

27.03.23 Full Council agenda _____	3
AGENDA ITEM 03(c) - J Seed report _____	7
AGENDA ITEM 07(a) - Draft Full Council minutes 20.2.23 _____	10
AGENDA ITEM 08(a) 20.03.23 Planning Minutes _____	37
AGENDA ITEM 08(a) 23.2.23 Planning Minutes including response to NPPF _____	58
AGENDA ITEM 8(a) &(b) - Correspondence from WC on Pathfinder Way highways queries raised _____	92
AGENDA ITEM 08(c) - 23-06_Briefing_Note_School_Places_Strategy _____	96
AGENDA ITEM 08(c) - draft School Place Strategy with Clerk comments _____	99
AGENDA ITEM 08(c) - Clerk's note to accompany the draft strategy _____	135
AGENDA ITEM 08(d) - Football Foundation correspondence _____	136
AGENDA ITEM 08(d) - Evidence for requirement of 3G pitch in Melksham Community Area _____	137
AGENDA ITEM 09(a) - Highway minutes 20.03.23 _____	138
AGENDA ITEM 10(a) - Finance Committee minutes 13.3.23 _____	152
AGENDA ITEM 10(b) - Melksham Community Hub - original update 13th March _____	163
AGENDA ITEM 10(b) Melksham Community Hub further update 23rd March _____	164
AGENDA ITEM 10(b) Melksham Community Hub TransWilts Activity Photos 2021-22 _____	168
AGENDA ITEM 10(d) - Whitley Cricket Club correspondence _____	180
AGENDA ITEM 10(d) - Whitley Cricket Club bank statement _____	182
AGENDA ITEM 10(d)- Melksham WI audit and bank statement _____	186
AGENDA ITEM 10(e) - Cashbook 1 Accounts- Lloyds Bank February 2023 _____	190
AGENDA ITEM 10(e) - Cashbook 2 Unity Trust February 2023 _____	192
AGENDA ITEM 10(e) - Cashbook 3 Accounts- Fixed Term Deposit February 2023 _____	195
AGENDA ITEM 10(i) - VAT on sports fees 6 Mar 2023 update _____	197

AGENDA ITEM 11(d) - Update on Shurnhold Fields by MWPC Clerk - March 2023 _____	199
AGENDA ITEM 12(a) - Meeting Dates from May 2023- May 2024 _____	207
AGENDA ITEM 13(d) - CAWCEG Re Flood Zone Request _____	210
AGENDA ITEM 13(d) - Request from CAWCEG to make are of land in Whitley to be graded as Flood Zone 3 Map _____	213
AGENDA ITEM 14(b) - Notes Health & Wellbeing Group _____	214
AGENDA ITEM 14(c)(i) Response from WC Re lighting on Semington Road .	218
AGENDA ITEM 14(c) ii) Proposed Bee Route Response from Howard Yardy _____	219
AGENDA ITEM 14(c) ii) Response from WC Re Proposed Bee Route _____	224
AGENDA ITEM 14(c) ii) - S96 licence conditions for Bee Route _____	228
AGENDA ITEM 14(d) - Whitley Community Hub request _____	232
AGENDA ITEM 15(a) - L. McRandle CiLCA eCertificate _____	235



## MELKSHAM WITHOUT PARISH COUNCIL

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Monday 20 March 2023

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 27 March 2023 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

Click link here:

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

Or go to [www.zoom.us](http://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](http://www.melkshamwithout.co.uk). If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

Teresa Strange, Clerk

**YOU CAN ACCESS THE AGENDA PACK HERE**



Serving rural communities around Melksham

## AGENDA

1. **Welcome, Announcements & Housekeeping**
2. To receive **apologies** and 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). Report received
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 (**Agenda item 7b,11a)ii), 15a**) 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 20 February 2023.
  - b) To approve the **Confidential Notes** to accompany the Full Council meeting minutes
8. **Planning**
  - a) To approve the **Minutes of the Planning** Committee meeting held on 27 February & 20 March.
  - b) To formally approve **Planning Committee recommendations** of 27 February & 20 March.
  - c) To consider submitting comments on the Wiltshire School Places Strategy 2023-2027 (Briefing Note No 23-06) <https://www.wiltshire.gov.uk/article/2139/Education-strategies-and-policies>
  - d) To receive update from the Clerk following meetings with the Football Foundation & the Wiltshire Council Play and Leisure Strategy Officer re the provision of a 3G pitch in Melksham.
  - e) To consider what community benefit to request following a pre application meeting with regarding a site to the East of Melksham.

9. **Highways**
- a) To approve the **Highways & Streetscene** Committee minutes of 20 March 2023.
  - b) To formally approve the **Highway & Streetscene** Committee recommendations of 20 March 2023.
10. **Finance:**
- a) To approve the **Finance Committee Minutes** of 13 March 2023
  - b) To note update on the Melksham Community Hub (Rail Station) and to consider grant application recommendation and possible next steps to assist current users
  - c) To formally approve the **Finance Committee recommendations** of 13 March 2023.
  - d) To consider any grant awards pending awaiting further information.
  - e) To note **Receipts & Payments** reports for February.
  - f) To seek **cheque signatories/online authority** for March payments
  - g) To approve Fixed Term Deposit for March and note update on new Unity Bank Instant Access account
  - h) To consider anything arising from the Internal Audit visit Friday 24 March
  - i) To consider the changes to the HMRC VAT rating for local authority playing fields and the impact on Bowerhill Sports Field
11. **Asset Management:**
- a) **Bowerhill Sports Fields & Pavilion**
    - i) To note responses from Fields in Trust to queries raised.
    - ii) To note feedback from meeting with hirer of sports pitches at the Pavilion and to consider next steps.
  - b) **Shaw Village Hall** – to note new lease negotiations and how best to proceed
  - c) **Whitworth Play Area at Bowood View, Berryfield** – to approve the revised land transfer document for adoption
  - d) **Shurnhold Fields** – to consider latest update and approve way forward for installation of interpretation boards and charges for amenities work by Melksham Town Council
  - e) **Market Place Toilets.** To consider any requests from joint meeting with Melksham Town Council (possible meeting w/c 20 March)
  - f) **Berryfield Village Hall.** To note update further to handover to Trust since last meeting
12. **Policies/Procedures**
- a) To approve revised meeting dates for 2023/24.
  - b) To note additional meeting scheduled for 2023/24 (Asset Management 17 April)
  - c) To consider further thoughts on a Parish Award for residents/organisations
13. **Community Resilience:**
- a) To note Community Hub idea proposed by the Wiltshire & Swindon Local Resilience Forum <https://wiltshireandswindonprepared.org.uk/about-us>
  - b) To note Community Resilience exercise planned for 28/29 March and parish council and local group participation
  - c) To approve the actions to be taken for the Emergency Plan aspects of Melksham Community Support, utilizing the SSEN Community Resilience Funding (parish

council to hold the accounts for the 'phone line, email, website, database etc on behalf of the joint partnership with the town council) and issue of promotional materials as part of the original grant application.

- d) To note request from CAWCEG to make a case for a parcel of land in Whitley to be graded as Flood Zone 3 and consider supporting their request

14. **Community projects/partnership organisations:**

- a) To consider update on partnership project with Age UK & Melksham Town Council
- b) To note draft minutes from latest Melksham Health & Wellbeing meeting
- c) **Bee Route proposal from Wilts & Berks Canal.**
  - i) To consider queries raised by Wiltshire Council regarding request to switch off street lighting along Semington Road at night.
  - ii) To approve Section 96 licence for Semington Road if Wilts & Berks Canal Trust confirm that appropriate personnel will obtain a Street Works Licence, and noting response on the longevity of the project vs 10-year legal licence
- d) To consider submitting the **Whitley Community Hub** planning application on their behalf

15. **Staffing Matters**

- a) To note the Parish Officer has passed the CiLCA (Certificate in Local Council Administration) and to consider incremental pay award.
- b) To note the Finance & Amenities Officer has commenced the FiLCA (Financial Introduction to Local Council Administration) qualification.

**Teresa Strange**

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**From:** Jonathon Seed <Seedjaa@jandlseed.co.uk>  
**Sent:** 27 February 2023 19:06  
**To:** Seed, Jonathon  
**Subject:** WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

Easter approaches and will have come and gone before you read this. Spring is a special season in England as our plant and wild life get going after a dormant winter. Thankfully this winter did not have long shut downs due to snow but we still had some cold snaps and plenty of rain in the middle part of the winter. The wet weather was enough to cause flooding in some parts of the area and Common Hill, Steeple Ashton was particularly badly affected.

Wiltshire Council has been advertising some of the areas that it is trying to improve in its service delivery. The Council has been asking for your help to recycle more by ensuring you only put the correct things into your blue-lidded bin. Please look at the sticker that you may have with your blue bin, or ask the Waste Department for a new one. For information the most common “wrong item” that people put into their blue-lidded bin is plastic bags – this includes carrier bags, bin bags and plastic film such as fruit bags or the film on top of meat or ready meal trays. The Council has made clear that they will check some bins for “correct content”. If this

happens to you and you think that the check was either too intrusive or unfair please let me know.

Wiltshire Council is also trying to help those who rely on public transport. The £2 single bus fare promotion has been extended until 30 June, so you can enjoy cheap and convenient travel until the summer. Many single bus fares throughout Wiltshire have been capped at just £2 for both adults and concessions. If the single fare was originally less than £2, it will remain at the reduced price, and many day return tickets have also been reduced. The promotion, which began on 1 January, is proving to be very popular in Wiltshire, with one bus operator in the county seeing more than 70,000 reduced-fare trips in the first month alone.

So as we move into warmer weather there is some good news and let us hope that the rest of the year brings even better news for us all. Perhaps a fall in inflation, lower interest rates and lower energy prices would be a good start! Here's hoping.

Jonathon.seed@wiltshire.gov.uk





**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 20 February 2023 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm**

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

**In attendance:** Wiltshire Councillors Phil Alford (Melksham Without North & Shurnhold) & Nick Holder (Bowerhill), 1 Member of public and 1 Berryfield Village Hall Committee Member (part of meeting)

**In attendance:** Teresa Strange, Clerk and Lorraine McRandle, Parish Officer

**405/22 Welcome, Announcements & Housekeeping**

Councillor Glover, Chairman welcomed everyone to the meeting and went through the evacuation procedures for the building in case of a fire.

**a) Melksham Neighbourhood plan / Town Centre Master Plan consultation – deadline 19 March**

The meeting was reminded that an informal Neighbourhood Plan consultation was currently under way, with consultation boards available in the café area of the Melksham Community Campus, the Town Hall, as well as online. Paper copies, as well as online questionnaires were available.

**b) Wiltshire Wildlife Community Energy Café to be held at Berryfield Village Hall on Tuesday 21 March (early afternoon)**

There will also be a representative from the Centre for Sustainable Energy who was able to offer specific advice for mobile homes, as well as an insulation company and Selwood Housing who were the main social housing providers in the Berryfield and Bowerhill areas.

**c) Melksham Area Board to be held on Wednesday 8 March at 7pm at the Campus**

This is billed as a Place Shaping event, and there will be workshops on the Melksham Neighbourhood Plan and the Town Centre Master Plan as well as Community Asset Transfers on the agenda. The joint grant application from the parish and town council towards their Age UK commissioned project is also being considered at the meeting.

**d) Bowerhill Bomber 10k race at Bowerhill Sports Field on Sunday 26 February**

The meeting was informed the race was due to take place on 26 February if anyone wished to cheer the runners on or take part!

**406/22 To receive apologies and consider approval of reasons given**

Apologies were received from Councillor Hoyle due to work commitments.

**Resolved:** To note and accept the reasons for absence.

Councillor Glover asked if Members were happy to move agenda item 12 regarding the signing of Berryfield Village Hall lease further up the agenda as members of the Village Hall Committee were present, which Members agreed.

**407/22 New Berryfield Village Hall project: To approve and sign the village hall lease with the Berryfield Village Hall Trust ready for letting to users from Tuesday 21 February**

The Clerk suggested two minor changes to be made by hand, following discussing earlier with the council's solicitors. The trustees at the meeting were happy with the changes to be made.

- The start date on the lease be changed to 21 February 2023 to enable the hall to open for bookings the following day.
- Clause 1.15 amended to read as follows:

A reference to writing or written does not **mean** email unless previously agreed between the parties.

Councillor Glover stated he had queried Clause 7 relating to reviewing the peppercorn rent which had been clarified by the council's solicitors, Wellers Hedley, who had stated the Council did not need to review the rent. However, this was not how he read the clause, therefore, he suggested the letter of explanation from the solicitors be attached to the lease as a way of clarification, in case this issue was queried again in the future.

It was noted the Trustees were happy with the lease, having seen the explanation from the Council's solicitors after also querying Clause 7.

**Unanimously Resolved:** To approve the lease with the amendments suggested by the Clerk and for the letter of explanation from the Council's Solicitor regarding the rent review to be attached to the Lease.

For Councillors Glover and Pafford as Chair and Vice Chair respectively to sign the lease and drawing.

Shona Holt and Lucy Key, as Chair and Treasurer of Berryfield Village Hall Trust respectively sign the Lease and drawing.

The lease counter parts were signed by the councillors and trustees and the keys to the village hall passed to the trustees present. Congratulations were passed to all involved with the new hall project, and to the volunteers who would now be running the hall.

Both Councillors Shona Holt and Richard Wood as members of the Berryfield Village Hall Trust declared a non-pecuniary interest in this item.

Lucy Key, Treasurer of the Berryfield Village Hall Committee left the meeting after signing the Lease.

#### **408/22 Invited Guests:**

Standing Orders were suspended to allow invited guests to speak to this item.

##### **a) Wiltshire Councillor Nick Holder (Bowerhill)**

Councillor Holder updated Members on the Area Board meeting which was due to be held on Wednesday, 8th March at 7.00pm at Melksham Campus and hoped Melksham Without Councillors would be present, particularly as the grant application for £5,000 to cover the seed funding for the Melksham Community Support Worker commissioned from Age UK by the parish and town councils would be considered at the meeting.

Councillor Holder explained he had attended the recent Pathfinder Place Residents Association meeting, at which a formal constitution had been approved with a general agreement of issues faced by residents with both Taylor Wimpey and Remus (Management Company).

With regard to the request for safety equipment around the attenuation pond, this had now been installed, the issues with the pedestrian crossing had also now been resolved

Councillor Holder explained he had met with the Clerk to discuss speeding concerns on Pathfinder Way, Bowerhill with the Highways Officers being jointly contacted to ask for clarification around the speeding issues and the possibility of installing double yellow lines on both Maitland Place and Newall Road and the junction of Pathfinder Place. A Highway Officer was due to undertake a site visit shortly and would report back their findings in due course.

Councillor Holder explained he had met with the Headteacher of Bowerhill Primary School along with Councillor Harris in his capacity as

Chair of Bowerhill Village Hall Trust to look at issues regarding car park access, with an idea on how this could be alleviated, however, a conversation needed to be held with Highways on whether this was feasible and if funding was available, as it would require significant capital funding.

In the interim, a copy of the school travel plan had been shared with the Headteacher advising it would need to be updated, as it was 15 years out of date and sent to Wiltshire Council, which the Headteacher agreed to do. The Headteacher had asked for a meeting with the Education Department to help understand the likely timings of the proposed new primary school at Pathfinder Place.

With regard to the footpath to the rear of Melksham Oak School, Councillor Holder explained funding of £100,000 was available via Section 106 contributions. However, costs had increased to £450,000, particularly as requests had been made by both the town council and parish council and unfortunately Wiltshire Council did not have the additional funding.

Councillor Holder explained he had had some robust conversations with Michelle Donelan MP who was very keen for the footpath to be commissioned and asked her to go back to Central Government to ask if there was any prospective Active Travel funding to cover the shortfall, particularly as Melksham did not receive any funding from the scheme when announced. He understood Phase 4 funding had now been announced and hopefully the MP could put a bid in for this funding.

Councillor Glover sought clarification how the costs had risen so much.

Councillor Holder explained he had requested a detailed breakdown of the figures and once received would bring these back to the parish council for information.

Councillor Glover clarified the inclusion of lights along the footpath had been included in the original Section 106 Agreement for the 450 dwellings East of Melksham and sought clarification when the £100,000 for the scheme was set aside.

Councillor Richardson sought clarification if the figure quoted was part of a competitive tender process.

Councillor Holder was unclear on when the £100,000 funding was set aside for the footpath scheme and whether the £450,000 quote was part of a competitive tender process.

It was clarified at a recent meeting the parish council had stated they were keen for the footpath to be installed with or without the lights and the pedestrian crossing, which could all be done at a later date.

**b) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)**

Councillor Alford informed the meeting he had been in discussions with residents of Beanacre following concerns they raised regarding vibrations they were experiencing to their properties, which they felt was caused by a broadband provider digging trenches for fibre optic cabling adjacent to their properties. Discussions were still ongoing between the broadband provider and residents and would update the council in due course on progress.

With regards to the Area Board meeting, Councillor Alford explained Richard Rogers, Strategic Engagement and Partnership Manager would give an update and gain feedback on what residents want to see in Melksham going forward. There would also be an update on Melksham's Neighbourhood Plan, Town Centre Masterplan, the various Wiltshire Council sites which would become available in the town and community asset transfers with regard to the Bowls Club and Cricket Club, as well as an update on how the tennis courts would be managed to the rear of Melksham House.

Councillor Alford provided an update on the Local Highways & Footpath Improvement Group (LHFIG) with regard to improvements to the footway at Dunch Lane adjacent to George Ward Gardens, explaining £20,000 funding was available via the Section 106 Agreement for George Ward Gardens for the improvements. A plan was prepared to for improvements from Dunch Lane to Shaw, however, it fell short of the estimated £30,000 required and therefore additional funding was found with the Town Council putting in £1,500. A 165m section of footpath would be resurfaced and widened and hedges cut back. The work would take approximately 2 weeks to complete and require a road closure, during the school Summer holidays, as less people would be using the footpath in order to access the school.

It was hoped to undertake a Phase 2 works from Shaw Farm entrance into Shaw to widen the rest of the footpath, which was not in as bad a condition as the rest of the footpath, however, there were a few constraints with this section, such as boundary walls etc.

With regard to Wiltshire Council's budget, Councillor Alford explained most local authorities were going to the maximum increase they could, at 4.99%. However, unlike other authorities, Wiltshire Council were not using reserves to cover any shortfall in their budget and therefore, Wiltshire Council were in a much healthier position than most local authorities.

Councill Alford noted Wessex Water were starting their mains drainage project in Beanacre, including the installation of a pumping station on the corner of Westlands Lane with the A350 and had requested additional screening of the site with trees.

With regard to the Area Board meeting there would also be an update on the roundabout connecting the new road East of Melksham with Spa Road by Andy Thompson and Chris Clark of the Wiltshire Council Highways team.

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

The Clerk explained a report had been received from Councillor Jonathon Seed and would circulate in due course.

Councillor Shea-Simonds asked if councillor representation was sought for the new Pathfinder Place residents' group.

Councillor Holder explained the group had primarily been set-up to liaise with the management company, Remus, to hold them to account with regards to what they are contractually and legally obliged to deliver via residents' 'annual ground rent'. However, he had been asked to join the group.

The Clerk explained the chair of the group had been in touch to ask if they needed to formally do anything with the parish council. The Clerk had informed them they did not, however, if they wished their minutes to be published on the parish council's website, the council were happy to do this; as would give transparency and would be easy to find via an internet search.

Councillor Alford explained Remus were also the management company for George Ward Gardens, with George Ward Gardens also forming their own residents' group and therefore it might be useful for both groups to liaise with each other.

Standing Orders were reinstated.

**409/22 a) To receive Declarations of Interests**

Members noted Councillors Holt & Wood had declared a non-pecuniary interest in agenda item 12 regarding Berryfield Village Hall Lease.

Councillor Richardson declared a pecuniary interest in item 15(b) regarding proposals for a new Whitley Store in the car park of the Pear Tree Inn by Whitley Community Hub; as a shareholder in the group.

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

None.

**410/22 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 (Agenda item 7b, 11b, 11d, 11f)ii, 12) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted**

The Clerk advised there were no confidential notes regarding the Full Council meeting on 23 January 2023 for approval and as item 12 regarding the signing of Berryfield Village Hall Lease had already taken place and there were no contentious issues, this item also fell.

The Chair asked that items 11(b), 11(d) and 11(f)(ii) be held in closed session after item 16.

**Resolved:** For items 11(b), 11(d) and 11(f)(ii) to be held in closed session as they related to contractual or legal matters.

#### **411/22 Public Participation**

The one member of public present did not wish to speak.

#### **412/22 a) To approve the Minutes of the Full Council Meeting held on 23 January 2023.**

Councillor Baines sought an amendment to Min 371/22a) regarding approval of Planning minutes of 16 January, which should have read: 'the minutes of the 16 January Planning Committee will be approved at the **20 February Full Council** meeting and not 23 January.

**Resolved:** With the above amendment to approved and for the Chair to sign the Full Council minutes of 23 January 2023.

#### **413/22 Planning**

##### **a) To approve the Minutes of the Planning Committee meeting held on 16 January & 6 February**

Councill Baines sought an amendment with regard to the Planning Committee Minutes of 16 January 2023 with regard to Min 342/22 stating



the post meeting note referred to planning application PL/2022/09253 and not **PL/2022/09301**.

**Resolved:** To approve the Planning Committee minutes of 16 January and 6 February 2023 with the suggested amendments and for the Chair to sign.

Councillors Alford and Holder left the meeting at 7.48pm.

**b) To formally approve Planning Committee recommendations of 16 January & 6 February**

With regard to item Min 385/22 regarding the recommendation relating to planning application PL/2022/02749 and contacting the residents of Shails Lane, Councillor Richardson asked whilst writing to residents of the lane, to inform them they may wish to approach the Area Board, as an example, for a grant in order to purchase a gate to install at the end of Shails Lane. This proposal was seconded by Councillor Chivers, however, following a vote the proposal fell and the substantive recommendation remained and was approved.

With regard to Min 389a(ii) of the 6 February minutes to contact Wiltshire Council to ascertain if the Local Plan would be allocating landscape/green gaps between settlements, the Clerk explained as a Neighbourhood Plan Steering Group meeting was taking place later in the week she had already contacted Wiltshire Council for a response, who had confirmed they would not be allocating strategic landscape/green gaps between settlements, therefore, a question would be asked of the Steering Group to allocate landscape/green gaps in the Neighbourhood Plan.

The Clerk explained she had already contacted the Bowood View Management Company to say approximately 2 or 3 responses had been received against the installation of a footbridge across to the adjacent development out of 150 dwellings contacted. However, the feeling of the Planning Committee was that 135 people had not responded and therefore they should really have been noted in the “no objection” figures.

**Resolved:** To formally approve the recommendations contained with the Planning Committee minutes of 16 January and 6 February.

**414/22 Highways**

**a) To note update on funding of the Local Highway & Footway Improvement Groups (LHFIG)**

Members noted the issues Wiltshire Council were having in recruiting additional highway staff to assist with project delivery via the Local Highway & Footway Improvement Groups (LHFIG) and that a decision had been made that any uncommitted funds held by LHFIGs would stay with

the groups and rolled into 2023/24, rather than having to be returned to Wiltshire Council as in previous years.

**b) To consider roundabout sponsorship proposals by Melksham Town Council**

Melksham Town Council had contacted the parish council stating they wished to start offering some roundabouts for sponsorship. However, some were split between the town and parish and therefore, the Town Council had provided several options with regard to a way forward.

It was noted the Parish Council had tried several times to offer sponsorship to various businesses when approached, however, when advised they would be responsible for maintaining the roundabouts and making sure their contractor had the appropriate street works licence, they had withdrawn their offer of sponsorship.

The Clerk reminded Members the Section 96 licence for the ex Carson's Tyres roundabout on the A365/A350 junction on Western Way had expired and therefore the parish council were currently paying for its maintenance after a previous 'gentlemen's agreement' that the parish council would take on this roundabout and the Town Council the one near the Mobile Home Park, which was also shared between the two councils.

The Clerk reminded members as per the terms of the Section 96 Licence any roundabouts needed to be returned to their original condition and therefore the parish council would have to pay to remove the planting and replace with grass. It was noted the annual costs of maintaining this roundabout was £2000, with the cost of reinstating to its original condition at c£700.

**Resolved:**

1. To inform Melksham Town Council that the parish council are happy for the town council to seek sponsorship for all the roundabouts that are shared between the two parishes; in terms of both the sponsorship received and the maintenance costs and initial planting and signage costs.
2. To ask Melksham Town Council if they would also like to take on the ex 'Carson Tyres' roundabout at the A365/A350 junction on Western Way under the same arrangement; as already planted and maintained.

**c) To note response from B&NES on advisory signage approaching a change of speed limit and consider next steps**

Members noted the response from Bath & North East Somerset Council (BANES) with regard to permissions for advisory signage approaching a change of speed limit in Bathford which had stated the signage had been

in-situ for many years and was possibly introduced with insufficient reference to sign regulations in place at that time.

Discussion ensued on the following:

- Similar instances of advisory signage installed in Wiltshire.
- Information contained in the Department for Transport (DfT) guidance on advisory speed signage.

Members therefore noted the information contained within the response from Bath & North East Somerset Council.

#### **415/22 Finance:**

**a) To note Receipts & Payments reports for January and reimbursement of expenses incurred by the Clerk in February**

Councillor Glover explained the Clerk had incurred expenses of £1,970.88 relating to neighbourhood plan consultation materials and had been reimbursed outside the normal pay run.

The Clerk highlighted to Members that the £250,000 had been transferred from the Lloyds account to the Unity account, which had been authorised at a previous meeting, with £300,000 from the Lloyds account then being moved into a fixed term deposit and £89,000 into a short term deposit.

The reports also showed the 2<sup>nd</sup> and 3<sup>rd</sup> payments to Melksham Town Council for Community Infrastructure Levy (CIL) receipts relating to the East of Melksham development.

**Resolved:** To note the Receipts & Payments reports for January.

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

**Resolved:** For Councillors Shea-Simonds and Holt to be online signatories for February payments.

**c) To consider requests for possible Wessex Water community mitigation funding**

Correspondence had been received from Corsham Cricket Club who lease the cricket field adjacent to St Barnabas Church, Beanacre Community Group and St Barnabas Church themselves suggesting various projects the community benefit funding from Wessex Water in relation to their Mains Drainage project in Beanacre could be spent on.

This included improvements to highway safety in Westlands Lane to tackle speeding concerns of residents.

The Clerk explained she had responded to say a decision had already been made on what projects to suggest to Wessex Water for funding, with Wessex confirming the two options that they were taking forward. The comments regarding speeding concerns and suggestions for highway improvements could go to the next Highways Committee for consideration.

It was noted the cricket club were asking for additional fencing around their pitch. The Clerk had enquired how many people from Beanacre use the pitch and it had been confirmed it was mainly people from Corsham but the club were actively trying to recruit more people from the local area.

With regard to speeding concerns on Westlands Lane, the Clerk explained two metro counts had been undertaken in 2010 and 2016, with the most recent metro count highlighting an 85<sup>th</sup> percentile speed of under 30mph. Thus, they did not meet the eligibility criteria for either Community Speed Watch or the Speed Indicator Device.

Councillor Baines noted if the parish council agreed to a traffic survey, this should not take place until after the works had been completed by Wessex Water.

It was noted the Parish Council had not been informed by Wessex Water how much funding was being offered, just that they had requested projects for consideration. The projects that Wessex Water were considering funding was the installation of village gates on the entrance to Beanacre from Lacock on the A350, and moving the gate from the play area path to the church's boules court and community use field.

**Resolved:** To defer this item until more information was known on the funding on offer from Wessex Water, as part of their main drainage scheme at Beanacre.

**d) To consider opening a Unity Trust savings account to accrue interest and agree amount to transfer if approved**

The Clerk explained following investigations by the Finance & Amenities Officer that there was an opportunity to earn some interest if the Council opened a Unity Trust savings account. The council did not hold enough funds to be able to make fixed term deposits at Unity Bank but currently 2% interest was available on a Unity Trust savings account, which had instant access and no fees. Funds could easily be transferred to and from

the current account, which would need to take place as no transactions can be made from the savings account.

**Resolved:** To approve the parish council opening a new Unity Trust Instant Access Savings account and to delegate to officers transferring an appropriate amount.

**416/22 Asset Management:**

**a) To approve the Asset Management Committee Minutes of 6 February 2023**

**Resolved:** To approve and for the Chair to sign the Asset Management Committee minutes of 6 February 2023.

**b) To approve the Confidential Notes to accompany the Asset Management Committee meeting minutes held on 6 February 2023**

**Resolved:** To approve and for the Chair to sign the Confidential Notes accompanying the Asset Management Committee meeting minutes of 6 February.

**c) To approve the Asset Management Committee recommendations of 6 February 2023**

**Resolved:** To approve the recommendations contained within the Asset Management Committee minutes of 6 February 2023, including Min 403/22 relating to the reinstatement of the ex Carson's Tyres roundabout, on condition Melksham Town Council do not want to take it on as per minute 414/22(b)/22 above.

**d)C Arising from Min 396(a)/22 To consider next steps with regular hirer of Bowerhill Sports Field**

Held in closed session.

**Resolved:** To make a claim through the Small Claims Court to retrieve the outstanding debt of £2,070 and continue to seek a meeting with the hirer on a way forward.

**e) Arising from Min 396(b)/22 To approve quotation for electrician and plumber for installation of the drinking water fountain**

A report from the Finance & Amenities Officer which included quotes to install a drinking water fountain at Bowerhill Sports field had been circulated to Members for information. Quotes were as follows:

Plumbing	£792.40 + VAT
Electrical	£500.00 + VAT
<b>TOTAL</b>	<b>£1,292.40 + VAT</b>

Concern was expressed at the high cost of installing one electric socket.

**Resolved:** To accept the quote received from MIW Water Cooler Experts to plumb in the drinking water fountain and to seek further quotations for the electrical work. To give delegated powers to the Clerk to instruct the electrical work to be undertaken if costs are under £500.

**f) Play Areas**

**i) Arising from Min 395(b)/22 To approve quotation of £1,802.46 + VAT to undertake edging repairs to Kestrel Court Play area.**

**Resolved:** To approve a quotation received J H Jones & Sons of £1,802.46 + VAT to undertake edging repairs to Kestrel Court play area.

**ii) Arising from Min 395(f)/22 To approve and sign the legal transfer of the Whitworth Play Area (if received)**

Held in closed session.

The Clerk explained the Council had previously sought answers to the following questions, with the Council's solicitor coming back earlier that day with a response:

- Can the Council access the back of the play area to cut grass? The solicitors had responded to say yes.
- Can the safety surfacing be made wider beyond the fence line at a later date? The solicitors had responded to say the Council did not have permission and therefore would have to seek permission now in order to extend it in the future.

The Clerk stated she had asked the solicitor at the same time about the tarmacked path in the play area and they had responded to say they could tie this in as part of a condition of the legal transfer.

**Resolved:**

1. To not approve the lease at present, with the outstanding queries to be resolved.
2. To request the ability to extend the safety play area surfacing beyond the fence line in the future.
3. To request that Bellway tarmac the play area footpath as previously agreed as part of a condition of the Land Transfer.

**iii) To note outcome of Site Inspection of Davey play area, Pathfinder Place - now ready for adoption**

Councillor Pafford explained both himself and the Clerk had met with Steve Hawkins, Wiltshire Council to inspect the play area and noted

everything was in good order, therefore the Completion Certificate would be issued by Wiltshire Council as soon as possible in order for the parish council to take over the play area.

The Clerk informed the meeting once adopted the council would maintain the play area, noting there was no grass inside the play area for cutting or bins to empty, as these were outside the play area. A maintenance contribution of £58,000 via the Section 106 Agreement for Pathfinder Place would be due to the parish council.

The Clerk informed the meeting a site visit of Pathfinder Place was due to take place the following day with the project manager for the site, if any Members wished to join her.

**iv) To approve revised costs for legionella testing 2023-2024.**

A revised quotation of £1,500 + VAT (£125 per month) had been received to undertake 12 visits, 2 legionella samples a year and 3 microbiological samples a year at the Pavilion, Bowerhill Sports Field.

Councillor Glover reported the costs had gone up by 9% but this was the first increase in 6 years.

**Resolved:** To approve the quotation of £1,500 + VAT for legionella testing for 2023-2024 from Aquasafe and to continue to pay monthly on invoice.

**417/22 Policies/Procedures**

**a) To approve Standing Orders (27b) following a resolution at Full Council on 23rd January that polling cards are not issued when there is a casual vacancy election.**

It was noted it had been agreed at the Full Council meeting in January 2023 to change Standing Order 27b to not issuing polling cards when there is a casual vacancy election; these are at the cost of the parish council. Standing Order amendments have to stand adjourned until the next Full Council meeting.

**Resolved:** To approve Standing Order 27b be revised as follows:

Polling cards will **NOT** be issued by Wiltshire Council if a contested election is held for any vacant seat. **Election promotion will be via a full page advert in Melksham News plus the methods in 27a to advertise a vacancy.**

**b) To consider amending Standing Order 11e(i) regarding confidential notes to reflect current practice**

As agenda packs were now sent out electronically, the Clerk had

suggested an amendment to Standing Order 11e(i) as follows:

**A Confidential Note for a related Minute will be marked 'confidential' and included in the electronic agenda pack (councillor version) as a confidential item.**

The Clerk explained previously confidential notes/information had been circulated at meetings. However, as agendas were now sent out electronically, this was not the case as the officers were already including other confidential papers in the councillor agenda pack; this differed to the public agenda pack.

The Clerk noted the confidential notes for consideration at this meeting were 4 pages long and therefore if they had been circulated at the meeting it would make it difficult for Members to have time to read them and be in a position to approve them as an accurate record.

It was suggested as members downloaded their agenda packs in order to navigate more easily during meetings, they should delete these after the meeting, as they were easily accessible if someone were able to access their laptop.

Following discussion, it was:

**Resolved:** To defer this item for discussion at an IT Working Party meeting.

**c) To consider whether to continue holding two meetings on the same evening and to approve amended dates for 2022/23 & 2023/24**

On 6 February, two meetings had been held on the same evening. Councillor Wood explained that having chaired the first meeting (Planning) he felt the meeting had been rushed in order to be finished in time to enable the next meeting to take place at its published start time of 7.45pm and felt Members needed to be aware of the time available for debate and to move the meeting along quickly. At that time he had requested that the council review its standard practice of holding two meetings on one evening.

Councillor Wood highlighted that often members of the public turned up to Planning Committee meetings regarding particular planning applications and felt it was not good practice to curtail their discussions.

Councillor Pafford also expressed concern at having to rush the meeting, noting that it was very difficult to know how much time to allocate to a particular meeting and suggested the Chairs of both meetings decide what time the meetings start/finish, bearing in mind the matters to be discussed on the agenda.



Councillor Glover noted it was difficult to know how much time to allocate to each meeting, as often what looked like a short agenda was often not in reality.

The Clerk explained officers took a judgement call on timings of the second meeting, unfortunately at the last Planning meeting, whilst there were revised plans for a planning application for a significant housing development it was understood the changes were minimal. However, it was not until the evening itself that it was noted there was a significant change to one of the plans and members of the public were present wishing to speak to the application.

The Clerk noted once the time of the second meeting had been published, even if the first meeting finished early, the meeting could not start until the published time of the meeting.

Councillor Shea-Simonds wondered if there was merit in having Planning as a stand alone meeting on a Monday evening, given these meetings were usually the most contentious.

The Clerk explained comments for Planning applications had to be made within 21 days, meetings were scheduled to take place every 3 weeks and therefore, given bank holidays as well as other meetings these may have to take place on a different day of the week.

Debate ensued on whether to hold meetings on the same evening or otherwise.

Councillor Glover suggested the timing of the second meeting should be 8.00pm to give enough time for the Planning meeting.

It was noted the Asset Meeting held on 6 February had quite a lengthy agenda and therefore it was suggested that perhaps Asset Management meetings take place more frequently throughout the year.

The Clerk explained unfortunately officers more often than not, did not know what Planning applications would be up for consideration until the week before.

It was noted if there was a heavy meeting it could impact on the meeting to follow.

The Clerk explained she had not looked at revising the 2023/24 meeting dates, given the meeting schedule was being discussed this evening and therefore might have had to be revised anyway. However, a Full Council meeting was required in order to approve grants, prior to them being handed out at the Annual Parish meeting on 3 April and potentially had moved this to 27 March, but would

confirm with Members in due course.

The Clerk also explained that since the dates for 2022/23 had been agreed, an agreement had been made Staffing meetings would only take place as and when required, and therefore the proposed meeting on 27 February was cancelled.

**Resolved:** To continue with the practice of holding two committee meetings as scheduled on the same evening, and to approve the amended meeting reschedule for 2022/23.

#### **418/22 King's Coronation Celebrations**

**a) To consider if the Parish Council wish to hold celebratory events for the King's Coronation in May**

Members noted the various national and local events proposed to celebrate the King's Coronation in May.

Councillor Richardson explained Community Action Whitley & Shaw (CAWS) had decided not to put on specific celebratory events over the Coronation weekend, given other events taking place locally and therefore, would encourage people to attend these events.

Councillor Harris informed the meeting Bowerhill Village Hall Committee were considering screening the event with refreshments provided, that would be provided free of charge.

Councillor Glover sought a steer from Members if they wished the parish council to organise their own event in the parish, bearing in mind, limited staff resources and the fact the various areas of the parish were dispersed.

**Resolved:** For the parish council not to put on an event to celebrate the King's Coronation and encourage people to take part in events taking place locally and circulate information on celebrating the Coronation to the various community groups in the parish.

Councillor Russell left the meeting briefly during this item.

**b) To approve quote for planting of Queen's 70<sup>th</sup> Jubilee trees and to consider if to rename as Coronation trees?**

The Clerk explained the Council had previously agreed in principle to plant Jubilee trees in the following locations, once permission from the relevant landowners had been given, unfortunately a quote for the trees had yet to be sourced:

- Bowerhill Sports Field
- Pathfinder Place

- New Berryfield Village Hall
- 'Triangle' in Berryfield Park

The Clerk explained she had spoken to T W Landscapes to see if it was still feasible to plant this time of year or whether to wait until November but was awaiting a response and therefore sought a steer from Members if the planting of the trees had to wait until November, if the Council still wished to call the trees Jubilee trees or whether as the Coronation of the King was taking place in 2023, call them Coronation trees.

Councillor Richardson asked if the same contractor would be able to plant the trees, Community Action Whitley & Shaw (CAWS) were looking to plant in various locations around Shaw and Whitley, which had been donated from a local garden centre.

The Clerk stated she would ask the contractor if this was possible, but Community Action Whitley & Shaw (CAWS) would have to cover additional costs or write to the parish council suggesting the costs are covered by the parish council which would then have to go to a future meeting for consideration.

**Resolved:** To continue to call the trees Jubilee Trees and to ascertain from the contractor the best time of year to plant them.

To suggest to Community Action Whitley & Shaw (CAWS) they write to the parish council requesting the parish council cover their costs of planting trees in and around Shaw and Whitley.

#### **419/22 Community projects/partnership organisations:**

- a) **To note Mains Drainage event being held by Wessex Water on Tuesday 21 February at Whitley Reading Rooms for those eligible to make connection**

Members noted the Wessex Water event due to take place the following day between 4pm-7pm at Whitley Reading Rooms. Both the Clerk and the Finance & Amenities Officer would be on hand to offer support.

- b) **To note proposals for developing a new Whitley Store in the car park of the Pear Tree Inn by Whitley Community Hub**

Members noted Whitley Community Hub proposals to develop a new Whitley Store in the car park of the Pear Tree Inn.

It was noted there were proposals to install solar panels on the portacabin and therefore listed building consent might be required.

- c) **To approve the revised Age UK Service Level Agreement and Job Description and resolution to proceed with commissioning of service. To note grant application to the Area Board (8 March) for funding for this joint project with the Town Council**

Councillor Glover stated the job description needed to be amended in line with the service level agreement in that it talked about the Melksham area, rather than the town and parish areas.

It was noted the Clerk had suggested the Service Legal Agreement be amended to state each Council would be contributing £11,500 rather than £9,000 as stated. With the Clerk clarifying a grant application of £5,000 had been made to the Area Board, which would be considered at their meeting on 8 March and if approved, would reduce the costs each council would contribute.

**Resolved:** To approve both the Service Legal Agreement (with the proposed change to the figure each council will be contributing ie £11,500) and the Job Description; to commission an Age UK Community Support Senior Project Worker at a cost of £23,000 (costs split £11,500 each between the Town Council and Melksham Without Parish Council to be reduced to £9,000 each if the grant to the Area Board is approved at their meeting on 8 March)

#### **420/22 What have we done to meet the Climate Friendly agenda?**

- a) **To consider update on Wilts & Berks Canal 'Bee Route' project on Semington Road and approve Section 96 licence**

Councillor Glover explained there were two options available to create wildflower verges along Semington Road ie ask Wiltshire Council not to do any maintenance of the respective verges in order to encourage wildflower growth, however this did not allow for anyone to do their own work. The other option was a Section 96 licence which would enable someone else to maintain the verges.

The Clerk confirmed it had been clarified in order to work on the highway or adjacent to it, a Streetworks Licence would be required if machinery was to be used, and adequate public liability insurance cover had to be in place. It would be for the parish council to ensure their contractor carried out works in a safe and competent manner.

Councillor Baines raised concern at the parish council applying for the Section 96 Licence, if the Wilts & Berks Canal Trust were to stop maintaining the verges in the future, which would mean the parish council then having to restore the verges to their original condition prior to the Licence being granted.

The Clerk stated that the old Semington Road had been added to the weed spraying contract and therefore sought a steer if Members

wished to remove this part of Semington Road from the contract.

It was suggested to consider whether to include this part of Semington Road when the weed spraying contract was next discussed.

**Resolved:** To seek clarification from Wiltshire Council if the parish council would have to put back the verges to their original condition if the parish council relinquished the Section 96 Licence.

To inform Wilts & Berks Canal Trust of the need for an up to date Streetworks Licence and adequate public liability insurance cover, not less than £5m.

The member of public left the meeting at 9.15pm.

**b) To consider request for street lights to be turned off at night on this stretch of Semington Road**

The Clerk explained at the recent site meeting with Howard Yardy, Wilts & Berks Canal Trust he had noted the street lights were on all night and therefore had requested if the lights between the Police Station and Semington Bridge could be switched off a night in order to protect wildlife, such as bats.

**Resolved:** To request Wiltshire Council switch off the lights along Semington Road between the Police Station and Semington Bridge at night in order to protect wildlife.

Meeting closed at 10.06pm

Signed:.....  
Chair, Full Council 27 March 2023

Date: 06/02/2023

## Melksham without Parish Council Current Year

Page: 171

Time: 11:16

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 10

Receipts for Month 10			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		645,446.06					645,446.06	
V3126-BACS	Banked: 05/01/2023	10.00						
V3126-BACS	The Whitehorse Federation	10.00			1130	110	10.00	Inv.312- Hire of Meeting MO
V3128-BACS	Banked: 11/01/2023	60.00						
V3128-BACS	Allotment Holder	60.00			1310	310	60.00	Plot 10A & B BYF Rent
V3129-BACS	Banked: 12/01/2023	25.00						
V3129-BACS	Wiltshire Council	25.00			1130	110	25.00	Inv.312- Meeting room hire
500171-CAS	Banked: 19/01/2023	30.00						
V3130 (46)	Allotment Holder	30.00			1320	310	30.00	Allotment Plot 12 BSF
500170-BAC	Banked: 19/01/2023	298.93						
V3131-BACS	HM Land Registry	16.00			4680	170	16.00	Reimburse for NHP land search
V3132-BACS	Arthur J Gallagher	192.93			4282	220	192.93	Reduction in Pav insurance
V3133	AFC Melksham	60.00			1210	210	60.00	Inv.313- 8th January match
V3134	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 15 rent
500169-CHQ	Banked: 19/01/2023	24.00						
V3135	HM Land Registry	4.00			4680	170	4.00	Refund NHP Land searches
V3136	HM Land Registry	4.00			4680	170	4.00	Refund for NHJP Land search
V3137	HM Land Registry	4.00			4680	170	4.00	Refund for NHP search
V3138	HM Land Registry	4.00			4680	170	4.00	Refund NHP Land search
V3139	HM Land Registry	4.00			4680	170	4.00	Refund NHP Land search
V3140	HM Land Registry	4.00			4680	170	4.00	Refund for NHP search
V3127-BACS	Banked: 24/01/2023	2,108.95						
V3127-BACS	HM Revenue & Customs	2,108.95			105		2,108.95	December 22 VAT return
V3141-BACS	Banked: 30/01/2023	60.00						
V3141-BACS	Staverton Rangers	60.00			1210	210	60.00	Inv.316- Pitch hire
<b>Total Receipts for Month</b>		2,616.88	0.00	0.00			2,616.88	
<b>Cashbook Totals</b>		<u>648,062.94</u>	<u>0.00</u>	<u>0.00</u>			<u>648,062.94</u>	

Continued on Page 172

**Payments for Month 10****Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/01/2023	Grist Environmental	V3116-DD	161.97		27.01	4770	220	134.96	Inv.P94916- B'hill Waste Nov
03/01/2023	Water 2 Business	V3117-DD	37.16			4323	320	37.16	Briansfield allotments water
18/01/2023	Plusnet	V3114-DD	36.60		6.10	4190	120	30.50	Inv.007-Office Line & WiFi
24/01/2023	Unity Bank	V3119-6105	250,000.00			220		250,000.00	Top up CHQ to Unity
30/01/2023	Fixed Term Deposit	20485401	300,000.00			210		300,000.00	V3122- Transfer to fixed term
30/01/2023	Fixed Term Deposit	20485402	89,000.00			210		89,000.00	V3123-Transfer to fixed term
31/01/2023	Suez	V3113-DD	42.56		7.09	4770	220	35.47	Inv.579-JSF Waste away
<b>Total Payments for Month</b>			<b>639,278.29</b>	<b>0.00</b>	<b>40.20</b>			<b>639,238.09</b>	
<b>Balance Carried Fwd</b>			<b>8,784.65</b>						
<b>Cashbook Totals</b>			<b>648,062.94</b>	<b>0.00</b>	<b>40.20</b>			<b>648,022.74</b>	

Date: 06/02/2023

Melksham without Parish Council Current Year

Page: 163

Time: 11:16

Cashbook 2

User: MR

Unity Bank

For Month No: 10

Receipts for Month 10

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>
	<b>Balance Brought Fwd :</b>	<b>431,633.70</b>					<b>431,633.70</b>	
V3125-BACS	Banked: 13/01/2023	503.80						
V3125-BACS	Sirus Telecom	503.80			4190	120	503.80	Deposit returned
	Banked: 24/01/2023	250,000.00						
V3119-6105	Current Account & Instant Acc	250,000.00			200		250,000.00	Top up CHQ to Unity
<b>Total Receipts for Month</b>		<b>250,503.80</b>	<b>0.00</b>	<b>0.00</b>			<b>250,503.80</b>	
<b>Cashbook Totals</b>		<b>682,137.50</b>	<b>0.00</b>	<b>0.00</b>			<b>682,137.50</b>	

Continued on Page 164



## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/01/2023	Teresa Strange	V3124- S/O	5.30		0.88	4190	120	4.42	Out of hours Mob reimburse
10/01/2023	Melksham Town Council	V3096-BACS	150,000.00			4582	142	150,000.00	2OF3 CIL Payment-East Spa Rd
11/01/2023	EDF Energy	V3118-DD	294.00		14.00	4302	220	280.00	Pavilion electricity
13/01/2023	Melksham Town Council	V3097-BACS	15,029.94			4582	142	15,029.94	3 of 3- CIL Payment-East Spa R
13/01/2023	SLCC	V3098-BACS	30.00			4055	130	30.00	CILCA- Parish Officer
13/01/2023	Plusnet	V3115-DD	24.92		4.15	4384	220	20.77	Inv.002-Pavilion Line & WiFi
17/01/2023	UnityTrust Bank	V3112-DD	211.56		27.08	4120	120	4.70	Postage- signed for letters
						4680	170	6.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	6.00	NHP Heritage & Green space sea
						4175	120	81.00	Office 365 Subscription
						4190	120	41.44	Office phone subscription
						4175	120	1.00	Web hosting
						4120	120	14.35	Postage budget papers
						4200	120	11.99	Online meeting subscription
						4140	120	3.00	Monthly fee
27/01/2023	Wiltshire Council	V3099-BACS	2,593.25			4270	140	2,593.25	961 Office rent-1.1.23-31.3.23
27/01/2023	IAC Audit & Consultancy Ltd	V3100-BACS	474.00		79.00	4100	120	395.00	Inv.1570- Internal Audit 22-23
27/01/2023	Agiiico	V3101-BACS	54.75		9.12	4130	120	45.63	Inv.792- Office photocopying
27/01/2023	Jens Cleaning	V3102-BACS	282.00			4381	220	282.00	Inv.1070-Pavilion cleaning
27/01/2023	JH Jones & Sons	V3103-BACS	1,604.65		267.44	4402	320	60.15	Inv.3207-Allotment Grass cutti
						4400	142	221.90	Inv.3207-Play Area grass cutti
						4780	142	52.50	Inv.3207-Play Area bin emptyin
						4781	220	79.58	Inv.3207-JSF Bin emptying
						4401	220	692.17	Inv.3207-JSF Grass cutting
						4400	142	34.66	Inv.3207-Kestrel Shrub
						4409	142	163.33	Inv.3207-Hornchurch Grass
						4820	142	32.92	Inv.3207-SHF Grass cut
						347	0	-32.92	Inv.3207-SHF Grass cut
						6000	142	32.92	Inv.3207-SHF Grass cut

Continued on Page 165

Payments for Month 10				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/01/2023	HM Revenue & Customs	V3104-BACS	2,440.63			4041	130	793.74	Period 10- January 2023
						4000	130	301.38	Period 10- January 2023-NI
						4000	130	456.00	Period 10- January 2023-T
						4020	130	131.07	Period 10- January 2023-NI
						4020	130	193.60	Period 10- January 2023-T
						4010	130	145.44	Period 10- January 2023-NI
						4010	130	216.20	Period 10- January 2023-T
						4460	142	165.00	Period 10- January 2023-T
						4800	320	18.20	Period 10- January 2023-T
						4070	120	20.00	Period 10- January 2023-T
27/01/2023	Wiltshire Pension Fund	V3105-BACS	1,975.05			4045	130	1,488.47	Period 10 January 2023
						4000	130	231.37	Period 10 January 2023
						4020	130	124.13	Period 10 January 2023
27/01/2023	Teresa Strange	V3106-BACS	██████████			4000	130	██████████	January 2023 Salary
						4680	170	488.00	NHP Mini Newsletter print
						4680	170	28.75	Refreshments for NHP consultat
						4582	142	61.77	Refreshments BYF V Hall Openin
						4130	120	199.30	Bowood View/ defib printing
						4155	120	13.45	Refreshments for Defib trainin
27/01/2023	Lorraine McRandle	V3107-BACS	██████████			4020	130	██████████	January 2023 Salary
						4120	120	11.35	Postage for Planning & Highway
						4120	120	0.95	Postage for notices to Noticeb
						4120	120	47.50	First Class Stamps
						4150	120	13.91	Pens & Pencils- BYF opening ev
27/01/2023	Marianne Rossi	V3108-BACS	██████████		1.08	4010	130	██████████	Januray 2023 Salary
27/01/2023	Terry Cole	V3109-BACS	██████████			4460	142	██████████	January 2023 Salary
						4050	142	47.50	Travel Allowance
						4051	142	38.70	Mileage x86
27/01/2023	David Cole	V3110-BACS	██████████			4800	320	██████████	January 2023 Salary
27/01/2023	Community Heartbeat Trust	V3120-BACS	210.00			4051	142	4.05	Mileage
						35.00	1190	142	175.00
27/01/2023	Wiltshire Publication	V3121-BACS	55.68		9.28	4230	120	46.40	Inv.137- Grant advert
30/01/2023	John Glover	V3111-BACS	30.00			4070	120	30.00	January 2023 Chairs Allowance
31/01/2023	Teresa Strange	V3126-S/O	5.30		0.88	4190	120	4.42	Jan Out of Hours mobile
<b>Total Payments for Month</b>			182,996.03	0.00	452.44			182,543.59	
<b>Balance Carried Fwd</b>			499,141.47						
<b>Cashbook Totals</b>			682,137.50	0.00	452.44			681,685.06	

Total Salaries  
for January 2023

£6,714.16

Date: 06/02/2023

Melksham without Parish Council Current Year

Page: 91

Time: 11:16

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 10

Receipts for Month 10

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:30/01/2023	300,000.00						
20485401	Current Account & Instant Acc	300,000.00			200		300,000.00	V3122- Transfer to fixed term
	Banked:30/01/2023	89,000.00						
20485402	Current Account & Instant Acc	89,000.00			200		89,000.00	V3123-Transfer to fixed term
<b>Total Receipts for Month</b>		389,000.00	0.00	0.00			389,000.00	
<b>Cashbook Totals</b>		<u>389,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>389,000.00</u>	

Continued on Page 92

Date: 06/02/2023

**Melksham without Parish Council Current Year**

Page: 92

Time: 11:16

**Cashbook 3**

User: MR

**Fixed Term Deposit**

For Month No: 10

**Payments for Month 10**

**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						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		389,000.00						
	<b>Cashbook Totals</b>		<u>389,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>389,000.00</u>	

**MINUTES of the Planning Committee of Melksham Without Parish Council  
held on Monday 20 March 2023 at Melksham Without Parish Council Offices  
(First Floor), Melksham Community Campus, Market Place,  
Melksham, SN12 6ES at 7.00pm**

**Present:** Alan Baines (Vice Chair of Planning), John Glover (Chair of Council), Terry Chivers, Mark Harris and Peter Richardson

**Officers:** Teresa Strange, Clerk and Lorraine McRandle, Parish Officer

**In attendance via Zoom:** Councillor Richard Wood

**442/22 Welcome, Announcements & Housekeeping**

As Councillor Wood was attending the meeting via Zoom, Councillor Baines chaired the meeting.

**443/22 To receive Apologies and approval of reasons given**

Apologies were received from Councillor Pafford who was attending a Governor meeting at Melksham Oak School representing the parish council, and Councillor Wood who was feeling unwell, but joined the meeting via Zoom and was aware that he was not counted as present and could not vote.

**Resolved:** To note and approve the reasons for absence.

**444/22 Declarations of Interest**

**a) To receive Declarations of Interest**

For transparency, the Clerk stated that the Parish Council had mutual farm business tenancies with Boundary Farm, in that the Council rented land from the landowner for allotments in Berryfield and the parish council rented their land to the farmer, and advised Members that the parish council should declare an interest in planning application PL/2023/01508 as their interest was pecuniary.

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

The Clerk advised the Council that whilst declaring an interest in planning application PL/2023/01508 in relation to Boundary Farm they should award a dispensation to allow them to consider the application, which was not related to their tenancies, otherwise Members would not be able to comment on the application.

**Resolved:** The council award a dispensation for the parish council to consider planning application PL/2023/01508.

**c) To note standing Dispensations relating to planning applications.**

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

**445/22 To consider holding items in Closed Session due to confidential Nature** *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk advised that items 10(a)(iii) and 11(a)(ii) be held in closed session for the following reasons:

10(a)(iii) Green Gap/Wedge Policy: The draft report produced by AECOM was not yet to be in the public domain as not yet verified or signed off by Locality.

11(a)(ii) Whitworth Play Area, Bowood View: Legal negotiations with Bellway.

**Resolved:** For items 10(a)(iii) and 11(a)(ii) to be held in closed session for the reason given by the Clerk

**446/22 Public Participation**

Standing Orders were suspended.

Wiltshire Councillor Nick Holder was in attendance and provided an update on the Pathfinder Place development including the non-completion of the footpath through to Birch Grove.

Councillor Holder explained the tender process for the provision of a new primary school at Pathfinder Place had been completed, however, was awaiting to hear who had been awarded the contract and understood a planning application would be coming forward in due course.

With regard to the footpath to the rear of Melksham Oak School an application for funding had been submitted to the Phase 4 of the Government Active Travel Fund Scheme and was awaiting to hear the outcome of this application, in order to complete the work.

Councillor Glover queried if the roadworks on the Eastern side of Pathfinder Way had a knock-on effect in that the access to the school and Maitland Place was also incorrect.

Councillor Baines clarified the entrance to Newall Road had been slightly widened and the radius of the entrance kerbs increased.

Councillor Glover queried if the entrance to Maitland Place and the school should also be similar, given on turning right from Maitland Place there was now a traffic island in the way and turning right coming up from A365 caused vehicles to be straight across the entrance to Maitland Place and looked awkward.

**Resolved:** To enquire with Wiltshire Council if there are proposals to undertake similar work on Maitland Place and the entrance to the school, similar to those undertaken on the entrance to Newall Road.

Standing Orders were reinstated.

**447/22 To consider the following Planning Applications:**

[PL/2023/00636](#): Annexe, 113 Beanacre, Beanacre. Change of use of annexe to a self-contained dwelling - C3.

**Comments:** The Parish Council in commenting on the provision of annexes always ask for a condition that the annexe remains as part of the host building and not be sold at a later date as a separate dwelling. Therefore, as this application is for a change of use of an annexe to a self-contained dwelling, they object to this application.

[PL/2023/00651](#): 183 Top Lane, Whitley. Installation of 20 Trina Vertex Solar Panels on associated field linked to property.

**Comments:** No objection.

[PL/2023/01314](#): 1 Portal Road, Bowerhill. Erection of PV panels on the pitched roof of Herman Miller Limited. System Size: 583.2kWp (1440 x 405w panels) all anti-glare. Prior approval Part 14 Class J: Installation or alteration etc of solar equipment on non-domestic premises.

**Comments:** The parish council has no objection and welcomes this application as a supporter of renewable energy and recognises the investment proposed.

[PL/2023/01382](#): The Dutch Barn, Old Loves Farm, Bowerhill, Bowerhill Lane. Change of use of building from agricultural to residential and conversion to annexe.

**Comments:** Whilst having no objection ask that a condition be included that the annexe remains part of the host dwelling and not sold as a separate dwelling in the future.

[PL/2023/01383](#): Old Loves Farm, Bowerhill. Conversion of outbuilding to annex.

**Comments:** Whilst having no objection ask that a condition be included that the annexe remains part of the host dwelling and not sold as a separate dwelling in the future.

[PL/2023/01707](#): Old Loves Farm, Bowerhill. Conversion of outbuilding to annex. Listed Building Consent.

**Comments:** Whilst having no objection ask that a condition be included that the annexe remains part of the host dwelling and not sold as a separate dwelling in the future.

[PL/2023/01508](#): Boundary Farm, 620 Berryfield Lane. Retrospective replacement agricultural building and change of use to light industrial.

**Comments:** No objection.

[PL/2023/01526](#): Little House, 123 First Lane, Whitley. T1- Horse chestnut: Reduce crown by approximately 2m, pruning to previous crown reduction pruning points. As cyclical management of a previously reduced crown and to maintain the tree to a size suitable for the context of the site. Consent under Tree Preservation Orders.

**Comments:** No objection.

**448/22 Revised Plans:** To comment on any revised plans on planning applications received within the required **timeframe (14 days)**

No revised plans received.

Councillor Holder left the meeting at 7.40pm

**449/22 Current planning applications:**

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

i) **To receive feedback from Clerk's meeting with Wiltshire Council further to request for play area on development and consider the inclusion of a Trim Trail rather than Local Area of Play (LAP) and to consider if the Parish Council wish to adopt it.**



The Clerk explained she had spoken to the Section 106 Officer regarding the provision of a play area for this site, who had confirmed a play area for this site could not be requested as part of the Section 106 Agreement as there was not enough square meterage to trigger one. However, a trim trail could be requested rather than a Local Area of Play (LAP). The Clerk sought a steer from Members that if a trim trail was to be installed, if the parish council wished to adopt it.

The Clerk explained that she had learnt that play provision was a West Wiltshire District Plan saved policy in the current Wiltshire Council Core Strategy and therefore the level of play contributions from developers in West Wiltshire was not as high as in other areas of Wiltshire; this was something that the parish council may want to take up with Wiltshire Council and/or to check in the Local Plan review.

Frustration was expressed at a play area not being provided at this location, particularly as another 53 dwellings were proposed adjacent to this site and they were described as Phase 1&2 of the same development.

**Recommendation 1:** To request a children's trim trail be provided as part of a Local Area of Play (LAP) and constructed from recycled plastic or metal, given the experience of the parish council previously with wooden play equipment elsewhere.

**Recommendation 2:** Not to adopt the trim trail and to state, if a Local Equipped Area of Play (LEAP) were to be installed the parish could be interested in adopting it, provided it met with the parish council's design requirements.

**Recommendation 3:** To seek a playing field contribution for Bowerhill Sports Field.

7.50pm Councillor Shea-Simonds arrived for the next meeting.

**ii) To note response from Clara Davies, Head of School Place Commissioning to the council's concerns regarding safe walking routes to school.**

Correspondence had been received from Clara Davies in response to the Council's concerns at comments in the Education response to this application that there were safe walking routes to various schools in the vicinity of this development.

The Head of School Place Commissioning had confirmed, upon rechecking, that various schools were within a 2 mile safe walking route from the site. The Clerk replied to reiterate the Council's concerns at children having to cross the busy Western Way, with

the Head of School Place Commissioning stating people would use the pedestrian crossing on the dual carriageway on the A350 and one on Pathfinder Way, which were considered safe. All of the routes to the variety of primary schools required an A class road to be crossed.

Members expressed concern the routes highlighted by the head of School Place Commissioning were not the 'desire line' and resulted in circuitous routes to the various schools in the vicinity, which may put people off and therefore more likely to travel by car.

It was noted apart from one school stated in the report, the others were within 2 miles of the site.

The Clerk explained a Wiltshire Council School Places Strategy Report would be included on the Full Council agenda for 27 March, which Members may wish to comment on, particularly with regard to safe walking routes to school.

2 Members of public wishing to join the following meeting, arrived at this point.

- b) Land West of Semington Road - Appeal site to rear of Townsend Farm for 50 dwellings (PL/2023/00808 Reserved Matters). To receive feedback from Clerk's meeting with Wiltshire Council following request for play area on this proposed development and proposed wording for the s106 play area off site contribution.**

The Clerk explained on speaking to the Section 106 officer they had confirmed this site was at Reserved Matters and the Unilateral Agreement had already been signed. Therefore, a play area could not be requested at this stage. Taken in isolation from the adjacent site **PL/2022/08155**, it was also under the square meterage to trigger a play area.

Therefore, an off-site contribution had been requested with the Clerk stating she had asked for the word 'in the vicinity of' to be included in the Agreement, which meant it could be used at Bowood View, Berryfield Play Area or an eventual replacement Berryfield Play Area as a result of being relocated if the canal came through, and hoped Members were happy with the approach.

**Recommendation:** To approve the words 'in the vicinity of' being included in the Agreement for offsite play provision for this site.

- c) Land East of Semington Road - Development comprising the erection of 144 dwellings with informal and formal open space, associated landscaping and vehicular and pedestrian accesses of Semington Road. Applicant: David Wilson Homes. To consider**

**correspondence from David Wilson regarding reason (services easement) for gate opening onto Shails Lane (private road).**

The Clerk explained clarification had been sought on the reasons why a gate from the development had been proposed to open onto Shails Lane, with Cecelia Hughes, David Wilson Homes confirming the gate was required to allow service easements for water works and telecoms who currently had a legal right of access over Shails Lane, which applied to the land title and could not be removed. There were also existing buried services beneath the Southern end of Shails Lane which affected how access to the lane was managed.

It was noted a secure sliding or swinging gate was proposed with details to be confirmed.

**Recommendation:** To note with disappointment the response and to request the parish council and residents of Shails Lane be involved in the decision making on the design and height of the gate proposed.

**450/22 Planning Enforcement:** To note any new planning enforcement queries raised and updates on previous enforcement queries.

**i) Whitley Reading Rooms/Whitley Hub. To note update from Enforcement Officer.**

It was noted the Enforcement Officer proposed to close this case.

The Clerk explained Whitley Hub were hoping to apply for pre application advice for a cabin in order to provide a village shop in the car park of The Pear Tree pub and may approach the parish council to submit the application on their behalf, in order to save on the cost of the application and would be on the Full Council agenda for consideration.

**ii) New Inn, Semington Road**

The Clerk explained she had been in discussions with a resident who had concerns relating to the New Inn with regard to the accumulation of rubbish, including cooking oil containers, noise and light pollution and therefore had advised they approach Public Protection for support with these issues.

The resident had also raised concerns relating to a few planning issues, such as building works and whether the relevant permissions had been granted.

Members agreed that they supported the village pub and wanted it to remain open, just for them to be a good neighbour.

During this item a member of the public arrived in order to attend

the following meeting.

**iii) 1 Eden Grove, Whitley**

Whilst outline planning permission had been approved, the reserved matters application for 1 dwelling on land adjacent to 1 Eden Grove was yet to be approved, however, there was evidence of building works taking place.

Councillor Terry Chivers stated he had already reported this matter to Enforcement.

**Recommendation:** To request Planning Enforcement investigate.

**451/22 Planning Policy**

**a) Neighbourhood Planning**

**i) To note Minutes of Steering Group meeting held on 25 January 2023 and 22 February**

Members noted the Steering Group minutes of 25 January and 22 February.

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

The Clerk explained unfortunately the Site Assessment Report had not yet been received and was due to be reviewed by the Housing Task Group later this week but would keep the Housing Task Group updated.

**iii) Update following meeting with Semington Neighbourhood Plan Steering Group regarding collaborative working on a Green Gap/Wedge policy.**

Whilst it was suggested at the beginning of the meeting this item be held in closed session, guidance was sought from the Clerk if Members were happy to proceed with this item whilst members of the public were present, which was agreed.

Those who had been involved in discussions regarding a Green Gap/Wedge policy stated they were happy with what had been said at the various meetings.

The Clerk confirmed following discussions, AECOM had agreed to include the information received as an appendix in their final Green Gap/Wedge report.

**iv) To reflect on responses to planning applications for review of the Neighbourhood Plan.**

There were no responses to recent planning applications for review of the Neighbourhood Plan.

**452/22 S106 Agreements and Developer meetings: (Standing Item)**

**a) To note update on ongoing and new S106 Agreements**

**i) Hunters Wood/The Acorns:**

**• To note any updates on footpath to rear of Melksham Oak School**

The Clerk clarified at a recent meeting it had been stated the costs associated with installing the footpath had increased due to the input of both the parish and town council. However, the officer responsible for the project had confirmed they were not aware of any input from both councils which impacted on the costs of this potential scheme.

With regard to the Council's request the footpath be installed without the crossing in the interim, confirmation had been received from Wiltshire Council the footpath could not be open without the Toucan crossing, for safety reasons and building the path and then deconstructing to implement a lighting scheme would not be cost effective and require further funding.

**iv) Bowood View:**

Whilst it was suggested at the beginning of the meeting this item be held in closed session, guidance was sought from the Clerk if Members were happy to proceed with this item whilst members of the public were present and bearing in mind the recording of the meeting would be available on YouTube which the developers could also watch.

Members stated they were happy to continue this item with members of the public present.

**• To note correspondence regarding non achievement of Practical Completion Certification of Whitworth play area and consider next steps.**

The Clerk clarified Practical Completion of the play area had still not been achieved. The developers had erected Heras fencing around the play area to more securely lock the play area the previous week.

The developers had also written again to say the play area was the responsibility of the parish council, with the Clerk writing back to confirm it was not the parish council's responsibility as it had not legally been transferred to the parish council.

- **To consider legal queries relating to land transfer of Whitworth Play Area.**

The Clerk explained two questions had been raised by the parish council with regard to the following:

- The right to surface the extended margin past the fence line in the land Transfer.

However, the developer had come back to say it was not their land and to contact the management company. The Clerk had done this, with the directors of the Bowood View (Melksham) Management Company Ltd, agreeing that this would be a useful addition and had no issue with it, which had been fed back to the council's solicitors.

- The council had also asked if the tarmac path could be included as a condition of the land transfer to make sure it was completed.

With the developer saying no to this request.

The Clerk explained if there were no other queries it would be for the Full Council to approve and to sign the transfer document the following week.

Councillor Glover queried if the land transfer document could be signed, given Wiltshire Council had not issued the Completion Certificate for the play area as yet.

The Clerk clarified that Wiltshire Council did not think the developers would complete the outstanding issues and therefore were seeking the guidance of the parish council, as they could issue a Practical Completion Certificate stating the play area had reached its completion stage to then go on to the next stage i.e., adoption by the parish council.

Councillor Wood felt it was important to take over the play area, bearing in mind a verbal agreement had been received from the developers that they would install a tarmacked footpath in the play area.

Several members expressed concern at the issuing of a Practical Completion certificate, without all the concerns raised

by the Wiltshire Councillor officer responsible for signing off on play areas being completed but felt this was a debate to be had at the Full Council meeting on 27 March.

It was noted the Wiltshire Council Officer had provided a list of outstanding issues on the public open spaces, which were still awaiting Practical Completion certification too.

- **To note hedge between village hall and public open space has been planted in space for potential terrace/patio and consider next steps.**

Members noted a hedge had been planted between the village hall and public open space despite the parish council requesting one not be planted at this location.

It was noted the Bowood View (Melksham) Management Company Ltd were happy with the parish council's proposal for a patio outside the village hall. The Clerk explained she had therefore requested that the planting be moved to the edge the new planned patio but with a gap for users of the village hall to access the public open space easily from the patio; this would be included in the scope of works for the patio to be built.

- **To note that noticeboards have been erected for Wilts & Berks Canal Trust info, and boards have also been manufactured by the Wilts & Berks Canal Trust and consider next steps**

The Clerk explained that Bellway had been asked to provide interpretation boards for the historic line of the Wilts & Berks Canal running through the development, despite that archaeological condition being removed from outline to Reserve Matters approval. This was some years ago with no response but they have just suddenly appeared on site, albeit empty noticeboards x 3. The Wilts & Berks Canal Trust in the meantime had provided 2 x interpretation boards at their expense and had asked to install them.

The Clerk explained that she had suggested a meeting with the Bowood View (Melksham) Management Company Ltd on a number of outstanding queries/projects and this could be something to discuss with them, in order to reach a solution on this, as well as other issues. The Management Company had confirmed a meeting was being arranged with residents, with the management company suggesting perhaps the parish council could go to this meeting instead to discuss the outstanding issues.

Councillor Baines suggested the best solution would be to swap those noticeboards installed by Bellway with those from the Wilts & Berks Canal.

**v) Pathfinder Place:**

- **To note latest update from Wiltshire Councillor Nick Holder/Taylor Wimpey on outstanding issues.**

Members noted the correspondence provided by Councillor Holder which was encouraging.

- **To note the Davey play area has achieved Practical Completion certification from Wiltshire Council and so can now move to legal transfer of land.**

Members noted the Davey Play area had received its Practical Completion Certificate, therefore the legal transfer to the parish council can now go ahead.

**Recommendation:** To request the maintenance contribution be released to the parish council.

- **To note parish council noticeboard found in site yard, and now installed opposite Shaw School.**

The Clerk confirmed the lost parish council noticeboard at the Taylor Wimpey site had now been found, some years later, but was still intact and in good condition. As it needed collecting quickly from site, she had arranged for the board to be installed to replace the old one opposite Shaw School, with a set of legs being stored at the allotment shed, to avoid the cost and effort of double handling the noticeboard.

**b) To note any S106 decisions made under delegated powers**

None.

**c) Contact with developers**

- i) **To approve the notes of meeting held on 8th March with Catesby Estates regarding a site to the East of Melksham (Snarlton Farm) c300 dwellings and to consider any Rights of Way requests)**

In line with pre application protocol, the notes of the meeting held with Catesby Estates on 8 March are included in the minutes below:



Those present at the meeting included, Councillors Wood, Baines, Pafford, Harris, Richardson, the Clerk and Parish Officer, Councillors Aves and Cooke and the Town Clerk from Melksham Town Council, Wiltshire Councillor Mike Sankey (Melksham East). Also in attendance were Katie Yates Marketing and Communications Director and Victoria Grove, Associate Planning Director, Catesby

Victoria explained that Catesby were a strategic land promotor who had put this site forward, as part of the Local Plan consultation, as well as the Neighbourhood Plan Review. The site being promoted was included as part of a larger site categorised as Site 1 (40 hectares) in the current Local Plan Review Consultation and under various ownerships. The site could provide a strategic extension to the East of Melksham as part of the Local Plan Review, particularly as Melksham was looking to deliver c2500 homes over the next plan period.

The Parish Clerk clarified those present had not seen proposals put forward as part of the Neighbourhood Plan 'call for sites' exercise, as AECOM were currently assessing the sites and therefore not published their report as yet. She confirmed the meeting was purely a pre application meeting with the Parish Council (and representatives from the Town Council and Wiltshire Council) and not a meeting with the Melksham Neighbourhood Plan Steering Group as premature ahead of any site assessment work.

Victoria explained that Catesby were currently working with the landowner of Snarlton Farm, who wished to bring forward this site, which totalled 18 hectares, with a view to submitting a planning application shortly for c250-300 homes. It was proposed the site would include a green wildlife corridor enhancing Clackers Brook which ran through the site and also bring ecological benefits to the site.

Victoria explained the proposed site would be a standalone scheme, with no certainty a wider site was viable, particularly if it was not identified as a possible allocation in the emerging Local Plan. However, the site would look to facilitate a potential future access.

Several Councillors highlighted that the site equated to a piecemeal development, which could be part of a wider strategic site and bring with it infrastructure, such as schools, medical facilities, community centre, highway improvements and local centre etc which a smaller site would not.

Catesby had held discussions with Melksham Town Football Club and Future of Footpath, regarding the provision of a 3G pitch at Oakfields. During those discussions it was noted there were issues with Winter provision, particularly for youth teams and therefore the Football Foundation had been approached regarding securing a 3G pitch. It was understood that whilst the Football Foundation were prepared to fund such provision, there was a shortfall in funding and therefore, discussions had been held with Catesby to ascertain if they could help towards funding of this gap.

Victoria explained that in coming forward with a smaller scheme, Catesby wanted to identify something the site could contribute towards, over and above what was usually required in Section 106/CIL contributions but were happy to discuss what the Council would like to see included on the site.

With regard to the larger parcels of land, Victoria understood Gleeson were looking to submit a planning application for the land to the north of their site shortly which would include a primary school and local centre. Therefore, if Gleeson were providing these, then this smaller site could look at providing something else as well the expected Section 106/CIL contributions.

Councillor Baines raised a concern if this development were to go forward and the adjacent strategic site did not come forward in the Local Plan, then it would be isolated with no facilities and thereby put a strain on existing facilities. There was also the possibility of an Eastern Bypass and if the bigger highway scheme could not be afforded, Eastern Way could potentially be the Eastern route for the A350 bypass, therefore, isolating the site even further.

Victoria explained Catesby were aware of the potential for an Eastern bypass and the most recent proposed route had been highlighted on their plan. A Transport Assessment would initially look at the site without the bypass in place but may have to look at it in place as proposals progressed.

Victoria asked if providing a community hub, which could deliver a multitude of facilities such as pharmacy, dentist etc would alleviate concerns raised during the meeting.

Councillor Sankey explained the issue with getting doctor and dentists was not the provision of the facilities themselves but actually recruiting them in the first instance and whilst agreeing with the concerns raised at providing a piecemeal development, as opposed to a strategic development, expressed a concern at sending out the

wrong message that both councils would prefer to see large scale development taking place in Melksham. Therefore, he felt what needed to be looked at was what was being proposed regarding a smaller site and what could reasonably be achieved from this development.

Councillor Pafford asked why this site was being put forward now, given Wiltshire Council's emerging Local Plan, where a strategic objective for Melksham would be set and as Melksham had a made Neighbourhood Plan.

Victoria confirmed the reason for putting a proposal forward now was due to Wiltshire Council not having a 5-year land supply and due to Melksham having a made Neighbourhood Plan which was currently being reviewed. Therefore, they had seized the opportunity, as the plan would be 2 years old in July and therefore not afforded the National Planning Policy Framework (NPPF) Paragraph 14 protection. Victoria went on to explain that the strength of the current Melksham Neighbourhood Plan over the last two years had been the reason that they had not submitted a speculative planning application to date.

Victoria explained as part of the Local Plan Review, it was hoped to see this site come forward as part of a wider strategic allocation in Melksham. If it did not and the Local Plan was postponed even further, it was felt this site was a suitable standalone scheme, to help with the lack of a 5-year land supply in Wiltshire. Catesby were keen to provide real benefits to the community at the same time, such as the possibility of a sports connection, but were not fixed on this aspect, it was just an initial idea, given the proximity of the Oakfield facilities.

The Town Clerk explained the whole East of Melksham development had been promised a community hall for some time. The Town Council were currently looking for a suitable site, following a recent planning application for 10 dwellings adjacent to the proposed site resulting in the community hall being somewhat hemmed in. Section 106 and Community Infrastructure (CIL) funding was available to go towards the build. Therefore, she sought a way to work together on this and provide a facility for the whole of the East of Melksham.

Victoria explained she welcomed discussions on this and the potential for providing a community hall, which could benefit new housing, as well as provide a sense of connectivity to existing housing. However, appreciated it would have to be accessed via a

busy road and therefore would need to look at providing appropriate crossing points, so it was not an isolated building.

The Parish Clerk explained Wiltshire Councillor Nick Holder, Chair of the Area Board Health & Wellbeing Group was currently working to prompt the local NHS Estates Team into producing a coherent plan for the Melksham area. Particularly, as there was local evidence from the GP surgeries that NHS contributions through S106 contributions were not filtering through to the local community. This would provide the evidence of need for proposals of new housing developments in the area.

Victoria stated it was hoped to encourage people from the existing developments nearby to enjoy the recreational facilities they would be providing around Clackers Brook. With Councillors suggesting the provision of a bridge, possibly a 'green bridge' or underpass would be useful, rather than a light controlled crossing.

The Parish Clerk highlighted this application was not plan led and stated various reports were available as part of the Neighbourhood Plan Review, such as a Housing Needs Assessment, with a Green Gap and Site Assessment Reports due shortly and hoped the current Neighbourhood Plan policies and existing and emerging evidence reports would be taken into account.

Councillor Pafford queried whether during discussions on 3G pitch provision whether the costs of providing such a pitch had been raised.

Victoria confirmed whilst the Football Foundation had stated they could provide a certain percentage of funding towards the provision of a 3G pitch, there would be a gap in funding and therefore needed to demonstrate monies were in place to cover this gap, with potential for the gap to be covered by funding from this development. However, the level of funding was still to be considered, bearing in mind other requirements that perhaps the site would need to provide, such as a community building, over and above normal policy requirements and infrastructure.

The Parish Clerk explained she had met with the Football Foundation and understood the Town Clerk was also due to meet them as was Wiltshire Councillor Nick Holder (Ward Member). Both Clerks had also met with Danny Geeson, Play & Leisure Strategy Officer for Wiltshire Council who clarified there was an evidenced need for a 3G pitch in the Melksham Community Area. There was also an emerging playing field strategy, in which it was expected this

need would come forward as part of that. Therefore, whilst there was an identified need for a 3G pitch in the Melksham Community Area for a variety of field sports, an appropriate location which provided the best access for the local community was undecided at this stage.

Victoria welcomed this information as it provided more clarity and at the same time had been comforted by the talks with Melksham Football Club that to meet the needs of the Football Foundation, the facility would need to have community access and be used by a variety of groups. Therefore, Catesby welcomed discussions with the council to find out how to deliver such a facility, which best met the needs of the community and if this were something Catesby were able to take forward, suggested a location to the front of the Melksham Town FC part of the Oakfield facilities.

The Parish Clerk suggested the Parish Council, Town Council and Wiltshire Council considered the best location for a 3G pitch, as it could be located elsewhere in the Melksham Community area, however, this did not stop a playing fields financial contribution being made via Section 106 contributions.

Catesby's attention was drawn to information contained within the recent Housing Needs Assessment undertaken as part of the Neighbourhood Plan Review for the need for 2 and 3 bed dwellings and the evidence of type and tenure of affordable housing required. A need for more bungalows was also raised.

The Parish Clerk noted that AECOM had previously assessed this site for the current Neighbourhood Plan and had stated this site was situated within an area of Best and Most Versatile agricultural land. In terms of potential changes to the National Planning Policy Framework (NPPF), the land had been used for food production until recently which is planned to carry more weight in the new NPPF amendments planned for Spring 2023. The AECOM report also details a woodland corridor through Clackers Brook, as well as the view from Sandridge, with any development in this area impacting these.

Victoria took this information on board and highlighted there was a desire to make the Clackers Brook corridor attractive, and in turn improve biodiversity. A Visual Impact Assessment had already been undertaken. Regarding the agricultural classification of the land, they would need to prove the site could be developed.

The Parish Clerk highlighted the impact this development would have on New Road, which was a single-track road and used as a 'rat

run' to access Chippenham and the M4 via the National Trust village of Lacock including its historic bridge which again was single track.

Victoria took this information on board and stated she would make sure their transport consultants considered it and sought other routes in the area which needed to be borne in mind.

It was highlighted consideration needed to be given to how this site could impact the new roundabout under construction in Spa Road as part of the East of Melksham extension. It was noted this route may potentially be the preferred route by drivers to access road infrastructures North and South. Consideration also needed to be given to the provision of a roundabout on the Southern entrance to the proposed site.

It was noted there were various Rights of Way in the vicinity which could be improved/upgraded, including the provision of lighting via Section 106 contributions from this application if approved. It was noted the footpath to the rear of Melksham Oak School, which was to be upgraded to a pedestrian/cycleway, as part of the Section 106 Agreement associated with the extension to East of Melksham (450 houses) had yet to be upgraded and was also nearby.

Councillor Pafford stated that if a planning application were approved, a contribution towards the provision of lighting to the footpath to the rear of Melksham Oak rather than establishing another footpath would be preferred.

Victoria explained once the application was submitted, discussions would take place with Highways and Footpath Officers, to determine what they would like to see, such as improvements to footpaths etc.

It was stated the Parish Council would like to see the following:

- Adherence to Melksham Neighbourhood Plan policies and emerging Neighbourhood Plan and evidence documents.
- Circular pedestrian routes around the site.
- The Parish Council wish to enter into discussions being the nominated party for any proposed LEAPs (Local Equipped Area of Play)/Play area and also seek a maintenance contribution in the Section 106.
- Equipment installed for teenagers such as a teen shelter/MUGA and somewhere to kick a ball around.
- Contribution towards playing fields.
- The provision of benches and bins where there are circular pedestrian routes and public open space and the regular

emptying of bins to be reflected in any future maintenance contribution.

- Connectivity with existing housing development so not isolated.
- There are practical art contributions Parish Council are involved in public art discussions
- Contribution towards improved bus services, which serve the area.
- Any bus shelters provided are suitable in providing Real Time Information (RTI) i.e., access to an electricity supply, WiFi connectivity and are an appropriate height or provided with RTI already included.
- Speed limit within the site is 20mph and self-enforcing.
- Proposed trees are not planted on boundaries of new/existing housing, but further into public open spaces.
- The development is tenant blind.
- If adjacent to existing dwellings the design is such that the layout is garden to existing garden.
- The road layout is such that there are no dead ends in order that residents and refuse lorries do not need to reverse out of roads.
- Contribution to educational and medical facilities within the Melksham area.
- There is visible delineation between pavement and roads so they are easily identifiable.
- The provision of bird (swift boxes), bat and bee bricks, reptile refugia and hibernacula within the development, in order to increase biodiversity.
- Improvements to Rights of Way in the area.

Katie stated it was hoped to start public consultation shortly and whilst online consultations worked best, sought a steer from the council if in person consultation should also take place. The Council welcomed 'in person' consultation in addition to an online consultation, with a suggestion the Campus may be a suitable location for this to take place.

The Clerk stated at the meeting that rights of way improvement had not been discussed and sought of steer if Members wished to include rights of way improvements in the vicinity, in order to submit as part of the pre application discussions.

Members had been provided with a list of requests for rights of way improvements relating to proposals for 650 dwellings at Blackmore Farm, North of this site:

- Provision of footpath to access Prater's Lane from Sandridge Common.
- MELW30 becoming a bridleway to connect up bridleways at MELW40 & 41.
- Provision of kissing gates on the various bridleways between East of Melksham and Redstocks.

It was noted the rights of way improvements could be part of either site and as yet a planning application had not been submitted for the 650 dwellings at Blackmore Farm.

**Recommendation:** To approve the notes of the meeting held with Catesby Estates on 8 March and to forward suggested rights of way improvements to Catesby.

**ii) To approve revised list of requests for developers at pre-application stage**

A revised list of requests for developers at pre application stage, which included the following additions, had been circulated to Members of the committee prior to the meeting:

- Adherence to Melksham's existing Neighbourhood Plan policies and emerging Neighbourhood Plan and evidence documents.
- Improvements to Rights of Way
- Provision of allotments

It was suggested the specification requirements for any Local Equipped Area of Play (LEAP) the council wished to adopt should also be included in order to provide clarify to developers.

**Recommendation:** To approve the revised list of requests and to include the Council's specification for Local Equipped Areas of Play (LEAPS):

- A maintenance sum in the s106 agreement
- Safety Surfacing extended beyond the play area fence line (by at least 30 cm) and for the whole area to be surfaced as such, with no joins to prevent future expansion gaps, and no grass that will require maintenance
- Tarmac paths provided not hoggin.
- No wooden equipment provided.
- Dark Green Metal bow top fencing provided.
- Clean margins around the edges, no planting.
- Bins provided outside the play area.



- Easy access provided for maintenance vehicles.
- Public access gates painted red.
- No inset symbols provided in the safety surfacing, which should be one solid surface.

Meeting closed at 8.18pm

Signed.....  
Chair, 27 March 2023

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

**Present:** Councillors Richard Wood (Chair of Planning), Alan Baines (Vice Chair of Planning), John Glover (Chair of Council), David Pafford (Vice Chair of Council), Terry Chivers, Mark Harris and Peter Richardson

**Officers:** Teresa Strange, Clerk and Lorraine McRandle, Parish Officer

**In attendance:** 5 Members of Public

**421/22 Welcome, Announcements & Housekeeping**

Councillor Wood welcomed everyone to the meeting and went through the fire evacuation procedures for the building in case of a fire.

The Clerk reminded those present that the Neighbourhood Plan consultation boards were on display in the Town Hall and The Campus, with a closing date of 19 March for the consultation.

**422/22 To receive Apologies and approval of reasons given**

There were no apologies as all members of the committee were present.

Due to other commitments, Wiltshire Councillor Nick Holder had tendered his apologies.

**423/22 Declarations of Interest**

**a) To receive Declarations of Interest**

There were no declarations of interest.

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

None received.

**c) To note standing Dispensations relating to planning applications.**

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

**424/22** **To consider holding items in Closed Session due to confidential Nature** *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk noted there were no items for discussion in closed session.

**425/22** **Public Participation**

Standing Orders were suspended to allow Members of public to speak.

Several residents of Townsend Farm were in attendance to voice their concerns at proposals for 50 dwellings to the rear of Townsend Farm; which was a Reserved Matters planning application [PL/2023/00808](#): Land West of Semington Road)

Concern was raised at the level of flooding already experienced in the fields to the rear of Townsend Farm on a regular basis throughout the Winter, in particular, and the impact this development would have in dispersing water run off potentially towards Townsend Farm. Residents therefore queried if any water management proposed for the site would be adequate to cope. Residents highlighted the latest flooding which had taken place in the fields in January of this year and provided photographic evidence for Members to view.

Concern was expressed that the GeoRisk Desk Top study report submitted as part of the application had stated the water levels were low, however, the report was dated August 22, following a very dry period of weather which had lasted several months, with residents stating the water table in the area was relatively high.

Concern was also expressed that the 'green lane' between Townsend Farm and the proposed development, which some residents had a right of way over, was included within the red line of the application site. Part of the access into Townsend Farm also appeared to be included within the red line. Title Deeds had been sent to the applicant showing they had a right of access. Concern was expressed this right of way could be blocked off. A resident had contacted the developer who had asked if the right of way was required and offered an alternative right of way.

Clarification was sought from Councillor Glover if the residents owned the land within the red line or just had a right of access and explained that unfortunately issues with regard to rights of access were a private matter.

A resident confirmed they did not own the land but had a right of access since 1978 and felt it was very important to maintain the rear access to

Townsend Farm as this allowed a digger for instance access to their septic tanks if there was an issue.

Another resident expressed concern there was nothing to stop residents of the new development parking in Townsend Farm, which is a private road.

Councillor Wood stated it would be for residents of Townsend Farm to make it clear it was a private road and that this should be raised in any comments residents made to Wiltshire Council regarding the proposals.

A resident raised a concern if fencing was proposed to the rear of the properties of the proposed development, there was nothing stopping them installing a gate in the future, in order to access the 'green lane' to the rear of Townsend Farm and therefore wished to see something more secure, such as a walled boundary installed.

Concern was expressed on where surface water would drain to, noting in one of the plans it had stated the site was unsuitable for soakaways.

Councillor Baines noted at outline stage it had been suggested the surface water would be pumped away from the site, with the Drainage Team at Wiltshire Council being content with this. Councillor Baines expressed a concern if the pump system failed there could be flooding, noting it was unusual for surface water to be pumped away and it was unclear where the surface water would be pumped to.

Members noted the Drainage Team were a consultee for the application and therefore the concerns with regard to surface water drainage and the site being unsuitable for soakaways could be raised with them.

It was understood by one of the residents that there used to be a ditch between Townsend Farm and the proposed development, however, this had been filled in some time ago.

A resident noted that whilst the GeoRisk report stated the pond in the South Eastern corner of the site was no longer present, most Winters it did appear.

Residents expressed confusion in reading some of the reports as they often referenced the adjacent field, to the West and not the field this application was for.

Councillor Glover reminded residents such local knowledge was important to include in responses to Wiltshire Council.

Standing Orders were reconvened.

**426/22 To consider the following Planning Applications:**

**PL/2023/00808:** Land West of Semington Road. Approval of Reserved Matters following outline application 20/07334/OUT approved under Appeal Ref: APP/Y3940/W/21/3285428 for up to 50 dwellings, (appearance, scale, layout and landscaping). Applicant Living Spaces

**Comments:** Whilst welcoming the following aspects of the proposals:

- Smaller units which had been highlighted as a need for Melksham in the recent Housing Needs Survey completed as part of Melksham's Neighbourhood Plan Review.
- Each property will be fitted with air source heat pumps
- The inclusion of electric charging points to each property.
- Maximum of two storey dwellings within the development.
- The layout is garden to existing garden.
- Preference for local contractors

Members made the following observations:

- The areas set aside for bin collection do not appear to be large enough, particular as 2 bins can often be collected on the same day. Therefore, the Parish Council ask that these areas are large enough for 2 bins each to be stored.
- With the current layout and several dead ends, concern was raised whether refuse vehicles would be able to negotiate the road layout satisfactorily.

It was noted on the swept path analysis plan, it assumed no vehicles would be parked on the side of the road and therefore, a refuse lorry may have difficulties negotiating some areas.

Members noted that with a different layout two circular routes could be created within the design, eliminating several of the dead ends and making maneuverability of refuse vehicles in particular easier.

- The parish council were disappointed to note no play area was proposed for the site as discussed

previously with the applicant. Whilst it had been noted during discussions with the applicant one was not required for a development of 50 dwellings, it was noted if the development adjacent to their site were to be approved (PL/2022/08155 - Phase 2) a play area could be located to the North West of this site.

Members felt it was important to request a play area or at least leave space for one if Phase 2 were approved, including some space for a ball to be kicked about.

- Reassurances are sought there is an effective management of water run off for the site and query where it is proposed to pump surface water to, particularly given the concerns of residents of Townsend Farm. It is noted Wiltshire Council's Drainage Team is to be consulted on the proposals which was welcomed.
- Whilst welcoming the provision of air source heat pumps, Members noted there was no mention of solar panels being installed. However, at a meeting with the applicant it had been suggested these would be included.

Therefore, Members ask for solar panels to be included in the design, at least on those properties with South facing roofs and the provision of battery storage facilities as well, in order to make dwellings more energy efficient and sustainable. Those dwellings facing East/West should be provided with air source heat pumps.

Concern was raised at a number of inaccuracies in the Design and Access Statement dated October 2022 as follows:

- 5.2.1 Mentions local amenities, including a cinema, however, there is no cinema in Melksham and there has not been one for several decades.

It also mentions a hospital, but it has no Minor Injuries offering, and is used for very specific services like wheelchair repair, limited Xray and physiotherapy.

Unfortunately, on page 10 it shows a photo of

the old Library. A new Library opened as part of Melksham Community Campus in August 2022.

- 5.2.4 Mentions preschools and convenience stores within 800m.

There is only one small shop attached to the petrol station on Semington Road. The next nearest convenience stores being located some distance away in the town centre.

The nearest preschools are more than 800m away.

- 5.3.2 States the railway station is approximately 1 mile away from the application site, taking 10 minutes to walk. Whilst the railway station might be 1 mile way if using the A350 via a vehicle, there is no footpath along this route. People will have to walk via the town centre, making the walk to the railway station more than 1 mile away.

- 5.4 Conservation Area Analysis shows a map highlighting **Browerhill** Conservation area. However, **Bowerhill** is not within a conservation area and only parts of the town centre are within a Conservation area.

- 5.7.2 States King George V playing field lies to the South, which is not the case it lies to the North.

References a nature reserve of Melksham Forest, situated within a short walk of the site. This statement is confusing as the area known as Melksham Forest is located some distance away from the site to the North and there is no forest in Melksham unless this is a reference to Conigre Mead Nature Reserve.

- 6.3.3 States opportunities to link and enhance the existing residential development to the East with further high quality homes. This statement is confusing. There are proposals for a new development to the West of this site (PL/2022/08155 - Phase 2 for 53 dwellings), however, this has not been approved as yet.

- 10.2.2 It is queried whether the principle facing

materials of red brick and render and roofing materials of blue and red tile to be in keeping with the local vernacular was actually in keeping with the area and draw the developer's attention to the Melksham Neighbourhood Plan emerging Design Code.

- 8.3.1 To ensure properties are prioritised for local people, priority will be given to people with a local connection to the parish through family or work.

It was felt this statement needed clarifying as this implied Melksham Town residents would not qualify and queried whether this went against Wiltshire Council policy.

It was noted within one of the reports it mentions a hangar converted to a sports centre, however, Christie Miller was demolished some time ago and a new sports centre built i.e. Melksham Community Campus.

It was noted some of the investigation holes relating to archeology and water often referred to the adjacent field to the West which is subject to a different planning application.

Members request the inclusion of the following if this application is approved:

- The provision of bird, bat and bee bricks, reptile refugia and hibernacula within the development, in order to increase biodiversity.
- All private patio surfaces are permeable to allow for sufficient surface water run off.
- The installation of an impermeable fence to the rear of properties on the boundary with Townsend Farm.
- The installation of a gate at the access to the 'green lane' to the rear of Townsend Farm to stop residents of the development from accessing it but allow access for residents of Townsend Farm in order to maintain the rear of their properties as was offered at a pre-application meeting with the applicants.
- If the current layout is approved, Members request knee rails be installed on verges where refuse vehicles will be maneuvering, in order to protect them from being mounted. Members noted a similar request had been made at a nearby new



development (Bowood View) following refuse lorries repeatedly damaging verges.

4 residents left the meeting at this point.

**427/22 Revised Plans:** To comment on any revised plans received within the required timeframe (14 days)

The Clerk informed the meeting whilst this was not a revised plan, she had received an update on proposals to remove the hedgerow at Melksham Football and Rugby Club, Eastern Way [PL/2023/00734](#). At the Planning Committee meeting on 6 February, Members had objected to proposals and requested it be 'called in' for consideration at a planning committee of Wiltshire Council. However, Councillor Nick Holder had been in touch to say he had spoken to the tree officer who was minded to approve the application and stated:

- There was not an option to call in the application.
- There was not the option to impose conditions, but only recommendations/suggestions but would be recommending the planting of 6 native species to offset the removal of the hedge.

**Land East of Semington Road [PL/2022/02749](#):** To note comments of the Planning Officer regarding proposals for a gate to the Southern boundary.

The Clerk explained following revised plans for the development being considered at the Planning Committee meeting on 6 February, at which it was noted there were proposals for a field gate South of the site onto Shails Lane, she had contacted David Wilson Homes for clarification. They had explained the gate had been put in for services easement, to enable utility companies to gain access to the development but were happy to look at the design and height of the gate.

Therefore, the Clerk had contacted the Planning Officer seeking clarification on why a gate had suddenly been included in the plans and they had responded stating they had instructed the agent before submission of amended plans to continue the acoustic fencing across the bottom of the lane, which would have acted as a solid barrier and was unclear why they thought a field gate would be acceptable, however, they could condition gate details, such that it should be a minimum 2m high for example.

Members were unclear why access was required to the site from Shails Lane for service easement, as these could be accessed via the site itself.

The Clerk explained if residents of Shails Lane were to install a gate on the entrance to the lane as suggested at a previous meeting, they would have to make services easement arrangements as well, such as provide

signage on who to contact in order to gain access, which was a similar arrangement being made for the service gate to the development site.

**Recommendation:** To seek clarification from David Wilson Homes why service easement was required via Shails Lane.

**428/22 Planning Enforcement:** To note any new planning enforcement queries raised and updates on previous enforcement queries.

The Clerk explained after querying with Wiltshire Council's Planning department if planning permission was required in order for Whitley Reading Rooms to sell newspapers, following the closure of Whitley Hub on Top Lane, Planning had responded with an immediate enforcement notice to say permission was required.

The Clerk explained she had been surprised at the response, given only advice had been sought. Therefore, had spoken to the Enforcement Officer and as there was a proposal from Whitley Community Hub to install a portacabin replacement 'Whitley Stores' in the car park of the Pear Tree it had been agreed that the Clerk would speak to Whitley Community Hub and explain the situation and if they confirmed they would be applying for planning permission, the matter would be deferred for 6 months.

Members felt it was not in the public interest to pursue this further, particularly as the current arrangement to sell newspapers from Whitley Stores was only temporary.

Councillor Harris asked if a response had been received from Highways with regard to the fencing at 12 Tangmere Close, Bowerhill.

The Parish Officer explained this request had not been actioned as yet.

**429/22 Planning Policy**

**a) Neighbourhood Planning**

**i) To note Minutes of Steering Group meeting held on 25 January 2023 and 22 February (if available)**

Councillor Pafford provided an update on progress on the Neighbourhood Plan, explaining, the Neighbourhood Plan meeting held on 25 January had mainly been to make decisions on the consultation currently taking place.

The meeting on 22 February had been to move the Neighbourhood Plan to the next stage, to update on how the consultation was progressing and looking at the meeting schedule to be in line with the work programme. As the AECOM Site Assessment Report was not yet available, the next Steering

Group meeting had been scheduled for 5 April, in order to give time for the Housing Task Group to review the report.

Councillor Baines informed the meeting that the Housing Task Group were meeting on 22 March to undertake the work to draw up a list of potential sites for allocation.

At the meeting on 22 February, the Steering Group had also looked at the draft Green Gap/Wedges report from AECOM and various amendments had been suggested. With the Steering Group currently looking at the issue of gaps between different neighbourhood plan areas, such as Seend and Semington and using alternative designations in order to protect some of the green gaps.

It was noted that following the most recent Governance Review, if Seend Parish Council had agreed to Melksham Without Parish Council's boundary extending to the canal, as boundaries had to follow definitive boundaries, such as roads, rivers/canals etc it would have meant the gap between Bowerhill and Seend could have been better protected in the Melksham Neighbourhood Plan. However, as most of the gap between the canal and Bowerhill was in Seend and therefore in a different neighbourhood plan area, with Seend already having a made Neighbourhood Plan, this meant it could not be protected via a Melksham Green Gap policy.

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

The Clerk explained at the Neighbourhood Plan meeting on 22 February it had been noted that the Local Plan Review was now delayed until Quarter 3 2023. However, given proposed changes to the National Planning Policy Framework (NPPF), which were understood to be coming into force in Spring 2023, this meant there was a possibility the 2-year Paragraph 14 protection of the current Neighbourhood Plan which was due to run out in July, would now go out to 5 years. Therefore, this could mean the review of the current Neighbourhood Plan could wait for Wiltshire Council's Local Plan Review to come out in the Summer, in order for the Neighbourhood Plan to conform to it.

The Clerk explained that it was currently proposed to go straight to Regulation 14 consultation and include consultation on housing site allocations at this stage. However, if the proposed changes to the National Planning Policy Framework (NPPF) were implemented in the Spring as suggested, the programme could be changed and a separate informal consultation take place on these before the Regulation 14 stage.

Members felt it important to continue on track with the Neighbourhood Plan Review, as it was unknown when the amendments to the National Planning Policy Framework would come into force.

The Clerk explained with regard to the 'Green Gap/Wedges' report from AECOM, several members had been asked to proof read for any inaccuracies, with Councillor Baines noting only part of Shurnhold Fields had been shown, therefore all of Shurnhold Fields had now been included and forwarded to the consultants.

Another gap highlighted in the 'Green Gap/Wedges' report was an area of land South of the 450 houses East of Melksham and North of properties on The Spa. However, it had been noted this did not include an existing paddock and therefore this had now been added and forwarded to the consultants as well.

The Clerk explained that there were several layers of protection that can be afforded to some of the green spaces if they met the relevant criteria i.e. green infrastructure, heritage setting, local green space for example. Therefore, a small working group had been arranged with the neighbourhood plan consultants, to ascertain if any areas could be designated under a different criterion. A meeting was also being arranged with Semington Parish Council on how to work collaboratively on protecting gaps between the two neighbourhood plan areas; as both areas had emerging Plans.

The Clerk explained the final version of 'Green Gap/Wedge' report would be published as soon as produced and could be used as evidence when responding to future planning applications.

The Local Plan would now go to 2038 and therefore the Neighbourhood Plan had also been extended to 2038.

The Clerk informed the meeting there would be an update on the Neighbourhood Plan at the Area Board meeting on 8 March, with workshops on the current consultation areas which would include information on protecting 'green gaps' with Members approving the proposed wording to be included.

**Resolved:** To arrange a meeting with Katie Lea from Place Studio, Neighbourhood Plan Consultants and Semington Parish Council on either Tuesday, 7 March in the afternoon or Friday, 10 March at 10.00am.

**b) National Planning Policy Framework (NPPF) Consultation. To consider a response to the consultation (deadline for comments 2 March).**

Members welcomed the proposed changes to the National Planning Policy Framework (NPPF), as it meant the building of houses people needed, rather than what developers wanted to build in order to make a profit.

Members reviewed and endorsed the responses to the consultation from Salisbury City Council, which had also been endorsed by the Wiltshire Area Local Planning Alliance (WALPA). Members provided several additional comments in response to the various questions posed in the consultation.

Bearing in mind one of the proposed changes in the National Planning Policy Framework (NPPF) was in making sure that the food production value of high value farm land is adequately weighted in the planning process, in addition to current references in the Framework to Best and Most Versatile agricultural land, the Clerk asked if Members wished to make additional comments regarding proposals for 53 dwellings on land to the West of Semington Road (PL/2022/08155), given it was understood the proposed site had been used for food production recently.

**Resolved 1:** To submit the comments endorsed and raised during the meeting in response to the National Planning Policy Framework (NPPF) consultation (appended to these minutes).

**Resolved 2:** To submit the additional comments regarding planning application (PL/2022/08155), bearing in mind proposed changes to the National Planning Policy Framework (NPPF) to reflect its use for food production.

**430/22 S106 Agreements and Developer meetings: (Standing Item)**

**a) To note update on ongoing and new S106 Agreements**

**i) Hunters Wood/The Acorns:**

- To note any updates on footpath to rear of Melksham Oak School

The Clerk explained there was no update on the footpath but expressed surprise at a previous meeting the extra costs associated with installing the footpath had been attributed to requests made by both Melksham Town Council and Melksham Without Parish Council.

**ii) Bowood View:**

- To receive update on village hall, play area.

Following the lease being signed the previous week, the hall was now open and accepting bookings.

With regard to the play area, the Clerk informed the meeting having spoken to the Council's solicitors it had been agreed they would liaise with Bellway on the lease for the play area on behalf of the parish council, given difficulties the Clerk was experiencing in communicating with the developer.

### iii) Pathfinder Place:

- To receive update from Taylor Wimpey on issues e.g. lights, play area etc

The Clerk explained she had undertaken a site visit with the Site Manager and confirmed the various outstanding actions had been implemented. Interestingly, the lost noticeboard for Pathfinder Place had now been found and as a replacement had already been installed, it was proposed this one be installed opposite Shaw School, given the condition of the current noticeboard there.

Road signage provided by Wiltshire Council, which had been discussed at a previous meeting had now been installed or replaced, including road markings. Signage to be provided by Taylor Wimpey had yet to be installed.

### b) To note any S106 decisions made under delegated powers

None.

### c) Contact with developers.

The Clerk explained she had been approached by Catesby requesting a meeting with the parish council regarding their proposals for a large site East of Melksham. The Clerk had sought clarification what stage they were at with the application and they had confirmed they were at pre application stage.

The Clerk provided an update on a meeting she had had earlier in the day with representatives of the Football Foundation and Wiltshire FA who had requested a meeting and were seeking a contribution of 30-40% towards the c£850,000 (more if constraints) costs of providing a 3G pitch in Melksham.

The Clerk explained she had informed them any Section 106 funding/Community Infrastructure Levy (CIL) the council had, had

already been allocated in the budget and therefore there was no funding available, however, there would be via future development in the parish. The Clerk had also sought assurances any facility would be for the community to use, bearing in mind the various community facilities available in the area where such a facility could be located.

Councillor Glover informed the meeting it was understood Wiltshire Council had included the provision of a 4G pitch in Melksham in their Local Plan and expressed a concern any 3G pitch provided would end up being for the exclusive use of the first team, at the exclusion of the community, unless the facility was built as a community area.

Members supported the responses the Clerk had provided during the meeting with football representatives.

**Resolved:** To arrange a pre application meeting with Catesby on Wednesday on 8 March at 10.00am and to invite the Wiltshire Councillor for the ward and a representative from the Town Council.

Meeting closed at 9.14pm

Signed: .....  
Chair, Full Council, 27 March 2023

## Response ID ANON-1R1Y-UKGT-8

Submitted to Levelling-up and Regeneration Bill: Reforms to National Planning Policy  
Submitted on 2023-03-02 15:28:54

## Introduction

A Personal dataThe following is to explain your rights and give you the information you are be entitled to under the Data Protection Act 2018.Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.1. The identity of the data controller and contact details of our Data Protection Officer The Department for Levelling Up, Housing and Communities (DLUHC) is the data controller. The Data Protection Officer can be contacted at [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk) 2. Why we are collecting your personal data Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters.3. Our legal basis for processing your personal dataThe Data Protection Act 2018 states that, as a government department, DLUHC may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a consultation.4. With whom we will be sharing your personal dataDLUHC may share your personal data with external organisations, for purposes relating to this consultation, including analysis of responses. Any data shared with organisations outside of DLUHC will be anonymised where possible.5. For how long we will keep your personal data, or criteria used to determine the retention period.Your personal data will be held for two years from the closure of the consultation.6. Your rights, e.g. access, rectification, erasure The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:a. to see what data we have about youb. to ask us to stop using your data, but keep it on recordc. to ask to have all or some of your data deleted or correctedd. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.7. Your personal data will not be sent overseas.8. Your personal data will not be used for any automated decision making. 9. We use a third-party system, Citizen Space, to collect consultation responses. In the first instance your personal data will be stored on their secure UK-based server. Your personal data will remain on the Citizen Space server and/or be transferred to our secure government IT system for two years of retention before it is deleted. Please confirm that you have read and agree to the privacy notice

Please tick to confirm:

Yes

B What is your name?

Name:

Teresa Strange & Linda Roberts

C What is your email address?

Email:

[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)

D What is your organisation?

Organisation:

Melksham Without Parish Council & Melksham Town Council and joint Melksham Neighbourhood Plan Steering Group

E What type of organisation are you representing?

Neighbourhood planning body, parish or town council

If you answered "other" please provide further details:

## Chapter 3

1 Do you agree that local planning authorities should not have to continually demonstrate a deliverable five year housing land supply (5YHLS) as long as the housing requirement set out in its strategic policies is less than five years old?

Yes

Please set out the reasons for your answer:

The ongoing requirement to demonstrate a 5YHLS has put unreasonable pressures on local authorities and parishes. The resulting speculative housing development, enabled by para 11d of the NPPF 2021, has led to poor quality housing schemes coming forward in Wiltshire because developers are certain of receiving planning permission, even for unimaginative and poorly designed schemes. The result has been a steady deterioration of the high quality built environment in Wiltshire, which has not been Plan led, and without the community infrastructure in the right location, if at all.

2 Do you agree that buffers should not be required as part of 5YHLS calculations (this includes the 20% buffer as applied by the Housing Delivery Test)?



Yes

Please set out the reasons for your answer:

The buffers add complexity to an already complex process and can lead to the need to demonstrate what is in effect a 6YHLS. This has perverse outcomes that can lead to further poor quality speculative housing development, often in areas where housing pressures already exist.

3 Should an oversupply of homes early in a plan period be taken into consideration when calculating a 5YHLS later on?

Yes

Please set out the reasons for your answer:

The provision should be considered over the term of the plan, not just in annual increments. The speed of build-out is not under the control of the LPA and the community should not be disadvantaged by developers' ability to prove that policies were not up to date because the private sector did not build out its permissions quickly enough.

Or is there an alternative approach that is preferable?:

Oversupply before the start or after the end of the plan period should also be taken into account, particularly in the case of appeals on the grounds of para 11d of the NPPF 2021.

4 What should any planning guidance dealing with oversupply and undersupply say?

Answer:

The housing requirement should be set out in local plans as a starting point to determine the overall quantity and geographical distribution of housing delivery through strategic allocations. Planning decisions for major housing schemes on land not allocated in this process should be considered in terms of the wider objectives of the development policies and the requirements for sustainable development and should be refused where they do not constitute sustainable development, even where there is no 5YHLS. The planning tilted balance should be more towards sustainable development and less towards housing delivery.

5 Do you have any views about the potential changes to paragraph 14 of the existing Framework and increasing the protection given to neighbourhood plans?

Answer:

The proposed changes are supported and welcomed.

However, Melksham Without Parish Council, Melksham Town Council and the Melksham NHP Steering Group request that the provisions are changed more fundamentally. Where a neighbourhood plan allocates land for housing, or can demonstrate that the need can be met through windfall development, thus meeting its identified housing requirement, and the requirement is met through permission (including outline) during the neighbourhood plan period, this should be considered to be up to date policy, where in the neighbourhood area, para 11d does not apply.

The current paragraph 14 protection only holds for NHPs that are up to 2 years old. It takes a year from when the plan is submitted to the Local Authority until it is made. That gives the community only 1 year to review their current plan, consult the community informally at different stages, conduct a SEA Strategic Environmental Assessment and undertake the formal Reg 14 consultation. We have found this impossible to achieve, and do not believe that the intention of the NPPF 2021 was to have the local community to be continually in review. This is cost prohibitive even with Locality technical support and grant funding and such a draw on resources and volunteers.

This has proven impossible for us to meet and we are now vulnerable to speculative development once the current protection expires later this year; despite working very hard for 8 years on the current adopted Plan and going into immediate review following the Plan being made in July 2021.

## Chapter 4

6 Do you agree that the opening chapters of the Framework should be revised to be clearer about the importance of planning for the homes and other development our communities need?

Yes

Please set out the reasons for your answer:

The current NPPF 2021 is a complex document that few non-planning professionals can fully comprehend. Even experienced parish/town councillors and NHP steering group volunteers struggle with the complexity of this policy document.

The main policy driver of the NPPF is para. 11d. However, this can only be comprehended by careful consideration of footnotes 7, 8 and paragraphs 14, 66, 68 74 and 75 (as a starting point). The message is therefore split across the NPPF and cannot be understood unless the entire document is read.

For non-professionals in planning, such as parish councillors, this is unrealistic.

In addition, the NPPF is full of planning jargon that many people simply cannot understand. The argument needs to be made clearer, at the front of the NPPF, and written in plain English so that the community can understand why certain planning policies are necessary.

7 What are your views on the implications these changes may have on plan making and housing supply?

Answer:

The changes will result in less speculative housing so it could be argued that the overall supply of housing will be negatively affected by the proposed changes. However, Melksham Without Parish Council considers that it is better to have fewer but better designed homes that will provide a comfortable and beautiful living environment for years to come, than to rush through poorly designed schemes that will quickly deteriorate into low quality neighbourhoods.

This speculative development, rather than plan led development, means that the community infrastructure is not put in place, or not in the right place. So housing is built not in the local vicinity of primary schools (or planned primary schools) leading to parents/carers driving their children to school rather than walking. Or driving because they do not feel that there is a safe walking route to school due to the crossing of major roads etc.

New schools and school extensions are being planned and built in the Melksham area as per the chronological order of the signing of s106 agreements, and not by holistically plan led development. Wiltshire Council are extending primary schools whilst not having enough money to build a new one, more closer to the new developments.

8 Do you agree that policy and guidance should be clearer on what may constitute an exceptional circumstance for the use of an alternative approach for assessing local housing needs?

Yes

Please set out the reasons for your answer:

Yes, but the exceptions should not be overly restrictive. The NPPF needs to acknowledge that every area has its own particular constraints to development and it should be up to local communities to decide how these constraints should be balanced against the need for more homes.

Are there other issues we should consider alongside those set out above?:

In Wiltshire there are often large movements of armed services personnel relocating to - or from - the county.

In Wiltshire there has been a large uptake of rooms offered to Ukrainian refugees who may under the current circumstances decide not to return to Ukraine and Wiltshire Council are now actively planning to build them new homes.

9 Do you agree that national policy should make clear that Green Belt does not need to be reviewed or altered when making plans, that building at densities significantly out-of-character with an existing area may be considered in assessing whether housing need can be met, and that past over-supply may be taken into account?

Yes

Please set out the reasons for your answer:

To keep the sense of community and to prevent urban spread.

The local distinctiveness of individual villages and communities is being eroded by speculative development, outside of the settlement boundary, being allowed in the period of 4.75YHLS.

10 Do you have views on what evidence local planning authorities should be expected to provide when making the case that need could only be met by building at densities significantly out-of-character with the existing area?

Please set out the reasons for your answer:

The Wiltshire local plan evidence base is silent on the matter of housing density. The NPPF should provide a standard methodology for identifying the "density baseline" so that this critical feature of local design and character can be understood. Density also varies according to character area. So, this NPPF tool should also give guidance on how to apply the "density baseline" according to character area for new development. When speculative development has been approved due to the lack of 5YHLS, and is outside of the settlement boundary for example, then the density should reflect the character of the area and not just that of the latest development.

11 Do you agree with removing the explicit requirement for plans to be 'justified', on the basis of delivering a more proportionate approach to examination?

No

Please set out the reasons for your answer:

Communities are passionately interested in the LPA's decisions on housing land allocations. Though the land allocation process takes years to complete, it is a thorough and transparent process. Making this process less rigorous would reduce this transparency and the ability for communities to understand why some proposals perform better than others.

There could be sound reasons for having less, or more housing than calculated by the standard method. For example, having less housing due to the closure of large scale employers in the community. Conversely where there are large brown field sites, in urban areas, these might be an opportunity for a more dense and larger housing number; or if the larger number contributed to required infrastructure such as a new secondary school. In Melksham there is only one secondary school and there perhaps is an argument that more housing would provide a second school rather than repeatedly extending only one school, that gives no choice to parents and leads to outcommuting.

12 Do you agree with our proposal to not apply revised tests of soundness to plans at more advanced stages of preparation?

No

Please set out the reasons for your answer:

No, we believe that Local Planning Authorities should still be required to provide evidence to show that the approach taken to meeting housing need is a reasonable one.

If no, which if any, plans should the revised tests apply to?:

Strategic Environmental Assessment, which is onerous and basically repeats what the local plan review processes already cover.

13 Do you agree that we should make a change to the Framework on the application of the urban uplift?

Indifferent

Please set out the reasons for your answer:

This does not apply to the Melksham area.

14 What, if any, additional policy or guidance could the department provide which could help support authorities plan for more homes in urban areas where the uplift applies?

Please set out the reasons for your answer:

Not applicable

15 How, if at all, should neighbouring authorities consider the urban uplift applying, where part of those neighbouring authorities also functions as part of the wider economic, transport or housing market for the core town/city?

Please set out the reasons for your answer:

Not applicable

16 Do you agree with the proposed four-year rolling land supply requirement for emerging plans, where work is needed to revise the plan to take account of revised national policy on addressing constraints and reflecting any past over-supply?

Yes

Please set out the reasons for your answer:

There should be effectively a 4YHLS rather than a 5YHLS during this transition stage, to avoid more speculative development in the interim period. Anecdotal evidence shows that there has been an upturn in speculative development pre applications in the Melksham Neighbourhood Plan Area since the launch of this consultation.

If no, what approach should be taken, if any?:

17 Do you consider that the additional guidance on constraints should apply to plans continuing to be prepared under the transitional arrangements set out in the existing Framework paragraph 220?

Not Answered

Please set out the reasons for your answer:

18 Do you support adding an additional permissions-based test that will 'switch off' the application of the presumption in favour of sustainable development where an authority can demonstrate sufficient permissions to meet its housing requirement?

Yes

Please set out the reasons for your answer:

Current example in neighbouring Trowbridge, Wiltshire which has been putting pressure and led to speculative development in the Melksham area due to the lack of 5YHLS; despite approval of 2,500 homes, 2 primary schools and one secondary school at Ashton Park, that was given approval in 2018 but Persimmon are yet to sign the s106 agreement.

<https://www.wiltshiretimes.co.uk/news/23245641.persimmon-held-wiltshire-council-barrel---planning-chairman/>

19 Do you consider that the 115% 'switch-off' figure (required to turn off the presumption in favour of sustainable development Housing Delivery Test consequence) is appropriate?

Not Answered

Please set out the reasons for your answer:

20 Do you have views on a robust method for counting deliverable homes permissioned for these purposes?

Please set out the reasons for your answer:

21 What are your views on the right approach to applying Housing Delivery Test consequences pending the 2022 results?

Please set out the reasons for your answer:

We support the change to rebase the HDT to the 2021 census.

## Chapter 5

22 Do you agree that the government should revise national planning policy to attach more weight to Social Rent in planning policies and decisions?

Yes

Please set out the reasons for your answer:

The recent Housing Needs Assessment for the Melksham Neighbourhood Plan demonstrates that residents are unable to afford the purchase of first homes. However, that was undertaken in Summer 2022 before the full effect of the current Cost of Living crisis hit, and anecdotal evidence shows more people are waiting to see if housing prices drop. More clarity on this policy is required, as this could lead to more 100% affordable housing development which is contrary to Wiltshire Council policy about integrated, mixed communities.

Though many people aspire to be home owners, even First Homes can be too expensive to be affordable.

For shared ownership there are no requirements for them to retain the local connection policy unless they are a Rural Exception Sites. Therefore 100% affordable housing that was only approved at Appeal due to Wiltshire Council not meeting the affordable housing target for the whole of Wiltshire; will become mainly market value housing in the next few years.

If yes, do you have any specific suggestions on the best mechanisms for doing this?:

23 Do you agree that we should amend existing paragraph 62 of the Framework to support the supply of specialist older people's housing?

Yes

Please set out the reasons for your answer:

Melksham Neighbourhood Plan, through its housing needs assessment, has identified a requirement for housing for older people. The town has seen the development of luxury older people's accommodation (eg McCarthy Stone) but not for people who lack the money to buy into these developments. This has the impact of skewing the population towards more older people with money making it a less comfortable place for younger people who have different priorities, and more importantly, not providing for the needs of local people who require specialist housing that they cannot afford.

24 Do you have views on the effectiveness of the existing small sites policy in the National Planning Policy Framework (set out in paragraph 69 of the existing Framework)?

Answer:

The approach to small and medium sites should be standardised across all plan levels (local and neighbourhood plans). Neighbourhood plans should be encouraged to allocate large sites if there is proportionate evidence to support this - eg. if a large brownfield site becomes available between Local Plan reviews at county level.

25 How, if at all, do you think the policy could be strengthened to encourage greater use of small sites, especially those that will deliver high levels of affordable housing?

Answer:

They should be more flexible, to be more adaptable to local needs but still viable for developers.

26 Should the definition of "affordable housing for rent" in the Framework glossary be amended to make it easier for organisations that are not Registered Providers – in particular, community-led developers and almshouses – to develop new affordable homes?

Yes

Please set out the reasons for your answer:

As long as it does not let market value developers through the back door.

27 Are there any changes that could be made to exception site policy that would make it easier for community groups to bring forward affordable housing?

Answer:

28 Is there anything else that you think would help community groups in delivering affordable housing on exception sites?

Answer:

29 Is there anything else national planning policy could do to support community-led developments?

Answer:

Locality funding and technical support to continue, to support Neighbourhood Development Orders.

30 Do you agree in principle that an applicant's past behaviour should be taken into account into decision making?

Yes

Please set out the reasons for your answer:

YES!!!!  
Endemic habitual continual non adherence to s106 agreements and Planning Conditions with the Local Planning Authority having no teeth to enforce.

Options range from declining an application, or making them build out within a year (if due to the lack of 5YHLS) or holding more proportion of the bond back or the bond be a higher value.

If yes, what past behaviour should be in scope?:

- rate of build outs of past permissions
- when a scheme design has not met key targets for design, energy efficiency, biodiversity net gain etc this should be taken into account in future planning applications with that developer
- failure or delay to deliver all planning conditions and s106 requirements such as provision of community facilities, play areas, playing fields, sustainable transport improvements etc
- blatant disregard for conditions such as protecting trees and hedgerows that are destroyed (eg school trees in memory of deceased students, hedges destroyed with badger sets that were actually protected)
- past behaviour that seeks through s73 applications for planning conditions and s106 requirements to be reduced in strength or overturned
- land transfer for a village hall without any utility services connections despite the agreement

31 Of the two options above, what would be the most effective mechanism?

Option 1

Please set out the reasons for your answer:

Option 1 allows each application to be determined on its own merits which is a fundamental principle in English town planning law. Option 2 would allow for subjective decisions to decline to consider proposals which is fundamentally unfair.

Are there any alternative mechanisms?:

32 Do you agree that the three build out policy measures that we propose to introduce through policy will help incentivise developers to build out more quickly?

Yes

Please set out the reasons for your answer:

- But the provisions should be extended to take account of:
- where a scheme design has not met key targets for design, energy efficiency
  - ate of build outs of past permissions
  - failure or delay to deliver all planning conditions and s106 requirements such as provision of community facilities, play areas, playing fields, sustainable transport improvements etc
  - past behaviour that seeks through s73 applications for planning conditions and s106 requirements to be reduced in strength or overturned

Do you have any comments on the design of these policy measures?:

## Chapter 6

33 Do you agree with making changes to emphasise the role of beauty and placemaking in strategic policies and to further encourage well-designed and beautiful development?

Yes

Please set out the reasons for your answer:

The National Design Code should be MERGED with the recently released National Green Infrastructure Standards (and supporting documents). It is unhelpful for plan makers and applicants to refer to these different documents which overlap in some places, but not in others. National policy should be

joined up and not always leave it to plan makers and applicants to pick and chose which aspects of the policy are attractive to deliver. The national design/GBI policy should be clear and unambiguous as required in NPPF 2021 para 31. Especially as there are emerging design codes at county and neighbourhood plan levels too.

34 Do you agree to the proposed changes to the title of Chapter 12, existing paragraphs 84a and 124c to include the word 'beautiful' when referring to 'well-designed places' to further encourage well-designed and beautiful development?

Indifferent

Please set out the reasons for your answer:

Beauty is subjective.

35 Do you agree greater visual clarity on design requirements set out in planning conditions should be encouraged to support effective enforcement action?

Yes

Please set out the reasons for your answer:

Yes, this would be more visual. But this will require planning authorities and NHPs to contain quite specific design advice and codes that can be tested in the discharge of conditions.

Sometimes details agreed in planning applications cannot be build for reasons of cost or engineering. Where this is the case, there should be a mechanism, such as an expert panel, which can agree appropriate modifications without a reduction in design quality.

36 Do you agree that a specific reference to mansard roofs in relation to upward extensions in Chapter 11, paragraph 122e of the existing Framework is helpful in encouraging LPAs to consider these as a means of increasing densification/creation of new homes?

Yes

Please set out the reasons for your answer:

Yes, as long as the design of the house allows for the addition of a staircase in the future.

If no, how else might we achieve this objective?:

## Chapter 7

37 How do you think national policy on small scale nature interventions could be strengthened? For example in relation to the use of artificial grass by developers in new development?

Answer:

Often, small scale and fine-grained proposals such as for hedgehog highways, bird, bat and bee bricks, reptile refugia and hibernacula, living walls, bus shelter living roofs and with reference to artificial grass cannot be included in planning policies because the policies must be applicable over a wide area and set of circumstances. Planning policies generally in this instance refer to design guides and codes. However, these guides and codes are also quite general and it would not be practicable to require applicants to deliver ALL aspects of a design code. This renders the design code "advisory" and it is easy to lose the small but important details such as those listed above.

We would support the preparation of detailed national guidance on specific design features that are required in most development.

We welcome the protection of ancient woods and trees.

We welcome more measures to ensure that PV, air and ground source heat pumps, batteries for PV and downloaded and storing from the grid at off peak times are used.

We welcome more research into old gas supply being converted to H2 use.

38 Do you agree that this is the right approach to making sure that the food production value of high value farm land is adequately weighted in the planning process, in addition to current references in the Framework on best and most versatile agricultural land?

Yes

Please set out the reasons for your answer:

We oppose the use of good quality agricultural land for housing schemes when there are brownfield and urban land alternatives; especially if used for arable, cattle, dairy purposes for food production.

The requirement for food security in the UK is currently highlighted by the current shortages and rationing of salad items and the more longer term issue of lack of sunflower oil for example due to the war in Ukraine.

39 What method and actions could provide a proportionate and effective means of undertaking a carbon impact assessment that would incorporate all measurable carbon demand created from plan-making and planning decisions?

Answer, including any supporting information:

We support this policy and consider that this change is necessary but are not able to provide comments.

40 Do you have any views on how planning policy could support climate change adaptation further, including through the use of nature-based solutions which provide multi-functional benefits?

Answer:

The Melksham Neighbourhood Plan has been unable to go as far as it would like with climate change solutions in its first plan and is hopeful that in its current review it can set wider reaching policies with more potential impact. This has been hampered in the past by the "low bar" set by Building Regulations and the onerous evidence requirements needed to exceed those regulations. We strongly support any changes to national policy that would create more energy efficient and less polluting development.

## Chapter 8

41 Do you agree with the changes proposed to Paragraph 155 of the existing National Planning Policy Framework?

Not Answered

Please set out the reasons for your answer, including any views on specific wording changes to the existing paragraph:

42 Do you agree with the changes proposed to Paragraph 158 of the existing National Planning Policy Framework?

Not Answered

Please set out the reasons for your answer, including any views on specific wording changes to the existing paragraph:

43 Do you agree with the changes proposed to footnote 54 of the existing National Planning Policy Framework?

Yes

Please set out the reasons for your answer, including any views on specific wording changes to existing footnote 54:

Melksham Town Council are commenting in particular to the bullet point regarding 'and enable new methods for demonstrating local support for onshore wind development'.

Several neighbouring counties already have wind power installations, and that considering our very rural environment, Wiltshire Council should itself consider investment in this environmentally safe and cheapest form of energy manufacture. In view of present circumstances – financial, environmental, world affairs – that Wiltshire Council should proceed with urgency to explore ways in which to assess and instigate where wind farms could be part of the landscape here in Wiltshire. We believe they would benefit local residents. Such an investment would provide sustainable employment for local people, and be a good source of income for the community around it, as well as providing affordable power. As to assessing support, from the tone of the discussion around the table at our recent council meeting, and taking into consideration the public support at our recent Climatefest (October 2022), and the general increase in awareness of climate change, we would venture to suggest that there would be plenty of public support for onshore wind development. It remains only for Wiltshire council to ask its residents.

Do you have any views on specific wording for new footnote 62?:

We support the inclusion of Neighbourhood Plan Development orders.

44 Do you agree with our proposed new Paragraph 161 in the National Planning Policy Framework to give significant weight to proposals which allow the adaptation of existing buildings to improve their energy performance?

Yes

Please set out the reasons for your answer, including any views on specific wording changes to the proposed new paragraph:

We support this but have concerns that Historic England remains inflexible in how listed buildings can be modernised and made more energy efficient. It is considered that the existing advice from Historic England is now outdated and should be reviewed to all for owners of listed buildings to reduce their carbon impacts, as long as it is done sympathetically and sensitively.

## Chapter 9

45 Do you agree with the proposed timeline for finalising local plans, minerals and waste plans and spatial development strategies being prepared under the current system?

Yes

Please set out the reasons for your answer:

If no, what alternative timeline would you propose?:

46 Do you agree with the proposed transitional arrangements for plans under the future system?

Yes

Please set out the reasons for your answer:

If no, what alternative arrangements would you propose?:

47 Do you agree with the proposed timeline for preparing neighbourhood plans under the future system?

Yes

Please set out the reasons for your answer:

If no, what alternative timeline would you propose?:

48 Do you agree with the proposed transitional arrangements for supplementary planning documents?

Yes

Please set out the reasons for your answer:

If no, what alternative arrangements would you propose?:

## Chapter 10

49 Do you agree with the suggested scope and principles for guiding National Development Management Policies?

No

Please set out the reason for your answer:

We largely agree with the proposals but are concerned that the preparation of waste policies is overlooked by plan makers. The NPPF excludes waste policies and national waste policy is rarely modified. We wish to see greater consideration of waste planning in the new National Development Policies so that this important aspect of land use is no longer ignored in Wiltshire. There needs to be much more forward planning.

50 What other principles, if any, do you believe should inform the scope of National Development Management Policies?

Answer:

51 Do you agree that selective additions should be considered for proposals to complement existing national policies for guiding decisions?

Yes

Please set out the reason for your answer:

Particularly for allotments, housing in built up areas, quality of new housing.

52 Are there other issues which apply across all or most of England that you think should be considered as possible options for National Development Management Policies?

Answer:

- Waste policies - there should be a requirement that waste policies are updated every 5 years
- Zero Carbon Development (not just a reduction). This should address new-build and renovations, replacements and extensions.
- Making historic structures more climate-resilient
- Affordable sheltered housing for the elderly
- Off site biodiversity net gain (how to do it at Neighbourhood Plan level)
- Electric vehicle charging
- Standards for walking and cycling in urban areas
- Planning policy standard requirements for community infrastructure such as electric vehicle charging, standards for walking and cycling in urban areas, planning policy standard requirements for community infrastructure such as community halls, play grounds, playing fields etc expressed as a "per head" or "per hectare" requirement.

## Chapter 11

53 What, if any, planning policies do you think could be included in a new Framework to help achieve the twelve levelling up missions in the Levelling Up White Paper?

Answer:



Locally there is much public concern about transport congestion, this has been highlighted by our recent informal NHP consultation on among other things the Town Centre Master Plan; and the subject matter of letters in the local press and social media.

This is influenced by policies by the neighbouring authority in Bath & North East Somerset having an impact on us in West Wiltshire - such as their new Clean Air Zone and banning of HGV vehicles on the Churchill bridge which leads to a heavier load of HGV and diesel vehicles travelling through the Melksham area. As well as the proposals for an eastern Bypass for Melksham and real concerns about the safe walking routes to schools as they cross busy main roads.

As transport matters are not material to planning they cannot be addressed, this has created a missed opportunity to address the real concerns of the community.

54 How do you think the Framework could better support development that will drive economic growth and productivity in every part of the country, in support of the Levelling Up agenda?

Answer:

Permitted Class MA development allows change of use of shops to housing and these provisions should be reconsidered to understand how they affect the future of high streets and neighbourhood shopping precincts. Once these conversions it is unlikely that the previous Class E uses will return; and it could be that the businesses closed during/following the covid lockdown periods.

We would like to see a more balanced approach that allows uses that compliment the town centre businesses to remain.

First floor and above can be converted to housing but the ground floor should remain as some public access opportunity for retail, leisure, finance, services, workspace etc

55 Do you think that the government could go further in national policy, to increase development on brownfield land within city and town centres, with a view to facilitating gentle densification of our urban cores?

Yes

Please set out the reason for your answer:

We support the reuse of urban land instead of greenfield development.

There should be presumption against greenfield development unless it can be proven that sufficient brownfield land does not exist to meet locally identified need. This could be in the form of a sequential test similar to that for flooding and for out of town retail.

Consideration could be given to greenfield development being refused if there is adequate brownfield available in the vicinity.

56 Do you think that the government should bring forward proposals to update the Framework as part of next year's wider review to place more emphasis on making sure that women, girls and other vulnerable groups feel safe in our public spaces, including for example policies on lighting/street lighting?

Yes

Please set out the reason for your answer:

Anecdotal evidence confirms that lighting in particular plays an important factor in whether residents feel safe or not.

## Chapter 13

57 Are there any specific approaches or examples of best practice which you think we should consider to improve the way that national planning policy is presented and accessed?

Answer:

It should be presented in a common sense, less jargon manner to allow residents to engage with the planning process on an easier level. For a resident to respond to a planning application in their local area can be quite daunting, let alone in planning policy changes, there must be a way to not "blind them with science" and for it to be easier for the layman to understand.

The presumption of favour must be made much clearer, we read time and time again on social media that the local planning authority must have received "brown envelopes" to have approved an application for new development.

58 We continue to keep the impacts of these proposals under review and would be grateful for your comments on any potential impacts that might arise under the Public Sector Equality Duty as a result of the proposals in this document.

Answer:

Submitted to Levelling-up and Regeneration Bill: Reforms to National Planning Policy  
Submitted on 2023-03-02 15:28:54

## Introduction

A Personal dataThe following is to explain your rights and give you the information you are be entitled to under the Data Protection Act 2018.Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.1. The identity of the data controller and contact details of our Data Protection Officer The Department for Levelling Up, Housing and Communities (DLUHC) is the data controller. The Data Protection Officer can be contacted at [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk) 2. Why we are collecting your personal data Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters.3. Our legal basis for processing your personal dataThe Data Protection Act 2018 states that, as a government department, DLUHC may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a consultation.4. With whom we will be sharing your personal dataDLUHC may share your personal data with external organisations, for purposes relating to this consultation, including analysis of responses. Any data shared with organisations outside of DLUHC will be anonymised where possible.5. For how long we will keep your personal data, or criteria used to determine the retention period.Your personal data will be held for two years from the closure of the consultation.6. Your rights, e.g. access, rectification, erasure The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:a. to see what data we have about youb. to ask us to stop using your data, but keep it on recordc. to ask to have all or some of your data deleted or correctedd. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.7. Your personal data will not be sent overseas.8. Your personal data will not be used for any automated decision making. 9. We use a third-party system, Citizen Space, to collect consultation responses. In the first instance your personal data will be stored on their secure UK-based server. Your personal data will remain on the Citizen Space server and/or be transferred to our secure government IT system for two years of retention before it is deleted. Please confirm that you have read and agree to the privacy notice

Please tick to confirm:

Yes

B What is your name?

Name:

Teresa Strange & Linda Roberts

C What is your email address?

Email:

[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)

D What is your organisation?

Organisation:

Melksham Without Parish Council & Melksham Town Council and joint Melksham Neighbourhood Plan Steering Group

E What type of organisation are you representing?

Neighbourhood planning body, parish or town council

If you answered "other" please provide further details:

## Chapter 3

1 Do you agree that local planning authorities should not have to continually demonstrate a deliverable five year housing land supply (5YHLS) as long as the housing requirement set out in its strategic policies is less than five years old?

Yes

Please set out the reasons for your answer:

The ongoing requirement to demonstrate a 5YHLS has put unreasonable pressures on local authorities and parishes. The resulting speculative housing development, enabled by para 11d of the NPPF 2021, has led to poor quality housing schemes coming forward in Wiltshire because developers are certain of receiving planning permission, even for unimaginative and poorly designed schemes. The result has been a steady deterioration of the high quality built environment in Wiltshire, which has not been Plan led, and without the community infrastructure in the right location, if at all.

2 Do you agree that buffers should not be required as part of 5YHLS calculations (this includes the 20% buffer as applied by the Housing Delivery Test)?

Yes

Please set out the reasons for your answer:

The buffers add complexity to an already complex process and can lead to the need to demonstrate what is in effect a 6YHLS. This has perverse outcomes that can lead to further poor quality speculative housing development, often in areas where housing pressures already exist.

3 Should an oversupply of homes early in a plan period be taken into consideration when calculating a 5YHLS later on?

Yes

Please set out the reasons for your answer:

The provision should be considered over the term of the plan, not just in annual increments. The speed of build-out is not under the control of the LPA and the community should not be disadvantaged by developers' ability to prove that policies were not up to date because the private sector did not build out its permissions quickly enough.

Or is there an alternative approach that is preferable?:

Oversupply before the start or after the end of the plan period should also be taken into account, particularly in the case of appeals on the grounds of para 11d of the NPPF 2021.

4 What should any planning guidance dealing with oversupply and undersupply say?

Answer:

The housing requirement should be set out in local plans as a starting point to determine the overall quantity and geographical distribution of housing delivery through strategic allocations. Planning decisions for major housing schemes on land not allocated in this process should be considered in terms of the wider objectives of the development policies and the requirements for sustainable development and should be refused where they do not constitute sustainable development, even where there is no 5YHLS. The planning tilted balance should be more towards sustainable development and less towards housing delivery.

5 Do you have any views about the potential changes to paragraph 14 of the existing Framework and increasing the protection given to neighbourhood plans?

Answer:

The proposed changes are supported and welcomed.

However, Melksham Without Parish Council, Melksham Town Council and the Melksham NHP Steering Group request that the provisions are changed more fundamentally. Where a neighbourhood plan allocates land for housing, or can demonstrate that the need can be met through windfall development, thus meeting its identified housing requirement, and the requirement is met through permission (including outline) during the neighbourhood plan period, this should be considered to be up to date policy, where in the neighbourhood area, para 11d does not apply.

The current paragraph 14 protection only holds for NHPs that are up to 2 years old. It takes a year from when the plan is submitted to the Local Authority until it is made. That gives the community only 1 year to review their current plan, consult the community informally at different stages, conduct a SEA Strategic Environmental Assessment and undertake the formal Reg 14 consultation. We have found this impossible to achieve, and do not believe that the intention of the NPPF 2021 was to have the local community to be continually in review. This is cost prohibitive even with Locality technical support and grant funding and such a draw on resources and volunteers.

This has proven impossible for us to meet and we are now vulnerable to speculative development once the current protection expires later this year; despite working very hard for 8 years on the current adopted Plan and going into immediate review following the Plan being made in July 2021.

## Chapter 4

6 Do you agree that the opening chapters of the Framework should be revised to be clearer about the importance of planning for the homes and other development our communities need?

Yes

Please set out the reasons for your answer:

The current NPPF 2021 is a complex document that few non-planning professionals can fully comprehend. Even experienced parish/town councillors and NHP steering group volunteers struggle with the complexity of this policy document.

The main policy driver of the NPPF is para. 11d. However, this can only be comprehended by careful consideration of footnotes 7, 8 and paragraphs 14, 66, 68 74 and 75 (as a starting point). The message is therefore split across the NPPF and cannot be understood unless the entire document is read.

For non-professionals in planning, such as parish councillors, this is unrealistic.

In addition, the NPPF is full of planning jargon that many people simply cannot understand. The argument needs to be made clearer, at the front of the NPPF, and written in plain English so that the community can understand why certain planning policies are necessary.

7 What are your views on the implications these changes may have on plan making and housing supply?

Answer:

The changes will result in less speculative housing so it could be argued that the overall supply of housing will be negatively affected by the proposed changes. However, Melksham Without Parish Council considers that it is better to have fewer but better designed homes that will provide a comfortable and beautiful living environment for years to come, than to rush through poorly designed schemes that will quickly deteriorate into low quality neighbourhoods.

This speculative development, rather than plan led development, means that the community infrastructure is not put in place, or not in the right place. So housing is built not in the local vicinity of primary schools (or planned primary schools) leading to parents/carers driving their children to school rather than walking. Or driving because they do not feel that there is a safe walking route to school due to the crossing of major roads etc.

New schools and school extensions are being planned and built in the Melksham area as per the chronological order of the signing of s106 agreements, and not by holistically plan led development. Wiltshire Council are extending primary schools whilst not having enough money to build a new one, more closer to the new developments.

8 Do you agree that policy and guidance should be clearer on what may constitute an exceptional circumstance for the use of an alternative approach for assessing local housing needs?

Yes

Please set out the reasons for your answer:

Yes, but the exceptions should not be overly restrictive. The NPPF needs to acknowledge that every area has its own particular constraints to development and it should be up to local communities to decide how these constraints should be balanced against the need for more homes.

Are there other issues we should consider alongside those set out above?:

In Wiltshire there are often large movements of armed services personnel relocating to - or from - the county.

In Wiltshire there has been a large uptake of rooms offered to Ukrainian refugees who may under the current circumstances decide not to return to Ukraine and Wiltshire Council are now actively planning to build them new homes.

9 Do you agree that national policy should make clear that Green Belt does not need to be reviewed or altered when making plans, that building at densities significantly out-of-character with an existing area may be considered in assessing whether housing need can be met, and that past over-supply may be taken into account?

Yes

Please set out the reasons for your answer:

To keep the sense of community and to prevent urban spread.

The local distinctiveness of individual villages and communities is being eroded by speculative development, outside of the settlement boundary, being allowed in the period of 4.75YHLS.

10 Do you have views on what evidence local planning authorities should be expected to provide when making the case that need could only be met by building at densities significantly out-of-character with the existing area?

Please set out the reasons for your answer:

The Wiltshire local plan evidence base is silent on the matter of housing density. The NPPF should provide a standard methodology for identifying the "density baseline" so that this critical feature of local design and character can be understood. Density also varies according to character area. So, this NPPF tool should also give guidance on how to apply the "density baseline" according to character area for new development. When speculative development has been approved due to the lack of 5YHLS, and is outside of the settlement boundary for example, then the density should reflect the character of the area and not just that of the latest development.

11 Do you agree with removing the explicit requirement for plans to be 'justified', on the basis of delivering a more proportionate approach to examination?

No

Please set out the reasons for your answer:

Communities are passionately interested in the LPA's decisions on housing land allocations. Though the land allocation process takes years to complete, it is a thorough and transparent process. Making this process less rigorous would reduce this transparency and the ability for communities to understand why some proposals perform better than others.

There could be sound reasons for having less, or more housing than calculated by the standard method. For example, having less housing due to the closure of large scale employers in the community. Conversely where there are large brown field sites, in urban areas, these might be an opportunity for a more dense and larger housing number; or if the larger number contributed to required infrastructure such as a new secondary school. In Melksham there is only one secondary school and there perhaps is an argument that more housing would provide a second school rather than repeatedly extending only one school, that gives no choice to parents and leads to outcommuting.

12 Do you agree with our proposal to not apply revised tests of soundness to plans at more advanced stages of preparation?

No

Please set out the reasons for your answer:

No, we believe that Local Planning Authorities should still be required to provide evidence to show that the approach taken to meeting housing need is a reasonable one.

If no, which if any, plans should the revised tests apply to?:

Strategic Environmental Assessment, which is onerous and basically repeats what the local plan review processes already cover.

13 Do you agree that we should make a change to the Framework on the application of the urban uplift?

Indifferent

Please set out the reasons for your answer:

This does not apply to the Melksham area.

14 What, if any, additional policy or guidance could the department provide which could help support authorities plan for more homes in urban areas where the uplift applies?

Please set out the reasons for your answer:

Not applicable

15 How, if at all, should neighbouring authorities consider the urban uplift applying, where part of those neighbouring authorities also functions as part of the wider economic, transport or housing market for the core town/city?

Please set out the reasons for your answer:

Not applicable

16 Do you agree with the proposed four-year rolling land supply requirement for emerging plans, where work is needed to revise the plan to take account of revised national policy on addressing constraints and reflecting any past over-supply?

Yes

Please set out the reasons for your answer:

There should be effectively a 4YHLS rather than a 5YHLS during this transition stage, to avoid more speculative development in the interim period. Anecdotal evidence shows that there has been an upturn in speculative development pre applications in the Melksham Neighbourhood Plan Area since the launch of this consultation.

If no, what approach should be taken, if any?:

17 Do you consider that the additional guidance on constraints should apply to plans continuing to be prepared under the transitional arrangements set out in the existing Framework paragraph 220?

Not Answered

Please set out the reasons for your answer:

18 Do you support adding an additional permissions-based test that will 'switch off' the application of the presumption in favour of sustainable development where an authority can demonstrate sufficient permissions to meet its housing requirement?

Yes

Please set out the reasons for your answer:

Current example in neighbouring Trowbridge, Wiltshire which has been putting pressure and led to speculative development in the Melksham area due to the lack of 5YHLS; despite approval of 2,500 homes, 2 primary schools and one secondary school at Ashton Park, that was given approval in 2018 but Persimmon are yet to sign the s106 agreement.

<https://www.wiltshiretimes.co.uk/news/23245641.persimmon-held-wiltshire-council-barrel---planning-chairman/>

19 Do you consider that the 115% 'switch-off' figure (required to turn off the presumption in favour of sustainable development Housing Delivery Test consequence) is appropriate?

Not Answered

Please set out the reasons for your answer:

20 Do you have views on a robust method for counting deliverable homes permissioned for these purposes?

Please set out the reasons for your answer:

21 What are your views on the right approach to applying Housing Delivery Test consequences pending the 2022 results?

Please set out the reasons for your answer:

We support the change to rebase the HDT to the 2021 census.

## Chapter 5

22 Do you agree that the government should revise national planning policy to attach more weight to Social Rent in planning policies and decisions?

Yes

Please set out the reasons for your answer:

The recent Housing Needs Assessment for the Melksham Neighbourhood Plan demonstrates that residents are unable to afford the purchase of first homes. However, that was undertaken in Summer 2022 before the full effect of the current Cost of Living crisis hit, and anecdotal evidence shows more people are waiting to see if housing prices drop. More clarity on this policy is required, as this could lead to more 100% affordable housing development which is contrary to Wiltshire Council policy about integrated, mixed communities.

Though many people aspire to be home owners, even First Homes can be too expensive to be affordable.

For shared ownership there are no requirements for them to retain the local connection policy unless they are a Rural Exception Sites. Therefore 100% affordable housing that was only approved at Appeal due to Wiltshire Council not meeting the affordable housing target for the whole of Wiltshire; will become mainly market value housing in the next few years.

If yes, do you have any specific suggestions on the best mechanisms for doing this?:

23 Do you agree that we should amend existing paragraph 62 of the Framework to support the supply of specialist older people's housing?

Yes

Please set out the reasons for your answer:

Melksham Neighbourhood Plan, through its housing needs assessment, has identified a requirement for housing for older people. The town has seen the development of luxury older people's accommodation (eg McCarthy Stone) but not for people who lack the money to buy into these developments. This has the impact of skewing the population towards more older people with money making it a less comfortable place for younger people who have different priorities, and more importantly, not providing for the needs of local people who require specialist housing that they cannot afford.

24 Do you have views on the effectiveness of the existing small sites policy in the National Planning Policy Framework (set out in paragraph 69 of the existing Framework)?

Answer:

The approach to small and medium sites should be standardised across all plan levels (local and neighbourhood plans). Neighbourhood plans should be encouraged to allocate large sites if there is proportionate evidence to support this - eg. if a large brownfield site becomes available between Local Plan reviews at county level.

25 How, if at all, do you think the policy could be strengthened to encourage greater use of small sites, especially those that will deliver high levels of affordable housing?

Answer:

They should be more flexible, to be more adaptable to local needs but still viable for developers.

26 Should the definition of "affordable housing for rent" in the Framework glossary be amended to make it easier for organisations that are not Registered Providers – in particular, community-led developers and almshouses – to develop new affordable homes?

Yes

Please set out the reasons for your answer:

As long as it does not let market value developers through the back door.

27 Are there any changes that could be made to exception site policy that would make it easier for community groups to bring forward affordable housing?

Answer:

28 Is there anything else that you think would help community groups in delivering affordable housing on exception sites?

Answer:

29 Is there anything else national planning policy could do to support community-led developments?

Answer:

Locality funding and technical support to continue, to support Neighbourhood Development Orders.

30 Do you agree in principle that an applicant's past behaviour should be taken into account into decision making?

Yes

Please set out the reasons for your answer:

YES!!!!  
Endemic habitual continual non adherence to s106 agreements and Planning Conditions with the Local Planning Authority having no teeth to enforce.

Options range from declining an application, or making them build out within a year (if due to the lack of 5YHLS) or holding more proportion of the bond back or the bond be a higher value.

If yes, what past behaviour should be in scope?:

- rate of build outs of past permissions
- when a scheme design has not met key targets for design, energy efficiency, biodiversity net gain etc this should be taken into account in future planning applications with that developer
- failure or delay to deliver all planning conditions and s106 requirements such as provision of community facilities, play areas, playing fields, sustainable transport improvements etc
- blatant disregard for conditions such as protecting trees and hedgerows that are destroyed (eg school trees in memory of deceased students, hedges destroyed with badger sets that were actually protected)
- past behaviour that seeks through s73 applications for planning conditions and s106 requirements to be reduced in strength or overturned
- land transfer for a village hall without any utility services connections despite the agreement

31 Of the two options above, what would be the most effective mechanism?

Option 1

Please set out the reasons for your answer:

Option 1 allows each application to be determined on its own merits which is a fundamental principle in English town planning law. Option 2 would allow for subjective decisions to decline to consider proposals which is fundamentally unfair.

Are there any alternative mechanisms?:

32 Do you agree that the three build out policy measures that we propose to introduce through policy will help incentivise developers to build out more quickly?

Yes

Please set out the reasons for your answer:

- But the provisions should be extended to take account of:
- where a scheme design has not met key targets for design, energy efficiency
  - ate of build outs of past permissions
  - failure or delay to deliver all planning conditions and s106 requirements such as provision of community facilities, play areas, playing fields, sustainable transport improvements etc
  - past behaviour that seeks through s73 applications for planning conditions and s106 requirements to be reduced in strength or overturned

Do you have any comments on the design of these policy measures?:

## Chapter 6

33 Do you agree with making changes to emphasise the role of beauty and placemaking in strategic policies and to further encourage well-designed and beautiful development?

Yes

Please set out the reasons for your answer:

The National Design Code should be MERGED with the recently released National Green Infrastructure Standards (and supporting documents). It is unhelpful for plan makers and applicants to refer to these different documents which overlap in some places, but not in others. National policy should be

joined up and not always leave it to plan makers and applicants to pick and chose which aspects of the policy are attractive to deliver. The national design/GBI policy should be clear and unambiguous as required in NPPF 2021 para 31. Especially as there are emerging design codes at county and neighbourhood plan levels too.

34 Do you agree to the proposed changes to the title of Chapter 12, existing paragraphs 84a and 124c to include the word 'beautiful' when referring to 'well-designed places' to further encourage well-designed and beautiful development?

Indifferent

Please set out the reasons for your answer:

Beauty is subjective.

35 Do you agree greater visual clarity on design requirements set out in planning conditions should be encouraged to support effective enforcement action?

Yes

Please set out the reasons for your answer:

Yes, this would be more visual. But this will require planning authorities and NHPs to contain quite specific design advice and codes that can be tested in the discharge of conditions.

Sometimes details agreed in planning applications cannot be build for reasons of cost or engineering. Where this is the case, there should be a mechanism, such as an expert panel, which can agree appropriate modifications without a reduction in design quality.

36 Do you agree that a specific reference to mansard roofs in relation to upward extensions in Chapter 11, paragraph 122e of the existing Framework is helpful in encouraging LPAs to consider these as a means of increasing densification/creation of new homes?

Yes

Please set out the reasons for your answer:

Yes, as long as the design of the house allows for the addition of a staircase in the future.

If no, how else might we achieve this objective?:

## Chapter 7

37 How do you think national policy on small scale nature interventions could be strengthened? For example in relation to the use of artificial grass by developers in new development?

Answer:

Often, small scale and fine-grained proposals such as for hedgehog highways, bird, bat and bee bricks, reptile refugia and hibernacula, living walls, bus shelter living roofs and with reference to artificial grass cannot be included in planning policies because the policies must be applicable over a wide area and set of circumstances. Planning policies generally in this instance refer to design guides and codes. However, these guides and codes are also quite general and it would not be practicable to require applicants to deliver ALL aspects of a design code. This renders the design code "advisory" and it is easy to lose the small but important details such as those listed above.

We would support the preparation of detailed national guidance on specific design features that are required in most development.

We welcome the protection of ancient woods and trees.

We welcome more measures to ensure that PV, air and ground source heat pumps, batteries for PV and downloaded and storing from the grid at off peak times are used.

We welcome more research into old gas supply being converted to H2 use.

38 Do you agree that this is the right approach to making sure that the food production value of high value farm land is adequately weighted in the planning process, in addition to current references in the Framework on best and most versatile agricultural land?

Yes

Please set out the reasons for your answer:

We oppose the use of good quality agricultural land for housing schemes when there are brownfield and urban land alternatives; especially if used for arable, cattle, dairy purposes for food production.

The requirement for food security in the UK is currently highlighted by the current shortages and rationing of salad items and the more longer term issue of lack of sunflower oil for example due to the war in Ukraine.

39 What method and actions could provide a proportionate and effective means of undertaking a carbon impact assessment that would incorporate all measurable carbon demand created from plan-making and planning decisions?

Answer, including any supporting information:



We support this policy and consider that this change is necessary but are not able to provide comments.

40 Do you have any views on how planning policy could support climate change adaptation further, including through the use of nature-based solutions which provide multi-functional benefits?

Answer:

The Melksham Neighbourhood Plan has been unable to go as far as it would like with climate change solutions in its first plan and is hopeful that in its current review it can set wider reaching policies with more potential impact. This has been hampered in the past by the "low bar" set by Building Regulations and the onerous evidence requirements needed to exceed those regulations. We strongly support any changes to national policy that would create more energy efficient and less polluting development.

## Chapter 8

41 Do you agree with the changes proposed to Paragraph 155 of the existing National Planning Policy Framework?

Not Answered

Please set out the reasons for your answer, including any views on specific wording changes to the existing paragraph:

42 Do you agree with the changes proposed to Paragraph 158 of the existing National Planning Policy Framework?

Not Answered

Please set out the reasons for your answer, including any views on specific wording changes to the existing paragraph:

43 Do you agree with the changes proposed to footnote 54 of the existing National Planning Policy Framework?

Yes

Please set out the reasons for your answer, including any views on specific wording changes to existing footnote 54:

Melksham Town Council are commenting in particular to the bullet point regarding 'and enable new methods for demonstrating local support for onshore wind development'.

Several neighbouring counties already have wind power installations, and that considering our very rural environment, Wiltshire Council should itself consider investment in this environmentally safe and cheapest form of energy manufacture. In view of present circumstances – financial, environmental, world affairs – that Wiltshire Council should proceed with urgency to explore ways in which to assess and instigate where wind farms could be part of the landscape here in Wiltshire. We believe they would benefit local residents. Such an investment would provide sustainable employment for local people, and be a good source of income for the community around it, as well as providing affordable power.

As to assessing support, from the tone of the discussion around the table at our recent council meeting, and taking into consideration the public support at our recent Climatefest (October 2022), and the general increase in awareness of climate change, we would venture to suggest that there would be plenty of public support for onshore wind development. It remains only for Wiltshire council to ask its residents.

Do you have any views on specific wording for new footnote 62?:

We support the inclusion of Neighbourhood Plan Development orders.

44 Do you agree with our proposed new Paragraph 161 in the National Planning Policy Framework to give significant weight to proposals which allow the adaptation of existing buildings to improve their energy performance?

Yes

Please set out the reasons for your answer, including any views on specific wording changes to the proposed new paragraph:

We support this but have concerns that Historic England remains inflexible in how listed buildings can be modernised and made more energy efficient. It is considered that the existing advice from Historic England is now outdated and should be reviewed to all for owners of listed buildings to reduce their carbon impacts, as long as it is done sympathetically and sensitively.

## Chapter 9

45 Do you agree with the proposed timeline for finalising local plans, minerals and waste plans and spatial development strategies being prepared under the current system?

Yes

Please set out the reasons for your answer:

If no, what alternative timeline would you propose?:

46 Do you agree with the proposed transitional arrangements for plans under the future system?

Yes

Please set out the reasons for your answer:

If no, what alternative arrangements would you propose?:

47 Do you agree with the proposed timeline for preparing neighbourhood plans under the future system?

Yes

Please set out the reasons for your answer:

If no, what alternative timeline would you propose?:

48 Do you agree with the proposed transitional arrangements for supplementary planning documents?

Yes

Please set out the reasons for your answer:

If no, what alternative arrangements would you propose?:

## Chapter 10

49 Do you agree with the suggested scope and principles for guiding National Development Management Policies?

No

Please set out the reason for your answer:

We largely agree with the proposals but are concerned that the preparation of waste policies is overlooked by plan makers. The NPPF excludes waste policies and national waste policy is rarely modified. We wish to see greater consideration of waste planning in the new National Development Policies so that this important aspect of land use is no longer ignored in Wiltshire. There needs to be much more forward planning.

50 What other principles, if any, do you believe should inform the scope of National Development Management Policies?

Answer:

51 Do you agree that selective additions should be considered for proposals to complement existing national policies for guiding decisions?

Yes

Please set out the reason for your answer:

Particularly for allotments, housing in built up areas, quality of new housing.

52 Are there other issues which apply across all or most of England that you think should be considered as possible options for National Development Management Policies?

Answer:

- Waste policies - there should be a requirement that waste policies are updated every 5 years
- Zero Carbon Development (not just a reduction). This should address new-build and renovations, replacements and extensions.
- Making historic structures more climate-resilient
- Affordable sheltered housing for the elderly
- Off site biodiversity net gain (how to do it at Neighbourhood Plan level)
- Electric vehicle charging
- Standards for walking and cycling in urban areas
- Planning policy standard requirements for community infrastructure such as electric vehicle charging, standards for walking and cycling in urban areas, planning policy standard requirements for community infrastructure such as community halls, play grounds, playing fields etc expressed as a "per head" or "per hectare" requirement.

## Chapter 11

53 What, if any, planning policies do you think could be included in a new Framework to help achieve the twelve levelling up missions in the Levelling Up White Paper?

Answer:

Locally there is much public concern about transport congestion, this has been highlighted by our recent informal NHP consultation on among other things the Town Centre Master Plan; and the subject matter of letters in the local press and social media.

This is influenced by policies by the neighbouring authority in Bath & North East Somerset having an impact on us in West Wiltshire - such as their new Clean Air Zone and banning of HGV vehicles on the Churchill bridge which leads to a heavier load of HGV and diesel vehicles travelling through the Melksham area. As well as the proposals for an eastern Bypass for Melksham and real concerns about the safe walking routes to schools as they cross busy main roads.

As transport matters are not material to planning they cannot be addressed, this has created a missed opportunity to address the real concerns of the community.

54 How do you think the Framework could better support development that will drive economic growth and productivity in every part of the country, in support of the Levelling Up agenda?

Answer:

Permitted Class MA development allows change of use of shops to housing and these provisions should be reconsidered to understand how they affect the future of high streets and neighbourhood shopping precincts. Once these conversions it is unlikely that the previous Class E uses will return; and it could be that the businesses closed during/following the covid lockdown periods.

We would like to see a more balanced approach that allows uses that compliment the town centre businesses to remain.

First floor and above can be converted to housing but the ground floor should remain as some public access opportunity for retail, leisure, finance, services, workspace etc

55 Do you think that the government could go further in national policy, to increase development on brownfield land within city and town centres, with a view to facilitating gentle densification of our urban cores?

Yes

Please set out the reason for your answer:

We support the reuse of urban land instead of greenfield development.

There should be presumption against greenfield development unless it can be proven that sufficient brownfield land does not exist to meet locally identified need. This could be in the form of a sequential test similar to that for flooding and for out of town retail.

Consideration could be given to greenfield development being refused if there is adequate brownfield available in the vicinity.

56 Do you think that the government should bring forward proposals to update the Framework as part of next year's wider review to place more emphasis on making sure that women, girls and other vulnerable groups feel safe in our public spaces, including for example policies on lighting/street lighting?

Yes

Please set out the reason for your answer:

Anecdotal evidence confirms that lighting in particular plays an important factor in whether residents feel safe or not.

## Chapter 13

57 Are there any specific approaches or examples of best practice which you think we should consider to improve the way that national planning policy is presented and accessed?

Answer:

It should be presented in a common sense, less jargon manner to allow residents to engage with the planning process on an easier level. For a resident to respond to a planning application in their local area can be quite daunting, let alone in planning policy changes, there must be a way to not "blind them with science" and for it to be easier for the layman to understand.

The presumption of favour must be made much clearer, we read time and time again on social media that the local planning authority must have received "brown envelopes" to have approved an application for new development.

58 We continue to keep the impacts of these proposals under review and would be grateful for your comments on any potential impacts that might arise under the Public Sector Equality Duty as a result of the proposals in this document.

Answer:

## Teresa Strange

---

**From:** Cleave, Julie <Julie.Cleave@wiltshire.gov.uk>  
**Sent:** 23 March 2023 11:35  
**To:** Teresa Strange  
**Subject:** RE: Number of traffic signage issues on Pathfinder Way

Hi Teresa,

The junction of Newall Road was amended following some complaints from residents, upon review of the junction there did appear to be an issue which has since been addressed. I am not aware of any issue with the junction of Maitland Place, the school access is not yet in use. The junctions are designed to slow vehicles down when entering and exiting side roads, wider junction radii encourage faster vehicle speeds. Pathfinder Way and the surrounding area experiences a high level of pedestrian activity, particularly around school times, and we want to encourage drivers to negotiate junctions at an appropriate speed.

In response to the suggestion below of double yellow lines at the junctions, there does not appear to be an issue with parking on the junctions, that I am aware of. This can be monitored and addressed at a later date if necessary.

I have added my comments in green to the first message in this email chain.

Kind regards,

**Julie Cleave MCIHT**  
**Highways Development Control Engineer (Level 3)**  
Sustainable Transport  
(Part time: Mon – Thurs)

**Wiltshire Council**

Tel: 01225 713463  
Email: [Julie.Cleave@wiltshire.gov.uk](mailto:Julie.Cleave@wiltshire.gov.uk)  
Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)  
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**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** 22 March 2023 17:03  
**To:** Cleave, Julie <Julie.Cleave@wiltshire.gov.uk>  
**Cc:** Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Thompson, Andy <Andy.Thompson@wiltshire.gov.uk>; Holder, Nick <Nick.Holder@wiltshire.gov.uk>  
**Subject:** RE: Number of traffic signage issues on Pathfinder Way

Sorry, pressed send too soon accidentally!

Hi Julie

A quick question for you that our members raised on Monday evening.....

Noting that the entrance to Newall Road has been recently amended to improve the access, the members have asked if the original design is a mirror image on the other side of the road for Maitland Place and the access road to the proposed school – in which case can its design be changed now before its completed?  
The members feel it's a bit awkward with a traffic island in the way when you turn right coming out of Maitland Place, and the same turning into right from Pathfinder, in that you are straight across the entrance.  
Any feedback would be useful before they meet again next Monday evening.  
With kind regards, Teresa

---

**From:** Teresa Strange  
**Sent:** 22 March 2023 17:00  
**To:** Cleave, Julie <[Julie.Cleave@wiltshire.gov.uk](mailto:Julie.Cleave@wiltshire.gov.uk)>  
**Cc:** Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>; Thompson, Andy <[Andy.Thompson@wiltshire.gov.uk](mailto:Andy.Thompson@wiltshire.gov.uk)>; Holder, Nick <[Nick.Holder@wiltshire.gov.uk](mailto:Nick.Holder@wiltshire.gov.uk)>  
**Subject:** RE: Number of traffic signage issues on Pathfinder Way

Hi Julie

A quick question for you that our members raised on Monday evening.....

Noting that the entrance to Newall Road has been recently amended to improve the access, the members have asked if the original design is a mirror image on the other side of the road for Maitland Place and the access road to the proposed school – in which case can its design be changed now before its completed?  
The members feel it's a bit awkward with a traffic island in the way when you turn right coming out of Maitland Place, and

---

**From:** Cleave, Julie <[Julie.Cleave@wiltshire.gov.uk](mailto:Julie.Cleave@wiltshire.gov.uk)>  
**Sent:** 14 February 2023 16:21  
**To:** Holder, Nick <[Nick.Holder@wiltshire.gov.uk](mailto:Nick.Holder@wiltshire.gov.uk)>; Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Cc:** Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>; Thompson, Andy <[Andy.Thompson@wiltshire.gov.uk](mailto:Andy.Thompson@wiltshire.gov.uk)>  
**Subject:** RE: Number of traffic signage issues on Pathfinder Way

Dear Teresa and Cllr Holder,

Thank you for your emails below. My next scheduled Pathfinder meeting is on 1<sup>st</sup> March and I will consider the issues you have raised then. I will get back to you as soon as possible after that meeting.

Kind regards,

**Julie Cleave MCIHT**  
**Highways Development Control Engineer (Level 3)**  
Sustainable Transport  
(Part time: Mon – Thurs)

**Wiltshire Council**

Tel: 01225 713463

Email: [Julie.Cleave@wiltshire.gov.uk](mailto:Julie.Cleave@wiltshire.gov.uk)

Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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**From:** Holder, Nick <[Nick.Holder@wiltshire.gov.uk](mailto:Nick.Holder@wiltshire.gov.uk)>

**Sent:** 14 February 2023 11:18

**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>; Cleave, Julie <[Julie.Cleave@wiltshire.gov.uk](mailto:Julie.Cleave@wiltshire.gov.uk)>

**Cc:** Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>

**Subject:** RE: Number of traffic signage issues on Pathfinder Way

Hi Julie,

One from me to add, is there any chance on installing double yellow lines on both Maitland Place and Newall Road and the junction of Pathfinder. This approach should prevent parking close to the junction and will aid visibility when joining Pathfinder. As you know this is not uncommon on many junctions such as these.

Thanks

**Nick Holder**

**Cabinet Member for Environment and Climate Change**

**Councillor for Bowerhill**

**Deputy Chair Melksham Area Board**

**Wiltshire Council | County Hall | Trowbridge | Wiltshire | BA14 8JN**

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**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>

**Sent:** 13 February 2023 16:14

**To:** Cleave, Julie <[Julie.Cleave@wiltshire.gov.uk](mailto:Julie.Cleave@wiltshire.gov.uk)>

**Cc:** Holder, Nick <[Nick.Holder@wiltshire.gov.uk](mailto:Nick.Holder@wiltshire.gov.uk)>; Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>

**Subject:** Number of traffic signage issues on Pathfinder Way

Hi Julie

I hope you are well, and finally got rind of the lingering cold 😊

We have had a few issues niggling away about Pathfinder Way and the main A365 roundabout and I wonder if you are able to clarify when these will be dealt with please as they are issues still being raised by residents and parish councillors.

- Can we double check that additional signage has been put in place to correct the anomaly of a 30mph speed limit in one direction and 40mph speed limit in the other; Wiltshire Councillor Holder understands that these have been put in place with

Pathfinder Way now a 30mph zone. However, we think there is still an anomaly with the painted speed signs on the road. – I understand that the painted signs on the road have been removed the best they can without damaging the road surface.

- There appears to be a new 30mph sign on the exit from Halifax Road roundabout when the whole of Bowerhill is already 30mph and therefore this is effectively a repeater 30mph speed sign which we are not sure complies with Traffic Regulations– can you please clarify. – This will need to be checked.
- The painted turn left sign on the road at the Bowerhill roundabout/Pathfinder Way junction was still to be removed – can you confirm when this will be done, we understand from Cllr Holder that Chris Clark was dealing with this, but can you please confirm when this is likely to be done? - The left turn arrow on the Pathfinder approach to the roundabout will be considered during the Road Safety Audit for the S278 work, which should take place relatively soon.
- The incorrect arrows on both sides of the roundabout (i.e. Spa Road and Pathfinder Way) are causing confusion for drivers and some drivers were adhering to what is painted on the road and others were adhering to the Highway Code, not aware of the road markings. This includes the Faresaver buses, with incidences of road rage witnessed, with both drivers feeling they were in the right. – I have been informed that the arrow on the Spa Road approach to the roundabout was an error by Wiltshire Highways and will be addressed.

With many thanks, Teresa

Teresa Strange

Clerk

**PLEASE NOTE THE NEW ADDRESS:**

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

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## Wiltshire School Places Strategy 2023 - 2027 Briefing Note No. 23-06

**Service :** School Place Commissioning  
**Further Enquiries to:** Clara Davies  
**Date Prepared:** 01/03/2023  
**Direct Line:** (01225) 713872

### Introduction

Wiltshire's current School Place Strategy 2017 – 2022 now needs to be replaced with a new version for 2023 – 2027. A draft has therefore been written which has today been placed on the Council's website and circulated to stakeholders. Comments on the strategy can be made until 31<sup>st</sup> March 2023. A final version will then be presented to Cabinet for approval, taking into account the comments received. The full School Places Strategy 2023 - 2027 can be viewed here - [Education strategies and policies - Wiltshire Council](#) .

### What is the School Places Strategy?

The School Places Strategy pulls together the information required to form a strategic view of the need for mainstream school places across Wiltshire. It provides a summary analysis of current provision, identifies gaps and over-provision and sets out how the LA intends to address these. Specifically, the strategy provides a revised and updated policy framework for considering the following:

- statutory proposals, (opening, closing and defining the size and organisation of schools);
- planning and commissioning new school provision;
- supporting the development of school organisation change including informal and formal school partnership arrangements which support school to school improvement and make efficient use of resources.

To be effective, the commissioning process must begin with a thorough understanding of the needs and aspirations of the local community. It requires the strategic planning of services based on an analysis of need, a set of policies and principles by which decisions will be made and well-defined processes for the implementation of proposals. Together these components make up the key requirements of a good commissioning process and provide a structure for this strategy. The strategy therefore sets out:

- demographic trends in Wiltshire including a summary of new major house building planned in Wiltshire;
- details of current school provision;



- an analysis of the impact of demographic changes on current provision – surplus places/deficit of places. The data is used by the Local Authority and its partners to inform decision making;
- emerging proposals for future provision of places for children and young people in Wiltshire.;
- guiding policies and principles upon which decisions will be informed;
- details of the Council’s strategy for capital investment in schools to secure a place for every child;

## **Who is the Strategy for?**

The strategy is intended to help key stakeholders and partners in the Local Authority, schools, Academy Trusts, governors, parents, diocese, local communities, businesses, and other providers of education, to understand what school places are needed in Wiltshire, now, and in the future, and how they will be provided.

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

The Strategy is split into several sections as briefly explained below:

### **A) The Wiltshire Context**

This section summarises the Wiltshire geographical and population context, plus the current school education providers.

### **B) Legislation**

This section summarises the key national legislation and local policies affecting school organisation, including statutory duties and the regulations that need to be followed when making significant changes to schools, opening new schools or closing maintained schools.

### **C) Policies and Principles to the provision of school places**

This section sets out the Wiltshire Council policies and principles for the provision of school places. This includes the preferred size and locations for new schools and the Council’s approach to supporting small and rural schools. It also includes the triggers to reviewing school organisation, steps that can be taken to reduce surplus places and the circumstances in which school closures may be considered.

### **D) Influencing Factors**

This section considers the key factors likely to have the greatest influence on managing school places across the county over the next 5 years including the birth rate, housing development, migration and the presence of the Armed Services in Wiltshire. In line with national trends there has been an overall drop in the birth rate in the last few years across Wiltshire as a whole. In summary:

The pressure on primary school places from 2009 was significant, but now the lower birth rate is beginning to feed into primary schools. The oldest children from the peak years are now progressing into secondary education.

CM08049/F

### Primary school numbers by year group as at January 2022

Year Group	Rec	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Number of pupils	5130	5448	5338	5504	5434	5565	5712

This table shows the larger cohorts are currently in the older age ranges in primary schools and therefore these larger numbers are now feeding into secondary schools. Primary schools are therefore losing larger cohorts and admitting smaller cohorts into reception, meaning that the overall numbers in primary schools will decline.

### Secondary school numbers by year group as at January 2022

Year Group	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Number of pupils	5480	5239	5295	5104	4937	2452	2306

Numbers in secondary schools have already begun to increase and will continue to do over the next few years. Although these tables give the overall picture in the county there will be significant variations between areas of the local authority with, for instance, a greater decline in primary numbers in the rural areas. Factors such as armed forces movement and the rate and scale of local housing developments are also key.

## **E) Detailed community area assessments**

In this section, each community area is considered separately. The planning of school places in Wiltshire is based on the geographical areas defined by the secondary school catchments and feeder schools aligned to them.

The School Places Strategy considers each geographical area separately, providing information on the schools in the area, local birth rate, projected pupil numbers, current and proposed new housing and the implications of this data on primary and secondary provision. Where projects are deemed necessary to ensure sufficient school places, these projects are also listed.

## **F) Implementation Plan**

The final section of the strategy summarises the projects that are deemed necessary to ensure a sufficient supply of places, separated into those that are required in the short, medium and long term.

A full copy of the School Places Strategy can be seen here: [Education strategies and policies - Wiltshire Council](#) .



**Wiltshire**

# **School Places Strategy**

# DRAFT

## School Places Strategy 2023 – 2027 (Statutory School Age Only)

### Table of Contents

		Page number
<b>A</b>	<b>Context</b>	
	A1 Wiltshire Context	5-7
	A2 Geographical and population context	
	A3 Wiltshire’s Statutory School Age Education Providers	
<b>B</b>	<b>Legislation</b>	7 - 14
	B1 Statutory Duties	
	B2 Policy on spare school places	
	B3 Special Educational Needs and Disabilities (SEND)	
	B4 Academies in Wiltshire	
	B5 Making changes to maintained schools	
	B6 Closing maintained schools	
	B7 Making changes to Academies	
	B8 Routes to opening new schools	
	B9 Wiltshire’s process for opening new schools	
<b>C</b>	<b>Policies and Principles relevant to the provision of school places</b>	15- 25
	C1 Principles of school place planning	
	C2 School performance	
	C3 Reorganisation of schools	
	C4 Primary schools	
	C5 Secondary schools	
	C6 Special schools	
	C7 School Organisation Review	
	C8 Location of new schools	
	C9 Capital investment	
	C10 Accessibility of school buildings	
	C11 Alternative Provision	
	C12 Schools in the wider community	
	C13 Admissions policy	
	C14 Early years and childcare	
	C15 14-19 Education and skills (to 25 years for children with learning difficulties and disabilities)	
	C16 Post 16	
<b>D</b>	<b>School organisation and planning issues</b>	26 - 29
	D1 Influencing factors	
	D2 Population overview	

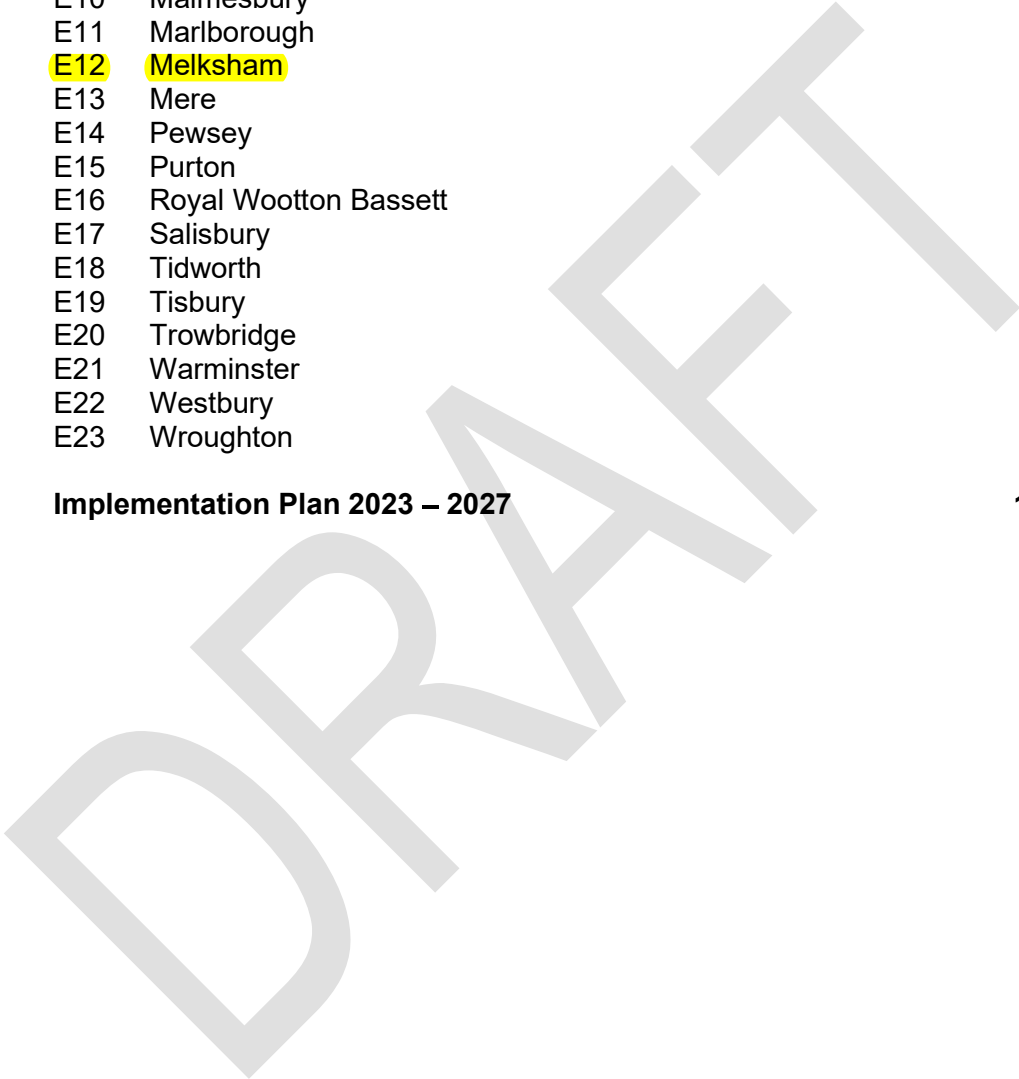
**E Detailed planning area assessments**

**30 - 143**

- E1 Amesbury
- E2 Bradford-on-Avon
- E3 Calne
- E4 Chippenham
- E5 Corsham
- E6 Devizes
- E7 Downton
- E8 Durrington
- E9 Lavington
- E10 Malmesbury
- E11 Marlborough
- E12 Melksham**
- E13 Mere
- E14 Pewsey
- E15 Purton
- E16 Royal Wootton Bassett
- E17 Salisbury
- E18 Tidworth
- E19 Tisbury
- E20 Trowbridge
- E21 Warminster
- E22 Westbury
- E23 Wroughton

**F Implementation Plan 2023 – 2027**

**144 - 149**



## What is the School Places Strategy?

The School Places Strategy pulls together the information required to form a strategic view of the need for school places across Wiltshire. It provides a summary analysis of current provision, identifies gaps and over-provision and sets out how the LA intends to address these. Specifically, the strategy provides a revised and updated policy framework for considering the following:

- statutory proposals, (opening, closing and defining the size and organisation of schools);
- planning and commissioning new school provision;
- supporting the development of school organisation change including informal and formal school partnership arrangements which support school to school improvement and make efficient use of resources.

To be effective, the commissioning process must begin with a thorough understanding of the needs and aspirations of the local community. It requires the strategic planning of services based on an analysis of need, a set of policies and principles by which decisions will be made and well-defined processes for the implementation of proposals. Together these components make up the key requirements of a good commissioning process and provide a structure for this strategy. The strategy therefore sets out:

- demographic trends in Wiltshire including a summary of new major house building planned in Wiltshire;
- details of current school provision;
- an analysis of the impact of demographic changes on current provision – surplus places/deficit of places. The data is used by the Local Authority and its partners to inform decision making;
- emerging proposals for future provision of places for children and young people in Wiltshire.
- guiding policies and principles upon which decisions will be informed;
- details of the Council's strategy for capital investment in schools to secure a place for every child.

### Who is the Strategy for?

The strategy is intended to help key stakeholders and partners in the Local Authority, schools, governors, parents, the churches, local communities, business, and other providers of education, to understand what school places are needed in Wiltshire, now, and in the future, and how they will be provided.

## Context

### A1 Wiltshire Context

A core ambition in the Wiltshire Council Business Plan is that all children and young people living in Wiltshire are entitled to the highest quality education so that they are able to fulfil their potential. The council has a statutory duty to ensure that sufficient places are available within their area for every child of school age whose parents wish them to have one; to promote diversity, parental choice and high educational standards; to ensure fair access to educational opportunity; and to help fulfil every child's educational potential.

The council also has a duty to respond to any representations from parents who are not satisfied with the provision of schools in the local area. This could be regarding the size, type, location or quality of school provision.

Since 2011, new providers of school places have been able to establish state-funded free schools outside of the local authority school planning process, and now all new schools are deemed to be free schools. There are also a growing number of schools that have converted to become academies, which are also independent of local authority control.

School places are no longer, therefore, solely provided by the council, and the council must work with these other providers to ensure that the need for school places is met. However, the council has a unique responsibility to make sure there are enough school places available for local children and young people. No other local or national body shares the duty to secure sufficient primary and secondary school places. Although there has been no statutory requirement to publish a School Organisation Plan since 2004, it is considered good practice to produce a plan related to pupil place planning to clearly set out the framework for, and approach towards, the provision of places.

This School Places Strategy shows local communities, and those interested in their development, how we expect school provision to change over the next few years. It brings together information from a range of sources and sets out the issues the council will face in meeting its statutory duties for providing school places up to 2027 and beyond.

The Plan draws on present and predicted future pupil numbers on roll, together with information about birth rates, school capacity, and new housing. The Plan sets out proposed changes in the number of school places available over the next few years and it suggests where other changes may be necessary in the future. The Plan also sets out our policies on school organisation and the statutory framework for making changes such as opening, closing or enlarging schools.

The Strategy is intended to help key stakeholders and partners in Children's Services, including the Local Authority, Academy Trusts, schools, governors, trustees, parents, the Diocese, local communities, business, and other providers of education, to understand what school places are needed in Wiltshire, both now and in the future, and how they might be provided.

### A2 Geographical and population context

The planning and organisation of school places in the Local Authority is a complex task, not least because of the size and diversity of the county. At the 2011 Census, Wiltshire had a population of 470k, however the first release of population data from the 2021 Census now puts this at over 510k. The ONS also forecast further population growth by 2028. Wiltshire is a predominately rural county, with nearly half of the population living in towns or villages of fewer than 5,000 people. A quarter of the county's inhabitants live in settlements of fewer than

1,000 people. The areas of greatest deprivation in Wiltshire, as determined by the Indices of Multiple Deprivation, are parts of Trowbridge, Salisbury, Westbury, Melksham and Calne. Whilst the greatest concentrations of poverty are in neighbourhoods in towns, there is a more dispersed, often hidden, incidence in the rural parts of the county.

The armed forces have a significant presence, particularly in the south of the county and Lyneham, with around 34,000 military personnel and dependants in Wiltshire. This is likely to have increased since the 2011 census following the army rebasing programme which saw service personnel and their families relocated from Germany back to Salisbury Plain.

Wiltshire Council is one of the largest unitary authorities in England, covering an area of approximately 3,255 kilometres. Wiltshire adjoins the local authorities of Dorset, Somerset, South Gloucestershire, Oxfordshire, West Berkshire, Hampshire, Swindon and Bath & Northeast Somerset. Wiltshire is a largely rural area encompassing many natural and historic features which make it distinctive, including parts of three Areas of Outstanding Natural beauty, part of the New Forest National Park, over 16,000 listed buildings, over 240 conservation areas and a World Heritage Site.

Wiltshire enjoys strong sub-regional links and is within commutable distance of London, Bristol, Swindon, South Wales and the south coast. Wiltshire is made up of three larger settlements, several market towns and numerous villages and small settlements reflecting the rural nature of the county. The largest settlements are the historic cathedral city of Salisbury in the south, the county town of Trowbridge in the west, and the market town of Chippenham in the north. The city of Salisbury also serves a large surrounding rural area.

Wiltshire has a considerable variety of school buildings in terms of age and type. The Designation of Rural Primary Schools (England) 2022 Order came into force on 15 December 2022 which determined that 70 of Wiltshire's maintained primary schools were 'rural' with a presumption against their closure.

### **A3 Wiltshire's Statutory School Age Education Providers**

Wiltshire has a wide diversity of mainstream school provision with:

- Community schools (infant, junior, primary, secondary and special)
- Voluntary Aided schools (primary and secondary)
- Voluntary Controlled schools (infant, junior and primary)
- Foundation schools (infant, junior, primary and secondary)
- Academies/Free Schools (primary, secondary, special and Post 16).

As at January 2023 there are 119 maintained schools and 116 academies in Wiltshire giving a total of 235 schools overall. The table below gives a breakdown of schools in Wiltshire by category.

Category	Primary	Secondary	Special	Total
Community	29	2	2	33
Foundation	8	1	0	9
Academy/Free School	89	25	2	116
Voluntary Aided/Controlled	76	1	0	77
<b>Total</b>	<b>202</b>	<b>29</b>	<b>4</b>	<b>235</b>



In addition to the special schools counted above, some mainstream primary schools include specialist resource bases to provide additional support to children with a high level of need whilst also having the opportunity to benefit from being included in a mainstream school. Primary resource bases support children with complex needs, autism and communication and interaction needs.

All pupils attending a special school or specialist resource base in Wiltshire will have an Education, Health and Care Plan. The decision about admission to a special school or resource base is based on clearly defined indicators. Each child is considered carefully according to their needs by a panel of experienced professionals. Parental views are taken into consideration. The current pattern of school provision includes several schools with a religious foundation and/or background.

## **B Policies and legislation**

Set out below is a summary of key national legislation and local policies affecting school organisation.

### **B1 Statutory Duties**

Education authorities have statutory duties to:

- Ensure sufficient school places (*Education Act 1996* Section 14).
- Increase opportunities for parental choice (Section 2 of the *Education and Inspections Act 2006*, which inserts sub-section 3A into S14 of the *Education Act 1996*).
- Comply with any preference expressed by parents provided compliance with the preference would not prejudice the provision of efficient education or the efficient use of resources (*School Standards and Framework Act 1998* Section 86).
- Ensure fair access to educational opportunity (Section 1 of the *Education and Inspections Act 2006* inserts sub-section 1(b) into S13 of the *Education Act 1996*).

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

### **B2 Policy on spare school places**

Not all unfilled school places can be considered “surplus”. The Audit Commission advises that some margin of spare school capacity is necessary to provide some flexibility for unexpected influxes of children and expressions of parental preference. The 2013 National Audit Office report *Capital Funding for New School Places* suggested it is “reasonable for authorities to aim for between 5 and 10 per cent primary surplus to allow them some opportunity to respond to parental choice” (para 1.17) and that 5% is “the bare minimum needed for authorities to meet their statutory duty with operational flexibility, while enabling parents to have some choice of schools” (para 1.16). Some local authorities have had significantly more challenge than Wiltshire in placing children who have travelled to the UK under the Ukrainian Guest scheme where they have not held sufficient spare school places.

### **B3 Special Educational Needs and Disabilities (SEND)**

The *Children and Families Act 2014*, along with associated statutory guidance (*SEND Code of Practice 2015*) and other legislation, sets out the council's duties towards children and young people with special educational needs or disabilities. In addition, schools and local authorities have a duty to provide reasonable adjustments for disabled pupils, originally under *the Disability Discrimination Act 1995* and more recently under the *Equality Act 2010*.

In parallel to the development of new mainstream primary and secondary school capacity, the council has a duty to ensure sufficient provision for children with special educational needs. In March 2020, the Council approved a new SEND Inclusion Strategy 2020 – 2023. The new strategy creates a new vision for SEND for the future, building on the work of the SEND local area inspection, blending this work into that of the Health and Wellbeing board and wider strategies such as FACT and the development of the Bath, Swindon and Wiltshire CCG partnership (BSW).

The Vision created with stakeholders through consultation is:

**“All children and young people with SEND and their families will have a voice that is heard. They will know how to access, and be able to access the joined-up support they need to thrive in their communities, to enjoy life and reach their full potential”**

One of priorities of the plan for the next 3 years is to improve the range and quality of provision. Therefore, this School Places Strategy will for the first time include SEND place planning data and plans for improving the range of provision for pupils with SEND.

In parallel with mainstream school planning, Wiltshire Council have a Special School Transformation Team to undertake detailed place planning and ensuring sufficiency of SEND school placements. Place planning analysis suggests there will be a growth in demand for SEND school places of 7.2-7.7% (equating to 68 additional Special School places, plus a similar number of Resource Base places) every year between 2022 and 2027.

The requirement for SEND school placements varies by child. Their individual education and support needs are set out in their personal Educational Health Care Plans (EHCP). Children and Young People with SEND may have their needs met in mainstream schools, either with Enhanced Learning Provision or in a dedicated Resource Base. It is a key desire to support inclusive, local education for SEND learners, wherever it is possible or practical to do so. The SEND Inclusion Strategy sets out the ambition to include Resource Base provision in new schools wherever there is sufficient demand for SEND school places.

In 2022, resource bases exist in primary schools only. However, there are plans to develop resource bases within secondary schools too. The first secondary school resource bases will be offered to SEND learners from September 2023.

Where children and young people have more complex special educational needs or disabilities, their EHCP may state the requirement for a special school place. Wiltshire Council is growing the number of special school places – at Exeter House, Springfields, Downlands and Silverwood – to keep pace with growing demand. September 2023 will mark the opening of Salisbury Academy of Inspirational Learning, to add to the portfolio of special schools.

In common with mainstream school places, there is the desire to create a margin of spare SEND school capacity, in order to provide some flexibility for unexpected influxes of children and expressions of parental preference. There is a statutory duty to meet SEND needs, which means that many learners with SEND are currently placed in Independent Special Schools. Whilst Independent Special School (ISS) placements discharge the Council's statutory

obligations, the schools may be geographically distant from the family home. There is an ambition to increase special school provision in Wiltshire in order to offer choice to families; reduce travel times for children; and reduce the cost of ISS school places and travel to them.

#### **B4 Academies in Wiltshire**

As of June 2022, 86% of Wiltshire's secondary provision, 42% of primary provision and 50% of special schools are academies. Academies are not accountable to the council and receive their budget directly from central government.

The Academies Act 2010 enabled more schools to convert to academies, without always needing a sponsor. The Education Act 2011 expanded the programme to allow the establishment of 16-19 academies and alternative provision academies. In 2016 the Education and Adoption Act mandated Regional Schools Commissioners (RSC), acting on behalf of the Secretary of State for Education, to issue Academy Orders for any school judged to be inadequate by Ofsted. Local Authorities and governing bodies have been given a legal duty to facilitate this.

This legislation has a significant impact on the role of the local authority as the strategic commissioner of school places. Academies are responsible for setting their own admission number, and thus capacity and any plans for expansion, with the agreement of the RSC.

Capital funding for new pupil places in all government-funded schools (including academies) because of local demographic changes, is allocated to local authorities according to the relative need for new places, based on forecast data provided by authorities. In deciding where to use this funding to provide additional places, local authorities are expected to consider fairly both their maintained schools and local academies, and where the additional places will be of greatest benefit to their children.

In March 2022, the DfE published the Schools White Paper : *Opportunity for all, strong schools with great teachers for your child*. In this document they say that by 2030, all children will benefit from being taught in a family of schools, with their school in a strong multi academy trust or with plans to join or form one. In December 2022, the DfE stated that the White Paper would not be progressed, however, it is still the government's intention that schools join strong Multi-Academy Trusts.

#### **B5 Making changes to maintained (non-academy) schools**

The *School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013* set out the way in which decisions are made about proposals to enlarge local authority maintained (i.e., non-academy) schools or make other significant changes such as altering the age range.

In October 2018, the DfE released updated *Guidance: Making Prescribed Alterations to Maintained School*. The purpose of this guidance is stated as:

- to ensure that additional good quality school places can be provided quickly where they are needed - it is expected that, where possible, additional new places will only be provided at schools that have an overall Ofsted rating of 'good' or 'outstanding'.
- that local authorities and governing bodies do not take decisions that will have a negative impact on other schools in the area;
- and that changes can be implemented quickly and effectively where there is a strong case for doing so.

The legislation requires full consultation to take place, particularly with parents, staff and governors. A statutory consultation and decision-making process must be followed to make the following “prescribed alterations”, whether they are proposed by the local authority or by the school governing body:

- Proposed permanent enlargement of the premises of the school, where this is both by more than 30 pupils and by at least 25% or 200 pupils (whichever is the lesser). For SEN schools these thresholds are 10% or 20 pupils, whichever is the lesser.
- Expansion onto a satellite site; closure of a satellite site, where the satellite is more than 1 mile from the main site; or transfer to a new site, where this is more than two miles from the current site.
- Decrease in the number of pupils in SEN schools (in mainstream schools, reductions in Published Admission Numbers are consulted on in accordance with the School Admissions Code).
- Establish/remove/alter SEN provision within a mainstream school.
- Change of types of need catered for by a special school.
- Establishing, removing or altering SEN provision at a mainstream school
- Closing an additional site, or transferring to a new site
- Change of age range.
- Change of category.
- Single sex school becoming co-educational, or vice versa.
- Change of boarding provision.
- Amalgamations.

For proposals to create school sixth forms:

- These are only expected to be allowed for schools which are rated as ‘good’ or ‘outstanding’ by Ofsted, with a history of positive Progress 8 scores, and where there is a genuine need for more sixth form places.
- The proposed sixth form should provide places for a minimum of 200 students and either directly or through partnership, offer a minimum of 15 A level subjects.
- Financial viability should be demonstrated through evidence of financial resilience should student numbers fall and that the proposal will not impact negatively on 11-16 education or cross subsidisation of funding.

An increase to a mainstream school’s Published Admission Number that does not require a physical enlargement to the premises of the school does not require this statutory process. An increase in pupil numbers may be achieved solely by increasing the admission number in line with the School Admissions Code.

Changes that are not counted as a “prescribed alteration” can be made by the local authority or school governing body without following a statutory process; they are nevertheless required to adhere to the usual principles of public law. They must act rationally, take account of all relevant and no irrelevant considerations and follow a fair procedure. Local authorities and governing bodies are expected to work together on such changes, taking into account the wider place planning context.

Prescribed Alterations Regulations also apply to resource base and special school provision for SEND learners. In most cases, Prescribed Alterations processes are applied to respond to an increase in SEND pupil numbers.

## **B6 Closing maintained (non-academy) schools**

The *School Organisation (Establishment and Discontinuance of Schools) Regulations 2013* set out the way in which decisions are made about proposals to close local authority maintained schools. In November 2019, the DfE released updated guidance on *Opening and Closing Maintained Schools*. The purpose of the guidance is stated as:

- To ensure that good quality school places are provided where they are needed, and that surplus capacity is removed where necessary.

Local authorities have the power to close all categories of maintained schools. The governing body of a voluntary, foundation, or foundation special school may also publish proposals to close its own school. Decisions related to school closures are taken by the local authority following a statutory process to allow those directly affected by the proposals to feed in their comments.

Reasons for closing a maintained school include, but are not limited to, where:

- wider school reorganisation means that the school is now surplus to requirements (e.g. because there are surplus places elsewhere in the local area which can accommodate displaced pupils, and there is no predicted demand for the school in the medium or long term);
- it is to be “amalgamated” with another school (see below);
- it has been judged inadequate by Ofsted and there is no sponsored academy solution;
- it is to acquire, lose or change its religious character;
- it is no longer considered viable; or
- it is being replaced by a new school.

There are alternative options for support where a small school or where small schools are struggling financially due to falling actual and predicted numbers of children attending.

Where two (or more) schools are to be amalgamated, the legal process for this is to either close the schools and open a new one, or to close one (or more) of the schools and expand another to accommodate the displaced pupils. School amalgamations therefore require a statutory school closure process.

There is a presumption against closure of rural schools. This does not mean that such schools cannot be closed, but the case for closure should be strong and a proposal must be clearly in the best interests of educational provision in the area. In considering the DfE’s list of schools with designated rural status, (under the Designation of Rural Primary Schools [England] Order 2022 as at December 2022) there are 70 rural maintained primary schools in Wiltshire. The Order designates certain primary schools as rural primary schools for the purposes of section 15 of the Education and Inspections Act 2006. Section 15 of the Education and Inspections Act 2006 requires that when either a local authority or governing body of certain schools formulates proposals for the discontinuance of a rural primary school it has regard to specific factors. These factors include the likely effect of discontinuance on the local community and any alternatives to the discontinuance of the school. Before publishing proposals for discontinuance, the local authority or governing body must consult certain persons, including parents.

The Secretary of State may direct a local authority to close a maintained school requiring special measures (under section 68 of EIA 2006). This will usually be done only where there is no prospect of the school making sufficient improvements and where there is a sufficient supply of alternative school places in the area. Prior to making the direction, the Secretary of State must consult with the local authority, the governing body, and – in the case of a voluntary

or foundation school – the diocese or other appointing authority. Such a direction will not require the publication of a statutory proposal for the school's closure.

Under Section 17 of EIA 2006 the Secretary of State may also direct a local authority to close a community special or foundation special school if he/she considers it is in the interests of the health, safety or welfare of the pupils.

Further information is available from [www.gov.uk](http://www.gov.uk) in the section *School organisation: statutory guidance*.

## **B7 Making changes to academies**

New guidance on *Making significant changes to an open academy* was published by the government in January 2022. The guidance emphasises the need for compatibility with local place planning. This includes “a strong expectation that academy trusts should work collaboratively with local authorities on pupil place planning, taking into account the increases or decreases in pupil numbers forecast in the area, especially in areas of basic need”, in order to support their local authority to provide sufficient school places for all pupils in its area. This could be through academies expanding their school premises, increasing their admission number or admitting over their admission number.

Significant changes need to be approved by the Regional Director (RD) and may require a full business case, or in some cases can follow a fast-track route. In both cases, consultations should be undertaken for at least four weeks with all those who could be affected and should include public and stakeholder meetings. For changes to admission arrangements, a six-week consultation period is required.

The “fast track” route only applies to academies rated as ‘good’ or ‘outstanding’ in their last inspection by Ofsted, which have a latest Progress 8 score of at least the national average, are in good financial health, have the capacity to make the change and can provide evidence that the local authority (and, if applicable, the trustees or diocese) do not object to the change. Fast track can apply to:

- Physical expansion of academies (with the exception of satellite expansions and expansion of sixth form provision or UTCs/studio schools)
- Change of age range by up to two years (excluding adding or removing a sixth form).
- Adding or increasing boarding provision.

However, a full business case is specifically required for proposals which:

- Reduce places in an area of basic need;
- Have received objections from the local authority and/or neighbouring schools, trustees or the diocese that the proposed change could potentially undermine the quality of education provided by other ‘good’ or ‘outstanding’ schools in the area;
- by creating additional places where there is already surplus capacity;
- Seek to set up a satellite site to the school;

Other proposals which require a full business case are:

- Expansion onto an additional or satellite site.
- Expansion of SEN academies by at least 20% or 20 pupils (whichever is the lesser).
- Changing age range by three or more years.
- Amalgamating with another academy.
- De-amalgamations.

- Faith-related changes.
- Transfer to another site if over 2 miles from existing site
- Change of gender composition.
- Change in type of SEN provision, or changes affecting provision reserved for pupils with SEN.
- Decreasing boarding provision by at least 50 pupils or 50% (whichever is the greater).

Further information is available from [www.gov.uk](http://www.gov.uk) in the document *Making significant changes to an open academy*.

## **B8 Routes to opening new schools**

The Education Act 2011 amended the Education and Inspections Act 2006 to change the arrangements for establishing new schools. In November 2018, the DfE released updated guidance on *Opening and Closing Maintained Schools*. The purpose of the guidance is stated as:

- To ensure that good quality school places are provided where they are needed, and that surplus capacity is removed where necessary.

Most new schools will now be established as academies, and since May 2015, all new academies are classified as free schools. There are a few limited circumstances in which the establishment of a new non-academy school can be proposed. Sections 10 and 11 of the EIA 2006 permit proposals to establish new schools under certain conditions either *with* the Secretary of State's consent (section 10 cases) or *without* (section 11 cases).

- A new community or foundation school to replace an existing maintained school (section 10);
- A new foundation or voluntary controlled school (section 10);
- A new voluntary aided school to meet demand for a specific type of place (section 11);
- A new community or foundation primary school that is to replace a maintained infant and a maintained junior school (section 11);
- A new school resulting from the reorganisation of existing faith schools in an area, including an existing faith school losing or changing its religious designation (section 11);
- A new foundation or community school, where suitable academy/Free School proposals have not been identified and a competition has been held but did not identify a suitable provider (section 11)
- A former independent school wishing to join the maintained sector (section 11); *or*
- A new maintained nursery school.

Excluding these circumstances, new schools are established as academies through two routes:

- The free school presumption process requires local authorities to seek proposals to establish a free school where they have clearly identified the need for a new school in their area. These are often referred to as "presumption" schools or LA-led proposals. The local authority runs a competitive process to invite potential academy sponsors to run the new school.
- Proposers can also apply directly to the DfE to establish a free school, through time-limited application waves. These are often referred to as "wave" schools or "central route" proposals. This route may be subject to specific criteria, for example in 2019, wave 14 for mainstream schools was targeted at areas with both low educational

standards and demonstrable basic need for additional school places, which excluded Wiltshire.

The government also runs variations of the free school process for specific types of free school. For example, in 2019, Wiltshire was successful in submitting a bid for a new special school through a joint special and alternative provision free schools' wave. This new school will open in Salisbury in September 2023.

## **B9 Wiltshire's process for opening new schools**

In November 2019, the DfE published updated guidance on opening new academies, entitled *The Free School Presumption*. Where the council identifies the need for a new school, for example to meet the needs of housing growth, section 6A of EIA 2006 places it under a duty to seek proposals to establish a free school via the "free school presumption". The publication, in this School Places Strategy, of the expected forward programme of new schools, provides academy trusts interested in opening new schools in Wiltshire with prior notice of future opportunities. In some cases, academy sponsors may choose to submit an application through an appropriate central government wave route for a school which the council has identified as a future need, and if such a bid is successful, any free school presumption process would be ended, or deemed not necessary.

New schools may include a Resource Base to meet the needs of SEND learners. The requirement for a Resource Base will be determined by need, as identified in the SEND Place Planning Analysis.

For all new schools which do not yet have an identified sponsor, the council seeks to liaise proactively with any groups interested in applying for a free school, as well as with the DfE, to ensure that all new schools support the local authority's statutory duty to provide sufficient school places aspirations.

The decision on all new free school proposals lies with the Secretary of State. Following a presumption process, the local authority recommends its preferred proposer to the Secretary of State, who will take this into account when choosing an academy sponsor, along with any additional factors of which the DfE is aware. The Secretary of State's decision is delegated to the Regional Director (RD) for the area in which the school will be located.

Within Wiltshire, the presumption process for identifying preferred providers for new academies is:

- i. Undertake public consultation to decide the academy model to be implemented and finalise the education specification for the new academy, based on the model specification template. Notify the DfE that applications will be sought, including sending specification.
- ii. Invite initial Expressions of Interest (EoI) in running the school. All EoIs must be submitted to the DfE who will advise of potential issues.
- iii. Assess expressions of interest against the specification and the criteria in current DfE guidance.
- iv. Invite detailed bids from three or fewer providers. When received, submit to the DfE, allowing at least 4 weeks for the DfE to provide written feedback on the capacity, capability and recent performance of each proposer, before the assessment panel.
- v. Assessment panel to include a presentation from each shortlisted bidder, and agreement of assessment against criteria. Cabinet Member to approve choice of recommended sponsor. Submit recommendation and assessments, including scoring of the proposals, to the Regional Director, as representative of the Secretary of State.



- vi. Await RSC decision before making any public announcement. DfE notifies successful proposer, LA and local MP; LA notifies other parties.
- vii. LA and selected sponsor develop proposal to allow a funding agreement to be approved by Secretary of State.
- viii. Should the process not identify a satisfactory sponsor at the first attempt, at the discretion of the Cabinet member for Children's Services, Education and Skills the process could be rerun from the detailed bid stage (d) rather than beginning again with Expressions of Interest.

Further information is available from [www.gov.uk](http://www.gov.uk) in the section *School organisation: statutory guidance*.

## **C Policies and principles relevant to the provision of school places**

### **C1 Principles of School Place Planning**

As a local authority (LA) Wiltshire Council is responsible for planning and providing sufficient school places in appropriate locations. To do so the LA must monitor the supply of school places against forecasts of future demand. The size of the revenue budget for distribution to all schools is determined by pupil numbers. This means that where pupil numbers reduce schools may have insufficient budget to maintain standards and retain and recruit teachers, particularly head teachers. By taking out surplus places and facilitating the closure or amalgamation of schools that are unviable, the LA can ensure effective overall provision within an area and within the school system.

School place planning and ensuring schools are of the right size for the future enables (where appropriate), surplus space to be considered for alternative uses, including pre-schools, resource bases and community purposes. Falling rolls in rural areas have previously necessitated the closure or amalgamation of some primary schools.

The LA would consider the concept of 4 to 19 all through schools, particularly where numbers of secondary pupils are low and a local school could serve the whole community. Where possible the use of extensive transport to alternative schools will be avoided so that funds can be devoted to educational purposes.

Where the school population is growing the LA will identify where additional places may be required, either by expanding existing schools or by commissioning new schools on new sites within the community.

The LA will, in all cases, consult with the head teacher, staff, governors, Academy trustees, the relevant Diocesan Authority (where appropriate) and the local community where any major re-organisation of provision is proposed. Such factors as the number of available and required places, school performance, the condition and suitability of the school buildings as well as parental choice, community issues and resources available, will be considered in respect of both general and specific places planning.

### **C2 School performance**

Raising achievement for all learners is one of the key priorities for the LA and all school planning decisions should support and promote the improvement of educational standards. This means that the performance of an existing school, or group of schools, is an important factor to be taken into consideration when proposals to add or remove capacity or make other structural changes are being formulated. Any proposals for reviewing school organisation will take account of OFSTED inspection reports and other relevant performance data on the school(s) involved.

In the creation of a Resource Base, there is the presumption that the school/group of schools offering new provision will be OFSTED Good or Outstanding.

### **C3 Re-organisation of schools**

#### **Small and rural schools**

In line with government guidance, Wiltshire Council is committed to developing innovative solutions to enable small and rural schools and communities to continue to thrive and flourish. By working with governing bodies and senior leaders of all schools, the Local Authority aims to encourage a partnership approach to sustain schools and thus support the delivery of educational excellence. We want every young person regardless of location, attainment and background, the opportunity to succeed within our Local Authority borders and beyond. It is our aim for all pupils to be able to access high quality education and this will only be sustainable when an establishment is financially viable.

In order to respond to the very specific pressures faced by small and rural schools, this strategy provides a range of creative opportunities for school leaders, governing boards and trusts to consider in order to sustain the provision of sufficient, quality school places and schools of a viable size that continue to serve the diverse needs of vibrant rural and urban communities. Essentially, the Council will work with all schools to broker innovative solutions based on a collective responsibility to meet the needs of the children and young people in Wiltshire. It is intended to assist all headteachers, senior leadership teams, governing bodies and Trusts to formulate a strategic plan.

#### **C4 Primary schools**

The preferred size for new primary schools is 420 places (2FE), but the Council will consider schools in the range of 210 places to 630 places (1FE to 3FE) where appropriate and will only seek to open new primary schools of full or half forms of entry.

Where a new primary phase school is required, this will be built as an all through primary school, rather than separate infant or junior schools. Wiltshire Council will continue to seek opportunities to amalgamate separate infant and junior schools where the sites lend themselves to a single institution.

Whilst Wiltshire Council does define optimum sizes for new schools it recognises that there will be many schools falling outside this range which provide excellent education. Factors that can affect the size of a school include local population, site constraints, popularity, distance to nearest urban hub etc.

Wiltshire Council will plan to provide school places in schools with sizes which promote viable and sustainable schools which do not require disproportionate financial support and viable class organisation structures.

Historically, the definition of what constitutes a small school has varied greatly. The DfE now refers to small schools as having fewer than 210 pupils on roll. However, Wiltshire Council locally draws a distinction between the size of very small schools and small schools as follows:

- Very small schools – schools with fewer than 60 children on roll (8 schools)
- Small schools – schools with fewer than 120 children on roll (60 schools)

As at January 2023, the number of very small and small schools by category were as follows:

Category	Number of Schools	
	Very Small (under 60)	Small (between 60 and 120)
Community	1	3
Foundation	0	0
Academy/Free School	6	22
Voluntary Aided	1	12
Voluntary Controlled	1	17
Total	9	54

Schools are expected to achieve good outcomes for their pupils, put effective governance in place and manage their financial affairs efficiently and demonstrate sustainability. Small schools face particular financial challenges and when operating alone are unable to benefit from economies of scale in the way in which larger school can. Pressures faced by small schools are intensified with the implementation of national changes to school finance and the inspection framework.

**Wiltshire Council believes that:**

- Parental preference is a key consideration and ability to access a school place close to home within the local community is an important factor.
- Securing the sustainability of schools is best achieved working in partnership.
- Good financial health is essential for achieving educational excellence.
- The quality of education is of paramount importance and closure of small schools which are no longer individually viable is a last resort.

Schools in Wiltshire have a strong record of working in partnership in a variety of ways and the Council has always been keen to promote this approach.

In March 2022, the DfE published the Schools White Paper: *Opportunity for all, strong schools with great teachers for your child*. In this document they say that by 2030, all children will benefit from being taught in a family of schools, with their school in a strong multi academy trust or with plans to join or form one. Although in December 2022 the DfE stated that it would no longer legislate, and that the timeline of 2030 was no longer in place the principle of schools joining strong Trusts remains. The elements of the White Paper that remain relevant to this document are as follows in terms of the specific approach of the department:

- All schools will provide a high quality and inclusive education within the resilient structure of a strong trust, sharing expertise, resources and support to help teachers and leaders deliver better outcomes for children.
- The best trusts in the system will work where they are needed most, levelling up standards, and transforming previously underperforming schools.
- Every part of the system, from strong trusts to local authorities, will be held accountable to a set of clear roles and responsibilities, so that no child falls through the cracks.

A subsequent Schools Bill was presented to Parliament in May 2022 to provide the regulatory foundation for the move towards a fully trust-led school system and as stated above will no longer be legislated on.

The LA will therefore continue to support schools who are looking to convert to academy status but also continue to support a range of other options which governors may wish to consider as we encourage through the Wiltshire Learning Alliance, a family of schools model.

It may be helpful to consider this as a continuum:

- Partnership - sometimes referred to as soft-federation: two or more schools establish informal and formal agreements to work together. This is where two or more schools establish a formal agreement to work together and might share one executive Head Teacher, whilst retaining individual Governing Bodies for each school involved. However, the longevity of the model can be limited as personnel assume acting roles.
- Collaboration - a formal partnership model using the collaborative regulations to establish a joint committee which has powers delegated to it, but schools still retain their own governing bodies. The purpose of any collaboration is to work together to raise standards, promote inclusion, find new ways of approaching teaching and learning and build capacity between schools in a coherent manner.
- Federation (sometimes referred to as hard-federation) - This is where two or more schools might be led by one executive Head teacher and governed collectively under a single governing body. This can work particularly well in schools that are geographically close, such as Infant and Junior schools for example. The model provides permanency and new appointees can then be appointed to the Federation.

A key feature at all stages of this continuum is that the status of each individual school does not change. Even within a federation each school keeps its DfE number, has its own budget and is inspected separately whether by Ofsted and through a Section 48 Inspection if the school has a religious character.

Another option which does change the status of individual schools and will require the legal process to be followed as detailed in section B5 above, is:

- Amalgamation - this is where two or more schools come together as one school, one DfE number, one Head Teacher, one Governing Body and one Ofsted inspection.

The benefits of adopting one of these alternative models can be as follows:

- Standards are raised by increasing capacity and opportunities
- Ensures sustainability of leadership
- Secures effective governance
- Supports and sustains small rural schools
- Addresses falling rolls
- Maximises financial resources

## **C5 Secondary schools**

The preferred minimum size for an 11 to 16 secondary school is 900 (6FE) with the preferred maximum of 1,800 (12FE) pupils. Wiltshire Council however recognises that provision in some communities may fall outside the ideal size of secondary school and demand for additional places could be met either by expanding existing schools, if there is sufficient capacity on the site, or by new provision located within a new housing community.

The SEND Inclusion Strategy 2020 – 2023 establishes the ambition to increase the range of provision open to learners with SEND. Historically, resource base provision in Wiltshire has been limited to primary school sites. From September 2023 there are plans to introduce Secondary Resource Bases to support learners with SEND – particularly those who have enjoyed a Resource Base education at primary school; and children who require specialist additional support for their secondary education.

As part of plans to expand SEND provision to meet growing demand, secondary schools may be asked to host satellite provision on behalf of Special Schools. In this scenario, children will remain on roll of the special school (who will oversee attendance, education and learning and therapeutic support), but they will be educated on mainstream school sites.

## **C6 Special schools**

Wiltshire Council has the need to grow special school places between 2022 and 2027 in order to meet rising demand.

Special schools need to be of sufficient size to provide appropriate facilities and opportunities to meet the needs of the range of pupils they admit and to act as resource and outreach centres for other schools and pupils. In addition to classroom and communal spaces, special schools typically need additional space for therapeutic support and consulting rooms for visiting professionals.

The size of special school will depend on the age range of pupils and the type/nature of special educational needs that they cater for. Wherever possible, the size of facilities will be determined in accordance with the DfE space standards guidance contained in BB104.

Work is ongoing to review special needs provision across the county to ensure future demand can be met moving forward. It is acknowledged that an increasing number of children in Wiltshire who have higher level SEN who will have an Education Health Plan who will also need specialist educational settings due to:

- Housing growth
- The arrival of new military families and
- The impact of the Children and Families Act 2014.

The most recent projections suggest that there will be 661 additional children and young people with an EHCP by 2026. Of these children and young people, it is projected that 221 will need special school places, and 156 would benefit from specialist places in primary and secondary mainstream schools in Resource Bases and Enhanced Learning Provision (ELP).

For mainstream schools this may require additional or expanded classrooms, while for special schools this may be new classrooms or whole new schools, as currently Wiltshire's special schools are at capacity and in some cases, have no physical space on which to create further growth.

## C7 School Organisation Review

Educational viability, efficiency and effectiveness are all potential triggers for considering a review of school organisation and subsequent re-organisation of school provision in an area. The 'triggers' that might provide an indication that a review is necessary are set out below.

1. Where there are concerns over standards, identified by Ofsted or the LA, at one or more schools in an area
2. Where there are significant surplus places across an area, usually exceeding 25%
3. Where there is a significant shift in parental preferences for a school and the intake of a school consistently varies by 20% from its published admission number.
4. Where there is population change in an area (to include growth from new housing)
5. Where there are school premises issues and accommodation seriously impacts upon learning
6. Where the financial viability of school/s is called into question when funding impacts negatively on the delivery of the full range of curriculum opportunities and organisation of classes.

As part of a school organisation review, in order to remove surplus places and secure the long term educational and financial stability of Wiltshire schools, the following will be considered:

- Identify schools which can temporarily or permanently lower their Published Admissions Numbers (PAN). This would create a better fit between demand and places and would enable more effective planning, class organisation, higher class size numbers and therefore increased efficiency. PAN's which are multiples of 15 are preferred for class organisation purposes.
- Remove and not replace temporary accommodation (Pratten's and mobiles) in schools with surplus places.
- Work with the early years commissioning team to identify whether any pre-schools could move into surplus school accommodation. Particularly those pre-schools who are already on school sites in old mobiles.
- Work with the SEND team to identify whether any specialist SEN provision is needed in areas/schools with high levels of surplus places.
- Consider other community uses of school sites which can be achieved whilst maintaining safe school sites
- Where there are high levels of surplus places across an area which cannot be removed through the above measures alone, closure of school/s will be considered.

Wiltshire Council recognises the government's presumption against the closure of designated rural schools and will only bring forward proposals to close schools designated as rural where it can be demonstrated that one or more of the following criteria can be met:

- There is only very limited demand for places at the school from children living within the designated area.
- Surplus places at the school exceed 25%.
- Standards are low and there is little confidence in the likelihood of improvement.
- Recruitment of a head teacher has not proved possible.
- The necessary improvements to the school accommodation are either not possible or not cost effective.
- The school has a deficit budget without realistic prospects of recovery.

The Council will only look to expand popular and successful schools where the demand is coming from within the catchment area. The creation of additional places at a popular school, at the expense of other existing schools, will be avoided. Additional places will only be created where they are needed to meet in catchment demand.

However, not all schools are capable of expansion because of site constraints. In Building Bulletin 103 (BB103), the DFE provide minimum and maximum area guidelines for school sites, which take into account the number and age of pupils. In 2017 the Council carried out high level strategic studies at schools in urban areas which had in excess of the minimum site in accordance with BB103. The strategic studies identified sites with expansion potential and considered other site constraints, such as access, flooding, planning issues, and utilities. Where additional places are required, it may be necessary to expand a school which has expansion potential rather than the school closest to new housing. The school to be expanded should however be within a 2-mile safe walking route of the area of growth, unless this is not possible.

Primary School Resource Bases typically accommodate 20 - 30 SEND learners, across 2 or 3 classrooms. Unlike mainstream primary schools where children are organised according to age or year group, Resource Base classrooms may be organised according to need or primary designation. In common with mainstream schools, recommended space standards are set out in Building Bulletin 104 (BB104), the DFE provide minimum and maximum area guidelines for special school sites - which take account the number, age and special needs of pupils.

#### **C8 Location of new schools**

The fundamental aim in planning school places is to provide places near to where children live, to meet parental preferences as far as possible; to locate schools at the heart of their communities and to minimise travel to school distances. Wiltshire Council believes that where additional school places are needed because of new housing development, as far as possible the costs should fall on the landowners and/or developers, by way of contributions falling within the concept of planning obligations. Wiltshire has an agreed methodology for calculating the infrastructure needs arising from new development. A policy for requesting contributions from developers and for the use of such funding is in place.

It is Wiltshire Council policy that where significant number of new places are needed, new primary schools should be provided, wherever possible, within major new housing developments. The site should ideally be within walking distance of most the development and Wiltshire Council will seek, through the planning processes, to provide for safe routes to school for pedestrians and cyclists. Sites of a suitable size to enable future expansion will be sought where the school can provide a natural focus for the local community, possibly in association with other local facilities such as shops or other community buildings.

Where there is proven demand for SEND school places, Wiltshire Council would expect primary school provision to be extended to include a primary resource base. In many instances, the Council is obligated to provide school transport for learners with SEND. Therefore, any new schools with a Resource Base will also need additional disabled car parking and safe drop off and collection points.

Where a new secondary school is planned, a site will be sought that provides safe pedestrian and cycling routes and, because of the longer distances travelled, good safe access for those pupils arriving by public and school transport. To discourage the use of private cars, schools are expected to prepare and maintain a Travel Plan. The council has a Schools Travel Plan officer to support schools with implementing their plans.

Wiltshire Council recognises the importance of considering distance of travel from home to school when planning new developments to reduce dependence on subsidised bus travel and encourage safe walking and cycling to school

## **C9 Capital investment**

The Council has a statutory duty to provide sufficient school places to meet the demand arising across Wiltshire, whether from demographic or population change, strategic housing development growth or military moves. The Council receives annual capital funding allocations from the Department for Education (DfE) for basic need (new places) and condition (school capital maintenance).

Basic Need funding can be spent at all categories of school. Condition funds received by the Council are for community, voluntary controlled and foundation schools only. Academies and VA schools receive funds directly to the responsible body and/or can apply to the DfE for Condition Improvement Funds (CIF).

The Condition Improvement Fund (CIF) is an annual bidding round for eligible academies, sixth-form colleges and VA schools to apply for capital funding. The priority for the fund is to address significant condition need, keeping education provider buildings safe and in good working order. This includes funding projects to address health and safety issues, building compliance and poor building condition.

CIF also supports a small proportion of expansion projects. These are for academies, sixth-form colleges and VA schools rated good or outstanding by Ofsted that can demonstrate a need to expand.

The condition funding received by the Council is for essential structural works e.g. roofs, walling, windows, drainage etc in addition to plant (electrical and mechanical works (heating/lighting etc)). All other day to day maintenance works and low-level cost works are the schools' responsibility funded from their delegated or devolved funds.

The Council also secures wherever possible, S106 developer contributions and will seek Community Infrastructure Levy (CIL) planning obligations for essential school infrastructure in areas of new housing development which are usually project or school specific. These funds can only be secured for additional pupil places and cannot be used for condition works.

It is recognised that pupils benefit from high quality learning environments and equipment. Capital investment priorities are based on requirements to:

- Provide sufficient places to meet the needs of local communities
- Provide healthy and safe environments
- Meet curricular and organisational needs
- Enhance physical access to buildings
- Replace temporary accommodation with permanent where necessary
- Implement key strategic initiatives.

Wiltshire Council receive High Needs Capital Grant to support the creation of places for learners with SEND. Where S106 developer contributions and High Needs Capital Grant may be used to build new facilities or refurbish and re-model existing school facilities.



## **C10 Accessibility of school buildings**

Improving access to education and securing educational achievement for pupils with SEND is essential to ensure equality of opportunity, full participation in society, access to employment opportunities and inclusion within mainstream schools. Wiltshire's inclusion vision is that every disabled child and young person in the county should achieve their potential educationally, socially and in their personal life. Wiltshire Council is committed to increasing the accessibility of schools, wherever possible and where reasonable adaptations can be made, to support the admission of pupils with physical or sensory impairment.

## **C11 Alternative Provision**

Section 19 of the Education Act 1996 requires the Council to make suitable alternative education for children of statutory school age who cannot attend school because of illness, exclusion or for any other reason.

Inclusion funding was devolved to secondary schools under the DfE the Power to Innovate' (PTI) in accordance with this section of the Act for those pupils permanently excluded or at risk of permanent exclusion. The trial ended in August 2014, and it was agreed by head teachers and Council officers that the arrangements would continue based on a service level Agreement.

The SLA does not remove the head teachers' right to permanently exclude a pupil or parental rights to appeal against any exclusion. It does mean that any pupil permanently excluded will remain the responsibility of the school until a new roll is identified and alternative arrangements have been agreed. If a pupil acts in a way that means they cannot be educated on the school site, then the school will arrange and fund appropriate off-site provision, subject to review.

The SLA has been updated and agreed with schools on a three yearly basis and is due to be renewed in March 2023.

Primary behaviour support is largely carried out in schools and takes the form of support for school staff to develop and maintain good inclusive practice so that permanent exclusion is not necessary. Any pupil permanently excluded is provided with full time education to enable them to be included back into a school. A school place for a permanently excluded pupil is found via the Fair Access Protocol. A copy of the Fair Access Protocol can be accessed via the following link:

<http://www.wiltshire.gov.uk/schools-learning-forms-guides-policies>

## **C12 Schools in the wider community**

Wiltshire Council recognises that schools should act as a focus for the local community in a way that extends beyond the education of children who attend the school. The council recognises the importance of schools engaging with their local communities to promote social inclusion and community cohesion as an integral part of ensuring success for all children. This is particularly important for communities with a high proportion of vulnerable families.

In co-operation with agencies and other organisations, many schools have facilities which are made available to the wider community including sports and leisure complexes, ICT facilities, playgroups, childcare facilities, adult education and youth provision. School facilities are increasingly being made available for evening, weekend and holiday use making more effective use of the resources available.

### **C13 Admissions policy**

The Admissions Team administers Wiltshire's co-ordinated admissions scheme. This includes admissions to all schools including academies as well as 'In Year' admissions. The team also deals with the admission of hard-to-place pupils under the Fair Access Protocol, which is used to ensure these pupils are placed in a school quickly and with the appropriate support. The protocol also ensures that no school receives more than their fair share of difficult or challenging pupils by working with head teachers to ensure the equitable distribution between schools.

There is a wide range of admissions authorities as each academy, foundation or voluntary aided school has its own Admission Policy. The admissions team currently co-ordinate applications to place more than 18,000 children in schools each year, including those of service personnel. The knowledge, understanding and data that the team holds contributes to successful school organisation and place planning. Admissions statistics, which are produced annually, are used to support the school place planning process, ensuring that sufficient places are provided to meet parental preference where possible.

Admissions authorities, including the LA, must have regard to the Admissions Code in determining their admission arrangements, which includes expansions and contractions of school capacities. Up to date details of the Wiltshire schools' admissions processes can be found on the Wiltshire Council website via the following link:

<https://www.wiltshire.gov.uk/schools-learning-forms-guides-policies>

### **C14 Early years and childcare**

In Wiltshire, all three and four-year-old children are currently entitled to 15 hours funded part-time nursery education. Working parents with children aged three and four are entitled to an additional 15 hours per week.

These places are available in pre-schools, full day-care nurseries, independent schools, nursery classes in schools and with childminders. Settings can be managed by a school or privately run and many in Wiltshire are run by the voluntary sector. They are often situated on school sites and use is also made of local facilities such as community & church halls and through private accommodation. Early Years Entitlement funding is available to settings with at least a Requires Improvement Ofsted judgment. The 40% most disadvantaged two-year-olds are able to access 15 hours early education in an Ofsted judged Good or Outstanding setting, in Wiltshire, this funding is known as 'Better 2gether Funding'.

Childcare sufficiency is assessed three times a year through occupancy surveys. This gives an indication of the capacity of settings and alongside proposed housing developments produces a picture of need. A childcare census is undertaken every year, and this is used with live birth data to consider whether there is a need for additional provision.

Wiltshire has 10 Children's Centre buildings located across the county. Children's centre services are also provided in a range of venues in local communities so that families can access support close to where they live as well as services being available online and via telephone if required. Two voluntary organisations - Spurgeons and The RISE Trust, are funded to deliver children's centre services in Wiltshire with the aim to support all children to get the best start in life.

## **C15 Education and Skills (to 25 years for learners with learning difficulties and disabilities)**

Wiltshire Council remains committed to working in partnership with all providers – schools, free schools, academies, colleges and training providers – to review and develop education provision in the county. Providers continue to work collaboratively within three partnership areas (The North Federation, The West Wilts Alliance and The Wessex Partnership) on joint strategies for developing 14 to 19 education and training opportunities. Collaborative approaches between schools, academies, college and work-based learning providers will continue to underpin this approach in Wiltshire.

Wiltshire currently has one further education provider, Wiltshire College and University Centre. The college has four delivery hubs providing education for learners aged 14+ including specialist provision for students with learning difficulties or disabilities. There are 21 secondary schools that provide post 16 education where most students follow Level 3 qualifications. In addition, Salisbury Sixth Form College, a post 16 free school based in Salisbury, offers level 3 qualifications the majority of which are A levels.

The raising of the participation age (RPA) to 18 is factored into school place planning. Although some 5500 students aged 16 to 18 attend a school or academy-based post 16 provision, many learners choose to attend Wiltshire College, other work-based learning providers or access provision beyond the county boundaries. The current government agenda is focusing on excellence in careers programmes in schools, delivered through the Careers & Enterprise funded Careers Hub, and on increasing apprenticeship provision. Wiltshire Council will ensure a range of opportunities are available within Wiltshire and will require continued close working with employers to create opportunities and places.

The introduction of the RPA has led to a growth in learners staying on at school or seeking full-time educational placements. The Education and Skills Funding Agency (ESFA) is responsible for allocating and funding post 16 places. Wiltshire Council will work with schools to support the establishment of new post 16 places based on the individual school circumstances of each proposal but is not responsible for approving or funding developments. In line with government recording requirements, Wiltshire Council is responsible for tracking young people up to and including academic year 13. Latest data shows that 2% of 16 and 17-year-olds were NEET.

In all cases the aim of the council will be to develop plans which ensure adequate, high-quality facilities are available to support learners aged 14 to 19 (25).

## **C16 Post 16**

Section 14 of the Education Act 1996 places a duty on LAs to secure sufficient suitable education and training provision for all young people who are over compulsory school age but under 19 or aged 19 to 25 and whom an Education, Health and Care (EHC) Plan is maintained.

As above, Wiltshire Council remains committed to working in partnership with all providers – schools, free schools, academies, colleges and training providers – to review and develop education provision in the county.

Learners with EHCP's are supported from Year 9 to explore their options for post 16, this will include talking about education, employment, volunteering and training. Further information is available on the Local Offer website - [Preparing for adulthood \(16+\) - Local Offer \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/preparing-for-adulthood-16+-local-offer).

## D School Organisation and Planning Issues

### D1 Influencing factors

The key factors likely to have the greatest influence on managing school places across the county over the next 5 years include the birth rate, housing development, migration and the presence of the Armed Services in Wiltshire.

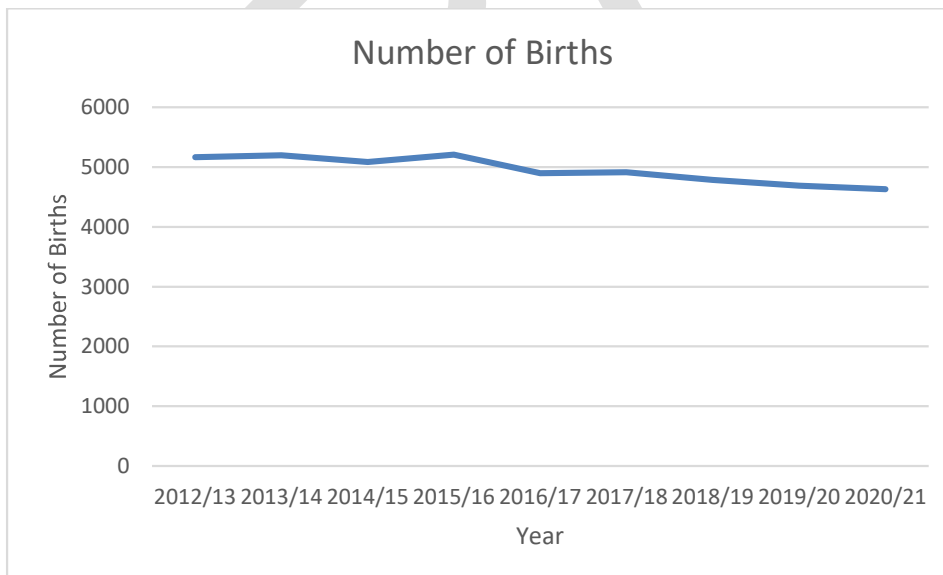
#### Birth rate

The demographic trend in the school population age range is largely driven by the birth rate. **In line with national trends there has been an overall drop in the birth rate in the last few years across Wiltshire.**

The pressure on primary school places from 2009 was significant, but now the lower birth rate is beginning to feed into primary schools. The oldest children from the peak years are now progressing to into secondary education.

Data is provided every year by the NHS as at 1<sup>st</sup> September for all children aged 0 to 4. It is therefore possible to track growth in cohorts from birth to when they start school. For instance, the 2017/2018 birth cohort had increased from 4914 to 5404 children by the time the cohort turned 4.

Year	2012 /13	2013 /14	2014 /15	2015 /16	2016 /17	2017 /18	2018 /19	2019 /20	2020 /21
Number of Births	5165	5196	5087	5209	4898	4914	4785	4691	4632



#### Current cohort sizes

The number of pupils in Wiltshire schools, including special schools, as at January 2022, per cohort, were as follows:

Year Group	Rec	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Number of pupils	5156	5493	5380	5544	5485	5605	5758

Year Group	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Number of pupils	5624	5343	5433	5194	5001	2468	2322

The data above shows that the largest cohorts are now in key stage two and will be feeding into secondary schools over the next few years. As secondary schools will be admitting larger cohorts into year 7, whilst losing smaller numbers from the top of the school, the secondary sector will see significant growth.

### Housing development

The Wiltshire Core Strategy was formally adopted on 20 January 2015. The plan sets out the housing totals and phasing for each community area up to 2026 – it should be noted that some of these areas differ from the planning areas used in this School Places Strategy. The density of housing development varies considerably across the county as detailed in the tables below.

Wiltshire Council monitors housing completions annually in the Housing Land Supply Statement, the most recent version was published in April 2022. The data in this section has been taken from that document.

The number of housing completions from 1 April 2006 to 31 March 2021 against the requirements of the Wiltshire Core Strategy is shown below. The developable commitments column shows the number of houses for which sites have already been identified and/or approved but are not yet completed. The remaining indicative requirement column shows the number of houses in each area for which sites have yet to be identified.

Community Area	Number of houses allocated in Core Strategy	Number of these houses completed 2006 to 2021	Developable Commitments 2021 -2026	Indicative Remaining Requirement
Amesbury, Bulford & Durrington	2785	2168	482	135
Bradford on Avon	780	747	132	0
Calne	1605	2008	374	0
Chippenham	5090	2432	1264	1394
Corsham	1395	1398	312	0
Devizes	2500	2253	271	0
Malmesbury	1395	1325	525	0
Marlborough	920	801	192	0
<b>Melksham</b>	<b>2370</b>	<b>2235</b>	<b>594</b>	<b>0</b>

Mere	285	260	110	0
Pewsey	600	525	102	0
Royal Wootton Bassett and Cricklade	1465	1708	274	0
Salisbury and Wilton	6315	4393	1717	206
Southern Wiltshire	615	677	131	0
Tidworth	1920	1284	413	223
Tisbury	420	244	29	147
Trowbridge	6975	3701	743	2531
Warminster	2060	960	428	672
Westbury	1615	1504	476	0
<b>Total number of houses</b>	<b>41,100</b>	<b>30,623</b>	<b>8,569</b>	<b>5,308</b>

The full Wiltshire Core Strategy document can be accessed here:

<https://www.wiltshire.gov.uk/planning-policy-core-strategy>

The current Local Plan is the Wiltshire Core Strategy. The Government requires every Local Plan to be reviewed at least once every five years. The Core Strategy was adopted in 2015 and is therefore now being reviewed. From January to March 2021, the Council undertook a consultation to inform the preparation of the Wiltshire Local Plan Review, with the draft plan due to be completed in 2023. The topics covered included:

- How growth (additional new homes and employment land) is distributed around the county
- Levels of growth, potential locations for development and place shaping priorities for each of the county's main settlements
- Improving the framework for rural communities to meet housing needs

The consultation documents from early 2021, proposed a further number of houses in each community area. Again, it should be noted that these community areas do not completely align with the school planning areas used in this document. The full set of consultation documents can be accessed here:

[Local Plan Review consultation - Wiltshire Council](#)

### Armed Services

The military presence in Wiltshire is an important factor in the planning of school places in certain areas of the county. A significant increase in Armed Forces personnel was seen following the Army rebasing in 2019 and the development of a Super Garrison on Salisbury Plain. We work closely with the Army and Defence Infrastructure Organisation (DIO) to determine the numbers, locations and timing of troops movements in and out of Wiltshire.

### Children from Overseas

In the last year there has been a significant increase of children moving into Wiltshire from overseas, mainly arriving from Ukraine, Afghanistan, and Hong Kong. These currently total

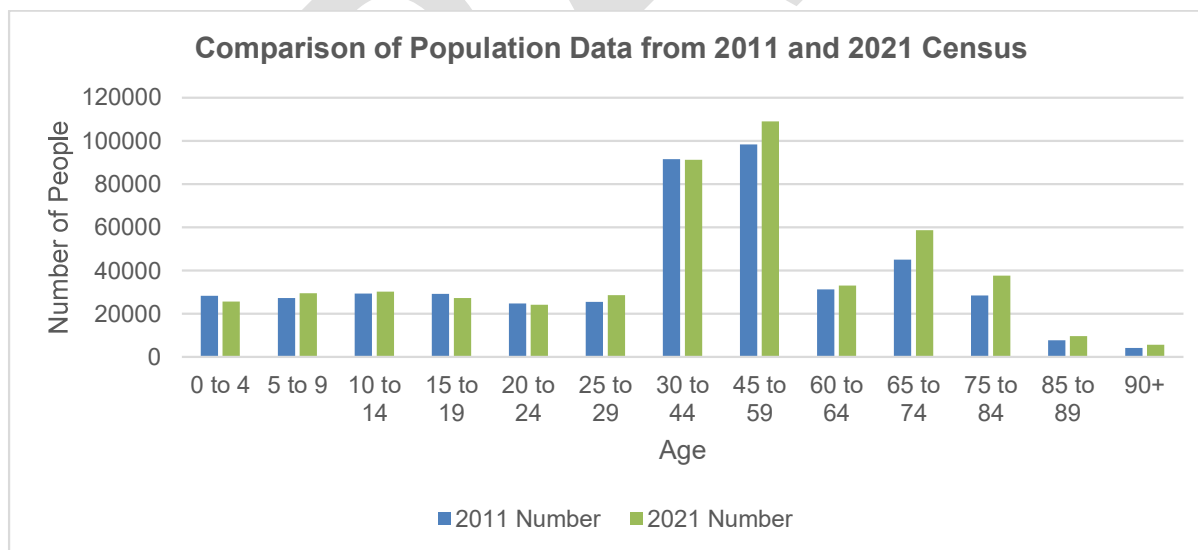
over 400 school age children who would not have been on roll as at January 2022 and are therefore not included in the NOR data in this document. In some areas, the number of pupils has been significant. The DfE have indicated that schools are able to admit over PAN if necessary to enable the admission of these children and where there is no reasonable alternative, schools are permitted to admit children above the infant class size limit of 30.

## D2 Population overview

The birth rate and numbers of children arising from military families is substantially higher than in the rest of the population. Account is taken of this when planning school places in relevant areas. Wiltshire is predominantly a rural county. The approach of the local authority to school place planning must therefore be designed to support dispersed populations in rural areas, those resident in small towns and the larger populations concentrated in the urban areas. The tables below show there has been a significant increase in both Wiltshire’s overall demographic population and that of school populations since 2011 with further increases projected. The effect of the Country’s economic position and its impact on the housing market, and thus population mobility, will continue to be monitored throughout the period of this plan. The growth has been more significant in the primary phase for the past few years however that growth is now moving into the secondary phase and there will be a need to expand secondary school places.

### Wiltshire total population overview (Source: ONS)

High level population data from the 2021 national census has recently been published. This enables a comparison to the previous 2011 census. At the 2011 Census, Wiltshire had a population of 470k, however the first release of population data from the 2021 Census now puts this at over 510k. A graph showing a comparison of the population, by age group, between the 2011 and 2021 census data is below.



It can be seen that the population of 0 to 4-year-olds has decreased by nearly 10%, whilst the numbers of 5 to 9 and 10 to 14 year-olds have increased. These age brackets include our largest school cohorts due to the higher birth rate between 2010 and 2015. The post 16 cohort has also seen a decline in numbers. The significant increases in population are in the older age groups.

The 2021 census data is still only available at the Wiltshire level and therefore cannot currently be analysed by community area.

**Wiltshire school population data 2015 to 2022 (Source: January School Census data)**

School Type	2015	2016	2017	2018	2019	2020	2021	2022	Diff 2015-2022	% Diff 2015 - 2022
Primary (R to Y7)	36,059	37,101	37,921	38,182	38,315	38,547	38,478	38,131	+2,072	+6%
Secondary (Y7 to Y13)	29,008	28,675	28,830	28,809	29,251	29,834	30,383	30,813	+1805	+6%
Special	554	581	594	618	664	766	811	862	+308	+56%
<b>Total</b>	<b>65,621</b>	<b>66,357</b>	<b>67,345</b>	<b>67,609</b>	<b>68,230</b>	<b>69,147</b>	<b>69,672</b>	<b>69,806</b>	<b>+4,185</b>	<b>+6%</b>

**Primary school numbers by year group as at January 2022**

Year Group	Rec	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Number of pupils	5130	5448	5338	5504	5434	5565	5712

This table shows the larger cohorts are currently in the older age ranges in primary schools and therefore these larger numbers are now feeding into the secondary schools.

**Secondary school numbers by year group as at January 2022**

Year Group	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Number of pupils	5480	5239	5295	5104	4937	2452	2306

Numbers in secondary schools have begun to increase and will continue to do over the next few years as the largest cohorts feed through from primary schools.

Although these tables give the overall picture in the county there will be significant variations between areas of the local authority with, for instance, a greater decline in primary numbers in the rural areas. Factors such as armed forces movement and the rate at which housing developments are built out are continually monitored.

A summary analysis of the projections and issues in each planning areas is provided in section E below.



## E12 Melksham

There are 9 primary age schools in the Melksham area and 1 secondary school catering for the 11 to 19 age range. All but one of the schools in this area are Academies. There are no special schools in the area however there is a resource base at River Mead School.

<b>Primary</b>	<b>Status as at July 2022</b>	<b>Urban/Rural</b>
Aloeric Primary School	Academy	Urban
Bowerhill Primary School	Academy	Urban
Forest & Sandridge CE Primary School	Academy	Urban
River Mead School	Academy	Urban
The Manor CofE School	Academy	Urban
Seend CE Primary School	Academy	Rural
Shaw CE Primary School	Academy	Rural
St. George's CE Primary School, Semington	Academy	Rural
St. Mary's Broughton CE Primary School	Academy	Rural
<b>Secondary</b>		
Melksham Oak Community School	Academy	Urban

### Overview

In this community area there are 5 primary schools located in the town and a further four schools in the surrounding villages. Of the four rural schools, three are classed as small schools.

Forest and Sandridge CE Primary School was relocated and enlarged onto its current site in 2015. The school now has a capacity of 420 and is full. A section 106 contribution has been secured to expand the school to 2.5FE.

In recent years The Manor CofE School have published a reduced PAN of 30. This is currently being formalised through a business case submission to the RSC. This document therefore assumes an ongoing capacity of 210 for the school.

Melksham Oak Community School is the only secondary school in this community area and has been recently expanded, increasing the PAN to 300 from September 2022.

### Current Provision

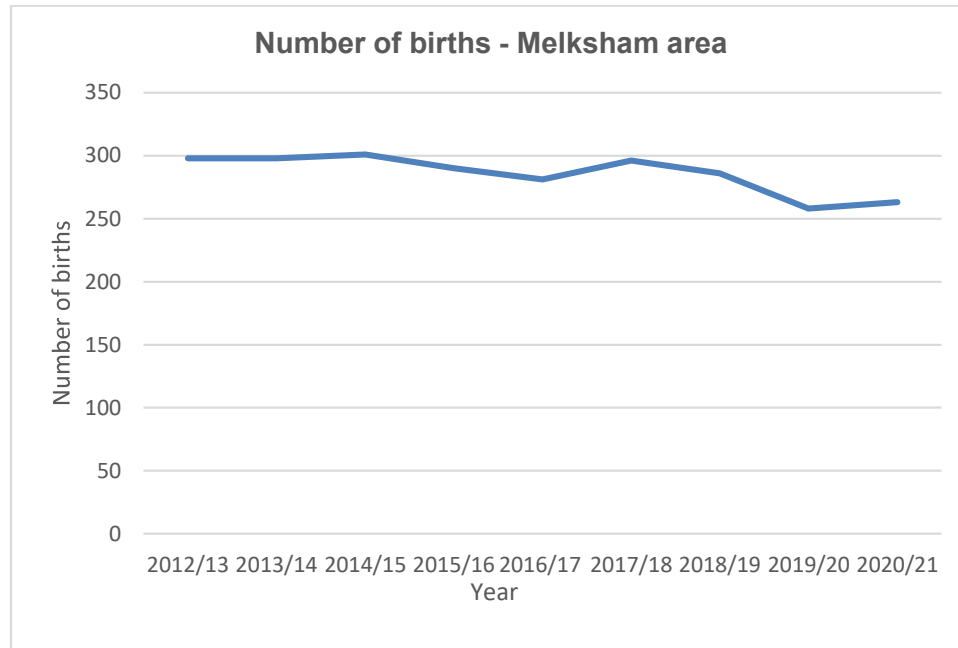
The following table provides a breakdown of the net (pupil) capacity and number on roll for schools in the Melksham area.

Phase	Net Capacity	Number on Roll (Jan 2022)	Surplus Capacity + / -
Primary (Urban)	1680	1596	+84 (5%)
Primary (Rural)	540	477	+63 (11.5%)
Secondary (Y7 to Y11)	1500	1140	+360 (24%)

## Births in Melksham

The number of births reported by the Health Authority in the Melksham area shows the birth rate has been relatively stable throughout the entire period until a decline in 2019/20. There was then a slight increase again in 2020/21.

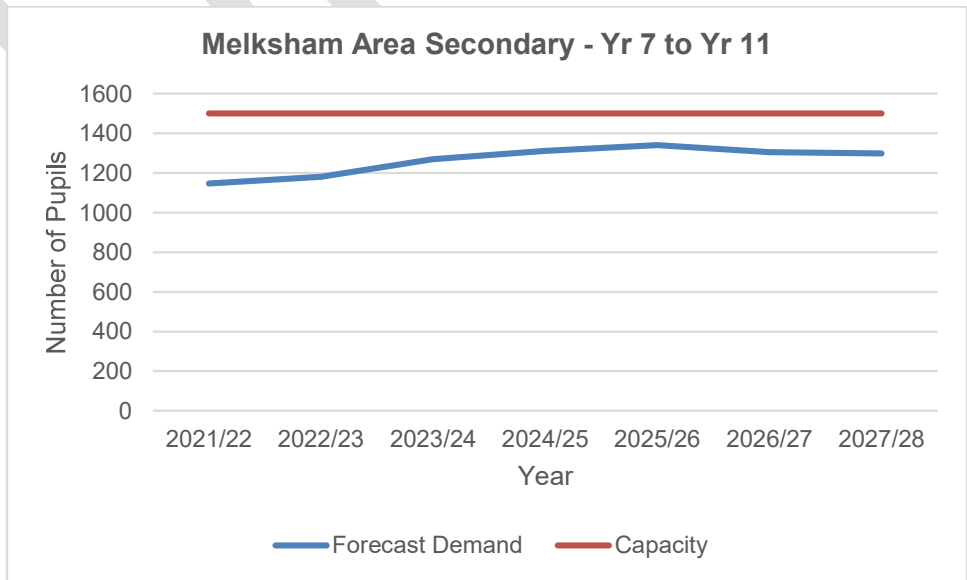
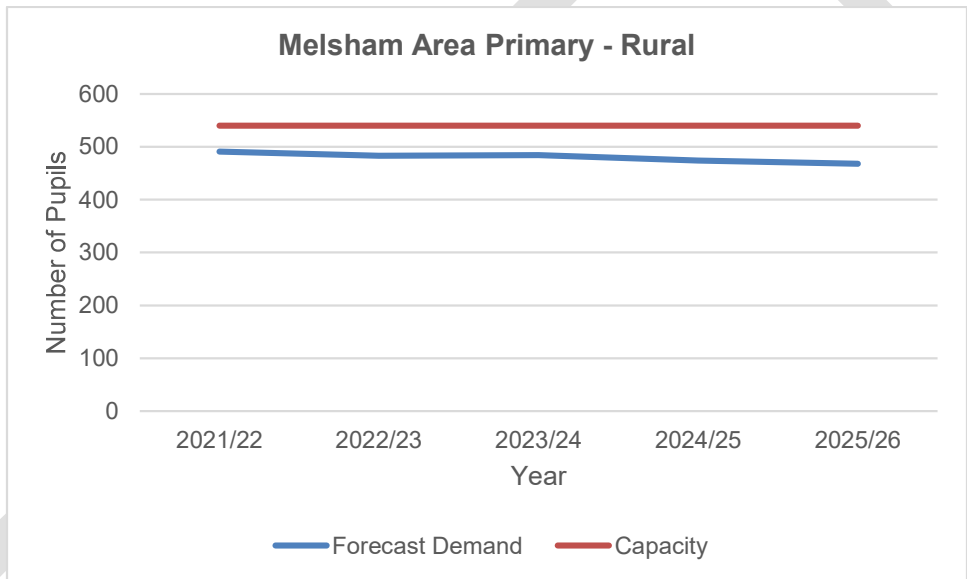
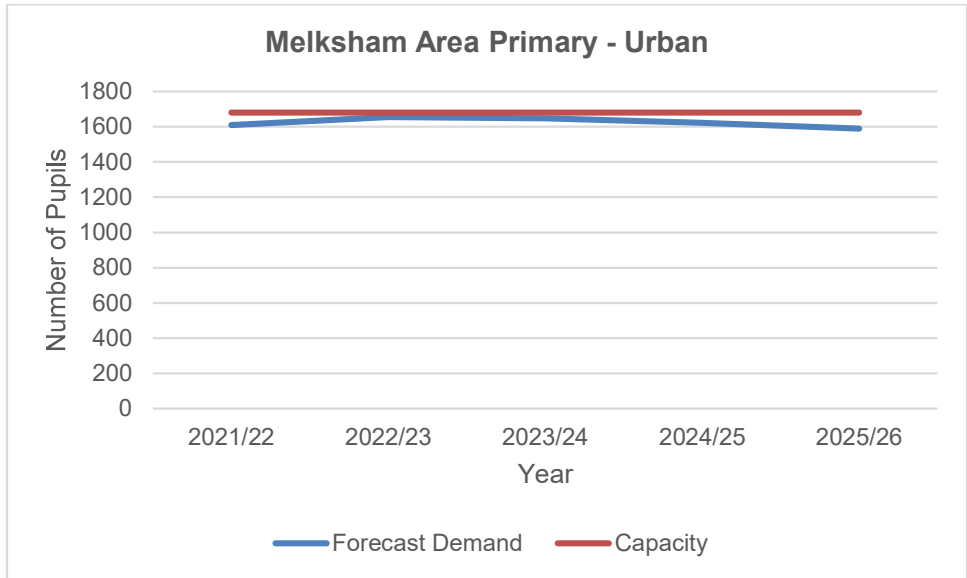
Birth year	2012/ 13	2013/ 14	2014/ 15	2015/ 16	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21
Number	298	298	301	290	281	296	286	258	263



## Current forecasts

The following graphs show the forecast demand for school places in the Melksham urban and rural primary schools. At primary level these take into account the birth rate, inward/outward migration and housing expected to be completed during the planning period, taken from the Wiltshire Housing Land Supply Statement (April 2022).

Melksham Oak is the only secondary school serving this community area. Estimates of the future need for secondary places are based on the number of pupils leaving primary schools at the age of 11+, applying historic transfer ratios to take account of pupils moving to independent schools and schools in other areas.



## Housing Development

There are approximately 800 new houses still to complete in this community area. This includes completion of several sites, as listed in the April 2022 Housing Land Supply Statement. The pupil product of this housing is included in the forecasts above where it is expected to complete within the forecast period.

The Local Plan consultation undertaken early in 2021, proposed that a further 2585 houses be completed in Melksham prior to 2036. The pupil product of these houses is not yet included in the forecasts but would generate approximately 801 new primary and 568 secondary pupils.

The Local Plan consultation also included a paper on Empowering Rural Communities, which proposed 28 additional houses in Seend, 89 in Shaw/Whitley and a further 10 in Semington by 2036. This would collectively generate approximately 39 primary and 28 secondary pupils overall.

### Implications for Primary Provision from 2022/23

As the level of surplus places in the urban area is only 5% and there are still a considerable number of new homes to complete, additional places will be required in the town. In recent years there has also been significant growth in cohort sizes between birth to school starting age.

A Section 106 Agreement was signed in 2016, securing the funding to expand Forest and Sandridge Primary School to 2.5FE. This project will commence on site during 2022.

A site has also been secured on the Pathfinder Way development for a new primary school and nursery. In the short term the expansion of Forest and Sandridge will provide sufficient places. However, the birth rate, numbers moving into new housing and the uptake of places in the town will continue to be closely monitored. The new Pathfinder Way school and nursery will be designed and planning permission secured to enable it to be brought forward as and when required.

At present, there are clearly insufficient primary school places available in the town to cater for the proposed Local Plan housing. The new primary school at Pathfinder Way, could provide some, but not all, of the new places required. A further new primary school would also be required, should the level of housing be taken forward as proposed in the Local Plan consultation. A site and financial contributions would be sought from the developers for a further new primary school.

With current demand for SEND education – taken together with predicted growth in student numbers in Melksham – there will be the requirement for a 2 classroom Primary Resource Base, included within a new Primary School.

In the rural schools, the forecasts suggest that the number of pupils attending will slightly reduce. This is based on current application numbers and birth rates in the rural areas. The level of surplus places is projected to increase slightly, with some schools having more places available than others. The local plan housing proposed in the rural communities would fill some of these spaces, however Shaw Primary school is already full and cannot be expanded further to meet the needs of the proposed local plan housing.

## Implications for Secondary Provision from 2022/23

The number of pupils attending Melksham Oak is forecast to grow significantly over the next few years as larger cohorts begin to feed through from primary schools and as new housing is completed. The recent expansion means that the school now has a PAN of 300, which will be sufficient to meet the needs of current housing.

If the proposed 2712 local plan houses are taken forward, there would be a significant shortfall of secondary places. Whilst the school site is large, expanding the school over 12FE would make it the largest school in the Country and would probably be considered too large to operate from one site.

The number of additional places required would not be sufficient to make a whole new secondary school viable. As the Local Plan process moves forward and the final number of houses is determined, the provision of secondary places in the town will need to be given careful consideration by the Local Authority and Academy Trust.

Demand for resource base provision in West Wiltshire is high and consideration needs to be given for the creation of 2 additional secondary resource base classes, based on current and predicted demand. The Special School Transformation Team are exploring opportunities to expand resource base provision with existing secondary schools in Melksham and the surrounding areas.

### Post 16

Melksham Oak Community School has on-site post 16 provision and offers both A-levels and vocational qualifications. The table below shows the historical number of learners in years 12 and 13 at the school.

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
<b>Number of students in Years 12 and 13</b>	186	122	98	108	126	129
<b>Percentage stay on rate</b>	39%	26%	23%	30%	28%	33%

### Melksham implementation plan

<b>Short term – 1 to 2 years</b>  <b>Academic Years</b> <b>2022/23 – 2023/24</b>	<b>Medium term – 3 to 5 years</b>  <b>Academic Years</b> <b>2024/25 – 2026/27</b>	<b>Long term – 5 to 10 years</b>  <b>Academic Years</b> <b>2027/28 – 2032/33</b>
<i>Expansion of Forest and Sandridge CE Primary School by 0.5FE to provide additional places to meet the needs of new housing</i>		
	<i>New Primary School at Pathfinder Place when required to meet the needs of new housing.</i>	
		<i>Secure site and financial contributions for new primary school, if needed,</i>

		<i>to support new Local Plan housing</i>
		<b><i>Potential further expansion of Melksham Oak to meet the needs of new housing.</i></b>

DRAFT

AGENDA ITEM 08(c)

**Clerk's Note to accompany the Wiltshire School Places Strategy 2023 – 2027**

<https://www.wiltshire.gov.uk/article/2139/Education-strategies-and-policies>

I have had a read of the draft strategy, and have taken the liberty of highlighting bits of the strategy that I think could be useful evidence for planning applications (minimising the travel to school distances), for the route to the rear of Melksham Oak and for the planning of the new primary school in Bowerhill.

I have included this in your pack, with some comments, and just included the first 30 pages that is Wiltshire wide and the next bit which is just the section on Melksham.

There are useful numbers of the planned birth rates, and the school spaces in the Melksham area.

There are Wiltshire Council's plans for the short, medium and long term, which to my mind doesn't address the shortfall of secondary places that there will be, it mentions it in the text but there is nothing in the strategy moving forward (the impact of the new housing coming forward in the Local Plan, and some of the sites which are already coming forward now speculatively).

**I think its definitely worth a read and some comments back on the draft strategy, which closes on 31<sup>st</sup> March 2023.**

## Teresa Strange

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**From:** Brendan Dix <brendan.dix@footballfoundation.org.uk>  
**Sent:** 30 January 2023 15:24  
**To:** Teresa Strange  
**Subject:** 3G project in Melksham

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Teresa,

The Football Foundation are the Premier League, The FA and Government's Charity that helps communities improve their local football facilities through football grants. Over 21 years of investment we have supported over £1.8b worth of projects to help transform lives in communities across the country. Investment from the Foundation covers a range of projects from simple goal post replacement grants to 3G Football Turf Pitches (FTP) which deliver transformational outcomes for local communities.

You can watch our latest annual review video, which highlights the key achievements in the last financial year, by clicking <https://www.youtube.com/watch?v=nOjsVpnl6Jw> and please read your Local Football Facility Plan [here](#).

Recently with the support of our funding partners the foundation facilitated the production of Local Football Facility Plans (LFFPs) for every local authority across the country. The Foundation in the last 12 months has secured record levels of investment from our funding partners and we are now seeking to formally activate the LFFPs. We cannot deliver the projects alone and we are seeking partnerships and funding to enable us to deliver as many projects as possible.

We are currently in dialogue with key local stakeholders in Melksham regarding the viability and feasibility of a 3G FTP in the area and would welcome the chance to have a call or meeting to discuss this potential project further with you.

If you could provide some suggested times/dates for a call or meeting, I will happily set this up with you and/or colleagues to discuss further.

Regards

Brendan

**Brendan Dix**  
Delivery Manager

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E: [brendan.dix@footballfoundation.org.uk](mailto:brendan.dix@footballfoundation.org.uk) W: [www.footballfoundation.org.uk](http://www.footballfoundation.org.uk)

The Football Foundation  
10 Eastbourne Terrace | Paddington | London | W2 6LG





## Teresa Strange

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**From:** Geeson, Daniel <Daniel.Geeson@wiltshire.gov.uk>  
**Sent:** 07 March 2023 14:00  
**To:** Teresa Strange  
**Subject:** RE: 3G project in Melksham

Hi Teresa

I can confirm there is a strategic need for a 3GATP in the Melksham Community Area to meet the strain on infrastructure of current and increasing numbers of youth football teams (FoF and Melksham Town) and the predicted future housing growth. Sporting need is identified in the Local Football Facilities Plan (LFFP) of which Lyndon Taylor at the FA can confirm. It is also an emerging target within the current Playing Pitch Strategy (PPS) and I expect this will become a key strategic aim within the renewal of the PPS (contract to start 01 April this year) once a fresh look at Wiltshire 18 community areas is carried out.

Kind Regards

Danny

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**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** 07 March 2023 13:50  
**To:** Geeson, Daniel <Daniel.Geeson@wiltshire.gov.uk>  
**Subject:** RE: 3G project in Melksham

Hi Danny

Thanks for your time on Friday afternoon, really appreciated.

Are you able to confirm to me by email that there is a need for a 3G provision in the Melksham area please, so I can pass to members before we meet the pre app tomorrow morning,

Thanks!

Teresa

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**From:** Geeson, Daniel <[Daniel.Geeson@wiltshire.gov.uk](mailto:Daniel.Geeson@wiltshire.gov.uk)>  
**Sent:** 01 March 2023 15:43  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Cc:** Linda Roberts ([linda.roberts@melksham-tc.gov.uk](mailto:linda.roberts@melksham-tc.gov.uk)) <[linda.roberts@melksham-tc.gov.uk](mailto:linda.roberts@melksham-tc.gov.uk)>  
**Subject:** RE: 3G project in Melksham

Ok great - do you know when Bredon is meeting with the Town Council. I am due to meet with him tomorrow afternoon with Melksham one of the agenda items.

Speak soon.

Danny

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**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Sent:** 01 March 2023 15:32  
**To:** Geeson, Daniel <[Daniel.Geeson@wiltshire.gov.uk](mailto:Daniel.Geeson@wiltshire.gov.uk)>  
**Cc:** Linda Roberts ([linda.roberts@melksham-tc.gov.uk](mailto:linda.roberts@melksham-tc.gov.uk)) <[linda.roberts@melksham-tc.gov.uk](mailto:linda.roberts@melksham-tc.gov.uk)>  
**Subject:** Re: 3G project in Melksham

Hi Danny

**MINUTES of the Highways & Streetscene Committee of Melksham Without Parish Council held on Monday 20 March 2023 at Melksham Without Office Space (First Floor), Melksham Community Campus, Market Place, Melksham, SN12 6ES at 8.23pm**

**Present:** Councillors Alan Baines (Committee Chair), John Glover (Chair of Council), Terry Chivers, Mark Harris and Robert Shea-Simonds

**In attendance:** Councillor Peter Richardson (part of meeting) & 3 Members of public

**Via Zoom:** 1 member of public

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

**453/22 Welcome, Announcements & Housekeeping**

Councillor Baines welcomed everyone to the meeting and went through the fire safety evacuation procedures for the building.

**454/22 To receive Apologies and approval of reasons given**

Apologies for absence were received from Councillor Pafford who was attending a Melksham Oak School Governor Meeting as the parish council representative and Councillor Patacchiola due to work commitments. It was acknowledged that the meeting date had recently been brought forward.

**Resolved:** To note and accept the reasons for absence

**455/22 a) To receive Declarations of Interest**

There were no declarations of interest.

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

There were no dispensation requests.

**456/22 Public Participation**

5 members of public were in attendance, including 1 via Zoom, wishing to speak to various items on the agenda, therefore, Standing Orders were suspended.

Councillor Peter Richardson spoke in his capacity as Chair of Community Action Whitley & Shaw (CAWS) and was in attendance to discuss their request for speed reduction measures in Shaw and Whitley. He was accompanied by Kirsty Jamieson, the Shaw & Whitley Community Speed

Watch Co-ordinator. The request was for a number of measures, given concerns of speeding along the A365, which was used by children to access Shaw School, particularly those from George Ward Gardens. Community Action Whitley & Shaw (CAWS) sought a reduction in the 40mph speed limit between George Ward Gardens and Shaw traffic lights and the addition of 30mph roundel signs painted on the highway on both Corsham Road, Whitley and Shaw Hill.

A resident of Westlands Lane, Beanacre was in attendance to voice their concerns at speeding over the railway bridge on Westlands Lane requesting the 30mph speed limit on Westlands from the A350 be extended to the bridge or rumble strips be installed instead, if this was not possible, following a recent accident on Westlands Lane. No barriers had been provided either side of the bridge to stop vehicles going over. The road had recently been tarmacked, which unfortunately had created a ridge at the edge of the road, which was making it easy for tyres to get caught in and causing pedestrians to be further out in the road to avoid. Drivers negotiating the bridge were unaware of the potential for pedestrians to be in the road. The slow sign painted on the surface had been tarmacked over during these works and needed to be reinstated.

Mark Blackham, Chair of Bowerhill Residents Action Group (BRAG) was in attendance with a resident of Martlet Close concerned at the removal of vegetation by the former developer some time ago, including some trees, on the eastern side of Falcon Way which had left the area looking unsightly. They sought support of the Parish Council in trying to find a solution to get the area maintained more appropriately.

Standing Orders were reinstated.

Councillor Baines asked if Members were happy to move the various agenda items further up the agenda for discussion, which Members agreed.

**457/22 To note Minutes of last Highways & Street Scene Committee meeting held on 16 January 2023 and updates on actions taken.**

Members noted the minutes of the last Highways & Streetscene meeting held on 16 January and the actions taken by officers.

- a) Highway Funding (Min 353/22). To note updates (if received) following a request to Wiltshire Council for the £200,000 Section 106 Highway contribution from planning application PL/2022/02749 for 144 dwellings on Semington Road be spent on various highway projects in the vicinity of Berryfield.**

The Clerk informed the meeting there had been no update other than the Wiltshire Council highway officers had taken into account and were actively planning for this.

**b) Pathfinder Way (Min 355(b)). To note response from the Senior Highway Engineer to request for 'No Right Turn' signage off of Pathfinder Way.**

Members noted the response from the Senior Highway Engineer to the Council's request for no right turn signage to be installed off Pathfinder Way, who had stated at present the estate roads were unadopted as public highway, therefore the Local Highway & Improvement Group (LHFIG) could not intervene, however, he had expressed doubt such a proposal would work.

It had previously been highlighted to Wiltshire Council there was an inconsistency with the road signage along Pathfinder Way, following a recent change in the speed limit and whilst it was understood the signage to be installed by Wiltshire Council had been done, there was still some outstanding signage to be installed by Taylor Wimpey as part of the Pathfinder Place development.

It was noted the 30mph sign coming down Pathfinder Way on the left-hand side was still in-situ, having been rotated 180 degrees facing traffic coming from Bowerhill which meant it was a repeater sign and therefore, difficult for any enforcement. It was noted the turn left arrow was still visible on Bowerhill roundabout.

The Clerk explained she had raised this issue recently with the local Highways team.

Members noted that there was a later agenda item to support the request of Wiltshire Councillor Holder for double yellow lines on the entrance to Newall Road and Maitland Place, however, it was suggested the double yellow lines needed to be installed along the whole length of Pathfinder Way and included on the double yellow line request to Wiltshire Council.

**c) Bowerhill School/Village Hall (Min 355(b)/22). To note any update following meeting between Wiltshire Councillor Nick Holder, Bowerhill Village Hall and the Headteacher of Bowerhill Primary School regarding improvement to access to the grounds for parking and drop off and consider any recommendations coming from that meeting.**

Correspondence had been received from Councillor Nick Holder explaining whilst the Principal of Bowerhill Primary School had come up with a solution to the issue, it was much more complicated than an issue for the Local Highway &

Footpath Group (LHFIG) to consider and required discussions with officers at County Hall due to the costs involved.

Councillor Harris explained he had attended the meeting but was unable to provide an update at this time.

**d) Redstocks Road Condition (Min 356(c)/22): To note road surface works undertaken on 8 & 9 February.**

Members noted following concerns from residents of Redstocks at the condition of the road surface, the road surface co-incidentally had been repaired within a week or two of being discussed by the parish council, with residents of Redstocks thanking the parish council for their support nonetheless.

**e) Speed Indicator Devices and change to threshold levels (Min 356(e)/22): To note update and reinstatement of Speed Indicator Device schedule.**

Councillor Baines explained whilst the trigger levels of the new Speed Indicator Device (SID) had successfully been changed in line with Wiltshire Council's policy, unfortunately given the design of the older device, this was not possible as there were not options for different increments and therefore would operate at the lower trigger speed of 30mph.

The Clerk wished to pass on the thanks to the Town Council Amenities Team for assisting with this.

**458/22 Local Highways & Footpath Improvement Group (LHFIG) (formerly Community Area Transport Group – CATG)**

**a) To note Minutes and action log of Local Highways & Footpath Improvement Group (LHFIG) meeting held on 2 February 2023.**

Members noted the minutes and action log of the Local Highways & Footpath Improvement Group (LHFIG) meeting held on 2 February 2023.

**b) To consider questions raised at the LHFIG meeting for the parish council to respond:**

**i) LHFIG Issue 9-22-19 – To alter stagger barriers between Corsham Road and Eden Grove, Whitley – to approve project to move forward following site visit by Engineer and approve funding share £375**

It was noted that following a site inspection the safety barriers could be removed and replaced to allow more

space for mobility scooters and pushchairs. However, this would also make life easier for cyclists (which are not permitted to ride here) and slightly increase the risk of a child running out into the road.

Councillor Chivers informed the meeting he had raised this as an issue having been approached by a couple of residents who used mobility scooters. However, for various reasons he was aware that their specific requirement for the barriers to be changed no longer existed.

**Recommendation:** Not to progress this issue, but revisit if the issue arises again.

ii) **LHFIG Issue 9-22-22 – Request to replace louvre shuttering on approach to signals, Corsham Road, Whitley – to approve funding share £375**

Councillor Chivers highlighted the positioning of the shutters often meant HGV drivers could not see lights very clearly.

It was noted the shuttering was positioned mainly for cars to see clearly.

**Recommendation:** To approve the £375 costs to install shutters on Corsham Road, Whitley traffic lights.

iii) **On Street Parking Reviews: LHFIG Item 6b - To consider submitting any new requests for next financial year**

Councillor Baines expressed frustration Wiltshire Council had moved the goal posts again with regard to the process for councils to submit double yellow line requests, with several of the parish council requests having been submitted to Wiltshire Council several years ago.

Councillor Baines informed the meeting councils now had to submit requests only once a year to the Local Highways & Footways Improvement Group (LHFIG) for consideration at their first meeting in the financial year. At a previous meeting, it had been agreed any traffic orders covering several parishes in the same area, which included Melksham Town Council in this council's case, be covered by one traffic order, to save on the legal costs associated with a traffic order. Unfortunately, Melksham Town Council had yet to produce their list for consideration which had resulted in a considerable delay

in requests going forward.

Councillor Baines noted the council's current list of requests for double yellow lines included the following and sought a steer from Members for any further requests:

- Semington Canal Bridge
- Lancaster Road, Bowerhill
- Avro Way, Bowerhill
- Merlin Way, Bowerhill
- Mitchell Drive, Bowerhill
- Westlands Lane, Beanacre (Wessex Water request)

Frustration was expressed at the delay in the requests being moved forward, with a suggestion the parish council try and progress these, without waiting for the Town Council to produce their requests. Councillor Baines highlighted if the parish council were to do this, consideration needed to be given to the legal fees involved for the traffic order of c£3,000. As Chair of the Finance Committee, Councillor Glover stated he would be happy to support the council moving these requests forward and to cover the costs involved. Councillor Baines suggested the council could ask the costs be split 50/50 with the Local Highway & Footpaths Improvement Group (LHFIG), which members supported.

Councillor Baines informed the meeting he had received correspondence from a business on Bowerhill Industrial concerned at the delay in their request for double yellow lines having not been progressed and the impact this was causing to their business. With Councillor Baines responding to the concerns by stating the parish council were just as frustrated with the delay suggesting they contact their local Member at Wiltshire Council – Councillor Nick Holder, Michelle Donelan MP and Councillor Caroline Thomas, Cabinet Member for Transport, Wiltshire Council.

The Clerk raised concern at parking on Westinghouse Way either side of the car park entrance to Bowerhill Sports Field, as it was often quite difficult for people to get out of the car park due to vehicles parking either side of the entrance, making it difficult to see oncoming vehicles.

**Recommendation 1:**

- a) To ask that the Local Highway and Footpaths Improvement Group (LHFIG) progress this council's requests as soon as possible without having to wait for Melksham Town Council to submit their requests.

- b) To be prepared to contribute up to 50% of the c£3,000 legal costs to ensure that this proceeds quickly.

**Recommendation 2:** To forward the following new double yellow line requests to the Local Highways and Footway Improvement Group (LHFIG) for consideration:

- Pathfinder Way (including the entrances to Newall Road, Maitland Place and the proposed school access road)
- Lancaster Road (intermittent double yellow lines to enable passing places and break up the continuous parking; as well as double yellow lines opposite the entrances to the old hangars to enable easy access for HGVs in particular)
- Westinghouse Way either side of the entrance to the Bowerhill Sports Pavilion.

**iv) LHFIG Issue 9-19-11 - Portal Road, Bowerhill Gateway Signage**

The Clerk explained that the design of this gateway signage had been received on Friday and so it made sense for the committee meeting tonight to have sight and approve it. Councillor Baines noted the costs were within the original estimate provided.

**Recommendation:** To approve the design of the gateway signage.

**459/22 To consider residents' requests for support by the Parish Council including requests for the Local Highways & Footpath Improvement Group (LHFIG) next meeting on 9 May 2023):**

**a) Land on Falcon Way. To consider a way forward with regard to land ownership and future maintenance**

Following the concerns from residents of Bowerhill at the cutting back of vegetation along parts of Falcon Way by the developer, due to concerns it was causing damage to garden walls, Councillor Baines explained the council had been attempting to install a bus shelter at the bus stop next to Kingfisher Drive and discovered all the land was still in the ownership of the developer and therefore had approached Wiltshire Council to adopt at least the land by the bus stop but preferably all the land along Falcon Way.

However, when Wiltshire Council approached the developer, the developer had suggested the bus stop be removed as well as the bench installed by Bowerhill Residents Action Group



(BRAG) and therefore everyone was at an impasse on this issue and therefore, it was in the hands of the legal department at Wiltshire Council.

The Clerk explained the parish council had requested the original planning application from Wiltshire Council, to ascertain if there were any planning conditions relating to the landscape plan, unfortunately this information was not available, therefore, it was difficult to prove the developers were in contravention of their original planning consent. Unfortunately, it had taken some time to retrieve this information from Wiltshire Council archives as the original plans had been submitted to West Wiltshire District Council previously.

The Clerk explained for the many complaints received at the vegetation being cut down and the subsequent unsightly verges, the council also received requests from residents of the other side of Falcon Way for the vegetation to be cut back, as they were also concerned for their boundary walls.

The Clerk explained she had discussed with Wiltshire Councillor Nick Holder about the possibility of holding a meeting with the developer in order to find a solution and move forward, given previous unhelpful responses from the developer.

Standing Orders were suspended to allow residents of Bowerhill to speak to this item.

The residents explained most of the planting was shrubs rather than trees and suggested most of the damage to the walls were as a result of how they were constructed rather than damage from vegetation. It was also noted the trees had been cut back at the request of residents in order to gain more light into their gardens, without consultation with other residents.

One resident explained having spoken to the developer, he would be happy to discharge this land for a £1 to an organisation to maintain, with the resident enquiring if this was a possibility.

Standing Orders were reinstated.

Members raised concern that whoever took on the verges would be responsible for their upkeep, which came at a cost, not just in maintenance cost but also in legal fees.

It was asked whether the Archive Office at Chippenham held

any records of the original planning application, in order to ascertain if there had been a contravention of any of the planning conditions. The Clerk informed the meeting she was going to the Archive Office shortly and could ask if any information was available. The original planning application had been retrieved from County Hall; it was just that they did not provide the evidence required.

The residents expressed frustration that previously Wiltshire Council had been maintaining the verges, however, this had stopped and were unclear why this was the case.

Councillor Baines explained Wiltshire Council had been asked to continue to maintain the area and take on the land but were currently at an impasse.

**Recommendation:** To liaise with Wiltshire Councillor Nick Holder, Wiltshire Council including their Legal Team as well as the developer in trying to reach a resolution and to highlight to Wiltshire Council they had previously maintained the land and should therefore continue to do so and subsequently take over the land.

**b) Lorry Trailers Parking on Lancaster Road, Bowerhill. To consider correspondence from Sergeant James Twyford**

Members noted the correspondence received from Sergeant Twyford stating he had been requested to revisit the issue of lorry trailers parking on Lancaster Road, Bowerhill suggesting several solutions to the problem, including the installation of double yellow lines.

The Clerk highlighted in the correspondence from Sergeant Twyford he had suggested speeding needed to be 'designed out' for a lasting solution, such as chicanes, or width reduction of the road.

It was highlighted if double yellow lines were put in, as suggested, Sergeant Twyford had raised a concern this could result in vehicles using Lancaster Road and others in the vicinity as a race track.

Councillor Harris stated his concern was drivers ignoring legislation and parking trailers on the highway unlit at night and wanted enforcement action but felt the local Police were very reluctant to do this.

Councillor Baines reminded Councillor Harris the parish council had already raised the issue with the Traffic Commissioners office and also highlighted policing numbers

were currently low. However, a potential solution was for a lorry park in the area, which had been requested by the council for several years.

It was noted as discussed earlier in the meeting the provision of intermittent yellow lines on Lancaster Road could help with the parking issue, as well as help stop any potential speeding.

**Recommendation:** To write back to Sergeant Twyford to say unfortunately the law was being broken and not being enforced. Whilst taking on board the suggestions raised in his correspondence, such as the installation of intermittent double yellow lines there was still an enforcement issue, which the Council would like to see addressed.

**c) Westlands Lane, Beanacre. To note concerns of speeding on Westlands Lane and consider a request for a reduction in the speed limit. To note correspondence from Senior Traffic Engineer following recent accident on Westlands Lane (railway bridge).**

As raised by a resident earlier in the meeting, there was concerns at speeding along the lane, particularly over the bridge.

Councillor Baines noted, due to the proposed temporary closure of a public right of way in Beanacre which would be considered later on on the agenda, this meant pedestrians temporarily being directed on to the lane and therefore it was important some signage was installed to warn drivers of the possibility of pedestrians in the road, particularly as there was no pavement available.

Councillor Baines noted the Parish Council had previously requested an extension of the 30mph speed limit, with the Senior Traffic Engineer recently highlighting speed limits should not be introduced to simply address an isolated hazard such as the bridge.

Councillor Baines informed the meeting the council had previously requested a gateway feature on the Western side of the bridge next to the entrance of the substation, however this was very expensive and the suggestion at the time was that it would not make much of a difference to driver speeds. The parish council had also requested the hedging be cut back in order the 30mph sign could be seen more clearly and this was on the list for the Parish Steward to keep an eye on, on a regular basis.

**Recommendation:** To ask that the road markings on the

road are reinstated following recent roadworks and submit a request to the Local Highways & Improvement Group (LHFIG) for additional signage warning drivers of pedestrians in the road.

**d) Burnt Cottages, Beanacre. To consider a request for “No HGV parking” on the layby outside Burnt Cottages.**

Following a request from a resident of Burnt Cottages for the “No HGV parking” sign to be reinstated a response had been received from Highways, stating there was no record of any parking restriction sign being installed, being present or recently removed from the Burnt Cottages slip road. The resident had provided photographic evidence of lorries parking in the layby and blocking access from their properties, which happened regularly with drivers taking a break and visiting the Greggs store/café opposite.

Highways had also confirmed that there was no traffic order restricting parking for any vehicles, HGV or otherwise, within the public highway of the slip road. In order to prevent HGVs only, such an order would need to be created and implemented with attendant bespoke signage.

**Recommendation:** To make a request to the Local Highway & Footpath Improvement Group (LHFIG) for the installation of white lines on the road in the layby outside Burnt Cottages, to deter vehicles blocking their access.

**e) To consider supporting a request from Wiltshire Councillor Nick Holder for double yellow lines on entrances to Maitland Place and Newall Road off Pathfinder Way, Bowerhill.**

This request had been discussed earlier in the meeting with a recommendation to include Pathfinder Way which included Maitland Place and Newall Road on the list of double yellow line requests to the Local Highways & Footpath Improvement Group (LHFIG) for consideration.

**f) To consider complaint regarding inconsiderate parking outside Bowerhill Primary School.**

Correspondence had been received from a resident of Gibson Close concerned at inconsiderate parking in Gibson Close, which was making it difficult for people to get in and out of their driveway.

Councillor Baines noted along Forest Road, some residents had installed wooden stakes with white painting on top in the verge, in order to deter people from parking on them and wondered if this could be a solution to the resident’s concern.

It was unclear who maintained the verge highlighted by the resident.

**g) To consider a request from Atworth Parish Council to work with the Parish Council on widening the usable pavement width between Atworth and Shaw.**

In discussing this request, Members felt it fell under the remit of the Parish Steward and therefore it was up to Atworth Parish Council to suggest when the Parish Steward was scheduled to visit them that they request this work be undertaken. It was not for the Parish Steward to undertake the work when scheduled to visit the parish, particularly given the other requests received; with priority in the parish particularly given to major roads that were used to access the schools, and for flood prevention.

It was noted there were areas along the A365 in the parish where the pavement needed to be widened.

**Recommendation:** To not work with Atworth Parish Council in widening the usable pavement width between Atworth and Shaw and to request the Parish Steward widen the path in places along the A365, Shaw.

**h) To consider requests from Community Action Whitley & Shaw (CAWS)**

Councillor Baines explained earlier in the year, a call for a safer route along the A365 from George Ward Gardens to Shaw had been made by residents of George Ward Gardens, which the Melksham News had picked up on with a request for comment by Wiltshire Council and the parish council. There had previously been a request for a reduction in the speed limit from George Ward Gardens to Shaw. Wiltshire Council responded to say the 40mph speed limit was unlikely to be changed, as it would not meet the necessary criteria.

The parish council had requested a traffic survey, which was undertaken in December 2020; the results showed the 85<sup>th</sup> percentile of drivers driving at 38.5mph in a 40mph speed limit.

It was noted that if this stretch of road had a 30mph speed limit at the time, the same results would have only just triggered the road qualifying for Community Speedwatch and a Speed Indicator Device (SID). It was highlighted there had been no change in the characteristics of the road, with Councillor Baines noting that since the traffic survey request, Shaw Guest House had closed and therefore there would be less people entering the highway along this stretch of road.

It was also noted a speed review had taken place on 'A' roads in Wiltshire with no change in speed limit along this stretch of road being recommended.

Councillor Baines highlighted this request was similar to one lodged by Michelle Donelan MP for a change in the speed limit in Beanacre from 40mph to 30mph, which had been rejected by the parish council, as it would have resulted in a very long 30mph speed limit, which was detrimental to the observance of speed limits generally, as drivers did not perceive there to be a reason for it and therefore they may not adhere to the speed limit.

**Recommendation 1:** To not support the request for a change in the 40mph speed limit along the A365 from George Ward Gardens to Shaw traffic lights to 30mph, given the previous response from Wiltshire Council, noting there has been no change in the road characteristics since the last request to warrant a change in the speed limit.

**Recommendation 2:** To submit a request to the Local Highway & Footpath Improvement Group (LHFIG) for 30mph speed roundels to be painted on the A365 at the following locations:

- Folly Lane, Shaw just before Beltane Place on the crest of the hill (inbound).
- Shaw Hill just after the traffic lights (outbound)
- Corsham Road, Whitley near the entrance to Mavern House and just passed Shaw School).

To ask that the faded 30mph roundel sign on Corsham Road, Whitley (inbound) near Top Lane be repainted.

#### **460/22 Proposed A350 Bypass (Standing Item)**

**a) To note any updates since the last meeting – latest newsletter from M4 to Dorset Coast (National Highways).**

Members noted the latest update and that the M4 to Dorset Coast Study had still not been issued.

**b) To note correspondence from resident regarding potential A350 bypass East of Melksham**

Correspondence had been received from a resident suggesting a new route for the potential A350 bypass which it was noted reiterated a previous route, which had subsequently been ruled out by Wiltshire Council.

**461/22 Footpaths**

- a) To note Temporary Traffic Regulation Order (TTRO) for Footpath MELW85 (Part) commencing on 24 April (required for 5 days) to enable rail crossing upgrade to allow for safer use**

Members noted the Temporary Traffic Regulation Order related to upgrading of the railway crossing at Beanacre, with the temporary diversion being for residents to use Westlands Lane.

**Recommendation:** To respond to the Traffic Order requesting there needed to be some form of signage on Westlands Lane warning of the potential for pedestrians in the road, with this signage being made permanent in due course.

**462/22 Road Safety**

- a) To note Supplementary Agenda item for Area Board Meeting, 8th March regarding Road Safety Update from Wiltshire Police.**

Members noted the information contained within the Road Safety Update from Wiltshire Police which had been presented at the Area Board meeting on 8 March.

- b) To note recent targeted Police Speed Enforcement in the parish.**

Councillor Baines noted Police Speed Enforcement had taken place elsewhere in the parish, other than Shaw & Whitley, including Woodrow Road. However more enforcement was required here at rush hour both in the morning and evening, as well as weekends. Enforcement had also taken place in Beanacre with a request already being made that enforcement needed to take place outside Melksham Oak School.

Meeting closed at 10.07pm

Signed.....

Chair, 27 March 2023

**MINUTES of the Finance Committee of Melksham Without Parish Council held on Monday 13<sup>th</sup> March 2023 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm**

**Present:** Councillors. John Glover (Chair of Council & Committee), David Pafford (Vice Chair of Council), Alan Baines (Committee Vice-Chair, Richard Wood, John Doel, Shona Holt and Robert Shea-Simonds.

**Officers:** Teresa Strange (Clerk), Marianne Rossi (Finance & Amenities Officer- Via Zoom)

**Housekeeping:** Councillor Glover welcomed all to the meeting.

**431/22 Apologies:**

It was noted that all members of the Finance Committee were present at the meeting.

**432/22 Declarations of Interest**

Councillor Shea- Simonds wished to declare an interest in grant application 23 (Meadowbrook (Wiltshire) CIC), as he used to work with the applicant. Councillor Wood declared an interest as Chair of BASRAG (Berryfield & Semington Road Action Group) and a member of the Berryfield Village Hall Trust. Councillor Holt declared an interest as Chair of the Berryfield Village Hall Trust and a member of BASRAG.

Councillor Glover declared an interest in agenda item 6, Bowerhill Sports Field as his grandson works for a hirer of the sports field.

The Clerk, although not a voting member declared an interest as a cheque signatory for the Melksham Gardeners' Society. Although no longer a trustee of 4youth, for transparency highlighted this organisation as her name was included in the accounts as a Director (resigned), which accompanied the grant application. Her daughter was also a peer leader for this organisation.

**433/22 Dispensation Requests for this Meeting**

None.

**434/22 Public Participation**

There were two members of the public present at the meeting who did not wish to speak and were there as observers. Councillor Mark Harris was present on Zoom, however was not a member of the Finance Committee and was attending the meeting as a member of the public on behalf of Bowerhill Village Hall.



**435/22 To consider holding items in Closed Session due to confidential nature:**

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business **(6a)** as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**Resolved:** Agenda item 6a to be held in closed session due to its legal nature.

**436/22 Grant Aid:**

**a) Grant Aid policy**

- i. To note the Grant Aid policy and inclusion of additional clause following recommendation at last finance committee meeting (around returning funds if group fails or change of use request).**

Members noted the new clause implemented in the grant aid policy regarding returning grant funds awarded if a group or organisation fails or wishes to use the funding on something different from what they have applied for.

Councillor Glover reminded members of clause 7 in the grant aid policy, which states that the council may not award grants to organisations who themselves award grants to other organisations.

- ii. To note that all successful organisations will be informed of the new clause upon receiving their grant award**

Members noted that successful organisations will be informed of the new clause upon receiving their grant award.

**b) To note budget provision for Grant Aid 2023/24**

The committee noted the following budget provisions for 2023/24 grant aid:

S133 Village Hall Grants	£20,000
S137 General Grants	£17,000
S144 Tourism	£ 700
<b>Total</b>	<b>£37,700</b>

Community projects/ Match Funding reserve £5,765.67

Members noted that the parish council currently had the General Power of Competence, therefore, did not need to be tied to a maximum spend under

S137 of the Local Government Act. However, the parish council have previously felt that it would be prudent to keep these budget headings, as it may be needed again in the future if at the May 2025 election not enough members were elected. It was noted that for a council to gain the General Power of Competence at least 80% of its members must be elected, not co-opted.

**c) To consider request from 4youth for a 3-year grant funding package starting from 2023/24**

Members considered the request from 4youth for a 3-year grant funding package starting from the 2023/24 financial year. Councillor Pafford wished for clarification as the request appeared to suggest that this organisation was asking for £2,750 of funding in the 2023/24 financial year in addition to a three-year funding package. Councillor Baines advised that he understood that the wording acknowledged that they were requesting for an increase in funding from previous years. Councillor Glover expressed concerns with regards to the council committing funding for the next three years. He explained that it was not giving this organisation funding that he was concerned about, it was the commitment for this length of time. He explained that the council may or may not be in a position to give this organisation this level of funding over this timeframe. He also pointed out that in the accounts for 4youth, it was detailed that they had successfully obtained a 5-year grant from the National Lottery fund of £50,000 per year, which was great news. The Clerk advised that this grant funding may be ringfenced for a different project than what they have applied to the parish council for.

It was noted that 4youth had previously applied for a three-year funding package from the parish council which was granted. Council Glover wished to explain that the council did this as at the time this organisation needed a level of funding commitment for a longer period of time than the annual grant process. He feels that the organisation is now in a different position than it was previously and now had sight of regular income. As expressed, he has concerns over whether the council should provide this level of commitment again at this stage given that it has an annual grant application process. Councillor Holt felt that the annual grant process should be kept, so that applications could be considered on their merits and felt that if the council approved this request, it could set a precedent for other groups to ask for similar packages in the future.

**Recommendation:** The parish council refuse the request from 4youth for a three-year grant funding package and encourage them to apply to the parish council on an annual basis for grant funding.

**d) To consider Grant Aid applications for 2023/24**

Councillor Glover informed members that the council had received 39 grants applications with requests totalling to £54,707.00.

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

**Recommendation 1:** The parish council reserve the amounts to the following organisations pending the receipt of satisfactory accounts:

<b>30. TransWilts CIC</b>	£1,000.00
<b>36. Melksham WI</b>	£ 150.00
<b>38. Whitley Cricket Club</b>	£ 300.00

**Recommendation 2:** The Council do not award Grants to the following organisations for the following reasons:

**11. 1st Broughton Gifford and Holt Scout Group:** Members were unable to ascertain from the grant application submitted how many members in the parish attended this group. This was not in line with clause 1 of the grant aid policy which stated that 'Applications must be from organisations either based within the Parish, or based outside the Parish that can prove that they assist residents living within the parish'. Whilst it was acknowledged that the parish council do award grants to groups outside the parish, they must be sure that any funding given will be a benefit to parish residents, therefore as this could not be identified members were unable to award any grant to this group on this occasion.

It was also highlighted that it did not appear from the application that grant applications had been submitted to either Broughton Gifford Parish Council or Holt Parish Council for funding. Members wished to suggested that the group should apply for grant funding from their local parish councils and if they wished to apply to the parish council in the future, they must clearly identify how many members attend from the parish in order for a grant award to be considered.

**27. Shaw & Whitley Community Hub Ltd:** Members identified that this organisation had detailed in their grant application that they had awarded grants to other organisations. This is contravening clause 7 of the grant aid policy which states that 'Grants may not be awarded to organisations which themselves issue grant aid or distribute funds to help other groups.' Members felt that this clause is very clear in the grant aid policy, therefore were unable to award a grant to this organisation. Although, members were unable to award a grant through this process, they would explore the possibility of any future match funding request as for a capital project.

**Recommendation 3:** The Council award grants to the following organisations

	<b>TYPE</b>	<b>ORGANISATION</b>	<b>Awarding in 2023/24</b>
<b>SECTION 133 GRANTS (HALLS)</b>			
<b>1</b>	Other halls	Bowerhill Village Hall Trust	£5,000
<b>2</b>	Owned by MWPC	Shaw Hill Playing Field and Village Hall	£8,000
<b>3</b>	Owned by MWPC	Berryfield Village Hall	£2,500
<b>4</b>	Other halls	Whitley Reading Rooms	£800
<b>SECTION 133 GRANTS (HALLS) total</b>			<b>£16,300</b>
<b>SECTION 137 GRANTS</b>			
<b>5</b>	Action Groups	Bowerhill Residents Action Group (BRAG)	£450
<b>6</b>	Action Groups	Berryfield & Semington Rd Action Group (BASRAG)	£500
<b>7</b>	Action Groups	Community Action Whitley Shaw (CAWS)	£1,220
<b>Action Groups Total</b>			<b>£2,170</b>
<b>8</b>	Youth	1st Bowerhill Scout Group	£1,000
<b>9</b>	Youth	4Youth (South West) - formerly Young Melksham	£2,750
<b>10</b>	Youth	2385 (Melksham) Squadron ATC	£500
<b>12</b>	Youth	Shaw and Whitley Toddlers	£500
<b>Youth Total</b>			<b>£4,750</b>
<b>13</b>	Support Groups	Group Five	£500

14	Support Groups	Melksham PHAB Club	£350
15	Support Groups	Wiltshire Air Ambulance	£500
16	Support Group	HELP Counselling Services	£180
17	Support Group	Life Education Centres Ltd Wiltshire	£300
18	Support Group	Age UK Wiltshire	£300
19	Support Group	Stepping Stones.	£250
20	Support Group	Wiltshire Citizens Advice	£500
21	Support Group	Alzheimer's Support	£300
22	Support Group	Rainbow Day Centre Melksham	£300
23	Support Group	Meadowbrook (Wiltshire) CIC	£500
24	Support Group	FearLess Charity (Formally Splitz Support Service)	£500
<b>Support Groups Total</b>			<b>£4,480</b>
25	Community	Melksham Food & River Festival	£400
26	Community	Melksham SixtyPlus Club	£300
28	Community	<b>that meeting space</b> administered by GoodNews Church	£200
<b>Community Total</b>			<b>£900</b>
29	Community Info	Shaw & Whitley Connect	£250
<b>Community Info Total</b>			<b>£250</b>
30	Transport	TransWilts CIC	£1,000- <b>Pending accounts</b>
<b>Transport Total</b>			<b>£1,000</b>
31	Clubs	AFC Melksham (Disabled)	£300
32	Clubs	Melksham Gardeners' Society	£200
33	Clubs	Melksham Amateur Swimming Club	£340

34	Clubs	Shaw & Whitley Friendship Club	£450
35	Clubs	Shaw & Whitley Garden Club	£200
36	Clubs	Melksham WI	£150- <b>Pending Accounts</b>
37	Clubs	Wiltshire Youth Canoe Club (WYCC)	£500
38		Whitley Cricket Club	£300- <b>Pending Accounts</b>
<b>Clubs Total</b>			<b>£2,440</b>
<b>Section 137 GRANTS Total</b>			<b>£15,990</b>
<b>SECTION 144 GRANTS (TOURISM)</b>			
39	Tourism	Melksham Tourist Information Centre	£600
<b>Tourism Total</b>			<b>£600</b>
<b>Grand Total</b>			<b>£32,890</b>

**7. Community Action Whitley Shaw (CAWS):** Members noted that part of the funding request in this application was to fund a 50% split towards a SID (Speed Indicator Device). Members recall discussing a request from CAWS at a previous Highways meeting and understood that their request was for the parish council to fund the erection of a SID once every fortnight with CAWS covering the capital cost. This was on the proviso that it could be deployed in the Shaw and Whitley area more frequently and the council agreed with this way forward. It was also agreed that the council would put in a request to LHFIG (Local Highways and Improvement Group) for sockets where they were required to erect a metal pole to mount the SID on. Councillor Glover also highlighted that a SID was unable to be left in situ at a location for more than 8 weeks at a time. The Clerk confirmed it was felt that there were enough locations in this area to comply with the requirement from Wiltshire Council. She also advised members that the council had put into the budget provision for the erection of a 3<sup>rd</sup> SID and included funds in reserves for speed enforcement. She explained that the council had separate money available in their Highways/LHFIG budget if they did wish to fund part of the capital cost of a SID and the grant allocation budget was not the right budget heading for this purchase. Members agreed to fund the topography signs requested in the application and would need to consider funding 50% of the cost for a new SID at the next Highways Committee Meeting.

**Recommendation 4:** The Clerk to inform CAWS that the council were unable to approve the 50% cost element of a new SID as requested in their grant application, as the council have more appropriate budget headings for this type of expenditure and would need to consider this at their next Highways Committee meeting.

**Recommendation 5:** The following comments be passed to the applicants.

**19. Stepping Stones:** Members note that this origination has identified that four members attend from Melksham, however for future applications wish for there to be clarity over how many members attend from the villages in the parish specifically.

**20. Wiltshire Citizens Advice:** Members noted that this application clearly demonstrated that there was a need for this organisation in the Melksham area. Whilst members have recommended to award this organisation with a grant, there was currently no presence of Citizens Advice in Melksham, which has reduced the amount of funding awarded. If in the future there is a presence in Melksham the parish council may look more favourable on the application made by this organisation.

**31. AFC Melksham (Disabled):** The Clerk wished to inform members that this club undertook training sessions and have use of the car park and toilet free of charge at the Bowerhill Sports Field in the summer months. She wanted to check with members that they were still happy to allow this. Members agreed that they were happy for this to carry on.

#### **437/22C Bowerhill Sports Field**

##### **a) To receive update following meeting with hirer and consider way forward:**

Held in closed session

**Recommendation 1:** The council review the situation and make a decision with regards to this hirer at the Full Council meeting at the end of March. Officers to go back to this hirer to thank them for the money received to date, but state that the council require the full outstanding amount to be paid by the end of March, including the £115 court fee.

**Recommendation 2:** To advise the hirer that the council will be making a decision on 27<sup>th</sup> March and if full payment is not made before then, no decision will be made on their proposed tournament until this issue is settled.

##### **b) To consider fees and charges for the 2023/24 football season**

Unfortunately, this item was not discussed at the meeting and would be put on a future agenda for discussion.

#### **438/22 VAT: To review research undertaken by officers regarding whether the council need to become VAT registered and consider the way forward**

The Clerk reminded members that the Internal Auditor had identified on his last visit in December, that the council was not VAT registered and should consider doing so as was now receiving more income from sports field hire than the dispensation held from HMRC (HM Revenue and Customs) currently permitted. This committee had looked at the report at the last finance meeting in January and had tasked officers to investigate this further as it was a grey area. Following the meeting officers had received a paper from WALC (Wiltshire Association of Local Councils) detailing an update on VAT relating to sports fees. This document had been updated to clarify the situation further since the agenda packs were sent out, therefore the updated paper was sent to members prior to the meeting. The document details that following a number of court challenges made by councils across the United Kingdom, HMRC now accepted that local authority sports services can be treated as a non-business activity and therefore, outside the scope of VAT. This update also explains that this recent decision related to non-for-profit activities and suggests that it is not yet believed that the same applied to private business selling services to clients.

It was noted that currently the parish council had two adult football teams, one community youth organisation who book pitches for weekend matches and an organisation who hire the field to undertake training sessions. The adult teams and youth organisation using the field for matches, come under the non-business clause, therefore this is exempt from charging VAT. The organisation who books the pitches for training sessions and holiday camps are a business charging their participants, therefore this new information suggests that this activity would be vatable as is business use.

The Clerk advised that the auditor was due to visit shortly and suggested that as this was complex, she could ask for his view on the new guidance as this seemed to be a developing situation. The Clerk cautioned members to the fact that once the council registered for VAT, they would be unable to de-register, which meant that for things such as the occasional photocopying for groups would be vatable, so more clarity was needed before the council could made a decision on this.

**Recommendation:** The Council defer this item until the Clerk had spoken to the Internal Auditor on this issue.

#### **439/22 Audit:**

##### **a) To note 2nd Internal Audit visit for 2022/23 due 17th March:**

It was noted that the second internal audit visit was due to take place on Friday 17<sup>th</sup> March.

##### **b) To appoint Internal Auditor for 2023/24**

The Clerk explained that this was something that the council looked at on an annual basis. It was noted that the auditor needed to be independent, competent and have knowledge of the public sector. The Clerk queried with members whether they were happy with their current Internal Auditor bearing in mind the requirements already detailed with regards to independence and competence. She highlighted that the



JPAG (Joint Panel on Accountability and Governance) guide had been updated and now specifically stated that there was no requirement for the council to rotate auditors which had been something that was queried previously, but this should be reviewed every year with regard to personal independence, financial independence and professional independence. It was noted that when members considered the auditor for the current financial year quotes had been sought for alternative auditors, however whilst the alternative quotation received met the requirements detailed in JPAG, there was a concern as the auditor lived in the parish and at the higher costs.

Members felt that as the council received good service from its current Internal Auditor, IAC Audit and Consultancy they do not see any reason to change, therefore they should be appointed for the 2023/24 financial year.

**Recommendation:** The Council appoint IAC Audit and Consultancy as their internal auditors for the 2023/24 financial year.

**440/22 Procurement Threshold Limits: To note new limit of £30,000 (from £25,000) for use of Public Contracts Regulations 2015 and Standing Orders and Financial Regulations to be amended accordingly**

Members noted that the procurement threshold limit for advertising tender opportunities on contract finder has increased from £25,000 to £30,000. The councils Standing Orders and Financial Regulations will be updated accordingly to reflect the new limit.

**441/22 Weed spraying: To approve quotation to undertake weed spraying around the parish**

The Clerk explained that currently Wiltshire Council only undertake weed spraying on Bowerhill roads, which excludes the industrial estate, and does not do anywhere else in the parish, due to the other villages not being big enough. It was currently unknown when Wiltshire Council would be undertaking weed spraying this year, as officers have struggled to ascertain whether Wiltshire Council did do the weed spraying in Bowerhill last year. It was noted that if weed spraying is undertaken by Wiltshire Council, they only do it once per year. The Clerk explained that last year when the council was considering the weed spraying requirement, they excluded the Bowerhill roads and gave her delegated powers to include them in the schedule in case Wiltshire Council did not do the weed spraying. She queried with members whether they wished to do the same again for this year. She also highlighted that sometime ago the council included in their schedule the stretch from the Melksham police station on Hampton Park West to the canal bridge along the old Semington road and as this was now going to be a bee route queried with members whether they wished for this to be taken out of the schedule. She explained that if the council did wish to take this stretch out of the schedule there would be no reduction in the cost. Members agreed the bee route should be taken out of the weed spraying schedule.

The Clerk advised that the weed spraying is normally undertaken in April and September time depending on the weather. Members felt that with regards to whether Wiltshire Council were doing the Bowerhill Roads or not, the council should approve this element of the quote as well in case this was not done. The committee

felt that even if Wiltshire Council did do these roads there would be no harm in them having a second application. It was also suggested that Wiltshire Council should be informed when the council are undertaking the weed spraying, so that they don't come along and undertake the same activity shortly after.

To quotation obtained from Complete Weed Control included the following:

- To supply and apply chemical control to paths Shaw, Whitley, Beanacre and Berryfield
- To spray linking footpaths in the residential areas of Bowerhill
- To spray the footway on the A365 past Melksham Oak Community School until the turning of Redstocks
- To spot weed spray amongst planted shrubs at Bowerhill Sports Pavilion & spray carpark area
- To spray in and around the bus shelters in the Parish (19no)
- Allotment Carpark Berryfield - **(Spring spray only)**
- Bowerhill Roads **(additional cost detailed below)**
- Inclusion of industrial estate **(additional cost detailed below)**
- To spray inside of play areas Berryfield, Kestrel Court, Shaw, Hornchurch Road and Beanacre **(additional cost detailed below)**

	<b>Price for one application</b>	<b>Price for two applications</b>
All areas as described above x 2	£1,023.00	£2,046.00
Bowerhill Roads x 2	£ 361.00	£ 722.00
Bowerhill industrial estate x 2	£ 235.00	£ 470.00
Weed control to inside of 5x play areas	£ 100.00	£ 200.00
<b>Total</b>	<b><u>£1,619.00+ VAT</u></b>	<b><u>£3,438.00 + VAT</u></b>

**Recommendation:** The council approve the quotation of £1,619.00 + VAT from Complete Weed Control to undertake one weed spraying application in the parish in Spring. This to exclude the stretch from the police station to the canal bridge on the old Semington Road.

Meeting closed at 21.35pm

Signed.....  
Chairman, Monday 27<sup>th</sup> March 2023

## Teresa Strange

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**From:** admin@transwilts.org  
**Sent:** 13 March 2023 20:59  
**To:** admin@transwilts.org  
**Subject:** Closure of The Melksham Hub Cafe, Station Approach

**Importance:** High

It is with great sadness that we announce our lovely little community cafe will be closing at the end of May 2023.

The decision to close was not easy but with the increased cafe expenses, reduction in local funding and footfall at Melksham station we cannot find a way to keep the cafe open. As a not-for-profit company, our sole purpose was to provide a safe space for rail passengers whilst supporting and empowering members of our community from marginalised backgrounds.

Thanks to the support from our amazing staff, our cafe volunteers have learnt they can make a valuable contribution to organisations and play a vital role in society.

For the time-being, we will continue to stay open, albeit with reduced hours. These will be advertised in the next few days via our Social Media pages. Our Glee Club will also remain open every Wednesday 12.30-2.30pm until such time that we close our doors completely.

Thank you to our customers for your support. We hope that in a short period of time we have made a positive contribution to our community.

Kind regards

Corinne Martin  
**Administration Officer**  
**Mobile: 07487627311 (PLEASE NOTE THE CHANGE OF TEL NUMBER)**  
[admin@transwilts.org](mailto:admin@transwilts.org)  
<http://www.transwilts.org/>



**Connecting Wiltshire's Communities**

info@transwilts | www.transwilts.org | Registered address: Westbury Station, Station Approach, Westbury, Wiltshire, Wiltshire, Wiltshire, Wiltshire  
Community Interest Company ( Company Number 9397959 registered in England And Wales)

## Teresa Strange

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**From:** Teresa Strange  
**Sent:** 23 March 2023 15:04  
**To:** sophie@transwilts.org  
**Cc:** admin@transwilts.org; richard.rogers@wiltshire.gov.uk; Marianne Rossi  
**Subject:** RE: Reports for Annual Parish Booklet

Hi Sophie

Thankyou for this update, which sounds positive.

Yes please, do send more detailed accounts through and the parish council can consider on Monday night when they meet, as they already have a recommendation for your original grant application.

In terms of any volunteers that you had in the café, perhaps you could let us know the contact details, and we could see if there was any opportunity for them to perhaps attend some of the local lunch clubs already running. I understand that the lunch club on a Weds at Shaw Village hall has had to move to soup and rolls due to the main kitchen person having an health issue for example, and the Melksham Free dining may also have some space for some helpers. I have mentioned in passing, but can follow up and make some links if that would be useful?

In terms of keeping the Glee club going longer term, post December if the current site is not viable, then there are lots of village halls and community spaces that could hopefully accommodate them..... the Glee club in their own right could apply for grant funding next year?

All the best, Teresa

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**From:** sophie@transwilts.org <sophie@transwilts.org>  
**Sent:** 23 March 2023 12:50  
**To:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>  
**Cc:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; admin@transwilts.org <admin@transwilts.org>; richard.rogers@wiltshire.gov.uk  
**Subject:** RE: Reports for Annual Parish Booklet  
**Importance:** High

Hello Marianne

I hope you are well.

Our Board met today and I have an update for you.

Our site tenancy with Wiltshire Council will expire in December so we are hopeful to keep glee going until this time and if it continues to be a success and our members grow, we would like to extend this in to 2024.

We will be closing the café on 31<sup>st</sup> May but wish to renovate the kitchen area so we can extend the seating capacity so more glee members can attend.

Would Melksham Without Parish be happy/willing to still award us the funds to help with café renovations work and site development to make it more accessible for members? If this is an option I would be happy to send you a more detailed copy of our accounts.

In the meantime, I attached some photos of what Melksham Hub has achieved over the last 18 months. We are deeply saddened to be having to close our community café. However, we do hope to continue supporting and

empowering members of our community from marginalised backgrounds by keeping Glee active every Wednesday. Any help to enable us to do this would be very gratefully received.

Many thanks  
Sophie

Sophie Martin - TransWilts CRO  
[sophie@transwilts.org](mailto:sophie@transwilts.org)  
07379 175055



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Community Interest Company (Company Number 9397959 registered in England and Wales)



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**From:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Sent:** Friday, March 17, 2023 11:35 AM  
**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** Fw: Reports for Annual Parish Booklet

Dear Groups and Organisations,

Many thanks to those of you who have submitted a report for our annual parish booklet, if you would still like to submit a report, please could you do so by Sunday **19<sup>th</sup> March** please, in order for us to compile the booklet.

Best Wishes,  
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](http://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](#)

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**From:** Marianne Rossi  
**Sent:** 24 February 2023 10:48  
**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** Reports for Annual Parish Booklet

Dear Groups and Organisations,

I hope you are all keeping well.

Our Annual Parish meeting is due to be held on Monday 3<sup>rd</sup> April at Berryfield Village hall (7.00pm for refreshments and networking, with a meeting start of 7.30pm), as you may know we produce a booklet each year which contains reports from all the community groups and organisations on their activities during the year. If you wish to submit a short report for inclusion in the booklet please could you send it to me by **Sunday 19<sup>th</sup> March** so that we can compile the booklet.

For those of you that have applied for grant funding we will let you know the outcome once the decisions have been made by the council shortly.

Best Wishes,  
Marianne

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

Wiltshire  
SN12 6ES  
01225 705700  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

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# Melksham Hub Volunteers with Additional Needs.

Lottie has now joined us as a paid employee.



## Events at Hub Caf 

Last Updated: 19/01/2023 pg. 1





Continued.....



# Community Events



**BTP Wiltshire** @BTPWilt - 2h  
 Free bike marking  
 Date: Wednesday 25th May 2022  
 Where: TransWilt's Cafe Melksham SN12 8BN. What 3  
 words: dunes.shorthand.rebirth.  
 Times: 12:00 -14:00  
 @TransWilt'sCIC @GWRHelp @bikeregister



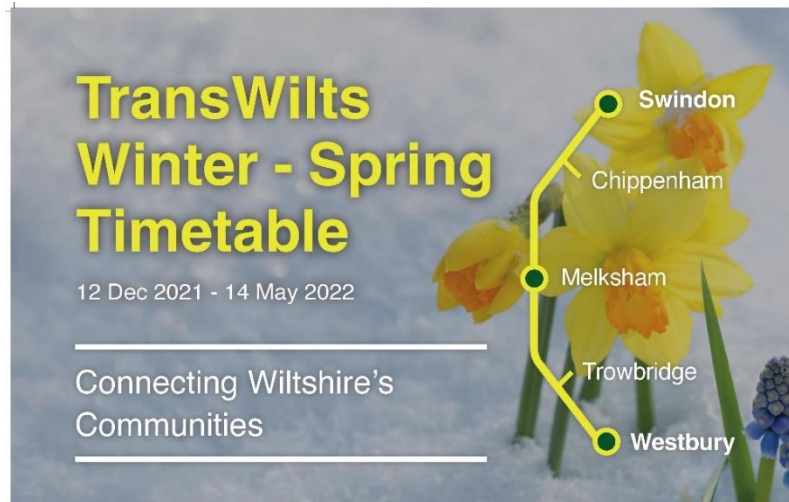
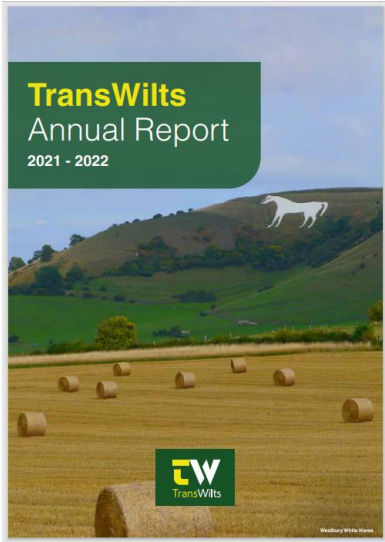
## Community Events

Often featured in local newspapers and always publicised on our website and social media platforms. Included here are our **Litter Picks, Ramble and Rail** trips, **Train Trippers** events to Salisbury & Weston-Super-Mare. Not forgetting our **Network Rail & KB volunteer day** to help at Melksham Station and Hub.



Seasonal TW Timetable  
Posters and Leaflets

Annual Report



Westbury – Trowbridge – Melksham – Chippenham – Swindon

	Mondays to Fridays	Saturdays*	Sundays*
<b>Notes</b>			
<b>Westbury</b>	0517 0705 0737 0946 1217 1416 1625 1834 2006	0744 0834 1007 1205 1407 1505 1636 1835	0820 1045 1245 1452 1652 1835 2024
<b>Trowbridge</b>	0523 0711 0743 0952 1223 1422 1631 1840 2012	0750 0840 1013 1211 1413 1511 1642 1841	0876 1050 1252 1458 1658 1841 2030
<b>Melksham</b>	0533 0721 0753 1002 1232 1432 1641 1850 2022	0800 0850 1023 1221 1425 1521 1652 1851	0836 1101 1301 1508 1708 1951 2040
<b>Chippenham</b> ⇄	0542 0730 0802 1011 1242 1441 1651 1901 2031	0809 0859 1032 1230 1434 1530 1701 1900	0846 1110 1311 1517 1717 1900 2049
<b>Swindon</b> ⇄	0559 0747 0819 1034 1259 1501 1708 1921 2050	0816 0923 1048 1255 1455 1549 1725 1925	0903 1131 1329 1534 1734 1917 2106

Swindon – Chippenham – Melksham – Trowbridge – Westbury

	Mondays to Fridays	Saturdays*	Sundays*
<b>Notes</b>			A
<b>Swindon</b> ⇄	0611 0845 1106 1315 1514 1736 1852 2045	0835 0935 1105 1305 1505 1603 1735 1935 2107	0913 1141 1340 1544 1744 1929 2125
<b>Chippenham</b> ⇄	0627 0900 1121 1330 1530 1752 1907 2100	0857 0950 1121 1321 1527 1618 1750 1950 2122	0926 1156 1355 1559 1759 1945 2140
<b>Melksham</b>	0636 0910 1131 1340 1539 1803 1917 2110	0906 1000 1130 1330 1537 1628 1800 2000 2132	0938 1206 1404 1609 1809 1954 2150
<b>Trowbridge</b>	0646 0919 1140 1349 1548 1812 1927 2119	0916 1009 1140 1340 1546 1637 1809 2009 2141	0947 1215 1414 1618 1818 2004 2159
<b>Westbury</b>	0653 0926 1147 1356 1558 1819 1934 2126	0923 1016 1148 1348 1553 1644 1817 2016 2149	0954 1222 1421 1625 1825 2011 2205

**Christmas Period**  
No Service on 25th and 26th December. A special service will run between Christmas and New Year.

**Notes and symbols**  
⇄ PlusBus available  
Green Runs on certain days only, or has differences at some stations. Please check notes for details  
A Extends to Weymouth from 3rd April 2022

\*We advise that all passengers should check for travel updates as weekend times may vary.

All trains in this timetable are operated by Great Western Railway  
TransWilts services operate between Swindon, Melksham and Westbury  
Whilst every effort has been made to ensure the accuracy of the information on this poster at the time of production, we advise that all passengers should check for travel updates prior to starting their journey.  
[info@transwilts.org](mailto:info@transwilts.org) | [www.transwilts.org](http://www.transwilts.org)



Westbury – Trowbridge – Melksham – Chippenham – Swindon

	Mondays to Fridays	Saturdays	Sundays
<b>Notes</b>			●
<b>Westbury</b>	0517 0705 0737 0946 1217 1416 1625 1834 2006	0744 0834 1007 1205 1405 1503 1636 1835 2117	0820 1044 1245 1452 1652 1835 2024
<b>Trowbridge</b>	0523 0711 0743 0952 1223 1422 1631 1840 2012	0750 0840 1013 1211 1411 1511 1642 1841 2123	0826 1049 1252 1458 1658 1841 2030
<b>Melksham</b>	0533 0721 0753 1002 1233 1432 1641 1850 2022	0800 0850 1023 1221 1425 1521 1652 1851 2133	0836 1100 1301 1508 1708 1851 2040
<b>Chippenham</b> ⇄	0542 0730 0802 1011 1242 1441 1651 1901 2031	0809 0859 1032 1230 1434 1530 1701 1900 2142	0846 1109 1311 1517 1717 1900 2049
<b>Swindon</b> ⇄	0559 0747 0819 1034 1259 1501 1708 1921 2050	0826 0923 1054 1255 1454 1549 1725 1925 2159	0903 1128 1329 1534 1734 1917 2106

Swindon – Chippenham – Melksham – Trowbridge – Westbury

	Mondays to Fridays	Saturdays	Sundays
<b>Notes</b>		●	
<b>Swindon</b> ⇄	0611 0845 1106 1315 1514 1736 1852 2045	0835 0935 1105 1305 1510 1603 1735 1935 2107 2206	0914 1141 1341 1544 1744 1929 2125
<b>Chippenham</b> ⇄	0627 0900 1121 1330 1530 1752 1907 2100	0834 0857 0950 1121 1321 1520 1618 1750 1950 2122 2234	0930 1156 1356 1559 1759 1945 2140
<b>Melksham</b>	0636 0910 1131 1340 1539 1803 1917 2110	0904 0906 1000 1130 1330 1539 1628 1800 2000 2132 2234	0940 1205 1405 1609 1809 1954 2150
<b>Trowbridge</b>	0646 0919 1140 1349 1548 1812 1927 2119	0903 0916 1009 1139 1339 1548 1637 1809 2009 2141 2243	0949 1214 1414 1618 1818 2003 2159
<b>Westbury</b>	0653 0926 1147 1356 1558 1819 1934 2126	0850 0923 1016 1148 1348 1556 1644 1817 2016 2149 2250	0956 1221 1421 1625 1825 2011 2205

\*We advise that all passengers should check for travel updates as weekend times may vary.

**Notes and symbols**  
⇄ PlusBus available  
● Runs until 10th September

All trains in this timetable are operated by Great Western Railway  
TransWilts services operate between Swindon, Melksham and Westbury  
Whilst every effort has been made to ensure the accuracy of the information on this poster at the time of production, we advise that all passengers should check for travel updates prior to starting their journey.  
[info@transwilts.org](mailto:info@transwilts.org) | [www.transwilts.org](http://www.transwilts.org)



## Swindon Station Adoption Group

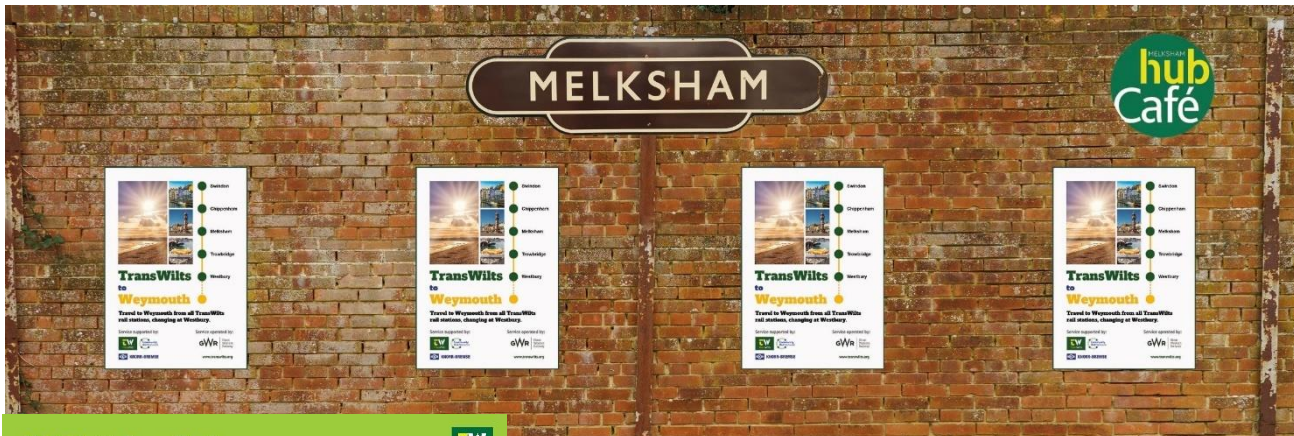
The Swindon Station Adoption group have done a fabulous job with their amazing flower displays at the station.

Their planters have really made a difference and we have it on good authority that seeing all the seasonal flowers each morning has really brightened up commuters on their way to work each morning. 😊

Thank you to NR for their volunteer day contributions.

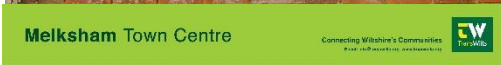


# Container Artwork

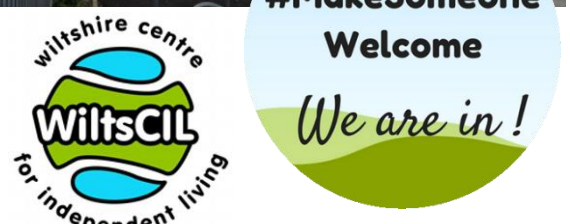
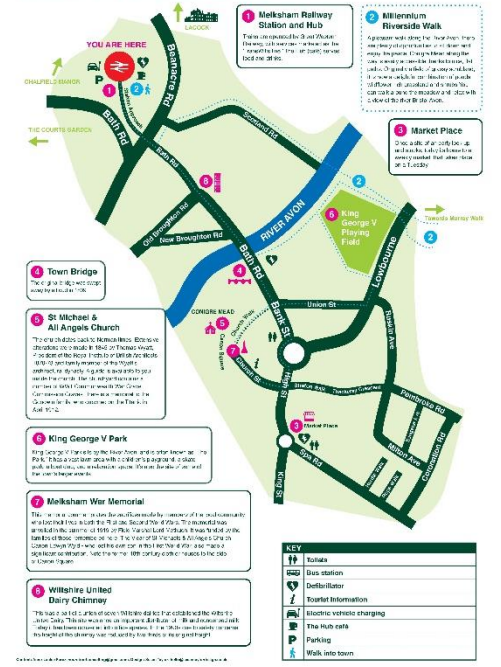


## Solar Panels

Solar energy source to help us reduce our carbon footprint and growing energy costs.



This market town sits on the River Avon and was formerly a favourite hunting ground for Tudor Kings. It has a significant industrial past from weaving, to dairy to rubber tyres. Today it offers a bustling shopping area, a fascinating historic quarter that features St Michael and All Angels Church, Canon Square and Church Walk and some lovely riverside walks and parks.



## Regular Publicity in Newspapers, Website, and social media

Melksham HUB Cafe **UPCOMING EVENT**

Melksham Hub's **glee** Club



Every Wednesday  
1.00pm - 2.30pm

Open to anyone with additional needs and their support circle

### FUN, FRIENDSHIP, MUSIC & GAMES

Refreshments available from the cafe

Melksham HUB Cafe **UPCOMING EVENT**

Melksham Hub's Parent & Baby Group




Every Tuesday  
1.00pm - 2.30pm

Open to All

Refreshments available from the cafe

Melksham HUB Cafe **UPCOMING EVENT**

First Saturday of every month!



Cars from 0730  
Buyers from 0800

**FREE ENTRY & SETUP**

Refreshments available from the cafe

Supporting Melksham Hub's **glee** Club

**Saturday 10<sup>th</sup> December 10am - 2pm**



**THE ALL-INCLUSIVE CHRISTMAS EXTRAVAGANZA**

- Santas Grotto
- Arthur Plumb Entertainer
- Mulled Wine & Mince Pies
- Face Painting
- Live Music
- Craft Stalls
- Christmas Raffle and much more!

We are on the lookout for more stalls and anything you think that has that Christmassy feeling! We'd love to get as many local businesses included as we can! Please get in touch via our facebook page or call the cafe on 01225 708916

Melksham HUB Cafe **Tickets Now On Sale**

**Drive In Cinema**



**Friday 22<sup>nd</sup> April**      **Saturday 23<sup>rd</sup> April**

- Gates Open from 1830
- Film Starts 2015 (ish)
- £25 per car (up to 5 people) including complimentary popcorn
- Pre-Booking is essential, limited number of spaces available
- Tickets purchased from the Cafe by calling 01225 708916 during our opening hours, or by messaging us on our social media with a contact number and we will get back to you

Station Approach, Melksham

Melksham HUB Cafe **UPCOMING EVENT**

**Saturday 20<sup>th</sup> August 10am - 2pm**

Variety of stalls including:

- Absolutely You
- Bird & Roo's Handmade Crafts
- D & D's Sweets
- Soaps & Scents
- FD Luxury Childrens Wear
- Facepainting
- Games
- ...and more!

**SPECIAL GUEST**  
**Live music from the amazing Milly Hayward!**

**SUMMER FUN DAY!**



Supporting Melksham Hub's **glee** Club



# Regular Featured Articles in Modern Railways

I have had continued to stay in contact with Vicki Pipe and she frequently joins us on trips so these can be featured in Modern Railways Magazine.

**'TIS THE SEASON...**  
Community Rail Partnerships are preparing a range of yuletide activities

**COMMUNITY CONNECTIONS**  
A week rapidly approaches the end of the year, the festive season is upon us. Whatever your feelings, faith, beliefs - or none-around, there is no denying the challenges this time of year brings for many around the country. While the message of the season is all about spending time with others, the festive season is a busy time of evenings and winter train timetables offer a great opportunity to connect with friends, family members or - for those who live in rural areas - even neighbours. Older members of the community are especially affected, as the winter brings a period of isolation which sometimes does not abate and spring. No one is more aware of these challenges than the teams involved in Community Rail. Every year, CRPs around the country develop bespoke projects that support those most in need.

**CREATING CONNECTIONS**  
A great example is the Christmas Cuckoo Tea Train, organised by the Devon and Cornwall Rail Partnership. In 2019, it was a traditional Santa Train, this year paid homage to the festive season in a slightly different way (lipstick alert! Santa didn't make an appearance). Instead, the priority was about creating connections, specifically between younger and older participants.

**THE MELKSHAM INDEPENDENT NEWS**  
All aboard the discounted train to Salisbury! Meet new friends and enjoy a day out with TransWilt's

Story posted on March 1, 2022

**TRANSWILT'S CIC is offering a discounted day trip to Salisbury on the train on Monday 4th April.**

The group hopes that the discounted trip will help combat loneliness in the community, bringing residents together to enjoy change of scenery for the day.

TransWilt's community rail officer, Sophie Martin says, "We hope to encourage those in the community to try the train for leisure. A return ticket from Melksham will be available at a discounted cost of £5.

"We will meet at the Melksham Hub Cafe for a free hot drink and snack from 10.30am. Our train departs Melksham at 11.31am with a change at Westbury, arriving in Salisbury at 12.31pm. The day is your own.

"The return train departs Salisbury at 3.43pm arriving back in Melksham at 4.40pm (with a change at Westbury)

**Community Connections**  
Building the role of community groups in developing the rail network

**Train tripping with TransWilt's**  
Getting on board, Train Trippers on the platform at Melksham awaiting the arrival of the 11.31 to Westbury

Over the past few months when speaking with Community Rail Partnership teams from around the country, one common theme that comes up again and again is a focus on supporting communities to build on their confidence to travel on the railways post-pandemic. Each CRP approaches this differently, and earlier this year was invited by the TransWilt's team to join one of their dedicated 'Train Tripper' events to see just how this and other activities they deliver, aim to meet this urgent need.

On this occasion our trip consisted of a discounted £5 return journey from Melksham to Salisbury, beginning with a complimentary hot drink and snack at the Melksham Hub Cafe. The cafe is located directly across the road from the station this project was previously described in a social. It is a growing asset of the CRP and is already being recognised as a key asset to the local community too. This was demonstrated when the local Melksham Without Parish Council, in collaboration with GWR and Community Rail Network, funded the purchase and installation of solar panels in order to reduce the business's operating costs, in turn allowing more of the cafe's profits to be channelled directly back into those activities that have the biggest impact for the community.

Led by manager Gemma, these activities include a range of different events - parent and baby groups, car boot sales, craft fairs, and most recently drive-in movie nights utilising the cafe's car park. Opportunities for young people with additional needs are also a cornerstone of their work, with 16 adults, including Community Rail Officer Sophie Martin, who organised the event and was on hand to support travellers to make the right connections and to answer any questions about the journey. Those who joined the trip had a variety of reasons for getting involved. One couple had recently moved to Melksham from Salisbury

Facility for the community Melksham Hub Cafe

**EDUCATIONAL OPPORTUNITY**  
Once at Salisbury, we all went our separate ways, either shopping to grab some lunch or to take in a bit of sightseeing. I walked the approximately 10-minute route to Salisbury Cathedral with Learning Officer Imogen Sackett, who is involved in a joint CRP education programme called Platform. Launched officially at the beginning of May, Platform is a collaboration with TransWilt's, Severnside, Gloucestershire and Worcestershire CRPs supported by GWR, CrossCountry and Community Rail Network. The aim is to deliver

PHSE (Personal, Social, Health and Economic Education) and the natural sciences, with only a passing suggestion that a trip on the railways might be a good way to access a green space for the students to study. This is a great way to introduce to teachers, and by extension the students themselves, how the railways can help open up opportunities to more than just the rail industry. Students will be empowered to use the railways with confidence, providing them with the chance to make life and more aspirational life choices. With collaboration between CRPs working from Birmingham, Taunton, Severn Beach to Nantwich, that's a lot of inspired people! For any teachers who wish to use this, resources and workshop Platform are currently free zero cost to teachers, student parents. You can find out what Platform is all about on our website [www.platformrail.org](http://www.platformrail.org). Back in Salisbury, the cathedral and grab heading back to catch the train. There was lots of conversation as the train outside the station - a reminder that often it

## Community Rail Award Win – 2022

Platform fought off strong competition to be named winner of the Influencing Positive Change & Sustainability award at the 18th national Community Rail Awards, organised by Community Rail Network on Thursday 6th October.



**WiltshireTimes**  
News Sport Lifestyle e-Editions Announcements Awards

Latest News In Your Town UK News

**Chantry Court**  
A beautiful place to retire with care

**Chantry Court The Place To Retire**  
Retirement living couldn't be better. With COVID-19 restrictions being relaxed, we are open and ready to welcome you. Alternative To Care

**Melksham station café needs more volunteers to open for longer**  
22nd October 2022

**All-inclusive Packages**  
Compared to the usual costs associated with a care home, we offer great value all-inclusive packages which include:

- All from £1000 per week
- Property rent of the apartment
- Service charge
- Three care levels package
- 24-hour responsive service
- Council tax (All utilities)
- Personal laundry package
- Use of all communal facilities

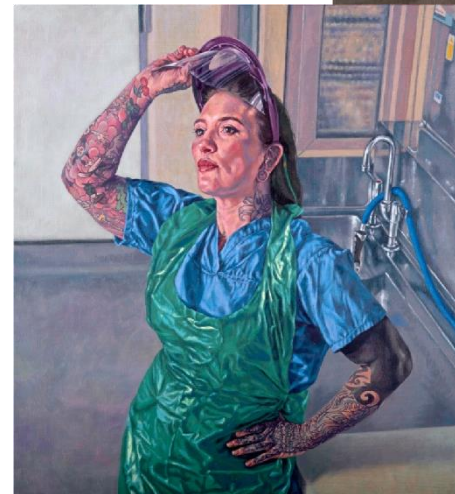
## Station Artwork – Artist Mood Boards and Examples

Fig 1 – Artist Sam Lindlip from Trowbridge. Covering Trowbridge and Westbury station.



Caryn Koh is a Swindon based artist who will be creating work for the station. The portrait of a modern-day woman working in rail, in their uniform and at their actual workplace. With contemporary use of colours and style as per examples below. This would require to engage and photograph them on site to allow the spontaneity and authenticity of their job and environment.

Fig 2 & 3– painting by Caryn Koh for NHS Portrait Heroes project. A general practitioner in her office & NHS Portrait Heroes project of Mortuary and Post-mortem Services Manager.



## Melksham Hub and Club Development

The café has toilet facilities, a large car park with electric charging facilities, a 24/7 defibrillator as well as an outdoor storage unit. Currently, there is a covered summer gazebo which caters as an outdoor seating area with basic heating, lighting, and power. This is where many of our activities and clubs are held due to the small size of the main café however, this will prove problematic now that the weather has turned and Winter sets in. The gazebo, although covered, is not capable of coping with all the elements.

The TW and Melksham Hub Team would like to create a fully inclusive programme of events year-round. One of the biggest events so far, and one that the team is to continue growing is the weekly 'Glee Club'. This is open to anyone, including those with additional needs and their support circle, providing fun, friendship, music, and a safe space to meet and be themselves. There is also bingo, karaoke sessions and games and we hope to bring in local creative groups to do monthly demonstrations.

Previously the team have held craft fayres, car boot sales, summer fun days and popular Drive in Cinema nights. We have our Christmas Extravaganza on Saturday 10<sup>th</sup> December with our very own Santa's Grotto to look forward to later this year.

Footfall in the Café is growing at an impressive rate, so much so that we have recently recruited a fourth member of staff Lottie. Lottie joined us from Fairfield Farm College for adults with additional needs a year ago. She is a fabulous addition to the team and a great asset to the Café. We have worked hard on promoting the café through social media, event promotion and local newspapers. As a result, many of the cafes' customers are now regulars and talk highly of the quality and friendliness of all the staff.

The Café's daily takings are continuing to improve every week by a noticeable percentage. However, we recognise that to continue growing and increasing our customer base we need to provide additional covered, weatherproof outdoor seating in the form of a lodge, (similar to the photo).

Much has been achieved in a short space of time and plans going forward include increasing the presence of our all-inclusive safe space. The Café would like to offer more work placements for those with additional needs as well as providing the local community with excellent quality food and service that they have grown to expect. If we are successful in raising the necessary funds to build the lodge, we can offer:

- indoor movie nights
- a safe accessible place for Glee and other clubs to thrive
- school visits to provide local children with an introduction to the railway and our Platform rail education programme
- a rentable space for small local groups to hire
- possible additional work experience
- additional seating for our customers

The opportunities are endless if we can get the additional space.....



## Teresa Strange

---

**From:** Marianne Rossi  
**Sent:** 20 March 2023 10:17  
**To:** Teresa Strange  
**Subject:** Fw: Whitley Cricket Club accounts  
**Attachments:** whitleycc-statement-2212 (3).pdf

Hi Teresa,

This is all that Whitley Cricket Club seem to be able to provide, which had already been provided with their grant application.

Thanks  
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](http://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](#)

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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:** Ian McCaughan <[ian.mccaughan@cooptravel.coop](mailto:ian.mccaughan@cooptravel.coop)>  
**Sent:** 20 March 2023 10:11  
**To:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Subject:** Re: Whitley Cricket Club accounts

Hi,  
This is what i can get from our treasurer.  
Hope this helps

Ian

**Ian McCaughan**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

**Sent:** Thursday, March 16, 2023 3:57 PM

**To:** Ian McCaughan [REDACTED]

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

**Subject:** Whitley Cricket Club accounts

**Caution:** This email has been received from an external source, do not click on any links or open any attachments unless you are expecting them.

Dear Ian,

The parish council considered grants on Monday evening and have recommended to Full Council to reserve an amount for Whitley Cricket Club, however this is pending having sight of some accounts. I know when I emailed you before you said that you didn't have any audited accounts, however they would like to see details of income and expenditure for the year. The accounts don't have to be audited if you haven't got them, but they do need to see the income and expenditure during the year rather than one period during the year which you have provided with a bank statement.

The council are meeting on 27<sup>th</sup> March, so if you are able to send something to me by then that would be great.

I hope this makes sense.

Many thanks

Best Wishes,  
Marianne

Marianne Rossi  
Finance and Amenities Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham  
SN12 6ES

Summary of charges for the period  
01 DEC 2022 to 31 DEC 2022  
Metro Bank Community Account Statement

BIC: MYMBGB2L IBAN: GB52MYMB23058033922906



One Southampton Row  
London WC1B 5HA  
T: 0345 08 08 500  
metrobankonline.co.uk

WHITLEY CRICKET CLUB  
WHITLEY GOLF CRSE CORSHAM RD SHAW  
MELKSHAM  
SN12 8EQ

Metro Bank Community Account number	██████████
Sort code	██████
Statement date	31 DEC 2022
Overdraft limit	£0.00

The total of fees and charges for the account during this period is £0.00.

Your fees and charges for this period are as follows:

Monthly Maintenance fee	£0.00
Online Banking fee (if applicable)	£0.00
FX Platform monthly fee	£0.00
Setup fee	£0.00
Service charges	£0.00
Cash charges	£0.00
Transaction charges	£0.00
Post Office change giving charges	£0.00
Instant overdraft charges	£0.00
Interest charges	£0.00
<b>Total Fees and Charges:</b>	<b>£0.00</b>

### Details of Transaction and Cash Charges

Transaction charges	Volume	Price (£)	Charge (£)
Inward Payment	1	0.30	0.30
Sub Total	1		0.30
Less Free Transaction			0.30
<b>Total transactions Charge</b>			<b>0.00</b>

Statement number	43
Metro Bank Community Account number	██████████
Sort code	██████

Cash charges	Amount (£)	% Charge	Charge (£)
Sub Total			0.00
Less Free Allowance			0.00
Total Cash transaction Charge			0.00

This document sets out the charges and interest that have accrued on your account within the above period. There are 5 types of charge:

1. 'Monthly maintenance fee' – please see the Community Account Important Information Summary for information on the monthly fee.
2. 'Transaction charges' – these are incurred when you make certain types of transaction – please see Community Account Important Information Summary for further details.
3. 'Cash charges' – incurred when you bank or withdraw cash – please see Community Account Important Information Summary for further details.
4. 'Instant Overdraft Charges' – these are incurred as follows:
  - When a transaction creates or increases an instant overdraft – debit interest at 25% EAR\* is charged and we may make a 'paid item charge'; and
  - When we refuse to allow a transaction because it would have created or increased an instant overdraft – 'unpaid item charges' may be charged.
5. 'Agreed Overdraft Charges' – these are incurred when you use your agreed overdraft facility – debit interest (as set out in your agreed overdraft facility letter) is charged. Please see Community Bank Account Important Information Summary for any additional charges applicable to your account. Should you require information about the calculation of debit interest (if any) deducted from your account and detailed in this statement please contact us.

Should you have any queries regarding your statement or any transaction on your statement, we would love to hear from you. Please call us on 0345 08 08 500 (or +44 20 3402 8312 outside the UK), or visit one of our stores.

Calls to 0345 numbers will be charged at your local rate. Calls may be recorded for training or quality monitoring purposes.

\*EAR stands for Effective Annual Rate and illustrates what the interest rate on the overdraft would be if interest was charged and added to the amount owed once each year. It does not take into account fees and charges.

# Metro Bank Community Account Statement

BIC: MYMBGB2L IBAN: GB52MYMB23058033922906



One Southampton Row  
London WC1B 5HA  
T: 0345 08 08 500  
metrobankonline.co.uk

WHITLEY CRICKET CLUB  
WHITLEY GOLF CRSE CORSHAM RD SHAW  
MELKSHAM  
SN12 8EQ

ACCOUNT NAME: WHITLEY CRICKET CLUB

## Your account summary

From: 01 DEC 2022	To: 31 DEC 2022
Opening balance	£2,548.53
Total money in	£750.00
Total money out	£0.00
End balance	£3,298.53

Account number	██████████
Sort code	██████
Statement number	43
Overdraft limit	£0.00

## Your transactions

Date	Transaction	Money out (£)	Money in (£)	Balance (£)
	Balance brought forward			2,548.53
19 DEC 2022	Inward Payment CORSHAM CRICKET CL		750.00	3,298.53
	Closing Balance			3,298.53





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Statement number	43
Metro Bank Community Account number	██████████
Sort code	██████

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Your deposit is classed as eligible for the Financial Services Compensation Scheme (FSCS) unless your account falls within the excluded deposits list in the FSCS Exclusions Sheet, which can be downloaded from our website:  
<https://www.metrobankonline.co.uk/about-us/legal-information/>

Important Information about compensation arrangements.

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria. We will provide you with an information sheet and exclusions list every year.

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

We love to hear from you - if you have any queries regarding your statement or any transaction on your statement, please call us on 0345 08 08 500 (or +44 20 3402 8312 outside the UK), or visit your local store.

Calls to 0345 numbers will be charged at your local rate. Calls may be recorded for training or quality monitoring purposes.

#### Listening to you

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Marianne,

these are what we  
have currently. Our  
treasurer is currently on  
a 3-month cruise. If  
anything else is required  
we will get them to  
you asap. Cary Hepburn  
Melksham WI. Sec.

## Independent examiner's report on the accounts

**Section A Independent Examiner's Report**

Report to the trustees/  
members of

MELKSHAM WI

On accounts for the year  
ended

31 <sup>ST</sup> DECEMBER 2022	Charity no (if any)	
--------------------------------	------------------------	--

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date: 24/1/2023

Name: STEPHANIE PAULING

Address:

**Section B Disclosure**



# Useful information

## Changing your contact details

Please write to us at: **Lloyds Bank, Box 1, BX1 1LT** or visit any Lloyds Bank branch.

## Lost and stolen Cards or Chequebooks

If you think your cards or PINs have been stolen, please call us immediately on **0800 096 9779**. If you're outside the UK, call us on **+44 1702 278 270**.  
If you think your chequebook has been lost or stolen, call us immediately on the telephone number on the front of your statement.

Internet and Telephone banking are designed to make your life easier

## Internet Banking

go to [www.lloydsbank.com/business](http://www.lloydsbank.com/business)

## Business Debit Card and Business Cashpoint® Card charges

Full information on our charges is set out in our charges brochures and on our website at [www.lloydsbank.com/business](http://www.lloydsbank.com/business) (refer to "Rates and Charges"). Alternatively please contact your relationship manager. For any non-sterling card transactions, the amount is converted into sterling on the day it is debited to your account, using the Payment Scheme Exchange Rate. We charge a non-sterling transaction fee of 2.75% of the value of the transaction. You can find out the Payment Scheme Exchange Rate by calling us on 0345 072 5555.

**Charges will be shown on your statement or current account charges invoice.**

## Interest rates

You can find the rates used to calculate the interest you have earned or been paid as follows:

## Commercial and Business Banking Customers:

visit [www.lloydsbank.com/business](http://www.lloydsbank.com/business)

## Privacy notice

We work hard to keep your information secure, which includes regularly reviewing our privacy notice. You can view our full privacy notice at the link below or call us for a copy on **0345 602 1997**

Commercial and Business Banking customers:

[www.lloydsbank.com/businessprivacy](http://www.lloydsbank.com/businessprivacy)

## Telephone Banking

call the number at the top of your statement

## Checking your statement

Please read through the entries on your statement. If you think something is incorrect, please contact us straight away on the telephone number on the front of your statement. The earlier you contact us, the more we may be able to do e.g. if you have a personal account, we may not be able to refund you if you tell us more than 13 months after the date of the payment. Take care when storing or disposing of information about your accounts.

## Important information about compensation arrangements



Protected

### Commercial Banking customers

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria. Not all Commercial Banking customers will be covered and we will write to you if we believe you are NOT covered by the scheme.

Please refer to the information sheet and exclusions list at

<http://www.lloydsbank.com/business/>

[commercial-banking/savings/financial-services-compensation-scheme.asp](http://www.lloydsbank.com/business/commercial-banking/savings/financial-services-compensation-scheme.asp)

### Business Banking customers

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria. Not all Business Banking customers will be covered and we will write to you if we believe you are NOT covered by the scheme. Please refer to the information sheet and exclusions list at

<http://www.lloydsbank.com/business/retail-business/savings/financial-services-compensation-scheme.asp>

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

## Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Please contact us if you'd like this information in an alternative format such as Braille, large print or audio.

Textphone service for Hearing impaired Customers is available on 0800 056 7611. (International customers should ring +44 1624 680719). Lloyds Bank also accepts telephone calls via Text Relay. We may monitor or record calls in case we need to check we have carried out your instructions correctly and to help us improve our quality of service. Cashpoint® and PhoneBank® are registered trademarks of Lloyds Bank plc. Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales No. 2065. Telephone 020 7626 1500. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 119278. Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. We adhere to The Standards of Lending Practice which are monitored and enforced by the LSB: [www.lendingstandardsboard.org.uk](http://www.lendingstandardsboard.org.uk)

## Receipts for Month 11

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>8,784.65</b>					<b>8,784.65</b>	
V3146-BACS	Banked: <b>06/02/2023</b>	<b>60.00</b>						
V3146-BACS	FC Box	60.00			1210	210	60.00	Inv.317-Pitch hire 5th Feb 23
V3147-BACS	Banked: <b>13/02/2023</b>	<b>30.00</b>						
V3147-BACS	Allotment Holder	30.00			1310	310	30.00	Plot 15B Berryfield rent
V3148-BACS	Banked: <b>14/02/2023</b>	<b>492.64</b>						
V3148-BACS	HM Revenue & Customs	492.64			105		492.64	VAT Refund- January 2023
V3149-BACS	Banked: <b>14/02/2023</b>	<b>300.00</b>						
V3149-BACS	Future of Football	300.00			1210	210	100.00	Inv.320- 14th Feb Camp
					1210	210	100.00	Inv.320- 15th Feb Camp
					1210	210	100.00	Inv.320- 16th Feb Camp
V3150-BACS	Banked: <b>14/02/2023</b>	<b>75.00</b>						
V3150-BACS	Redfish Events	75.00			1260	210	75.00	Inv.321- Bowerhill Bomber race
V3151-BACS	Banked: <b>20/02/2023</b>	<b>120.00</b>						
V3151-BACS	Staverton Rangers	120.00			1210	210	60.00	Inv.319- February 11th Pitch h
					1210	210	60.00	Inv.319- February 18th Pitch
V3153-BACS	Banked: <b>21/02/2023</b>	<b>830.00</b>						
V3153-BACS	Future of Football	830.00			1210	210	830.00	Part of Inv.297 Aug 22
V3176-BACS	Banked: <b>22/02/2023</b>	<b>30.00</b>						
	BSF 17A Allotment Holder	30.00			1320	310	30.00	Briansfield 17a Allotment rent
	Banked: <b>24/02/2023</b>	<b>89,000.00</b>						
M204854020	Fixed Term Deposit	89,000.00			210		89,000.00	V3123- Fixed Term return
V3177-Inte	Banked: <b>24/02/2023</b>	<b>36.58</b>						
V3177-Inte	Lloyds Bank	36.58			1080	110	36.58	Interest from- Fixed deposit
V3178-BACS	Banked: <b>24/02/2023</b>	<b>2,233.00</b>						
V3178-BACS	Berryfield Village Hall	2,233.00			1470	142	2,233.00	1.322- Reimburse-Tables/Chairs
V3179-BACS	Banked: <b>24/02/2023</b>	<b>10.00</b>						
V3179-BACS	Berryfield Village Hall	10.00			1120	110	10.00	Inv.327- Annual rent
<b>Total Receipts for Month</b>		93,217.22	0.00	0.00			93,217.22	
<b>Cashbook Totals</b>		<u>102,001.87</u>	<u>0.00</u>	<u>0.00</u>			<u>102,001.87</u>	

## Payments for Month 11

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/02/2023	Grist Environmental	V3143-DD	123.05		20.52	4770	220	102.53	Inv.367- B'hill Waste away
01/02/2023	Water 2 Business	V3144-DD	151.27			4323	320	151.27	Inv.810-Berryfield Allot Water
01/02/2023	Water 2 Business	V3145-DD	158.78			4322	220	158.78	Inv.208-Pavilion water charges
20/02/2023	Plusnet	V3152-DD	36.60		6.10	4190	120	30.50	Inv.008-Office WiFi & Line
23/02/2023	SSE	V3156-6106	316.54		15.07	4582	142	301.47	BYF V Hall elect-5 Sept-8 Nov
23/02/2023	SSE	V3157-6107	1,682.56		80.12	4582	142	1,602.44	BYF V Hall elect-9 Nov-8 Feb
28/02/2023	Suez	V3172-DD	54.98		9.16	4770	220	45.82	Inv.371- Jan B'hill Waste away
<b>Total Payments for Month</b>			2,523.78	0.00	130.97			2,392.81	
<b>Balance Carried Fwd</b>			99,478.09						
<b>Cashbook Totals</b>			102,001.87	0.00	130.97			101,870.90	

**Receipts for Month 11****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>
<b>Balance Brought Fwd :</b>		<b>499,141.47</b>					<b>499,141.47</b>	
	Banked:	<b>0.00</b>						
			0.00					0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>499,141.47</u>	<u>0.00</u>	<u>0.00</u>			<u>499,141.47</u>	



## Payments for Month 11

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/02/2023	Berryfield Village Hall	V3174-BACS	4,500.00			4582	142	4,500.00	Start up fund for Trust
09/02/2023	EDF Energy	V3175-DD	294.00		14.00	4302	220	280.00	Pavilion Electricity- Feb 23
13/02/2023	Plusnet	V3154-DD	26.40		4.40	4384	220	22.00	Inv.003-Pavilion WiFi
15/02/2023	Teresa Strange	V3142-BACS	1,970.68		261.22	4680	170	55.00	NHP-Town Centre plan printing
						4680	170	1,654.46	NHP Consultation event printin
16/02/2023	Unity Trust Bank	V3155-DD	306.68		41.43	4120	120	6.20	Postage- Notices & Posters
						4680	170	3.00	NHP Land search
						4680	170	6.00	NHP Land Search
						4680	170	6.00	NHP Land Search
						4680	170	6.00	NHP Land Search
						4680	170	6.00	NHP Land Search
						4680	170	6.00	NHP Land Search
						4680	170	6.00	NHP Land Search
						4680	170	3.00	NHP Land Search
						4175	120	81.00	Office 365 subscription
						4190	120	33.90	Office phone charges
						4120	120	3.30	Full Council agenda pack x1
						4175	120	1.00	Website hosting
						4150	120	7.99	Red Pens
						4150	120	10.82	Wall clock for meeting room
						4150	120	15.00	A3 Paper
						4500	142	32.91	Weedkiller
						4150	120	12.49	Laminating pouches
						4200	120	11.99	Online meeting subscription
						4120	120	3.50	Postage- Notices & Posters
						4120	120	6.15	Postage- Flood letters
						4140	120	3.00	Monthly Fee
27/02/2023	Arien Signs and Graphics	V3158-BACS	66.60		11.10	4490	142	55.50	Inv.8165- Replacement perspex
27/02/2023	Agilico	V3159-BACS	91.80		15.30	4130	120	76.50	Inv.116- Office photocopying
27/02/2023	Aquasafe Environmental Ltd	V3160-BACS	138.00		23.00	4212	220	115.00	Inv.101- Jan 23 PPM Visit
27/02/2023	JH Jones & Sons	V3161-BACS	270.00		45.00	4721	220	225.00	Inv.3248- Unblock drain/ Culve
27/02/2023	JH Jones & Sons	V3162-BACS	1,604.65		267.44	4402	320	60.15	Inv.3267-Allotment grass cutti
						4400	142	221.90	Inv.3267- Play Area Grass cutt
						4780	142	52.50	Inv.3267- Play Area bin emptyi
						4781	220	79.58	Inv.3267- JSF Bin emptying
						4401	220	692.17	Inv.3267- JSF Grass cutting
						4400	142	34.66	Inv.3267- Kestrel Shrub
						4409	142	163.33	Inv.3267- Hornchurch Grass cut
						4820	142	32.92	Inv.3267- January 23 Parish Ma
						347	0	-32.92	Inv.3267- January 23 Parish Ma

Continued on Page 168

## Payments for Month 11

## 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>
						6000	142	32.92	Inv.3267- January 23 Parish Ma
27/02/2023	Jens Cleaning	V3163-BACS	225.00			4381	220	225.00	Inv.1071- Pavilion Cleaning
27/02/2023	HM Revenue & Customs	V3164-BACS	2,460.02			4041	130	801.98	Period 11- February 2023
						4000	130	494.20	Period 11- February 2023-T
						4000	130	325.85	Period 11- February 2023-NI
						4020	130	188.80	Period 11- February 2023-T
						4020	130	128.12	Period 11- February 2023-NI
						4010	130	193.60	Period 11- February 2023-T
						4010	130	131.07	Period 11- February 2023-NI
						4460	142	164.80	Period 11- February 2023-T
						4800	320	9.20	Period 11- February 2023-T
						4070	120	22.40	Period 11- February 2023-T
27/02/2023	Wiltshire Pension Fund	V3165-BACS	1,991.09			4045	130	1,499.63	Period 11- February 2023
						4000	130	244.62	Period 11- February 2023
						4020	130	122.71	Period 11- February 2023
						4010	130	124.13	Period 11- February 2023
27/02/2023	John Glover	V3171-BACS	33.64			4070	120	33.64	February 2023 Chairs allowance
28/02/2023	Teresa Strange	V3166-BACS	██████████			4000	130	██████████	February 2023 Salary
						4680	170	13.90	Refreshments for NHP event
28/02/2023	Lorraine McRandle	V3167-BACS	██████████			4582	142	40.00	Keys for BYF V Hall X 10
						4020	130	██████████	February 2023 Salary
						4120	120	4.35	Postage for Notices & Posters
						4680	170	2.50	Refreshments for NHP event
									<b>Total Salaries February 2023 £6,714.54</b>
28/02/2023	Marianne Rossi	V3168-BACS	██████████			4010	130	██████████	February 2023 Salary
28/02/2023	Terry Cole	V3169-BACS	██████████			4460	142	██████████	February 2023 Salary
						4050	142	47.50	Travel Allowance- Feb 23
						4051	142	46.80	Mileage x104 miles
28/02/2023	David Cole	V3170-BACS	██████████			4800	320	██████████	February 2023 Salary
28/02/2023	Teresa Strange	V3173-DD	5.30		0.88	4190	120	4.42	730- Reimburse out of hour mob
<b>Total Payments for Month</b>			20,853.45	0.00	683.77			20,169.68	
<b>Balance Carried Fwd</b>			478,288.02						
<b>Cashbook Totals</b>			499,141.47	0.00	683.77			498,457.70	

## Receipts for Month 11

## 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>
<b>Balance Brought Fwd :</b>		<b>389,000.00</b>					<b>389,000.00</b>	
	Banked:	<b>0.00</b>						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>389,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>389,000.00</u>	

## Payments for Month 11

## 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>
24/02/2023	Current Account & Instant Acc	M204854020	89,000.00			200		89,000.00	V3123- Fixed Term return
<b>Total Payments for Month</b>			89,000.00	0.00	0.00			89,000.00	
<b>Balance Carried Fwd</b>			300,000.00						
<b>Cashbook Totals</b>			<u>389,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>389,000.00</u>	

Updated 6 March 2023

## VAT on sporting fees - update

### HMRC concede that charges for council sports facilities are non-business

HMRC's previous guidance was that local authority sports and leisure services may either be taxable or exempt from VAT. This has been challenged in the courts, with test cases for England, Scotland and Northern Ireland going on for several years.

In *Chelmsford City Council* [2020] UKFTT432(TC) the First Tier Tribunal determined that such services are provided under a 'special legal regime' and can be treated as 'non-business', providing that does not give rise to significant distortions of competition.

HMRC lost an appeal on the first part of that decision, where they did not accept the reasoning that local authority sports services are subject to a 'special legal regime'. The Upper Tier Tribunal [2022] UKUT149(TCC) dismissed that appeal in March 2022.

On 26 January 2023, HMRC advised Chelmsford City Council that they would NOT be pursuing the 'significant distortion of competition' argument and accepted that local authority sports services can be treated as non-business and outside the scope of VAT.

We suggest that councils consider the following steps in relation to sports facilities that they charge for, bearing in mind that HMRC might refuse some claims:

- 1) VAT registered councils charging VAT on the use of sports facilities or services by the public (including through their membership of sports teams) should:
  - a. stop doing so as soon as possible and certainly before 1 April 2023, even if there is an option to tax in place on the facilities,
  - b. compile and submit a claim to HMRC for a refund of such VAT declared for the past four years, and
  - c. consider whether to refund that VAT to bodies/people charged for sports.
- 2) Any council not VAT registered that has have avoided reclaiming VAT on the cost of sports facilities because they were considered taxable supplies, should reclaim any such VAT incurred (but not reclaimed) over the last 4 years.
- 3) Any council that has treated sports services as VAT-exempt and including the VAT incurred on those activities in their partial exemption calculation should:
  - a. Exclude that VAT from their 2022/23 calculation,
  - b. Check if they had any irrecoverable VAT in their 2018/19 to 2021/22 calculations, and review the calculation to see if they can now reclaim it,
  - c. if they have done a 7-year average calculation for any of those years or to forecast a future year, review it to see if they can recover any further VAT.

HMRC have issued brief guidance <https://www.gov.uk/government/publications/revenue-and-customs-brief-3-2023-changes-to-vat-treatment-of-local-authority-leisure-services>.

This confirms their analysis that there would be no significant **distortion of competition** and explaining the steps councils should take to reclaim any VAT.

Councils should email any claim for reimbursement to: [lasector.mailbox@hmrc.gov.uk](mailto:lasector.mailbox@hmrc.gov.uk) and include '2023 LA VAT non-business' in the subject line of the email. VAT returns and VAT126 claims should not be adjusted and the procedure above should be used.

Please note that VAT126 reclaims must be submitted within 4 years of the end of the month in which the supply of goods or services occurred, so a council can still claim for March 2019 until the end of this month.

For VAT-registered councils, adjustments cannot be made more than 4 years after the due date of the VAT return that is being amended, so the oldest return that can be claimed for is the one for the January to March 2019 quarter, unless a council submits monthly returns or has non-standard VAT quarters.

In reclaiming any VAT charged, councils must avoid "unjust enrichment", which might occur if they reclaim the VAT and keep it, rather than refunding it to customers. Where council facilities are subsidised and operate at a loss due to low charges, HMRC are unlikely to consider that unjust enrichment.

An option to tax only applies to business activity and no VAT is charged on non-business fees. However, the option to tax will still apply to any non-sporting hire and would apply if the site was sold, so councils with one in place shouldn't cancel their VAT registration.

HMRC have not specified how far their interpretation of "sport and leisure services to members of the public" extends, but the Chelmsford case referred to pitches for football, rugby, hockey, netball, cricket, tennis and bowls, as well as facilities for swimming, ice skating, squash, table-tennis and badminton.

It seems likely that the decision in *Canterbury Hockey Club* [2008] EUECJ C-253/07 applies, confirming that 'individuals taking part in sport' includes those doing so via membership of a not-for-profit sports club, **but we don't yet think that non-business treatment applies to hire by private businesses selling services to their clients.**

Please note that the tribunal decisions only relate to charges for sporting services and should not be applied to meeting room hire, the provision of catering or sale of goods alongside sports, or other taxable or exempt business activities at this point.

If you are in any doubt as to whether an activity is affected by this change, please consult your county association of local councils in the first instance.

### **Disclaimer**

This bulletin is only intended as a brief guide about a developing situation and councils should ensure they follow the Regulations and guidance on [www.gov.uk](http://www.gov.uk), read the tribunal decisions and seek professional advice from us or others if they are in any doubt.

The Parkinson Partnership LLP accepts no liability for any loss arising from situations where councils have not followed the applicable law and guidance, or misinterpreted this information without taking professional advice.

# UPDATE ON SHURNHOLD FIELDS

## Update from Teresa Strange, Clerk, Melksham Without Parish Council 20<sup>th</sup> March 2023

### Car park and improved access project

- As you will be aware, the Environment Agency (EA) have not given permission for this work as its within 8m of a water course in an area of known flooding
- Wiltshire Council are looking to implement a wider flood mitigation scheme here, and then the car park and access project can come under their control as part of the wider project, and therefore does not need EA approval
- Danny Everett, Principal Drainage Engineer at Wiltshire Council has confirmed that work is progressing with his EA funding application and Atkins have undertaken modelling recently to inform this
- We are in the hands of Danny and his team to move this forward
- The one thing we are waiting for is the more detailed visibility splay drawings from architect David Sharp for approval by Highways – this has been chased several times, and will be done again
- There was hope for some of the s106 highway funding for Dunch Lane from the George Ward Gardens development which can be used to improve the access from the road (visibility splay) but not the car park area
- As part of the latest design approved, there will be an eventual need for replacing the area of wildflower meadow that is displaced
- The tenders we received will now be out of date (for the ground works etc) so there will eventually be the need for a decision by the councils to either renegotiate with the awarded contractor or re tender (with the oncosts of advertising etc)

### Wildflower Meadow

- As part of the biodiversity offset for the planned works by Wessex Water to install first time mains drainage at Beanacre, they have offered to install a wildflower meadow. Their plan is attached that they submitted as part of their planning application, the Friends would like in a different place, and WW are happy to tweak where it goes on installation; attached is the Friends drawing too

### Invoices for Town Council work

- The town council amenities team are visiting 3 times per week to empty the bin and undertake a H&S inspection. This is invoiced to the parish council who hold the s106 maintenance fund from Persimmon as a restricted reserve, on behalf of both councils. The cost of the hourly rate being charged by the Town Council to be drawn down from the reserve has increased, but this has not been agreed by the joint working party (i.e., both councils) and so at this stage the invoices are technically in dispute, but I would like to get this sorted before both council's financial year end (31<sup>st</sup> March). The invoice from MTC to MWPC for Oct – Dec 21 has been disputed, and no others have been raised since due to this.

### Public Open Space designation

- Due to the non-submission by Persimmon for the planning application for the area to be made into a Public Open Space this was not approved. The two councils plan to pick up and make one planning application with all the elements in one go, so Public Open Space, car park, improved access off the highway etc. It will require a LEMP (which is the bit that Persimmon didn't do) which is a Local Ecology Management Plan; a draft has been prepared by John Glover and Patsy and Teresa are still to meet to finalise this, other work has taken priority but we are not yet in a position to submit the planning application.

### Information Boards

- General Map of the Shurnhold Fields highlights – this is in storage at MWPC in Bowerhill as where it is to be installed will now be dug up for the car park
- WW1 commemorative trees – this is still to be ordered, as at the time it was not planned to be installed as the cost approved was for all 3 boards together, and they take room to store, but this can be ordered now.
- Heritage Orchard – this is in storage at MWPC in Bowerhill
- The decision has been not to install the General Map yet as it will have to be relocated when the car park installed
- At the Friends of the Shurnhold Fields AGM they offered to install them themselves. These are council assets and will need the agreement of the councils, and if the Friends are installing, who have no public liability insurance of their own, they will need to provide a method statement and risk assessment for the job to be undertaken, these are in a much visited public open space. If not, then for the parish council's contractors or the town council amenities staff to install. Decision to be made.
- The boards will obviously cost more to be installed on 3 different occasions as it's about the labour and delivery cost to get there, but this can be done; my suggestion is that the Town Council or contractors install – we can get costs from both – and they do the WW1 and the Heritage Orchard ones at the same time. This would save the paperwork to be undertaken by the Friends, and I am not sure how they would transport them, they won't fit in a car as too big and if the town council staff or MWPC groundworkers have to deliver by truck and are on site then we might as well pay them to finish the job?

### Overhead electrical wires

- The Minutes of the Friends AGM state that the MWPC clerk was to investigate the overhead power lines. The Clerk has previously confirmed to Mr Dobson, in January 2022, that SSEN had confirmed that there were no plans for either underground or overground cables to be installed at Shurnhold Fields. The testing undertaken in January 2022 was a safety measure, the resistivity to electrical current of the surrounding land needed to be tested before a planned upgrade to the main Beanacre substation. Nothing has changed since that update to warrant any belief that overhead cables are being planned here.

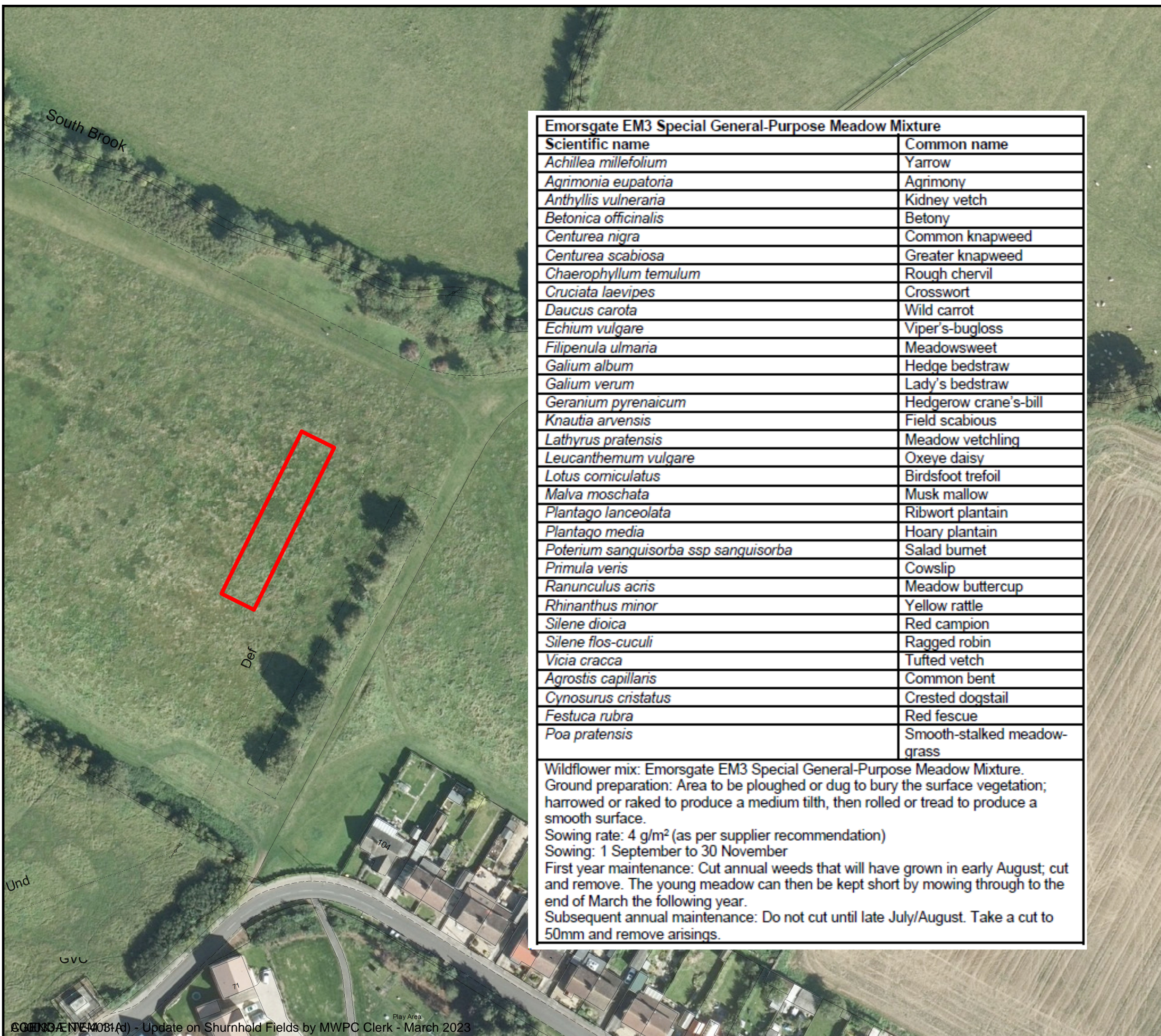


### Next meeting:

- I don't believe that there is enough content for a working party meeting of the two councils (and have had this conversation a couple of times with the Town Clerk/Deputy Clerk) and I am not aware of any Friends meetings that have been held that we could have fed into. I have had a couple of conversations with their Chair, Roy Dobson, in the office and at Shurnhold Fields, when the information boards weren't mentioned but the other aspects were; and also updated Town Councillor Pat Aves too.
- Can a decision come from the two councils now, or do the reps want to hold a meeting? Happy to arrange one of course, these are the only decisions needed at present:
  - New hourly rate for bin emptying approved
  - Installation of the information boards, by whom? And to continue to hold the general map until car park built?

### Appendices:

1. Plan for proposed Wildflower area by Wessex Water (happy to tweak location)
2. Plan for proposed Wildflower area – where the Friends would like to see installed
3. Draft minutes of the Friends of Shurnhold Fields AGM October 2022



Emorsgate EM3 Special General-Purpose Meadow Mixture	
Scientific name	Common name
<i>Achillea millefolium</i>	Yarrow
<i>Agrimonia eupatoria</i>	Agrimony
<i>Anthyllis vulneraria</i>	Kidney vetch
<i>Betonica officinalis</i>	Betony
<i>Centurea nigra</i>	Common knapweed
<i>Centurea scabiosa</i>	Greater knapweed
<i>Chaerophyllum temulum</i>	Rough chervil
<i>Cruciata laevipes</i>	Crosswort
<i>Daucus carota</i>	Wild carrot
<i>Echium vulgare</i>	Viper's-bugloss
<i>Filipenula ulmaria</i>	Meadowsweet
<i>Galium album</i>	Hedge bedstraw
<i>Galium verum</i>	Lady's bedstraw
<i>Geranium pyrenaicum</i>	Hedgerow crane's-bill
<i>Knautia arvensis</i>	Field scabious
<i>Lathyrus pratensis</i>	Meadow vetchling
<i>Leucanthemum vulgare</i>	Oxeye daisy
<i>Lotus corniculatus</i>	Birdsfoot trefoil
<i>Malva moschata</i>	Musk mallow
<i>Plantago lanceolata</i>	Ribwort plantain
<i>Plantago media</i>	Hoary plantain
<i>Poterium sanguisorba ssp sanguisorba</i>	Salad burnet
<i>Primula veris</i>	Cowslip
<i>Ranunculus acris</i>	Meadow buttercup
<i>Rhinanthus minor</i>	Yellow rattle
<i>Silene dioica</i>	Red campion
<i>Silene flos-cuculi</i>	Ragged robin
<i>Vicia cracca</i>	Tufted vetch
<i>Agrostis capillaris</i>	Common bent
<i>Cynosurus cristatus</i>	Crested dogstail
<i>Festuca rubra</i>	Red fescue
<i>Poa pratensis</i>	Smooth-stalked meadow-grass

Wildflower mix: Emorsgate EM3 Special General-Purpose Meadow Mixture.  
 Ground preparation: Area to be ploughed or dug to bury the surface vegetation; harrowed or raked to produce a medium tilth, then rolled or tread to produce a smooth surface.  
 Sowing rate: 4 g/m<sup>2</sup> (as per supplier recommendation)  
 Sowing: 1 September to 30 November  
 First year maintenance: Cut annual weeds that will have grown in early August; cut and remove. The young meadow can then be kept short by mowing through to the end of March the following year.  
 Subsequent annual maintenance: Do not cut until late July/August. Take a cut to 50mm and remove arisings.

**Legend**

 Off Site Enhancement

**Beanacre  
 First Time Sewerage  
 Off-Site Enhancement Plan (A3)**

**Grid Reference:**  
 390405, 166295

**Date:**  
 29/11/2022

**Drawing Number:**  
 C00033/ENV/403/A

1:1,000



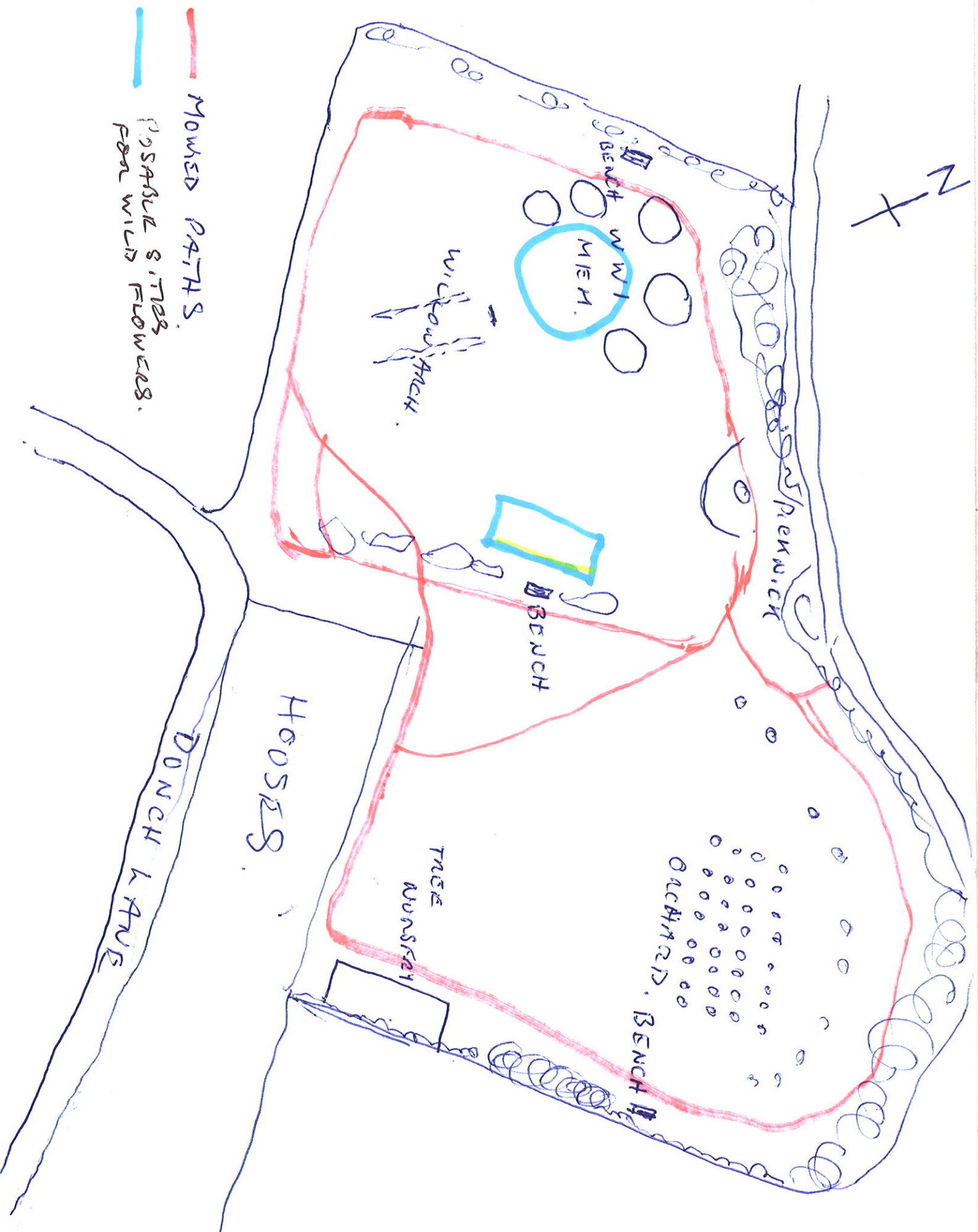
This map may be used for Wessex Water Projects only.

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County Wildlife Sites: The County Wildlife Site Project is provided by the Environmental Records Centre. Further information on these sites are available from the relevant Records Centre.

Information in this plan is provided for identification purposes only. No warranty as to accuracy is given or implied. The precise route of pipe work may not exactly match that shown. Wessex Water does not accept liability for inaccuracies. Sewers and lateral drains adopted by Wessex Water under the Water Industry (Schemes for Adoption of Private Sewers) Regulations 2011 are to be plotted over time and may not yet be shown. In carrying out any works, you accept liability for the cost of any repairs to Wessex Water apparatus damaged as a result of your works. You are advised to commence excavations using hand tools only. Mechanical digging equipment should not be used until pipe work has been precisely located. If you are considering any form of building works and pipe work is shown within the boundary of your property or a property to be purchased (or very close by) a surveyor should plot its exact position prior to commencing works or purchase. Building over or near Wessex Water's apparatus is not normally permitted.

— MOWED PATHS.  
— POSSIBLE SITES FOR WILD FLOWERS.



Friends of Shurnhold Fields (FOSF) Annual General Meeting (AGM) Tuesday 25<sup>th</sup> October 2022 7 pm Melksham Town Hall.

Present:

Roy Dobson(RD) Chairman, Paul Carter(PC) Secretary, Andy Newman(AN) Treasurer, Teresa Strange(TS) Parish Clerk, Cllr Carl Houghton(CH) Town Council, Ian Knight(IK), Roy Horwood(RH), Cllr Pat Aves( PA) Town Council, Linda Roberts(LR) Town Clerk, Nick Robbins(NR), Claire Bainton (CB), Cllr David Pafford(DP) Parish Council, Cllr John Doel(JD) Parish Council,

The chairman Roy Dobson opened the meeting and welcomed everyone.

Apologies: Phil Mason.

Minutes of the last AGM 2021:

PC told the meeting that the minutes were circulated via email to the committee to which a paper copy was in their folders. PC proposed them as a true record with AN seconding with the committee voting them to be a true record.

Matters arising from the minutes: None.

The chairman then read his report which was found in the committee folders.

The secretary read his report, then a short history of the work of the committee so far and ended by reading out a letter of thanks from the Parish Council underlining the excellent work of the volunteers over the last 5 years. Again all the reports were in the committee folders.

The treasurer then read his report. The account had an opening balance of £360.87. Income was £1,125.00, made up of a £750.00 grant from the Area Board and a £375.00 grant from the Town Council. These grants to be used exclusively to replant the dead trees from the nursery with guards and stakes. The Parish Council declined to award a grant on the basis that they fund 50% of all expenditure along with the Town Council.

Expenditure was £157.00 leaving a sub total of £967.35, this added to the opening balance of £360.87 leaves a current total of £1,328.22 in the bank. AN was waiting for the November balance whereby he will present the accounts for ratification and audit.

RD then opened a discussion with the meeting to see whether there were enough volunteers to form a new committee for the coming year. Three new volunteers had responded to the MIN feature asking the public to volunteer, and Ian Knight and Nick Robbins attended the meeting.

PC said that 3 more volunteers were waiting to see whether the committee would carry on and if so put their selves forward. Two are at the moment moving to the town in November and will present themselves when sorted out.

From that discussion it appeared that enough volunteers were present to form a new committee, the stumbling block was enough people to fill the officer roles. After further discussion Claire Bainton said she would volunteer to do the secretary role, RD said he would carry on as chairman as did AN as treasurer.

Sensing that enough people were ready to form a committee RD called for proposers and seconders for the officer roles and proceed to a vote.

PC proposed RD for chairman with MB seconding, the meeting unanimously voted Yes. RD proposed CB for secretary with RH seconding, the meeting unanimously voted Yes. RD proposed AN for treasurer with CB seconding, the meeting unanimously voted yes.

RD then moved onto the general committee members, Roy Horwood, Matt Blueitt, Cllr Pat Aves, Nick Robbins, Ian Knight, Eileen Howe and husband, Ian Lewington and Rosie Freegard all put themselves forward to which the meeting unanimously voted Yes. Cllr Aves said that with her other council duties she might not be able to attend all the FOSF meetings which was accepted by the chairman.

AN proceeded to enrol the new members onto the `What`s App Group`.

RD thanked the meeting for stepping forward to appoint a new committee for the coming year 2022/23.

#### Any other business:

RD asked about the proposed entrance, shed and notice boards. TS responded by saying that these items had been costed but there was a continued discussion between Wiltshire Council and the Environment Agency as to flooding and bunds. The notice boards needed to be put in place in one go to ease the cost, not one at a time.

RD expressed his exasperation at the continued delays and needed the shed for all his equipment which was being stored in his garage. PC asked for the WW 1 and orchard notice boards to be erected now without delay. RD said the committee could concrete them in.

Cllr Aves proposed and MB seconded that the WW 1 and orchard notice boards be erected post haste, this was accepted by the meeting and TS said that materials used will be reimbursed.

RD checked with TS regarding his petrol chits which could be handed in at the new Campus Melksham Without Parish Council (MWPC) office.

A discussion took place around electric cables under or over the WW 1 wood. JD said that over head lines cost £10,000 per pole and would where possible be laid underground. TS said that the Beanacre station was upgrading and will check if the proposed line across the

wood was still to go ahead.

AN said that now a new committee had been formed we should start a programme of work over the winter to replace the dead trees from the nursery, with RD saying the meadow needed reseeded as well. MB said the front hedge also needed cutting.

The situation regarding the ditches along the southern and western boundary was brought up. The legal problems of who owns a ditch between two fields was so complicated and that flood improvements upstream of the south brook had been implemented that RD suggested that this be left alone for the time being.

Cllr Houghton from the Town Council invited RD to talk on his podcast about the fields and the need for younger volunteers to come forward.

With no other business to conduct the chairman thanked all those attending and those forming a new committee and duly closed the meeting at 8.03 pm.

Paul Carter Secretary 2022.

New FOSF Committee 2022/3:

Roy Dobson chairman

Claire Bainton secretary

Andy Newman treasurer

Roy Horwood

Phil Mason

Matt Blueitt

Cllr Pat Aves Town Council – pat.aves@melksham-tc.gov.uk 01225 700 633

Nick Robbins – 07743 340 153

Ian knight – 01225 705 663

Eileen Howe & husband – On Facebook c/o Clerk Parish Council.

Ian Lewington – jeventon@btinternet.com c/o Carolyn

Rosie Fregard - 01225 571 965

13 in total.

+ Roy Liston non committee member volunteer. - 01225 707 461

## MELKSHAM WITHOUT PARISH COUNCIL COUNCIL MEETING DATES 2023/24

**Please Note:** All Council Meetings commence at 7.00pm and are held at **Melksham Without Offices, First Floor, Melksham Community Campus, Market Place, SN12 6ES** (unless otherwise stated). Whilst you are welcome to attend by public, we politely encourage you to attend virtually if possible. Please see meeting agendas via our website or noticeboard for access instructions.

Web - [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk) E-mail - [office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk) Tel - 01225 705700

<i>BANK HOLIDAYS</i>	<i>MONDAY 1 &amp; 8 MAY 2023</i>
PLANNING COMMITTEE (changed from 8 May)	MONDAY 15 MAY 2023
FINANCE COMMITTEE (NEW to follow Planning)	MONDAY 15 MAY 2023
To approve Insurance cover before 1 June with delegated powers and review year end documents and external audit – needs Full Council to approve External Audit docs before 30 June	
ANNUAL COUNCIL (moved from 15 May)	MONDAY 22 MAY 2023
<i>HALF TERM WEEK</i>	<i>MONDAY 29 MAY-2 JUNE 2023</i>
PLANNING COMMITTEE	MONDAY 05 JUNE 2023
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)	MONDAY 05 JUNE 2023
IT WORKING PARTY MEETING	MONDAY 12 JUNE 2023
FULL COUNCIL	MONDAY 19 JUNE 2023
PLANNING COMMITTEE	MONDAY 26 JUNE 2023
<i>FREE MONDAY</i>	<i>MONDAY 03 JULY 2023</i>
<i>FREE MONDAY</i>	<i>MONDAY 10 JULY 2023</i>
PLANNING	MONDAY 17 JULY 2023
FULL COUNCIL	MONDAY 24 JULY 2023
<i>FREE MONDAY</i>	<i>MONDAY 31 JULY 2023</i>
In line with MWPC protocols the council do not meet in August to allow for councillors and staff holidays and a break! (apart from Planning applications which have to have comments back every 21 days) – this meeting on 7 August will therefore be fluid.	
PLANNING COMMITTEE	MONDAY 07 AUGUST 2023
<i>FREE MONDAY</i>	<i>MONDAY 14 AUGUST 2023</i>
<i>FREE MONDAY</i>	<i>MONDAY 21 AUGUST 2023</i>
<i>BANK HOLIDAY</i>	<i>MONDAY 28 AUGUST 2023</i>
PLANNING COMMITTEE	MONDAY 04 SEPTEMBER 2023

FULL COUNCIL	MONDAY 11 SEPTEMBER 2023
FREE MONDAY	MONDAY 18 SEPTEMBER 2023
PLANNING COMMITTEE	MONDAY 25 SEPTEMBER 2023
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)	MONDAY 25 SEPTEMBER 2023
FREE MONDAY	MONDAY 02 OCTOBER 2023
FULL COUNCIL	MONDAY 09 OCTOBER 2023
PLANNING COMMITTEE	MONDAY 16 OCTOBER 2023
HALF TERM	MONDAY 23 OCTOBER 2023
FREE MONDAY	MONDAY 30 OCTOBER 2023
PLANNING COMMITTEE	MONDAY 6 NOVEMBER 2023
FULL COUNCIL	MONDAY 13 NOVEMBER 2023
FREE MONDAY	MONDAY 20 NOVEMBER 2023
PLANNING COMMITTEE	MONDAY 27 NOVEMBER 2023
FULL COUNCIL	MONDAY 4 DECEMBER 2023
MWPC CHRISTMAS MEAL?	MONDAY 11 DECEMBER 2023
PLANNING COMMITTEE	MONDAY 18 DECEMBER 2023
FINANCE COMMITTEE To recommend budget and precept	MONDAY 08 JANUARY 2024
PLANNING COMMITTEE	MONDAY 15 JANUARY 2024
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)	MONDAY 15 JANUARY 2024
FULL COUNCIL	MONDAY 22 JANUARY 2024
FREE MONDAY	MONDAY 29 JANUARY 2024
PLANNING COMMITTEE	MONDAY 05 FEBRUARY 2024
FREE MONDAY	MONDAY 12 FEBRUARY 2024
FULL COUNCIL	MONDAY 19 FEBRUARY 2024
PLANNING COMMITTEE	MONDAY 26 FEBRUARY 2024
FINANCE COMMITTEE	MONDAY 04 MARCH 2024
FREE WEEK	MONDAY 11 MARCH 2024
PLANNING COMMITTEE	MONDAY 18 MARCH 2024
FULL COUNCIL	MONDAY 25 MARCH 2024
BANK HOLIDAY – EASTER MONDAY	MONDAY 01 APRIL 2024
PLANNING COMMITTEE	MONDAY 08 APRIL 2024
ANNUAL PARISH MEETING (Venue TBC)	MONDAY 15 APRIL 2024



FULL COUNCIL	MONDAY 22 APRIL 2024
PLANNING COMMITTEE	MONDAY 29 APRIL 2024
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)	MONDAY 29 APRIL 2024
<i>BANK HOLIDAY</i>	<i>MONDAY 06 MAY 2024</i>
ANNUAL COUNCIL	MONDAY 13 MAY 2024
PLANNING	MONDAY 20 MAY 2024
FINANCE (Re Insurance)	MONDAY, 20 MAY 2024
To approve Insurance cover before 1 June with delegated powers and review year end documents and external audit – needs Full Council to approve External Audit docs before 30 June	
<i>BANK HOLIDAY</i>	<i>MONDAY 27 MAY 2024</i>
<i>FREE MONDAY</i>	<i>MONDAY 03 JUNE 2024</i>
PLANNING	MONDAY 10 JUNE 2024
FULL COUNCIL	MONDAY 17 JUNE 2024

## Teresa Strange

---

**From:** Jonathan Rumens <[REDACTED]>  
**Sent:** 23 February 2023 13:22  
**To:** Peter Richardson; Teresa Strange  
**Subject:** Fwd: Land in West Wiltshire - Shaw and Whitley - should be FZ3?

Teresa, Peter

The communication with the Environment Agency

J

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

**From:** Malpass, Steve <[steve.malpass@environment-agency.gov.uk](mailto:steve.malpass@environment-agency.gov.uk)>  
**Date:** Tuesday, February 21, 2023  
**Subject:** Land in West Wiltshire - Shaw and Whitley - should be FZ3?  
**To:** Jonathan Rumens <[REDACTED]>

Dear Jonathan,

Many thanks for your email and please accept my apologies for not replying to you sooner.

I'm afraid I got involved in Incident Management duties and I've been dealing with the recent flooding events. Ever since I have struggled to catch up on emails and all sorts of work.

Anyway this afternoon I asked around internally to find out who can help and deal with your request regarding the mapping and creating additional flood zones.

The good news is that I've found the right team and tomorrow I'll speak to them and forward on your request.

As soon as I have more information I will get in touch.

Kind regards

Steve

**Steve Malpass**

Flood & Coastal Risk Management.

**Environment Agency.** Rivers House, Sunrise Business Park, Blandford, Dorset. DT11 8ST. **020 302 59406**

Email: [steve.malpass@environment-agency.gov.uk](mailto:steve.malpass@environment-agency.gov.uk)

Over 5.5 million, or one in six, properties are at risk of flooding from all types of floods across England and Wales.

What's being done? Check out our website – <https://www.gov.uk/government/organisations/environment-agency>

**DO YOU KNOW WHAT TO DO?**



---

**From:** Jonathan Rumens <[REDACTED]>  
**Sent:** 16 February 2023 13:18  
**To:** Malpass, Steve <[steve.malpass@environment-agency.gov.uk](mailto:steve.malpass@environment-agency.gov.uk)>  
**Subject:** Fwd: Land in West Wiltshire - Shaw and Whitley - should be FZ3?

You don't often get email from [jrr@rumens.org](mailto:jrr@rumens.org). [Learn why this is important](#)

Warning: The sender of this message could not be validated. Please use caution when opening any message content such as attachments or links

Hi Steve

Have you managed to do anything with this, please?

Regards

Jonathan Rumens

Shaw and Whitley Community Emergency Group

[REDACTED]

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

**From:** Jonathan Rumens <[REDACTED]>  
**Date:** Thu, Dec 1, 2022 at 11:35 AM  
**Subject:** Land in West Wiltshire - Shaw and Whitley - should be FZ3? - REMINDER -  
**To:** <[steve.malpass@environment-agency.gov.uk](mailto:steve.malpass@environment-agency.gov.uk)>

Morning Steve

The Shaw & Whitley Community Emergency Group would like to make a case for a parcel of land in Whitley to be graded as flood zone 3. It is crossed by a tributary to the Southbrook.

I attach 3 documents, 4 photos, and a screenshot.

- a plan of the site showing the area we would contend should be FZ3
- EA plan of the area showing flood zones, with the area we identify shown
- Resident Bill Harrison's observations of floods across First Lane, 2012 - 2022. You'll see that these are typically at least annual events.
- Photos taken at the low point in First Lane during one of these events
- Photo taken at the entrance to Shaw School during the 16 Feb 2020 flood event
- And a screenshot from your measuring station at the B3353 bridge on 16 Feb 2020

Unfortunately, we don't have photos immediately to hand of this parcel of land flooded. I've put out a request amongst contacts, and if any arrive, I'll send them on. When the river rises to this extent, our volunteers are usually fully occupied keeping the water out of the school.

As we know, this is a flashy catchment. Over the winter of 2019/20, WC improved drainage in Whitley, and added large bore capacity under First Lane: which will increase the likelihood of this parcel of land flooding. We certainly think this was a contributor in the Feb 2020 flood - you'll note from the river level graph that that incident exceeded the highest previously recorded at that point. This measuring station is immediately below the land in question.

A local builder has tried twice to get planning permission to build on this land; our group believes this would cause adverse effect up and down stream.

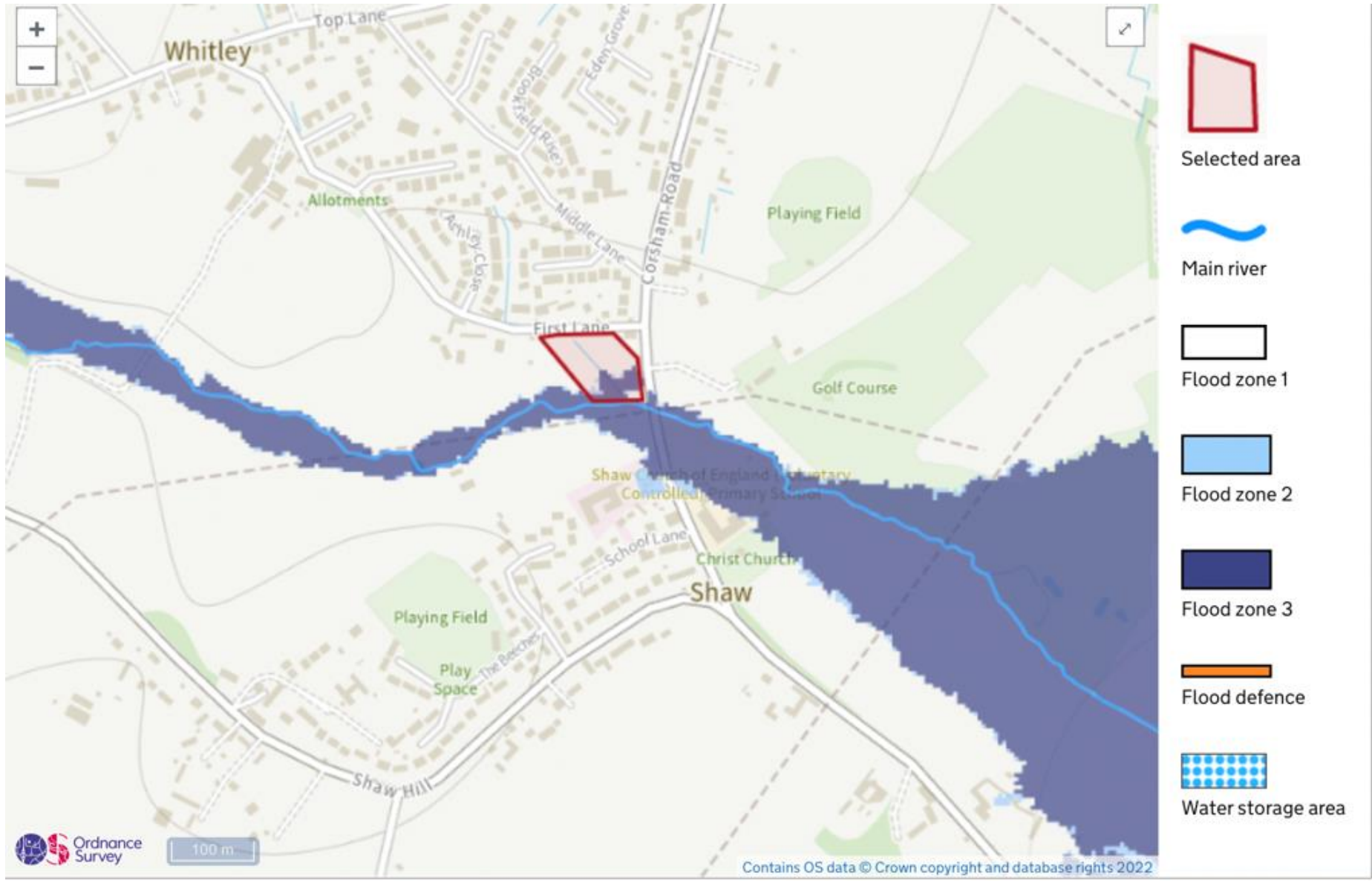
Regards

Jonathan Rumens

Shaw and Whitley Community Emergency Group

████████████████████

# Proposal for area of land in Whitley to be graded as flood zone 3



## Melksham Health and Wellbeing Group

### Notes – 24/02/2023

#### Welcome and introductions

Apologies:

Sue Mortimer (Age Friendly Melksham / Town Council)  
Alan McFall – Foodbank  
Patrick Gompels – D&M Gompels  
John Glover – Melksham Without PCA  
Amanda Brookes – Melksham and Bradford PCN

In attendance:

edsffrrr	Chris Pickett (Age Friendly Melksham)
Caroline Le Quesne (Wilts Council)	Jo Woodsford (Dorothy House)
Rebecca Seymour (Celebrating Age Wilts)	Patsy Clover (MTC)
Kate Brooks (Age UK)	Teresa Strange (Melksham Without PC)
Nick Holder (Wilts Council)	Jessica Thimbleby (Wilts Wildlife Community Energy)
Ashley Harris (Carer Support Wilts)	Emma Cade (Prevention and Wellbeing Officer)
David Walker (Melksham Carers Champion)	

#### Older and vulnerable adults

##### *New role - Nick Holder*

- Grant for Melksham Community Support Senior Project Worker to be managed by Age UK to be heard at next Area Board meeting.
- Question about sustainability. Teresa Strange explained that there was Council and Parish funding but because of the timing it could only be given for one year, whereas the plan is to fund for three years. Kate Brooks said that the one-year funding would also allow them to tweak the role if needed.
- Data already held by Melksham Community Support needs to be shared with Age UK this must be done in accordance with GDPR regulations. The technical and legal side of this is being investigated.

Wider discussion: The issue of duplication of roles was brought up. Emma Cade explained that clients had different routes of referrals and organisations had different areas of expertise and timeframes for working with clients. Many of the groups round the table will be working with or know of each other's clients, support is best decided based on client need.

##### *Age Friendly Melksham- Chris Pickett*

- Group is disbanding as they have lost staff and feel their major aims are now being covered by others.
- Monies granted are being returned to funder.

Wider discussion: Nick Holder said he was mindful that communications about the group closing should be handled sensitively. He felt the community need to be reassured that the work previous done by Age Friendly Melksham is being integrated into the work of other local groups and not lost.

#### *Celebrating Age -Rebecca Seymour*

- Running monthly events. These have had positive feedback. Rebecca noted that individual older adults attended some events that had initially been promoted to be more family focussed which was an encouraging sign.
- The group is amid a ten-week creative conversation project. This is done at an individual and group level. These sessions aim to reconnect people with their creativity both in the present and hopefully in the future, they also intend to promote confidence building and decrease isolation.
- It became apparent that there had been a glitch in the communication for the next event. Rebecca Seymour will rectify this, and information will be sent out to others round the table so that the event can be promoted.

#### **Action Point:**

- 1. Rebecca to liaise with partners comms departments for next event.**

#### Carers

#### *Carers champion - David Walker*

- A successful young carers event took place on the 3<sup>rd</sup> December.
- Carers café run in conjunction with Carers Support organisation. This is a social event.
- Noted that there was not a support group in Melksham. Carers needed to go to either Trowbridge or Chippenham for this. It was felt that this may not be feasible for some carers as they may have limited time to attend such meetings due to their caring responsibilities.
- David highlighted two issues that came up when he talked to carers; The cost of energy and the issues around carers themselves being hospitalised. Highlighted was the fact that caring responsibilities were not always considered when a person was being discharged from hospital.
- David was concerned to hear that funding for the Sensory Garden may not be allocated or may be reduced through competition by the Friends Garden. David reiterated that the sensory garden was for all. Patsy Clover let David know that at the next Town Council meeting (27/02) the sensory garden was being discussed including a potential budget. Patsy encouraged David to attend.
- David raised the issue of levies that were to be raised for social care both nationally and locally. David was unsure if especially the local money would filter down to carers.

#### **Action Points:**

- 1. Nick Holder to ask relevant personnel in Wiltshire council if any of the 2% uplift for local social care raised from council tax was earmarked for carers.**
- 2. David Walker to go to MTC meeting to discuss sensory garden**
- 3. David to talk to Chris Pickett to see if Men's Shed could provide furniture/ accessories for the sensory garden (if it goes ahead)**

Wider discussion: Nick Holder asked Ashley Harris why Cares Support didn't run a support group in Melksham. Ashley explained firstly the difference between a support group and café and then said

that it had been felt and evidenced (by the management at Carers Support) there wasn't a need for a support groups and café would suffice. Richard Roger spoke about the work that the surgeries were doing to register previously unknown carers. Group wondered if a potential increase in carers identified, through the work of the surgeries, led to a rise in numbers a support group in Melksham would be seen as more feasible (for Carers Support) to set up a support group.

#### *Carers week -Richard Rogers*

- A meeting to discuss carers week will take place on 4th April at 2pm. Venue tbd
- A budget has been secured
- The main event will be a mix of Information and fun Activities
- An additional young carers cookery event will take place on two days at the end of March and start of April.

Wider discussion: Nick Holder reiterated the fact that carers especially unpaid carers were a long-neglected group and he fully supported work to understand the unmet needs of especially unpaid carers.

#### NHS estate plan

##### *NHS estate plan- Nick Holder*

- Progress to get Melksham hospital open is going to be slow. It is not a priority for NHS estate team as it comes with questions around sustainable use.
- MP to set up steering group. Suggested Richard Rogers and Nick Holder join and report back to HWB group

#### Cost of living

##### *Wiltshire Wildlife Community Energy workshops- Jessica Thimbleby*

- Jess has run 7 events across November and December.
- 3 more events planned, including a specific one focused on park homes.
- Redesign of information leaflet so it is now simpler and shorter.
- Wiltshire Wildlife Community Energy have grants available of up to £5000. The objectives to meet are To support wildlife conservation, mitigate climate change, reduction of carbon emissions (including local food, transport, waste products etc), reduce fuel poverty [Wiltshire Wildlife Community Energy Community Fund | Wiltshire Wildlife Trust](#)

Wider discussion: Age UK have £200 grants that they need to allocate. Teresa tried to advertise the library as a warm space, but this was vetoed by Wiltshire Council comms team as they thought it might be stigmatising.

Nick asked if anybody had experience of people, they work with not receiving the government energy rebates if they were in dispute over an energy bill, nobody else had heard of this happening. It was noted that traveller and boater communities were covered by Julian House on energy issues, but that anecdotal evidence suggested some had still not received their money.

#### **Action points**

- 1. All- any feedback sessions to be passed to Jess.**
- 2. All – promote Wiltshire Wildlife fund's community grants**
- 3. All- promote Age UK £200 grants**
- 4. Richard to speak to Wiltshire comms team about advertising of warm spaces**



## Fostering

### *Wiltshire fostering service- Richard Rogers*

- Wiltshire fostering service was in crisis due to lack of foster placements.
- Melksham is short of 9 foster placements.
- Richard asked people to share with people they think may be interested in becoming a fosterer and direct them to the website.

### **Action Point:**

- 1. All- direct people to Wiltshire fostering service if are interesting in fostering.**

## Funding

### *Funding allocation and spend- Richard Rogers*

- If all the requests for funding in the next area board was given then all the money will have been allocated this financial year.
- Richard said he is expecting next year's funding to be the same amount.

## AOB

- Ashely said he thought there were no easy ways for people especially those who were digitally excluded to find out about all that was on offer to help. Patsy said the town council had investigated creating a virtual hub but that the budget for this project had been cut and the project was no longer feasible. Patsy encouraged people to let the Council know they thought this would be helpful community asset and this may prompt money to be allocated in the future.
- Teresa suggested that Melksham news was an underutilised resource and that we, as a group, should ask for a regular health and wellbeing slot.
- Patsy let us know there was a new comms team member in the town council.  
Gloria Delves - Events & Communications Officer [gloria.delves@melksham-TC.gov.uk](mailto:gloria.delves@melksham-TC.gov.uk)

### **Action point:**

- 1. Teresa Strange to talk to Melksham news about a regular article space.**

## Next Meeting

To be held on a Wednesday so that more people can attend. Date to be decided but middle to end of May (being mindful of half term) or early June most likely.

## Lorraine McRandle

---

**Subject:** FW: Request for Street Lighting to be turned off at night

---

**From:** Brown, Stuart L <Stuart.L.Brown@atkinsglobal.com>

**Sent:** 17 March 2023 14:25

**To:** Lorraine McRandle <office@melkshamwithout-pc.gov.uk>

**Cc:** Thomas, Dave <dave.thomas@wiltshire.gov.uk>; Valentine-Edwards, Jacqui <Jacqui.Valentine-Edwards@atkinsglobal.com>

**Subject:** RE: Request for Street Lighting to be turned off at night

Hi Lorraine,

Many thanks for your enquiry. Whilst we aren't directly adverse to the switching out of lighting on a part night basis we would need further information for a review.

Maps of extents of lighting proposed to be switched off

Timing of switch off (Is it all night, or part night.. if part night typical timing would be midnight to 5.30am)

Supporting evidence. Consultation undertaken. Any review on the potential impact to community. (We may get individual requests to return to operation and would need to refer to something),

Any further details on the ecology benefits it will bring.

Some quick comments;

Bat activity may be affected if lighting is switched off, some species use lighting as foraging opportunities to prey on insects. Bat species may need to be determined.

In general lighting may have greater effect on emergence from and returning to roosts which predominantly is at dusk and dawn.

We do note that this road has been historically well lit due to the old A350 and that lighting has never really been downgraded or reviewed until conversion to LED lighting. We now have full capability to allow this through dimming of assets as well as allowing us to switch off as per any agreement and that can be taken forward as part of this request as well.

If lighting is proposed to be switched out permanently at night, then a greater review on impact may be needed relating to school journeys etc. A formal review of impact taken at a future period and then assets are likely to require removal complete.

There may be some opportunity to alter operational times in winter when pedestrian and school journeys are higher at dusk / dawn and bats are hibernating.

We also note that there is a bus gate in section which would likely need to remain lit all night for highway safety and identification of hazards / barriers in the highway.

Regards

**Stuart Brown** *BEng (Hons)*

Exterior Lighting Consultant

UK & Europe

Engineering, Design and Project Management

## Lorraine McRandle

---

**Subject:** FW: Bee Route Project

---

**From:** Howard Yardy <howard.yardy@wbct.org.uk>  
**Sent:** 21 March 2023 13:47  
**To:** Lorraine McRandle <office@melkshamwithout-pc.gov.uk>  
**Subject:** Re: Bee Route Project

Hi Lorraine

I tried to apply for one online and it refers me to my local council. Is that you or Wiltshire Council?

**Howard Yardy**

Wildlife Officer

Melksham, Chippenham & Calne Branch

Wilts and Berks Canal Trust.

t: **07484356845**

e: [howard.yardy@wbct.org.uk](mailto:howard.yardy@wbct.org.uk)

w: [www.wbct.org.uk](http://www.wbct.org.uk)

## Wilts & Berks Canal Trust: A Non-Profit-Distributing Company Limited by Guarantee

Restoring in partnership the Wilts & Berks canal through Wiltshire, Swindon and Oxfordshire

Registered in England and Wales No. 2267719

Registered Address: Dautsey Lock Canal Centre, Chippenham, SN15 4HD

Office telephone: 0845 625 1977

Registered Charity No: 299595

On 21 Mar 2023, at 13:41, Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)> wrote:

Hi Howard

Thank you for your email and confirming WBCT insurance cover.

However, in order to undertake work on the highway an up to date streetworks licence is required and will need to be obtained.

If you need more information on streetworks licences please let me know.

Lorraine

Lorraine McRandle  
Parish Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

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---

**From:** Howard Yardy <[howard.yardy@wbct.org.uk](mailto:howard.yardy@wbct.org.uk)>  
**Sent:** 17 March 2023 19:09  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>; Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>  
**Subject:** Re: Bee Route Project

Hi Teresa/Lorraine

I have been informed by my chairman that WBCT have public liability insurance in excess of £5million.

We do not have a streetwork licence

**Howard Yardy**  
Wildlife Officer  
Melksham, Chippenham & Calne Branch  
Wilts and Berks Canal Trust.  
**t: 07484356845**

e: [howard.yardy@wbct.org.uk](mailto:howard.yardy@wbct.org.uk)

w: [www.wbct.org.uk](http://www.wbct.org.uk)

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Office telephone: 0845 625 1977

Registered Charity No: 299595

On 17 Mar 2023, at 15:40, Howard Yardy <[howard.yardy@wbct.org.uk](mailto:howard.yardy@wbct.org.uk)> wrote:

Hi Teresa/Lorraine

I am checking with my chairman regarding the streetwork licence and public liability insurance. I don't think we have a licence but I do know we have cover re public liability insurance, but not the exact details. I will seek clarification on this.

With regard to the 10 year commitment, I'm sure the Trust would be happy to undertake the necessary work for that period to produce a flower rich environment along the verges in line with the project aims. From our meeting with John Stainer, it appears they are only cut once a year.

My plan will be to cut the areas two or three times a year initially to produce the environment for wildflowers to develop. The trust have invested a lot of money to buy the equipment (pictured) needed to do the work.

<image0.jpeg>

To hasten the process of flower development I have several hundred plants to go in the verges. I had thought we might sow some seeds in the verge by the roundabout. These would be garden type flowers, but I think it would be better long term to keep to wildflowers as they will also grow in the managed areas naturally.

If, for some reason, we are unable to carry out the cut, there would be no remedial work as we are just creating a different type of grassland and, as I have said, the flowers will develop naturally. If the grass is not cut in the manner I propose it will naturally revert back to its present contact. I want to point out that by cutting and collecting with our equipment the amount of grass and foliage will actually reduce over the years. I urge the council to adopt this process for all the grassed areas which they are responsible.

I hope you will trust that I am committed to the Bee Route project. As well as being a fully qualified tractor operator, I am experienced in creating wildflower meadows. I am dedicated to making that aforementioned area a more wildlife

friendly place and hopefully going some way to reversing the disastrous decline of our natural environment both locally and, on a wider level, nationally.

**Howard Yardy**

Wildlife Officer

Melksham, Chippenham & Calne Branch

Wilts and Berks Canal Trust.

t: **07484356845**

e: [howard.yardy@wbct.org.uk](mailto:howard.yardy@wbct.org.uk)

w: [www.wbct.org.uk](http://www.wbct.org.uk)

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Office telephone: 0845 625 1977

Registered Charity No: 299595

On 17 Mar 2023, at 14:28, Teresa Strange  
<[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)> wrote:

Howard, the other thing that we are waiting for is clarification on what happens if you/Wilts & Berks Canal Trust no longer wish to continue.

The parish council have to undertake the s96 licence for 10 years, and it means that the parish council will be responsible for the verges for that time, and hold the risk and liability – hence the questions below.

With a roundabout we have a licence for, we have to take out all the planting and return to grass at the end of the licence period, and so we are checking if the same applies for this project. We hope not, as what you are doing could easily revert but just you not carrying on with the work, but we do want to make sure as it could impact on any decision to move forward. Just wanted to be up front on this.....and is not a reflection of you, but that they are currently looking at a cost to take out planting elsewhere.

Will keep you posted....

Teresa

---

**From:** Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>

**Sent:** 17 March 2023 13:15

**To:** [howard.yardy@wbct.org.uk](mailto:howard.yardy@wbct.org.uk)

**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>

**Subject:** FW: Bee Route Project

Hi Howard

Hope you are well.

As you know, the parish council recently considered your proposal of a bee route project along Semington Road on behalf of the Wilts & Berks Canal Trust.

After liaising with Wiltshire Council on the best way forward, they suggested the parish council enter into a Section 96 and this was considered at a Full Council meeting on 20 February.

In the Parish Council taking on a Section 96 Licence on behalf of the Wilts & Berks Canal Trust, Wiltshire Council have asked if we can clarify the following:

1. Do you hold (or whoever will be undertaking the works on the highway) hold an up to date Streetworks Licence?
2. Do the Wilts & Berks Canal Trust have public liability insurance cover, not less that £5M in place?

Look forward to hearing from you on these queries.

Best regards

Lorraine McRandle  
Parish Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

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## Lorraine McRandle

---

**Subject:** FW: Bee Route Project - Melksham

-----Original Message-----

From: Pickett, Helen <Helen.Pickett@wiltshire.gov.uk>  
Sent: 21 March 2023 08:33  
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
Subject: RE: Bee Route Project - Melksham

Sorry, yes if its wildflowers etc then we would just let it go back to original grass cutting.

Helen

Helen Pickett (Mrs) HNDip (Civil Engineering) EngTech FIHE  
Assistant Highway Asset Engineer  
Wiltshire Council

Email: helenpickett@wiltshire.gov.uk <mailto:helenpickett@wiltshire.gov.uk>  
Telephone: 01225 713376  
Mobile: 07570206133

Report Highway Issues Online

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
Sent: 20 March 2023 17:48  
To: Pickett, Helen <Helen.Pickett@wiltshire.gov.uk>  
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>  
Subject: RE: Bee Route Project - Melksham

You don't often get email from clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> .  
Learn why this is important <<https://aka.ms/LearnAboutSenderIdentification>>

Hi Helen

Sorry, to be clear, the question was that as this is really just an improved cutting regime (there will be a collect so its less fertile ground) and planting of wildflower plugs, rather than perennial species planting like on the roundabouts – we are assuming we don't have to take back to its original setting, that WC will revert to its original cutting regime and it will just naturally return to what it was before? We might just ask for the wildflower meadow cut you currently have on offer....

All the best, Teresa



Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700

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From: Pickett, Helen <[Helen.Pickett@wiltshire.gov.uk](mailto:Helen.Pickett@wiltshire.gov.uk) <<mailto:Helen.Pickett@wiltshire.gov.uk>> >

Sent: 20 March 2023 08:33

To: Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk) <<mailto:office@melkshamwithout-pc.gov.uk>> >

Subject: RE: Bee Route Project - Melksham

Hi

We would normally ask that the verge is reinstated to its original condition, however, there maybe some negotiation with the area engineer at that point especially with established trees.

Thanks

Helen

Helen Pickett (Mrs) HNDip (Civil Engineering) EngTech FIHE  
Assistant Highway Asset Engineer  
Wiltshire Council

Email: [helenpickett@wiltshire.gov.uk](mailto:helenpickett@wiltshire.gov.uk) <<mailto:helenpickett@wiltshire.gov.uk>>  
Telephone: 01225 713376  
Mobile: 07570206133

Report Highway Issues Online

From: Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk) <<mailto:office@melkshamwithout-pc.gov.uk>> >  
Sent: 17 March 2023 13:16  
To: Pickett, Helen <[Helen.Pickett@wiltshire.gov.uk](mailto:Helen.Pickett@wiltshire.gov.uk) <<mailto:Helen.Pickett@wiltshire.gov.uk>> >  
Cc: Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk) <<mailto:clerk@melkshamwithout-pc.gov.uk>> >  
Subject: FW: Bee Route Project - Melksham

Hi Helen

Thank you for your email below, which Members noted at a recent Full Council meeting, along with the Section 96 restrictions.

At the meeting, Members sought clarification, in taking on a Section 96 licence, would the parish council have to put back the verges along Semington Road, to their original condition, if at some point in the future we were to relinquish the Section 96 Licence?

We are in touch with the Wilts & Berks Canal seeking clarification they have the relevant streetworks licence and adequate insurance etc.

Look forward to hearing from you.

Best regards

Lorraine

Lorraine McRandle  
Parish Officer  
Melksham Without Parish Council  
First Floor

Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700

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From: Pickett, Helen <Helen.Pickett@wiltshire.gov.uk <mailto:Helen.Pickett@wiltshire.gov.uk> >  
Sent: 20 February 2023 15:20  
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk <mailto:office@melkshamwithout-pc.gov.uk> >  
Subject: Bee Route Project

Hi Lorraine

I've spoken to the Area Engineer to get some advice about your question about extra licences for tractors working on the highway his answer is –

The section 96 licence can be given to the parish council however, their contractor (Wilts & Berks Canal Trust) will need to be accredited and insured to carry out works on the public highway as they will be using machinery to maintain part of the public highway.

It would be for the licensee (parish council) to ensure that their contractor carries out work on the public highway in a safe and competent manner. Operatives should be qualified to use any equipment that is being used and have the correct PPE.

I hope this helps.

Kind Regards

Helen

Helen Pickett (Mrs) HNDip (Civil Engineering) EngTech FIHE  
Assistant Highway Asset Engineer  
Wiltshire Council

Highways Act Section 96 Restrictions – this is not a Licence

- 1 *All conditions in the Licence including those set out in the 2<sup>nd</sup> Schedule must be complied with.*
- 2 *Wiltshire Council may withdraw this Licence after 30 days notice if it is necessary for them to exercise their duty as highway authority.*
- 3 *If it is necessary for Wiltshire Council to reinstate the areas of land specified in the 1<sup>st</sup> Schedule to their original condition they may recover the expenses reasonably incurred from the Licensee.*
- 4 *It is a condition of the Licence that the Licensee shall indemnify the Council against any claim in respect of injury, damage or loss, including any claim by or on behalf of statutory undertakers or other appropriate public utilities arising out of the planting or presence of trees, shrubs, plants, grass or guards in the area of land specified in the 1<sup>st</sup> Schedule. It is advisable for the Licensee to have public liability cover for not less than £5,000,000 to provide this indemnity.*
- 5 *This Licensee is subject to the right of statutory undertakers or other public utilities as appropriate to place apparatus in, under or over the said highway or to maintain remove or replace existing apparatus and shall in no way prevent the placing, maintaining, removal or replacement of such apparatus.*

**1<sup>st</sup> Schedule**

1. *Conditions agreed by Wiltshire Council for cultivation and maintenance by the Licensee, are as follows:*

*The lighting columns should be kept clear of planting in order that access to the inspection doors is maintained at all times.*

*To ensure that visibility at junction areas is not compromised.*

**2<sup>nd</sup> Schedule**

1. *The area of land specified in the 1<sup>st</sup> Schedule shall be cultivated and maintained in such manner that it shall not interfere with any apparatus of statutory undertakers or other appropriate public utilities. Prior to digging to a greater depth of 250mm, the Licensee shall contact all Statutory Undertakers in order to locate any apparatus within the land specified and will supply information on all apparatus to Wiltshire Council for approval.*
2. *The Licensee may erect guards (approved by the Divisional Highway Manager) on the area specified in the 1<sup>st</sup> Schedule, for the purpose of protection of trees, shrubs, plants or grass verge only and not to cause annoyance or interfere with the passage of persons using the highway.*

3. *In conjunction with Section 141 of the Highway, no trees shall be planted in a made-up carriageway, or within 15 feet from the centre of a made-up carriageway.*
4. *The trees, shrubs, plants, grass or guards shall be planted and maintained in such a manner as not to cause nuisance, annoyance or danger to users of the highway and in particular, you the Licensee shall comply with the following:*
  - a) *No tree, shrub, plant or grass which is of a poisonous nature (whether by reason of fruits, flowers, leaves or otherwise howsoever) or is otherwise likely to constitute a source of danger to persons or animals shall be planted on the highway under this Licence.*
  - b) *All trees, shrubs, plants, grass or guards to which the Licence relates shall be kept in a trim and tidy condition at all times and shall not be allowed to become a source of danger or interfere with the passage of persons using the highway.*
  - c) *All trees, shrubs, plants, grass or guards to which the Licence relates shall not be allowed to overhang the boundary of the Highway verge specified in the 1<sup>st</sup> Schedule.*
  - d) *The Licensee shall not remove any soil from the part of the area of land specified in the 1<sup>st</sup> Schedule or otherwise do anything to interfere with the foundation of the rest of the highway.*
  - e) *Any existing trees should only be maintained by a qualified tree surgeon to the standard laid down in BS3998: 1989.*
5. *If any of the above conditions in clauses 1 and 2 of the 2<sup>nd</sup> schedule are not complied with, Wiltshire Council may without prejudice to their power under Section 96 of the Highways Act 1980, withdraw the Licence, within 7 days notice, to the person who is for the time being the current Licensee. Wiltshire Council may recover any expenses incurred in reinstating the Highway from the Licensee.*
6. *With the prior written permission of the Divisional Highway Manager, on roads subject to a 30mph speed limit, wooden marker posts may be erected in the verge provided that:-*
  - (i) *The posts do not exceed 800mm (2ft-4ins) in height.*
  - (ii) *The posts are positioned 300mm (1ft-0ins) from the edge of the carriageway.*
  - (iii) *The posts do not exceed 150mm x 150mm (6ins x 6ins) in cross-section.*
  - (iv) *The posts are of either natural wood colour, painted white, or painted black and white in horizontal bands.*

- (v) *The posts are vertical and firmly embedded in the ground with a suitable foundation if necessary.*
  - (vi) *The posts are located over 1.5metres (4ft-6ins) apart.*
  - (vii) *The posts do not obstruct visibility for road users.*
  - (viii) *The posts are fitted with suitable white reflective markings facing towards the on coming traffic, and with red reflectors on the reverse.*
  - (ix) *The posts shall be kept in good condition with the reflective markings kept clean and replaced as necessary.*
  - (x) *Excavation of foundations of posts may only be carried out by NRSWA accredited personnel. (A list of suitable contractors is available on request). No excavation for posts shall take place until all relevant information is obtained from the public utilities. The location of posts may have to be adjusted where there are underground services so that the spacing between them is increased or the distance from the carriageway edge is greater than 300mm. Attention is drawn to the potential danger of excavating in verges where public utilities equipment, including high voltage electricity cables may be present.*
- f) *With the prior written permission of the Divisional Highway Manager, collapsible black and white marker posts may be erected in the verge provided that :*
- (i) *The posts do not exceed 1,000mm (3ft-3ins) in height.*
  - (ii) *The posts are positioned 450mm (1ft-6ins) from the edge of the carriageway or as agreed.*
  - (iii) *The posts do not exceed 150mm (6ins) in width.*
  - (iv) *The posts are collapsible, or plastic or similar material, and coloured black and white in horizontal bands of 225mm to 350mm depth.*
  - (v) *The posts are vertical and firmly embedded in the ground with a suitable foundation if necessary.*
  - (vi) *The posts are located over 1.5metres (4ft-6ins) apart.*
  - (vii) *The posts do not obstruct visibility for road users.*
  - (viii) *The posts are fitted with suitable white reflective markings facing towards the oncoming traffic and with red reflectors on the reverse.*
  - (ix) *The posts shall be kept in good condition with the reflective markings kept clean and replaced as necessary.*
  - (x)
7. *Excavation of foundations of posts may only be carried out by NRSWA accredited personnel. (A list of suitable contractors is available on request). No excavation for posts shall take place until all relevant information is obtained from the public utilities. The location of posts may have to be adjusted where there are underground services*
8. *Signs should adhere to the following restrictions:*

**Any signs placed on the roundabouts must be approved by the local Highway Authority and comply with the following:-**

**The sign face:-**

1. Should not exceed 0.3 sq metres in area.
2. The sign must contain the wording “Sponsored by” or “Sponsors of”
3. Should not be made of reflective material.
4. Should not use colours that closely resemble traffic signs.
5. Should not contain open hours, telephone numbers and e-mail addresses.
6. Should not promote alcohol, tobacco, political parties or business of a sexual nature.
7. Should be discreet and respect its surroundings.
8. May be illustrated with the maximum of 2 emblems i.e. the Town Crest and the Sponsors logo.

**The sign should be erected:-**

9. The posts must be erected by the highway authority or an accredited contractor.
10. At low level between 300mm and 900mm above ground.
11. On a separate post from any sign.
12. Where it does not obstruct sight lines and vehicles.
13. Where it will not be so distracting or confusing that it creates a hazard for, or endangers, road users who are taking reasonable care for their own and other safety.
14. Where it will not present a hazard to pedestrians.

## Teresa Strange

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**From:** SWCH Chair <chair@shawandwhitleycommunityhub.org>  
**Sent:** 20 March 2023 18:24  
**To:** Teresa Strange  
**Cc:** alisoncandlin  
**Subject:** RE: Whitley Stores Pre Application

Thanks - can the request go to the meeting next Monday?

Nathan

### Nathan Hall

Chair  
Shaw and Whitley Community Hub  
<https://whitleystores.org/>  
[chair@shawandwhitleycommunityhub.org](mailto:chair@shawandwhitleycommunityhub.org)



----- On Mon, 20 Mar 2023 15:10:02 +0000 Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote -----

Hi Nathan

A question for the council and not me I am afraid, I will see if I can ask the planning committee tonight, but really its for the full council meeting next week....

Kind regards, Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place, Melksham



Wiltshire, SN12 6ES

01225 705700

[www.melkshamwithout-pc.gov.uk](http://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](#)

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**From:** SWCH Chair <[chair@shawandwhitleycommunityhub.org](mailto:chair@shawandwhitleycommunityhub.org)>

**Sent:** 19 March 2023 19:38

**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>

**Cc:** alisoncandlin <[alison.candlin@me.com](mailto:alison.candlin@me.com)>

**Subject:** Whitley Stores Pre Application

Hi Teresa,

Our Whitley Store / Pear Tree proposal is progressing, and we would now like to receive pre-application advice from Wiltshire Council. We have been informed that if our pre-application is submitted by MWPC on our behalf then we will be exempt from the usual pre-application charges.

Would the Parish Council be happy to submit this on our behalf? We would provide the completed pre-app form and attached draft plans and you would simply need to submit them via email to the planning department. We would be really grateful for this support. Let me know if this would be OK.

Many Thanks

Nathan

**Nathan Hall**

Chair

Shaw and Whitley Community Hub

<https://whitleystores.org/>

[chair@shawandwhitleycommunityhub.org](mailto:chair@shawandwhitleycommunityhub.org)





With Congratulations

This is to certify that

**Lorraine McRandle**

Has been awarded

**20 Credits at Level 3**

on a programme entitled

**Certificate in Local Council Administration**

provided by

**Society of Local Council Clerks/SLCC Enterprises**

Unit Title	Unit Code	Credit(s)	Level
Core Roles in Local Council Administration	AC3/3/SO/002	3	3
Law and Procedures for Local Councils	AC3/3/SO/005	5	3
Finance for Local Councils	AC3/3/SO/003	5	3
Management for Local Councils	AC3/3/SO/001	2	3
Community Engagement	AC3/3/SO/004	5	3

\* Please note that the unit(s) listed above are not regulated by Ofqual

*Phil Wilkinson*

Phil Wilkinson  
Ascentis Chief Executive

Learner Number **1223996**  
Award Date **15 Mar 2023**  
Certificate Number **7395087**  
Date of Issue **20 Mar 2023**

