.0%	
Jubilee Sports Field Income :- Income	6,148	13,225	7,078			46.5%	0
Net Income	6,148	13,225	7,078				
<u>220 Jubilee Sports Field Expenditu</u>							
4212 Safety/PAT Check - % JSF Use	1,982	3,600	1,618		1,618	55.1%	
19. 4282 Insurance - % JSF Use	603	565	(38)		(38)	106.7%	
4302 Electricity - % JSF Use	667	1,800	1,133		1,133	37.1%	

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Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
20. 4312 Gas - % JSF Use	(800)	2,000	2,800		2,800	(40.0%)	
4322 Water and Sewage - % JSF Use	227	500	273		273	45.4%	
21. 4381 Cleaning Contractor - % JSF Us	983	3,000	2,017		2,017	32.8%	
4384 WiFi & Line- Pavilion	226	420	194		194	53.9%	
4401 JSF Grass Cutting/Line Marking	4,284	9,885	5,601		5,601	43.3%	
4405 JSF Hedge Maintenance	247	607	360		360	40.7%	
22. 4430 Rates - % JSF Use	0	835	835		835	0.0%	
4700 Grass Cutting extra to Cntrct	0	475	475		475	0.0%	
4721 Repairs & Maintennce - JSF	123	2,000	1,877		1,877	6.2%	
4740 Pitch & Pavilion Improvements	0	5,750	5,750		5,750	0.0%	
23. 4750 Deep Clean	350	400	50		50	87.5%	
4770 Waste Collection - %JSF Use	444	850	406		406	52.2%	
4781 JSF Bin Emptying	460	1,104	644		644	41.6%	
24. 4791 Boiler Servicing - % JSF Use	400	450	50		50	88.9%	
Jubilee Sports Field Expenditu :- Indirect Expenditure	10,196	34,241	24,045	0	24,045	29.8%	0
Net Expenditure	(10,196)	(34,241)	(24,045)				
<u>310 Allotment Income</u>							
2. 1310 Berryfield Allotment Rents - C	2,463	1,497	(966)			164.5%	
1320 Briansfield Allotment Rent - C	2,055	1,385	(670)			148.4%	
Allotment Income :- Income	4,518	2,882	(1,636)			156.7%	0
Net Income	4,518	2,882	(1,636)				
<u>320 Allotment Expenditure</u>							
4323 Water - Allotments	116	450	334		334	25.7%	
4402 Allotment Grass Cutting	452	835	384		384	54.1%	
25. 4722 Repairs & Maintenance - Allotm	510	100	(410)		(410)	510.0%	
4800 Allotment Warden Salary						43.9%	
Allotment Expenditure :- Indirect Expenditure	1,431	2,191	760	0	760	65.3%	0
Net Expenditure	(1,431)	(2,191)	(760)				
<u>350 CIL</u>							
1420 Community Infrastructure Levy	5,089	96,048	90,959			5.3%	
CIL :- Income	5,089	96,048	90,959			5.3%	0
Net Income	5,089	96,048	90,959				

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Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 S106							
1170 Wiltshire Council Contribution	0	11,800	11,800			0.0%	
1175 David Wilson Homes Contributio	0	20,000	20,000			0.0%	
S106 :- Income	<u>0</u>	<u>31,800</u>	<u>31,800</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>31,800</u>	<u>31,800</u>				
Grand Totals:- Income	289,794	477,104	187,310			60.7%	
Expenditure	163,885	493,050	329,165	0	329,165	33.2%	
Net Income over Expenditure	<u>125,910</u>	<u>(15,946)</u>	<u>(141,856)</u>				
plus Transfer from EMR	656						
Movement to/(from) Gen Reserve	<u>126,565</u>						

Staff Salaries:

Actual Year to date	Current budget
£56,051.00	£120,535.00

Quarterly income and expenditure report analysis for Qtr2

July, August & September 2024

Income:

1. **(1076) Precept-** We received the second part of the precept in September and now have the full amount for this financial year.
2. **(1310) & 1320) Allotment income-** Just to note that the annual rent notices for the allotments went out in September, so we have received payments for this.

Expenditure:

1. **(4080) Members training-** All spend from this heading have been for new councillor training.
2. **(4100) Audit-** You will see that there is a minus under this cost code, which is left over from an accrual made at the 2023/24-year end. The External Auditor fees, which related to 2023/24, have been invoiced, but they were less than anticipated at year-end and, as such, have left a minus in the current year.
3. **(4120) Postage-** We are not sending as many agenda packs out, etc., so the postage costs have reduced. We are aware that from the 7th October the cost of a 1st class stamp is being increased by £0.30p. We will purchase some more stamps prior to this date.
4. **(4130) Photocopying-** Our photocopying costs have been reduced since we purchased the new photocopier. This is because the cost per copy has reduced.
5. **(4140) Bank Charges-** These are difficult to budget for as it depends on factors such as how many BACS payments, we make each quarter and how many cheques we cash in, for example. We are slightly over budget for this.
6. **(4150) Admin & Stationery-** This is slightly over budget for this time in the financial year, but c£100 out of this budget heading was for Councillor ID badges.
7. **(4175)-Email & Cloud Hosting-** This is slightly over budget; however, there are a few items under this heading that have been coded to the wrong cost code, so a journal will be undertaken to correct this.

- 8. (4185) Accountancy Support-** The spend under this heading to date is for the annual maintenance and support of the finance system. The only other spend from this heading will be for the year-end close down 25/26.
- 9. (4230) Advertising-** The only spend under this heading was for the Bowerhill Councillor vacancy. There will be more advertising to come for the grant applications advert, the annual parish meeting, and potentially the parish officer recruitment advert. This will mean that we will be over budget under this heading at year end. You will note that there is some budget left under the quarterly newsletter heading (4240), as we have only done a spring newsletter this year, so some of this could be used to offset any overspend under this budget heading.
- 10. (4049) Defibrillator-** We are over budget under this heading, which is partly due to the match funding and installation works for the new defibrillator installed outside of Bowerhill Village Hall. **NOTE:** The parish council received a £1,500 donation towards the new defibrillator, which is shown under code 1100 (grants & donations), as it is unable to be netted off against the expenditure. The annual support for each defib has been paid, and we have replaced some of the child pads.
- 11. (4281) Parish Insurance-** This is for the parish annual insurance; the Bowerhill Sports Field insurance is under the sports field cost centre. This heading also includes cyber insurance. The only other expenditure that will come out of this heading is if, during the year, the council purchases a new asset that needs to be insured.
- 12. (4385) Play Area Safety Surfacing clean-** We undertook 1x safety surfacing clean in spring, which was more than budgeted for; however, this spend is coming from Sandridge Solar Farm funding.
- 13. (4500) Weedspraying-** We have undertaken 1x weedspray this year, due to the wet weather in spring, this was only undertaken in August.
- 14. (4540) Speed Indicator Device-** Both SIDs are now being deployed around the parish. SID#1 was out of action for a while as we needed to purchase some replacement brackets in order for it to be erected at its scheduled locations. SID#2 was out of action for around a week as we needed to reprogram the speeds.
- 15. (4600) Bus Shelter Cleaning-** This should be undertaken every quarter; I will check up on this as we haven't been invoiced for this service this year yet.
- 16. (4780) Play Area bin emptying-** As per agreed parish maintenance contract.

- 17. (4675) Real Time Information-** You will see a – in the year to date. This is due to an accrual made at year end for RTI inside the Mitchell Drive bus shelter.
- 18. (4680) Neighbourhood Plan-** Any expenditure that the parish council has incurred for the neighbourhood plan is charged back to the town council for their 70% share of the costs. Any amounts received back from MTC will be under the income heading (1480).
- 19. (4282) Sports field insurance-** This is for the Bowerhill Sports Pavilion building insurance. It is not expected that we will have any other expenditures under this heading this year.
- 20. (4312) Gas-** Please note that we have not been invoiced for the pavilion gas since November 2023. Some months ago, I contacted Utility Aid, who are the organisation that deals with our utility contracts, about this matter. They are currently in the process of investigating why we haven't received any bills in nearly a year. The latest update is that SSE had updated their systems, which had caused some issues. It has been discovered that they had put a stop on our billing account, which is why we have not been receiving any bills (we should be billed quarterly). We have not received any explanation as to why this has occurred to date, but Utility Aid is working on getting us back on track. This will mean that once everything has been sorted out with SSE, we will receive a large bill for the gas. You will see that there is -£800 under this cost code for the year to date, which was an accrual made at year end for usage relating to the 2023/24 financial year.
- 21. (4381) Cleaning Contractor- Pavilion-** The spend from this heading is lower for this time during the financial year, which is due to the fact that the season only began again in August. Now that the season has started back up again, the spend from this heading will increase.
- 22. (4430) Rates-** We have received a £0 rate bill for the pavilion, so this heading could be used towards pitch and pavilion improvements, which is where you usually vire this heading to.
- 23. (4750) Deep Clean-** The deep clean is undertaken once per year and was done in early September.
- 24. (4791) Boiler service- Pavilion-** The service for the boiler is something that we do annually, so we are not expecting any more expenditure under this heading in this financial year.
- 25. (4722) repairs & maintenance- Allotments-** The spend under this heading is for the replacement signage purchased for the allotments. We also replaced the wooden gate post at Berryfield Allotments as it had rotted.

Date:01/10/2024

Melksham without Parish Council Current Year

Page 1

Time: 17:13

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 1 - Current Account & Instant Acc**

User: MR

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	30/09/2024		139,333.57
			<u>139,333.57</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			139,333.57
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			139,333.57
		Balance per Cash Book is :-	139,333.57
		Difference is :-	0.00

Councillor 1:

NameSignedDate

Councillor 2:

NameSignedDate

Clerk & RFO:

NameSignedDate



TREASURERS ACCOUNT

Sort Code 30-98-75
Account Number 02027655

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
30 Sep 24	[REDACTED] LOT 7 BSF FP24273014085759 070116	FPI -04117	80.00	✓	139,173.57
30 Sep 24	[REDACTED] F10&11 FP24273046748148 070116	FPI -04118	80.00	✓	139,253.57
30 Sep 24	[REDACTED] F 6B 300000001434534318 309875	FPI -04119	40.00	✓	139,293.57
30 Sep 24	[REDACTED] T20 BRIANSFIELD	FPI -04120	40.00	✓	139,333.57

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Date:02/10/2024

Melksham without Parish Council Current Year

Page 1

Time: 10:16

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 2 - Unity Bank**

User: MR

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	30/09/2024	132	49,616.93
			<u>49,616.93</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			49,616.93
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			49,616.93
		Balance per Cash Book is :-	49,616.93
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/09/2024	Fee	Manual Credit Handling Charge	U4072 £0.60 ✓	£0.00	£49,648.13
30/09/2024	Fee	Service Charge	U4073 £31.20 ✓	£0.00	£49,616.93

Page number 3 of 4

Statement number 132

For Businesses.
For Community Banks.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB
Registered in England and Wales: 10746124
Calls may be monitored and recorded for training, quality and security purposes.
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Reconciliation: Cashbook 2-Unity Trust Bank Current Account- September 2024

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Living Wage
WINNER

INACB
WINNER

254

Date:02/10/2024

Melksham without Parish Council Current Year

Page 1

Time: 10:17

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 3 - Fixed Term Deposit**

User: MR

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Term Deposit	30/09/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 4 - Instant Access Unity 20476339**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Instant access account	30/09/2024	18	21,677.95
			<u>21,677.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,677.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			21,677.95
		Balance per Cash Book is :-	21,677.95
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



For Businesses. For Communities. For Good.

Mrs Teresa Strange
First Floor Melksham Community Campus
Market Place
MELKSHAM
Wilts
SN12 6ES

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Date: 30/09/2024

Account Name: Melksham Without Parish
Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20476339

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 2.75% AER as of your statement date.

Contact Us



Call us: 0345 140 1000



Email us: us@unity.co.uk



Visit us: unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/08/2024		Balance brought forward	£0.00	£0.00	£21,506.29
30/09/2024	Credit Interest	Credit Interest 0.4121	£0.00	£171.66 ✓	£21,677.95

Page number 1 of 2

Statement number 018

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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We invest in people. Gold



Bank Reconciliation Statement as at 30/09/2024
for Cashbook 5 - CCLA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	30/09/2024		396,000.00
			<u>396,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			396,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			396,000.00
		Balance per Cash Book is :-	396,000.00
		Difference is :-	0.00

Councillor 1:

NameSignedDate

Councillor 2:

NameSignedDate

Clerk & RFO:

NameSignedDate

Marianne Rossi

From: Kelly Watson <Kelly.Watson@ccla.co.uk>
Sent: 01 October 2024 15:38
To: Marianne Rossi
Cc: Teresa Strange; Lee Jagger
Subject: Re: CCLA- Melksham Without Parish Council

Hi Marianne,

I hope you are good,

I have included below, the latest balance, the transactions for September and the anticipated interest due to be paid in the next day or so (£1,810.57),

MELKSHAM WITHOUT PARISH COUNCIL	The Public Sector Deposit Fund SC4	AMOUNT
MELKSHAM WITHOUT PARISH COUNCIL		£396,000.00

Transaction Type	Shares/Units	Amount (£)	Price (£)	Date
Sell	54,000.0000	54,000.00	1.00	26/09/2024

1810.57

I also wanted to let you know that we do have an online portal, where you can access additional information about your account should you wish, the link to sign up is here [CCLA Digital Portal](#)

I hope this helps,

Speak to you soon, Kelly

Kelly Watson, Head of Public Sector Relationships



One Angel Lane | London EC4R 3AB | Direct line: (+44) 0207 489 6105

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 30 September 2024 18:34
To: Kelly Watson <Kelly.Watson@ccla.co.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Fw: CCLA- Melksham Without Parish Council

Spend over £500 for QTR 2-July, August & September 2024

Cheque Ref	Payee Name	Transaction Detail	Date Paid	Net
V3963-BACS	JH Jones & Sons	Inv.4298-Parish Maintenance June 2024	26/07/2024	£1,980.47
V3966-BACS	Wiltshire Age UK	Inv.196-MCS Q2 July- Sept 24	26/07/2024	£3,000.00
V3967-BACS	Wiltshire Publication	Inv.137-NHP consultation & B'hill Cllr vacancy adverts	26/07/2024	£660.20
V3968-BACS	Community Heartbeat Trust	Inv.226-Annual support for parish defibrillators	26/07/2024	£810.00
V3979-BACS	Allcott Commercial	Inv.466- Shaw V Hall site survey	26/07/2024	£945.00
V4002-BACS	Melksham Town Council	Inv.56-NHP-Inv.6094	27/08/2024	£574.50
V4008-BACS	Complete Weed Control	Inv.699-Parish weedspraying	27/08/2024	£1,619.00
V4010-BACS	JH Jones & Sons	Inv.4364-Parish Maintenance July 2024	27/08/2024	£1,980.47
V4013-BACS	JH Jones & Sons	4377-Whitworth Play area remedials	27/08/2024	£870.00
V4014-BACS	Melksham Town Council	Inv.20-NHP Inv.6105	27/08/2024	£907.50
V4017-BACS	Wiltshire Council	148-Office rent 1.4.24-30.6.24	27/08/2024	£2,843.25
V4018-BACS	Wiltshire Council	147-Office rent 1.7.24-30.9.24	27/08/2024	£3,009.01
V4019-BACS	Wiltshire Publication	Inv.76-NHP advert (861)	27/08/2024	£1,060.00
V4050-BACS	Aquasafe Environmental Ltd	Inv.805-Aug PPM visit & Clean	30/09/2024	£620.00
V4055-BACS	JH Jones & Sons	Inv.4453-Parish Maintenance August 2024	30/09/2024	£1,980.47
V4056-BACS	Place Studio Ltd	Inv.9-NPPF Consultation respon	30/09/2024	£570.00
V4060-BACS	Wiltshire Publication	Inv.815-NHP adverts	30/09/2024	£1,060.00
V4061-BACS	PKF Littlejohn LLP	Inv.629-External Audit	30/09/2024	£1,365.00



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

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
04 September 2024

Our Ref:
WI0162

SAAA Ref:
SB05750

Melksham Without Parish Council
Completion of the limited assurance review for the year ended 31 March 2024

Dear Ms Strange

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Melksham Without Parish Council for the year ended 31 March 2024. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

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

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

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

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



PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the address below. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office at 15 Westferry Circus, London E14 4HD. PKF Littlejohn LLP is a member of PKF Global, the network of member firms of PKF International Limited, each of which is a separate and independent legal entity and does not accept any responsibility or liability for the actions or omissions of any individual member or correspondent firm(s).

Fee

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

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

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

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

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

Timetable for 2024/25

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Tuesday 1 July 2025. It is anticipated that the instructions will be sent out during March 2025, subject to arrangements for the 2024/25 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

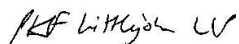
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2025, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Tuesday 3 June and Monday 14 July 2025; and
 - at the latest, between Tuesday 1 July and Monday 11 August 2025.

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

Feedback on 2023/24

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

Yours sincerely



PKF Littlejohn LLP

Melksham Without Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

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

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Melksham Without Parish Council for the year ended 31 March 2024 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Melksham Without Parish Council on application to:</p> <p>(a) <u>TERESA STRANGE, CLERK + RESPONSIBLE FINANCIAL OFFICER (RFO)</u> <u>FIRST FLOOR, MELKSHAM COMMUNITY CAMPUS, MARKET PLACE, MELKSHAM, WILTSHIRE</u> <u>SN12 6ES</u></p> <p>(b) <u>MON - THURS 10-12 + 2-4pm</u></p> <p>3. Copies will be provided to any local government elector of the area on payment of £ 5 (c) for each copy of the Annual Governance & Accountability Return. <u>* 10p per A4 sheet plus postage</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
<p>Announcement made by: (d) <u>TERESA STRANGE, CLERK + RFO.</u></p>	
<p>Date of announcement: (e) <u>12TH SEPTEMBER 2024.</u></p>	

PLEASE DISPLAY ON NOTICEBOARDS UNTIL AT LEAST FRIDAY 27TH SEPTEMBER 2024.

Notice, sections + Additional Information is on the parish council website for at least 5 years

Please contact the office if not online to view hard copies

www.melkshamwithout-pc.gov.uk

01225 705700

admin@melkshamwithout-pc.gov.uk

 www.pkf-l.com

Annual Governance and Accountability Return 2023/24 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

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

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

Publication Requirements

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

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?		N/A
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		N/A

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

Annual Internal Audit Report 2023/24

Melksham Without Parish Council

www.melkshamwithout-pc.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic bank account reconciliations were properly carried out during the year.	Yes		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			N/A
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	Yes		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	Yes		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

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

Date(s) internal audit undertaken

17/05/2023 20/12/2023

Name of person who carried out the internal audit

Kevin Rose ACMA- IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date 27/04/2024

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

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

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Melksham Without Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

17/06/2024

and recorded as minute reference:

73/24g

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

Chair

Clerk

[Signature]
 SIGNATURE REQUIRED
[Signature]
 SIGNATURE REQUIRED

www.melkshamwithout-pc.gov.uk

ENTERED PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

Melksham Without Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,329,700	786,940	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	235,689	245,271	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	481,401	150,883	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	129,832	140,699	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	104,259	338,148	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,025,759	219,907	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	786,940	484,340	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	809,280	504,430	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,150,955	1,162,513	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	346,500	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

[Signature]
Date 10/06/24.

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

17/06/2024

as recorded in minute reference:

73/24h

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

[Signature]
SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Melksham Without Parish Council – WI0162

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

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

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

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

03/09/2024

Teresa Strange

From: Marianne Rossi
Sent: 17 September 2024 15:21
To: Teresa Strange
Subject: RE: Important Information - FSCS annual Review 2024

Hi Teresa,

Just to say that I have looked at this and I don't think we are currently eligible under the FSCS scheme

'Budget' refers to amount of funding available to spend in the year (income). The budget needs to be under £423,526 and having looked at our budget for this financial year we are over this amount.

Thank you
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 11 September 2024 15:15
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: FW: Important Information - FSCS annual Review 2024

From: Unity Trust Bank PLC <service@unity-email.co.uk>
Sent: 11 September 2024 13:12

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Important Information - FSCS annual Review 2024

To view this email as a web page, click [here](#).



For Businesses. For Communities. For Good.



11/09/2024

Important Information - FSCS annual Review 2024

Dear Mrs Strange

We wrote to you recently to make you aware of the annual FSCS eligibility checks. If you have not yet confirmed your eligibility, please read through this email and confirm your eligibility via the button in this email.

The Financial Services Compensation Scheme (FSCS) compensates customers up to a maximum of £85,000 (per bank) if a bank, building society or credit union has failed.

Certain organisations are eligible under the FSCS and we need to check your eligibility each year to ensure that your deposits with Unity are protected.

Please confirm your eligibility for FSCS

Small local authorities with an annual budget of up to EUR **500,000 (£423,526*)** may be eligible for FSCS protection. So we can update our records, please select 'Confirm my eligibility' below and provide your details filling out this short form:

*EUR 500,000 equivalent £423,526 as at 03/07/2024

[Confirm my eligibility](#)

If we don't hear from you by **23 September 2024**, we'll assume your organisation isn't eligible and this could mean that your Unity deposits won't be covered by the FSCS. If you have any queries about how to confirm your eligibility, or would like more information about the FSCS, please select 'Find out more' below to visit our website.

J H JONES & SONS LIMITED

BUILDING CONTRACTORS

PARK FARM, BATH ROAD, ATWORTH, WILTSHIRE. SN12 8HT

• 01225 703295 •

TONY.JONES@JONESDEVELOPMENTS.CO.UK

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES

5th September, 2024

QUOTATION 1270

Reference – Kestral Court

- To remove existing paving slabs and excavate an area double the size
- To prepare ground and supply geo textile membrane
- To supply and lay scalping and compact
- To collect .450 x .450mm paving slabs from Briansfield allotments
- To lay paving slabs on a sand and cement base
- To point in around slabs with sand and cement
- To turn existing picnic table around by 90 degrees as requested
- To install additional picnic bench to be supplied by Melksham without Parish Council

Total - £ 2, 780.00 + VAT

Yours faithfully,

J H Jones & Sons Limited

If tender is accepted please sign below and return one copy

Signature..... Date.....

PERIOD PROPERTIES • RESTORATION • REFURBISHMENTS • NEW BUILD

VAT NUMBER 923424246 COMPANY REG 6260416

**TDP Limited**

Derby Road, Wirksworth, Derbyshire DE4 4BG
Tel: 01629 820011 email: Info@tdp.co.uk

Quotation

No: TDP_OW5VSX_1Q

Date: 18 July 2024

Valid until: 17 August 2024

Terms: 30 days e.o.m.

Customer

Melksham Without Parish Council
First Floor, Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

Delivery Address

Melksham Without Parish Council
First Floor, Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

Code	Description	Quantity	Unit Price	Total Nett
ZDALE15	Dale Bench 1.5m length in Brown	1	£385.54	£385.54
ZAKHARD	Furniture anchor kit for hard ground	1	£23.17	£23.17

NOTE: I have confirmed with the supplier
that this quote is valid until the end of the year

All prices are subject to VAT at the prevailing rate unless otherwise stated
VAT No: GB 558 5891 82

All sales are subject to our terms and conditions

Nett Amount: £408.71

VAT total: £81.74

Invoice Total: £490.45

Notes:

Palletised delivery to kerbside only.
All Prices include delivery to a UK mainland address.
Current lead time from order 5-6 weeks.

its place. She feels that the original bench could have been left in this location, and the new picnic table could have been installed in a much more suitable location inside the play area.

Councillor Baines explained to the residents that the bench was unable to be installed in the agreed location due to the size of the plinth required for the picnic table, which meant that it was too close to the play equipment. When contractors had attended the site to look at another suitable place, bearing in mind access for grass cutting and ensuring it wouldn't be too close to the play equipment, they had suggested that the table would fit on the concrete slabs by the fence where the existing bench was located. It was agreed that the positions of the existing bench and the picnic table could be switched around as the bench was much smaller than the picnic table.

Resident A provided members with aerial images of other play areas with open space where benches have been located. She explained that the benches inside these areas are spaced out within the space to make good use of the area. She felt that there was an opportunity to do something similar inside the Kestrel Court Play Area. Councillor Glover queried whether the resident was proposing to locate the bench underneath the trees inside the play area, as the council has previously had issues in other play areas when benches have been located underneath trees with birds roosting in the trees. The resident explained that she understood that there were issues with benches under trees, such as the requirement to keep cleaning them, so she was not suggesting that the bench should be positioned there. She explained that there was a large open area inside the play area on the left-hand side if you were outside of the play area facing in, on the side where the bungalows were located. She felt that this would be a much more suitable location for the picnic table.

The committee reconvened and agreed to bring agenda item 7c forward for discussion.

84/24 To note complaint received regarding the location of the picnic bench installed inside of Kestrel Court Play Area and consider any action

Members discussed the current location of the picnic table inside the Kestrel Court Play Area. Councillor Pafford explored the possibility of the council moving the picnic table to another location inside the play area. He felt that if the table was not installed on hardstanding, it would be unlikely that people would use it during the winter months unless it was accessible via a path. He went on to explain that, although it looks like there is a lot of space inside the play area, there is not a lot of adequate space for this particular bench due to the size of the picnic table. As a result, this would cause the council an issue if they were to decide to move it to another location inside the play area. He agreed that the table in its current position was not suitable, so the council would need to carefully consider this.

Councillor Baines explained that the council has previously had issues with benches inside other play areas where there hasn't been any adequate hardstanding and the ground has eroded, causing puddles all around the bench. For that reason, he did not feel that it was an option to relocate the bench without any hardstanding.

Furthermore, he also felt that the council needed to be mindful not to hinder the possibility of children playing ball games on the open grass area, so there is a limitation as to where the table could be moved. He suggested that the current hardstanding could be extended so that the table is moved away from the fence without impacting the grass cutting. This would also remove the current trip hazard around the bench. Members agreed that this was a good way forward, and by extending the hardstanding, it would provide the ability for the table to be turned 90°, which could allow for an additional bench to be installed on the same hardstanding. It was also felt that the extension of the hardstanding should be big enough to allow for a wheelchair to be able to sit at one end of the table.

The committee agreed to suspend standing orders to ask the residents a question. Councillor Baines queried with the residents whether there would be an improvement to the bench if the picnic table was turned around. The resident agreed that it would improve accessibility as well as allow people to sit at the bench and be able to observe their children playing in the play area.

The committee reconvened.

Councillor Franks highlighted that the council had some spare patio slabs located at Briansfield allotments that could be used to extend the current hardstanding. After a robust discussion, members agreed that officers should obtain a quotation to extend the hardstanding by three slab lengths using the patio slabs located at the allotments to enable the bench to be moved away from the fencing. The Clerk highlighted that the patio slabs at the allotments may be a different size or depth from the current flag stones; therefore, queried whether officers should also obtain a quote to take the existing flag stones up and replace them fully with the ones currently located at the allotments.

The Clerk advised that the council had previously gone out to consult with residents regarding the location of the bench. She wished to check with members about whether they wanted to reconsult with residents. It was felt that, as this bench was staying in the same position, there was no need to do this.

Recommendation 1: Officers to obtain a quotation to extend the length of the current hardstanding inside of Kestrel Court Play Area and turn the existing picnic table around by 90°.

Recommendation 2: If there is enough room for a second bench, a quote should be obtained to purchase and install another bench on the same hardstanding, ensuring that both benches are adequately spaced out from each other.

8pm both residents left the meeting.

**Quotation to undertake additional pitch maintenance at the
Bowerhill Sports Pavilion following grant award for pitch
maintenance.**

Officers note:

Please find attached the quotes from JH Jones (our current pitch maintenance contractors) for the additional pitch maintenance as per the recommendations detailed in the pitch power assessment. JH Jones has provided us with a quotation per pitch, and I have provided you with a breakdown of the quotes, which are attached.

You will see that there are two breakdowns, one for everything included in the quote (but note this totals £20,053 which is more than the grant award), and the other includes most of the maintenance (which is within the grant budget) but removes overseeing, as you will see from the quotes that this is the most expensive item. I have spoken to JH Jones, and overseeing would be the maintenance option to not do if funds do not allow, as targeted patch repairs could be undertaken as an alternative if required. For years 1 and 2 of the grant, the total amount you will receive is £14,452, and the second breakdown totals £14,365, which is in the grant budget. This leaves a surplus of £87, which can be attributed to goalmouth repairs, which you already undertake as part of your grass cutting contract. Note that if the full grant amount isn't spent, they will reduce the amount the following year, so the goal mouth repairs, which we already do, could also be submitted, as this was something recommended in the Pitch Power Assessment.

Just to note that we will receive £14,365 for the next two years, and then the grant value will be reduced with the parish council contributing some funding towards this project.

We have requested the funds for our first year as we get these up front but are just waiting on a few checks to be undertaken before the funds are released. Before the grant is released in all of the other years, we have to submit invoices of all the work that has been undertaken.

Y1/2 GRANT	Quotation for pitch works vs grant for maintenance									
	Quote for all works as per pitch power assessment recommendations									
	Pitch 1	Pitch 2	Pitch 3	Pitch 4	Pitch 5	Pitch 6	Pitch 7	Pitch 8	Pitch 9	Total for each type of maintenance
Verti Draining	£800.00	£800.00	£800.00	£550.00	£550.00	£294.00	£294.00	£294.00	£294.00	£4,170.00
Deep slitting	£480.00	£480.00	£480.00	£300.00	£300.00	£155.00	£155.00	£155.00	£155.00	£2,335.00
Grooming X7 Per season	£1,050.00	£1,050.00	£735.00	£735.00	£735.00	£357.00	£357.00	£357.00	£357.00	£5,355.00
Fertiliser	£790.00	£790.00	£525.00	£525.00	£275.00	£185.00	£275.00	£185.00	£185.00	£3,735.00
Overseeding	£1,750.00	£0.00	£1,069.00	£1,069.00	£0.00	£570.00	£0.00	£0.00	£0.00	£4,458.00
Total	£4,870.00	£3,120.00	£3,179.00	£3,179.00	£3,179.00	£1,081.00	£1,651.00	£991.00	£991.00	

Grand total £20,053.00

As per recommendations in pitch power assessment but remove overseeding as JH Jones say that they can just do targeted patch repairs if funds don't allow

	Pitch 1- 11 aside	Pitch 2- 11 aside	Pitch 3- 9 aside	Pitch 4- 9 aside	Pitch 5- 7 aside	Pitch 6-7 aside	Pitch 7- 5 aside	Pitch 8- 5 aside	Pitch 9- 5 aside	
Verti Draining- 2x per season	£800.00	£800.00	£550.00	£550.00	£294.00	£294.00	£294.00	£294.00	£294.00	
Deep slitting-3 x per season	£480.00	£480.00	£300.00	£300.00	£155.00	£155.00	£155.00	£155.00	£155.00	
Grooming- x6 per season for 11 aside pitches (1&2) and 5x per season for youth pitches (3-9)	£900.00	£900.00	£525.00	£525.00	£255.00	£255.00	£255.00	£255.00	£255.00	
Fertiliser- 1x spring & 1x autumn	£790.00	£790.00	£525.00	£525.00	£275.00	£275.00	£185.00	£185.00	£185.00	
Overseeding	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Total	£2,970.00	£2,970.00	£1,900.00	£1,900.00	£979.00	£979.00	£889.00	£889.00	£889.00	

Grand total £14,365.00

Difference £87.00

J H JONES & SONS LIMITED

BUILDING CONTRACTORS

PARK FARM, BATH ROAD, ATWORTH, WILTSHIRE. SN12 8HT

• 01225 703295 •

TONY.JONES@JONESDEVELOPMENTS.CO.UK

Marianne Rossi
Finance and Amenities Officer
Melksham without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES

5th September, 2024

QUOTATION 1271

Reference – Bowerhill Pitches – Pitch 1

Decompaction

- To vertidrain twice per season

Total - £ 800.00 + VAT

Deep Slitting

- To carry out slitting 3 x during football season

Total - £ 480.00 + VAT

Grooming - Using a Sissix Quadraplay or similar

This machine brushes, shallow spikes -4 –5”, removes thatch and lightly rolls the ground

- To groom ground 7 x per football season

Total - £ 1,050.00 + VAT

Fertiliser

- To fertilise pitch at a rate of 35 grams per sqm in Spring and Autumn using Rigby Taylor Delta fertiliser

Total - £ 790.00 + VAT

PERIOD PROPERTIES • RESTORATION • REFURBISHMENTS • NEW BUILD

VAT NUMBER 923424246 COMPANY REG 6260416

Overseeding

- To over seed pitch at a rate of 35grams per sqm using Rigby Taylor R140 seed mix

Total - £ 1, 750.00 + VAT

Yours faithfully,

J H Jones & Sons Limited

If tender is accepted please sign below and return one copy

Signature..... Date.....

J H JONES & SONS LIMITED

BUILDING CONTRACTORS

PARK FARM, BATH ROAD, ATWORTH, WILTSHIRE. SN12 8HT

• 01225 703295 •

TONY.JONES@JONESDEVELOPMENTS.CO.UK

Marianne Rossi
Finance and Amenities Officer
Melksham without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES

5th September, 2024

QUOTATION 1272

Reference – Bowerhill Pitches – Pitch 2

Decompaction

- To vertidrain twice per season

Total - £ 800.00 + VAT

Deep Slitting

- To carry out slitting 3 x during football season

Total - £ 480.00 + VAT

Grooming - Using a Sissix Quadraplay or similar

This machine brushes, shallow spikes -4 –5”, removes thatch and lightly rolls the ground

- To groom ground 7 x per football season

Total - £ 1,050.00 + VAT

PERIOD PROPERTIES • RESTORATION • REFURBISHMENTS • NEW BUILD
VAT NUMBER 923424246 COMPANY REG 6260416

Fertiliser

- To fertilise pitch at a rate of 35 grams per sqm in Spring and Autumn using Rigby Taylor Delta fertiliser

Total - £ 790.00 + VAT

Yours faithfully,

J H Jones & Sons Limited

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Signature..... Date.....

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Melksham
SN12 6ES

5th September, 2024

QUOTATION 1273

Reference – Bowerhill Pitches – Pitch 3 + Pitch 4 – 9v9 (3500sqm)

Decompaction

- To vertidrain twice per season

Total - £ 550.00 + VAT

Deep Slitting

- To carry out slitting 3 x during football season

Total - £ 300.00 + VAT

Grooming - Using a Sissix Quadraplay or similar

This machine brushes, shallow spikes -4 –5”, removes thatch and lightly rolls the ground

- To groom ground 7 x per football season

Total - £ 735.00 + VAT

PERIOD PROPERTIES • RESTORATION • REFURBISHMENTS • NEW BUILD
VAT NUMBER 923424246 COMPANY REG 6260416

Fertiliser

- To fertilise pitch at a rate of 35 grams per sqm in Spring and Autumn using Rigby Taylor Delta fertiliser

Total - £ 525.00 + VAT

Overseeding

- To over seed with Rigby TaylorR140 mix at a rate of 35 grams per sqm

Total - £ 1, 069.00 + VAT

All costs on this quotation are per pitch

Yours faithfully,

J H Jones & Sons Limited

If tender is accepted please sign below and return one copy

Signature..... Date.....

J H JONES & SONS LIMITED

BUILDING CONTRACTORS

PARK FARM, BATH ROAD, ATWORTH, WILTSHIRE. SN12 8HT

• 01225 703295 •

TONY.JONES@JONESDEVELOPMENTS.CO.UK

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Melksham without Parish Council
First Floor
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Melksham
SN12 6ES

5th September, 2024

QUOTATION 1274

Reference – Bowerhill Pitches – Pitch 5 + Pitch 6 – 7v7 (2035sqm)

Decompaction

- To vertidrain twice per season

Total - £ 294.00 + VAT

Deep Slitting

- To carry out slitting 3 x during football season

Total - £ 155.00 + VAT

Grooming - Using a Sissix Quadraplay or similar

This machine brushes, shallow spikes -4 –5”, removes thatch and lightly rolls the ground

- To groom ground 7 x per football season

Total - £ 357.00 + VAT

PERIOD PROPERTIES • RESTORATION • REFURBISHMENTS • NEW BUILD
VAT NUMBER 923424246 COMPANY REG 6260416

Fertiliser

- To fertilise pitch at a rate of 35 grams per sqm in Spring and Autumn using Rigby Taylor Delta fertiliser

Total - £ 275.00 + VAT

Pitch 6

Overseeding

- To over seed with Rigby Taylor R140 mix at a rate of 35 grams per sqm

Total - £ 570.00 + VAT

All costs on this quotation are per pitch

Yours faithfully,

J H Jones & Sons Limited

If tender is accepted please sign below and return one copy

Signature..... Date.....

J H JONES & SONS LIMITED

BUILDING CONTRACTORS

PARK FARM, BATH ROAD, ATWORTH, WILTSHIRE. SN12 8HT

• 01225 703295 •

TONY.JONES@JONESDEVELOPMENTS.CO.UK

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Melksham without Parish Council
First Floor
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Market Place
Melksham
SN12 6ES

5th September, 2024

QUOTATION 1275

Reference – Bowerhill Pitches – Pitches 7, 8 & 9 – 5v5 (1035sqm)

Decompaction

- To vertidrain twice per season

Total - £ 294.00 + VAT

Deep Slitting

- To carry out slitting 3 x during football season

Total - £ 155.00 + VAT

Grooming - Using a Sissix Quadraplay or similar

This machine brushes, shallow spikes -4 –5”, removes thatch and lightly rolls the ground

- To groom ground 7 x per football season

Total - £ 357.00 + VAT

PERIOD PROPERTIES • RESTORATION • REFURBISHMENTS • NEW BUILD
VAT NUMBER 923424246 COMPANY REG 6260416

Fertiliser

- To fertilise pitch at a rate of 35 grams per sqm in Spring and Autumn using Rigby Taylor Delta fertiliser

Total - £ 185.00 + VAT

All costs on this quotation are per pitch

Yours faithfully,

J H Jones & Sons Limited

If tender is accepted please sign below and return one copy

Signature..... Date.....

J H JONES & SONS LIMITED

BUILDING CONTRACTORS

PARK FARM, BATH ROAD, ATWORTH, WILTSHIRE. SN12 8HT

• 01225 703295 •

TONY.JONES@JONESDEVELOPMENTS.CO.UK

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Market Place
Melksham
SN12 6ES

Please note that this hasn't been included in the above breakdown but has been provided by the contractor as an additional maintenance.

5th September, 2024

QUOTATION 1276

Reference – Bowerhill Pitches – Weed Spraying

- To chemically spray whole site for broad leaf weeds

Total - £ 850.00 + VAT

Yours faithfully,

J H Jones & Sons Limited

If tender is accepted please sign below and return one copy

Signature..... Date.....

PERIOD PROPERTIES • RESTORATION • REFURBISHMENTS • NEW BUILD
VAT NUMBER 923424246 COMPANY REG 6260416



Unit 10, Glenmore Business Park
 Bumpers Farm
 Chippenham, Wiltshire SN14 6BB
 01249 474117
 info@wacservices.co.uk | wacservices.co.uk |
 ukenergyservices.com



RECIPIENT:

Melksham Without Parish Council
 Melksham Without Parish Council Sports Pavilion
 Westinghouse Way, Bowerhill
 Melksham, Wiltshire SN12 6TL

Quote #220921	
Sent on	Sep 05, 2024
WAC or UKES	WAC
Variation	No
Total	£576.60

Product/Service	Description
Sports Pavilion - Changing room 1	<p>Following on from engineer's visit on 05-09-24:</p> <p>Changing room 1 fan has a delay if about 4 mins before it starts. Looked at fan and identified a slow fan turn initially then picked up speed after 4 mins. Recommend replacing vent axia fan.</p> <p>Costs to replace the Vent Axia fan in changing room 1:</p> <p>£ 480.50 plus vat</p>

Exclusions:

- *Building work not detailed above
- *Power supplies to A/C equipment unless detailed above
- *Any local permissions and/or necessary planning permissions
- *WIFI setup subject to end user setup
- *Not all Android and IOS systems are compatible with manufactures WIFI Apps. We will not be responsible for incompatibility.
- *Additions not specified above shall be chargeable separately
- *Variations to design shall be chargeable separately

Notes:

1. Quote valid for 14 days
2. Quote includes equipment, materials and labour to supply & fit above system as

Subtotal	£480.50
VAT (20.0%)	£96.10
Total	£576.60

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Bumpers Farm
Chippenham, Wiltshire SN14 6BB
01249 474117
info@wacservices.co.uk | wacservices.co.uk |
ukenergyservices.com



Notes Continued...

well as all associated pipe work, interconnect cabling & condensate overflow.

Terms of Business:

These Terms of Business are between Wiltshire Air Conditioning Services Ltd, and hereinafter referred to as the Company and its customers being those parties wishing to purchase goods and / or services from the Company.

These Terms of Business will remain in force for all orders transacted between the Company and its customers unless the Company has amended any or all of them in writing.

A customer supplying their own terms of business to the Company will not automatically mean that the customer's terms take precedent.

It is our responsibility to supply you with goods that meet your consumer rights.

If you have any concerns that we have not met our legal obligations, please contact us.

For the purposes of all the Regulations our correspondence and trading address is:

Unit 10, Glenmore Business Park,
Bumpers Farm, Chippenham,
Wiltshire, SN14 6BB

A telephone number to be used to contact us is 01249 474117, although we have others.

Emails can be sent to: info@wacservices.co.uk

The total price for the contract will be given to the customer in our "Quotation" document. If the quote is accepted - the customer will then be sent a "Deposit Invoice" document.

The total price will include all costs that reasonably could have been known at the time of the order.

If subsequent costs are identified the customer will be informed before the cost is incurred and given the choice to continue with the additional cost, without the additional cost or to cease the contract.

Any delivery costs to the Company will be passed on to the customer within the total cost of the contract as described in the Quote and Deposit Invoice.

Any re-stocking and or administration charges that apply to the customer when returning an item or cancelling an order or that apply to the Company if the customer changes their mind will be communicated to the customer within the Deposit invoice and as such will be the liability of the customer if they arise.

Any taxes due on the sale or contract will be included in the total cost shown in the Deposit Invoice. Any warranties or after-sales service included will be stipulated in the Quote.

Any cost of return of an item is the sole responsibility of the customer unless the item is not fit for purpose, has been supplied incorrectly, or to the wrong address.

The customer and the Company must agree on the method of return and the customer accepts liability of the cost of the product until such time as it has been received by the Company.

Any sums already paid at the time of cancellation will be refunded in the same manner as they were paid less any charges or costs reasonably incurred. The refund will take place within 14 days of either receiving the cancellation notice if no goods have yet been supplied or of the Company receiving the goods back.

Unless specifically detailed otherwise in the Deposit Invoice, all payments due for any works and/or products supplied under the contract are due on the day of completion of that part of the contract, or upon receiving the final invoice.

A contract is agreed between the customer and the Company once our Quotation and a copy of these Terms of Business have been supplied to and accepted by the customer. The customer is required to acknowledge receipt and acceptance by email or in writing.

The dates and times of work and/or supply of products will be agreed between the parties.

A customer should present a Purchase Order number at the beginning of the order process if one is required in order for the Company to receive payment.

The Company reserves the right to vary the order at its discretion provided that the variation still provides the customer with the essence of the order.

Any variation in an order that results in a difference in the price charged will mean that a new Quotation document will be prepared for the customer to accept, and the process will commence again from that point. In the event where the Company has staff on site working and a conversation between the parties concludes that additional costs are required, it must be submitted to our office in writing. The Company will then produce a 'Variation' document to be submitted to the client. Only upon acceptance of the 'variation' in writing will the Company preform

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01249 474117
info@wacservices.co.uk | wacservices.co.uk |
ukenergyservices.com



Notes Continued...

the extra work or services.

In that circumstance the additional cost will be invoiced separately, or added to the final invoice if agreed by both parties in writing.

The Company does not accept any right of offset between any goods and / or services supplied by the Company and any goods or services it purchases from a supplier.

Orders will be fulfilled as soon as reasonably practical after their receipt. If a specific date for delivery is required, it must be made clear at the time of ordering and that order must be made in writing.

On occasion the Company may wish to deliver on public holidays or at weekends. If the Company chooses to do so, then that will be at no extra cost to the customer. If the customer makes a request to receive the order on any public holiday, during a weekend or during hours other than 8am – 5pm Monday to Friday, the Company reserves the right to charge an additional fee.

At any time that the Company is unable to completely fulfil an order the Company will decide to part deliver the order or to hold it until complete fulfilment is possible. The Company accepts no liability for any incomplete orders and any liability that the Company might become liable for is limited to the original cost of the product.

The product that is delivered will be the product that has been ordered. Its packaging may change in accordance with decisions that are outside of the Company's control.

Any product sold by weight is done so on the understanding that we have purchased it at that weight, and we will not be liable for any discrepancies other than those which are accepted by our suppliers unless we have packaged and weighed those goods ourselves.

Invoices are sent by email as a PDF attachment. The sending of an invoice to a valid email address of the customer will be accepted as a receipt of that document by the customer. If for any reason the Company has to send a document by post or other non-electronic means, the Company will charge an admin fee of £5.00 plus VAT.

Payment should be made to the Company by BACS or Online Banking directly into the bank account of the Company at the time. The correct bank account will be shown on our invoice, and this is the only bank account that we will accept payments into. If payment is made into a bank account that differs from that shown on our invoice, then that payment is not deemed to be valid and payment is still due.

Alternatively, payment can be made using a debit or credit card by the customer if required.

Any order for goods or services is placed by the customer and accepted by this Company on the basis that the customer accepts all of these Terms of Business. These Terms of Business are governed by English law. The Company and its customers agree the courts of England and Wales will have jurisdiction to hear any disputes arising in relation to these Terms. If any Term is found to be illegal, invalid or unenforceable under any applicable law, that Term shall, insofar as it is severable from the remaining Terms, be deemed to be omitted from these Terms of Business and shall in no way affect the legality, validity, or enforceability of any of the remaining Terms.

**Notes of SHURNHOLD FIELDS MEETING on Tuesday 24th September 2024 at
7.00pm held at Melksham Without Parish Council Offices (First Floor),
Melksham Community Campus, Market Place, SN12 6ES**

Present: Councillor John Glover- MWPC
Councillor David Pafford- MPWC
Councillor Martin Franks- MWPC
Councillor Pat Aves- MTC
Councillor Phil Alford- MTC

Alexandra Crawford, Purcell Solutions

Officers: Teresa Strange- MWPC Clerk
Marianne Rossi- MWPC Finance & Amenities Officer
Andrew Meacham- MTC Committee Clerk

As some background information, Wiltshire Council have been successful in being awarded grant funding from the Environment Agency to put in flood prevention measures at Shurnhold Fields for dwellings of Dunch Lane. Teresa explained that Alexandra was employed by Wiltshire Council to project manage this project. The Shurnhold Fields Working Party, which represents both the town and parish councils, has had difficulty getting permission from the Environment Agency for the car park and entrance improvement project due to the car park site being within 8 meters of a watercourse in an area of known flooding. Due to Wiltshire Council being successful on this application, the car park and entrance improvement project can become part of Wiltshire Council's wider scheme, which has been agreed by all parties as the most suitable way forward. It was noted that there will be some material from the proposed car park works, which Wiltshire Council could usefully use to build the flood bund.

Teresa explained that this meeting was arranged to discuss the arrangements with Wiltshire Council on this project, e.g., do the council use their own contractors or Wiltshire Councils, for example. Alexandra had briefed both councils back in February on the work that was going to be undertaken for residents of the town. One of the outstanding actions from that meeting was to hold a community engagement meeting of the residents of Dunch Lane, which had been pencilled in for the 9th October.

Alexandra presented her presentation to the meeting; it was noted that the flood defence element was shown to members who attended the meeting in February. Some flood modelling images were presented showing current flooding projections and future flooding in this area if no bund was built. It was noted that the proposed flood bund was only going to be built on the land owned by the town and parish councils, and as such, it will not cover the whole length of the properties on Dunch Lane. It was explained that even though this was the case due to the way the water flows across the land, the proposed bund will serve as a deflection plate to those properties, which will reduce the water level even though the bund will not be built adjacent to them.

Alexandra explained that where the flood bund was going to remove flooding, it would push water to the other side of the bund. Normally, to offset this, some additional flood storage is required so that the problem does not get pushed further downstream; however, she did not feel that this was required. This was due to the flood modelling showing their being very minimal change. She had explained this in the environmental permit and is waiting for this to be reviewed by the environment agency. If the Environment Agency does require flood storage, this has been pre-thought out, with Alexandra showing the meeting a modelling image of areas that can be shallow scraped to give back to the flood plain if needed. She reiterated that she didn't feel that it was needed, but the plan was there in case it was. It was noted that there were advantages to doing the scrapes as it was an opportunity to create a bit of biodiversity.

Alexandra presented the designs for both the bund and car park projects. It was noted that the bund slightly fattens as it moves to the right due to the ground level dropping and the need to maintain a steady level. It is designed to be close to the back boundary of the properties, as the environment permit is more likely to be granted. It was explained that the further the bund goes into the flood plain, the more land is being taken, which needs to be given back to the flood plain, and as a result, it would be much harder for the required permit to be granted. It was noted that residents would be able to use their back gates; however, they may need to reposition their gates so that they open inwards. It was noted that the bund is not proposed to be very high, and at its highest, it would be 0.69 m. It is not recommended to plant any trees on the bund; however, it was an opportunity for some wildflowers.

Alexandra shown an estimation of the volumes of materials that will come from the car park construction as well as the amount of material estimated to be required for the bund. It was noted that the estimated material available was 203m³ and the estimated fill required to fill the bund was 166m³. On the estimated balance, there is enough material from the car park for the bund with a little bit of left over material. Alexandra stressed that the volumes were only an estimation and until the works started on site the exact volumes would not be known; however, scrapes could be undertaken if more material was required. Alexandra advised that the contractor would need to have a waste license to take the surplus material away to dispose of appropriately.

Alexandra explained that Danny Everett (Principal Drainage Engineer at Wiltshire Council) was in consultation with Wiltshire Council contractors to undertake the whole project. It was noted that experienced contractors needed to undertake the project due to the waste licenses involved. Teresa queried what the contractual arrangement would be for this project with the two councils, and it was confirmed that Wiltshire Council would completely project manage the whole project. Alexandra explained that the contractors will be asked to build the design as agreed by the two councils. It was confirmed that Wiltshire Council was aware that both councils had a budget in place for the project. Discussions took place around how much was in the budget for both councils, and it was confirmed that there was £30,000 available for the project. If anything, else is required, Wiltshire Council should come back to both councils as soon as possible. Alexandra advised that Wiltshire Council will work closely with both councils on the project.

Alexandra shown the sketch of the car park, which has been built up from the design created by David Sharp, the architect, for the project to add more detail for construction purposes. As per the original concept, the entrance has moved to provide better access into Shurnhold Fields. The surfacing for the car park will be gravel. Alexandra advised that originally there was going to be a bund installed around the car park to stop people from parking on the field; however, due to flood storage requirements, this has been changed to timber bollards instead.

Teresa explained that in terms of the shed, the Friends of Shurnhold Fields had purchased a mower, so the shed would need to be a suitable size to store this. It was noted that the shed could be installed under 'permitted development' as a local authority as long as it's not exceeding 4 metres in height or 200 cubic metres in capacity; anything over this size would need planning permission.

Councillor Glover raised a concern about the proposal to put softwood edging around the new footpath, as the parish council has had experience of this failing and causing trip hazards inside of some play areas in the parish. Alexandra advised that this was the most cost-effective option; however, it could be changed if this was desired, but it may increase the project cost. Discussions also took place around the bollards; however, it was agreed to stay with timber bollards for now.

Alexandra advised that the start date was originally due to be October; however, the project was still waiting for the Environment Agency to approve the necessary permits. This therefore means that there is currently not a start date for this project, and this will not be known until the Environment Agency comes back. It was confirmed that during the duration of the works, Shurnhold Fields would need to be closed to the public due to health and safety legislation. It was currently unknown how long the field would be closed for; however, Alexandra confirmed that this was something that would need to be discussed with the contractor.

It was agreed that the residents who should be invited to a community meeting for the project are the residents of Dunch Lane who are directly impacted by the project as well as the Friends of Shurnhold Fields. As there was no start date for the project to start, it was felt that this community meeting should be put on hold until a date was known. It was noted that this meeting was for the town council to arrange, as it was the town residents who were affected.

Teresa explained that when Wessex Water put mains drainage in Beanacre, they asked the parish councils for some ideas on areas where they could undertake some biodiversity offset. They agreed that they could create a wildflower meadow at Shurnhold Fields. It was confirmed that due to health and safety of the site they would be unable to come in and undertake this task during the project works; however, it was suggested that in the instance where scrapes need to be undertaken, they could provide the seed. It was suggested that Wessex Water could put the water supply in prior to the project starting and could leave the pipe with a sealed end that could be picked up by the contractor.

Teresa explained that while both councils were together, a resident had asked whether a memorial bench could be installed at Shurnhold Fields in memory of her

late husband, who regularly walked around the field. Members reviewed the location suggested and agreed. It was noted that, as per the parish council's policy, the resident will pay for the bench and the installation, but it will then become a council asset. Once the bench enters the end of its life, it will not be replaced. It was agreed that Melksham Town Council would share their policy to ensure that both councils policies aligned with each other.

It was discussed whether there needed to be a joint management plan for the field. Councillor Glover advised that he had created a first draft of one a few years ago and was waiting for this to be looked at by the town council. The other thing that needed to be considered is a delegated spend for this committee to be agreed by both councils rather than it having to go back to both councils. It was noted that for the maintenance of the field, the spend can come out of the S106 maintenance fund. It was noted that some years ago the parish council had agreed to this; however, the town council did not. It was agreed that the draft plan for the fields would be sent across to the town council again for them to review. It was noted that the bin emptying schedule for the field needed to be reviewed as they were currently being emptied three times per week. It was noted that the parish council only emptied their bins at the Bowerhill Sports Field once per week.

Andrew clarified that both Councillors Aves and Alford had not been elected on the Shurnhold Fields Working Party as there had been a motion at their Annual Town Council meeting to not hold working parties. The reason these councillors were invited to this meeting this evening was because they were ward members for this area where this project was to take place. It was agreed that the town council would put this matter on their next Full Council agenda for this matter to be resolved.

Outcome:

1. It is agreed that Wiltshire Council contractors should be engaged to undertake the construction of the car park and entrance project as they are managing the whole project.
2. Both councils jointly have £30,000 (£15,000 each) available for the project; anything above the project budget, Wiltshire Council will need to come back to both councils as soon as possible.
3. The community meeting to be arranged once a start date was known for the project. Only residents of Dunch Lane, who will be directly impacted by the project, as well as the Friends of Shurnhold Fields, should be invited to the meeting.
4. It was agreed for a memorial bench to be installed at the location indicated at this meeting in memory of a resident who used the field on a regular basis. Melksham Town Council to share their memorial bench policy with the parish council to ensure that both policies aligned with each other.
5. The draft management plan for the field put together by Councillor Glover to be sent across to Melksham Town Council so it can be reviewed by them.
6. Wessex Water to be asked to provide wildflower seed as well as being asked to install the water supply as a biodiversity offset for the main drainage scheme at Beanacre.

Marianne Rossi

From: Gosling, Laura <Laura.Gosling@wiltshire.gov.uk>
Sent: 01 October 2024 14:06
To: Teresa Strange
Cc: Marianne Rossi; Rose, Martin
Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Teresa,

Apologies, there has been a delay with the supplier of the Papercast units and they will not be available until 7th October at the earliest now.

With regards to your query about progressing with the additional RTPI units you have listed; I will have to speak to our RTPI supplier about this before I can confirm how best to proceed. There is potentially an issue with how to pay for the future maintenance of the units, if the units are to be fully paid for by an organisation *other* than Wiltshire Council. At the moment, the capital and maintenance contract is between WC and r2p (the supplier) based on an agreed set of rates and for a specified 5 year period; it may be the case that a variation to that contract would be required. I have a meeting with the r2p on Thursday, so I will raise the matter then.

Laura

Laura Gosling
National Bus Strategy Manager
Passenger Transport
Highways and Transport

Wiltshire Council

01225 713481

laura.gosling@wiltshire.gov.uk

www.wiltshire.gov.uk

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www.connectingwiltshire.co.uk



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Wednesday, September 25, 2024 5:26 PM
To: Rose, Martin <martin.rose@wiltshire.gov.uk>; Gosling, Laura <Laura.Gosling@wiltshire.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Martin and Laura

Further to my email below, we are currently progressing with the top 2/3 on the priority list below through the Melksham LHFIG, however, the parish council has funding in place to undertake the whole list.

How do we move forward to get them installed, rather than just 2 per year through the LHFIFG process?
Some of the sites below would require the battery version of Papercast – any news on the sign off for them?
Many thanks, Teresa

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

ADVANCE NOTICE OF HOLIDAY: From Thursday 26th Sept, returning Monday 7th October

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

Want to keep in touch?
Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news
On twitter: @melkshamwithout
On Instagram: melkshamwithoutpc

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

From: Rose, Martin <martin.rose@wiltshire.gov.uk>
Sent: 31 July 2024 08:58
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Real Time Information in bus shelters in Melksham Without

Teresa,

The RTPFI budget for 24/25 is very tight and there is the a high demand on this budget from other town and parish councils..

I'm happy to speak to Laura about further funding opportunities, but it would be useful if you could filter your list down to say 2 or 3 priorities from the 9 shown.

As you suggest, there may be some opportunity for partner funding through the LHFIFG process.

Regards

Martin Rose IEng, FIHE, MCIHT, CMgr MCM
Principal Engineer – Traffic Engineering
Highway Asset Management and Commissioning
Wiltshire Council ,
County Hall, Bythesea Road

Statement re operational changes

Date: 22nd August, 2024

As with many public sector organisations, Dorset & Wiltshire Fire and Rescue Service are facing significant financial challenges, and we have a programme of work in place to make sure we are sustainable for the future. There is a requirement for all fire and rescue services to review their community risk profile to provide value for money services to our communities.

Following a comprehensive fire cover review, we are looking at the position, the number and type of our resources to make sure these meet the changing risk profile across our Service area – we need to make sure our resources are in the right place based on community need. Fundamental to the fire cover review is maintaining, and where we can, improving our response to emergency incidents, continuing to be there when our communities need us.

Whilst the data suggests that the removal of some fire engines is the right thing to do, and this presents essential savings to help our financial challenges, this is also a programme of work that includes some reinvestment and will enable us to improve fire cover by increasing the number of wholetime firefighter posts at Westlea fire station and upgrading Amesbury and Dorchester fire stations from on-call only to on-call and wholetime .

The detailed data analysis of seven on-call stations, informed the decision to remove the second fire engine at Corsham, Marlborough, Sturminster Newton and Wareham fire stations. The first fire engine will remain at these stations to ensure we can be there when our communities need us. The decision has also been made to remove the second fire engine at Poole fire station, which is crewed by wholetime firefighters. Although Poole fire station will maintain the first fire engine, crewed by our wholetime firefighters as well as the third fire engine crewed by on-call firefighters.

These decisions are made under the delegation of the Chief Fire Officer and all changes will take effect by April 2025.

Dependant on our financial settlement for 2025/26 we will review the proposal to remove the second fire engine at another three on-call stations – Sherborne. Portland and Wimborne. This review will happen in January 2025.

The recruitment process for more wholetime firefighters is starting in the Autumn, in addition to our continued campaigns to recruit on-call firefighters at stations where we need them.

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Marianne Rossi

From: Marianne Rossi
Sent: 25 September 2024 17:57
To: Marianne Rossi
Subject: FW: Cuts to fire service

From: Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>
Sent: 20 September 2024 16:55
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Re: Cuts to fire service

Hi T,

I've reached out to an ex-colleague (who still works there) who came back with the following:-

"Yes, they're day-crewed, every day, 0830 till 1800 with an hour for lunch - two groups of wholetime who also respond 'on call' at night as well as the purely on-call element responding for the second pump during the day (and at night)".

Most two-pump stations struggle to man the second pump most of the time anyway so not much will change. Melksham can't crew one pump most of the time hence the permanent adverts for on-call firefighters around the town.

This happens on a regular basis (even in my day 1975-1996) - the Brigade say they're going to cut posts and/or pumps, the union jump up and down, a few posts will go (usually the ones they can't fill anyway), but it's rare that a pumping (or other) appliance is actually permanently removed from the inventory. They might have a bit of a reshuffle of ancillary appliances, but it's very rare for a front-line pumping appliance to be removed.

This is on the DWFRS website - [Dorset & Wiltshire Fire Service | Statement re operational changes \(dwfire.org.uk\)](https://www.dwfire.org.uk)

If I find anything else I'll let you know.

Mark.

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 20 September 2024 15:31
To: Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>
Subject: Cuts to fire service

Hi Mark

I wonder if you have heard anything about..... or know where I find out..... About cuts to the Fire Service.

Raised this morning at a meeting of Wiltshire Clerks by the Trowbridge Town Clerk – plans to remove night service at Chippenham and Trowbridge, but his quick calculation is that Salisbury covers 120,000 people and will be open at night and Swindon 280,000 the same, but what about the 280,000 in the middle of which Melksham is central.

<https://www.wiltshiretimes.co.uk/news/24560573.fire-brigades-union-says-cuts-will-place-lives-risk/>

I have found this, but wonder if you have heard anything or know where they would publish this kind of thing as you used to work there?

All the best, Teresa

Teresa Strange

Clerk & Responsible Financial Officer

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