

24th March 2025 Full Council agenda-FIN _____	3
AGENDA ITEM 01 - 25-02_Final_Briefing_Note_Pre_Election.docx _____	6
AGENDA ITEM 01 - Key Election dates for public _____	9
AGENDA ITEM 01 - Parish Council elections _____	10
AGENDA ITEM 01 - Unitary Elections _____	13
AGENDA ITEM 07a - FULL COUNCIL MINUTES 17th February 2025 _____	15
AGENDA ITEM 07b)i) - Confirmation Head of MOCS to visit June MWPC meeting _____	43
AGENDA ITEM 07b)ii) - FOI requests to follow up health facility requests ____	45
AGENDA ITEM 07c - Meeting Dates from May 2025-May 2026-WORKING COPY 10 03 25 _____	48
AGENDA ITEM 07f - Education comments on the NHP Reg16 consultation _	51
AGENDA ITEM 08a - Planning Committee meeting- Monday 24th February 2025 _____	59
AGENDA ITEM 08a - Planning Committee meeting- Monday 17th March 2025 _____	77
AGENDA ITEM 08c - Additiona paper on Validation Check survey response .	89
AGENDA ITEM 08e - East of Melksham Community Centre _____	93
AGENDA ITEM 08f) - Extract of Wiltshire Council School_Places_Plan_202- 3_-_2027_-_Final _____	97
AGENDA ITEM 09 - Email from National Highways re the M4 to Dorset Coast study _____	104
AGENDA ITEM 09 - M4 to Dorset Coast Strategic Study v3 _____	106
AGENDA ITEM 10a - Receipts and Payments-cb1- Lloyds Bank _____	122
AGENDA ITEM 10a - Receipts and Payments-cb2- Unity Trust Bank Current account _____	124
AGENDA ITEM 10a - Receipts and Payments-cb3- Fixed Term Deposit ____	128
AGENDA ITEM 10a - Receipts and Payments-cb4- Unity Trust Bank Instant Access account _____	130

AGENDA ITEM 10a - Receipts and Payments-cb5- CCLA Public Sector Deposit Fund _____	132
AGENDA ITEM 11b - Action on Pavilion water heaters under delegated powers _____	134
AGENDA ITEM 11b - Hot water repair undertaken - Invoice INV-103306 ____	136
AGENDA ITEM 11b - Quote QU0307 _____	137
AGENDA ITEM 11c - EA funding and Shurnhold Fields _____	138
AGENDA ITEM 12a - Staffing Committee - Monday 10th March 2025 FIN ____	141
AGENDA ITEM 13a - Correspondence re Age UK SLA _____	146
AGENDA ITEM 13b - Joint Emergency Plan _____	148
AGENDA ITEM 13c - Wiltshire Council Playing Pitches Strategy _____	149
AGENDA ITEM 13d - WBCT schools programme _____	160



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor  
Melksham Community Campus,  
Market Place, Melksham,  
Wiltshire, SN12 6ES  
Tel: 01225 705700

Email: [clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)  
Web: [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

Wednesday 19<sup>th</sup> March 2025

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 24<sup>th</sup> March 2025 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

**Click link here:**

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=81008480771>

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**

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## AGENDA

### 1. Welcome, Announcements & Housekeeping

- To note guidance as currently in the pre-election period of heightened political sensitivity.
- To note Elections details for parish and unitary elections on Thurs 1<sup>st</sup> May
- To note community litter picks organised in the parish

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

### 3. Invited Guests:

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

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

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

### 5. To consider holding items in **Closed Session** due to confidential nature

*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required **Agenda Item 8b, 8d, 10a, 11d, 12 a,b & c, 13c** 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 17<sup>th</sup> February 2025.

### b) To note updates from previous Full Council meeting decisions

- i) Melksham Oak School headteacher to visit parish council meeting in June
- ii) Freedom of Information request sent to Wiltshire Council and the NHS Integrated Care Board follow up queries on how decision to fund new health facility in Trowbridge was made and to enquire on plans for Melksham. To consider response if received.

### c) To approve draft schedule of parish council meetings dates from 1<sup>st</sup> May 2025

### 8. Planning

### a) To approve the **Planning Committee Minutes** of 24<sup>th</sup> February & 17<sup>th</sup> March 2025.

### b) To approve the Confidential Notes to accompany the Planning Committee Minutes of 24<sup>th</sup> February and 17<sup>th</sup> March.

### c) To formally approve the **Planning Committee** recommendations of 24<sup>th</sup> February 2025 and 17<sup>th</sup> March 2025..

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- d) To receive update following s106 meetings with Gleasons and Wiltshire Council with regard to land at Blackmore Farm and approve the current way forward.
- e) **East of Melksham Community Centre:** To consider response to parish council's request to discuss this project following the parish council's land secured in the Blackmore Farm s106 agreement and request for further discussion on their proposed community centre to the rear of Spa Medical facility (if received).
- f) To consider update on proposed school at Pathfinder Place

**9. Highways:** To consider update from National Highways on M4 to Dorset Coast Study

#### **10. Finance**

- a) To note **Receipts & Payments** reports for February 2025.
- b) To seek **cheque signatories/online authority** for March payments.
- c) To approve Bank Account and Fund Transfers.

#### **11. Asset Management:**

- a) To note progress with Shaw Village Hall lease and consider any actions required at this time.
- b) To receive feedback on actions taken under delegated powers.
- c) To consider update on Shurnhold Fields car park and flood prevention project
- d) To approve quotation for parish weedspraying

#### **12. Staffing:**

- a) To approve the **Staffing Committee** minutes of 10<sup>th</sup> March 2025
- b) To approve the confidential notes to accompany the **Staffing Committee** minutes of 10<sup>th</sup> March 2025.
- c) To formally approve the **Staffing Committee** recommendations of 10<sup>th</sup> March March 2025.

#### **13. Partnership Working:**

- a) **Age UK Wiltshire** To consider approve draft SLA (Service Level Agreement) for parish council and Age UK for Year 3 of project, commencing 1<sup>st</sup> April 2025 and agree cost for 2025/26.
- b) **Joint Emergency Plan:** To receive feedback following request to town council to jointly review the joint Emergency Plan.
- c) To receive update on **potential 3G pitch** for the Melksham Community Area
- d) To consider request for support by WBCT Wilts & Berks Canal Trust for their school programme

## Management of Council business and publicity during the pre-election period

### Briefing Note No. 25 - 02

Service: Legal and Governance

Further Enquiries to: Perry Holmes (Director Legal and Governance (Monitoring Officer))

Date Prepared: 28 February 2025

This note provides general guidance for Members and Officers on the management of council business and publicity in the run-up to the local elections on 1 May 2025.

It supplements the Council's Code of Conduct for Councillors and the Media Relations Protocol, included at Part 12 and Protocol 7 of the Constitution respectively.

**The pre-election period begins when the Notice of Election is published (which will be 11 March 2025) and runs until 2 May 2025.**

1. The Council's approach during the pre-election period is consistent with Government guidance, and particular care will be taken during the period of heightened sensitivity (the pre-election period) leading up to Council Elections on 1 May 2025, with the election count taking place on 2 May 2025.
2. Generally, with regard to decision making within the Council the position remains that it is 'business as usual' unless there are very good reasons why this should not be the case. In most cases the pre-election period will have no impact on normal council business, including the determination of planning applications.
3. Proposals or issues which may be controversial and likely to arise during the critical period should be identified and a common sense view taken in each case as to how the matter is to be handled. In cases where time is not critical it will be sensible to defer the matter until after the election. In other cases, this will not be possible because of statutory, contractual or other constraints.
4. Councillors will not be quoted in press releases during the pre-election period. This limitation may not apply to the Leader as there could be the need for a Council leadership comment in some exceptional circumstances such as a major incident. Cabinet Members and others will continue to carry out their role during the pre-election period as usual.

5. We will continue to display Member's profile pages on our website during the pre-election period, as information about their current role.
6. Councillors, who are also candidates in the election, cannot use their Council email addresses on party political campaign literature during the pre-election period. They should use personal email addresses during that period. This is to differentiate between election material and constituency or council correspondence.
7. Councillors, who are also candidates in the election, cannot use including photographs of officers in their election campaign material, to avoid compromising officers political neutrality.
8. Councillors, who are also candidates in the election, cannot use photographs or images produced by the Council in their election campaign material, to avoid mis-using council property for political reasons.
9. Councillors should note that the display of election campaign material on council land and property, including highway land, is not permitted and action will be taken to remove any offending material.
10. The LGA has produced a short-guide on publicity in the pre-election period, available at: <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>
11. The principal point to remember is set out in section 2 of the Local Government Act 1986, which expressly **prohibits local authority publicity of a party political nature**. The Council must not publish (or assist others to publish) material which, in whole or in part, appears to be designed to affect public support for a political party. Publicity is defined in section 6(4) of the 1986 Act as 'any communication, in whatever form, addressed to the public at large or a section of the public.'
12. This is reinforced by the Council's Code of Conduct for Members which states:

### **7. Use of local authority resources and facilities**

*7.1 I do not misuse council resources.*

*7.2 I will, when using the resources of the local authority or authorising their use by others:*

*7.2.1 act in accordance with the local authority's requirements; and*

*7.2.2 ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the*

*office to which I have been elected or appointed.*

13. The Code of Recommended Practice on Local Authority Publicity 2011 (included as Appendix 1 to the Council's Media Relations Protocol) sets out seven key principles local authorities should apply when making decisions on publicity. Publicity by local authorities should be:

- Lawful
- Cost effective
- Objective
- Even-handed
- Appropriate
- Consistent with the council's equality and diversity responsibilities
  
- Issued with care during periods of heightened sensitivity

14. Paragraphs 33 - 35 of the 2011 Code state:

*33. Local authorities should pay particular regard to the legislation governing publicity during the period of heightened sensitivity before elections. It may be necessary to suspend the hosting of material produced by third parties, or to close public forums during this period to avoid breaching any legal restrictions.*

*34. During the period between the notice of an election and the election itself, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members. Publicity relating to individuals involved directly in the election should not be published by local authorities during this period unless expressly authorised by or under statute. It is permissible for local authorities to publish factual information which identifies the names, wards and parties of candidates at elections.*

*35. In general local authorities should not issue any publicity which seeks to influence voters.*

15. Further advice may be obtained from:

Perry Holmes – Director of Legal and Governance  
(Monitoring Officer)

Email [perry.holmes@wiltshire.gov.uk](mailto:perry.holmes@wiltshire.gov.uk)

And on the handling of publicity:

Ceri Tocock – Head of Communications

Email [ceri.tocock@wiltshire.gov.uk](mailto:ceri.tocock@wiltshire.gov.uk) or [communications@wiltshire.gov.uk](mailto:communications@wiltshire.gov.uk)



# Local Elections 2025



**Deadline for registering to vote – 11 April, midnight**



**Deadline to apply for new postal vote – 14 April, 5pm**



**Deadline to apply for new proxy vote – 23 April, 5pm**



**Deadline to apply for voter authority certificate  
(if you have no photo ID) – 23 April, 5pm**



**Polling day – 1 May, 7am - 10pm**

[wiltshire.gov.uk/local-elections](https://wiltshire.gov.uk/local-elections)

**Wiltshire Council**

# NOTICE OF ELECTION

Wiltshire Council

## Election of Parish Councillors

for the Parishes listed below

Parishes	Number of Parish Councillors to be elected
Atworth	Nine
Bishops Cannings	Eleven
Boyton	Five
Bradford-on-Avon (Bradford-on-Avon North Ward)	Six
Bradford-on-Avon (Bradford-on-Avon South Ward)	Six
Bratton	Nine
Brixton Deverill	One
Bromham	Thirteen
Broughton Gifford	Eleven
Bulkington	Seven
Chapmanslade	Seven
Cheverell Magna	Seven
Chitterne (Chitterne All Saints Ward)	Five
Chitterne (Chitterne St Mary Ward)	Two
Codford	Nine
Corsley	Nine
Coulston	Five
Devizes (Devizes East Ward)	Seven
Devizes (Devizes North Ward)	Six
Devizes (Devizes Roundway Ward)	Two
Devizes (Devizes South Ward)	Six
Dilton Marsh	Thirteen
Easterton	Seven
Edington	Eleven
Erlestoke	Seven
Etchilhampton	Five
Great Hinton	Five
Heytesbury	Ten
Heywood	Seven
Hilperton	Thirteen
Holt	Eleven
Horningsham	Eleven
Keevil	Seven
Kingston Deverill	Four
Knock Parish	One
Limpley Stoke	Nine
Little Cheverell	Five
Longbridge Deverill	Eight
Maiden Bradley with Yarnfield	Seven
Market Lavington	Thirteen
Marston	Five
Melksham (Melksham East Ward)	Four
Melksham (Melksham Forest Ward)	Five
Melksham (Melksham North Ward)	Two
Melksham (Melksham South Ward)	Four
Melksham Without (Melksham Without (Beanacre, Shaw, Whitley & Blackmore Ward))	Four
Melksham Without (Melksham Without (Berryfield Ward))	Two
Melksham Without (Melksham Without (Bowerhill Ward))	Seven

Dated Tuesday 11 March 2025

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Monkton Farleigh	Eight
North Bradley	Eleven
Potterne	Eleven
Poulshot	Seven
Rowde	Eleven
Seend	Eleven
Semington	Nine
South Wraxall	Seven
Southwick	Eleven
Staverton	Nine
Steeple Ashton	Nine
Stert	Six
Stockton	Five
Sutton Veny	Nine
Trowbridge (Trowbridge Adcroft Ward)	Three
Trowbridge (Trowbridge Central Ward)	Three
Trowbridge (Trowbridge Drynham Ward)	Three
Trowbridge (Trowbridge Grove Ward)	Three
Trowbridge (Trowbridge Lambrok Ward)	Three
Trowbridge (Trowbridge Park Ward)	Three
Trowbridge (Trowbridge Paxcroft Ward)	Three
Upton Lovell	Five
Upton Scudamore	Five
Urchfont	Eleven
Warminster (Warminster Broadway Ward)	Four
Warminster (Warminster East Ward)	Four
Warminster (Warminster North Ward)	Two
Warminster (Warminster West Ward)	Four
West Ashton	Seven
West Lavington	Eleven
Westbury (Westbury East Ward)	Five
Westbury (Westbury North Ward)	Five
Westbury (Westbury West Ward)	Five
Westwood	Nine
Wingfield	Six
Winsley	Eleven
Worton	Nine

1. An election is to be held for the electoral areas listed above. If any election is contested the poll will take place on **Thursday 1 May 2025**.
2. Nomination papers can be downloaded and printed from the [Electoral Commission website](http://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england/resources-candidates-parish-council-elections-england) at [www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england/resources-candidates-parish-council-elections-england](http://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england/resources-candidates-parish-council-elections-england)
3. Alternatively, you can visit one of the 3 main council receptions and they can print the nomination pack for you:
  - Main Reception at County Hall, Bythesea Road, Trowbridge BA14 8JN
  - Main Reception at The Council House, Bourne Hill, Salisbury SP1 3UZ
  - Main Reception at Council Offices, Monkton Park, Chippenham SN15 1ER
4. Please go to our webpage [www.wiltshire.gov.uk/local-elections-candidates](http://www.wiltshire.gov.uk/local-elections-candidates) and make an appointment to submit your nomination papers using our nomination booking system.
5. Nomination papers must be hand delivered to the Returning Officer or her appointed staff at **County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN** on any working day after the date of this notice (excluding weekends), between the hours of 10am and 4pm, but no later than **4pm on Wednesday 2 April 2025**. On arrival, please report to reception.
6. Applications to register to vote must reach the Electoral Registration Officer by **12 midnight on Friday 11 April 2025**. Applications can be made online: [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)

Dated Tuesday 11 March 2025

Lucy Townsend  
Returning Officer

7. Applications, amendments or cancellations of postal votes must reach the Electoral Registration Officer by **5pm on Monday 14 April 2025**. Applications can be made online at [www.gov.uk/apply-postal-vote](http://www.gov.uk/apply-postal-vote)
8. Amendments, cancellations of existing proxy votes or to replace an existing postal vote with a proxy vote application must reach the Electoral Registration Officer by **5pm on Monday 14 April 2025**.
9. New applications to vote by proxy at this election must reach the Electoral Registration Officer by **5pm on Wednesday 23 April 2025**. Applications can be made online at [www.gov.uk/apply-proxy-vote](http://www.gov.uk/apply-proxy-vote)
10. Applications for a Voter Authority Certificate valid for this election must reach the Electoral Registration Officer by **5pm on Wednesday 23 April 2025**. Applications can be made online at [www.gov.uk/apply-for-photo-id-voter-authority-certificate](http://www.gov.uk/apply-for-photo-id-voter-authority-certificate)
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12. Applications to vote by emergency proxy at this election must reach the Electoral Registration Officer by **5pm on Thursday 1 May 2025**. Please contact the Electoral Registration Officer for an application form.

Electoral Registration Officer contact details		
Voting Area	Address	Contact Details
Wiltshire Council	Electoral Registration Officer Electoral Services County Hall Bythesea Road Trowbridge Wiltshire BA14 8JN	0300 456 0112  elections@wiltshire.gov.uk

Dated Tuesday 11 March 2025

Lucy Townsend  
Returning Officer

# NOTICE OF ELECTION

Wiltshire Council

## Election of Unitary Councillors

for the Divisions listed below

Divisions	Number of Unitary Councillors to be elected
Bowerhill	One
Bradford-on-Avon North	One
Bradford-on-Avon South	One
Bromham, Rowde & Roundway	One
Devizes East	One
Devizes North	One
Devizes Rural West	One
Devizes South	One
Ethandune	One
Hilperton	One
Holt	One
Melksham East	One
Melksham Forest	One
Melksham South	One
Melksham Without North & Shurnhold	One
Melksham Without West & Rural	One
Southwick	One
The Lavingtons	One
Trowbridge Adcroft	One
Trowbridge Central	One
Trowbridge Drynham	One
Trowbridge Grove	One
Trowbridge Lambrok	One
Trowbridge Park	One
Trowbridge Paxcroft	One
Urchfont & Bishops Cannings	One
Warminster Broadway	One
Warminster East	One
Warminster North & Rural	One
Warminster West	One
Westbury East	One
Westbury North	One
Westbury West	One
Winsley & Westwood	One
Wylve Valley	One

1. An election is to be held for the electoral areas listed above. If any election is contested the poll will take place on **Thursday 1 May 2025**.
2. Nomination papers can be downloaded and printed from the [Electoral Commission](http://www.electoralcommission.org.uk/guidance-candidates-and-agents-local-government-elections-england) at [www.electoralcommission.org.uk/guidance-candidates-and-agents-local-government-elections-england](http://www.electoralcommission.org.uk/guidance-candidates-and-agents-local-government-elections-england)
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Returning Officer

4. Please go to our webpage [www.wiltshire.gov.uk/local-elections-candidates](http://www.wiltshire.gov.uk/local-elections-candidates) and make an appointment to submit your nomination papers using our nomination booking system.
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Electoral Registration Officer contact details		
Voting Area	Address	Contact Details
Wiltshire Council	Electoral Registration Officer Electoral Services County Hall Bythesea Road Trowbridge Wiltshire BA14 8JN	0300 456 0112  elections@wiltshire.gov.uk

Dated Tuesday 11 March 2025

Lucy Townsend  
Returning Officer

**MINUTES of the Full Council Meeting of Melksham Without Parish Council held on Monday 17<sup>th</sup> February 2025 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 7:00pm**

**Present:** David Pafford (Vice Chair of Council), Alan Baines, John Doel, Mark Harris, Shona Holt, Nathan Keates, Peter Richardson, Anne Sullivan, Richard Wood, and Martin Franks.

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

**On Zoom:** Councillor Shea Simonds and Councillor Glover (part of the meeting). It was noted that these councillors were unable to vote at the meeting as they were not classed as being present under current legislation.

**In attendance:** Wiltshire Councillor Nick Holder who left the meeting at 7.40pm.

**418/24 Welcome, Announcements & Housekeeping:**

In the absence of Councillor Glover, Councillor Pafford, as Vice-Chair of the council, welcomed everyone to the meeting. It was noted that there was one member of the public present who had not attended council meetings previously and therefore was given the fire evacuation information prior to the start of the meeting. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved. Councillor Pafford made the following announcements:

- The next Planning Committee meeting will be held on Monday 24<sup>th</sup> February at Berryfield Village Hall with a later start time of 7.30pm.
- The Annual Parish meeting will be held on Monday 3<sup>rd</sup> March at Shaw School, 6.30pm for refreshments and networking with a 7pm meeting start.
- The next Melksham Area Board will be held on Wednesday 5<sup>th</sup> March at 7pm at Melksham Library, with a special older person's event taking place on Friday 7<sup>th</sup> March at 10am at the Riverside Centre.
- The next Highways Committee will either be after the Planning Committee meeting on 7<sup>th</sup> April or standalone on Monday 31<sup>st</sup> March, depending on agenda items for both meetings.

The Clerk explained that the Department of Transport was currently undertaking a consultation about integrated transport with a deadline of Thursday, 20<sup>th</sup> February. Graham Ellis from the Melksham Transport User Group has suggested three responses that the parish may wish to put forward to the consultation.

- The 271/2/3 making calls at the railway station to make it integrated for Bowerhill, Shaw and Whitley.

- To make a path from the railway station to Foundry Close (McDonalds) to bring the station within walking distance of Beanacre.
- New housing to the East of Melksham should have a bus service before people move in and purchase a second car etc.

The Clerk explained that all of these things were supported in detail in the Joint Melksham Neighbourhood Plan under the Sustainable Transport policy and therefore although this item was not on the agenda for the meeting, as they were suggestions that had been recently supported by the parish council in the Neighbourhood Plan 2 submission version (September 2024) was submitting a response from the parish council along those lines.

#### **419/24 Apologies:**

Apologies had been received from Councillor Glover, who was on holiday, and Councillor Shea Simonds, who had a personal matter to attend to and was unable to be physically present at the meeting. These reasons for absences were accepted. As detailed above, both of these councillors were present on Zoom to listen to discussions but were unable to vote on any items.

Standing Orders were suspended to allow a period of public participation.

#### **420/24 Public Participation:**

It was noted that there were two members of the public in the room and two members of the public on Zoom.

The two members of the public in the room were at the meeting attending on behalf of the Melksham Youth Rugby Club. It was explained that they had approached the parish council to suggest that a new footpath should be requested as part of the s106 agreements for new developments north of the rugby club to allow a link to the new footpath being built by Wiltshire Council for children to be able to safely walk to school. This was an agenda item for members to consider at this evening's meeting under item 8d.

The Community Engagement member from the Melksham Youth Rugby Club explained that the rugby club was looking at how they could better engage with the community and make the facility more accessible to encourage more children into the club. Part of this was looking at how the club can engage more with secondary-aged children. There are 500 homes being built to the north of the rugby club with an application for further housing south of Snarlton Farm. As it currently stands for children in these areas to get to Melksham Oak Community School, they will have to cross two main roads, etc., in order to access the new pathway which is being built by Wiltshire Council to access the school to the rear. The Rugby Club's suggestion is to include in the s106 agreement for these developments a pathway to be built around the edge of the rugby club and connect onto the existing pathway in the rugby club car park, which would then be a short walk from the car park to the new proposed pathway to the school. The rugby club would be looking for some money from developers to put some pathways around the club to make it more accessible



for people to walk around the area. This suggestion would provide a safe walking route to Melksham Oak Community School. It was explained that the rugby club just wanted to offer this as an option for when the council were in negotiations with developers in this area.

The Chairman of the Youth rugby club division explained that they are aware that there are problems around traffic issues in the area. They have offered for the rugby club to be a drop-off point for children to relieve the traffic congestion caused at school pick-up and drop-off times. He explained that the rugby club were open to any ideas on how they can help support the youth in the community regardless of whether they were part of the club or not. The Clerk explained that Wiltshire Councillor Sankey had contacted her, as he had seen this item on the agenda, and through that originally on plans there was a footpath from the clubhouse to the back of Melksham Oak School. It was thought that this plan was originally in place; however, this may have been superseded by the new plans in place for the footpath.

The council thanked the rugby club for their suggestion and would consider this further on at the meeting. The members from the rugby club left the meeting at 7.15pm. It was noted that all members on Zoom only wished to observe the meeting and did not wish to speak.

Councillor Pafford explained that Wiltshire Councillor Holder had a confidential update to provide members, and therefore the meeting would need to go into closed session, which members agreed to. The Clerk explained to those members of the public on Zoom that she would need to put them into the virtual waiting room whilst this update was given but would readmit them once the meeting went back into open session.

#### **421/24C Invited Guests:**

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

The council went into closed session for the first item reported by Councillor Holder.

Wiltshire Councillor Holder wished to give members an update following some public comments/correspondence which had been made around the accident that had taken place on the A365 close to Bowerhill Lane last week.

**Blackmore Farm application:** It was noted that in the original planning application for this development, there was to be a roundabout onto the A3102; however, this was changed at the request of the Wiltshire Council Highways officer. The current plans now have a ghost island and right turn entry point instead, which the parish council has raised concerns about. Councillor Holder has spoken to the Director of Wiltshire Council Highways and Transport as Cabinet Member for Highways and requested that a roundabout is constructed rather than a ghost island. He was advised that there was a way to make an adjustment and had a meeting with her on Monday to receive an update.

The council reconvened.

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

Wiltshire Councillor Alford was unwell.

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

Wiltshire Councillor Seed had submitted a report prior to the meeting, which members noted.

**422/24 Declarations of Interests:**

It was noted that within the Finance Committee minutes of 10 February there were recommendations to award a number of organisations with a grant. Some members of the council declared a non-pecuniary interest as members of some of these organisations as follows:

Councillor Richardson, as Chair of CAWS (Community Action Whitley & Shaw)

Councillor Holt, as Chair and trustee of Berryfield Village Hall Trust

Councillor Wood, as trustee of the Berryfield Village Hall Trust

Councillor Harris, as Chair of Bowerhill Village Hall

Councillor Sullivan, as a member of Friends of Gifford Surgery Charity

**423/24 Dispensation Requests:**

None.

**424/24 Items to be Held in Closed Session:**

**Resolved:** Agenda items 8c, 9b and 10b to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. This is in line with Standing Order 3d for the following reasons:

8c Negotiations with developer about s106 legal agreement contributions

9b Confidential notes regarding tenders

10b Lease negotiations

**425/24 Minutes of the Full Council Meeting held on 20<sup>th</sup> January 2025:**

The Clerk explained that Taylor Wimpey had advised that the outstanding play area remedial work had been done; however, this had not been confirmed by the parish

council solicitors. Officers will undertake a site visit and have a look to check that the work had been done prior to the play area transfer being signed by the council. Councillor Harris offered to check that the work had been done. The Clerk agreed to send the RoSPA report over to Councillor Harris detailing what work was required to be done.

The Clerk highlighted that under minute 390/24b resolution (page 9) there needed to be some additions so that it reads: 'Resolved: The recommendations contained in the Finance Committee minutes of 6th January 2025 were formally approved, **except:**

**Min 357/24 b Recommendation 2(CIL)**

**Min 358/24 b Recommendation (Solar Farm)**

**Min 359/24 b Recommendation 5 (Earmarked reserves as included CIL and Solar)**

**Min 360/24 Recommendation 1 (Budget admin costs)**

**Min 360/24 Recommendation 2 (Budget parish amenities cost)**

**Min 360/24 Recommendation 3 (Budget community support cost)**

**Min 361/24 c Recommendation (Precept amount)**

**All were considered and approved as part of min 390/24f (Budget) + g (precept) at this meeting.**

**Resolved:** The Minutes of the Full Council Meeting held on Monday 20<sup>th</sup> January 2025, were formally approved by the council with the addition as detailed above and for the Chair to sign them as a correct record.

#### **426/24 Planning:**

##### **a) Planning Committee Minutes of 4<sup>th</sup> February 2025:**

**Resolved:** The Minutes of the Planning Committee Meeting held on Monday 16<sup>th</sup> December 2024, were formally approved by the council and for the Chair to sign them as a correct record with the following minor amendment:

Min. 401/24 (page 6): There was a 'to' missing on the seventh bullet point, it should therefore read: 'The Chairman of the "Stop the Bypass" group commented that Wiltshire Council had taken on housing targets that they didn't need **to** do and are allocating sites without infrastructure.'

Min. 406/24 (page 17): The first paragraph has 'now approved' twice and should read 'Members noted that the CEMP v7 (Construction & Environmental Management Plan) had now finally been approved.'

Councillor John Glover left the meeting he was attending via Zoom due to poor reception.

b) **Planning Committee recommendations of 4<sup>th</sup> February 2025:**

**Resolved:** The recommendations contained in the Planning Committee minutes of 4<sup>th</sup> February 2025, were formally approved.

c) **New footpath as part of S106 requests with new developments north of Melksham Rugby club:**

Members felt that following information given by representatives from the Melksham Youth Rugby Club under public participation, further information needed to be obtained on this request. It was felt that it wasn't just the youth side of the rugby club that would be affected by this but also the whole of the rugby club as well as the football club, so the council needs to be satisfied that all parties were happy with this before any decision is made.

d) **Update from National Grid on the Bramley to Melksham overhead line upgrade project:**

The Clerk explained that the council had received a number of applications in the parish for hedgerow removal before being informed of what the project was. It has now been confirmed that as part of National Grid's programme of upgrading overhead electricity lines across the UK, they are carrying out an essential refurbishment of the 82 km of existing high-voltage overhead electricity lines from Bramley to Melksham. Prior to this work, some initial preparation work will take place from mid-February to April 2025. During this time, they will carry out essential vegetation clearance works.

Members noted this update.

**427/24 Finance:**

a) **Minutes of the Finance Committee Meeting held on 10<sup>th</sup> February 2025:**

**Resolved:** The Minutes of the Finance Committee Meeting held on Monday 10<sup>th</sup> February 2025, were formally approved by the council and for the Chair to sign them as a correct record.

b) **Hot Water Boiler repair quotation:**

The Finance & Amenities Officer advised that no quotation had been received for this repair yet. It was noted that the engineer had attended the pavilion to look at the issue and had advised that the PCB board needed to be replaced in the water heater. The Finance & Amenities Officer had highlighted that back in September 2023, the parish council had replaced the PCB boards in both of the water heaters, so they have queried with the engineer whether there is an issue somewhere else in the heater which is causing the PCB board to fail. She was still waiting for a reply.

Members agreed that the officers should have delegated powers to arrange the repair once a quote has been received.

**Resolved:** The Clerk to have delegated powers to arrange for the required repair on the hot water heater once a quote had been received.

c) **Receipts & Payments reports for January 2025:**

Members noted the receipts and payment reports for January.

d) **Payment over £500 report for Quarter 3:**

It was noted that this was a report that members reviewed once per quarter. Members noted the report and that it would be uploaded to the parish council's website for transparency.

e) **Cheque signatories/online authority for February payments:**

**Resolved:** Councillor Shea- Simonds and Pafford to be signatories for the February payments.

f) **Bank Account and Fund Transfers:**

The Finance & Amenities Officer explained that £68,000 was required to be transferred from the CCLA Public Sector Fund account to the Unity Trust Bank Current account for February. Once the £68,000 had been transferred into the Unity Trust Bank account, £35,500 would need to be transferred from this account into Lloyds Bank to cover the grant cheques which will be awarded to organisations at the Annual Parish meeting on Monday 3rd March.

**Resolved 1:** To transfer £68,000 from the CCLA Public Sector Deposit fund account to the Unity Trust Bank Current account.

**Resolved 2:** To transfer once the funds had been transferred from the CCLA into Unity, £35,500 from the Unity Trust Bank Current account to the Lloyds Current account to cover the grant cheques.

g) **Chair's allowance:**

It was noted that the Chair, Councillor John Glover was not at the meeting, and so did not have to declare a pecuniary interest.

Members noted that they had to have regard for what Wiltshire Council do regarding their members allowances as the local Remuneration Panel. The last time the parish council reviewed this, Wiltshire Council was waiting for a report from the Independent Remuneration Panel which has not met for a number of years; however, a decision has just been made that this is not being issued until after the May elections. In other years the parish council has increased the allowance by the percentage of the staff's NJC (National Joint Council for Local Government Services) pay scale increase, but this was a flat rate figure rather than a percentage for the current year, so the staff

percentage increase was different depending on what scale point they were on. Officers have looked at this, and the average percentage increase of all staff is 4.39%, which would give an increase of £40.39. It was noted that the current allowance was £920, and this percentage increase would make the allowance for 2024/25 £960.39. Members agreed with the percentage increase.

**Resolved:** To increase the Chairs allowance by 4.39% which is an increase of £40.39 making the allowance £960.39 for 2024/25.

#### **428/24 Asset Management:**

a) **Request from youth organisation to store 9 aside goal posts nearer to the 9 aside pitches at the Bowerhill Sports Field:**

The Finance & Amenities Officer reported that she had received a request from FOF FC to store their 9 aside goal posts closer to the 9 aside pitches. The reason for this request was to reduce the risk of injury to their managers moving the posts as well as causing less damage to the ground when wheeling the posts around. It was noted that their goalposts are currently stored in a goalpost compound nearer to the pavilion building, so it is some distance away from the 9-a-side pitches. The Finance & Amenities Officer had discussed this with the current grass-cutting contractors, who had raised a few points that needed to be considered. In order for grass cutting to be undertaken, they would have to move the goalposts, which are heavy. There was also the question of safe storage of the posts, as the parish council were having difficulty with people breaking the locks and pulling the moveable 11 aside goalposts onto the field. These posts were for hirers only to use, who would be provided with all of the safety information when booking.

Members considered the request and felt that this should be tried on a trial basis until the end of the season and then reviewed again. It was felt that the contractors should be asked first whether they would be happy to trial this way forward.

**Resolved:** The council agree that this organisation can store their 9 aside goal posts near to the 9 aside pitches on a trial basis until the end of the season. This is on the proviso that the contractors are happy to trial this.

b) **Progress with Shaw Village Hall lease:**

The Clerk explained that the lease for the village hall expires in April of this year, so she had contacted the solicitors, Wellers Hedley, and had instructed them to undertake the work. They have advised that the cost to draw up the lease was £1,250 + VAT. Separately, when officers undertook a due diligence check on parish council land, it was discovered that the village hall and playing fields were not registered with the Land Registry as ownership predated the Registry service. The cost to undertake the registration will be £950 + VAT. Members noted this, as officers had already been instructed to organise the new lease and register the land previously.

**429/24 Staffing:**

**a) Latest update on recruitment of Parish Officer:**

The Clerk explained that the shortlisting panel has now met and has gone through each application received for the Parish Officer position. The candidates for interview have now been shortlisted and will be contacted in due course.

**b) Appoint interview panel and agree date of interviews:**

It was agreed that the panel should include the Clerk and two councillors. It was agreed that Councillor Baines, as Chair of Staffing, and Councillor Sullivan should also form the interview panel. Councillor Holt offered to be a substitute for the panel if required. It was agreed that the interview dates will either be Thursday 27th or Friday 28th March.

**Resolved:** The interview panel should consist of the Clerk, Councillor Sullivan and Councillor Baines.

**430/24 Partnership working:**

**a) Area Board Health and Wellbeing meeting:**

Councillor Pafford explained that he had attended the Health and Wellbeing meeting and found it interesting. He was impressed that the participants of the meeting were able to help each other and felt it was very useful. Age UK Wiltshire were currently talking to Trowbridge and Bradford on Avon about the community support project that was being undertaken in Melksham. Wiltshire Council are looking at whether there may be some core funding that they could provide in the future for projects like this if more areas were getting involved. The Clerk explained that at the meeting it was also discussed how a younger age group could be provided with support as per the request of the parish council when they reviewed the service at the end of last year. Wiltshire Council are happy to discuss and look at next year if the parish council wish to look at a pilot scheme, as there may be some central government funding that Wiltshire Council gets that could be used for this project.

**b) Melksham Community Support Quarter 3 report**

Members reviewed the report from Age UK on the Melksham Community Support project for Quarter 3, and the confidential Case Studies and were pleased with the work being undertaken.

**c) Melksham Town Council joint working**

**i. Age UK Wiltshire (AUKW):**

The Clerk explained that the parish council had included in their budget for the 2025/26 financial year to fund the Age UK project worker to fund half of the Melksham Community Support Service. A service level agreement needs to be drawn up for the 2025/26 financial year, and it was queried whether members wished to have a tri-agreement with the town council like the first year of the project or just a separate agreement. After a discussion, it was felt that as this was a joint project with the town council, there should be a tripartite agreement rather than both councils having a separate agreement with Age UK for the project.

**Resolved:** A tri party service level agreement should be drawn up for the Melksham Community Support project to include the town council.

**ii. Blue Pool:**

Councillor Pafford reported that the parish council had received some correspondence from Melksham Town Council with regard to the Blue Pool. It was noted that in the correspondence received by the town council, they were currently in negotiations with Wiltshire Council regarding the transfer of the Blue Pool land and have engaged architects to explore how the Town Hall, Assembly Hall, and Blue Pool could be integrated to best serve the needs of the town council and its services. Councillor Pafford reported that they have asked for the parish council's thoughts and insights into the Blue Pool project. The Clerk explained that she had listened to the recording of the town council meeting where this was being discussed, and they had mentioned that they would like the parish council to provide some funding towards the project. This discussion did not seem to align with the email correspondence received. It was noted that there didn't seem to be any business plan in place for the project.

Members discussed this correspondence and felt that more information needed to be received before the council can consider this further.

**Resolved:** The council request more information by the town council on this project, such as a business plan, before it can be considered further. The parish council also feel that this should be a question for the new council in place, post May elections.

**iii. Youth Advisory Board:**

Following the last Full Council meeting, the town council were invited to come to this meeting to speak on the project. Councillor Stokes had contacted the Clerk earlier in the day advising that she was unable to attend the meeting. The launch event was Saturday, 15th February, and officers of the town council had communicated to the Clerk that they wouldn't have the answers to the questions that the parish council posed until after the event.



It was felt that until the town council comes back with more information on the project, the council are unable to consider it any further.

**iv. Shared CIL (Community Infrastructure Levy) working party:**

Councillor Pafford reported that the town council has agreed to proceed with the joint CIL working party. The Clerk was waiting for the town council to suggest a date for the meeting.

**v. East of Melksham Community Centre:**

The Clerk advised that at the last Full Council meeting, the council agreed that if they could secure land for a bigger East of Melksham Community Centre, the town council should be approached to consider transferring the funding they had for their East of Melksham community centre to enable one large build project. As land had now been secured in the Blackmore Farm s106 agreement, she had contacted the town council. No response had been received to date.

**vi. Shurnhold Fields:**

No response had been received from the town council on Shurnhold Fields. The Clerk advised that the meeting with residents of Dunch Lane and the Friends of Shurnhold Fields on the flood prevention and the car park entrance and improvement project was scheduled for Monday, 10th March. The Clerk has chased this due to the fact that the public meeting with residents was in a few weeks' time and work was due to start on the project shortly.

**vii. Joint Emergency Plan**

The Clerk advised that she had arranged a meeting in early March to look at the emergency plan with the Deputy Town Clerk.

**431/24 Devolution Priority Programme (“Heart of Wessex”):**

Members noted the update from Wiltshire Council with regard to Wessex, which included Wiltshire, not being accepted onto the Government’s Devolution Priority Programme.

**432/24 Lithium-ion Battery Campaign**

It was noted that the Government’s Product Safety and Metrology (PRAM) Bill will be reaching the Commons later this month, and Electrical Safety First is campaigning for greater safety regarding lithium-ion batteries. The Lithium-ion Battery Campaign focuses on regulating online marketplaces and reducing the number of e-bike and e-scooter fires across the UK. It was noted that the BESS (Battery Energy Storage Systems) has been removed from the lithium-ion battery campaign; however, the campaign aims to strengthen legislation to address the scale of e-bike and e-scooter

battery safety issues. It was noted that at the 2nd reading of the Product Safety and Metrology (PRAM) Bill, all MPs have a chance to speak on the matter of safety regarding lithium-ion batteries. The Clerk queried with members whether they would like to request that Brian Mathew MP and Wiltshire Council support this campaign. Members agreed that they should be asked to support the campaign.

**Resolved:** The parish council ask both Brian Mathew MP and Wiltshire Council to support the Lithium-ion Battery Campaign.

20:47pm the rest of the meeting went into closed session.

#### **433/24 Planning (Part 2)**

##### **Update following s106 meetings with Gleesons and Wiltshire Council RE land at Blackmore Farm:**

The Clerk explained that Wiltshire Councillor Holder insisted that she was invited to the s106 meetings between Wiltshire Council and Gleesons regarding the land at Blackmore Farm planning application. She explained that she had now attended two of these meetings and had provided members with notes which were included as part of the agenda pack. The Clerk explained that while the parish council did not have an influence over these discussions, she is being asked for the council's input on a few things. The Clerk wished to make clear that she was not negotiating an amount of money for a community centre, as this was something the Wiltshire Council had to do. She had, however, agreed to send over to Wiltshire Council the cost of building Berryfield Village Hall and was looking at the cost of recently built village halls in the area. The cost to rebuild Bromham Community Centre was £1.5m, and they had sent through plans for the build. Interestingly, full planning permission has been applied for the community centre and car park and outline planning for a village shop, changing room and extension for the community centre. It was noted that the £1.5m was just for the build of the community centre.

An amount of CIL that the parish council will get from the housing developments to the East of Melksham had been worked out, which could be used towards the new community centre build cost. The Clerk had contested this and pointed out that not all developments could be guaranteed approval, as not all were in the draft Local Plan. CIL was also only worked out on the market-value houses, not on the affordable housing. She had also queried with Wiltshire Council whether there would be a lower rate of CIL paid on strategic allocations; however, the developer's solicitor thought that this was only for strategic allocations in the Core Strategy, not in the emerging Local Plan. It was noted that the solicitor from Wiltshire Council was not present at the meeting. The Wiltshire Council Planning Officers were unsure and have advised that they will have to refer to their legal department. The Clerk had also explained that the parish council could only use 15% of the CIL, as the other 10% went into the shared pot with the town council. The Clerk advised that if any figures with regard to the community centre were put forward, this would come back to the Full Council.

Members confirmed that they were happy with the Clerk to continue with this approach.

#### 434/24 Finance (Part 2):

##### a) Finance Committee recommendations of 10<sup>th</sup> February 2025:

It was noted that this agenda item was only discussed in closed session due to some recommendations relating to confidential agenda items, and although the recommendation was in the public domain, some discussion may veer into a confidential nature.

Councillor Harris noted under min. 414/24c of the minutes that the grant award was only granted to the Bowerhill Baby & Toddler group if the Bowerhill Village Hall Trust confirmed that they were able to store the equipment as detailed in the application. Councillor Harris confirmed as Chair of the Trust that these items will be able to be stored due to them being collapsable.

Min. 416/24b It was noted that at the Finance Committee meeting, members were shown correspondence from the current legionella contractor querying whether the council wished to amalgamate the contract into one cost so that the council paid twelve equal monthly payments per annum. This would also include the cost for the annual water tank chlorination and testing of the TMVs (thermostatic mixer valves). Members felt that as both of these things were done annually, these should be paid for at the time following the work being undertaken rather than spreading the cost throughout the year. It was noted that the cost for the monthly visits is equal payments over the year. Subsequently, the contractor has come back with a three-year service maintenance contract for twelve visits per annum as well as taking the necessary water samples. The Clerk advised that at the time of the Finance meeting officers were not aware that the contractor was going to come back with a contract proposal. The three-year contract proposal is as follows:

Per annum

12 total visits

2 x Legionella Samples

3 x Microbiological Samples

**Total £1,680 + VAT per annum or £140 + VAT per month**

**Total contract cost (from March 2025 to February 2028) £5,040 + VAT**

Costs to include annual documented review meetings, logbook provision, all relevant water hygiene documentation, method statements, site consultancy, and full certification.

Any additional costs, such as the annual tank chlorination and testing of the TMVs, are to be charged and invoiced separately.

Members discussed this contract proposal; it was noted that the monthly cost has increased slightly from the current cost of £125 + VAT per month; however, the

contractor has advised that this is due to an increase in costs such as fuel and lab testing of the water samples. The contractor has also advised that if the three-year contract is agreed to, the costs of this service will be frozen for the next three years. Members considered the contract and, after a discussion, agreed to proceed on this basis.

**Resolved 1:** The recommendations contained in the Finance Committee minutes of 10<sup>th</sup> February 2025, were formally approved.

**Resolved 2:** The council approve the three-year fixed service maintenance contract proposal by Aquasafe Environmental for the Bowerhill Sports Fields Pavillion at a cost of £1,680 + VAT per annum. This contract to start from March 2025- February 2028.

**b) Confidential Notes of the Finance Committee held on 10th February 2025:**

Councillor Richardson queried one of the statements in the confidential notes relating to the fact that the council had the option to extend the contract by two further years after the initial term, which would have to be renegotiated. He was of the understanding that as contractors were asked to provide a three-year and five-year cost, if the council did wish to extend for a further two years, the costs as detailed in the five-year price would come into effect so that the council did not need to renegotiate at that point. The Clerk advised that the first three years of the five-year contract worked out higher than the three-year contract, which was why the Finance Committee had recommended that the council should go with the three-year contract with the option to renegotiate a further two years at the end of the initial term. The Finance & Amenities Officer advised that there was some difficult wording within the contract documentation which detailed an option to extend at the end of the three-year term, which would make the contract five years, but there was also an option to extend for a further two years after the five-year term, making the contract seven years. This is why the Finance Committee had interpreted that the council would have to renegotiate if they wished to extend the contract after the initial term, as the contractors were not asked to provide a seven-year price. The Clerk advised that there was a clause within the documentation which stated that if the council wished to extend the term for a further two years, they would inform the contractor in writing six months prior to the end of the initial term. It was not known whether this also detailed that the two-year cost would be negotiated. The Finance & Amenities Officer did not believe that the word negotiated had been included in the documentation, and it was the understanding of the Finance Committee that if the council opted to extend the contract at the end of the initial three-year term, the council would need to negotiate the price for the extension for the reason detailed above.

Members agreed that as there seemed to be some confusion with regard to the terms of a two-year contract extension after the initial contract term, the council should go back to the awarding contractor to clarify their understanding. To save any misunderstanding further down the line, the council could go back to the awarding tenderer and clarify whether the interpretation that the costing provided within the five-year price per year could be used for the two-year extension, if the

council wished to extend the contract. If the contractor comes back to say that it's their understanding that the price would need to be negotiated at the end of the initial term at least, both parties clearly understand their position at that point.

**Resolved 1:** The confidential notes of the Finance Committee Meeting held on Monday 10<sup>th</sup> February 2025, were formally approved by the council and for the Chair to sign them as a correct record.

**Resolved 2:** The council go back to the awarding contractor and ask them to clarify whether the annual costings detailed under the five-year price could be used for a two-year contract extension or whether they expected this to be negotiated at the end of the initial three-year contract term.

**c) Grass cutting tender:**

**i. Contract amount following any additions or exclusions from the specification:**

The Clerk explained that although the Finance Committee had looked at the tender evaluation, etc., and had made a contractor recommendation which has just been approved by the council, the contract amount needs to be agreed. Members were reminded that the grass cutting for Shaw Play Area had been missed out of the tender documentation, and it had previously been agreed that this would be added on once the contractor had been chosen. Following the recommendation of the Finance Committee, officers went back to JH Jones & Sons to ask them to provide a cost for this service. JH Jones confirmed that the additional cost to the contract for the Shaw Play Area grass cutting would be £1,980 + VAT. This addition makes the three-year contract cost £123,089.25 + VAT. For clarity, this means that the contract will be:

£41,029.75 + VAT per annum  
£ 3,419.15 + VAT per month

**Resolved:** The parish council approve the three-year parish grass cutting and bin emptying contract at a total value of £123,089.25 + VAT.

**ii. Budget in place for contract and any additional amount that needs to be used from CIL/ Solar Funding:**

The Clerk explained that for the 2025/26 financial year, the council had budgeted £37,475 for the grass cutting and bin emptying contract. As detailed under the above item, the annual cost of the contract is £41,029.75 + VAT, meaning that the council was £3,554.75 + VAT over budget for the year. The council had previously looked at where the overspend could come from, but until the contract figure was known, this was unable to be confirmed. The Clerk advised that under the play area section of the budget, there was £6,250 which was going to come from the precept to fund part of the Beanacre wooden equipment project. She

suggested to members that the council could take more from solar farm funding for this project, allowing the precept to be used to cover the overspend on the contract. For clarity, of the £6,250 budgeted from the play area heading for the Beancre wooden equipment replacement, £3,500 will now come from the solar farm funding. This will then leave £3,500 available from the precept to cover the uplift on the grass cutting and bin emptying contract.

**Resolved:** The parish council to take £3,500 budgeted to come from the precept under the play area heading from solar farm funding, leaving this amount available from the precept to cover the grass cutting and bin emptying contract uplift for the 2025/26 financial year.

#### **435/24 Asset (Part 2):**

##### **Quotation for safety surfacing cleaning of play areas and MUGA's:**

Members were reminded that at the last Asset Management Committee meeting it was agreed that the play area and MUGA (Multi Use Games Area) should be cleaned prior to the Easter school holidays. Officers have therefore obtained some quotations so that the contractor can be instructed in time for them to schedule the work before the school holidays. It was noted that three contractors were contacted to provide a quotation for this maintenance; however, only two have provided a quotation. The quotations received were as follows:

Quote A	£4,025 + VAT
Quote B	£7,895 + VAT

Members noted the large difference in price provided between the two contractors and queried whether both had understood the requirements. The Clerk explained that both contractors had undertaken work for the parish council before and knew the requirements for this service. Members were satisfied that both contractors were quoting for "like for like"; therefore, they agreed that due to price, quotation A should be approved.

It was noted that the expenditure for this will come from solar farm funding.

**Resolved:** The parish council approve quotation A, JH Jones & Sons at a cost of £4,025 + VAT to undertake the spring play area and MUGA safety surfacing clean.

Meeting closed at 9.31 pm

Chairman, 24<sup>th</sup> March 2025

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 :		6,172.00					6,172.00	
V4321-BACS	Banked: 06/01/2025	40.00						
V4321-BACS	Allotment Holder	40.00			1310	310	40.00	Plot 9a Berryfield rent
V4322-BACS	Banked: 08/01/2025	323.00						
V4322-BACS	Future of Football	323.00			1210	210	323.00	Inv.478-Blanket bookings
V4323-BACS	Banked: 13/01/2025	12,999.15						
V4323-BACS	HM Revenue & Customs	12,999.15			105		12,999.15	VAT Return QTR3-OCT-DEC 24
V4324-BACS	Banked: 20/01/2025	69.00						
V4324-BACS	Staverton Rangers	69.00			1210	210	69.00	Inv.475-18th Jan pitch hire
V4325-BACS	Banked: 20/01/2025	69.00						
V4325-BACS	Bath Road Wanderer	69.00			1210	210	69.00	Inv.477- 19th Jan Match
V4326-REFU	Banked: 29/01/2025	64.00						
V4326-REFU	Shaw Village Hall	64.00			4200	120	64.00	Refund for annual parish meeti
<b>Total Receipts for Month</b>		13,564.15	0.00	0.00			13,564.15	
<b>Cashbook Totals</b>		19,736.15	0.00	0.00			19,736.15	

Continued on Page 232

Date: 03/02/2025

Melksham without Parish Council Current Year

Page: 232

Time: 14:14

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 10

Payments for Month 10		Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2025	Water2Business	V4316-DD	51.01			4322	220	51.01	Inv.791-Berryfield allotment c
02/01/2025	Water2Business	V4317-DD	61.65			4322	220	61.65	Inv.119-Briansfield allotment
15/01/2025	Daisy (Onebill)	V4318-DD	51.85		8.64	4190	120	43.21	Inv.739-Office line & wifi
15/01/2025	Daisy (Onebill)	V4319-DD	60.11		10.02	4384	220	50.09	Inv.274- pavilion line & wifi
15/01/2025	Lamplight	V4320-DD	57.00		9.50	4686	170	47.50	Inv.852-MCS database
28/01/2025	Unity Bank	V4327-6195	13,000.00				220	13,000.00	Transfer to Unity Trust Bank
<b>Total Payments for Month</b>			13,281.62	0.00	28.16			13,253.46	
<b>Balance Carried Fwd</b>			6,454.53						
<b>Cashbook Totals</b>			<u>19,736.15</u>	<u>0.00</u>	<u>28.16</u>			<u>19,707.99</u>	



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 :		18,195.59					18,195.59	
V4315	Banked: 03/01/2025	2,351.92						
V4315	CCLA Investment Management	2,351.92			1080	110	2,351.92	Interest
	Banked: 22/01/2025	8,000.00						
V4311	Instant Access Unity 20476339	8,000.00			230		8,000.00	Cashbook transfer
	Banked: 28/01/2025	13,000.00						
V4327-6195	Current Account & Instant Acc	13,000.00			200		13,000.00	Transfer to Unity Trust Bank
<b>Total Receipts for Month</b>		23,351.92	0.00	0.00			23,351.92	
<b>Cashbook Totals</b>		<u>41,547.51</u>	<u>0.00</u>	<u>0.00</u>			<u>41,547.51</u>	

Payments for Month 10				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2025	Grist Environmental	V4312-DD	80.64		13.44	4770	220	67.20	Inv.700-Pavilion waste away
16/01/2025	Lloyds Bank PLC	V4310-DD	292.72		28.29	4230	120	4.00	Tender & Job advertising Faceb
						4230	120	8.00	Tender & Job advertising Faceb
						4230	120	15.00	Tender & Job advertising Faceb
						4230	120	20.00	Tender & Job advertising Faceb
						4230	120	20.00	Tender & Job advertising Faceb
						4230	120	20.00	Tender & Job advertising Faceb
						4230	120	20.00	Tender & Job advertising Faceb
						4175	120	24.97	Adobe subscription
						4175	120	61.09	Office 365 subscription
						4190	120	36.90	Office phone charges
						4175	120	5.50	Website hosting
						4200	120	12.99	Online meeting subscription
						4230	120	12.98	Tender & Job advertising Faceb
						4140	120	3.00	Monthly Fee
17/01/2025	EDF Energy	V4313-DD	113.20		5.39	4302	220	107.81	Inv.03-Pavilion electricity
24/01/2025	Agilico	V4288-BACS	92.21		15.37	4130	120	76.84	Inv.484-Office photocopying
24/01/2025	Avon IT Systems	V4289-BACS	210.00		35.00	4180	120	175.00	Inv.1873-IT Support during 24
24/01/2025	Wiltshire Age UK	V4290-BACS	3,000.00			4685	170	3,000.00	Inv.12191- MCS Q4 Jan-March
24/01/2025	Aquasafe Environmental Ltd	V4291-BACS	150.00		25.00	4212	220	125.00	Inv.203-Dec 24 PPM visit Pavil
24/01/2025	Aquasafe Environmental Ltd	V4292-BACS	150.00		25.00	4212	220	125.00	Inv.103-Jan 25 PPM Visit
24/01/2025	IAC Audit & Consultancy Ltd	V4293-BACS	474.00		79.00	4100	120	395.00	Internal Audit 24-25 1 of 2
24/01/2025	Jens Cleaning	V4294-BACS	205.94			4381	220	205.94	Inv.1085- Pavilion cleaning
24/01/2025	JH Jones & Sons	V4295-BACS	2,376.56		396.09	4402	320	69.47	Inv.4756- Allotment grass cutt
						4400	142	477.98	Inv.4756- Play Area grass cutt
						4780	142	187.84	Inv.4756- Play Area bin emptyi
						4781	220	91.92	Inv.4756- JSF Bin emptying
						4401	220	856.84	Inv.4756- JSF Pitch Maintenanc
						4409	142	188.65	Inv.4756- Homchurch Grass
						4405	220	49.44	Inv.4756- JSF Hedge
						4820	142	37.50	Inv.4756- Shumhold

Continued on Page 243

Payments for Month 10				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									grass
						347	0	-37.50	Inv.4756- Shumhold grass
						6000	142	37.50	Inv.4756- Shumhold grass
						4402	320	20.83	Inv.4756- BSF Hedge cut
24/01/2025	JH Jones & Sons	V4298-BACS	2,407.20		401.20	4740	220	765.00	4769-Pitch groom all pitches
						355	0	-765.00	4769-Pitch groom all pitches
						6000	220	765.00	4769-Pitch groom all pitches
						4740	220	1,241.00	4769-Youth pitches fertilising
						355	0	-1,241.00	4769-Youth pitches fertilising
						6000	220	1,241.00	4769-Youth pitches fertilising
24/01/2025	Melksham Town Council	V4297-BACS	342.00			4680	170	342.00	Inv.112-NHP-Place 007 30% shar
24/01/2025	Melksham Town Council	V4298-BACS	983.25			4680	170	983.25	Inv.113-NHP Place 011 30% shar
24/01/2025	Melksham Town Council	V4299-BACS	769.50			4680	170	769.50	Inv.114-Place 015 30% share
24/01/2025	UK Energy Services	V4300-BACS	576.60		96.10	4721	220	480.50	Inv.836-Replacement fan CR1
24/01/2025	Wiltshire Publication	V4301-BACS	1,000.80		166.80	4240	120	834.00	Inv.139-Full page newsletter
24/01/2025	JH Jones & Sons	V4302-BACS	144.00		24.00	4590	142	120.00	Inv.4797-Falcon Way bench remo
24/01/2025	HM Revenue & Customs	V4303-BACS	2,057.41			4041	130	695.11	Period 10- January 2025
						4000	130	500.40	Period 10- January 2025-T
						4000	130	220.95	Period 10- January 2025-NI
						4010	130	259.80	Period 10- January 2025-T
						4010	130	115.55	Period 10- January 2025-NI
						4010	130	19.00	Period 10- January 2025
						4460	142	201.80	Period 10- January 2025-T
						4800	320	14.40	Period 10- January 2025-T
						4070	120	30.40	Period 10- January 2025
24/01/2025	Wiltshire Pension Fund	V4304-BACS	1,645.16			4045	130	1,241.53	Period 10 January 2025
						4000	130	259.07	Period 10 January 2025
						4010	130	144.56	Period 10 January 2025
24/01/2025	John Glover	V4309-BACS	45.60			4070	120	45.60	January 202 Chairs allowance
28/01/2025	Teresa Strange	V4305-BACS	██████		1.76	4000	130	██████	January 2025 Salary
						4155	120	12.00	Council tea and coffee

Continued on Page 244

Payments for Month 10				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4190	120	4.42	Out of hours mob-Dec 24
						4190	120	4.42	Out of hours mob-Jan 25
28/01/2025	Marianne Rossi	V4306-BACS	██████		23.10	4010	130	██████	January 2025 Salary
						4120	120	19.80	Postage- Finance meeting agend
						4200	120	115.50	Planning meeting room hire
28/01/2025	Terry Cole	V4307-BACS	██████			4460	142	██████	January 2025 Salary
						4050	142	47.50	Travel Allowance
28/01/2025	David Cole	V4308-BACS	██████			4051	142	72.45	Mileage x161 miles
31/01/2025	Unity Trust Bank	V4314-BANK	10.20			4800	320	██████	January 2025 Salary
						4140	120	10.20	Bank charges
<b>Total Payments for Month</b>			23,027.71	0.00	1,335.54			21,692.17	
<b>Balance Carried Fwd</b>			18,519.80						
<b>Cashbook Totals</b>			41,547.51	0.00	1,335.54			40,211.97	

<b>Receipts for Month 10</b>		<b>Nominal Ledger Analysis</b>						
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

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>		0.00						
	<b>Cashbook Totals</b>		0.00	0.00	0.00			0.00	

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>
	Balance Brought Fwd :	21,823.13					21,823.13	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>21,823.13</u>	<u>0.00</u>	<u>0.00</u>			<u>21,823.13</u>	

Date: 03/02/2025

Melksham without Parish Council Current Year

Page: 44

Time: 14:15

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 10

Payments for Month 10				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
22/01/2025	Unity Bank	V4311	8,000.00			220		8,000.00	Cashbook transfer
Total Payments for Month			8,000.00	0.00	0.00			8,000.00	
Balance Carried Fwd			13,823.13						
Cashbook Totals			21,823.13	0.00	0.00			21,823.13	



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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>
Balance Brought Fwd :		577,000.00					577,000.00	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>577,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>577,000.00</u>	

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## Teresa Strange

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**From:** David Cooper <dcooper@twhf.org.uk>  
**Sent:** 27 February 2025 09:47  
**To:** Teresa Strange  
**Cc:** Abigail Clark  
**Subject:** RE: Introduction and invitation to Melksham Oak from Melksham Without Parish Council

Dear Teresa,

Thank you for the invitation. One or both of us will definitely join you on 16<sup>th</sup> June.

Kind regards,

David

**Mr D. Cooper**

**Executive Headteacher**

Devizes School: 01380 724886, [reception@devizes.wilts.sch.uk](mailto:reception@devizes.wilts.sch.uk)

Melksham Oak Community School: 01225 792700, [admin@melkshamoak.wilts.sch.uk](mailto:admin@melkshamoak.wilts.sch.uk)



---

**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** 19 February 2025 18:14  
**To:** cooperd@melkshamoak.wilts.sch.uk; clarka@melkshamoak.wilts.sch.uk  
**Subject:** Introduction and invitation to Melksham Oak from Melksham Without Parish Council

**[CAUTION: This email originated from outside The White Horse Federation. Do not click links or open attachments unless you recognise the sender and know the content is safe.]**

Dear Mr Cooper and Ms Clark

I am making contact with yourselves, as the parish council that Melksham Oak community school sits within, and of course provides the secondary education facilities for the residents of Melksham Without. Whilst the Town Council represent the town residents, the parish council represents some 7,200 population who live in Bowerhill, Berryfield, Shaw, Whitley, Beanacre and the surrounding rural areas.

The parish council is keen to encourage open communication with the schools in the parish, for the benefit of both.

The parish council would therefore like to invite you to a parish council meeting, these all start at 7pm on a Monday evening and are held monthly, to meet with yourselves. The parish council is based at the Melksham

Community Campus, on the first floor, and in fact, the MOCS school council have met here in the parish council offices to replicate meeting in the Council Chamber.

I do hope that this is something that you may wish to do, and I have therefore put the dates of forthcoming meetings to see if there are any that are mutually convenient. There are elections for all the town, parish and Wiltshire councillors on 1<sup>st</sup> May, and you may prefer to wait until later in the year to meet the new council that is in place; dates for later in the year are still to be confirmed, but the June one is fixed.

Monday 24<sup>th</sup> March

Monday 14<sup>th</sup> April

Monday 16<sup>th</sup> June

With kind regards, Teresa

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

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## Teresa Strange

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**From:** Teresa Strange  
**Sent:** 14 March 2025 14:31  
**To:** ian.blair-pilling@wiltshire.gov.uk  
**Cc:** Wiltshire Council  
**Subject:** RE: New health and care facility for Melksham?

Dear Cllr Blair-Pilling

Unfortunately we have not had a response to this enquiry, from yourself or from the ICB; who I have contacted separately.

**Can you please consider the question below as a Freedom of Information request please.**

The parish council note that some £3 million of CIL was contributed by Wiltshire Council, we are keen to find out how that decision to fund the Trowbridge facility was made? And whether any other facilities in Wiltshire were also considered?

What current plans are there to fund any similar facility in Melksham by CIL?

We look forward to hearing from you.

With kind regards, Teresa

Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
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**From:** Teresa Strange

**Sent:** 22 January 2025 15:51

**To:** ian.blair-pilling@wiltshire.gov.uk; caroline.holmes@nhs.net

**Cc:** brian.mathew.mp@parliament.uk; Nick.Holder@wiltshire.gov.uk; Alford, Phil (Phil.Alford@wiltshire.gov.uk) <Phil.Alford@wiltshire.gov.uk>; Jonathon. Seed (jonathon.seed@wiltshire.gov.uk)

<jonathon.seed@wiltshire.gov.uk>; Locum <locum@melksham-tc.gov.uk>; Tom Price (tom.price@melksham-tc.gov.uk) <tom.price@melksham-tc.gov.uk>

**Subject:** New health and care facility for Melksham?

Dear Cllr Blair-Pilling and Caroline Holmes

Melksham Without Parish Council were pleased to hear that a new £16M Integrated Care Centre is being developed in Trowbridge, and that it is following in the footsteps of its 'sister' site in Devizes.

<https://bsw.icb.nhs.uk/green-light-given-for-multimillion-pound-health-and-care-facility-in-trowbridge/>

The parish council are keen to understand how the decision to fund these services in Devizes and Trowbridge has been made, and more importantly, whether there are plans for something similar to update/replace the hospital at Melksham.

We look forward to hearing from you.

With kind regards, Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place, Melksham

Wiltshire, SN12 6ES

01225 705700

[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

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## MELKSHAM WITHOUT PARISH COUNCIL COUNCIL MEETING DATES 2025/26

### Working Document for review at March 25 Full Council Meeting

**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.

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

ELECTIONS	THURSDAY 1 May 2025
<i>BANK HOLIDAY</i>	<i>MONDAY 5 MAY 2025</i>
Current councillors stand down & new cllrs assume office	TUESDAY 6 MAY 2025
ANNUAL COUNCIL	MONDAY 12 MAY 2025
PLANNING	MONDAY 19 MAY 2025
FINANCE (Re Insurance)	MONDAY, 19 MAY 2025
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 – if a lot of planning applications then this might just have to be a Finance meeting for Insurance only and another Finance meeting to be held in June	
<i>BANK HOLIDAY – HALF TERM</i>	<i>MONDAY 26 MAY 2025</i>
<i>FREE MONDAY</i> or extra Finance Committee (end of year)	MONDAY 02 JUNE 2025
PLANNING	MONDAY 09 JUNE 2025
STAFFING – Following appraisals and probation review	MONDAY 09 JUNE 2025
FULL COUNCIL	MONDAY 16 JUNE 2025
<i>FREE MONDAY – Clerk holiday</i>	<i>MONDAY 23 JUNE 2025</i>
PLANNING	MONDAY 30 JUNE 2025
ASSET MANAGEMENT (7.30pm – Site meeting 6.30pm)	MONDAY 07 JULY 2025
<i>FREE MONDAY – Clerk holiday</i>	<i>MONDAY 14 JULY 2025</i>
PLANNING	MONDAY 21 JULY 2025
HIGHWAYS	MONDAY 21 JULY 2025
To feed into LHFIG deadline 31/07/25	
FULL COUNCIL	MONDAY 28 JULY 2025

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) – the meeting on 11 August will therefore be fluid dependent on applications).



<i>FREE MONDAY</i>	<i>MONDAY 05 AUGUST 2025</i>
PLANNING COMMITTEE	MONDAY 11 AUGUST 2025
<i>FREE MONDAY</i>	<i>MONDAY 18 AUGUST 2024</i>
<i>BANK HOLIDAY</i>	<i>MONDAY 26 AUGUST 2024</i>
PLANNING COMMITTEE	MONDAY 01 SEPTEMBER 2025
FULL COUNCIL	MONDAY 08 SEPTEMBER 2025
<i>FREE MONDAY – Clerk holiday?</i>	<i>MONDAY 15 SEPTEMBER 2025</i>
PLANNING COMMITTEE	MONDAY 22 SEPTEMBER 2025
<b>HIGHWAYS</b>	<b>MONDAY 22 SEPTEMBER 2025</b>
To feed into LHFIG deadline 14/10/25 with delegated powers	
<i>IT WORKING PARTY or HIGHWAYS stand alone mtg</i>	<i>MONDAY 29 SEPTEMBER 2025</i>
<i>FREE MONDAY or IT WORKING PARTY stand alone mtg</i>	<i>MONDAY 06 OCTOBER 2025</i>
PLANNING COMMITTEE	MONDAY 13 OCTOBER 2025
FULL COUNCIL	MONDAY 20 OCTOBER 2025
<i>FREE MONDAY - HALF TERM</i>	<i>MONDAY 27 OCTOBER 2025</i>
PLANNING COMMITTEE	MONDAY 3 NOVEMBER 2025
FULL COUNCIL	MONDAY 10 NOVEMBER 2025
<i>IT WORKING PARTY or ROAD SAFETY WORKING PARTY</i>	<i>MONDAY 17 NOVEMBER 2025</i>
PLANNING COMMITTEE	MONDAY 24 NOVEMBER 2025
<i>MWPC CHRISTMAS MEAL</i>	<i>MONDAY 1 DECEMBER 2025</i>
FULL COUNCIL	MONDAY 8 DECEMBER 2024
PLANNING COMMITTEE	MONDAY 15 DECEMBER 2025
<i>FREE MONDAY</i>	<i>MONDAY 22 DECEMBER 2025</i>
Potentially close office on Friday, 19 <sup>th</sup> December 2025 and reopen Monday 5 <sup>th</sup> January 2026	
FINANCE COMMITTEE	MONDAY 05 JANUARY 2026
To recommend budget and precept	
PLANNING COMMITTEE	MONDAY 12 JANUARY 2026
<b>HIGHWAYS</b>	<b>MONDAY 19 JANUARY 2026</b>
To feed into LHFIG deadline 22/01/26 with delegated powers	
FULL COUNCIL	MONDAY 26 JANUARY 2026
PLANNING COMMITTEE	MONDAY 02 FEBRUARY 2026
FULL COUNCIL	MONDAY 09 FEBRUARY 2026

<i>FREE MONDAY – HALF TERM</i>	<i>MONDAY 16 FEBRUARY 2026</i>
PLANNING COMMITTEE	MONDAY 23 FEBRUARY 2026
FINANCE COMMITTEE (to review grants)	MONDAY 02 MARCH 2026
<i>FREE MONDAY (Working party needed?)</i>	<i>MONDAY 10 MARCH 2026</i>
PLANNING COMMITTEE	MONDAY 16 MARCH 2026
FULL COUNCIL	MONDAY 23 MARCH 2026
<i>FREE MONDAY – Clerk holiday? – School Hols</i>	<i>MONDAY 30 MARCH 2026</i>
<i>BANK HOLIDAY – EASTER MONDAY</i>	<i>MONDAY 06 APRIL 2026</i>
PLANNING COMMITTEE	MONDAY 13 APRIL 2026
<i>NB: 4 weeks from last Planning due to Bank Holiday but 2no. bank holidays in that period</i>	
FULL COUNCIL	MONDAY 20 APRIL 2026
ANNUAL PARISH – Bowerhill Village Hall TBC	MONDAY 27 APRIL 2026
<i>BANK HOLIDAY</i>	<i>MONDAY 04 MAY 2026</i>
PLANNING COMMITTEE	MONDAY 11 MAY 2026
FINANCE (Re Insurance)	MONDAY 11 MAY 2026
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	MONDAY 18 MAY 2026
<i>BANK HOLIDAY – HALF TERM</i>	<i>MONDAY 25 MAY 2026</i>
PLANNING COMMITTEE	MONDAY 02 JUNE 2026

Asset Management Committee, Staffing Committee, IT Working Party and Road Safety Working Party meetings to be arranged as and when needed so not all “Free Mondays” are free!

There are a couple of meetings when the Highways Committee Recommendations don't have time to be approved at Full Council before the LHFIFG deadline and so they may need to have delegated powers to do so. As these are usually requests for consideration at LHFIFG and at that point not committing the council to spend, I don't think these are an issue, they can always be submitted and withdrawn if the parish council are against when it gets to the Full Council meeting, and probably before the LHFIFG meeting.

## **Draft Joint Melksham Neighbourhood Plan 2 2020–2038 (submission September 2024)**

### **Wiltshire Council comments on the Regulation 16 consultation**

This response sets out Wiltshire Council's comments on the draft Joint Melksham Neighbourhood Plan 2 (JMNP2), which has been formally submitted to Wiltshire Council.

Wiltshire Council is fully supportive of neighbourhood planning and has welcomed the opportunity to engage with Melksham Town Council and Melksham Without Parish Council on the neighbourhood planning process throughout preparation of their draft Plan. Officers recognise the significant work undertaken to produce the document and the extent of consultation and community engagement that has gone into the production of their draft Plan. Advice and comments have been offered by Wiltshire Council through ongoing dialogue throughout the process. The draft JMNP2 addresses a broad scope of issues that are of importance to the local community.

The current Melksham neighbourhood area was designated on 8<sup>th</sup> November 2017. Two pre-submission consultations (on different draft versions) were undertaken by Melksham Town Council and Melksham Without Parish Council as the Qualifying Bodies (QB) in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 (as amended) – the first consultation ran from 16<sup>th</sup> October 2023 to 3<sup>rd</sup> December 2023 and the second from 20<sup>th</sup> June 2024 to 15<sup>th</sup> August 2024. Wiltshire Council provided their formal comments on both consultations to the QB.

This Regulation 16 consultation gives a further opportunity for Wiltshire Council to provide comments with the intention of ensuring that the draft JMNP2 is in general conformity with strategic policies of Wiltshire's development plan, meets the Basic Conditions, and provides a user-friendly document that will assist decision takers in the making of planning decisions in the Melksham and Melksham Without neighbourhood area.

### **Submission of the draft JMNP2**

On the 19<sup>th</sup> November 2024, Wiltshire Council, as the local planning authority, considered the submitted draft JMNP2 and were satisfied that it complied with the relevant provisions of Schedule A2 of the Planning and Compulsory Purchase Act 2004.

Wiltshire Council deemed that the modifications contained in the draft plan to which it relates are so significant or substantial as to change the nature of the neighbourhood plan which the draft plan would replace. As that is the position, Wiltshire Council must consider the plan under the provisions of Schedule 4B of the Town and Country Planning Act 1990 (as amended) that applied to the original neighbourhood plan.

Wiltshire Council is satisfied that it complies with all the relevant statutory requirements set out in Regulation 15 of the Neighbourhood Plan (General) Regulations 2012 (as amended). The submitted draft JMNP2 is accompanied by inter alia: a Basic Conditions Statement, a Consultation Statement, a Modification Statement, a Strategic Environmental Assessment (SEA) and a Habitats Regulations Assessment (HRA) screening opinion.

Wiltshire Council formally consulted (Regulation 16) on the draft JMNP2 between 27<sup>th</sup> November 2024 and 22<sup>nd</sup> January 2025.

The comments that follow are made in the interests of ensuring that the submitted draft JMNP2 is in general conformity with the strategic policies of the adopted Wiltshire Core Strategy (WCS) and can be used effectively in determining planning applications within the Melksham and Melksham Without designated neighbourhood area.

## Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA)

Wiltshire Council's SEA screening opinion of August 2022 (Appendix 1) concluded that the proposals within the draft JMNP2 were likely to have significant environmental effects and that an SEA is required. An SEA Report was submitted to Wiltshire Council at Regulation 15 stage alongside the draft Plan.

Wiltshire Council's HRA screening opinion of December 2024 (Appendix 2) concluded that the JMNP2 will not result in a likely significant effect on any European sites or their qualifying features either alone or in combination with other plans and projects. Therefore, it has not been necessary for the Plan to be subject to an appropriate assessment under the Conservation of Habitats and Species (Amendment) Regulations 2017 (as amended).

## Policy context

The policy context for the draft JMNP2 is as follows:

- *Wiltshire Council's development plan*
  - Wiltshire Core Strategy 2006-2026 (WCS) - adopted January 2015
  - West Wiltshire District Plan 1<sup>st</sup> Alteration 2004 (WWDP) – saved policies as set out in Appendix D of the WCS
  - Wiltshire Housing Site Allocations Plan (WHSAP) – adopted February 2020
- *Wiltshire Council's emerging components of the development plan*
  - Wiltshire Local Plan 2020-2038 – submitted to the Secretary of State for Housing, Communities and Local Government for independent examination on 28th November 2024
  - Wiltshire Gypsies and Travellers DPD Pre-Submission Draft 2024-2038
- *Other relevant policy considerations*
  - National Planning Policy Framework (NPPF) – updated December 2024, however this NP will be examined under the NPPF December 2023 version.
  - Planning Practice Guidance (PPG)

## Status of the emerging Wiltshire Local Plan

The draft JMNP2 has been prepared alongside the review of the Wiltshire Core Strategy – the Wiltshire Local Plan (WLP) – which will cover a new plan period of 2020-2038. The draft WLP was submitted to the Secretary of State for Housing, Communities and Local Government for independent examination on 28th November 2024 but has not yet been subject to public examination. The draft WLP therefore holds limited weight at this time but provides a picture of the anticipated direction of travel for strategic planning in Wiltshire beyond the WCS plan period. The reasoning and evidence informing the emerging draft WLP is of relevance to the examination of the JMNP2.

## General comments on the draft JMNP2

A number of comments that follow are repetitions of points that were raised by Wiltshire Council during the first Regulation 14 pre-submission consultation because those points have not resulted in amendments to the Plan and consequently there are still outstanding objections.

The below comments represent a collective response from Wiltshire Council specialist officers and are presented in the order that topics appear in the draft JMNP2 for ease of reference.

Wiltshire Council acknowledges that the draft JMNP2 plan period is the same as the plan period of the emerging WLP from 2020 to 2038. The draft neighbourhood plan has been prepared to reflect the

policy context of the existing adopted WCS and is likely to be examined against those policies. However, the draft neighbourhood plan still refers to draft policies in the emerging Local Plan. It is recommended that all references to specific policies in the emerging Local Plan are removed as there is no guarantee that these policies will be adopted in their current form or with their current policy numbers and therefore the draft Plan would include incorrect references. It is our opinion that it would be unwise at this stage for the draft Plan to cite policies from the emerging Local Plan.

The table below sets out Wiltshire Council's response to the submitted draft JMNP2. The views of specialist officers of the Council have been incorporated herewith. Where amendments to text are suggested, these are shown as ~~deletions~~ and **new text**.

Draft JMNP2 reference	Wiltshire Council comments
References to NPPF paragraphs throughout the Plan	Check consistency of NPPF referencing throughout the Plan. There are several instances where incorrect paragraph numbers are quoted. As this Plan was submitted to the local planning authority at Regulation 15 prior to 12 <sup>th</sup> March 2025, the NPPF version dated December 2023 will apply.
References to emerging Wiltshire Local Plan throughout the Plan	Where referencing the Wiltshire Local Plan or Local Plan policies, please ensure to use the term ' <i>emerging</i> ' to make clear that these are not adopted policies. Local Plan policy numbers may change during the course of the Local Plan examination and the neighbourhood plan is likely to be examined against Wiltshire Core Strategy policies (depending on when the neighbourhood plan examination takes place).
Paragraph 2.5.2 – final sentence	For clarity, officers suggest the final sentence is amended as follows: ' <i>Together the <b>emerging</b> overall housing requirement...</i> '
Figure 4	Figure 4 would benefit from being updated to reflect the current position e.g. recent planning permissions such as PL/2022/08155 for 53 dwellings to the west of Melksham.
Policy 1	Since the Reg 14 consultation on the draft Plan the government issued its WMS ' <i>Planning – Local Energy Efficiency Standards Update</i> ' in December 2023. Officers do not see any issue with the policy considering this because criterion a) does not require any particular standard. However, the group should be conscious of the WMS while it continues to be relevant.
Policy 1 – criterion g	Officers suggest the text ' <i>where possible</i> ' is deleted from this requirement.
Policy 2	Officers are disappointed to see the removal of support for energy storage facilities. The group's approach previously was positive and set criteria to manage proposals. Storage is key to balancing the intermittent energy supply with renewables and is critical to the UK's net zero obligation enshrined in the Climate change act 2008 (2050 Target Amendment) Order 2019. Officers would welcome reinsertion of the previous Reg 14 text.
Policy 2 – criterion 4	Officers suggest the text ' <i>where possible</i> ' is deleted from this requirement.
Green Infrastructure / Blue/Green Infrastructure	Throughout the draft neighbourhood plan there are references to Green Infrastructure / Blue/Green Infrastructure. It should be noted that these are not just landscape / biodiversity features and should be holistically planned in conjunction with the flood risk assessment / drainage strategy in order to manage surface water runoff across a site. Given the biodiversity

	drivers in the emerging Local Plan, officers would be expecting to see high-quality Blue/Green SuDS solutions implemented throughout a site, and not just minimal SuDS interventions which are designed to fit limited space available.
Policy 3 – criterion 3	For clarity, officers suggest this is amended as follows: ‘...and <u>a</u> surface water drainage strategy...’
Policy 4	The policy takes a proportionate approach to addressing the inequality emerging with EV charging in new housing layouts; a matter compounded by Part S building regulations and the exemptions within that document.
Policy 4	It is suggested that in the second paragraph of the policy, ‘where possible’ should be deleted as it makes the second half of the paragraph pointless.
Policy 6 and supporting text	Officers note that amendments have been made to this policy – picking up Reg 14 comments previously made about needing to align/echo more with the emerging Wiltshire Local Plan Policy 76. Also, flexibility has been incorporated into Policy 6 in order to take account of changing demonstrable need and policy procedures over future years. Officers have also noted the updated information regarding site allocations of land for housing.
Policy 6 – criterion 2	For clarity officers suggest this criterion is amended as follows: ‘Housing outside settlement boundaries will be managed in accordance with the adopted Development Plan ( <del>Neighbourhood Plan and Local Plan</del> ) or allocated for development in this Plan or the adopted <del>Wiltshire Local Plan</del> , and will also be expected to meet evidenced local housing need.’
Policies 7.1-7.5 – requirement for healthcare contributions	It is noted that the site allocation policies all make reference to making contributions towards healthcare capacity which is assumed to be provision of infrastructure. In the absence of a fully fleshed out mechanism/multiplier or explanation, officers can see this being a problematic requirement which will require consideration by the examiner as to whether this remains a policy requirement.
Policy 7.1	The plan’s recognition of the importance of securing the comprehensive regeneration of this complex and important riverside site and the ongoing dialogue with Wiltshire Council is welcomed.  Policy 7.1 and supporting text acknowledges the significant issues relating to this site – the most significant of which are the location of the majority of the site within flood zones 2 and 3 and significant land contamination from industrial processes on the site, as well as historic assets.
Policy 7.1 – criterion 5	This should be amended to say ‘...in accordance with JMNP2 Policies <b>Policy</b> 17’.
Policy 7.1 – criterion 7	Officers suggest that this criterion emphasises active entrance front face of buildings along or set back from each site boundary.
Policy 7.1 – criterion 9	In order to future proof this Plan should ‘Building for a Healthy Life’ be revised, officers would suggest amending as follows: ‘...Buildings for a Healthy Life (Homes England), <b>or any subsequent revision.</b> ’ This addition should also be considered in other parts of the Plan where specific guidance/publications are referenced.
Policy 7.1 – criterion 10	Officers note that the supporting text around climate change has now been included as policy at point 10. This is supported. However, it’s important that both mitigation and adaptation occur, it’s not an ‘and/or’ option. Reference back to Policies 1 and 2 is welcomed. Reference

	<p>to other points as part of that is a bit confusing though and might leave developers and decision-takers unclear on what is required. Suggested replacement wording as follows:</p> <p>“10. Address climate change through mitigation and adaptation and contribute to Wiltshire Council’s carbon neutrality ambitions for the county. Accord with JMNP2 Policies 1 and 2 including significant use of low-carbon and renewable energy technologies, re-use of the existing built fabric and application of the energy hierarchy.”</p>
Policy 7.1 – criterion 14	Officers suggest that this criterion includes a requirement for a well-connected public pedestrian/cycle route along the length of the riverside site boundary.
Figure 6	Officers recommend that this plan shows the anticipated developable area for housing development given that the majority of the site is in Flood Zone 3 and therefore not developable for housing.
Paragraph 4.8.34	Plan is missing paragraph 4.8.34 – paragraph numbers jump from 4.8.33 to 4.8.35.
Policy 7.2 – criterion 10	<p>As per Policy 7.1, officers suggest alternative wording for criterion 10 as follows:</p> <p>‘10. Address climate change through mitigation and adaptation and contribute to Wiltshire Council’s carbon neutrality ambitions for the county. Accord with JMNP2 Policies 1 and 2 including significant use of low-carbon and renewable energy technologies, re-use of the existing built fabric and application of the energy hierarchy.’</p>
Policy 7.3 – criterion 2	This criterion lists JMNP2 policies 12, 14, 17 and 18, whereas the same point within policies 7.1 and 7.2 only list policy 17. Suggest amendments made to ensure consistency.
Policy 7.3 - criterion 7	<p>As per other site allocation policies, officers suggest alternative wording for criterion 7 as follows:</p> <p>‘7. Address climate change through mitigation and adaptation and contribute to Wiltshire Council’s carbon neutrality ambitions for the county. Accord with JMNP2 Policies 1 and 2 including significant use of low-carbon and renewable energy technologies, re-use of the existing built fabric and application of the energy hierarchy.’</p>
Policy 7.4	<p>Officers consider that this policy is now more acceptable than previous iterations which included an unjustified quantum of residential development. The policy now simply commits to re-use/regeneration and reserves judgement on the type of use or quantum of development, as requested by the conservation officer.</p> <p>Criterion 9 – officers suggest this is amended as follows: <b>‘With regard to any residential development which may be proposed, provides</b> provide a high standard of residential amenity...’</p>
Policy 7.4 – criterion 18	<p><b>As stated in the second Reg 14 draft Plan, the neighbourhood plan makes it clear that the proposed housing sites in Whitley will need to contribute to local infrastructure, including education. However, Wiltshire Council will not be able to spend these contributions expanding the nearby Shaw C of E Primary School and would instead need to use the funding towards a new primary school in Melksham, which will not be within 2 miles of these proposed developments. This is somewhat unusual; officers would always normally look to expand the local school however that is not an option in this instance.</b></p>
Policy 7.4 – criterion 10	As per other site allocation policies, officers suggest alternative wording for criterion 10 as follows:

	'10. Address climate change through mitigation and adaptation and contribute to Wiltshire Council's carbon neutrality ambitions for the county. Accord with JMNP2 Policies 1 and 2 including significant use of low-carbon and renewable energy technologies, re-use of the existing built fabric and application of the energy hierarchy.'
Paragraph 4.8.43	This should be amended with the word 'residential' being omitted as follows: '...and limited <del>residential</del> development of the farmyard part of the site...'
Policy 7.5 – criterion 10	As per other site allocation policies, officers suggest alternative wording for criterion 10 as follows:  '10. Address climate change through mitigation and adaptation and contribute to Wiltshire Council's carbon neutrality ambitions for the county. Accord with JMNP2 Policies 1 and 2 including significant use of low-carbon and renewable energy technologies, re-use of the existing built fabric and application of the energy hierarchy.'
Policy 7.5 – criterion 19	<b>As stated in the second Reg 14 draft Plan, the neighbourhood plan makes it clear that the proposed housing sites in Whitley will need to contribute to local infrastructure, including education. However, Wiltshire Council will not be able to spend these contributions expanding the nearby Shaw C of E Primary School and would instead need to use the funding towards a new primary school in Melksham, which will not be within 2 miles of these proposed developments. This is somewhat unusual; officers would always normally look to expand the local school however that is not an option in this instance.</b>
Paragraph 4.8.48	This paragraph refers to '1 hectare of buffer landscape and open space'. Officers recommend this is included within Policy 7.5 requirements.
Policy 9 – criterion e	Criterion e refers to 'Commercial Area' but this is not shown on Figure 10 and should be included.
Policy 9 – criterion f	For clarity, officers suggest criterion f is amended as follows: 'planning applications for development or change of use of ground floor frontages within the defined town centre primary shopping area (see figure 10) <del>where they</del> retain or enhance...'
Policy 9	Officers suggest this policy could include a requirement for development to be in accordance with the Melksham Design Guide and Codes (2023) and Wiltshire Design Guide (2024) as it is included in other policies such as the site allocation policies.
Paragraph 4.10.6	For clarity, officers suggest this is amended as follows: ' <b>Emerging Local Plan</b> Policy 63 <b>65</b> (existing Employment Land) seeks ongoing retention of...'
Figure 11	It is suggested that this figure includes the link at the end of Locking Close which is a very important link to the bridleway down to the Canal (the bridleway is outside of the parish boundary, but the Locking Close link is within the parish).
Info box 'Public Transport' – page 79	With the withdrawal of TransWilts from the café and associated car parking, the current statement may need to be adjusted. It should also be considered that the potential for expansion of EV chargers or indeed the current use of the facilities including the Masterplan aspirations are less firm than previously considered.
Figure 12	Officers suggest the title does not have ' <i>and Blue</i> ' in brackets. Title should be ' <i>Diagrammatic Illustration of the Potential for Green and Blue Infrastructure</i> '.
Policy 13	This policy should make it clear that if any development were to come forward within the 2km lesser horseshoe core area in the south eastern most extent of the NP area it would need to



	comply with the Conservation of Habitats and Species Regulations 2017, as amended, through compliance with the Bat SAC Planning Guidance for Wiltshire 2015 (or latest iteration) and that a project level Habitat Regulations Assessment (HRA) may be required.
Paragraph 4.13.3	It refers to ‘...except for small sites, are required to deliver at least 10% Biodiversity Net Gain (BNG). BNG will be required for small sites from April 2024.’ All sites, except the exemptions, are now required to provide BNG so this paragraph is out-of-date and there is no need to specify the commencement date for small sites which has now passed.
Paragraph 4.13.5	This refers to the current version of the biodiversity metric 4.0 whereas policy 13 refers to the use of the latest version. It is recommended that the paragraph is amended to just refer to the latest version as it is likely to be out of date quite quickly.
Paragraph 4.13.6	Bee bricks, bird and bat boxes and hedgehog holes in rear garden fences also cannot be included in the BNG calculation, not just swift bricks. Paragraph should be amended to clarify this.
Figure 14c	<b>This plan shows a ‘forthcoming new primary school’. This new school does have planning consent, but we are not intending to start building it at this stage. Officers are hoping to secure an alternative site through one of the larger local plan developments. Therefore, officers would prefer the wording to say, ‘potential new primary school site’.</b>
Policy 16	It is suggested that Cromwell Oak Field, adjacent to Melksham Oak Community School, is designated as a Local Green Space. It is also suggested that the green space opposite Tesco Express and The Pilot pub in Bowerhill could be designated as Local Green Space.
Local Green Space no. 47 listed on page 95	Officers request that LGS no. 47 ‘ <i>Dog Walking Area to the Rear of The Spa</i> ’ is renamed as ‘ <i>Woolmore Farm Fields</i> ’ as this is the name of this Wiltshire Council Countryside Site. Dog Walking Area rather does it a disservice as it may become a Local Nature Reserve in the future.
Policy 19	<p>The Green Wedge policy includes extensive areas of land next to defined settlement boundaries. This is a restrictive policy that could undermine the ability to bring forward appropriate sustainable land uses on the edge of settlements over the plan period. For example, the emerging Local Plan allows for new community facilities (Policy 81) and employment development (Policy 64) adjacent to settlement boundaries.</p> <p>The proposed Green Wedges include land adjacent to Hampton Business Park Principal Employment Area – the ‘<i>Berryfield and Semington</i>’ Green Wedge. WCS Core Policy 34 ‘<i>Additional employment land</i>’ allows for additional employment land to come forward adjacent to settlement boundaries to help retain or expand businesses. There is currently a shortage of land to meet the needs of local employers and as such these policies could restrict the sustainable expansion of established employment areas. As such there is particular concern about this area. This proposed Green Wedge also includes the headquarters and heliport of the Wiltshire and Bath Air Ambulance charity and these proposals could thwart any possible future expansion plans of this organisation.</p>
Policy 20	This policy references the adopted Melksham Design Guide and Codes (AECOM, 2023), which together with this draft neighbourhood plan will comprehensively, at this level, assist developers. It will provide a tool in consultation on design matters at a site-specific level, and which the broad wording in the Wiltshire Core Strategy Core Policy 57 and its update in the draft Local Plan will sit alongside.
Policy 20	Since the pre-submission Reg 14 consultation stage, Wiltshire Council has adopted its Wiltshire Design Guide – this should be referenced in the second paragraph of the policy.

	Suggested change – ‘In addition to having regard to the National Design Guide and <del>Wiltshire Council design policy</del> <b>the Wiltshire Design Guide</b> , development proposals must.....’
Supporting text to Policy 20	<p>Officers reiterate our previous comments at the pre-submission Reg 14 consultation stage which seek additional supporting text as follows:</p> <p>‘Sustainable construction shall be considered to represent high quality design depending on the detail of the proposal and the sensitivity of the site. It is acknowledged that meeting the challenge of mitigating and adapting to climate change will necessitate new and innovative approaches to the layout, design and orientation of development as providing a well-designed place.’</p>
Priority Statement 1: Transport Infrastructure – Bypass	<p>This is a potentially hugely significant issue in terms of climate change and the environmental implications of providing a by-pass need to be assessed and weighed with any evidence around the economic and social dimensions of such a project. Given that the Plan acknowledges that priority statements are beyond the scope of a neighbourhood plan, officers would suggest some additional wording:</p> <p>‘The potential Melksham bypass and its impacts in terms of climate change need to be assessed (e.g. a whole life carbon assessment in accordance with RICS whole life carbon assessment (WLCA) standard, 2<sup>nd</sup> edition) as part of a holistic assessment that weighs equally the environmental, social and economic dimensions of such a scheme. Any proposal would need to be accompanied by a package of measures to take all opportunities for significant enhancement to sustainable transport, including new walking, cycling and public transport routes and interchanges aligned with other strategies, such as works around Melksham train station.’</p>

### Melksham Design Guidelines and Codes - Wiltshire Council comments

Wiltshire Council are supportive of this document. It references/ provides catch to the National Model Design Code Part 2 and Building for a Healthy Life.

2.4 Character Areas – The difficulty with referencing mid /late 20<sup>th</sup> c housing estates and 21<sup>st</sup> c estates (page 39) is that they can be seen as setting a low benchmark i.e. poor layout features and character (less).

Page 48 - ‘*reference the particular built and landscape character in new design*’ – why is that worthy in late 20<sup>th</sup> c 21<sup>st</sup> c volume housebuilder standard model housing estates? This is where other documents referenced i.e. Wiltshire Design Guide and Building for a Healthy Life etc try to help raise the quality.

**MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 24<sup>th</sup> February 2025 at Berryfield Village Hall, Telford Drive, Berryfield, Melksham, SN12 6GF at 7:30pm**

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

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

Wiltshire Councillor Phil Alford (Melksham Without North and Shurnhold) attended later in the meeting.

There were 12 attendees at the meeting, for the Land north of Berryfield Lane planning application. This included a representative of MP Brian Mathew.

Melksham Without parish councillor Shona Holt attended the meeting as an observer.

There were no members of the public or council attending remotely via Zoom.

**436/24 Welcome & Housekeeping:**

Councillor Wood welcomed everyone to the meeting. As this was a new meeting venue, Councillor Wood explained the evacuation procedure in the event of a fire. The housekeeping message in relation to the Zoom chat feature was read out. Everyone present was made aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved. It was noted that the council were not using their usual recording equipment and so could not guarantee the quality of the recording.

Attendees' attention was drawn to the paperwork on their chairs, which included a list of what were, and were not, considered "Material Planning Considerations". There was a form to fill in with contact details if attendees wanted to be kept up to date on any planning application for consideration at the meeting, if there were revised plans or when/if it went to a Wiltshire Council planning meeting for example.

**437/24 Apologies:**

There were no apologies as all members of the Planning Committee were present.

**438/24 Declarations of Interest:**

Councillor Martin Franks declared an interest in the application for land north of Berryfield Lane as he lived near the site, and abstained from voting on this application but did take part in the discussion. Councillor Richard Wood advised that he lived in Semington Road, but did not feel that this precluded him from voting on the Berryfield Lane application. Councillor Mark Harris declared a non-pecuniary interest in the application for Barnes Wallis Close, as he knew the applicant.

Councillor John Glover declared a non-pecuniary interest in the application for Land at Whitley House as he knew the applicant.

**439/24 Dispensation Requests for this Meeting: None**

**440/24 Parish Council standing dispensations relating to planning applications:**

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

**441/24 To consider holding items in Closed Session due to confidential nature:**

The Clerk suggested that agenda item 11a be in a closed session if the members were minded not to approve the comments to the Neighbourhood Plan Examiner as developers would be able to hear any deliberations. Agenda item 12)a)i) to be held in closed session as to discuss the start of financial negotiations with Gleasons for a potential community centre funding contribution from the Blackmore Farm application.

**Resolved:** Agenda item 11a, if members wished to discuss, and agenda item 12 a)i) to be held in closed session.

**442/24 Public Participation (1):**

Councillor Wood explained the procedure for public participation and asked individuals to not repeat comments already made, but to come forward with different aspects and to try and keep to material planning considerations.

The Council suspended Standing Orders for a period of public participation.

Members of the public raised their concerns and objections to the planning application for Land to the north of Berryfield Lane PL/2025/00626. When members subsequently discussed the application, they agreed with all the points raised and these are captured in the comments to be submitted to the planning application.

The representative of Brian Mathew MP gave an update on the current situation with the Wilts & Berks Canal Link restoration project and planning application and his support of that project, in relationship to the Berryfield Lane application.

Members of the public were urged to send their photographic evidence of the field and roads covered in surface water to the planning officer.

The meeting reconvened.

**443/24 Planning Applications (1):** The Council considered the following applications and made the following comments:

- a) [PL/2025/00626](#): **Land North of Berryfield Lane, Melksham, SN12 6DT**: Outline planning application for up to 68 dwellings and formation of new access and associated works (All matters reserved other than access).

Melksham Without Parish Council **strongly objects** to the proposals for 68 dwellings north of Berryfield Lane, for the following reasons:

**Principle of development:**

- This site is piecemeal development and is not plan-led. The parish council are not against all development per se and has gone to a lot of effort to allocate sites for development in the Joint Melksham Neighbourhood Plan, particularly in the reviewed Plan (JMNP2) that is currently at Examination. They support plan-led development, in the right place, with input from the local community, of which this development is not.

Wiltshire Council's current Core Strategy, and its draft Local Plan do not include this site as a strategic allocation. There is no allocation for Melksham in the adopted Wiltshire Housing Site Allocations Plan (adopted February 2020) either.

Melksham's made Neighbourhood Plan (adopted July 2021) JMNP1, does not include this site as a housing allocation; nor does it include it in its reviewed Plan (JMNP2) that commenced Examination on 27<sup>th</sup> January 2025. This revised version of the Neighbourhood Plan (JMNP2) has housing allocations for at least 450 dwellings across 5 sites. Also relevant is NPPF paragraph 14 in relation to the Joint Melksham Neighbourhood Plan (JMNP1). An appeal decision in May 2022 (APP/Y3940/W/21/3285428 Land West of Semington Road PL/20/07334/OUT) details that the inspector concludes that 'all aspects of Paragraph 14 of the Framework have been satisfied' and that the 'JMNP1 complies with Paragraph 14b) of the Framework with respect to the Development Plan as a whole'.

Notwithstanding the fact that Wiltshire Council are currently only demonstrating a 2.03-year housing land supply, the emerging Local Plan has allocations for 845 dwellings across 3 sites in the Melksham area. This gives a total allocation of 1,295 set against a residual figure in the Melksham area of 1,120 and 68 for Shaw and Whitley (as of 31 May 2023) as set out in the draft Local Plan.

In addition, the current Core Strategy sets out policies until 2026, and the housing allocation for the Melksham area has been exceeded to date (refer to evidence documents for the draft Local Plan Reg 19: September 2023) and met its current allocations in the emerging Local Plan and emerging Neighbourhood Plan (JMNP2) review up to 2038.

There is currently a planning application for 500 dwellings set against Policy 18 in the draft Local Plan (land at Blackmore Farm) which has been given

approval at a Strategic Planning Committee and is close to a decision date pending the signing of the s106 agreement. There is also a live planning set against Policy 20 Land north of the A3102 for 295 dwellings. The plan process is working well in the Melksham area, and there is no need for speculative development so close to a decision date on JMNP2 within the next few weeks.

- As this site has not been allocated in the draft Local Plan it therefore does not form part of the strategic thinking regarding housing and infrastructure requirements in Melksham. The site is not part of a wider strategic site, bringing with it infrastructure, such as schools, medical facilities, community centre, highway improvements and a local centre etc.
- The site is outside the settlement boundary and is outside the village of Berryfield, which is classed as a “Small Village” in the Core Strategy. Please also refer to Policy 6: Housing in Defined Settlements of the made Melksham Neighbourhood Plan (JMNP1) regarding development in the small villages of Beanacre and Berryfield; and the submission version of the Melksham Neighbourhood Plan (JMNP2) that retains Policy 6. This application is for development in the open countryside.
- Berryfield is now overdeveloped with approved planning permissions in the last few years for 150 dwellings (Bowood View – built and occupied); 144 dwellings (Buckley Gardens – being built and occupied); 100% affordable housing on two sites totalling 103 dwellings behind Townsend Farm by Living Space for Sovereign Housing. Phase 1 with 50 dwellings currently being built, with Phase 2 for 53 dwellings currently with a live reserved matters application. The small village of Berryfield has already had its character changed unrecognizably by the recent speculative development of some 400 new dwellings.

#### **Independent Assessment:**

- Whilst not an exact fit, SHELAA (Strategic Housing and Employment Land Availability Assessment) site 3105b was independently assessed by AECOM as part of the evidence base for the Joint Melksham Neighbourhood Plan review in June 2023. An extract of the report on the site is attached, but the summary explains why the site is not suitable for housing development:

*“The site is unsuitable for allocation for residential development. The site is greenfield outside and not connected to the settlement boundary. Core Policy 2 of the adopted Wiltshire Core Strategy generally resists development outside of the defined settlement framework, including the small village of Berryfield.*”

*The site is not within walking distance of key services. Part of the site is subject to a live planning application for the creation of a new waterway and towpath for the Wilts and Berks Canal (W/12/01080/FUL).*

*The site plays a crucial role in retaining the separation of Berryfield and Melksham and allowing for some degree of transition between manmade and natural landscapes. Development of the site will lead to the coalescence of Berryfield and Melksham and significantly alter the size and settlement pattern of Berryfield inappropriate with its role.*

*Owing to its open character, development of the site would also adversely impact views of the Avon Clay River Floodplain which is a key landscape asset.*

*The site falls under the recommended Green Wedge between Melksham and Berryfield (Location 6) of the JMNP Green Gap and Green Wedge Assessment 2023.*

*Development of the site will lead to the loss of Grade 1 Excellent Quality Agricultural Land. Paragraph 171 of the National Planning Policy Framework states that plans should allocate land with the least environmental or amenity value. Footnote 53 suggests that where significant development of agricultural land is demonstrated to be necessary, areas of poorer quality land should be preferred to those of higher quality.*

*Development of the site would need to consider the Melksham Canal Link Route identified in the adopted Wiltshire Core Strategy. Core Policy 16 states that development should not prejudice the future use of the route as part of the Wilts and Berks Canal restoration project.*

*Other key constraints identified include the presence of semi-mature trees, potential impacts on the setting of designated heritage assets, Public Rights of Way and potential highway improvements required at Berryfield Lane.”*

**Education:**

- Lack of school places, the comments from the Education team state that there are no spaces available for early years, primary or secondary education at present. There are plans for these three provisions in the emerging Local Plan site allocations in Melksham, with one of the provisions on each of the sites allocated. It's premature for this application to come forward before the site allocations are approved as applications and there are some timescales as to when the education provision will be provided, otherwise the children will be living in this development, with no school places available. Where is it envisaged that the children from this development will go to school?

### **Safe and sustainable walking/cycling routes to schools and community facilities:**

- Lack of safe walking routes to schools. Whilst Aloeric School may be the nearest school, this requires residents to have to cross the busy A350. The parish council challenged the Education Officer's assertion that the route from Semington Road in Berryfield is a safe walking route to Aloeric on previous planning applications, especially as there are no pavements, or very narrow pavements, in places on Semington Road. Their reply at the time was that children at primary school are accompanied by an adult and so therefore a safe route. The parish council continues to refute this claim, as many children at the end of year 5, and especially in year 6 (as part of transition arrangements preparing for secondary school) begin to walk, scoot and cycle to school unaccompanied. The parish council contest that the primary schools listed in the Education comments are actually within a safe walking route (of 2 miles).
- The proposed primary school at Pathfinder Place, Bowerhill, is not yet built and there is no footpath proposed from Berryfield to Pathfinder Way for those wishing to access the school on foot. On the Wiltshire Council comments (ID 27) at Reg 16 (Jan 2025) to the JMNP2, there is the following comment:  
<https://consult.wiltshire.gov.uk/kse/event/38226/peoplesubmissions/>

#### **Figure 14c**

This plan shows a 'forthcoming new primary school'. This new school does have planning consent, but we are not intending to start building it at this stage. Officers are hoping to secure an alternative site through one of the larger local plan developments. Therefore, officers would prefer the wording to say, '*potential new primary school site*'.

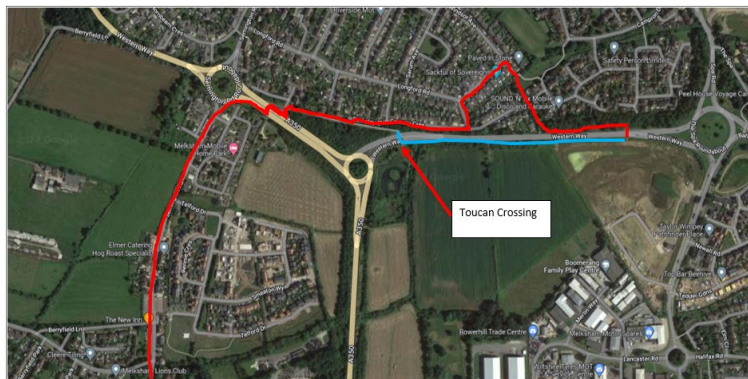
This comment is referencing the proposed primary school at Pathfinder Place and its clear from this comment, presumably from the Education team, that the school at Bowerhill is not to be built imminently with preference to the Local Plan allocation sites, with the primary school in the Local Plan Policy 18 for East Melksham which is the current live planning application for Blackmore Farm [PL/2023/11188](https://www.wiltshire.gov.uk/planning/2023/11/188). This would necessitate children from development at this application site in the south west of Melksham to travel to a new school site, which does not have planning permission yet, in the north east of Melksham, crossing the busy A350 and Eastern Way which is the Eastern Distributor road and the defacto A350 Melksham Bypass until any plans progress for the Bypass (currently awaiting news from the Dept of Transport on a preferred route for the Western Gateway).

- St George's Primary School in Semington is some distance away and to access by vehicle would require a circuitous route via the A350 due to the



Bus Gate (with ANPR camera in place) at the entrance to Semington Village from the Semington Road.

- It is noted that there is no pre-school provision at Aloeric school, and this needed to be borne in mind for any potential walking route being assessed for early years children.
- The parish council have been asking Wiltshire Council for some time to pool and use the s106 highway improvement funding received from the other developments on Semington Road to provide a safe walking route to Melksham Oak secondary school and the permissioned, but not built, proposed primary school at Pathfinder Way. To provide a footway to connect to the proposed footway in the Western Way Taylor Wimpey application, as there is a stretch of grass verge along the northern part of their development adjacent to the A365 which would need connectivity. And rather than the s106 condition in the Buckley Gardens development to “reduce the attractiveness” of the desire line on the arm of the roundabout on the A350, to use the funding to put in a pedestrian crossing. These are the two desire lines that residents in developments off Semington Road will use to access the town centre, and Melksham Oak school, that are currently considered unsafe by the parish council. The map below shows the route that residents will be expected to use, which the parish council do not believe is a direct route, and likely for pedestrians, especially unaccompanied secondary school students, to not use and try and attempt to use the southern route on the A365 with no pavement. (The map was produced for another application, but it’s the same route that they would take from the application site, and to both the proposed primary school at Pathfinder Way, but also onwards to Melksham Oak secondary school).



Walking route for those children coming from development (144 dwellings) East of Semington Road (PL/2022/02749) to access proposed new school at Pathfinder Place in **RED**.

Request for Section 106 Funding to be used to provide Toucan Crossing and create footpath along Western Way to proposed Pathfinder Place School in **BLUE**

**Coalescence:**

- The site is in a proposed Green Wedge, Policy 19 in the submission version of the emerging Joint Melksham Neighbourhood Plan 2 (JMNP2), to prevent the coalescence of Melksham with the small village of Berryfield.

**Green and Blue Infrastructure:**

- The application prejudices the future use of the route as part of the Wilts & Berks Canal restoration project. The site is subject to a live planning application (W/12/01080/FUL) for a new waterway and towpath for the Wilts and Berks Canal between the Kennet and Avon Canal and the River Avon, associated cycleway and 10x bridges along with new access roads.
- The restoration of the canal is also a protected route in the Core Strategy Policy 16 (Melksham Link project) and continues to be safeguarded through the emerging Local Plan policy 94.
- The made JMNP1 contains a Priority Statement 5: Wilts & Berks Canal Restoration which states that “The Town and Parish Council continue to support the safeguarding of the future route of the canal”. This support is still detailed in the emerging JMNP2 as Priority Statement 3, which is currently at Examination.

**Highways**

- Deterioration of the road surface, particularly in Berryfield Park and Berryfield Lane. This was built during the Second World War, on a concrete base, and therefore is an expensive scheme to resurface by Wiltshire Council. The potholes were so bad they had had some resurfacing work about a year ago, and all of this has already been undone by the constant construction traffic accessing the site of the development at land behind Townsend Farm. This was done in direct contravention of the CEMP (Construction and Environmental Management Plan) and caused a lot of road surface damage. This would be the route to the proposed development for both construction and access to site for residents living there.
- Concerns of highway access to the proposed site, particularly the single track Berryfield Lane, and the one-way section next to the New Inn pub. It is not clear how this junction of 3 roads is going to be dealt with, is this a new T junction next to the existing T junction? The parish council think this is particularly unsafe.
- In addition, the parish council do not understand the rationale for the site being divided into two sections, with no connection between them for vehicles.

- The road is subject to a lot of farm traffic, particularly at harvesting time, that would conflict with residential, and particularly construction, traffic on the surrounding roads. There have been real issues with the incorrect route for construction traffic using Berryfield Park and Berryfield Lane to access the construction of the site behind Townsend Farm 20/07334/OUT (refer to Cllr Nick Holder, Cabinet Member of Highways, and Ruaridh O'Donoghue, Planning Officer and Natalie Rivans in Planning Enforcement: Land West of Semington Road, Melksham - ENF/2024/00838) and this would send construction traffic in the exact same route, and then it would continue as the route for residents. There is no alternative route for the construction traffic, and this will cause a lot of disruption to the existing residents of Berryfield.
- The parish council asked at the end of 2024, through the LHF IG <https://www.wiltshire.gov.uk/article/6149/Local-Highway-and-Footway-Improvement-Groups> process for a holistic review of the traffic calming on Semington Road. This was originally put in place when the road was bypassed by the A350 and there is a lot of material change further to the housing developments already given permission and built out. To that end a Traffic Survey was undertaken in December 2024, which we attach as evidence of the traffic numbers using Semington Road. This is part of National Cycleway and the report details that there were 269 cyclists (report ref 036) and 289 cyclists (report ref 037) on Semington Road in one week. The additional traffic that this development puts onto Semington Road raises concern for pedestrians and cyclists' safety, particularly on stretches where there are no, or narrow, pavements. We can also supply the data from the Speed Indicator device that is regularly erected on Semington Road and note that Community Speed Watch also operates on this stretch, such are the concerns of residents that they run the volunteer scheme. The parish council feels that the statements that all sorts of community facilities and amenities are just a "20-minute walk" are not realistic and therefore residents will be likely to use their vehicles and not walk to facilities in town, and schools.

#### **Heritage:**

- The applicant acknowledges the significant heritage assets in the surrounding area. The parish council do not feel that a small stretch of meadow land at the west of the site mitigates the impact and degradation of the development on the setting of the heritage assets of the pair of cottages at 613 Berryfield Lane.

#### **Rights of Way:**

- The parish council supports all the Rights of Way comments by Paul Millard dated 17/2/25 and would like to be involved in any meetings with the developers and the officer.

## Flood Risk:

- Residents of neighbouring properties have raised concerns as to any increase in surface and ground water that already is routed to ditches in front of their properties, or to the rear and regularly flood their garden in heavy rain. Specific concerns have been raised by residents at 599 Berryfield Lane (who have supplied you photographs directly) and 52 Berryfield Park. There is also video evidence of the water in the recent archeology trenches, with digger buckets being used to empty the ditches, this has been sent directly to you by residents whose properties back on to the site from Semington Road. The evidence of residents puts into query the comments made in the Flood Risk Assessment & Drainage Strategy that there is no evidence of ground or surface water in the area. “2.3.6 Groundwater was not encountered whilst the borehole was drilled, however standing water to 2.40m was recorded the following day”. “5.2.2 The EA risk of flooding surface water indicates that the majority of the site is at “very low risk” of flooding from surface water.

The newly updated Surface Water mapping from the Environment Agency shows areas of a high chance of surface water flooding on the site.

<https://check-long-term-flood-risk.service.gov.uk/map?easting=389642&northing=162488&map=SurfaceWater#>



- The Drainage Strategy is for the water from the site to drain into Berryfield brook, which is a relative distance from the site, and will take it past the ditch at 599 Semington Road, which already has internal property flooding concerns.

## Mains drainage:

- Wessex Water replaced the sewage system in Berryfield a few years ago. It was to replace aging, deteriorated pipes that were originally installed when Berryfield Park housing was built to home the married quarters and female staff that were stationed at RAF Bowerhill. Rather than replace the pipes running through all the residential gardens, the pipe was run through the parish

council's Briansfield allotment site, and then along the southern hedgeline inside the application site its entire length from Berryfield Lane to Semington Road, it then crosses under the road. The parish council queries what effect there will be on this pipeline, which presumably must be kept available for future maintenance.

#### **Wildlife and biodiversity:**

- The effect on the local wildlife. This has already been displaced by the developments off Semington Road that are currently under construction, and foxes and deer have been seen recently at both the parish council's allotment sites at Berryfield Lane, this was never the case only a few years ago with no sightings, whereas there are now regular sightings at the allotments.

#### **Design:**

- Whilst this may be more for a Reserved Matters application the parish council wish to raise now that in the Illustrative Masterplan there are no paths around the proposed development, no circular routes which residents tend to prefer for dog walking etc. For example, to get to the play area from the eastern part of the development, there is no connection, residents would have to come back out onto the road and then enter the separate western arm of the development. The play area is also out on a limb, and not overlooked by the houses, this is a safeguarding concern.

#### **Supporting evidence documentation:**

- The parish council also comment that they feel that there is an unreliable set of documents, some 800+ pages in total, with many inconsistencies. It's recognised that the documents are going to emphasise the positive and downplay the negatives, but the documentation is often inconsistent. For example, it says that the character area relating to most of the site does have a strong influence on the concentration of the resident development and then later in the document it discounts that statement and concurs that it has a low impact on the development. They also talk to the significant heritage assets in the surrounding area and then don't seek to really mitigate its impact. Several figures are missing that they reference elsewhere in the document.

#### **Community engagement:**

- Regarding the Statement of Community Involvement, the following are the comments that the parish council submitted to the public consultation, which have not been addressed, and no response received to the concerns raised by both residents and the parish council at the time.

"Members welcomed that your public consultation had a drop-in session for residents to attend in person, and we understand some 150 residents attended. Concerns have been raised as to the nature of the questionnaire survey you provided, which did not give adequate scope for residents to put their comments as only asked specific questions relating to a few elements of design of the proposed development and only asked for

contact details of those supporting the proposal.

### **Call In to Committee:**

The parish council have asked Wiltshire Councillor Jonathon Seed to “call in” this application.

### **S106 & Condition requests:**

Whilst maintaining their strong objection to this application, the parish council requests the following if Wiltshire Council are minded to approve the application:

- Adherence to Melksham Neighbourhood Plan policies and emerging Neighbourhood Plan and evidence documents.
- Circular pedestrian routes around the site.
- The Parish Council seek the provision of play equipment above that required by the West Wiltshire District Council saved Policy in the Core Strategy and wish to enter into discussions being the nominated party for any proposed LEAPs (Local Equipped Area of Play)/Play area and seek the following:
  - 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.
- Equipment installed for teenagers such as a teen shelter/MUGA and somewhere to kick a ball around – informal play that is not all a “wildflower” cut.
- Contribution towards playing pitches.
- 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 should include seats rather than perches, as well as sides and are suitable in providing Real Time Information (RTI) ie access to an electricity supply, WiFi connectivity and are an appropriate height.
- 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, bat and bee bricks, reptile refugia and hibernacula within the development, in order to increase biodiversity.
- Improvements to Rights of Way.
  - Provision of allotments with access to parking and water supply.
  - Provision of convenience store with free access cash point.
  - Ground source heat pumps to be included in proposals.
  - To include capacity for hydrogen heating in the future within proposals.
  - Provision of solar panels and storage batteries for every house or group of houses/block of flats.
  - Inclusion of lifebuoys, noticeboards, and defibrillators. The maintenance of these items to be undertaken by the management company, unless the council decides that they would like to take on the asset.

The majority of members of the public left the meeting at 8.22pm.

#### 444/24 Public Participation (2):

The Council suspended Standing Orders for a period of public participation.

Wiltshire Councillor Phil Alford had just joined the meeting and commented on planning applications in his Ward (Melksham Without North and Shurnhold). The hedgerow removal at Westlands Lane had been discussed with the Planning Officer and a planned reinstatement was in place. With regards to the application for Whitley House, for a new agricultural vehicular access or Corsham Road near the junction to Westlands Lane, he wished to listen to the discussion as there was a concern about this proposal being on a fast stretch of road.

The meeting reconvened.

#### 445/24 Planning Applications (2): The Council considered the following applications and made the following comments:

a) [PL/2025/00963](#): **48 Barnes Wallis Close, Bowerhill, Melksham, SN12 6UJ:**

Demolish existing conservatory and replace with new conservatory with a Guardian warm roof system.

**Comments:** No objection

b) [PL/2025/00865](#): **Melksham East Storage Limited, Westlands Lane, Beanacre, Melksham, SN12 7QF:** Removal of 40m of hedgerow.

**Comments:** No objections. The parish council wish to draw to Wiltshire Council's attention that they do not believe that this application is related to the Melksham East Storage Limited battery storage site and therefore the publicity regarding this application is misleading to residents.

c) [PL/2024/11639](#): **Annexe, Kays Cottage, 489 Semington Road, Melksham, Wilts, SN12 6DR:** Certificate of Lawfulness for use of existing annexe as separate dwellinghouse (Revised Application).

**Comments:** The parish council maintain their objection to the application on the grounds that they cannot identify any change and recommend that Wiltshire Council's legal team review the legal case carefully.

d) [PL/2024/09556](#): **Land at Whitley House, Corsham Road, Whitley, Melksham, SN12 8QG:** Construction of a new agricultural vehicular access.

**Comments:** No objection subject to Highways approval.

e) [PL/2025/00965](#): **Home Farm, Shaw Hill, Shaw, Melksham, SN12 8EW:** Outline planning application for the erection of 2No. dwellings with all matters reserved apart from access and layout.

Members discussed that this application was technically outside the Shaw & Whitley Settlement Boundary but in the setting of an old farmyard. Whilst there



was still some farm activity on the site, there had also been more recent uses as a builder's yard and for caravan storage, and therefore, it was a brownfield site.

**Comments:** No objections.

- f) [PL/2025/01125](#): **Melksham Oak Community School, Bowerhill, Melksham, SN12 6QZ**: Installation of a 12m x 17.3m galvanised steel canopy to provide the school with an outdoor dining and learning space.

**Comments:** No objections.

**446/24 Amended Plans/Additional Information:** The Council considered the following revised/amended plans/additional information and made the following comments:

The only application with revised plans/additional information was [PL/2024/11639](#): Annexe, Kays Cottage, 489 Semington Road, Melksham, Wilts, SN12 6DR which had already been considered in the agenda item above.

**447/24 Current planning applications:** Standing item for issues/queries arising during period of applications awaiting decision.

- a) **Land south of Snarlton Farm, Snarlton Lane, Melksham, SN12 7QP** (Planning Application [PL/2024/07097](#)) Erection of up to 300 dwellings; land for community use or building, open space and dedicated play space and service infrastructure and associate works.

The Clerk reported that there were new Active Travel and Highway documents and correspondence on the online portal, with the applicant refuting the comments of the Highway officers.

Correspondence had been received from the Planning Officer to confirm that they were in receipt of the parish council's request for just a s106 financial contribution to a community centre, and not land, as that had been secured for the wider area on the Blackmore Farm application to the north; the officer was also happy to engage with the parish council on s106 drafting and requirements following the request made, before the Committee meeting was held.

The Clerk had also contacted the developer Catesby on this matter but was yet to hear back but had only been done in the last few days.

- b) [PL/2024/10674](#): **Land off Woodrow Road, Woodrow Road, Melksham, SN12 7AY** Outline application with all matters reserved except for access for the development of up to 70 dwellings, open space, ecological enhancements, play space, associated infrastructure (including drainage structures and works to the public highway), access, parking, servicing and landscaping. Applicant: Waddeton Park Ltd

The Clerk reported that Highways had submitted a strong, comprehensive objection to the application, but did indicate that solutions could be found.

- c) **PL/2024/10345: Land north of the A3102, Melksham (New Road Farm)** The construction of 295 homes; public open space, including formal play space and allotments; sustainable drainage systems; and associated infrastructure; with 0.4ha of land safeguarded for a nursery. The principal point of access is to be provided from a new northern arm on the existing Eastern Way/A3102 roundabout junction, with a secondary access onto the A3102. Additional access points are proposed for pedestrians and cyclists. Applicant: Bloor Homes South West

The Clerk reported that she had sent the parish council's highway concerns on this application directly to the relevant highways officer, as requested, and the response was included in the agenda pack. Including in the comments was a holistic appraisal of the whole stretch of road which encompassed comments on the other current planning application in the pipeline. This was an approach that the parish council had just asked for on the recent application for the Gompels warehouse off the A365 and therefore had forwarded those comments directly to the Highway officer too, following discussion with the Chair of the Planning Committee earlier in the day.

Bloor are currently revising their plans following comments received and are going to send through some dates to arrange to meet with the parish council to explain the new revised plans.

- d) **Land off Corsham Road, Whitley, Melksham (Planning application PL/2024/09725)** Outline planning application (with access, layout and landscaping to be approved) for up to 22 dwellings, new access off Corsham Road, public open space, drainage and associated works. **To note update on request for conditions by parish council.**

The Clerk reported that there was still no correspondence from the applicants following the request for conditions and that the "call in" request would be withdrawn if the conditions were met. There had been no contact with the parish council or via the Neighbourhood Plan Steering Group, as this was a site allocation in the made and subsequent emerging Plan.

**448/24**

To note update **from Lime Down Solar** project and its connection to the national grid at Melksham (Beanacre) substation and the commencement of the latest round of public consultation commencing Weds 29<sup>th</sup> January  
<https://www.limedownsolar.co.uk/>

Standing Orders were suspended to allow Wiltshire Councillor Phil Alford to speak to this item.

He advised that on 4<sup>th</sup> March, the Wiltshire Council Cabinet would be considering their response as a consultee to the Lime Down Solar project. The agenda papers for that meeting, with a report on the Lime Down proposal, would be published in the next day or so. Members of the public were able to attend the meeting in person and to listen online.

The meeting reconvened.

Members noted that the parish council had a meeting arranged on Wednesday 26<sup>th</sup> February with the Lime Down team at 11am at the parish council offices, and then a public consultation drop in event was at Shaw School later that day from 5.30pm to 8.30pm. There is another online webinar on Thursday 27<sup>th</sup> February. CAWS (Community Action: Whitley & Shaw) had made a long list of questions, which had been shared with the parish council as well as with the Lime Down team. The questions were to ensure that an informed response to the public consultation was undertaken.

The Clerk had been contacted by the Melksham Energy Group representative on the Melksham Neighbourhood Plan to explain that she was talking to colleagues across the country to seek information on potential community benefits to ensure that any offered by Lime Down were in an equitable fashion. Councillor Peter Richardson explained that there were metrics for community benefit regarding solar farms and BESS (Battery Energy Storage Systems) but not for disruption due to cable routing.

The deadline for the public consultation is Weds 19<sup>th</sup> March, with the parish council considering their response at the next Planning Committee meeting on Monday 17<sup>th</sup> March.

**449/24 Planning Enforcement:** To note any new planning enforcement queries raised and updates on previous enforcement queries.

The Clerk reported that there were no new queries raised, but ongoing action taking place on others.

**450/24 Planning Policy:**

- a) **Joint Melksham Neighbourhood Plan:** The Clerk reported that the Examiner had provided a Clarification Note with a list of queries with a meeting arranged to review on Wednesday 26<sup>th</sup> February with Place Studio. It was noted that there had still not been any confirmation from the Town Council that any officer or councillor was attending. It was noted that this response to the Examiner was additional work for Place Studio and will require paying for. The parish council were seeking confirmation from the Town Council on this, as they had not paid the initial invoice from Place in early February for the initial comments to the Examiner following the Regulation 16 consultation.
- b) **Wiltshire Council Local Plan:** The Clerk was still to raise some examples with Wiltshire Council to ask how they were specifically addressed, and it was agreed that she would work on this with Councillor Peter Richardson. An initial thought was the parish council's response on the lack of school places for the housing allocation number for Shaw and Whitley, as Melksham Neighbourhood Plan 2 had gone on and allocated sites against this housing number, with comments at Regulation 16 from Wiltshire Council's education department that there was no capacity at Shaw School and no ability to expand the facilities.

**451/24 S106 Agreements and Developer meetings: (Standing Item)**

**a) Updates on ongoing and new S106 Agreements**

**i) Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS**

[PL/2023/11188](#): Demolition of agricultural buildings and development of up to 500 dwellings, up to 5,000 square metres of employment, land for a primary school, land for mixed use hub, open space. Applicant: Tor & Co for Gleesons  
The Clerk reported that there was no update on this application.

**ii) Pathfinder Place:** The Clerk reported that the play area is still to be inspected before the legal transfer, but last week had been avoided due to it being the half term holiday. The point reported earlier that threw doubt on the proposed primary school was to be an agenda item for the next Full Council meeting. It was noted that the fence was currently being erected around the school and to separate it from the Public Open Space.

**iii) Buckley Gardens, Semington Road (PL/2022/02749: 144 dwellings)**

The Clerk reported that a recent Highways report included a bridge project and so had followed up with the Right of Ways team to find out more and ask for assistance with the parish council's bridge project on this development. Councillor Richard Wood explained that 20 dwellings were now occupied, with another 5 due shortly.

**iv) Land South of Western Way for 210 dwellings and 70 bed care home (PL/2022/08504)** To note any updates and consider a way forward.

No update.

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

None to report

**b) Contact with developers:**

None to report.

Meeting closed at 8.44 pm

Chairman, 17<sup>th</sup> February 2025

**MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 17<sup>th</sup> March 2025 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 7:00pm**

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

**Officers:** Teresa Strange (Clerk)

Wiltshire Councillor Nick Holder (Bowerhill) attended the first part of the meeting.

There were 2 members of the public at the meeting who were observing, and none attending remotely via Zoom.

**463/24 Welcome, Housekeeping and Announcements:**

Councillor Wood welcomed everyone to the meeting. As a new member of the public was present at the meeting, the housekeeping message was read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

The Clerk reminded those present that they were now in the “Pre-election period of heightened sensitivity” in the run up to the Elections on Thursday 1<sup>st</sup> May.

There had been new information added to the application for Gompels warehouse [PL/2024/11426: Land to the South of A365 Bath Road and West of Turnpike Garage](#) earlier in the day that Wiltshire Council was now consulting on. This was covered by the standing agenda item relating to that application, but as the notification had only gone out today, the parish council would be considering a response at the next Planning Committee meeting on Monday 7<sup>th</sup> April, before the deadline on Monday 14<sup>th</sup> April.

**464/24 Apologies:**

Councillor Martin Franks had an urgent family matter to attend and had tendered his apologies, these were accepted.

**465/24 Declarations of Interest:** None declared.

**466/24 Dispensation Requests for this Meeting:** None requested.

**467/24 Parish Council standing dispensations relating to planning applications:**

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

**468/24 To consider holding items in Closed Session due to confidential nature:**

The Clerk suggested that agenda item 8c be in a closed session as related to advice from the Neighbourhood Plan consultants as developers would be able to hear any deliberations. Agenda item 8f as commercially sensitive information to be discussed. Agenda item 10b as the enforcement could be the start of legal action. Agenda item 11a)iii) as the Confidential notes to accompany the Minutes of the last Neighbourhood Plan steering group, and 12a)i) to be held in closed session as to discuss the ongoing financial negotiations with Gleasons for a potential community centre funding contribution from the Blackmore Farm application.

**Resolved:** Agenda items 8c, 8f, 10bm 11a)iii) and 12 a)i) to be held in closed session.

**469/24 Public Participation:**

The Council suspended Standing Orders for a period of public participation.

Wiltshire Councillor Nick Holder was attending the meeting to listen to the discussions regarding applications in the Bowerhill Ward.

In his role as cabinet member for Highways he was aware of the ongoing enforcement issues on Westlands Lane (agenda item 10a). He had also been assured that a roundabout was replacing the proposed T junction on the A3102 for planning application PL/2024/10345 Land north of the A3102 (New Road Farm) but was yet to see any new drawings. This was due to the inconsistency of pre-application advice given.

Wiltshire Council were not aware of any movement in the site being taken to market for the Land south of Western Way (PL/2022/08504).

An update was given on the Public Open Space land at Pathfinder Place, which was weather dependent. The remedial works; gravel path and remaining landscaping, is due to be completed by the end of March, with sign off required by Wiltshire Council to confirm that the Public Open Space has been completed as required, this will be end of March, early April. Taylor Wimpey will then conduct a site inspection with the management company Remus, before handover to them, expected mid April, followed by the land transfer. There are still some issues with the adoption of assets by Wessex Water, with no timeframe in place yet. There are three offsite highways works to be finished, before completion sign off, expected in March/April. On site highways works are more complicated with a conflict of drawings of highway land vs front gardens with a recent site meeting and a way forward agreed, this relates to Wiltshire Council's ability to inspect underground services in the future.

The meeting reconvened.

**470/24 Planning Applications:** The Council considered the following applications and made the following comments:

- a) [PL/2025/01259](#): **Land at Norrington Lane, Shaw, Melksham, Wiltshire:** The Erection of an Equestrian Stabling Barn, the Erection of an Outdoor Riding Arena (Manège), the Siting of a Muck Heap Trailer, the Installation of an Access Track, and the Change of Use of the Land to Equestrian for Private Use. Applicant: J Bollen **Comments by: 18<sup>th</sup> March 2025.**

**Comments:** No objection

- b) [PL/2025/01290](#): **71B School Lane, Shaw, Melksham, SN12 8EJ:** Single storey side extension to provide a double garage, wc and office with room in loft. Applicant: Mr P Bennett. **Comments by: 18<sup>th</sup> March 2025.**

**Comments:** No objection but request a condition that the extension cannot be converted to a separate dwelling at a later date. The parish council note that there are comments from the neighbours with concerns of overlooking at the rear from the dormer window and therefore suggest the inclusion of obscured glass to the window, or a change to a roof Velux window to overcome that concern. It is noted that there has been internal property flooding in School Lane in the past, and the volunteer flood wardens have been asked to look at the application and comment if appropriate, due to the increase of hard surface.

- c) [PL/2025/01653](#): **40 Locking Close, Bowerhill, Melksham, SN12 6XR:** Proposed Single Storey Side Extension. Applicant: Mr Runnacles. **Comments by: 19<sup>th</sup> March 2025.**

**Comments:** No objection

- d) [PL/2025/01044](#): **1 Wellesley Close, Bowerhill, Melksham, Wilts, SN12 6XT:** Two storey side extension. Applicant: Mr & Mrs Joseph & Emily Guest. **Comments by 27<sup>th</sup> March 2025.**

**Comments:** No objection

- e) [PL/2025/02015](#): **THE WILLOWS, LOWER WOODROW, FOREST, MELKSHAM, SN12 7RB:** Construction of a new garage and home office and associated change of use of paddock land to residential curtilage. Applicant: Mr & Mrs Fletcher. **Comments by: 3<sup>rd</sup> April 2025.**

**Comments:** No objection but request a condition that the garage building/office cannot be converted to a separate dwelling at a later date.

**471/24 Amended Plans/Additional Information:** The Council considered the following revised/amended plans/additional information and made the following comments:

a) [PL/2024/07097](#): **Land south of Snarlton Farm, Snarlton Lane, Melksham, SN12 7QP:** Erection of up to 300 dwellings (Class C3); land for local community use or building (incorporating Classes E(b), E(g) and F2(b) and (c)); open space and dedicated play space and service infrastructure and associated works on and South of Snarlton Farm (Outline planning application with all matters reserved except for two pedestrian and vehicle accesses (excluding internal estates roads) from Eastern Way) - Resubmission of PL/2023/07107). Applicant: Catesby Estates Promotions Limited.

**ADDITIONAL INFORMATION** – new Design & Access Statement Addendum – A Guide for Placemaking **Comments by: 21<sup>st</sup> March 2025.**

The Clerk reported that this new document provides details of a proposed community centre of which the parish council have consistently been stating that they do not wish to see three community centres in the live applications to the east of Melksham, and confirmed at the end of January that land had been secured for a large centre for the wider community on the Blackmore Farm site to the north. This included writing to the Planning Officer and Catesby to ask for a financial contribution to this community centre in the north if Wiltshire Council were minded to approve the application, notwithstanding the strong objection to the speculative application as it was not plan led.

She had spoken to the developer from Catesby and they offered to meet and discuss the placemaking document with the parish council, and were happy to just provide a financial contribution to a community centre. A meeting would also give the opportunity for discussion of alternative uses for the community land in this application. Wiltshire Council did have a deadline of Friday 21<sup>st</sup> March for comments on this revised information, and so it would be useful to still send in some comments as part of that formal process at this stage.

The Clerk had mentioned, as a “wild card” possibility with Catesby, but stressed it was not with the agreement of the parish council at this stage, that there was currently an identified need for two 3G pitches in the new Wiltshire Council Playing Pitch Strategy and this had been offered originally by the site owner, and might be a good site as Oakfields football and rugby club bordered the site to the south. There were complications due to the requirement for changing rooms, and perhaps floodlights and this would need further investigation.

**Comments:**

The parish council were surprised to see this new Design Access Statement addendum featuring a community building, at the request of officers in a Design Review Panel held on 18<sup>th</sup> February 2025. The parish council’s comments in September 2024 explained that there were other opportunities for a community centre in adjacent sites with live planning applications, and on 31<sup>st</sup> January 2025 confirmed that land had been secured for one large community centre to serve the



wider community, at the Strategic Committee meeting the week before, on the neighbouring Blackmore Farm site. Therefore, the parish council were only requesting a financial contribution to that community centre, rather than land and a contribution/building on this Snarltan Farm application – notwithstanding the parish council’s objection to this speculative application.

To that end, the parish council reiterate that should Wiltshire Council be minded to approve this application that they would like to be involved in discussions with Wiltshire Council and Catesby regarding a proportionate financial contribution for a community centre in the site to the north provided by Gleasons. They also would like to enter into discussions for an alternative use on the community land on this planning application. The parish council have engaged with Catesby and are accepting their invitation to meet with them and discuss the place making elements of this application in the new addendum, and to investigate alternative community uses of the land indicated.

The parish council are also taking the opportunity to reiterate their request to be considered for first refusal on the allotments and equipped play areas, but not the wider public open space; if Wiltshire Council are minded to approve the application.

The newly produced document, the Design & Access Statement Addendum, still talks to 30% affordable housing and not 40% as per the draft Local Plan currently at Examination and as per the precedent of the sites to the north for Blackmore Farm (500 dwellings) and New Road Farm (295 dwellings).

**472/24 Current planning applications:** Standing item for issues/queries arising during period of applications awaiting decision.

**a) PL/2024/10674: Land off Woodrow Road, Woodrow Road, Melksham, SN12 7AY** Outline application with all matters reserved except for access for the development of up to 70 dwellings, open space, ecological enhancements, play space, associated infrastructure (including drainage structures and works to the public highway), access, parking, servicing and landscaping. Applicant: Waddeton Park Ltd

The members discussed the new comments from the Waste Officer regarding the swept path analysis which had been raised as a concern. The Wilts & Berks Canal Trust had objected to the application as it was on the route of the historic canal line. Both the Trust and the Rights of Way Officer had pointed out that the historic route had been drawn incorrectly on the plans and therefore would compromise the Wessex Water assets required for the development. The Rights of Way Officer had also raised some concerns about the impact to the newly created RoW to the south. The applicant had not yet responded to the Highways objections.

**b) PL/2024/10345: Land north of the A3102, Melksham (New Road Farm)** The construction of 295 homes; public open space, including formal play space and

allotments; sustainable drainage systems; and associated infrastructure; with 0.4ha of land safeguarded for a nursery. The principal point of access is to be provided from a new northern arm on the existing Eastern Way/A3102 roundabout junction, with a secondary access onto the A3102. Additional access points are proposed for pedestrians and cyclists. Applicant: Bloor Homes South West

The members noted that there were new Ecology comments, and extensive detailed comments from the Urban Design Officer who had objected; it was noted that this is a Full planning permission application, and not just Outline. Members noted that the new Wiltshire Design Guide was being rigorously applied and that mention was made of the Melksham Design Guide.

- c)C PL/2024/09725: Land off Corsham Road, Whitley, Melksham (Planning application** Outline planning application (with access, layout and landscaping to be approved) for up to 22 dwellings, new access off Corsham Road, public open space, drainage and associated works. **To note update on request for conditions by parish council.**

This was held in closed session at the end of the meeting.

- c) [PL/2025/00626](#): Land North of Berryfield Lane, Melksham, SN12 6DT:** Outline planning application for up to 68 dwellings and formation of new access and associated works (All matters reserved other than access).

Members noted the new comments from Public Protection, the Wilts & Berks Canal Trust, Landscape officer, Drainage team and Highways Officer. It was noted that the application has been called in by Councillor Jonathon Seed as requested.

The developers, Tor & Co, had approached the parish council to meet with them, as encouraged at the January Strategic Committee meeting as it's the same developer agent as Blackmore Farm.

**Recommendation:** To arrange to meet with Tor & Co to discuss the planning application further.

Wiltshire Councillor Nick Holder left the meeting.

- d) [PL/2024/11426](#): Land to the South of A365 Bath Road and West of Turnpike Garage, Melksham, Wilts:** Construction of warehouse with office space, parking and associated landscaping including site access.

There were no new comments on the application from statutory consultees, but there were new documents uploaded, and this is the additional information that Wiltshire Council are reconsulting on, this will be considered at the next Planning Committee meeting on Monday 7<sup>th</sup> April.

The site plan had been updated at the request of the Planning Officer, to remove the indicative roundabout associated with a potential Eastern Bypass; and a slight widening of the pedestrian access, also requested. There is a flood risk

assessment and SUDS (sustainable urban drainage scheme) , heritage assessment, landscape and visual impact assessment, validation of employment numbers and response to highways comments. The landscape assessment had a 3D visual of what the warehouse would look like with the proposed tree planting and landscaping.

Members of the public who had left their contact details at the meeting on 4<sup>th</sup> February at Bowerhill Village Hall had been contacted to let them know about the additional information. It was stressed that the parish council would only be considering the new additional information at the meeting on 7<sup>th</sup> April.

e) **PL/2024/11665**: **Land at Semington Road, Melksham, SN12 6DP**: (Rear of Townsend Farm Phase 2) Application for reserved matters pursuant to application ref: PL/2022/08155 for appearance, scale, layout and landscaping. Applicant: Living Space Housing.

This was held in closed session at the end of the meeting.

**473/24**

To note CAWS (Community Action: Whitley & Shaw) response to stage 2 of the Statutory Consultation and to consider the parish council's response. Deadline for comments is Wednesday 19<sup>th</sup> March. <https://www.limedownsolar.co.uk/>

Councillor Peter Richardson gave an update on the work undertaken recently by CAWS since the deselection of the BESS (Battery Energy Storage System) at Whitley, which is to concentrate on mitigating the impact to residents north of the parish from the cable run connecting to the National Grid substation at Beanacre. The local community focus has not been related to the solar farms north of the M4 as not potentially impacting the parish and local residents. CAWS had written a comprehensive 50-page response to the public consultation concentrating on three main areas to ensure its properly engineered, safe and doesn't disturb residents.

One of the main constraints of the consultation is that at this stage, it's still unknown as to what route the cables will take, just the main areas of investigation are mapped, with the community's preference to the east, so a lot less disruption to residents of Shaw, Whitley and Beanacre. CAWS are suggesting that they consider laying the cables along the A350 when the dualling takes place along the A350.

Feedback on the way the consultation was undertaken was undertaken was also in the CAWS response; with some 14,000 pages in the documentation which was 8 boxes of A4 binders stored in the library's back room as too big to display in a public space.

It was noted that Wiltshire Council's Cabinet objected to the whole scheme when they met last week and considered their consultation response.

**Resolved:** The parish council submit the following comments.

Melksham Without Parish Council resolved to fully and wholeheartedly support the submission by CAWS to your second stage of statutory consultation regarding the Lime Down Solar Park project.

CAWS (Community Action: Whitley and Shaw) have outlined their role representing residents and businesses and have kept the parish council fully informed and updated of the engagement work they have undertaken and the concerns that have been raised.

The parish council agree and support the request for further public consultation once the cable routes have been established.

They also support the concerns about the potential impact on the local communities in the parish – Beanacre, Whitley and Shaw particularly during the construction and eventual operation. There is already a lot of construction work being undertaken to upgrade the substation on Westlands Lane, the BESS sites adjacent to the substation and the commencement on site of Wick solar farm, and it making a severe impact to residents of Westlands Lane and Whitley from noise vibration, displaced wildlife (deer running across the road), mud and gravel on the road, rubbish accumulating, degradation of the road surface and lorries continuously ignoring the construction management plans and using the route to sites via the busy A350 and weight limit bridge; this has involved Planning Enforcement, Public Protection, Environmental Health and Highway Officer interventions by Wiltshire Council staff.

There is a current planning application for a new shunt reactor at the substation by National Grid and works planned to refurbish the overhead pylons by Balfour Beatty. In addition, a planning application for land at Middle Farm for some 22 dwellings, on the corner of Corsham Road and Westlands Lane.

To this end, the requests for continued engagement with the local community who have a good understanding of the local picture and projects ongoing and in the pipeline is essential to lessen the impact of these developments on the people who live close by; this to be done through CAWS and the parish council please.

The impact of this proposed scheme on the local community, as well as the hydrology, ecology and heritage aspects, is reflected in the requests for community benefits too; and the parish council support the issues raised under these topic headings, and the community benefit requests.

We welcome the opportunity to discuss this further with CAWS and your project team, and in due course with the Planning Inspectorate.

The CAWS submission is attached to the parish council response, so it's together for completeness, but note that they will be making their own separate submission.

**474/24 Planning Enforcement:** To note any new planning enforcement queries raised and updates on previous enforcement queries.

- a) **Westlands Lane, Beanare:** To note action taken on the following issues raised by residents, including noise vibration, displaced wildlife, mud and gravel on the road, rubbish accumulating, degradation of road surface and lorries ignoring construction management plans and using the route to sites via the A350 and weight limit bridge.

The Clerk reported that there were still ongoing deliveries to the two BESS (Battery Energy Storage System) schemes adjacent to the substation, the start on site of Wick Solar Farm in adjacent fields and the start of the works to upgrade the substation by Morrisons Energy for National Grid. This had been raised by the Clerk and Wiltshire Councillor Phil Alford with both Public Protection for noise and vibration, and Highways officers for the disruption on the roads. This had been escalated quickly to senior offices and cabinet members at Wiltshire Council and on Thursday afternoon Highways officers were assuring that all was in place. On Friday morning at 8.20am there were a series of lorries accessing Westlands Lane from the A350 resulting in cars turning round on the lane as the road was blocked, and cement mixers reversing out on the busy A350 and causing delays to the A350 traffic. Instructions to the sites to put up signage for "No access to construction traffic" have been forcibly requested. The solar farm are insisting that it's not their site traffic, there is believed to be one rogue lorry accessing Westlands Farm which will be taken up separately by the Clerk with the farmer and most construction traffic ignoring the agreed route seems to be going directly to the substation; although National Grid are saying its for a different project at the substation.

Some Westlands Lane residents have started asking for permanent residents only access to the Lane from the A350, some asking for a pinch point at the bridge that would physically prevent lorries going that way, but allow for emergency vehicles. Some would like it raised at the next parish council's Highways meeting, with another resident feeling it should wait until a community group is organised, to make the request.

The Clerk has made Network Rail aware regarding the weight limit bridge, which is their asset over the railway line, as per the request of a previous Planning Committee meeting. It was noted that locally a vehicle had hit the bridge at Dunch Lane which lead to fallen masonry on the track that was hit by a train. There were concerns of a similar nature at Westlands Lane with vehicles meeting large HGVs at the bridge and having to manoeuvre around them.

**Resolved:** The parish council raise with Wiltshire Council that if the issues continue, they wish to understand what extra measures they will take and be aware that the parish council will escalate with the police if it continues.

b) **Berryfield Lane, Berryfield:**

This was held in closed session at the end of the meeting.

**475/24 Planning Policy:**

a) **Joint Melksham Neighbourhood Plan:**

i) **To approve the response as a Qualifying Body following queries raised by the Examiner.**

It was noted that the proposed response had been approved by the Town Council as one of the two Qualifying Bodies on Tuesday 4<sup>th</sup> March

**Resolved:** To approve the response as one of the Qualifying Bodies and send to the Examiner in response to his Clarification Note via Wiltshire Council's Neighbourhood Planning team.

ii) **To note cessation of funding by Melksham Town Council for this joint project and consider way forward for outstanding payments and commissioned work.**

This was held in closed session at the end of the meeting as related to contractual arrangements.

The Chair of Council reported that he was attending a meeting on Monday 31<sup>st</sup> March with the Clerk and Chair of NHP Steering Group to explain the current situation. All the expenditure had been approved by the Steering Group and advised to the town council months in advance. The Clerk to produce a timeline of previous decision making to present to the town council, to explain the situation as it's believed there is a misunderstanding. The town council still owe the parish council for their share of work undertaken during 2024/25, an invoice for c£10k.

In the meantime, the Clerk sought agreement that the outstanding invoices from Place are paid by the parish council, and the reimbursement sought from the town council for their 70% share.

**Resolved:** The parish council pay the outstanding Place invoice 029 for £570 plus VAT for the response to the Regulation 16 comments, and the subsequent invoice for the work undertaken in the last weeks for responding to the Examiner's Clarification Note and any subsequent changes to the Plan as a result of the Examiner's conclusion; this is expected to be another day's work at £570, plus VAT. This is on behalf of the Neighbourhood Plan Steering Group, and the town council's 70% share to be sought moving forward.

iii) **To note draft Minutes of last Steering Group meeting on Wednesday 29<sup>th</sup> January 2025.**

**Resolved:** The draft Minutes, and confidential notes to accompany, of the Steering Group meeting on 29<sup>th</sup> January 2025 were noted.

**b) Neighbouring Neighbourhood Plans:**

Members noted that following the positive Referendum result on 27<sup>th</sup> February that Wiltshire Council have decided to formally “make” the Semington Parish Neighbourhood Plan. Members were encouraged as Semington had the same plan consultants and examiner as the Melksham plan currently under review. The Semington Plan included a similar “green wedge” type policy to mirror the one in the emerging Melksham Plan to prevent coalescence between Berryfield/Bowerhill and Semington.

**c) Wiltshire Council’s Draft Local Plan Examination:**

The members noted the Inspectors’ initial questions and concerns raised with the Local Plan. It was noted that there is a dedicated website page for further updates <https://www.localplanservices.co.uk/wiltshirelpexamination>

**d) To consider submitting comments to Wiltshire Council’s survey on what should be included in their Local Validation Checklist (Comments by 21<sup>st</sup> April).**

<https://www.wiltshire.gov.uk/planning-validation-checklist-consultation>

**Recommendation:** The parish council submit the following comments to the survey.

- Design and Access statements to be included for developments less than 100 dwellings, to be proportionate to the size of the development
- Transport Assessments to be included for developments over 20 dwellings and for infrastructure projects (quoting example of Westlands Lane issues discussed earlier)
- Noise Assessments should be included for a wider distance than 10 metres (quoting example of Corsham Road residents over 100 metres from the BESS installation at substation being disturbed by both construction and eventual installation necessitating in location change of equipment).
- With the coming changes in the NPPF and new Planning and Infrastructure Bill that would give more decision making to Officers, and less to Committee meetings of elected members where members of the public and parish councils could raise issues, its even more important that the documentation accompanying applications is as thorough as possible

**e) Members noted the update from the Clerk who attended the Wiltshire Council Planning Forum for town and parish councils on Weds 5<sup>th</sup> March, and raised questions on engagement with parish councils on s106 agreements and decisions to defend appeals.**

**f) To note launch of Government’s new Planning & Infrastructure Bill and consider implications at parish level.**

<https://www.gov.uk/government/publications/the-planning-and-infrastructure-bill/guide-to-the-planning-and-infrastructure-bill#what-does-the-bill-do>

Concerns were raised at the plans to streamline decision making and have less Local Authority committee decisions.

**476/24 S106 Agreements and Developer meetings: (Standing Item)**

**a) Updates on ongoing and new S106 Agreements**

**i) Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS**

[PL/2023/11188](#): Demolition of agricultural buildings and development of up to 500 dwellings, up to 5,000 square metres of employment, land for a primary school, land for mixed use hub, open space. Applicant: Tor & Co for Gleesons

This was held in closed session at the end of the meeting.

**Recommendation:** The parish council continue the ongoing negotiations in the ways outlined and do not request a toilet for the allotment site.

**ii) Pathfinder Place:** It was raised that there were still a lot of dead trees on the development that were not mentioned earlier in the update on the outstanding works by Taylor Wimpey; or an update on the flood prevention work previously mentioned. The Clerk agreed to follow up with Councillor Holder and Taylor Wimpey.

**iii) Buckley Gardens, Semington Road (PL/2022/02749: 144 dwellings)**

There was no update.

**iv) Land South of Western Way for 210 dwellings and 70 bed care home (PL/2022/08504)** To note any updates and consider a way forward.

There was no update.

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

There were none to report.

**b) Contact with developers:**

There were none to report.

Two members of the public left the meeting at 8.36pm so that the meeting could go into closed session.

Meeting closed at 9.45 pm

Chairman, 24<sup>th</sup> March 2025



## **ADDITIONAL PAPER TO**

### **AGENDA ITEM 08c**

#### **To approve recommendations of Planning Committee Monday 17<sup>th</sup> March**

There is a recommendation in the planning minutes of 17<sup>th</sup> March to submit comments to the Validation Check survey by Wiltshire Council. On reading further, the Clerk has expanded on the comments made at the planning meeting, **for the Full Council to approve the following comments as an expanded version than that detailed in the minutes.**

**Recommendation is highlighted light green to draw to attention that different to minutes.**

#### **Survey**

Thank you for notifying us of your current consultation on the Verification Document Checklist for planning applications. Please find the response of Melksham Without Parish Council. Whilst the thrust of recent Government legislation is to slim down and speed up the planning application process, the parish council feels it's even more important than ever that the documentation that forms part of the planning application process is complete, especially if more decisions are taken under delegated powers without the scrutiny of elected members and the ability for the community and parish councils to attend Planning Committee meetings to raise issues and concerns.

#### **For outline/full planning applications:**

**Design and Access Statements** are required for any major development (10 houses or 1000 or more square metres of floorspace) anywhere in Wiltshire. The parish council welcomes these Design and Access statements and would like to see more use of them for smaller applications, on a proportionate scale with say a side of A4 pulling together the main points and documentation included for small developments, rising to the ones for 20-50 pages we review on a regular basis for the larger developments. They are a really good snapshot and summary of the application and their use is welcomed; perhaps the submission of a proportionate Statement for dwellings 1-9?

**Flood Risk Assessments** are required when the development falls within Flood Zone 2 or 3 but the parish council would like to see them included when development is in an area that has experienced internal property flooding in previous years (15/20?) as we understand the drainage team are not consulted if less than 10 dwellings and therefore would not be aware to comment.

**Transport assessments** are required for over 100 houses and the parish council thinks the threshold for this should be set at least 20 dwellings.

Wiltshire Council allocate the strategic sites in their Local Plan allocation policies, but that leaves smaller sites for allocation in Neighbourhood Plans for example, as these are smaller sites they do not have the scope for mobility hubs, and community infrastructure within the proposed development, and therefore the transport assessment is as important, if not more important, for smaller sites. With the probability of more speculative, rather than plan led development, due to the latest NPPF changes and uplift in housing numbers, then development is expected to come forward in sites that have not been previously considered in sustainable locations and most likely to be outside the settlement boundary. The transport assessments should also include the impact from construction traffic, which is impactful on local communities for developments of less than 100 dwellings.

Transport assessments are required for retail/employment/leisure uses of 1000 square meters or more and for waste management facilities. The parish council wish to see infrastructure added to this list to cover solar farm installations, BESS installations, upgrades to the National Grid sub stations etc. There also needs to be a way of picking up the cumulative effect of neighbouring sites in construction management plans with many issues involving public projection, planning enforcement and highways officers at Westlands Lane in Beanacre in the parish at present, with construction vehicles working on site in neighbouring fields and accessing off the same narrow weight limited rural road off the busy A350 for 2no. BESS sites, 1no. major solar farm site and several infrastructure upgrades at the National Grid substation. This has clearly impacted on the nearby trunk road, and had a big impact on the existing community and will do for some months, but would not be picked up under your current criteria for requiring Transport Assessments.

The parish council note that a lot of transport assessments are not realistic, and some are economical with the truth – so it says a regular bus journey but not that it's not in the evenings or on a Sunday. They have very ambitious walking times to public transport sites, so for example, taking a route down a grass verge of an A road, and not the route that a pedestrian would actually take via a pavement. Can the Transport Assessments have some criteria that asks for more detailed information on timetables or frequency of bus/train journeys? And that walking routes are more realistic, and less “as the crow flies”?

**Land Contamination Assessments** are required for revelopment of former petrol filling sites or commercial garages and for landfill sites and other brownfield sites where contamination is known or suspected. Does this cover previously developed land such as farms for example? As they do not meet the planning definition of brownfield. We are also aware of a site that came forward in the call for sites in the Melksham Neighbourhood Plan that were green fields that had diseased cattle buried following a pandemic, would these be covered by your current description of brownfield or landfill?

**Functional and Viability Assessment** are required for a proposal that includes an isolated dwelling in the countryside for agricultural, equestrian or other rural based enterprises. A professional assessment by independent expert/consultant on whether there is an essential need for a rural worker to live near their place of work in the countryside.. The parish council queries if this is being put into practice now, as have reviewed a few of these applications in the parish, and don't recall ever seeing an independent assessment by a professional, just a statement of the applicant.

**Noise impact assessments** are required for industrial uses within class B2 (general industrial uses) and that are proposed within 10 metres of a boundary with a residential property or waste management facilities. It is also for proposed residential uses that are adjacent to or within close proximity of noise generating industrial uses.

The parish council feels strongly that noise assessments should be required for solar farms, BESS and related infrastructure, as these do not fall under class B2. BESS are *suis generis* for example. These need to cover a much wider area than just 10 metres. As an example, the public protection team had to intervene during the installation of the BESS sites adjacent to the National Grid substation at Beanacre, but for the impact on dwellings in the neighbouring village of Whitley, some 150 metres away. There were noise issues from construction, but also necessitated the change in location of permanent equipment due to the noise impact on residents.

**Ventilation/Extraction Details** are required for proposed new restaurants, hot food takeaways and public houses and other premises selling/serving hot food. The parish council note that they have very recently considered an application for a pet crematorium, and whilst these details were included, it looks like there was no requirement for them to be included with the planning application, and these wider uses should be considered.

**Landscape and Visual Impact Appraisals** are required for major development or waste management facilities within or adjacent to an area of outstanding natural beauty. The parish council queries why these assessments are only required for considering impact on areas of outstanding natural buildings – so for example, one has just been done for the large warehouse proposed outside the industrial area and settlement boundary of Bowerhill in the parish, but surely for the development of a large warehouse these should be requested as standard from the onset, the same for BESS and solar farm applications.

**Statement of Community Involvement** has a list of when required, and the parish council assumes that warehouses, factories, solar farms, BESS and related

infrastructure would be included in the clause “other developments of 1000 sq metres or more likely to generate significant public interest” but who decides whether they are likely to generate such interest? surely the industrial and renewable energy sites should have their own listing too. The recent warehouse planning application in the parish had over 100 people turn up at the parish council’s planning committee meeting and yet, they had not undertaken the information your list stipulates “submission of a report outlining what public consultation has been undertaken and how the results have been considered within the application” – they had under pre app discussions with parish councils and Wiltshire Council but not the wider community.

**Planning Obligations Draft Heads of Terms.** The parish council thinks its important that they evolve throughout the planning application process, and that all parties, including the community and parish and town councils can see these documents on the online portal so that they can comment on them too.

**Fire Statements** are required involving buildings that are at least 18 metres (or 7 stories) tall containing 2 or more dwellings and for educational accommodation.

The parish council queries why this does not apply to care homes, sheltered accommodation, hotels etc and for buildings as described that are 2-6 storeys high. Does the requirement for fire statements include any proposed changes following the Grenfell Inquiry?

### **Address and document checks**

The parish council comments that on several occasions over the last few months, we have been unable to comment on a couple of applications because the address on the site plans/documentation has been different to the site address on the application form; and so therefore are not sure which one was correct. They also feel that on occasion the application title, and what is published, did not accurately reflect the site, and could have set hares running – in this example it published a BESS site address, but was not related to that. So, whilst its not what is on the validation list per se, it’s a request that the checks are done on the information received to ensure that they meet the standards required.

## Teresa Strange

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**From:** Teresa Strange  
**Sent:** 12 February 2025 15:45  
**To:** Locum; Hayley Bell  
**Subject:** RE: Proposed Community Centre, east of Western Way, on land secured by Melksham Without Parish Council

Hi Tracy and Hayley

As you know we are currently negotiating a s106 contribution for a new community centre, we are trying to find the cost of building a centre that are more recent than ours, and are currently reaching out to networks across Wiltshire and beyond.

My question is whether you can let us have the latest costing that you had for the project you have been working on, we are looking for evidence to aid the negotiations.

Many thanks, Teresa

---

**From:** Teresa Strange  
**Sent:** 11 February 2025 14:01  
**To:** Locum <locum@melksham-tc.gov.uk>; Hayley Bell <hayley.bell@melksham-tc.gov.uk>  
**Subject:** RE: Proposed Community Centre, east of Western Way, on land secured by Melksham Without Parish Council

Hi Tracy and Hayley

Just wondering if you had any initial thoughts/update on this?

Just so I can update members when they meet next week. They are moving at pace with the negotiations with Gleasons and Wiltshire Council on land and funding, we have another meeting tomorrow with the solicitors.

Many thanks, Teresa

---

**From:** Teresa Strange  
**Sent:** 03 February 2025 18:27  
**To:** Tom Price ([tom.price@melksham-tc.gov.uk](mailto:tom.price@melksham-tc.gov.uk)) <[tom.price@melksham-tc.gov.uk](mailto:tom.price@melksham-tc.gov.uk)>; Locum <[locum@melksham-tc.gov.uk](mailto:locum@melksham-tc.gov.uk)>; Hayley Bell <[hayley.bell@melksham-tc.gov.uk](mailto:hayley.bell@melksham-tc.gov.uk)>; [saffi.rabey@melksham-tc.gov.uk](mailto:saffi.rabey@melksham-tc.gov.uk)  
**Cc:** Committee Clerk <[committee.clerk@melksham-tc.gov.uk](mailto:committee.clerk@melksham-tc.gov.uk)>; Mike Sankey <[mike.sankey@wiltshire.gov.uk](mailto:mike.sankey@wiltshire.gov.uk)>; [Nick.Holder@wiltshire.gov.uk](mailto:Nick.Holder@wiltshire.gov.uk)  
**Subject:** Proposed Community Centre, east of Western Way, on land secured by Melksham Without Parish Council

Dear Melksham Town Council

Email to: Mayor, Chair of Planning Committee, Locum Clerk, Deputy Clerk

Copy to: Wiltshire Cllr Mike Sankey (East Melksham) and Wiltshire Cllr Nick Holder (Ward member for planning applications mentioned below)

I just wanted to let the town council know that the parish council is pursuing one large community centre, east of Eastern Way, from the new planning applications/site allocations to the east.

I am contacting you following the Strategic Committee approval of the Blackmore Farm site (500 dwellings) on Thursday 23<sup>rd</sup> January 2025; the majority of the site allocation in the emerging Local Plan (Policy 18). The application was approved giving delegated powers to the officers to approve once the s106 agreement has been agreed and signed.

Since then, the parish council have been in negotiations with Gleasons and their agent TOR & Co and then followed up with the Planning Officer as part of the s106 negotiations. **The parish council have secured 0.4Ha of land for**

**community facilities** and are now in the process of negotiating a financial contribution towards community facilities from this application, the one for Snarlton Farm to the south (300 dwellings), if Wiltshire Council are minded to approve (the parish council still objects to it as speculative development) and from the New Road Farm application to the north (295 dwellings) which is a site allocation in the emerging Local Plan (Policy 20). They will be seeking further funding from the western parcels of Land in the Policy 18 site allocation if/as and when they come forward. All the applications, except Blackmore Farm, will be expected to reflect that they are not providing land, but just funding.

The 0.4Ha land transfer is in the area of the development with a maximum height of 3 storeys, giving scope for a large community centre with floors above for other community uses, car parking etc, space for a café/shop etc.

They look forward to hearing further from the Town Council on their progress with the planned community centre behind Spa Medical Centre/Angelica Avenue, which we understand will have a report brought to your next Full Council meeting. The parish council wish to discuss further with the Town Council how that project could influence the proposed large community centre project that the parish council are looking to progress on the land that has now been secured on the Blackmore Farm development. In fact, they are interested in entering into discussions with the Town Council on the possibility of securing the funding that the town council hold from the s106 funds from The Acorns/Hunters Wood for a community centre, and the CIL (some £315k transferred from the parish council for that project) and that received by the town council since the boundary review; to provide the whole “East of Melksham” community with one large, sustainable community facility.

The parish council look forward to hearing from you in due course.

With kind regards,

Teresa

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

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Want to keep in touch?

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On Instagram: [melkshamwithoutpc](#)

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**From:** Teresa Strange

**Sent:** 12 September 2024 17:23

**To:** Sims, Steven <[Steven.Sims@wiltshire.gov.uk](mailto:Steven.Sims@wiltshire.gov.uk)>; [Verity.Giles-Franklin@wiltshire.gov.uk](mailto:Verity.Giles-Franklin@wiltshire.gov.uk)

**Cc:** [developmentmanagement@wiltshire.gov.uk](mailto:developmentmanagement@wiltshire.gov.uk); Holder, Nick <[Nick.Holder@wiltshire.gov.uk](mailto:Nick.Holder@wiltshire.gov.uk)>; Mike Sankey <[mike.sankey@wiltshire.gov.uk](mailto:mike.sankey@wiltshire.gov.uk)>; Locum <[locum@melksham-tc.gov.uk](mailto:locum@melksham-tc.gov.uk)>; Committee Clerk <[committee.clerk@melksham-tc.gov.uk](mailto:committee.clerk@melksham-tc.gov.uk)>

**Subject:** PROPOSED COMMUNITY CENTRE: PL/2024/07907 Land south of Snarlton Farm AND PL/2023/11188 Land at Blackmore Farm

Dear Steve and Verity

Melksham Without parish council have considered the current situation with the potential for a community centre on the Snarlton Farm application, the same on the application for Blackmore Farm and the s106 funding for a community centre in the application for Hunters Wood/The Acorn 14/10461/OUT which is now in the parish of Melksham Town. We understand the Town Council are yet to submit a planning application for the proposed site in Angelica Avenue to the rear of Spa Medical Centre.

We just want to draw to your attention and understand how best the planning applications with any s106 funding and land agreed for a community centre, if Wiltshire Council are minded to approve, is dealt with.

Could there be some wording that could be reflected depending on which application is decided on first, that it's the offer of land and funding, or just funding if land secured elsewhere?

The parish council do not think three community centres are required, but perhaps two as the one for the initial development of 800 dwellings east of Melksham had theirs omitted as part of the new primary school development; but we also want to ensure we don't miss out on any at all, and the potential for funding for perhaps one big one. The parish council would like to be party to any discussions on this, with the town council as appropriate. 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)

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**Wiltshire**

# **School Places Strategy**

**2023 – 2027**

**Wiltshire Council**

## 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 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

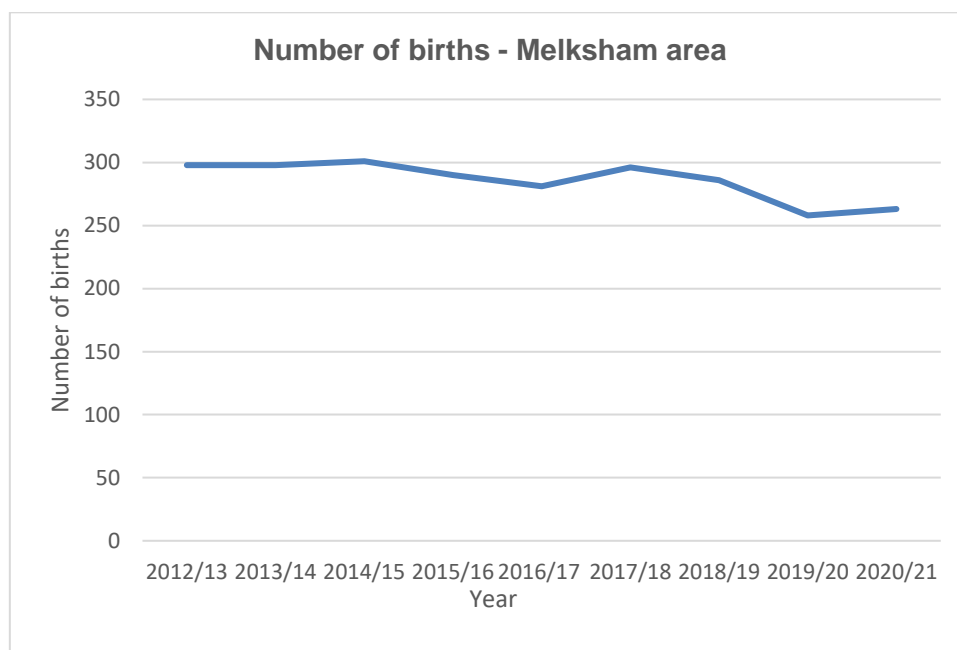
The following table provides a breakdown of the net (pupil) capacity and number on roll for schools in the Melksham area.

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.

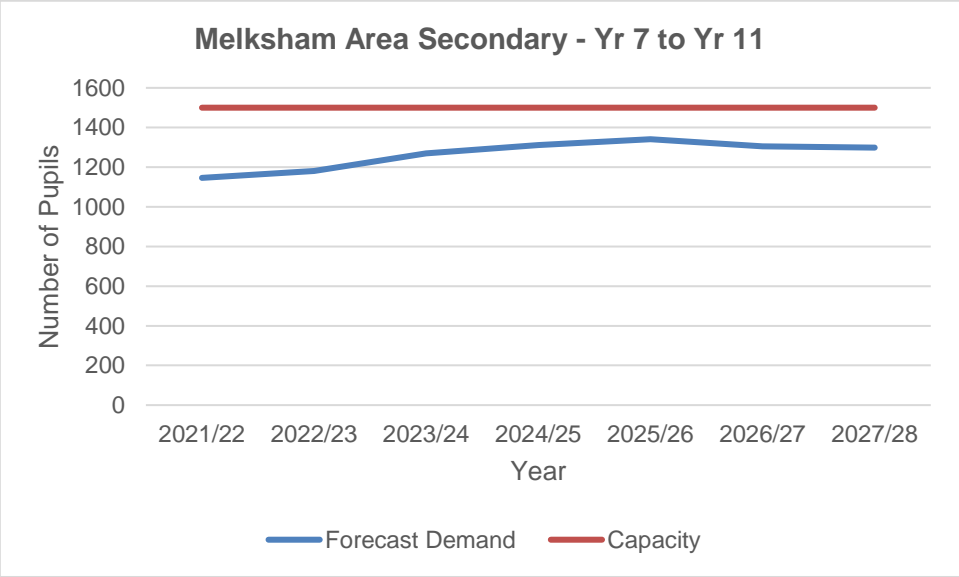
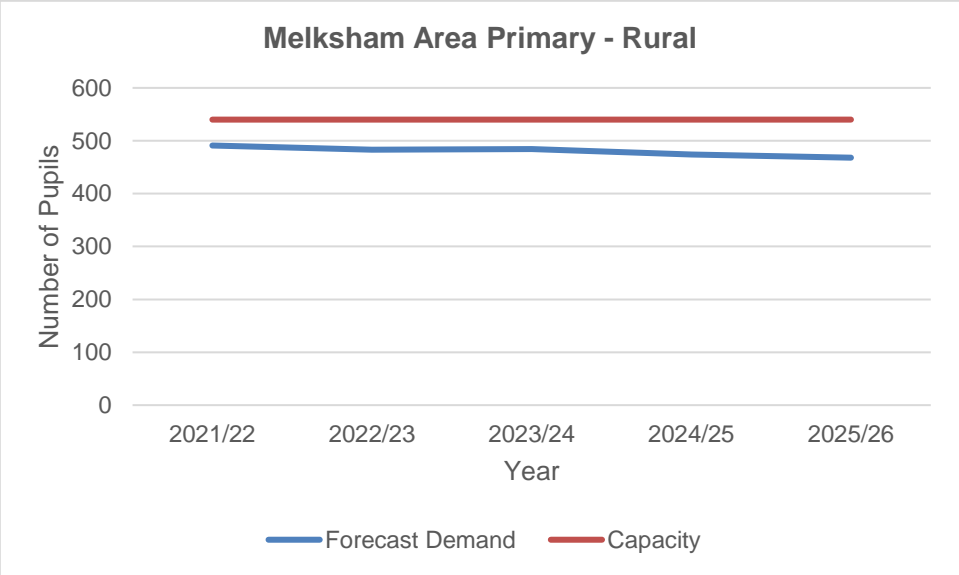
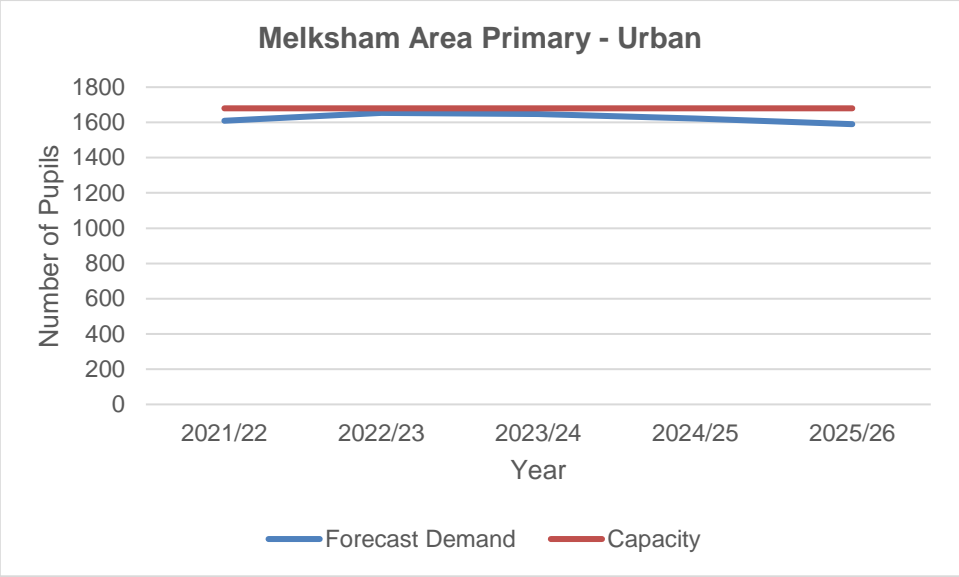
Birth year	2012/ 13	2013/ 14	2014/ 15	2015/ 16	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21
Number	298	298	301	290	281	296	286	258	263



## 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 commenced 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 to over 12FE would probably be considered too large to operate from one site. If the level of proposed housing reduces to a level that can be met by a 12FE school, then such an expansion would require additional land adjacent to the school which would be secured through the Local Plan process.

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</i>

		<i>primary school, if needed, to support new Local Plan housing</i>
		<i>Potential further expansion of Melksham Oak to meet the needs of new housing.</i>

## Teresa Strange

---

**From:** M4 to Dorset Coast Connectivity Study  
<M4toDorsetCoastConnectivityStudy@nationalhighways.co.uk>  
**Sent:** 12 March 2025 12:01  
**Subject:** M4 to Dorset Coast strategic Study  
**Attachments:** M4 to Dorset Coast Strategic Study v3.pdf

We have recently agreed with the Department of Transport (DfT) to release the high-level study Brochure (attached), which sets out our key findings and recommendations around the M4 – Dorset Strategic Study.

The Government commissioned National Highways to undertake the study as part of a Road Investment Strategy 2 (RIS2) commitment to examine the case for an alternative Strategic Road Network (SRN) north-south route between the Dorset coast, taking in the economic centres of Bournemouth and Poole, and the M4. The aim of the study was to identify which corridor(s) could provide the main strategic route between the M4 and the Dorset coast and the potential for enhancements.

DfT are currently considering the study's key findings and recommendations and will set out how we take these forward as part of future Road Investment Strategies.

It is important to note that this study identified high level 'concepts' rather than specific interventions, and therefore the recommendations are for locations where further consideration will need to be given to the appropriate type, scale and design of intervention, rather than being recommendations for a particular scheme to be progressed.

The study inbox remains open and monitored should you have any further queries.

Kind regards

### **Felicity Joyce.**

Planning Manager, Scheme Sponsorship  
Network Planning Division | Customer, Strategy and Communications  
National Highways | The Cube | 199 Wharfside Street | Birmingham | B1 1RN  
**Mob:** 07701372176



[Chat with me on Teams](#)

**Web:** <https://nationalhighways.co.uk>

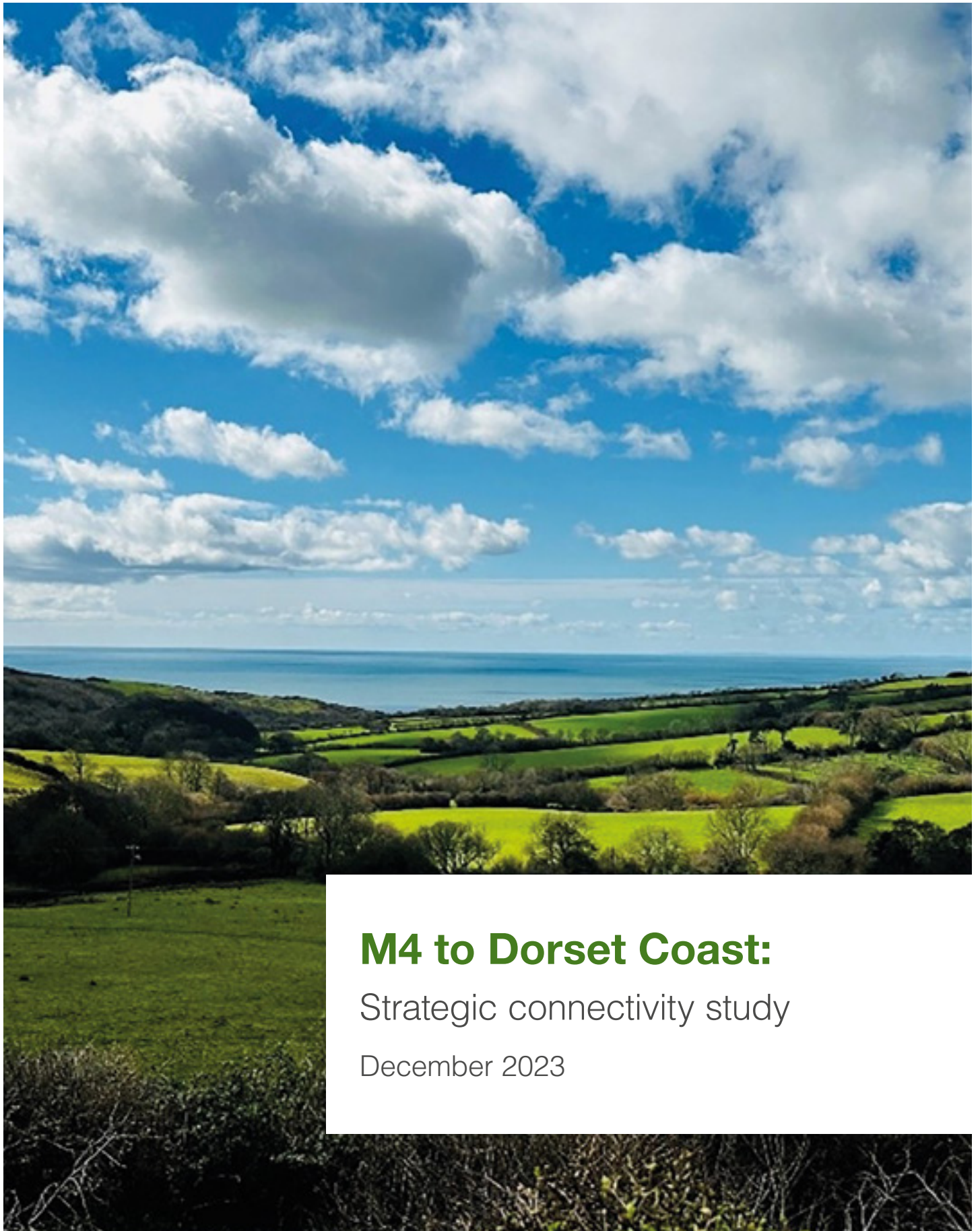
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## **M4 to Dorset Coast:**

Strategic connectivity study

December 2023

# Introduction

National Highways is the government organisation which plans, designs, builds, operates and maintains England’s motorways and major A-roads, known as the strategic road network (SRN). The roads we manage play a critical role in enabling businesses to transport products and services, providing access to jobs and suppliers, and facilitating trade and investment across the country. In combination with the major road network (MRN) and other local roads the SRN also supports journeys connecting people and places.

In March 2020, the UK government published its roads investment strategy 2 (RIS2). RIS2 set out a long-term strategic vision for the network, specifying performance standards, outlining planned enhancement schemes and setting out the funding for the second road period (RP2), covering the financial years 2020/21 to 2024/25.



## RIS2 identified the need for an M4 to Dorset Coast study as follows:

“M4 to Dorset Coast – There are few north-south connections across the South West of England. The present strategic road for this area is a mixture of the A36 and A46, via Bath, Warminster and Salisbury. Local authorities in the area have suggested that there is a strategic case for adopting an alternative corridor – the A350 – as the main strategic route for the area; and then beginning a coordinated programme of upgrades to provide a high-quality route linking the M4 to the Dorset Coast including Bournemouth and Poole, with its economically-important port facilities.

We expect that this study will identify which corridor provides the main strategic route for the area; may recommend the trunking and detrunking of key routes; and may identify priority investments in the area that can be taken forward.”

Since 2021, National Highways has worked closely with a range of local and regional stakeholders to deliver this study, including local authorities' transport and planning teams as well as sub-regional transport bodies. A series of presentations, group workshops and one-to-one meetings have been held to understand local concerns and priorities for the region and to align with other transport studies and projects being brought forward at a local and regional level.

This strategic study responds to the challenge set by RIS2 and identifies a preferred strategic route for the area as well as areas for further work and investment to deliver enhancements to strategic connectivity. The findings and recommendations of this study will inform a future programme of more detailed studies to develop plans for future investment.

### **The study has been delivered through a three-stage process:**

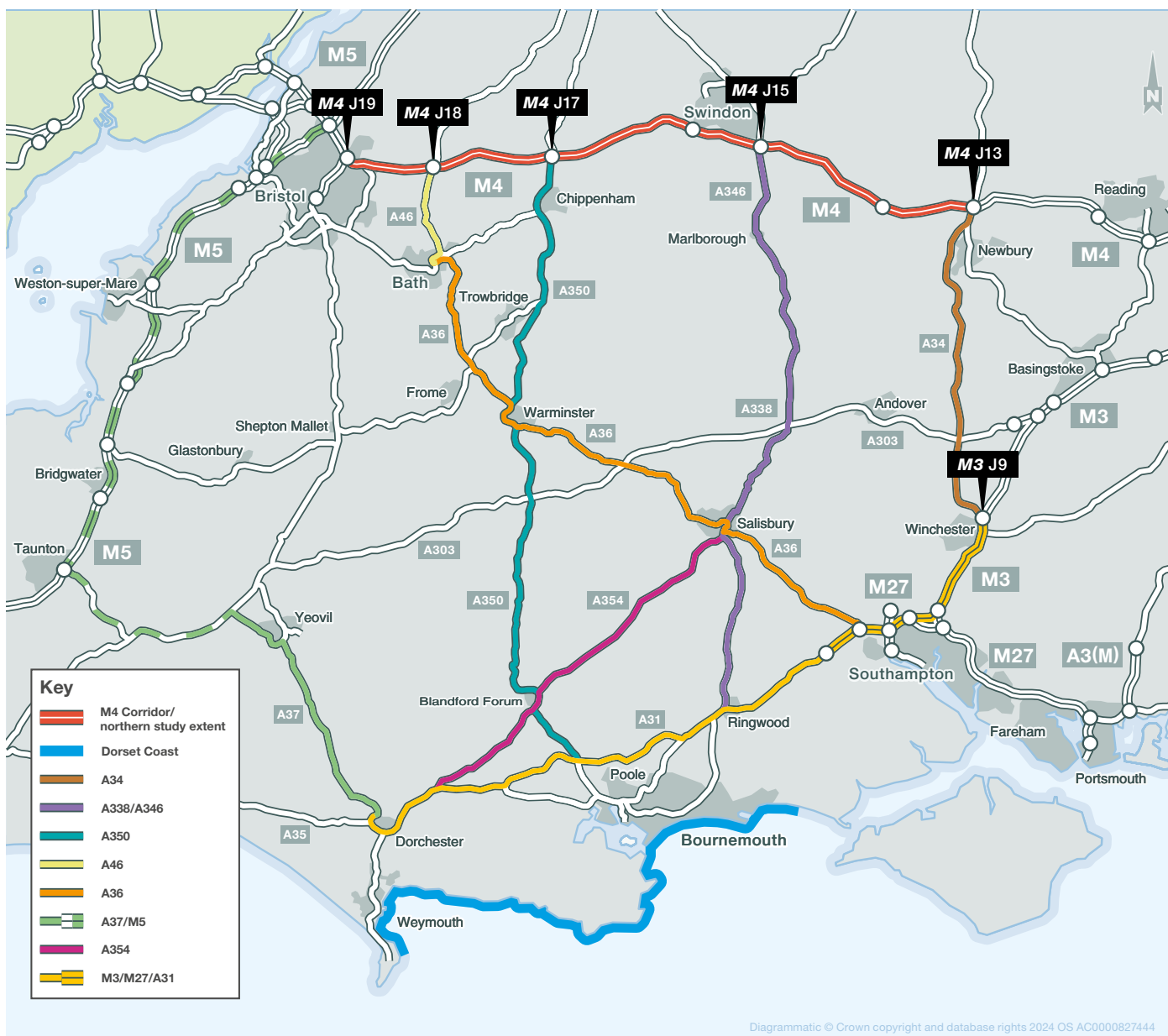
- Stage 1 – Understanding current conditions: how the existing strategic route is used and the performance of the roads in scope against the study objectives.
- Stage 2 – Identifying concepts and route packages: where network improvements could be focused to address areas of underperformance identified in Stage 1.
- Stage 3 – Preferred strategic route: identifying a preferred route and considering how concepts identified in Stage 2 could improve the performance of routes against the study objectives.



## Study area and objectives

In 2021, we worked closely with key stakeholders, including the Department for Transport (DfT), local authorities and sub-national transport bodies to agree the scope of the study. This included agreeing objectives for the study as well as initial work looking at the different roads and routes that could be in scope.

We agreed that the study should investigate a number of routes beyond the existing SRN (A46 / A36 strategic corridor), including different combinations of routes that use the roads shown in the figure below. This includes existing parts of the SRN (the A31, A34, A35, A36 and A46), parts of the MRN (parts of the A37, A338 and A350), and other major A-roads (the A346, A354 and the remainder of the A338 and A350).



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We also agreed that only the part of the A37 that provides access to the A303 (where improvements are already planned) and onwards to the M5 should be included in the project scope, but not the A37 heading north from Yeovil due to the complexities in connecting through the centre of Bristol onto the M4.

Drawing on the strategic objectives for RIS2, as well as the issues that our stakeholders told us were important for residents and businesses, we agreed a set of objectives to underpin our approach to the study.

Improving safety for all	Providing fast and reliable journeys	Delivering better environmental outcomes	Meeting the needs of all users
<p>Provide a safe route linking the M4 to the Dorset Coast.</p>	<p>Provide a quick, direct route linking the M4 and the Dorset Coast.</p> <p>Reduce delays and improve journey time variability caused by congestion.</p> <p>Help ensure convenient access from ports on the Dorset Coast to the M4 for freight traffic.</p>	<p>Provide opportunities for travel by sustainable and low carbon modes.</p> <p>Identify opportunities to improve the natural environment and green infrastructure.</p> <p>Be a good neighbour and improve access and environments for communities.</p>	<p>Provide opportunities for walking, cycling and horse riding to enable healthier lifestyles.</p> <p>Provide a route that appropriately separates strategic and local traffic.</p> <p>Provide a route that supports tourism, economic growth and jobs.</p>

**Using these objectives as the basis for our work, this study has sought to answer four key questions:**

1. Which roads and routes should provide the main strategic route for the region? What benefits would this deliver?
2. If the recommended route is not the existing route using the A46 and A36, what consideration needs to be given to trunking (designating roads as part of the SRN) and de-trunking (removing roads from the SRN)?
3. Where and when should investment be prioritised for delivery?
4. What supporting measures (e.g public transport, active travel) should be considered?

## Stage 1: Understanding current conditions

The first stage of work identified challenges with the current performance of the existing strategic route and the other routes in the wider study area. Some of the challenges include:

### Improving safety for all

- The existing strategic route (A46 / A36) has a relatively high number of collisions, in particular the section of the A36 between Stapleford and Salisbury. A higher than average proportion of the collisions on this section also result in death or serious injury.

### Providing fast and reliable journeys

- The existing strategic route is relatively indirect for journeys between the M4 and Dorset Coast, meaning long journeys or the use of more local roads.
- In Bath and Salisbury, the mix of local and long-distance traffic on the current A36 road leads to delays and congestion. To avoid this, drivers on longer journeys are using alternative routes like the A350 and less suitable local roads through places like Bradford-on-Avon and Midford.
- The A31/A35 route performs well compared to other routes. It has fewer collisions, faster journey times and less delays. However, there are areas where traffic experiences congestion and delay, such as at Canford Bottom and around Dorchester.

### Delivering better environmental outcomes

- The current strategic route has environmental impacts, especially in terms of noise, nitrogen dioxide (NO<sub>2</sub>) pollution, and impacts to cultural and historical sites. These are particular issues where the A36 passes through Bath and Salisbury, both of which are Air Quality Management Areas (AQMAs). Bath is also a World Heritage Site and has introduced a Clean Air Zone.
- There are also wider environmental constraints, including a number of Areas of Outstanding Natural Beauty in close proximity to the routes, the New Forest National Park, and other areas where protections exist for wildlife and ancient woodland.

### Meeting the needs of all users

- Long distance, strategic traffic is diverting onto the local road network to avoid travelling through Bath which impacts on the quality of life for residents along these alternative routes.
- The population of the area is generally older than the national average and may rely more on private transport for travel. Public transport operates across the study area, however, in more rural locations public transport options are limited.
- Improved connections in the study area can open up development opportunities, boosting productivity.

## Stage 2: Identifying concepts and route packages

In this second stage of work, we used the results from the first phase to identify concepts that could help improve areas where routes aren't performing well. Because this study covers a large area, we focused on identifying concepts rather than producing detailed plans. For instance, we looked at which junctions might need more capacity or enhanced cycle provision but didn't specify exactly how to provide this.

Working closely with key stakeholders and partners we created a range of possible road-based interventions. We also engaged with Network Rail to learn about planned rail enhancements and discussed potential transport improvements with the Western Gateway and Transport for the South East sub-national transport bodies to ensure consistency with current and future multi-modal transport plans.

**The initial longlist included more than 150 potential concepts across all the routes in the study area. These included:**

- Strategic concepts, which are those that would deliver a step-change in route performance. Examples of these include new sections of road, for example to route traffic away from town and city centres, or major changes to junctions.
- Non-strategic concepts, which are short-term interventions to improve highway conditions on a more localised scale (such as minor junction and carriageway improvements).
- Alternative mode concepts, which are changes to the highway network to help support access to public transport, walking and cycling.

- A high-level assessment of concepts and potential route packages against the study objectives, potential barriers to delivery, cost and environmental impacts was undertaken. This helped the study team to identify any routes which should not be taken forward to the next stage.
- The roads remaining in scope after Stage 2 were combined into six potential 'route packages' that could provide an end-to-end route from the M4 to the Dorset Coast (see next page).

**There were two routes within the study area where barriers to delivery were very high:**

1. The A350 between Warminster and Sturminster Marshall
2. The A346 / A338 between the M4 and Salisbury

These two routes have several locations where significant new road building would be required to bring the road up to the right standard to accommodate strategic traffic without significant impacts on communities along the route. This would require road building in Areas of Outstanding Natural Beauty, at significant cost.

**This was not considered to be realistic or deliverable and at this stage these routes were therefore removed from the study scope.**









## Stage 3 – Preferred route package

This final stage of work was carried out to identify a preferred strategic route. Each of the route packages was assessed against the study objectives using a range of tools and techniques. This stage of work also included further consideration of potential challenges to delivery, particularly around the environmental impacts of each of the route packages and their comparative cost. This approach to assessment, and the outputs of the work, were discussed and agreed with key stakeholders and partners.

The result of this stage of work is that Route Package 5 performed best against the objectives of the study and is our recommended strategic route.

Route Package 5 is highlighted on the previous page and uses the A350 from Junction 17 of the M4 to Warminster. It then uses the A36 between Warminster and Salisbury, and the A338 from Salisbury to Ringwood. It also incorporates the east to west route via the A31 and A35 at the southern end of the study area.

### **Route Package 5 (RP5) is the recommended package because it:**

- performs best against the objectives of the study overall
- is the best performing route in respect of providing fast and reliable journeys and could reduce end to end journey times in peak hours by more than 20 minutes. This would be a significant benefit for movement of freight
- provides an overall benefit to the safety of all users due to reductions in traffic, and therefore collisions, in town centres

- is estimated to provide the greatest amount of economic benefit of all the options, with those benefits spread over a wider geographical area
- provides an overall reduction in traffic through local settlements in comparison to the other packages and provides the most opportunity for transformational change in relation to improved quality of life and enhancements to walking, cycling and public transport within key settlements

Although all the route packages would have challenges to delivery associated with cost and environmental protections, RP5 avoids the challenges associated with road building in the Cotswolds AONB that would be associated with options using the northern part of the A36.

We have discussed the implications of this recommendation in terms of potential trunking and de-trunking with our key stakeholders and partners.

We are recommending that consideration should be given to the de-trunking of the A36 and trunking of the A350 north of Warminster to deliver this route package. However, we are not recommending changes to trunking at the southern end of the route, as the section of the A36 south of Salisbury will still provide a key strategic route for traffic to and from the Solent area.

Consideration will need to be given to how any trunking and de-trunking is phased, as this will need to be delivered in parallel timescales.

## Our recommendations and next steps

Following the three stages of the study, we identified a list of recommendations based on our baseline evidence and analysis, alongside engagement with various groups.

### **Our primary recommendations are those things we consider are needed to deliver the preferred strategic route:**

- north of Warminster, consideration of trunking the A350 and de-trunking the A36 and A46
- delivery of the schemes along the A350 that are currently subject to MRN funding bids from Wiltshire County Council at junction 17 of the M4, Chippenham and Melksham
- a more detailed assessment of the A350 between West Ashton and the A36 to address issues at Yarnbrook and Westbury
- development of a strategic highways scheme at Salisbury to address the issues associated with long-distance traffic routing through the city centre
- a more detailed assessment of the junctions of the A338 with the A31 to address delay on the A338 through Blashford and making it easier for pedestrians and cyclists to cross the A31 where it passes through Ringwood
- a more detailed assessment of the A31 between Ameysford and Merley, including Canford Bottom roundabout which is a current cause of delay along the A31 and A349
- junction improvements on the A35 around Dorchester

### **Our secondary recommendations aren't directly linked to our preferred route but are at locations we think will improve north-south connectivity:**

- delivery of the current National Highways improvement scheme at junction 9 of the M3 to reduce delays on the A34
- improvements to rail bridges along the A37 at Stratton and Stoford
- improvements on strategic local roads south of the A31 that provide access to Bournemouth Airport and the Port of Poole. This includes improvements on the A348 at Ferndown and between Longham and Bear Cross, as well as to the road network in the immediate vicinity of the Port of Poole, including the A350 mini-roundabout, the A350 / B3068 junction and A350 bridges
- local junction improvements and improvements to walking and cycling around Weymouth to improve access to the Port of Portland



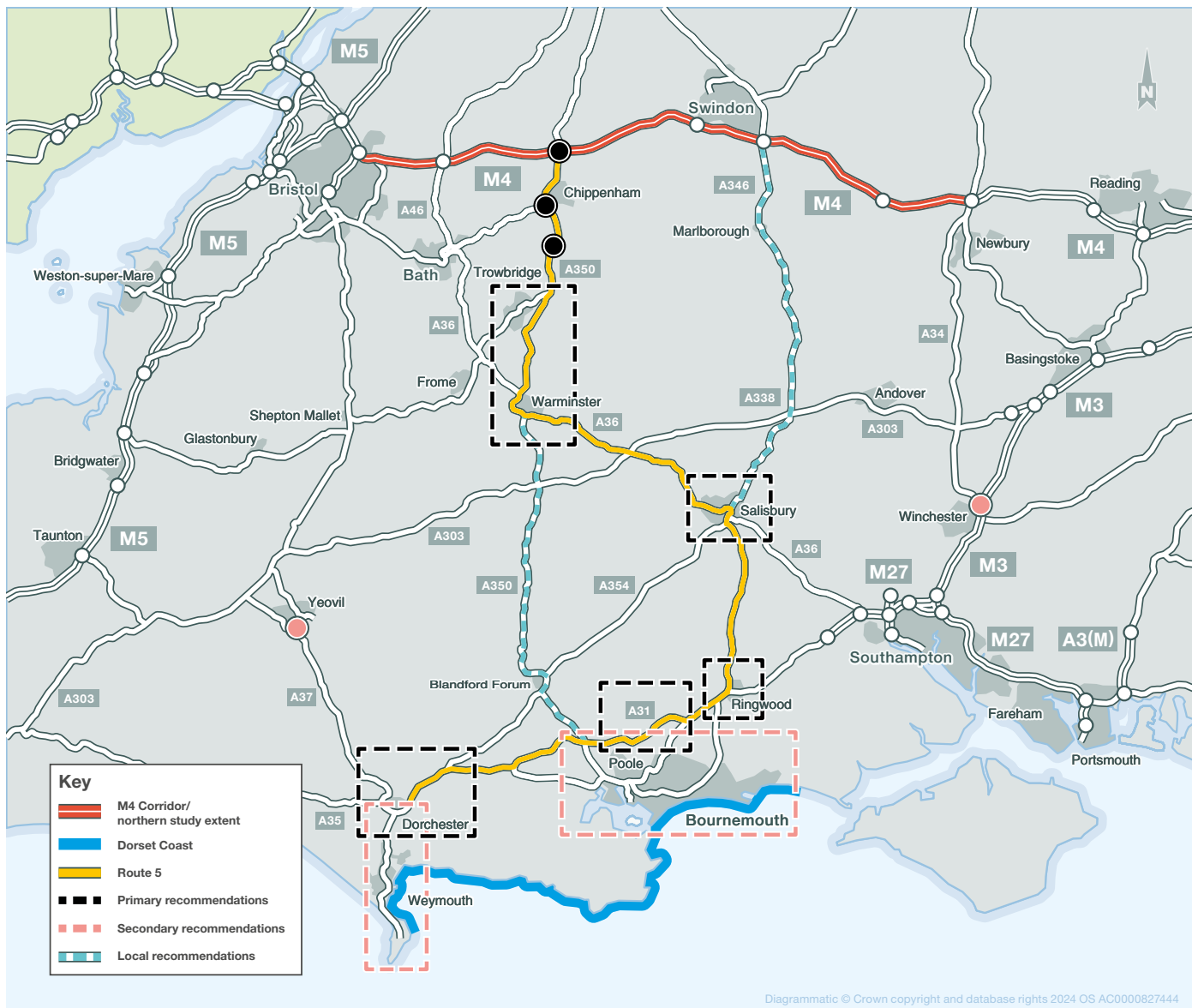
## Next steps

We acknowledge that while we can recommend a strategic route and have identified that other roads in the study area are not suited to long-distance traffic, it is not possible to stop drivers from using them where their trips mean these roads provide a more direct route. We are therefore making **local recommendations** to improve safety and access to public transport, and to reduce noise and make roads easier to cross on the A338 / A346 between Salisbury and the M4, and on the A350 between Warminster and Sturminster Marshall.

The recommendations of the study will now be considered further by government and wider stakeholders. It is expected that a programme of further development work will be undertaken, developing more detailed options for potential investment. This work will inform our plans for the next Roads Investment Strategy (2025 – 2030) and beyond.



# Our recommendations



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**Black locations:**  
 are the proposed primary recommendations from the study to deliver north-south connectivity on the recommended strategic route.

**Pink locations:**  
 are proposed secondary recommendations, where intervention away from the recommended strategic route will help deliver enhanced connectivity.

**Teal routes:**  
 are local recommendations where we may need to consider proposals to alleviate the impact of strategic traffic.





If you have any questions about the information in this brochure, to request a hard copy or if you need help accessing the information, please contact us and we will help you.

 **0300 123 5000**

 **M4toDorsetCoastConnectivityStudy@nationalhighways.co.uk**

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Registered office Bridge House, 1 Walnut Tree Close, Guildford GU1 4LZ.  
National Highways Limited registered in England and Wales number 09346363

**National Highways creative job number CRE23\_0523**

## 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>6,454.53</b>					<b>6,454.53</b>	
V4358-BACS	Banked: <b>03/02/2025</b>	<b>21.00</b>						
V4358-BACS	Future of Football	21.00			1260	210	21.00	Inv.473- Hire of kitchen & gam
V4359-BACS	Banked: <b>17/02/2025</b>	<b>69.00</b>						
V4359-BACS	Pilot FC	69.00			1210	210	69.00	Inv.484- 15th February match
V4360-BACS	Banked: <b>21/02/2025</b>	<b>69.00</b>						
V4360-BACS	Staverton Rangers	69.00			1210	210	69.00	Inv.482-8th Feb Match
V4361-BACS	Banked: <b>24/02/2025</b>	<b>8.47</b>						
V4361-BACS	BASRAG	8.47			1130	110	8.47	Inv.486-Photocopying
V4362-BACS	Banked: <b>25/02/2025</b>	<b>64,763.52</b>						
V4362-BACS	Wiltshire Council	64,763.52			1170	400	64,763.52	Inv.480- Davey P/A S106 mainte
					356		64,763.52	Inv.480- Davey P/A S106 mainte
					6001	400	-64,763.52	Inv.480- Davey P/A S106 mainte
	Banked: <b>26/02/2025</b>	<b>35,500.00</b>						
V4345-TRAN	Unity Bank	35,500.00			220		35,500.00	Transfer from Unity to Lloyds
<b>Total Receipts for Month</b>		<b>100,430.99</b>	<b>0.00</b>	<b>0.00</b>			<b>100,430.99</b>	
<b>Cashbook Totals</b>		<b>106,885.52</b>	<b>0.00</b>	<b>0.00</b>			<b>106,885.52</b>	

## 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>
03/02/2025	Water2Business	V4353-DD	281.05			4322	220	281.05	Inv.047-Pavilion water charges
17/02/2025	Daisy (Onebill)	V4354-DD	51.85		8.64	4384	220	43.21	Inv.602-Pavilion line & wifi
17/02/2025	Daisy (Onebill)	V4355-DD	60.11		10.02	4384	220	50.09	Inv.606-Pavilion line & wifi
17/02/2025	Daisy (Onebill)	V4354-DD	-51.85		-8.64	4384	220	-43.21	ERROR WRG CB
17/02/2025	Daisy (Onebill)	V4354-DD	51.85		8.64	4190	120	43.21	Inv.605-Office line & wifi
27/02/2025	Lamplight	V4356-DD	57.00		9.50	4686	170	47.50	Inv.532-Database hosting
28/02/2025	Lloyds Bank	V4358-SERV	8.50			4140	120	8.50	Service Charge
<b>Total Payments for Month</b>			458.51	0.00	28.16			430.35	
<b>Balance Carried Fwd</b>			106,427.01						
<b>Cashbook Totals</b>			106,885.52	0.00	28.16			106,857.36	

## 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>18,519.80</b>					<b>18,519.80</b>	
V4350-INTE	Banked: <b>04/02/2025</b>	<b>2,311.32</b>						
V4350-INTE	CCLA	2,311.32			1080	110	2,311.32	Interest
Banked: <b>24/02/2025</b>		<b>68,000.00</b>						
V4344-TRAN	CCLA	68,000.00			240		68,000.00	Transfer from CCLA TO Unity
<b>Total Receipts for Month</b>		70,311.32	0.00	0.00			70,311.32	
<b>Cashbook Totals</b>		<u>88,831.12</u>	<u>0.00</u>	<u>0.00</u>			<u>88,831.12</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>
03/02/2025	Grist Environmental	V4352-BACS	127.46		21.24	4770	220	106.22	Inv.767- B'hill waste away
07/02/2025	Berryfield Village Hall Trust	V4348-BACS	37.50			4200	120	37.50	Hall hire- Planning meeting
11/02/2025	CCLA	V4347-TRAN	13,000.00			240		13,000.00	Transfer from Unity to CCLA
17/02/2025	Lloyds Bank PLC	V4346	340.06		56.17	4175	120	24.97	Adobe subscription
						4190	120	68.60	Office 365 subscription
						4190	120	36.90	Office phone charges
						4190	120	30.90	Office 365- officers
						4175	120	5.50	Council website web hosting
						4150	120	9.06	Whiteboard pens
						4200	120	12.99	Zoom subscription
						4150	120	14.58	Pens
						4150	120	13.79	A4 Pads
						4150	120	4.57	Batteries
						4370	120	13.27	Antibacterial spray
						4150	120	12.63	Magnets and pens
						4721	220	21.12	Locks for goal posts
						4150	120	6.02	Batteries
						4686	170	5.99	MCS Phone line
						4140	120	3.00	Monthly Fee
18/02/2025	EDF Energy	V4349-DD	122.56		5.84	4302	220	116.72	Inv.04- Pavilion Electricity
26/02/2025	Agilico	V4327-BACS	43.36		7.23	4150	120	36.13	Inv.875-Office photocopying
26/02/2025	Aquasafe Environmental Ltd	V4328-BACS	150.00		25.00	4212	220	125.00	Inv.250201-Feb PPM visit
26/02/2025	Bowerhill Village Hall	V4329-BACS	57.50			4200	120	57.50	Hire of room- Planning meeting
26/02/2025	Infinity Playgrounds	V4330-BACS	2,202.00		367.00	4575	142	1,835.00	Inv.381-Replacement springer S
26/02/2025	JC Combustion Services Ltd	V4331-BACS	300.00		50.00	4212	220	250.00	Inv.4102-Call out- water heat
26/02/2025	Jens Cleaning	V4332-BACS	141.00			4381	220	141.00	Inv.1086-Changing room cleanin
26/02/2025	JH Jones & Sons	V4333-BACS	2,376.56		396.09	4402	320	69.47	Inv.4828-Allotment grass cutti
						4400	142	477.98	Inv.4828-Play Area grass cutti
						4780	142	187.84	Inv.4828-Play Area bin emptyin
						4781	220	91.92	Inv.4828-JSF bin emptying
						4401	220	856.84	Inv.4828-JSF Pitch Maintenance
						4409	142	188.65	Inv.4828- Hornchurch grass cut
						4405	220	49.44	Inv.4828-JSF Hedge
						4820	142	37.50	Inv.4828-Shurnhold Fields gras
						347	0	-37.50	Inv.4828-Shurnhold Fields gras

Continued on Page 247

## 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	37.50	Inv.4828-Shurnhold Fields gras
						4402	320	20.83	Inv.4828-BSF Hedge cut
26/02/2025	JH Jones & Sons	V4334-BACS	694.80		115.80	4540	142	579.00	Inv.4798-SID Deployment
26/02/2025	Kanconnections	V4335-BACS	300.00		50.00	4049	142	30.00	Inv.1683-PIR Light Whitley R d
						4721	220	220.00	Inv.1683-Pavilion CCTV repair
26/02/2025	Wiltshire Publication	V4336-BACS	59.52		9.92	4230	120	49.60	Inv.460- Grant Advert
26/02/2025	HM Revenue & Customs	V4337-BACS	2,824.17			4041	130	993.67	Period 11- February 2025
						4000	130	887.20	Period 11- February 2025-T
						4000	130	285.17	Period 11- February 2025-NI
						4010	130	276.80	Period 11- February 2025-T
						4010	130	122.73	Period 11- February 2025-NI
						4010	130	27.00	Period 11- February 2025
						4460	142	201.80	Period 11- February 2025-T
						4800	320	11.00	Period 11- February 2025-T
						4070	120	18.80	Period 11- February 2025-T
26/02/2025	Wiltshire Pension Fund	V4338-BACS	2,217.58			4045	130	1,667.74	Period 11- February 2025
						4000	130	400.08	Period 11- February 2025
						4010	130	149.76	Period 11- February 2025
26/02/2025	John Glover	V4343-BACS	28.20			4070	120	28.20	February 2025 Chairs allowance
26/02/2025	Current Account & Instant Acc	V4345-TRAN	35,500.00			200		35,500.00	Transfer from Unity to Lloyds
28/02/2025	Teresa Strange	V4339-BACS	████████		6.60	4000	130	████████	February 2025 Salary
						4070	120	43.48	Dec Full Council refreshments
						4070	120	88.10	Drinks for chairs allowance
						4230	120	306.73	Parish officer role advertisin
						4065	130	35.00	Eye screening
						4190	120	4.42	Feb out of hours mobile
28/02/2025	Marianne Rossi	V4340-BACS	████████			4010	130	████████	February 2025 Salary
28/02/2025	Terry Cole	V4341-BACS	████████			4460	142	████████	February 2025 Salary
						4050	142	47.50	February Travel allowance
						4051	142	33.75	Mileage x75
28/02/2025	David Cole	V4342-BACS	████████			4800	320	████████	February 2025 Salary
28/02/2025	Unity Trust Bank	V4351-BACS	9.45			4140	120	9.45	Service charge

Total Salaries  
for February 25

£7,120.94

Continued on Page 248

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<b>Total Payments for Month</b>	68,218.24	0.00	1,110.89	67,107.35
<b>Balance Carried Fwd</b>	20,612.88			
<b>Cashbook Totals</b>	<u>88,831.12</u>	<u>0.00</u>	<u>1,110.89</u>	<u>87,720.23</u>

## 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>
	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>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</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>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		0.00						
	<b>Cashbook Totals</b>		0.00	0.00	0.00			0.00	

## 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>13,823.13</b>					<b>13,823.13</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>13,823.13</u>	<u>0.00</u>	<u>0.00</u>			<u>13,823.13</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>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		13,823.13						
	<b>Cashbook Totals</b>		13,823.13	0.00	0.00			13,823.13	

## 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>577,000.00</b>					<b>577,000.00</b>	
	Banked: 11/02/2025	<b>13,000.00</b>						
V4347-TRAN	Unity Bank	13,000.00			220		13,000.00	Transfer from Unity to CCLA
<b>Total Receipts for Month</b>		13,000.00	0.00	0.00			13,000.00	
<b>Cashbook Totals</b>		<u>590,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>590,000.00</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>
24/02/2025	Unity Bank	V4344-TRAN	68,000.00				220	68,000.00	Transfer from CCLA TO Unity
<b>Total Payments for Month</b>			68,000.00	0.00	0.00			68,000.00	
<b>Balance Carried Fwd</b>			522,000.00						
<b>Cashbook Totals</b>			<u>590,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>590,000.00</u>	

## Teresa Strange

---

**From:** Marianne Rossi  
**Sent:** 05 March 2025 10:40  
**To:** Teresa Strange  
**Subject:** FW: Pavilion

For our records and so you have all the info in case this isn't sorted before I go away:

We need to keep a very close eye on this issue, due to the legionella risk if the hot water heaters are not working as they should be and are running at temperatures as detailed in Tom's email below. The bacteria multiplies where temperatures are between 20-45°C and really temperatures need to be above 60°C in order to ensure that there is not a risk of legionella (which is what our Calorifier's should be running at) .

At Tom's last visit Calorifier 1 was not running and displayed a message detailing 'internal check' and following advice from Tom I instructed him to turn it off so that the cold water did not mix with the hot water. In the knowledge that this wasn't a long term solution and could not be left off for longer than a week because of water stagnation. Jerry came to look at the issue and turned the water back on as he explained that we could still get hot water in the building so there wouldn't be an issue. Jerry has consulted with the manufacturer who has advised that we need a replacement PCB board for Calorifier 1 and is currently waiting for a quote from his supplier.

At Tom's visit this morning he has now reported that Calorifier 1 is running at around 46\*c (as detailed below), which isn't good at all. Upon inspection he has noted that although the heater had been switched on the water feed was still isolated as well as the HWS return lever which again isn't great as water has been sat there. I would suggested that if we can't get anything from Jerry today that we ask Terry to turn this Calorifier off with the view that if the issue can't be resolved quickly we will have to drain the water as per Tom's email below.

Calorifier 2: Which is the one we are currently relying on, appears to keep tripping as this is the second time that Tom has been in there and has had to manually reset. I will ask Terry to have a look at it tomorrow and manually reset if its not working. There is an issue because Tom has advised that it will need to be checked each day, to ensure we have hot water in the building!!! We will need to discuss this if Jerry can't get it sorted.

With regard to the possibility of Legionella samples, Tom gave an estimated figure of around £650 to do a sweep of the whole site.

Thanks  
Marianne

-----Original Message-----

From: Tom Palmer <tpalmer@aquasafeservices.co.uk>  
Sent: 05 March 2025 09:38  
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>  
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
Subject: Pavilion

Morning Marianne,

As per our phone call, please see below information.

Calorifier 1 was running at 46\*c on arrival, and was isolated on the feed and HWS return levers. Calorifier 2 was not running at all.

I have opened Calorifier 1 back up so that it is feeding the mains hot water system again. However, the temperature is in the 'at risk' category at the moment, and I would advise the gas engineer sorts this ASAP.

Calorifier 2 I reset manually and it is now running at the correct temperature. Again, it is tripping and so someone will need to ensure that it is running correctly each day, and reset it if needed.

If Calorifier 1 cannot be repaired quickly, I would recommended isolating the unit. We would then have to drain, refill and disinfect before normal usage.

If the problem with these units isn't addressed quickly, then I would recommend that we do a Legionella 'sample sweep' of site to ensure that the low temperatures aren't creating bacteriological issues.

Kind regards,

Tom

Sent from my iPhone



Heating Associated  
Services LTD

# TAX INVOICE

Melksham without parish council  
1 Floor  
Melksham Community Campus  
Market Place  
Melksham  
Wiltshire  
SN12 6ES  
GBR

**Invoice Date**  
17 Mar 2025

**Invoice Number**  
INV-103306

**VAT Number**  
869645560

Heating Associated Services  
LTD  
49 Birch Drive  
Pucklechurch  
Bristol  
BS16 9RW  
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
As per QU0307	1.00	1,793.00	20%	1,793.00
			Subtotal	1,793.00
			TOTAL VAT 20%	358.60
			<b>TOTAL GBP</b>	<b>2,151.60</b>

## Due Date: 16 Apr 2025

Please pay within credit terms

Bank details

HSBC

Sort code 40-47-34

Account number 21585614

## PAYMENT ADVICE

To: Heating Associated Services LTD  
49 Birch Drive  
Pucklechurch  
Bristol  
BS16 9RW  
UNITED KINGDOM

**Customer** Melksham without parish council  
**Invoice Number** INV-103306  
**Amount Due** **2,151.60**  
**Due Date** 16 Apr 2025  
**Amount Enclosed**

Enter the amount you are paying above





Heating Associated  
Services LTD

# QUOTE

Melksham without parish council  
1 Floor  
Melksham Community Campus  
Market Place  
Melksham  
Wiltshire  
SN12 6ES  
GBR

**Date**  
6 Mar 2025

**Quote Number**  
QU-0307

**VAT Number**  
869645560

Heating Associated Services  
LTD  
49 Birch Drive  
Pucklechurch  
Bristol  
BS16 9RW  
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Supply and fit control module to no.1 water heater	1.00	1,793.00	20%	1,793.00
			Subtotal	1,793.00
			TOTAL VAT 20%	358.60
			<b>TOTAL GBP</b>	<b>2,151.60</b>

## Teresa Strange

---

**From:** Teresa Strange  
**Sent:** 12 March 2025 15:07  
**To:** Locum; Hayley Bell  
**Cc:** Alford, Phil (Phil.Alford@wiltshire.gov.uk)  
**Subject:** Potential to lose the Env Agency Funding for flood prevention works at Dunch Lane (And Car Park at Shurnhold Fields)

Hi Tracy and Hayley

Copy to: Wiltshire Council Ward member, Cllr Phil Alford

I have just had a call from the Wiltshire Council Principal Drainage Engineer, Danny Everett to say that the delay to this project is putting the funding in jeopardy.

He has spoken to the Environment Agency this afternoon, and managed to get the project timeline extended by another 3 months from the start of the financial year.

They were not happy, and if Wiltshire Council are not able to start on site soon, then the money may be taken away from this Wiltshire scheme and given to a competing Dorset scheme.

This is £90,000 of Env Agency funding.

As per my email of 3<sup>rd</sup> March, can you please engage with the parish council so that they can understand what the issue that the town council have with the relatively small part of the project (the car park) that is preventing the wider scheme for flood prevention measures for Dunch Lane (Melksham Town) residents from internal property flooding. The parish council are looking for a way to ensure that this car park project progresses.

With many thanks, Teresa

---

**From:** Teresa Strange  
**Sent:** 03 March 2025 13:36  
**To:** Christina Connor <christina.connor@melksham-tc.gov.uk>  
**Cc:** Locum <locum@melksham-tc.gov.uk>; Hayley Bell <hayley.bell@melksham-tc.gov.uk>; Committee Clerk <committee.clerk@melksham-tc.gov.uk>  
**Subject:** FW: Minutes for Asset Management and Amenities Committee, Monday 24th February 2025, 7.00 pm

Hi Christina

Just checking in on the Shurnhold Fields meeting in the diary for next Monday 10<sup>th</sup> March.

I understand from Andrew that the meeting is being postponed.

Have you let the Friends of Shurnhold Fields know as they were given the date at their AGM that you attended?

I am just double checking as the electronic invite we received hasn't been cancelled - MWPC have other meetings next Monday evenings, so I want to check before I issue start times on agendas.

**Tracy/Hayley**, can we please discuss the situation with Shurnhold Fiels please, I don't really understand the way forward, with the town council approving the contract for the carpark being paid to Wiltshire Council and then straight afterwards questioning a car park?

Many thanks, Teresa

---

**From:** Teresa Strange

**Sent:** 28 February 2025 16:36

**To:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>

**Subject:** FW: Minutes for Asset Management and Amenities Committee, Monday 24th February 2025, 7.00 pm

---

**From:** Melksham Town Council <[moderngov@melksham-tc.gov.uk](mailto:moderngov@melksham-tc.gov.uk)>

**Sent:** 28 February 2025 10:28

**Subject:** Minutes for Asset Management and Amenities Committee, Monday 24th February 2025, 7.00 pm

The minutes for Asset Management and Amenities Committee, Monday 24th February 2025, 7.00 pm have just been published.

To see the publicly available information, follow the link: [Minutes details](#)

The following items are included in the minutes:

<b>No.</b>	<b>Item</b>
67/24	Apologies
68/24	Declarations of Interest
69/24	Public Participation
70/24	Minutes
71/24	CCTV
72/24	KGV Lighting Survey
73/24	Play Areas
74/24	Budget 2024/25
75/24	Assembly Hall
76/24	Report of the Clerk
77/24	Motion on Goalposts
78/24	Assembly Hall
79/24	Asset Transfers
80/24	Splashpad
81/24	Allotments
82/24	Community Gardens
83/24	Wiltshire Play Pitch Strategy
84/24	Town Development
85/24	Shurnhold Fields
86/24	Shurnhold Fields Working Group
87/24	Shurnhold Fields Improvements
88/24	Friends of Shurnhold Fields
89/24	Friends of KGV
90/24	King George V Park
91/24	Project Update

92/24 Confidential Session

93/24 Assembly Hall

94/24 Quotes

**MINUTES of the Staffing Committee of Melksham Without Parish Council held on Monday 10<sup>th</sup> March 2025 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 7:00pm**

**Present:** Councillors Alan Baines (Committee Chair), Robert Shea -Simonds (Committee Vice Chair) John Glover (Council Chair), David Pafford (Council Vice-Chair), Shona Holt and Anne Sullivan

**Officers:** Teresa Strange (Clerk)

There were no members of the public or council attending remotely via Zoom.

**452/24 Welcome & Housekeeping:**

Councillor Baines welcomed everyone to the meeting. Everyone present was made aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

**453/24 Apologies:**

There were no apologies as all members of the Staffing Committee were present.

**454/24 Declarations of Interest: None**

**455/24 Dispensation Requests for this Meeting: None**

**456/24 To consider holding items in Closed Session due to confidential nature:**

**Resolved:** All the agenda items under 7, as they were about the recruitment of the Parish Officer and related to an individual. The Clerk advised that agenda item 10g also be in closed session, as included the protocol for Lone Working which would expose working practices designed to protect staff.

**457/24 Public Participation:**

This item fell as there were no members of the public present.

**458/24C Health and Safety:** To note any Health and Safety matters occurring since the last meeting (standing item as per the health and safety policy).

This item was held in closed session.

The Clerk reported that no new issues had been brought to her attention but gave an update on an issue raised at the last Staffing Committee meeting.

**Resolved:** The parish council close the case with the Insurance Company as no further issue or claim had been made.

#### 459/24C Recruitment:

These items were held in closed session.

a) **To approve appointment of the Parish Officer following the recommendation of the Interview Panel**

The Interview Panel reported back from their recent interviews and on their recommendations. One reference and Right to Work paperwork had already been received.

**Resolved:** The parish council ratify the recommendation of the Interview Panel to make a conditional offer to Candidate 2 subject to receipt of suitable references and Right to Work paperwork checks.

b) **To agree the new Parish Officer start date of Tuesday 22<sup>nd</sup> April**

The members noted the current staff leave before the Easter break.

**Recommendation:** The new Parish Officer start date to be after the Easter Bank Holiday weekend, starting on Tuesday 22<sup>nd</sup> April 2025.

c) **To agree Parish Officer draft contract, based on parish council model version**

Members reviewed the draft based on the model parish council contract.

**Recommendation:** The new Parish Officer contract be as drafted by the Clerk and reviewed by the members.

d) **To agree salary scale point for new Parish Officer**

**Recommendation:** The Parish Officer starting scale point be Scale Point 5 which on the current rate from 1<sup>st</sup> April 2024 is £24,790 per annum, £2,065.83 per month, £13.85 per hour.

#### 460/24 Appraisals: To receive update on current situation and agree way forward

The Clerk reported that the annual appraisals had been due to be undertaken in October 2024 but had not yet been undertaken due to the increased workload with one staff member having left in September, and the additional workload of shared projects, particularly of the Neighbourhood Plan. The recent approach was that a councillor accompanies the Clerk when undertaking the appraisals of those she line manages so there is another person present if there is an issue with the Clerk, and for that councillor to feed back to those undertaking the Clerk's appraisal. With the forthcoming Elections on 1<sup>st</sup> May, the Clerk queried if the appraisals were best to be done quickly or to wait until new councillors were in place post Elections.

**Resolved:** The appraisals to be undertaken in the late Spring/Summer with the new councillors in place post Elections.

**461/24** To review latest NALC advice note on **Sexual Harassment in the Workplace** following new positive duty for employers (councils) to prevent sexual harassment in the workplace

The members reviewed and noted the guidance issued by NALC (National Association of Local Councils) and their employment law, HR and health and safety services partner, Worknest, regarding the new positive duty for councils (as employers) to prevent sexual harassment in the workplace, which came into effect on 26 October 2024.

Members discussed the merits and obligation of undertaking a risk assessment as suggested by the guidance and noted that they should review their current policies.

**Recommendation:** The parish council will take steps to ensure compliance to the new positive duty for employers to prevent sexual harassment in the workplace by informing current councillors now as they will approve this recommendation at Full Council and as part of the Councillor Induction sessions post-Election, and to the new staff member as part of Induction. The other staff could have it as part of their annual training session when appraisals are undertaken and training refreshers on subjects like first aid. It would be covered by the Dignity at Work, Bullying and Harassment Policy which is due for review as part of this meeting agenda.

**462/24** To review the following Policies:

The Clerk explained to members that in their agenda pack was a copy of the existing policy for review and where applicable, the latest NALC template that had been produced by their HR partner, Worknest. As these new template policies had been produced as fit for purpose for parish councils, she felt the review would be most effective if was more about ensuring that the council were able to adhere to the new policy with their current working practices, rather than a detailed review of any policy changes.

a) **Dignity at Work, Bullying and Harassment Policy**

**Recommendation:** The new NALC template **Dignity at Work Policy** be adopted but with a change to be consistent with the parish council's Disciplinary Policy in that any complaint about the Clerk or staff member goes to the Chair of the Staffing Committee and not the Chair of Council, so as the Chair of Council remains "untainted" or independent in case of a future Appeal.

b) **Car Usage Policy:** This was the parish council's own policy and not a NALC template. There was some discussion as to the mileage reimbursement rate of 45p or whether this should be referred to as the HMRC reimbursement rate with a query raised on whether there were different rates for fully comprehensive insurance or not.

**Recommendation:** The parish council adopt the policy as is, except for the fuel reimbursement clause with the Clerk to investigate the HMRC rate and eligibility and report back to the Full Council when the recommendation is considered.

c) **Grievance Policy:**

**Recommendation:** The new NALC template **Grievance Policy** be adopted.

d) **First Aid Policy:**

**Recommendation:** The parish council re-adopt their own First Aid policy.

e) **Pension Policy:**

**Recommendation:** The parish council re-adopt their own Pension policy.

f) **Social Media Policy:** It was noted that this is for annual review, and covers employees, volunteers and councillors. NALC have only written guidelines for writing a policy and not a template, as it differs for each council. The previous policy was based on a SLCC (Society of Local Council Clerks) template.

**Recommendation:** The parish council re-adopt the Social Media policy with just an update to the list of social media outlets that the council use.

g) **Lone Working:**

**Recommendation:** The new NALC template **Lone Working Policy** be adopted and the council's previous version be used to produce a risk assessment and procedure document.

h) **Home & Hybrid Working Policy:**

**Recommendation:** The **Home & Hybrid Working Policy** to be re-adopted with the addition of the words "both *and* under exceptional circumstances" to the sentence to now read "To be considered for **both** permanent home or hybrid working (**under exceptional circumstances**), you must submit a written application to the Clerk."

i) **Safeguarding Policy:**

The Clerk advised that the current policy states that the Clerk is the Safeguarding Officer and 4.2)b) "The Clerk will stay updated on relevant legislation, guidance, and best practices in safeguarding and ensure their implementation within the council". The members noted that the Clerk had sought advice and guidance from



Age UK Wiltshire, when acting as a third party without the vulnerable person's permission, when concerns had been raised about a resident by a member of the public and a councillor. A process is now understood, and the Clerk has that in writing.

**Recommendation:** The parish council re-adopt their own **Safeguarding policy**.

Meeting closed at 8.10 pm

Chairman, 24<sup>th</sup> March 2025

## **Teresa Strange**

---

**From:** Kate Brooks <kate.brooks@ageukwiltshire.org.uk>  
**Sent:** 18 March 2025 16:46  
**To:** Teresa Strange  
**Subject:** Draft SLA  
**Attachments:** Melksham Community Support - SLA 2025-26.docx

Hi Teresa,

Good to talk yesterday. As we discussed, I've attached a draft SLA, with some minimal amendments, which I've tracked. I spoke to Hayley last night and she's following up with the Locum Clerk today.

Please get in touch if there's anything you'd like to talk through, or any amendments to the attached.

Many thanks for your support.

Best wishes,  
Kate

### **Kate Brooks**

Operations Manager | Deputy CEO  
Age UK Wiltshire and Age UK Southampton

T: 07931 758401 | E: [kate.brooks@ageukwiltshire.org.uk](mailto:kate.brooks@ageukwiltshire.org.uk)

Devizes office: Units 9 and 10, Prince Maurice Court, Devizes SN10 2RT  
Salisbury office: 44 Catherine Street, Salisbury, SP1 2DD  
Southampton office: Padwell Road Day Centre, Padwell Road, Southampton, SO14 6QS

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Age UK Wiltshire, Unit 9-10 Prince Maurice Court, Hambleton Avenue, Devizes, Wiltshire, SN10 2RT

T: 0808 196 24 24 E: [enquiries@ageukwiltshire.org.uk](mailto:enquiries@ageukwiltshire.org.uk) W: [www.ageukwiltshire.org.uk](http://www.ageukwiltshire.org.uk)

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## Teresa Strange

---

**From:** Hayley Bell <hayley.bell@melksham-tc.gov.uk>  
**Sent:** 19 March 2025 11:38  
**To:** Teresa Strange  
**Subject:** Emergency Plan

Dear Teresa,

I hope you are well.

Melksham Town Council would like the Emergency Plan to be a reported item for our Economic Development Committee. We also wish for the new council to be involved in the process to ensure Melksham Town Council are moving this important matter forward.

Therefore, would you be able to cancel our meeting this afternoon? Apologies for the short notice.

Please could we arrange a meeting once the new council is in place to discuss this further

Best regards,

**Hayley Bell**

*Deputy Town Clerk FILCA*

**07368 839 721 | 01225 704 187**

**deputyclerk@melksham-tc.gov.uk**

**www.melksham-tc.gov.uk**



Melksham Town Council, Town Hall,  
Market Place, Melksham, Wiltshire SN12 6ES





**WILTSHIRE COUNCIL  
PLAYING PITCH STRATEGY – SUPPLEMENTARY DOCUMENT (B)  
COMMUNITY AREA PROFILES**

**NOVEMBER 2024**

QUALITY, INTEGRITY, PROFESSIONALISM

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**WILTSHIRE COUNCIL  
PLAYING PITCH STRATEGY – COMMUNIT AREA PROFILES**

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**CONTENTS**

Area 1: Stonehenge.....	3
Area 2: Bradford-on-Avon.....	11
Area 3: Calne .....	18
Area 4: Chippenham and Villages .....	24
Area 5: Corsham .....	33
Area 6: Devizes .....	40
Area 7: Malmesbury .....	48
Area 8: Marlborough.....	55
Area 9: Melksham .....	61
Area 10: Pewsey .....	68
Area 11: Royal Wootton Bassett and Cricklade .....	74
Area 12: Salisbury .....	81
Area 13: South West Wiltshire.....	87
Area 14: Southern Wiltshire.....	94
Area 15: Tidworth .....	101
Area 16: Trowbridge.....	107
Area 17: Warminster.....	113
Area 18: Westbury.....	120

**WILTSHIRE COUNCIL  
PLAYING PITCH STRATEGY – COMMUNITY AREA PROFILES**

---

**ABBREVIATIONS**

3G	Third Generation (artificial turf)
AGP	Artificial Grass Pitch
ECB	England and Wales Cricket Board
EH	England Hockey
FA	Football Association
FC	Football Club
FF	Football Foundation
HC	Hockey Club
KKP	Knight, Kavanagh and Page
NGB	National Governing Body
NPPF	National Planning Policy Framework
PPS	Playing Pitch Strategy
RFL	Rugby Football League
RFU	Rugby Football Union
RLFC	Rugby League Football Club
RUFC	Rugby Union Football Club
WCB	Wiltshire Cricket Board
WFA	Wiltshire FA

## WILTSHIRE COUNCIL PLAYING PITCH STRATEGY – COMMUNITY AREA PROFILES

---

### COMMUNITY AREA PROFILES

The following paper provides 18 Community Area Board profiles from the Wiltshire Playing Pitch Strategy (PPS) in the following (alphabetical) order:

- ◀ Stonehenge<sup>1</sup>
- ◀ Bradford-on-Avon
- ◀ Calne
- ◀ Chippenham & Villages
- ◀ Corsham
- ◀ Devizes
- ◀ Malmesbury
- ◀ Marlborough
- ◀ Melksham
- ◀ Pewsey
- ◀ Royal Wootton Bassett & Cricklade
- ◀ Salisbury
- ◀ South West Wiltshire
- ◀ Southern Wiltshire
- ◀ Tidworth
- ◀ Trowbridge
- ◀ Warminster
- ◀ Westbury

#### **Format**

Each of the profiles follows the same format, for simplicity and to aid comparison. The first part of each profile provides a brief description of the Community Board area, with population data and general information on team numbers for each sport then recorded.

Next, the profile provides information on the supply and use of pitch sport sites, including grass pitches and AGPs. A brief sport-by-sport review of activity is then provided, followed by a summary of current and likely future issues affecting pitch sports locally.

The profile then considers the likely impact of population change in the area on the numbers of teams likely to be fielded, and therefore the demand for pitches. These projections take into account both the impact of natural population change, as well as that of planned new housing allocations which, locally, can have a significant influence on the demand to play sport.

Finally, the local Action Plan is provided, with this extracted from the main Strategy document.

In total, there are eight tables within each area profile. These cover:

- ◀ Table A: Population
- ◀ Table B: Pitch sport team numbers
- ◀ Table C: Supply of key local grass pitch sport sites
- ◀ Table D: AGP provision locally
- ◀ Table E: Future pitch requirements
- ◀ Tables F & G: Housing growth impact
- ◀ Action Plan table

---

<sup>1</sup> Formerly known as Amesbury.



**WILTSHIRE COUNCIL  
PLAYING PITCH STRATEGY – COMMUNITY AREA PROFILES**

**Area 9: Melksham**

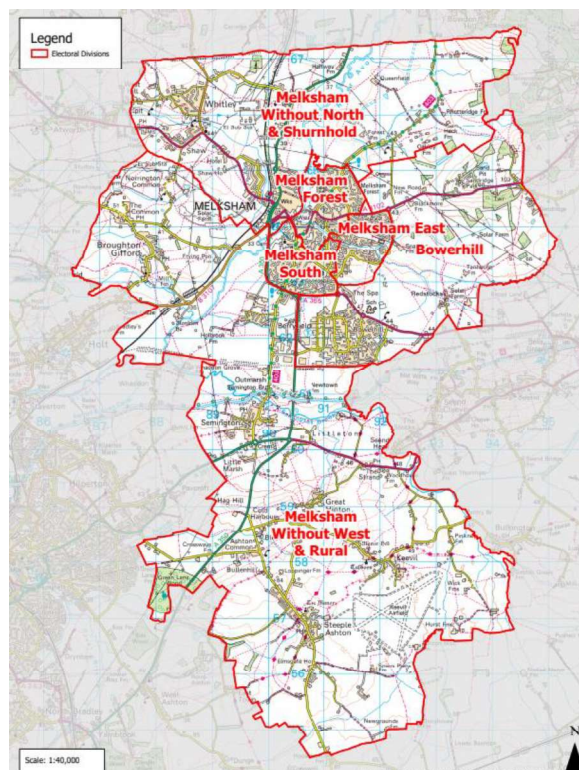
The Melksham Community Area has one principal town, Melksham, and there are 11 parishes across the community area. Melksham is a working town with a strong employment and manufacturing base. The town benefits from having fast access to the motorway network. The proximity of the market towns of Trowbridge, Chippenham and Devizes (and the city of Bath and Swindon only 30 and 45 minutes away respectively) ensures strong competition between these centres for economic advantage. Melksham town centre provides a range of local services and convenience shopping.

Table 9.1: Population in Melksham

Area (9,864 hectares)	Current population	Future population (ONS-based 2038 projections)	Housing growth (dwellings) in Local Plan (2020-2038)
Melksham	29,831	31,530	2,456

Table 9.2: Pitch sport team numbers in Melksham

Sport	Team gender	Age band	No. of teams	Current population
Football	Mens	16-45	16	4,709
Football	Womens	16-45	1	4,679
Football	Boys	12-15	10	773
Football	Girls	12-15	5	700
Football	Boys	10-11	16	381
Football	Girls	10-11	2	393
Football	Mixed	8-9	20	758
Football	Mixed	6-7	15	731
Cricket	Mens	18-55	9	6,516
Cricket	Womens	18-55	0	6,539
Cricket	Boys	7-18	5	2,190
Cricket	Girls	7-18	0	2,111
Rugby Union	Mens	19-45	2	4,215
Rugby Union	Womens	19-45	1	4,224
Rugby Union	Boys	13-18	3	1,039
Rugby Union	Girls	13-18	1	948
Rugby Union	Mixed	7-12	7	2,313
Rugby League	Mens	19-45	0	4,215
Rugby League	Womens	19-45	0	4,224
Rugby League	Boys	12-18	0	1,264
Rugby League	Girls	12-18	0	1,148
Rugby League	Mixed	7-11	0	1,887
Hockey	Mens	17-55	0	6,672
Hockey	Womens	17-55	0	6,668
Hockey	Boys	14-16	0	545
Hockey	Girls	14-16	0	506
Hockey	Boys	11-13	0	581
Hockey	Girls	11-13	0	560
Hockey	Mixed	5-10	0	2,190



## WILTSHIRE COUNCIL PLAYING PITCH STRATEGY – COMMUNITY AREA PROFILES

### Key grass pitch sport sites

Table 9.3: Key grass pitch sites in Melksham and their pitches

Site ID	Site name	Adult football	Youth 11v11 football	Youth 9v9 football	Mini 7v7 football	Mini 5v5 football	Cricket squares	Senior rugby	Junior rugby	Mini rugby
229	Oakfield Stadium	2	4	3	2	3	-	3	-	-
248	Queen Elizabeth II Diamond Jubilee Field (Melksham)	1	-	2	2	3	-	-	-	-

### AGP provision

Table 9.4: AGPs identified in Melksham

Site ID	Site name	Community use	Number of pitches	Pitch size	Sports lighting?	Pitch surface	Pitch quality
205	Melksham Oak Community School	Yes	1	Full Size	Yes	Sand Filled	Poor

### Sport by sport overview

- Football** – overplay is identified on adult and youth 9v9 pitches at Forest Community Centre and Queen Elizabeth II Diamond Jubilee Field whilst actual spare capacity is identified on youth 11v11 and mini 5v5 pitches at Oakfield Stadium and St Marys Recreation Field. Mini 7v7 pitches are played to capacity. One adult, one youth 9v9 and one mini 7v7 team are expected to be generated through population growth alone. Key clubs in the area include Melksham Town Youth and FOF football clubs.
- 3G** – with no full size 3G pitches currently provided in Melksham, there is deemed to be a shortfall of two full size 3G pitches based on the FA's training model.
- Cricket** – actual spare capacity is identified of varying levels is identified at all peak times for cricket in Melksham. Melksham CC is a key cricket club in the area.
- Rugby** – overplay of 4.75 match equivalent sessions per week is identified at Oakfield Stadium. The site hosts all demand from Melksham RUFC, the only rugby club based in Melksham.
- Hockey** – with capacity at Melksham Oak Community School discounted due to poor pitch quality, there is no capacity for hockey within Melksham. However, no demand is identified for hockey in Melksham either.

### Population growth

Based on population projections to 2038 (the period to which this assessment projects population based future demand), Sport England's Playing Pitch Calculator can estimate the likely additional demand for grass rugby union pitches that will arise from any growth. This is by using the current and future populations in each of the relevant age groups together with the current team numbers, with team generation rates then established to understand how much growth is required to establish one new team.

For reference, the total current population in Wiltshire of 515,363 will increase to 541,068 by 2038. This is an increase of 25,704 people. The table below shows the number of new teams projected to be generated by the new population in Melksham and the requisite match equivalent sessions it will create. Please, however, note that this does include population increases linked to housing growth, which is instead covered separately following the table.

Table 9.5: Melksham team generation rates

Sport	Team Gender	Team generation rate	Population Increase	Additional teams	Additional matches per week	Additional pitches required <sup>11</sup>
Football	Mens	294.30	265.49	0.90	0.45	0.23
Football	Womens	4678.60	263.78	0.06	0.03	0.01
Football	Boys	77.34	43.61	0.56	0.28	0.14
Football	Girls	139.97	39.46	0.28	0.14	0.07
Football	Boys	23.79	21.46	0.90	0.45	0.23
Football	Girls	196.36	22.14	0.11	0.06	0.03
Football	Mixed	37.91	42.75	1.13	0.56	0.14
Football	Mixed	48.70	41.19	0.85	0.42	0.11

<sup>11</sup> Assuming additional pitches provided would be of standard quality.

**WILTSHIRE COUNCIL  
PLAYING PITCH STRATEGY – COMMUNITY AREA PROFILES**

Sport	Team Gender	Team generation rate	Population Increase	Additional teams	Additional matches per week	Additional pitches required <sup>11</sup>
Cricket	Mens	723.95	367.35	0.51	0.25	0.06
Cricket	Womens	-	368.69	-	-	-
Cricket	Boys	438.08	123.50	0.28	0.14	0.04
Cricket	Girls	-	119.01	-	-	-
Rugby Union	Mens	2107.43	237.64	0.11	0.06	0.03
Rugby Union	Womens	4224.40	238.17	0.06	0.03	0.01
Rugby Union	Boys	346.26	58.57	0.17	0.08	0.04
Rugby Union	Girls	947.90	53.44	0.06	0.03	0.01
Rugby Union	Mixed	330.37	130.39	0.39	0.20	0.10
Rugby League	Mens	-	237.64	-	-	-
Rugby League	Womens	-	238.17	-	-	-
Rugby League	Boys	-	71.27	-	-	-
Rugby League	Girls	-	64.70	-	-	-
Rugby League	Mixed	-	106.38	-	-	-
Hockey	Mens	-	376.19	-	-	-
Hockey	Womens	-	375.93	-	-	-
Hockey	Boys	-	30.73	-	-	-
Hockey	Girls	-	28.53	-	-	-
Hockey	Boys	-	32.75	-	-	-
Hockey	Girls	-	31.59	-	-	-
Hockey	Mixed	-	123.47	-	-	-

As seen in the table above, an additional adult, one youth 9v9 and one mini 7v7 football team is expected to be generated through population growth alone in the Melksham Analysis Area.

**Housing growth**

The anticipated population increase over the 14 year period (2038) equates to 8.94 match equivalent sessions of demand per week for grass pitch sports, zero match equivalent sessions on hockey suitable AGP and 25.09 match equivalent sessions of demand per season for cricket. Training demand equates to 16.14 hours of use per week for football on 3G pitches and zero hours on hockey suitable AGP.

Table 9.6: Demand for grass pitch sports generated from a population increase of 5,649.

Pitch sport	Estimated demand by sport	
	Match demand per week	Training demand
Adult football	1.71	16.14 hours
Youth football	3.20	As above
Mini soccer	3.16	As above
Rugby union	0.87	1.03 equivalent sessions
Rugby league	0.00	0.00 match equivalent sessions
Adult hockey	0.00	0.00 hours
Junior & mixed hockey	0.00	0.00 hours
Cricket	25.09	-

The table below translates estimated demand into new pitch provision with associated capital and lifestyle costs.

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PLAYING PITCH STRATEGY – COMMUNITY AREA PROFILES**

Table 9.7: Estimated demand and costs for new pitch provision

Pitch type	Estimated demand and costs for new pitches			Changing rooms	
	Number of pitches to meet demand	Capital cost	Lifecycle Cost (per annum)	Number	Capital cost
Adult football	1.71	£191,788	£37,782	3.42	£684,334
Youth football	3.20	£294,100	£59,408	2.95	£591,419
Mini soccer	3.16	£96,565	£19,120	0.00	£0
Rugby union	0.87	£147,172	£27,227	1.75	£350,091
Rugby league	0.00	£0	£0	0.00	£0
Cricket	0.57	£200,898	£36,965	1.14	£228,558
Sand AGPs	0.00	£0	£0	0.00	£0
3G pitches	0.42	£493,808	£14,524	0.85	£170,017
<b>Total</b>	<b>9.94</b>	<b>£1,424,331</b>	<b>£195,026</b>	<b>10.11</b>	<b>£2,024,420</b>

Overall, an additional 9.94 pitches would be required to meet additional demand arising from a population increase of 5,649. This would require an expected capital cost of £1,424,331 and a lifecycle cost per annum of £195,026.

**Action Plan**

Site ID	Site	Postcode	Sport	Management	Current status	Recommended actions	Partners	Site hierarchy tier	Priority	Timescales	Cost	Aim
9	Aloeric Primary School	SN12 6HN	Football	Education	One poor quality mini 7v7 pitch that is unavailable for community use.	Improve quality to better accommodate curricular and extra-curricular demand.	FA, FF, WFA, Education	Local	L	S	L	Protect Enhance
55	Broughton Gifford Common	SN12 8LY	Football (Disused)	Broughton Gifford Parish Council	One disused adult pitch with the site currently actively used for cricket.	No action required.	FA, FF, WFA, Parish Council	-	-	-	-	-
55	Broughton Gifford Common	SN12 8LY	Cricket	Broughton Gifford Parish Council	A good quality seven wicket grass square that has capacity to accommodate additional demand. Used by Broughton Gifford CC Accompanied by poor quality ancillary provision.	Sustain square quality with appropriate maintenance. Look to utilise spare capacity to accommodate future demand/alleviate shortfalls on other sites. Explore options, where possible, to improve poor quality ancillary provision.	ECB, WCB, Parish Council	Local	L	S	L	Protect
127	Forest Community Centre	SN12 7BB	Football	Community Organisation	One adult pitch and one mini 5v5 pitch, both of which are poor quality. The former is overplayed by 0.5 match equivalent sessions per week, whilst the latter has spare capacity discounted due to poor pitch quality.	Improve quality to alleviate overplay and establish spare capacity for clubs.	FA, FF, WFA, Community Organisation	Local	M	S	L	Protect Enhance
160	Hospital Pitch Campion Drive	SN12 7SN	Football (Disused)	Council	Disused site which accommodated one adult pitch last marked circa 2006.	Explore feasibility of bringing the playing field back into use given local shortfalls and ensure replacement provision is provided in line with national planning policy should a proposal come forward that will result in permanent loss.	FA, FF, WFA, Council	Local	L	L	L	Protect

**WILTSHIRE COUNCIL  
PLAYING PITCH STRATEGY – COMMUNITY AREA PROFILES**

Site ID	Site	Postcode	Sport	Management	Current status	Recommended actions	Partners	Site hierarchy tier	Priority	Timescales	Cost	Aim
168	King George V Playing Field (Melksham)	SN12 7ED	Football (Disused)	Council	Disused site which previously accommodated one youth 11v11 pitch. Last actively marked out circa 2015.	Explore feasibility of bringing the playing field back into use given local shortfalls and ensure replacement provision is provided in line with national planning policy should a proposal come forward that will result in permanent loss.	FA, FF, WFA, Council	Local	L	L	L	Protect
187	Little Marsh	BA14 6JE	Football	Sports Club	One poor quality adult pitch that is played to capacity. The site is serviced with poor quality ancillary facilities.	Improve quality to establish actual spare capacity for clubs. Explore feasibility of improving the site's ancillary provision.	FA, FF, WFA, Sports Club	Local	M	M	M	Protect Enhance
204	Melksham House	SN12 6ES	Cricket	Sports club	A good quality ten wicket grass square, accompanied by an NTP, that has spare capacity to accommodate additional demand. Leased long term to Melksham CC. The Club has plans to develop dedicated women's changing rooms and extend its social area.	Sustain square quality with appropriate levels of maintenance. Assist the Club where possible, with its ancillary provision development plans. Look to utilise spare capacity to accommodate future demand/alleviate shortfalls on other sites.	ECB, WCB, Sports Club	Local	M	M	M	Protect Enhance
205	Melksham Oak Community School	SN12 6QZ	Football	Education	Four standard quality adult pitches that are unavailable for community use.	Explore community use options.	FA, FF, WFA, Education	Local	L	S	L	Protect
205	Melksham Oak Community School	SN12 6QZ	Rugby Union	Education	One standard quality senior pitch. Played to capacity by curricular demand.	Sustain pitch quality for curricular and extracurricular demand.	RFU, Education	Local	L	L	L	Protect
205	Melksham Oak Community School	SN12 6QZ	Hockey	Education	One poor quality full size pitch that is available for community use and is equipped with sports lighting. The pitch has exceeded its 10-year recommended lifespan and thus requires resurfacing.	Resurface the pitch to improve quality and ensure a sinking fund is in place for long-term sustainability.	EH, Education	Local	H	S	H	Protect Enhance Provide
229	Oakfield Stadium	SN12 7GU	Football/ 3G	Sports Club	Two adult pitches and two youth 9v9 pitches, all of which are good quality. Four youth 11v11 pitches: one youth 9v9 pitch, two mini 7v7 pitches and three mini 5v5 pitches, all of which are standard quality. The site is home to Melksham Town FC (Step 4). The youth 11v11 pitches, two of the youth 9v9 pitches and three mini 5v5 pitches each have actual spare capacity amounting to a combined total of 2.5 match equivalent sessions per week. Aspirations exist for the construction of a new full size 3G pitch at the site.	Utilise actual spare capacity where it exists, via the transfer of demand from overplayed sites or via future demand. Ensure the site meets the minimum requirements to progress through the football pyramid. Support plans for the potential construction of a full size 3G pitch, and consider suitability for both football and rugby (World Rugby compliancy) given dual use nature of the site.	FA, FF, WFA, RFU, Sports Club	Key Centre	H	M	H	Protect Enhance Provide

**WILTSHIRE COUNCIL  
PLAYING PITCH STRATEGY – COMMUNITY AREA PROFILES**

Site ID	Site	Postcode	Sport	Management	Current status	Recommended actions	Partners	Site hierarchy tier	Priority	Timescales	Cost	Aim
229	Oakfield Stadium	SN12 7GU	Rugby Union	Sports Club	Three standard quality senior pitches, of which two have sports lighting. Each pitch is overplayed. Accompanied by good quality ancillary provision.	Improve pitch quality with enhanced levels of maintenance. Consider 3G provision as a solution to capacity issues.	RFU, Sports Club	Key Centre	L	L	L	Protect Enhance
248	Queen Elizabeth II Diamond Jubilee Field (Melksham)	SN12 6TL	Football	Council	One adult pitch, two youth 9v9 pitches, two mini 7v7 pitches and three mini 5v5 pitches, all of which are standard quality. The adult and youth 9v9 pitches are both overplayed by two match equivalent sessions per week.	Improve quality to alleviate overplay.	FA, FF, WFA	Local	M	S	L	Protect Enhance
275	Shaw Village Hall	SN12 8EP	Football	Community Organisation	One poor quality adult pitch that is played to capacity. The site is serviced with poor quality ancillary facilities.	Improve quality to establish actual spare capacity for clubs. Explore feasibility of improving the site's ancillary provision.	FA, FF, WFA, Community Organisation	Local	M	M	M	Protect Enhance
303	St Marys Recreation Field	BA14 6EN	Football	Council	One standard quality adult pitch that has actual spare capacity amounting to 0.5 match equivalent sessions per week.	Consider potential rationalisation of provision to contribute to a hub site. If not feasible improve pitch quality with enhanced levels of maintenance.	FA, FF, WFA	Local	L	L	L	Protect Enhance
303	St Marys Recreation Field	BA14 6EN	Football (Recreational)	Council	One youth 11v11 pitch not actively marked with a set of posts. Used for recreational demand.	Explore the feasibility of bringing the pitch back into use for affiliated demand from the community.	FA, FF, WFA	Local	L	L	L	Protect
324	The Conigre (Closed)	SN12 6ES	Football (Disused)	Unknown	Disused site which previously accommodated one adult pitch. Last actively marked out circa 2017.	No action is required.	-	-	-	-	-	-
324	The Conigre (Closed)	SN12 6ES	Rugby Union (Disused)	Unknown	Disused site which previously accommodated one senior pitch. Last actively marked out circa 2017.	No action is required.	-	-	-	-	-	-
388	The Manor	BA14 6SB	Cricket	Unknown	A good quality seven wicket grass square that has capacity to accommodate additional demand. Used by Keevil CC.	Sustain square quality with appropriate maintenance. Look to utilise spare capacity to accommodate future demand/alleviate shortfalls on other sites.	ECB, WCB	Local	L	S	L	Protect
391	Whitley Golf Club	SN12 8EQ	Cricket	Golf Club	A standard quality six-wicket grass square that has capacity to accommodate additional discounted due to unsecure tenure. Used by Whitley CC which rents the use of the provision. The Club does not have access to toilets nor suitable female changing in its pavilion, having to use facilities at the golf club.	Sustain square quality with appropriate maintenance. Look to secure long term tenure for Whitley CC. Explore potential options to improve onsite ancillary provision for Whitley CC, particularly regarding accessing toilets.	ECB, WCB, England Golf, Golf Club	Local	M	M	L-M	Protect Enhance Provide

**WILTSHIRE COUNCIL  
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Site ID	Site	Postcode	Sport	Management	Current status	Recommended actions	Partners	Site hierarchy tier	Priority	Timescales	Cost	Aim
394	St Barnabas Cricket Ground	SN12 7PT	Cricket	<i>Unknown</i>	A good quality seven wicket grass square overplayed 15 match equivalent sessions. Used Corsham CC which expresses an ambition to invest in onsite ancillary provision.	Sustain square quality with appropriate maintenance. Explore options to assist the Club in its ancillary provision ambitions.	ECB, WCB	Local	L	M	L-M	Protect Enhance

## Teresa Strange

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**From:** Wilts & Berks Canal Trust <dont.reply@wbct.org.uk>  
**Sent:** 06 March 2025 20:35  
**To:** Teresa Strange  
**Subject:** WBCT Schools' Programme



Dear Member

We are trying to develop a programme for schools. This will involve volunteers going to schools and delivering lessons. Also, with funding, organising canal-based events for the schools and liaising with organisations such as museums and the outdoor learning teams. We have a wide geographic area from Melksham to Abingdon and north as far as Cricklade.

### Material and Support

We have some material that can be developed into school packs and expertise in delivering this. At present, this is mainly for key stage 2. We have Robin Earle developing material for Swindon and Val Melville who used to be the education officer for the MCC branch.

### The Aim

- We would like people to go into schools and help plan education programmes, which could include visits to the canal, museums, libraries, outdoor learning teams and boat trips.
- With support, we would like people to go into schools to deliver lessons.
- We would like someone to coordinate the activities and perhaps train the volunteers.

We would like to be able to follow up activities such as this recent initiative from Swindon Libraries & Information Service:

"My team in the library service coordinates the children's Summer Reading Challenge - the aim of which is to promote reading for pleasure and encouraging children to read over the summer holidays. This year's theme is [Story Garden](#) – for which we're developing a programme of activities to take place in and out of libraries.

We're looking for organisations who might be interested in partnering with us – this could take many forms including co/delivering activities for children and families. And in turn promoting their organisation to those groups."

### Discussion Meeting

Can you help us? Initially we would like a meeting (either face to face or online) where we discuss what needs to be done, review the information that we already have and work out the way forward.



If you can help and are interested, please contact your branch chair or John Henn: [John.Henn@wbct.org,uk](mailto:John.Henn@wbct.org,uk)

Regards

John Henn

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