

Full Council agenda 12th October 2026 FIN _____	3
AGENDA ITEM 07a - FULL COUNCIL MINUTES Monday 7th September 2026 - FIN _____	6
AGENDA ITEM 07b Melksham Without (Beanacre Shaw Whitley Blackmore Ward) - Co-option - NOV 11 September 2026 _____	29
AGENDA ITEM 07b Model-Standing-Orders-England - Co-option _____	30
AGENDA ITEM 07c - Vacancies arising from resignation of Cllr Chris Griffiths _____	32
AGENDA ITEM 08a - Planning Committee meeting- Monday 14th September 2026 FIN _____	33
AGENDA ITEM 08a - Planning Committee meeting- Monday 5th October 2026 FIN _____	58
AGENDA ITEM 08c P25-2391-DE-02--20 - COMMUNITY HUB - DIMENSIONS _____	83
AGENDA ITEM 08c Should the mobility hub should be located in the community hub _____	84
AGENDA ITEM 09a Cashbook 1 Lloyds Bank Receipts and Payments- September 2026 _____	86
AGENDA ITEM 09a Cashbook 2 Unity Current Account Receipts and Payments- September 2026 _____	90
AGENDA ITEM 09a Cashbook 4 Unity Instant Access Receipts and Payments-September 2026 _____	94
AGENDA ITEM 09a Cashbook 5 CCLA Receipts and Payments-September 2026 _____	96
AGENDA ITEM 09b i Quarterly income and expenditure report analysis for Qtr2 _____	98
AGENDA ITEM 09b ii Bank Reconciliation September 26- Cashbook 1 Lloyds_Redacted _____	107
AGENDA ITEM 09b ii Bank Reconciliation September 26- Cashbook 2 Unity Current Account _____	109

AGENDA ITEM 09b ii Bank Reconciliation September 26- Cashbook 4	
Unity Instant Access _____	111
AGENDA ITEM 09b ii Bank Reconciliation September 26-Cashbook 5	
CCLA _____	112
AGENDA ITEM 09e - Annual Return opinion received from External Auditor _____	114
AGENDA ITEM 09e - External Auditor Final Letter _____	116
AGENDA ITEM 09e - Correspondence with External Auditor _____	121
AGENDA ITEM 09f - LIIPs fund - initial thoughts for budget _____	125
AGENDA ITEM 09f - 26-20_Locally_Identified_Infrastructure_Projects_Fund _____	127
AGENDA ITEM 10a Clerk Note re RTI _____	132
AGENDAN ITEM 10a - Correspondence re RTI Memo of Understanding ____	133
AGENDA ITEM 10a - DRAFT MoU - Melksham Without Parish Council ____	134
PUBLIC REDACTED AGENDA ITEM 10b - Notes from Beanacre Play Area Working Party- Quote evaluation meeting_Redacted _____	141
AGENDA ITEM 10d iii - Delegated powers used _____	146
AGENDA ITEM 10d iii - Inspection report identifying work needed _____	148
AGENDA ITEM 11b - MWPC & MTC corporate view on the potential Bypass _____	167
AGENDA ITEM 11b - Western-Gateway-SIP-Update-2026 _____	168
AGENDA ITEM 12b Rep for Melksham Link steering group _____	196
AGENDA ITEM 12b Steering_Group_Terms_of_Reference_copy _____	199
Agenda Item 12c - Clerk Note re People Emergency Briefing _____	201
AGENDA ITEM 13 - Allotment Warden Advert - Sept 2026 _____	202



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
Web: www.melkshamwithout-pc.gov.uk

Wednesday 7th October 2026

Dear Members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 12th October 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.

PLEASE NOTE THAT THERE IS WORK BEING UNDERTAKEN IN THE CAMPUS CARPARK SO LEAVE PLENTY OF TIME TO ARRIVE AND FIND A PARKING SPACE AS THERE WILL BE FEWER SPACES AVAILABLE THAN USUAL. YOU MAY NEED TO USE ALTERNATIVE CAR PARKS IN THE AREA.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=88454695433>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**

Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout.co.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA PACK HERE



Serving rural communities around Melksham

AGENDA

1. **Welcome & Housekeeping**
2. **Announcements**
3. **To receive Apologies and approval of reasons given**
4. **Declarations of Interest:**
 - a) To receive declarations of interest
 - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
5. **To consider holding items in Committee due to confidential nature**

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
6. **Public Participation & Invited Guests**
 - a) Wiltshire Councillor Nick Holder, Bowerhill
 - b) Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
 - c) Wiltshire Councillor Andrew Griffin, Melksham Without West & Rural
7. **Full Council**
 - a) To approve the Minutes of the **Full Council** meeting held on 7th September 2026
 - b) To note that the Councillor vacancy arising from the resignation of Chris Griffiths will be filled by co-option, as no Election has been called by residents
 - c) To consider filling vacancies on committees, working parties and organisations arising from the resignation of Chris Griffiths; or defer until vacancy filled.
8. **Planning:**
 - a) To approve the Minutes of the **Planning Committee** meetings held on 14th September 2026 and 5th October 2026
 - b) To approve the Confidential Notes from the **Planning Committee** meetings held on 14th September 2026 and 5th October 2026
 - c) To approve the recommendations from the **Planning Committee** meetings held on 14th September 2026 and 5th October 2026
 - d) **Wiltshire Council's draft Local Plan**
 - i) To note that the response to the Wiltshire Council Local Plan Scoping Consultation to be appended to the minutes of the 5th October Planning Committee minutes.
 - ii) To consider membership of the joint working group with Melksham Town Council to progress spatial options and strategic planning work for the wider Melksham area
9. **Finance**
 - a) To note Receipts & Payments reports for September 2026.
 - b) Quarterly Reports for Quarter 2 (July, August, September).
 - i. To note Budget vs Actual
 - ii. To note Bank Reconciliation
 - iii. To note VAT reclaims submitted

- c) To seek cheque signatories/online authority for October payments.
- d) To approve Bank Account and Fund Transfers.
- e) To note external auditors report and consider any action
- f) To consider initial thoughts/requests to inform the 2026/27 budget preparation

10. Asset Management

- a) To consider the revised Memorandum of Understanding and associated order arrangements for RTI (Real Time Information) display units for bus shelters
- b) To approve the recommendations of the Beanacre Play Area Refurbishment working party held on Monday 5th October 2026 including approval of quote for works to be undertaken
- c) To approve quote for replacement of the closure mechanism on play area gate at Hornchurch Road Play Area.
- d) **Bowerhill Sports Field:**
 - i) To consider in principle a request from Melksham Cricket Club for the provision of a cricket pitch at Bowerhill Sports Field, including the installation of a cricket wicket.
 - ii) To consider Future of Football proposals for enhanced use of facilities
 - iii) To note approval of quote for urgent electrical work required, under delegated powers, further to Hard Wire Electrical inspection
- e) To note additional tree work undertaken at Berryfield Park, under delegated powers, due to health and safety reasons

11. Highways, Footpaths and Streetscene:

- a) To consider the next steps for proposal for dropped kerbs at Bowerhill.
- b) To note refresh of the Western Gateway Strategic Investment Plan which includes the proposed Melksham Eastern bypass and improvement to Melksham railway line capacity

12. Community projects/partnership organisations:

- a) To note the change in funding for Age UK Community Connectors (formerly Melksham Community Support) and to consider the next steps.
- b) To consider nominating a Councillor to join the Wilts & Berks Canal Trust Melksham Link Program Steering Group
- c) To consider Melksham Environment Group request for the parish council to arrange a showing of the National People's Emergency Briefing on Climate and Nature.

13. Staffing

To note the resignation of the Allotment Warden, receive an update on the recruitment process, and delegate authority to the Staffing Committee (19th October) to make the appointment following interviews.

**MINUTES of the Full Council Meeting of Melksham Without Parish Council
held on Monday 7th September 2026 at
Melksham Without Parish Council Offices (First Floor), Melksham
Community Campus, Market Place, SN12 6ES at 7:00pm**

Present: John Glover (Chair of Council), David Pafford (Vice Chair), John Doel, Alan Baines, Tony Hemmings, Mark Harris, Mark Blackham, Anne Sullivan and Martin Haffenden.

Officers: Teresa Strange (Clerk), Marianne Rossi (Finance and Amenities Officer) and Fiona Dey (Parish Officer)

In attendance: Wiltshire Councillors Andrew Griffin (part).

On Zoom: None

180/26 Welcome, Housekeeping & Announcements

Councillor Glover welcomed everyone to the meeting. Members were reminded that the meeting was being recorded and would be published on YouTube until the minutes were approved.

The Chair announced that Councillor Chris Griffiths had resigned with immediate effect because his work commitments prevented him from continuing in the role. The statutory casual-vacancy process would begin, and any resulting committee vacancies would be considered at the October meeting.

Members congratulated Marianne Rossi on ten years' service with the Parish Council. Members also noted that Shaw Village Hall was celebrating the fiftieth anniversary of the current building.

181/26 To receive Apologies and approval of reasons given

Resolved: To accept apologies from Councillors Richard Wood (holiday) and Peter Richardson (prior speaking engagement) and the reasons given.

Wiltshire Councillors Phil Alford and Nick Holder also sent apologies.

182/26 Declarations of Interest

a) Declarations of Interest

None were declared.

b) Dispensation Requests

None were received.

183/26 To consider holding items in Closed Session due to confidential nature

The Clerk advised that supplier names within commercially sensitive quotations had been anonymised as Quote A and Quote B. Members agreed that discussion could remain in open session provided the suppliers were not identified.

184/26 Public Participation & Invited Guests

Standing Orders were suspended to allow members of the public and invited guests to address the Council.

Wiltshire Councillor Griffin referred to the current application for 225 dwellings at Berryfield (Land west of Semington Road PL/2026/04916) and anticipated that opposing the principle of development would be difficult in the present planning climate.

He explained that he was due to attend a Wiltshire Council briefing on recent planning decisions, the new National Planning Policy Framework and the revised scheme of delegation. He expected the briefing, which was to be led by Kenny Green (Wiltshire Council Planning Manager), to provide further information on how these matters would affect the consideration of local planning applications.

Members highlighted the scale of committed and proposed growth around Berryfield and the wider Melksham area, the pressure on the A350 and local roads, the lack of corresponding improvements to infrastructure and community facilities, and the potential loss of the separate identity of Berryfield. Particular concern was expressed about the proposed three-storey dwellings in Berryfield and their effect on residential amenity and local character. It was also noted that substantial housing growth would increase demand for employment, health care and other already stretched services, and could increase outward commuting.

Wiltshire Councillor Griffin confirmed that he would continue to raise the cumulative impact of development and would report back following relevant Wiltshire Council briefings.

Standing Orders were reinstated.

185/26 Full Council

a) Minutes of the Full Council meeting held on 27th July 2026

Resolved: To approve the Minutes of the Full Council meeting held on 27th July 2026 as a correct record and for the Chair to sign them.

186/26 Planning

a) Current planning context

The Clerk outlined the changing national, Wiltshire and local planning context, including the new National Planning Policy Framework, Wiltshire's housing land-supply shortfall, recent appeal decisions and the withdrawal of the Wiltshire Local Plan. Approval of the Berryfield Lane application (PL/2026/00626 Land North of Berryfield Lane) demonstrated how site-specific concerns were being balanced against the significant need for additional housing. However, the dismissal of the Chapel Lane appeal (PL/2023/05883) on flood-risk grounds showed that development could still be resisted where clear and robust technical evidence was available.

Members discussed the continuing delay in receiving an indicative housing requirement for the Joint Melksham Neighbourhood Plan area (JMNP). It was noted that Wiltshire Council had advised that Wiltshire's increased housing requirement could not simply be applied directly to Melksham and that Wiltshire Council would need to decide how growth should be distributed across the county. Members agreed that the Council should continue pressing for a local figure.

Concern was expressed that the withdrawal of the Local Plan and the housing shortfall had weakened the Council's ability to resist speculative development, despite the considerable resources invested in the Joint Melksham

Neighbourhood Plan 2. Members were reassured that the Neighbourhood Plan remained an important and up-to-date part of the development plan. Although its ability to prevent unplanned housing had been reduced, its policies continued to influence design, layout, landscaping, infrastructure, connectivity, heritage and the protection of green spaces.

Members agreed that the Council should continue to identify development that was speculative and not plan-led but should place greater emphasis on evidenced technical harms. These included highways, drainage, ecology, landscape, heritage, settlement separation and, particularly, the cumulative impact of completed, approved and proposed developments. The cumulative effect on Berryfield was highlighted, together with the need to avoid coalescence with Melksham. For major outline applications, the Council should also seek robust parameter plans fixing matters such as building heights, access, connectivity, open space and green infrastructure at an early stage.

Resolved 1: (i) To note the current planning context and (ii) to approve the strategic approach set out in the Clerk's report, plus the additional points proposed by Councillor Richardson.

1. The immediate strategic priority should be to influence the emerging Wiltshire Local Plan at its formative stage;
2. Melksham Without Parish Council (MWPC) should work jointly with Melksham Town Council (MTC) to seek meaningful early involvement in the development and testing of spatial options for the wider Melksham area before preferred growth areas or packages of sites are selected;
3. MWPC should continue to request an indicative housing requirement for the Melksham Neighbourhood Plan area, while recognising the wider implications of Wiltshire's current housing supply position;
4. MWPC should continue to raise where development is speculative and not plan-led, while placing particular emphasis on clearly evidenced technical planning harms, robust parameter plans at outline stage and the best possible mitigation and community benefits where development cannot reasonably be prevented;
5. It would be premature at this stage to commence a further programme of neighbourhood-plan housing site allocations;
6. The need for further JMNP review and/or site allocations should be reconsidered when greater clarity is available regarding the Local Plan spatial strategy and indicative housing requirement;
7. To authorise payment of the Place Studio invoice and authorise the Clerk to continue to liaise with MTC to confirm the agreed cost-sharing arrangement for ongoing strategic planning advice, including the percentage share to be met by each council.
8. To press Wiltshire Council to update its housing land supply calculation quarterly, rather than annually, particularly where published figures may already be significantly out of date.
9. To consider undertaking MWPC's own calculation/monitoring of housing land supply from published information.
10. To investigate whether a methodology can be developed to calculate a housing requirement / housing road map for the Joint Melksham Neighbourhood Plan area, to provide a local yardstick.

Resolved 2: (i) To approve retrospectively the Place Studio invoice of £375 excluding VAT for five hours of professional planning advice and briefing work and (ii) to authorise the Clerk to liaise with Melksham Town Council on an appropriate cost-sharing arrangement for continuing joint strategic planning advice.

b) Wiltshire Local Plan

i) Parish Council representation at Local Plan meetings

Members welcomed Wiltshire Councillor Ian Thorn's offer to hold regular Local Plan round-table meetings in Melksham with Wiltshire Council's Spatial Planning Team. They considered early involvement essential and did not want the new Local Plan process to repeat the limited and late consultation undertaken for the withdrawn plan.

Members supported a strategic approach based on a long-term vision for the wider Melksham area. This should recognise the different needs of the town, the eastern expansion area and the surrounding villages. It should also consider existing development and constraints, coordinate the infrastructure needed to support growth, protect settlement separation and strategic routes—including the canal and proposed bypass—and address energy and utility infrastructure. Existing evidence from the Joint Melksham Neighbourhood Plan should be used, and an Area Action Plan, strategic masterplan or similar framework should be explored.

Resolved 1: To welcome Local Plan round-table meetings and continuing work with Melksham Town Council, local Wiltshire Councillors and relevant professional advisers. The questions in the Clerk's report, together with the additions discussed, would form the basis of the Council's initial engagement. The Council would:

- seek an Area Action Plan, strategic masterplan or similar framework;
- explore a joint working group and appropriate technical support;
- and promote strategic, area-based master-planning through relevant local council networks.

Wiltshire Councillor Griffin described the work he was undertaking with Wiltshire Council officers, the local MP and Melksham Town Council. At the Clerk's request, he agreed to ask why Northern Area Planning Committee had recently been able to defer or refuse housing proposals while Western Area had received different advice, and what evidence and legal tests were required to secure Section 106 contributions for highways, health and community facilities.

Resolved 2: To support in principle the Bath and West Metro proposals and seek their inclusion in the emerging Wiltshire Local Plan, while reserving detailed comments for later consideration.

ii) Wiltshire Local Plan Scoping Consultation

A) Initial response

Members agreed that the principles contained in the Clerk's report should form the basis of the Parish Council's response.

The response would seek a holistic and infrastructure-led strategy for the wider Melksham area, rather than development being determined through a series of unrelated individual applications. It would emphasise cumulative impact, strategic master-planning, settlement separation, highways and public transport, employment, education, community facilities, green infrastructure, brownfield regeneration and the use of existing planning evidence.

Members reaffirmed the Council's previous position that Wiltshire Council should assess a meaningful new settlement as a genuine strategic alternative to continuing to extend existing towns. Any new settlement would need to be large enough to support its own centre, services, employment, infrastructure and transport connections.

The availability and suitability of employment land was highlighted. Members noted that it was insufficient simply to identify a number of hectares; the land needed to be appropriately located, have suitable strategic access and be capable of accommodating the types of employment use for which there was genuine demand. The experiences of Gompels and Blackmore Farm were cited as examples.

It was agreed that references to "renewable energy" should be broadened to "energy production and infrastructure" to include the wider electricity-grid and utility infrastructure affecting the parish.

The response would also emphasise the importance of the recently made Joint Melksham Neighbourhood Plan 2 as a community-led planning tool and a significant source of current, locally derived evidence.

Members expressed concern about the short consultation period, the late timing of briefings for town and parish councils and the absence of a public consultation event in Melksham. Meaningful engagement required realistic timescales which allowed councils to consider information through their normal meeting arrangements and residents sufficient time to respond. Future consultation stages should avoid holiday periods where possible and make greater use of established local newspapers and community publications.

Resolved: (i) To approve the principles contained in the Clerk's report as the basis of the Parish Council's Scoping Consultation response, subject to the additions and amendments discussed, and (ii) to ask the Planning Committee to consider the detailed consultation questions.

B) Delegated authority for further representations

Members noted that further information could arise from Local Plan briefings, meetings with Wiltshire Council, community engagement and representations from local organisations after the Planning Committee meeting but before the consultation closed on 30th September.

Resolved: To delegate authority to the Clerk, in consultation, where available, with the following councillors, to submit further representations arising from subsequent briefings, meetings or community engagement, provided they were consistent with the principles agreed by Full Council

- Chair of Council, Councillor Glover;
- Joint Melksham Neighbourhood Plan spokesperson, Councillor Pafford;
- Chair of Planning, Councillor Wood;
- Vice-Chair of Planning, Councillor Baines.

C) Public community engagement

Members considered whether the Parish Council should arrange a local drop-in event using the consultation material supplied by Wiltshire Council. Concern was expressed that the limited notice made it difficult to arrange and publicise an event in sufficient time for residents to consider the information and submit responses before the closing date.

It was agreed that the consultation should be promoted through the Parish Council's usual communication channels and residents signposted to the documents available at Melksham Library, rather than the parish council hosting a consultation event.

iii) Call for Sites

The Clerk explained that Wiltshire Council had asked parish and town councils to identify brownfield, previously developed and underused land. Members agreed that the Parish Council should concentrate on brownfield, regeneration and employment opportunities rather than seeking additional greenfield housing sites. Identification at this stage of sites would not represent Parish Council support for any particular development or allocation. Members were encouraged to consider whether there were small brownfield or underused sites within their areas.

Melksham Town Council would also be asked to publicise the Call for Sites through its business newsletter, business event and contacts with businesses and landowners.

Resolved: To approve the recommendations in the Clerk's report relating to the Call for Sites, noting that identifying a site at this evidence-gathering stage did not constitute endorsement of that site for development.

iv) Settlement Facilities Survey

Members considered the officer review of the facilities recorded for Beanacre, Berryfield, Bowerhill, Shaw and Whitley.

Resolved: To approve the officer review of the Settlement Facilities Survey, subject to clarification of the Whitley recreation-ground entry and the classification of the Golden Fleece/Il Vello D'Oro, and to raise the wider question of how committed and emerging development would be reflected in the settlement hierarchy.

c) Community First Awards – Joint Melksham Neighbourhood Plan 2

Members considered that an award nomination would help recognise the extensive joint work and community engagement behind JMNP2 and provide an opportunity to explain its continuing value despite subsequent changes to the wider planning context.

Resolved: (i) To agree in principle to nominate JMNP2 for the Community First Awards, subject to Melksham Town Council's agreement, (ii) to delegate preparation of the submission to the Clerk; and (iii) to ask the Town Council to work jointly on communications explaining both the changed planning context and JMNP2's continuing role and strengths.

d) Planning application comments submitted under delegated powers

The comments submitted during the August recess under the delegation approved at Min. 156/26d. The full comments would be appended to the Planning Committee minutes of 14th September 2026.

The Clerk also reported that:

- a pre-application meeting with Gompels was being arranged ahead of its reserved-matters application, provisionally for 22nd September;
- Wales & West Utilities would be invited to discuss forthcoming gas-main works affecting several parish communities;
- Bellway's offer to attend the next Planning Committee had been deferred until Members had sufficient time to consider the newly submitted application.

Wiltshire Councillor Griffin left the meeting.

187/26 Finance

a) Receipts and Payments

Members noted the Receipts and Payments reports for July and August 2026.

b) September payments

Resolved: That Councillors Glover and Pafford be the cheque signatories/online authority for the September payment run.

c) Bank account and fund transfers

Resolved: To transfer £29,000 from the CCLA account to the Unity Trust current account.

d) Exercise of public rights

It was noted that no member of the public had exercised the right to inspect the accounting records during the period 1st July to 11th August 2026.

188/26 Asset Management

a) Play-area gate closure mechanism

Members considered three reported incidents over approximately eight years in which children had been struck and injured by the same self-closing gate at Hornchurch Road Play Area. The gate had been inspected and met the required standard, but RoSPA had advised that a hydraulic/damped mechanism was less likely to rebound violently. It was acknowledged that replacement would reduce, but could not eliminate, the risk. As no comparable incident pattern had been identified elsewhere, Members considered that action should be confined to this gate.

Resolved: To replace the Hornchurch Road Play Area gate with the proposed hydraulic/damped alternative while retaining the existing compliant arrangements at other play areas unless further evidence arose.

b) Replacement defibrillators

Six defibrillators purchased in 2016 were now outside warranty and had begun to experience age-related battery issues. The Defibrillator earmarked reserve held £10,850. Members compared the quotations received and sought for purchase and whole-life support costs, including the treatment of consumables, and discussed recent delays in obtaining replacement batteries. A proposal to defer the decision for a further quotation was not supported. Members considered it prudent to replace the units before failures became more frequent.

Resolved: To purchase six replacement defibrillators from Community Heartbeat Trust at a total cost of £8,970 plus VAT, postage and packing, together with the associated maintenance package at a cost of £1,176 plus VAT per annum for six defibrillators. To come from the Defibrillator reserve. The Heartbeat Trust's Rescue Ready plan covers the cost of replacement consumables, such as pads and batteries.

It was noted that Officers would coordinate the installation of the previously approved bleed-control kits at the defibrillator locations, subject to agreement from each host premises.

c) Asbestos survey of parish-owned concrete bus shelters

Members considered the quotation for an asbestos survey of the four parish-owned concrete bus shelters suspected of having asbestos-containing roofs. It was noted that, although three of the shelters were located close together in Shaw and appeared to be of a similar design, they may not have been constructed at the same time or using identical materials. Testing only one shelter would therefore not provide certainty about the others.

Resolved: To approve the quotation, from Hawkins Insulation Ltd, for a survey and testing of all four relevant parish-owned bus shelters, at the quoted full-day rate of £550 plus VAT and laboratory sample charges of £15 plus VAT per sample.

d) Additional tree works at Shurnhold Fields

A quotation for the additional tree work at Shurnhold Fields had not yet been received. As this work had been identified following safety concerns and the appointed contractor, Acer Tree Surgeons, was already undertaking other tree works in the parish, Members wished the work to proceed promptly and be funded from the joint Section 106 maintenance fund for Shurnhold Fields.

Resolved: To delegate authority to the Clerk to instruct the necessary additional tree works at Shurnhold Fields on receipt of the quotation, and to seek an appropriate operational delegation from Melksham Town Council for urgent health-and-safety expenditure from the joint Section 106 maintenance fund for Shurnhold Fields.

e) Extreme heat and wildfire resilience

Members considered whether changes may be needed during long periods of hot, dry weather, including grass cutting, fire breaks, shade, drinking-water provision or other measures. They noted the need to balance wildfire risk with biodiversity, and that the level of risk would depend on the location and conditions. Wiltshire Council had been asked to provide guidance in time for budget setting.

Resolved: To await Wiltshire Council's guidance and review any resulting measures before budget setting; and for officers to retain flexibility to instruct proportionate work on Parish Council land where weather and site conditions created an elevated risk.

189/26 Highways, Footpaths and Streetscene

Resolved: To cancel the Highways, Footpaths and Streetscene committee meeting scheduled for 21st September 2026, as the Committee had met on 10th August to meet the Local Highways and Footpath Improvement Group (LHFIG) timetable.

a) Minutes of the meeting held on 10th August 2026

Resolved: To approve the Minutes of the Highways, Footpaths and Streetscene Committee meeting held on 10th August 2026 as a correct record.

b) Wiltshire Council Highways responses

The Parish Officer took Members through the Highways Officer's responses and the published LHFIG papers. The Council maintained its requests where further discussion had been suggested, while accepting practical amendments where these achieved the intended outcome.

A Member thanked the Clerk and Wiltshire Councillor Holder for progressing the new traffic island on the A365 and reported that it had already discouraged an unsafe manoeuvre.

c) Committee recommendations

Resolved: To approve the recommendations of the Highways, Footpaths and Streetscene Committee meeting held on 10th August 2026, subject to the additional decisions recorded below.

- **LHFIG item 9-24-25 – Raised kerb at the New Inn bus stop:** To continue supporting the request for a raised kerb at the New Inn bus stop.
- **LHFIG item 9-24-33 – Village gates at Shaw and Whitley:** To provide Wiltshire Council with details of the quotation and proposed supplier so that the proposed gates and installation arrangements could be assessed.
- **LHFIG item 9-26-06 – Gibson Close and Bowerhill Primary School:** To continue pressing for waiting restrictions around the Halifax Road/Gibson Close junction and to explore whether school keep-clear markings should also be progressed.
- **LHFIG item 9-26-07 – Falcon Way bus shelter:** To amend the request to Wiltshire Council's current two-bay bus-shelter design, approximately three metres in length.
- **LHFIG item 9-26-16 – Kestrel Court Play Area:** To accept "KEEP CLEAR" markings instead of an H-bar at the access to Kestrel Court Play Area.
- **LHFIG item 9-26-17 – Waiting restrictions on Halifax Road:** i) To continue pressing for the requested waiting restrictions on Halifax Road and ii) to report the faded and missing sections of the existing yellow lines separately through MyWilts for reinstatement.
- **LHFIG item 9-26-18 – A365/Falcon Way roundabout:** Members noted and support progressing the correction of the yellow-line markings in accordance with the existing Traffic Regulation Order made in 2024.
- **LHFIG item 9-26-19 – SID retention socket and post on Shaw Hill:** To approve the estimated Parish Council contribution of approximately £150 (1/3 of £440) towards the retention socket and post.
- **LHFIG item 9-26-20 – Footpath through Woolmore Farm:** i) To approach the landowner of Woolmore Farm to establish whether consent would be given for the remaining section of MELW18 to be upgraded using funding secured by the Parish Council. Potential funding could include Community Infrastructure Levy or Section 106 contributions from relevant developments, and ii) To seek appropriate Section 106 contributions from relevant planning applications towards the improvement of the route.

- **LHFIG item 9-26-21 – Horse-warning signs:** To approve an estimated Parish Council contribution of approximately £270–£335 (1/3 of £800-£1000) towards the horse-warning signs.
- **LHFIG item 9-26-23 – Lay-by outside Whitley Methodist Church:** To withdraw the request for a lay-by outside Whitley Methodist Church from the LHFIG programme

Members noted the Highway Officer's advice that the verge was unlikely to be wide enough for a full-width parking bay and that underground services could present further constraints. A full assessment would be required, and the total cost was expected to exceed £40,000.

Members considered that this could not reasonably be funded through LHFIG. However, the possibility of securing the work as a community benefit from developers installing solar-farm cable routes along Top Lane would continue to be pursued.

- d) Bowerhill dropped-kerb substantive bid

Resolved: To progress the substantive bid in two phases, with the eastern and western sides divided between funding years, subject to confirmation of the most appropriate phasing.

- e) White edge markers on Halifax Road, Bowerhill

Resolved: LHFIG ITEM 9-24-30: To proceed with the installation of verge makers on Halifax Road and to approve the estimated cost of 13 markers at 2m spacing at a cost of £1,100 (MWPC contribution ~£370)

- f) Lower Woodrow speed-limit consultation

Members noted that the proposed 40mph speed limit on Lower Woodrow Road would be formally advertised on 10 September, with the consultation closing on 5 October 2026. The Parish Council had previously requested that the scheme be progressed without waiting for uncertain future Section 106 funding from the nearby development.

Members supported the proposed speed-limit change and referred to a recent incident in which a horse rider had been thrown from their horse as further evidence of the need for improved road safety.

Resolved: To submit comments supporting the proposed 40mph speed limit on Lower Woodrow Road and to publicise the consultation through the Parish Council's communication channels.

- g) Semington Road Bus Gate statistics

The available bus gate statistics, including the recorded direction of travel and origin information, were noted.

- h) Road Safety Working Party

Resolved: For officers to arrange a meeting with the Working Party Chair and members, with a Thursday afternoon identified as potentially suitable.

- i) Walk Wheel Cycle Trust holistic review of Semington Road

Members welcomed the report as an important evidence base for addressing the cumulative impact of development and improving walking, wheeling, cycling and

town-centre/school connectivity. Minor corrections had been identified before circulation.

Resolved: i) To endorse the report subject to the identified corrections; ii) to provide it to Bellway and other relevant developers as evidence; iii) to submit it to Wiltshire Council Highways; and iv) to assess which recommendations could be advanced directly by the Parish Council or through LHFIG.

j) Wiltshire Council Freight Action Plan consultation

Members supported the Clerk's draft response. They wished it to emphasise the increasing freight impact on the A365/Shaw Hill, including displaced traffic following restrictions at Cleveland Bridge, the need to progress a Melksham bypass and the potential role of rail through the Bath and West Metro proposals.

Resolved: To submit the draft response with the additions discussed, including support in principle for the Bath and West Metro and emphasis on the freight and safety impacts on Shaw Hill and the need for a bypass.

k) Off-street parking Traffic Order

The new Traffic Order concerning car-park charges and operating times was noted.

190/26 Public Transport

a) Real Time Passenger Information (RTI)

Members welcomed confirmation that Wiltshire Council had agreed to extend its RTI support contract to January 2031, enabling parish-funded units to be supported for a more reasonable period. The quotation and Memorandum of Understanding had not been received in time for the meeting.

Resolved: To delegate authority to the Clerk to approve the RTI quotation and Memorandum of Understanding and place the order when received, provided they were consistent with the expected scope and budget.

b) Bus suspensions during development road works

Members discussed disruption in Shaw, Whitley and Semington Road, including missed school connections, inadequate notice of changed closures and serious difficulties for residents with limited mobility. It was suggested that requiring developers to provide and publicise alternative arrangements might encourage investment in traffic management which retained bus access.

Concern was also expressed that statutory reinstatement works could leave the wider road markings visibly incomplete.

Resolved: To write to Wiltshire Council and the local MP seeking stronger requirements for developers and utilities to maintain or provide appropriate alternative bus access during road closures, to give clear and timely information to residents, and to properly reinstate affected road markings.

c) Melksham Transport User Group

The update from the Melksham Transport User Group was noted. No additional feedback was agreed at this stage; points could be clarified at the forthcoming meeting.

191/26 Community Projects and Partnership Organisations

a) Wilts & Berks Canal Trust Memorandum of Understanding

Members considered the revised draft prepared following the July meeting with the Trust and considered it substantially improved.

Resolved: To approve the revised draft Memorandum of Understanding for submission to the Wilts & Berks Canal Trust for agreement.

b) Melksham Community Support – Age UK

Members welcomed the quarter-one report and case studies and considered that they demonstrated positive delivery against the commissioned outcomes. The Clerk would discuss the report at the forthcoming review meeting.

c) Beanacre flood wardens

The Clerk reported that two Beanacre residents had expressed interest in volunteering as flood wardens. They would be invited to engage with the established Shaw and Whitley CEG (Community Emergency Group) and further volunteers would continue to be sought.

192/26 Staffing

a) External HR support

The Clerk reported that the external HR provider had been appointed and an initial meeting held. The provider had supplied a suite of policies and identified several matters concerning contracts and organisational resilience for consideration by the Staffing Committee.

b) Next Staffing Committee

Resolved: To hold the next Staffing Committee meeting on Monday 19th October 2026, to consider the External HR provider's advice and policies together with feedback arising from the Clerk's appraisal.

c) National pay settlement

The 2026/27 national pay settlement of 3.3% for council employees and its implementation in the September 2026 payroll, including backdated pay from 1st April 2026, were noted.

The meeting closed at 9:45pm.

Chairman, 12th October 2026

Date: 04/08/2026	Melksham without Parish Council Current Year	Page: 272
Time: 14:04	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 4

Receipts for Month 4				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		20,399.73					20,399.73	
V4596-BACS	Banked:08/07/2026	789.00						
V4596-BACS	Future of Football	789.00			1210	210	789.00	Inv.564- Field usage April 26
V4597-BACS	Banked:08/07/2026	285.00						
V4597-BACS	Future of Football	285.00			1210	210	285.00	Inv.561- Usage in March
V4598-BACS	Banked:08/07/2026	865.00						
V4598-BACS	Future of Football	865.00			1210	210	865.00	Inv.570-May 26 usage
V4599-BACS	Banked:15/07/2026	3,967.31						
V4599-BACS	HM Revenue & Customs	3,967.31			105		3,967.31	VAT Refund-Q1 1/04-30/6/26
V4600-BACS	Banked:21/07/2026	250.00						
V4600-BACS	DAC Beachcroft	250.00			1460	142	250.00	Policy excess return
V4601-BACS	Banked:27/07/2026	60.50						
V4601-BACS	Trowbridge Athletic	60.50			550		50.00	Inv.575- Refundable deposit
					1210	210	10.50	Inv.573- 17 July evening train
Total Receipts for Month		6,216.81	0.00	0.00			6,216.81	
Cashbook Totals		26,616.54	0.00	0.00			26,616.54	

Date: 04/08/2026	Melksham without Parish Council Current Year	Page: 273
Time: 14:04	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 4

Payments for Month 4					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/07/2026	Lloyds Bank	V4592-PAY	21.50			4140	120	21.50	Service Charge
15/07/2026	Daisy (Onebill)	V4593-DD	79.43		13.24	4190	120	66.19	Inv.652-Office line & WIFI
15/07/2026	Daisy (Onebill)	V4594-DD	87.68		14.61	4384	220	73.07	Inv.653-Pavilion line & WIFI
21/07/2026	EDF Energy	V4595-DD	43.04		2.05	4312	220	40.99	Inv.013-Pavilion gas
Total Payments for Month			231.65	0.00	29.90			201.75	
Balance Carried Fwd			26,384.89						
Cashbook Totals			26,616.54	0.00	29.90			26,586.64	

Receipts for Month 4			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		8,372.71					8,372.71	
V4588-CRED Banked: 02/07/2026		2,522.88						
V4588-CRED CCLA Investment Management		2,522.88			1080	110	2,522.88	Interest
V4589-RENT Banked: 08/07/2026		40.00						
V4589-053 Allotment Holder		40.00			1320	310	40.00	Briansfield 17a rent
V4590-Rent Banked: 20/07/2026		164.00						
V4590-Rent Allotment Holder		164.00			1320	310	80.00	Briansfield plot 6 rent-25-26
					1320	310	84.00	Briansfield plot 6 rent-26-27
Banked: 22/07/2026		30,000.00						
V4591-TRAN CCLA		30,000.00			240		30,000.00	Transfer from CCLA TO Unity
Total Receipts for Month		32,726.88	0.00	0.00			32,726.88	
Cashbook Totals		41,099.59	0.00	0.00			41,099.59	

Date: 04/08/2026		Melksham without Parish Council Current Year						Page: 306	
Time: 14:04		Cashbook 2						User: MR	
		Unity Bank						For Month No: 4	
Payments for Month 4				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2026	Grist Environmental	V4584-DD	88.31		14.71	4770	220	73.60	Inv.317813-Pavilion waste away
16/07/2026	Lloyds Bank PLC	V4583-DD	504.05		83.51	4055	130	35.00	Social media training
						4175	120	54.00	Monthly subscription x3-ChatGP
						4686	170	6.99	Age UK MCS line
						4175	120	72.45	Councillor office 365
						4175	120	24.97	Acrobat pro 1
						4680	170	108.00	melkshamcommunity archive-NHP
						4175	120	30.24	Office 365- Officers
						4175	120	6.65	MWPC Website hosting
						4175	120	24.97	Acrobat pro 2
						4200	120	12.99	Meeting subscription
						4140	120	3.00	Monthly Fee
						4190	120	41.28	Office phone fees
17/07/2026	EDF Energy	V4587-DD	165.46		7.88	4302	220	157.58	Inv.021-Pavilion electricity
24/07/2026	Wiltshire Age UK	V4565-BACS	3,182.50			4685	170	3,182.50	Inv.18357-MCS 26/27 Q2
24/07/2026	Agilico	V4566-BACS	79.70		13.28	4130	120	66.42	Inv.765-Office photocopying
24/07/2026	Aquasafe Environmental Ltd	V4567-BACS	546.00		91.00	4212	220	455.00	Inv.607-June 26 PPM & TMVs
24/07/2026	Complete Weed Control	V4568-BACS	2,168.40		361.40	4500	142	1,807.00	Inv.236-Parish weedspraying
24/07/2026	Core Clean	V4569-BACS	800.00			4600	142	800.00	Bus shelter cleaning
24/07/2026	GB Sport & Leisure	V4570-BACS	111.16		18.52	4575	142	92.64	20504-Parts to fix Hornch MUGA
24/07/2026	JC Combustion Services Ltd	V4571-BACS	400.00			4791	220	400.00	Inv.4314-Boiler and water heat
24/07/2026	JH Jones & Sons	V4572-BACS	2,742.77		457.13	4400	142	25.00	Inv.6119-Grass cut Berryfield
						4781	220	96.50	Inv.6119-JSF Bin emptying
						4405	220	50.67	Inv.6119-JSF Hedge
						4409	142	198.08	Inv.6119-Hornchurch POS
						4402	320	72.94	Inv.6119-Allotment grass cutti
						4400	142	417.42	Inv.6119-Play Area Grass cutti
						4780	142	149.86	Inv.6119-Play Area bin emptyin
						4402	320	21.88	Inv.6119-BSF Hedge
						4400	142	21.84	Inv.6119-Beanacre Leaf clearan
						4000	130	42.03	Inv.6119-Kestrel Shrub mainten
						4820	142	39.36	Inv.6119-SHF Cut
						347	0	-39.36	Inv.6119-SHF Cut
						6000	142	39.36	Inv.6119-SHF Cut
						4401	220	1,150.06	Inv.6119-JSF Pitch

Continued on Page 307

Continued on Page 307

Payments for Month 4				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Maintenance
24/07/2026	JH Jones & Sons	V4573-BACS	2,316.00		386.00	4540	142	1,930.00	Inv.6164-SID deply-17/3-4/7/26
24/07/2026	Radcliffe Fire Protection Ltd	V4574-BACS	78.00		13.00	4212	220	65.00	Inv.705-Call out to site
24/07/2026	Bath Road Wanderers	V4575-BACS	50.00			550		50.00	Return of refundable deposit
24/07/2026	HM Revenue & Customs	V4576-BACS	2,923.25			4041	130	1,225.91	Period 4- July 2026
						4000	130	523.20	Period 4- July 2026-T
						4000	130	230.70	Period 4- July 2026-NI
						4010	130	262.00	Period 4- July 2026-T
						4010	130	117.69	Period 4- July 2026-NI
						4010	130	6.00	Period 4- July 2026
						4020	130	232.60	Period 4- July 2026-T
						4020	130	103.95	Period 4- July 2026-NI
						4460	142	208.40	Period 4- July 2026-T
						4800	320	12.80	Period 4- July 2026-T
24/07/2026	Wiltshire Pension Fund	V4577-BACS	2,124.54			4000	130	267.36	Period 4- July 2026
						4010	130	163.74	Period 4- July 2026
						4020	130	136.15	Period 4- July 2026
						4045	130	1,557.29	Period 4- July 2026
24/07/2026	Teresa Strange	V4578-BACS			1.76	4000	130		July 2026 Salary
						4190	120	4.42	Out of Hours mobile-June 26
						4190	120	4.42	Out of Hours Mobile-July 26
28/07/2026	Marianne Rossi	V4579-BACS				4010	130		July 2026 Salary
						4120	120	3.30	Postage for notices & posters
28/07/2026	Fiona Dey	V4580-BACS				4020	130		July 2026 Salary
						4155	120	1.20	Milk for office
28/07/2026	Terry Cole	V4581-BACS				4460	142		July 2026 Salary
						4050	142	47.50	July 26 Travel allowance
						4051	142	28.35	Mileage x63
28/07/2026	David Cole	V4582-BACS				4800	320		July 2026 Salary
31/07/2026	Grist Environmental	V4585-DD	106.86		17.81	4770	220	89.05	915-Pavilion waste away-June
31/07/2026	Unity Trust Bank	V4586-FEE	10.75			4140	120	10.75	Service charge
Total Payments for Month			26,081.41	0.00	1,466.00			24,615.41	
Balance Carried Fwd			15,018.18						
Cashbook Totals			41,099.59	0.00	1,466.00			39,633.59	

Total Salary
July 2026
£7,592.71

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

Date: 04/08/2026	Melksham without Parish Council Current Year	Page: 80
Time: 14:04	Cashbook 4	User: MR
	Instant Access Unity 20476339	For Month No: 4

Payments for Month 4				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Date: 04/08/2026	Melksham without Parish Council Current Year	Page: 55
Time: 14:05	Cashbook 5	User: MR
	CCLA	For Month No: 4

Receipts for Month 4				Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>	
	Balance Brought Fwd :	792,000.00					792,000.00		
	Banked:	0.00							
			0.00				0.00		
	Total Receipts for Month	0.00	0.00	0.00			0.00		
	Cashbook Totals	792,000.00	0.00	0.00			792,000.00		

Date: 04/08/2026	Melksham without Parish Council Current Year	Page: 56
Time: 14:05	Cashbook 5	User: MR
	CCLA	For Month No: 4

Payments for Month 4				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/07/2026	Unity Bank	V4591-TRAN	30,000.00			220		30,000.00	Transfer from CCLA TO Unity
	Total Payments for Month		30,000.00	0.00	0.00			30,000.00	
	Balance Carried Fwd		762,000.00						
	Cashbook Totals		792,000.00	0.00	0.00			792,000.00	

Date: 03/09/2026	Melksham without Parish Council Current Year	Page: 274
Time: 15:18	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 5

Receipts for Month 5				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		26,384.89					26,384.89	
V4641-BACS	Banked: 06/08/2026	7.00						
V4641-BACS	Allotment Holder	7.00			1310	310	7.00	2a BYF rent Aug to 1st Oct 26
V4642-BACS	Banked: 10/08/2026	502.50						
V4642-BACS	Future of Football	502.50			1210	210	502.50	Inv.576- Usage in July 26
V4643-BACS	Banked: 11/08/2026	72.00						
V4643-BACS	Wiltshire School of Gymnastics	72.00			1220	210	72.00	Inv.577- August usage
V4644-BACS	Banked: 12/08/2026	74.00						
V4644-BACS	FC Devizes United	74.00			1220	210	74.00	Hire 15th August 2026
V4645-BACS	Banked: 12/08/2026	778.61						
V4645-BACS	Berryfield Village Hall Trust	778.61			1470	142	778.61	Inv.574- Insurance 26/27
V4646-BACS	Banked: 17/08/2026	90.50						
V4646-BACS	Trowbridge Athletic	90.50			1210	210	11.00	Inv.578- Training 5 Aug 26
					1210	210	74.00	Inv.578- Pitch hire 9 Aug 26
					1210	210	5.50	For Future inv
V4647-BACS	Banked: 24/08/2026	222.00						
V4647-BACS	Pilot FC	222.00			1210	210	222.00	Inv.580- August 26 pitch hire
V4648-BACS	Banked: 28/08/2026	50.00						
V4648-BACS	Herman Miller	50.00			1260	210	50.00	Inv.583-21st Aug 26 hire
Total Receipts for Month		1,796.61	0.00	0.00			1,796.61	
Cashbook Totals		28,181.50	0.00	0.00			28,181.50	

Date: 03/09/2026	Melksham without Parish Council Current Year	Page: 275
Time: 15:18	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 5

Payments for Month 5				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/08/2026	Water2Business	V4635-DD	140.60			4323	320	140.60	Inv.816- BSF Allotment water c
03/08/2026	Water2Business	V4636-DD	222.78			4323	320	222.78	BYF Allotment water charges
03/08/2026	Water2Business	V4637-DD	417.43			4322	220	417.43	Bowerhill Pavilion water charg
04/08/2026	Lloyds Bank	V4638-DD	10.50			4140	120	10.50	Service Charges
10/08/2026	Unity Bank	V4631-6287	19,000.00				220	19,000.00	Transfer from Lloyds to Unity
17/08/2026	Daisy (Onebill)	V4639-DD	79.43		13.24	4190	120	66.19	Inv.786-Office wifi & Line
17/08/2026	Daisy (Onebill)	V4640-DD	87.68		14.61	4384	220	73.07	Inv.787-Pavilion wifi & line
Total Payments for Month			19,958.42	0.00	27.85			19,930.57	
Balance Carried Fwd			8,223.08						
Cashbook Totals			28,181.50	0.00	27.85			28,153.65	

Receipts for Month 5				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		15,018.18					15,018.18	
V4634-INTE	Banked: 04/08/2026	2,545.72						
V4634-INTE	CCLA Investment Management	2,545.72			1080	110	2,545.72	Interest
Banked: 10/08/2026		19,000.00						
V4631-6287	Current Account & Instant Acc	19,000.00			200		19,000.00	Transfer from Lloyds to Unity
Banked: 21/08/2026		23,000.00						
V4630-TRAN	CCLA	23,000.00			240		23,000.00	Transfer from CCLA TO Unity
Total Receipts for Month		44,545.72	0.00	0.00			44,545.72	
Cashbook Totals		59,563.90	0.00	0.00			59,563.90	

Payments for Month 5				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
11/08/2026	CCLA	V4632-TRAN	19,000.00			240		19,000.00	Transfer from Unity TO CCLA
17/08/2026	Lloyds Bank PLC	V4628-DD	545.54		81.17	4175	120	37.45	MWPC Domain-SSL Certificate
						4175	120	54.00	3x ChatGPT subscription
						4686	170	6.99	Age UK phone line
						4175	120	72.45	Office 365 for Cllrs
						4120	120	3.30	Notices and posters postage
						4175	120	60.00	MWPC Website domain
						4175	120	24.97	Adobe subscription
						4370	120	14.14	Waste bin caddy
						4370	120	6.66	Food waste bags
						4150	120	2.74	Elastic bands
						4490	142	4.49	Cable ties
						4370	120	5.82	Bin bags
						4175	120	30.24	Office 365 for officers
						4155	120	16.75	Biscuits for meetings
						4155	120	18.99	Buscuits for meetings
						4155	120	16.49	Biscuits for meetings
						4175	120	6.65	Website hosting
						4175	120	24.97	Adobe subscription
						4200	120	12.99	Zoom online meeting
						4190	120	41.28	Office phone calls
						4140	120	3.00	Monthly Fee
18/08/2026	EDF Energy	V4629-DD	150.66		7.17	4302	220	143.49	Inv.02- Pavilion electricity
26/08/2026	Agilico	V4602-BACS	40.24		6.71	4130	120	33.53	Inv.544-Office photocopying
26/08/2026	Arien Signs LTD	V4603-BACS	699.00		116.50	4722	320	582.50	Inv.1130-50% BSF noticeboard
26/08/2026	CHRGs Ltd	V4604-BACS	2,160.00		360.00	4065	130	1,800.00	Inv.0236-HR Annual subscriptio
26/08/2026	Cloudy IT	V4605-BACS	108.00		18.00	4055	130	45.00	Inv.397-Microsoft Training
						4080	120	45.00	Inv.397-Microsoft Training
26/08/2026	Cloudy IT	V4606-BACS	54.00		9.00	4055	130	45.00	Inv.396-Microsoft Training
26/08/2026	Cloudy IT	V4607-BACS	54.00		9.00	4055	130	45.00	Inv.395-Microsoft Training
26/08/2026	JC Combustion Services Ltd	V4608-BACS	225.00			4791	220	225.00	Inv.4331-Boiler ignition repla
26/08/2026	Jens Cleaning	V4609-BACS	287.42			4381	220	287.42	Pavilion Cleaning June & July
26/08/2026	JH Jones & Sons	V4610-BACS	633.60		105.60	4710	220	528.00	Inv.6210-Tournament marking
26/08/2026	JH Jones & Sons	V4611-BACS	405.00		67.50	4721	220	337.50	Inv.6247-Goal post repairs
26/08/2026	JH Jones & Sons	V4612-BACS	1,008.00		168.00	4820	142	840.00	Inv.6224-Himalayan Balsam
						347	0	-840.00	Inv.6224-Himalayan Balsam
						6000	142	840.00	Inv.6224-Himalayan Balsam

Continued on Page 310

Date: 03/09/2026		Melksham without Parish Council Current Year					Page: 58	
Time: 15:21		Cashbook 5					User: MR	
		CCLA					For Month No: 5	
Payments for Month 5			Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
21/08/2026	Unity Bank	V4630-TRAN	23,000.00			220	23,000.00	Transfer from CCLA TO Unity
Total Payments for Month			23,000.00	0.00	0.00		23,000.00	
Balance Carried Fwd			758,000.00					
Cashbook Totals			781,000.00	0.00	0.00		781,000.00	

05 October 2026

Mrs Teresa Strange
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham, Wiltshire
SN12 6ES

Electoral Services
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Dear Mrs Strange

**Casual Vacancy - notice dated 11 September 2026
Parish of Melksham Without (Melksham Without (Beanacre, Shaw, Whitley & Blackmore Ward))**

I write to advise you that as we have not received a request for an election by TEN electors, the above vacancy can be filled by co-option.

Please send or email the new councillor's name and date of co-option to:

Elections@wiltshire.gov.uk

Electoral Services, County Hall, Bythesea Road, Trowbridge BA14 8JN

As you are aware your new councillor is required to submit their Register of Interests online. Details of the procedure for registering interests online have previously been sent to you by the Governance Team but if you have any queries please contact: Governance@wiltshire.gov.uk.

Thank you for your assistance in this matter.

Yours sincerely

Lucy Townsend
Returning Officer

Telephone: 0300 456 0112
Email: elections@wiltshire.gov.uk



MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

MELKSHAM WITHOUT PARISH COUNCIL

Reviewed and adopted at Annual Council 18th May 2026

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (2) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

27. ELECTIONS AND CO-OPTION

- a The Council will advertise any vacancy in the local press, council and community noticeboards, council website and social media sites.
- b Polling cards will **NOT** be issued by Wiltshire Council if a contested election is held for any vacant seat. Election promotion will be via a full page advert in the Melksham News plus the methods in 27.a) to advertise a vacancy.
- c Prospective candidates being considered for co-option will be required to provide the council with a written statement of interest and to attend the Full Council Meeting when the vote takes place (where possible) to make a short presentation.
- d Co-option voting will take place during the relevant Full Council meeting by a show of hands against the name of the candidate(s) they wish to see co-opted. Candidates will only be accepted if they have received a majority vote.
- e Candidates with the lowest vote will be eliminated and the Candidate with the highest vote will be duly elected. Where there is a tie, members will be required to repeat the process with just those candidates until a candidate has achieved a majority vote.
- f The Council reserve the right to not co-opt a prospective candidate, even if they are the only candidate, if they do not consider the candidate to be suitable for the seat.

AGENDA ITEM 07c

Vacancies further to the resignation of Councillor Chris Griffiths.

To consider filling vacancies at the October Full Council, or to defer until the November Full Council meeting when hopefully a new councillor will have been successfully appointed.

(Note: if all vacancies filled in October then there will be no opportunity for the new councillor to join a committee or working party).

- Finance Committee
- Staffing Committee
- Highways, Footpaths and Streetscene Committee
- Road Safety Working Party
- Local Council Award Scheme Working Party
- Footpath representative for Sandridge and Blackmore

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday 14th September 2026 at Melksham Without Parish Council
Offices (First Floor), Melksham Community Campus, Market Place, SN12
6ES at 7:00pm**

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

Officers: Teresa Strange (Clerk) and Fiona Dey (Parish Officer)

In attendance: Councillor Haffenden (part as an observer)

On Zoom: None

193/26 Welcome, Housekeeping and Announcements

The Chair welcomed everyone to the meeting.

As there were no new members of the public or businesses present, the usual housekeeping announcements were not repeated. Everyone present was aware that the meeting was being recorded and that the recording would be published on YouTube following the meeting and deleted once the minutes were approved.

There were no announcements.

194/26 Apologies

All members of the committee were present.

195/26 Declarations of Interest

a. Declarations of Interest

Councillor Franks declared a non-pecuniary interest in PL/2026/04916 Land west of Semington Road (agenda item 7a) as he knew the landowner. He remained in the meeting and took part in the discussion on the item but did not take part in the vote on the resolution.

b. Dispensation Requests

None received.

196/26 Consideration of Items in Closed Session

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media should be excluded from the meeting as required, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Resolved: To hold agenda Item 13 (Planning Enforcement) in closed session at the end of the meeting due to the potential start of legal action.

197/26 Public Participation

Standing Orders were suspended for public participation.

Councillor Haffenden, speaking as a member of the public addressed the Committee on applications PL/2026/04916 Land west of Semington Road (agenda item 7a), PL/2026/05002 Car park North of the New Inn (agenda item 7b) and PL/2025/00626 Land North of Berryfield Lane (agenda item 9a).

PL/2026/04916 Land west of Semington Road, Berryfield

Councillor Haffenden considered that the proposed development of up to 225 dwellings was too large for the location, particularly when considered alongside other completed, approved and proposed developments around Berryfield.

Concern was raised that the site would need to accommodate not only housing but also public open space, landscape buffers, existing rights of way, drainage infrastructure and the proposed Melksham Link Canal corridor. It was suggested that the starting point should be to establish how many dwellings the site could reasonably accommodate without causing unacceptable harm, rather than seeking to fit 225 dwellings onto it. If this resulted in fewer homes, the number should be reduced accordingly.

Councillor Haffenden was particularly concerned about the proposed building heights. The plans allowed substantial areas of three-storey development, which would be more visually prominent and create a much more urban character on the edge of the Berryfield settlement. It was considered that development should be limited to two storeys, providing a more appropriate relationship with existing properties along Semington Road and the two-storey dwellings at the related Bowood View development opposite. Building upwards should not be used simply to achieve the proposed number of dwellings.

The likely effect on Semington Road was also highlighted. Up to 225 additional homes would generate a substantial number of extra vehicle movements each day, adding to traffic from existing and proposed developments. This was likely to increase congestion, delays and road-safety concerns, particularly at peak times. The Parish Council was asked to consider the cumulative traffic impact rather than assessing the development in isolation.

More generally, concern was expressed about the cumulative scale of development around Berryfield. Although each application might be presented as manageable individually, the combined effect was changing the character of the area through additional housing, roads, traffic and infrastructure, while progressively reducing the surrounding open countryside.

Councillor Haffenden emphasised that the proposed canal corridor should be protected as a meaningful area of green and blue infrastructure. It should not simply become a narrow boundary between the canal and a large, densely developed housing estate.

In summary, the member of the public asked the Parish Council to consider whether 225 dwellings, including substantial areas of three-storey development, were appropriate for the site. In his view, the number and proposed scale of the dwellings were unacceptable.

Members were also asked to consider the detailed representation submitted on the Planning Portal by another resident on 8th September, which was described as factual and comprehensive.

PL/2026/05002 Car park north of The New Inn, Berryfield

Councillor Haffenden questioned the principle of constructing three dwellings on this site and whether they could be accommodated safely without adversely affecting The New Inn and existing highway conditions.

The principal concern related to the proposed vehicular access, which would be positioned directly at the established pedestrian crossing point serving the non-vehicular entrance to Berryfield Village Hall. It was considered that this would

create a conflict between vehicles entering and leaving the proposed dwellings and pedestrians using the crossing, including disabled people and those with impaired mobility. Members were asked to consider whether this was an appropriate location for a new residential access.

Concern was also expressed that the application understated the effect on parking provision for The New Inn. Although the application suggested that only five parking spaces would be lost, Councillor Haffenden explained that six of the remaining spaces would be required for the three proposed dwellings. Further spaces were routinely required by the publican and members of staff, potentially leaving only four or five spaces available for customers.

The New Inn was described as a successful and well-used pub and restaurant which attracted customers from a wide area, with particularly high demand from Thursday to Sunday. The existing car park already struggled to accommodate vehicles at busy times, resulting in overspill parking and parking along Semington Road. Reference was made to an incident on Friday 21st August when parked vehicles obstructed an X34 bus on Semington Road, reportedly resulting in damage to several vehicles. It was felt that reducing the pub's parking provision could lead to more incidents of this kind.

Councillor Haffenden also referred to the recent Walk Wheel Cycle Trust assessment of Semington Road, which had identified: relatively high vehicle speeds; poor and inconsistent footway provision; inadequate pedestrian crossing facilities; and difficulties experienced by pedestrians and cyclists. It was considered that the proposal would add further vehicle movements and access conflicts to a road where existing conditions for walking, wheeling and cycling were already inadequate.

Concern was also raised about the size and layout of the proposed dwellings. Councillor Haffenden considered that three houses would represent an overdevelopment of the site and that the limited footprint would require the buildings to be disproportionately tall, making them inconsistent with the character of the surrounding area.

In summary, Councillor Haffenden asked the Parish Council to consider whether three dwellings could be accommodated appropriately and safely, taking account of the proposed access, the loss of effective pub parking, existing congestion and overspill parking, pedestrian safety and the scale and design of the proposed dwellings.

PL/2025/00626 Land north of Berryfield Lane

Councillor Haffenden recalled that, having been present at the meeting, the Western Area Planning Committee had intended building heights to be limited to two storeys in both fields of the development. The revised parameter plan, submitted after the planning committee meeting, appeared to retain buildings of up to two-and-a-half storeys in the western field opposite existing bungalows on Berryfield Lane. Clarification and correction were requested.

Standing Orders were reinstated.

198/26 Planning Policy

a. National Planning Policy Framework

The Committee noted the new National Planning Policy Framework published on 17th August 2026. Members noted the new approach to well-connected stations and that Melksham station did not meet the stated service-frequency definition.

They also discussed the Department for Transport connectivity tool and considered that, where Wiltshire Council relied upon its score, the methodology, thresholds and significance of the score should be clearly explained.

b. Statements for major planning applications

Members considered three versions of a standard statement for existing speculative applications, former draft Local Plan allocation sites and new major proposals. The statements recognised the changed national and local planning context without abandoning the Parish Council's earlier positions.

Councillor Richardson referred to national Housing Delivery Test results comparing how local planning authorities were performing against their housing requirements. He highlighted that Wiltshire Council had delivered approximately 93% of its assessed housing requirement. He considered that this presented a more positive picture of housing delivery than the five-year housing land supply position alone.

He explained that the two measures were different and should be presented alongside each other. The Parish Council should acknowledge Wiltshire's shortfall in its five-year housing land supply but also make clear that the authority had delivered 93% of its overall housing requirement. He considered that relying only on the five-year land supply figure did not provide the full context.

Resolved: To approve the three statements, subject to incorporating the housing-delivery test performance, and to submit the appropriate version as supplementary comments on current major applications and with initial comments on new major proposals.

c. Wiltshire Council Local Plan

The Clerk explained that the draft response to the Local Plan scoping consultation was based on the principles agreed by the Council at the Full Council meeting on 7th September plus input from priorities and responses to the earlier iteration of the Local Plan and council decisions. These included infrastructure provision, education, transport, cemetery capacity, heritage, settlement separation, energy development and the evidence prepared for the Joint Melksham Neighbourhood Plan 2 (JMNP2).

Members considered the additional comments received from Community Action Whitley and Shaw (CAWS) and Councillor Richardson, which had been circulated as a late paper. It was noted that there was considerable consistency between the proposed Parish Council and CAWS responses.

The importance of protecting the separate identities of settlements was discussed. Members agreed that the Local Plan should reinforce the strategic gaps already identified in JMNP2, including those between Shaw and Whitley. The response should also renew the case for protecting the remaining separation between Melksham and Berryfield and between Melksham and Bowerhill. Members noted that although these areas had not been included as designated

gaps in JMNP2, the Examiner had not concluded that they were therefore suitable for development.

Members also discussed whether further protection should be sought between Shaw and Atworth and between Whitley and Gastard. It was noted that land between Bowerhill and Berryfield had previously been identified by the Parish Council as potentially suitable for employment development. Care would therefore be needed to avoid seeking a designation which conflicted with the Council's previously stated need for additional employment land.

Members considered that the Local Plan must assess cumulative impacts across a wider area and not limit its assessment to development within Melksham and Melksham Without. Development around Trowbridge, including the proposed developments between Hilperton and Semington and housing at Ashton Park near Yarnbrook, was likely to generate additional traffic travelling north along the A350 towards the M4. This would add further pressure to the A350 through Melksham and Lacock and to alternative routes through Shaw and towards Bowerhill. Members agreed that these wider cross-boundary transport impacts should be addressed through the Local Plan and its supporting transport evidence.

The Committee also discussed Wiltshire Council's use of the Department for Transport Connectivity Tool. Members agreed that if the tool was being used to assess planning applications, it should also be applied consistently when assessing potential Local Plan sites. Wiltshire Council should explain how the scores were calculated, what thresholds or benchmarks were used and what weight the results would carry in decision-making.

Members agreed that the response should include stronger comments on the cumulative impact of battery energy storage systems, solar farms and associated infrastructure. It should reflect the evidence gathered by the Parish Council and CAWS during consideration of recent energy proposals.

Resolved 1: To approve the Local Plan scoping response in principle, subject to incorporating:

- The supplementary comments submitted by CAWS and Councillor Richardson.
- Stronger protection for settlement separation and strategic gaps.
- Assessment of cumulative and cross-boundary transport impacts arising from development across the wider area.
- Consistent and clearly explained use of the Department for Transport Connectivity Tool.
- Stronger comments on the cumulative impact of energy developments.

Members noted that the separate Gypsy and Traveller Development Plan Document had ceased and that this work would now be incorporated into the Local Plan.

It was noted that Wiltshire Council's spatial planning team had offered to attend a meeting with the Parish Council. Members considered that a small group would allow a focused discussion while ensuring that the relevant Council representatives were present. The value of obtaining professional planning support from Vaughan Thompson from Place Studios was also recognised.

Resolved 2: Councillors David Pafford, Richard Wood, Alan Baines and Peter Richardson to represent the Parish Council at future meetings with Wiltshire Council's spatial planning team, with planning consultant Vaughan Thompson attending where appropriate.

199/26 New Planning Applications

a. [PL/2026/04916](#) - Land west of Semington Road, Melksham

Comments: OBJECT

Members agreed to submit the notes from the meeting with the developer held on 24th June 2026, the additional comments submitted to the public consultation plus the following concerns about the application:

Scale and capacity of the site

The proposed development of up to 225 dwellings represents an unacceptable overdevelopment of the site, particularly when considered alongside completed, approved and proposed development around Berryfield.

The site must accommodate public open space, landscape buffers, existing rights of way, drainage infrastructure and the safeguarded corridor for the proposed Melksham Link Canal. The number of dwellings should be determined by the site's genuine capacity to accommodate a well-designed development without unacceptable harm, rather than by seeking to fit 225 dwellings onto it.

Building heights and character

The Parish Council objects to the proposed areas of three-storey development. Buildings of this height would be visually prominent, create an urbanising effect on the edge of Berryfield and be inconsistent with the predominantly two-storey character of existing properties along Semington Road and the Bowood View development opposite.

Building upwards should not be used to achieve the proposed number of dwellings. Development should be limited to two storeys throughout the site.

Cumulative development

The application must not be considered in isolation. Its impacts should be assessed cumulatively with completed developments, existing permissions, current planning applications and other known proposals around Berryfield and southern Melksham.

The cumulative effect would be a substantial increase in housing, traffic and pressure on local services and infrastructure, accompanied by the progressive loss of open countryside. Berryfield remains a village with limited infrastructure and no local shop, yet it is experiencing a disproportionate level of development.

Settlement separation

Members remain concerned that the proposal would erode the open land separating Berryfield from Melksham. Although the Melksham–Berryfield gap is not specifically identified in JMNP2 Policy 19, the remaining land contributes to the physical and visual distinction between the settlements. Its importance has increased as other developments have been approved and built. Wiltshire Council should assess the proposal's effect on that remaining separation, including its cumulative effect with other development, having regard to the JMNP2 supporting text and Wiltshire Core Strategy Core Policy 51.

Canal corridor

The proposed Melksham Link Canal corridor must be protected as a meaningful area of green and blue infrastructure. It should not become a narrow boundary between the canal and a large, densely developed housing estate.

The application does not provide sufficient certainty about the relationship between the housing, canal corridor, associated crossings and necessary infrastructure. The layout must allow for the future construction, operation and maintenance of the canal without compromising its landscape, recreational or ecological value.

Highways and Semington Road

The development would generate a substantial number of additional vehicle movements on Semington Road. These would be added to traffic from existing and proposed developments in an area where concerns have already been identified regarding congestion, vehicle speeds, road safety and inadequate provision for pedestrians and cyclists.

The Transport Assessment does not adequately reflect the latest cumulative position, including the recently approved development north of Berryfield Lane. A comprehensive assessment of the combined effect of all relevant developments is required.

The application should also contribute to a coordinated package of improvements along Semington Road, rather than addressing the development's immediate access in isolation.

Walking cycling and public transport

The proposal does not demonstrate that residents would have safe, convenient and attractive walking, cycling and public transport connections to schools, employment, shops, the town centre and Melksham railway station.

The Parish Council requests a public transport contribution towards a service connecting Semington Road with Bowerhill Industrial Estate and Melksham railway station.

Any travel plan must contain measurable targets, effective monitoring and suitable corrective measures if those targets are not achieved. Aspirational measures such as encouraging car sharing are insufficient without a clear means of securing delivery.

Education

The education information indicates that additional primary school places will be required. However, the proposed contribution does not demonstrate that suitable places would be available within a safe and realistic walking distance of the development.

The Parish Council considers that the previously planned primary school at Pathfinder Way should be progressed. Given the cumulative number of homes completed, approved and proposed across the wider area, further education provision is also likely to be required.

Infrastructure and Section 106 obligations

If Wiltshire Council is minded to approve the application, the Parish Council requests that the Section 106 agreement secures, as a minimum:

- A comprehensive package of highway, pedestrian and cycle improvements along Semington Road.
- Delivery and safeguarding of the canal corridor and all necessary crossings.
- Appropriate education provision.
- Improved public transport, including connectivity with Bowerhill Industrial Estate and Melksham railway station.
- Adequate healthcare and community infrastructure.
- Appropriate open space, play provision, drainage and flood-mitigation measures.
- Measures addressing the cumulative effects of development across Berryfield and southern Melksham.

The obligations must be supported by clear evidence, delivery timescales and effective monitoring arrangements.

Resolved 1: To write directly to National Highways drawing attention to this application and the other major developments likely to affect the A350, A36 and M4 strategic road network.

Resolved 2: To ask Wiltshire Council to consult National Highways formally on the application.

Resolved 3: To ask Wiltshire Council to explain the differing approaches taken by its Northern and Western Area Planning Committees following publication of the revised National Planning Policy Framework.

Resolved 4: To consider the application again on 5th October, following detailed review, and to seek a meeting with the developer later that week.

b. [PL/2026/05002](#) - **Car Park North of The New Inn, Semington Road, Berryfield**

Comments: STRONGLY OBJECT

Melksham Without Parish Council strongly objects to the application for the following reasons:

Overdevelopment and residential amenity

The proposed three dwellings would represent an overdevelopment of this confined site. The layout provides insufficient private amenity space for future occupants and would result in a cramped form of development that is inappropriate for the location.

The proposed vehicular access would also conflict with the established pedestrian route and disabled-access crossing serving Berryfield Village Hall, creating an unacceptable risk to pedestrians and other vulnerable users.

Loss of parking and highway safety

The proposal would remove a substantial proportion of the effective parking provision serving The New Inn. The remaining spaces would need to accommodate residents of the proposed dwellings, pub staff and customers. This would increase overspill parking on Semington Road, where parked vehicles already cause obstruction, restrict traffic movements and create highway-safety concerns.

The Parish Council is already concerned about the existing level of overspill parking on Semington Road. Vehicles parked outside The New Inn have caused difficulties for the X34 bus, obstructing its route and making it difficult to pass safely, resulting in the bus causing damage to parked vehicles. There is also anecdotal evidence that employees of a local business regularly use the pub and its car park for after-work drinks. The pub is also popular for Sunday lunches and as a starting point for walks along the canal, attracting customers from outside Berryfield who are more likely to travel by car. It should therefore not be assumed that The New Inn primarily serves local residents who walk to the premises. Reducing its car-parking provision would be likely to increase on-street parking and worsen the existing obstruction and highway-safety problems

Impact on The New Inn

The New Inn is Berryfield's only public house and one of the village's few community facilities. The loss of parking and introduction of noise-sensitive residential development immediately beside the pub could restrict its operation and undermine its long-term viability. Members commented that they felt it could cause the demise of the pub.

The proposal therefore conflicts with policy 15 (Community Facilities) of the Joint Melksham Neighbourhood Plan 2 (JMNP2) which seeks to protect valued community facilities, including public houses.

Noise and the agent of change principle

The submitted Design and Access Statement does not adequately assess the potential impact of noise from the established pub upon future occupants of the proposed dwellings.

The revised National Planning Policy Framework (P4 Impact of development on existing activities) requires applicants to address the effect of existing activities, including pubs and music venues, upon new noise-sensitive development. The responsibility rests with the applicant for the new development to provide suitable mitigation and avoid placing unreasonable restrictions on the established business.

A suitable acoustic assessment should therefore be required, together with details of any necessary mitigation within the proposed dwellings. This assessment must demonstrate that acceptable living conditions could be provided without restricting the existing or future operation of The New Inn.

Conflict with the Joint Melksham Neighbourhood Plan

The negligible contribution of three dwellings towards Wiltshire's housing requirement would not outweigh the identified harm or the proposal's conflict with JMNP2 Policy 6 (Housing at Defined Settlements). The Parish Council considers that the proposal fails to provide appropriate infill development and would adversely affect the character, operation and amenities of the surrounding area.

c. [PL/2026/04901](#) - 10 Birch Grove, Bowerhill

Members discussed whether the front extension would appear incongruous but concluded that it did not project beyond the established building line and that there was insufficient planning harm to justify an objection.

Comments: NO OBJECTION

d. [PL/2026/02476](#) - Land North of 16, Berryfield Park, Melksham

Members noted that the principle of development had already been established. The current application related principally to window acoustic performance and changes to approved windows, including replacement of full-height bedroom doors and a Juliet balcony with a casement window. No planning reason for objection was identified.

Comments: NO OBJECTION

e. [PL/2026/05437](#) - Land at Blackmore Farm, Sandridge Common

The proposed hedgerow removal had been anticipated and considered through outline permission PL/2023/11188 and the approved plans.

Comments: NO OBJECTION

f. [PL/2026/04556](#) - 39 Bader Park, Bowerhill

Members noted the position of the proposed wooden container within the private driveway, its distance from the highway and the absence of neighbour objections.

Comments: NO OBJECTION

g. [PL/2026/05225](#) - Mavern House, Corsham Road, Shaw

Comments: NO OBJECTION

Members supported investment in and improvement of an existing care business. The modest single-storey additions, materials and revised entrance were considered sympathetic, while the internal changes, additional en-suite bedrooms, access improvements and new fire escape would improve the facility without material highway or neighbour impacts. Members noted that the proposal supported investment in and improvement of an existing business, in accordance with the objectives of JMNP2 Policy 10 (Employment Sites)

The Parish Council request that the opportunity presented by construction work be used to rectify the blocked drainage connection affecting the adjacent Vicarage, so that the proposal helps address existing flooding, in accordance with JMNP2 Policy 3 (Flood Risk and Natural Flood Management). It is noted that Mavern House was the Old Vicarage and the reasons for flooding at the new adjacent Vicarage have been extensively investigated by Wiltshire Council Highways (Stuart Renfrew) and Salisbury Diocese and have been established to be caused by a blockage within the curtilage of Mavern House and not under the Highway.

200/26 Amended Plans / Additional Information

a. [PL/2025/07044](#) Former Countrywide Site, Bradford Road, Melksham

Comments: Members considered the amended information alongside the objections submitted by Holt Parish Council and Broughton Gifford Parish Council earlier in the year. It was emphasised that the neighbouring councils did not object to redevelopment of the site in principle, but remained concerned that a safe, reliable and flood-resilient access arrangement had not been demonstrated.

Members discussed the Bradford Road arm of Farmers Roundabout, which is not controlled by traffic signals. It was noted that traffic regularly queued while waiting for a suitable gap to enter the roundabout. Concern was expressed that vehicles leaving the proposed Aldi store would join this existing queue and

increase pressure on the junction. However other Members considered that the existing signal arrangements around Farmers Roundabout worked reasonably well and had significantly improved traffic flow compared with the previous layout. They were concerned that introducing further traffic signals might not improve the situation. It was also noted that Heavy Goods Vehicles already used the Bradford Road arm regularly.

Members discussed the arrangements during flooding, when the principal access from Bradford Road could become unusable. The alternative access would then need to accommodate customers, staff and potentially delivery vehicles. Concern was expressed that HGVs would have to travel through the customer car park and past the store entrance, creating conflict with pedestrians and other vehicles.

Wiltshire Council Highways' response of no objection, subject to conditions, was noted.

Members support and endorse the comments submitted by Holt Parish Council regarding flood risk, the absence of a safe and resilient access arrangement, the operation of the alternative access and the effect of additional traffic on Farmers Roundabout.

201/26 Current Planning Applications

a. [PL/2025/00626](#) Land North of Berryfield Lane, Melksham, SN12 6DT:

It was noted that the application was approved at the Western Area Planning Committee, on Wednesday 19th August 2026 despite the Parish Council's objections.

The Clerk had asked the planning officer to clarify whether the building-height parameter plan had been removed from the approved documents, as recalled by those attending the meeting, and why a replacement plan had subsequently been submitted. The replacement appeared still to allow buildings of up to two-and-a-half storeys in the western field opposite existing bungalows.

Resolved: Unless Wiltshire Council confirms that the two-and-a-half-storey parameter has been removed in its entirety, to object to buildings above two storeys opposite the bungalows on Berryfield Lane.

b. [PL/2025/07391](#) - Land South of Western Way, Melksham, Wiltshire.

[PL/2026/01378](#) Discharge of Condition 18 (Construction Management Statement) of PL/2022/08504

[PL/2026/01660](#) Discharge of Condition 19 (Noise Protection Scheme) of PL/2022/08504

The Clerk reported that there were no substantive updates on the application. Members had previously resolved to seek a meeting with the developer, and the Clerk confirmed that this would be progressed. Members continued to seek a direct access arrangement from the A365 rather than reliance on Western Way and Maitland Place.

c. [PL/2024/10345 \(FULL\)](#) and [PL/2025/09780 \(OUT\)](#) Land north of the A3102, Melksham (New Road Farm).

Comments:

Wiltshire Council Highways had indicated that pedestrian and cycle connectivity through adjoining development land towards local shops and services would be difficult to deliver. Members challenged the suggestion that the proposed was

unachievable. It was noted that a connection from a previous development into Churchill Avenue had also been difficult to secure but had ultimately been delivered. Members considered that the parties should be required to explore a solution, rather than dismissing the connection because it crossed land in different ownership.

- d. [PL/2026/01555](#) - **Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS**. A reserved matters application (appearance, layout, scale and landscaping) for 229 dwellings and associated infrastructure

Members were concerned that a mobility hub concept plan had been submitted on land intended for transfer to the Parish Council for a community hub, without prior discussion. Its proposed bus shelter, cycle parking and parking layout could constrain the size and position of the future community building and its relationship with the play area. Following the Clerk's enquiry, the applicant stated that the plan was a starting point for discussion. The matters would be raised at the proposed developer meeting at 2.30pm on 22nd September 2026 and Wiltshire Council was asked not to discharge the condition meanwhile.

The Committee noted progress on the equipped play area specification. Wiltshire Council Legal and its play officer supported the Parish Council's requests for wet-pour surfacing, additional swings and appropriate equipment and materials rather than the developer's proposed grass mesh and assumed timber specification.

Members questioned the applicant's statement that the 6.5m carriageway connection to Eastern Way would be delivered as Phase 2, as the applicant did not control the intervening land and no relevant application was in place. Clarification would be sought urgently. Further questions included use of a representative Wiltshire bus for tracking tests, failure to address previous consultation comments and the unsuitability of mown paths as year-round routes.

A prior notification for demolition of agricultural buildings was also noted.

- e. [PL/2026/02966](#) - **Blackmore Farm, Sandridge Common, Melksham, SN12 7QS (East of Blackmore)** Outline planning application for the erection of up to 275 dwellings (including affordable housing), associated infrastructure, landscape and biodiversity enhancements, with all matters reserved except for the main access from Sandridge Common. Applicant name: Gleeson Land.

Members remained concerned that Wiltshire Council Highways' response did not assess the development's effect on a future eastern bypass for Melksham and referred to Eastern Way connectivity without clarifying that no vehicular connection was proposed.

Although the Clerk had raised these concerns with the highway officer, Members considered that the application could prejudice the only feasible eastern bypass corridor identified in Wiltshire Council's Freight Action Plan for the strategically important A350, notwithstanding the reduced weight of the withdrawn draft Local Plan policy.

Resolved: In addition to the Highways Committee's agreed letter to the Secretary of State for Transport, to alert the local MP and National Highways that approval through the eastern corridor could prejudice a strategically important A350 route.

- f. [PL/2025/06749](#) - **Land North of Bath Road (A365), Melksham (Adjacent to Melksham Oak Community School)** Outline planning application (with all

matters except access reserved) for mixed use development comprising residential (up to 205 dwellings), land reserved for expansion of secondary school, public open space, landscaping and associated engineering works.
Applicant Name: Hannick Homes & Developments Ltd

Members noted that investigation works had been undertaken and trenches reinstated. No further comments were agreed.

- g. [PL/2026/03551](#) - **Melksham Library, Lowbourne, Melksham**. Wiltshire Council R3 - 55 extra care flats (C3) with ancillary care facilities, landscaping, access drive and parking, and related works including demolition of existing buildings. Applicant: Wiltshire Council. Note: Joint Melksham Neighbourhood Plan site allocation 7.2

No new matters were raised.

- h. [PL/2025/06105](#) **Land at Bowerhill Lane, Bowerhill, Melksham (*Old Loves Farm*)**

Outline Planning Permission: Erection of up to 50 No. dwellings and associated works. Applicant name: The Silverwood Partnership.

The Clerk reported a detailed meeting with the contracted planning officer, Alex Jelley, who was considering this application together with the two Blackmore Farm applications. The update was noted.

- i. [PL/2024/09725](#) **Land off Corsham Road, Whitley, Melksham (*Middle Farm*)** 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. Note: Joint Melksham Neighbourhood Plan site allocation 7.5

Members reviewed the applicant's response to outstanding concerns. Progress had been made on access to the second part of the allocation, affordable housing and other matters, although the Council remained concerned that wording such as "intends" and "anticipates" did not guarantee comprehensive development or an equipped play facility. The applicant had also not addressed the Parish Council's request under JMNP2 Policy 3 for off-site measures to help reduce existing downstream flooding, rather than merely demonstrating that the site itself could be drained.

Members balanced these concerns against the delay to a long-standing JMNP2 allocation and the benefit of an approved scheme contributing to housing delivery.

Resolved: To withdraw the call-in request to avoid further unnecessary delay, subject to written confirmation from Wiltshire Council that any delegated approval will secure 40% affordable housing, the required pedestrian and highway works, Lead Local Flood Authority drainage requirements, the connection necessary for comprehensive development of the remainder of the allocation, and appropriate open space. The Parish Council requested sight of the draft Section 106 agreement. Withdrawal was not to be interpreted as relinquishing the Council's interest in reserved matters or comprehensive development of the wider JMNP2 Policy 7.5 allocation.

202/26 Tree Preservation Orders

Resolved 1: To welcome and support Tree Preservation Order TPO/2026/00018 for Land north of Bath Road.

Resolved 2: To request a Tree Preservation Order for the remaining trees on the verges of Brampton Court, Bowerhill.

Resolved 3: To resubmit the request for protection of trees on the green triangle between Berryfield Lane and Berryfield Park, as Members considered that continuing development pressure demonstrated a credible threat.

The Committee also noted confirmation that the Orders relating to 17 Wellington Drive and groups of trees at Bader Park had been made permanent.

Councillor Pafford left the meeting

203/26 Proposed Energy Installations

a. Lime Down Solar

Planning Inspectorate updates were noted, including the Examining Authority's question about the criteria used to discount Whitley as a location for the battery energy storage system and the applicant's response.

b. PL/2025/05552 Brockleaze Battery Energy Storage System

Members noted that Community Action Whitley and Shaw (CAWS) had submitted Addendum 11, Addendum 11A and Addendum 12, covering further technical matters, the implications of the new NPPF and criticism of the Environment Agency's withdrawal of its objection.

Resolved: To support and endorse Addendum 11, Addendum 11A and Addendum 12 from Community Action Whitley and Shaw (CAWS).

c. Norrington Spring Park and Studley Solar Farm cable routes

Norrington Spring Park works on Corsham Road remained incomplete and other works were ongoing. There was no further update on the Studley Solar Farm cable route.

Councillor Pafford rejoined the meeting.

d. Corsham Future Energy Landscape

The final report and correspondence with CAWS were noted.

e. Battery Energy Storage Systems Explained

Councillor Richardson critiqued the document on 'Battery Energy Storage Systems Explained', which had been shared by the Wiltshire Climate Alliance, and shared six key points (appendix 1).

Resolved: To send the detailed critique of the document 'Battery Energy Storage Systems Explained' back to the Wiltshire Climate Alliance.

f. Wiltshire Council response to the Council's recommendations

No response had been received to the Parish Council's 12 recommendations on battery storage and renewable-energy development.

Resolved: To write again to Wiltshire Council, enclosing the original recommendations and robustly requesting a response.

204/26 Appeals

- a. No new appeal decisions were reported.
- b. The Secretary of State's decision to allow the Snarlton Farm appeal was noted, together with the letter sent by Brian Mathew MP expressing concern about the decision.
- c. Members welcomed the dismissal of the appeal for 52E Chapel Lane (PL/2023/05883).
- d. The start of the written representations appeal for 554 Canal Bridge, Semington (PL/2026/02084), was noted. The Parish Council's previous comments had been submitted under delegated powers.
- e. The Whistle Mead Solar Farm hearing would begin at County Hall on 22nd September. Councillor Richardson would attend and speak on behalf of CAWS (Community Action: Whitley and Shaw). Concern remained about the development above a principal aquifer, cumulative impacts and the absence of a defined cable route.

205/26 Planning Enforcement

Held in closed session at the end of the meeting

Members were advised on feedback received from Wiltshire Council about the New Inn planning enforcement enquiry.

Resolved: To write to Building Control, referring to the enforcement officer's correspondence and site photographs, and request confirmation that the relevant works at the property comply with building regulations and fire-safety requirements.

206/26 S106 Agreements and Developer Meetings

a. Ongoing Agreements

i. Pathfinder Place, Bowerhill

No further update had been received on the Section 278 and Section 38 works at Pathfinder Place.

Members also reported dead trees around the attenuation basin. The residents' representative had completed a walkabout with the management company using the adoption and landscaping plans supplied by the Council and was pursuing maintenance issues.

Three trees removed from Pathfinder Way were expected to be replaced during the next planting season; officers would confirm that all three were included. These were thought to be related to Highways intervention and not related to the new adjacent development.

ii. Buckley Gardens, Berryfield

A new concern had been raised about construction of a traffic-calming feature at the entrance to Buckley Gardens, close to a resident's driveway. As the works were underway, the Clerk had sought an urgent explanation from Wiltshire Council Highways.

b. Contact with developers

i. Living Space development behind Townsend Farm

Resolved: To approve the notes of the meeting held with Living Space on 14th July (Appendix 2)

ii. Folly Lane and First lane Shaw/Whitley

Resolved: To approve the notes of the meeting held with the developer on 12th August concerning Folly Lane and First Lane, Shaw and Whitley (Appendix 3).

iii. Gompels Warehouse

The meeting with Gompels ahead of a reserved matters application was confirmed for 4.00pm on 22nd September 2026.

iv. Wales and West Gas Main replacement

Formal notes of the Wales and West Utilities meeting on 10th September were not yet available.

A further site meeting had been requested for 23rd September to discuss impacts at Shaw and Whitley; the Clerk would attend and raise the Council's concerns.

c. Transparency and content of draft Section 106 agreements

The Clerk had asked Wiltshire Council to explain what evidence the Parish Council needed to provide to secure its requests for highways, cemetery, community-building and wider mitigation contributions before the forthcoming major applications were determined. Members reiterated concern that requests were sometimes disregarded without adequate explanation and that responses were supplied too late for effective scrutiny. The correspondence was noted and would be pursued.

Meeting closed at 9.41 pm.

Chairman, 12th October 2026

Appendix 1

Electricity Storage Network slides

1. **We do not oppose battery storage in principle; we oppose the assumption that national need justifies every scheme.** Each proposal must still be necessary, appropriately located and acceptable when assessed against local planning policies and environmental constraints.
2. **The document ignores the extraordinary concentration around Melksham Substation.** Brockleaze, Whistle Mead, Lime Down and dozens of other schemes create cumulative landscape, heritage, ecological, traffic, water and community effects that cannot be dismissed by assessing each site in isolation.
3. **Proximity to a substation does not make a location environmentally suitable.** Brockleaze lies within a sensitive water environment connected to the South Brook, while Lime Down's extensive cable corridor demonstrates that grid-led development can transfer impacts across many kilometres of countryside.
4. **The safety assurances run ahead of the regulatory evidence.** National Fire Chiefs Council (NFCC) guidance is guidance rather than a statutory approval regime; site-specific emergency plans are commonly deferred, and no clear acceptance by Dorset and Wiltshire Fire and Rescue Service (DWFRS) has been demonstrated for Brockleaze.
5. **Fire containment cannot simply be assumed.** It depends on the particular battery design, spacing and credible UL 9540A propagation evidence. Even a "controlled burn" requires boundary cooling and may produce contaminated firewater, toxic emissions and risks to soil, groundwater and watercourses.
6. **The industry's national averages conceal the local burden.** Small percentages of UK farmland and claims of generally limited visual or traffic effects say nothing about several very large developments concentrated around two villages, involving industrial infrastructure, major transformers, abnormal loads, cable works and the progressive loss of rural character.

Appendix 2

NOTES OF MEETING WITH LIVING SPACES ON MONDAY 14th July 2026 AT 12.30PM RE: LAND AT SEMINGTON ROAD (REAR OF TOWNSEND FARM) (PL/2023/008098 Ph1 and PL/2024/11665 Ph2)

Present: Councillor Richard Wood (Chair of Planning)
Councillor John Glover (Chair of Council)
Councillor David Pafford (Vice Chair of Council)
Councillor Alan Baines (Vice Chair of Planning)
Councillor Mark Harris (Planning Committee Member)
Councillor Martin Franks (Planning Committee Member)

Teresa Strange (Clerk to Melksham Without)
Fiona Dey (Parish Officer, Melksham Without)

Andy Thompson (Highways Technician, Wiltshire Council)

Luke Webb, Planning Director, Living Spaces

Site access and programme

Living Space provided an update on the new site access. The necessary Section 38 technical approval had now been received, following unexpected delays involving both sides. The contractor was now awaiting an available road-space booking before the access works could be undertaken.

The works were likely to require a road closure during October. It was noted that other works were scheduled in the area between 10 August and 11 September, which could affect the timing.

Access to the site was expected to be available by the end of October or during November, with occupation of the first properties anticipated by December. Living Space advised that there were already people who had been waiting to move into the development for approximately 12 months.

Construction programme

The development was being delivered in two phases. Play equipment would be installed towards the end of Phase 1. Phase 2 had not yet commenced but was expected to begin in October, using the new site access.

Living Space would provide a copy of the current construction and servicing schedule.

Traffic management and local roads

Andy Thompson continued to have concerns regarding the depth of the existing cables.

A second closure of Semington Road was expected during September or October to form the bellmouth access.

Members raised the continuing use of Townsend Farm for site access and concerns regarding the impact on the privately maintained road. It was noted that compensation may need to be considered for any damage caused.

Plans were discussed for restricting the existing entrance onto Berryfield Lane once the new access was operational. The intention was to reinstate the hedgerow and install bollards and fencing, while retaining a pedestrian access. Living Space would investigate whether the boundary treatment could be made more substantial and whether improved access could be provided to the south for the allotments and public right of way.

Drainage and landscaping

Concern was raised regarding water pooling outside the mobile homes. Living Space would investigate this issue.

Members also raised the condition of the reinstated verge near the roundabout, where weeds had grown rather than grass. It was noted that the roundabout works had been undertaken as part of a Melksham Town Council-sponsored scheme.

Bus stop

Members queried why the developer had said that the proposed bus stop near the mobile home park could not be provided when the Highways consultant had considered it acceptable.

Living Space agreed to share the relevant details and plans with the Parish Council and to provide the bus-stop information to Andy Thompson.

Communication with residents

Living Space had appointed a new resident liaison team, which would contact residents of Townsend Farm.

It was agreed that matters relating to street works should be directed through Melksham Without Parish Council.

Site name

The development would be known as **Berryfield Meadow**. It was noted that this name had previously been suggested and was considered acceptable.

Actions

- Living Space to provide the current construction and servicing schedule.
- Living Space to confirm the timing and arrangements for the anticipated road closure.
- Investigate water pooling outside the mobile homes.
- Consider compensation for any damage caused to the privately maintained road serving Townsend Farm.
- Review the proposed boundary treatment and retained access at Berryfield Lane.
- Provide details of the proposed bus stop to the Parish Council and Andy Thompson.
- Resident liaison team to contact Townsend Farm residents.
- Investigate the poor reinstatement and weed growth near the roundabout.

Meeting closed at 1:30pm

Appendix 3

NOTES OF MEETING WITH PEGASUS ON WEDNESDAY 12TH AUGUST 2026 AT 10.30AM

RE: Land between Folly Lane and First Lane, Shaw/Whitley

Present: Councillor Richard Wood (Chair of Planning)
Councillor Alan Baines (Vice Chair of Planning)
Councillor David Pafford (Vice Chair of Council)
Councillor Mark Harris (Planning Committee Member)
Councillor Peter Richardson (Planning Committee Member)
Wiltshire Councillor Phil Alford
Teresa Strange (Clerk, Melksham Without)
Fiona Dey (Parish Officer, Melksham Without)

Kate Holden, Pegasus Group
Simon Steele-Perkins, Waddesdon Park Ltd

1. Introduction and proposals

Kate Holden and Simon Steele-Perkins presented an early, indicative scheme on behalf of Pegasus Group and Waddesdon Park Ltd. Waddesdon Park was described as a land promoter, not a housebuilder. A pre-application enquiry had been submitted to Wiltshire Council, but no decision had been made to submit a planning application. The site would also be promoted through the emerging Local Plan/call-for-sites process.

The indicative scheme comprised up to approximately 100 dwellings: around 70 on the Folly Lane parcel and 30 on the First Lane parcel. Separate vehicular accesses were proposed, with no vehicular link between the parcels. A pedestrian and cycle connection would run through central public open space containing biodiversity and drainage features. The layout showed a LEAP to the north and two LAPs to the south.

The promoter confirmed that the proposals and presentation were not confidential, provided they were clearly identified as indicative pre-application material.

2. Neighbourhood Plan, housing numbers and settlement separation

Members emphasised that JMNP2 was the current development plan and that the site had been assessed but not allocated. They asked that it should not be described as the 'next best site', as this could imply an endorsement which had not been given. The promoter accepted this distinction.

Members' principal concern was that development on both parcels would conflict with the plan-led approach and erode the physical and perceptual separation between the distinct villages of Shaw and Whitley. They challenged the claim that the scheme would 'extend the green gap', as housing would be introduced at both ends of presently open land, and referred to the dismissal of the Corsham Road appeal on coalescence grounds.

The promoter stated that the central valley would remain open, become publicly accessible and be protected from future development. Members acknowledged the benefit of public access but remained concerned that both villages would extend towards one another.

Members also rejected any assumption that further Wiltshire-wide housing requirements should automatically be met in Melksham. They highlighted the

substantial housing already allocated or permitted locally, including recent appeal decisions, and strongly supported plan-led rather than piecemeal speculative development.

3. Scale, density and housing mix

The promoter said the housing numbers and layout remained flexible. Members asked that any scheme reflect the low-density character of Shaw and Whitley, with adequate gardens, and be informed by the Shaw and Whitley Housing Needs Assessment and the Melksham Design Guide/Design Code.

Members requested a mix meeting identified local needs rather than predominantly larger executive homes, including:

- smaller two- and three-bedroom homes and genuinely affordable housing for local people;
- open-market bungalows; and
- accessible and adaptable homes enabling older residents or those with mobility needs to downsize while remaining in the villages.

No housing mix or affordable housing percentage had yet been fixed.

4. Highways and access

Members raised significant concerns about both proposed accesses:

Folly Lane/A365 - vehicles frequently travelled at speed from Atworth and Shaw Hill; the bend could limit awareness of turning or queuing vehicles; and the route carried increased HGV traffic. Members considered that a right-turn ghost-island lane might be required to reduce the risk of rear-end collisions.

First Lane - the lane was narrow and rural, and a formal estate access and additional traffic could urbanise its character. The area was also affected by parking associated with Shaw Primary School.

Members stressed that local experience should inform the technical assessment. The promoter advised that discussions with Wiltshire Highways might include road markings and moving the 30/40 mph speed-limit change. The First Lane access could potentially move a limited distance, subject to visibility and hedgerow constraints.

5. Flooding, drainage and sewerage

Members described significant surface-water flows from higher land across First Lane and towards Shaw School, Corsham Road and nearby properties. They referred to water entering drives, existing gullies and openings in boundary walls, and a drainage pipe near the proposed First Lane access.

Members directed the promoter to JMNP2 Policy 3 and asked that any scheme actively help mitigate wider flooding, rather than merely avoid increasing runoff. The Shaw and Whitley flood wardens should be consulted because of their detailed local knowledge.

Concern was also raised about foul drainage capacity and historic combined-drainage problems. The promoter indicated that a mains sewer connection and pumping station in the northern parcel were envisaged, subject to further engagement with Wessex Water.

6. Open space, play, connectivity and community benefits

Members asked that the Parish Council be given the first opportunity to consider taking ownership of the equipped play area, with suitable funding arrangements secured at outline stage.

Members stressed that Local Areas for Play (LAPs) should provide meaningful activity rather than incidental grassed areas. The scheme should also include provision for teenagers and informal recreation, such as space to kick a ball. Possible trim-trail provision should be explored.

Members welcomed pedestrian and cycle connectivity without a vehicular link and asked whether the brook crossing could be improved, potentially through a new bridge and diversion of the public right of way. If the scheme progressed, early discussion should also cover safe park-and-stride provision for the school and improvements to Shaw Village Hall and Whitley Reading Room.

Members requested solar panels, domestic battery storage and properly designed low-carbon heating. The promoter agreed to consider relevant technologies.

7. Community engagement and next steps

Members asked for any future consultation to be held in Shaw and/or Whitley, at convenient times, with sufficient notice and clear large-format plans. Engagement should not rely solely on online participation. The Parish Council offered to assist through noticeboards, social media and local contacts, and suggested use of the village magazine, community shop/café and local halls.

The promoter would continue the pre-application and Local Plan processes, keep the Parish Council informed and consider the issues raised before deciding whether to submit an application.

The notes would be submitted to a future Planning Committee meeting for approval. No formal view on the merits of the proposal was taken because this was not a formal council meeting.

Meeting closed at 11:49am

Appendix 4

Comments submitted and actions completed under Delegated Powers in August 2026 (Full Council 7th September 2026: Min 186/26 d)

PL/2026/03357 Home Farm, Shaw Hill, Shaw

Response to amended plan

Stance: Object

The Parish Council notes the applicant's acknowledgement of the Joint Melksham Neighbourhood Plan and Design Guide, but considers that key design and heritage concerns remain unresolved, including the relationship with Shaw Hill House, the former farmstead character, scale, massing, landscaping and detailing. The Parish Council therefore maintains its objection as substantive design concerns remain.

PL/2024/09725 – Land off Corsham Road, Whitley, Melksham

Response to amended plans and additional information

Melksham Without Parish Council has considered the amended plans and additional information submitted in relation to the above application.

The Parish Council acknowledges that the additional documents provide greater clarity on some matters, particularly the proposed continuation of the estate road towards the adjoining allocated land, the pedestrian connection to Corsham Road and the intention to provide a pedestrian crossing. However, several important matters remain unresolved.

1. Flood risk and mitigation beyond the application site

The Parish Council remains concerned that the submitted information does not adequately address the known flooding problems affecting land and properties to the south of the site.

The Council's concern is not limited to ensuring that the proposed development itself is protected from flooding. The development must not increase flood risk elsewhere, and the opportunity should be taken to consider whether the drainage strategy can provide wider mitigation or betterment within the surrounding catchment as per policy 3 of the Joint Melksham Neighbourhood Plan 2. These matters should be resolved in consultation with Wiltshire Council's drainage officers and secured through appropriately worded planning conditions and/or legal obligations. Drainage officer Richard Williams has visited site and made recommendations on more than one occasion, and the site flooding to the south is also well known to Principle Drainage Engineer Daniel Everett.

2. Inconsistent affordable-housing figures

There is a clear inconsistency between the submitted documents.

The draft Section 106 heads of terms refer to **40% affordable housing**, whereas the illustrative masterplan and accommodation schedule identify only **six affordable dwellings, equivalent to 27% of the proposed 22 dwellings**.

The applicant must correct or explain this discrepancy. The final affordable-housing provision, tenure mix, distribution and delivery arrangements should be

stated consistently across all documents and secured through the Section 106 agreement.

The Parish Council would expect the application to provide the policy-compliant level of affordable housing (30% in the Core Strategy) and in line with the Housing Needs Assessment undertaken for the Joint Melksham Neighbourhood Plan 2 which had a specific assessment undertaken for the “Large Village” of Shaw and Whitley.

3. Pedestrian crossing on Corsham Road

The Parish Council welcomes the inclusion of a pedestrian crossing in principle. However, the current wording does not provide sufficient certainty regarding its form, location, cost or delivery.

4. Development of Plot B and comprehensive delivery of the allocation

The description of the current application as a “first phase” is noted. However, there remains no firm commitment or indicative timetable for bringing forward the remainder of the allocated site.

The submitted illustrative masterplan is limited principally to the current 22-dwelling proposal. It does not demonstrate how the complete allocation of approximately 55 dwellings would be comprehensively delivered, including housing, drainage, landscaping, public open space, pedestrian and cycle connections and any additional community infrastructure. The current development must not prejudice or constrain the satisfactory planning of the remaining allocated land in Policy 7.5 of the Joint Melksham Neighbourhood Plan 2.

The Parish Council requests confirmation from Wiltshire Council Highways that the access from Corsham Road is suitable to serve the full allocation.

5. Play provision

The Parish Council notes that the draft heads of terms refer to an **unequipped area of play**, while the illustrative masterplan labels an area as a “play area”.

The Council recognises that an equipped play area may not be an express requirement of NHP2 Policy 7.5, although it was in the previous iteration of NHP1 for c18 dwellings. Nevertheless, the current wording provides little certainty that the identified area would offer a meaningful, usable or accessible recreational facility.

The Parish Council would welcome a commitment to an equipped or natural-play facility. However, should Wiltshire Council conclude that this cannot reasonably be required as part of the present 22-dwelling application, the Council requests that the current scheme safeguards sufficient appropriately located land and connections so that enhanced play provision can be delivered as part of Phase 2.

There should be a clear commitment that the recreational needs generated by the complete 55-dwelling allocation will be assessed comprehensively when Plot B is brought forward. The layout of Phase 1 must not prevent the delivery of an appropriately sized and equipped facility in Phase 2.

6. Call-in request

The Parish Council's call-in request remains in place at this stage.

However, the Parish Council would be prepared to reconsider its position if the applicant and Wiltshire Council provide satisfactory and enforceable arrangements addressing the concerns raised:

1. correction of the affordable-housing discrepancy;
2. a defined and fully funded pedestrian-crossing obligation;
3. safeguarding of the remainder of the allocation;
4. clear arrangements for recreational and play provision, including a commitment to consider enhanced provision as part of Phase 2; and
5. precise delivery triggers and enforceable wording within the conditions and Section 106 agreement.

Until these matters have been satisfactorily resolved, the Parish Council maintains its call-in request

PL/2026/01787 Cricket Ground, Land North West Of St Barnabas Church

Response to amended plan

Melksham Without Parish Council continues to support this application and has no objection to the amended plans.

Note - The parish council has requested that Wiltshire Councillor Phil Alford call-in the application in the event that the Planning Officer recommendation is refusal

TPO/2026/00016 for 17 WELLINGTON DRIVE, BOWERHILL, MELKSHAM

The Planning Committee of Melksham Without Parish Council have agreed to SUPPORT Tree Preservation Order TPO/2026/00016 for 17 WELLINGTON DRIVE, BOWERHILL, MELKSHAM, SN12 6QW.

PL/2025/07391 Land South of Western Way, Melksham

Melksham Without Parish Council has no comment to make on the amended documentation related to the repositioning of the substation

PL/2026/01378 (Discharge of Condition 18 (Construction Management Statement) of PL/2022/08504)

Melksham Without Parish Council is unclear why they have been reconsulted on this Discharge of Condition. They maintain their objection to the application and support the comments submitted by Highways.

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday 5th October 2026 at Melksham Without Parish Council
Offices (First Floor), Melksham Community Campus, Market Place, SN12
6ES at 7:00pm**

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

Officers: Teresa Strange (Clerk) and Fiona Dey (Parish Officer)

In attendance: Wiltshire Councillor Alford (part)

On Zoom: None

207/26 Welcome, Housekeeping and Announcements

The Chair welcomed everyone to the meeting.

As there were no new members of the public or businesses present, the usual housekeeping announcements were not repeated. Everyone present was aware that the meeting was being recorded and that the recording would be published on YouTube following the meeting and deleted once the minutes were approved.

There were no announcements.

208/26 Apologies

No apologies were received from committee members, as all members of the committee were present.

209/26 Declarations of Interest

a. Declarations of Interest

Councillor Franks declared a non-pecuniary interest in PL/2026/05555 Manor Farm, Sandridge Common (agenda item 6c) as he is a friend of the applicant.

During consideration of PL/2026/06103, Land at First Lane (agenda item 6h), Councillor Richardson declared that he lived at the adjacent Lagard Farm, which he considered relevant to the assessment of local heritage assets.

During the discussion of the Goods Vehicle Operator's Licence operating from Boundary Farm, Berryfield (agenda item 12), the Clerk drew attention to the Parish Council's existing land-leasing relationship with the farm, including the lease of land for the allotments and the farm's lease of Parish Council land.

b. Dispensation Requests

None received.

210/26 Consideration of Items in Closed Session

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media should be excluded from the meeting as required, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

No items were identified as requiring consideration in closed session.

211/26 Public Participation

Standing Orders were suspended to allow public participation.

Wiltshire Councillor Alford

Land behind Melksham Oak: A request was made by Wiltshire Council Alford for consideration of the protection of land on the walking route from Melksham East towards the rear of Melksham Oak Community School. The land was reported to be owned by Wiltshire Council and used by residents, including dog walkers. Its value as a buffer between settlements was highlighted. The Clerk explained that its status and any existing biodiversity-related protection would need to be checked. Any proposal for Local Green Space designation would need to meet the relevant criteria and be considered through a future Neighbourhood Plan review.

Resolved: To place the request to protect land behind Melksham Oak Community School on a future Planning Committee agenda, including consideration of its suitability for designation as Local Green Space through the next review of the Joint Melksham Neighbourhood Plan.

First Lane and Top Lane applications: Wiltshire Councillor Alford reported initial contact with the Planning Officer dealing with the First Lane application (PL/2026/06103 – agenda item 6h).

He also updated Members on the separate proposal for six dwellings at Top Lane, Whitley (PL/2025/03513). Planning Officers were considering relevant appeal decisions and were expected to make a decision shortly. If approval were recommended, he had been advised that the application would be expected to go to the Western Area Planning Committee on 28th October 2026.

Melksham bypass: Members asked Wiltshire Councillor Alford to clarify whether funding for the Melksham bypass had been removed from the Wiltshire Council budget for the current financial year only or withdrawn completely. This followed comments from Wiltshire Council Highways on the East of Blackmore Farm application (PL/2026/02966), stating that there was no allocated funding for the bypass and that the indicative route carried little weight in the planning balance.

Councillor Alford recalled that the current-year funding had been reallocated pending confirmation of government/National Highways funding, rather than the project being abandoned, and that the bypass remained a priority. Members requested clarification of the position, supported by the approved budget and the relevant Wiltshire Council minutes.

Members were concerned that development (PL/2026/02966) on the indicative route could prejudice delivery of the bypass and the associated work towards trunking the A350. They referred to the Freight Action Plan, Wiltshire Council's published bypass information and the work already undertaken on the business case. The Clerk confirmed that these sources had been drawn to the highway officer's attention. Existing actions to contact the MP, National Highways and the Secretary of State were reiterated. The Committee sought clarification of Wiltshire Council's policy and funding position and the implications of permitting development on the route. Further consideration is recorded at minute 214/26(d).

Members also expressed concern about the loss of opportunities for elected-member scrutiny under the forthcoming scheme of delegation and the accuracy of the recorded decision on land north of Berryfield Lane. The latter matter was considered formally under minute 214/26(b).

Standing Orders were reinstated.

212/26 New Planning Applications

- a. **PL/2026/05489 – The Coach House, 489a Semington Road, Melksham.**
Regularisation of existing C3 residential use as a two-bedroom dwelling.

Comments: STRONGLY OBJECT

Members noted that the building was originally intended as a double garage with office accommodation. Residential occupation was subsequently permitted for a limited period in connection with project management of the adjoining development. Members were concerned that permanent residential use would undermine the purpose of that temporary permission. Members' observations indicate that little or no building work appears to have taken place on the adjoining site during the current year.

The site is already intensively developed, and the members felt that it cannot satisfactorily accommodate an additional permanent dwelling. Concerns were raised that the private amenity space appears inadequate, and inconsistent references to garden areas in the submitted information require clarification.

Members are also concerned whether the current occupation complies with the existing temporary permission and that the building meets the relevant requirements for residential accommodation. The absence of complaints on the planning portal should not be treated as evidence of compliance or acceptability

The loss of the two garage spaces raises further concerns about parking provision. The inclusion of parking spaces on a drawing does not, in itself, demonstrate that those spaces can be accessed and used satisfactorily. Wiltshire Council should establish that the proposed arrangements are workable and would not displace vehicles onto Semington Road, where parking already causes difficulties, particularly around the traffic-calming features.

A photograph of the New Inn car park and adjoining Semington Road (showing the development site) is submitted as supporting evidence. Reported to have been taken on a Friday at approximately 6.30pm, it illustrates demand for parking in this location and vehicles parked along the road, including near parking restrictions. It reinforces the need to avoid further displacement of parking onto the highway as there is also evidence that the X34 bus has been delayed due to obstruction by parked cars, and on occasion has hit several vehicles whilst gaining access.

Resolved: To request that Wiltshire Council investigate the continued obstruction of the public footway associated with the development adjoining the Coach House, Semington Road (18/07286/FUL) and take appropriate action to restore unobstructed public access.

- b. **PL/2026/05281 – 2 Brookfield Rise, Whitley** Single-storey granny annexe in the garden, constructed in timber on a concrete plinth.

Comments: NO OBJECTION, subject to a condition ensuring that the annexe remains ancillary to the main dwelling and is not let or used as a separate dwelling.

- c. **PL/2026/05555 – Manor Farm, Sandridge Common.** Two-storey and single-storey extensions linking the farmhouse and barn, double garage extension and porch extension.

Comments: NO OBJECTION.

- d. **PL/2026/04780 – 7 Park Road, Bowerhill.** Detached timber pergola.

Comments: NO OBJECTION.

- e. **PL/2026/05055 – Sandridge House, Sandridge Hill, Sandridge Common.** Oak-framed outbuilding for an incidental home gym and entertainment space.

Comments: NO OBJECTION, subject to a condition preventing conversion or use as a separate dwelling and retaining its incidental relationship to the main house.

- f. **PL/2026/05882 – 401 The Spa, Bowerhill.** Listed building consent for replacement of the polycarbonate conservatory roof with a Guardian Warm Roof insulated tiled roofing system.

Comments: NO OBJECTION.

- g. **PL/2026/05878 – 46 Wellington Square, Bowerhill.** Single-storey side extension providing ancillary residential annexe accommodation.

Comments: NO OBJECTION, subject to the accommodation remaining ancillary to the existing dwelling and not being let or used as a separate dwelling.

- h. **PL/2026/06103 – Land at First Lane, Whitley.** Permission in Principle for two self-build dwellings and associated works.

Comments: **STRONGLY OBJECT**

Melksham Without Parish Council strongly objects to this application. The Council maintains its concerns about residential development in this location and considers that the additional evidence from recent appeal decisions reinforces the grounds for refusal.

1. Open countryside and conflict with the development plan

Wiltshire Council identifies the site as open countryside, outside the settlement boundary. The proposed residential development would conflict with Core Policies 1, 2 and 15 of the Wiltshire Core Strategy and Policy 6 of the Joint Melksham Neighbourhood Plan 2 (JMNP2).

The application must also demonstrate compliance with the 2026 NPPF. Under Policy S5(1)(j), development addressing an evidenced unmet housing need must satisfy additional requirements, including being physically well-related to an existing settlement and capable of being accommodated by existing or proposed infrastructure. An unmet need does not, by itself, establish that this location is acceptable.

2. Erosion of the rural gap between Shaw and Whitley

The site contributes to the open rural gap separating Shaw and Whitley. Introducing dwellings, gardens, boundary treatments, lighting and domestic activity would urbanise this land and weaken the villages' separate identities, contrary to JMNP2 Policies 18 and 19.

The Parish Council draws attention to appeal 6003438, Land south of 214B Corsham Road, Whitley, particularly paragraphs 10–12. The findings concerning erosion of settlement separation are relevant to this application. Landscaping

would not remove the fundamental change from open countryside to residential use.

3. Respect for the made Neighbourhood Plan

JMNP2 became part of the development plan on 4th August 2025 and contains housing allocations intended to meet identified needs. The Parish Council considers that those allocations should be assessed across the whole plan area, rather than suggesting that each village must accommodate additional speculative development independently.

Appeal 6003438, particularly paragraphs 18–19 and 23, is relevant to this assessment. The Parish Council requests explicit consideration of NPPF Policy S6, which provides protection where a housing proposal conflicts with a neighbourhood plan made within the preceding five years and containing allocations to meet its identified housing requirement.

Members also identified a need for smaller homes enabling local residents to remain within the villages. The application has not demonstrated how the proposed self-build dwellings would meet that particular local need.

4. Self-build status does not outweigh an unsuitable location

The Parish Council recognises that self-build housing can contribute to meeting an identified need. However, this does not override countryside, settlement-separation or other planning harm.

Appeal 6007352, Land east of New Road, Melksham, dismissed on 30th September 2026, is particularly relevant. At paragraphs 26–31, the Inspector considered both the housing land supply shortfall and unmet self-build need but nevertheless dismissed the appeal. The proposal failed the requirement to be physically well-related to an existing settlement, and its benefits did not justify the identified harm.

The Parish Council requests that Wiltshire Council apply the same careful assessment to this application, whilst recognising that each site must be considered on its own merits.

5. Two dwellings can still cause significant countryside harm

The small number of dwellings proposed should not be treated as evidence that the effects would be insignificant.

In appeal 6007352, paragraphs 12–16, the Inspector found that introducing two dwellings onto open agricultural land would cause significant harm to the character and appearance of the area. The assessment of First Lane must similarly consider the complete residential use, including gardens, access, parking, boundaries and lighting, alongside the buildings themselves.

6. Listed-building settings

The Parish Council challenges the conclusion that the proposal would cause no harm to the settings of Lagard House, 120 First Lane and The Malt House. The assessment should explain how the surrounding open farmland contributes to the significance of these assets and how its residential development would affect that contribution.

Wiltshire Council should satisfy itself that the heritage assessment accurately identifies the effects on significance, including effects through setting, and apply NPPF Policies HE5 and HE6.

7. Non-designated heritage assets

The heritage assessment should also consider Lagard Farm and 78 Corsham Road, the former village shop, as potential non-designated heritage assets. Members also raised the potential relationship with Mavern House and the church, which should be assessed where their settings may be affected.

Their lack of statutory listing does not establish an absence of heritage significance. The Parish Council requests an assessment of their historic interest and relationship with the application site. Where non-designated heritage significance is identified, any harm should be considered under NPPF Policy HE7.

8. Archaeological interest

Members noted the reported discovery of medieval pottery and evidence of a furnace during archaeological investigations. The Parish Council does not consider that limited findings necessarily establish an absence of further archaeological interest.

Wiltshire Council's archaeologist should advise whether the work undertaken adequately establishes the site's archaeological potential and whether further proportionate investigation is required. NPPF Policy HE5(5) requires appropriate assessment and, where necessary, field evaluation where archaeological interest may be affected.

9. Flood risk, drainage and maintenance access

The Parish Council remains concerned about flooding in this location. Residents' evidence of repeated flooding, sewer backing-up and the behaviour of local ditches and watercourses must be addressed explicitly. Photographs submitted in connection with the previous application and continuing local observations should inform the assessment.

Particular concern relates to the proposed new watercourse alongside Lagard House. It must be demonstrated that this would not increase flood risk to neighbouring properties or adversely affect the listed building's setting.

The assessment should establish that workable drainage can be achieved, including adequate outfall capacity, safe access during flooding and continued access for maintenance of ditches, drains and adjoining boundaries. Existing maintenance rights must not be obstructed.

Historic evidence discussed by Members, including the land's longstanding pasture use, provides additional context for its wet characteristics. This should be considered alongside contemporary technical evidence.

10. First Lane's highway constraints and cumulative impacts

First Lane is narrow in places and experiences school-run parking, congestion and difficulties when buses pass. The Parish Council requests assessment of whether residential development can be safely accommodated in this location, taking account of those existing conditions.

The cumulative effects of other housing development, cable works, BESS proposals and substation works must also be considered. If the application progresses, a coordinated construction traffic management approach would be required to address access, deliveries, school movements, buses and overlapping works.

11. Bat connectivity and ecological evidence

The Parish Council requests clarification of any relationship between the site and the Drews Pond Wood bat migration route, together with assessment of the role of local hedgerows and watercourses in bat movement.

The proximity of that route remains unconfirmed; the Parish Council is not asserting that it crosses the site. Wiltshire Council's ecologist should advise whether the submitted evidence adequately addresses connectivity and the potential effects of residential lighting.

12. The principle of development must be resolved at this stage

The Parish Council recognises that Permission in Principle concerns location, land use and the amount of development, with technical details considered subsequently. Its principal objection is that residential use of this land would harm its countryside character and its contribution to the separation of Shaw and Whitley. These are fundamental matters concerning the acceptability of the location.

Appeal 6003438, particularly paragraphs 2–5 and 10–12, is relevant to the consideration of countryside and settlement-gap harm at the Permission in Principle stage.

Detailed design and mitigation should not be relied upon to defer these fundamental objections. The Parish Council considers that the benefits of two self-build dwellings would not outweigh the identified harm and requests that Permission in Principle be refused.

213/26 Amended Plans / Additional Information

a. PL/2024/10345 – Land north of the A3102, New Road Farm

Comments:

Melksham Without Parish Council has considered the amended plans and supporting information, including the reduction from 295 to 286 dwellings and the revised housing mix. These comments supplement the Parish Council's previous representations. Although the withdrawal of the Environment Agency's objection is noted, several concerns remain unresolved.

1. Meeting before determination

Members considered that a meeting with the developer before determination would provide a better opportunity to resolve the outstanding matters than seeking changes after the Committee report had been published.

This request is consistent with **Joint Melksham Neighbourhood Plan 2 (JMNP2) Policy 5: Pre-application Community Engagement** and **NPPF Policies DM1 and DM3**, which promote early engagement and require applicants and planning authorities to work positively to identify and resolve key planning matters.

2. Affordable housing and housing mix

The Parish Council expresses strong disappointment at the reduction in affordable housing from 40% to 30%. Although the change follows the withdrawal of the emerging Wiltshire Local Plan, it represents a significant reduction in the benefits previously offered by the development and its contribution towards meeting local housing needs.

Members also noted the reported reduction in one-bedroom affordable homes from 49 to 14. Smaller affordable homes are important locally, and the revised mix should be justified against the evidence contained in the **JMNP2 Housing Needs Assessment** and any more recent housing-needs evidence.

Four bungalows remain proposed, but none would be available on the open market. The Parish Council reiterates its request for a housing mix that includes open-market bungalows, providing opportunities for existing residents to downsize or secure accommodation suited to their changing needs.

NPPF Policy HO7 requires substantial weight to be given to homes that meet the evidenced accommodation needs of the community, including the needs of older and disabled people. **NPPF Policy HO8** requires development proposals to meet or exceed up-to-date development-plan requirements for the proportion and tenure mix of affordable housing. Wiltshire Council should therefore assess the revised housing mix against evidenced local needs and the applicable development-plan requirements, rather than accepting the reductions solely as a consequence of the emerging Local Plan's withdrawal.

3. Wheelchair-user and accessible/adaptable housing

The Parish Council is particularly concerned that the previously proposed **M4(3) wheelchair-user dwellings** have been removed and that **M4(2) accessible and adaptable provision** has been reduced to only ten dwellings.

The previous proposals identified M4(2) provision across all affordable homes, bungalows and certain ground-floor maisonettes. The amended scheme therefore represents a substantial reduction in accommodation suitable for people with mobility needs.

The Parish Council requests a clear justification for these changes and reconsideration of the provision. The development should provide a proportionate range of wheelchair-user and accessible and adaptable homes, informed by evidence of local need. Accommodation capable of future adaptation should not be treated as equivalent to accommodation designed from the outset for wheelchair users.

This is supported by **NPPF Policy HO7**, which gives substantial weight to the provision of homes meeting evidenced community needs, including those of older and disabled people. The distinction between **M4(2)** and **M4(3)** accommodation should be recognised clearly when the revised provision is assessed.

4. Local connection for affordable housing

The Parish Council reiterates its request for a local connection approach to the allocation of affordable housing, including an initial three-month period during which priority would be given to eligible people with a connection to Melksham and Melksham Without. The principle is already supported in the Government's Planning Practice Guidance, which allows local eligibility/local connection criteria to apply to First Homes for the initial marketing period.

The proposed allocation arrangements should be clarified and, where legally and practically achievable, secured through the appropriate agreement so that the development contributes directly towards meeting evidenced local housing needs. This would support the objective of **NPPF Policy HO7** that new homes should contribute towards meeting the accommodation needs of the community.

5. Outstanding consultee comments

Members remain concerned that previous comments from the Police Liaison Officer and the landscape and conservation consultees do not appear to have been fully addressed.

In accordance with **NPPF Policies DM2 and DM3**, the decision-maker should be satisfied that sufficient information is available to assess the proposal and that all material concerns raised by consultees have either been resolved or appropriately addressed before the application is determined.

6. Footpath MELK103

The highway comments continue to refer to a £30,000 contribution towards **MELK103**, although that public right of way has been extinguished. The Parish Council requests clarification of the works that this contribution would now fund, their location and how they would deliver a useful and accessible connection.

Any replacement scheme should support **JMNP2 Policy 11: Sustainable Transport and Active Travel**, which requires major development to maximise sustainable transport and achieve safe and suitable movement for all users. It should also accord with **NPPF Policy TR4**, which gives priority to walking, wheeling and cycling and seeks safe, accessible and well-connected routes.

7. Bus route and service contribution

The Parish Council questions whether the proposed £75,000 contribution towards bus services is proportionate and sufficient. By comparison, approximately £750,000 has been secured from the Blackmore Farm development of around 500 dwellings. Although contributions must reflect the particular circumstances and impacts of each development, the substantial difference warrants a clear explanation.

The Parish Council also reiterates its request for clarification of the proposed looped bus route through the site, including its route, timing and delivery arrangements.

The provision should be considered against:

- **JMNP2 Policy 8**, which requires housing proposals to assess and address their necessary infrastructure requirements and to coordinate the delivery of infrastructure with the housing development;
- **JMNP2 Policy 11**, which requires sustainable transport modes to be maximised;
- **NPPF Policies TR3 and TR4**, which seek genuine transport choices, good access to public transport and layouts that maximise the catchment for bus services; and
- **NPPF Policy HC3**, which requires development generating significant additional population to provide the infrastructure necessary to make it acceptable.

8. Railway station improvements

Any contribution towards Melksham railway station should address the priorities identified in **JMNP2 Policy 11** and demonstrable current local needs. Policy 11 specifically supports improvements to the accessibility and quality of links between the wider town and Melksham railway station, together with improvements to the public realm around the station.

Members highlighted the importance of better passenger information, signage and wayfinding, including helping residents understand how to reach the station and when services operate. Contributions should not be directed towards further physical accessibility works unless it has first been demonstrated that these represent the appropriate current priority.

The use of the contribution should also be consistent with **NPPF Policies TR3 and TR4**, particularly the objectives of improving connections to public transport and enabling safe and convenient journeys by sustainable modes.

9. Equipped play area, allotments and ownership arrangements

The land-ownership plan continues to show the equipped play area and allotments transferring to a private management company.

The Parish Council reiterates its request to be offered first refusal on taking responsibility for these facilities. The transfer terms, commuted sums and long-term inspection and maintenance arrangements should be discussed and agreed before the Section 106 agreement is finalised.

The amount, quality, accessibility and long-term management of the facilities should be secured in accordance with **NPPF Policy HC3** and the objectives of **JMNP2 Policy 8**, ensuring that the infrastructure needed by the development is delivered and remains available to the community.

The request for first refusal is an ownership and management matter rather than a direct policy requirement, but it is relevant to demonstrating that the facilities have a robust and sustainable long-term management arrangement.

10. Community hub contribution and Section 106 agreement

The Parish Council requests sight of the updated Heads of Terms and draft Section 106 agreement, together with meaningful involvement in discussions before these documents are finalised.

Confirmation is still required of the proposed community hub contribution and the basis on which it has been calculated. In particular, the Parish Council seeks confirmation that the contribution has not been reduced on the assumption that the developer is also providing land for the community hub.

The necessary contribution should be assessed against **JMNP2 Policy 8** and **NPPF Policy HC3**, which require development to address the community facilities and infrastructure needs arising from the additional population. Any planning obligations should also satisfy the requirements of **NPPF Policy DM6**, including being necessary, relevant, precise and reasonable.

11. Noise assessment

The updated Noise Addendum remains outstanding. The Parish Council reiterates its request, first made on 1 December 2025, that the assessment include noise from the proposed heat pumps, including the cumulative effect of multiple units and the potential impact on existing and future residents.

This information is necessary to assess the proposal against **NPPF Policy P3: Living Conditions and Pollution**, which requires development to take account of the likely effects, including cumulative effects, of noise on health and living conditions. The policy requires unacceptable noise effects to be avoided or mitigated to an acceptable degree.

12. Nursery land

Confirmation remains outstanding that the proposed 0.4-hectare nursery site is sufficient to accommodate the proposed 100-place nursery, including the building, outdoor play space, landscaping, servicing, staff and visitor parking and safe access for all users.

This should be demonstrated before determination to ensure that the proposed education infrastructure is genuinely deliverable. The matter is supported by **JMNP2 Policy 8**, which requires necessary infrastructure to be assessed and delivered in coordination with the housing development, and **NPPF Policy HC3**, which requires development to provide the community facilities and public-service infrastructure needed to make it acceptable.

Resolved 1: To arrange a meeting with the developer to discuss and, if possible, resolve members unresolved concerns.

Resolved 2: To also submit the comments from the revised full application on the outline proposal PL/2025/09780.

- b. **PL/2026/01555 – Land at Blackmore Farm, Sandridge Common.**
Reserved matters for 229 dwellings pursuant to outline permission PL/2023/11188.

The Clerk reported that numerous revised drawings had appeared without a formal reconsultation and that officers had queried this with Wiltshire Council.

Resolved: To approve the notes of the developer meeting held on 22nd September 2026 (Appendix 1).

Members considered the questions prepared for Full Council concerning including the required mobility hub facilities on the community hub land.

Members were concerned that locating development-wide mobility hub facilities, including Electric Vehicle (EV) charging on land intended for transfer to the Parish Council (community hub land) could constrain its future community use. They questioned whether alternatives had been properly assessed, including employment land or other visitor parking areas within the development, and whether retaining the maximum housing yield had influenced the proposed location.

The discussion distinguished between the mobility hub serving the wider, approximately 500-dwelling development and any EV charging that the Parish Council might independently choose to provide for a future community building. Members discussed management arrangements, maintenance, liability when equipment failed, access by the wider public and the possibility of operation by a specialist charging company. It was also reported that gas provision was being proposed because of electrical capacity constraints; clarification remained necessary as to whether sufficient capacity had been allowed for the community building and any chargers.

The Clerk reminded Members that the community land was due to be offered after occupation of 200 homes and that the immediate question was whether the development's mobility hub should occupy some of that land. It was noted that the decision belonged to Full Council.

Recommendation: That the Parish Council reject the proposal to locate the development-wide mobility hub on the community hub land intended for transfer to the Parish Council, in order to retain flexibility for community use. This would not preclude separate consideration of EV charging associated with a future community building.

It was noted that pre-application enquiry ENQ/2026/01880 concerning alternative highway arrangements in relation to outline permission PL/2023/11188 had been submitted. No response had yet been received. The developer's apparent reluctance to implement alternative arrangements even if favourable advice were received was noted.

Bus strategies: Members considered the existing East of Melksham and wider Melksham bus strategies in the context of current applications. The Clerk emphasised that the proposed £750,000 contribution was intended to help establish a service over five years and encourage an operator to provide it. Uncertainty about provision during the early phases should therefore be challenged rather than accepted as a reason for omission. The strategies would continue to inform submissions and developer discussions; no separate revised strategy was formally adopted during the meeting.

214/26 Current Planning Applications

- a. **PL/2026/04916 – Land west of Semington Road.** Outline application for up to 225 dwellings.

Members noted the developer meeting scheduled for Wednesday 7th October 2026 at 3.00pm.

Officers had reviewed the Design and Access Statement against the Parish Council's initial comments and the Neighbourhood Plan. The initial response was considered comprehensive.

The Clerk highlighted that she was attending a discussion with Wiltshire Council's public open space/play officer on Wednesday, before the developer meeting, to clarify proposed play provision and ensure that requests were consistent.

Members recognised the need for properly evidenced Section 106 requests for community and transport provision in connection with this larger scheme.

- b. **PL/2025/00626 – Land north of Berryfield Lane**

Members considered the discrepancy between the recorded Western Area Planning Committee decision, its draft minutes and the building-height parameter plan. The Clerk had already raised the issue with the Planning Officer, providing recording timings, but had not yet received a response.

Resolved: To write formally to Wiltshire Council, including the Chair of the Western Area Planning Committee, requesting review of the recording and correction/clarification of the resolution, minutes and height parameter plan. If a satisfactory response is not received, to submit a written question for the Western Area Planning Committee meeting on 28th October 2026 and, if necessary, attend to raise the matter.

- c. **PL/2025/07391 – Land south of Western Way;** related discharge applications PL/2026/01378 and PL/2026/01660

The submission of pre-application enquiry ENQ/2026/01882 proposing alternative highway arrangements in relation to outline permission PL/2022/08504 and the reserved matters application was noted.

- d. **PL/2026/02966 – East of Blackmore Farm**

Members returned to the highway and bypass issues raised during public participation.

The Clerk reported that the original highway comments implied access to Eastern Way without explaining that this was not vehicular access. The officer had acknowledged the distinction in correspondence, but the original comments had not been amended. References to an Eastern Way roundabout also required clarification in the context of the proposed access arrangements.

Members remained concerned that this development (PL/2026/02966) on the indicative route of the bypass could prejudice the scheme

Resolved 1: To continue challenging and seeking clarity on the highway officer's comments

Resolved 2: To seek clarification of Wiltshire Council's adopted bypass and funding position, and pursue the existing planned correspondence with the MP, National Highways and the Secretary of State without delay.

e. **PL/2025/06749 – Land north of Bath Road (A365), adjacent to Melksham Oak Community School**

There were no new updates.

f. **PL/2026/03551 – Former Melksham Library, Lowbourn**

The application remains on the agenda as it concerns a Joint Melksham Neighbourhood Plan 2 site allocation.

Members reiterated the positive features of town-centre brownfield redevelopment for extra-care housing, reported as wholly affordable. They considered it important that debate about related parking at Union Street should not obscure those benefits.

g. **PL/2025/06105 – Land at Bowerhill Lane, Old Loves Farm**

There were no new updates.

h. **PL/2024/09725 – Middle Farm, land off Corsham Road, Whitley**

It was noted that, following confirmation from the Planning Officer that the Parish Council's specified criteria had been met, Councillor Alford had withdrawn the call-in request. Members hoped that the application could now progress promptly.

215/26 Planning policy

a. **Joint Melksham Neighbourhood Plan** – matters for future review

Resolved: To include the following items to the list of items to be considered in a future review of the neighbourhood plan and to add them to the list of standard requests from the parish council:

- wheelchair-user M4(3) and accessible/adaptable M4(2) housing provision
- a local connection approach to affordable housing, possibly similar to that in the Royal Wootton Bassett neighbourhood plan.

b. **Wiltshire Council Local Plan**

Additional comments had been submitted under delegated powers seeking a local connection approach for affordable housing were noted.

Engagement meeting with Wiltshire Council: The Clerk reported that Monday 26th October 2026 at 5.30pm had been proposed for the meeting with Councillor Ian Thorn and the spatial planning team, alongside Melksham Town Council and Wiltshire Councillors. Confirmation was still awaited. Attendees had been agreed

at the Planning Committee meeting on 14th September 2026 (Min 198/26 (c) resolution 2).

The Clerk would meet the Town Clerk and planning adviser Vaughan Thompson from Place Studios to clarify the preparatory work, including mapping and any joint working group, so that the councils could present their own proposals and priorities.

Brownfield sites: Members noted the submissions and the distinction between the public call for sites and the less detailed request to parish and town councils to identify previously developed or underused land. The Parish Council suggestions comprised Waney Edge café/car park, Whitley Farm, Woolmore Farm and land northeast of Melksham substation at Westlands Lane. An interested town landowner had been encouraged to complete the fuller call-for-sites form. Officers had also liaised with the Town Council concerning its list and possible future availability of sites such as Aldi, Lidl and Countrywide. The lists did not establish availability or viability.

The Clerk reported advice from the spatial planning link officer that the Cooper/Avon site could potentially be allocated in the Local Plan as well as the Neighbourhood Plan, adding weight to its redevelopment. Members supported exploring this with the Town Council and Vaughan, and at the meeting with Wiltshire Council, subject to checking the implications.

c. Wiltshire Area Localism and Planning Alliance (WALPA)

Councillor Pafford reported on the meeting held on 15th September 2026. The Clerk's briefing paper had been circulated in advance to the meeting organisers. He had encouraged continued engagement and a bottom-up approach involving neighbourhood planning bodies. Although some participants had initially been pessimistic, the discussion and subsequent report were positive. Councillor Ian Thorn had agreed to meet representatives from WALPA.

Councillor Pafford also reported that BBC Wiltshire had interviewed him for radio and online coverage of neighbourhood planning and the Local Plan. He had not yet seen the resulting coverage.

216/26 Proposed energy installations

a. Lime Down Solar

Councillor Richardson reported continuing activity on the Lime Down Solar project, including representations from a developer concerning a potential conflict between the proposed cable route and a separate Battery Energy Storage System (BESS) proposal at Boyd's Farm, north of Whitley. Members noted renewed concern among residents about the potential additional BESS scheme.

b. PL/2025/05552 – Land south of Brockleaze, Neston

Councillor Richardson reported that consultation had been extended again to 9th October 2026. He noted that local residents remained keen to meet the Planning Officer, and Wiltshire Councillor Alford was asked to continue pursuing that request.

c. Norrington Spring Park and Studley Solar Farm cable routes

Councillor Richardson reported that Norrington cable work had paused. The South Brook crossing by the school had not been completed during the school holidays and Middle Lane remains to be crossed.

There was no confirmed new information on the Studley route beyond the previously reported possibility of an alternative through farmland.

d. Wiltshire Council response to the Parish Council's twelve recommendations

The Clerk had paused further chasing while the Local Plan consultation was open, as the issue had also been included in consultation responses.

Resolved: To resume pursuing Wiltshire Council's response to the twelve recommendations.

217/26 Appeals

a. Appeal decisions

i. Outmarsh Farm – PL/2025/08409, appeal 6008970

Dismissal of the appeal concerning a static caravan for temporary residential use associated with agricultural operations was noted.

ii. Land east of New Road – PL/2025/09917, appeal 6007352

Dismissal of the appeal for two self-build dwellings and associated infrastructure was noted.

b. Whistle Mead Solar Farm – PL/2023/01914

Councillor Richardson reported on the Whistle Mead Solar Farm appeal hearing, which he attended on behalf of Community Action Whitley and Shaw (CAWS). Discussion focused principally on landscape and heritage, and Councillor Richardson presented evidence on cumulative impacts. He commended residents' detailed local evidence concerning flooding, road closures and difficulties accessing the site.

He expressed concern that Wiltshire Council's representatives had taken a neutral position on fire safety and that the developer had been unable to answer the Inspector's questions without its fire-safety expert present. The Inspector allowed a subsequent technical note to be submitted. No decision had been received

218/26 Goods Vehicle Operator's Licence – CJW Scaffolding (SW) Ltd, 620 Berryfield Lane

Members considered the public notice and guidance. No formal representation on the operator's licence was agreed as the parish council could only respond in the capacity as neighbour, and on environmental grounds.

Members discussed wider problems on Berryfield Lane, including use as a rat run, poor visibility of restriction signs, worn road markings, speeding and the safety of the A350 junction. Options such as one-way operation or closure at the A350 end were discussed, but Members recognised the consequences for the farm and other businesses and considered that the landowner should first be consulted.

Resolved: To ask the Parish Steward to clear the vegetation obscuring the restriction signs on Berryfield Lane.

Wiltshire Councillor Alford left the meeting.

219/26 Planning enforcement and related concerns

Beanacre tree removal: The Clerk reported that residents had received an SSEN letter describing works to trim/remove branches near overhead lines but subsequently reported six trees being felled on the west side of the A350 between Westlands Lane and the bus stop to its south, near the public right of way. Photographs were considered. The Clerk had been unable to obtain an explanation through initial contact and had made a formal complaint seeking the reason for removal of the trees rather than branch trimming.

Outmarsh Farm: Members asked about the follow-up to the dismissed appeal and related site works. The Clerk advised that Councillor Andrew Griffin had already sought clarification of the next steps.

220/26 Section 106 agreements and developer meetings

a. Updates on agreements

i. Pathfinder Place:

There was no further update on the Section 278/Section 38 works. Members noted that adoption remained outstanding.

ii. Buckley Gardens:

The play area appeared to be open. The Clerk questioned who was responsible for inspection, maintenance and health and safety, as the Parish Council had not taken it over and responsibility for any management arrangements was unclear.

Resolved: The Clerk to contact the developer to establish whether the play area was formally open and who was responsible for its safe operation and inspection.

iii. Delegated Section 106 decisions:

No new decisions were reported.

b. Contact with developers

i. Living Space – land behind Townsend Farm, Semington Road Applications 20/07334/FUL (Phase 1) and PL/2022/08155 (Phase 2).

Members noted that works to form the bellmouth/permanent access had started approximately two weeks earlier.

Following an enquiry from a resident about affordable housing, officers had sought programme information. Living Space advised that Phase 1 occupation was expected in the first quarter of 2027 and archaeological work for Phase 2 was due to start towards the end of 2026. Members noted slippage against earlier expectations.

ii. Gompels warehouse

Resolved 1: To approve the notes of the developer meeting held on 22nd September 2026 (Appendix 2).

Resolved 2: To reiterate to the developer the Parish Council's support for a ghost right-turn lane on the A365 at the site access, given traffic speeds and cumulative development in the area.

iii. Wales & West Utilities gas-main replacement

Resolved 1: To approve the notes of the developer meeting held on 10th September 2026 (Appendix 3).

The Clerk reported a subsequent site meeting in Whitley with the utility company and flood wardens, addressing access, bus movements and highway pinch points. Positive resident feedback had been passed to Streetworks, and Members also commended reinstatement in Bowerhill.

At Mitchell Drive, the gas main's unexpected location in the carriageway would require a future road closure. Members emphasised the need to confirm suitable alternative bus routes during any Mitchell Drive closure.

Resolved 2: To seek confirmation of the future Wales & West Utilities programme for Mitchell Drive and bus diversion arrangements.

c. Transparency of draft Section 106 agreements and evidence for contributions

Members considered Wiltshire Council's response to the question on the evidence required to secure Section 106 contributions, following the omission of several Parish Council requests from the North of Berryfield Lane development.

Concerns remained about inconsistent NHS responses, cumulative highway impacts and the need for a holistic A365 assessment. Members supported further engagement with NHS Estates and the local GP partnership, early highway officer involvement, and development of justified, detailed costings for Berryfield Village Hall improvements. A further joint meeting with Melksham Town Council was sought to clarify intentions regarding burial provision.

Members also expressed dissatisfaction with the lack of early access to draft Section 106 agreements and the outstanding parish/town council engagement protocol, particularly ahead of changes to the scheme of delegation.

Resolved 1: To continue pressing Wiltshire Council for the protocol and early access to draft Section 106 proposals

Resolved 2: To pursue the healthcare evidence and further work needed to substantiate community infrastructure requests

Resolved 3: To seek a joint discussion with Melksham Town Council on burial provision.

Resolved 4: To raise transparency concerns with the MP and Wiltshire Councillor Ian Thorn, with the Clerk also seeking opportunities through NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks).

Meeting closed at 9.15 pm.

Chairman, 12th October 2026

Appendix 1

NOTES OF MEETING WITH BARRATT REDROW on Tuesday 22 September 2026 at 2:30pm

Re: Blackmore Farm Reserved matters application PL/2026/01555 for 229 dwellings pursuant to outline permission PL/2023/11188

Present: Councillor Richard Wood (Chair of Planning - part)
Councillor Alan Baines (Vice Chair of Planning)
Councillor John Glover
Councillor David Pafford
Councillor Mark Harris

Wiltshire Councillor Nick Holder
Teresa Strange (Parish Clerk);
Fiona Dey (Parish Officer);

Peter Lawson (Turley, planning consultant for Barratt Redrow);
Cecilia Hughes (David Wilson Homes/Barratt Redrow);
Matthew Roberts (consultant).

Application progress and revised design

The developer said the reserved matters application had been amended following two rounds of discussion with Wiltshire Council, including urban design and highways comments. The latest plans had been submitted several weeks earlier. The Clerk said the Parish Council had not yet considered them and would check whether it had been consulted; the next Planning Committee meeting was due on 5 October.

The revisions were described as refining the arrival area, adding a third character area with open space overlooked by dwellings, and simplifying the elevations and palette of brick, stone, render and roofing materials. Some homes remain two and a half storeys, with upper rooms largely within the roof. The developer said the layout must remain within the approved outline parameters.

Relationship with Sandridge Common homes

Members revisited residents' concerns about overlooking, privacy and the boundary treatment. The developer said the separation between facing homes was at least about 24 metres and reached about 27 metres in places, against a stated minimum of 21 metres. It described an additional landscaped strip of about five metres beyond the new homes' gardens, to be maintained by a management company; the gardens would still meet the minimum depth. The strip might be accessible but was not proposed as a formal footpath.

Members asked how the boundaries would be treated and whether an unlit strip between rear fences could create security or encroachment concerns. The developer said it would check the boundary treatment plan and that the management company would manage the strip. The developer said it had responded to the Urban Design Officer's comments. Members suggested the

separation measurements and five metre strip should be clearly explained when the revised scheme is presented to Wiltshire Council.

Phasing and connections

The 229 homes form the first reserved matters application within the approved Blackmore Farm outline scheme of up to 500 homes. The developer said the southern part of that outline site would come forward in a later reserved matters application, after further work including archaeology and biodiversity net gain. It expected the first 229 homes to take at least two years to build. Members stressed that the separate East of Blackmore Farm proposal should not be called “phase two” of this permission; it has no outline consent.

Members sought assurance that the two parts of the approved site would connect, and asked how future walking, cycling and possible highway links might relate to East of Blackmore Farm and the proposed Lidl. The developer referred to the approved outline documents and reserved connection rights, and offered to send a plan showing the intended links. The precise links to a separate future development remain subject to that application and its consent.

Bus route and stops

The developer described a proposed bus route through the site, with a temporary turning area for the first residential stage and a later turn within the employment area. Whether a service operates would depend on a bus operator; the developer said the route had been designed to accommodate one. A bus contribution and its timing are fixed by the outline agreement. Members questioned how a service would be secured early enough to influence travel habits and referred to the East of Melksham Bus Strategy and other developments’ contributions.

The developer referred to three stop locations. Shelter details for two stops had been submitted under a condition, while the mobility hub details were still under discussion. Members asked for shelters with effective weather protection, usable seating and clarity on real time information, and asked which operator had been consulted. The developer offered to provide further details of the shelters and operator consultation.

Community hub land and mobility hub

The developer confirmed that the whole parcel outlined for the community facility is approximately 0.4 hectares and is intended for transfer to the Parish Council under the section 106 agreement. The concept drawing showing a building, parking and a mobility hub was described as illustrative and intended to prompt discussion, not as an agreed building layout. The Clerk explained that the Council had discovered the discharge of condition submission by chance and could not comment through the usual online consultation process. The developer said discussions on that condition were effectively paused pending engagement with the Council.

The outline condition requires a mobility hub, including provision for electric vehicle and electric cycle charging and associated bus stops. The developer suggested that a small number of public vehicle chargers could serve visitors to the community centre, given that the proposed homes, including flats, would have their own charging. It said a third party would normally operate and maintain chargers, but siting them on transferred Council land could require a lease and agreement about ownership and responsibilities. Numbers, viability, electricity

capacity, phasing and the practical form of cycle charging remained unresolved. Employment land or another location was raised as an alternative; the developer said it had not ruled out other sites.

Members had differing views on the need for public chargers at the community facility. They emphasised that the centre could serve a much wider area than the new development and that its parking must work for its eventual uses. The indicative parking figure of up to 80 spaces depended on an assumed building size. Members preferred exploring a layout with the building and outdoor seating beside open/play space, and parking and landscaped areas on the other side, rather than a building opening onto a car park. No layout or mobility hub location was agreed.

The developer agreed that the Council could consider the options and respond around mid October, following discussion at Full Council. It would supply scaled dimensions of the 0.4 hectare site and the neighbouring open space. It was suggested that any committee report should make clear that the detailed community facility and mobility hub arrangements are still being worked through with the Parish Council.

Community centre delivery and funding

The Clerk asked when the Council would need to specify the position and requirements for utilities to the serviced site, including electricity, drainage and broadband. The developer said it needed the Council's requirements and would examine its construction programme and the section 106 wording; a reliable land transfer date could not yet be given. Members discussed coordinating the access road, school and centre so the facility could be built safely while construction continued. The approved height parameters were said to permit a two storey centre, subject to its later design and consents.

The Clerk said early section 106 funding would support design work and that further contributions were being sought from other east Melksham sites, alongside Community Infrastructure Levy funds. The Council was also seeking clarity from Wiltshire Council on historic funding associated with an earlier community centre proposal.

Members asked the developer to consider acoustic treatment of nearby dwellings so that the eventual centre's use, opening windows and doors, and reasonable hours would not be unduly constrained, drawing on Berryfield Village Hall experience. The developer agreed to discuss this with its technical director.

A3102 access and wider development

The Parish Council reiterated its preference for a roundabout over the consented ghost island/right turn access, particularly in light of cumulative traffic from other proposed development. It had sought pre-application advice about changing the junction. The developer said it intended to implement the existing outline permission and would not itself pursue a section 73 variation. It suggested that any roundabout needed for the separate East of Blackmore Farm proposal should be examined as part of that proposal, with any later changes to the adopted highway considered on their own merits. Members stressed the need for coordinated planning and assessment of cumulative effects.

The meeting concluded at approximately 4.00 pm.

**NOTES OF MEETING WITH GOMPELS
ON TUESDAY 22 SEPTEMBER 2026 AT APPROXIMATELY 4:00PM
RE: PROPOSED WAREHOUSE AT BOWERHILL**

Present: Councillor Richard Wood (Chair of Planning)
Councillor Alan Baines (Vice Chair of Planning)
Councillor John Glover
Councillor David Pafford
Councillor Mark Harris

Teresa Strange (Parish Clerk)

Fiona Dey (Parish Officer)

Sam Gompels and Sasha A'Court (Gompels Healthcare)

Sam explained that the Reserved Matters submission was expected to be submitted in early October, subject to the remaining consultants completing work on the road design, drainage, landscaping and biodiversity net gain.

Sam showed the revised elevations. The proposed appearance uses a muted green at tree level, alternating shades of grey above to break up the length of the building, an anthracite finish to the office frontage and brick piers. Samples of the colours were circulated. Sam said the colours would appear lighter on the building than on samples. Members considered that the revised treatment would help the building blend into its setting.

The tree planting plan was still being prepared. Sam proposed younger trees, which he considered would establish more successfully, with some faster-growing willows and poplars providing earlier screening. He said some trees previously identified for retention had died following drought.

Sam had asked Wiltshire Council whether a ghost right-turn lane was required at the site access. He said the forecast average daily traffic was around 260 vehicle movements, below the threshold of 300 that he understood to apply, and that the road works would cost approximately £1 million. Members expressed a preference for retaining a right-turn lane in view of speeds on the road, the nearby proposed housing access and cumulative highway impacts.

Sam outlined changes to the site plan. These included a shallow off-site attenuation feature requiring a separate application; a wider, approximately 10-metre route around the building for fire appliances; revised roof drainage allowing more tree planting on the west side; and an increased bund to the south and west. A pedestrian entrance could connect to an extended footway and the bus stop if the highway design allowed.

Additional acoustic fencing was proposed at the north and east of the site, including where a bund could not cross the Wessex Water pipeline. Sam described the proposed insulated cladding used within the building and the work undertaken to model noise from the building and air-conditioning units, to limit the impact on neighbouring properties. He said the air-conditioning units would be

positioned and operated to meet the requirements being discussed with Wiltshire Council.

A bird management approach for the roof was discussed because of the nearby air ambulance operations. Sam said the air ambulance had reviewed the document and was content with it. The plans showed solar panels across the roof to allow for future installation, although the initial installation was likely to be smaller and sized mainly for the building's daytime electricity use. Battery storage was not proposed at this stage.

Sam said Gompels had progressed the Wessex Water main diversion along the eastern boundary. He described an optimistic construction start in spring or early summer 2027, with completion dependent on the programme and subsequent fit-out.

Members asked about employment. Sam said the business currently employed approximately 100 people, around 25 more than when the original figures were presented, and expected to create at least a further 75 jobs if its plans progressed. He said recruitment remained challenging despite continued growth and investment in warehouse automation.

The meeting concluded at 5:20pm.

Appendix 3

Meeting with Wales and West Utilities regarding gas-main replacement Programme in the Melksham Area held on Thursday 10th September 2026 at 10am at Melksham Without Parish Council Offices at Melksham Community Campus

Present: Councillor Alan Baines (Vice Chair of Planning)
Councillor John Glover (Chair of Council)
Councillor David Pafford (Vice Chair of Council)
Councillor Mark Harris
Councillor Peter Richardson
Teresa Strange, Parish Clerk
Fiona Dey, Parish Officer

Hayley Bell, CEO Melksham Town Council

Mick Gallavin, Programme Controller Wales & West Utilities

Background and scope

Wales & West Utilities explained that the works form part of an OFGEN-governed 30-year programme. All cast-iron, ductile-iron and spun-iron gas mains up to and including 8 inches must be replaced or abandoned by 2032. Steel mains above 2 inches are outside the programme unless leakage or another condition justifies replacement. The works are maintenance of the existing network and are not driven by new housing development.

The Melksham package was brought forward from the following year because work in Warminster could not proceed where recently resurfaced roads were subject to an embargo. Wales & West Utilities apologised that the councils had not been consulted before the Melksham works began and said earlier engagement would normally take place.

How the work will be undertaken

- Where possible, new plastic mains will be inserted into the existing metallic pipes. Open-cut trenches will be used where insertion or moling is not possible because of pressure, ground conditions or service length.
- Cameras are used to locate property service connections. Individual services are then transferred to the new main. A property's gas supply may be interrupted on the day its service is transferred, but should be restored the same day.
- Vulnerable customers are identified through the priority register and door-to-door contact. Heaters and hotplates can be provided where needed.
- Every affected customer should receive a letter before work starts. Customers whose properties are unaffected do not normally receive a letter. Advance roadside signs are also used.

- Reinstatement should be completed within five days. Specialist reinstatement teams follow the pipe-laying teams and will return to repair grass verges and other disturbed areas.

Indicative programme

Area	Indicative timing	Notes
Halifax Road	To finish by the end of October	A section of about 90 metres near the school is expected to return during an Easter or summer school holiday next year.
Lowbourne area	To finish by 6 November	Includes work around King Street and Spa Road. Hospital and GP surgery access and Remembrance events must be considered.
Folly Lane and George Ward Gardens	To finish by 29 January	The team was expected to return on 28 September after completing work in Warminster.
Blackmore Road	Provisional restart 30 November; finish by end of March	The original team was removed following electrical cable strikes. Dates were to be confirmed.
Beanacre	1 February to 31 March	Works include Granville Road and Old Road. Coordination is needed with the play-area project, A350 traffic and local surface-water issues.

Local issues and concerns

Accessibility and highway safety

Members stressed that footway closures and temporary arrangements must remain usable by mobility scooters and other disabled users, particularly around Halifax Road where dropped kerbs are limited. Wales & West Utilities confirmed that a suitable walkway or crossing point should be provided. A request was also made for its drivers, including HGV drivers, not to park on pavements. The representative agreed to issue a reminder and invited photographs and vehicle registration details where problems occurred.

Cumulative works and communication

Members said residents were exasperated by consecutive and sometimes simultaneous utility works, including electricity, Openreach and other cable projects. Poor, late or unclear signs and diversion information had caused particular difficulty. Residents often did not distinguish between contractors, so shortcomings elsewhere could be attributed to Wales & West Utilities.

The councils asked for early, joined-up communication with them, Wiltshire Council, bus operators, schools, businesses and emergency and waste services. Wales & West Utilities agreed to keep the councils involved, said road closures normally require 12 weeks' notice and offered a direct contact for urgent site concerns.

Shaw and Whitley

Particular concern was raised about further disruption in Shaw and Whitley after extended utility works and bus diversions. The loss of the normal bus route had affected access to schools, work, Melksham and hospital appointments in Bath.

For any future Middle Lane closure, members asked that alternatives such as a shuttle bus, minibus or taxi arrangement be explored. Access for Pocock's poultry business must be maintained during its busiest pre-Christmas period. The representative agreed to check the traffic-management plan, visit the area and speak directly with the business.

Local flooding and drainage were highlighted as significant constraints. Members explained the role of local ditches and culverts, the history of surface-water and foul-water problems and the potential for heavy rain to affect works on the A365 and surrounding roads.

Roundabouts and strategic routes

The Lowbourn and Spa Road roundabouts were recognised as difficult locations because of their layouts, traffic volumes and proximity to the hospital and GP surgery. The Farmers Roundabout area was also highlighted as a busy A350/A365 route with a history of flooding and repeated disruption from development-related utility works. Existing gas-main records did not match what had been found on site, so further investigation was required before work could be programmed.

Members asked that any reinforcement work associated with nearby development be identified before replacement work begins, to avoid the road being excavated twice. The needs of residents at the nearby mobile-home park, bus users and roundabout sponsors should also be considered.

Other matters

Wales & West Utilities clarified that the recent issue on Corsham Road was low gas pressure rather than a gas leak. The necessary response had delayed removal of temporary traffic lights after the planned completion date. The issue had been resolved and dealt with internally.

Members also raised incomplete reinstatement of road markings and a zebra crossing on Corsham Road following another utility's works. Wales & West Utilities offered to raise this with an industry contact if the responsible contractor could be confirmed.

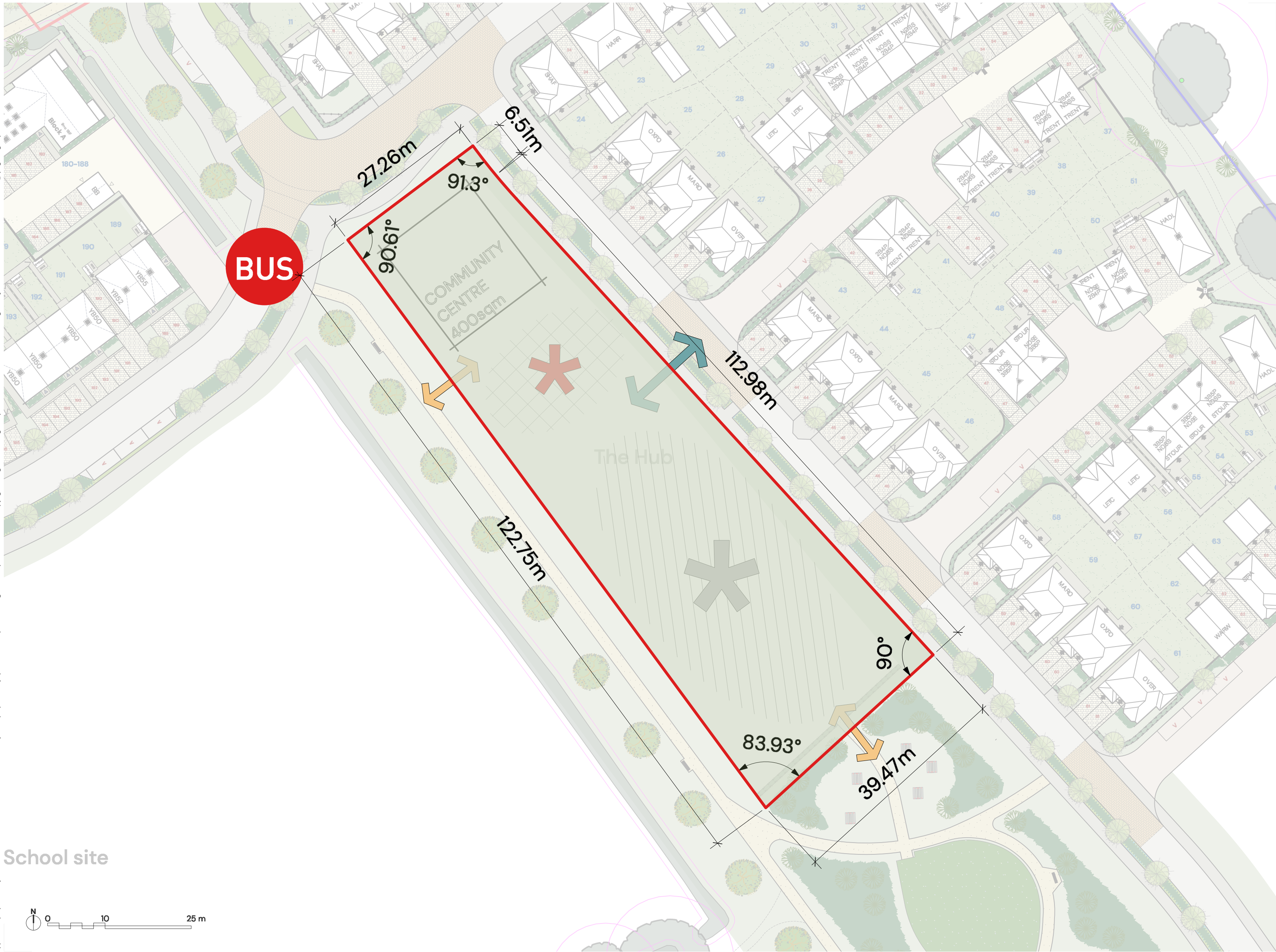
The possible future replacement of a medium-pressure metallic main near Whitehall Garden Centre was mentioned. This is not currently part of the mandatory programme but has been raised by Wiltshire Council because of recurring gas escapes. Any work would be expected next year at the earliest and would require careful traffic planning.

Communications

It was agreed that Wales & West Utilities' communications team would contact the council and prepare information suitable for local press and social media. The information should explain why the work is required, make clear that it is unrelated to new development, identify affected areas in an accessible way, and reassure residents that directly affected properties will receive a letter.

Meeting closed at 11.35am

ISSUE:
All Intellectual Property Rights (including but not limited to copyright) subsisting in or arising out of this drawing and the building works depicted are owned by Pegasus Planning Group Ltd (Pegasus Group) and may not be copied, adapted, disseminated, reproduced and/or otherwise used without a written licence. Pegasus Group accepts no liability for any use of this drawing other than for its original purpose and by the original client except in circumstances where approval for use has been provided by Pegasus Group in writing. Use only written dimensions. Drawing prepared for planning application purposes only. Do not scale (or use) for construction, sales or any other purpose. Any queries to be reported to Pegasus Group for clarification. Copyright © Pegasus Planning Group Limited [2025]. Use of this drawing is subject to the Terms & Conditions available @ pageausagroup.co.uk



- KEY:**
- SITE BOUNDARY
0.4HA
 - COMMUNITY CENTRE INDICATIVE AREA
400SQM
 - INDICATIVE SITE ACCESS
(SUBJECT TO JUNCTION SPACING)
 - INDICATIVE PEDESTRIAN CONNECTIONS
 - PARKING - AREA TO CONTAIN UP TO 80
PARKING SPACES, INCLUDING DISABLED
AND EV SPACES, ALONG WITH
ASSOCIATED LANDSCAPING
 - MOBILITY HUB - TO CONTAIN SECURE
BIKE PARKING SPACES AND EV CAR
PARKING
 - MOBILITY HUB BUS STOPS - TO
CONTAIN REAL TIME INFORMATION
BOARD

PHASE 1, LAND AT BLACKMORE FARM, MELKSHAM – COMMUNITY HUB – DIMENSIONS

| PEGASUSGROUP.CO.UK | TEAM/DRAWN BY: THA/JBY | APPROVED BY: STH | DATE: 25/09/2026 | SCALE: 1-500@A2 | DRWG: P25-2391_DE_02__20 | CLIENT: BARRATT REDROW |



Should the mobility hub should be located within the 0.4-hectare community hub land at Blackmore Farm?

Background:

The S106 agreement for the outline application at Blackmore Farm (PL/2023/11188) provides the parish council with 0.4ha of land for a community hub. Based on the current plans this is approximately 30m by 120m.

Condition 14 of the outline application approval requires plans for a Mobility Hub. The Mobility Hub shall include as a minimum a bus stop with shelter and associated real time information for bus, cycle parking including electric cycle charging points, electric vehicle fast and rapid charging points.

In PL/2026/05372 for the discharge of condition 14, the developer has suggested that the Mobility Hub is located with the Community Hub i.e. on land that will be transferred to the parish council.

At a meeting with the developer (on 22 September 2026), the developer suggests that they feel that this is a logical location but that they require input/engagement from the parish council before progressing.

Points to Consider:

1. **Future use of the land:** What space does the community centre need for its building, parking, outdoor seating, landscaping and possible future expansion? Would a mobility hub limit those uses?
2. **Preferred layout:** Should the building open towards the adjoining play and open space, with parking on the opposite side? Where could charging bays fit without interrupting that relationship?
3. **Demand for charging:** Who would use public chargers when the proposed homes have their own charging provision? Would visitors to a centre serving wider east Melksham create sufficient demand?
4. **Number and type of chargers:** How many vehicle charging bays are proposed, would they offer rapid or slower charging, and how has that number been calculated? What practical form would electric cycle charging take?
5. **Parking capacity:** Is the indicative figure of up to 80 spaces suitable for the type and size of centre the Council may build? How many spaces could be reserved for charging without affecting events and regular activities?
6. **Ownership and management:** If charging equipment sits on Parish Council land, who would own the bays and chargers, grant any operator's lease, maintain the equipment, enforce parking restrictions and deal with complaints? If an operator cannot be engaged who takes responsibility for non-delivery of the hub?

7. **Costs and income:** Who would pay for installation, power supply, repairs, replacement and removal? Would the Parish Council receive income, and would it take on any financial liability?
8. **Electricity supply:** Is there enough capacity for the proposed chargers as well as the community centre? Would locating chargers there affect the serviced site promised under the section 106 agreement?
9. **Timing:** When must the mobility hub be provided, and could its charging equipment be installed after the centre's design and parking needs are known?
10. **Other locations:** Could the mobility hub, or its charging element, be better placed elsewhere on the development, including the employment land? How would each option work with the required bus stops?
11. **Plans submitted to Wiltshire Council:** How can the Parish Council ensure the current concept drawing is treated as illustrative and does not fix the building position, parking layout or mobility hub location before members have agreed them?

Date: 06/10/2026

Melksham without Parish Council Current Year

Page: 276

Time: 14:59

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		8,223.08					8,223.08	
V4680-BACS	Banked: 10/09/2026	296.00						
V4680-BACS	Future of Football	296.00			1210	210	74.00	Inv.585-29th Aug 26 match
					1210	210	74.00	Inv.585-5th Sept 26 match
					1210	210	74.00	Inv.585-12th Sept 26 match
					1210	210	74.00	Inv.585-26th Sept 26 match
V4681-BACS	Banked: 10/09/2026	116.00						
V4681-BACS	Future of Football	116.00			1210	210	10.50	Inv.581-8th July training
					1210	210	10.50	Inv.581-15th July training
					1210	210	10.50	Inv.581-22nd July training
					1210	210	10.50	Inv.581-29th July training
					1210	210	74.00	Inv.581-22nd Aug match
V4682-BACS	Banked: 16/09/2026	42.00						
V4682-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 16a rent
V4683-BACS	Banked: 16/09/2026	42.00						
V4683-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 7b rent
V4684-BACS	Banked: 16/09/2026	42.00						
V4684-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 6a rent
V4685-BACS	Banked: 17/09/2026	42.00						
V4685-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield plot 1 rent
V4686-BACS	Banked: 17/09/2026	84.00						
V4686-BACS	Allotment Holder	84.00			1310	310	84.00	Berryfield 7a rent
V4687-BACS	Banked: 18/09/2026	42.00						
V4687-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield plot 22 rent
V4688-BACS	Banked: 18/09/2026	42.00						
V4688-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield plot 29 rent
V4689-BACS	Banked: 18/09/2026	84.00						
V4689-BACS	Allotment Holder	84.00			1320	310	42.00	Briansfield 23 rent
					1320	310	42.00	Briansfield 24 rent
V4690-BACS	Banked: 21/09/2026	42.00						
V4690-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield 8 rent
V4691-BACS	Banked: 21/09/2026	42.00						
V4691-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 8a rent
V4692-BACS	Banked: 21/09/2026	42.00						
V4692-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 18a rent
V4693-BACS	Banked: 21/09/2026	32.00						
V4693-BACS	Allotment Holder	32.00			1310	310	32.00	Berryfield 1sm rent
V4694-BACS	Banked: 21/09/2026	42.00						
V4694-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield plot 30 rent
V4695-BACS	Banked: 21/09/2026	42.00						

Continued on Page 277

Date: 06/10/2026

Melksham without Parish Council Current Year

Page: 277

Time: 14:59

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V4695-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 2a allotment rent
V4696-BACS	Banked: 21/09/2026	42.00						
V4696-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 4a rent
V4697-BACS	Banked: 21/09/2026	90.50						
V4697-BACS	Trowbridge Athletic	90.50			1210	210	90.50	Inv.589-Aug/sept training & ma
V4698-BACS	Banked: 22/09/2026	84.00						
V4698-BACS	Allotment Holder	84.00			1320	310	84.00	Briansfield 18 rent
V4699-BACS	Banked: 23/09/2026	522.00						
V4699-BACS	Future of Football	522.00			1210	210	522.00	Inv.572-June evening training
V4700-BACS	Banked: 23/09/2026	84.00						
V4700-BACS	Allotment Holder	84.00			1310	310	84.00	Berryfield 14b rent
V4699-BACS	Banked: 23/09/2026	-522.00						
V4699-BACS	Future of Football	-522.00			1210	210	-522.00	ERROR-Inv.572
V4699-BACS	Banked: 23/09/2026	552.00						
V4699-BACS	Future of Football	552.00			1210	210	552.00	Inv.572-June 26 evening traini
V4701-BACS	Banked: 24/09/2026	84.00						
V4701-BACS	Allotment Holder	84.00			1320	310	84.00	Briansfield 26 rent
V4702-BACS	Banked: 24/09/2026	42.00						
V4702-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield 13 rent
V4703-BACS	Banked: 25/09/2026	42.00						
V4703-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 9b rent
V4704-BACS	Banked: 28/09/2026	42.00						
V4704-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 11b rent
V4705-BACS	Banked: 28/09/2026	151,214.50						
V4705-BACS	Wiltshire Council	151,214.50			1076	110	151,214.50	Parish precept part 2
V4706-BACS	Banked: 28/09/2026	42.00						
V4706-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 4b rent
V4707-BACS	Banked: 28/09/2026	42.00						
V4707-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 1a rent
V4708-BACS	Banked: 30/09/2026	84.00						
V4708-BACS	Allotment Holder	84.00			1320	310	42.00	Briansfield 10 rent
					1320	310	42.00	Briansfield 11 rent
V4709-BACS	Banked: 30/09/2026	84.00						
V4709-BACS	Allotment Holder	84.00			1320	310	84.00	Briansfield plot 19 rent
500190-CAS	Banked: 30/09/2026	333.71						
V4710-081	Melksham Emergency Group	7.71			1130	110	7.71	Inv.567-Photocopying
V4711-083A	Lacock Athletic	74.00			1220	210	74.00	Inv.582-20th Aug match
V4712-083B	Allotment Holder	42.00			1310	310	42.00	Berryfield 3a rent

Continued on Page 278

Date: 06/10/2026

Melksham without Parish Council Current Year

Page: 278

Time: 14:59

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
V4713-084	Allotment Holder	42.00			1320	310	42.00	Briansfield 7 rent
V4714-086	Allotment Holder	42.00			1310	310	42.00	Berryfield 17a rent
V4715-087	Allotment Holder	42.00			1320	310	42.00	Briansfield plot 3 rent
V4716-088	Allotment Holder	42.00			1310	310	42.00	Berryfield 13a rent
V4717-089	Allotment Holder	42.00			1320	310	42.00	Briansfield 32 rent
V4718-BACS	Banked: 30/09/2026	84.00						
V4718-BACS	Allotment Holder	84.00			1320	310	84.00	Briansfield 25 rent
Total Receipts for Month		154,020.71	0.00	0.00			154,020.71	
Cashbook Totals		<u>162,243.79</u>	<u>0.00</u>	<u>0.00</u>			<u>162,243.79</u>	

Continued on Page 279

Date: 06/10/2026

Melksham without Parish Council Current Year

Page: 279

Time: 14:59

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/09/2026	Lloyds Bank	V4676-PAY	10.00			4140	120	10.00	Service charge
15/09/2026	Daisy (Onebill)	V4677-DD	79.43		13.24	4190	120	66.19	Inv.814-Office line &wifi
15/09/2026	Daisy (Onebill)	V4678-DD	87.68		14.61	4384	220	73.07	Inv.815-Pavilion line & wifi
29/09/2026	Lloyds Bank PLC	V4679-SERV	12.40			4140	120	12.40	Service charge
Total Payments for Month			189.51	0.00	27.85			161.66	
Balance Carried Fwd			162,054.28						
Cashbook Totals			162,243.79	0.00	27.85			162,215.94	

Date: 06/10/2026

Melksham without Parish Council Current Year

Page: 312

Time: 15:00

Cashbook 2

User: MR

Unity Bank

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		9,836.46					9,836.46	
V4675-CRED	Banked: 02/09/2026	2,504.96						
V4675-CRED	CCLA Investment Management	2,504.96			1080	110	2,504.96	Interest
Banked: 18/09/2026		29,000.00						
V4666-TRAN	CCLA	29,000.00			240		29,000.00	Transfer from CCLA to Unity
Total Receipts for Month		31,504.96	0.00	0.00			31,504.96	
Cashbook Totals		41,341.42	0.00	0.00			41,341.42	

Continued on Page 313

Date: 06/10/2026

Melksham without Parish Council Current Year

Page: 313

Time: 15:00

Cashbook 2

User: MR

Unity Bank

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/09/2026	Grist Environmental	V4670-DD	126.96		21.15	4770	220	105.81	Inv.518-Pavilion waste away
07/09/2026	Place Studio Ltd	V4667-BACS	450.00		75.00	4680	170	375.00	Inv.102-Planning support
07/09/2026	Philip J Alford	V4668-BACS	276.00			4721	220	276.00	Fix leaking pavilion toilet
16/09/2026	EDF Energy	V4669-DD	152.95		7.28	4302	220	145.67	Inv.023-Pavilion electrcity
16/09/2026	Lloyds Bank PLC	V4671-DD	1,000.94		166.33	4175	120	54.00	Business subscription
						4721	220	181.08	Replacement goal posts
						4686	170	6.99	Age UK Phone line
						4175	120	85.05	Office 365 for councillors
						4721	220	209.78	Padlock & chains for goal post
						4490	142	24.89	H&S Poster
						4560	142	9.79	Hi Viz for flood wardens
						4175	120	24.97	Adobe pro-subscription 1
						4351	120	92.62	Anker power conference speaker
						4175	120	30.24	Officer office 365
						4175	120	6.65	MWPC Website hosting
						4055	130	38.50	New NPPF Training
						4490	142	42.08	Maintenance items-caretaker
						4175	120	24.97	Adobe pro subcription 2
						4140	120	3.00	Monthly Fee
24/09/2026	JH Jones & Sons	V4650-BACS	2,742.77		457.13	4400	142	25.00	Inv.6279- Berryfield cut
						4781	220	96.50	Inv.6279- JSF Bin emptying
						4405	220	50.67	Inv.6279- JSF Hedge
						4409	142	198.08	Inv.6279- Hornchurch POS Cut
						4402	320	72.94	Inv.6279- Allotment grass cutt
						4820	142	39.36	Inv.6279- SHF grass cutting
						347	0	-39.36	Inv.6279- SHF grass cutting
						6000	142	39.36	Inv.6279- SHF grass cutting
						4401	220	1,150.06	Inv.6279- JSF Pitch maintenanc
						4400	142	417.42	Inv.6279- Play Area grass cut
						4780	142	149.86	Inv.6279-Play Area bin emptyin
						4402	320	21.88	Inv.6279- BSF Hedge
						4400	142	21.84	Inv.6279- Beanacre leaf cleara
						4400	142	42.03	Inv.6279- Kestrel Court shrub
24/09/2026	JH Jones & Sons	V4651-BACS	384.00		64.00	4590	142	320.00	Inv.6298-Corsham RD bin instal
24/09/2026	Tollgate Security Ltd	V4652-BACS	102.00		17.00	4212	220	85.00	Inv.954- Alarm call out
24/09/2026	Wilts & Berks Canal Trust	V4653-BACS	25.00			4650	170	25.00	Inv.982- Annual

Continued on Page 314

Date: 06/10/2026

Melksham without Parish Council Current Year

Page: 314

Time: 15:00

Cashbook 2

User: MR

Unity Bank

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									membership
24/09/2026	Wiltshire Council	V4654-BACS	4,706.99			4510	142	4,706.99	Inv.781-Bath Rd traffic island
24/09/2026	Agilico	V4655-BACS	74.89		12.48	4130	120	62.41	Inv.376-Office photocopying
24/09/2026	Arien Signs LTD	V4656-BACS	880.80		146.80	4540	142	734.00	Inv.145-Finger post bridleway
24/09/2026	Kanconnections	V4657-BACS	720.00		120.00	4212	220	600.00	Inv.1832-EICR Inspection
24/09/2026	Village Voice	V4658-BACS	85.00			4230	120	85.00	Advert in magazine
24/09/2026	Wiltshire Pension Fund	V4659-BACS	2,592.05			4045	130	1,900.34	Period 6- September 2026
						4000	130	320.30	Period 6- September 2026
						4010	130	203.24	Period 6- September 2026
						4020	130	168.17	Period 6- September 2026
24/09/2026	HM Revenue & Customs	V4660-BACS	3,833.12			4041	130	1,546.21	Period 6- September 2026
						4000	130	668.40	Period 6- September 2026-T
						4000	130	261.70	Period 6- September 2026-NI
						4010	130	375.60	Period 6- September 2026-T
						4010	130	166.30	Period 6- September 2026-NI
						4010	130	61.00	Period 6- September 2026
						4020	130	336.60	Period 6- September 2026-T
						4020	130	148.11	Period 6- September 2026-NI
						4460	142	247.80	Period 6- September 2026
						4800	320	21.40	Period 6- September 2026
28/09/2026	Community Heartbeat Trust	V4649-BACS	12,235.20		2,039.20	4049	142	1,495.00	Inv.22345-Beanacre defib
						4049	142	1,495.00	Inv.22345-Whitley Reading Room
						4049	142	1,495.00	Inv.22345-New Inn defib
						4049	142	1,495.00	Inv.22345-Pilot defib
						4049	142	1,495.00	22345-Bowerhill pavilion defib
						4049	142	1,495.00	Inv.22345-Shaw V Hall defib
						4049	142	1,176.00	Annual support x6
						4049	142	50.00	Delivery
28/09/2026	Teresa Strange	V4661-BACS			23.37	4000	130		September 2026 Salary
						4175	120	85.05	Office 365- Cllrs
						4150	120	14.14	Sticky notes and bin bags

Continued on Page 315

Date: 06/10/2026

Melksham without Parish Council Current Year

Page: 315

Time: 15:00

Cashbook 2

User: MR

Unity Bank

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
				Total Salaries September 26 £9,057.41		4370	120	2.67	Washing up liquid
						4370	120	15.03	Dishwasher tablets
28/09/2026	Marianne Rossi	V4662-BACS				4010	130		September 2026 salary
						4250	120	14.00	Land Registry- Barnes Wallis C
28/09/2026	Fiona Dey	V4663-BACS				4020	130		September 2026 salary
						4155	120	1.65	Milk
						4155	120	1.98	Paper plates
28/09/2026	Terry Cole	V4664-BACS				4460	142		September 2026 salary
						4050	142	47.50	Travel Allowance
						4051	142	66.55	Mileage x121
28/09/2026	David Cole	V4665-BACS				4800	320		September 2026 salary
30/09/2026	Grist Environmental	V4672-DD	85.48		14.24	4770	220	71.24	Inv.608- B'hill waste away Aug
30/09/2026	Unity Trust Bank	V4673-FEE	1.20			4140	120	1.20	Handling charge
30/09/2026	Unity Trust Bank	V4674-FEE	11.80			4140	120	11.80	Service Charge
Total Payments for Month			39,816.50	0.00	3,163.98			36,652.52	
Balance Carried Fwd			1,524.92						
Cashbook Totals			41,341.42	0.00	3,163.98			38,177.44	

Receipts for Month 6			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		0.00	0.00	0.00			0.00	

Payments for Month 6				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			0.00						
Cashbook Totals			0.00	0.00	0.00			0.00	

Receipts for Month 6				Nominal Ledger Analysis				
<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 :		758,000.00					758,000.00	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		758,000.00	0.00	0.00			758,000.00	

Payments for Month 6				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/09/2026	Unity Bank	V4666-TRAN	29,000.00			220		29,000.00	Transfer from CCLA to Unity
Total Payments for Month			29,000.00	0.00	0.00			29,000.00	
Balance Carried Fwd			729,000.00						
Cashbook Totals			758,000.00	0.00	0.00			758,000.00	

Quarterly income and expenditure report analysis for Qtr2

July, August & September 2026

Income:

1. **(1076) Precept-** All precept for this financial year has now been received (£302,429). You will see the income from the second half of the precept in the September accounts.
2. **(1080) Bank Interest-** It's obviously always difficult to budget how much interest we might receive on our funds, as it depends on the interest rate and how much money we deposit in the CCLA account, etc. We don't want to overbudget what we might receive, so we are always cautious on this line item at budget setting. You will see that we have received 66.9% of the budgeted interest for this financial year with only half of the year gone.
3. **(1210) Football bookings-** We have received slightly more income from football bookings for this stage of the financial year. This has improved from the first quarter, when income was below the expected level at that time because it was the closed football season, and is now slightly above the 50% which is where it should be at this stage of the year. We have had a lot of evening training sessions over the spring/summer, which has increased the income. As we draw into late autumn, the footballers will go inside, so there will not be any more income for evening sessions until March time. We do have some October half term training camps booked in. The new football season started again in August, so we will be receiving more income from match bookings. I expect that we will receive more football booking income than anticipated, but we always take the cautious approach when estimating this income. It's difficult to know how many adult teams we will get for a football season and how many matches will be cancelled, etc.
4. **(1260) Hire lounge/ kitchen-** This is lower; however, most of the income for this hire is from FOF FC opening the kitchen on match days. The youth season only began in September, which is why it is lower at this point of the year; however, we should be on track by year end

Expenditure:

1. **(4080) Members training-** Expenditure is higher than the expected 50% at this stage of the financial year, with £140 of the £150 annual budget spent. This relates to Planning and Microsoft training undertaken by members so far this year. The annual budget for members' training is relatively low, therefore

even a small amount of training expenditure results in a high percentage of the budget being spent. I expect that we will be over budget under this heading at year end.

2. **(4100) Audit Fees-** There is currently a credit of £1,365 against this budget heading which is the year-end accrual relating to the 2025/26 external audit. This audit has been completed, and the invoice will be paid in the October accounts.
3. **(4155) Refreshments-** Expenditure is slightly higher for this stage of the financial year, with £136 of the £200 annual budget spent. This expenditure is for refreshments provided for council meetings for members and volunteers. As the annual budget is relatively small, the monetary variance at this stage is minimal.
4. **(4175) Email & Cloud hosting-** Although expenditure is currently below the expected 50% at this stage of the financial year, part of this budget has been allocated for the new council website and a password management system, which have not yet been purchased. Note: At the time of budget setting, it was anticipated that the new website would be operational by the end of the 2025/26 financial year, with only a smaller amount required in the 2026/27 budget for ongoing website hosting.
5. **(4230) Advertising-** Expenditure is currently above the expected level at this stage of the financial year. Expenditure to date relates to the annual parish advert and the parish council's regular advert in the Village Voice magazine. Further expenditure is expected during the remainder of the year, including advertising associated with grant applications and recruitment for the Allotment Warden vacancy, which is yet to be invoiced. As only £91 remains within the budget, it is anticipated that this budget heading will be overspent by year end. Although a budget is allocated for a quarterly newsletter under (4240), a newsletter is not always produced each quarter, and this budget heading is currently underspent. Therefore, any overspend on advertising could potentially be offset against the underspend within the Quarterly Newsletter budget.
6. **(4370) Cleaning Material-** While we are overbudget under this heading, the budgeted amount was minimal. The current overspend is £38.
7. **(4055) Staff Training -** Expenditure is over budget under staff training; this was noted at the last staffing committee meeting. MWPC have a staffing reserve in place for this.
8. **(4049) Defibrillator-** At the September Full Council meeting, the council agreed to replace six defibrillators within the parish, which is why this budget heading is showing a significant overspend. At the time of budget setting, it

was not anticipated that the defibrillators would require replacement during the 2026/27 financial year and therefore provision for their replacement was not included within the annual budget. The council has, however, been aware that as six of the defibrillators were originally purchased at the same time, they were likely to require replacement at a similar time. A specific reserve has therefore been built up over a number of years to fund their eventual replacement and as such, all expenditure relating to the replacement defibrillators will be funded from the Defibrillator Replacement Reserve.

- 9. (4281) Parish Insurance-** This is for the parish annual insurance; the Bowerhill Sports Field insurance is under the sports field cost centre. This heading also includes cyber insurance and the Berryfield Village Hall element, which is charged back to the Trust. The only other expenditure that will come out of this heading is if, during the year, the council purchases a new asset that needs to be insured. We have recently purchased SID 3 so this will need to be insured. This year we were outside of our long term agreement for insurance so was difficult to budget for at budget setting.
- 10.4425) Footbridge-** Officers are still trying to obtain quotes for the new bridge, hopefully this project will move forward over the next few months.
- 11.(4500) Weedspraying-** You only budgeted to undertake one application of weed spraying during the financial year, which has been done. This is coming from solar farm funding, so should you wish to do another application during the year, it could come from this funding.
- 12.(4820) Shurnhold Fields-** There is a minus in this heading as we are still waiting to be invoiced for the car park project the elements which are coming from maintenance.
- 13.(4282) Sports field insurance-** This is for the Bowerhill Sports Pavilion building insurance. It is not expected that we will have any other expenditures under this heading this year.
- 14.(4322) Water and Sewage-** Expenditure is showing at 75.9% of the annual budget; however, only one water bill has been received so far this financial year. The expenditure under this heading will continue to be monitored as further bills are received.
- 15.(4384) Wi-Fi & Line-** This is a little bit higher than budgeted, which is because we are currently out of contract and on a variable rate. A new deal for the Wi-Fi needs to be investigated to see if we can get it lower.

16. (4791) Boiler service- Pavilion- Expenditure is over the annual budget under this heading due to the need to replace the boiler ignition. At year end, this expenditure will be reviewed alongside the other Sports Field expenditure to determine whether any of the overspend needs to be funded from the relevant reserve.

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110	General Account Income								
1.	1076 Precept	285,135	302,429	302,429	0			100.0%	
2.	1080 Bank Interest Received	27,633	14,719	22,000	7,281			66.9%	
	1100 Grants and Donations RCVD	0	250	19,000	18,750			1.3%	
	1120 Shaw VH and Playing Field-Rent	20	0	20	20			0.0%	
	1130 Photocopying and YE Account Sa	57	8	50	42			15.4%	
	1140 Solar Farm Community Fund	18,833	0	18,833	18,833			0.0%	
	1145 Battery Storage Community Bene	15,000	0	0	0			0.0%	
	General Account Income :- Income	346,678	317,406	362,332	44,926			87.6%	0
	Net Income	346,678	317,406	362,332	44,926				
6001	less Transfer to EMR	33,833	0	0	0				
	Movement to/(from) Gen Reserve	312,845	317,406	362,332	44,926				
120	Administration costs								
	4070 Chairs Allowance	538	50	1,050	1,000		1,000	4.8%	
1.	4080 Members Training	70	140	150	10		10	93.3%	
	4090 Members Expenses	0	0	80	80		80	0.0%	
2.	4100 Audit Fees	2,155	(1,365)	2,315	3,680		3,680	(59.0%)	
	4110 Elections	293	0	0	0		0	0.0%	
	4120 Postage	445	466	900	434		434	51.7%	
	4130 Photocopying	631	282	700	418		418	40.2%	
	4140 Bank Charges	302	177	360	183		183	49.2%	
	4150 Admin and Stationery	603	159	830	671		671	19.2%	
3.	4155 Refreshments Comm Events	151	136	200	64		64	68.2%	
	4160 Minute Books Binding	1,640	0	300	300		300	0.0%	
	4165 Local Council Award	0	0	250	250		250	0.0%	
4.	4175 Email & Cloud hosting	2,118	1,495	4,000	2,505		2,505	37.4%	
	4180 IT Support	400	0	500	500		500	0.0%	
	4185 Accountancy Support	1,299	551	1,277	726		726	43.1%	
	4190 Telephone/Broadband/Line Rent	1,219	621	1,250	629		629	49.7%	
	4200 Room Hire/Zoom	156	80	300	220		220	26.6%	
	4210 Safety/PAT Check	150	0	100	100		100	0.0%	
	4220 Chairman's Brd/Chain of Office	0	0	300	300		300	0.0%	
5.	4230 Advertising	229	159	250	91		91	63.8%	
	4240 Quarterly Newsletter	530	530	2,200	1,670		1,670	24.1%	
	4250 Land Search Fee	91	56	100	44		44	56.0%	
	4351 New Equip & Furniture	406	93	1,000	907		907	9.3%	
6.	4370 Cleaning Materials	41	88	50	(38)		(38)	176.8%	
	4390 Professional Services	(1,252)	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4391 GDPR Compliance	47	0	50	50		50	0.0%	
Administration costs :- Indirect Expenditure	12,262	3,719	18,512	14,793	0	14,793	20.1%	0
Net Expenditure	(12,262)	(3,719)	(18,512)	(14,793)				
6000 plus Transfer from EMR	293	0	0	0				
Movement to/(from) Gen Reserve	(11,969)	(3,719)	(18,512)	(14,793)				
130 Staffing								
* 4000 Clerk's Salary							46.9%	
* 4010 Finance & Amenities Officer Sa							50.0%	
* 4020 Parish Officer Salary							48.7%	
4041 NI - EmployER	14,738	7,717	15,300	7,583		7,583	50.4%	
4045 Superannuation - EmployER	20,841	9,730	21,000	11,270		11,270	46.3%	
4048 Office Staff Mileage & Parking	37	48	50	2		2	97.0%	
7. 4055 Staff Training	1,119	1,319	700	(619)		(619)	188.4%	
4060 Staff DBS	39	0	100	100		100	0.0%	
4065 HR & Staff Provision	0	1,800	0	(1,800)		(1,800)	0.0%	
Staffing :- Indirect Expenditure	142,567	75,630	151,150	75,520	0	75,520	50.0%	0
Net Expenditure	(142,567)	(75,630)	(151,150)	(75,520)				
140 Council Office Costs								
4270 Office Rent - Campus	16,382	3,509	14,040	10,531		10,531	25.0%	
Council Office Costs :- Indirect Expenditure	16,382	3,509	14,040	10,531	0	10,531	25.0%	0
Net Expenditure	(16,382)	(3,509)	(14,040)	(10,531)				
142 Parish Amenities								
1460 Insurance Claim	4,233	250	0	(250)			0.0%	
1470 Berryfield Village Hall Reimbu	335	779	700	(79)			111.2%	
Parish Amenities :- Income	4,568	1,029	700	(329)			146.9%	0
8. 4049 Defibrillator	1,424	10,196	1,300	(8,896)		(8,896)	784.3%	
4050 Caretaker Travel Allowance	570	285	570	285		285	50.0%	
4051 Caretaker Mileage & Parking	554	350	610	260		260	57.4%	
9. 4281 Insurance	4,618	6,423	5,000	(1,423)		(1,423)	128.5%	
4385 Play Area Safety Surface Clean	0	0	8,000	8,000		8,000	0.0%	
4400 Play Area - Grass Cutting	6,075	2,489	6,076	3,587		3,587	41.0%	
4409 Hornchurch Road Public Open Sp	2,377	990	2,377	1,387		1,387	41.7%	
4410 ROSPA Inspections	816	800	3,550	2,750		2,750	22.5%	
4415 Tree Inspections and Work	2,701	0	0	0		0	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4420 St Barnabas Annual Rent	50	0	30	30		30	0.0%	
10. 4425 Footbridge	0	0	20,000	20,000		20,000	0.0%	
* 4460 Caretaker Salary							52.3%	
4490 Repair & Maintenance - Parish	0	117	7,500	7,383		7,383	1.6%	
11. 4500 Weedspraying	1,755	1,807	1,800	(7)		(7)	100.4%	
4510 LHFIFG Contributions	1,739	5,414	30,000	24,586		24,586	18.0%	
4540 Speed Indicator Device	5,018	1,892	5,200	3,308		3,308	36.4%	
4545 New Bus Shelter	3,775	0	5,000	5,000		5,000	0.0%	
4560 Shaw & Whitley Flood Resource	508	(202)	550	752		752	(36.7%)	
4575 Play Areas	1,249	4,823	54,000	49,177		49,177	8.9%	
4576 Drinking Water Fountains	0	0	4,500	4,500		4,500	0.0%	
4585 East of Melksham Community Cen	0	0	5,000	5,000		5,000	0.0%	
4590 Street Furniture	1,830	320	3,700	3,380		3,380	8.6%	
4600 Bus Shelters Cleaning	1,600	800	3,550	2,750		2,750	22.5%	
4780 Play Area - Bin Emptying	1,798	749	1,799	1,050		1,050	41.7%	
4785 Replacing Wiltshire Council bi	368	0	0	0		0	0.0%	
12. 4820 Shurnhold Fields Project	17,672	(2,996)	2,502	5,498		5,498	(119.7%)	2,254
4825 Shurnhold Fields CAPITAL Expen	15,070	(15,000)	0	15,000		15,000	0.0%	
Parish Amenities :- Indirect Expenditure	83,474	25,459	184,464	159,005	0	159,005	13.8%	2,254
Net Income over Expenditure	(78,906)	(24,430)	(183,764)	(159,334)				
6000 plus Transfer from EMR	48,554	2,254	0	(2,254)				
Movement to/(from) Gen Reserve	(30,353)	(22,176)	(183,764)	(161,588)				
<u>170 Community Support</u>								
1480 Neighbourhood Plan Income	5,808	0	2,100	2,100			0.0%	
1485 Grants	300	0	0	0			0.0%	
1486 MCS Phone line	21	0	0	0			0.0%	
Community Support :- Income	6,129	0	2,100	2,100			0.0%	0
4610 Section 137 Grant	2,500	25,483	25,000	(483)		(483)	101.9%	
4620 Village Hall Grants	13,050	21,130	26,000	4,870		4,870	81.3%	
4630 Other Grants (TIC - Section 14	0	600	750	150		150	80.0%	
4650 Subscriptions	1,897	1,931	2,100	169		169	92.0%	
4670 Melks Public Toilets Contrib	500	(500)	8,000	8,500		8,500	(6.3%)	
4675 Real Time Information- Bus She	(2,868)	0	7,600	7,600		7,600	0.0%	
4680 Neighbourhood Plan	8,569	883	3,000	2,117		2,117	29.4%	
4681 Use of Community Benefit	0	0	25,000	25,000		25,000	0.0%	
4685 Melksham Community Support	12,360	6,365	12,730	6,365		6,365	50.0%	
4686 Melksham Emergency Support	632	42	692	650		650	6.1%	
Community Support :- Indirect Expenditure	36,640	55,934	110,872	54,938	0	54,938	50.4%	0
Net Income over Expenditure	(30,511)	(55,934)	(108,772)	(52,838)				
6000 plus Transfer from EMR	2,949	0	0	0				

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve		(27,562)	(55,934)	(108,772)	(52,838)				
<u>210</u>	<u>Jubilee Sports Field Income</u>								
3.	1210 Football Bookings	12,797	5,799	10,500	4,701			55.2%	
4.	1220 Football Ad Hoc Bookings	0	220	0	(220)			0.0%	
	1230 Contributions	3,788	0	0	0			0.0%	
	1260 Hire of Lounge/Kitchen Area un	593	50	1,000	950			5.0%	
	1270 Pavilion & Field Grants	14,452	0	9,636	9,636			0.0%	
	Jubilee Sports Field Income :- Income	31,629	6,069	21,136	15,067			28.7%	0
	Net Income	31,629	6,069	21,136	15,067				
6001	less Transfer to EMR	14,452	0	0	0				
Movement to/(from) Gen Reserve		17,177	6,069	21,136	15,067				
<u>220</u>	<u>Jubilee Sports Field Expenditu</u>								
	4212 Safety/PAT Check - % JSF Use	5,029	2,513	5,000	2,487		2,487	50.3%	
13.	4282 Insurance - % JSF Use	508	1,149	650	(499)		(499)	176.8%	
	4302 Electricity - % JSF Use	1,429	823	2,000	1,177		1,177	41.1%	
	4312 Gas - % JSF Use	405	400	2,200	1,800		1,800	18.2%	
14.	4322 Water and Sewage - % JSF Use	616	417	550	133		133	75.9%	
	4381 Cleaning Contractor - % JSF Us	2,121	672	3,200	2,528		2,528	21.0%	
15.	4384 WiFi & Line- Pavilion	734	438	600	162		162	73.1%	
	4401 JSF Grass Cutting/Line Marking	13,801	5,750	13,801	8,051		8,051	41.7%	
	4405 JSF Hedge Maintenance	608	253	608	355		355	41.7%	
	4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
	4710 Line Marking extra to Cntrct	528	528	0	(528)		(528)	0.0%	
	4721 Repairs & Maintennce - JSF	3,537	1,199	7,000	5,801		5,801	17.1%	
	4740 Pitch & Pavilion Improvements	10,372	2,085	13,020	10,935		10,935	16.0%	2,085
	4750 Deep Clean	350	0	400	400		400	0.0%	
	4751 Pavilion window & skylight cle	250	250	550	300		300	45.5%	
	4770 Waste Collection - %JSF Use	958	411	1,300	889		889	31.6%	
	4781 JSF Bin Emptying	1,158	483	1,158	676		676	41.7%	
16.	4791 Boiler Servicing - % JSF Use	400	625	450	(175)		(175)	138.9%	
	Jubilee Sports Field Expenditu :- Indirect Expenditure	42,802	17,998	53,322	35,324	0	35,324	33.8%	2,085
	Net Expenditure	(42,802)	(17,998)	(53,322)	(35,324)				
6000	plus Transfer from EMR	13,092	2,085	0	(2,085)				
Movement to/(from) Gen Reserve		(29,710)	(15,913)	(53,322)	(37,409)				

*For staff salaries
please see last page
for detail

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 Allotment Income								
1310 Berryfield Allotment Rents - C	1,571	2,366	1,787	(579)			132.4%	
1320 Briansfield Allotment Rent - C	1,414	2,500	1,682	(818)			148.6%	
Allotment Income :- Income	2,984	4,866	3,469	(1,397)			140.3%	0
Net Income	2,984	4,866	3,469	(1,397)				
320 Allotment Expenditure								
4323 Water - Allotments	903	363	600	237		237	60.6%	
4402 Allotment Grass Cutting	1,138	474	1,138	664		664	41.7%	
4722 Repairs & Maintenance - Allotm	1,370	583	4,000	3,418		3,418	14.6%	
* 4800 Allotment Warden Salary	■	■	■	■		■	79.6%	
Allotment Expenditure :- Indirect Expenditure	4,246	2,033	6,508	4,475	0	4,475	31.2%	0
Net Expenditure	(4,246)	(2,033)	(6,508)	(4,475)				
6000 plus Transfer from EMR	1,299	0	0	0				
Movement to/(from) Gen Reserve	(2,947)	(2,033)	(6,508)	(4,475)				
350 CIL								
1420 Community Infrastructure Levy	96,048	0	0	0			0.0%	
CIL :- Income	96,048	0	0	0				0
Net Income	96,048	0	0	0				
6001 less Transfer to EMR	96,048	0	0	0				
Movement to/(from) Gen Reserve	0	0	0	0				
400 S106								
1170 Wiltshire Council Contribution	0	0	13,508	13,508			0.0%	
S106 :- Income	0	0	13,508	13,508				0
Net Income	0	0	13,508	13,508				
Grand Totals:- Income	488,036	329,369	403,245	73,876			81.7%	
Expenditure	338,374	184,281	538,868	354,587	0	354,587	34.2%	
Net Income over Expenditure	149,663	145,088	(135,623)	(280,711)				
plus Transfer from EMR	66,186	4,339	0	(4,339)				
less Transfer to EMR	144,333	0	0	0				
Movement to/(from) Gen Reserve	71,516	149,428	(135,623)	(285,051)				

Salaries for 2026/27

Actual last year	Actual year to date	Budget
£118,839	£61,829	£126,620

Date: 06/10/2026

Time: 14:36

Melksham without Parish Council Current Year

Page 1

Bank Reconciliation Statement as at 30/09/2026
for Cashbook 1 - Current Account & Instant Acc

User: MR

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	30/09/2026		162,054.28
			162,054.28
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			162,054.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			162,054.28
		Balance per Cash Book is :-	162,054.28
		Difference is :-	0.00

Councillor 1:

Name Signed Date

Councillor 2:

Name Signed Date

Clerk & RFO:

Name Signed Date

BUSINESS ACCOUNT

Sort Code 30-98-75
Account Number 02027655

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
21 Sep 26	██████████ 1SM BYF ALLOTMENT	FPI-04693	32.00 ✓		9,035.97
21 Sep 26	██████████ BSF 30 400000001842992777 111320	FPI-04694	42.00 ✓		9,077.97
21 Sep 26	██████████ 2A BYF 74330394060867299 070436	FPI-04695	42.00 ✓		9,119.97
21 Sep 26	██████████ 4A BYF 75653904095364471 070436	FPI-04696	42.00 ✓		9,161.97
21 Sep 26	TROWBRIDGE ATHLETIC PITCH FEES 24171101691284000N	FPI-04697	90.50 ✓		9,252.47
22 Sep 26	██████████ 18 BSF 2026/27 500000001839140066 309349	FPI-04698	84.00 ✓		9,336.47
23 Sep 26	FUTURE OF FOOTBALL INV 572MR100726	FPI-04699	552.00 ✓		9,888.47
23 Sep 26	██████████ BYF14B 821352935031329001 401424	FPI-04700	84.00 ✓		9,972.47
24 Sep 26	██████████ PLOT26BSF 504042036141429001 404784	FPI-04701	84.00 ✓		10,056.47
24 Sep 26	██████████ BSF13 86079466987978230 070116	FPI-04702	42.00 ✓		10,098.47
25 Sep 26	██████████ 9B BYF 147692815461529001 403213	FPI-04703	42.00 ✓		10,140.47
28 Sep 26	██████████ BYF 11B 600000001841451819 110311	FPI-04704	42.00 ✓		10,182.47
28 Sep 26	WILTSHIRE COUNCIL 500954	BGC-04705	151,214.50 ✓		161,396.97
28 Sep 26	██████████ 4B BYF 08080207524740000N 560060	FPI-04706	42.00 ✓		161,438.97
28 Sep 26	██████████ 1A BYF 500000001842493455 309602	FPI-04707	42.00 ✓		161,480.97
29 Sep 26	SERVICE CHARGES REF : 496535460	PAY-04679		12.40 ✓	161,468.57
30 Sep 26	██████████ BSF10&11 FP26272041199644 070116	FPI-04708	84.00 ✓		161,552.57
30 Sep 26	██████████ BSF PLOT 19 FP26272041133758 070116	FPI-04709	84.00 ✓		161,636.57
30 Sep 26	500190	DEP	333.71 ✓	04710-04717	161,970.28
30 Sep 26	██████████ PLOT 25 KEMP 918393153421039001 401523	FPI-04718	84.00 ✓		162,054.28

(Continued on next page)

**Bank Reconciliation Statement as at 30/09/2026
for Cashbook 2 - Unity Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	30/09/2026	156	1,524.92
			<u>1,524.92</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,524.92
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,524.92
		Balance per Cash Book is :-	1,524.92
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Clerk & RFO:

Name Signed Date

Transactions for Current T2 account 20371502

Date	Type	Details	Paid Out £	Paid In £	Balance £
30/09/2026	Fee	Service Charge - 04674	£11.80 ✓	£0.00	£1,524.92

**Bank Reconciliation Statement as at 30/09/2026
for Cashbook 4 - Instant Access Unity 20476339**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Instant access account	30/09/2026		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Clerk & RFO:

NameSignedDate

**Bank Reconciliation Statement as at 30/09/2026
for Cashbook 5 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	30/09/2026		729,000.00
			729,000.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			729,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			729,000.00
		Balance per Cash Book is :-	729,000.00
		Difference is :-	0.00

Councillor 1:

Name Signed Date

Councillor 2:

Name Signed Date

Clerk & RFO:

Name Signed Date

Statement of Account

Mrs Teresa G Strange
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

5 October 2026

Account name: **MELKSHAM WITHOUT PARISH COUNCIL**
Account number: **PS1007177-001**
Statement period: **31/08/2026 to 30/09/2026**

Account summary

Total valuation as at 30 September 2026 **£729,000.00**
Total valuation as at last statement at 31 August 2026 **£758,000.00**

Holdings as at 30 September 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	729,000.0000	£1.00	£729,000.00
			Total value
			£729,000.00

Transactions for the period from 31 August 2026 to 30 September 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
18/09/2026	Withdrawal - 04666	-29,000.0000	£1.0000	-£29,000.00

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

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

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088), part of the Jupiter Group, is authorised and regulated by the Financial Conduct Authority. Registered address: The Zig Zag Building, 70 Victoria Street, London, SW1E 6SQ.

Annual Governance Statements

Name of Authority: Melksham Without Parish Council

Web address: <https://www.melkshamwithout-pc.gov.uk>

We acknowledge, as the members of the above authority, our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Yes

We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Yes

We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. Yes

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. Yes

We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Yes

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Yes

We took appropriate action on all matters raised in reports from internal and external audit. Yes

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. Yes

Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. N/A

We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. Yes

For any statement to which the response is 'no', an explanation follows on the next page.

This Annual Governance Statement was approved at a meeting of the authority on:

On this date

As recorded in minute reference

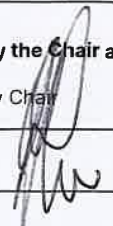
29/06/2026

TO FOLLOW

Signed by the Chair and Clerk of the meeting where approval was given:

Signed by Chair

Signed by Clerk





*Published Web address

www.melkshamwithout-pc.gov.uk

2025/26

Accounting Statements

Name of Authority: Melksham Without Parish Council

Key	Year ending 31 March 2025	Year ending 31 March 2026
Balances brought forward	£484,340	£604,248
Precept	£261,592	£285,135
Total other receipts	£250,787	£202,901
Staff Costs	£134,031	£154,115
Loan interest/capital repayments	£0	£0
All other payments	£258,440	£184,258
Balances carried forward	£604,248	£753,911
Total value of cash and short term investments	£621,571	£779,846
Total fixed assets plus long term investments and assets	£1,163,846	£1,173,199
Total borrowings	£0	£0

*The figures in bold above are restated

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval:

Signed by the Responsible Financial Officer

Date

[Signature]

04/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

On this date

As recorded in minute reference

Signed by Chair

29/6/26

TO FOLLOW

[Signature]

Do the figures in the accounting statements above exclude any Trust transactions?

Yes

If your council's declaration in respect of trust funds has changed from the prior year, please provide an explanation for this change

No Change

Restated figures

Do you need to restate figures from your previous years annual statements?

Yes

Melksham Without Parish Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
21 September 2026
Our Ref:
WI0162
SAAA Ref:
SB05750

Melksham Without Parish Council
Completion of the limited assurance review for the year ended 31 March 2026

Dear Ms Strange

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Melksham Without Parish Council for the year ended 31 March 2026. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2026, which must include publication on the smaller authority’s website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

PKF Littlejohn LLP
30 Churchill Place
London
E14 5RE
T: +44 (0)20 7516 2200
www.pkf-l.com

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the address below. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office at 30 Churchill Place London E14 5RE. PKF Littlejohn LLP is a member of PKF Global, the network of member firms of PKF International Limited, each of which is a separate and independent legal entity and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm(s).

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 30 Churchill Place, Canary Wharf, London, E14 5RE. Please include the reference WI0162 or Melksham Without Parish Council as a reference when paying by BACS.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

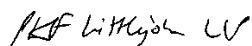
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2025/26

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2026. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/satisfaction-survey-for-the-year-ended-31-march-2026/>

Yours sincerely



PKF Littlejohn LLP

Melksham Without Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Melksham Without Parish Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Melksham Without Parish Council on application to:	
(a) _____ _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) _____ _____ _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

Melksham Without Parish Council

Our ref WI0162

SAAA Ref SB05750

Invoice No. SB20262584

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 21 September 2026

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£1,050.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,050.00
VAT @ 20%	£210.00
TOTAL PAYABLE	£1,260.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 30 Churchill Place, Canary Wharf, London E14 5RE**

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include WI0162 or Melksham Without Parish Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
 30 Churchill Place
 London
 E14 5RE

T: +44 (0)20 7516 2200
www.pkf-l.com

Melksham Without Parish Council

Our ref WI0162

SAAA Ref SB05750

Invoice No. SB20262584

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 21 September 2026

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£1,050.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,050.00
VAT @ 20%	£210.00
TOTAL PAYABLE	£1,260.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 30 Churchill Place, Canary Wharf, London E14 5RE**

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include WI0162 or Melksham Without Parish Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
 30 Churchill Place
 London
 E14 5RE

T: +44 (0)20 7516 2200
www.pkf-l.com

Teresa Strange

From: Teresa Strange
Sent: 16 September 2026 12:48
To: 'Kumarsinh Zala'
Cc: SBA; Marianne Rossi
Subject: RE: Melksham Without Parish Council - WI0162 - review of AGAR Form 3
Attachments: Signed AGAR.pdf

Hi Kumar

We are part of the pilot trial for the new online system.

Our submission was not redacted by us, that is what the online system did to it, which made its way to you. Attached is what was signed by me as RFO on the 4th June, and then by the Chair and me as Clerk on the evening of Monday 29th June – when we obviously did not know on signing what the minute number would be. That was added the following morning, and entered into the online submission form.

There is no amended AGAR.

With kind regards,
Teresa

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

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

Want to keep in touch?

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

On X: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

On LinkedIn: [Melksham Without Parish Council](#)

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

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

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

From: Kumarsinh Zala <kzala@pkf-l.com>
Sent: 16 September 2026 12:11
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: SBA <SBA@pkf-l.com>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Melksham Without Parish Council - WI0162 - review of AGAR Form 3

Dear Ms Strange,

Thank you for your email. I note that the signatures have been redacted from the AGAR. As a result, I am unable to verify that the AGAR has been appropriately completed and signed. We cannot accept the amended AGAR provided below, the process for submitting an amended AGAR is as follows:

- You must use the original AGAR Form 3 that was submitted to us (or a copy of it)
- The incorrect answer should be crossed out with one line the correct one written next to it
- The clerk/RFO and the Chair should initial each amendment
- The Amended AGAR should be published on the council's website
- The amended AGAR should then be returned to us

If you have any queries regarding this email, please let me know.

Kind regards,
Kumar

Kumarsinh Zala | SBA Team

PKF

kzala@pkf-l.com

0207 661 1340

For and on behalf of



30 Churchill Place
London
E14 5RE

+44 (0)20 7516 2200
pkf-l.com



The information contained in this communication is confidential and may be legally privileged. It is intended solely for the use of the individual or entity to whom it is addressed and others authorised to receive it. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking of any action in reliance on the contents of this information is strictly prohibited and may be unlawful.

PKF Littlejohn Accounts Limited is a wholly owned subsidiary of PKF Littlejohn LLP, Chartered Accountants and is registered as a limited company in England and Wales No. 8687987. Registered office at 30 Churchill Place, London E14 5RE.

PKF Littlejohn LLP reserves the right to monitor the content of any message sent to or from name@pkf-l.com. PKF Littlejohn LLP is registered as a limited liability partnership in England and Wales No. OC342572. Registered office as above. A list of all members is available at the registered office.

PKF Littlejohn LLP is a member of PKF Global, the network of member firms of PKF International Limited, each of which is a separate and independent legal entity and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm(s).

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 16 September 2026 11:56
To: Kumarsinh Zala <kzala@pkf-l.com>
Cc: SBA <SBA@pkf-l.com>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Melksham Without Parish Council - WI0162 - review of AGAR Form 3

WARNING!! - This message has originated from an external sender - clerk@melkshamwithout-pc.gov.uk. Please check the validity of the sender and contents.

Dear Kumar
Thankyou for your email.
Can you please look at this again, I attach the submission report from our submission via the new online portal, which shows the minute number reference in the two appropriate places.
With kind regards, Teresa

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

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

Want to keep in touch?
Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news
On X: [@melkshamwithout](https://twitter.com/melkshamwithout)
On Instagram: [melkshamwithoutpc](https://www.instagram.com/melkshamwithoutpc)
On LinkedIn: Melksham Without Parish Council

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

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

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

From: Kumarsinh Zala <kzala@pkf-l.com>

Sent: 16 September 2026 11:38

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Cc: SBA <SBA@pkf-l.com>

Subject: Melksham Without Parish Council - WI0162 - review of AGAR Form 3

Dear Ms Strange,

Thank you for submitting the smaller authority's AGAR Form 3 and supporting documentation for our review. This email is to inform you that I will be raising the following 'except for' matter (qualification) on the AGAR Form 3, subject to sign off by an engagement lead:

- The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015. The AGAR does not contain the minute reference of the approval by the smaller authority (Section 1 and 2), so it is not possible to determine whether Section 1 was approved prior to Section 2 in accordance with the Accounts and Audit Regulations 2015.

If you have any queries regarding this email, please let me know.

Kind regards,
Kumar

Kumarsinh Zala | SBA Team

PKF

kzala@pkf-l.com

0207 661 1340

For and on behalf of



Teresa Strange

From: Teresa Strange
Sent: 08 October 2026 19:30
To: MWPC
Cc: Fiona Dey; Marianne Rossi
Subject: FW: Briefing Notes 26-18, 26-19, 26-20, 26-21 from the Community Engagement and Partnerships Team
Attachments: 26-18_Community_Wellbeing_Fund_via_Crowdfunder.pdf; 26-19_Voluntary_Organisation_of_the_Month.pdf; 26-20_Locally_Identified_Infrastructure_Projects_Fund.pdf; 26-21_Community_Resilience_Hubs.pdf

Dear Councillors

Please find attached briefing notes from Wiltshire Council's Community Engagement team. Those of you at the Area Board yesterday evening would have seen the presentations on them.

There is the opportunity to bid for the LIIPs fund – which match funds parish council CIL funding to Wiltshire Council's CIL funding for large infrastructure projects – sort of on the lines of the Substantive Bid programme for Highway Improvements; so perhaps 5 schemes across Wiltshire for c£50k each; for 3 years. They are looking for expressions of interest in October/November, so this is something that you could put thought to under the Full Council agenda item 09f which is initial thoughts for the Budget next year. The other schemes could be future agenda items if this is something the council is interesting in pursuing.

With kind regards, Teresa

From: Democratic and Member Services <Committee@wiltshire.gov.uk>
Sent: Thursday, October 1, 2026 11:32
Subject: Briefing Notes 26-18, 26-19, 26-20, 26-21 from the Community Engagement and Partnerships Team

Good morning,

Please find attached four Briefing Notes from the Community Engagement and Partnerships Team in relation to the following matters:

- 26-18: Community Wellbeing Fund
- 26-19: Wiltshire Voluntary Sector Organisation of the Month
- 26-20: Locally Identified Infrastructure Projects Fund
- 26-21: Community Resilience Hubs

Note: these Briefing Notes have been circulated to Parish and Town Clerks at the request of the author.

Please direct any queries to: AreaBoards@wiltshire.gov.uk

Kind Regards

Democratic and Member Services
committee@wiltshire.gov.uk

Briefing Note No. 26-20

Locally Identified Infrastructure Projects Fund

Service: Engagement and Partnerships
Further Enquiries to: Ros Griffiths
Date Prepared: September 2026
Contact: areaboards@wiltshire.gov.uk

This note explains the Locally Identified Infrastructure Projects Fund and how the application and decision process will work. Further information will be published on the [Area Board webpage](#) when the funding round opens.

A new funding opportunity for Wiltshire communities

On 15 July 2026, Wiltshire Council's Cabinet approved up to £250,000 each year for three years to support Locally Identified Infrastructure Projects (LIIPs). This provides a total allocation of up to £750,000 from 2026/27 to 2028/29.

The funding comes from the Strategic Community Infrastructure Levy, known as Strategic CIL. It will support local infrastructure projects that help address needs arising from growth and development.

The annual allocation is flexible rather than a commitment to spend the full amount. Funding will depend on suitable projects coming forward that meet the approved Strategic CIL criteria.

What is the LIIPs Fund?

The LIIPs Fund supports sufficiently developed and deliverable capital infrastructure projects that help accommodate growth and address the effects of development.

It is not a general grant fund. It complements, rather than replaces, existing funding sources such as:

- Neighbourhood CIL
- Section 106 funding
- Area Board capital funding
- Local Highway and Footway Improvement Groups (including Substantive Bids)
- Active Travel funding through the new Local Cycling and Walking Infrastructure Plan (LCWIP) funding programme
- External grants and other funding programmes

LIIPs funding bids are expected to be around £50,000 to £75,000 with at least the equivalent match funding coming from town and parish council sources, which may include town or parish council funding, neighbourhood CIL, grants, fundraising and partner contributions. This will help the annual

allocation support a reasonable spread of projects and ensure they are of the type that are likely to qualify for Strategic CIL funding.

What could the fund support?

Projects must provide or improve infrastructure and demonstrate a clear relationship to growth or development impacts.

Projects that may potentially be considered include:

- Community hall improvements or extensions serving needs arising from growth
- Sports pavilions and changing facilities
- Recreation and sports infrastructure
- Green infrastructure
- Flood resilience infrastructure
- Accessibility improvements to community infrastructure
- Public realm improvements
- Other capital community infrastructure supported by a clear Strategic CIL case

Walking, wheeling, cycling and local highway projects may be more appropriately considered through existing transport programmes, including the new LCWIP capital funding programme (details to follow).

The fund is unlikely to support:

- Events and activities
- Staffing costs
- Ongoing revenue expenditure
- Routine maintenance without a wider infrastructure justification
- General repairs unrelated to qualifying growth-related infrastructure
- Projects without a clear link to growth or development impacts
- Insufficiently developed proposals
- Projects that could reasonably be funded through another route

Community benefit is relevant, but the project needs to meet the approved Strategic CIL criteria. Projects may come forward from rural or urban areas, but all proposals must demonstrate a clear relationship to growth or development impacts in the area.

The role of town and parish councils

Town and parish councils will play the main role in bringing projects forward.

Town and parish councils will act as the accountable body for the funding, ensuring it is spent in accordance with the funding agreement with the council. They will also be responsible for delivery of the agreed project, although delivery may be undertaken in partnership with a third party, such as a community group or other organisation.

Town and parish councils will be responsible for:

- Contacting the Engagement and Partnerships Team to discuss potential projects
- Submitting Expressions of Interest and full applications
- Providing evidence of need, costs, funding and deliverability
- Exploring neighbourhood CIL and other funding sources

- Explaining who will deliver, own and maintain the infrastructure
- Delivering approved projects, or working with a partner organisation, and meeting the funding and reporting requirements.

Projects must be sufficiently developed to provide meaningful information about their scope, location, costs, funding gap, delivery arrangements and relationship to growth.

The role of Area Boards

Area Boards will provide local democratic input into the process.

Area Boards will:

- Consider assessed projects within their community areas
- Review the officer assessment and supporting information
- Take account of local priorities and community support
- Decide whether to endorse projects for collective review

Area Boards will not:

- Determine Strategic CIL eligibility
- Allocate Strategic CIL directly
- Make the final funding decision

Area Board endorsement does not guarantee that a project will receive funding.

How the process will work

The process starts with an initial discussion and Expression of Interest. Invited applicants will then submit a full application for Strategic CIL assessment and Area Board consideration. Endorsed projects will be reviewed collectively before the Cabinet Member makes the formal funding decision. The accompanying workflow and timetable diagram provides further information on each phase.

Stage	Indicative timing
Early engagement and Expressions of Interest	October to November 2026
Full applications developed and submitted	November 2026 to early January 2027
Strategic CIL assessment	January 2027
Area Board consideration and endorsement	February to March 2027
Collective review and funding recommendations	April 2027
Delegated Cabinet Member decision	May 2027
Funding agreements, delivery and monitoring	Following approval

The precise full application deadline will be published when the funding round opens.

The first funding round will open during 2026/27, with assessment and the funding decision continuing into 2027/28.

Key messages

- Up to £750,000 of Strategic CIL funding has been allocated to the programme over three years.

- Up to £250,000 will be available through each annual funding round, subject to suitable projects coming forward.
- Town and parish councils will bring projects forward through an Expression of Interest and full application process.
- Applicants must demonstrate a genuine funding gap and explore neighbourhood CIL and other funding sources that they can provide.
- Area Boards will provide local knowledge and input through an examination and endorsement process.
- All endorsed projects will be considered collectively before recommendations are made.
- Expressions of Interest and Area Board endorsement are important but do not guarantee funding.
- The formal funding decision will be made through an individual Cabinet Member decision in accordance with council procedures.
- The first funding round is expected to run from October 2026 to May 2027.

Further information

To discuss a potential project, town and parish councils should contact the Engagement and Partnerships Team at areaboards@wiltshire.gov.uk.

Further guidance and supporting documents will be available through the [Area Board webpage](#) when the funding round opens.

Locally Identified Infrastructure Projects

Workflow and Timetable

Period	Process Phase	Workflow Stages
Months 1–2	 Early engagement and eligibility	Town and parish councils discuss projects with the Engagement and Partnerships Team and submit an Expression of Interest. The information is reviewed before applicants are advised whether to proceed to a full application.
Months 2–4	 Full application	Invited town and parish councils develop and submit full applications by the published deadline.
Month 4	 Strategic CIL assessment	Strategic Planning assesses completed applications against the approved Strategic CIL criteria.
Months 5–6	 Area Board consideration and endorsement	Area Boards consider assessed projects, local priorities and community support before deciding whether to endorse them.
Month 7	 Collective review	All Area Board-endorsed projects are reviewed collectively to identify recommendations for funding.
Month 8	 Funding decision	Cabinet Member considers the recommendations and makes the formal funding decision in accordance with the council's constitution.
Following approval	 Delivery and monitoring	Funding agreements are completed. Approved projects are then delivered, monitored and reported on.

First funding round: Month 1 is October 2026 and Month 8 is May 2027.



To discuss a potential project, contact the Engagement and Partnerships Team:
areboards@wiltshire.gov.uk

Agenda Item 10a – RTI (Real Time Information) Displays

Members will recall that, under **Minute 190/26(a) – Real Time Passenger Information (RTI)**, Full Council resolved on 7 September 2026:

"To delegate authority to the Clerk to approve the RTI quotation and Memorandum of Understanding and place the order when received, provided they were consistent with the expected scope and budget.

Wiltshire Council has now supplied a revised Memorandum of Understanding (MoU) together with responses to the queries previously raised by the Parish Council. Comparison of the revised document against those queries indicates that the principal concerns have largely been addressed. In particular, the revised MoU reflects Wiltshire Council's extension of the RTPI contract and now provides for operation of the RTPI system until 12 January 2031 rather than January 2028.

The revised MoU remains expressly non-legally binding and most commitments are expressed as intentions rather than contractual obligations. Members should also note that there is no assurance regarding arrangements beyond January 2031 should Wiltshire Council procure a replacement RTPI system. Responsibility for repair or replacement arising from vandalism, accidental damage or adverse weather rests with the Parish Council.

However, the version supplied remains incomplete as **Schedule 1 (Pricing Schedule)** and **Schedule 2 (Maintenance Response Times)** have not been provided, despite repeated references to them throughout the document. These schedules are expected to contain key information relating to the RTPI units, pricing and maintenance response standards.

Officers will request the missing schedules from Wiltshire Council before the delegated authority is exercised.

Members are invited to consider the revised MoU and associated order arrangements and provide any observations they wish officers to take into account before exercising the delegated authority previously granted.

Teresa Strange

From: Lockwood Norris, Rebecca <Rebecca.LockwoodNorris@wiltshire.gov.uk>
Sent: 23 September 2026 16:19
To: Teresa Strange
Cc: Bus.Stops
Subject: FW: DRAFT Melksham Without Parish Council MoU
Attachments: DRAFT MoU - Melksham Without Parish Council.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon Teresa,

I am pleased to send you the updated MOU for consideration.

For completeness, I can advise the variation and extension to the contract has been finalised and is now with our Legal team to complete - for Wiltshire Council to be able to sign the MOU we will need that to be concluded, I hope this will be very soon.

Kind Regards,

Rebecca Lockwood Norris
National Bus Strategy Manager
Passenger Transport
Highways and Transport



Connecting
Wiltshire

Travel made simple

www.connectingwiltshire.co.uk



Wiltshire Council



www.wiltshire.gov.uk

[Sign up](#) to Wiltshire Council's email news service

Wiltshire Council Disclaimer: <https://www.wiltshire.gov.uk/disclaimer>

DATED

MEMORANDUM OF UNDERSTANDING

between

Wiltshire Council

and

Melksham Without Parish Council

This agreement is dated

2026

Parties

- (1) Wiltshire Council of County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN (**Wiltshire Council**); and
- (2) Melksham Without Parish Council of First Floor, Melksham Community Campus, Market Place, Melksham, Wiltshire SN12 6ES (**Melksham Without Parish Council**).

the **parties** and each a **party**.

Background

- a) Melksham Without Parish Council wishes to purchase Real Time Passenger Information (RTPI) units from Wiltshire Council in accordance with the Pricing Schedule attached at **Schedule 1.**
- b) Wiltshire Council intends to supply, install and maintain the RTPI units through its Term Service Contract for Real Time Passenger Information with R2P UK Systems Limited (the “Contract”) and in accordance with the Pricing Schedule attached at Schedule 1.
- c) Wiltshire Council’s arrangements with R2P UK Systems Limited remain subject to the terms of the Contract. Nothing in this MoU makes R2P UK Systems Limited a party to this MoU or gives Melksham Without Parish Council any right to enforce the terms of the Contract.
- d) This Memorandum of Understanding (the “MoU”) records the parties’ intentions in relation to this arrangement.

Definitions and Interpretation

In this MoU, the following terms shall have the following meanings:

Business Day means a day other than a Saturday, Sunday or public holiday in England.

Commencement Date means the date of this MoU.**Error! Bookmark not defined.**
Bookmark not defined.

Activities

1. The RTPI units to be supplied and installed in their respective locations and associated charges are set out in the Pricing Schedule attached at Schedule 1.

2. Any subsequent request from Melksham Without Parish Council for additional RTPI units will be subject to:
 - a) a separate Pricing Schedule from Wiltshire Council;
 - b) the parties' respective internal approvals and processes; and
 - c) Melksham Without Parish Council issuing an appropriate purchase order to Wiltshire Council.
3. Melksham Without Parish Council intends to raise a purchase order/s in respect of the attached Pricing Schedule and Wiltshire Council intends to invoice Melksham Without Parish Council for the RTPI units specified in the Pricing Schedule.
4. Wiltshire Council intends not to instruct R2P UK Systems Limited to supply the requested RTPI units until Wiltshire Council has received the relevant payment from Melksham Without Parish Council.
5. Once Melksham Without Parish Council has settled the relevant invoice, it is estimated that it will take up to 16 weeks for the installation of RTPI unit(s) (subject to utility surveys and any unforeseen power supply issues).
6. If an RTPI unit cannot be supplied or installed, Wiltshire Council intends to notify Melksham Without Parish Council as soon as reasonably practicable. Subject to any costs properly incurred or committed, Wiltshire Council intends to reimburse any sums paid by Melksham Without Parish Council in respect of that RTPI unit.

Wiltshire Council Responsibilities for Installation of RTPI Units

7. Wiltshire Council intends to facilitate the installation of the RTPI units specified in Schedule 1 to this MoU.

Ownership / Maintenance

8. The parties intend that ownership of each RTPI unit installed, together with responsibility for insuring that RTPI unit, will pass to Melksham Without Parish Council on completion of installation.
9. If there is a fault with a RTPI display, Melksham Without Parish Council should report the fault to (buses@wiltshire.gov.uk). Wiltshire Council intends, where practicable and subject to available resources, to seek to maintain these displays by reference to indicative

response times consistent with the Contract as set out in the tables at **Schedule 2** plus one (1) Business Day.

10. If a fault is an out of hours safety critical issue, Melksham Without Parish Council should report it through *MyWilts* and forward a copy of the report to (buses@wiltshire.gov.uk). Wiltshire Council intends, where practicable and subject to available resources, to seek to resolve these issues by reference to indicative response times consistent with the Contract as set out in the tables at Schedule 2 plus one (1) Business Day.
11. If an RTPI display is vandalised or damaged, including damage caused by adverse weather, Melksham Without Parish Council is expected to be fund the cost of its repair or replacement. Wiltshire Council may facilitate any repair or replacement work following an appropriate purchase order from Melksham Without Parish Council.
12. Where a fault to a RTPI display causes a loss of power to a mains-powered RTPI unit, Wiltshire Council intends, where practicable, and subject to available resources, to seek to resolve these issues by reference to indicative response times consistent with the Contract as set out in the table at Schedule 2 plus one (1) Business Day.
13. Wiltshire Council intends, on a non-binding and non-exclusive basis, to maintain the data and communications from the RTPI displays. Wiltshire Council intends, where practicable and subject to available resources, to seek to resolve any hardware or data related issues by reference to indicative response times consistent with the Contract as set out in the tables at Schedule 2 plus one (1) Business Day.
14. The central system supporting the RTPI units is expected to operate until 12 January 2031, unless the Contract is terminated earlier. Wiltshire Council has the option to extend the Contract for a further two (2) years, but such extension will be subject to funding and approval processes.
15. Unless the Contract is extended or an alternative arrangement is agreed, the RTPI units will cease to operate after 12 January 2031.

16. **Escalation**

If either party has any issue, concern or complaint regarding the arrangements described in this MoU, that party shall notify the other party and the parties will seek to resolve the issue by a process of consultation between their respective contact points.

17. **Term and termination**

- a) This MoU shall commence on the Commencement Date and shall expire on 12 January 2031, unless terminated earlier.

- b) If the Contract is extended, the parties may agree in writing to extend this MoU for the corresponding period.
- c) Either party may terminate this MoU with immediate effect by written notice to the other party at any time. Termination will not affect any RTPi units already purchased or installed, or any costs already incurred or committed, or ownership of any RTPi already installed.

18. Variation

This MoU may only be varied by written agreement of the parties.

19. Charges and liabilities

- a) Unless otherwise expressly stated, the parties shall each bear their own costs and expenses incurred in complying with their obligations under this MoU.
- b) Each party is responsible for losses arising from its own actions, and neither party intends to hold the other responsible for losses arising in connection with this MoU.

20. Status

- a) This MoU is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this MoU. The parties enter into the MoU intending to honour all their obligations.
- b) Nothing in this MoU is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute either party as the agent of the other party, nor authorise either of the parties to make or enter into any commitments for or on behalf of the other party.

21. Governing law and jurisdiction

This MoU shall be governed by and construed in accordance with English law. This paragraph does not make this MoU legally binding.

Signed for and on behalf of **Wiltshire Council**

Signature:

Name:

Position:

Date:

Signed for and on behalf of **Melksham Without Parish Council**

Signature:

Name:

Position:

Date:

CONTACT POINTS

Wiltshire Council

Name:

Office address:

.....

Tel No:

E-mail Address:

Melksham Without Parish Council

Name:

Office Address:

.....

Tel No:

E-mail Address:

Melksham Without Parish Council
Notes of Beanacre Play Area Working Party- Quote Review
Monday 5th October 2026 at 1.30pm at
Melksham Without Parish Council Offices (First Floor), Melksham
Community Campus, Market Place, SN12 6ES

Present: Councillors John Doel, Martin Franks and Tony Hemmings.

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

In attendance: Michael Carter, Sports & Play Consulting Limited- Project Consultant via Zoom.

The Working Party met with the council's Project Consultant to review the tenders received for the design and refurbishment of Beanacre Play Area and to consider a recommendation to Full Council.

The Project Consultant advised that the quotation specification had been issued to eight companies, with three quotations received. He advised that this represented an average level of response for a project of this size. It was also noted that the specification had been issued during a particularly busy period for play-area providers, coinciding with the summer holiday period.

The Project Consultant provided background regarding the markets in which the three suppliers predominantly operated. It was noted that one supplier worked extensively within the local authority sector, whereas the other two suppliers had a greater proportion of their work within the education/school sector. The Clerk noted that this was also reflected in the references submitted by the respective suppliers and the school sector had a different level of use to the council sector.

The three tenders were considered against the published evaluation criteria, covering project design; delivery, technical specifications, warranties, spare parts, inspection and maintenance, expected lifespan and programme; and presentation, quotation and supporting information.

Tender evaluation

The Project Consultant presented the following evaluation of the three submissions:

Tender	Price ex VAT	Project Design	Technical	Presentation	Total
		/30	/60	/10	/100
Supplier A	£24,990.00	21.0	37.5	8.5	67.0
Supplier B	£22,000.00	22.5	50.5	8.5	81.5
Supplier C	£24,964.02	19.5	50.0	8.5	78.0

It was noted that all three headline quotes were within the council's maximum budget of £25,000 excluding VAT, with Supplier B submitting the lowest price at £22,000 excluding VAT. It should be noted that although supplier C quote price was below

the budget, they had included a number of options which included additional costs with some being items that were included in the original specification.

Supplier A – £24,990 excluding VAT

Members noted that Supplier A had proposed a group/basket swing, flat seat and parent/toddler Tango seat, together with replacement monkey bars, gate works and wet pour works.

The submission included black wet pour extension and repairs with a five-year wet pour warranty, welfare provision, Heras fencing, skip hire and an independent post-installation inspection.

Members noted that further clarification would be required regarding the maintenance gate, including confirmation that the required repair/adjustment was included and details of the proposed long-term solution.

Supplier B – £22,000 excluding VAT

Members noted that Supplier B had provided for the two required swing configurations (basket and Tango seat), an in-ground trampoline, gate and wet pour works.

The proposal also included an additional sensory play panel/totem at no additional cost. Site fencing, welfare, skip provision and an independent RPII post-installation inspection were included. The supplier had also offered a no-cost inspection of the existing cone climber. The submission provided particularly detailed information regarding spare-parts availability, with indicative despatch times ranging from 48 hours for fixtures, bearings and seats, 14 days for chains and springs and 4–6 weeks for posts and other into-ground components. A detailed programme of works was also provided.

In relation to the 5 bar gate, Supplier B had proposed resetting the gate post within the quoted price.

Supplier C – £24,964.02 excluding VAT

Members noted that Supplier C had proposed a flat/cradle swing, basket swing and an in-ground trampoline, together with gate and surfacing works.

The swing configuration differed from that proposed by Suppliers A and B. Supplier C's base quotation provided a cradle seat rather than the parent/toddler Tango-style seat, with an alternative swing incorporating a Tango seat separately priced outside the main quotation.

Members noted this distinction when comparing the three submissions and the additional costs associated with Supplier C's optional works. The proposal included an independent post-installation inspection together with a five-year compliance package providing 10 RPII-registered inspections. The submission also stated an expected equipment lifespan of approximately 25 years.

Members noted that the main tender price did not include the required wet pour repairs to the surfacing which was included as an optional addition at a separate cost. The consultant advised that it was therefore necessary to establish which of those works would be required to provide the complete specified scope when making a like-for-like comparison. Looking at the option extras in comparison to what was quoted for and what was required in the specification, in order to get a like for like price comparison with the others, the council would need to add £11,044.90 + VAT onto the price (not included in this total is the optional extra for replacement fence panels which was not included in the original spec). This would bring the total to £36,008.92 + VAT.

In relation to the maintenance gate, the submission included a new receiving hole; however, clarification remained necessary as to whether the maintenance-gate latch/hinge repair required by the specification was fully included and whether the proposal represented a durable solution.

In-ground trampoline and drainage

Members were aware that the original approved specification allowed for either replacement monkey bars or an in-ground trampoline as the replacement for the existing monkey bars. Members discussed the two proposals for an in-ground trampoline in detail. It was reiterated that an in-ground trampoline was an alternative to replacement monkey bars within the council's specification, and members agreed that an in-ground trampoline was an acceptable option for the scheme.

Particular consideration was given to drainage. Members understood that the below-ground trampoline structure could be susceptible to water accumulation where drainage was inadequate. Although the play area was not situated at the bottom of a hill, members noted their local knowledge that Beanacre has a high water table and considered it important that the council agreed to one of the quotes that included the in ground trampoline the ground conditions and drainage arrangements would need to be properly assessed before installation.

The Project Consultant advised that, if the council appointed one of the suppliers who have proposed the in-ground trampoline, the council could meet the supplier on site to consider the ground conditions and agree the most appropriate drainage solution. The consultant's evaluation specifically identifies drainage as an outstanding clarification for the proposed trampoline, including the drainage solution, responsibility and associated cost.

5 bar gate maintenance gate

Members also considered the requirement within the specification relating to the existing 5 bar maintenance gate which was the contractor's maintenance access into Beanacre Play Area. It noted that the gate was also used by members of the community on a desire line to access the community field to the rear of the church.

It was noted that the precise approach differed between submissions and that clarification was required to ensure that the successful supplier's proposal provided the complete repair/adjustment and a suitable long-term solution. In particular,

Supplier B proposed resetting the maintenance-gate post, while Supplier C referred to a new receiving hole; Supplier A's maintenance-gate adjustment was not clearly identified as included.

Members agreed that this should be resolved with the successful supplier before the final scope of works was agreed.

Contract and any subsequent amendments

The Project Consultant advised that, once the council had appointed its preferred supplier, he would prepare a Building Agreement/contract documentation for agreement and signature by the council and successful contractor.

The agreement would set out the agreed scope of works and could incorporate agreed amendments arising from the post-award clarification process. Members noted that if, following further site assessment, additional drainage or other works were considered necessary, the scope, cost and any programme implications would need to be agreed and formally documented in accordance with the contract arrangements before those additional works were undertaken.

Site arrangements

The Clerk advised that discussions would be required with St Barnabas Church regarding practical arrangements during the works, including site access and the possible positioning of the contractor's skip and other site requirements within the car park area.

Working Party consideration

Following consideration of the three tenders, their respective prices, scope, technical submissions, warranties, inspection arrangements, programme information, references and the Project Consultant's evaluation, members considered Supplier B to provide the strongest overall submission. .

Particular consideration was given to Supplier B:

- achieving the highest evaluation score of 81.5/100;
- submitting the lowest tender price of £22,000 excluding VAT, £3,000 below the council's maximum budget;
- providing for the required swing arrangements, in-ground trampoline, wet pour and gate works within the tender;
- including an additional sensory play panel/totem at no additional cost;
- offering a free inspection of the existing cone climber;
- providing particularly strong information regarding spare-parts availability and the programme of works; and
- demonstrating relevant experience of undertaking work within the parish/local council sector.

The consultant's provisional evaluation similarly identified Supplier B as the highest-scoring submission, subject to resolution of the outstanding material scope points.

As already detailed the specification included either the monkey bars or in-ground trampoline and members agreed that the in-ground trampoline would be a suitable option.

RECOMMENDATION TO FULL COUNCIL

1. To approve the provision of an in-ground trampoline in place of replacement monkey bars at Beanacre Play Area, noting that the tender specification permitted either monkey bars or an in-ground trampoline as the replacement item, and subject to suitable drainage arrangements being agreed.
2. Subject to approval of Recommendation 1, to appoint [REDACTED] (Supplier B) to undertake the design and refurbishment of Beanacre Play Area at a tender price of £22,000 excluding VAT, subject to satisfactory references and resolution of the outstanding clarification points identified during the tender evaluation, as below:
 - Confirmation of the appropriate drainage arrangements for the in-ground trampoline, taking account of local ground conditions, together with responsibility for and the cost of any additional drainage works required.
 - Confirmation that the proposed maintenance-gate works provide the complete and durable repair/adjustment required by the specification.
3. Following appointment, a meeting be held with [REDACTED] to consider the ground conditions and agree the appropriate drainage solution for the in-ground trampoline.
4. The Project Consultant prepare the appropriate Building Agreement/contract documentation for agreement and signature by the Council and [REDACTED], noting that any amendments or additions to the contract can be added on after once approved.
5. The necessary discussions take place with St Barnabas Church regarding site access and contractor arrangements, including the location of the skip and use of the car park area.

Teresa Strange

From: Teresa Strange
Sent: 15 September 2026 14:56
To: John Glover
Cc: Marianne Rossi
Subject: FW: Quote for electrical inspection at the Bowerhill Sports Pavilion-
Attachments: SN126SN_Halifax_Road_EICR183C_42431512.pdf; MWOP Bowerhill Pavillion Remedial work.pdf

Importance: High

Hi John

We needed to have a Hard Wire building inspection of the electrics at the Pavilion, this was agreed by the council and is an insurance requirement.

Alex Goodhind (MWPC approved electrical contractor) did this at the end of last week, and Marianne and I went up on Friday so he could show us a few things whilst the roof tiles were out.

Some of these things look like they were not done properly at the end of the build, but have only just been picked up. But not all.

Nevertheless some have come up as “danger present”.

We clearly need them done, Alex has done a quote for £1,533 which is for parts and a day labour to address them all. It makes sense that he does them (without getting competitive quotes) as its parts and labour as identified, he is on the parish council approved contractor list and he has identified them, so is completely up to speed as to what needs doing.

I have therefore just authorised under delegated powers as indicated in yellow below. Which says I must advise the Chair.

We will notify the parish council at the next Full Council meeting.

Kind regards, Teresa

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 15 September 2026 09:28
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Fw: Quote for electrical inspection at the Bowerhill Sports Pavilion-
Importance: High

Hi Teresa,

Attached is the quote from Alex RE the remedial works required at the pavilion. Not sure how we want to handle this as the control panel door needs to be sorted v urgently as per the report (Full description below- Its been coded as a C1 which means that danger is present so it cannot wait until the October meeting for approval now that we know about the issue and think that we need to get on and sort it given the risk identified. We also have a number of items coded at C2 which are classed as urgent (description below)

Classification code C1 (Danger present)

Where an observation has been given a Classification code C1, the safety of those using the installation **is at risk and**

immediate remedial action is required.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the danger. The NICEIC contractor issuing this report will be able to provide further advice. NICEIC makes available 'Electrical Danger Notification' forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

Classification code C2 (Potentially dangerous)

Classification code C2 indicates that, whilst those using the installation **may not be at immediate risk, urgent remedial action is required to remove potential danger**. The NICEIC contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given for the next inspection date in PART 4 of this report is conditional upon all items which have been given a Classification code C1 and code C2 being remedied immediately and as a matter of urgency, respectively. It would not be reasonable for the inspector to indicate that the installation is in a satisfactory condition if any observation in this report has been given a code C1 or code C2 classification.

I have attached the report and quote for your ease. This is a H&S issue so the below delegated power can be used:

*5.18. In cases of serious risk to the delivery of council services **or health and safety of councillors, staff and residents**, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter*

Thanks
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR		DETAILS OF THE CLIENT		DETAILS OF THE INSTALLATION	
Registration No: 500108000	Branch No*: 000	Contractor Reference Number (CRN): N/A	Occupier: Bowerhill Sports Pavillion	UPRN: N/A	
Trading Title: Kanconnections		Name: Melksham Without Parish Council	Address: Halifax Road, Bowerhill, Melksham, Wiltshire		
Address: 1 Longford Road, Melksham, Wiltshire		Address: First Floor Melksham Community Campus, Market Place, Melksham, Wiltshire			
Postcode: SN12 6DH	Tel No: 01225808185	Postcode: SN12 6ES	Tel No: N/A	Postcode: SN12 6SN	Tel No: N/A

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required:
5 Year inspection and test (Overdue)

Date(s) when inspection and testing was carried out: 10/09/2026 - 12/09/2026

Records available (651.1): (✓)

Previous inspection report available (651.1): (X)

Previous report date: (N/A)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): Originally installed to a high specification however some workmanship is not up to a good standard. There are also some issues as detailed on the report.

Installation was new in 2015 and has not been tested since.

Description of premises Dwelling: (N/A) Commercial: (✓) Industrial: (N/A) Other (include brief description): Sports Pavillion

Estimated age of electrical installation: (11) years Evidence of additions or alterations: (✓) if Yes, estimated age 10 years Overall assessment of the installation for continued use: ~~Satisfactory~~ Unsatisfactory** (delete as appropriate)

**An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.

PART 4 : DECLARATION

INSPECTION AND TESTING

I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report.

Name (capitals) on behalf of the contractor identified in PART 1: ALEX GOODHIND Signature: [Signature] Date: 10/09/2026

I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 09/09/2031 (date)

Give reason for recommendation: Inline with guidance for inspection intervals for this type of premises

The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR

Name (capitals) on behalf of the contractor identified in PART 1: ALEX GOODHIND Signature: [Signature] Date: 10/09/2026

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

PART 5 : OBSERVATIONS

One of the following Codes, as appropriate, has been allocated to each of the observations made below to indicate to the person(s) responsible for the electrical installation the degree of urgency for remedial action:	Code C1 Danger Present Risk of injury. Immediate remedial action required	Code C2 Potentially Dangerous Urgent remedial action required	Code C3 Improvement Recommended	Code FI Further Investigation Required
---	---	---	---	--

Referring to the **Schedule of Items Inspected** (see PART 9), the attached **Schedule of Circuit Details and Test Results** (see PART 11A & 11B), and subject to any **agreed limitations** listed in PART 6 –

No remedial action is required (X.....), OR The following observations are made:

Item No	Observation(s)	Code	Location Reference
(1)	4.7 Plant Room heating control panel unable to shut door, interlock mechanism is bent preventing door being held shut. Access to live parts	(...C1...)	(Plant Room Control)
(2)	4.20 Labelling on both Distribution boards very poor. Proper printed labels detailing all circuits needs to be put on all circuits on both boards	(...C3...)	(DB 1 DB 2)
(3)	6.1 4 core flex feeding luminaries and occupancy sensors is grey, g/y, brown and black. The grey needs sleeving with blue and the black sleeving with brown in all fittings.	(...C3...)	(Lighting)
(4)	6.4 3x3 Galv trunking in plant room above control panel missing lid, exposing single insulated cables	(...C2...)	(Plant room trunk..)
(5)	6.5 Flexible conduit containing singles forced round sharp bend where pipe work has been fixed too close to coupler putting strain on singles	(...C2...)	(Office in ceiling)
(6)	6.8 Lamp post columns not connected to earthing system. A fly lead between cut-out in column base and the metallic column needs to be installed on 3x lamp posts	(...C2...)	(Lamp Posts)
(7)	7.1 e Labelling of isolators non existent	(...C3...)	(.....)
(8)	7.2 a Key switches for emergency lights broken, location switch room	(...C2...)	(Switch room)
(9)	7.2 d Labelling of isolators non existent	(...C3...)	(.....)
(10)	8.1 Terminal covers missing on occupancy sensors in most changing rooms exposing live connections that someone working above the ceiling could come into contact with live parts.	(...C2...)	(Changing room 1.)
(11)	8.4 Hand dryers in Changing rooms 3&4 are right at the edge of zone 2 of showers with no RCD protection. Reg 701.411.3.3	(...C2...)	(Hand Dryers)
(12)	9.1 g Hand dryers too close to zone 2	(...C2...)	(.....)
(13)	 Circuit low IR, probably due to RCD sockets on circuit. Circuit is protected by a 30mA RCBO yet has RCD sockets. When the test button on socket is pressed the RCBO trips. Socket in switch room faulty.	(...C2...)	(Switch/Plant Room)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)

Immediate remedial action required for items:	(1)	Improvement recommended for items:	(2-3,7,9)
Urgent remedial action required for items:	(4-6,8,10-13)	Further investigation required for items:	(N/A)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

PART 6 : DETAILS AND LIMITATIONS OF THE INSPECTION AND TESTING

The inspection and testing has been carried out in accordance with BS 7671: 2018, as amended to 2026 (date). Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the Client and the Inspector prior to inspection.

Details of the electrical installation covered by this report: DB 1, DB 2 and all circuits from these distribution boards.

(see additional page No. N/A)

Agreed limitations including the reasons, if any, on the inspection and testing (653.2): Boiler & Water control wiring AFTER control panel as this falls under specialist HVAC companies

Agreed with (print name): MWOPC

Extent of sampling: We lifted a ceiling tile in each room to inspect the condition of containment above. 2 Accessories in every room Inspected (see additional page No. N/A)

Operational limitations including the reasons: Line/Line I.R testing on circuits where equipment cannot be fully disconnected I.E Lighting Circuits (see additional page No. N/A)

PART 7 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type and earthing arrangements			Number and type of live conductors		Nature of supply parameters		[1] By enquiry
TN-C: (N/A)	TN-S: (N/A)	TN-C-S: (✓)	AC 1-phase, 2-wire: (N/A)	2-phase, 3-wire: (N/A)	Nominal voltage between lines, $U_{[1]}$:	(400) V	[2] By enquiry or by measurement
TT: (N/A)	IT: (N/A)		3-phase, 3-wire: (N/A)	3-phase, 4-wire: (✓)	Nominal line voltage to Earth, U_o [1]:	(230) V	
Supply protective device			DC 2-wire: (N/A)	3-wire: (N/A)	Other: (N/A)	Nominal frequency, f [1]:	(50) Hz
BS EN: (1361)	Type: (II)	Rated current: (100) A	Confirmation of supply polarity: (✓)			Prospective fault current, I_{pf} [2]*:	(1.9) kA
			Other sources of supply (Schedule of Test Results)	Page No: (13)		External earth fault loop impedance, Z_e [2]*:	(0.25) Ω

PART 8 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS REPORT

Maximum demand (load): (N/A) WVA (delete as appropriate)	Main protective conductors	Main protective bonding connections	Main switch / Switch-fuse / Circuit-breaker / RCD
Means of Earthing	Earthing conductor: (material Copper) csa (25) mm ² Connection/continuity verified: (✓)	Water installation pipes: (✓) Gas installation pipes: (✓) Structural steel: (N/A) Oil installation pipes: (N/A) Lightning protection: (N/A) Other (state): (N/A)	Location: (Plant room between DB1 & DB2) BS EN: (60947-3) Type: (3) Rating / setting of device: (N/A) A No. of poles: (4) Current rating: (160) A Voltage rating: (415) V
Distributor's facility: (✓)	Main protective bonding conductors: (material Copper) csa (10) mm ² Connection/continuity verified: (✓)		Where an RCD is used as the main switch RCD rated residual operating current, $I_{\Delta n}$: (N/A) mA RCD Type: (N/A) Rated time delay: (N/A) ms Measured operating time: (N/A) ms
Installation earth electrode(s): (N/A)			
Earth electrode type – rod(s), tape, etc: (None)			
Location: (N/A)			
Electrode resistance to Earth: (N/A) Ω			

*Where the installation is supplied by more than one source, the higher or highest values of prospective fault current, I_{pf} , and external earth fault loop impedance, Z_e , must be recorded.

All fields must be completed. Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists, or Code appropriately: CODE 'C1', 'C2', 'C3' or 'FI' (codes to be recorded in PART 5, with additional comments (where appropriate) on attached numbered sheets)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

1.0 Intake equipment (visual inspection only)

An outcome against an item in section 1.1, other than access to live parts, should not be used to determine the overall assessment of the installation. Where inadequacies are identified, a cross should be put against the appropriate item and a comment made in Part 5 of this report.

1.1 Distributor / supplier intake equipment

- Service cable (.....) ✓
- Service head (.....) ✓
- Earthing arrangement (.....) ✓
- Meter tails (.....) ✓
- Metering equipment (.....) ✓
- Isolator, where present (.....) ✓

Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and / or dutyholder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority.

- 1.2 Consumer's isolator, where present (.....) ✓
- 1.3 Consumer's meter tails (.....) ✓

2.0 Presence of adequate arrangements for parallel or switched alternative sources

- 2.1 Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6) (.....) N/A
- 2.2 Adequate arrangements where a generating set operates in parallel with the public supply (551.7) (.....) N/A

3.0 Methods of protection

- 3.1 Automatic disconnection of supply (ADS)
 - Main earthing / bonding arrangement (411.3; Chap. 54) (.....) ✓
 - Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2), or presence of installation earth electrode arrangement (542.1.2.3) (.....) ✓
 - Adequacy of earthing conductor size (542.3; 543.1.1) (.....) ✓
 - Adequacy of earthing conductor connections (542.3.2) (.....) ✓
 - Accessibility of earthing conductor connections (543.3.2) (.....) ✓
 - Adequacy of main protective bonding conductor sizes (544.1.1) (.....) ✓
 - Adequacy and location of main protective bonding conductor connections (544.1.2) (.....) ✓

- Accessibility of all protective bonding connections (543.3.2) (.....) ✓
- Provision of earthing / bonding labels at all appropriate locations (514.13.1) (.....) ✓
- 3.2 FELV - requirements satisfied (411.7) (.....) N/A
- 3.3 Other methods of protection

Where any of the methods listed below are employed, details should be provided on separate sheets

 - Non-conducting location (418.1) (.....) N/A
 - Earth-free local equipotential bonding (418.2) (.....) N/A
 - Electrical separation (413; 418.3) (.....) N/A
 - Double insulation (412) (.....) N/A
 - Reinforced insulation (412) (.....) N/A
 - Provisions where automatic disconnection of supply is not feasible (419) (.....) N/A

4.0 Distribution equipment, including consumer units and distribution boards

- 4.1 Adequacy of working space / accessibility to equipment (132.12; 513.1) (.....) ✓
- 4.2 Security of fixing (134.1.1) (.....) ✓
- 4.3 Condition of insulation of live parts (416.1) (.....)
- 4.4 Adequacy security of barriers or enclosures (416.2.3) (.....) ✓
- 4.5 Condition of enclosure(s) in terms of IP rating, etc. (416.2) (.....) ✓
- 4.6 Condition of enclosure(s) in terms of fire rating, etc. (421.1.201; 421.1.6; 526.5) (.....) ✓
- 4.7 Enclosure not damaged / deteriorated so as to impair safety (651.2) (.....) C1
- 4.8 Presence and effectiveness of obstacles (417.2) (.....) N/A
- 4.9 Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2) (.....) ✓
- 4.10 Operation of main switch(es) (functional check) (643.10) (.....) ✓
- 4.11 Manual operation of circuit-breakers, RCDs and AFDDs to prove functionality (643.10) (.....) ✓
- 4.12 Confirmation that integral test button / switch causes RCD(s) to trip when operated (functional check) (643.10) (.....) ✓
- 4.13 RCD(s) provided for fault protection - includes RCBOs (411.4.204; 411.4.5; 411.5.2; 531.2) (.....) N/A
- 4.14 RCD(s) provided for additional protection / requirements, where required - includes RCBOs (411.3.3; 415.1) (.....)
- 4.15 Presence of RCD six-monthly test notice, where required (514.12.2) (.....) ✓

- 4.16 Confirmation that integral test button / switch, where present, causes AFDD to trip when operated (643.10) (.....) N/A
- 4.17 Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1) (.....) ✓
- 4.18 Presence of alternative supply warning notice at or near equipment, where required (514.15) (.....) N/A
- 4.19 Presence of next inspection recommendation label, where required (514.12.1) (.....) ✓
- 4.20 Presence of other required labelling (please specify) (514) (.....) C3
- 4.21 Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (432; 433; 434) (.....) ✓
- 4.22 Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) (.....) ✓
- 4.23 Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11) (.....) ✓
- 4.24 Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1) (.....) ✓
- 4.25 Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1) (.....) ✓

5.0 Distribution circuits

- 5.1 Identification of conductors (514.3) (.....) N/A
- 5.2 Cables correctly supported throughout their run (521.10.202; 522.8.5) (.....) N/A
- 5.3 Condition of insulation of live parts (416.1) (.....) N/A
- 5.4 Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1) (.....) N/A
- 5.5 Suitability of containment systems for continued use (including flexible conduit) (522) (.....) N/A
- 5.6 Cables correctly terminated in enclosures (526) (.....) N/A
- 5.7 Examination of cables for signs of unacceptable thermal or mechanical damage / deterioration (421.1; 522.6) (.....) N/A
- 5.8 Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (523) (.....) N/A

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

5.9	Adequacy of protective devices; type and rated current for fault protection (411.3)	(N/A)	6.2	Cables correctly supported throughout their run (521.10.202; 522.8.5)	(✓)	6.14	*For cables concealed in walls / partitions containing metal parts regardless of depth (522.6.203)	(N/A)
5.10	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	(N/A)	6.3	Condition of insulation of live parts (416.1)	(✓)	6.15	*For final circuits supplying luminaires within domestic (household) premises (411.3.4)	(N/A)
5.11	Coordination between conductors and overload protective devices (433.1; 533.2.1)	(N/A)	6.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	(C2)			
5.12	Cable installation methods / practices with regard to the type and nature of installation and external influences (522)	(N/A)	6.5	Suitability of containment systems for continued use (including flexible conduit) (522)	(C2)		* Older installations designed prior to BS 7671: 2018 may not have required RCDs for additional protection.	
5.13	Where exposed to direct sunlight, cable of a suitable type (522.11.1)	(N/A)	6.6	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (523)	(✓)	6.14	Provision of fire barriers, sealing arrangements and protection against thermal effects (527)	(✓)
5.14	Cables concealed under floors, above ceilings, in walls / partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204) –		6.7	Adequacy of protective devices; type and rated current for fault protection (411.3)	(✓)	6.15	Band II cables segregated / separated from Band I cables (528.1)	(✓)
	▪ Installed in prescribed zones (see Section D. <i>Extent and limitations</i>) (522.6.202)	(N/A)	6.8	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	(C2)	6.16	Cables segregated / separated from non-electrical services (528.3)	(✓)
	▪ Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D) (522.6.201; 522.6.204)	(N/A)	6.9	Co-ordination between conductors and overload protective devices (433.1; 533.2.1)	(✓)	6.17	Termination of cables at enclosures - identify / record numbers and locations of items inspected (526) –	
5.15	Provision of fire barriers, sealing arrangements and protection against thermal effects (527)	(N/A)	6.10	Wiring system(s) appropriate for the type and nature of the installation and external influences (522)	(✓)		▪ Connection under no undue strain (526.6)	(✓)
5.16	Band II cables segregated / separated from Band I cables (528.1)	(N/A)	6.11	Where exposed to direct sunlight, cable of a suitable type (522.11.1)	(N/A)		▪ No basic insulation of a conductor visible outside enclosure (526.8)	(✓)
5.17	Cables segregated / separated from non-electrical services (528.3)	(N/A)	6.12	Cables concealed under floors, above ceilings, in walls / partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204) –			▪ Connections of live conductors adequately enclosed (526.5)	(✓)
5.18	Condition of circuit accessories (651.2)	(N/A)		▪ Installed in prescribed zones (see Section D. <i>Extent and limitations</i>) (522.6.202)	(LIM)		▪ Adequately connected at point of entry to enclosure (glands, bushes, etc.) (522.8.5)	(✓)
5.19	Suitability of circuit accessories for external influences (512.2)	(N/A)		▪ Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D) (522.6.201; 522.6.204)	(✓)	6.18	Condition of accessories including socket-outlets, switches and joint boxes (651.2)	(✓)
5.20	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)	(N/A)	6.13	Provision of additional protection by RCD having rated residual operating current not exceeding 30 mA –		6.19	Suitability of accessories for external influences (512.2)	(✓)
5.21	Adequacy of connections, including cpcs, within accessories and to fixed and stationary equipment - identify / record numbers and locations of items inspected (526)	(N/A)		▪ *For all socket-outlets of rating 32 A or less (411.3.3)	(✓)	6.20	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)	(✓)
5.22	Presence, operation and correct location of appropriate devices for isolation and switching (Chap. 46; 537)	(N/A)		Additional protection by RCD may not have been provided as a noted exception in certain non-domestic installations covered by indent (ii) of Regulation 411.3.3.				
5.23	General condition of wiring system (651.2)	(N/A)		▪ *For the supply of mobile equipment not exceeding 32 A rating for use outdoors (411.3.3)	(✓)	7.0	Isolation and switching	
5.24	Temperature rating of cable insulation (522.1.1; Table 52.1)	(N/A)		▪ *For cables concealed in walls at a depth of less than 50 mm (522.6.202)	(N/A)	7.1	Isolators –	
6.0	Final circuits						▪ Presence and condition of appropriate devices (462; 537.2)	(✓)
6.1	Identification of conductors (514.3)	(C3)					▪ Acceptable location - state if local or remote from equipment in question (462; 537.2.7)	(✓)
							▪ Capable of being secured in the OFF position (462.3)	(✓)
							▪ Correct operation verified (643.10)	(✓)
							▪ Clearly identified by position and / or durable marking (537.2.7)	(C3)
							▪ Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.1.2)	(LIM)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

7.2 Switching off for mechanical maintenance – ▪ Presence and condition of appropriate devices (464.1; 5373.2) (C2) ▪ Capable of being secured in the OFF position where not under continuous supervision (464.2) (✓) ▪ Correct operation verified (643.10) (✓) ▪ Clearly identified by position and / or durable marking (5373.2.4) (C3)	8.5 Security of fixing (134.1.1) (✓) 8.6 Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: list number and location of luminaires inspected (separate page) (527.2) (N/A) 8.7 Recessed luminaires (downlighters) – ▪ Correct type of lamps fitted (559.3.1) (N/A) ▪ Installed to minimise build-up of heat by use of “fire rated” fittings, insulation displacement box or similar (421.1.2) (N/A) ▪ No signs of overheating to surrounding building fabric (559.4.1) (N/A) ▪ No signs of overheating to conductors / terminations (526.1) (N/A)	▪ Low voltage (e.g. 230 volt) socket-outlets sited at least 2.5 m from zone 1 (701.512.3) (✓) ▪ Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2) (✓) ▪ Suitability of accessories and controlgear etc. for a particular zone (701.512.3) (C2) ▪ Suitability of current-using equipment for particular position within the location (701.55) (✓)
7.3 Emergency switching off – ▪ Presence and condition of appropriate devices (465; 5373.3; 5374) (N/A) ▪ Readily accessible for operation where danger might occur (5373.3.6) (N/A) ▪ Correct operation verified (643.10) (N/A) ▪ Clearly identified by position and / or durable marking (5373.3.5; 5373.3.6; 5374.3; 5374.4) (N/A)	9.0 Special locations and installations <i>Where special installations or locations relating to a particular Section of Part 7, an additional Inspection Schedule(s) should be provided on separate pages.</i>	9.2 Other special installations or locations – N/A (N/A)
7.4 Functional switching – ▪ Presence and condition of appropriate devices (5373.1.1; 5373.1.2) (✓) ▪ Correct operation verified (643.10) (✓)	9.1 Location(s) containing a bath or shower – ▪ Additional protection by RCD having rated residual operating current not exceeding 30 mA for all low voltage (LV) circuits serving the location or passing through zones 1 and / or 2 of the location (701.411.3.3) (N/A) ▪ Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5) (N/A) ▪ Shaver supply units complying with BS EN 61558-2-5 formerly BS 3535 (701.512.3) (✓) ▪ Presence of supplementary bonding conductors, unless not required by BS 7671: 2018 (701.415.2) (N/A)	10.0 Prosumer's low voltage installation (N/A) <i>Where elements of a prosuming installation falling within the scope of Chapter 82 are covered by the report, additional schedules detailing the associated inspection and testing should be provided on separate pages.</i>
8.0 Current-using equipment (permanently connected) 8.1 Condition of equipment in terms of IP rating, etc. (416.2; 422.3; 422.4; 522.4) (C2) 8.2 Equipment does not constitute a fire hazard (421) (✓) 8.3 Enclosure not damaged / deteriorated so as to impair safety (134.1.1; 416.2) (✓) 8.4 Suitability for the environment and external influences (512.2) (C2)		Schedule of Items Inspected by Name (capitals): ALEX GOODHIND Signature:  Date: 10/09/2026

PART 10 : SCHEDULES AND ADDITIONAL PAGES (the pages identified are an essential part of this report (see Regulation 653.2))

Schedule of Inspections	Schedule of Circuit Details and Test Results for the installation	Additional pages, including data sheets for additional sources	Special installations or locations (indicated in item 9.2 above)	Schedules relating to Prosumer's installations (indicated in item 10 above)	Continuation sheets
Page No(s): (4, 5 & 6)	Page No(s): (7 & 8)	Page No(s): (13)	Page No(s): (None)	Page No(s): (None)	Page No(s): (14-17)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

PART 11A : SCHEDULE OF CIRCUIT DETAILS (GO TO Part 11B 'Schedule of Test Results' to enter test results for the corresponding circuit listed in this part)

Circuit number	Circuit description	Type of wiring (see footer to PART 11B)	Reference Method (BS 7671)	Number of points served	Circuit conductor (number & csa)		Max. disconnection time (BS 7671) (s)	Overcurrent protective device					RCD			
					Live	cpc		BS (EN)	Type	Rating (A)	Short-circuit capacity (kA)	Maximum permitted Zs* (Ω)	BS (EN)	Type	Rating (A)	Operating current, I _{Δn} (mA)
1L123	Heating & Water Control Panel	G	B	1	6	Sheath	0.4	60898	C	32	10	0.68	N/A	N/A	N/A	N/A
2L1	Switch Room & Plant Room Sockets	B	B	2	2.5	2.5	0.4	61009	C	20	10	1.09	61009	A	20	30
2L2	Office Sockets	B	B	9	2.5	2.5	0.4	61009	C	32	10	0.68	61009	A	32	30
2L3	SPARE															
3L1	Kitchen Sockets	B	B	6	2.5	2.5	0.4	61009	C	32	10	0.68	61009	A	32	30
3L2	Changing Room 4 Hand Dryers x2	B	B	2	2.5	1.5	0.4	60898	B	32	10	1.37	N/A	N/A	N/A	N/A
3L3	Fire Alarm Panel	O	B	1	1.5	1.5	0.4	60898	C	10	10	2.19	N/A	N/A	N/A	N/A
4L1	SPARE															
4L2	Changing Room 3 Hand Dryers x2	B	B	2	2.5	2.5	0.4	60898	B	32	10	1.37	N/A	N/A	N/A	N/A
4L3	Changing Room 2 Hand Dryers x2	B	B	2	2.5	N/A	0.4	60898	B	32	N/A	1.37	N/A	N/A	N/A	N/A
5L1	Changing Room 1 Hand Dryers x2	B	B	2	2.5	1.5	0.4	60898	B	32	10	1.37	N/A	N/A	N/A	N/A
5L2	Disabled Toilet & Office Toilet Hand Dryers x2	B	B	2	2.5	2.5	0.4	60898	B	32	10	1.37	N/A	N/A	N/A	N/A
5L3	Ventilation Systems in changing rooms 1-4 & Office Air Con	B	B	5	2.5	2.5	0.4	60898	B	32	10	1.37	N/A	N/A	N/A	N/A
6L1	Hand Dryer Kitchen	B	B	1	2.5	2.5	0.4	60898	B	16	10	2.73	N/A	N/A	N/A	N/A
6L2	SPARE															
6L3	Officials Changing Rooms Hand Dryers x2	B	B	2	2.5	2.5	0.4	60898	B	32	10	1.37	N/A	N/A	N/A	N/A
7L1	SPARE															
7L2	Changing rooms 1-4 sockets, also 2x sockets office ent hall & office under hatch	B	B	7	2.5	2.5	0.4	61009	C	32	10	0.68	61009	A	32	30

DISTRIBUTION BOARD (DB) DETAILS (complete in every case)

DB designation: DB1
Location of DB: Electrical Switch Room
Z_{db}: 0.25 (Ω) I_{pr} at DB†: 1.9 (kA)
Confirmation of supply polarity: (✓) Phase sequence confirmed†: (✓)
SPD Details** Types: T1 (✓) T2 (✓) T3 (N/A) N/A (N/A)
Status indicator checked (where functionality indicator is present): (✓)

**SPD Type.
Where combined T1 + T2 or T2 + T3 device is installed, indicate by ticking both Type brackets.
Where T3 devices are installed on a circuit to protect sensitive equipment, enter details in 'Comments' (PART 11B), (See Section 534 for further details).
Note that not all SPDs have visible functionality indication.

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: N/A
Overcurrent protective device for the distribution circuit
BS (EN): (N/A) Type: (N/A) Nominal voltage: (N/A) V Rating: (N/A) A No. of phases: (N/A)
Associated RCD (if any)
BS (EN): (N/A) RCD Type: (N/A) I_{Δn}: (N/A) mA No. of poles: (N/A) Operating time: (N/A) ms

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

PART 11B : SCHEDULE OF TEST RESULTS (MUST reflect circuits entered into 'Schedule of Circuit Details' in Part 11A)

Circuit number	Continuity (Ω)					Insulation resistance			Polarity (✓)	Max. measured earth fault loop impedance, Z _s (Ω)	RCD		AFDD**	Comments and additional information, where required
	Ring final circuits only (measured end to end)			All circuits (complete at least one column)		Live / Live	Live / Earth	Test voltage DC			Operating time*	Test button	AFDD test button	
	(Line) r ₁	(Neutral) r _n	(cpc) r ₂	(R ₁ + R ₂)	R ₂	(MΩ)	(MΩ)	(V)			(ms)	(✓)	(✓)	
1L123	N/A	N/A	N/A	0.04	N/A	>500	>500	500	✓	0.29	N/A	N/A	N/A	
2L1	N/A	N/A	N/A	0.23	N/A	NV	0.08	500	✓		26	✓	N/A	RCD Sockets fitted on RCBO unable to test RCD in Sockets
2L2	0.67	0.67	0.58	0.36	NV	>500	>500	500	✓	0.61	32	✓	N/A	CPC Lower as steel containment parallel paths
2L3														
3L1	0.62	0.62	0.56	0.34	N/A	>500	>500	500	✓	0.60	23	✓	N/A	
3L2	0.16	0.16	0.14	0.12	N/A	LIM	>500	500	✓	0.37		N/A	N/A	
3L3	N/A	N/A	N/A	0.56	N/A	LIM	>500	500	✓	0.81	N/A	N/A	N/A	
4L1														
4L2	0.29	0.29	0.27	0.17	N/A	LIM	>500	500	✓	0.42	N/A	N/A	N/A	r2 lower than r1/rn due to steel containment parallel paths
4L3	0.26	0.26	0.25	0.15	N/A	LIM	>500	500	✓	0.40	N/A	N/A	N/A	r2 lower than r1/rn due to steel containment parallel paths
5L1	0.33	0.33	0.31	0.19	N/A	LIM	>500	500	✓	0.44	N/A	N/A	N/A	r2 lower than r1/rn due to steel containment parallel paths
5L2	0.41	0.40	0.38	0.19	N/A	LIM	>500		N/A	0.45	N/A	N/A	N/A	r2 lower than r1/rn due to steel containment parallel paths
5L3	0.37	0.37	0.33	0.34	N/A	LIM	>500	500	✓	0.59	N/A	N/A	N/A	r2 lower than r1/rn due to steel containment parallel paths
6L1	N/A	N/A	N/A	0.27	N/A	LIM		500		0.52	N/A	N/A	N/A	
6L2														
6L3	0.29	0.29	0.27	0.14	N/A	LIM	>500	500	✓	0.39	N/A	N/A	N/A	r2 lower than r1/rn due to steel containment parallel paths
7L1														
7L2	0.82	0.82	0.48	0.37	N/A	>500	182	500	✓	0.62	22	✓	N/A	r2 lower than r1/rn due to steel containment parallel paths

Circuits/equipment vulnerable to damage when testing (where applicable): N/A

TESTED BY Name (capitals): ALEX GOODHIND Position: QS Signature:  Date: 14/09/2026

TEST INSTRUMENTS (ENTER SERIAL NUMBER AGAINST EACH INSTRUMENT USED)

Multi-function: 21321571	Continuity: N/A	Insulation resistance: N/A	Earth fault loop impedance: N/A	Earth electrode resistance: N/A	RCD: N/A
-----------------------------	--------------------	-------------------------------	------------------------------------	------------------------------------	-------------

* RCD effectiveness is verified using an alternating current test at rated residual operating current ($I_{\Delta n}$)

** Where installed. Note, not all AFDDs have a test function. Where a circuit contains an AFDD this should be stated in the field for that circuit in the 'Comments and additional information, where required' column.

CODES for Type of wiring	(A) Thermoplastic insulated / sheathed cables	(B) Thermoplastic cables in metallic conduit	(C) Thermoplastic cables in non-metallic conduit	(D) Thermoplastic cables in metallic trunking	(E) Thermoplastic cables in non-metallic trunking	(F) Thermoplastic / SWA cables	(G) Thermosetting / SWA cables	(H) Mineral-insulated cables	Other (state):	FP200 Type
--------------------------	---	--	--	---	---	--------------------------------	--------------------------------	------------------------------	----------------	------------

CONTINUATION SHEET : EIC and EICR

Issued in accordance with *BS 7671: 2018* (as amended) – Requirements for Electrical Installations

PART A : SCHEDULE OF CIRCUIT DETAILS (GO TO Part B 'Schedule of Test Results' to enter test results for the corresponding circuit listed in this part)

[illegible]

DISTRIBUTION BOARD (DB) DETAILS (complete in every case)

DB designation: DB1

Location of DB: Electrical Switch Room

Z_{db} : 0.25 (Ω) I_{pf} at DB†: 1.9 (kA)

Confirmation of supply polarity: (.....) Phase sequence confirmed†: (.....)

SPD Details** Types: T1 (.....) T2 (.....) T3 (N/A) N/A (N/A)

Status indicator checked (where functionality indicator is present): (.....)

****SPD Type.**

Where combined T1 + T2 or T2 + T3 device is installed, indicate by ticking both Type brackets.

Where T3 devices are installed on a circuit to protect sensitive equipment, enter details in 'Comments' (PART B), (See Section 534 for further details). Note that not all SPDs have visible functionality indication.

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: N/A

Overcurrent protective device for the distribution circuit

BS (EN): (N/A) Type: (N/A) Nominal voltage: (N/A) V Rating: (N/A) A No. of phases: (N/A)

Associated RCD (if any)

BS (EN): (N/A) RCD Type: (N/A) $I_{\Delta n}$: (N/A) mA No. of poles: (N/A) Operating time: (N/A) ms

CONTINUATION SHEET : EIC and EICR

Issued in accordance with *BS 7671: 2018* (as amended) – Requirements for Electrical Installations

PART B : SCHEDULE OF TEST RESULTS (MUST reflect circuits entered into 'Schedule of Circuit Details' in Part A)

[illegible]

Circuits/equipment vulnerable to damage when testing (where applicable): N/A

TESTED BY Name (capital): **ALEX GOODHIND** Position: **QS** Signature:  Date: **14/09/2026**

TEST INSTRUMENTS (ENTER SERIAL NUMBER AGAINST EACH INSTRUMENT USED)

Multi-function: 21321571	Continuity: N/A	Insulation resistance: N/A	Earth fault loop impedance: N/A	Earth electrode resistance: N/A	RCD: N/A
-----------------------------	--------------------	-------------------------------	------------------------------------	------------------------------------	-------------

* RCD effectiveness is verified using an alternating current test at rated residual operating current ($I_{\Delta n}$)

** Where installed. Note, not all AFDDs have a test function. Where a circuit contains an AFDD this should be stated in the field for that circuit in the 'Comments and additional information, where required' column.

CODES for Type of wiring	(A) Thermoplastic insulated / sheathed cables	(B) Thermoplastic cables in metallic conduit	(C) Thermoplastic cables in non-metallic conduit	(D) Thermoplastic cables in metallic trunking	(E) Thermoplastic cables in non-metallic trunking	(F) Thermoplastic / SWA cables	(G) Thermosetting / SWA cables	(H) Mineral-insulated cables	Other (state):	FP200 Type
---------------------------------	--	---	---	--	--	---------------------------------------	---------------------------------------	-------------------------------------	----------------	-------------------

CONTINUATION SHEET : EIC and EICR

Issued in accordance with *BS 7671: 2018* (as amended) – Requirements for Electrical Installations

PART A : SCHEDULE OF CIRCUIT DETAILS (GO TO Part B 'Schedule of Test Results' to enter test results for the corresponding circuit listed in this part)

[illegible]

DISTRIBUTION BOARD (DB) DETAILS (complete in every case)

DB designation: DB 2 - Lighting

Location of DB: Electrical Switch Room

$$Z_{db} = 0.25 \text{ } (\Omega) \quad I_{pf \text{ at DB}} = 1.9 \text{ } (\text{kA})$$

Confirmation of supply polarity: (.....) ✓ Phase sequence confirmed†: (.....) ✓

SPP Details** Type: T1 (✓) T2 (✓) T3 (N/A) N/A (N/A)

Status indicator checked (where functionality indicator is present): (.....) ✓

****SPD Type.**

Where combined T1 + T2 or T2 + T3 device is installed, indicate by ticking both Type brackets.

Where T3 devices are installed on a circuit to protect sensitive equipment, enter details in 'Comments' (PART B), (See Section 534 for further details).

Note that not all SPDs have visible functionality indication.

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: N/A

Overcurrent protective device for the distribution circuit

BS (EN): (N/A) Type: (N/A) Nominal voltage: (N/A) V Rating: (N/A) A No. of phases: (N/A)

Associated RCD (if any)

BS (EN): (N/A) RCD Type: (N/A) $I_{\Delta n}$: (N/A) mA No. of poles: (N/A) Operating time: (N/A) ms

CONTINUATION SHEET : EIC and EICR

Issued in accordance with *BS 7671: 2018* (as amended) – Requirements for Electrical Installations

PART B : SCHEDULE OF TEST RESULTS (MUST reflect circuits entered into 'Schedule of Circuit Details' in Part A)

[illegible]

Circuits/equipment vulnerable to damage when testing (where applicable): N/A

TESTED BY Name (capital): ALEX GOODHIND Position: QS Signature:  Date: 14/09/2026

TEST INSTRUMENTS (ENTER SERIAL NUMBER AGAINST EACH INSTRUMENT USED)

Multi-function:	Continuity:	Insulation resistance:	Earth fault loop impedance:	Earth electrode resistance:	RCD:
21321571	N/A	N/A	N/A	N/A	N/A

* RCD effectiveness is verified using an alternating current test at rated residual operating current ($I_{\Delta n}$)

** Where installed. Note, not all AFDDs have a test function. Where a circuit contains an AFDD this should be stated in the field for that circuit in the 'Comments and additional information, where required' column.

CODES for Type of wiring	(A) Thermoplastic insulated / sheathed cables	(B) Thermoplastic cables in metallic conduit	(C) Thermoplastic cables in non-metallic conduit	(D) Thermoplastic cables in metallic trunking	(E) Thermoplastic cables in non-metallic trunking	(F) Thermoplastic / SWA cables	(G) Thermosetting / SWA cables	(H) Mineral-insulated cables	Other (state) N/A
---------------------------------	--	---	---	--	--	---------------------------------------	---------------------------------------	-------------------------------------	--------------------------

This certificate is based on the model forms shown in Appendix 6 of BS 7671: 2018 (as amended)
GENDA ITEM 10d iii Inspection report identifying work needed
© Copyright Certsare LLP (August 2024)

For an EIC, enter a (✓) or value in the respective fields, as appropriate.

For an EICR, enter (✓), (X) or value in the respective fields, as appropriate

Where an item is not applicable insert N/A



This certificate is not valid if the serial number has been defaced or altered

42431512

N18.3c

GENERAL CONTINUATION SHEET

Issued in accordance with *BS 7671: 2018* (as amended) – Requirements for Electrical Installations

NOTES

Other Sources Of Supply

N/A

Original (to the person ordering the work)

GENERAL CONTINUATION SHEET

Issued in accordance with *BS 7671: 2018* (as amended) – Requirements for Electrical Installations

NOTES

IMG_6304.jpeg



GENERAL CONTINUATION SHEET

Issued in accordance with *BS 7671: 2018* (as amended) – Requirements for Electrical Installations

NOTES

IMG_6305.jpeg



GENERAL CONTINUATION SHEET

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

NOTES

IMG_6306.jpeg



GENERAL CONTINUATION SHEET

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

NOTES

IMG_6311.jpeg



NOTES FOR RECIPIENT

THIS CONDITION REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

The purpose of periodic inspection is to determine, so far as is reasonably practicable, whether an electrical installation is in a satisfactory condition for continued service. This report provides an assessment of the condition of the electrical installation identified overleaf at the time it was inspected and tested, taking into account the stated extent of the installation and the limitations of the inspection and testing.

This report has been issued in accordance with the national standard for the safety of electrical installations, *BS 7671: 2018* (as amended) – Requirements for Electrical Installations.

The report identifies any damage, deterioration, defects and/or conditions found by the inspector which may give rise to danger (see PART 5), together with any items for which improvement is recommended.

You should have received the report marked 'Original' and the contractor should retain a duplicate. If you were the person ordering this report, but not the owner or user of the installation, you should pass this report, or a full copy of it, including these notes, the schedules and additional pages (if any), immediately to the owner or user of the installation.

This report should be retained in a safe place and shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this report will provide the new user with an assessment of the condition of the electrical installation at the time the periodic inspection was carried out.

For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. NICEIC* recommends that you engage the services of an NICEIC contractor for the inspection. Only an NICEIC contractor is authorised to issue this NICEIC Electrical Installation Condition Report, which has a unique serial number that is traceable to the contractor to which it was supplied by NICEIC.

The recommended date by which the next inspection should be carried out is stated in PART 4 of this report. With the exception of domestic (household) premises, there should also be a notice at or near the main switchboard or distribution board/consumer unit indicating when the next inspection of the installation is due.

This report is intended to be issued only for the purpose of reporting on the condition of an existing electrical installation and must not be issued to certify new electrical installation work including the replacement of a distribution board or consumer unit.

The report consists of at least eight numbered pages. The report is only valid if the Schedule of Items Inspected (PART 9) has been completed to confirm that all relevant inspections have been carried out and the Schedule of Circuit Details (PART 11A) and the Schedule of Test Results (PART 11B) are attached. For installations having more than one distribution board (or consumer unit) or more circuits than can be recorded in PARTS 11A & 11B, one or more additional Schedule of Circuit Details and Schedule of Test Results, should form part of the report. Additional numbered pages may have been provided to permit further relevant information relating to the installation to be recorded. The report is invalid if any of the additional pages, listed in PART 10 are missing.

Where the installation includes a residual current device (RCD) it should be tested every six months by pressing the button marked "T" or "Test". The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. For safety reasons it is important that this instruction is followed.

Where the installation includes an arc fault detection device (AFDD) having a manual test facility it should be tested six-monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer's instructions should be followed with respect to test button operation.

Where the installation includes a surge protection device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with manufacturer's information. If the indication shows that the device is not operational, seek expert advice.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator or microgenerator, this should be identified in PART 7 Supply Characteristics and Earthing Arrangements, and the Schedules of Circuit Details and Schedule of Test Results (PARTS 11A & 11B) compiled accordingly.

PART 6 (Details and limitations) should identify fully the extent of the installation covered by this report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

Operational limitations may have been encountered during the inspection such as inability to gain access to parts of the installation or to an item of equipment. The inspector should have noted any such limitations in PART 6. It should be noted that the greater the limitations applying to a report, the less its value from the safety aspect.

A declaration should have been given by the inspector in PART 4 of the report. The declaration must reflect the statement given in PART 3, which summarises the observations and recommendations made in PART 5. Where one or more observations have been made in PART 5, the Classification code given to each by the inspector indicates the degree of urgency with which remedial action needs to be taken to restore the installation to a safe working condition.

Where the inspector has indicated an observation as code C1 (danger present) the safety of those using the installation is at risk. Wherever practicable, items classified as C1 should be made safe on discovery, and it is recommended that a skilled person(s) competent in electrical installation work undertakes the necessary remedial work immediately.

Where the inspector has indicated an observation as code C2 (potentially dangerous) the safety of those using the installation may be at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

Where the inspector has indicated that an item requires further investigation (FI), the investigation should be carried out without delay to determine whether danger or potential danger exists. For further guidance on the Classification codes, please see the reverse of page 2.

Where inadequacies in the intake equipment have been observed (Item 1 of PART 9), the person ordering the inspection should inform the distributor and/or supplier as appropriate.

Should the person ordering this report have reason to believe that it does not reasonably reflect the condition of the electrical installation reported on, that person should in the first instance raise the specific concerns in writing with the contractor. If the concerns remain unresolved, the person ordering this report may make a formal complaint to NICEIC, for which purpose a complaint form is available on request.

The complaints procedure offered by NICEIC is subject to certain terms and conditions, full details of which are available upon application. NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).

For further information about electrical safety and how NICEIC can help you, visit:

www.niceic.com

** NICEIC is operated by Certsure LLP, a partnership between the Electrical Contractors' Association and the charity, Electrical Safety First. NICEIC maintains and publishes registers of electrical contractors that it has assessed against particular scheme requirements (including the technical standard of electrical work).*

GUIDANCE FOR RECIPIENTS ON THE CLASSIFICATION CODES

ONLY ONE CLASSIFICATION CODE SHOULD BE GIVEN FOR EACH RECORDED OBSERVATION

Classification code C1 (Danger present)

Where an observation has been given a Classification code C1, the safety of those using the installation is at risk and immediate remedial action is required.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the danger. The NICEIC contractor issuing this report will be able to provide further advice.

NICEIC makes available 'Electrical Danger Notification' forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

Classification code C2 (Potentially dangerous)

Classification code C2 indicates that, whilst those using the installation may not be at immediate risk, urgent remedial action is required to remove potential danger. The NICEIC contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given for the next inspection date in PART 4 of this report is conditional upon all items which have been given a Classification code C1 and code C2 being remedied immediately and as a matter of urgency, respectively.

It would not be reasonable for the inspector to indicate that the installation is in a satisfactory condition if any observation in this report has been given a code C1 or code C2 classification.

Classification code C3 (Improvement recommended)

Where an observation has been given a Classification code C3, the inspection and/or testing has revealed a non-compliance with the current safety standard which, whilst not presenting immediate or potential danger, would result in a significant safety improvement if remedied. Careful consideration should be given to the safety benefits of improving these aspects of the installation. The NICEIC contractor issuing this report will be able to provide further advice.

Code FI (Further investigation required without delay)

It should usually be possible for the inspector to attribute a Classification code to each observation without indicating a need for further investigation.

However, where 'FI' has been entered against an observation the inspector considers that further investigation of that observation is likely to reveal danger or potential danger that, due to the agreed extent or limitations of the inspection and/or testing (entered in PART 6), could not be fully identified at the time.

It would not be appropriate for the inspector to indicate that the installation is in a satisfactory condition if there is reasonable doubt as to whether danger or potential danger exists. Consequently, where the inspector has indicated 'Further investigation required without delay' (FI) the overall assessment of the installation (PART 3) should be marked as 'Unsatisfactory'.

If the inspector has indicated that an observation requires further investigation without delay, the person ordering this report is advised to arrange for the NICEIC contractor issuing the report (or another skilled person or persons competent in such work) to undertake further examination of that aspect of the installation as a matter of urgency, to determine whether or not danger or potential danger exists.

Further information

Further information on the application of Classification codes, primarily aimed at inspectors but of possible interest to persons ordering condition reports, can be found in Electrical Safety First's Best Practice Guide No 4 *Electrical installation condition reporting: Classification Codes for domestic and similar electrical installations*. The guide can be viewed or downloaded free of charge from www.electricalsafetyfirst.org.uk

For further information about electrical safety and how NICEIC can help you, visit
www.niceic.com

5 Priority Statements



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

Priority Statement 1: Transport Infrastructure – Bypass

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

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

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

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

Western Gateway Strategic Investment Plan Refresh

September 2026



Sustainable growth and economy



Decarbonisation and air quality



Access to services and opportunities



Facilitating strategic north-south movement

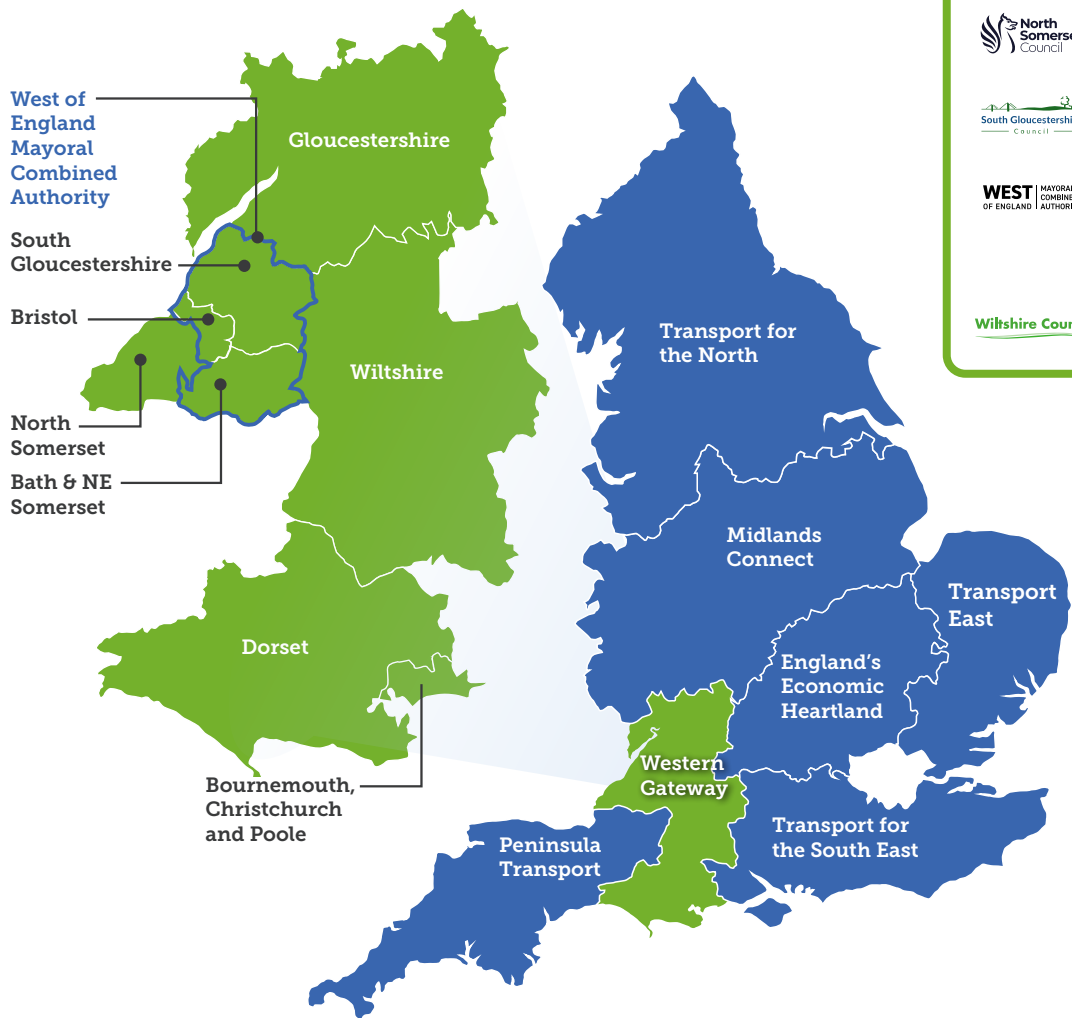


Movement of goods

1. Foreword

Western Gateway Sub-national Transport Body (Western Gateway STB) is a partnership of nine local authorities working together to address the transport needs of our region and deliver on our collective vision of:

“A resilient transport network that works for everyone and is fit for the future, helping people and businesses throughout the Western Gateway to thrive while protecting our environment.”



Nine Authorities within the Western Gateway:

-  Bath and North East Somerset
-  Bournemouth, Christchurch & Poole
-  Bristol
-  Dorset
-  Gloucestershire
-  North Somerset
-  South Gloucestershire
-  West of England Mayoral Combined Authority
-  Wiltshire

2. Executive Summary

The Western Gateway Strategic Investment Plan outlines 53 priority transport proposals for the region over the next ten years, totalling an estimated £9.7 billion.

The prioritised proposals can be seen in Section 6. They build on the schemes in our previous Strategic Investment Plan 2025. Together, they support the delivery of sustainable housing and economic growth throughout the region and effectively achieve the five Key Aims of our adopted Strategic Transport Plan (2025-2050).

Five Key Aims of our Strategic Transport Plan

- Top 3 proposals

 **1) Sustainable growth and economy:** Supporting sustainable housing and employment growth by improving connectivity to enable all parts of our region to flourish.

Accessibility improvements to rail stations in WEMCA
Rail service frequency enhancements to existing rail services in WEMCA
= Long distance coach connections (cross-boundary coach links):
Lydney-Chepstow-Bristol / Cheltenham-Bristol
= Dorset Metro Shuttle (Wareham to Brockenhurst)
- Top 3 proposals

 **2) Decarbonisation and air quality:** Delivering the changes needed to reduce emissions from transport and achieve net zero carbon.

(West of England) Mass Transit
Bus service frequency and rural bus service improvements - WEMCA
= South East Dorset Rural Mobility Pilot
= Bristol - Oxford direct train service
- Top 3 proposals

 **3) Access to services and opportunities:** Enabling access to services and opportunities for everyone while reducing the need to drive.

A31 Capacity and safety improvements package
Christchurch Town Centre sustainable access package
BCP Mass Transit
- Top 3 proposals

 **4) Facilitating strategic north-south movement:** Improving transport links from north to south to ensure prosperity and opportunity for all.

Westerleigh rail Junction upgrade
Heart of Wessex Line Service enhancement
Melksham Bypass
- Top 3 proposals

 **5) Movement of goods:** Easing freight movements on our strategic routes and supporting a shift to rail, coastal shipping and alternative fuels.

Port of Poole Expansion, reopening of Hamworthy Branch Line and supporting access improvements
Westerleigh rail Junction upgrade
= Melksham Loop (Thingley Junction)
= Ashchurch for Tewkesbury Station & active travel corridor

The list of proposals can be sorted and filtered to respond to specific policy objectives or funding opportunities. It is not intended to form a complete catalogue of all transport schemes in the region.

This is a revised version of our Strategic Investment Plan (SIP) following the publication of Better Connected and the Road Investment Strategy 3, as well as a change in Government and priorities. The SIP update assesses updated schemes from the previous SIP and brings in newly submitted schemes, ensuring the SIP remains current and well-aligned with national, regional and local priorities for transport, housing, economic growth and decarbonisation.



We are pleased to present this updated Strategic Investment Plan (SIP), setting out the transport investments that will help deliver our shared vision for the Western Gateway region over the coming decade.

Updated to reflect changes in national policy, increased housing and growth ambitions, and a stronger focus on equalities and resilience, the SIP provides a framework for partners to work together to improve connectivity, support sustainable growth, and contribute to our environmental objectives.

We thank our local authority partners and stakeholders for their valuable input in ensuring the plan remains evidence-based, regionally aligned and responsive to local needs.



Cllr Chris Willmore, Chair of Western Gateway
Cllr Ed Plowden, Vice Chair of Western Gateway

3. Purpose of the Strategic Investment Plan

Western Gateway’s Strategic Investment Plan (SIP) outlines a series of regional transport proposals for the period 2025-2035. These proposals are prioritised based on their potential to cost-effectively achieve the goals of our adopted Strategic Transport Plan (2024-2025). Together, they represent our recommendation to government for investment in strategically important regional transport over the next ten years.

Our Strategic Transport Plan ([Western Gateway Strategic Transport Plan 2024-2050](#)) was jointly approved by the board of our nine partner authorities in March 2024. It defines our shared transport aims and objectives for the region, organised under five Key Aims:



1) Sustainable growth and economy:
Supporting sustainable housing and employment growth by improving connectivity to enable all parts of our region to flourish



2) Decarbonisation and air quality:
Delivering the changes needed to reduce emissions from transport and achieve net zero carbon



3) Access to services and opportunities:
Enabling access to services and opportunities for everyone while reducing the need to drive



4) Facilitating strategic north-south movement:
Improving transport links from north to south to ensure prosperity and opportunity for all



5) Movement of goods:
Easing freight movements on our strategic routes and supporting a shift to rail, coastal shipping and alternative fuels.

Proposals in the SIP have been assessed against 12 objectives drawn directly from the STP and related to the delivery of the five Key Aims. For the 2026 refresh there are three additional objectives. These came out of suggestions in Appendix 1 of the 2025 SIP to ensure alignment with national government policy and improve the assessment of the equity impact within the SIP. The new objectives are

- **Supporting strategic housing growth**
- **Ensuring an equitable impact**
- **Increasing resilience of the transport network**



The SIP fulfils three important functions:

1. **Identifies regional transport proposals that are most effective in achieving the aims of our Strategic Transport Plan (STP).**
2. **Enables us to respond to requests from the Department for Transport or other organisations by providing a prioritised list of investment opportunities in the region, in response to policy or funding opportunities.**

The proposals can be organised and filtered in various ways to highlight those that best address specific objectives or funding opportunities, e.g. reducing carbon, increasing active travel or within a set budget.

3. **Maintains an inventory of regional-level schemes proposed by our partner authorities.**

This will enable Western Gateway STB to effectively co-ordinate and support our partner authorities to deliver their transport ambitions in a collaborative, efficient and integrated manner throughout our region.

However, the SIP is not intended to be a comprehensive catalogue of all transport schemes in the Western Gateway region. Nor does it evaluate the absolute merit of each proposal, but rather assesses, at a high level, their potential contribution of the aims of the adopted Strategic Transport Plan.





The SIP:

- is an investment plan for the next 10 years
- considers proposals that are regionally significant
- prioritises proposals that are most effective at delivering the aims of our adopted STP
- responds to the policies and growth plans relevant at the adoption of the STP (March 2024) along with directions set out in RIS3 and Better Connected
- represents our recommendations to government for investment in strategically important regional transport in the Western Gateway region.

The SIP does not:

- include proposals that are not regional in scope (i.e. meet at least one of seven defining criteria identified in the STP)
- include proposals still in development or which cannot be started by 2035 (including those awaiting approval from government where relevant)
- include proposals named in our short term STP that are already underway
- provide a detailed assessment of proposals, their impacts or risks
- provide or imply confirmation of costs or deliverability of proposals.

Western Gateway STB will not deliver individual projects in this SIP, but will look to provide early business case development funding for a number of these. Typically, the responsibility for delivery lies with a lead statutory stakeholder or partnership, with funding provided by the government through established channels. These partners are responsible for the detailed development and delivery of individual proposals. Issues and opportunities identified through the modelling, consultation and sustainability appraisal of this SIP will be shared with partners to inform this process.

4. Development Timeline of the SIP



May 2024: Publication of our long term Strategic Transport Plan (2024 – 2050)



February 2025: Transport modelling

Key findings can be seen in Section 10 of this document and a summary report at westerngatewaystb.org.uk/sip25-model-report



March 2025: Adoption of the Strategic Investment Plan (SIP)

The Plan was approved for publication by the Western Gateway Partnership Board, which consists of an elected Member representing each of the nine constituent authorities. Responsibility for the SIP is shared among these authorities.



Refreshing of the SIP to reflect changing Government priorities.



April 2026: Review of proposals

Invitations for updates to existing schemes, and some limited submission of new schemes were sent to our core strategic partners. Additional objectives were added to the methodology to ensure that the updated SIP is in line with the current government policy direction.

A total of 19 additional proposals were submitted.



June 2026: Appraisal of Proposals

The 119 proposals in the SIP were assessed against the 15 objectives, as described in Section 5.



September 2026: Updated Sustainability appraisal

The Sustainability appraisal is in the process of being updated and will be available in Autumn 2026.



September 2026 SIP update adoption

Refreshed SIP to be adopted by Chair and Vice Chair.



5. Assessment criteria and methodology

The impacts of each proposal have been assessed against 12 criteria drawn from the Strategic Transport Plan and related to the five Key Aims. An additional three criteria have been brought into the 2026 update in response to feedback to the previous SIP. The benefits identified have been compared to the estimated cost of each proposal to calculate a high-level benefit-cost ratio that forms the basis of the overall prioritisation in Section 6 below.

A summary of the theory of change and assessment methodology is provided below, along with a discussion of the assumptions and limitations in Appendix 1. It is important to note this Strategic Investment Plan is a high-level assessment of the anticipated benefits of the submitted proposals in relation to the agreed aims of the Strategic Transport Plan for the Western Gateway region. Consequently, the analysis of both costs and benefits is limited and, aside from basic sense checks, it assumes that the information provided by partners is accurate. Prioritisation has been undertaken on this basis and may be revised if the cost or benefit information for any proposal changes.

Information and maps that further define the criteria can be found in Appendix 3.



STP key aim	SIP objective	Theory of change/assessment	Methodology
Sustainable growth and economy 	1. Support the economy to thrive and level up across the whole region, particularly where prosperity is constrained by poor connectivity.	Proposals should increase access to employment opportunities through sustainable modes of transport in areas currently underserved ¹ , including areas that have been identified as facing significant transport related social exclusion (TRSE ¹) from employment	1) Sift for impact on areas with high risk of TRSE to employment. (See Appendix 3, Map Objective 1). 2) Assess change in access to jobs within a 30 min travel time radius using sustainable modes.
	2. Facilitate sustainable visitor access to our key tourism areas.	This objective focuses on sustainable tourism in less accessible coastal and rural areas, rather than in urban centres. Enhancing connectivity within these destination areas enables visitors to travel there without needing a car, as they won't require a car upon arrival).	1) Sift for impact on defined tourism areas. (See Appendix 3, Map Objective 2). 2) Assess change in sustainable connectivity within these areas.
	3. Maintain and improve sustainable access for goods and people to national and international gateways.	This objective focuses on first/last mile connectivity to key gateways (airports/ports/train stations) for passengers to enable longer, more sustainable journeys, as well as goods access to international gateways – particularly ports and Bournemouth Airport.	1) Sift for impact on national or international gateways. (See Appendix 3, Map Objective 3). 2) Assess change in sustainable connectivity within these areas.
	4. Support and inform planned strategic housing growth, new for 2026 SIP.	Proposals should facilitate and support strategic areas of new housing within the Western Gateway area.	1) Sift for impact on strategic housing growth areas (as supplied by local authorities in late 2025). 2) Assess level of support provided by the schemes.

STP key aim	SIP objective	Theory of change/assessment	Methodology
Decarbonisation and air quality 	5. Reduce annual regional transport carbon emissions from 6,250kt CO ₂ e (2019) to net zero by 2050.	Reduction in petrol/diesel fuelled vehicle mileage decreases tailpipe carbon emissions.	Evaluate potential change in private vehicle mileage and/or shift to zero emission fuels, guided by the Carbon Assessment Playbook ² .
	6. Minimise embodied carbon.	Carbon emissions from the provision, construction, maintenance and disposal of assets must be included in the overall impact assessment of the proposal.	Evaluate the embodied carbon of the proposal components, informed by The Local Transport Infrastructure Carbon Benchmark Tool ³ . Additionally, consider also increase in lifespan, resilience or use of existing infrastructure.
	7. Deliver the infrastructure/conditions/services necessary to prioritise a shift to low carbon modes	A proposal may not, in itself, directly deliver carbon, accessibility or connectivity benefits, as assessed by the other metrics, but may establish the conditions that enable other proposals to happen or be more successful, or enhance conditions for background change. e.g. reducing speed limits or space for private vehicles, adding EV charge points, and enhancing interchange and place-making proposals.	Qualitative assessment. Multiple factors may contribute to this objective, for example the provision of EV charge points, place-making, accessibility, safety improvements, multi modal interchanges, road space allocation, public transport facilities, vehicle speed reductions, car parking availability and pricing, information and marketing, travel planning, fare support and ticketing improvements.

STP key aim	SIP objective	Theory of change/assessment	Methodology
Access to services and opportunities 	8. Improve access to essential goods, services and opportunities in target areas.	Proposals should increase opportunities and reduce car dependency by improving sustainable access to daily services and facilities, particularly in areas facing such challenges. This can also include the introduction of new facilities or services, new models of service delivery (e.g. mobile, online, drone, other), as well as improvements in digital connectivity.	1) Sift for impact on areas with high risk of TRSE (all factors) ⁴ . (See Appendix 3, Map Objective 7). 2) Assess change in access to services within a 30 min travel time radius using sustainable modes.
	9. Maintain and improve access to important regional and national destinations through our strategic transport networks.	Key regional destinations have been agreed through our STP. Proposals should improve access by any mode within a 30 min travel time radius.	1) Sift for proximity/connectivity to key destinations. (See Appendix 3, Map 8). 2) Assess change in destination access by all modes (30 min travel time radius).
	10. Equalities impact of the schemes, new for 2026 SIP.	Proposals should not discriminate against any of the nine protected characteristics defined in the Equalities Act 2010.	1) Sift for equalities impact score. 2) Undertake an Equalities Impact Assessment (EqIA). 3) Mitigate & monitor negative impacts as required.
	11. Improve the resilience of the transport network to mitigate or adapt to future risks to the transport network, new for 2026 SIP.	Proposals should maintain and support a transport network that can withstand and continue to function after extreme weather Events. This is integral to supporting the key aims of Sustainable growth and economy; Access to services and opportunities; facilitates strategic N-S movements; and movement of goods.	1) Sift for proximity to areas of potential resilience impact (GIS mapping tool). 2) Assess change in resilience provided through the scheme.

² Western Gateway STB Regional Centre of Excellence

³ <https://www.gov.uk/government/publications/local-transport-infrastructure-carbon-benchmarking-tool>

⁴ <https://data.transportforthenorth.com/portal/apps/storymaps/stories/f9763ffd85544332b84fc48aa0e9b0b4>

STP key aim	SIP objective	Theory of change/assessment	Methodology
Facilitates strategic N-S movements 	12. Improve north-south rail and road links between the Midlands and South Coast on identified corridors/routes delivering social and economic benefits & levelling up southern parts of the region, including the preferred option identified in the M4 to Dorset National Highways Study.	Important north-south road and rail routes for improvement have been identified in the STP. Proposals can improve conditions directly on the routes or indirectly e.g. by reducing vehicle demand in congested areas.	1) Sift for impact on designated routes. (See Appendix 3, Map Objective 9). 2) Assess changes in conditions on those routes.
	13. Improve journey time reliability on strategic routes (identified in STP).	Journey Time Reliability measures the variation between expected journey time and actual journey times. The STP identifies routes where this is a particular concern. Proposals aim to increase the consistency of journey times on these routes by improving resilience and/or reducing demand in congested areas.	1) Sift for impact on designated routes. (See Appendix 3, Map Objective 10). 2) Assess the expected changes in journey time consistency on these routes, including through increased resilience to disruption, degradation or environmental events.

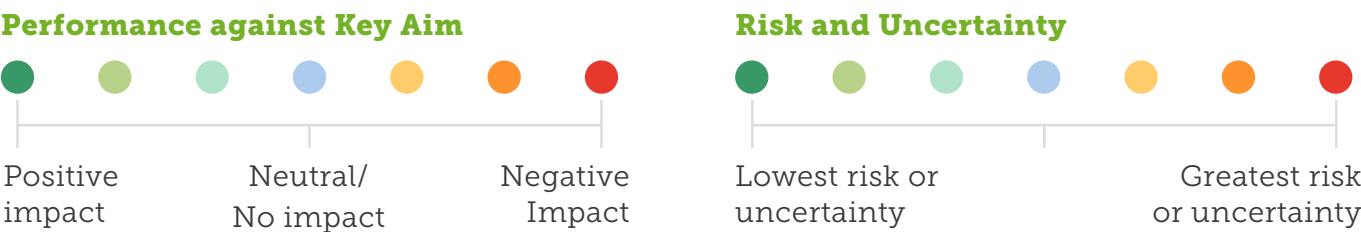
STP key aim	SIP objective	Theory of change/assessment	Methodology
Movement of Goods 	14. Increase ability for goods moved by road to shift to rail or coastal shipping.	The movement of goods by road is mostly covered by the Facilitating North-South Movement objectives. This objective focuses on transferring road-based freight to rail and sea transportation to alleviate congestion and reduce pollution. Improving facilities for freight at ports and rail terminals, as well as improving connections to these, score here.	Qualitative assessment. Improves facilities for rail and coastal shipping, storage, or connectivity to ports and rail terminals. See Appendix 3, Map Objective 11.
	15. Improve HGV facilities on strategic freight routes to increase attractiveness, discouraging running on unsuitable alternatives.	Improving facilities for alternative fuelling of large vehicles will facilitate the transition to lower carbon HGVs, LGVs and coaches. Addressing the existing gaps in service provisions for drivers and HGVs on strategic freight routes will help lorries remain on approved routes rather than diverting onto unsuitable roads.	Qualitative assessment. Provides essential facilities along strategic freight routes with identified deficits. Offers opportunities for sustainable fuelling for HGVs and coaches. See Appendix 3, Map Objective 12.



6. Priority proposals

As a result of our updated assessment process, 53 proposals have been prioritised for inclusion in our regional Strategic Investment Plan. These proposals were selected from the pool based on their regional significance and ability to deliver the five key aims of the Strategic Transport Plan at the lowest cost.

These projects complement those already underway from our short-term Strategic Transport Plan but exclude some developing proposals that are not yet ready for evaluation – see section 7 below for more details. All proposals included are due to commence by 2035. The list of prioritised proposals is as follows, arranged in descending order based on their benefit-cost ratio (i.e. the most favourable proposals are first). The table also shows the performance of each proposal against the key aims of the STP. The two right hand columns in the table below indicate the level of assessed risk to delivery (barriers to be overcome) and uncertainty (degree of development) associated with each proposal.



Project name and ID number	Location (nearest settlement)	Brief description of project	Performance against Key Aims of STP					Risk and Uncertainty		
			Sustainable Growth and Economy	Decarb' and Air Quality	Access to Services	North-South Movement	Movement of Goods	Cost	Risk	Uncertainty
Improvement of gateline capacity and customer facilities at Bournemouth station (NR - 2024 - PTI-016)	Bournemouth	Series of improvements to downside and upside station facilities to improve capacity and safety and significantly enhance the customer experience at a station with over 2.6m entries and exits per annum. Scope includes: - Relocating and expanding staff office accommodation to a new location in the car park to release space for customer facility improvements and create much needed expanded accommodation for both Cross Country Trains and British Transport Police, joining planned South West Ambulance service hub as part of new public sector accommodation 'village'. This will reduce future operating costs for GBR by the ending of leases in externally owned facilities - Relocating and consolidating ticket office and gateline facilities to a new location to enable expansion of the gateline and reduce queuing - Creation of new and improved waiting room facilities on both main platforms - Expansion of downside toilets and upgrades to facilities to meet modern standards with option to include Changing Places facility - Creation of new lettable commercial spaces on upside and downside platforms Provision of new footbridge and lifts at country end of the station to replace or enhance existing substandard footbridge and subway ramps.						£		
Long distance coach connections (cross-boundary coach links): Lydney-Chepstow-Bristol / Cheltenham-Bristol (GCC-2024-FODCSV-000)	Lydney, Cheltenham, Stroud, South Glos., Bristol	Chepstow Transport Strategy identifies a package of public transport scheme priorities which includes the Chepstow - Lydney corridor. This will overcome severance and connectivity issues that unlock regional benefits of resilience and access to international gateways - Bristol Airport. Strategic airport coach links will increase sustainable journeys and reduce congestion on the M5 SRN, releasing capacity for essential long-distance journeys N-S regional connectivity.						£		

Project name	Location (nearest settlement)	Brief description of project	Performance against Key Aims of STP					Cost	Risk	Uncertainty
			Sustainable Growth and Economy	Decarb' and Air Quality	Access to Services	North-South Movement	Movement of Goods			
										
Package of improvements to deliver strategic sustainable travel network connecting South East Dorset to the BCP conurbation. (DC-2024-MIX-003)	Wareham, Wimborne, Ferndown, Poole, Bournemouth and Christchurch	Delivery of a strategic cross boundary sustainable travel network including active travel routes and bus corridor improvements seeks to reduce road congestion and promote safe, and healthy alternatives to car use, especially for shorter journeys. The sustainable travel corridors to be delivered include: -Wareham to Poole town centre - Ferndown to Bournemouth town centre - Wimborne to Bournemouth Airport and aviation park - Wimborne to Poole town centre.						£		
South East Dorset Rural Mobility Pilot(DC-2024-MIX-004)	Rural areas surrounding Wareham, Wimborne, Ferndown, Poole, Bournemouth and Christchurch	The pilot responds to the South West Rural Mobility Strategy, seeking to provide better transport connections between towns and villages, combat isolation and poor physical and mental health, provide choice in the ways people travel and encourage more sustainable travel choices. Early stage development work is now underway, following the funding award from the Western Gateway STB, matched with local funding. This will include increasing bus frequencies on core bus routes, developing a network of mobility hubs, and developing feeder on demand services to increase the travel opportunities available to rural communities and visitors to the area. The pilot will add value to the proposed Dorset Metro rail investment, which seeks to introduce additional train services from Wareham to Poole and Bournemouth, and reinstate a regular passenger service to Swanage.						£		
Heart of Wessex Line Service enhancement (NR-2024-PTI-003)	Dorchester	Delivery of 1 Train Per hour train service (skip-stop Chetnole and Thornford) along the Heart of Wessex Line, through the delivery of a new passing loop between Castle Cary and Yeovil Pen Mill.						££		
Westbury station additional platform (NR-2024-PTI-011)	Westbury	A fourth platform at Westbury station would create capacity for additional train services. Westbury is an important hub in its own right but in particular has a major interchange function. An additional platform is a critical enabler for an hourly direct service between Westbury and London Paddington, as well as for improved local connectivity in the form of an hourly TransWilts train service and will support the aspirational delivery of Devizes Gateway train station proposal.						££		
Bristol - Oxford direct train service (NR-2024-PTS-007)	Bristol	Introduction of an hourly direct train service between Bristol and Oxford, calling at Bath and Swindon, 7 days a week, which will improve journey times and encourage modal shift. The delivery of route connections between Bristol Temple Meads and Oxford and realised additional line capacity, allows for the delivery of a new Railway Station at Corsham as advocated in Network Rail/Wales and Western's 'Wiltshire Rail Strategic Study.						££		
Superbus Service Enhancements (WC-2026-PTS-001)	Bath, Trowbridge, Salisbury, Bournemouth, Larkhill, Swindon, Andover, Malmesbury, Chippenham, Devizes and Frome	Core interurban bus corridor routes with minium hourly frequency and an enhanced peak, with routes operating between 7am and 7pm, 7 days a week. Linking the destinations that include Bath, Trowbridge, Salisbury, Bournemouth, Larkhill, Swindon, Andover, Malmesbury, Chippenham, Devizes and Frome.						£££		

Project name	Location (nearest settlement)	Brief description of project	Performance against Key Aims of STP					Cost	Risk	Uncertainty
			Sustainable Growth and Economy	Decarb' and Air Quality	Access to Services	North-South Movement	Movement of Goods			
Dorset Metro Shuttle (Wareham to Brockenhurst) (NR-2024-PTI-004)	Bournemouth	Additional 1tph shuttle service between Wareham and Brockenhurst, through the delivery of reduced signalling headways and junction margins, including potential closure of Poole LX.						££		
Melksham Loop (Thingley Junction)(WC-2026-PTI-014)	Melksham	A new loop along the Melksham single rail line to provide additional capacity on a significantly constrained corridor. Any additional services beyond existing freight and a regular 1tph TransWilts service will require additional infrastructure which the loop addresses. In combination, or in the absence of the Melksham Bypass, the loop will facilitate significant growth aspirations along the A350 and TransWilts corridor.						£		
Accessibility improvements to rail stations in WEMCA (WEMCA-2024-PTI-007)	Bristol	Improvements to local railway stations across the West of England to provide improvements to step-free access (such as lifts or ramps) and to improve station facilities for passengers.						£££		
Gloucester Rail Station(GCC-2024-CSV-056)	Gloucester	Capacity upgrades at Gloucester Station are necessary for the region (including alterations to Horton Road level crossing), so the rail network can accommodate proposed future growth in passenger services, including MetroWest and Midlands Rail Hub delivery.						£		
A338 Harnham Gyratory to Downton Safety Improvements (WC-2026-RD-015)	Salisbury	A338 identified as a crucial link supporting the M4 to Dorest Strategic Study. Works to further enhance operational capacity and safety of Harnham Gyratory and safety enhancements to the A338 between Salisbury and Downton.						££		
Salisbury Rail Service Enhancements (NR-2024-PTI-002)	Salisbury	Enhancements to signalling within the Salisbury area to increase capacity and resilience for services in the area. Initial proposals include reduction in signalling headways and reinstatement of Platform 1.						£££		
Port of Poole Expansion, reopening of Hamworthy Branch Line and supporting access improvements (BCP-2024-FRT-001)	Poole	To facilitate goods movements to/from the port of Poole by rail and to support expansion. The scheme will provide infrastructure to restart regular freight traffic along the Hamworthy Branch Line to Poole Port and provide a cargo/freight handling facility. In addition, the scheme will create space within the port footprint to enable an uplift in goods and passenger movements in/out of the Port (increased Rail Freight handling and a new passenger/cruise terminal). The scheme includes access improvements on the local road network to make travel to the port more sustainable and will support local plan housing and economic growth plans.						£££		
Bournemouth Airport and Aviation Business Park Sustainable Access Package (BCP-2024-MIX-001-B)	Bournemouth	Package of sustainable access and connectivity improvements linking the A338 to Aviation Business Park and Bournemouth Airport to provide enhanced transport options, access and connectivity to support employment growth and international travel.						£££		

Project name	Location (nearest settlement)	Brief description of project	Performance against Key Aims of STP					Cost	Risk	Uncertainty
			Sustainable Growth and Economy	Decarb' and Air Quality	Access to Services	North-South Movement	Movement of Goods			
										
B3097 (Station Road) Bridge Improvements (WC-2024-OTH-013)	Westbury	Station Road provides connection between the residential areas of Westbury and the West Wilts Trading Estate. Along the connection lies an existing railway bridge with a 7.5T max weight limit applied, with bus routes rerouted away from the trading estate thereby removing sustainable connectivity between the trading estate, the immediate town and towns to the south. Access to the Railway Station is provided on the southern side of the bridge and hence towns and communities to the north that wish to access the station by bus, or freight related access to the station, are routed through the town centre thus exacerbating existing congestion and air quality issues and reducing the viability and attractiveness of town centre regeneration and use. The delivery of strengthening works are considered complimentary to the delivery of Westbury Platform 0, which will facilitate increased usage of the Westbury Railway Line and the station, thereby requiring enhanced multi-modal access infrastructure.						£		
A350/A303 Two Mile Down Junction Improvements (WC-2024-RD-005)	Warminster	Improvement of the existing A303 / A350 grade separated single carriageway junction, to incorporate widening and extension of the existing ghost island priority junction, increase stacking capacity for westbound right-turn movements and improved conspicuity of signage and junction arrangement. The existing A303 overbridge has additional width which can be used to improve visibility for mainline users and those waiting on the side road wishing to gain access to the A303.						£		
Strategic Interchange Hubs (Gloucester, Cheltenham & Ashchurch for Tewkesbury Rail Stations) (GCC-2024-CSV-018)	Gloucestershire	Strategic Interchange Hubs (Gloucester, Cheltenham & Ashchurch for Tewkesbury Rail Stations) for onward multi-modal connectivity to the region by rail.						£££		
A338 to Wessex Fields Sustainable Access Package (BCP-2024-MIX-001-A)	Bournemouth and Christchurch	Package of sustainable access and connectivity improvements linking the A338 to key employment sites at Wessex Fields to provide enhanced transport options, access and connectivity to support employment growth at this key growth location.						££		
Rail service frequency enhancements to existing rail services in WEMCA (WEMCA-2024-PTS-003)	Bristol, Bath, Weston-super-Mare	Improvements to rail services across the rail network to increase the number of trains serving local railway stations across the West of England at locations between Bristol and Severn Beach, Gloucester, Chippenham, Westbury and Weston-super-Mare.						££		
Regeneration and rebuilding of Poole station (NR-2024-PTI-015)	Poole	Replacement of current temporary station building which is in poor condition and rebuilding with an improved forecourt and car parking capacity to integrate with future regeneration of surrounding area and supported significant housing growth. Also linked to Dorset Metro scheme.						£		

Project name	Location (nearest settlement)	Brief description of project	Performance against Key Aims of STP					Cost	Risk	Uncertainty
			Sustainable Growth and Economy	Decarb' and Air Quality	Access to Services	North-South Movement	Movement of Goods			
										
All BCP rail stations to be made fully accessible (BCP-2024-PTI-001)	Bournemouth Poole and Christchurch. Hinton Admiral is just in Hampshire but with most of its catchment in BCP.	To make all railway stations located within BCP fully accessible to published standards - both in terms of train to platform interface and station entrance to trains. There are 6 stations - from west to east, Hamworthy, Parkstone, Branksome, Pokesdown, Christchurch and Hinton Admiral, that have poor accessibility and for Poole and Bournemouth improvements are required. The schedule of improvements could be phased over a 10 year period.						££££		
A354 multi-modal corridor improvements south of Dorchester to Weymouth and Portland. (DC-2024-MIX-002)	Dorchester, Weymouth, Portland	A package of enhancements to improve travel between Dorchester, Weymouth and Portland, supporting planned economic growth and regeneration by delivering shorter and more reliable journey times, improved road safety, better facilities for active travel and bus priority, and reductions in traffic entering central areas of Weymouth. The package will include: - Junction improvements - Bus priority and active travel measures along the corridor and within town centres - Public realm improvements and traffic management measures in Weymouth town centre - Development of the Weymouth park and ride site to provide a new mobility hub with enhanced park and ride bus services. Improving access to strategically important development and regeneration sites in Weymouth and on Portland, including those related to clean energy, port activity and employment growth across south Dorset.						£££		
Wilton Rail Station (WC-2026-PTI-012)	Wilton	The Wilton Parkway rail station project aims to build a new four-platform railway station near Wilton's park and ride site, providing crucial transport links between the TransWilts line and the West of England line (Salisbury to Exeter). The estimated £20m project aims to reduce road congestion, boost tourism, and support economic growth in South East Wiltshire (source: https://www.bbc.co.uk/news/uk-england-wiltshire-56364700).						£££		
Yeovil to Salisbury Service Improvement (Tisbury Loop) (NR-2024-PTI-001)	Tisbury	Improvement of services between Yeovil Junction and Salisbury along the West of England Line. To be developed with focus on performance improvement opportunities for existing services, as well as opportunity to increase number of services from 1tph to 2tph. Infrastructure requirement is extension of Tisbury Loop; Eastward for additional service; Westward for performance benefits. This aligns with wider policy on improving performance and should impact/align with Peninsula Transport strategy in their region.						£££		
Gloucester station layout improvements (NR-2024-PTI-008)	Gloucester	The current track layout at Gloucester station is inflexible, unsuited to current traffic requirements, and prevents future service uplifts. This scheme involves track and signalling works to deliver an an optimised track layout which would improve performance and resilience by adding flexibility as well as unlocking capacity for additional local and freight services.						£££		
Cheltenham Spa Station and cycle access link to Gloucestershire Cycle Spine. (GCC-2024-CSV-057011)	Cheltenham	Cheltenham Spa Station & cycle access link to Gloucestershire Cycle Spine.						££		

Project name	Location (nearest settlement)	Brief description of project	Performance against Key Aims of STP					Cost	Risk	Uncertainty
			Sustainable Growth and Economy	Decarb' and Air Quality	Access to Services	North-South Movement	Movement of Goods			
										
Moreton in Marsh Railway Station Regional Hub (GCC -2024-GEN-021)	Moreton in Marsh	Moreton in Marsh Station is Gloucestershire's future gateway to the cyber hub from the north east and vice versa for the 'Growth Arc' from the west. Rail station improvements will also alleviate capacity on the A429 Fosse Way corridor. A project to enhance the station forecourt and improve bus access is currently being led by GWR with GCC support. GCC's ambition is to built upon committed improvements to create a regional hub, defined in the Western Gateway Rail Strategy as "A station of regional significance that will often provide an interchange function ... that provides strategic connectivity."						£		
Potential small scheme: A35 Dorchester Roundabouts (NH-2024-RD-003)	Dorchester	Proposed package of small-scale improvements to tackle congestion. Wider consideration needed on likely scale and complexity of improvements required to support growth.						£££		
Cirencester to Kemble Railway Station - cycle access improvements (GCC-2024-COT-0013)	Cirencester and Kemble	Cross border growth in Oxfordshire and Wiltshire, which is also seeing significant future growth within proximity to Gloucestershire's border, may put additional pressure upon the local highway network, however, there is potential for improved local and cross border public transport, via bus and/or rail from Cirencester and Kemble. Kemble station now has an hourly service to London an addition to an hourly service to London, changing at Swindon.						£		
A30/A338 North of Salisbury Safety Improvements (WC-2026-RD-016)	Salisbury, Porton	A30/A338 improvements identified as a crucial complimentary objective to support the M4 to Dorest Strategic Study. Works to further enhance operational capacity and pedestrian/cyclist access and safety between Salisbury and Porton.						£		
Poole Travel Interchange (BCP-2024-MIX-003-B)	Poole	Creation of a new Poole Travel Interchange to better integrate and connect the rail and bus stations in the town, including the removal of the Poole high street rail level crossing to support the Dorset Metro proposal and wider town centre regeneration in Poole. Supports sustainable local, regional and national travel, and housing and employment growth.						£££		
M4 Junction 17 Improvements (WC-2024-RD-011)	Chippenham	Junction 17 improvements represent a capacity enhancement of the terminal junction at the end of the preferred 'Route Package 5 (RP5)', as promoted in the 'M4 to Dorest Coast Strategic Study' and mandated in the Road Investment Strategy 2. Junction 17 therefore represents a key node in the freight network of the region and has attracted implemented development and live planning applications (as of March 2026) served by the junction that amount to 47.55ha of logistics related employment. Junction improvements are necessary to accommodate current and forecast traffic conditions, the logistics related development, but also to ensure that National Planning Policy Framework advocated levels of housing and employment growth can be accommodated along the A350 corridor and to the north along the A429.						£££		

Project name	Location (nearest settlement)	Brief description of project	Performance against Key Aims of STP					Cost	Risk	Uncertainty
			Sustainable Growth and Economy	Decarb' and Air Quality	Access to Services	North-South Movement	Movement of Goods			
										
Bristol Temple Meads Capacity hub improvements as part of Bristol Temple Quarter (WEMCA-2024-TI-001)	Bristol	Improvements to Bristol Temple Meads station, as well as capacity improvements, improved (on and off site) interchange opportunities (including Airport connectivity), and improvements to passenger experience and overcrowding.						££££		
Bournemouth Town Centre sustainable access package (BCP-2024-MIX-002)	Bournemouth	A sustainable transport corridor running from Bournemouth Travel Interchange (regional gateway) to Bournemouth Centre and the seafront (regional destinations), building on delivered and funded projects (BSIP bus priority corridor and Lansdowne regeneration). Supports Bournemouth Town Centre movement strategy work, by providing mobility hubs, traffic measures, new pedestrian/crossings, high-quality cycle facilities and re-configured roundabouts to encourage walking, cycling and public transport movements from the station to town centre/sea front, supporting a range of journeys (work, education, leisure, tourism). Supports sustainable local, regional and national travel. Supports sustainable visitor travel and local plan housing and employment allocations.						££££		
South Wales Metro services between Cardiff and Bristol (WEMCA-2024-PTS-004)	Bristol	Transport for Wales services between Cardiff Central and Bristol Temple Meads as part of the South Wales Metro - services will call at new stations along the South Wales Mainline providing a two-way commuter service between Bristol and Cardiff.						££££		
Christchurch Town Centre sustainable access package (BCP-2024-MIX-004)	Christchurch	The scheme will provide sustainable access to Christchurch town centre (regional destination) by prioritising space for walking, cycling and public transport to create modal shift and reduce network pressure at strategic river crossings into the town centre. Supports Christchurch Town Centre movement strategy work, by providing mobility hubs, active traffic measures, bus priority, new pedestrian/cycle crossings, high-quality cycle facilities and re-configured roundabouts to encourage walking, cycling and public transport movements, supporting a range of journeys (work, education, leisure, tourism). Supports sustainable local, regional and national travel. Supports sustainable visitor travel and local plan housing and employment allocations.						££££		
Potential small scheme: A36 Salisbury (Southampton Rd Roundabouts) (NH-2024-RD-001)	Salisbury	Proposed package of small-scale improvements, which tackle congestion, improve safety and active travel provision. Scheme costs expected to be less than £25m.						£££		
Mass Rapid Transit & Strategic Interchange (Gloucester / Cheltenham) (GCC-2024-CSV-014)	Gloucester and Cheltenham	Bus-based Mass Rapid Transit will provide a high quality and fast public transport connection through the urban areas of Gloucester and Cheltenham connecting those major settlements to Strategic Interchange hubs (including P&R rail and bus stations) and providing interchange with express bus services.						££££		

Project name	Location (nearest settlement)	Brief description of project	Performance against Key Aims of STP					Cost	Risk	Uncertainty
			Sustainable Growth and Economy	Decarb' and Air Quality	Access to Services	North-South Movement	Movement of Goods			
										
A37 package of improvements to improve safety and resilience between Dorchester and Yeovil onward connection to the M5(DC-2024-RD-001)	Dorchester	Highways improvements on A37 at Stratton Railway Bridge, north-west of Dorchester, to reduce impacts of frequent and serious flooding events on highway network. During winter flooding the A37 corridor, a principal route between Dorchester/Weymouth and the A303/M5, is frequently parially or completely closed. The frequency and severity of these events is increasing and parallel routes are wholly unsuitable for A road traffic and also impacted by the same flooding events. There is severe impact on local, freight and business traffic to the detriment of local ammenity but more importantly, strategic traffic and economic performance. Highway realignment also required at Dorchester Railway Bridge, South of Yeovil, to improve highway safety. Frequent incidents here cause similar delays and disruption on the A37 corridor.						££££		
Poole Town Centre sustainable access package (BCP-2024-MIX-003-A)	Poole	A package of sustainable access and connectivity improvements to improve access in Poole Town Centre including at the George Roundabout and between Poole Rail Station and Poole Town Centre. Interventions will include bus priority measures, active travel provision and mobility hubs. Supports sustainable local, regional and national travel, and housing and employment growth.						££££		
Westerleigh rail Junction upgrade (NR-2024-PTI - 010)	Bristol	Westerleigh Junction, near Bristol Parkway, is a significant rail bottleneck for services through the area from all points of the compass. Upgrading the junction, for example by providing grade separation, would help free up capacity for additional services which could include services between Gloucester and Bristol and for additional freight trains, as well as helping make train services more reliable.						££££££		
(West of England) Mass Transit (WEMCA-2024-MAS-001)	Bristol, Bath	Development of a mass transit system serving the Bristol and West of England area, based on four broad corridors to the North Fringe, East Fringe, Bath and Bristol Airport. Exact corridor alignments still being developed.						££££££		
Bristol Temple Meads Platform 0 (NR-2024-PTI-012)	Bristol	Building a new platform adjacent to Platform 1 at Bristol Temple Meads would support additional local and regional services - in particular strengthened connections with Cardiff and South Wales and an enhanced service to Henbury. The scheme also complements wider improvement of the station.						££££		
A31 Capacity and safety improvements package (BCP-2024-MIX-005)	Wimborne Mister, Ferndown	Capacity and safety improvements for vehicular traffic and walking and cycling and public transport at strategic junctions and sections along A31 to support the delivery of housing growth. Includes junction improvements and improved cycling, walking and public transport provision. Supports the delivery of housing and growth sites along the corridor as well as local and regional connectivity.						££££££		
Corsham Rail Station (WC-2026-PTI-010)	Corsham	Corsham Station forms part of a strategic vision for the A4 corridor that is secured in policy through Core Policy 66 of the Wiltshire Core Strategy and promoted in Wiltshire Rail Strategic Study (Network Rail, 17/7/24). The station would aim to provide accessibility to high tech employment centres, Ministry of Defence employment industries, opportunities for growth and sustainble connectivity to local communities and enhanced access to Bath, Bristol, Chippenham, Oxford and London et al. The station delivery compliments Bristol to Oxford direct service (NR-2024-PTS-007) and may be facilitated by Bristol Temple Meads Platform 0 (NR-2024-PTI-012).						££		

Project name	Location (nearest settlement)	Brief description of project	Performance against Key Aims of STP					Cost	Risk	Uncertainty
			Sustainable Growth and Economy	Decarb' and Air Quality	Access to Services	North-South Movement	Movement of Goods			
BCP Mass Transit (BCP-2026-MAS-001)	Bournemouth, Christchurch, Poole	Delivery of a light rail/ultra light rail system across the BCP conurbation to support the delivery of housing and employment growth and improve cross conurbation travel.						££££££		
Ashchurch for Tewkesbury Station & active travel corridor (GCC-2024-TKS-01003)	Tewkesbury	Ashchurch for Tewkesbury Station rail infrastructure capacity enhancements and station access improvements linked by a proposed repurposed A46 active travel corridor based on the preferred option for the M5J9/A46 scheme comes forward.						£		
A38 Major Road Network (MRN) scheme package (NSC-2024-RD-001)	Bristol	Capacity improvements, bus prioritisation and active travel provision at key locations along route. Improved access to Bristol Airport and route journey time reliability.						££££		
Bus corridor package in Bristol (WEMCA-2024-PTI - 001)	Bristol	A series of improvement along key bus routes within and radiating out from Bristol city centre across the wider urban area to improve opportunities and unlock bottlenecks for bus, walking and cycling, including P&R, network remodelling, improved interchange and public domain enhancements.						£££££		
Melksham Bypass (WC-2024-RD-010)	Melksham	Melksham bypass lies along the preferred 'Route Package 5 (RP5)' as promoted in the 'M4 to Doset Coast Strategic Study', as mandated by Road Investment Strategy 2. Improvement of the link thereby conforms with regional aspirations for north-south connections and accessibility. The current route through Melksham generates significant levels of severance between the town centre, the railway station and convenience food shopping etc., thereby suppressing rail mode share and promoting car usage contrary to local, regional and national policy.						£££££		
Bus service frequency and rural bus service improvements - WEMCA (WEMCA-2024-PTS - 001)	Bristol / Bath	Improvements to bus services within both urban and rural areas by adding additional bus routes and increasing bus service frequencies across the West of England Mayoral Combined Authority area.						£££££		

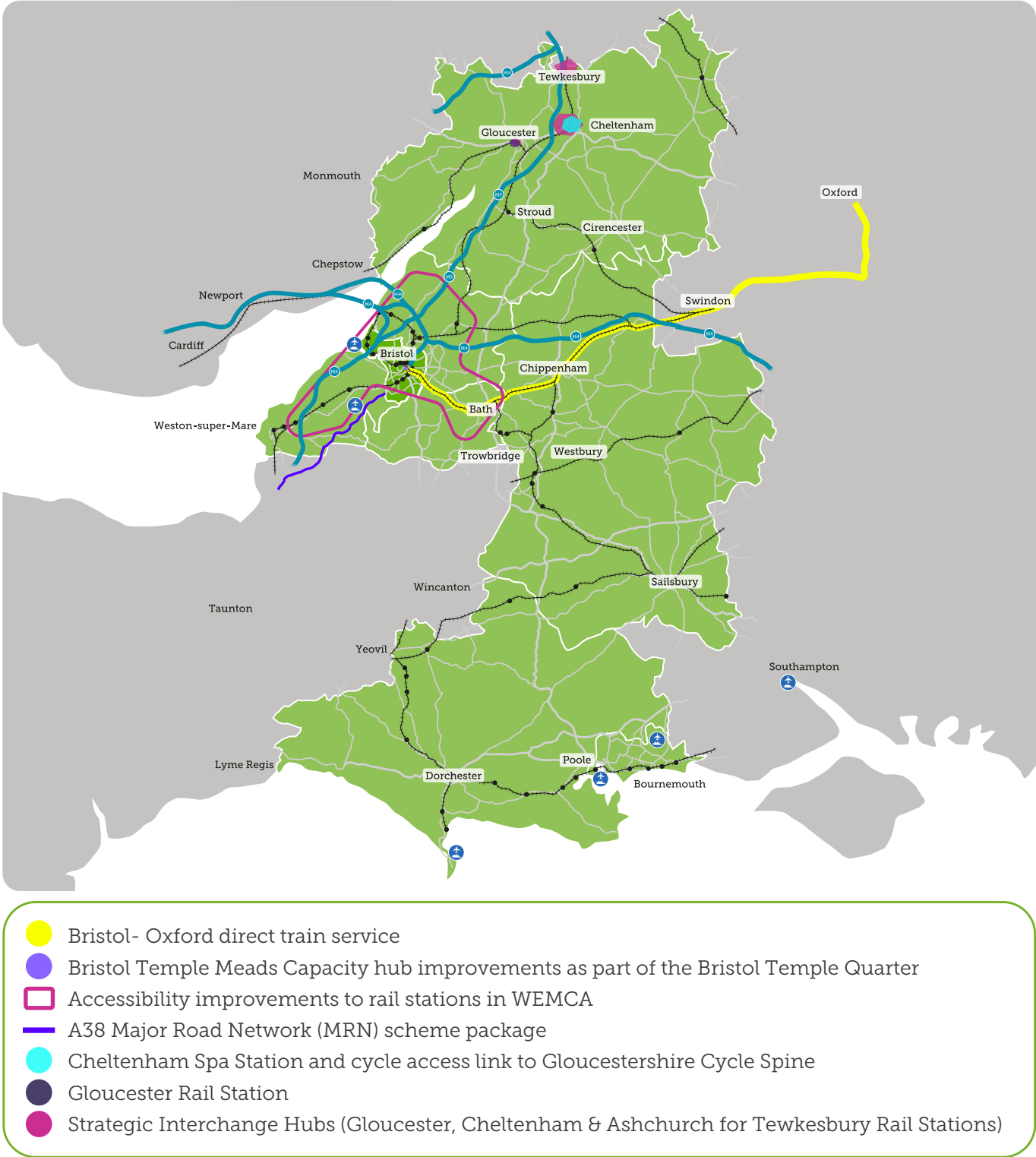


Maps of priority proposals

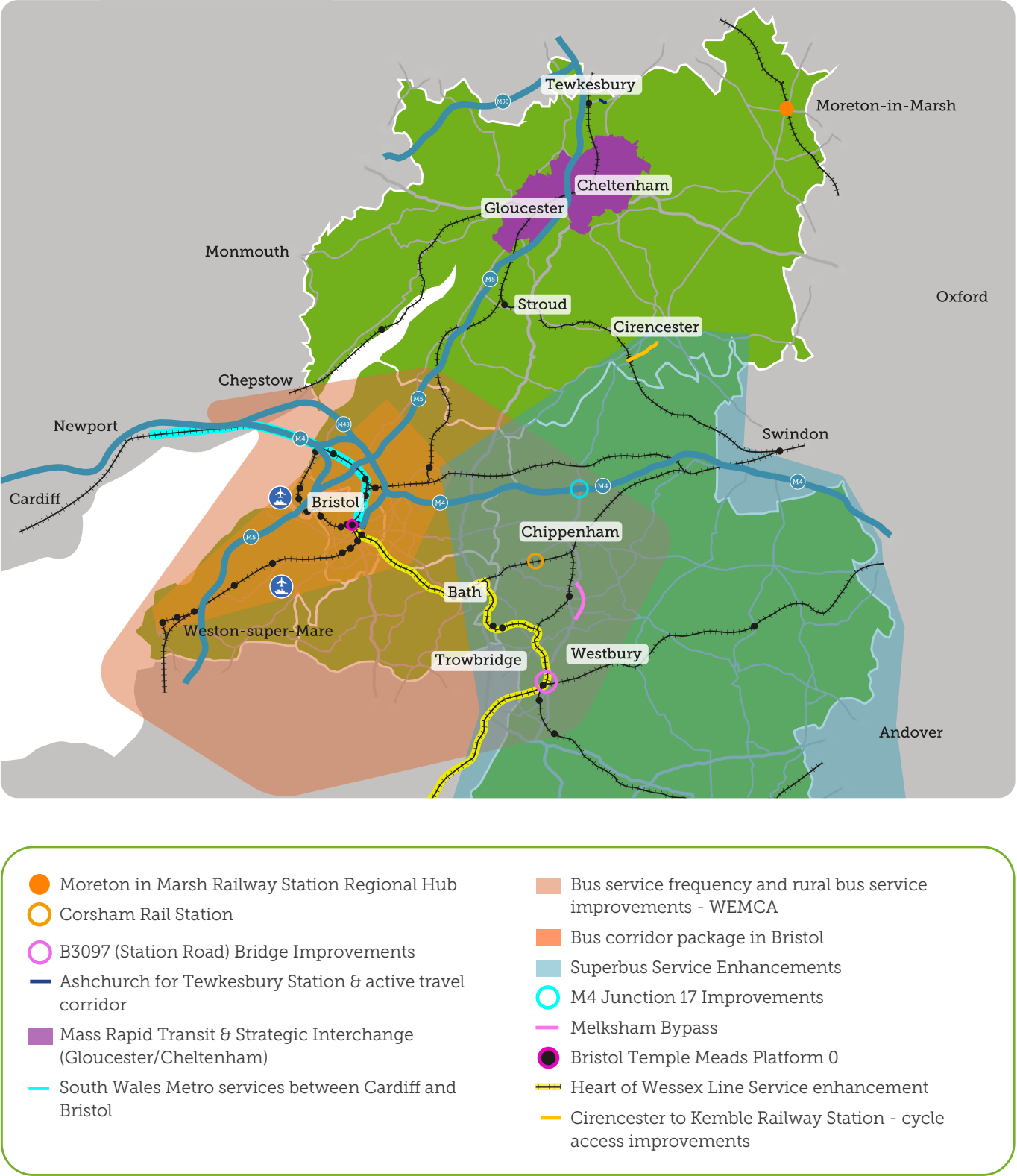
The maps [below] show the broad locations of prioritised proposals, split into four starting periods:

- 1) In Progress
- 2) 2025–2030
- 3) 2030-2035
- 4) 2035 +

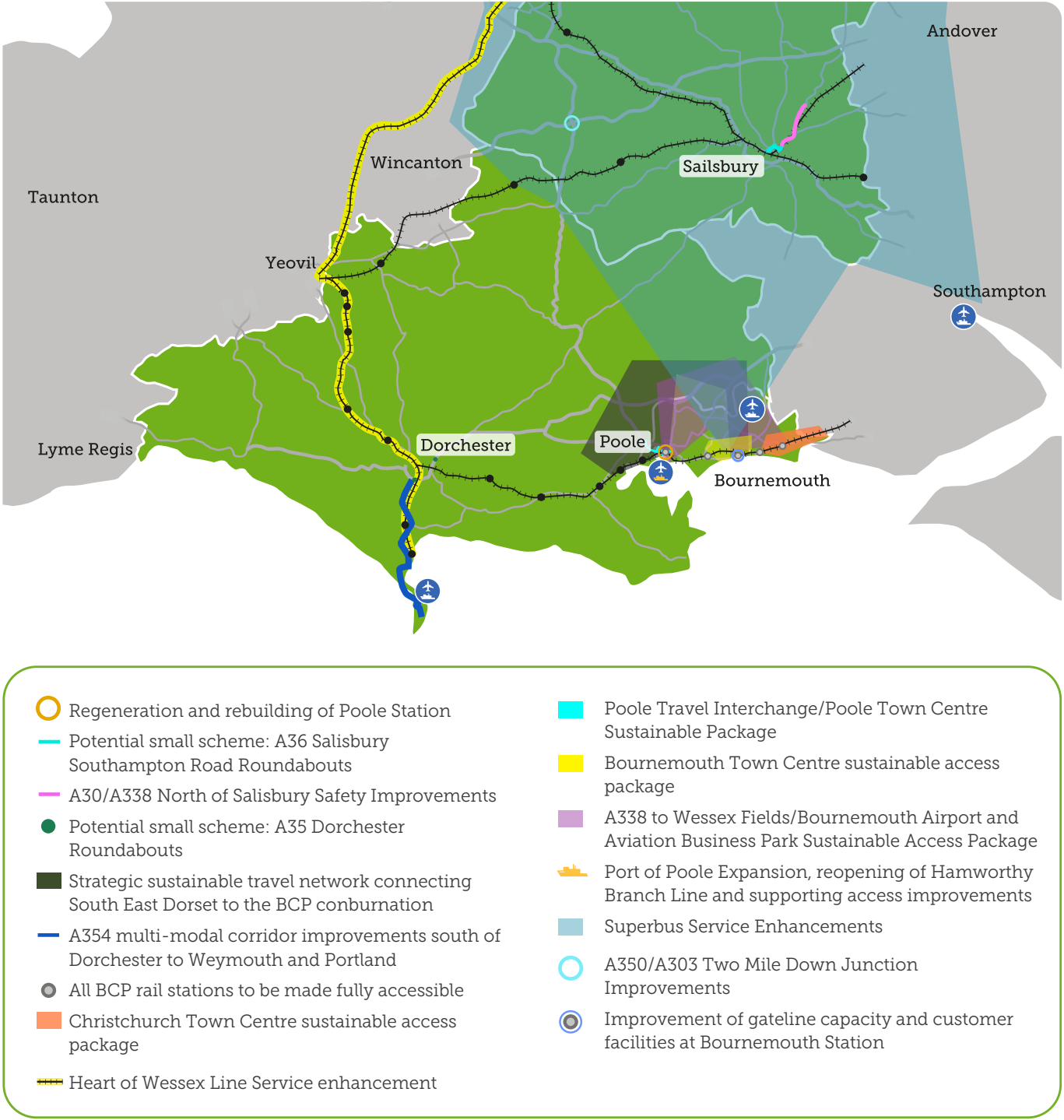
1. Map showing the locations of prioritised proposals in progress



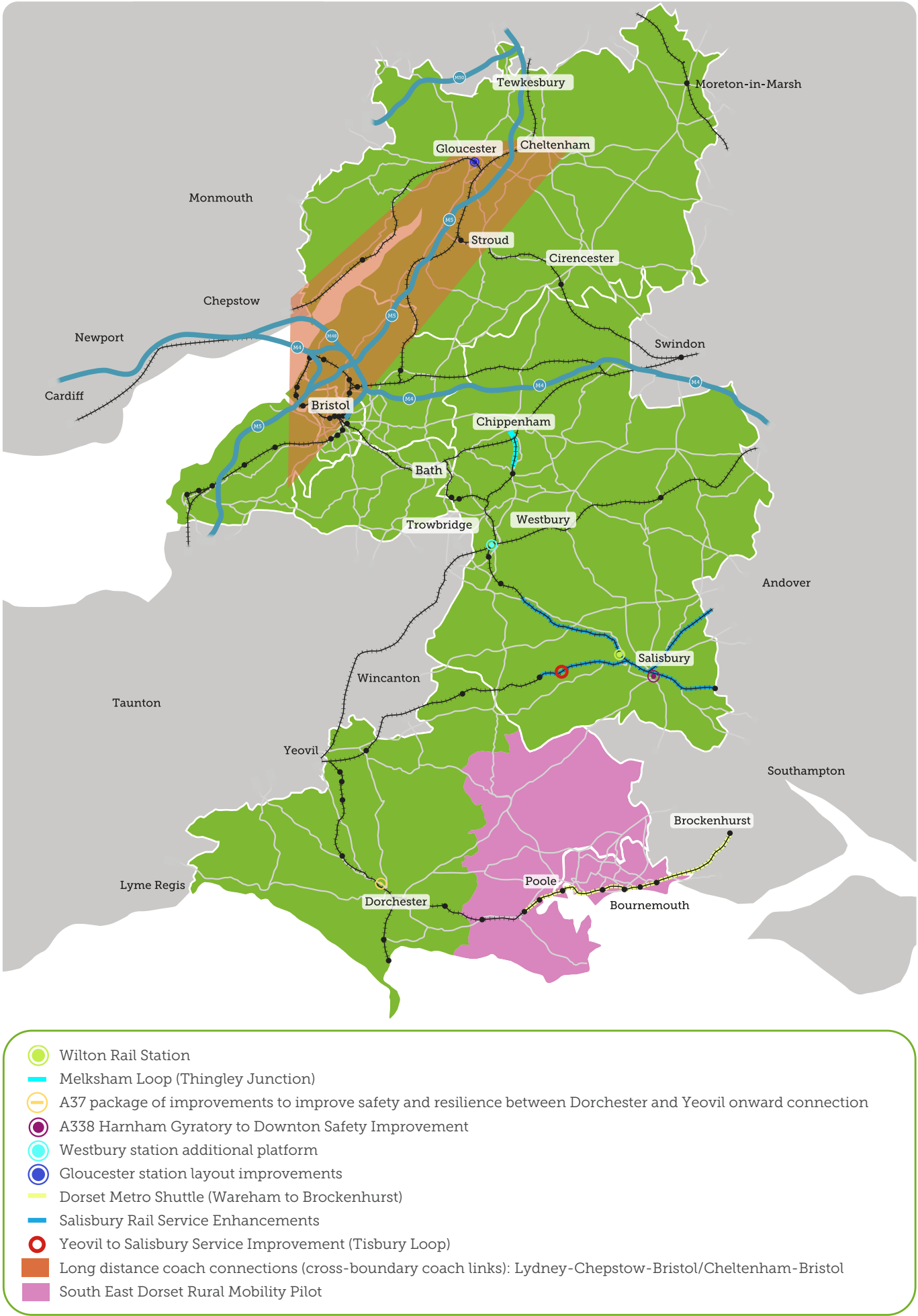
2a. Proposals commencing between 2025-2030 (North)



2b. Proposals commencing between 2025-2030 (South)



3. Map of proposals due to commence between 2030 and 2035



4. Map of proposals due to commence beyond 2035



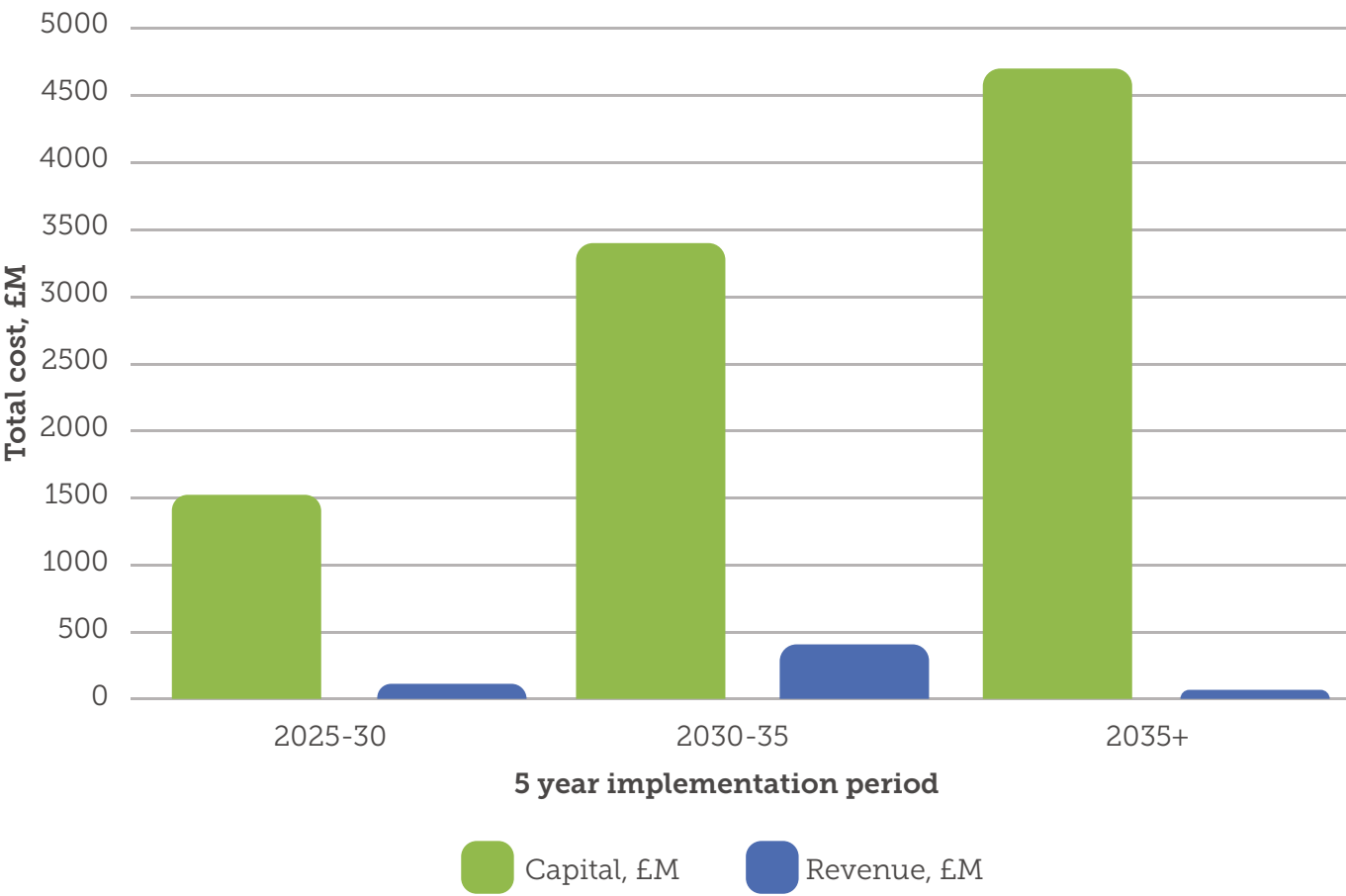
Costs of prioritised programme

The combined costs of the 53 prioritised proposals over the next 10-15 years totals an estimated £9.7 billion capital and £618 million revenue.

These costs are broken down into five-year implementation periods as follows:

	Capital, £M	Revenue, £M
2025-30	1,536	121
2030-35	3,411	420
2035+	4,715	77
Total	9,662	618

Combined costs of Prioritised Proposals in 5 year implementation periods



Priorities for the next five years

Our top ten priority projects that can be started before 2030 are:

	Risk	Uncertainty
Improvement of gateline capacity and customer facilities at Bournemouth station	●	●
Package of improvements to deliver strategic sustainable travel network connecting South East Dorset to the BCP conurbation.	●	●
Heart of Wessex Line Service enhancement	●	●
Bristol - Oxford direct train service	●	●
Superbus Service Enhancements	●	●
Accessibility improvements to rail stations in WEMCA	●	●
Gloucester Rail Station	●	●
Port of Poole Expansion, reopening of Hamworthy Branch Line and supporting access improvements	●	●
Bournemouth Airport and Aviation Business Park Sustainable Access Package	●	●
B3097 (Station Road) Bridge Improvements	●	●

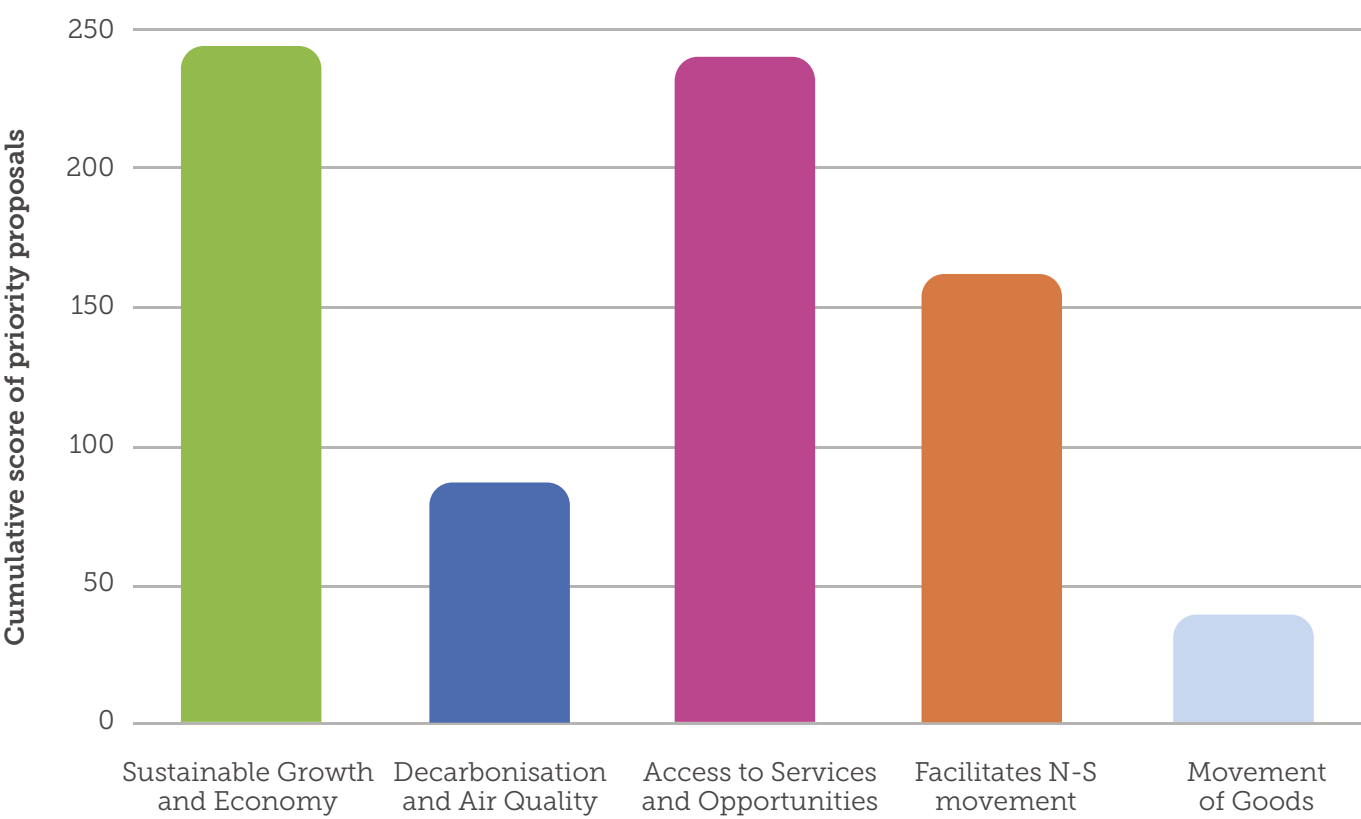
Due to the uncertainties in developing some of these proposals and the risks associated with their delivery it is essential to address these issues quickly to allow the proposals to start within the next three years as expected. Alternative proposals can be brought forward from elsewhere in the programme in the event of unavoidable delays.



Analysis of delivery of STP Aims

A key purpose of the SIP is to deliver against the 5 Key Aims of the Strategic Transport Plan. The graph below illustrates the performance of the combined prioritised proposals to each of these aims (scaled by the number of objectives to which they contribute).

Gap analysis - contribution of prioritised proposals to 5 STP Key Aims



It shows that the overall prioritised programme effectively delivers consistently against Sustainable Growth and Economy, Access to Services and North to South Movement objectives. Decarbonisation and Air Quality represents a lower proportion of delivery. With new schemes in this updated SIP scoring lower on average against all three decarbonisation objectives than the schemes in the previous SIP. The reduction in contribution towards this aim is reflective of a lower priority within government objectives.

There is a smaller cumulative contribution towards the fifth Aim – Movement of Goods. This is not surprising, as the objectives underpinning this aim relate particularly to a limited subset of proposals aimed at shifting road-based goods movement to more sustainable alternatives such as rail, coastal shipping and zero-emission vehicles). Traditional goods movement, particularly through diesel powered vehicles, primarily benefits from the facilitation of strategic north-south routes and the Access to National/International Gateways objective under Sustainable Growth and Economy.

The table of priority proposals on pg. 14-30 highlights the proposals that can effectively meet all 15 objectives at the lowest cost. Additionally, the list can also be sifted and filtered to identify proposals that excel in addressing specific individual objectives or funding opportunities, such as those most likely to reduce carbon emissions or those that fall within a particular cost range.

For example, the tables below show the Top 3 interventions from the prioritised list that are most effective in achieving each of the 5 Key Aims:



Top 3 - Sustainable growth and economy

- Accessibility improvements at rail stations (WEMCA)
- Rail service frequency enhancements to existing rail services (WEMCA)
- = Long distance coach connections (Lydney-Chepstow-Bristol)
- = Dorset Metro Shuttle (Wareham to Brockenhurst)



Top 3 - Decarbonisation and air quality

- (West of England) Mass Transit
- Bus service frequency and rural bus service improvements - WEMCA
- = Bristol - Oxford direct train service
- = South- East Dorset Rural Mobility Pilot



Top 3 - Access to services and opportunities

- A31 Capacity and safety improvements package
- BCP Mass Transit
- Christchurch Town Centre sustainable access package



Top 3 - Facilitating north-south movement on identified routes

- Westerleigh Rail Junction upgrade
- Heart of Wessex Line service enhancement
- Melksham Bypass



Top 3 - Movement of goods

- Port of Poole expansion, reopening of Hamworthy Branch Line and supporting access improvements
- Westerleigh Rail Junction upgrade
- = Melksham Loop (Thingley Junction)
- = Ashchurch for Tewkesbury Station & active travel corridor



7. Other regionally significant schemes

As with the 2025 SIP, there remain proposals that are of strategic importance in bringing forward economic growth and significant housing allocations which lie outside the SIP as they did not score as well against the existing and new criteria. They include schemes in the recently published Road Investment Strategy 3 (RIS3) as well as those named in the Western Gateway’s previous short-term STP and are listed below.

Table Two: Regionally significant supported schemes outside the SIP

Scheme
A38 North Somerset (Major Road Network scheme)
M5 Junction 9
M5 Junction 10
M5 Junction 12
A36 Bath to A303 (RIS3 scheme)
Strategic Renewal - M5 J20-19 Bridge Cluster - Wynhol Viaduct (RIS3 scheme)
Activity resulting from the SRN in Urban Areas Strategic Study (RIS3 scheme)
Activity resulting from the M4 Dorset Coast Strategic Study (RIS3 scheme) – Delivery Plan under preparation
A46 Chippenham (Cold Ashton) (RIS3 scheme)
Potential future pipeline scheme: M5 J14

These are regionally significant schemes for which the Western Gateway supports the case for investment. The Western Gateway will work with promoters of the schemes to strengthen the evidence base and case for investment.

Some SIP schemes from the 2025 SIP have been removed from the 2026 update as they are already underway or are about to start (contracts signed). These are shown in Table Three. These are:

Table three: Committed Schemes

Project name
Strategic Renewal - M32 Eastville viaduct
Portishead rail line (Metrowest - Phase 1)
M5 Bridgwater
Henbury Rail line (Metrowest Phase 2)
A350 Phase 4&5
A36 Southampton Road/ Churchill Way
Strategic Renewal - M5 J21 St Georges Bridge refurbishment
Strategic Renewal - A432 (M4) Overbridge Bridge replacement
A417 Missing Link

8. Sustainability Appraisal

A sustainability appraisal was conducted on the impact of our prioritised proposals. This appraisal was high-level, proportionate to the nature of this Investment Plan and the development of the proposals contained. The following documents were produced:

- Strategic Environmental Assessment (SEA)
- Non-technical SEA summary
- Equalities Impact Assessment (EqIA)
- Health Impact Assessment (HIA)

Overall, the appraisal identified generally positive benefits from the Investment Plan, when compared to doing nothing or pursuing reasonable alternative options. It did identify potential issues with some of the proposals, which will need to be further considered in line with relevant legislative requirements and good practice guidance, as the proposals develop.

The full reports, which included suggestions for mitigating potential issues, can be seen at westerngatewaystb.org.uk/sea-reports

- It is, however, necessary to undertake an update of this work given:
- Inclusion of new schemes in the refreshed SIP;
 - Splitting of two existing schemes in the SIP into four schemes;
 - The removal of six schemes from the SIP; and
 - Amendments to 55 existing schemes, including changes to project names, descriptions and costs.

The new schemes will need be assessed against the SEA framework established during the scoping stage of the original SIP. The methodology will follow the approach used previously, and the results of the assessments will be presented in a SEA Report Addendum, with detailed assessment matrices included in an appendix. To support assessment, GIS constraints analysis will be carried out for all new schemes, to identify general constraints including habitats and ecological designations, historic designations, and landscape designations. This will require provision of GIS shapefiles at the outset of the project.

For those schemes which have been amended a high-level screening exercise will be undertaken to identify any material changes to the scheme that may result in a change to the findings of the assessments. In this case, the assessment will be updated to reflect any changes, however it is assumed that any changes are not significant and would not result in updates to the SEA.

For those schemes which have been removed from the SIP these will be outlined within the SEA Report Addendum and identify any relevant amendments to the assessment of cumulative effects for the SIP as a whole.

The findings of the assessment of the additional schemes and implication of the removal of schemes will be outlined in the SEA Report Addendum. The Report will provide a summary of each assessment for new schemes and will outline any key changes to the findings of the SEA due to revision and removal of existing schemes. It will outline any implications of this on other sections of the SEA Report, including on the findings of the cumulative effects assessment and assessment of reasonable alternatives.

The draft SEA Report Addendum will be produced by WSP who provided the original Sustainability Appraisal and will be published as a supporting document.

9. Public consultation

The previous 2025 version of the SIP was consulted between 20th December 2024 and 2nd February 2025. There was good support for the aims and methodology of the SIP. The full consultation report can be viewed in our consultation report westerngatewaystb.org.uk/sip25-consultation-report/

The 2026 update is only a limited update of schemes and information; as well as incorporating some of the recommendations from the 2025 SIP, and no further consultation has been undertaken.

10. Modelling of priority proposals

Modelling of significant impacts of the 2025 prioritised proposals on the regional transport network was undertaken using a SATURN model of the Western Gateway region with forecast years of 2041 and 2051. The model findings support the SIP assessment.

The model forecasts a net reduction in vehicle mileage on the modelled network with the programme, compared to a Do Minimum reference scenario. There is an associated reduction in tailpipe carbon emissions, net congestion (volume over capacity) at junctions and journey times.

The overall modelled impact of the SIP therefore forecasts a net beneficial contribution to the Key Aims of the STP and, more generally, on the modelled regional road network. Where future negative impacts have been identified we will work with partners to help manage those impacts.

A summary report can be seen at westerngatewaystb.org.uk/sip25-model-report

There has not been an update of this modelling for the 2026 update, given the light touch nature of the update.



Appendices

Appendix 1: Assumptions and limitations

- 1) No independent assessment of costs or deliverability has been conducted or is implied by inclusion in the SIP. Although the assessment process has been informed by DfT approved processes such as EAST, TAG, the Carbon Assessment Playbook, the Connectivity Tool and the Local Transport Infrastructure Carbon Benchmarking Tool (LTICBT), it has not been carried out in full compliance with these standards and does not meet the necessary standards for business case development. Additionally, some of these emerging tools were not available in time to be used directly for the assessment.
- 2) The detail provided for each proposal is limited, and many of the proposals are still at an early stage of development. As a result, there is a high degree of uncertainty and risk associated with some of these proposals. An indicator of the levels of risk and uncertainty is provided with each proposal in Section 6.
- 3) All proposals have been assessed independently, meaning that no interactions between proposals or cumulative impacts were evaluated.
- 4) The evaluation was conducted against the present-day conditions in the region, including those proposals that are not expected to begin for another 5 to 10 years. The time horizon for the SIP has been limited to proposals expected to commence within the next 10 years in order to restrict changes in baseline conditions, but this should be noted as a limitation.

Additionally, while planned development has not been explicitly included in the assessment of every individual scheme, it is considered within the cumulative modelled impacts.

Existing proposals will be re-evaluated in each new SIP iteration based on updated baseline conditions.
- 5) The SIP assessment process is primarily designed for evaluating costs and benefits arising within our own boundaries. While cross-boundary impacts have been included where known, additional information will be gathered during this consultation, though some omissions may still exist.
- 6) As noted previously, the Strategic Transport Plan that underpins this SIP assessment was developed under the previous government and reflects the transport and housing policies of that time.
- 7) This light touch SIP refresh includes only those proposals that could be submitted by our core partners within a limited timeframe. We acknowledge that valuable proposals may have been excluded due to these constraints such as those from other stakeholders, or instances where essential data could not be compiled in time.

Appendix 2: Relevant strategies, local transport plans and local plans in the region

Local Authority Local Transport Plans

- [Gloucestershire Local Transport Plan \(2020-2041\)](#)
- [Joint Local Transport Plan 4 2020-2036](#)
(West of England Mayoral Combined Authority – Bath & North East Somerset Council, Bristol City Council, North Somerset Council, South Gloucestershire Council)
- [Dorset and Bournemouth, Christchurch and Poole Councils joint Local Transport Plan 2026-2041](#)
- [Wiltshire Local Transport Plan 4](#)

Local Authority Local Plans

- [Gloucestershire County Council Local Development Guide 2021](#)
- [Bath and North East Somerset Core Strategy](#)
- [Re-setting the Bath and North East Somerset Local Plan and District-wide Spatial Strategy](#)
- [Bournemouth Local Plan Core Strategy \(2012\)](#)
- [Christchurch and East Dorset Local Plan \(2014\)⁵](#)
- [Poole Local Plan \(2018\)](#)
- [Bristol Local Plan \(2023\)⁶](#)
- [North Somerset Local Plan \(consultation July 2024\)](#)
- [South Gloucestershire Local Plan Core Strategy \(2006-2027\)⁷](#)
- [Wiltshire Council Core Strategy 2015⁸](#)
- [West of England Strategic Framework](#)

Gloucestershire District Council Local Plans

- [Gloucester City Plan \(2011-2031\)](#)
- [Cheltenham Plan](#)
- [Tewkesbury Borough Council Plan \(2024-2030\)](#)
- [Stroud District Local Plan](#)
- [Cotswold District Local Plan \(2011-2031\)](#)
- [Forest of Dean District Core Strategy 2012](#)

Neighbouring Sub-national Transport Body STPs

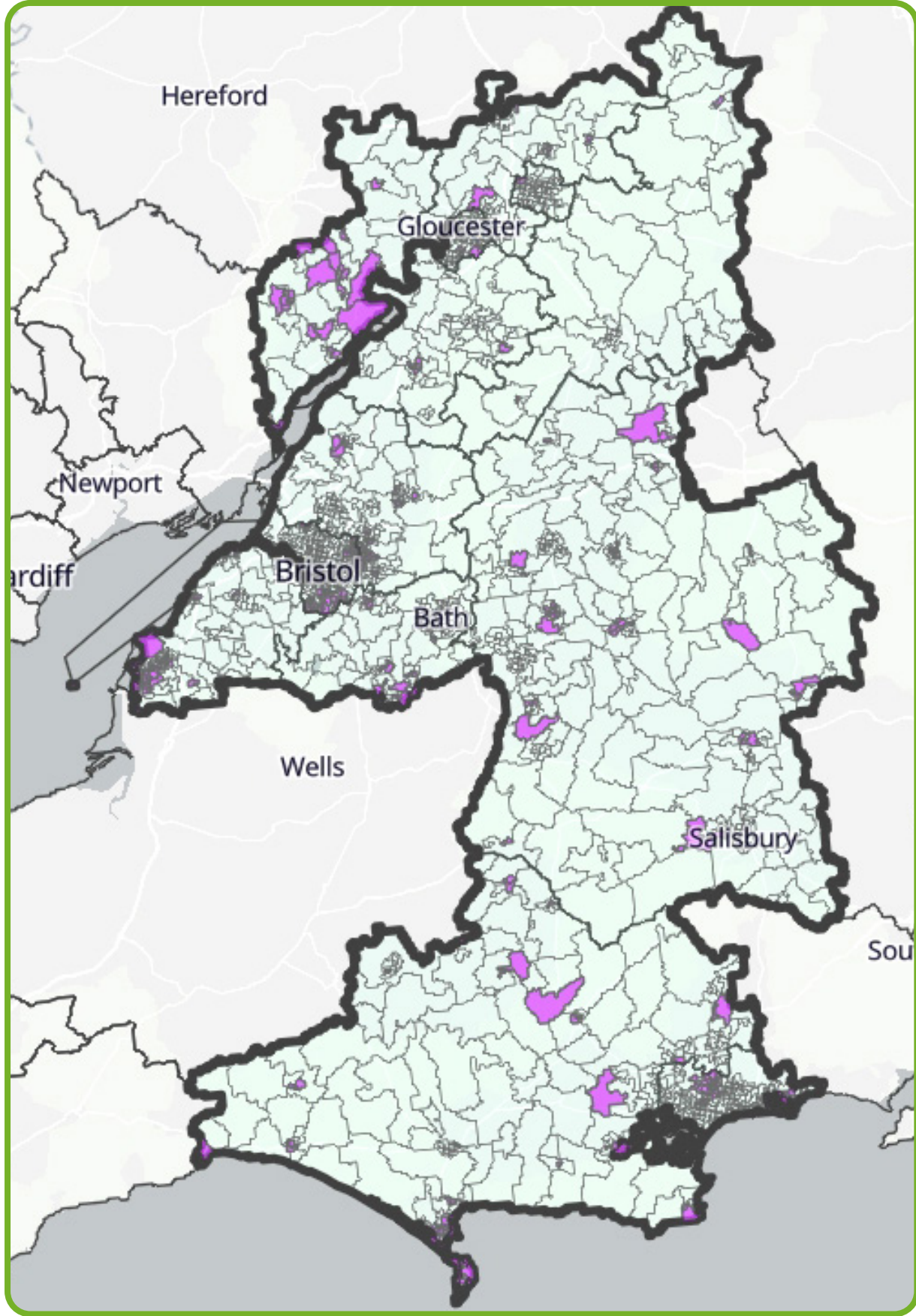
- [Peninsula Transport Strategic Transport Plan](#)
- [Transport for South East Strategic Transport Plan](#)
- [Midlands Connect Strategic Transport Plan](#)
- [England’s Economic Heartland Regional Transport Strategy](#)

⁵ Dorset are working on a new local plan
⁶ Bristol City Council are working on a new Local Plan 2045
⁷ South Gloucestershire New Local Plan is under examination in 2026
⁸ Wiltshire council have commenced preparation on a new local plan in 2026

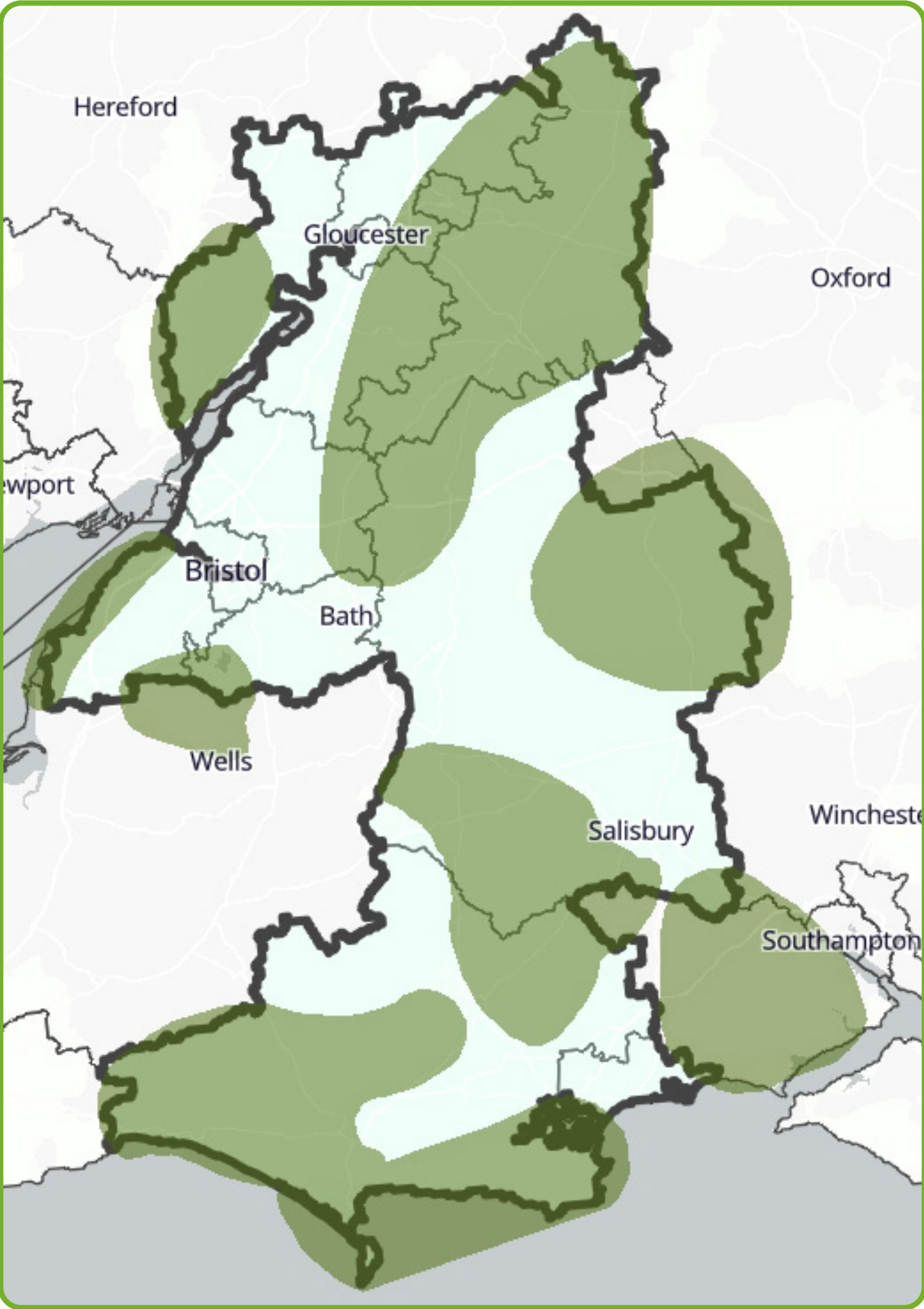
Appendix 3: Maps of assessment objectives

In this section you can view relevant maps relating to the criteria for the objectives used to assess the proposals, as described in Section 5. You can also view an interactive version online at <https://experience.arcgis.com/experience/88a0f66ebd8a4ce7abb234f5e491cc57>

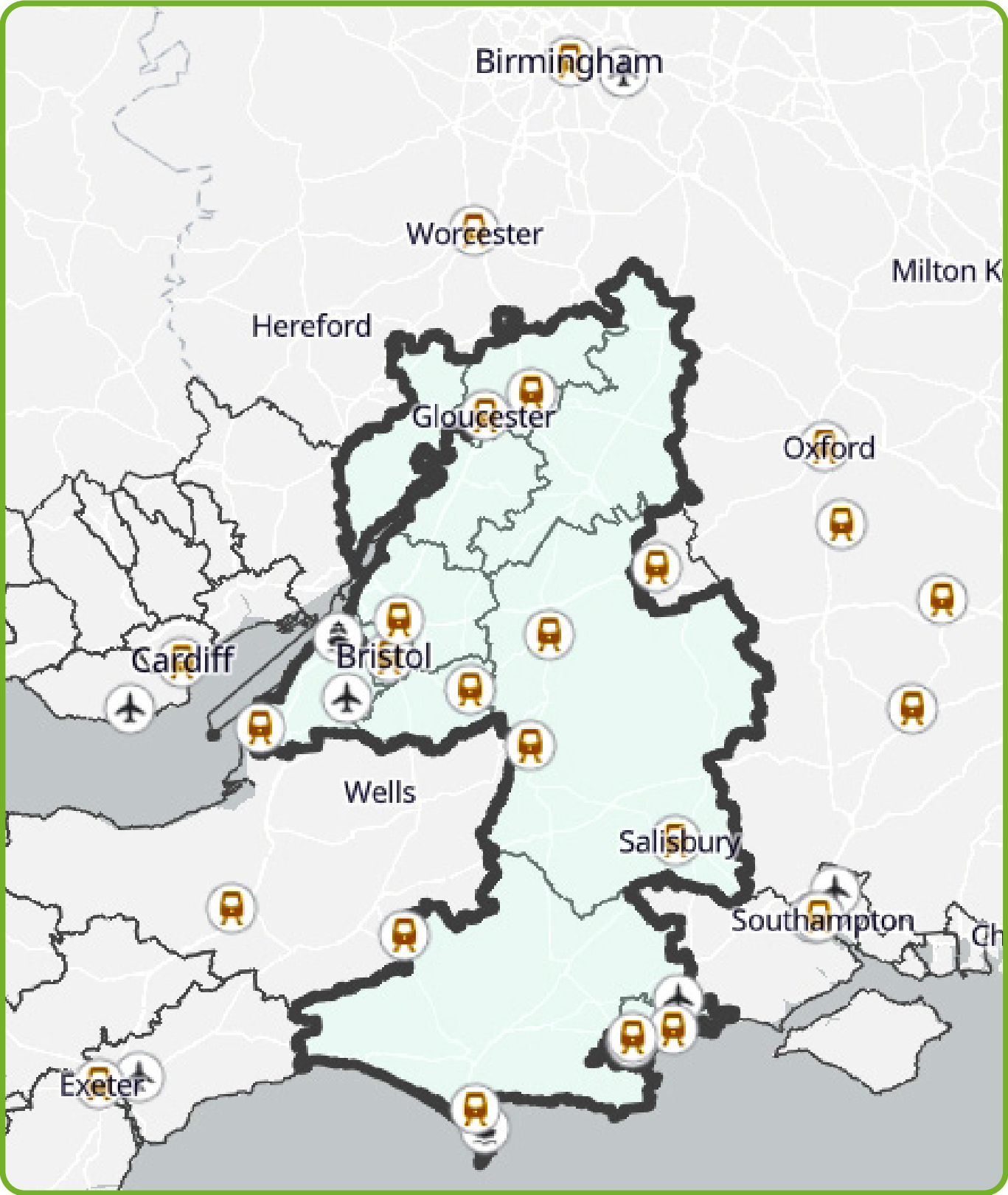
Map Objective 1: Areas at high risk of transport related social exclusion to employment



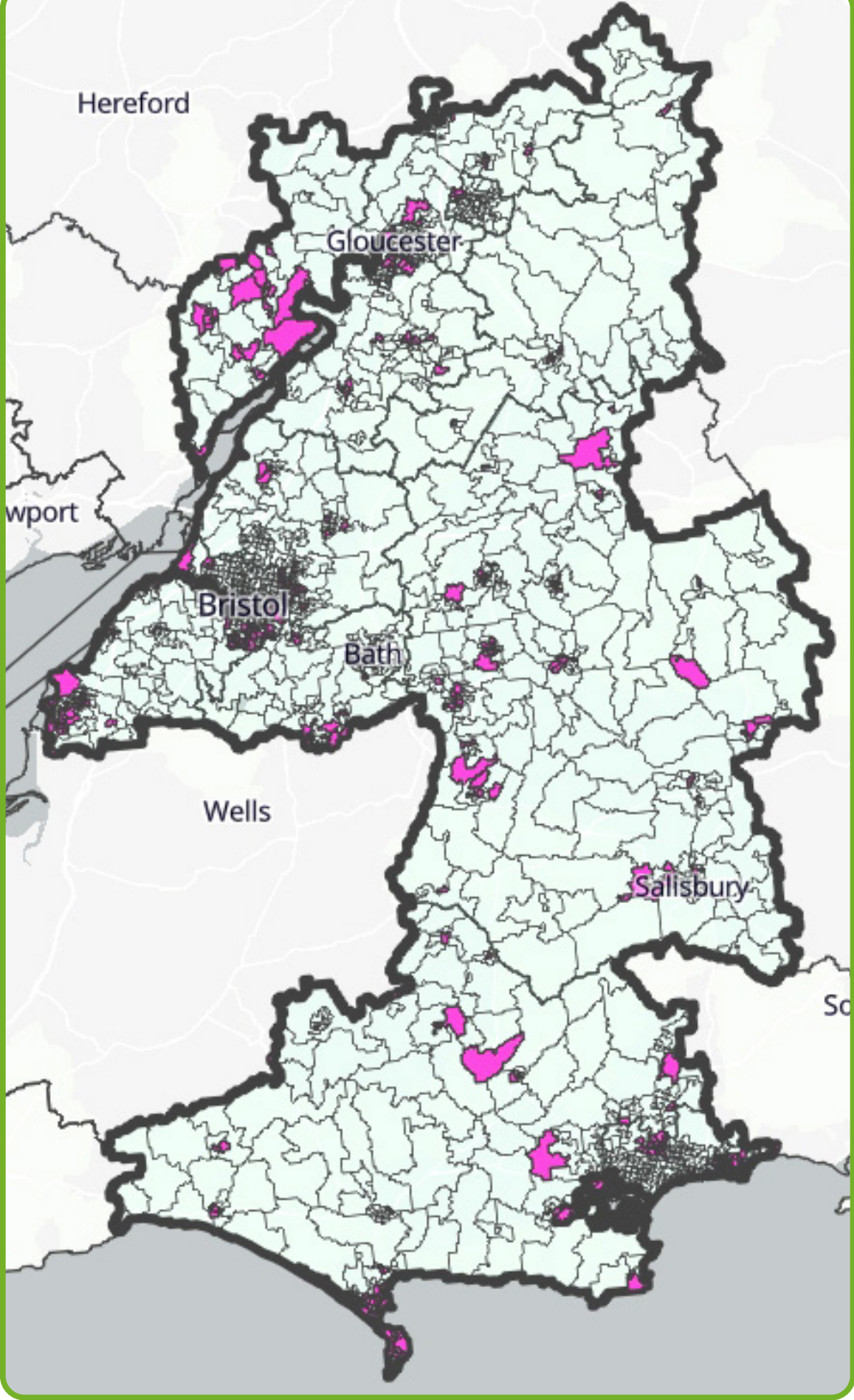
Map Objective 2: Western Gateway key rural tourism areas



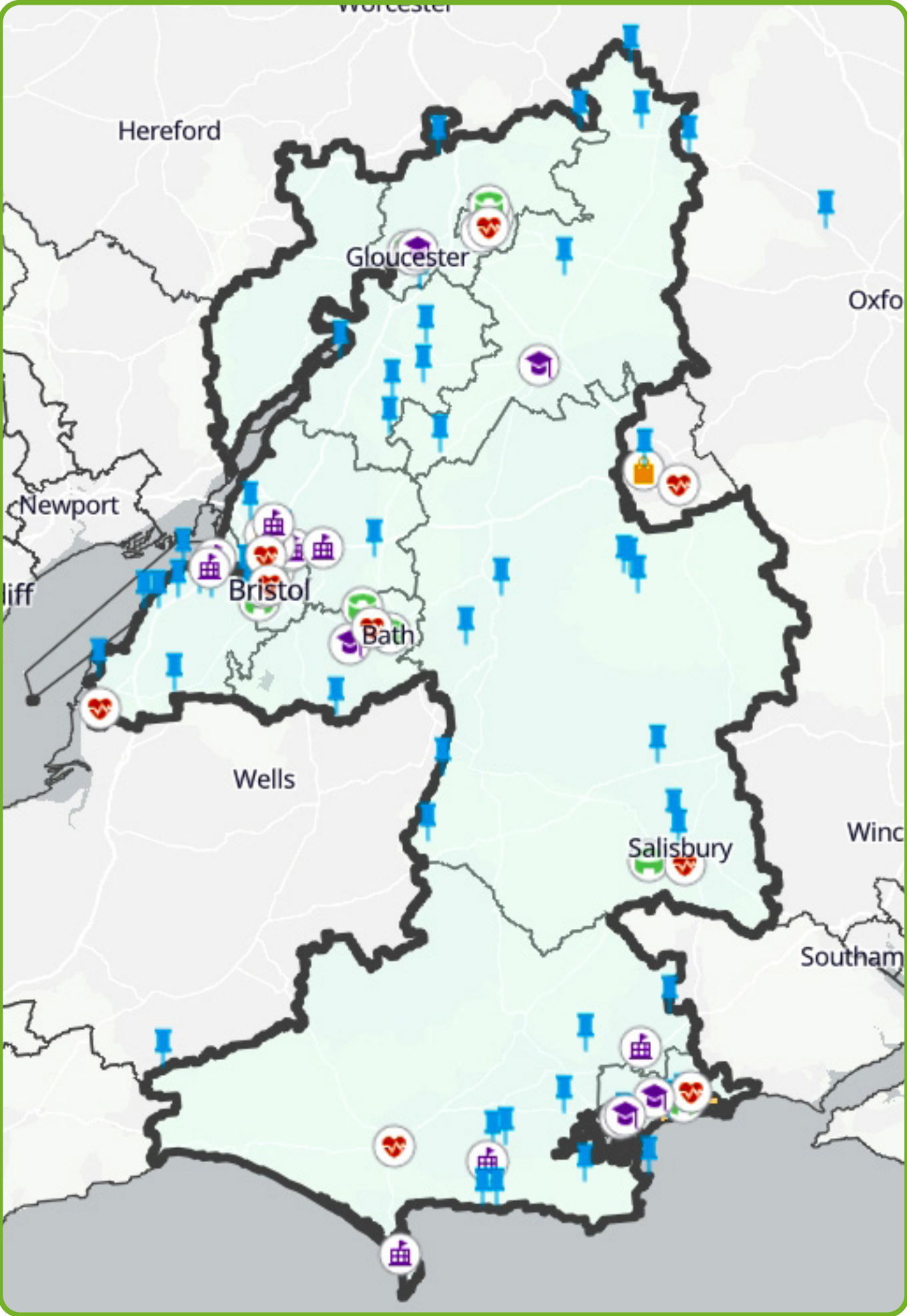
Map Objective 3: National and international gateways



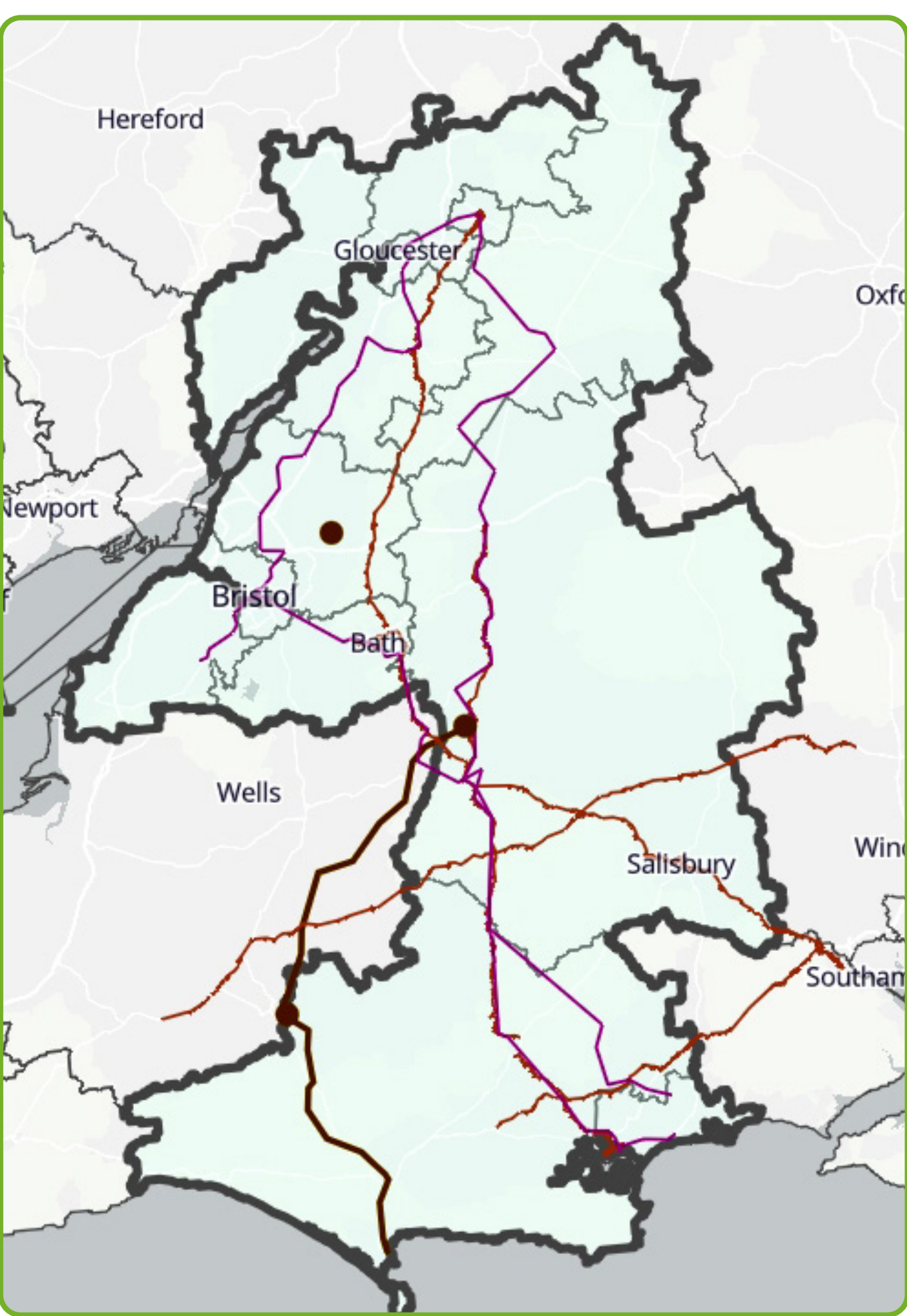
Map Objective 8: Areas at high risk of transport related social exclusion (all factors)



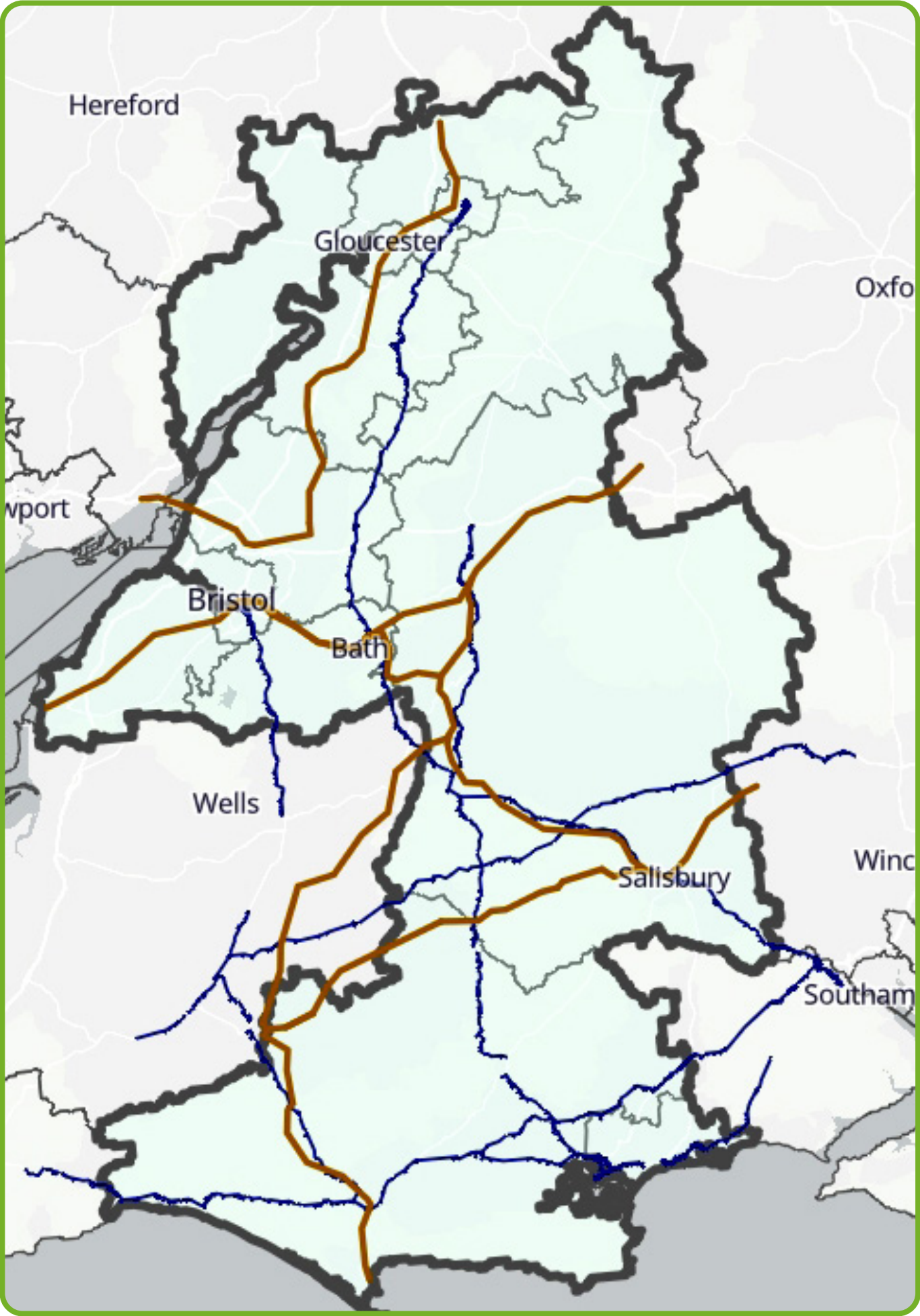
Map Objective 9: Western Gateway regionally significant destinations



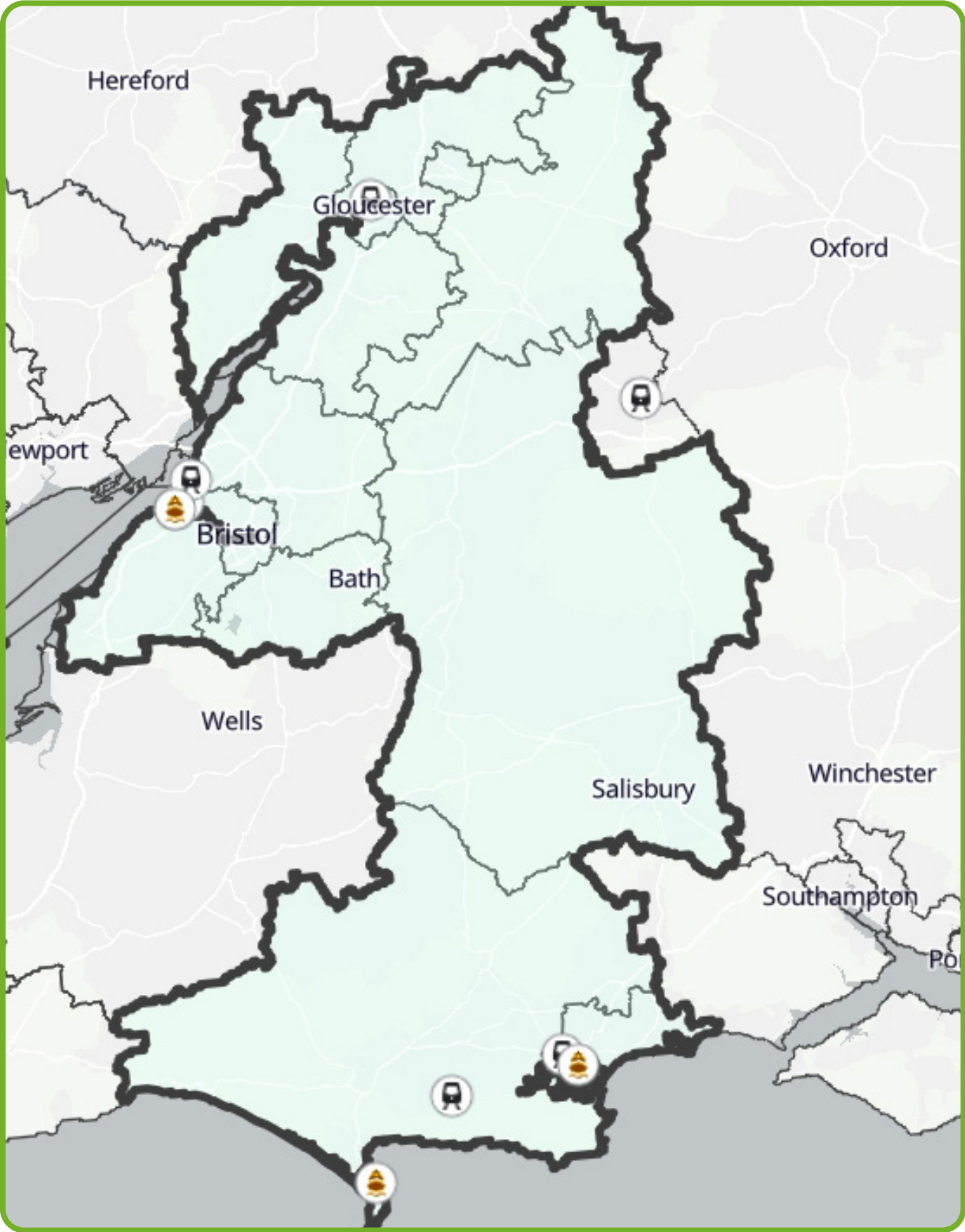
Map Objective 12: Target north-south road and rail routes (identified in STP)

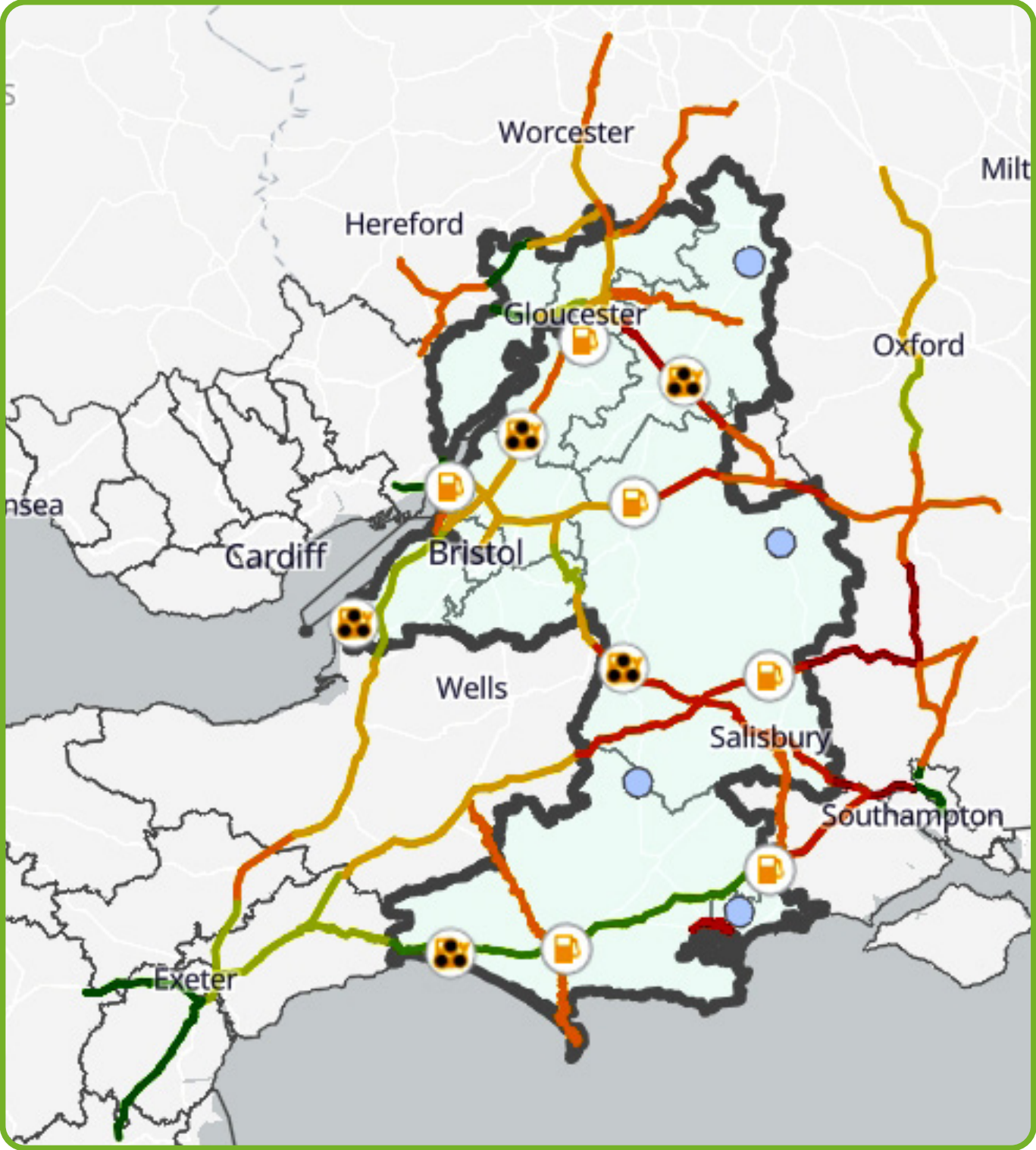


Map Objective 13: Target routes with poor journey time reliability (identified in STP)



Map Objective 14: Potential sites for intermodal freight facilities





Our Strategic Investment Plan will be regularly reviewed and updated.

If you would like to keep up to date with our work or participate in the development of the next Strategic Investment Plan, please do visit our website www.westerngatewaystb.org.uk or email us at westerngatewaystb@westofengland-ca.gov.uk.

September 2026

Teresa Strange

From: Fiona Dey
Sent: 14 September 2026 15:28
To: Teresa Strange
Subject: Fw: MCC Branch Reports - 15th September 2026
Attachments: MCCMembersReports2609.pdf; MCCBranch2608Minutes.pdf; MCCBranch2609Agenda.pdf; Steering_Group_Terms_of_Reference_copy.pdf

From: Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>
Sent: 14 September 2026 15:11
To: MWPC <MWPC@melkshamwithout-pc.gov.uk>
Subject: Fw: MCC Branch Reports - 15th September 2026

Dear colleagues,

I can't open or download the pdf files from this email so you may not be able to either. Luckily, these emails are also sent to my personal email address (Gmail) and I can access them from there.

From the Member's Reports

Melksham Link

This month we are able to welcome a new Project Manager to the team.

Paulina Heijman was already a member of the trust and has visited Pewsham Locks on a number of occasions. She is a professional and qualified PM who offered her services for a few hours a week and joined the team in August.

A plan for achieving Planning Permission for ML has been created and circulated to the Directors and Senior Leadership Team.

A Freedom of Information Request was raised to establish the ownership, maintenance schedule and future plans for the Melksham Gate. The response was:

- The Environment agency do not own the Melksham Gate and Weir
- While they have maintained it for many years, they have no formal agreement or obligation to do so.
- As the Melksham Development Company (MDC) owns the river bank they are considered to be the riparian owners of the Melksham Gate and Weir.
- Under English law, as the MDC's property and land directly adjoins the River Avon at Melksham Gate, they are presumed to be the riparian owner of the land and structures up to the centre line of the watercourse, carrying the responsibility for keeping the channel clear and managing local flood or drainage issues.
- In this instance due to the length of the Weir, MDC's responsibility may extend bank to bank.

A draft letter outlining the current situation with the Ecology (wildlife) Study has been prepared. This is currently under discussion before being finalised and sent to Wiltshire County Council (WCC). A meeting to discuss this and gain agreement to the content of the final report is scheduled with WCC for Sept 29th.

A Terms of Reference (TOR) for the proposed ML Steering Committee has been prepared and attached to this report. We are asking the branch for nominations for the positions detailed in the TORs.

Denis Hellewell, Director of the Melksham Link Project

From the minutes of the last meeting

4.3.4 Melksham Link (Denis Hellewell)

Denis H reported that Natural England have agreed to our report which shows a 10% Biodiversity Benefit, but they would like more (30%?).

A new National Development Framework has been issued this week that may require us to rework some of our existing documents. There is also a new portal.

DH stressed the need to keep on top of legislation changes. There were no questions.

4.3.5 ML Steering Group

Denis H noted that the Melksham Link Program needed to have a Steering Group to provide oversight and control over the program. The Group would need to include external nominees, such as **representatives from Melksham Without and Town Councils**, would meet regularly to overcome issues etc. The Group would provide updates to the MCC branch meeting, but would not provide a full report due to the confidential nature of some items discussed.

It was noted that the Pewsham Waterside Program has a similar Steering Group that HW attends. It was suggested that a report on such meetings could be provided by HW. He was happy to provide a brief of the meeting although noted that some of the info was already provided in the Chairman's notes.

If you can't see or download the Terms of Reference for the Melksham Link Steering Group I can send them to you separately upon request.

You will note they are asking for representatives from the Town and Parish Councils. I am happy to fulfill that role if nominated by MWPC, but I think it should be someone with a bit more seniority.

Regrettably, I am unable to attend tomorrow evening's Branch meeting as I will be chairing a meeting of the Bowerhill Village Hall management committee, which also means I cannot attend the Friends of Shurnhold Fields' AGM or the Town Council's Planning Committee.

Regards,

Mark H.

From: Wilts & Berks Canal Trust <dont.reply@wbct.org.uk>
Sent: 11 September 2026 02:05
To: Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>
Subject: MCC Branch Reports - 15th September 2026



Wilts & Berks Canal Trust

Patron: Her Majesty the Queen
Restoring 70 miles of canal and towpath for the benefit of local communities, wildlife and leisure.

Dear Mark,

September MCC Branch Meeting at the Rachel Fowler Centre, Melksham SN12 6EX

Please find attached the MCC monthly report covering August 2026, together with the minutes from our last meeting. I also include the draft Terms of Reference for the Melksham Link Steering Group, as noted in the reports. The regular Branch meeting for August will start at 19:45 on 15th September and the Agenda for this is also attached.

I hope you will be able to attend the meeting.



Graham Stroud Secretary MCC Branch
t: 07768 891 053
e: graham.stroud@wbct.org.uk
w: <https://www.wbct.org.uk>

Restoring 70 miles of canal and towpath for the benefit of local communities, wildlife and leisure.

The Wilts & Berks Canal Trust. Registered Charity No 299595, Limited Company No 2267719
Dauntsey Lock Canal Centre
Dauntsey Lock
Chippenham, SN15 4HD
United Kingdom

[Unsubscribe from this email list](#)



Melksham Link (ML) Steering Group Terms of Reference

1.	Purpose and Scope of Authority:
1.1	The purpose of the Project Steering Group (PSG): The purpose of the Project Steering Group is to provide strategic oversight, direction, and decision-making authority for the programme/project to ensure it delivers the expected benefits within the agreed-upon constraints of time, cost, quality, scope and risk.
1.2	Scope of Authority: - To approve project scope, objectives and deliverables. - To approve project plans, schedules and budgets. - To resolve escalated issues and risks. - To approve changes to project scope or objectives. - To monitor project progress and performance. - To approve project closure and acceptance. - To ensure benefits are articulated in SMART terms and with defined ways of tracking and measuring them. - To monitor identified lessons learned and recommend improvements for future projects.

2.	Membership:																	
2.1	The ML Steering Group will typically consist of the following members: <table> <tr> <th>Role</th><th></th></tr> <tr> <td>Senior Responsible Owner (SRO) (Chair)</td><td>Denis Hellelwell</td></tr> <tr> <td>Project Manager (Responsible for day-to-day management of the project and providing updates to the PSG)</td><td>Paulina Heijman</td></tr> <tr> <td rowspan="4">Key Stakeholders (Representatives from relevant Teams or organisations impacted by the project)</td><td>MCC Branch</td></tr> <tr> <td>Melksham Town Council</td></tr> <tr> <td>Melksham Without Council</td></tr> <tr> <td>Other Branches</td></tr> <tr> <td rowspan="5">Subject Matter Experts (Individuals with specialised knowledge or skills relevant to the project)</td><td></td></tr> <tr> <td></td></tr> <tr> <td></td></tr> <tr> <td></td></tr> <tr> <td></td></tr> </table>	Role		Senior Responsible Owner (SRO) (Chair)	Denis Hellelwell	Project Manager (Responsible for day-to-day management of the project and providing updates to the PSG)	Paulina Heijman	Key Stakeholders (Representatives from relevant Teams or organisations impacted by the project)	MCC Branch	Melksham Town Council	Melksham Without Council	Other Branches	Subject Matter Experts (Individuals with specialised knowledge or skills relevant to the project)					
Role																		
Senior Responsible Owner (SRO) (Chair)	Denis Hellelwell																	
Project Manager (Responsible for day-to-day management of the project and providing updates to the PSG)	Paulina Heijman																	
Key Stakeholders (Representatives from relevant Teams or organisations impacted by the project)	MCC Branch																	
	Melksham Town Council																	
	Melksham Without Council																	
	Other Branches																	
Subject Matter Experts (Individuals with specialised knowledge or skills relevant to the project)																		



	Optional Membership:	
	Responsibilities:	
	Chairperson <i>(Facilitate PSG meetings, provide strategic direction and ensure alignment with organisational goals)</i>	
	Project Manager <i>(Prepare and present project updates, manage project risks and issues, capturing actions and resolutions, benefits realisation and implement PSG decisions)</i>	
	Members <i>(Provide input, guidance, and support based on their expertise and stakeholder interests)</i>	
	All PSG members are expected to maintain confidentiality regarding sensitive project information.	
3.	Meetings:	
3.1	- Frequency: Regular meetings as required, typically monthly or quarterly. - Agenda: Prepared by the Project Manager and approved by the Chair, focusing on actions, project progress, risks, issues, benefits and decision points. - Minutes and/or Actions: Recorded and distributed to PSG members and key stakeholders after each meeting.	
4.	Decision-making Process:	
4.1	- Consensus-based decision-making is preferred. - In the absence of consensus, the Chair will make the final decision after considering all inputs.	
5.	Communication:	
5.1	- The Project Manager will provide regular updates to PSG members and key stakeholders. - Communication channels and protocols will be established to ensure timely and transparent communication.	
6.	Review and Evaluation:	
6.1	- Conduct period reviews to assess project performance against objectives, schedule and budget. - Identify lessons learned and recommend improvements for future projects.	
7.	Amendments to Terms of Reference:	
7.1	Changes to the PSG Terms of Reference (ToR) can be proposed by any PSG member and will require approval by the majority of the PSG members.	
8.	Duration:	
8.1	- The PSG will remain active for the duration of the project unless otherwise determined by the CEO or Board of Directors - By adhering to these Terms of Reference, the Project Steering Group can effectively oversee the project's progress, ensure alignment with organisational objectives, and make informed decisions to drive project success.	

Agenda Item 12(c) – National People's Emergency Briefing on Climate and Nature

A request has been received from Melksham Environment Group (MEG) asking whether the Parish Council would be willing to host one or more screenings within the parish of the National People's Emergency Briefing on Climate and Nature. <https://www.nebriefing.org/>

The briefing is being screened at locations across the country, including a forthcoming event at County Hall on 10 November 2026

September 2026

WALC Environment Network: People's Emergency Briefing Screening November 10th

Town and parish councillors, clerks, and officers with an interest in climate action are invited to attend the next WALC Environment Network meeting at County Hall on 10 November 2026.

The event will feature a screening of the People's Emergency Briefing (PEB), an inspiring and thought-provoking presentation that explores practical responses to the climate and nature emergencies and the role that communities can play in creating positive change.

The programme will begin with an introduction to Wiltshire Council's climate work from Victoria Burvill. After the screening, attendees will have the opportunity to continue the conversation during a panel discussion on how the People's Emergency Briefing can be used to engage local councils and communities in environmental action.

This event provides an excellent opportunity to network with like-minded councils, learn about local climate initiatives, and discuss how town and parish councils can contribute to a more sustainable Wiltshire.

Date: 10 November 2026

Venue: County Hall

Time: 11:30am to 2:00pm

We look forward to welcoming members of the WALC Environment Network and anyone interested in supporting local environmental action. To register your interest, email walcenquiries@communityfirst.org.uk.



Many screenings are being organised by community and environmental groups. They are typically run as community events, with an opportunity for discussion following the screening.

MEG previously organised a screening in Melksham in May 2026. Attendance was affected as it clashed with the Melksham Area Board meeting (and was later the night of the hail storm).

Members are invited to consider the request from Melksham Environment Group and determine whether the Parish Council wishes to support or facilitate a screening within the parish.



PART-TIME

ALLOTMENT WARDEN

1 hour per week, with additional paid hours as required
Salary commensurate with experience

Melksham Without Parish Council is looking for a practical, reliable and approachable person to help oversee its allotment sites.

Does this sound like you?

- Keen to help and work with the local community
- Approachable, positive and diplomatic
- Practical and able to carry out minor repairs and maintenance
- Comfortable undertaking light pruning and similar jobs around the allotment sites
- Enjoy working outdoors
- Able to use your own initiative and work with minimum supervision
- Observant and able to identify and report issues clearly
- Flexible to work additional hours when required

The role includes weekly health and safety inspections of the allotment sites, quarterly plot inspections, and showing prospective tenants around the sites.

The postholder will also provide occasional cover for the Parish Caretaker during periods of leave.

If so, please apply for details and application form to:

**The Clerk, Teresa Strange, Melksham Without Parish Council, First Floor,
Melksham Community Campus, Market Place, Melksham, SN12 6ES**

Tel: **01225 705700** Email: **clerk@melkshamwithout-pc.gov.uk**

Closing date: **Wednesday 7th October 2026**

Interviews to be held: **Thursday 15th October 2026**

AGENDA ITEM 13 - Allotment Warden Advert - Sept 2 202