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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

Tuesday 11 June 2024

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 17 June 2024 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=83028258798>

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

A handwritten signature in black ink that reads "Strange".

Teresa Strange, Clerk

Serving rural communities around Melksham

AGENDA

1. **Welcome, Announcements & Housekeeping**
 - a) Following the announcement of a General Election on 4 July, Councillors are reminded of a period of heightened sensitivity before elections.
 - b) To note following the resignation of Councillor Andy Russell, as 10 electors did not come forward requesting an election by 17 May, the Parish Council to co-opt to fill a casual vacancy in Bowerhill Ward.
2. a) To receive **apologies** and consider approval of reasons given.
3. **Invited Guests:**
 - a) Wiltshire Councillor **Nick Holder** (Bowerhill).
 - b) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold).
 - c) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural).
4.
 - a) To receive **Declarations of Interests**.
 - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
5. To consider holding items in **Closed Session** due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (10d, 12b, 13a, 13b, 13d)) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. **Co-option of new Member for Bowerhill Ward Casual Vacancy**
 - a) To note procedure for co-option.
 - b) To consider applications for co-option of new councillor and appoint.
 - c) The newly appointed councillor to sign a declaration of office and join the meeting.
 - d) To appoint newly appointed councillor to vacancies on committees and working parties.
8. **Standing Orders:** To adopt the Melksham Without Parish Council Standing Orders stood down from the Annual Council meeting on 13 May 2024 following amendments.
9. To approve the **Minutes of the Annual Council Meeting** held on 13 May 2024.

10. Planning

- a) To approve the **Planning Committee Minutes** of 10 June 2024.
- b) To formally approve the **Planning Committee** recommendations of 10 June 2024.
- c) To formally approve draft Neighbourhood Plan (JMNP2), modification statement, evidence documents and community consultation statement for Regulation 14(B) consultation, as a Qualifying Body.
- d) **S106 Agreement for Buckley Gardens** (20/01938/OUT). To consider request to Wiltshire Council for use of pooled s106 highway funds (Arising from Min 16(d)/24).

11. Finance

- a) To approve the **Finance Committee Minutes** of 20 May 2024.
- b) To formally approve the recommendations of the Finance Committee meeting of 20 May 2024.
- c) **Insurance Cover.**
 - i) To note the renewed Council's Insurance cover at a cost of £4,481.15 Arising from Min 26(b)/24
 - ii) To note the renewed Council's Cyber Cover and correspondence. Arising from Min 26(b)/24
- d) To receive feedback from Councillor Franks following Internal Control visit (22 May).
- e) To note information on Accounting and Audit: Year End Process.
- f) To note Internal Auditor's final report for year ending 31 March 2024.
- g) To consider, approve and sign Section 1 of the External Audit Annual Return for year ending 31 March 2024 (Governance Statement).
- h) To approve and sign Section 2 of External Audit Annual Return for year ending March 2024 (Accounts Statement).
- i) To approve and sign Year End Accounts & Statement for year ending 31 March 2024.
- j) To adopt the Melksham Without Parish Council Financial Regulations (following review by the Finance Committee 20 May 2024).
- k) To note **Receipts & Payments** reports for May.
- l) To seek **cheque signatories/online authority** for June and July payments.
- m) To approve Bank Account and Fund Transfers.

12. Staffing:

- a) To approve the **Minutes of the Staffing Committee** meeting held on 20 May 2024.
- b) To appoint working party to deal with current Staffing matter and take next steps

13. Asset Management

- a) To receive update on **play area** legal transfers and approve if received (Pathfinder Place, Berryfield, Kestrel Court).
- b) **Berryfield Village Hall.** To approve and sign Section 106 Side Agreement relating to maintenance of public art work for transfer of outstanding funds from Wiltshire Council to Melksham Without Parish Council and to agree transfer to Berryfield Village Hall

Management Committee

- c) **Shurnhold Fields.** To receive update following meeting with Alexandra Crawford, Re Flood alleviation scheme and consider way forward.
- d) **Bowerhill Sports Field.** To consider way forward with future bookings

14. **Highways**

- a) **Proposed Traffic Regulation Order Various Roads, Melksham & Melksham Without (40mph Speed Limit) Order 2024.** To consider response to proposed speed limit on Eastern Way of 40mph.
- b) **Active Travel funding for Melksham.** To note response from Councillor Tamara Reay, Cabinet Member for Transport and Assets.

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

- a) **Age UK.** To approve and sign Service Level Agreement.
- b) **Melksham Railway Group.** To consider grant funding to be transferred to West Wiltshire Rail User Group.
- c) **Melksham Transport User Group.** To receive update.
- d) **Wiltshire Explore App.** To receive update following recent meetings.
- e) **Future Cemetery provision.** To receive responses from Wiltshire Council and churches within the parish (if received) and consider invitation from Melksham Town Council to join a Future Cemetery Provision Working Group.
- f) **Wiltshire Council.** To note update on DEFRA's Property Flood Resilience Repair Grant Funding following recent storms in the County.

16. What have we done to meet the **Climate Friendly agenda**

- a) To consider response from Wessex Water regarding sewage overflows into the watercourse in the parish (Full Council Min 516(a)/23)

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

Briefing Note No. 24-11

Service: Legal and Governance
Further Enquires to: Perry Holmes (Director Legal and Governance and Monitoring Officer)
Date Prepared: 28 May 2024

This note provides general guidance for Members and Officers on the management of council business and publicity in the run-up to the General Election on 4 July 2024. It supplements the Council's Code of Conduct for Councillors and the Media Relations Protocol, included at Part 12 and Protocol 7 of the Constitution respectively. **The pre-election period begins when the Notice of Election is published (which we anticipate to be 3 June 2024) and runs until 5 July 2024.**

1. The principle point is set out in section 2 of the Local Government Act 1986, which expressly prohibits local authority publicity of a party political nature. The Council must not publish (or assist others to publish) material which, in whole or in part, appears to be designed to affect public support for a political party. Publicity is defined in section 6(4) of the 1986 Act as 'any communication, in whatever form, addressed to the public at large or a section of the public.'
2. This is reinforced by the Council's Code of Conduct for Members which states:
7.1 I do not misuse council resources.
7.2 I will, when using the resources of the local authority or authorising their use by others:
7.2.1 act in accordance with the local authority's requirements; and
7.2.2 ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.
3. The Code of Recommended Practice on Local Authority Publicity 2011 (included as Appendix 1 to the Council's Media Relations Protocol) sets out seven key principles local authorities should apply when making decisions on publicity. Publicity by local authorities should be:

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

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

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

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

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

5. The Council's approach is consistent with this guidance, and particular care will be taken during the period of heightened sensitivity (the pre-election period) leading up to the General Election on 4 July 2024.
6. Generally, with regard to decision making within the Council the position remains that it is 'business as usual' unless there are very good reasons why this should not be the case. In most cases the pre-election period will have no impact on normal council business, including the determination of planning applications. Proposals or issues which may be controversial and likely to arise during the critical period should be identified and a common sense view taken in each case as to how the matter is to be handled. In cases where time is not critical it may be sensible to defer the matter until after the election. In other cases, this will not be possible because of statutory, contractual or other constraints.
7. The nature of the General Election, as compared to local elections in Wiltshire, mean that there needs to be consideration whether the decision or proposal is in any sense closely related to central Government or the role of local Members of Parliament or prospective candidates. Some council services are more likely to be aligned and should seek advice if unclear how to proceed. Where there is no obvious link council business can and should continue as usual
8. Councillors should note that the display of election campaign material on council land and property, including highway land, is not permitted and action will be taken to

9. The LGA has produced a short-guide on publicity in the pre-election period, available at: <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

10. Further advice may be obtained from:
Perry Holmes – Director of Legal and Governance/Monitoring Officer
email perry.holmes@wiltshire.gov.uk

And on the handling of publicity:

Ceri Tocock – Head of Communications
email communications@wiltshire.gov.uk

21 May 2024

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 x 1 (Andy Russell)
Parish of Melksham Without (Melksham Without (Bowerhill 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:

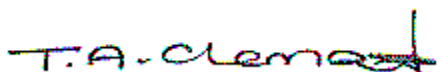
Elections@wiltshire.gov.uk

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



Tracey Clements
Electoral Services Officer

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

EXTRACT FROM STANDING ORDERS – AS ADOPTED 13 MAY 2024

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.

Teresa Strange

From: The Griffiths' [REDACTED]
Sent: 28 May 2024 15:47
To: Teresa Strange
Subject: Re: Parish Councillor Vacancy

Dear Teresa,

Thank you for your email and I will pencil those dates in my diary.

I can confirm that I am a British Citizen over the age of 18.

We have lived in the area for 3 months but I am registered to vote from my current address.

Kind Regards

Chris

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Tuesday, May 28, 2024 1:58 PM
To: [REDACTED] <[REDACTED]>
Subject: FW: Parish Councillor Vacancy

Dear Mr Griffiths

Thank you for your letter.

Could you please confirm for me that you meet the eligibility criteria as detailed in the poster attached.

You are invited to speak to the next Full Council meeting and say a few words and possibly answer a couple of questions – this is at 7pm on Monday 17th June.

The parish council meetings are held at their offices on the First Floor of the Melksham Community Campus, details attached.

The decision on the candidates will be made at the council meeting and the successful candidate will sign their declaration of office and join the meeting.

The agenda, and papers, will be uploaded to the council's website the week before the meeting.

If you would like to find out more about the role, or the time commitment involved, then do please give me a ring or arrange to pop into the office for a chat.

There is Wiltshire wide online training for new councillors on Thursday 20th June, online 6-8pm and I have booked a space for the successful candidate (as there is usually a waiting list), so you may wish to pencil in your diary now.

With kind regards, Teresa

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

01225 705700

www.melkshamwithout-pc.gov.uk

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

Want to keep in touch?

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

On twitter: @melkshamwithout

On Instagram: melkshamwithoutpc

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From: The Griffiths' <[REDACTED]>

Sent: 27 May 2024 18:49

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

Subject: Parish Councillor Vacancy

Good Evening,

Please find attached my letter for consideration for your current vacancy.

Kind Regards

Chris.

Mr C Griffiths
[Redacted]
Melksham
SN12 [Redacted]

27th June 2024

F.A.O Clerk of the Council

Dear Teresa,

Councillor Vacancy

I am writing to express an interest in your current vacancy for the role of Parish Councillor.

Having moved to Melksham 3 months ago I am keen to become involved and support the local community.

I have previously been a Town Councillor for Midsomer Norton where I was also the chair of the Finance and Operations Committee. Prior to this I was a Parish Councillor for Martock where I was the lead councillor for green spaces.

Professionally I am a National Account Manager for Mitie Cleaning Services, and my role involves leading on innovation and how we can have a more modern approach on the ways of working. I am involved with COSSH, Risk Assessments and Finance and Budget management. Previously I have worked in management roles within the retail industry all of which have been customer facing, personnel responsibilities and P&L management.

Personally, I have moved to the area with my wife and our grown-up son who is in the military. We have enjoyed exploring the local area and meeting lots of wonderful people. We enjoy spending time outdoors, eating out and I participate in competitive running.

I feel that I have lots that I am able to contribute to the local area and would love the opportunity to help make a difference.

Kind Regards

Chris Griffiths

Teresa Strange

From: Teresa Strange
Sent: 31 May 2024 11:41
To: Jacquie Shearing
Subject: RE: Interest

Hi Jacqui

Thanks for letting me know, the decision will be made by the Council on Monday 17th June, and they will still consider your application even though you are not there in person.

Thankyou for confirming your eligibility.

Kind regards, Teresa

From: Jacquie Shearing <[REDACTED]>
Sent: 31 May 2024 11:14
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Re: Interest

Hi Teresa,

I can confirm I have all the criteria mentioned in the attachment.

I do have a slight problem though, I have a holiday arranged for the dates you mention for the meeting, the holiday is booked from the 13th June until the 22nd June.

If it does not suit and it can't be rearranged I apologise. I hope you get a suitable applicant.

Kind regards Jacquie Shearing.

On Tue, 28 May 2024, 14:01 Teresa Strange, <clerk@melkshamwithout-pc.gov.uk> wrote:

Dear Jacquie

Thank you for your email.

Could you please confirm for me that you meet the eligibility criteria as detailed in the poster attached.

You are invited to speak to the next Full Council meeting and say a few words and possibly answer a couple of questions – this is at 7pm on Monday 17th June.

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With kind regards, Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

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On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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

From: Jacquie Shearing <[REDACTED]>
Sent: 27 May 2024 12:23
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Interest

Hi Theresa,

I would like to express an interest in becoming a Parish Councillor. Robert recently informed me there may be a vacancy to fill.

Can I introduce myself!

My name is Jacqueline Elizabeth Shearing. I have lived on Bowerhill for 32 years. I take a great interest in how the local area is cared for and like to consider myself a respectable member of society. For my last 15 years of employment I was working for the NHS as a Dementia Support Nurse, caring for families who had a member suffering from dementia to continue living at home with the best support available in our area.

I was responsible for most of North Wilts from Calne, Chippenham, Marlborough, Malmesbury, Corsham, Box, Hungerford, so I have travelled our County widely for years.

I love my country and I would like to help support the team to manage our village and town to remain a decent safe place to live in.

I would appreciate you considering me for the position! Please contact me if you require any further information!

Looking forward to your reply.

Thank you.

Kind regards

Jacquie.

Committees and Working Parties for 2024/25

**Chair and Vice Chair of the Council to be
Ex-officio members of all committees and working parties:**

Chair of Council for 2024/25: Cllr John Glover

Vice Chair of Council for 2024/25: Cllr David Pafford

Finance Committee:

Councillors John Glover (**Chair**), Alan Baines, Richard Wood, David Pafford, Shona Holt, Robert Shea-Simonds (**Vice Chair**), John Doel.

Planning Committee:

Councillors Richard Wood, John Glover, Alan Baines, Peter Richardson, David Pafford, Mark Harris and Terry Chivers

Staffing Committee:

Councillors John Glover, Alan Baines (**Chair**), **VACANCY**, David Pafford, Robert Shea-Simonds (**Vice Chair**), Shona Holt and **VACANCY**.

Asset Management Committee:

Councillors John Glover, Nathan Keates, David Pafford, Alan Baines, Terry Chivers, Shona Holt, Martin Franks.

Highways and Street Scene Committee:

Councillors John Glover, Alan Baines, Mark Harris, David Pafford, Robert Shea-Simonds, Terry Chivers and Martin Franks.

Community Resilience Working Party:

Councillors John Glover, David Pafford, Nathan Keates, Alan Baines and Peter Richardson

Shurnhold Fields Joint Working Party:

Councillors John Glover, David Pafford and Martin Franks

I.T. & Data Protection Working Party

Councillors Martin Franks, John Glover, David Pafford, Shona Holt and Mark Harris.

CIL Sharing (MTC)

Councillors John Glover, David Pafford and Alan Baines

Road Safety Working Party

Councillors Mark Harris, Shona Holt, Peter Richardson, **VACANCY**, Robert Shea-Simonds

Health & Safety Representative

Martin Franks



MODEL STANDING ORDERS 2018 (ENGLAND) UPDATED APRIL 2022

Melksham Without Parish Council Standing Orders

Adopted at Full Council on 13 May 2024~~19 June 2023~~

National Association of Local Councils (NALC)
109 Great Russell Street
London
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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC).

This is version two of Model Standing Orders 2018 (England) updated on April 2022.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or

without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f) If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g) A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- h) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- i) Subject to standing order 1(j), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- j) One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- k) A councillor may not move more than one amendment to an original or substantive motion.
- l) The mover of an amendment has no right of reply at the end of debate on it.
- m) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of

debate on the final substantive motion immediately before it is put to the vote.

- n) Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i) to speak on an amendment moved by another councillor;
 - ii) to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii) to make a point of order;
 - iv) to give a personal explanation; or
 - v) to exercise a right of reply.
- o) During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- p) A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- q) When a motion is under debate, no other motion shall be moved except:
 - i) to amend the motion;
 - ii) to proceed to the next business;
 - iii) to adjourn the debate;
 - iv) to put the motion to a vote;
 - v) to ask a person to be no longer heard or to leave the meeting;
 - vi) to refer a motion to a committee or sub-committee for consideration;
 - vii) to exclude the public and press;
 - viii) to adjourn the meeting; or
 - ix) to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- r) Before an original or substantive motion is put to the vote, the

chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- s) Excluding motions moved under standing order 1(q), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (5) minutes without the consent of the chairman of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b) If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c) If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public**

thanksgiving or mourning.

- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. It is desirable that the following matters be treated as confidential a) engagement, terms of service, conduct and dismissal of employees; b) terms of tenders and proposals and counter proposals in negotiations for contracts; c) preparation of cases in legal proceedings; d) the early stages of any dispute.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (5) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst**

- the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
 - m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
 - n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
 - o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
 - p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
 - q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
 - r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request

of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council’s code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of (3) hours and shall finish no later than 10pm and 9.30pm on a Friday
- y In the event of the death of the Sovereign or another member of the Royal family or a national figure, the Clerk, as Proper Officer, will have delegated powers to action any time sensitive decisions, following confirmation by email by members of the Council or relevant Committee as appropriate. With regard to any planning application or highway requests for the LHFIG (Local Highway Footways Improvement Group) that are time sensitive, for the Clerk to have delegated powers to submit comments/requests following an informal meeting of the relevant members.

4. COMMITTEES AND SUB-COMMITTEES

- a) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d) The Council may appoint standing committees or other committees as may be necessary, and:
 - i) shall determine their terms of reference;
 - ii) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv) shall, subject to standing orders 4(b) and (c), appoint and

determine the terms of office of members of such a committee;

- v) may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
- vi) shall permit a committee to appoint its own chairman at the first meeting of the committee;
- vii) shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- viii) shall determine if the public may participate at a meeting of a committee;
- ix) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi) may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a) **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b) **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c) **If no other time is fixed, the annual meeting of the Council shall take place at 7pm**
- d) **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

- e) **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f) **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g) **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h) **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i) **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chairman of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j) Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i) **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii) Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii) Receipt of the minutes of the last meeting of a committee;

- iv) Consideration of the recommendations made by a committee;
- v) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi) Review of the terms of reference for committees;
- vii) Appointment of members to existing committees;
- viii) Appointment of any new committees in accordance with standing order 4;
- ix) Review and adoption of appropriate standing orders.
(amendments to Standing Orders to stand adjourned for adoption until the next Full Council meeting. NB: Financial Regulations are reviewed by the Finance Committee held in May/June and adopted at the June Full Council meeting.
- x) NB: Review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses to be reviewed by the appropriate committee.
- xi) Review of representation on or work with external bodies and arrangements for reporting back;
- xii) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii) NB: Review of inventory of land and other assets including buildings and office equipment to be reviewed by Asset Management Committee in May/June/July and approved at June/July Full Council meeting. NB: Confirmation of arrangements for insurance cover in respect of all insurable risks to be undertaken by the Finance Committee in May under delegated powers.; NB: Council's and/or staff subscriptions to other bodies to be reviewed at the Finance Committee in May/June and approved by the June Full Council.
- xiv) Review of the Council's complaints procedure;
- xv) NB: Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); to be reviewed by the Finance Committee in May/June and approved by the June Full Council.
- xvi) NB: Council's policy for dealing with the press/media to be reviewed by the Staffing & Resources Committee and approved by

the following Full Council meeting. NB: Council's employment policies and procedures to be reviewed by the Staffing & Resources Committee and approved by the following Full Council meeting. NB: Council's expenditure incurred under s137 of the Local Government Act 1972 or the general power of competence to be reviewed by the Finance Committee in May/June and be approved by the June Full Council.

- xvii) Confirming the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. NB: The dates are determined earlier in the council calendar to ensure that diary commitments are made.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within (3) days of having been requested to do so by (2) members of the committee any (2) members of the committee may convene an extraordinary meeting of the committee

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (5) councillors to be given to the Proper Officer in accordance with standing order 9, or

by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (8) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda

or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g The Clerk shall date and time every motion received. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e Confidential Notes:
 - (i) A Confidential Note for a related Minute will be marked "confidential" and with a "Confidential" water mark and will be included in the "Councillor Only" agenda pack circulated before the meeting when the minutes are approved and signed and not published on the website/or posted to a Councillor if they do not receive their papers electronically. It will be approved and signed with the public minutes of the same number. ,produced on pink paper and circulated to Members AT THE MEETING. It will be signed with the public Minute of the same number. MEMBERS MUST RETURN THE CONFIDENTIAL NOTE AT THE END OF THE MEETING FOR CONFIDENTIAL DISPOSAL (Deferred for review by IT Working

~~Group following Full Council on 20 February 2023)~~

- (ii) The Council Master Minute Book only will include the letter C next to the open Minute eg. Min. 491/14C.
- (iii) The Confidential Note for the Minute, along with the public version of the same Minute, will be retained in a separate file marked “Confidential Notes for Minutes” in the Clerk’s office, out of reach of the public.
- (iv) A list to be kept of Confidential Notes for Minutes at the front of the file, to show the date, subject and Minute number.

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever**

- is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
-

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

g If amendments to Standing Orders have been made, these to stand adjourned for adoption until the next Full Council meeting.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the ~~Council~~ Chair or Vice Chair (if the complaint is about the Chair). The Clerk will notify the Council if a breach has been upheld via an agenda item at a public meeting so sanctions can be discussed and further action taken if necessary. If the complaint is not upheld, the Council will be notified via an agenda item to note the decision; with details of the complaint anonymised to enable lessons learnt, as long as it does not identify the councillor
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (7) days before the meeting confirming his/her/their withdrawal of it;

- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her/their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority
- xv. The Clerk shall notify all members of Council of every new planning application and planning application decision made on a weekly basis, by forwarding the local authority notification email to all councillors and add all planning applications received by the Council on the agenda of the Planning Committee who meet every 21 days and have delegated powers to submit comments to the local authority
- xvi. manage access to information about the Council via the publication

scheme; and

- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reportedwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d At the Finance Committee meeting in May/June, the Responsible Financial Officer shall provide:
 - i. each committee member with a statement summarising the Council's receipts and payments (or income and expenditure) for the year to date for information; and

- ii. to the committee member the accounting statements for the year in the form of **Section 21** of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to the Finance Committee to review in May/June and then to all councillors with the agenda papers for approval by the Full Council in June. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£430,000** excluding VAT (as per Finance committee 20th May 2024 (min.27/24)) due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

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- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing & Resources committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of [the Staffing & Resources committee] or, if he is not available, the vice-chairman (if there is one) of [the Staffing & Resources committee] of absence occasioned by illness or other reason and that person shall report such absence to the Full Council at its next meeting.
- c The chairman of [the Council and the chairman of the Staffing & Resources committee or in their absence, the vice-chairmen] shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk The reviews and appraisal shall be reported verbally and are subject to approval by resolution by Full Council.
- d In line with the Council's adopted Grievance Policy, wherever possible, any grievance should be raised informally with the employee's line manager (the Clerk). In the case of the Clerk to the Council raising a grievance this should be directed to the Chairman for the Council unless the complaint is about the Chairman in which case another Member can be identified to handle the Clerk's concerns. The recipient of the grievance from the Clerk should share the grievance with the Staffing & Resources committee and the issues should be treated with discretion and confidentiality at all times.
- e If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to the Clerk, or in the case of the Clerk, to the Chairman.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015 if its gross annual income or expenditure (whichever is higher) exceeds £200,000.

- 21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

- a **The Council may use a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

- 22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

- 23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall**

alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- 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 chairman 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 achieve 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.

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**MINUTES of the Annual Council Meeting of Melksham Without
Parish Council held on Monday 13 May 2024 at Melksham Without Parish
Council Offices, Melksham Community Campus (First Floor), Market Place,
Melksham, SN12 6ES at 7.00pm**

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

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

In attendance: Wiltshire Councillors Phil Alford (Melksham Without North & Shurnhold), Nick Holder (Bowerhill) and Jonathon Seed (Melksham Without West & Rural)

Via Zoom: Richard Rogers, Strategic Engagement and Partnership Manager, Melksham Area Board (part of meeting)

1/24 Welcome, Announcements & Housekeeping

As outgoing Chair of Council, Councillor Glover welcomed everyone to the meeting, noting those present were aware of the evacuation procedures in the event of a fire and that the meeting was being recorded and would be published on YouTube but deleted once the minutes were approved. The following announcements were made:

- To note following the resignation of Councillor Andy Russell (Bowerhill Ward) a vacancy has been advertised. If by 17 May 2024 a request for an election to fill the vacancy has not been called the vacancy will be filled by co-option. If an election is called it will be no later than 22 July.
- Next Area Board meeting will take place on Wednesday 22 May at the Riverside Centre with a health and wellbeing theme.
- Phillip Wilkinson was re-elected as Police & Crime Commissioner on 2 May.
- Whitley Stores to re-open at its new location (Pear Tree car park) on Saturday 25 May and open 7 days per week (depending on volunteers' availability).
- Councillors were reminded to review their Register of Interests and pass details to the Clerk of any amendments, and confirmation that what is currently displayed online is correct

2/24 Appointment of Chair

Councillor Glover was nominated as Chair.

There were no further nominations.

Unanimously Resolved: Councillor Glover be elected as Chair of the Council for the ensuing year.

3/24 To receive the Chair's Declaration of Acceptance of Office

Resolved: Councillor Glover duly signed his Declaration of Acceptance of Office, witnessed on behalf of the Council by the Clerk.

4/24 Appointment of Vice Chair

Councillor Pafford was nominated as Vice-Chair.

There were no further nominations.

Unanimously Resolved: Councillor Pafford be duly elected as Vice Chair of the Council for the ensuing year.

5/24 To receive Apologies and approval of reasons given

Apologies were received from Councillor Chivers who was in hospital and Councillor Richardson who was on holiday.

Resolved: To approve and accept the reasons for absence.

6/24 To consider holding items in Closed Session due to confidential nature under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business 15(b) & 16(b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

As items 15(b) and 16(b) were for approval of confidential notes accompanying minutes, relating to discussions on the review of the Neighbourhood Plan which were not yet in the public domain, the Clerk advised these be held in closed session if Members wished to discuss the notes.

Resolved: For agenda items 15(b) and 16(b) to be held in closed sessions if Members wished to discuss the notes.

7/24 Declarations of Interest

a) To receive declarations of interest

As Chair of Bowerhill Village Hall, Councillor Harris declared a non pecuniary interest in item 18(b)(i) relating to the defibrillator outside Bowerhill Village Hall.

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

None were received.

8/24 Public Participation & Invited Guests

Standing Orders were suspended.

- **Wiltshire Councillor Nick Holder (Bowerhill)**

Wiltshire Councillor Holder congratulated both Councillors Glover and Pafford for their re-appointment as Chair and Vice-Chair respectively and what a pleasure it was to work with them both in one of the most effective parish councils in the County and wished to place on record his thanks to the Parish Council for the recent installation of the speed indicator device on Pathfinder Way, Bowerhill.

The following updates were provided:

- Planning enforcement relating to the Pathfinder Place development and the lack of landscaping on the public open space to the north of the proposed school site was still in force. It was disappointing whilst planting had taken place, no watering or further maintenance had, therefore another discussion had taken place with planning enforcement on this issue.
- Disappointment was expressed Wiltshire Council were not prepared to undertake resurfacing of the footpath between Redstocks and Falcon Way whilst the road was closed during upcoming carriageway works as requested by the parish council. Therefore, this matter had been followed-up with the Director of Highways, with a suggestion it would be sensible that remedial works to the footpath were carried out when the carriageway was closed for resurfacing and if a response was not forthcoming the Cabinet Member for Highways may have to intervene.
- **Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural)**

Wiltshire Councillor Seed passed on his congratulations to Councillor Glover and Pafford on their re-appointment as Chair and Vice Chair respectively and was delighted Berryfield Village Hall were progressing their grant for funding towards the village hall and urged Members to encourage community groups/organisations looking for financial support to apply to the Area Board for funding.

Wiltshire Councillor Seed left the meeting at 7.14pm in order to attend another parish council meeting.

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

Wiltshire Councillor Alford also passed on his congratulations to Councillor Glover and Pafford on their respective re-appointments and provided the following updates:

- Given the number of current and proposed solar farms in and around Wiltshire, particularly around this area, he had submitted a Motion to Wiltshire Council's Full Council on Tuesday 21 May, requesting Wiltshire Council seek clarification from the Government on what is meant by the cumulative impact of solar farms and associated infrastructure as stated in the National Planning Policy Framework (NPPF).

Members of the public were being encouraged to attend the meeting to speak to this item, as this may be the only opportunity to talk to Wiltshire Council in a formally setting regarding the Lime Down Solar Farm proposals as when the planning application is finally submitted there will not be an opportunity for people to speak to the application, as Wiltshire Council were only a consultee.

- Wiltshire Council does not have a cemetery strategy and has no intention of having a cemetery strategy and although some cemeteries were run by Wiltshire Council, including Melksham's, these were inherited from the various district councils in Wiltshire and understood cemeteries were a town/parish responsibility. Melksham's cemetery only has 3 years left of capacity, even with plans for expansion, however, Wiltshire Council have no intention of finding a new cemetery.

Therefore, at a recent Town Council meeting he proposed a motion for a joint working party with the parish council to look into cemetery provision in the town, which was subsequently approved by the Town Council. The idea of the working group was to explore the capacity of cemeteries in and around the town and ascertain if there is sufficient capacity and if not explore options either jointly or separately.

Councillor Glover clarified there was a legal power that parishes can provide cemeteries, there was no statutory requirement that they must provide cemeteries.

Clarification was sought if Wiltshire Council would still continue to maintain the current cemetery even after it was full and if they would be prepared to put forward land for a new cemetery in Melksham.

Wiltshire Councillor Alford clarified he understood Wiltshire Council would continue to maintain the cemetery once it was full and that it had not been approached and until formally asked, felt it was down to

whoever was looking into future cemetery provision to identify suitable land and approach the relevant landowner/s.

Councillor Glover explained the parish council had not heard from Wiltshire Council formally that they would not be providing future cemetery provision in Melksham, noting in Wiltshire Council's updated Community Infrastructure Levy 'Infrastructure List' it had identified the expansion of the cemetery for Melksham and other towns in Wiltshire was a priority for funding improvements and therefore this needed to be investigated, as well seeking clarification from Wiltshire Council what they had done with their Community Infrastructure Levy (CIL) receipts received so far.

Councillor Glover asked if Members were happy for agenda item 11(g) regarding an invitation from Melksham Town Council to join a Cemetery Working Group could be moved further up the agenda, to enable Councillor Alford to speak to this item, which Members agreed.

The minutes from this item are included under Min 11(g) below.

Richard Rogers left the meeting prior to this item being discussed by Members.

The meeting went back into closed session.

After discussion on the Cemetery Working Group proposal, both Wiltshire Councillors Alford and Holder left the meeting at 7.40pm and 7.45pm respectively.

9/24 Standing Orders & Council Policies

a) To review Melksham Without Parish Council Standing Orders

The Clerk drew Members' attention to suggested amendments to wording as follows:

Standing Order 11(e)(i) (to reflect current practice):

'A Confidential Note for a related Minute will be marked "Confidential" and with a "Confidential" watermark, and will be included in the "Councillor Only" agenda pack circulated before the meeting when the minutes are approved and signed, and not published on the website/or posted to the Councillor if they do not receive their papers electronically. It will be approved and signed with the public Minutes of the same number.'

The Clerk suggested Standing Order 14(a) needed to be reviewed as currently it conflicted with the advice of Wiltshire Council's Monitoring Officer.

Following discussion the following wording was agreed:

'Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Chair or Vice Chair (if the complaint is about the Chair). The Clerk will notify the Council if a breach has been upheld via an agenda item at a public meeting so sanctions can be discussed and further action taken if necessary. If the complaint is not upheld, the Council will be notified via an agenda item to note the decision; with details of the complaint anonymised to enable lessons learnt, as long as it does not identify the councillor.'

It was noted Standing Order 17(e)(ii) should read: that the RFO should provide Section 2 of the AGAR (Annual Governance & Accountability Return).

The Clerk noted the Standing Orders had previously included that any amendments to Standing Orders would stand adjourned until the next Full Council meeting for adoption, however, this was not currently included and presumably got missed when the latest template in 2022 was produced, and sought a steer from Members if they wished this to be included, which Members agreed.

It was noted Standing Order 3(v) should read as follows:

'See standing order 4d(vii) for the quorum of a committee or sub-committee meeting.'

It was queried why pronouns only referred to he/him and whether this needed to be changed. The Clerk agreed to check on this.

Resolved: To approve the Standing Orders with the above amendments.

b) To review and adopt Complaints Procedure

The Clerk explained as detailed in the Standing Orders the Complaints Procedure had to be reviewed and adopted annually.

Resolved: To adopt the Complaints Procedure as presented.

c) To adopt the Code of Conduct

Councillor Glover explained the Council had to be reviewed and adopt the Code of Conduct annually.

Resolved: To adopt the Code of Conduct as presented.

d) To note "Roles & Responsibilities of a Councillor"

Resolved: To note the Roles & Responsibilities of a Councillor, as circulated.

e) To consider any Councillor training needs

The Clerk informed the meeting she was struggling to find new councillor training courses for Councillors Keates and Franks provided by the Wiltshire Association of Local Councils (WALC), however, would continue liaising with them to ascertain if they planned to hold any courses in the coming months prior to the local elections in May 2025.

However, during investigations, had found a useful Training Needs form Corsham Town Council used, which she felt could be useful when considering training needs following the local elections in May 2025, which Members agreed.

10/24 To review and adopt revised Committee Structure & Terms of Reference

The Clerk had suggested a few changes to the Terms of Reference to reflect current practice and sought a steer from Members if they were happy that the Planning Committee (3.2) to have delegated powers to consider responses to informal and formal planning consultations and for street naming.

The Clerk also noted the Staffing Committee was referred to as the Staffing & Resources Committee, however, resourcing matters were dealt with by the Asset Management Committee and therefore only needed to be referred to as the Staffing Committee.

The Clerk noted within the Committee Terms of Reference/Scheme of Delegation it made reference to declarations of interest and queried if something needed to be included to say 'if during a meeting a member realises they have an interest in a particular item, they should declare it. However, noted declarations of interest were also included in the Standing Orders and therefore queried if reference to declarations of interest needed to be included at all.

Resolved:

1. To adopt the current Committee Structure Terms of Reference and Scheme of Delegation with the suggested amendments as circulated and to amend 3.2(g) regarding the Planning Committee as follows:

To give delegated powers to submit responses to informal and formal consultations, when the deadline means Full Council are unable to approve recommendations of the Planning committee.

- Government consultations on planning issues.
- Wiltshire Council consultations on planning issues, such as Design Code, Gypsy & Traveller Plan etc

- Pre-application consultations by developers.
 - Neighbourhood Plan consultations from neighbouring parishes.
2. The Clerk to ascertain if declarations of interests in committee meetings are included in the Standing Orders, if not, to retain reference to declarations of interest in the Terms of Reference/Scheme of Delegation and include the statement 'if during a meeting a Member realises they have an interest in a particular item, they should declare it'.

11/24 Appointment of Committees & Working Parties 2024/25

Resolved: The following committees were appointed for 2024/25, with the Chair and Vice Chair Ex-Officio of all committees:

a) Asset Management Committee

Councillors Alan Baines, Terry Chivers, John Glover, Shona Holt, Martin Franks, Nathan Keates & David Pafford

b) Finance Committee

Councillors Alan Baines, John Doel, Shona Holt, John Glover, David Pafford, Robert Shea-Simonds & Richard Wood

Resolved: To confirm members of the Finance Committee are the bank (Unity and Lloyds) and Churches, Charities and Local Authorities (CCLA) account authority and signatories.

c) Highways & Streetscene Committee

Councillors Alan Baines, Terry Chivers, John Glover, Martin Franks, Mark Harris, David Pafford, Robert-Shea-Simonds

d) Planning Committee

Councillors Alan Baines, Terry Chivers, John Glover, Mark Harris, Peter Richardson, David Pafford & Richard Wood

It was noted that the committees had sometimes struggled to be quorate and it was agreed that Councillor Franks would offer to be a substitute for Councillor Chivers during his current ill health.

e) Staffing Committee

Councillors Alan Baines, John Glover, Shona Holt, David Pafford, Robert Shea-Simonds (**2 vacancies**)

f) Working Parties

Community Resilience Working Party

Councillors Baines, John Glover, Nathan Keates, David Pafford & Peter Richardson

Shurnhold Fields Joint Working Party (with Melksham Town Council)

Councillors John Glover; David Pafford & Martin Franks

IT & Data Protection Working Party

Councillors John Glover, Martin Franks Mark Harris, Shona Holt & David Pafford

To invite Clive Merritt, IT consultant to meetings where appropriate and former Councillor Stefano Patacchiola.

CIL Sharing Working Party (with Melksham Town Council)

Councillors Alan Baines, John Glover & David Pafford.

Road Safety Working Party

Councillors Mark Harris, Shona Holt, Peter Richardson & Shea-Simonds

Health & Safety Representative

Councillor Martin Franks

Resolved: To appoint the above working groups for 2024/25 and to remove the Office Accommodation Project Working Group from the list of working groups for 2024/25 and to bring back for the new Council after the elections in May 2025 for consideration.

g) Cemetery Working Group. To consider a request from Melksham Town Council to form a joint work party

Members considered the invitation from the Town Council to form a joint working party to investigate future cemetery provision in the town and expressed the following concerns:

- Who would pay for new land for a cemetery and for future maintenance.
- The implications of working with Melksham Town Council, given recent experience on working jointly on various projects, some of which had stalled due to the lack of involvement of the town council.
- Capacity available at church cemeteries in the parish, noting St Barnabas Church in Beanacre had space reserved for an extension and whether there was a need to make separate provision over and above what already existed at present.

Councillor Glover noted Devizes Town Council ran Devizes' cemetery and whilst expenditure per year was £43,000, income was £175,000, however, costs were doubled for burials etc for anyone outside the Devizes and Roundway area.

Councillor Glover reiterated his comment earlier in the meeting that the parish council had not been approached formally by Wiltshire Council regarding future cemetery provision and that currently it was a priority of Wiltshire Council via their updated Community Infrastructure Levy 'Infrastructure List' to improve cemetery provision in various towns in Wiltshire including Melksham. Therefore, a clear steer from them was required on their priorities and where they stood regarding Community Infrastructure Levy (CIL) spending.

Resolved:

1. To write to Wiltshire Council stating it is understood Melksham Cemetery will be full in a few years' time and seek confirmation Wiltshire Council are going to make provision from CIL receipts for either a further extension to the cemetery or a new site, in accordance with their Community Infrastructure Levy 'Infrastructure List'.
2. To have a standing item on Full Council agendas regarding cemetery provision and once a response has been received from Wiltshire Council, to consider a joint working with the town council, if necessary.
3. To investigate what capacity is available in the various church cemeteries in the parish.

12/24 Appointment of Organisation Representatives 2024/25

Resolved: To appoint the following Council representatives to the following organisations for 2024/25.

Age UK Melksham	John Doel
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood
Berryfield Village Hall Management Trust	Shona Holt
Bowerhill Residents Action Group (BRAG)	N Keates (sub: M Harris)
Bowerhill Hall Management Trust	R Shea-Simonds
CCTV Working Group (Town Council)	Mark Harris
Community Action Whitley & Shaw (CAWS)	Peter Richardson
CAWS Community Emergency Volunteers (CEG)	Peter Richardson
CPRE (Wiltshire Branch)	Martin Franks
Health & Wellbeing Group (Area Board)	John Glover
Local Highways & Footpath Improvement Group	Alan Baines
Melksham Area Board	John Glover & David Pafford
Melksham ATC	John Glover
Melksham Charities/Almhouses	R Shea-Simonds &

Melksham Hospital & Community (Friends of)
Melksham Joint Neighbourhood Plan Steering Group

Melksham Oak Community School Governor
Melksham Transport User Group
Operational Flooding Working Group
Parish Highways & Street Scene Rep

Police Liaison
Press Representative
Shaw Hall Management Committee
Shurnhold Fields (Friends of)

Whitley Reading Rooms
Wilts & Berks Canal Trust
Wiltshire, Swindon & Oxfordshire Canal Partnership
WALC (Wiltshire Association of Local Councils)

John Doel
R Shea-Simonds
J Glover &
D Pafford (A Baines
& R Wood reserve)
David Pafford
Mark Harris
Alan Baines
Parish Officer –
Lorraine McRandle
Officers
Clerk – T Strange
Martin Franks
(1 of 3 from
Shurnhold Working
Group Reps)
John Doel
Mark Harris
Mark Harris
Nathan Keates

Footpath Representatives:

Beanacre
Berryfield
Bowerhill, Redstocks and The Spa
Sandridge & Blackmore
Shaw & Whitley

Terry Chivers
Richard Wood
J Glover & J Doel
Alan Baines
John Doel &
Terry Chivers

13/24 Parish Council Objectives

a) Census

A report extracting various data from the 2021 Census in relation to Melksham Without Parish Council such as size, age of population, ethnicity etc had been circulated to Members in their agenda packs.

It was noted the population figure of 7,200 and household figure of 3,000 for the parish was lower than that quoted from the Census 2021 data provided in 2023.

The Clerk explained the Office of National Statistics (ONS) had been contacted and they had confirmed the population figure for Melksham Without was 7,264 but were seeking guidance from another team that

dealt with the interactive tools on the website on why there appeared to be a discrepancy in the figures.

Councillor Glover suggested that there had been a Governance Review in 2020 with changes in the parish boundary, which may be reflected in the latest figures.

b) To review Objectives for 2023/24 and set Parish Council Objectives for 2024/25

The Clerk had provided notes against the various priorities for Members' information with suggestions for additional objectives for 2024/25:

- Melksham Neighbourhood Plan*
- Implementation, monitor and use of policies in NHP#1.
- Review of current Plan, production of draft NHP#2, formal consultation and submission to Wiltshire Council

Comments from the Clerk:

- Evidence of good use of NHP#1 policies in planning decisions made.
- Extensive consultation on NHP#2 during 2023, with intensive work to review all the responses received and ensure robust version going forward to submission later in 2024.

- To input and influence Wiltshire Council's Local Plan Review*

Comment from the Clerk: Provided comprehensive response to consultation.

- To influence and lobby Central Government to change the new NPPF (National Planning Policy Framework) legislation for Neighbourhood Plans protected to a 3-year land supply, to hold for more than 2 years, working with the Wiltshire Area Localism & Planning Alliance (WALPA).

Comment from the Clerk: Changes to NPPF brought into effect in December 2023 and will hold for Melksham until 19 December 2025 (2 years).

- Water refill points – to progress installation of water refill points at Bowerhill & Shaw sports fields.

Comment from the Clerk: Water refill installed at Bowerhill Sports Field but awaiting repair.

- To review the Emergency Plan*

Comment from Clerk: On list to discuss with Melksham Town Council as joint project. Some technical behind the scenes work planned in May 2024 (originally met in July 2023 but struggled with Melksham Town Council engagement).

- Bowerhill Sports Field enhancement project – teen shelter/gym equipment.

Comment from Clerk: Survey of residents undertaken on types of equipment to install with 131 survey results received. Council decision based on consultation for way forward. Applying to SUEZ for grant funding in May 2024.

- Shurnhold Fields car park and improved entrance project*

Comment from Clerk: Wiltshire Council have been successful in receiving a grant from the Environment Agency for a flood alleviation scheme, which is currently being worked on and which has to happen before the car park project.

- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.

Comment from Clerk: Believe good working relationship with Wiltshire Council officers and councillors and neighbouring parishes – as well as local MP.

- Progress East of Melksham Community Centre with Melksham Town Council.

Comment from Clerk: On agenda for Melksham Town Council extraordinary meeting on 21 May 2024.

- Move towards pilot of Real Time Information (RTI) in bus shelters (Mitchell Drive and Melksham Market Place)*

Comment from Clerk: RTI on order for Mitchell Drive and Kestrel Court and surveyed ready for the Market Place (but not ordered yet as need battery version still not signed off by Wiltshire Council).

*Working with Melksham Town Council.

Resolved: To continue with the objectives set-out above (those ongoing and not completed) for 2024/25, as well as the following:

- New lease for Shaw Village Hall.
- To Support the ‘No to Lime Down Battery Storage Facility’ in Whitley Campaign.

c) Priorities for Term of Council (2021/25)

- To continue to use less paper/become more climate friendly (in line with Wiltshire Council's goal of being Carbon Neutral by 2030).

Comment from Clerk: Ongoing.

- Work towards obtaining Quality Gold Award <https://www.nalc.gov.uk/our-work/local-council-award-scheme>

Comment from Clerk: Not started, on hold until Neighbourhood Plan work finished.

- Continue to provide enhanced access to council meetings via remote technology to improve community engagement.

Comment from Clerk: Ongoing and working well.

- To obtain mains drainage for Beanacre

Comment from Clerk: Installed in Westlands Lane in 2023 with Wessex Water completion in December. Residents beginning to connect now. No plans for the rest of Beanacre due to traffic management issues on A350.

- To achieve the best outcome for the parish as a whole, for the proposed A350 Bypass.

Comment from Clerk: Chasing updates on the report currently sat at Department for Transport (DfT).

- To continue to progress wider Realtime Information (RTI) in bus shelters across the parish and town*

Comment from Clerk: Project underway to install RTI at Mitchell Drive, Kestrel Court and Market Place.

- To seek to obtain higher speed internet access in the parish

Comment from Clerk: No progress.

- To develop a policy to improve road safety in the parish, maximizing the levers that the council have control or influence over.

Comment from Clerk: Road Safety Workshop now in place.

*Working with Melksham Town Council

Resolved: To adopt the priorities as set out above and not completed for the Council Term 2021/25 and to include improvements to drainage at Bowerhill Sports Field.

14/24 a) To approve dates of meetings for 2024/25

A revised list of meeting dates had been circulated to members.

The Clerk reminded Members publicity of what both the parish and Wiltshire Councillors had been up to during the year, as well as presenting grants to various organisations during the meeting could be seen as providing an unfair advantage to both incumbent Wiltshire Councillors and parish councillors, bearing in mind the local elections in May 2025 and therefore suggested holding the Annual Parish meeting in either early March before the pre-election period or at the end of May after the elections; annual parish meetings had to be held in March, April or May.

Councillor Glover confirmed following advice from the Clerk it would be possible for the new council appointed in May to present cheques approved by the previous council for the 2025/26 period as the necessary year end adjustments can be made. He had also discussed if the presentation of grant cheques could be left to the new council. Members discussed this and it was felt the new council would not know what grant decisions had been made previously and therefore, it should be left with the incumbent council to make the decision.

It was noted the proposed Finance Committee in March to review grants would also have to change to accommodate a grant presentation in early March.

The Clerk advised the Planning meeting on 20 May was cancelled due to lack of business.

Resolved: To approve the revised list of meeting dates as presented and to consider alternative meeting dates affected by the May local elections and period of heightened sensitivity prior to an election once the election date had been published.

b) To approve venue for Annual Parish Meeting 2025

Resolved: To investigate holding the Annual Parish Meeting at Whitley Golf Club in 2025.

15/24 a) To approve the Minutes of the Full Council meeting held on 22 April 2024

An amendment to Min 513(c)/23 was sought as follows:

‘...that both the Town Council and Melksham Without Parish Council were

contributing 50% towards projects, whereas the smaller parishes were only contributing 25%.'

'...smaller parish councils were contributing the same percentage rate of 33% for projects, as the town council...'

Resolved: To approve with the above amendments and for the Chair to sign the Full Council minutes of 22 April 2024.

b) To approve the Confidential Notes to accompany the Full Council minutes of 22 April 2024

Resolved: To approve and for the Chair to sign the Confidential Notes accompanying the Full Council minutes of 22 April 2024.

16/24 Planning

a) To approve the Minutes of the Planning Committee meeting held on 29 April 2024

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 29 April 2024.

Councillor Baines left the meeting briefly during this item.

b) To approve the Confidential Notes to accompany the Planning Committee minutes of 29 April 2024.

Resolved: To approve and for the Chair to sign the Confidential Notes accompanying the Planning Committee minutes of 29 April 2024.

c) To formally approve Planning Committee Recommendations of 29 April 2024.

Resolved: To formally approve the recommendations of the Planning Committee meeting of 29 April 2024.

i) To consider withdrawing 'call in' request: 178a Woodrow Road (PL/2024/01559)

It was noted that following a reduction from four dwellings, the parish council were no longer objecting to proposals for two dwellings on this site, therefore, it was asked if Members were happy to withdraw the current 'call in' request.

Resolved: To withdraw the 'call in' request.

d) S106 Agreement for Buckley Gardens (20/01938/OUT).

Members were reminded the parish council had previously asked Wiltshire Council that the £200,000 S106 highway contribution from Buckley Gardens and the pooled highway funds from Townsend Farm be used for a new footpath to access the proposed new primary school at Pathfinder Way for children from Semington Road. However, as the planning application for 210 dwellings and a 70-bed care home (PL/2022/08504) had been approved at appeal and proposals for the site included a footpath through the development to access the school, the views of Members were sought on suggestions to put forward to Wiltshire Council on what this funding could be used for, in order the money was not left sat with Wiltshire Council and not used in the parish.

It was noted in the Decision Notice for the Buckley Gardens development it stated 'the developer is encouraged to enter into a S106 deed of variation without delay to secure the repurposing of £200,000 for alternative off-site highway and pedestrian connection improvement works to improve connectivity between the development site, the town centre to the north and education facilities to the east, inclusive of Local Cycling Infrastructure Plan routes and measures to enhance the use of the pedestrian route on the eastern side of the roundabout between Old Semington Road and Melksham'.

Councillor Wood noted with regard to the proposals for 210 dwellings and a 70-bed care home there were proposals for a footpath along the northern part of their development adjacent to the A365, however, there was a section of verge which did not include a footpath and suggested this funding could go towards this.

It was also noted the S106 funding also referred to the £200,000 highway funding contributing towards measures to reduce the attractiveness to pedestrians of the pedestrian route on the western side of the roundabout between Old Semington Road and Melksham. However, Members felt as this was the desire line route for people wishing to access both Aloeric School and the town, the highway improvement funding could be used to make the crossing more desirable for people to use, such as the installation of a Toucan crossing.

Resolved: For the Clerk to pull these two suggestions together and come back to Full Council.

e) Bus Shelters – Semington Road.

Following a site visit on 25 April to look at the position of the bus shelter adjacent to Telford Drive, following concerns raised that the side panels hindered drivers' view exiting Telford Drive, two options had been suggested by the Highways Engineer as a way forward:

- Removing the side glass panels.
- Replace side panel with new half panel or quarter end panel

Councillor Holt felt the best way forward was to relocate the shelter further into the highway land to the rear of the shelter, as even if the side panels were removed, if someone was stood waiting for a bus, this also obscured drivers' view from Telford Drive.

Resolved: To request Wiltshire Council install the bus shelter, such that it did not intrude into the visibility splay of Telford Drive junction, which the developer was required to do, as per the plans provided.

f) Neighbourhood Plan Review

The Clerk had provided a breakdown of indicative costs (excluding VAT) associated in getting the neighbourhood plan through to examination stage, including additional work undertaken with regard to site allocations totalling £22,750, to be split on agreed 70/30 between Melksham Town Council and Melksham Without as follows:

Melksham Without Parish Council contribution	£ 6,825
Melksham Town Council	£15,925

Councillor Glover noted, these were indicative costs and therefore suggested the council approve £8,000-£10,000 additional funding, to cover potential additional costs which may or may not arise in the future.

Resolved: To approve £10,000 additional funding for the neighbourhood plan review to come from Community Infrastructure Levy funding (CIL).

To continue employing Miriam Zaccarelli on a part time basis to assist with neighbourhood plan admin support, paid for by Melksham Town Council as previously agreed.

17/24 a) To note Income/Expenditure reports for April.

Members noted 50% of the precept (£130,796) was already deposited in the bank and a number of transactions had taken place to move £525,000 into the Charities Churches & Local Authority (CCLA) account.

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

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

Councillors Glover, Holt and Shea-Simonds volunteered as cheque signatories/online authority for May and suggested the Finance &

Amenities Officer approach 2 out of the 3 dependent on who undertook it last time.

The Clerk sought a volunteer, which did not have to be a member of the Finance Committee, in order to undertake an internal control check.

Resolved: For Councillor Franks to undertake an internal control check and report back to Full Council.

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

The Clerk informed the meeting there was £35,000 in the Lloyds current account, £18,840 worth of cheques/direct debits to come out, therefore, if leaving the £5,000 buffer as previously agreed, asked for £11,000 to be transferred from the Lloyds current account into the Unity current account and move £12,000 from the CCLA into the Unity current account.

Resolved: To move £11,000 from the Lloyds current account into the Unity current account and to move £12,000 from the CCLA account into the Unity current account.

Councillors Glover and Wood to sign the CCLA transfer form after the meeting.

d) Parish Council Insurance

It was noted the council's insurance quote for the year ie 1 June 2024 to 31 May 2025 was £4,535.87, and as per Financial Regulation 4.1 regarding expenditure on revenue items, was close to the £5,000 or over, which had to be approved by Full Council and therefore, delegated powers were sought for the Finance Committee on 20 May to approve the council's insurance cover once it had been reviewed.

Resolved: To give delegated powers to the Finance Committee on 20 May to review and approve the parish council's insurance cover and authorise payment before the 1 June deadline.

e) Friends of Shurnhold Fields

Members noted Friends of Shurnhold Fields, following receipt of a grant from the National Lottery, had purchased a new lawn mower costing approximately £8,000. It had been insured by the parish council, in the interim, until 31 May 2024 under the Clerk's delegated powers, at a cost of £8.96, which the insurers had waived until the group had made arrangements for their own insurance cover.

18/24 Asset Management

a) To receive update on play area legal transfers for Pathfinder Place, Berryfield and Kestrel Court.

The Clerk informed the meeting, that despite chasing Council's solicitors, there was no update to report.

b) Defibrillators

i) To note donation from Bowerhill resident towards new defib outside Bowerhill Village Hall and to approve a training session to be held in Bowerhill.

Members noted a generous donation of £1,500 towards a new defibrillator for outside Bowerhill Village Hall had been received from the wife of former Chair of the Council, Mike Mills.

Resolved: To send the Council's thanks to Marilyn Mills and to arrange defibrillator training at Bowerhill Village Hall.

ii) To consider correspondence regarding governance and registration of defibrillators.

Members noted the Council's provider of the other defibrillators in the parish, Community Heartbeat, had raised concern at the type of defibrillator sponsored by the Government, which was being installed outside Bowerhill Village Hall, however, following recent correspondence from the Government's provider, Community Heartbeat were now reassured.

iii) To receive update on community accessible defib at Whitley Stores.

Members noted the defibrillator recently installed outside Whitley Stores had come from the Community Hub at the railway station, which had now closed down and was from Community Heartbeat and therefore, registered with Webnos and the South West Ambulance Service.

19/24 Community projects/partnership organisations

a) Age UK.

Confirmation had been received from Age UK the cost for the Age UK Melksham Community Support service would be £24,000 for the year 2024/25, with the costs split on a 50% share each between the parish council and Melksham Town Council.

Councillor Glover noted in their recent quarterly report it referred to the number of people in Melksham and therefore, had asked that this be broken down to include the number of people in Melksham Without going forward.

Resolved: To approve the £12,000 (50%) share of the costs of the Age UK Melksham Community Support service to be paid quarterly on sight of their quarterly report and meeting the outcomes as set out in the service level agreement.

b) Melksham Emergency Support

Members noted the information provided by the Clerk following a recent meeting and the actions taken.

The Clerk informed the meeting a laptop had been returned from a Melksham Community Support volunteer, which was owned by 4Youth, who had subsequently written it off and therefore donated it to the parish council for the Melksham Emergency Support project. The Clerk therefore sought a steer Members were happy to accept it and that she stored it at her home, in case of an emergency and unable to access her work laptop in the Campus (if locked).

Resolved: To approve the storage of the donated laptop at the Clerk's home for use in the event of an emergency.

c) Police drop-in sessions

Members noted PC Elliott Holdsworth was providing Councillor drop-in sessions at Melksham Parish Council offices in the Campus once a month, if Members wished to come along or leave questions, with the first session taking place on Tuesday, 21 May at 11.00am.

d) To approve a request from Community Action Whitley & Shaw (CAWS) regarding their new History signs

A request had been received from CAWS if the parish council would be prepared to fund the installation of the new History signs (£250 ex VAT), which had been funded via a grant from the parish council.

Whilst Members supported the project, it was felt such a request for funding was outside the normal annual grant process and therefore would set a precedent for similar requests from other organisations in the future.

Resolved: To refuse the request, explaining this is outside the parish council's normal grant process.

e) Wiltshire Explore App.

The Clerk explained a meeting had taken place on 24 April with the parish council facilitating the meetings, several volunteers were now onboard to assist in uploading information to the App, with the WWI trail being uploaded to the App shortly.

Meeting closed at 21.34pm

Signed.....
Chair, Full Council, 17 June 2024

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		43,276.05					43,276.05	
V3847-BACS	Banked: 05/04/2024	66.00						
V3847-BACS	Future of Football	66.00			1210	210	44.00	Part Inv.418-W/C 1st April
					1210	210	22.00	Inv.412- 25th March evening se
V3848-BACS	Banked: 11/04/2024	600.00						
V3848-BACS	Wiltshire Council	600.00			1420	350	600.00	19/00221 Shaw Hill CIL
V3849-BACS	Banked: 15/04/2024	70.00						
V3849-BACS	Allotment Holder	70.00			1310	310	70.00	RELET rent 12a Berryfield
V3850-BACS	Banked: 16/04/2024	385.00						
V3850-BACS	Future of Football	385.00			1210	210	220.00	Inv.411- Weekend blanket booki
					1210	210	165.00	Part Inv.417- Weekend blanket
V3851-BACS	Banked: 18/04/2024	150.00						
V3851-BACS	Wiltshire Council	150.00			1155	110	150.00	Inv.401-refreshments & equipme
V3852-BACS	Banked: 19/04/2024	130,796.00						
V3852-BACS	Wiltshire Council	130,796.00			1076	110	130,796.00	Parish precept 1 of 2
V3853-BACS	Banked: 22/04/2024	66.00						
V3853-BACS	Bath Road Wanderers	66.00			1210	210	66.00	For match 21st April 24
V3864-BACS	Banked: 22/04/2024	1,001.50						
V3864-BACS	Melksham Town Council	1,001.50			1480	170	867.10	Inv.413 NHP Room hire
					1480	170	134.40	Inv.414- NHP wix website
V3865-BACS	Banked: 29/04/2024	440.00						
V3865-BACS	Future of Football	440.00			1210	210	110.00	Inv.418- W/C 8th April traini
					1210	210	110.00	Inv.418- W/C 15th April traini
					1210	210	110.00	Inv.418- W/C 22nd April traini
					1210	210	110.00	Inv.418- W/C 29th April traini
Total Receipts for Month		133,574.50	0.00	0.00			133,574.50	
Cashbook Totals		176,850.55	0.00	0.00			176,850.55	

Continued on Page 209

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/04/2024	Bowerhill Village Hall Trust	V3823-6152	5,000.00			4620	170	5,000.00	Grant Award 2024/25
15/04/2024	Shaw Village Hall	V3824-6153	9,250.00			4620	170	9,250.00	Grant Award 2024/25
15/04/2024	Berryfield Village Hall Trust	V3825-6154	4,800.00			4620	170	4,800.00	Grant Award 2024-25
15/04/2024	Bowerhill Residents Action Gro	V3826-6155	450.00			4610	170	450.00	Grant Award 2024/25
15/04/2024	BASRAG	V3827-6156	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	CAWS	V3828-6157	1,290.00			4610	170	1,290.00	Grant Award 2024/25
15/04/2024	4Youth (South West)	V3829-6158	3,000.00			4610	170	3,000.00	Grant Award 2024/25
15/04/2024	Bowerhill Baby & Toddler Group	V3830-6159	1,643.42			4610	170	1,643.42	Grant Award 2024/25
15/04/2024	Group Five	V3831-6160	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Melksham PHAB Club	V3832-6161	400.00			4610	170	400.00	Grant Award 2024/25
15/04/2024	Wiltshire Air Ambulance	V3833-6162	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Melksham Community First Respo	V3834-6163	930.00			4610	170	930.00	Grant Award 2024/25
15/04/2024	HELP Counselling Services	V3835-6164	200.00			4610	170	200.00	Grant Award 2024/25
15/04/2024	Life Education Centres Wiltshi	V3836-6165	400.00			4610	170	400.00	Grant Award 2024/25
15/04/2024	Melksham Community Money advic	V3837-6166	300.00			4610	170	300.00	Grant Award 2024/25
15/04/2024	Age UK Wiltshire	V3838-6167	300.00			4610	170	300.00	Grant Award 2024/25
15/04/2024	Wiltshire Citizens Advice	V3839-6168	1,000.00			4610	170	1,000.00	Grant Award 2024/25
15/04/2024	Alzheimer's Support	V3840-6169	400.00			4610	170	400.00	Grant Award 2024/25
15/04/2024	Meadowbrook Wiltshire	V3841-6170	340.00			4610	170	340.00	Grant Award 2024/25
15/04/2024	FearFree	V3842-6171	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Melksham Food & River Festival	V3843-6172	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	that meeting space	V3844-6173	300.00			4610	170	300.00	Grant Award 2024/25
15/04/2024	Crimestoppers Trust	V3845-6174	150.00			4610	170	150.00	Grant Award 2024/25
15/04/2024	Melksham Carnival	V3846-6175	1,000.00			4610	170	1,000.00	Grant Award 2024/25
15/04/2024	Friends of Shurnhold Fields	V3847-6176	1,000.00			4610	170	1,000.00	Grant Award 2024/25
15/04/2024	Connect Shaw & Whitley	V3848-6177	250.00			4610	170	250.00	Grant Award 2024/25
15/04/2024	AFC Melksham Disabled Football	V3849-6178	300.00			4610	170	300.00	Grant Award 2024/25
15/04/2024	Melksham Gardeners Society	V3850-6179	250.00			4610	170	250.00	Grant Award 2024/25
15/04/2024	Melksham Amateur Swimming Club	V3851-6180	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Shaw & Whitley Garden Club	V3852-6181	200.00			4610	170	200.00	Grant Award 2024/25
15/04/2024	Melksham Cricket Club	V3853-6182	220.00			4610	170	220.00	Grant Award 2024/25
15/04/2024	Melksham WI	V3854-6183	200.00			4610	170	200.00	Grant Award 2024/25
15/04/2024	Wiltshire Youth Canoe Club	V3855-6184	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Shaw & Whitley Art Group	V3856-6185	250.00			4610	170	250.00	Grant Award 2024/25
15/04/2024	Melksham Tourist Info Centre	V3857-6186	600.00			4630	170	600.00	Grant Award 2024/25
15/04/2024	Bowerhill Village Hall	V3823-6152	-5,000.00			4620	170	-5,000.00	VOID-Grant CHQ
15/04/2024	HELP Counselling	V3835-6164	-200.00			4610	170	-200.00	VOID- Grant CHQ
15/04/2024	Crimestoppers Trust	V3845-6174	-150.00			4610	170	-150.00	VOID- Grant CHQ
15/04/2024	Daisy (Onebill)	V3854-DD	45.29		7.55	4190	120	37.74	Inv.311- Campus wifi & line
15/04/2024	Daisy (Onebill)	V3855-DD	45.29		7.55	4384	220	37.74	Inv.312-Pavilion wifi & line
24/04/2024	Unity Bank	V3856-6187	125,000.00			220		125,000.00	Transfer to Unity Trust Bank

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Date: 02/05/2024

Melksham without Parish Council Current Year

Page: 210

Time: 13:59

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 1

Total Payments for Month	157,664.00	0.00	15.10	157,648.90
Balance Carried Fwd	19,186.55			
Cashbook Totals	<u>176,850.55</u>	<u>0.00</u>	<u>15.10</u>	<u>176,835.45</u>

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		52,319.11					52,319.11	
	Banked: 08/04/2024	400,000.00						
V3861	Instant Access Unity 20476339	400,000.00				230	400,000.00	Transfer to Unity Trust Bank
	Banked: 24/04/2024	125,000.00						
V3856-6187	Current Account & Instant Acc	125,000.00				200	125,000.00	Transfer to Unity Trust Bank
Total Receipts for Month		525,000.00	0.00	0.00			525,000.00	
Cashbook Totals		<u>577,319.11</u>	<u>0.00</u>	<u>0.00</u>			<u>577,319.11</u>	

Continued on Page 213

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/04/2024	Grist Environmental	V3859-DD	82.56		13.76	4770	220	68.80	Inv.204-B'hill waste away
02/04/2024	Teresa Strange	V3860-S/O	5.30		0.88	4190	120	4.42	Out of hours mobile- April
09/04/2024	London Hearts	V3863-BACS	750.00			4049	142	750.00	Match fund-B'hill V Hall defib
10/04/2024	EDF Energy	V3862-DD	203.49		9.69	4302	220	193.80	Inv.009-Pavilion Electricity
16/04/2024	Lloyds Bank PLC	V3846-DD	247.68		40.03	4370	120	10.49	Window Cleaner
						4150	120	41.88	Pens, paper & locable box
						4150	120	4.14	Cash receipt book
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4175	120	5.50	Website domain
						4175	120	12.99	Online meeting subscription
						4120	120	4.55	Postage for notices & posters
						4140	120	3.00	Monthly fee
26/04/2024	Ace Shelters	V3823-BACS	4,290.00		715.00	4545	142	3,575.00	Inv.1782-New bus shelter Beana
26/04/2024	Agilico	V3824-BACS	57.42		9.57	4130	120	47.85	Inv.520-Office photocopying
26/04/2024	JC Combustion Services Ltd	V3825-BACS	480.00		80.00	4791	220	400.00	3917-Boiler and water heat ser
26/04/2024	Jens Cleaning	V3826-BACS	336.00			4381	220	336.00	Inv.1080-March/April cleaning
26/04/2024	JH Jones & Sons	V3827-BACS	1,765.12		294.19	4400	142	38.13	4107-Kestrel Court Shrub maint
						4409	142	179.67	Hornchurch grass cutting
						4820	142	36.21	SHF annual cut
						4402	320	66.16	Allotment grass cutting
						4400	142	244.09	Play Area grass cutting
						4780	142	57.75	Play Area bin emptying
						4781	220	87.54	JSF Bin emptying
						4401	220	761.38	JSF Grass cutting
26/04/2024	Rialtas Business Solutions Ltd	V3828-BACS	428.40		71.40	4185	120	357.00	Inv.848-Annual support & maint
26/04/2024	HELP Counselling	V3829-BACS	200.00			4610	170	200.00	Grant award 2024/25
26/04/2024	Crimestoppers Trust	V3830-BACS	150.00			4610	170	150.00	Grant award 2024/25
26/04/2024	Bowerhill Village Hall Trust	V3831-BACS	5,000.00			4620	170	5,000.00	Grant award 2024/25
26/04/2024	Aquasafe Environmental Ltd	V3832-BACS	150.00		25.00	4212	220	125.00	Inv.406-Monthly PPM visit Apri
26/04/2024	Rialtas Business Solutions Ltd	V3833-BACS	1,041.60		173.60	4185	120	868.00	Inv.31577- Y/E Closedown
26/04/2024	Netti of Melksham	V3834-BACS	2,862.20		458.70	4680	170	2,403.50	NHP consultation materials
26/04/2024	Wiltshire Pension Fund	V3835-BACS	2,195.66			4000	130	272.17	Period 1- April 2024
						4020	130	128.09	Period 1- April 2024
						4010	130	130.07	Period 1- April 2024
						4045	130	1,665.33	Period 1- April 2024
26/04/2024	HM Revenue & Customs	V3836-BACS	2,462.33			4000	130	536.40	Period 1- April 2024-T
						4000	130	236.36	Period 1- April 2024-NI
						4020	130	206.40	Period 1- April 2024-T
						4020	130	92.83	Period 1- April 2024-NI
						4010	130	212.80	Period 1- April 2024-T

Continued on Page 214

Payments for Month 1			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
							4010 130	95.56	Period 1- April 2024-NI
							4460 142	192.40	Period 1- April 2024-T
							4800 320	8.60	Period 1- April 2024-T
							4041 130	880.98	Period 1- April 2024
26/04/2024	Teresa Strange	V3837-BACS	██████				4000 130	██████	April 2024 salary
26/04/2024	Lorraine McRandle	V3838-BACS	██████				4020 130	██████	April 2024 Salary
							4120 120	8.70	Ditch letters & agenda pack x1
26/04/2024	Marianne Rossi	V3839-BACS	██████				4010 130	██████	April 2024 Salary
26/04/2024	Terry Cole	V3840-BACS	██████				4460 142	██████	April 2024 Salary
							4050 142	47.50	Travel Allowance- April 24
							4051 142	43.65	Mileage x97 miles
26/04/2024	David Cole	V3841-BACS	██████				4800 320	██████	April 2024 Salary
26/04/2024	JH Jones & Sons	V3842-BACS	1,939.20		323.20	4740 220		1,616.00	Inv.4142- Pitch fertilizing
26/04/2024	Miriam Zaccarelli	V3843-BACS	105.00			4680 170		105.00	Inv.2402-NHP Additional resour
26/04/2024	Wits Assoc of Local Councils	V3844-BACS	1,404.88		234.15	4650 170		700.76	Inv.163- WALC Subscription
						4650 170		469.97	Inv.163- NALC Subscription
26/04/2024	Wiltshire Publication	V3845-BACS	636.00		106.00	4240 120		530.00	Inv.466- Spring newsletter
26/04/2024	CCLA	V3858-BACS	150,000.00			240		150,000.00	Transfer to CCLA account
30/04/2024	Teresa Strange	V3857-S/O	5.30		0.88	4190 120		4.42	Inv.310- Out of hours mobile
Total Payments for Month			184,198.19	0.00	2,556.05			181,642.14	
Balance Carried Fwd			393,120.92						
Cashbook Totals			577,319.11	0.00	2,556.05			574,763.06	

Total Salary
for April 24

£7,300.20

Receipts for Month 1

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				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		0.00	0.00	0.00			0.00	

Continued on Page 120

Date: 02/05/2024

Melksham without Parish Council Current Year

Page: 120

Time: 13:59

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 1

Payments for Month 1

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		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Receipts for Month 1

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 :	408,834.76					408,834.76	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>408,834.76</u>	<u>0.00</u>	<u>0.00</u>			<u>408,834.76</u>	

Continued on Page 26

Date: 02/05/2024

Melksham without Parish Council Current Year

Page: 26

Time: 13:59

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 1

Payments for Month 1

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>
08/04/2024	Unity Bank	V3861	400,000.00			220		400,000.00	Transfer to Unity Trust Bank
Total Payments for Month			400,000.00	0.00	0.00			400,000.00	
Balance Carried Fwd			8,834.76						
Cashbook Totals			<u>408,834.76</u>	<u>0.00</u>	<u>0.00</u>			<u>408,834.76</u>	

Date: 02/05/2024

Melksham without Parish Council Current Year

Page: 1

Time: 14:00

Cashbook 5

User: MR

CCLA

For Month No: 1

Receipts for Month 1

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: 26/04/2024	150,000.00						
V3858-BACS	Unity Bank	150,000.00			220		150,000.00	Transfer to CCLA account
Total Receipts for Month		150,000.00	0.00	0.00			150,000.00	
Cashbook Totals		<u>150,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>150,000.00</u>	

Continued on Page 2

Date: 02/05/2024

Melksham without Parish Council Current Year

Page: 2

Time: 14:00

Cashbook 5

User: MR

CCLA

For Month No: 1

Payments for Month 1

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		150,000.00						
	Cashbook Totals		150,000.00	0.00	0.00			150,000.00	

DRAFT WORKING COMMS DOCUMENT (For Melksham News / Social Media Etc)

COMMS1

Thursday 20th June - Thursday 15th August: Tell us what you think of updates to JMNP2

This summer there will be another chance to have your say on the updates to our Neighbourhood Plan. Specifically about allocations for housing and employment, as well as about protecting areas between the town and our villages as 'green wedges'. It's the next stage in the journey of keeping our communities' Neighbourhood Plan bang-up-date and as strong as it can be.

In 2023....

We consulted with you back in October 2023 as part of our first formal public consultation (Pre-Submission Draft, Regulation 14, Consultation) on the 2nd edition of the Joint Melksham Neighbourhood Plan - JMNP2 for short.

Thank you if you took part in this consultation on what we are now calling the pre-submission draft **A** of JMNP2. We received over 980 individual comments! These comments have been very helpful to us and we are currently revising and updating our Plan as a result. Key messages from our community included:

- ✓ Overall support for what the Neighbourhood Plan proposes
- ✓ Support for the Brown field first allocation approach - Cooper Tires and the former Library
- ✓ Support for Conserving our Local Heritage
- ✓ Support for Protecting the Countryside
- ✓ Support for protecting Green Spaces - the community group Melksham Green Space asked for more to be added
- ? Concerns for jobs and employment areas in the future
- ? Concerns that the infrastructure is in place for the new housing such as health and education facilities
- ? Concerns that new housing is not affordable for local people

In 2024...

Since the 2023 Consultation on JMNP2, we've been busy behind the scenes updating the Plan in response to consultation feedback. Significant new information and further work has been done to proposed site allocations at Melksham and Whitley.

In addition, despite local opposition, outline planning permission was granted through appeal for 210 dwellings and a 70 bed care home on Land South of Western Way. Our updated plan proposes its allocation to make these numbers count, minimise harm the development may cause, and maximise the community benefits it delivers.

In this 2024 Pre-Submission Consultation on draft **B** of the JMNP2, we are seeking any comments you may wish to make on Policy 7 - Allocations of land for Housing (there are 5 allocations in total), and Policy 19 - Green Wedges.

What happens to the feedback from 2023?

There are no other changes to the JMNP2 at this stage, which remains as it was in the 2023 Consultation. All previous comments submitted to the 2023 Consultation are still valid, and are being taken into consideration. There is no need to submit these comments to us again.

How can I comment on the updates in draft B of the JMNP2?

Online: the draft Plan and evidence base reports will be available to view on the Neighbourhood Plan 2 pages of the Neighbourhood Plan website: www.melkshamneighbourhoodplan.org

Hard Copies:

- at the Town Hall
- at the Parish Council offices on the first floor of the Community Campus
- at the library
- at Sprockets Cafe at Spindles Bike Shop, Top lane, Whitley

Please submit your views to us via email: contact@melkshamneighbourhoodplan.org
Or you can drop off any views in writing to the Town Hall or the Parish Council office.

Drop in sessions

Friday 19 th July	4pm - 7pm	Melksham Community Campus
Saturday 20 th July	11am - 2pm	Shaw Village Hall
Tuesday 23 rd July	5pm – 8pm	Bowerhill Village Hall

Tell us what YOU think!

8 week consultation commencing Thursday 20th June Deadline for comments Thursday 15th August

What happens next?

After August 15th, the Steering Group will consider all comments from 2023 and 2024, and prepare a final submission version of the Neighbourhood Plan.

Diagram?

JMNP2 Draft A ↓

→ JMNP2 SUBMISSION VERSION - 6 weeks consultation / exam / referendum

JMNP2 Draft B ↑

COMMS 2

Thursday 20th June - Thursday 15th August: Tell us what you think of updates to JMNP2

This summer there is another chance to have your say on the updates to our Neighbourhood Plan. Specifically, about allocations for housing and employment, as well as about protecting areas between the town and our villages as 'green wedges'. It's the next stage in the journey of keeping our communities' Neighbourhood Plan bang-up-date and as strong as it can be.

In 2023....

We consulted with you back in October 2023 as part of our first formal public consultation (Pre-Submission Draft, Regulation 14, Consultation) on the 2nd edition of the Joint Melksham Neighbourhood Plan - JMNP2 for short.

Thank you if you took part in this consultation on what we are now calling the pre-submission draft **A** of JMNP2. We received over 980 individual comments! These comments have been very helpful to us and we are currently revising and updating our Plan as a result. Overall people were supportive and generally positive and constructive in their comments.

In 2024...

Since the 2023 Consultation on JMNP2, significant new information and further work has been done to proposed site allocations at Melksham and Whitley.

In addition, despite local opposition, outline planning permission was granted through appeal for 210 dwellings and a 70 bed care home on Land South of Western Way. Our updated plan proposes its allocation to make these numbers count, minimise harm the development may cause, and maximise the community benefits it delivers.

SHOW COMMS FIGURE 5 and highlight changes that are being consulted on in the 2024 draft B of JMNP2:

REVISED Policy 7.1 Cooper Tires (Now allocates this site for at least 150 homes to make sure this site is viable to re-development)

REVISED Policy 7.2 Land at the Former Melksham Library, Lowbourne House and Car Park (The updates to this policy provide more detail to enable the development of up to 50 extra-care dwellings)

NEW Policy 7.6 Land South of Western Way, Bowerhill (This policy enables more local influence and input into the detail that still needs to be resolved for 210 dwellings and the 70 bed care home granted outline permission through Appeal)

REVISED Policy 7.3 Land at Whitley Farm (The updates to this allocation provide more detail to enable the sensitive development of about 15 dwellings around the grade II listed Farm barn which will be conserved and re-used).

NEW Policy 7.7 Land at Middle Farm (This new policy combines two previous allocations into one, resulting in a smaller area overall for about 55 dwellings and includes more landscaping to protect the countryside edge)

Green Wedges

Green Wedges are areas that we wish to see protected from development that could lead to separate places joining up.

REVISED Policy 19 – Green Wedges (One area included Land South of Western Way which now has outline planning permission, and so the update to this policy is the removal of a Green Wedge. The policy itself has also been updated to enable more flexibility for when employment development in the Green Wedges could be acceptable).

What happens to the feedback from 2023?

There are no other changes to the JMNP2 at this stage, which remains as it was in the 2023 Consultation. All previous comments submitted to the 2023 Consultation are still valid, and are being taken into consideration. There is no need to submit these comments to us again.

How can I comment on the updates in draft B of the JMNP2?

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Or you can drop off any views in writing to the Town Hall or the Parish Council office.

Drop in sessions (remove any that are past?)

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Tuesday 23 rd July	5pm – 8pm	Bowerhill Village Hall

Tell us what YOU think!

8 week consultation commencing Thursday 20th June Deadline for comments Thursday 15th August

What happens next?

After August 15th, the Steering Group will consider all comments from 2023 and 2024, and prepare a final submission version of the Neighbourhood Plan.



Joint Melksham Neighbourhood Plan 2

2020 – 2038

Pre-Submission Consultation Draft **B** June 2024



Overview Information

This Neighbourhood Plan has been prepared by the Joint Melksham Neighbourhood Plan (JMNP) Steering Group. A pre-submission draft of the Neighbourhood Plan was shared in October 2023 as part of our first formal public consultation (Regulation 14 Consultation) on the updated Joint Melksham Neighbourhood Plan - JMNP2 for short.

Since the 2023 Consultation on JMNP2, there has been a significant change in circumstances, which the JMNP needs to adapt to. Therefore a second Regulation 14 Consultation will be held on an updated pre-submission draft. Two policy areas are updated: Allocations of Land for Housing (draft policies 7.1 - 7.5), and Green Wedges (draft policy 19).

Together with its associated documentation this draft Neighbourhood Plan is to be used for this intended purpose only.

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

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

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

Melksham Town Council
clerk@melksham-tc.gov.uk | Telephone: 01225 704187

Thanks and acknowledgements to:

All those who have contributed considerable time to shape the content of this plan, in particular Steering Group and Task Group members and Town and Parish staff members.

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

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

Locality who administered grant funding and gave advice and support.

Plan Consultants – [Place Studio](#), together with AECOM

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Foreword

The first Joint Melksham Neighbourhood Plan (JMNP) 2020 – 2026 was brought into force on 1 July 2021. It is adopted as part of the Development Plan for Wiltshire to be used to guide and decide upon planning applications.

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

To achieve this Melksham Town and Melksham Without Parish Councils, and the Steering Group have jointly launched the review of the Neighbourhood Plan to look ahead to 2038. The current Neighbourhood Plan has been updated and added to in order to make sure it remains up-to-date, forward looking and strong.


We consulted with you back in October 2023 as part of our first formal public consultation (Pre-Submission Draft, Regulation 14, Consultation) on the draft updated Joint Melksham Neighbourhood Plan - JMNP2 for short.

Thank you if you took part in this consultation on what we are now calling the pre-submission draft A of JMNP2. We received over 980 individual comments. These comments have been very helpful to us and we are currently revising our Plan as a result.

Since the 2023 Consultation on the pre-submission draft of JMNP2, significant further work has been done to proposed site allocations at Melksham and Whitley in response to feedback. In addition, despite local opposition, outline planning permission was granted through appeal for 210 dwellings and a 70 bed care home on Land South of Western Way. Our updated plan therefore proposes its allocation to make these numbers count, minimise harm the development may cause, and maximise the community benefits it delivers.

In this 2024 Pre-Submission Consultation on draft B of the JMNP2, we are seeking any comments you may wish to make on Policy 7 - divided into five allocations of land for housing, and Policy 19 - Green Wedges.

There are no other changes to the JMNP2 at this stage, which remains as it was in the 2023 Consultation. All previous comments submitted to the 2023 Consultation are still valid, and are being taken into consideration. There is no need to submit these comments to us again.

In this second pre-submission consultation on draft B of the JMNP2, updated areas will be indicated with a yellow strip at the side and this symbol: 

Following the contents page, we set out how you can respond to this consultation on the updated elements.

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(if reading this as a pdf on a computer – click on the green text in the contents to jump to that part of the plan)



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UPDATED!

Consultation – key information

Consultation on this draft B version of the JMNP2 will run for 8 weeks between 20th June and ends on midnight 15th August 2024.

We will be making sure that people are aware of the consultation through the following ways:

Local News: As has been done to date, information and updates will be included in the Melksham Independent News.

Email: We will be emailing those who have expressed an interest in being kept informed, as well as the Statutory Bodies we must consult.

Online: The draft Plan and evidence base reports will be available to view on the Neighbourhood Plan pages of the Neighbourhood Plan website: melkshamneighbourhoodplan.org and there will also be updates on social media.

Hard Copies:

- at the Town Hall
- at the Parish Council offices on the first floor of the Community Campus
- at the library
- at Sprockets Cafe at Spindles Bike Shop, Top lane, Whitley

Face to Face Events: There will also be face to face events as part of the consultation so people can chat through the Plan with local representatives – please check the website and Melksham Independent News for details.

Please submit your views to us, stating clearly which policy your comment relates to, via email:

contact@melkshamneighbourhoodplan.org

For help or to ask questions, call:

Melksham Without Parish Council
Telephone: 01225 705700

Melksham Town Council
Telephone: 01225 704187

1 Introduction



1.1 What is a Neighbourhood Plan?

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

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

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

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

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

Avon. Consequently, it is a focus of much housing development. It is therefore vital that our Neighbourhood Plan maximises its powers to plan and manage growth alongside the Wiltshire Local Plan.

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

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

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

1.2 Reviewing the JMNP

1.2.1 There is no set time period within which the first Neighbourhood Plan must be reviewed. But it is imperative that our Plan is kept up to date and strong beyond 2026.

1.2.3 The first Plan was adopted (or 'made' to use the planning term) in 2021. Due to the early stages of the review of the Wiltshire Local Plan, and to avoid conflicts with its emerging spatial strategy, the decision was taken that site allocations for Melksham should be considered in the review of the first Plan once the draft Local Plan Review has reached an appropriately advanced stage. With the Draft Regulation 19 Local Plan published, it is considered this stage has been reached. This reviewed and updated JMNP2 also picks up on a number of other more detailed issues such as the designation of Local Green Spaces not covered in the first Plan.

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

1.2.5 Undertaking the review:

- Extends the effective lifetime of our Neighbourhood Plan to 2038. This aligns our Neighbourhood Plan's policies and lifetime with the period for the new Wiltshire Local Plan, which also looks ahead to 2038. The Local Plan sets strategic policies and new housing and employment growth targets for Wiltshire. It sets out where the majority of new homes and jobs will be provided at Melksham and housing targets for Shaw and Whitley. It is important the two plans are in general conformity with each other.
- Saves and updates the first Plan's adopted policies. It will add stronger evidence so that our plan can continue to protect our economy, environment and community life and deliver on its long term aims. No policy areas have been removed.
- Adds new policies to protect our green spaces and valued countryside that have become high priorities since the first Plan.
- Refreshes and strengthens how the Neighbourhood Plan informs and shapes development and conservation in the town, villages and countryside of the Plan Area.



Jargon Alert!

Though we have tried to make this a reader friendly document, planning can be full of unavoidable jargon, so a glossary of key terms is included at the end of the Plan (click for **page 119**). This is followed by a list of all references contained within the footnotes in the Plan (click for **page 122**).

1.3 What changes has JMNP2 Introduced?

1.3.1 Updated Existing Policies:

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

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

- New Policy 7 Allocation of various sites for housing
- New Policy 16 Designating Valued Local Green Spaces
- New Policy 19 Green Wedges – to protect the countryside that acts to separate our town and villages.

1.3.3 Updated Priority Statements;

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

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



What is Sustainable Development?

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

(National Planning Policy Framework 2023)

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

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

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

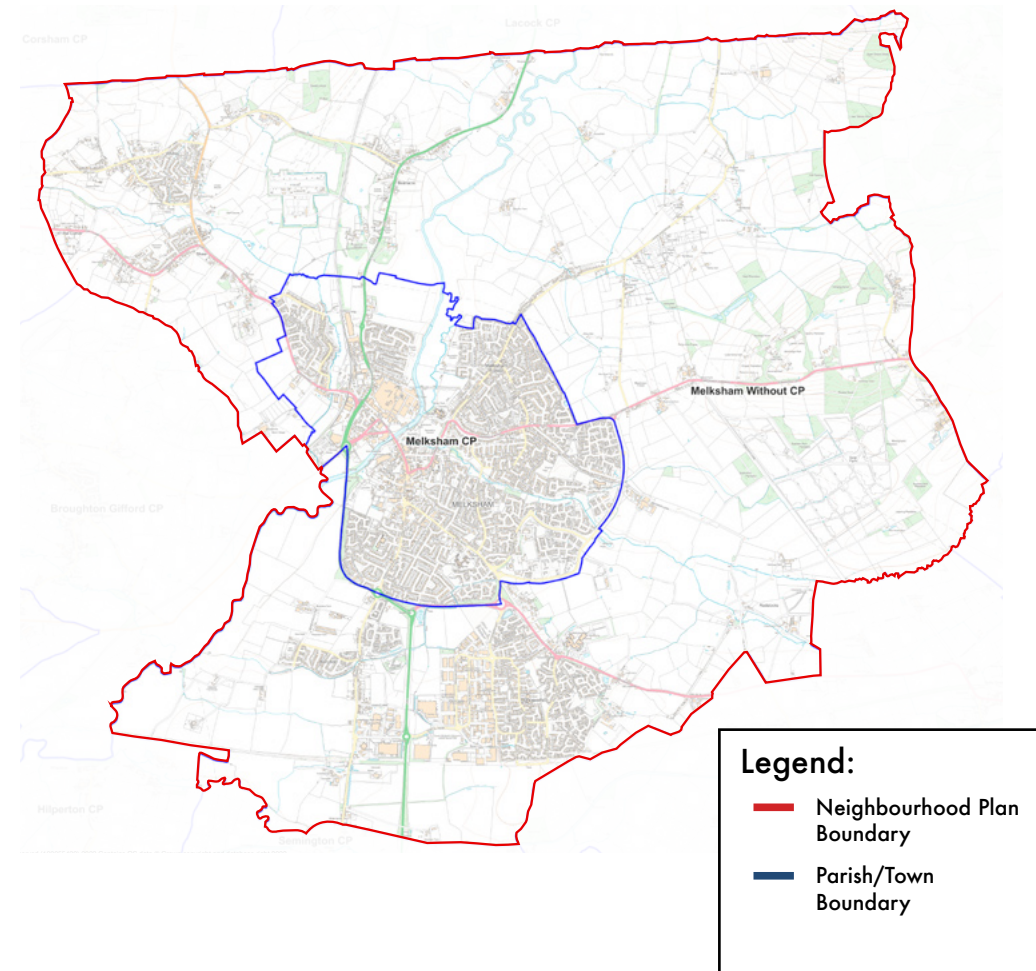
1.4.3 It is an update that will cover the period 2020 – 2038.

1.5 Who has prepared the JMNP2?

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

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

Figure 1: Joint Melksham Neighbourhood Plan Area



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1.6 How does the JMNP2 represent the community's views?

1.6.1 Following the positive local referendum community vote for JMNP1, the Steering Group of local representatives have worked hard to make sure this second edition of the JMNP continues to reflect the hopes and addresses the concerns of the community of the town and the rural area.

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

1.6.3 As set out in the first pages, this is a draft version of the second edition of the JMNP and is now published for a **second** period of formal consultation known as Regulation 14 pre-submission consultation. This **second pre-submission consultation** on **draft B** of JMNP2 gives people the opportunity to feedback on key changes to policies 7 and 18, that the Steering Group considered vital to respond and adapt to in an updated draft of the JMNP2.

1.6.4 The consultation will run for 8 weeks between the 20th June and 15th August 2024. This stage invites local people, businesses and landowners and many others to comment on the draft Plan. It also includes agencies on a list of statutory consultees in accordance with the Neighbourhood Planning Regulations 2012.

1.6.5 All comments received as part of the pre-submission, Regulation 14, consultation about this draft second Plan (from both the 2023 consultation, and the 2024 consultation) will be carefully considered by the Steering Group. Changes will be made to the Plan and the associated evidence base in response to the feedback, where appropriate and necessary.

1.6.6 Following consideration of the Regulation 14 consultation responses and any amendments to the draft plan, it will be formally submitted to Wiltshire Council. Wiltshire Council then arrange a second public consultation which is also required under the regulations. An Independent Examiner then considers the Plan and the representations received through the consultation and the Plan is modified as recommended by the Examiner and put to a community referendum. If the JMNP2 also gets a positive referendum vote from the community, the first 2020 – 2026 Plan will be replaced by the updated and second 2020 – 2038 Plan (JMNP2), to become part of the overall development plan for Wiltshire to guide developers, planning officers and Councillors, when considering planning applications in the Neighbourhood Plan Area.

1.6.7 The Plan will continue to be actively used, reviewed and monitored to see how it is being used by applicants and Wiltshire Council in relation to planning matters. Future policy contexts, challenges and opportunities, together with community concerns and aspirations will inform future updates.

1.7 Navigating the Plan

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

1.7.2 Planning policies form the main focus of this Plan.

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

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

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

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

1.7.6 Priority Statements (pages 116 onwards) are also included to illustrate the commitment of the two Councils to bring their influence to bear on things we can't address in this Plan, but which are important issues to our local community.

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

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

2 Setting the Agenda to 2038



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

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

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

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

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

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

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

2.2 Neighbourhood Plan Review: Updating key issues and Evidence

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

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

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

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

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

2.2.3 Throughout 2022 and early 2023, further technical analysis has been undertaken to understand changing circumstances and

context relating to:

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

A record of technical evidence gathered can be referenced within Papers and Evidence Base Reports that support this Plan.

2.3 Key facts about the Neighbourhood Plan area



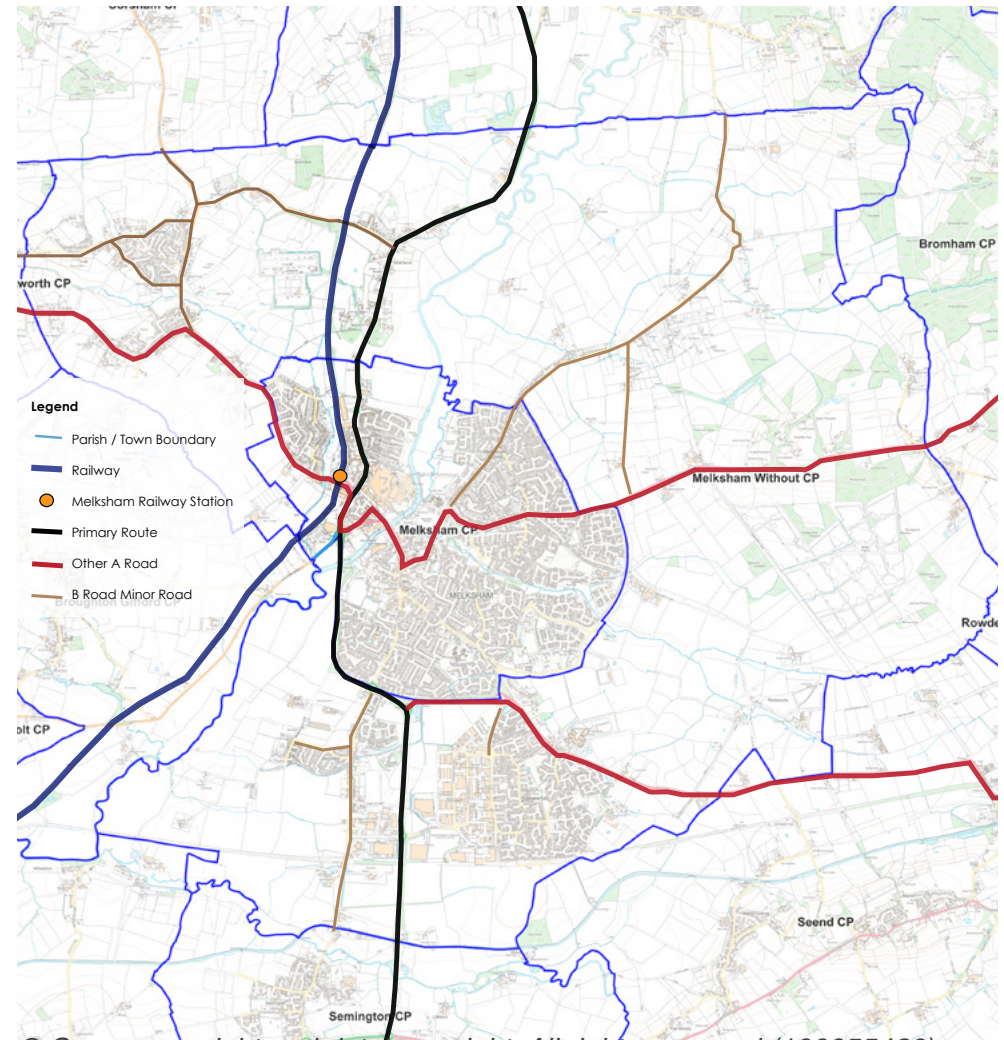
Maps and Evidence Base Reports

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

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

- The total resident population of the Neighbourhood Plan area (Melksham Town and Melksham Without) in 2021 was estimated to be 25,300 an increase of 15.4% since 2011 when the population was 21,907¹.
- There are lower than national averages of people between the ages of 15-44. The predominant age band was '50 to 54' closely followed by '55-60' which is a little above the national average and our population is ageing².
- The Employment Land Review noted that total jobs have grown by 16.6% since 2009³ with a high concentration of jobs in manufacturing.
- We have a well qualified resident work force. However, there are differences between average earnings by workplace and average earnings by residence in Wiltshire, suggesting that Wiltshire's higher skilled resident workers commute outside of the county for work.
- We have a railway station, but public transport generally is limited in the area, and the area around the station is in need of investment and improvement.
- The Neighbourhood Plan area is strategically located on the A350 between Chippenham and Trowbridge. There is also a proposal for a bypass which will change the demand for services and working practices.

Figure 2: Rail and Key Roads Routes



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2.4 The wider context

2.4.1 The National Planning Policy Framework (NPPF) was last updated in September 2023 and together with Planning Guidance covers most forms of development and sets out the Government's economic, environmental and social priorities for planning in England. Neighbourhood Plans must have regard to and be in general conformity with principles and policies in the NPPF.

2.4.2 Neighbourhood Plans are also required to be in 'general conformity' with the adopted policies of the strategic plan. In Wiltshire, our current Local Plan is the Wiltshire Core Strategy (WCS), adopted in 2015. The Government requires every Local Plan to be reviewed at least once every five years. Wiltshire's Local Plan, the Wiltshire Core Strategy, was adopted in 2015, and is therefore being reviewed. The emerging Local Plan will replace the Core Strategy when it is adopted. The Steering Group have held regular meetings with Wiltshire Council to ensure that the Neighbourhood Plan policies are updated in line with the emerging policies in the Wiltshire Local Plan Review.

2.4.3 The draft Local Plan is currently at the stage of the final public pre-submission consultation, which ran until Wednesday 22nd November 2023. It will be submitted for examination in 2024 and Wiltshire Council expect adoption at the end of 2024.

2.4.5 The draft Local Plan Review provides an indicative target for future development of homes, employment space and community infrastructure for Melksham and Bowerhill and a separate figure for Shaw and Whitley up to 2038. That figure will be delivered

through both the Local Plan and the Neighbourhood Plan.

2.5 Draft Local Plan Housing Target and Site Allocations

2.5.1 Wiltshire Council draft Local Plan has identified a revised housing target figure of 1,170 for Melksham and 73 in Shaw and Whitley to be delivered by 2038. It has also identified strategic site allocations to the north-east and south-east of Melksham. It will not be identifying sites for allocation at Shaw and Whitley.

2.5.2 The Local Plan suggests that land for a further 200 dwellings at Melksham should be delivered through housing site allocations made by the review of the Neighbourhood Plan and after planning permissions and the JMNP 1 allocation is taken into account, a reduced "residual" target of about 50 dwellings in Whitley and Shaw.

2.5.3 The Neighbourhood Plan is aiming to meet many of the required housing numbers through brownfield allocation. For more detail on the approach to housing allocation, **turn to page 47.**

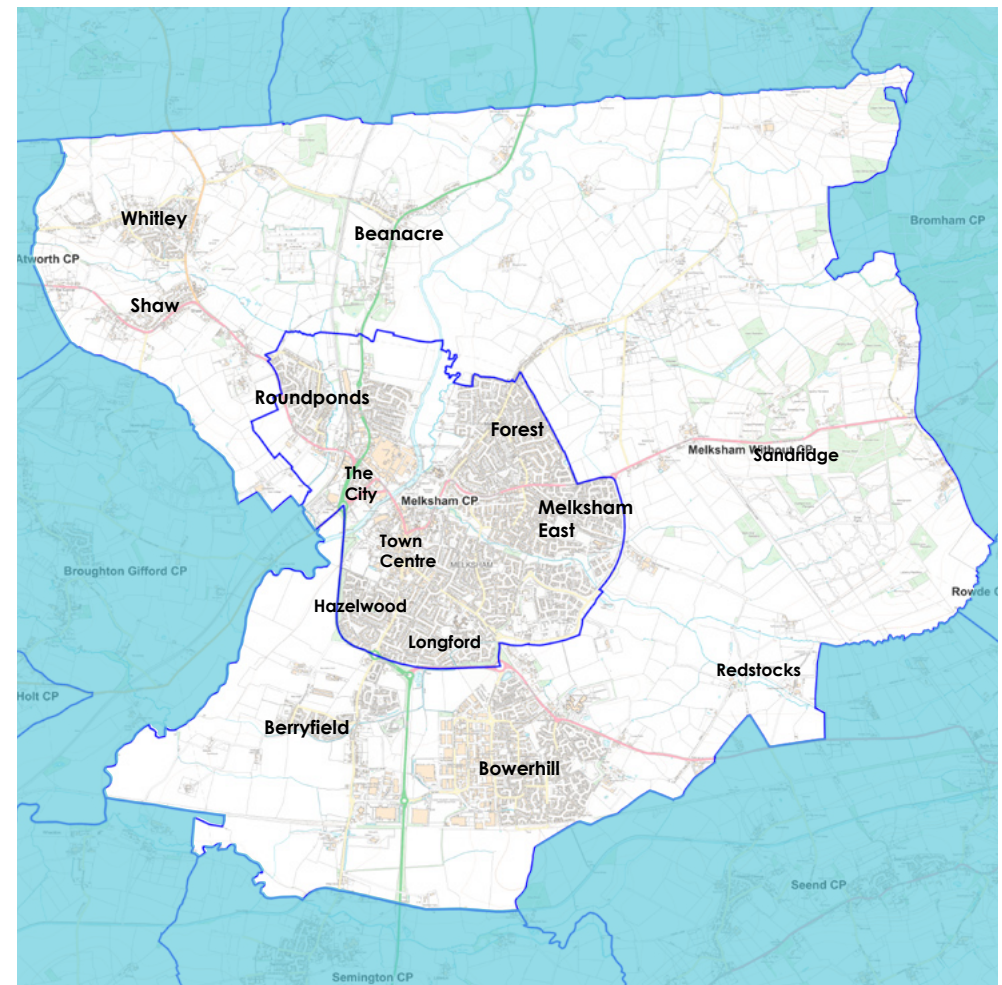
2.6 The approach to the Neighbourhood Plan

2.6.1 *“The local planning authority should take a proactive and positive approach, working collaboratively with a qualifying body particularly sharing evidence and seeking to resolve any issues to ensure the draft neighbourhood plan has the greatest chance of success at independent examination.”* (Neighbourhood Planning Practice Guidance paragraph 009)

2.6.2 This is particularly relevant to the JMNP2 because Wiltshire Council is set to allocate some development to Melksham in their Local Plan review. Working in partnership with Wiltshire Council has been essential in the formulation of the Plan.

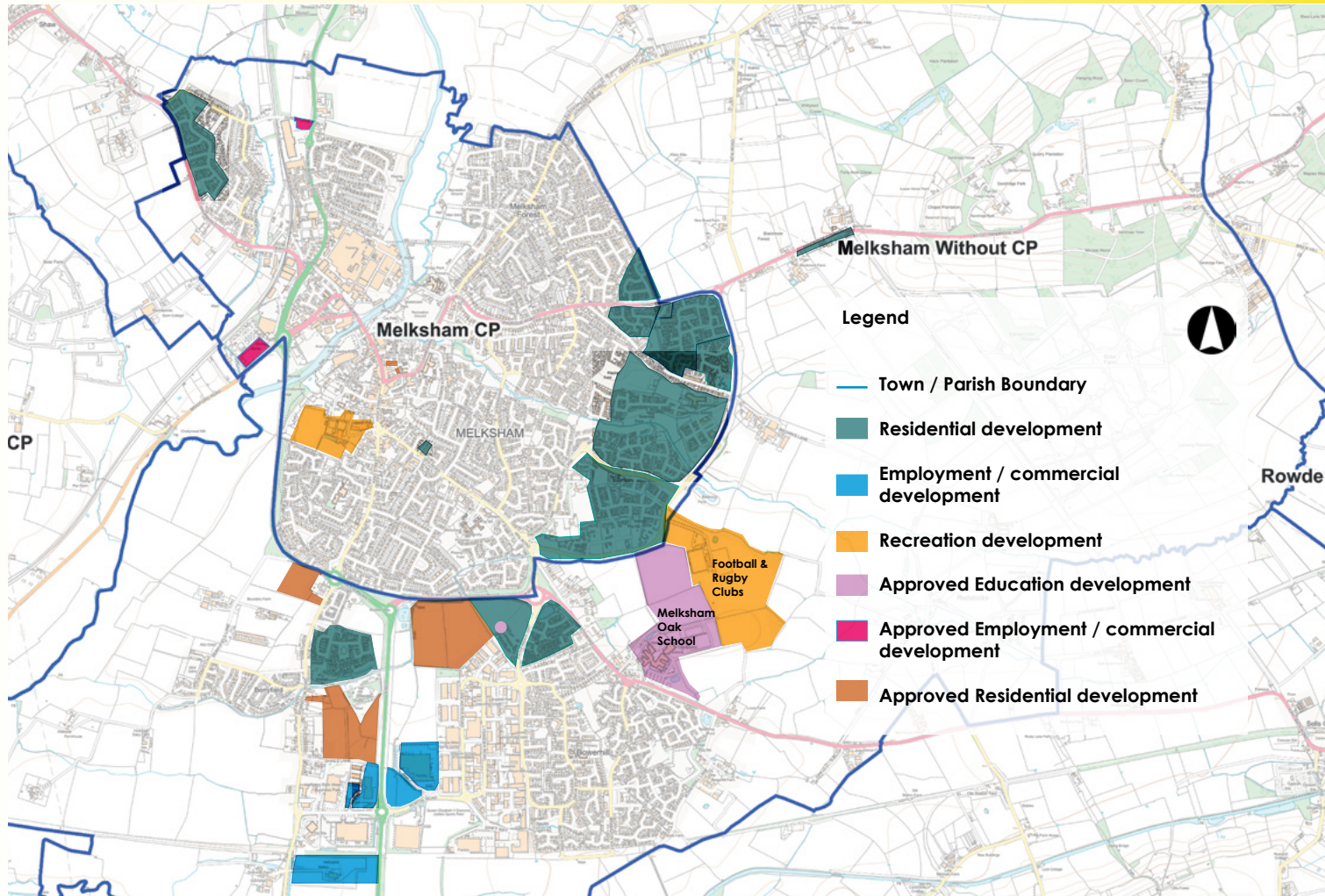
2.6.3 Although there is no requirement to allocate housing in this Neighbourhood Plan, there is ongoing development pressure in the Neighbourhood Plan area, and as set out earlier, there is a target figure set out in the Local Plan. The Steering Group therefore felt it important to review potential development sites in the Plan area with a particular focus on what community benefit development could offer. Landowners submitted potential land for development and more than 100 sites have been independently assessed, some emerging as potentially suitable and some as unsuitable (see the Housing Evidence Base Report available on the Neighbourhood Plan website). All this information has given us an informed evidence base from which to make an informed and proactive approach to development in our Neighbourhood Plan area.

Figure 3: Neighbourhood Plan Area Settlements and Neighbourhoods



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Figure 4: Major planning permissions granted during the current Wiltshire Core Strategy (Adopted 2015) period (at December 2023)



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2.7 Melksham Town Introduction

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

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

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

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

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

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

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

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

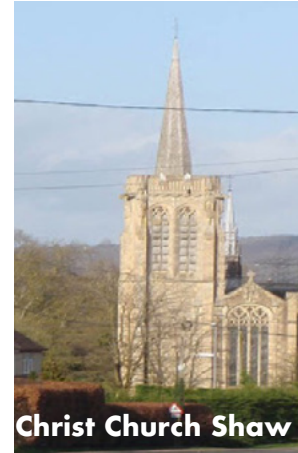
2.7.8 Melksham has a strong sense of community with many community groups run by dedicated volunteers contributing positively to the health and well-being of local people.



Church Walk, Melksham



Blenheim Park Bowerhill



Christ Church Shaw



Methodist Church Whitley



War Memorial



Berryfield



St Barnabas Church, Beanacre



Melksham Town Hall

2.8 Melksham Without Introduction

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

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

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

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

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

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

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

2.9 Sustainable Development and Climate Change

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

2.9.2 Recent reports⁴ illustrate how urgent it is that action is taken. Extreme weather events have been seen around the world, and now there is incontrovertible evidence that human activity has raised and continues to raise the risk of extreme weather

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

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

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

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

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

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

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

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

- Promoting green, environmentally sustainable building standards – **Policy 1: Sustainable Design and Construction**
- Supporting the installation of electric (or other ultra-low emission) vehicle charging points – **Policy 4: Ultra Low Emission Vehicles**
- Supporting a vibrant town centre so that people can shop locally – **Policy 9: Town Centre**
- Supporting local employment opportunities to reduce the need for out-commuting – **Policy 10 Employment Sites**
- Giving proper consideration to routes for buses, cyclists, footpaths and green/blue infrastructure in our housing developments – **Policy 11: Sustainable Transport and Active Travel**
- Protecting or promoting a network of biodiverse green spaces and green corridors, conserving established trees and hedgerows – **Policy 12: Green Infrastructure and Policy**

16: Trees and Hedgerows



3 The Vision and Objectives



3.1 The Vision

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

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

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

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

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

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

3.2 Objectives

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

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

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

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

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

Great places for shopping, working and getting around through:

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

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

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

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

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



Riverside Walk

4 Planning Policies

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

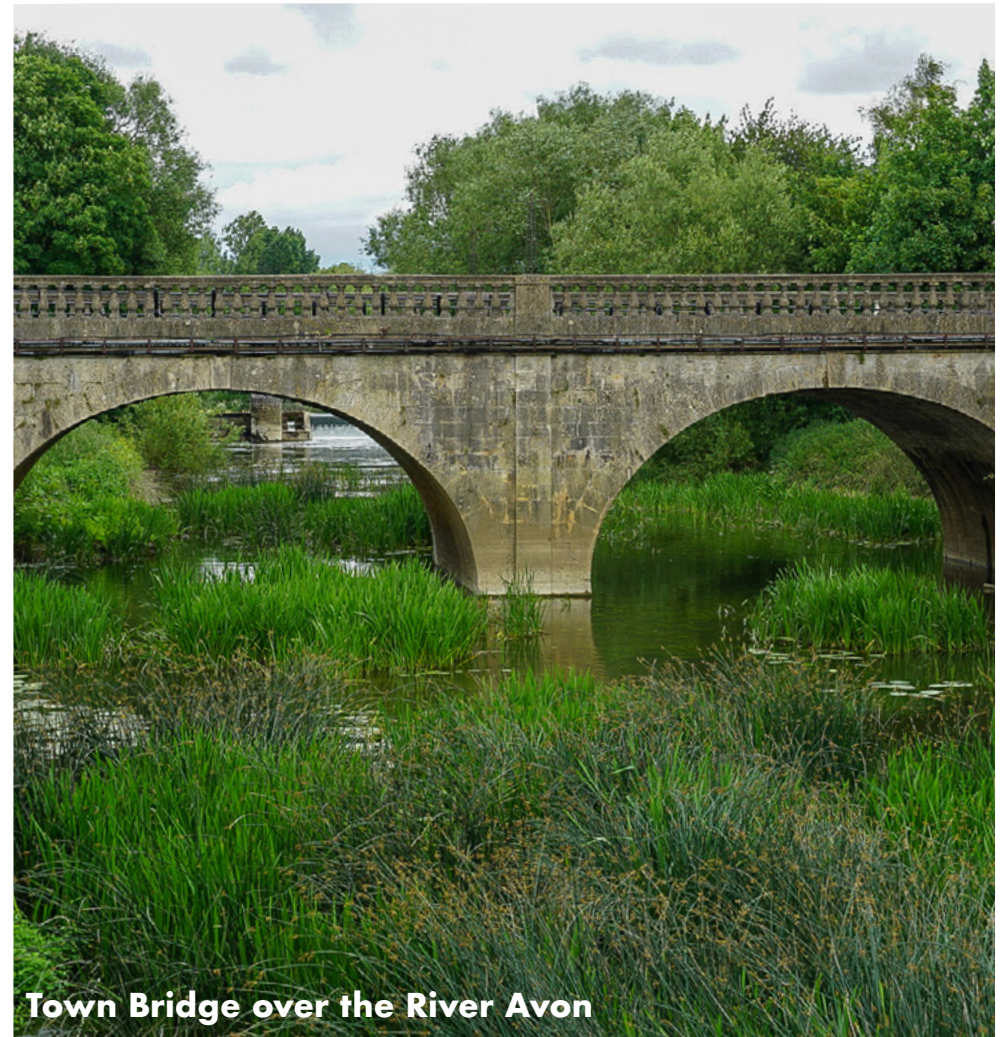
For each policy there is one or more objective, then the policy itself in coloured boxes, and then the key reasons behind the policy.



What is a Planning Policy?

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

(Neighbourhood Planning Practice Guidance 2019).



Town Bridge over the River Avon

4.1 Index of Policies

Sustainable development and climate change

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

Housing and infrastructure needs

UPDATED!

- Policy 5: Pre-application Community Engagement
- Policy 6: Housing in Defined Settlements
- Policy 7.1REV: Land at Cooper Tires
- Policy 7.2REV: Land at the Former Melksham Library Site
- Policy 7.6NEW: Land South of Western Way, Bowerhill
- Policy 7.3REV: Land at Whitley Farm, Whitley
- Policy 7.7NEW: Land at Middle Farm, Whitley
- Policy 8: Infrastructure Phasing and Priorities

Shopping, working and getting around

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

Community well-being and nature

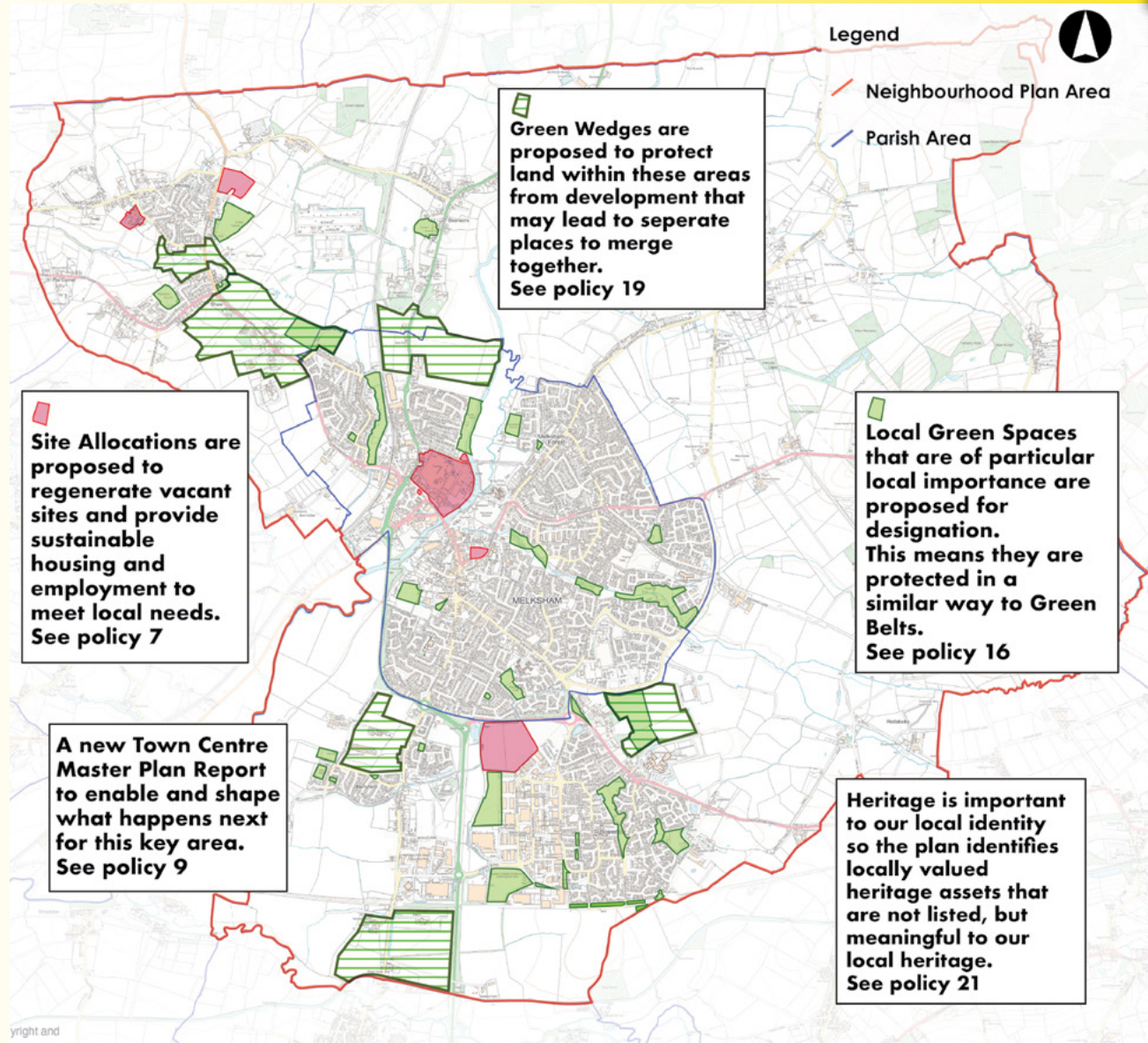
- Policy 12: Green Infrastructure
- Policy 13: Biodiversity
- Policy 14: Open Spaces
- Policy 15: Community Facilities
- Policy 16: Local Green Spaces

Built and natural environment

UPDATED!

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

Figure 5: Strategy Overview



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Sustainable Development and Climate Change



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

Policies in this section:

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

Sustainable Design and Construction

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

Policy 1: Sustainable Design and Construction

New development schemes that demonstrate how carbon emissions are minimised, with the target of zero-carbon in operation, and how the impacts of climate change impacts are mitigated and adapted to, will be supported. This includes:

- a. demonstrating good connections to existing services and facilities, and/or a mix of uses that minimises the need to travel by private vehicle;
- b. maximising green and blue infrastructure to sequester carbon and provide other benefits such as shade;
- c. embedding the Energy Hierarchy within the design of buildings by prioritising fabric first, orientation and landscaping, in order to minimise energy demand for heating, lighting and cooling. All proposals should consider opportunities to provide solar PV and energy storage
- d. residential buildings that, within the constraints of viability, demonstrate how heat and power demands are minimised through three elements of energy metrics, targeting:
 1. space heating demand of less than 30KWh/m2/year;
 2. total energy consumption less than 40kWh/m2/annum;
 3. provision of enough renewable energy output to match the total energy use.
- e. use of appropriate sustainability assessment tools, such as the Building Research Establishment's Environmental Assessment Method (BREEAM), Home Quality Mark for residential development and/or CEEQUAL (or equivalents) for infrastructure development. All major development should set out how embodied carbon in materials has been minimised;
- f. commercial development that achieves BREEAM 'Excellent' certification or equivalent certification;
- g. the retention of existing buildings where possible and retrofitting measures to improve the energy performance of existing buildings (where planning permission is required). Where this relates to designated and non-designated heritage assets appropriate sensitive approaches and materials must be used in order to maintain the significance of heritage assets through the application of established best practice.

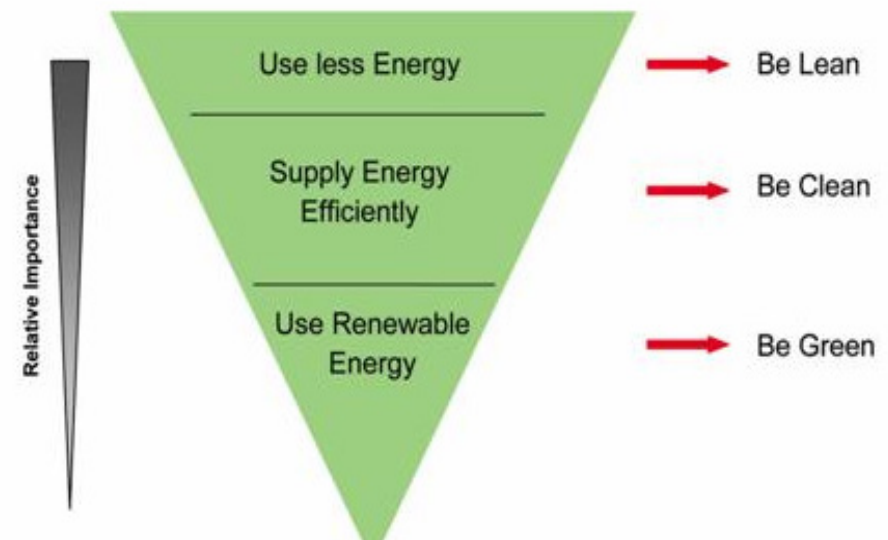
The reason for the policy

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

4.2.2 Since our first Plan, the context for the policy has quickly changed. Published in early 2022, the Wiltshire 2022-2027 Climate Strategy sets out the next five years of the council's journey to becoming a carbon neutral county, contributing towards the legally binding target of net zero carbon for the UK by 2050. The Wiltshire Local Plan Review also updates how the local level of planning policy addresses the challenge of climate change looking ahead to 2038. Policy 4 in the draft Local Plan sets the context for a number of policies which seek to address the broad range of issues relevant for tackling climate change. This, in turn, sets the context for ambitious policies in the JMNP to address adaptation and mitigation of climate change through our very local level planning policies as well as through community action.

4.2.3 The energy hierarchy is a core principle for this policy which means improving building materials, energy efficiency and minimising space heating requirements, before installing renewable energy and then offsetting residual energy if required. It continues

Below: Energy hierarchy diagram (source [designingbuildings.co.uk](https://www.designingbuildings.co.uk))



to acknowledge the importance of a holistic approach to meeting the urgent aim of lowering carbon emissions. It is recognised that a range of factors in the built environment needs to be considered, including how we design and lay out places that incorporate nature and making it easier to get around without the car.

4.2.4 [The Net-Zero Toolkit](#) (Levitt Bernstein, Elementa, Passivhaus Trust and Etude commissioned by West Oxfordshire, Cotswold and Forest of Dean District Councils, funded by the LGA Housing Advisers Programme 2021⁵) has been created to make Net Zero carbon new build and retrofit more accessible. It has been created for building professionals (developers, contractors, architects and engineers) and is also relevant to self-builders, planning officers and other housing professionals. The guide recommends operational targets for new homes and retrofitting existing homes, which are consistent with the [LETI Climate Emergency Design Guide](#)⁶. It outlines that energy use targets for space heating, and total energy consumption are more transparent and robust than carbon reduction targets and are the best way to ensure zero carbon is delivered in practice.

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

for a cost increase of 2-6% over Part L Building Regulations 2021.

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

4.2.7 This policy also relates to existing buildings which may be retrofitted to improve energy efficiency. For heritage assets, established best practice in the form of technical guidance including climate change adaptation, retrofit and energy efficiency advice is offered by Historic England⁷.



Towards Net Zero

Flowing from the best practice Design Guides and toolkits, we have seen an increase in Plans incorporating ambitious and pioneering policies which introduce operational energy targets for new buildings to demonstrate net zero carbon development. Research for this policy has included review of Local Planning Authority approaches, notably the Cornwall Council Climate Emergency DPD and the accompanying viability assessment, which set out the need for some flexibility in policy requirements for energy use targets as identified in the Net Zero Toolkit.

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

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

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

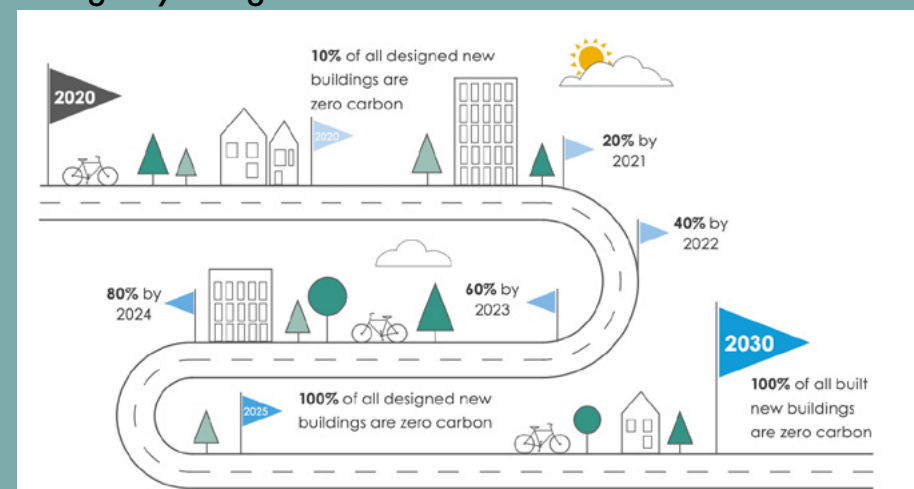
The Home Quality Mark (HQM) helps house builders to demonstrate the high quality of their homes. It gives householders

the confidence that the new homes are well designed and built, and cost effective to run.

BREEAM (Building Research Establishment Environmental Assessment Method) is a sustainability assessment method that is used to masterplan projects, infrastructure and buildings.

Other standards include Passivhaus or AECB Building Standard and will also be supported. Passivhaus buildings provide a high level of occupant comfort while using very little energy for heating and cooling.

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



Local Renewable and Low Carbon Energy

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

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

Policy 2: Local Renewable and Low Carbon Energy

1. Proposals for renewable energy, low carbon energy generation projects/developments, will be supported where it can be demonstrated that:

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

2. Schemes where the energy produced can be used on or near the generation site/where energy storage is incorporated will be supported. Proposals for energy storage will be supported, where it meets one or more of the following:

- a. it is located on or near, existing or proposed renewable energy generation sites;**
- b. it alleviates grid constraints; and**
- c. it enables the delivery of further renewable developments.**

The reason for the policy

4.3.1 The NPPF states that local planning authorities “should support community-led initiatives for renewable and low carbon energy” (NPPF paragraph 152). As part of moving towards a low carbon future in a changing climate, this Plan supports generation of zero or low carbon energy at the local level from sources such as hydro-electricity, geothermal, biomass or solar energy, particularly where it enables communities to take a more active role in the production of renewable and low carbon local energy.

4.3.2 Community energy refers to the delivery of community-led renewable energy, energy demand reduction and energy supply projects, whether wholly owned and/or controlled by communities or through a partnership with commercial or public sector partners. Community Energy England, for example, estimates that over 65,000 tonnes of carbon savings were made in 2019 from the generation of renewable energy by community-owned projects.

4.3.3 As evidenced by the number of solar farms, solar is a particularly good form of renewable energy for this area. The Planning Practice guidance for ‘Renewable and Low Carbon Energy’ sets out information on how to assess and mitigate the impact of glare and glint from solar panels which can be a problem. The key receptors with respect to glint and glare are residents in surrounding dwellings, road users, train infrastructure (including train drivers), and aviation infrastructure.

Community Energy generation in Wiltshire

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

www.nadderce.org.uk



Renewable and Low Carbon Energy

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

Though low carbon energy emits some carbon, levels of emissions are much lower than from burning fossil fuels. Greater precision is required in designing and installing low carbon heating systems.

Flood Risk and Natural Flood Management

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

Policy 3: Flood Risk and Natural Flood Management

Particularly in the South Brook catchment area, natural flood management works to conserve and enhance the ecological flood storage value of the water environment, including watercourse corridors and catchments, are supported.

Where development proposals are in areas with known surface water flooding issues, they should include appropriate mitigation and construction methods, including where appropriate, contributions towards wider catchment projects.

All development should demonstrate how flood risk is mitigated. This may include provision of Sustainable Drainage Systems (SuDs), where appropriate as part of the Natural Flood Management approach and wider Green Infrastructure networking.

The reason for the policy

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

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

4.4.3 Any development has the potential to worsen surface water flooding. Paragraph 157 of the NPPF, sets out that new development should make use of opportunities to reduce the causes and impacts of flooding, where appropriate through the use of

natural flood management techniques

4.4.4 This is an important issue recognised at national level. The National Design Guide (2019), includes guidance on integrated water management that enhances the character of a place and makes it more resilient. The National Model Design Code includes guidance on water and drainage, setting out the expectation that schemes should integrate sustainable drainage systems into the early stages of design to reduce flood risk and improve water quality, biodiversity and amenity.

4.4.5 The NPPF and Planning Practice Guidance⁸ together with the current and draft Local Plan (Policy 4 – Addressing Climate Change: section c and Policy 95 – Flood Risk) highlight the importance of development taking place in areas at least risk of flooding where possible, as well as the need to manage flood risk associated with more extreme weather events.

4.4.6 The Melksham Design Guidelines and Codes (July 2023) which has been prepared as part of this updated Plan, includes a section which addresses water management (DC03.11), which sets out the importance of Sustainable Drainage Systems (SuDS), and includes a number of ‘overarching principles’ that could be applied in development to mitigate against the important issue of flood risk – right across our communities and especially in the areas with known surface water flooding issues.



South Brook

The South Brook catchment area has been identified as a priority flood risk area by both the Environment Agency and Wiltshire Council. South Brook and its tributaries flow through Whitley, Shaw, Shurnhold and Beanacre.

The area has seen many incidents of flooding. Bristol Avon Rivers Trust (BART) have been working in the South Brook catchment area for the delivery of the Natural Flood Management (NFM) works.

(bristolavonriverstrust.org/nature-based-solutions-in-south-brook/)

Ultra Low Emission Vehicle Charging

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

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

Policy 4: Ultra Low Emission Vehicle Charging

Development proposals for houses with on-plot parking spaces and/or garages are encouraged to provide appropriately located charging technology for charging low emission vehicles, such as an electric vehicle charging point.

Where shared or off-plot parking spaces are provided, the charging provision locations should have appropriate regard for pedestrian movement. Proposals for new employment, leisure or retail developments are also encouraged to make provision for charging facilities for staff and/or other users

The reason for the policy

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

4.5.2 The government currently plans to end the sale of new conventional petrol and diesel cars and vans in 2035⁹. This reflects the Independent Committee on Climate Change's advice on what is needed in order for the UK to meet its climate change commitments by 2050. The government's Road to Zero Strategy (2018)¹⁰ outlines a number of ambitious measures including:

- a push for charge points to be installed in newly built homes, where appropriate, and new lampposts to include charging points, potentially providing a massive expansion of the plug-in network
- an ambition for at least 50% of new car sales to be ultra low emission by 2030, alongside up to 40% of new van sales.

4.5.3 Hydrogen fuel cell electric vehicles are also considered to

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

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

4.5.5 Improvements to the Melksham railway station (see page 78 for more detail) have provided some initial electric car charging points in the car park. Plans to increase the provision to six charging points as the demand increases have been developed and are supported by the two councils. This both encourages electric car use, and use of the train, typically when commuting or shopping.



Ultra Low Emission Vehicles

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

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

(www.local.gov.uk)



Housing and Infrastructure



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

Policies in this section:

- Policy 5: Pre-application Community Engagement
- Policy 6: Housing in Defined Settlements
- Policy 7.1REV: Land at Cooper Tires
- Policy 7.2REV: Land at the Former Melksham Library Site
- Policy 7.6NEW: Land South of Western Way, Bowerhill
- Policy 7.3REV: Land at Whitley Farm, Whitley
- Policy 7.7NEW: Land at Middle Farm, Whitley
- Policy 8: Infrastructure Phasing and Priorities

UPDATED!

Community Engagement

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

Policy 5: Community Engagement

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

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

The reason for the policy

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

4.6.2 The importance and benefit of community engagement is strongly endorsed in national planning policy and guidance as key to shaping high quality places to live. The National Planning Policy Framework stresses that *“Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community”*. (NPPF paragraph 39)

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

engagement with the community should be looked on more favourably than those that cannot.” (NPPF paragraph 128).

4.6.4 The Planning Practice Guidance Note on Design (October 2019) emphasises the importance of community engagement:

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

4.6.5 The above policy and the Community Engagement Protocol (see Appendix 1, **page 122**) are intended to facilitate a structured approach to enable effective involvement of the local community in outline and full planning applications addressing all aspects of a proposal, from design and layout to issues on climate change and energy generation.

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



Housing Development

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

Policy 6: Housing in Defined Settlements

Proposals for sustainable housing development within the settlements of the Neighbourhood Area will be supported where they accord with the Settlement Boundary provisions of Wiltshire Local Plan Policy 1 and adopted site allocations.

New housing will be supported where proposals demonstrate how housing types and tenures have responded positively to meeting local needs, informed by the Melksham Neighbourhood Plan Area Housing Needs Assessment (2023).

In Melksham Town, new housing will prioritise delivering a balanced mix, of two, three and four bedroom dwellings and bungalows.

In Shaw and Whitley, new housing will increase the proportion of smaller two and three bedroom dwellings, to address a shortfall in their availability.

To meet the needs of an increasing population of older and disabled people, 50% of new housing will

meet accessible home standards. Proposals for age restricted housing, extra-care communities and nursing homes will be supported only in the most sustainable locations, closely linked to local services and public transport.

At least 40% of new housing will be provided as affordable housing tenures in conformity with Wiltshire Local Plan policy 76.

To address particular local issues of affordability and demand for affordable homes for first time buyers and local households on below average incomes, about 55% of affordable housing should be provided as discounted market affordable housing products, including shared ownership and First Homes products.

25% of all affordable housing provision will be First Homes housing, provided at a 40% discount to address local issues of affordability, identified in the Melksham Neighbourhood Plan Area Housing Needs Assessment (2023).

The reason for the policy

4.7.1 Wiltshire Local Plan Policy 1 (Settlement Strategy) classifies and establishes settlement boundaries. 'Settlement boundaries' generally delineate the extent of urban areas typically reflecting what has been built. Development within boundaries is generally supported. Land beyond settlement boundaries is countryside. Development outside settlement boundaries will be more controlled in the interests of sustainability and to preserve the character of open countryside. Wiltshire Council will amend boundaries during the Plan period, as development takes place and allocations are built out on the edge of settlements.

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

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

4.7.4 Melksham neighbourhood plan area Housing Needs



Settlement Boundaries

Settlement boundaries are a policy tool used to indicate on a map, where particular policies in the local plan that permit development within settlements, or restrict development outside settlements apply. As such they prevent unplanned expansion. Market Towns and Large Villages have Settlement boundaries; in our case, Melksham & Bowerhill and Shaw & Whitley.

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

Market Towns: Melksham and Bowerhill village

Large Villages: Shaw and Whitley

Small Villages: Beanacre and Berryfield

Assessment (2023) has provided updated independent evidence of the specific needs for market and affordable housing at Melksham and at Shaw and Whitley.

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

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

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

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

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

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



First Homes

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

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

Allocations of Land for Housing **UPDATED!**

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

Background and reason for the allocation policies

4.8.1 This second pre-submission consultation draft of JMNP2 contains significantly amended draft site allocations to those that were in the first Reg 14 draft which was consulted on in Autumn 2023. These amendments are primarily made in response to recent, and significant, new circumstances that JMNP2 should have regard to in creating an effective and up-to-date set of site allocations. Changes have also responded to feedback received from the first Regulation 14 consultation, and further evidence that has been gathered.

4.8.2 Making Comments on Revised Allocations:

- If you made comments on draft allocations 7.1 to 7.5 at the first Reg 14 consultation, you can replace or amend them. Please submit your full representation again. Please help us by referencing the new allocation number and highlighting the amended parts of your representation.
- If you previously made comments on the allocations and do not wish to amend them these will remain valid and taken into account.
- If you did not comment previously, you may make a new comment on the allocations and any part of JMNP2 during this second Reg 14 consultation.

4.8.3 Changes to site allocations:

First Draft Regulation 14 Draft Allocations

Second Regulation 14 Draft Allocations (Note - **REV** notes revised / **NEW** denotes a new policy)

Melksham

Melksham

7.1 - Land at Cooper Tires

7.1**REV** - Land at Cooper Tires

7.2 - Land at the Former Melksham Library, Lowbourne House and Car Park

7.2**REV** - Land at the Former Melksham Library, Lowbourne House and Car Park

Shaw and Whitley

7.6**NEW** - Land South of Western Way, Bowerhill

7.3 - Land at Whitley Farm

Shaw and Whitley

7.4 - Land at Middle Farm (Plot A) - THIS ALLOCATION IS DELETED

7.3**REV** - Land at Whitley Farm, Whitley

7.5 - Land at Middle Farm (Plot B) - THIS ALLOCATION IS DELETED

7.7**NEW** - Land at Middle Farm, Whitley



Finding the right sites for the JMNP2

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

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

Every available site was subject to independent assessment to determine suitability and deliverability to produce a shortlist of sites potentially worthy of further consideration. Site promoters have been approached to re-confirm availability and deliverability and shortlisted sites have been reviewed to consider how they can achieve the JMNP objectives and community needs to produce the selected sites allocations and associated criteria.

4.8.3 National and Strategic Policy Context

JMNP2 Policies 7.1REV to 7.7NEW allocate land for housing and other uses in Melksham and at Whitley. Sites allocated through neighbourhood plans can contribute towards meeting the scale of growth set by the Local Plan, as well as meeting local needs. At Melksham, the Wiltshire Draft (Regulation 19) Local Plan suggests that land for a further 1,120 homes need to be planned for up until 2038 within the JMNP area. It has set a requirement for about 200 homes to be allocated at Melksham by JMNP2. The Local Plan also identifies a separate large village housing requirement of around 73 dwellings for Whitley and Shaw, and takes account of the 18 dwellings at Middle Farm, Whitley allocated in the first JMNP.

4.8.4 Site Assessment and Selection

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

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

4.8.6 **Melksham Brownfield Site Allocations (Policies 7.1REV and 7.2REV)**

Community engagement undertaken to shape the Melksham Town Centre Masterplan Report (AECOM 2023), identified strong support for the regeneration of both the Cooper Tires site and the former library site. Assessment of greenfield and brownfield led site allocation options through Strategic Environmental Assessment and sustainability and viability assessments of the potential allocations confirmed that JMNP2 sites represent the most sustainable and a deliverable approach. NPPF Paragraph 124(c) states policy should "...give substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs, and support appropriate opportunities to remediate despoiled, degraded, derelict, contaminated ...land".

4.8.7 Both sites are available and capable of contributing to meeting the JMNP2 housing allocation requirement, although each present significant challenges to deliverability. Owners

have provided evidence to support the feasibility of regeneration and confirmed active progress towards implementation of site development within the JMNP2 period. Wiltshire Council together with Melksham Town Council and Melksham Without Parish Council, have agreed a collaborative approach to coordinate Local Plan strategic allocation of greenfield sites with the sustainable brownfield led approach to site allocations in the town by JMNP2.

4.8.8 Allocation of the previously developed land at Cooper Tires remains a high priority of JMNP2. After the first Regulation 14 consultation, significantly more work has been undertaken to respond positively to questions about the suitability and deliverability of the site in the context of greenfield land availability and flood risk on the Cooper Tires site. This work has resulted in significant amendments to the draft allocation that have to be the subject of further Regulation 14 consultation.

4.8.9 **Land at Western Way, Bowerhill (Policy 7.6NEW)**

In December 2023, after the commencement of the first Regulation 14 version of the JMNP2, planning permission was granted on appeal for the development of 210 dwellings and a 70 bed care home on land south of Western Way. The initial Regulation 14 draft of JMNP2 did not propose allocation of the site which was instead proposed as a Green Wedge between Melksham and Bowerhill as part of Policy 19 in JMNP2. The planning consent has established the principle and amount of residential development.

In doing so it has removed the ability of JMNP2 to designate the land as a Green Wedge. JMNP2 must address these impacts. This draft allocation policy 7.6NEW (Land South of Western Way) is now introduced into JMNP2 to enable a positive approach to shaping and managing the development of this site in these new circumstances, and take account of consented housing numbers.

4.8.10 Allocations at Shaw and Whitley (Policy 7.3 REV & Policy 7.7 NEW) At Shaw and Whitley, JMNP2 is taking the lead in addressing the Local Plan housing requirement of around 73 more homes up until 2038, in response to which, two allocation sites at Middle Farm and Whitley Farm are proposed.

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

4.8.12 The 2023 consultation draft A JMNP2 proposed allocation to enable limited development at Whitley Farm in First Lane and a larger allocation that combined with the pre-existing allocation in JMNP1 at Middle Farm. In response to feedback received and, importantly, further dialogue with the site promoters, draft

proposals for both allocations have been significantly altered to warrant a further period of Regulation 14 consultation.

4.8.13 The allocation policies follow on the next pages.

Land at Cooper Tires Factory Site

continued overleaf

Policy 7.1REV: Land at Cooper Tires Factory Site

Land at the former Cooper Tires main factory site, as defined in figure 6, is allocated for development of:

- a. At least 150 dwellings to include a minimum of 10% Affordable Housing to be provided within the JMNP2 period to 2038,
- b. Replacement employment and commercial floorspace (class E, B2 and B8),
- c. Community facility, leisure and cultural uses,
- d. Retail (subject to conformity with adopted town centre retail policy),
- e. New accessible walking and cycling routes,
- f. Riverside public realm,
- g. Flood mitigation infrastructure.

A single comprehensive masterplan, phasing and delivery strategy for the development must be prepared,

and then approved by the local planning authority, in advance of any detailed planning application being submitted for the whole or part of the allocated site. This must take account of the requirements of this policy and supporting concept plan. Detailed planning applications must be in accordance with the approved masterplan. Proposals should be prepared with early pre-application consultation with the local community.

Development proposals for the site will:

Heritage

1. Be supported by a heritage assessment of the existing buildings and the impact of proposed development.

2. Protect or enhance the setting of on-site heritage assets; Avon House (listed Grade II) and the

former factory canteen (local non-designated heritage asset) and adjacent heritage assets; Town Bridge (Grade II) and Unicorn Public House (Grade II) in conformity with JMNP2 Policy 21.

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

Landscape, Green and Blue Infrastructure and Biodiversity

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

5. Provide a scheme of site landscape, green and blue infrastructure and communal outdoor space that protects existing trees, contributes positively to

Housing and Infrastructure

resident health and wellbeing and increases on-site tree canopy cover by 20% in accordance with JMNP2 Policies 12, 14, 17 and 18.

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

Design

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

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

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

10. Be resilient to and/or mitigate climate change and make proportionate contributions to Wiltshire carbon neutrality targets including potential significant use

of renewable energy, re-use of existing built fabric and sustainable construction methods in accordance with JMNP2 Policies 1 and 2.

Flood Risk

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

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

13. Include measures to ensure the safety of residents, staff and visitors in the event of flooding.

Access and Movement

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

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

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

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

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

Wilts & Berks Canal Link Project

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

Financial Contributions to Infrastructure will make proportionate contributions to:

20. Early years, primary and secondary education

21. Healthcare capacity to meet the needs created by the development.

22. Measures to positively support walking and cycling in Melksham including links between the site, Melksham Railway Station and town centre and neighbouring facilities and communities.

The reason for the policy

4.8.14 This is an amended draft allocation.

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

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

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

4.8.18 Wiltshire Core Strategy existing employment site Core Policy 35 does not identify Cooper Tires as a Principal Employment Site but enables managed diversification of existing employment land. Core Policy 36 supports regeneration opportunities and aims to maximise the re-use of previously developed land and

neighbourhood plans facilitating economic regeneration and the preparation of masterplans for specific sites. The Wiltshire “Employment Land Review” (updated 2023) concluded the site does not meet modern requirements well and has potential for development with a mix of uses, although residential uses were not included.

4.8.19 Place Shaping Priority 1 promoted by the emerging Wiltshire Local Plan “Planning for Melksham” strategy identifies the importance placed on maximising the use of brownfield land in association with town centre regeneration.

4.8.20 Owners of the site have made it available for allocation within the JMNP period (2020-38). The independent assessment of the site considered it potentially suitable for allocation as sustainably located, previously developed and under-used land. However, evidence gathered by JMNP2 and provided by site owners identified that it is significantly constrained by flood risk and contamination.

4.8.21 JMNP2 engagement has demonstrated that allocation of the site for regeneration is well supported by the community and owners and is supported by Wiltshire Council. However, the site is not directly addressed by the Wiltshire Council’s emerging Local Plan and in response to community wishes, national planning guidance and a need to enable re-use of the vacant site, JMNP2

has adopted a proactive and positive approach to planning for the future of the site through its allocation in the Neighbourhood Plan.

4.8.22 The site is highly sustainable brownfield land, within easy walking and cycling reach of the town centre, convenience stores, King George V Recreation Ground and the Campus leisure and library facilities. It is also well connected to employment opportunities within the town centre and at Avonside Enterprise Park, Melksham railway station and by regular bus services to surrounding towns.

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

4.8.24 In recognition of the site size, complexity and significant flood risk and contamination constraints, the JMNP2 has adopted an evidence-led and realistic approach to its allocation. This is based upon significant engagement with Wiltshire Council and site owners, analysis of site assessment evidence and the review of recent and similar local case studies, including the Wiltshire

Local Plan allocation of Innox Mills at Trowbridge. JMNP2 has also commissioned expert advice in master planning and viability.

4.8.25 It is recognised that regeneration is likely to commence later in the plan period and extend beyond 2038. Initial residential-led phases, generating value on less constrained parts of the site are considered feasible and viable for delivery by 2038. The allocation therefore sets proportionate expectation for development of at least 150 homes up to 2038. But it has responded positively to capacity and viability analysis to support master planning for further dwellings where this enables delivery of viable mixed use regeneration.

4.8.26 As in other brownfield regeneration allocations promoted through the Wiltshire Local Plan, the amount of housing of Affordable Housing provision has been reduced to 10% of the total residential development to achieve a viable allocation.

4.8.27 About 68% of the site is within Flood Risk Zone 3. These parts of the site can be suitable for non-residential uses, open space and sustainable flood mitigation. This area contains the listed Avon House (Grade II) and the oldest parts of the factory.

4.8.28 Development of the site must address site-wide flood mitigation measures, de-contamination and infrastructure to enable viable and comprehensive development that is likely to be brought

forward through the JMNP2 period and potentially beyond 2038. It is therefore vital that development is in accordance with a comprehensive master plan and delivery strategy, approved by Wiltshire Council which address allocation policy requirements.

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

Figure 6: Cooper Tires Redline Plan



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Land at the Former Melksham Library Site

Policy 7.2REV: Land at the Former Melksham Library Site

Land at the former Melksham Library, Lowbourn House and adjacent public car park shown in figure 7 is allocated for development of up to 50 extra-care dwellings including affordable housing (Class C3) to be restricted to qualifying older people.

Development proposals for the site will:

Heritage

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

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

Landscape, Green and Blue Infrastructure and Biodiversity

4. Be informed by arboriculture, landscape and ecology surveys and an approved management and construction management plan to secure the protection of existing and enhanced landscape features, priority species and ecology within the site.
5. Provide a scheme of site landscape, green and blue infrastructure and communal outdoor space that protects existing trees, contributes positively to resident health and wellbeing and increases on-site tree canopy cover by 20% in accordance with JMNP2 Policies 12, 14, 17 and 18.
6. Deliver a minimum 10% net gain in on-site biodiversity.

Design

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

continued overleaf

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

Flood Risk

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

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

13. Include measures to ensure the safety of residents, staff and visitors in the event of flooding.

Access and Movement

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

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

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

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

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

Financial Contributions to Infrastructure will make proportionate contributions to:

19. Healthcare capacity to meet the needs created by the development.

20. Measures to positively support walking and cycling in Melksham town centre.

21. Contributions towards town centre public car parking improvements as identified in the Melksham Parking Study (AECOM 2024) to mitigate the loss of public parking within the allocation site.

Land at the Former Melksham Library Site

The reason for the policy

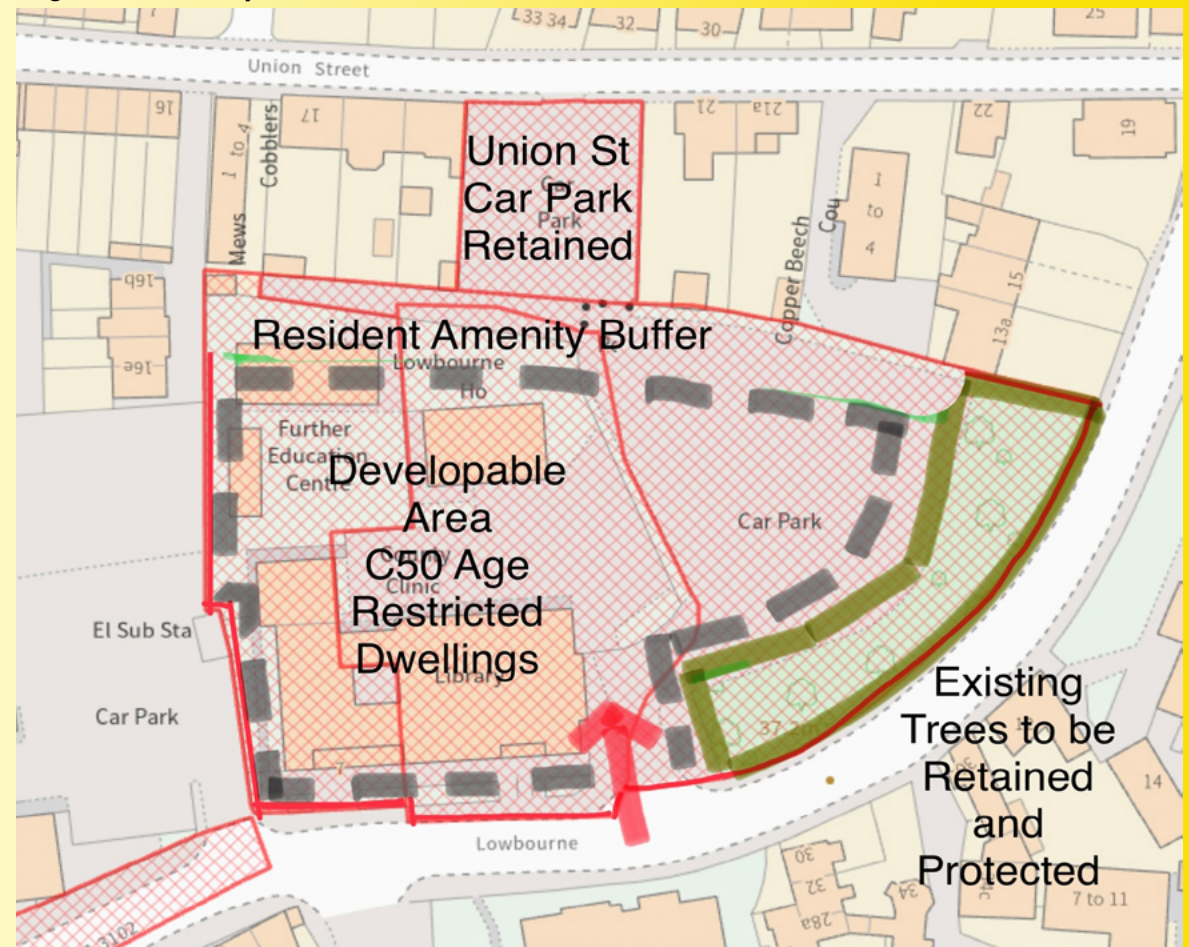
4.8.31 This is an amended draft allocation.

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

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

4.8.34 The existing buildings are not identified as local heritage assets and do not contribute positively to the character of the conservation area. However, mature trees which line the eastern boundary of the car park site contribute to the character of the conservation area and are protected.

Figure 7: Library Site Redline Plan



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

4.8.36 Parts of Lowbourn are subject to flood risk that may impact on access to the site. Emergency access in the event of flooding will be required to safeguard more vulnerable residents.

4.8.37 The site has been made available by the owner for allocation to support the development of extra care apartments for older people (class C3), to be run by Wiltshire Council as Affordable Housing.

4.8.38 The Melksham Housing Needs Assessment (2022) identifies there is no extra care housing in Melksham and a need for housing to meet the needs of the proportion of older (+75) people living within the community that is predicted to rise from 8.8% to 14.7% by 2038. It suggests that the JMNP should consider site allocations to address some of this need. This allocation will contribute to delivery of JMNP2 Housing and Wellbeing Objectives.

4.8.39 Wiltshire Core Strategy Core Policy 46 (Meeting the Needs of Wiltshire's Vulnerable and Older People) supports and encourages the development of accommodation for older people. Core Policy 36 supports regeneration opportunities and aims to maximise the re-use of previously developed land and neighbourhood plans facilitating economic regeneration and the preparation of masterplans for specific sites. National planning policy also supports development on previously developed land.

4.8.40 Place Shaping Priority 1 promoted by the emerging Wiltshire Local Plan "Planning for Melksham" strategy identifies the importance placed on maximising the use of brownfield land in association with town centre regeneration.

4.8.41 Extra-care housing should be within purpose designed blocks with support staff, communal internal and open space and parking. The site owner has provided concept scheme evidence to demonstrate that the site could have capacity for about 50 extra-care dwellings within a three-storey development. However, allocation parameters require these to be provided to a high standard of accommodation meeting use specific design guidance whilst protecting amenity and character.

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

Land South of Western Way, Bowerhill

Policy 7.6 NEW: Land South of Western Way Bowerhill

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

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

Any detailed application being submitted for the whole or part of the site must be in accordance with a single comprehensive masterplan, phasing and delivery strategy for the development of the site that has been approved by the local planning authority.

Proposals should be prepared in

early pre-application consultation with the local community.

Development of the site will:

Landscape, Green and Blue Infrastructure and Biodiversity

1. Be informed by arboriculture, landscape and ecology surveys and an approved management and construction management plan to secure the protection of existing and enhanced landscape features, priority species and ecology within and adjacent to the site.
2. Provide a scheme of site landscape, green and blue infrastructure and communal outdoor space that protects existing trees, contributes positively to resident health and wellbeing and increases on-site tree canopy cover by 20% in accordance with JMNP2 Policies 12, 14, 17 and 18.
3. Deliver a minimum 10% net gain in on-site biodiversity.

Design

4. Include a site layout, built form and scale that minimises visual impacts and safeguards the amenities of existing and new neighbouring residents, education and employment uses.

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

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

7. Be resilient to and/or mitigate climate change and make proportionate contributions to Wiltshire Carbon Neutrality targets including potential significant use of renewable energy and sustainable

continued overleaf

construction methods in accordance with JMNP2 Policies 1 and 2.

Flood Risk

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

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

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

Access and Movement

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

12. Provide a secondary emergency highway access.

13. Create a pedestrian and cycle only access from Western Way and the Public Right of Way MELW42 to the west of the site boundary and a pedestrian and cycle path network including a spine and orbital pedestrian route connecting with on-site green and blue infrastructure and neighbouring communities, schools and facilities and Bowerhill employment area;

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

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

16. Provide bus stop facilities within less than 5 minutes easy walk of all residents and contributions to provide a viable service.

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

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

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

Financial Contributions to Infrastructure will make proportionate contributions to:

20. Early years, primary and secondary education.

21. On, or off-site healthcare capacity to meet the needs created by the development.

22. Measures to positively support walking and cycling and public transport use between the site, Melksham town centre and Melksham railway station and linking into existing networks.

23. Contributions towards a Melksham Transport Strategy.

Land South of Western Way, Bowerhill

The reason for the policy

4.8.43 This is a new draft allocation

4.8.44 The 10.25 hectare greenfield site located to the south of Melksham, north-west of Bowerhill and east of Berryfield has been made available for allocation by JMNP2. During the JMNP2 Regulation 14 consultation period last year, outline planning permission was granted on appeal for development of 210 dwellings and a 70 bed nursing home on the site (application reference PL/2022/08504).

4.8.45 The initial Regulation 14 draft of JMNP2 did not propose allocation of the site as it was considered a valued green gap between distinct neighbourhoods. The planning consent however has established the principle and amount of residential development, vehicle access from Maitland Place and broad landscape, layout and density parameters. In doing so it has also removed the ability of JMNP2 to designate the land as a Green Wedge. But further "reserved matter" planning consents will be required to establish the precise layout, housing mix and design of development.

Figure 8: Land South of Western Way Redline Plan



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4.8.46 JMNP2 must address these new circumstances to ensure the development of the site is both best managed to protect the amenity of neighbouring residents and employers, but also to secure optimum benefits for the community.

4.8.47 The consented development is contrary to the adopted Core Strategy and was granted permission under NPPF criteria that were changed in December 2023. Nonetheless it now forms a housing delivery commitment, which can be counted towards meeting Melksham's Housing Requirement to 2038 through JMNP2 allocations.

4.8.48 The proposed allocation of the site therefore seeks to:

- Regularise the consented housing development within JMNP2 to account for the 210 homes it enables,
- Plan positively to influence and set the layout, design and mix of future detailed housing proposals to meet local needs and expectations,
- Identify on-site and off-site infrastructure and contributions to support wider community.

Land at Whitley Farm, Whitley

Policy 7.3 REV: Land at Whitley Farm, Whitley

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

- a. Approximately 15 new dwellings to include affordable housing;
- b. Conservation and re-use of the Grade II listed Whitley Farm barn.

Development of the site will:

Heritage

1. Be informed by a robust scheme specific heritage assessment approved by Wiltshire Council which addresses the extent, scale and design of residential development and the potential for re-use of the listed barn.

2. Secures the protection or

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

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

Landscape, Green and Blue Infrastructure and Biodiversity

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

5. Provide a scheme of site landscape, green and blue infrastructure and communal outdoor space that protects existing trees, enhances the rural setting, and

contributes positively to resident health and wellbeing. On-site tree canopy cover should be increased by 20% in accordance with JMNP2 Policies 12, 14, 17 and 18.

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

Design

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

8. Safeguards the amenities of neighbouring residents.

9. Provide a high standard of residential amenity and wellbeing by achieving design principles contained

continued overleaf

within recognised design guidance including “Buildings for a Healthy Life” (Homes England),.

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

Flood Risk

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

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

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

flood management within Whitley.

Access and Movement

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

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

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

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

Financial Contributions to Infrastructure will make proportionate contributions to:

18. Early years, primary and secondary education.

19. Off-site healthcare capacity to meet the needs created by the development.

20. Measures to positively support walking and cycling and public transport use within Shaw and Whitley.

Land at Whitley Farm, Whitley

The reason for the policy

4.8.49 This is an amended draft allocation.

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

4.8.51 Subject to further detailed heritage assessment and satisfactory scheme design to protect or enhance the setting of the existing heritage assets, removal of the modern farmyard structures and limited residential development of the farmyard part of the site, will contribute to meeting local housing requirements. It will improve the character of First Lane and the village's rural setting. The appropriate adaptive reuse of the disused barn can also help bring this heritage asset into new productive use to sustain its fabric.

Figure 9: Land at Whitley Farm Redline Plan



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4.8.52 Wiltshire Council require any new residential use of the site to be supported by an allocation in JMNP2 and, in accordance with Core Strategy Policy 58 (Ensuring the Conservation of the Historic Environment) that any following scheme proposal is to be informed by a robust heritage assessment that ensures the heritage assets and their settings will be conserved, and where appropriate enhanced in a manner appropriate to their significance.

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

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

4.8.55 A concept development layout for 18 new dwellings and residential conversion of the listed barn produced by the site promoter was assessed by Wiltshire Council's pre-application process in 2021. The Council considered that: "subject to allocation

in JMNP and further detailed heritage assessment, the design concept had the potential to result in an acceptable scheme." This concept layout forms the basis of this allocation and its design parameters.

Land at Middle Farm, Corsham Road, Whitley

Policy 7.7 NEW: Allocation of Land at Middle Farm, Corsham Road, Whitley

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

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

consultation.

Development proposals for the site will:

Heritage

1. Be informed by a proportionate heritage assessment approved by Wiltshire Council.

2. Protect the setting of neighbouring listed buildings, Whitley House and barn (Grade II), in conformity with JMNP2 Policy 21.

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

Landscape, Green and Blue Infrastructure and Biodiversity

4. Be informed by arboriculture, landscape and ecology surveys and an approved management and

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

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

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

Design

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

continued overleaf

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

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

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

Flood Risk

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

12. Include sustainable drainage to manage the discharge of surface

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

Access and Movement

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

14. Provide safe and convenient walking and wheeling connections to existing pavements in Corsham Road and the existing public right of way through the site.

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

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

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

Council parking standards.

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

Financial Contributions to Infrastructure will make proportionate contributions to:

19. Early years, primary and secondary education.

20. Off-site healthcare capacity to meet the needs created by the development.

21. Measures to positively support walking, cycling and public transport use.

Land at Middle Farm, Corsham Road, Whitley

The reason for the policy

4.8.56 This is a new draft allocation.

4.8.57 The first JMNP allocated 1.6 hectares of land at Middle Farm (Plot A) for development of about 18 dwellings. The first Regulation 14 draft JMNP2 also proposed to allocate 5 hectares of land directly to the east of Plot A, (Plot B) for development of about 30 dwellings. Both these allocations are deleted, and replaced with a single new allocation.

4.8.58 The new allocation (Policy 7.7: Land at Middle Farm) creates the new single greenfield allocation site of around 3 hectares to include 1 hectare of buffer landscape and open space. The site is immediately to the north east of Whitley settlement boundary on the eastern-most and level part of a large (approximately 7.5 hectare) Middle Farm field. It has been assessed through two separate, but related site assessments.

4.8.59 The allocation of Plot A in JMNP1, established it as suitable for development.

4.8.60 Assessment of Plot B, found its total development to be likely to have an adverse impact on the setting of Whitley and the openness, tranquillity and visual amenity of the Public Right of Way

Figure 9a: Land at Middle Farm Redline Plan



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across the site.

4.8.61 To respond to and minimise the risk of landscape impacts that were given significant weight in the assessment of the site, the new allocation proposes development of up to 3 hectares of land including 1.5 hectares of Plot B. This is the area closest to the settlement boundary and connected to Plot A.

4.8.62 The single allocation enables the development of about 55 dwellings and requires the provision of 1 hectare of landscape buffer to the open countryside. This has been agreed by the site owner. This will significantly reduce the extent of housing development and soften views from the countryside, also strengthening the visual separation between Whitley and the nearby electricity sub-station and provide enhanced biodiversity and amenity for residents.

4.8.63 The sites are linked and well-located to enable walking and cycling to local facilities and public transport stops and utilise a single access point onto Corsham Road, together with providing new pedestrian facilities on the busy road as part of the allocation requirements. Coordinated planning of both sites enables local housing needs to be met within an efficient use of the site. Single ownership of both sites enables this coordinated approach.

4.8.64 The 3 hectare combined site is allocated for the development of about 55, two, three and four bedroom dwellings, plus open space and landscape buffer. This will produce a layout density similar to existing development in Whitley.

4.8.65 In conformity with adopted Wiltshire Development Plan policy, housing will include between 14 to 18 Affordable Homes. Housing types will be required to meet the specific local housing needs of Shaw and Whitley identified in the JMNP2 Local Housing Needs Assessment report (AECOM 2022). In particular it will provide smaller and accessible homes and bungalows. The site owner has committed to providing bungalows within the housing mix and 10% of the market housing designed to be accessible to wheelchair users, above emerging Local Plan standards.

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

4.8.67 When assessed alongside available sites at Shaw and Whitley, with regard to environmental factors and JMNP2 objectives and community aspirations, the proposed allocation of around 3 hectares of land at Middle Farm is considered preferable. The site is in a relatively sustainable and accessible location which enables development that meets local housing requirements to 2038, and optimises delivery of affordable housing the use of access and landscape infrastructure already resolved through the former JMNP1 allocation (7.4). Development does not impact rural separation between villages. Landscape impact has been minimised and will add screening of the adjacent electricity sub-station.

Infrastructure Phasing and Priorities

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

Policy 8: Infrastructure Phasing and Priorities

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

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

The reason for the policy

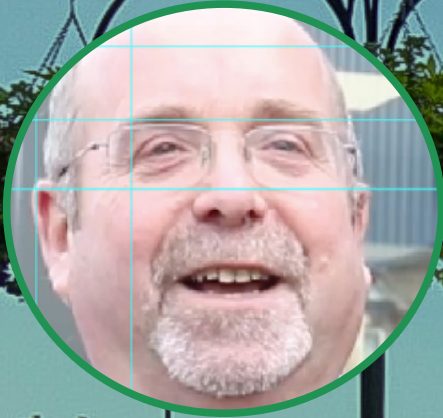
4.8.68 The issues raised by the community echo the elements considered important for Melksham in the Wiltshire Core Strategy (paragraph 5.83) which states that, "residential growth in Melksham should help address the shortfall in affordable housing and contribute towards delivering improved infrastructure".

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

4.8.70 Financial contributions are required as appropriate from developers for the associated infrastructure cost implications of that development. In Wiltshire this includes Community Infrastructure Levy (CIL) contributions and S106 contributions from legal agreements on development. The Local Planning Authority is required to produce annual infrastructure funding statements to set out how much money has been raised through developer contributions (CIL and S106) and how it has been spent¹³.

4.8.71 75% of CIL money is retained by Wiltshire Council and 25% is allocated to the Parish or Town Council where the development takes place as this area has a 'made' or adopted Neighbourhood Plan.

Shopping, Working and Getting Around



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

Policies in this section:

Policy 9: Town Centre

Policy 10: Employment Sites

Policy 11: Sustainable Transport and Active Travel

Town Centre

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

Policy 9: Town Centre

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

- a. proposals have regard to Local Plan Policy 68 and demonstrate how they will make a proportionate and positive contribution to achieving the priority aims of the Melksham Town Centre master plan Report 2023;**
- b. the proposal is in keeping with the scale and character of the centre of this Market Town and, where appropriate, preserves or enhances the Conservation Area;**
- c. access to public transport, walking and cycle routes and car parking is considered and addressed;**
- d. where appropriate, a positive contribution is made to conserving and enhancing the appearance and quality of town centre frontages;**
- e. development proposals at edge of centre locations which are inter-connected with the Commercial Area will, additional to the above, be required to evidence that there are no suitable and viable sites or buildings within the defined Commercial Area;**

- f. where required, planning applications for development or change of use of ground floor frontages within the defined town centre primary shopping area (see Figure 7) where they retain or enhance the continuity of active ground floor shop front uses; and,**
- g. greater use is made of upper floors of town centre premises, including for offices, small businesses and residential use with independent access, will be supported where they sustain or enhance the vitality of the host building use and Melksham town centre.**

Development proposals for Main Town Centre Uses outside of the defined town centre will be required to demonstrate that there are no suitable and viable sites or buildings within the defined town centre, in conformity with Core Strategy Policy 38 or Local Plan Policy 67 upon its adoption

The reason for the policy

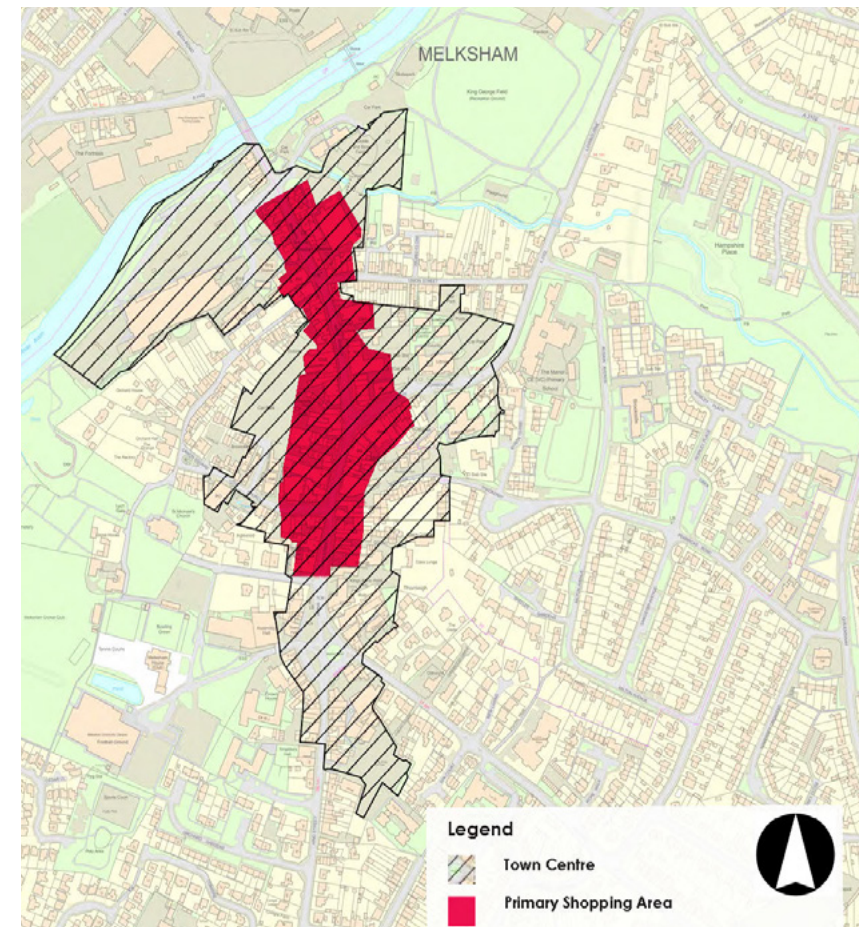
4.9.1 In the rapidly changing national and local context for high streets and market towns, we want to enable our town to change and evolve in response to challenges, changes and opportunities. Most recently, the increase of home-working as a result of coronavirus could provide a boost to local high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

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

4.9.3 Use Class E amalgamated nearly all town centre uses in a single class. The updated NPPF requires Local Plans to define a hierarchy of town centres, their boundaries and a Primary Shopping Area; the focus of main town centre uses. Core Strategy retail policy 38 is now out of date. Local Plan Policy 67 (Managing Town Centres) conforms to the NPPF, defining Melksham a transitional market town centre and retaining “sequential testing” requirements of out of centre retail proposals.

4.9.4 There are around 155 businesses operating in the

Figure 10: Town Centre



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town centre and a good number of shops comprising a mix of independent traders, supermarkets and national retail brands.

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

4.9.6 The Melksham Town 2020 – 2036 Scoping Report (Melksham Town Council 2019) reviewed the opportunities, challenges and drivers facing Melksham Town over the period of the next Local Plan. This report highlights that though the climate for retail and customer-facing business in the town is seen as relatively good, in the nine years since Wiltshire Council's 2011 Town Centre and Retail Study noted "...a continued need for further town centre regeneration" there has been improvement to the area in front of the Town Hall but no other recent improvement work.

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

to work, socialise and live.

4.9.8 A key part of the town's vitality is night-time activity and economy. Developments that positively enhance the night-time economy of the town would be supported, but care would be needed to ensure the amenity of those living in the town centre was not negatively impacted

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

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



Employment Sites

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

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

Policy 10: Employment Sites

Proposals for the retention, intensified and reuse of previously developed employment land will be supported in principle, particularly where they will provide space for start-up and small businesses, bringing a range of new employment opportunities. Proposals will be expected to generate the same number, or more, permanent full time equivalent jobs as the existing or former use.

The reason for the policy

4.10.1 The Wiltshire Employment Land and Workspace Review 2017¹⁴ notes that the two largest employment sectors in the Melksham Community Area are manufacturing and wholesale/retail. The employment profile of the Neighbourhood Plan area has moved in recent years from an industrial economy, dominated by several large international employers, to a mixture of industrial, service and retail businesses.

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

4.10.3 Wiltshire Core Strategy Core Policies 35 (Existing Employment Sites) defines Principal Employment Land and seeks to retain these and other employment land within similar employment levels in use classes B1 (office), B2 (general industrial) and B8 (Storage and distribution).

4.10.4 Through Wiltshire Core Strategy Core Policy 34 (Additional employment land), Wiltshire Council sets out support for proposals for employment development (use classes B1, B2 or B8) within the Principal Settlements, Market Towns and Local Service Centres. In addition to the employment land allocated in the Core Strategy, a number of sites within Melksham were assessed within the Wiltshire Employment Land and Workspace Review.

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

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

4.10.7 Policy 64 (Additional Employment Land) sets out the updated employment land strategy to balance employment and economic growth. It proposes 5 hectares of new employment land within the strategic allocation on land east of Melksham.

4.10.8 Local Plan Policy 68 (Managing Town Centres) supports neighbourhood plans in producing local strategies and appropriate site allocations within and on the edge of town centres that would support the viability of the town centre. Neighbourhood plan proposed allocations at Cooper Tires and the former library site, together with the Town Centre Master Plan Report (2023) seek to address the delivery of this policy and enable new employment opportunities.

Sustainable Transport and Active Travel

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

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

Policy 11: Sustainable Transport and Active Travel

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

As a key element in the local sustainable transport network, proposals that would achieve further improvements to the accessibility and quality of the links between the wider town and Melksham railway station will be supported. Improvements to the quality of the public realm around the station will also be supported.

The reason for the policy

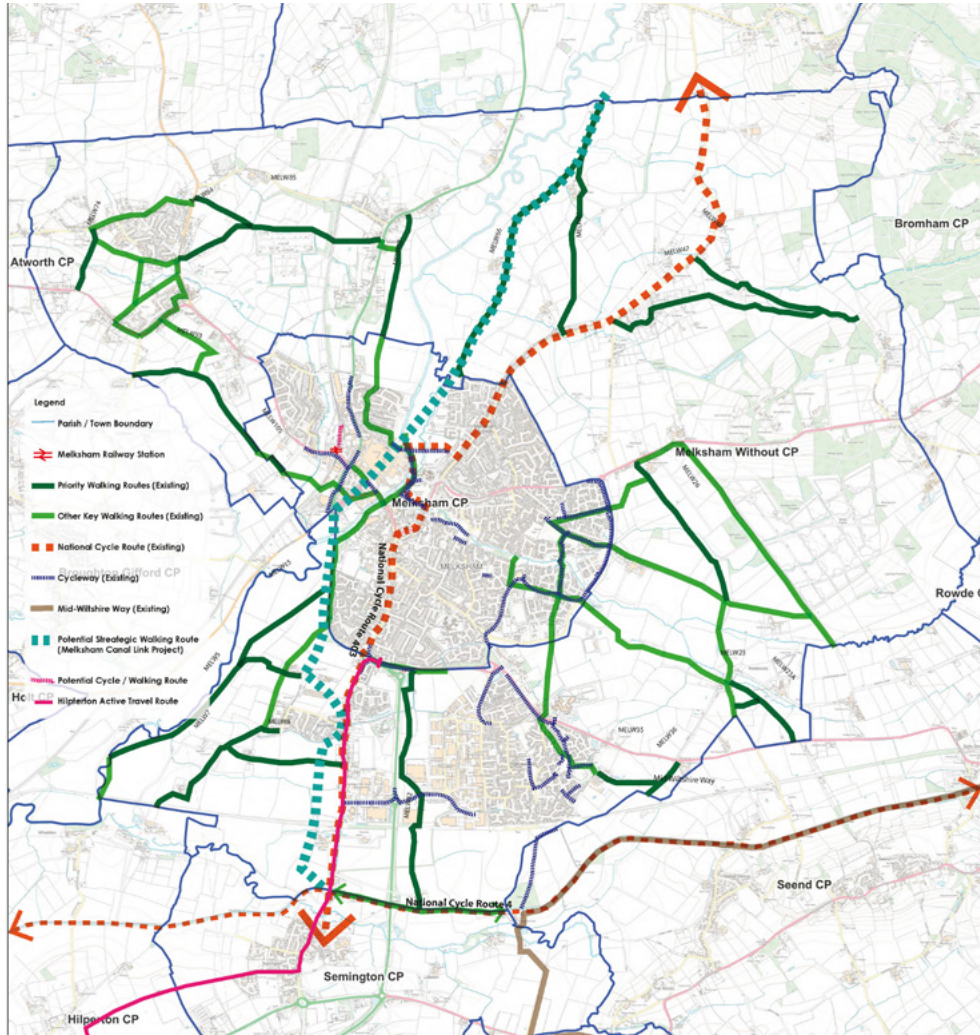
4.11.1 We want to see more opportunities to get around the town and the parish without using a private vehicle. Accessible, safe and attractive infrastructure that promotes and enables walking, cycling and public transport choices for local journeys through the town and parish to key locations such as schools, health and community facilities, green spaces and employment are important. The needs of disabled travellers should also be considered and provided for. Access to public transport for journeys outside the JNP area for business, commuting and leisure purposes complements this. Consideration will be given to the spending of Town and Parish Council CIL receipts on improvements to the sustainable travel network, and public realm.

4.11.2 Increased levels of walking and cycling were seen across the UK during the pandemic. In May 2020 a £2 billion package to increase cycling and walking was introduced by the government.

4.11.3 Extensive networks of high quality routes that enable people to walk and cycle safely and conveniently should reflect five core design principles of:

- coherence
- directness
- safety
- comfort
- attractiveness

Figure 11: Key Routes for Walking and Cycling



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Sustainable transport hierarchy

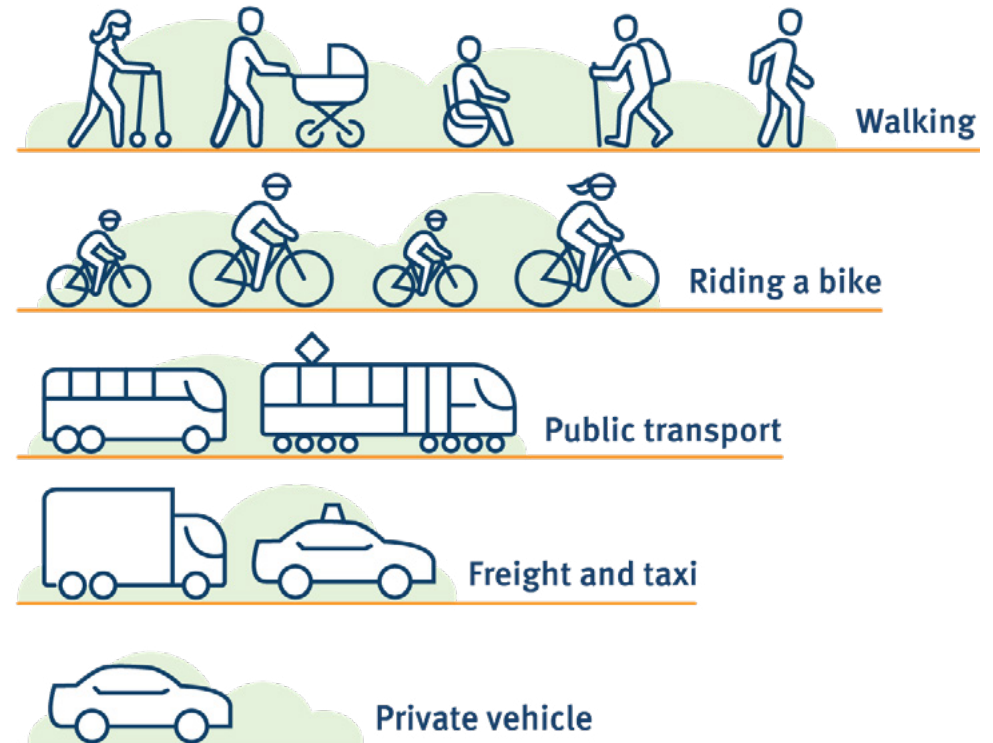


Image sourced from kindpng.com



Public Transport

Melksham railway station, located in the north west of the town, was closed and demolished in 1966 after 118 years, but the line, although made single track, remained open for freight and diverted passenger trains. It was reopened in 1985.

In 2013 an improved service was introduced which quickly became the fastest growing of GWR's routes. In 2018 the platform was lengthened to allow longer trains to call.

A successful campaign by the Wiltshire based TransWilts Community Rail Partnership (a Community Interest Company) and the Melksham based Transport User Group has resulted in improvements in local rail service providing a two-hourly service in each direction, each day between Westbury and Swindon. Small incremental improvements are also being gained, such as late evening services from Swindon.

It is desirable for these services to operate every hour in each direction, and we support the infrastructure and rolling stock changes to achieve this. Extension of the service at each end of the existing route, namely to Didcot, Oxford and beyond in the Southern direction, Salisbury, Southampton town and airport are also seen as critical to encourage modal shift to public transport for longer journeys. In the shorter term reliable and convenient connections to other locations such as Bath and London are required.

Working with GWR and Wiltshire Council, TransWilts CRP has developed an ambitious and detailed master plan for the Melksham station site using the results of consultation with local residents.

Specified in this master plan, several major improvements have been achieved:

- a station café and toilet have been provided by conversion of existing buildings, and although currently

closed, are key requirements to encourage train usage.

- Active train service information displays have been provided.
- Sufficient car parking and electric car charging for the next few years.

Further enhancements are planned/ desirable summarised as:

- Reconfiguration of carriageway/ footpath in order to add a bus stop, and rerouting of local and regional bus services through the station;
- Shared use pathway, pedestrian and cycle route to Foundry Close, providing convenient access to the east of Melksham via Scotland Road and Murray Walk;
- Stepped station access from Bath Road providing more convenient access to the west of Melksham, especially the Roundponds and George Ward Gardens areas.

The Melksham Transport User Group and other related organisations have put

forward proposals for improvements to bus services in the Plan area. Key to these are:

- Routing services through the station forecourt
- Later evening services on all routes, but particularly the Chippenham/Trowbridge service which can provide a backup service if trains are disrupted
- More efficient scheduling of the town internal services. A trial of electric bus services for this purpose was held in 2022, and well received.



Community Well-being and Nature



"I like wild areas – they are great for playing hide and seek in. I also enjoy playing with my brother and friends since none of us have big enough gardens to play in."

Policies in this section:

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

Green Infrastructure

This policy helps meet objective 11: Preserving and increasing our network of green spaces.

...and objective 12: Promoting opportunities for people to lead healthier lifestyles with a greater sense of well-being.

Policy 12: Green Infrastructure

1. Development that will result in the creation of new Green Infrastructure (GI) and/or contribute to the protection, management, enhancement and connectivity of existing GI will be supported; the potential for GI within the Neighbourhood Area is illustrated diagrammatically in Figure 12.

2. Proposals for major developments must:

- a. identify the existing GI within and around the development site, and**
- b. demonstrate how GI has been incorporated into the proposal, and**
- c. assess and address how the proposal will benefit the function and connectivity of GI through the site and beyond.**

The reason for the policy

4.12.1 The aim of this policy is to protect, enhance and manage the integrity, multi-functionality, quality and connectivity of the Green Infrastructure (GI) network in our Plan area.

4.12.2 GI is a term that covers the network of green spaces, and other green features such as woodlands and verges, together with water courses that give us a wide range of environmental and quality of life benefits for local communities and wildlife.

4.12.3 A diagrammatic representation of GI assets and their connectivity potential is shown in figure 12 as identified in the GI Evidence Base Report¹⁶. The report identifies local elements of GI with the aim of linking local sites and delivering connectivity of assets between and within different parts of the Plan area.

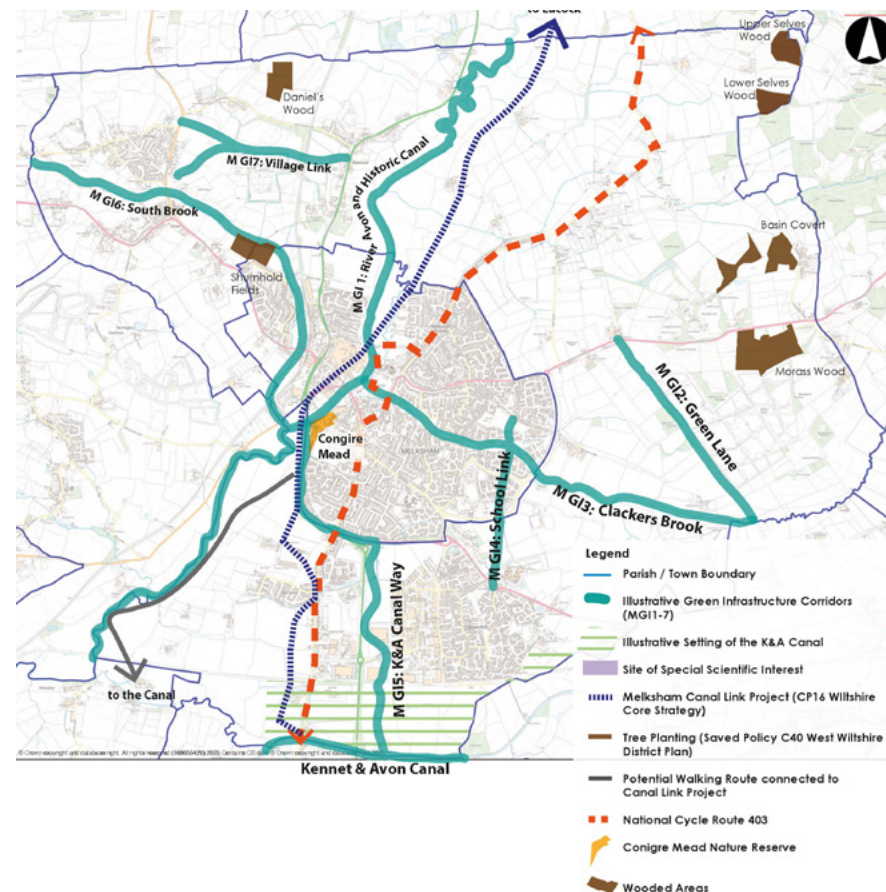
4.12.4 The GI network has many and varied benefits for the environment, biodiversity and residents; it can contribute to the health and wellbeing of communities and local wildlife, and is an important part of our distinct local identity and part of what makes Melksham a good place to live.



4.12.5 As GI is a priority, particularly as part of a proactive approach to mitigating and adapting to climate change, the Parish and Town Councils encourage developers to seek to achieve a Building with Nature accreditation (www.buildingwithnature.org.uk).

4.12.6 Building with Nature is a new framework of standards for delivering GI. It is divided into three core themes: wellbeing, water and wildlife. The aim is to enable the delivery of high quality green infrastructure at each stage of the development process, from planning and design, through to long-term management and maintenance.

Figure 12: Diagrammatic Illustration of the Potential for Green Infrastructure (Source: Neighbourhood Plan Green Infrastructure Report V7)



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Biodiversity

This policy also helps meet objective 11: Preserving and increasing our network of green spaces.

... and objective 12: Promoting opportunities for people to lead healthier lifestyles with a greater sense of well-being.

Policy 13: Biodiversity

Development proposals, including those for field based solar farms, will be expected to deliver a measurable biodiversity enhancements within and, where appropriate, beyond the site, in order to deliver tangible benefits for biodiversity, including specific attention for protected species.

Protection and enhancement of statutory and non-statutory nature conservation sites (as shown on Figure 13) is a priority for the Neighbourhood Area and development proposals must demonstrate sensitive responses to these sites where necessary, such as accommodating a buffer zone.

The reason for the policy

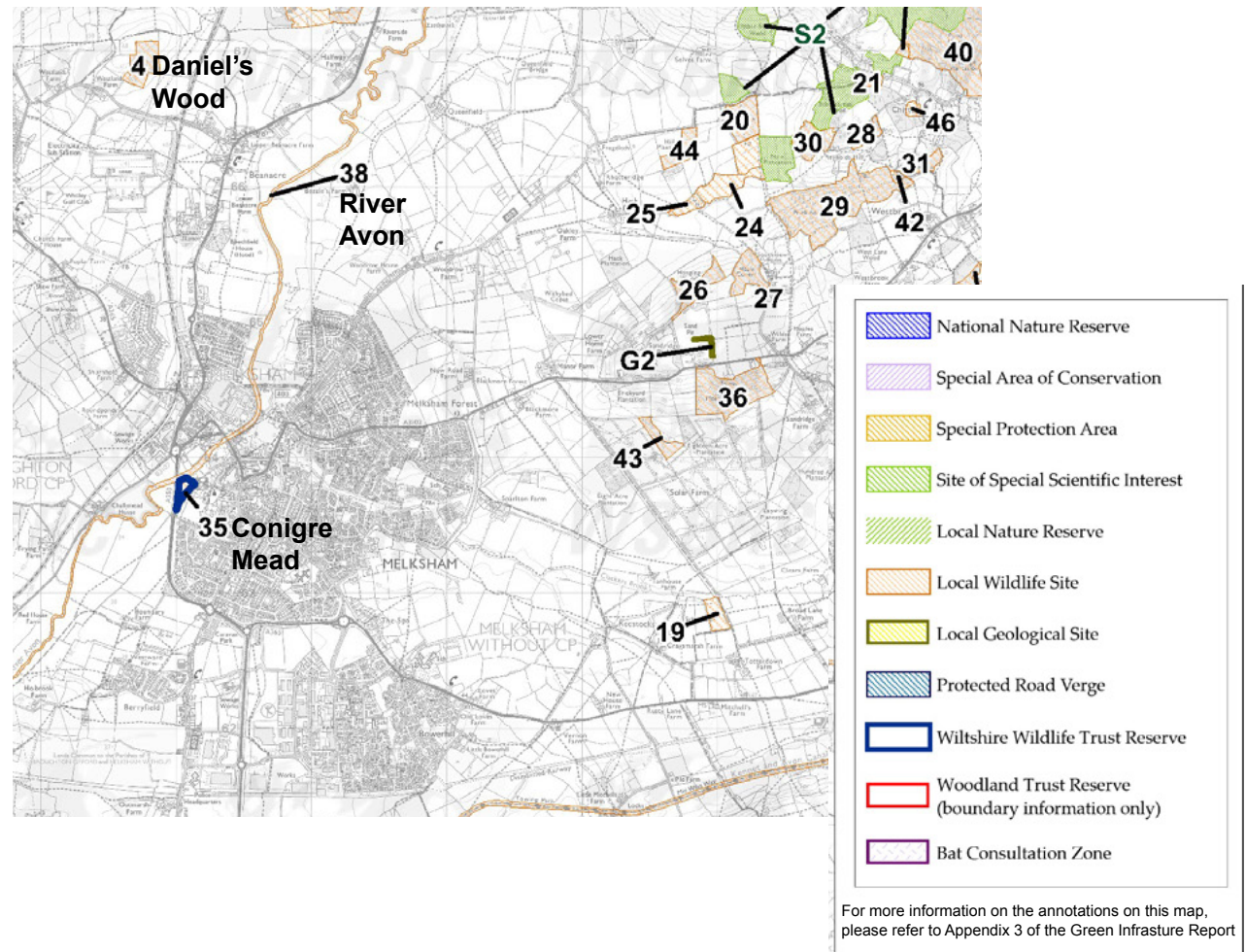
4.13.1 The Neighbourhood plan area is host to a range of wildlife sites and features which support the overall wildlife network and contribute to the well-being of wildlife and residents alike.

4.13.2 A full record of habitats and biodiversity information has been obtained from Wiltshire and Swindon Biological Records Centre, assembled using a mixture of field survey data and aerial photographic interpretation to compile a habitat inventory. This is available in full in the evidence base, and is summarised in the Green Infrastructure Report¹⁶, which adds Neighbourhood Plan level information to the biodiversity data. The map on the next page shows wildlife sites within the Neighbourhood Plan area.

4.13.3 Under the Environment Act 2021, all planning permissions granted in England (with a few exemptions) except for small sites, will have to deliver at least 10% Biodiversity Net Gain (BNG) from a delayed start date of January 2024 . BNG will be required for small sites from April 2024. The Wiltshire Council Local Plan review through policy 89 (Biodiversity Net Gain) sets higher ambitions with a minimum of 20% BNG or higher.

Figure 13: Wildlife Sites (Note: the numbered sites on the map, produced by the Wiltshire and Swindon Biological Records Centre can be found listed in appendix 3a of the Green Infrastructure evidence base report available on the website: melkshamneighbourhoodplan.org)

4.13.4 Net gain is an approach that uses the planning process to leave biodiversity in a better state than it was before the development started, securing wider benefits for people and the environment, and is directly linked to the Government’s aim in its 25 Year Environment Plan to “leave the environment in a better state than we found it”.





Melksham Canal Link Project

A key priority for the Plan area GI is the Melksham Link Project. The Wiltshire Core Strategy safeguards the route of the Melksham Link Canal in Core Policy 16. This policy safeguards the identified route (see Figure 12) for developing a canal link to the south west of the town between the Kennet & Avon Canal and the River Avon, and to the north east of the town between the River Avon and the historic alignment of the Wilts & Berks Canal.

The project is an opportunity to improve the GI network both within the Plan area and the wider Melksham Community Area, with associated benefits such as increased walking and cycling routes and linked to this is the opportunity to promote tourism within the town, and to generate renewable energy, harnessing energy from the river.

In 2012, a planning application for the Melksham Link was submitted, but this has not yet been determined, due to outstanding environmental concerns raised by the Environment Agency.

The scheme comprises: A junction with the Kennet & Avon canal at Semington / Around 3km of new canal to the west of Semington Rd, through Berryfield, with a lock and an aqueduct over Berryfield Brook. / New access roads and bridges at Berryfield. / Two further locks dropping down to a junction with the River Avon just west of the A350 Challymead road bridge. / A new weir across the River just downstream of this junction. / Re-profiling the river bed from this junction upstream under the Town Bridge to Melksham Gate weir. / A lock, adjacent to the weir with a hydro-electric generator on the island formed between the weir and the lock. / Towpath and footbridges to maintain existing footpaths and provide new pedestrian/cycle connection from the Kennet & Avon to the town and from the northern end to Lacock. / Mooring facilities for canal boats along the new canal and on the river near Town Bridge.

The project is being co-ordinated by the Wilts & Berks Canal Trust¹⁷ in collaboration with funders who envisage how the canal will be delivered. The Town and Parish Councils would wish any associated development to be appropriate and in accordance with the vision and policies of this Plan.

Open Spaces

This policy also helps meet objective 12: Preserving and increasing our network of green spaces.

... and objective 13: Protecting, improving and expanding existing services and facilities to promote health, education and social needs.

Policy 14: Open Spaces

Development proposals that involve the whole or partial loss of an existing open space (other than designated Local Green Spaces) must demonstrate:

- a. from an assessment of open space provision, using the quantity and access standards for open space as set out by Wiltshire Council, that there is a surplus in the catchment area of open space beyond that required to meet both current and forecast need, and full consideration has been given to all functions that the open space performs; or**
- b. that a replacement open space (or enhancement of the remainder of the existing site) provides a net benefit to the community in terms of the quantity, quality and accessibility of the open space including by walking and cycling.**

The reason for the policy

4.14.1 As the NPPF makes clear, access to a network of high quality open spaces and opportunities for sport and physical activity is important for the health and well-being of communities, and can deliver wider benefits for nature and support efforts to address climate change.

4.14.2 A distinctive characteristic of the town is the open spaces which punctuate the built environment, meaning that most residents are within walking distance of some open space. This key positive feature contributes to community well-being. The pandemic has highlighted what the evidence already demonstrated – the closer people live to accessible green space, the happier and healthier people are.

4.14.3 The Green Space Index is Fields in Trust's annual barometer of publicly accessible local park and green space provision (experience.arcgis.com). Other than Bowerhill, information from the Green Space Index in 2023 shows that our area does not meet the minimum standards of green space provision, though it also shows that there is generally good standard of access, with many people being within ten minutes walking distance of green

spaces across the area including King George V Park, Conigre Mead Nature Area, together with many other parks and recreation grounds and play areas.

4.14.4 We also know that populations in our area will grow and this may negatively impact on the quantity of green space available to communities, unless provision is increased. Parks and green spaces are not a statutory service, meaning local councils have no obligation to provide them for their residents (though the provision is taken seriously by the town and parish council).

4.14.5 It should also be noted here, that a number of open spaces have been identified as meeting the tests for designation and protection against inappropriate development as Local Green Space (see pages 93-95). Educational open spaces are an example of an open space that cannot be designated as a Local Green Space, but are covered under this policy.

Community Facilities

This policy also helps meet objective 13: Protecting, improving and expanding existing services and community facilities to promote health, education and social needs.

Policy 15: Community Facilities

- 1. Development proposals that involve the loss, in whole or part, of a community facility (as identified in Figure 14a, b & c, and detailed in the Community Facilities Report¹⁹) must demonstrate that:**
 - a. adequate alternative provision exists or will be provided in an equally accessible or more accessible location, including by walking and cycling, within the catchment area of the facility; or**
 - b. it would not be economically viable, feasible or practicable to retain the building or site for use as a community facility; redevelopment for non-community use will only be considered as a last resort and where all other options have been exhausted.**
- 2. Proposals for new community facilities in the Plan area will be supported where the applicant can demonstrate the need and benefits of the proposed facility, or where replacement or enhanced facilities are proposed as mitigation against the loss of any community facilities within the Plan area.**
- 3. New or replacement community facilities should be located where there is a choice of travel options and should be accessible to all members of the community.**

The reason for the policy

4.15.1 Community facilities are defined by Wiltshire Council as those that serve settlements and include health, education and cultural infrastructure including uses such as local shops, meeting places, sports venues, public houses and places of worship¹⁸.

4.15.2 The community facilities in the Plan area cover both rural and town areas. The existing community facilities in the Plan area as detailed in the Community Facilities Report¹⁹ compiled by the Plan Steering Group are wide-ranging and can include community centres, public houses, cultural centres and venues, places of worship, education establishments and training centres and childcare facilities, health and social care facilities, sport and recreation facilities and civic and administrative facilities. However, the list and maps produced for the

Neighbourhood Plan cannot be said to be exhaustive (there are almost certainly more facilities than those included on the maps).

4.15.3 In August 2022 the new Community Campus opened. The Campus is a hub for community services, and provides a new library, swimming pool, sports hall, gym, dance studio and meeting rooms, amongst other facilities.

4.15.4 The primary function of some facilities is commercial (including pubs – a key facility in rural areas) but they also perform a clear role for the community in terms of sport, recreation or leisure provision.

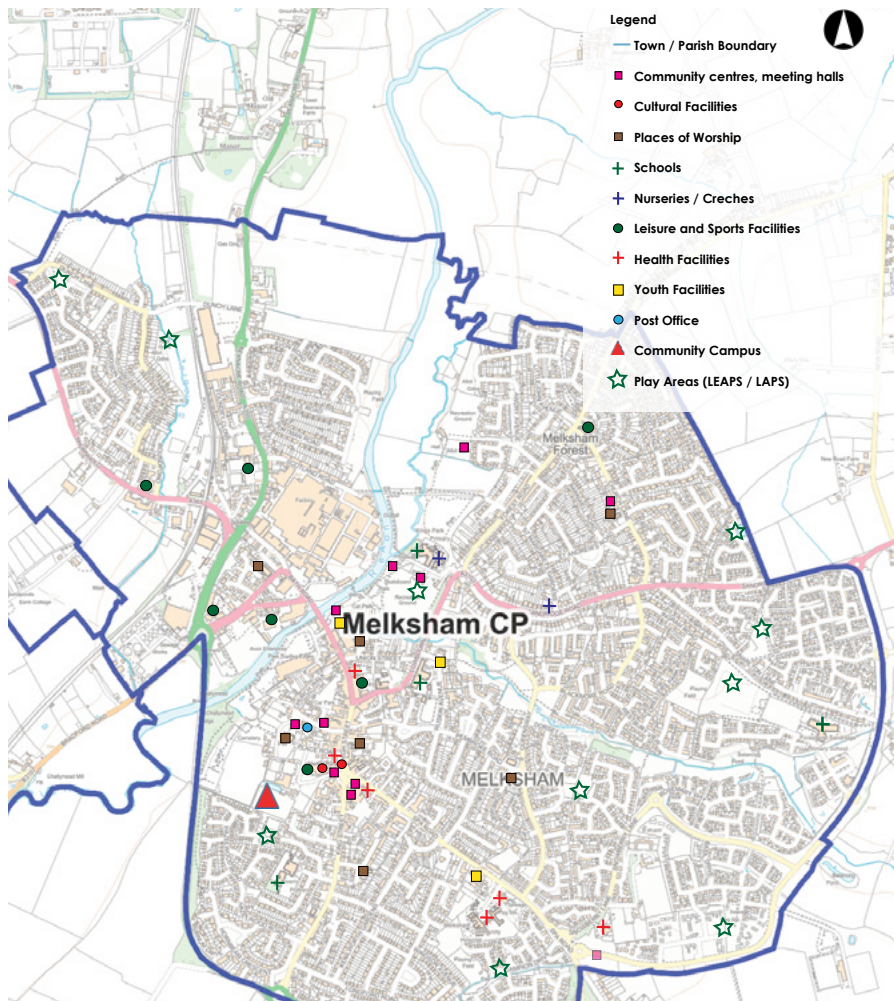
4.15.5 This policy supplements the Wiltshire Local Plan by identifying the key local facilities and services, with the aim of retaining them unless it can be demonstrated that there is no longer a need or where alternative provision is made. In practice there are sometimes permitted development rights that allow changes of use without planning permission, however, this policy applies where planning permission is needed.

4.15.6 Consultation illustrated how important community, health and leisure facilities are for the health and wellbeing of the people of Melksham and its wider community.

4.15.7 The Community Facilities Evidence Base Report¹⁹ sets out in



Figure 14a: Melksham Town Community Facilities
(Source: Neighbourhood Plan Community Facilities Report V5)



detail the facilities in the Plan area. It is important that facilities for people of all ages are made available to support a diverse and healthy local population, and that these facilities are accessible to residents, as far as possible using sustainable modes of transport.

4.15.8 Proposals for partnership working with national or local agencies to develop strategic community facilities to meet the identified needs for the people living in and around the Plan area will continue.

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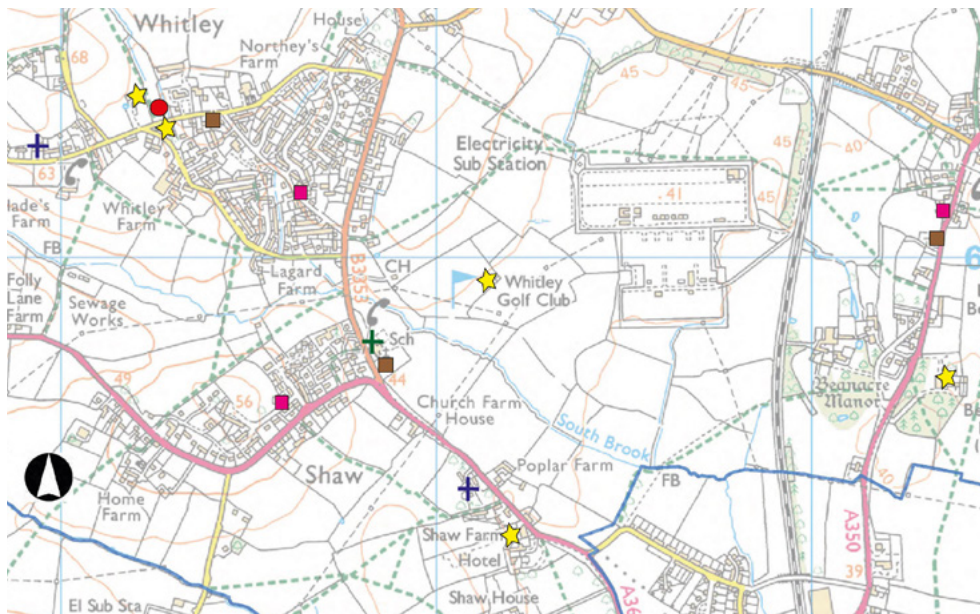


Figure 14b: Whitley, Shaw and Beanacre Community Facilities
(Source: Neighbourhood Plan Community Facilities Report V5)

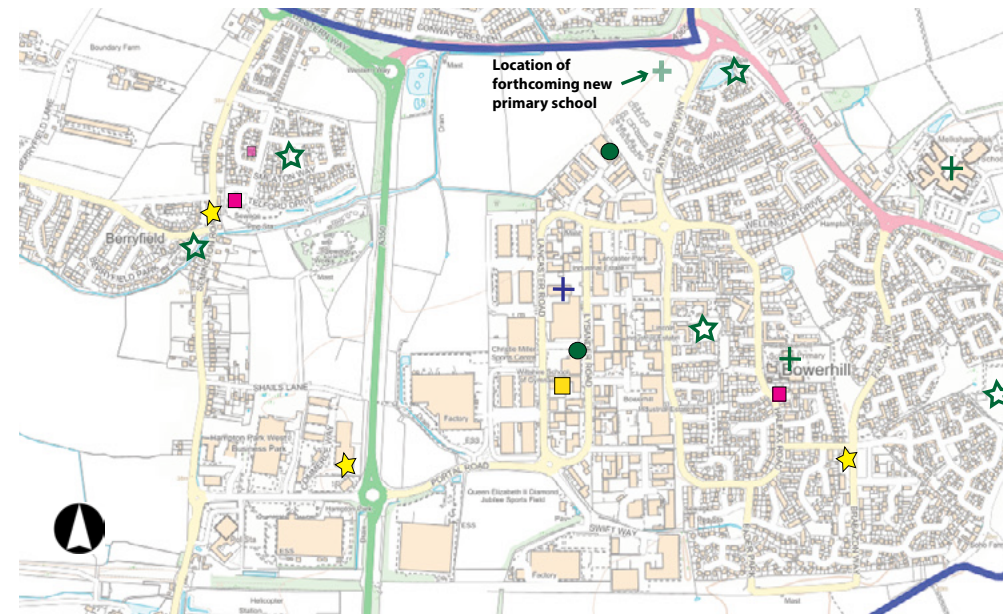


Figure 14c: Bowerhill and Berryfield Community Facilities
(Source: Neighbourhood Plan Community Facilities Report V5)

Figures 14a, 14b and 14c not to scale, please refer to map on previous page for key and Community Facilities Report¹⁹ for further information on facilities. One additional type of facility is noted in the rural areas – pubs denoted by a star ★

Local Green Spaces

This policy also helps meet objective 11: Protecting, connecting and increasing our network of green spaces.

... and objective 12: Promoting opportunities for people to lead healthier lifestyles with a greater sense of well-being.

Policy 16: Designation of Local Green Spaces

The sites shown on figure 15, and listed on page 95 are designated as Local Green Spaces, and will be protected from inappropriate development in a manner consistent with the protection of land within the Green Belt.

These spaces will be protected from built development, except in very special circumstances and where the proposals enhance the existing use of the space, particularly regarding the characteristics that underpin designation as Local Green Space.

The reason for the policy

4.16.1 The NPPF sets out the context for Local Green Space (LGS) designation which provides special protection against development for green areas of importance to communities. Paragraph 102 of the NPPF sets clear criteria that the designation should only be used where the green space is:

- a) in reasonably close proximity to the community it serves
- b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty,

historic significance, recreational value (including as a playing field), tranquility or richness of its wildlife; and
c) where the green area is local in character and is not an extensive tract of land.

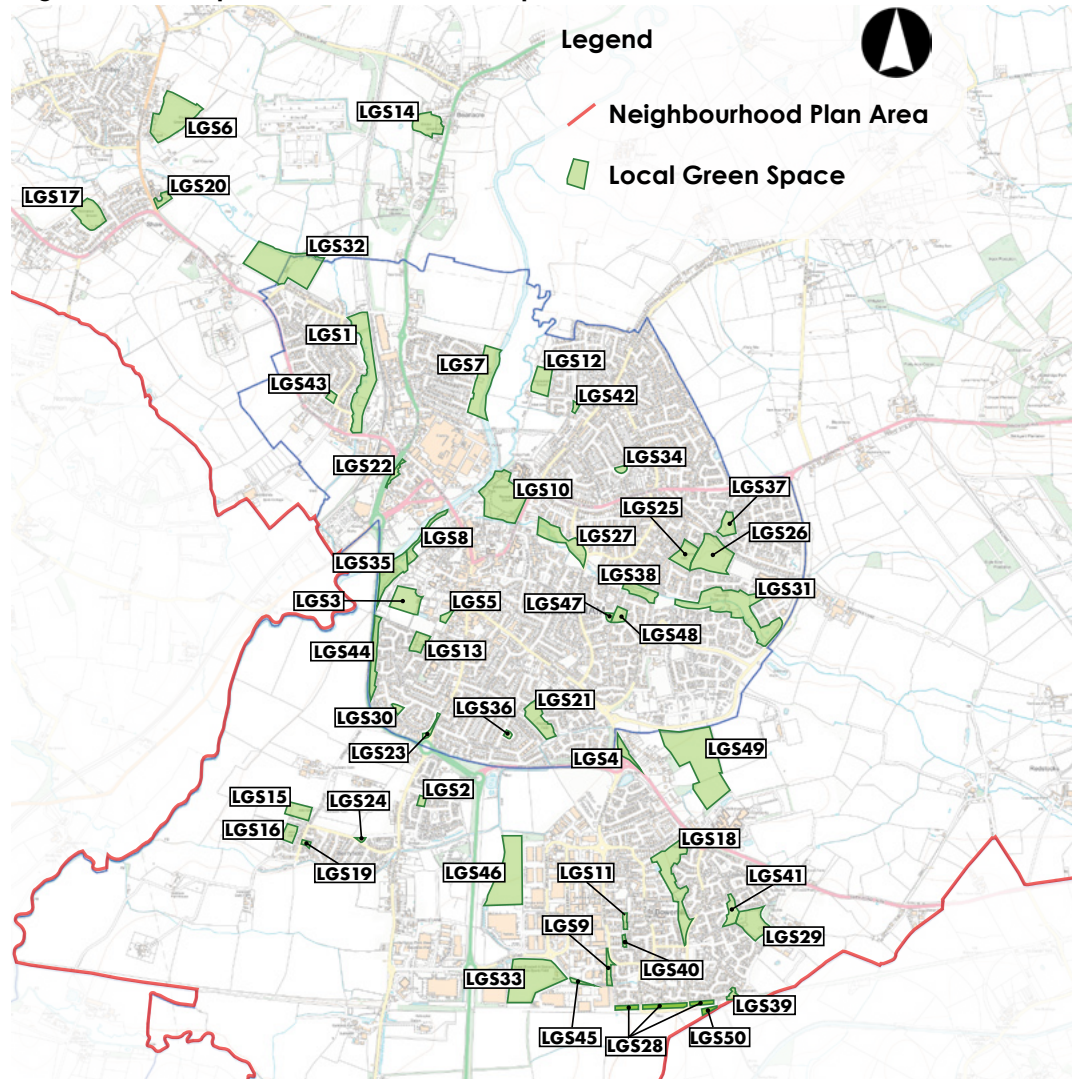
4.16.2 Interactive online community outreach to identify potential LGS nominations was undertaken during May and June 2022. This was supplemented by an opportunity to validate or add nominations at community drop-in events and online consultation during February and March 2023.

4.16.3 Where sites met the NPPF criteria, and were assessed in line with planning practice guidance²⁰ including whether there were site allocations or planning permissions which would prevent designations, all owners of the shortlisted sites were contacted to secure their early input into the designation process.

4.16.4 From 250 suggestions from the first community consultation, a working group assessed potential sites to finally arrive at 50 sites proposed for LGS designation.

4.16.5 A full explanation of the methodology, evidence and justification to support the designations, along with maps of each LGS can be found in the Local Green Spaces Evidence Base Report 2023.

Figure 15: Proposed Local Green Spaces



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Individual site maps can be seen in the Local Green Space Report

Proposed Local Green Spaces

1. Land along Roundponds following South Brook
2. Bowood View
3. Recreational ground and cricket field to rear of The Campus
4. Copse area in The Spa
5. Approach to Melksham House
6. Cricket and field – community area, Whitley
7. Riverside Drive Green/Woodland Areas
8. Natural woodland area near Sainsburys
9. Land between Duxford Close and the boundary of the industrial estate
10. King George V Playing Fields and recreation area
11. Beverley Close Greenspace
12. Forest Community Centre playing field/sports pitches
13. Hazelwood Road Play Area (Brunswick Park)
14. St Barnabas Church, Cricket Field
15. Berryfield Allotments North (Briansfield Allotments)
16. Berryfield Allotments South (Berryfield Allotments)
17. Shaw Playing Fields “The Beeches”
18. Rear of Grasmere and Wellington Drive
19. Green in Berryfield Lane
20. Shaw Churchyard
21. Field/Old Sports Pitch (to rear of Melksham Hospital & Campion Drive)
22. Weavers Crofts
23. Hornbeam Crescent/Semington Road
24. Berryfield Green triangle
25. Foresters Park Road playing fields
26. Cranesbill Road playing fields
27. Clackers Brook (Queensway)
28. Brabazon Way
29. Hornchurch Road Public Open Space
30. Hornbeam Crescent green
31. East of Melksham (Clackers Brook)
32. Shurnhold Fields
33. Bowerhill Sports Field
34. The Crays
35. Conigre Nature Reserve
36. Sarum Avenue
37. Skylark Green
38. Primrose Nature Reserve
39. Locking Close
40. Beaufort Close to Kestrel Court
41. Harvard Close
42. Awdry Avenue
43. Roundponds
44. Walkway parallel to A350 (rear of Hornbeam Crescent)
45. Verge with stream and trees (Swift Way, Bowerhill)
46. Fields/old golf course (behind Christie Miller)
47. Dorset Crescent play area/green
48. Primrose Drive play area/green
49. Dog Walking Area to the Rear of The Spa
50. Locking Close Allotments

Natural and Built Environment



"We have the beautiful river Avon, meandering through the town with its riverside walks, stretching along fields through King George V Park and onto the wildlife reserve at Conigre Mead"

Policies in this section:

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

Trees and Hedgerows

This policy helps meet objective 14: Conserving and enhancing the quality of the natural landscape.

Policy 17: Trees and Hedgerows

Ancient and Veteran Trees:

To be supported, development proposals should ensure that there will be no loss or deterioration of the irreplaceable habitats of ancient woodlands (as shown in Figure 16) and ancient or veteran trees found outside ancient woodland, unless the need for and benefits of the development in that location clearly outweigh the loss. A minimum buffer of at least 15 metres in width should be maintained between ancient woodland and any development boundary. A buffer zone around an ancient or veteran tree should be at least 15 times larger than the diameter of the tree.

Other Existing Trees and Hedgerows:

To be supported, development proposals should ensure that there is no damage to or loss of trees of good arboricultural and amenity value. Existing trees and hedgerows on development sites should be retained where possible and incorporated as placemaking features in new development. Where

there is an unavoidable loss of trees on site, the number and type of replacement trees should be informed by the quality and size of trees lost. Integration of existing hedgerows into private curtilage must be avoided where possible.

New Trees:

New tree planting in development proposals and throughout the built and natural environments of the Plan area will be supported in principle. Development proposals are encouraged to aim for 20% tree canopy coverage on site where possible – in gardens and in streets.

The reason for the policy

4.17.1 As set out in the Green Infrastructure Evidence Base Report¹⁶, trees are a key asset of the Plan area and there is an ambition to increase tree coverage across the community. Overall tree canopy coverage in the area is estimated to be an average of just over 12% which has been mapped using the i-tree canopy tool²¹. The Urban Forestry and Woodland Advisory Committee Network recommends 'a minimum standard for tree canopy cover is set for a local area, with evidence showing that 20% is a good aspiration'²². As part of a local response to climate change, place making and achieving local distinctiveness: In Shurnhold Fields, 200 trees planted for WW1 commemoration along with a native rare species orchard, and most recently the community in Shaw and Whitley to plan to plant their own trees. In Melksham town, another intensive residents tree planting scheme will be carried out in November 2023 in the town.

4.17.2 There are a number of areas of ancient woodland across the Plan area, including Daniel's Wood, Morass Wood and Hanging Wood (ancient replanted). This is significant as ancient woodlands now cover just 2.4% of the UK. Standing Advice from Natural England and the Forestry Commission guide planning decisions that relate to ancient and veteran trees.

4.17.3 Both greenfield and previously developed sites are likely to



The Importance of Trees

- Trees naturally absorb CO₂, a key greenhouse gas removing 4 million tonnes of it from the atmosphere every year.
- Local air quality is improved as trees cut the level of airborne particulates and absorb nitrogen dioxide, sulphur dioxide and ozone
- Nearby trees and reenspaces can increase property value of 15 - 18%. The larger the trees the greater their proportional value.
- Tree cover across England is 12.8%, of which 10% is woodland.
- The Woodland Trust recommend an increase in UK woodland as part of the way to tackle biodiversity and climate crises.
- Existing tree cover is being mapped as part of the approach to increasing tree cover. Friends of the Earth also advocate that planting more street trees, forests and hedgerows one of the best solutions to protect our environment and achieve net zero. See their [website for an "opportunity map" of areas in England that may be suitable for creating woodlands](#) - this includes areas in Melksham and Melksham Without.

contain trees and hedgerows that, if retained, can make a positive contribution to the character of new development. Retaining key trees can influence both the design and layout of the development, and arrangements for their protection should be made during the construction phase

4.17.4 The design should also take account of the long term setting for important trees and how they will relate to the use of the area in the future. It is important to note here that a Neighbourhood Plan in itself cannot protect a tree from being felled, unless it is protected by a Tree Preservation Order or is within a Conservation Area.

Below: Tree Replacement Standard Methodology

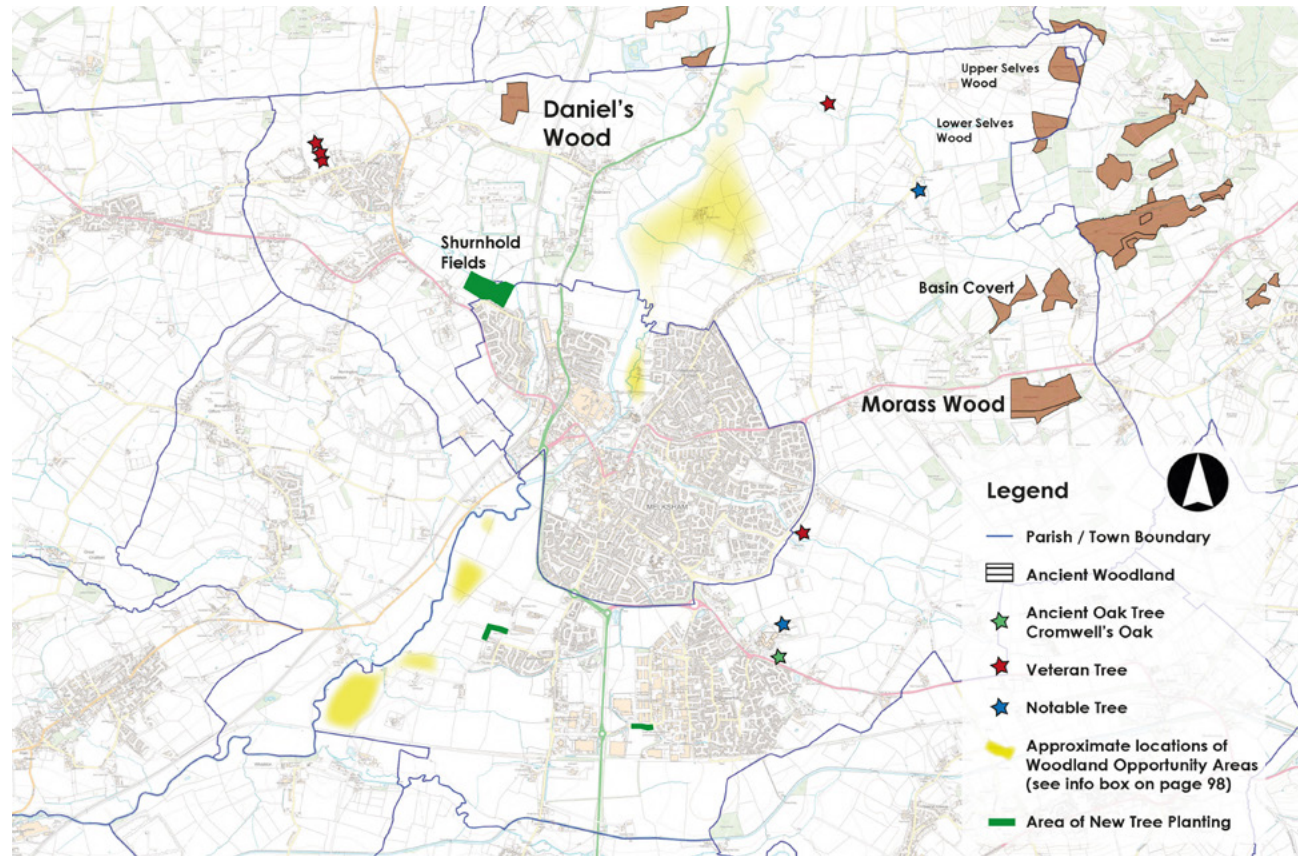
Trunk Diameter of Tree lost to development (cm measured at 1.5 metres above ground level)	Number of Replacement Trees
Less than 15	0 - 1
15 - 19.9	1
20 - 29.9	2
30 - 39.9	3
40 - 49.9	4
50 - 59.9	5
60 - 69.9	6
70 - 79.9	7
80 +	8

4.17.5 Hedgerows, like trees, can make an important contribution to the character and can also be important historically as indications of land use and previous ownership. They also contribute significantly to biodiversity and amenity value of the natural and, in places, built environment. Trees will also help with adaptation to the effects of climate change.

4.17.6 Where tree loss is unavoidable, the Tree Replacement Standard can be used to inform the number of replacement trees. Whilst a particular site or design approach to trees will inform the number and approach to tree planting, the Standard is a established methodology used by Bristol City Council²³.



Figure 16: Ancient Trees, Ancient Woodland and Areas of New Tree Planting (Source: Neighbourhood Plan Green Infrastructure Report)



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Landscape Character

This policy helps meet objective 14: Conserving and enhancing the quality of the natural landscape.

Policy 18: Landscape Character

Development proposals will be expected to:

- a. integrate natural features such as trees, hedgerows and the local river systems that contribute to both the landscape character and setting of the development;
- b. demonstrate that the whole scheme, including hard landscape and planting proposals, draws on local landscape characteristics and features through reference to relevant existing landscape and historic landscape assessments, supplemented by any additional site specific assessments; and,
- c. respond sensitively to the transition between settlement edge and countryside and maintain the separate identity of settlements.

The reason for the policy

4.18.1 The local landscape is the backdrop to our daily life, and reflects the relationship between people and place. Retaining and enhancing the character and appearance of the landscape in Melksham is recognised as hugely important as the town continues to grow and develop – in particular at the edges between the built and natural environment.

4.18.2 The landscape within the Plan area is diverse in character ranging from areas of flat and low lying land with a general sense



Bridge across the River Avon

of openness, to areas that are much more enclosed with lines of trees along the river Avon. As the land rises to the north east there is an area that was once designated in the West Wiltshire Local Plan as a 'Special Landscape Area'.

4.18.3 Key characteristics of the landscape of the Plan area are detailed in the Green Infrastructure Report¹⁶ and the Local Landscape Character Evidence Base Report²⁴ which supplements Landscape Character Assessment work done by Wiltshire Council with local detail. Some key points are:

- The landscape around the river Avon forms a wedge of landscape into Melksham town running in between areas of housing (Riverside Drive to the west and Forest to the east) and from the south as far as the town bridge taking in the Conigre Mead nature reserve from where it spreads out again into the Melksham Without Parish towards the edges of Berryfield.
- Houses from Methuen Avenue, in the Forest area, on the east of this character area, and houses from Riverside Drive on the west, front out onto accessible greenspace (allotments from Methuen Avenue), providing an active frontage and connection to the landscape of the river Avon.
- Brooks and stream corridors are scattered across the landscape, for example Clackers Brook which, like the river Avon, forms a key area of natural green space and landscape, also making a link and connection with the built environment of the town.

South Brook to the north west, meanders through agricultural fields between the two villages of Shaw and Whitley, contributing to the separate identity and character of the two villages and to local amenity, with a number of footpaths criss-crossing the area.

4.18.4 Elements of Historic Landscape Character (tangible elements of past land-use that influence the present-day landscape) have also influenced the sense of place and identity of the present-day town and surrounding rural areas and should be drawn on within major planning proposals.

4.18.5 A number of views across the landscape have been included in the Landscape Character Report²⁴ to illustrate the different characteristics and features across the Plan area. From many places expansive views of the wide open landscape can be appreciated.

Landscape Green Gaps and Wedges **UPDATED!**

This policy helps meet objective 15: Ensuring that new development is sympathetic to our built heritage and the character of the area, with high standards of design.

Policy 19REV: Green Wedges

The Green Wedges (mapped in figure 17) are identified in order to:

- a. provide long-term protection against coalescence;**
- b. protect the setting and separate identity of settlements; and**
- c. retain the existing settlement pattern by maintaining the openness of land.**

Any development proposals within defined green wedges must not (individually or cumulatively) lead to the coalescence of settlements.

Where there are exceptional circumstances that demonstrate that no suitable alternative sustainable employment land location within Melksham or Bowerhill or on land outside of defined green wedges is available, proposals for development of employment uses in classes, B2, B8 or E(i-iii) will be supported where they conform to other policies in the adopted development plan. Proposals should minimise urbanising effects, such as artificial lighting and traffic movements, and where possible retain and increase screening trees and hedgerows as edge features to minimise impact on the rural landscape.

The reason for the policy

4.19.1 When places merge together that were once separate it is known as 'coalescence'. Green wedges (or buffers) have been successfully used in local and neighbourhood plans to prevent the coalescence of villages/towns, and to protect local character and identity. Green wedges are also of multi-functional benefit as spaces for flood protection, climate change mitigation, agriculture, biodiversity and recreation etc.

4.19.2 In recent years, extensive new housing development has been approved across the Neighbourhood Area. Some of this development has had the effect of increasing the perceived or actual coalescence between formerly free-standing settlements, each with their own history, character, and identity. Such development was in some cases permitted contrary to relevant policy in the Wiltshire Core Strategy because the Council was unable to demonstrate a five-year supply of deliverable housing sites, meaning the Core Strategy policies carried less weight, in line with the presumption in favour of sustainable development in NPPF paragraph 14.

4.19.3 Wiltshire Council, through the Strategic Housing and Economic Land Availability Assessment (SHELAA) provides

UPDATED!

information on a range of potential housing sites and sites for other uses, which gives an indication of how development requirements could potentially be met on the ground. The SHELAA and a separate Call for Sites carried out by the Steering Group of the Neighbourhood Plan to inform this update of the Plan, clearly indicate that land continues to be promoted for development in locations where coalescence could result if an application were consented.

4.19.4 As more development is accommodated in the Plan area, Green Wedges can help prevent (further) erosion of local character and identity that can happen. The protection of certain areas of countryside outside settlement boundaries as green wedges can help prevent (further) erosion of local character and identity arising from 'coalescence' or the merging together of places that were once separate. Developments can contribute to coalescence both individually and cumulatively.

4.19.6 A Green Gap and Wedge Study (2023) undertaken as part of the evidence base to JMNP2, sets out landscape evidence to illustrate that Shaw, Whitley, Beanacre, Bowerhill, Berryfield and Melksham town each retain a unique character, history and sense of place derived from their landscape settings as recognisably distinct built-up areas, distinguishable from other neighbouring settlements by intervening countryside.

4.19.5 The Green Gap and Wedge Study illustrates that the 6 areas designated as green wedges have been assessed as meeting clear criteria.

4.19.7 In December 2023, after the publication of the first pre-submission, Regulation 14 consultation period on the draft JMNP2 had ended, consent was granted on appeal for 210 dwellings and a care home on land south of Western Way at Bowerhill. This significant new circumstance of outline planning permission results in this seventh possible Green Wedge, as assessed in the Green Gap and Wedge Study, as no longer fulfilling designation criteria, and it has therefore been removed from the this draft B of the pre-submission version of the JMNP2.



What is the SHELAA?

The Strategic Housing and Economic Land Availability Assessment (SHELAA) provides information on a range of potential housing sites and sites for other uses, which gives an indication of how Wiltshire's development requirements could potentially be met on the ground. The SHELAA is required by national policy.



Figure 17: Green Wedges

UPDATED!

4.19.8 One of the 6 wedges, is the Berryfield and Semington Wedge. The Green Gap and Wedge Study found that Bowerhill and the village of Semington in the neighbouring Parish to the south, exhibit distinct characters (satisfying criterion 1 and 2 of the Green Gap and Wedge study). The existing land between them is open, prevents their coalescence and the area is considered to provide the function of a green wedge. The southern extent of the boundary follows a clear landscape feature of high sensitivity – the Kennet & Avon Canal (criterion 2 sets out that the boundary should be drawn up using physical features identifiable on the ground) , which is also the Parish boundary between Melksham Without and Semington. The boundary of the Green Wedge therefore is the Canal, rather than the village of Semington, as this Neighbourhood Plan can only include land within the approved Plan (and Parish) boundary, rather than the full extent of the functional green wedge, which the appendix of the Study explains extends into Semington parish. However, co-ordinated work has taken place between Semington Neighbourhood Plan and the JMNP as neighbouring parishes, as this area of landscape is identified as important in both, and covered through policies. As the Canal is not simply an administrative boundary, but also an important landscape and physical feature of both Melksham Without and Semington, both Neighbourhood Plans aim to protect the highly sensitive²⁵ and valued landscape around the canal, therefore the JMNP proposes to also include this area as a Green Wedge within policy 19.

Map credit: JMNP Green Gap and Wedge Study 2023 (as amended) Imagery © 2023 Google Maps Airbus, Getmapping plc, infoterra Ltd & Bluesky, Maxar Technologies, Map data 2023

Locally Distinctive, High Quality Design

This policy helps meet objective 15: Ensuring that new development is sympathetic to our built heritage and the character of the area, with high standards of design.

Policy 20: Locally Distinctive, High Quality Design

Development proposals that contribute positively to the conservation, enhancement and extension of the quality and local distinctiveness of Melksham and Melksham Without will be supported.

In addition to having regard to the National Design Guidance and Wiltshire Council design policy, development proposals must demonstrate how they have been informed by the adopted Melksham Design Guidelines and Codes (2023), therefore how they have responded positively to the history and character of the area in which the site is located.

Proposals for major development must demonstrate through a master plan how the proposed development layout, density, access proposals and building design approach complement and extend the positive characteristics of Melksham and Melksham Without's settlements and landscape, both historic and topographic.

The reason for the policy

4.20.1 The character and quality of Melksham's environment is defined by its heritage, landscape and green and blue infrastructure and accessibility, as much as by the design of its buildings.

4.20.2 This policy addresses matters of development layout, form, materials and detailing. Design proposals should address all other Neighbourhood Plan policies, in particular those relating to Sustainable Design (Policy 1), G.I (Policy 12), landscape (Policy 17) and local heritage (Policy 21) to achieve a responsive and successful proposal.

4.20.3 Melksham Town Council and Melksham Without Parish Council recognise the importance of design quality to local distinctiveness and quality of life. In addition to expecting development proposals to respond positively to national design guidance and be in conformity with Wiltshire Core Strategy/ Local Plan design policy, the Neighbourhood Plan aims to ensure development in the Plan area is designed to complement and strengthen local quality of place, character and distinctiveness.

4.20.4 The second Neighbourhood Plan is therefore now supported by Melksham Design Guidelines and Codes Document (AECOM 2023). Those proposing or assessing any development should use this resource to inform the design of schemes or assessment feedback. Figure 19 illustrates the different character areas found in the Plan area, and detailed in the Document.

4.20.6 Part 12 of NPPF sets out importance of design in the planning and development process and sets out the role of communities in achieving ‘good design’: “Design policies should be developed with local communities so they reflect local aspirations, and are grounded in an understanding and evaluation of each area’s defining characteristics”.

4.20.7 The NPPF also underscores the importance of high quality design: “the creation of high quality, beautiful and sustainable buildings and places is fundamental

to what the planning and development process should achieve.

4.20.8 In 2019 the Government published a ‘National Design Guide’ which highlights the importance of understanding and responding to local character (in many senses). Figure 18 illustrates the 10 components of good design as set out in the National Design Guide²⁶. The importance of design is also underscored

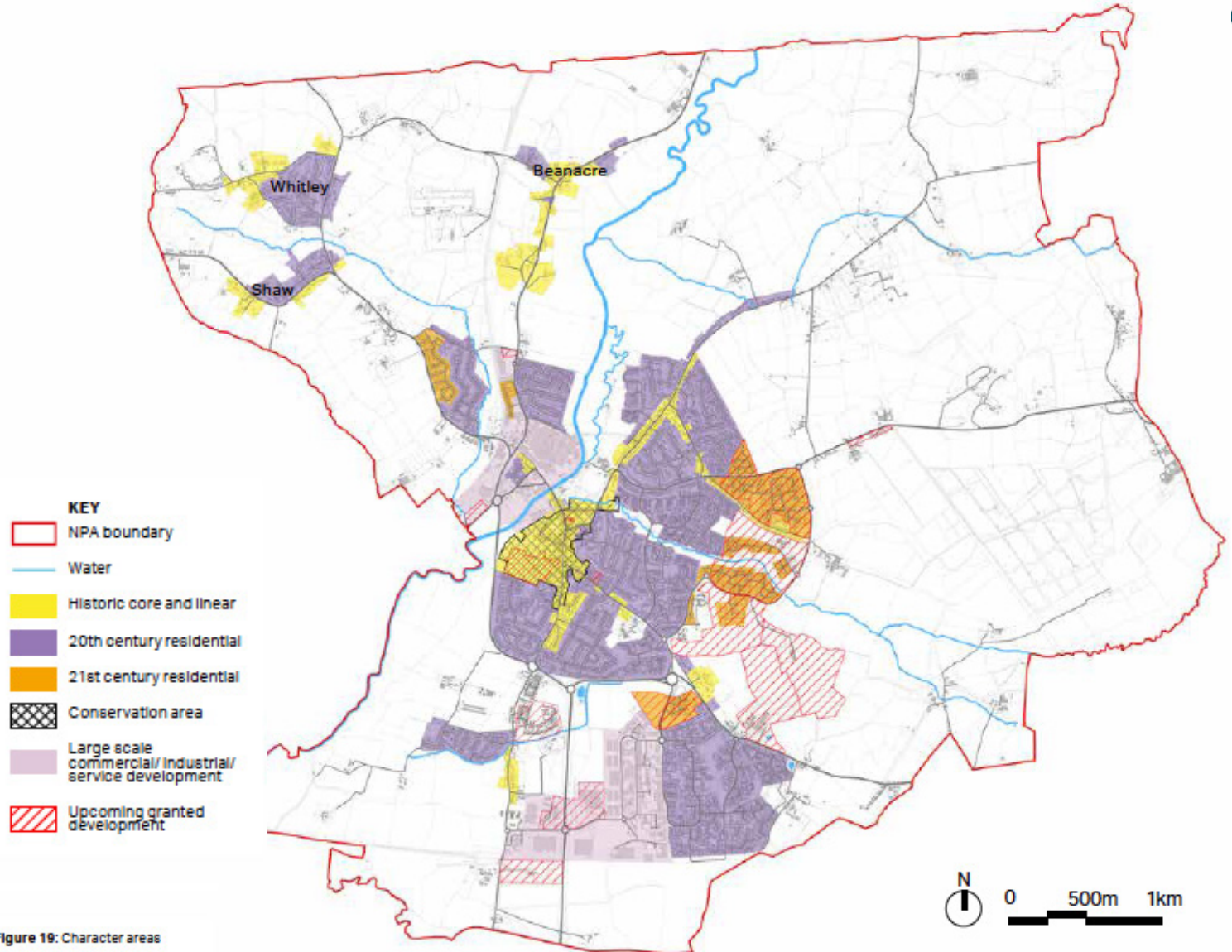
by the summer of 2020 update of Building for Life¹²²⁷, an industry standard for well-designed homes and neighbourhoods: Building for a Healthy Life (BHL).



Figure 18: 10 components of good design (MHCLG 2019)



Figure 19: Character Areas
(source: Melksham Design Guidelines and Code)



Local Heritage

This policy helps meet objective 15: Ensuring that new development is sympathetic to our built heritage and the character of the area, with high standards of design.

Policy 21: Local Heritage

Proposals for development within the Melksham Conservation Area and those that may affect listed buildings or structures within the Neighbourhood Plan area, must show how they preserve or enhance the setting, characteristics and special qualities that make up the architectural and historic character.

For other areas of local heritage importance, including archaeological importance, and buildings or structures identified as Non-designated Heritage Assets mapped on Figure 20 (including notable buildings as shown on Figure 21) development proposals should demonstrate that appropriate consideration has been given to:

- a. the significance of the heritage asset;**
- b. its most distinctive and important features;**
- c. the elements of its setting and immediate surrounds that contribute to its significance, and**
- d. the contribution the asset and its setting makes to the character of the local area (whether in a Conservation Area or not).**

The reason for the policy

4.21.1 There are over 70 listed buildings in the parish, 19 in Whitley, 16 in Shaw and 19 in Beanacre. There are over 150 in the town, the majority of the latter being in the Melksham Town Conservation Area. There is, however, no Conservation Area Assessment or Management Plan to guide and inform conservation, future development and investment. Town Centre masterplanning work has however identified important heritage features, including 'noteworthy' buildings – these are historic buildings that contribute to the character of the area.

4.21.2 Outside of the town centre conservation area there are two key areas of heritage importance – The City and The Spa.

4.21.3 The Spa is about 1 mile from the town centre on the A365 Devizes Road. Its name originated from the discovery of saline springs on the Devizes road out of Melksham in 1813. Shortly afterwards the Melksham Spa Company was formed which led to the building of a pump room and a crescent of three pairs of Georgian buildings. These are highly distinctive, Grade II listed buildings.

4.21.4 The area of housing for industrial workers known as 'The City' is likely to date from the 17th Century when the town expanded to the north of the river for the first time. A few buildings

still survive in this area, including a Grade II listed former pub (The Red Lion), now vacant, and a row of attached cottages built in early 18th century of rubblestone, with a stone slate roof. It is a fragmented area of heritage that survives alongside the Cooper Tires site, recent housing developments and the A350 bypass (that pedestrians and cyclists cross by an underpass).

4.22.5 The Parish of Melksham Without is rich in archaeological remains. The northern parish boundary follows the route of the former Roman road between Mildenhall and Bath, while a small Roman town and substantial Iron Age settlement have been discovered to the north west of Beanacre. Most of the Parish is covered with the remains of prehistoric, Roman and medieval settlements, with earthwork remains from former medieval and post-medieval field systems particularly prominent.

4.22.5 Alongside listed buildings and structures, which are nationally protected historic 'assets', there are also other historic features that contribute to the local character, and the unique history of Melksham and the wider parish. Through the Neighbourhood Plan, locally important heritage assets can be listed in order that the significance of any building or site on the list can be better taken into account in planning applications affecting the building or site or its setting.

Planning protections for non-designated heritage assets are not

as strong as those for designated heritage assets, but they are still important. Inclusion on a local heritage list based on sound evidence and criteria delivers a consistent and accountable way of recognising non-designated heritage assets, to the benefit of good planning for the area and of owners, developers and others wishing to understand local context fully.

4.21.6 Community outreach to identify potential non-designated local heritage asset nominations was undertaken during May and June 2022. This was supplemented by an opportunity to validate or add nominations at community drop-in events and online consultation during February and March 2023, together with Steering Group research.

4.21.7 Nominations that were put forward were assessed using Historic England criteria set out in Advice Note 7 Local Heritage Listing: Identifying and Conserving Local Heritage.

4.21.8 The Historic Environment Record was accessed as part of the evidence base for the plan and has been drawn on in the preparation of this Policy.

Locally Valued Non-Designated Heritage Assets Draft List

1. Avon Rubber Company Canteen
2. Whitley Reading Rooms
3. Gospel St John 316 Graveyard
4. The Bear Public House
5. Liberal Club (originally: Melksham Liberal Working Men's Club and Institute)
6. Old HSBC bank building
7. Lloyds Bank Building
8. New Hall
9. Kelly's Lamp
10. WW2 Air Raid Shelter
11. 18-26 Bath Road
12. Remains of Well and pump in Market Place
13. High Pavement, Bank Street
14. RAF Melksham
15. Pathfinder Way Public Art
16. RAF Commemorative Stones
17. Old Ex RAF Lamppost
18. Avonside Chimney and distinctive roofline
19. Parts of former Wilts & Berks Canal
20. Wilts & Berks Canal bridge parapet

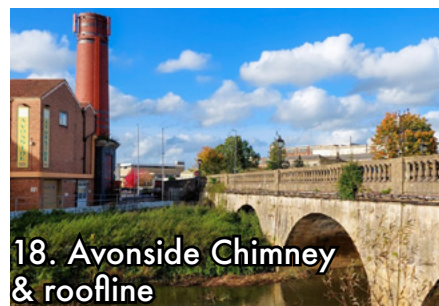
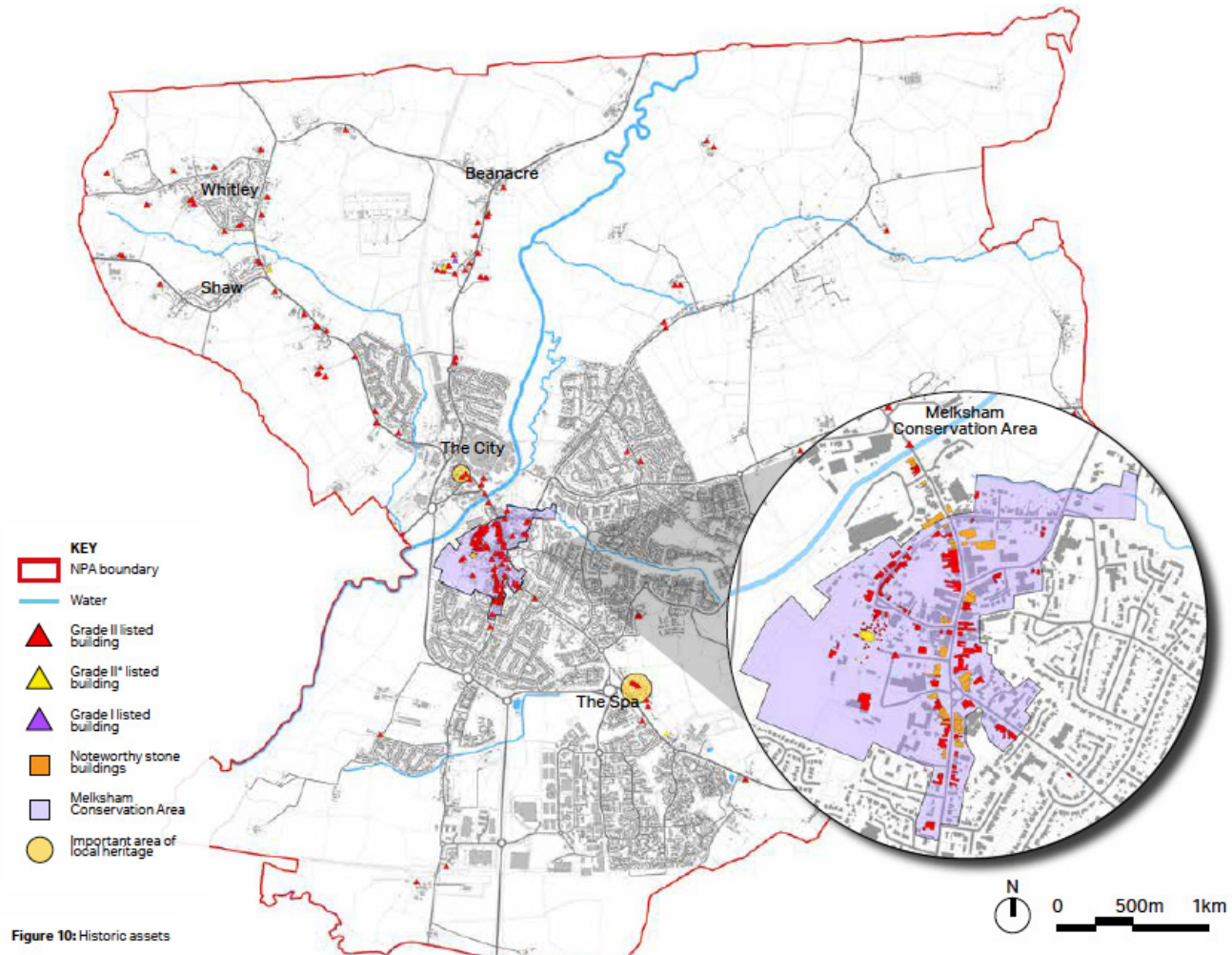


Figure 20: Locally Valued Non-Designated Heritage Assets



Map credit: Imagery © 2023 Google Maps Airbus, Getmapping plc, infoterra Ltd & Bluesky, Maxar Technologies, Map data 2023

Figure 21: Conservation Area, Listed Buildings, Notable Buildings and Important Areas of Local Heritage
 (source: Melksham Design Guidelines and Codes)



5 Priority Statements



Priority statements illustrate the commitment of the two Councils to bring their influence to bear on matters outside the remit and scope of this Neighbourhood Plan either because they are strategic in nature or address issues beyond this Neighbourhood Plan time period. These 'statements' are not presented in any order of priority.

Priority Statement 1: Transport Infrastructure – Bypass

The potential Melksham bypass is a strategic transportation project, an issue outside of the Neighbourhood Plan scope. It is included in this section as a priority statement due to its local importance.

The Melksham scheme would bypass the town centre and in turn resolve a critical pinch-point on the A350, improving North to South connectivity throughout the Western Gateway. It could be a 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 of this plan. Support for the progression of the project does not assume the support of both the Town council and/or the Parish Council will be given to any final proposed scheme.

Priority Statement 2 : Levels of Growth and Infrastructure

Wiltshire Council and the Local Plan is responsible for the allocation of strategic housing and employment sites within the Neighbourhood Plan area and development management processes associated with proposals for their development.

The Town and Parish Councils are seriously concerned that housing developments recently consented and delivered within the JMNP2 area have not been accompanied by adequate infrastructure. Both Councils will continue to seek to ensure that new large scale development is accompanied by the provision of sufficient, integrated community and sustainable development infrastructure, including healthcare facilities, schools and highways and sustainable transport infrastructure and open space, which have come under increasing demand.

Both the Parish and Town Council advocate a holistic approach to future education provision, rather than piecemeal funding, with sufficient primary and secondary school places provided in sustainable locations to meet the needs of existing and all new housing development.

The Neighbourhood Plan cannot direct how Community Infrastructure Levy (CIL) raised through housing development and held by Wiltshire Council are spent. However the community infrastructure levy receipts passed to either Melksham Town Council or Melksham Without Parish Council will be used to address the increased demands that new development places on the civic infrastructure, for the benefit of the Joint Neighbourhood Plan area, focusing on the facilities/infrastructure and communities most impacted by the new development.

Memorandum of Agreement

A Memorandum of Agreement is in place between Melksham Without Parish Council and Melksham Town Council setting out the terms for the sharing of CIL funds, or any replacement funding system. The Memorandum of Agreement will include a Statement of Priorities for infrastructure needs and civic amenity projects which will be reviewed annually and agreed jointly between the Town and Parish Councils. Interdependence can therefore follow through into the appropriate distribution of CIL monies.

Priority Statement 3: Wilts & Berks Canal Restoration

The Town and Parish Council continue to support the safeguarding of the future route for the restoration of the Wilts & Berks canal and its connection to the Kennet & Avon canal and the national canal network.

The opening of a fully restored waterway will provide significant economic, environmental and social benefits to Melksham

Both Councils will continue to engage openly and constructively with the canal restoration project sponsors towards the aim of resolving a viable and acceptable scheme.

Priority Statement 4: Progressing Town Centre Master Plan Area Regeneration

The Joint Melksham Neighbourhood Plan sites assessment and allocation process identified a number of town centre and edge of centre sites that were made available sites that have not been allocated. These include The former Blue Pool, Avonside Enterprise Park, Unicorn Public House and the former Lloyds Bank building. The Town Centre Master Plan Report also identified opportunity sites that were not made available for allocation within the three regeneration “cluster” areas:

- Cluster 1 The Campus and Market Place Civic and Cultural Quarter
- Cluster 2 The Old Library, Labour Club and Lowbourne area
- Cluster 3 Avon Riverside, Cooper Tires, The City and the

Railway Station

Melksham Town Council will continue to work with stakeholders and the community to progress the delivery of prioritised town centre and edge of centre regeneration and enhancement initiatives identified in the Town Centre Master Plan Report (2023).

Where proposals will contribute positively towards delivering Neighbourhood Plan objectives and the vitality and attractiveness of the town centre, it will give support to proposals for enhancement or regeneration of town centre and edge of town centre sites including those not specifically allocated by the JMNP or made available for allocation.

Glossary

Ancient Woodland: Land that has had continuous woodland cover since 1600AD as designated by Natural England.

Ancient or veteran tree: A tree which, because of its age, size and condition, is of exceptional biodiversity, cultural or heritage value. All ancient trees are veteran trees. Not all veteran trees are old enough to be ancient, but are old relative to other trees of the same species. Very few trees of any species reach the ancient life-stage.

Biodiversity net gain: Net gain is an approach that uses the planning process to leave biodiversity in a better state than it was before the development started, securing wider benefits for people and the environment.

Brownfield land: See previously developed land

Conservation Area: Conservation Areas exist to manage and protect the special architectural and historic interest of a place – in other words, the features that make it unique.

Core Strategy: The Wiltshire Core Strategy which forms part of the Development Plan, setting out the spatial vision and strategic objectives of the planning framework for Wiltshire.

CP (Core Policy): Reference for Core Policies included in the

Wiltshire Core Strategy (adopted in 2015).

Development plan: This includes adopted Local Plans and Neighbourhood Plans and is defined in section 38 of the Planning and Compulsory Purchase Act 2004.

Economic development: Development, including those within the B Use Classes, public and community uses and main town centre uses (but excluding housing development).

Ecological networks: These link sites of biodiversity importance.

Edge of centre: For retail purposes, a location that is well connected to, and up to 300 metres from, the primary shopping area. For all other main town centre uses, a location within 300 metres of a town centre boundary. For office development, this includes locations outside the town centre but within 500 metres of a public transport interchange. In determining whether a site falls within the definition of edge of centre, account should be taken of local circumstances. When considering edge of centre and out of centre proposals, preference should be given to accessible sites which are well connected to the town centre.

Green infrastructure: A network of multi-functional green space,

urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.

Heritage asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).

Historic environment: All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

Inclusive design: Designing the built environment, including buildings and their surrounding spaces, to ensure that they can be accessed and used by everyone.

International, national and locally designated sites of importance for biodiversity: All international sites (Special Areas of Conservation, Special Protection Areas, and Ramsar sites), national sites (Sites of Special Scientific Interest) and locally designated sites including County or Local Wildlife Sites.

NPPF: National Planning Policy Framework.

The overall planning policy produced by the Government to inform the making of Development Plans including Neighbourhood Plans and decision making on planning applications.

NPPG or PPG: Planning Practice Guidance.

The overall national planning practice guidance and advice produced by the Government to inform the making of Development Plans including Neighbourhood Plans and decision making on planning applications.

Local Plan: The plan for the future development of the local area, in this case Wiltshire – drawn up by the local planning authority in consultation with the community and statutory bodies. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan.

Main town centre uses: Retail development (including warehouse clubs and factory outlet centres) leisure, entertainment and more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres and bingo halls); offices; and arts, culture and tourism development

(including theatres, museums, galleries and concert halls, hotels and conference facilities).

Market Housing: Private housing for rent or sale where the price is set in the open market.

Neighbourhood Plan: A plan prepared by a Town or Parish Council or Neighbourhood Forum for a particular Neighbourhood Area (made under the Planning and Compulsory Purchase Act 2004).

Open space: All open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity. This can include privately owned open spaces such as playing fields.

Previously developed land: Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or has been occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill.

Reserved Matters Application: An application which deals

with some or all of the outstanding details of the outline application proposal, including:

- appearance – aspects of a building or place which affect the way it looks, including the exterior of the development
 - means of access – covers accessibility for all routes to and within the site
 - landscaping – the improvement or protection of the amenities of the site and the area and the surrounding area, this could include planting trees or hedges as a screen
 - layout – includes buildings, routes and open spaces within the development and the way they are laid out in relation to buildings and spaces outside the development
 - scale – includes information on the size of the development, including the height, width and length of each proposed building.
- The details of the reserved matters application must be in line with the outline approval.

Sequential Test (Town Centre): The Sequential Test ensures that a sequential approach is followed to steer new development to areas in the most sustainable location. This requires that applications for main town centre uses (e.g. shops) should be located in town centre locations. If that is not possible, then they should be located in edge of centre locations, and only if suitable sites are not available should out of centre sites be considered.

SHELAA: The Strategic Housing and Economic Land Availability

Assessment (SHELAA) is a process that we carry out to find possible land for development.

WCS: Wiltshire Core Strategy. A key document in the Wiltshire Development Plan.

Wheeling: A term to cover various modes of travel (non car) that use wheels, such as scooters, or bicycles.

WWDP: West Wiltshire District Plan'. A number of policies from the West Wiltshire District Plan are saved and form part of the Wiltshire Development Plan.

Footnotes



- ¹ <https://www.wiltshireintelligence.org.uk/topics/census/> accessed July 2023
- ² https://lichfields.uk/media/5115/lichfields-insight-focus_solutions-to-an-age-old-problem-in-the-south-west.pdf
- ³ Wiltshire Council Employment Land Review 2018
- ⁴ Wiltshire Local Plan Sustainability Appraisal Scoping Report, February 2019
- ⁵ IPCC, 2018: Summary for Policymakers. In: Global Warming of 1.5°C. An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels
- ⁶ Committee on Climate Change (Feb 2019). UK housing: Fit for the future? www.theccc.org.uk/wp-content/uploads/2019/02/UKhousing-Fit-for-the-future-CCC-2019.pdf
- ⁷ Schaller, N. et al. (2016) Human influence on climate in the 2014 southern England winter floods and their impacts. Nature Climate Change, 6(6), p.627.
- ⁸ <https://www.gov.uk/guidance/flood-risk-and-coastal-change>
- ⁹ <https://www.local.gov.uk/consulting-ending-sale-new-petrol-diesel-and-hybrid-cars-and-vans>
- ¹⁰ Department for Transport, 2018: The Road to Zero Next steps towards cleaner roads transport and delivering our Industrial Strategy
- ¹¹ Appendix 6 of the 2020 Housing Land Supply Statement (Wiltshire Council, 2020) which shows the position at April 2019
- ¹² Additional Rural Site Assessments 2020, part of the evidence base produced for the Neighbourhood Plan, available at Melksham Neighbourhood Plan website <https://www.melkshamneighbourhoodplan.org/>
- ¹³ The priorities for CIL spending by Wiltshire Council are specified in the 'Regulation 123 List (2016)'. It sets out priorities for CIL funding in the Melksham area: Improvements to Melksham railway station/ Installation of intermediate signals on the single track rail line through Melksham/Expansion of existing cemetery in Melksham
- ¹⁴ <http://www.wiltshire.gov.uk/wilts-elr-report-final.pdf>, <http://www.wiltshire.gov.uk/wilts-elr-appendix-7-site-review-summaryspreadsheets-final.pdf> (see sites 68-79), <http://www.wiltshire.gov.uk/wilts-elr-appendix-9-site-reviews.pdf> (sites throughout).
- ¹⁵ https://ec.europa.eu/transport/sites/transport/files/cyclingguidance/sustrans_handbook_for_cycle-friendly_design.pdf
- ¹⁶ Green Infrastructure Evidence Base Report V7, part of the evidence produced for the Neighbourhood Plan, available at Melksham Neighbourhood Plan website <https://www.melkshamneighbourhoodplan.org/>
- ¹⁷ Wilts and Berks Canal Trust Melksham Canal Link <https://www.wbct.org.uk/mcc-projects/melksham-link>
- ¹⁸ <https://storymaps.arcgis.com/collections/f8442ee21e894fb2a31912499ebfa37f?item=6>
- ¹⁹ Community Facilities Evidence Base Report, 2020, part of the evidence base produced for the Neighbourhood Plan, available at Melksham Neighbourhood Plan website <https://www.melkshamneighbourhoodplan.org/>
- ²⁰ <https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space>
- ²¹ <https://www.forestresearch.gov.uk/research/i-tree-eco/uk-urban-canopy-cover/>
- ²² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/709464/FR_FC_TreeCanopyData_leaflet.pdf
- ²³ Guidance on the Bristol Tree Replacement Standard can be found on this page <https://www.bristol.gov.uk/residents/planning-and-building-regulations/planning-policy-and-guidance/supplementary-planning-documents-practice-notes-and-other-planning-guidance>
- ²⁴ Local Landscape Character Evidence Base Report 2020, part of the evidence base produced for the Neighbourhood Plan, available at Melksham Neighbourhood Plan website <https://www.melkshamneighbourhoodplan.org/>
- ²⁵ Semington Landscape and Visual Sensitivity Report (2022) part of the evidence base produced for the Semington Neighbourhood Plan. Available on the Plan website <https://www.semington.org.uk/neighbourhood-plan/>
- ²⁶ National Design Guide 2019 <https://www.gov.uk/government/publications/national-design-guide>
- ²⁷ Building for a Healthy life <https://www.designforhomes.org/wp-content/uploads/2020/07/14JULY20-BFL-2020-Brochure.pdf>

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Appendix 1 Community Engagement Protocol



Introduction

The prime aim of this Protocol is to do all possible to ensure that new development in the Neighbourhood Plan area delivers good quality places to live and work. Its use will also contribute to improved outcomes for the current and future communities, as well as assisting applicants to make applications that accord with this plan and with those of Wiltshire Council. It is crucial for success with these aims for the community engagement to start very early in the preparation of applications, working with the communities of Melksham via the Town and Parish Councils.

Use of this Protocol is without prejudice to the eventual judgement of either the Town or Parish Council on the merits of any final application, even if a good engagement process has been agreed and followed.

Pre-application community engagement is considered to be especially important in relation to any strategic site allocations made by Wiltshire Council, particularly with regard to any associated requirements for development briefs and master plans that are to be approved by Wiltshire.

Context

National

National Planning Practice Guidance and the National Planning Policy Framework (NPPF) make several mentions of the considerable value of pre-application involvement, for example, in NPPF paragraph 39:

“Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.”

The “10 Commitments for Effective Pre-application Engagement” (Local Government Association, 2014) published nationally by a group representing planning, industry and community groups, states that:

“Early, collaborative discussions between developers, public sector agencies and the communities affected by a new development can help to shape better quality, more accepted schemes and ensure improved outcomes for the community. These discussions also avoid wasted effort and costs.”

Wiltshire

Wiltshire Council's Statement of Community Involvement (SCI) 2020 states that it encourages:

"developers and applicants to engage with local people and communities including Town and Parish Councils and with neighbours, when appropriate, before submission of a planning application. ... The government have stated that such engagement is discretionary, but it is strongly encouraged by the Council prior to the submission of applications for ten or more houses, or other large developments on sites of 1 hectare or more."

The SCI outlines in detail how communities can be involved in planning applications. It is acknowledged that whilst in the early stages of considering a development proposal, applicants may wish for any discussions with Wiltshire Council to be confidential, involvement of the local community can and should happen at the earliest possible stage.

Process

Whilst there is an emphasis on early and positive pre-application engagement in major development proposals, the approach should also apply to smaller developments in the plan area because these can have at least as much impact as larger ones. Melksham Town Council and Melksham Without Parish Council will play

their appropriate role in delivering high quality pre-application engagement with themselves and with the wider community in the early stage of proposals that come forward.

Melksham Without Parish almost entirely surrounds Melksham Town. For development that takes place on the periphery of one or other Council area, and within other places in Melksham Without that are of high importance to the town (such as the commercial areas located at Bowerhill and Hampton Park etc.), both Councils will play a role.

Therefore, in respect of development proposals affecting the commercial areas, or residential sites on the periphery of Melksham Town, both Councils should be consulted in pre-application engagement.

Drawing from the 10 Commitments and other guidance on best practice, potential applicants should work with Melksham Town Council and Melksham Without Parish Council to fulfil the following principles:

- **'Day One' contact:** By far the best results for all emerge when contact is made with the relevant Council, and through us with our local community, at the earliest possible point in the process; consulting people late with already prepared schemes is not productive. See the end of this Protocol for contact details

for the Town and Parish Council. Wiltshire Council are also asked by the Town and Parish Council to pass on contact details to applicants.

- **Agreed Process:** A key aim of this early contact is to discuss and agree the nature, scope, timetable, information and so forth of the engagement – i.e. the process to be followed. This should have particular regard to if and how both Councils should be involved in the process as noted above. For major development applications this will include Wiltshire Council.
- **Applicant Leadership but Shared Responsibility:** Although it is the applicant's role to lead and fund engagement, the Town and/or Parish Council will offer as much support as possible to any agreed process; for example by providing local information, contact details for local groups, advice on meeting places, access to newsletters and so forth.
- **Openness and Transparency:** Building trust between all and ensuring an agreed outcome depend heavily on having a process that is as open as possible on all sides, though the Town and/or Parish Council will respect any issues of clear commercial confidentiality.
- **Agreed Community:** A project may have an impact on a limited number of people or on all of the Town and/or Parish as appropriate. The details of those to be involved will need to be discussed and agreed for any project, as will the potential ways to contact and engage them.
- **Agreed Scope:** There will also need to be agreement about

the scope of the engagement, i.e. what is and is not open to change (e.g. layout, quantum of development, design etc.).

- **Proportionality:** The nature and scale of engagement will be balanced in appropriate proportion to the scale and likely impact of any proposals, for example small householder applications are very unlikely to need to undertake more than neighbour consultations.
- **Statement of Community Consultation:** For major development proposals applications, a statement of community consultation should be submitted. This should describe and summarise the outcomes of the engagement, demonstrating how the proposals have (or have not) responded to results. If they have not, a short note should be included to explain this. If the process has been followed fully, the Parish Council will endorse this report; if not they may submit their own evaluation of it*. For smaller development proposals, a short statement describing and summarising the outcomes of the engagement is encouraged.

Contact Details

Initial contact should be made at the very outset with the Town and/

or Parish Councils:

townhall@melksham-tc.gov.uk

clerk@melkshamwithout-pc.gov.uk

The Town and/or Parish Council commits to doing all possible to arrange an initial meeting as soon as possible following contact.

Additional Notes

Melksham Without Parish Council will only consider taking on ownership and management of equipped play areas from developers, such as LEAPs (Local Equipped Area for Play) and NEAPs (Neighbourhood Equipped Area for Play) and not LAPs (Local Landscaped Area for Play).

*As in the opening proviso, endorsement of an engagement process and results does not necessarily mean support for the resulting proposals.

Appendix 2 Evidence Base Summary



Neighbourhood Area Level Evidence

Prepared for the Neighbourhood Plan

Melksham Design Guide and Code (2023 Aecom)
Local Green Space Report (2023)
Green Gap & Wedge Study (2023 Aecom/Iceni Projects)
Locally Valued Heritage Assets (2023)
Town Centre Masterplan (2023 Aecom)
Housing Needs Assessment (2023 Aecom)
Community Facilities Evidence Base Report (2020/Minor update 2023)
Green Infrastructure Evidence Base Report (2020/Minor Update 2023)
Local Landscape Character Evidence Base Report (2020)
Housing Need Assessment (AECOM, 2022)
Site Options and Assessment Report (AECOM, 2023)
Points of the Compass Appraisal (AECOM, 2017)
Heritage Assessment (Policy 7.3 Allocation of Land at Whitley Farm) (John Davey, 2020)
Town and Parish Pre-application Protocol (see Appendix 1)

Pre-existing Reports

Melksham Town 2020-2036 (Townswork, 2019)

Relevant Wiltshire Council (and others) Evidence

Wiltshire Council Local Plan and Evidence Base.
<https://www.wiltshire.gov.uk/article/8038/Wiltshire-s-Local-Plan>

National Character Area Profile: 117 Avon Vales (NE522) (Natural England, 2014). Available at: <https://publications.naturalengland.org.uk/publication/4822288767647744#:~:text=This%20record%20was%20published%20by%20Natural%20England%20on%2031%20January%202014.&text=This%20is%20an%20undulating%2C%20low,and%20east%20by%20higher%20land.>

Residential Development and Trees – a Guide for Planners and Developers (Woodland Trust, 2019). Available at: <https://www.woodlandtrust.org.uk/publications/2019/01/residential-developments-and-trees/>

Severn River Basin District River Basin Management Plan (Environment Agency, Updated 2015). Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718336/Severn_RBD_Part_1_river_basin_management_plan.pdf



MELKSHAM
NEIGHBOURHOOD PLAN

Joint Melksham Neighbourhood Plan 2 (JMNP2) DRAFT B

Draft Modification Proposal Statement VERSION B

Prepared in accordance with Regulation 14(a)(v) of the Neighbourhood Planning (General) Regulations 2012 (as amended) in respect of the Modification Proposal to the made Joint Melksham Neighbourhood Development Plan.

June 2024

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Appendix8

1. Introduction

- 1.1. As the joint 'Qualifying Bodies', responsible for the Joint Melksham Neighbourhood Development Plan (JMNP), Melksham Town Council and Melksham Without Parish Council propose to modify the 'made' JMNP ("the Made Plan") of July 2021. To satisfy the regulation requirement to have one single qualifying body for administrative purposes, the lead Council is Melksham Town. However, in every other respect the two Councils will jointly lead and share responsibility for the Plan.
- 1.2. This Statement is published as part of the 'Pre-submission' Regulation 14 2024 consultation on the proposed Draft B of the modified Neighbourhood Development Plan – JMNP2 ("the Modified Plan"). In Autumn / Winter of 2023, a Regulation 14 consultation was held on a draft of JMNP2. Significant updates have been made to the pre-submission draft of JMNP2 that was consulted upon in 2023. Therefore, the decision was made to undertake a second pre-submission Regulation 14 consultation on draft B of the JMNP2 in 2024, with revisions or updates to allocations of land for housing made under Policy 7, and Policy 19 - Green Wedges. More information is outlined in the next section.
- 1.3. Following Regulation 14 consultation, the Modified Plan and this Statement will be finalised and submitted for examination alongside a Basic Conditions Statement and a Consultation Statement, in accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended).
- 1.4. The Town and Parish Councils consider that the proposals represent material and significant modifications to the Made Plan, and are considered so significant or substantial as to change the nature of the Made Plan. It is therefore considered that modifications change the nature of the plan and require examination and a referendum. Regulation 14v of the amended 2012 Regulations¹ requires:

"in relation to a modification proposal, a statement setting out whether or not the qualifying body considers that the modifications contained in the modification proposal are so significant or substantial as to change the nature of the neighbourhood development plan which the modification proposal would modify, giving reasons for why the qualifying body is of this opinion".
- 1.5. This Statement serves this purpose (at this stage for the draft B of the JMNP2 for Regulation 14 consultation) and notes the following additional requirements in the Planning Practice Guidance (PPG)² this document is therefore setting out the background reason for the modifications, sets out what individual modifications are and sets out the reasons as to why the Town Council and Parish Council believe that this modification of the plan is significant enough as to change the nature of the Made Plan, or not.

¹ <https://www.legislation.gov.uk/ukxi/2012/637/regulation/14>

² <https://www.gov.uk/guidance/neighbourhood-planning--2#updating-neighbourhood-plan> Paragraph: 085 Reference ID: 41-085-20180222

2. Background

- 2.1. The Made Plan covers the period up to 2026. The designated neighbourhood area covers the same area as the Town Council area and the Parish Council area which surrounds the town. On 7th July 2021, Wiltshire Council agreed to 'make' the JMNP following a referendum which took place on Thursday 1st July 2021. The results showed 84% of those who voted were in favour of the plan.
- 2.2. The Made Plan – which is termed Neighbourhood Plan 1, or JMNP1 – focuses on a number of key policy areas relevant to the Plan area as a whole, including an allocation of housing for the large village of Shaw and Whitley that contributed to meeting local housing need.
- 2.3. Through the Local Plan Review process, Wiltshire Council were also set to allocate land for development in Melksham, but no final decision had yet been made on the precise scale or location of any allocation at the time of drafting Neighbourhood Plan 1. It was therefore agreed by the qualifying bodies that Neighbourhood Plan 1 should not reach decisions on, or move to allocate, in any other location.
- 2.4. However, Neighbourhood Plan 1 made a commitment to review the Made Plan, once the draft Local Plan Review reached an appropriately advanced stage, in order to determine how the Neighbourhood Plan should respond to strategic housing numbers and allocations in the Local Plan. JMNP1 also made a commitment to pick up on a number of other more detailed issues in a Modified Plan, such as the designation of Local Green Spaces.
- 2.5. The Town and Parish Council has also been mindful of the housing land supply position in Wiltshire and of how this has led to significant unplanned development proposals being granted planning permission if the weight of the relevant development plan is weakened. As a result, it has examined how a first review of the Made Plan may continue to engage paragraph 14 of the National Planning Policy Framework (NPPF) – essentially to maintain the full weight of its policies for another two years.
- 2.6. The Neighbourhood Plan Steering Group was reconvened in late 2021 by the Parish and Town Council after a brief period following the successful referendum vote role of steering the modifications to Neighbourhood Plan, and in anticipation of the Local Plan Review reaching Regulation 19 Pre-Submission Consultation Stage.
- 2.7. For 7 weeks, between the 13th October and 3rd December 2023, a pre-submission Regulation 14 consultation was held on the draft JMNP2.
- 2.8. Since the 2023 Consultation on JMNP2, and in response to feedback, significant further work has been done to proposed site allocations at Melksham and Whitley. In addition, despite local opposition, outline planning permission was granted through appeal for 210 dwellings and a 70 bed care home on Land South of Western Way. Significant updates were therefore made to the pre-submission draft of JMNP2 that was consulted upon in 2023. Therefore, the decision was made to undertake a second pre-submission Regulation 14 consultation on draft B of the JMNP2 in 2024, with revisions or updates to allocations of land for housing made under Policy 7, and Policy 19 - Green Wedges. Table A in this Statement, sets out modification information for all proposed policies in draft B of JMNP2. In the appendix, Table B sets out the modifications there were proposed as part of the 2023 pre-submission consultation for information.
- 2.9. The Wiltshire Local Plan (also referred to here as 'the Plan') has reached what is known as the publication stage ([Regulation 19](#)) of its preparation, held between Wednesday 27 September to Wednesday 22 November 2023. It is expected to be submitted to the secretary of State for

examination in December 2024.

- 2.10. The Modified Plan runs over an extended plan period to 2038, which aligns with the Local Plan Review period. The proposed modifications are the result of updated evidence base, including local consultation, which will ensure the Modified Plan retains the primacy of an up to date, plan-led development management framework for decision making that represents the community of the neighbourhood area.

3. The Proposed Modifications

- 3.1. The purpose of the Statement is to explain the reasons why the Town and Parish Council considers the proposed modifications to the Made Plan ‘changes the nature’ of the Plan. It should be read alongside the separate Modified Plan document – JMNP2.
- 3.2. The following table, Table A, provides a summary of the modifications – comprising the modified and new policies – and explains why the Town and Parish Council considers they change the nature of the plan. New or revised policies as part of draft B of the JMNP2 are shown in yellow highlight.
- 3.3. It should also be noted that the Made Plan refers to the Core Strategy, and though this continues to be the current Local Plan until such time that the Local Plan Review has completed all necessary stages, as it has reached the stage of Pre-Submission Consultation, the Modification Plan references the Local Plan as the emerging policy framework for the Neighbourhood Plan.

Table A: Modifications Summary

Policy Title	Summary of Modifications	The Change of Nature of the Plan Test
Policy 1: Sustainable Design and Construction	The policy continues to place the energy hierarchy as a core principle, and has sought to update policy text with the key changes being: The addition of clause (d) which seeks to see that heat and power demands are minimised through energy targets where viable. The addition of clause (g) has also been added existing buildings which may be retrofitted to improve energy efficiency.	The modifications to this policy are simply adding greater detail and clarity, rather than contradicting or changing the principles of the original policy. These modifications are therefore not considered to change the nature of the plan.
Policy 2: Local Renewable and Low Carbon Energy	This policy has been updated to expand its scope beyond energy generation schemes that are led by, or benefit the local community.	The modifications to this policy are expanding the scope, of the original policy, but does not contradict or change the principle. These modifications are therefore not considered to change the nature of the plan.
Policy 3: Flood Risk and Natural Flood Management	This policy has not been updated.	N/A
Policy 4: Ultra Low Emission Vehicle	This policy has not been updated.	N/A
Policy 5: Pre-application Community Engagement	This policy has not been updated.	N/A
Policy 6: Housing in Defined Settlements	This policy has been updated to refer to updated evidence base material (Housing Needs Assessment) and draws on specific aspects to set updated policy parameters for housing types, sizes and tenures.	The modifications to this policy are adding greater detail and clarity, drawing on a technical evidence base rather than contradicting or changing the principles of the original policy. These modifications

		are therefore not considered to change the nature of the plan.
Policy 7.1REV: Land at Cooper Tires	This is a new policy. It allocates a key brownfield site in the town for comprehensive and exemplary mixed-use conservation and development.	As this is a new policy is allocating land for a mixed-use development, it introduces a change to the nature of the plan.
Policy 7.2REV: Land at the Former Melksham Library Site	This is a new policy. It allocates a brownfield site in the town for residential redevelopment to meet local housing needs to accessible and affordable housing for older and/or disabled people.	As this is a new policy that is allocating land for a residential development, it introduces a change to the nature of the plan.
Policy 7.6NEW: Land South of Western Way, Bowerhill	This is a new policy. It allocates a greenfield site in the parish for residential development that was granted outline permission at appeal.	As this is a new policy that is allocating land for a residential development, it introduces a change to the nature of the plan.
Policy 7.3REV: Land at Whitley Farm, Whitley	This is a new policy. It allocates a farm site for residential development in Melksham Without. It contributes to meeting housing targets set by Wiltshire Council through for the next Local plan period up to 2038 for the large villages of Shaw and Whitley.	As this is a new policy that is allocating land for a residential development, it introduces a change to the nature of the plan.
Policy 7.7NEW: Land at Middle Farm	This is a new policy. However, it is an update of an existing allocation in JMNP1. The new policy allocates more houses over a larger area. It contributes to meeting housing targets set by Wiltshire Council through for the next Local plan period up to 2038 for the large villages of Shaw and Whitley.	Whilst the principle for development in this location is already established in the Made Plan, the policy is for the allocation of a new, larger area site It therefore introduces a change to the nature of the plan.
Policy 8: Infrastructure Phasing and Priorities	This policy has not been updated.	N/A
Policy 9: Town Centre	This policy has been updated to refer to updated evidence base material (Town Centre Master Plan Report 2023) and introduces a new clause (a) that references that document and the priority aims set out by it. A final paragraph has also been added and it references an updated map figure (10).	The modifications to the original policy are not significant and it is therefore considered that they do not change the nature of the plan in respect to this modification.
Policy 10: Employment	This policy has been updated slightly to remove the final sentence of the first paragraph.	The modifications to the original policy are not significant and it is therefore considered that they do not change the nature of the plan in respect to this modification.

Policy 11: Sustainable Transport and Active Travel	This policy has not been updated.	N/A
Policy 12: Green Infrastructure	This policy has not been updated.	N/A
Policy 13: Biodiversity	This policy has been slightly modified. It now omits reference to a minimum 10% biodiversity net gain in favour of an expectation of 'measurable biodiversity enhancements'.	The modifications to the original policy are not significant and it is therefore considered that they do not change the nature of the plan in respect to this modification.
Policy 14: Open Spaces	This policy has not been updated.	N/A
Policy 15: Community Facilities	This policy has not been updated.	N/A
Policy 16: Local Green Spaces	This is a new policy. Areas of green space that are considered to meet the criteria for Local Green Space Designation are identified.	As this policy is designating land as Local Green Space, the policy has the potential to change the nature of the Plan.
Policy 17: Trees and Hedgerows <i>(This policy was formerly policy 16 in JMNP1)</i>	This policy has been slightly modified. A sentence has been added to the final paragraph to reflect best practice and guidance updated for tree canopy coverage targets.	The modifications to the original policy are not significant and it is therefore considered that they do not change the nature of the plan in respect to this modification.
Policy 18: Landscape Character <i>(This policy was formerly policy 17 in JMNP1)</i>	This policy has not been updated. It does how no longer reference figure 7 as in the last sentence of the Made Plan.	N/A
Policy 19REV: Green Wedges	This is a new policy. It identifies areas of countryside where any development should not lead to coalescence of separate settlements.	This is a significant policy addition as this policy is identifying areas of land as 'Green Wedges' that will serve a policy purpose of preventing coalescence between settlements. In light of this, the policy has the potential to change the nature of the Plan.
Policy 20: Locally Distinctive, High Quality Design <i>(This policy was formerly policy 18 in JMNP1)</i>	This is an updated policy which links to a major update to the evidence base which has been produced as part of the Modified Plan process - the Melksham Design Guidelines and Codes (2023). The modification text is within the second paragraph of the policy which now references the Code above rather than a Rapid Community Character and Distinctiveness Statement.	The modifications are not considered so significant to change the nature of the plan in respect of this modification specifically.

<p>Policy 21: Local Heritage</p> <p><i>(This policy was formerly policy 19 in JMNP1)</i></p>	<p>This is an updated policy. It now references non-designated heritage assets which have been identified through the Plan Modification preparation process.</p>	<p>The modifications to the original policy are not significant and it is therefore considered do not change the nature of the plan in respect to this modification.</p>
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4. Strategic Environmental Assessment

- 4.1. Wiltshire Council considered that, in relation to the modifications, a Strategic Environmental Assessment (SEA) will be required under the Environmental Assessment of Plans & Programmes Regulations 2004 (as amended). A Draft SEA and Scoping Report therefore accompanies the Modified Plan and this Statement.

5. Conclusion

- 5.1. The analysis set out in Table A indicates that a significant number of modified or new policies have the potential to change the nature of the Made Plan in terms of key spatial or design principles. Whilst the modifications are in conformity with the spirit and stated intentions of the original principles of the Plan and in some cases, this is not so substantial nor so significant to warrant consideration as a change to the nature of the Plan. Overall, the modifications are considered to change the nature of the Plan.
- 5.2. As a result, the Town and Parish Council consider that the modifications are material and significant, and therefore change the nature of the Plan.
- 5.3. In summary the Modified Plan proposes the modification of policies in the Made Plan and the addition of new policies. The Plan period now runs to 2038 to align with the Local Plan Review. The proposed modifications will ensure the Modified Plan retains the primacy of an up to date, plan-led development management framework for decision making in the neighbourhood area. The modifications are material, beneficial and change the nature of the Made Plan.

Appendix: Table B: Modification table from Regulation 14 Pre-submission Consultation October 2023

Policy Title	Summary of Modifications	The Change of Nature of the Plan Test
Policy 1: Sustainable Design and Construction	The policy continues to place the energy hierarchy as a core principle, and has sought to update policy text with the key changes being: The addition of clause (d) which seeks to see that heat and power demands are minimised through energy targets where viable. The addition of clause (g) has also been added existing buildings which may be retrofitted to improve energy efficiency.	The modifications to this policy are simply adding greater detail and clarity, rather than contradicting or changing the principles of the original policy. These modifications are therefore not considered to change the nature of the plan.
Policy 2: Local Renewable and Low Carbon Energy	This policy has been updated to expand its scope beyond energy generation schemes that are led by, or benefit the local community.	The modifications to this policy are expanding the scope, of the original policy, but does not contradict or change the principle. These modifications are therefore not considered to change the nature of the plan.
Policy 3: Flood Risk and Natural Flood Management	This policy has not been updated.	N/A
Policy 4: Ultra Low Emission Vehicle	This policy has not been updated.	N/A
Policy 5: Pre-application Community Engagement	This policy has not been updated.	N/A
Policy 6: Housing in Defined Settlements	This policy has been updated to refer to updated evidence base material (Housing Needs Assessment) and draws on specific aspects to set updated policy parameters for housing types, sizes and tenures.	The modifications to this policy are adding greater detail and clarity, drawing on a technical evidence base rather than contradicting or changing the principles of the original policy. These modifications are therefore not considered to change the nature of the plan.
Policy 7.1: Land at Cooper Tires	This is a new policy. It allocates a key brownfield site in the town for comprehensive and exemplary mixed-use conservation and development.	As this is a new policy is allocating land for a mixed-use development, it introduces a change to the nature of the plan.
Policy 7.2: Land at the Former Melksham Library Site	This is a new policy. It allocates a brownfield site in the town for residential redevelopment to meet local housing needs to accessible and affordable housing for older and/or disabled people.	As this is a new policy that is allocating land for a residential development, it introduces a change to the nature of the plan.

Policy 7.3: Land at Whitley Farm, Whitley	This is a new policy. It allocates a farm site for residential development in Melksham Without. It contributes to meeting housing targets set by Wiltshire Council through for the next Local plan period up to 2038 for the large villages of Shaw and Whitley.	As this is a new policy that is allocating land for a residential development, it introduces a change to the nature of the plan.
Policy 7.4: Land at Middle Farm Plot A	This is not a new policy. However, it has been updated and does link to a new policy which allocates land to the east (Plot B). It contributes to meeting housing targets set by Wiltshire Council through for the next Local plan period up to 2038 for the large villages of Shaw and Whitley.	Whilst the principle for development in this location is already established in the Made Plan, the policy is linked to an extended allocation to the east – Plot B (see below). It therefore introduces a change to the nature of the plan.
Policy 7.5: Land at Middle Farm Plot B	This is a new policy. It allocates the site to the east of Plot A. It contributes to meeting housing targets set by Wiltshire Council through for the next Local plan period up to 2038 for the large villages of Shaw and Whitley.	As this is a new policy that is allocating land for a residential development, it introduces a change to the nature of the plan.
Policy 8: Infrastructure Phasing and Priorities	This policy has not been updated.	N/A
Policy 9: Town Centre	This policy has been updated to refer to updated evidence base material (Town Centre Master Plan Report 2023) and introduces a new clause (a) that references that document and the priority aims set out by it. A final paragraph has also been added and it references an updated map figure (10).	The modifications to the original policy are not significant and it is therefore considered that they do not change the nature of the plan in respect to this modification.
Policy 10: Employment	This policy has been updated slightly to remove the final sentence of the first paragraph.	The modifications to the original policy are not significant and it is therefore considered that they do not change the nature of the plan in respect to this modification.
Policy 11: Sustainable Transport and Active Travel	This policy has not been updated.	N/A
Policy 12: Green Infrastructure	This policy has not been updated.	N/A
Policy 13: Biodiversity	This policy has not been updated.	N/A

Policy 14: Open Spaces	This policy has not been updated.	N/A
Policy 15: Community Facilities	This policy has not been updated.	N/A
Policy 16: Local Green Spaces	This is a new policy. Areas of green space that are considered to meet the criteria for Local Green Space Designation are identified.	As this policy is designating land as Local Green Space, the policy has the potential to change the nature of the Plan.
Policy 17: Trees and Hedgerows	This policy has been slightly modified. A sentence has been added to the final paragraph to reflect best practice and guidance updated for tree canopy coverage targets.	The modifications to the original policy are not significant and it is therefore considered that they do not change the nature of the plan in respect to this modification.
Policy 18: Landscape Character	This policy has been slightly updated in that it no longer refers to figure 7 as in the last sentence of the Made Plan.	The modifications to the original policy are not significant and it is therefore considered that they do not change the nature of the plan in respect to this modification.
Policy 19: Green Wedges	This is a new policy. It identifies areas of countryside where any development should not lead to coalescence of separate settlements.	This is a significant policy addition as this policy is identifying areas of land as 'Green Wedges' that will serve a policy purpose of preventing coalescence between settlements. In light of this, the policy has the potential to change the nature of the Plan.
Policy 20: Locally Distinctive, High Quality Design	This is an updated policy which links to a major update to the evidence base which has been produced as part of the Modified Plan process - the Melksham Design Guidelines and Codes (2023). The modification text is within the second paragraph of the policy which now references the Code above rather than a Rapid Community Character and Distinctiveness Statement.	The modifications are not considered so significant to change the nature of the plan in respect of this modification specifically.
Policy 21: Local	This is an updated policy. It now references non-designated heritage assets which have been identified through the Plan Modification preparation process.	The modifications to the original policy are not significant and it is therefore considered do not change the nature of the plan in respect to this modification.

Joint Melksham Neighbourhood Plan 2

Site Allocations Topic Paper

Version: DRAFT June (11.24)

1. Introduction

This topic paper discusses the allocation of development sites within Joint Melksham Neighbourhood Plan 2 (a modification of the 'made' Joint Melksham Neighbourhood Plan – referred to as JMNP1). The Joint Melksham Neighbourhood Plan 2 (JMNP2) is currently a pre-submission draft stage.

This topic paper sets out:

- The strategic context within which JMNP2 allocations were progressed
- The local context and drivers for sites allocation
- The approach and process undertaken by JMNP2 to identify, assess and propose allocations
- Specific evidence relating to addressing flood risk and site selection
- Evidence that supports each proposed allocation site.

2. Strategic Planning Sites Allocation Context

In July 2023 Wiltshire Council published the draft Wiltshire Local Plan (WLP) for consultation¹, known as Regulation 19, as part of this, a draft neighbourhood plan housing requirement for the JMNP2 to plan for in the period up to 2038. This was c200 dwellings at Melksham and Bowerhill and a further c50 dwellings at Shaw and Whitley in addition to land already allocated for c18 dwellings at Middle Farm by JMNP1 and 5 commitments.

Wiltshire Local Plan Sites Assessment

The draft Wiltshire Local Plan identifies a “residual” need for 1120 new homes and c8 hectares of employment land (Wiltshire Employment Land Review 2023²) to be planned for at Melksham and Bowerhill by 2038.

The draft WLP proposes the allocation of three strategic sites with assessed combined capacity for c845 dwellings and 5 hectares of employment land.

This leaves c275 homes and c3 hectares of employment land to be planned for.

Combining the WLP housing allocation and the Neighbourhood Plan housing requirement of c200 at Melksham (845 + 200) leaves a small shortfall of c75 dwellings left to be planned for. In addition, there is a need to address further need for c3 hectares of additional office and industrial space, not allocated by WLP.

Between January and March 2021, Wiltshire Council ran a Local Plan review consultation. This was not consultation on a draft Local Plan, but instead on key components of the Local Plan review and included initial site allocation options. Following this, Wiltshire Council ran a parallel and largely confidential sites allocation process. During the period between WLP consultations on the Local Plan review, JMNP2 undertook the first three stages of its site assessment process which shortlisted greenfield and brownfield sites that were considered most sustainable and suitable (see below).

The WLP selected sites through a three-stage process:

- Stage 1 excluded sites from further consideration that were known to be unavailable or unsuitable, for example by being entirely within an overriding constrained area such as a flood zone.
- Stage 2 tested remaining sites for high level environmental and heritage impacts and feasibility issues.

¹ The Regulation 19 consultation on the draft Local Plan took place between Wednesday 27 September, to Wednesday 22 November 2023. The draft local plan published as part of this consultation is available for download: <https://www.wiltshire.gov.uk/article/8048/Regulation-19-consultation-autumn-2023>

² https://www.wiltshire.gov.uk/media/12022/Wiltshire-Employment-Land-Review-2023/pdf/Wiltshire_Employment_Land_Review__2023.pdf?m=1695745989410

- Stage 3 then subjected the 17 reasonable alternative sites, that combined SHELAA sites, to a sustainability appraisal.

The methodology and full assessments are published with draft WLP Regulation 19 evidence base³. The greenfield strategic sites proposed for allocation by draft WLP are those assessed to be the least harmful and most sustainable against a range of sustainability assessment criteria.

The proposed draft WLP allocation of site 3692: Land north of Bath Road, and Site 3478; and Land North of A3102, sites 3678 and 3701 combined to assemble WLP site 1, which forms part of draft allocation Policy 18, Land East of Melksham. This excluded them from JMNP2 options.

Wiltshire Council Sustainability Appraisal

The WLP site assessment process has informed the identification of 17 reasonable alternative strategic sites at Melksham that were subject to further assessment through the Wiltshire Council Sustainability Appraisal (SA) methodology⁴.

The SA has identified the likely effects of developing these sites against a range of sustainability criteria. This assessment has informed the selection of preferred site options by Wiltshire Council.

Site assessment scores ranged from -3 to -9. Sites 1 and 9 were the most sustainable sites when assessed against objectives in the SA Framework. In summary:

- Sites 12 and 14 were the least sustainable
- Sites 1 and 9 are considered the most sustainable
 - Site 1 land East of Eastern Way (SHELAA sites 3123, 3525 (Land at Snarlton Farm), 3552, 3678 (East of Eastern Way, 3683, 3692 (East of Eastern Way), 3701, 3704, 3752)
 - Site 9 Land South of Western Way (SHELAA 1025)

Addressing Melksham's Employment Needs

The draft WLP Strategy for Melksham⁵ includes a set of Place-shaping Priorities (PSPs). PSP 2 highlights a key local ambition: *“Reducing out-commuting: Reduce out-commuting through an improved employment offer, including delivery of new employment land to allow existing businesses to expand and to attract inward investment”*.

³ <https://www.wiltshire.gov.uk/article/8048/Regulation-19-consultation-autumn-2023>

⁴ Ibid

⁵ https://www.wiltshire.gov.uk/media/11967/Planning-for-Melksham-September2023/pdf/Planning_for_Melksham_September2023.pdf?m=1695727857577

The Wiltshire Employment Land Review (ELR) 2023 identifies a need to plan for between 0.5ha-1.2ha of office space and 6.9ha of industrial space at Melksham to 2038.

The draft WLP strategy for Melksham states: *“there are very few available sites left in the town for business expansion or inward investment and there is ongoing demand for more employment.”*

As set out above, there remains an assessed shortfall of employment land allocation (c.3 hectares) and there is a need and demand for the optimum use of existing and previously developed employment land including edge of town centre sites to meet need for office space.

3. Joint Melksham Neighbourhood Plan 2 Site Allocations

Approach to Site identification, Assessment and Selection

Melksham Town Council and Melksham Without Parish Councils are Qualifying Bodies (QBs) for JMNP2. The QBs have each endorsed the process, evidence and draft JMNP2 contents including draft site allocations.

QBs appointed the Steering Group (SG) of Councillors and members of the community to progress the JMNP2. The SG has guided, endorsed and made recommendations to the QBs including processes, evidence, engagement and drafting of sites allocations. This work has all been supported by professionals producing technical assessments and information, and by Wiltshire Council officers.

The SG established a specific sites allocations Working Group consisting of SG members and members of the community. The WG led the sites identification, assessment and selection process and made its recommendations to JMNP2 Steering Group.

The sites allocation process, outlined below, followed an open and robust process combining independent assessment, community, stakeholder and owner engagement.

JMNP2 Sites Identification, Assessment and Selection Stages

JMNP2 has undertaken its own sites assembly, assessment, spatial strategy and selection process. It was undertaken before Wiltshire Council was prepared to publish more than the Local Plan Review January – March 2021, Stage 2 assessment of strategic (SHELAA) sites.

Site identification combined sites promoted through Wiltshire Council's SHELAA with additional sites put forward through a local "call for sites" undertaken between 27th April and 5th June 2022. As a result of this, 109 sites promoted through the JMNP2 process have been subject to a five-stage assessment to justify, and inform the criteria and deliverability of proposed allocations.

Stage 1: AECOM Initial Assessment

Excluded:

- Sites under construction or with planning permission *
- Unavailable sites
- Large "strategic" sites that are not within or immediately adjacent to the settlement boundary at Melksham and Shaw and Whitley.

*Assessment of Site 1025 (Land South of Western Way pre-dated granting of outline consent for development of 210 dwellings).

Stage 2: Assessed all remaining sites using a neighbourhood plan site appraisal proforma developed by AECOM based on the Government’s National Planning Practice Guidance (PPG) and the Locality Site Assessment Toolkit.

At Melksham and Bowerhill, Stage 2 assessment identified 1 site (for 10 dwellings) appropriate for allocation and 25 sites less or potentially suitable, that may be appropriate for allocation through the Neighbourhood Plan, if certain issues can be resolved or constraints mitigated. This included land being within Flood Zones 2 and 3 or having existing policy restricting residential uses.

At Shaw and Whitley, it identified the site allocated by JMNP1 as suitable and 6 as potentially suitable.

At Melksham and Bowerhill, twelve sites were greenfield land outside of the settlement boundary. NB at the time of assessment, Land South of Western Way (Site 1025) was not considered suitable due to its greenfield status outside of the settlement boundary and its contribution to maintaining separation between Melksham and Bowerhill.

Stages 1 and 2 identified an indicative total potential housing capacity of 2269 – 3093 dwellings.

Stage 3: Engagement with Wiltshire Council to coordinate the JMNP2 allocations strategy with the emerging WLP.

Wiltshire Council’s publication of the Regulation 19 draft WLP in July 2023, revealed greenfield sites identified by JMNP2 assessment as potentially suitable had been proposed for allocation by Wiltshire Council Local Plan, including land to the north of the A 3102 and land north of Bath Road, adjacent to Melksham Oak School. These sites and all land that comprises WLP allocation Policy 18, were removed from potential JMNP2 selection, severely restricting JMNP2’s allocation opportunities to meet its requirement.

Stage 4: Assessment undertaken by the JMNP2 Working Group and Steering Group with regard to:

- Adopted Wiltshire Plan Policy,
- Adopted and proposed JMNP1 and 2 Objectives and Policies,
- Wiltshire Council Local Plan Housing Requirements and Allocations,
- Stage 1 and 2 sites assessment results,
- Strategic Environmental Assessment alternative strategies,
- Community and stakeholder feedback,
- Flood risk,
- Testing allocation viability,
- New circumstances (consent of land South of Western Way, site 1025).

It identified and further shortlisted remaining available sites, with sufficient capacity to make a significant contribution to meeting the JMNP2 housing requirement of c200 at Melksham and deliver affordable housing.

Sites with existing constraints, including being protected by existing or proposed employment policy / designations or being within viable employment sites protected by Core Strategy policies, e.g. sites 3333, 3334 and 264 (Upside). Emerging JMNP2 designations including Green Gaps and Wedges Policy and Local Green Spaces Policy, including site 1000 (parts of which are nominated as LGS) and sites 728, 1005 and 1006 located within proposed green gaps to protect settlements from coalescence. This ruled them out of being suitable at the Stage 4 assessment.

Stage 5: Informal dialogue with the promoters of shortlisted sites re-affirmed availability and secured confirmation of deliverability in accordance with policies and how the site allocation would address constraints and community needs.

4. Strategic Environmental Assessment

Considering Alternative Approaches

JMNP2 has been prepared alongside and informed by an independent Strategic Environmental Assessment (SEA) Report (AECOM 2023). This considered the relative sustainability of brownfield and greenfield land allocation options at Melksham and then assessed options at Shaw and Whitley.

Melksham

To support the choice of a development strategy for the JMNP2, the SEA process has assessed the following options as reasonable alternatives:

- Option A: Meeting housing needs through brownfield site allocations.
- Option B: Meeting housing needs through greenfield site allocations.

Utilising the SEA Framework of objectives and assessment questions developed during the earlier scoping stage of the SEA, the appraisal has been presented through the eight SEA themes which have been scoped into the assessment.

Overall, Option A performs more favourably than Option B, and is ranked the most favourable option with respect to each SEA theme.

Option A: Prioritisation of Use of Brownfield Land at Melksham

The JMNP2 approach to prioritisation of brownfield land allocations is in accordance with national planning policy and guidance. National Planning Policy Framework (NPPF), paragraph 123 states that *“Planning policies and decisions should promote an effective use of land in meeting the need for homes and other uses, while safeguarding and improving the environment and ensuring safe and healthy living conditions.”*

Paragraph 124(c) states that planning policies and decisions should;

“give substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs, and support appropriate opportunities to remediate despoiled, degraded, derelict, contaminated or unstable land;”

Option B: Greenfield Site Approach at Melksham

It is recognised that greenfield sites at Melksham remain available and assessed as being potentially suitable, outside of flood risk zones 2 and 3.

The majority of promoted greenfield sites are discounted due to Local Plan allocation or conflict with made or emerging JMNP policies notably:

- Policy 16: Local Green Spaces
- Policy 19: Green Gaps and Wedges

Land at Snarlton Farm (Site 3525) is promoted as providing a deliverable alternative site to allocation of brownfield land. Partial allocation of the site could provide capacity to meet housing requirements within a greenfield approach. It was not selected as it is located less sustainably than available brownfield sites. It would not provide a sustainable location for commercial or employment uses including town centre and edge of town centre class E uses. Its allocation would not enable the viable mixed-use regeneration of the available brownfield land or heritage assets at Cooper Tires or the former library site. In addition, the greenfield site is less-well suited to the provision of accessible extra-care housing than the former library site within the town centre area, which Wiltshire Council have promoted and have provided deliverability evidence for. Should overall housing requirements change, it is considered that the large site should be assessed and addressed in relation to existing strategic allocations to the north through a review of the Local Plan. As outlined in the NPPF⁶, the JMNP seeks to allocate small and medium-sized sites.

Land South of Western Way has been proposed for allocation in JMNP2 to respond to changed circumstances as discussed in section 5.

SEA Addendum Report

In response to changed circumstances, additional evidence and initial Regulation 14(A) consultation representations, draft proposed allocations were revised. This included;

- Revision to Policy 7.1; Land at Cooper Tires to support development of at least 150 dwellings.
- A new allocation of Land South of Western Way to enable development of c210 dwellings.
- A new allocation of Land at Middle Farm Whitley for c55 dwellings that consolidates the previously proposed two separate allocations.

The revisions were considered of a significance that required they be subject to a further addendum SEA process.

The addendum report was prepared in June 2024. It concludes that the revised and new allocations maintains a sustainable approach to development allocations, prioritising brownfield land allocations in combination with allocation of the most sustainable greenfield option with potential to meet and exceed JMNP2 housing requirements, supporting viable brownfield regeneration and enabling the delivery of affordable housing to meet local needs at Melksham and Shaw and Whitley

⁶ National Planning Policy Framework, December 2023
https://assets.publishing.service.gov.uk/media/65a11af7e8f5ec000f1f8c46/NPPF_December_2023.pdf

5. JMNP2 Allocations Approach

JMNP2 is taking a positive approach to site allocations and is driven by securing the best development outcomes for the community.

This combines enabling the appropriate and balanced regeneration of brownfield land for homes and employment, and ensuring the most sustainable available greenfield site delivers housing that meets local needs to a high standard of connectivity, design and construction. In doing so it is informed by, but not restricted to, meeting the identified housing requirement of c270 dwellings (c200 at Melksham and Berryfield & c70 at Shaw and Whitley), as set out in the draft WLP.

Following the process of site assessment and selection set out in earlier parts of this report, the subsequent stages of allocation progressed into a formal stage of consultation (Regulation 14) on pre-submission draft of the JMNP2. For 7 weeks, between the 13th October and 3rd December 2023, a pre-submission Regulation 14 consultation was held on the draft JMNP2. We received over 980 individual comments.

Since the 2023 Regulation 14 Consultation on the pre-submission draft of JMNP2 significant further work has been done to proposed site allocations at Melksham and Whitley, in response to feedback, and as set out below, to changed circumstances.

JMNP2 Housing Allocations

Whilst the Wiltshire Council housing requirement in the WLP for the JMNP2 area is a draft until adoption of the Local Plan, JMNP2 Steering Group and Qualifying Bodies resolved to plan positively and progress towards allocating land to meet the requirement of c270 dwellings.

In addition, JMNP2 sites allocation approach has responded positively to new circumstances, on which more detail is set out below.

The site allocations approach adheres to requirements in the NPPF and national guidance towards achieving Sustainable Development with allocations based upon consideration of alternatives, engagement, sites assessment, deliverability evidence and infrastructure requirements.

The approach to sites allocation has been screened and assessed through independent strategic environmental assessment and Habitats Regulation processes, which included consideration of the relative sustainability and impacts of alternative approaches to distribution of site allocations.

All promoted sites have been selected through the robust five stage identification and assessment process, including the identification of alternative site options, independent site sustainability and suitability assessment and community, Wiltshire Council, stakeholder and owner engagement.

Consideration has been given to and responses made to national, adopted and emerging strategic policy and made and emerging JMNP objectives and policies.

JMNP2 Employment Allocation

JMNP2 proposes to allocate land at Cooper Tires for mixed employment uses to mitigate loss of employment on the site and enable viable new employment uses to meet unplanned need identified by the Wiltshire Employment Needs Assessment especially where this compliments the allocation of employment land by Wiltshire Local Plan east of Melksham.

Employment uses do not trigger the need for a flood risk sequential test. However, Cooper Tires is the most sustainable site and secures reuse of brownfield land. Flood mitigation and contamination costs have been assessed by land owners and provided to JMNP2. Viability assessment has concluded that viable employment development is only achievable within a mixed-use regeneration that includes value raising housing.

Addressing New Circumstances

New circumstances also affected the availability of sites for allocation by JMNP2.

The draft WLP proposes allocation sites: Site 3692; Land north of Bath Road and Site 3478; Land North of A3102 and sites 3678 with 3701 that combine to assemble part of draft allocation Policy 18, Land East of Melksham.

These are potentially suitable sites which are now excluded from JMNP2 options, removing capacity for c 400-500 dwellings.

In addition, an appeal decision at Western Way granted **outline consent** for development of c210 dwellings and a 70-bed care-home on SHELAA site 1025, Land South of Western Way, Bowerhill. The site was assessed as unsuitable at Stage 1 due to its landscape role of openness and separation of settlements. Whilst full planning resolves all matters relating to the site development, **outline consent** (with all matters other than amount and access reserved) leaves significant matters to be resolved. JMNP2 therefore proposes to include the site as potentially suitable for allocation.

Significant updates were therefore made to the pre-submission draft of JMNP2 that was consulted upon in 2023. Therefore, a second pre-submission Regulation 14 consultation on draft B of the JMNP2 in June 2024, with revisions or updates to allocations of land for housing made under Policy 7, and Policy 19 - Green Wedges is to be held.

Community and Stakeholder Engagement

Feedback obtained from early evidence gathering and informal community, stakeholder and owner engagement during the drafting of JMNP2 has influenced the allocations approach and informed the content of allocations. Formal engagement has also been conducted through the required consultation stage of Regulation 14 on the pre-submission draft of the JMNP2 (as outlined above, this has so far taken place in the autumn / winter of 2023).

Community engagement pointed to a clear desire to see Melksham Town Centre supported by the plan including its promotion of regeneration of both the library and Cooper Tires Sites. This is recorded in the accompanying Consultation Statement to the JMNP2⁷.

Proposed allocations that involve the development of previously developed and brownfield land at Melksham and Whitley have been informed by independent viability assessment. This has established robust evidence that the allocation commitments made by the JMNP2 are reasonably likely to be achievable by 2038.

Effectiveness and Deliverability: Landowner Consultation

Informal and formal consultation has been undertaken with promoters of all sites, including direct dialogue with promoters of proposed sites, to secure confirmation and evidence of intentions to deliver development in accordance with draft allocation parameters.

Viability Assessment

In accordance with NPPF Paragraph 35, proposed allocations enabling the regeneration of brownfield land at Cooper Tires and the former library site, have been subject to independent expert viability assessment which has influenced the site allocation parameters (Bailey Venning 2024). The proposed small-scale allocation of land at Whitley Farm, Whitley has also been assessed to provide confidence that conservation constraints and benefits required by the site and allocation can be addressed.

⁷ <https://www.melkshamneighbourhoodplan.org/np2-evidence-base>

6. Addressing Flood Risk

The Environment Agency highlighted a need to consider flood risk on the Cooper Tires allocation site in more detail as part of the consultation representation (from Pre-Submission Regulation 14 Consultation October to December 2023) received from the public body:

Policy 7.1 - Cooper Tires site allocation

The new allocation for the Cooper Tires site is given its own new policy in the Plan.

This allocation is not unexpected, but the wording of the policy does require some amendment.

The attention given to flood risk is not proportional to the amount of flood risk present at the site. Nearly all the site (not just “significant parts of the site”) is affected by flood zones 2 and 3. The proposal to include residential (more vulnerable - National Planning Policy Framework - Annex 3: Flood risk vulnerability classification - Guidance - GOV.UK www.gov.uk) as stated in 4.8.48, triggers the need for this allocation to be Sequentially Tested as part of this Neighbourhood Plan. The NPPF/PPG makes it clear that this is expected within the Plan that intends to allocate the site - Flood risk and coastal change- GOV.UK (www.gov.uk)

If the site were to be allocated for ‘less vulnerable’ site uses only, which would mean the level of vulnerability would not change, the Sequential Test would not be required. A) flood risk assessment (FRA) and suitable flood risk mitigation could be dealt with at planning application stage in that scenario.

National Planning Policy Framework / Guidance (NPPF/NPPG)

National Planning Policy Guidance (NPPG) (Flood risk and coastal change⁸) sets out that the aim of the Sequential Test is to steer new development to Flood Zone 1. Where there are no reasonably available sites in Flood Zone 1, account should be taken of the flood risk vulnerability of land uses and consider reasonably available sites in Flood Zone 2, applying the Exception Test if required. Only where there are no reasonably available sites in Flood Zones 1 and 2, should the suitability of sites in Flood Zone 3 be considered. The NPPG also advises that a pragmatic approach should be taken to the consideration of alternative sites.

The NPPF states that inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk (whether existing or future) (paragraph 165).

Paragraph 167 states that “all plans should apply a sequential, risk-based approach to the location of development– taking into account all sources of flood risk and the current and

⁸ <https://www.gov.uk/guidance/flood-risk-and-coastal-change>

future impacts of climate change – so as to avoid, where possible, flood risk to people and property. They should do this, and manage any residual risk, by:

a) applying the sequential test and then, if necessary, the exception test as set out below;

b) safeguarding land from development that is required, or likely to be required, for current or future flood management;

c) using opportunities provided by new development and improvements in green and other infrastructure to reduce the causes and impacts of flooding, (making as much use as possible of natural flood management techniques as part of an integrated approach to flood risk management); and

d) where climate change is expected to increase flood risk so that some existing development may not be sustainable in the long-term, seeking opportunities to relocate development, including housing, to more sustainable locations.”

Paragraph 168 of the NPPF highlights that *“the aim of the sequential test is to steer new development to areas with the lowest risk of flooding from any source. Development should not be allocated or permitted if there are reasonably available sites appropriate for the proposed development in areas with a lower risk of flooding. The strategic flood risk assessment will provide the basis for applying this test. The sequential approach should be used in areas known to be at risk now or in the future from any form of flooding.”*

Land Use Vulnerability and Flood Zone

Table 2 in the Flood risk and coastal change NPPG, classifies different land uses according to their vulnerability to flood risk (Ref ID 7-066-20140306), and Table 3 indicates which land uses it is appropriate to allocate in Flood Zones 2, 3a and 3b, and which categories should not be allocated in those zones, based on their vulnerability classification. For some categories of development Table 3 also prescribes that, before they are allocated in Flood Zone 2 or 3, the second element of the method – the exception test – need not be applied in this circumstance.

Residential use is More Vulnerable. Employment, commercial and leisure uses are Less Vulnerable. Open space and flood mitigation measures are Water Compatible

PPS 25 (Table D3) identifies the compatibility of uses within levels of vulnerability with the

Table 3: Flood risk vulnerability and flood zone ‘compatibility’

Flood risk vulnerability classification (see table 2)		Essential infrastructure	Water compatible	Highly vulnerable	More vulnerable	Less vulnerable
Flood zone (see table 1)	Zone 1	✓	✓	✓	✓	✓
	Zone 2	✓	✓	Exception Test required	✓	✓
	Zone 3a	Exception Test required	✓	x	Exception Test required	✓
	Zone 3b functional floodplain	Exception Test required	✓	x	x	x

EA Flood Risk zones, 1, 2, 3A and 3B. It also identifies when sequential testing and Exceptions Testing is a requirement in plan making.

NPPG Flood Risk and NDPs

The Flood risk and coastal change NPPG addresses the matter of how a neighbourhood plan can tackle this complex subject:

“How can neighbourhood planning take account of flood risk?”

The overall approach in [paragraph 161 of the National Planning Policy Framework](#) applies to [neighbourhood planning](#).

Where they make provision for development, the qualifying bodies involved in neighbourhood planning will need to:

- ensure that neighbourhood plans (and any neighbourhood development/community right to build orders) are informed by suitable assessment of flood risk from all sources, both now and in the future;
- steer development to areas of lower flood risk as far as possible;
- ensure that any development in an area at risk of flooding would be safe, for its lifetime taking account of climate change impacts;
- be able to demonstrate how flood risk to and from the plan area/ development site(s) will be managed, so that flood risk will not be increased overall, and that opportunities to reduce flood risk, for example, through the use of sustainable drainage systems where appropriate, are included in the plan/order.

Local planning authorities will need to have these aims in mind in providing advice or assistance to qualifying bodies involved in neighbourhood planning. Refer to:

- [What to consider if there is a risk of flooding in the neighbourhood plan area?](#)
- [What to consider if bringing forward a Neighbourhood Development Order/Community Right to Build Order in an area at risk of flooding?](#)

What advice and information on flood risk is available for neighbourhood planning?

Locality, in conjunction with the Environment Agency and other statutory agencies, have created a toolkit which provides advice on [how to consider the environment when producing neighbourhood plans](#). Anyone preparing a neighbourhood plan or order may also find it helpful to [consult the lead local flood authority](#) for the area.

[Strategic Flood Risk Assessments](#) are the primary source of flood risk information in considering which areas covered by a neighbourhood plan may be appropriate for development. If, however, the strategic flood risk assessment is out-of-date or lacks an appropriate detail in this area, it may be necessary for neighbourhood planning bodies to undertake additional work to assess the risk of flooding to development being promoted in a neighbourhood plan or order. Other important sources include the Environment Agency's [Flood Map for Planning](#). Local planning authorities can make available to qualifying bodies any reports or information relating to the Strategic Flood Risk Assessment, and share any other information relevant to flood risk (such as the application of the [Sequential](#) and [Exception Tests](#) to the Local Plan).

What needs to be considered if there is a risk of flooding in the neighbourhood area?

Where the Strategic Flood Risk Assessment, or other available flood risk maps or information, indicates that part or parts of a neighbourhood plan area may be at risk of flooding, the qualifying body should have regard to the National Planning Policy Framework's policies on flood risk. Where they are considering proposing development, they will need to show that this would be consistent with the local planning authority's application of the [Sequential Test](#) and if necessary, the [Exception Test](#) for the plan. If not, these tests will need to be re-visited on a local authority-wide basis.

Where areas under consideration for development are inconsistent with the spatial strategy set out in the relevant plan, it is likely that the qualifying body will need to provide further

information to demonstrate that any development proposed by the neighbourhood plan passes the Sequential Test, and if necessary, the Exception Test.”⁹

Wiltshire Core Strategy

Wiltshire Core Strategy requires the sequential approach to development sites within flood risk areas. It requires development to be steered to reasonably available sites at lowest risk of flooding. The relevant policies within the Development Plan are considered below:

Core Policy 67 (Flood Risk) states that development proposed in Flood Zones 2 and 3 as identified within the Strategic Flood Risk Assessment will need to refer to the Strategic Housing Land Availability Assessment when providing evidence to the local planning authority in order to apply the sequential test in line with the requirements of national policy and established best practice. All new development will include measures to reduce the rate of rainwater run-off and improve rainwater infiltration to soil and ground (sustainable urban drainage) unless site or environmental conditions make these measures unsuitable.

Joint Melksham Neighbourhood Plan

JMNP1 and JMNP2 include a policy to address the key local issue of flooding. Policy 3: Flood Risk and Natural Flood Management adds local specific detail to addressing localised flood risk associated with surface water flooding and requiring sustainable drainage measures to address them

Applying the Sequential Test

JMNP2 sites assessment and selection has had regard to maximising the potential to allocate land outside of flood risk areas.

JMNP2 is primarily required to allocate land for c200 dwellings at Melksham and c70 dwellings at Shaw and Whitley. This is not a ceiling. JMNP2 may allocate more land for housing or other uses where there is a local need. Informed by the SEA report, JMNP2 aims to prioritise a sustainable brownfield first approach to sites allocation at Melksham. It proposes to optimise the reuse of previously developed brownfield land that benefits local employment and meets local housing needs.

A Sequential Test approach has therefore been undertaken as part of selecting sites for mixed housing and employment development seeking to balance the flood probability and development vulnerability of sites.

⁹ Flood risk and coastal change NPPG. Paragraphs: 015 / 016 / 17 <https://www.gov.uk/guidance/flood-risk-and-coastal-change>

Material Referenced

- EA Flood Maps for Planning
- Wiltshire Strategic Flood Risk Assessment (2019¹⁰)
- Wiltshire Local Flood Risk Management Strategy (2014)
- Cooper Tires Initial Flood Risk Assessment (WSP 2024)

JMNP2 Sequential Test Scope Areas

JMNP2 has two defined areas within which to plan to meet its housing requirement.

- Melksham and Bowerhill c200
- Shaw and Whitley c70

The approach is limited to allocations at Melksham, where brownfield land is reasonably available and sites are affected by flood risk. It is not necessary to be undertaken at Shaw and Whitley where proposed allocation sites can meet housing requirements are outside Flood Zone 2 and 3.

The stage 1 and 2 sites assessment sets the sequential test scope areas.

This includes land comprising the 26 sites at Melksham (plus consented site 1025) and the 9 shortlisted sites at Shaw and Whitley.

Stages 3-5 assessment criteria applied by the JMNP group including the proposed designation of Local Green Spaces and Green Wedges further considered the reasonableness of allocation of the Stage 2 shortlisted potentially suitable sites. In addition, sites proposed for allocation by Wiltshire Council were excluded. The results of this further sieving identified the available sites that were considered reasonable for allocation.

In assessing reasonable alternative sites for delivery of housing, significant weight is given to allocation at brownfield sites and integration with mixed use and viable regeneration that addresses particular local needs and provides opportunities for diverse economic development and town centre vitality. See Appendix 1.

Method

Stage 1:

Identification and shortlisting of the potentially suitable and available sites within the Melksham JMNP Area, including their capacity, greenfield or brownfield and flood zone

¹⁰<https://wiltscouncil.maps.arcgis.com/apps/webappviewer/index.html?id=28c00215d87b468a9a0cd79c63d3d270>

designation of each site. This harnesses the AECOM Stage 1 and 2 sites assessment. See AECOM Site Assessment Report (2023)¹¹.

Stage 2:

Review of the planning status and capacity of sites.

Sites initially excluded include:

- Areas within Flood Zones 2 & 3;
- Principle Employment Sites or sites in existing active employment uses;
- Sites designated / or proposed to be designated for alternative uses eg Local Green Spaces & Green Wedges
- SHELAA sites taken forward in Local Plan Review
- Sites with other significant constraints eg access
- Sites with insufficient capacity to contribute meaningfully to meeting JMNP2 housing requirements and affordable housing
- Sites not suitable for sustainable employment uses

This references Stage1-5 of the site assessment process. It also has regard to the SEA report on alternative approaches and JMNP and Wiltshire Core Strategy objectives and policies.

Stage 3:

Provided an assessment and conclusion of any appropriate alternative sites within the Melksham Area for the proposed development, reaching a conclusion on whether there are alternative sites in Flood Zone 1 (i.e. sequentially preferable) that are suitable, available and achievable for development to meet the allocation objectives of JMNP2.

¹¹ <https://www.melkshamneighbourhoodplan.org/np2-evidence-base>

Stage 2 Sequential Assessment of Reasonably Available / Potentially Suitable Promoted Sites

Key

Assessed as not reasonably available and suitable for allocation

Allocated by Wiltshire Local Plan. Not Available to JMNP2.

Assessed as potentially suitable

Sites at Melksham and Bowerhill (Requirement c200 dwellings)

Wiltshire Local Plan Allocations: Excluded

These sites have been proposed for allocation in the Wiltshire Local Plan and are not available to JMNP2.

Site 3478 Land North of A3102: 136 – 184 dwellings

Site 3678 Land east of Eastern Way, Melksham: 40 dwellings

Site 3701 Land to the east of Eastern Way, Melksham: 40 dwellings

Site 3692 Land north of Bath Road: 180 – 240 dwellings

Brownfield Sites

Site 186 Martigny House: 30 dwellings (subject to confirmation of availability)

- Zone 1
- Core Strategy Policy 35 and JMNP Policy 10; Existing and active employment site.
- Small capacity.

Not suitable

Site 264 Upside / Bath Road, Shurnhold: 19 – 112 dwellings and 675 sqm of

employment space

- Zone 1, 2, 3
- Core Strategy Policy 35, Principal Employment Site.
- Planning application

Not suitable

Site 313 541 Outmarsh: 8 – 20 dwellings

- Zone 1
- Core Strategy Policy 35, Principal Employment Site

- Small capacity
- Heritage constraints

Not suitable

Site 3333 Land to North of River Avon (Area 8): 80 dwellings –

- Zone 2/3. Core Strategy Policy 35, Principal Employment Site
- Local Heritage Asset

Not suitable

Site 3334 Land to North of River Avon (Area 9): 40 – 60 dwellings

- Zone 3
- Safeguarded for Principal Employment Land Growth
- Open Space (JMNP2 Policy 14)

Not suitable

MEL02 Site 1 – Blue Pool at Melksham House, Market Place: 10 – 20 dwellings

- Zone 1
- Adjacent to Assembly Rooms Leisure use – residential amenity
- Potential for ongoing community use
- Small capacity

Not suitable

MEL04 Site 3 – Former Christie Miller Sports Centre and golf course:

Employment

- Zone 1
- LGS proposal (Withdrawn at Regulation14B)
- Core Strategy Policy 34 New Employment land. Potential for employment site expansion of PEA.
- Not suitable / available for housing.
- Residential Amenity

Not suitable

MEL05 Former Christie Miller Car Park: Employment

Rejected

- Zone 1
- Employment site
- Not suitable / available for housing

Not suitable

MEL12 The Unicorn Pub, Melksham: 2 – 4 dwellings

- Zone 1
- Listed building
- Potential for viable future community use
- Small capacity

Not suitable.

TC1 Vacant Lloyds Bank Building: 10 dwellings

- Zone 1
- Full planning consent
- Small capacity

Not available

TC3 Vacant NatWest, 34 High Street: 5 dwellings

- Zone 1
- Availability not confirmed
- Main Town centre shopping area location
- Small capacity

Not suitable

TC5 Vacant Marjo Fashion, 8-12 Lowbourn: Promoted for 5 dwellings alongside adjacent plots (subject to confirmation of availability)

- Zone 1
- Full planning consent
- Listed building
- Small capacity

Not suitable

TC7 Vacant Co-op Funeral Care, Church Street: 4 dwellings (subject to confirmation of availability)

- Zone 1
- Availability not confirmed
- Small capacity

Not suitable

Site 3738 Verbena Court, Eastern Way: 10 dwellings

- Zone 1
- Identified for Community Facilities Use
- Small capacity

Not suitable

Site 187 Nortree Motors Ltd: 17 – 26 dwellings

- Zone 1
- Core Strategy Policy 35 and JMNP Policy 10; Existing active employment site (petrol station and takeaway)
- Small capacity

Not suitable

MEL03 & TC4 Site 2 – Library, Lowbourn House, Further Education Centre

and Vacant Chinese Restaurant, Lowbourn: 45 dwellings

- Zone 1
- Unused/surplus community facility (JMNP2 Policy 15)
- Temp employment use (JMNP2 policy 10)
- Town centre location (JMNP2 Policy 9)
- Promoted for allocation of c50 extra care dwellings

Cooper Tires: c100-200 dwellings (FZ1& 2)

- Zones 1/2/3
- Vacant brownfield land (12.8 hectares)
- Site remediation & flood mitigation costs
- Priority for mixed use regeneration
- Edge of town centre location
- Capacities
 - C2 hectares in Flood Zone 1 (capacity 100-120 dwellings)
 - C2 hectares in Flood Zone 2 (potential capacity for c100-120 dwellings)
 - C8.8 hectares in Flood Zone 3 (potential employment/leisure/retail/open space/flood mitigation)

Greenfield Sites

Site 728 Land to the North of Berryfield: 53 dwellings

- Zone 1
- Proposed for Green Wedge JMNP2 Policy 19
- Planning permission refused (appealed)

Not suitable

Site 1000 Land rear of Lowbourne Infants School: 50 – 112 dwellings

- Zone 1
- Heritage – Former W&B Canal route
- Proposed LGS designation (JMNP2 Policy 16) (very large level of support 900)

Not suitable

Site 1005 Land South of Sports Ground:

- Zone 1
- Core Strategy Policy 34; Strategic Employment site expansion potential
- Proposed Green Gap (JMNP2 Policy 19)

Not suitable.

Site 1006 Land South of Falcon Way, Bowerhill: 800 dwellings

- Zone 1
- Core Strategy Policy 34; Principal Employment Land expansion potential
- Green Wedge (JMNP2 Policy 19)

Not Suitable

Site 3107 North West of Woodrow Road: 77 dwellings.

- **Zone 1**
- Access, landscape and connectivity constraints
- Capacity reduced by power lines
- Refused consent for residential

Not Suitable

Site 3525 Land at Snarlton Lane: 450 – 889 dwellings.

- Zone 1/2/3 (Flood Zone 1 land +80% of site.
- Visual impact on open countryside
- Potentially capable of partial allocation (sub-optimal efficient use of land) |
- Adjacent to WLP Site allocation Land East of Melksham; Policy 18)
- Potentially within WLP Broad Location for (future) Growth
- Not sequentially sustainable location of employment (office) or retail
- No direct linked benefit to town centre vitality

New Circumstances*

Site 1025; Land South of Western Way c210 dwellings

Previously rejected at Stage 1 site assessment.

Appeal decision Nov 2023 establishes outline permission and therefore the principle for acceptable development.

- Zone 1
- Harm; coalescence of settlements (Green Wedge JMPNP Policy 19 unachievable as result of appeal decision)
- Site assessed (by Wiltshire Council Sustainability Assessment) as one of most sustainable greenfield option
- Not available for employment allocation

*Outline consent for 210 dwellings and 70 bed care home granted on appeal Nov 2023.

Suitable Brownfield total residential capacity in Flood Zone 1 = c150-170*

*including Cooper Tires Flood Zone 1 capacity of c100-120 - dwellings.

Suitable Greenfield residential capacity in Flood Zone 1 = c570-1099**

**Sites not available/suitable for employment development

Stage 4

JMNP2 Allocation Strategy

JMNP2 sustainable development strategy is to prioritise allocation of the most sustainable brownfield land to enable development that at leasts meet the identified JMNP housing requirement of c200 dwellings at Melksham and a further c50 dwellings at Shaw and Whitley. It is also to make allocations that maximise their contributions to securing delivery of social, economic and environmental objectives, in particular:

- Protecting and enhancing the vitality of Melksham town centre.
- The retention, regeneration and intensified use of previously developed employment land.

With regard to identified further need for 3 hectares of employment land to supplement the 5 hectares allocated by Wiltshire Council local Plan, and the urgent need to enable viable regeneration of the vacant Cooper Tires site to optimise renewed employment and economic vitality, JMNP2 is also proposing allocation of employment land that provides the flexibility to enable a variety of employment uses in Classes E, B2 and B8. It aims to prioritise sites that compliment existing and allocated employment sites that contribute meeting prioritised objectives.

JMNP2 is required to demonstrate proposed allocations are deliverable and viable. It has been supported by viability assessment of suitable brownfield sites that has informed the

allocation land use mix and balance. At Cooper Tires this is informed by site analysis and risk assessment and conceptual capacity study (AKU Associates¹²).

This Study has established the need to link residential with non-residential development at Cooper Tires to enable viable delivery of new employment uses. It has also established the capacities and location where residential development may be located within the potentially phased delivery of comprehensive regeneration (see Cooper Tires Allocation below).

Residential Capacity

Considering housing alone, at Melksham the suitable brownfield (first) site that is wholly within flood zone 1, the former library site, has capacity for c50 dwellings. C2 hectares of land at Cooper Tires is within Flood Zone 1, with an urban housing capacity for between 100-130 dwellings. Land in Flood Zone 2 may add capacity a further c90-120 dwellings subject to further flood assessments and mitigation measures.

Greenfield sites at Land South of Western Way (that is now included as a result of securing outline planning permission) has capacity for about 210 dwellings with a 70 bed care home. Capacity for between a further 450 – 889 dwellings on land at Snarlton Farm May be achievable. (following the sequential test). On this basis, JMNP2 does not need to allocate land for housing development on flood zone 2 land.

Residential and Employment Land Capacity

JMNP2 is seeking to also promote and enable viable economic regeneration of the Cooper Tires site through a mixed-use allocation. Allocations of all housing to meet JMNP2 requirements on greenfield sites will not enable this.

When JMNP2 brownfield first and mixed-use allocation strategy is taken into account the Cooper Tires site capacity for mixed use regeneration has been assessed (AKU Associates).

Capacity Summary

Allocation site area: 12.88 hectares

Site Flood Risk Areas

- Flood Zone 1: 2.16 hectares
- Flood Zone 2: 1.94 hectares
- Flood Zone 3: 8.78 hectares

Allocation / viability land use zones and capacities

- Conceptual zone for residential development (main) - 3.90 hectares
(FZ1=2.14ha, FZ2=1.96ha)

¹² <https://www.melkshamneighbourhoodplan.org/np2-evidence-base>

● Conceptual zone for residential development (secondary) -	0.07 hectares
<u>Sub Total (more vulnerable use)</u>	<u>3.97 hectares</u>
● Conceptual zone for commercial development -	4.74 hectares
● Conceptual zone around retained buildings -	1.96 hectares
● Conceptual zone for linear park (main) -	1.58 hectares
● Conceptual zone for linear park (secondary) -	0.30 hectares
● Conceptual zone for SuDS infrastructure -	0.31 hectares
● Water around Melksham Gate weir -	0.02 hectares
<u>Sub-total (less vulnerable/water compatible uses)</u>	<u>8.91 ha.</u>
Total	12.88 ha.

Residential capacity

Density: @49 Dwellings Per Hectare (DPH)

● Houses:	94
● Apartments:	101
<u>Sub total</u>	<u>195</u>

+retained heritage buildings allowance c15

Total **c210**

Residential land/capacity in Flood Zone 1 and 2

- FLOOD ZONE 1: 2.16 hectares - @49 DPH = c107 dwellings
- FLOOD ZONE 2: 1.81 hectares - @49 DPH = c88 dwellings

Sequential Approach Conclusion

JMNP2 Allocations Approach: JMNP2 positive approach to site allocations is driven by securing the best development outcomes for the community. This combines enabling the appropriate and balanced regeneration of brownfield land for homes and employment, together with ensuring the most sustainable available greenfield site delivers housing that meets local needs to a high standard of connectivity, design and construction. In doing so it is informed by, but not restricted to meeting the identified housing requirement of c200 dwellings.

In selecting sites sequentially, it has maximised re-use of brownfield land in Flood Zone 1, and justifies an exception of limited residential development on Flood Zone 2 at Cooper Tires.

It seeks to regularise its development of Land South of Western Way within the development plan and proactively manage future detailed planning of the significant site.

Brownfield Land Capacity: There is capacity for c170 dwellings on brownfield land at the former Library Site (MEL03 &TC4) and at Cooper Tires, within a mixed-use allocation to

include employment and retail. These are the most sustainable locations for meeting 85% of JMNP2 housing requirement at Melksham.

It is also proposed to increase the residential capacity of the Cooper Tires site by a further c90-110 dwellings by supporting residential development within the 1.94 hectares of the site Flood Zone 2 to facilitate the viable regeneration of employment and economic activity on the site, informed by viability assessment of the proposed allocation. The justification for this exception is set out below.

Greenfield Land Capacity: The allowed appeal on Land South of Western Way (Site 1025) has established the principle of residential development of the site and removed the ability of JMNP2 to designate it as a Green Wedge. Having regard to these new circumstances and Wiltshire Council's Sustainability Appraisal of the site the sequential sites selection process identifies the site as the next most sustainable to support delivery of housing.

The justification and precedents for allocation of the site with outline consent, are set out in the following section.

It has not selected land at Snarlton Farm (Site 3525). It does not need to. The site is less favourable, with poorer connections to facilities and with some flood risk constraints. It is also within an area likely to be considered for future strategic Broad Location for Growth, later in the Wiltshire Local Plan period. Allocation of a small portion of the site by JMNP2 risks prejudicing its optimum efficient use of land at this time.

7. Addressing Site Allocations

There is no requirement for neighbourhood plans to allocate development sites. Neighbourhood plans are also empowered to allocate more land than stated requirements where this will deliver development to meet local needs and priorities.

JMNP2 has adopted a positive and evidence led approach to site allocations which respond to and plan ahead in light of community wishes and distinct local circumstances.

At Melksham it has prioritised promoting the regeneration of brownfield land and provided opportunity for ongoing regeneration of Cooper Tires, potentially beyond the plan. It has also responded positively and with pragmatism to regularise and seek to manage the qualities of development granted outline consent at Land South of Western Way.

Melksham site allocations have had regard to:

- National policy in relation to town centres, brownfield land, housing mix and addressing flood risk
- The priority of promoting the right mixed-use regeneration of Cooper Tires
- Providing affordable and extra care housing to meet assessed needs
- The priorities of the Town Centre Master Plan Report and emerging Local Plan Melksham Place Shaping Priority 1
- Community and stakeholder feedback
- Evidence of delivery

JMNP2 is justified in giving significant weight to securing a vibrant town centre and the re-use of the available and vacant brownfield sites at Cooper Tires and the former Library.

Together, the allocation of Cooper Tires and Library sites, provided the capacity to meet housing requirements, local housing needs and enable regeneration within a “brownfield sites first” approach to allocations and strengthen the vitality and sustainability of the town centre in accordance with JMNP2 Policy 9.

In response to the changed circumstances presented by the granting of outline consent at appeal for development of 210 dwellings and care home at Site 1025, South of Western Way, JMNP2 also gives significant weight to safeguarding the future planning of this site in relation to important and unresolved detailed matters including the relationship with existing and planned new neighbouring uses, housing types and tenure mix, connectivity and design.

At Shaw and Whitley, the plan also seeks to meet Local Plan housing requirements, but in doing so deliver affordable and accessible housing and conservation gains that respond to long term local issues and identified future priorities. Regard has been given to feedback received during the 2023 Regulation 14 pre-submission consultation and further

engagement with the owners of sites proposed for allocation to secure significantly revised proposed allocation to minimise landscape impacts at Middle Farm and refined proposals to secure appropriate development at Whitley Farm.

8. Land at Cooper Tires

Land at the Cooper Tires factory site comprises the c12.8 hectare main factory site, with boundaries to the River Avon, Bath Road, Scotland Road and A350. The allocation includes the small “Bakers Yard” car park site to the west side of Bath Road.

The site is entirely vacant. All manufacturing stopped in December 2023. It is estimated by Wiltshire Council that c350 jobs were impacted.

The site is subject to marketing.

Availability: A c2.3 section of the site adjacent to the river (site 3333) was made available by the owners through the Wiltshire Local Plan SHELAA and subsequently made the whole 12.9 hectare site available for assessment and potential allocation within the JMNP (2020-38).

Evidence Base: The evidence base is comprehensive and from a range of sources, as detailed below.

Stage 2 Site Assessment (AECOM): The site has been made partially and wholly available. There are as a result two assessments:

Site 3333

“The site is potentially suitable for allocation for residential or mixed-use development.

The site is previously developed land currently in employment use within the settlement boundary of Melksham. It forms part of the wider operations at Cooper Tires. The site in its current use detracts from the quality of the townscape. Redevelopment of the site provides significant opportunities for enhancing the quality of the public realm at this accessible location, helping to deliver high quality housing and employment provision. The site also offers significant opportunities for further enhancing and opening up the riverside area of this part of Melksham, linking with key existing and proposed green and blue infrastructure networks.

The site is wholly in Flood Zone 3. Change of use of land or buildings are not normally subject to the sequential or exception tests, nevertheless changing from industrial use to residential use will increase the vulnerability classification from 'less' to 'more' vulnerable.

Redevelopment of the site should seek to improve the flood resilience of existing development through sensitive design, such as by limiting more vulnerable uses to upper floors. Other key constraints identified relate to ecology, potential land contamination and potential impacts on designated heritage assets.

The site is currently in employment use. Redevelopment of the site or its buildings must demonstrate that they meet the criteria stated in Core Policy 35 of the adopted Wiltshire Core Strategy with regards to the loss of employment land in Market Towns including Melksham.

Partial residential development of the Cooper Tires site may not be compatible with its existing industrial operations. Appropriate mitigation may be required if Site 3333 is proposed for residential development on its own.

Cooper Tires (Whole Site)

The site is potentially suitable for allocation for residential or mixed-use development.

The site is previously developed land in employment use in Melksham. It was announced in October 2022 that the facility would close at the end of December 2023. The site in its current use detracts from the quality of the townscape. Redevelopment of the site provides significant opportunities for enhancing the quality of the public realm at this accessible location; helping to deliver high quality housing and employment provision. The site also offers significant opportunities for further enhancing and opening up the riverside area of this part of Melksham, linking with key existing and proposed green and blue infrastructure networks. The site is in a highly accessible location in close proximity to Melksham Railway Station and Melksham Town Centre. The regeneration of brownfield sites in Melksham is supported by Core Policy 36 of the adopted Wiltshire Core Strategy.

The site is predominantly in Flood Zone 2 and 3. Change of use of land or buildings are not normally subject to the sequential or exception tests, nevertheless changing from industrial use to residential use will increase the vulnerability classification from 'less' to 'more' vulnerable.

Redevelopment of the site should seek to improve the flood resilience of existing development through sensitive design, such as by limiting more vulnerable uses to upper floors.

The site consists of Grade II listed C19 large house and its associated structures, and is close to a number of listed public houses. Further heritage assessment would be required.

The site is currently in employment use. Redevelopment of the site or its buildings must demonstrate that they meet the criteria stated in Core Policy 35 of the adopted Wiltshire Core Strategy with regards to the loss of employment land in Market Towns including Melksham.

The possibility of land contamination should be investigated and appropriately remediated in accordance with Core Policy 56 of the adopted Wiltshire Core Strategy.

Stage 3-5 Assessment

Stage 3 dialogue with Wiltshire Council and responses to the 2023 Regulation 14 pre-submission consultation did not object to its proposed allocation. However, attention was drawn to the site's constraints and potential impact on delivery of development.

Stage 4 consideration by Steering Group had regard to further technical evidence provided by the site promoter, capacity, land-use mix and distribution analysis undertaken for JMNP2 and 2023 Regulation 14 pre-submission consultation representation made by the landowner.

Stage 5 dialogue with the landowner's agent re-confirmed the site's availability, updated on its future sale and informally agreed a reasonable and deliverable ambient density of c50-60DPH upon which to calculate residential capacity.

Cooper Tires Allocation Evidence Base Schedule (Provided by Cushman Wakefield on Behalf of Goodyear/Cooper Tires)

- Cooper Tires and Rubber Company Heritage Asset Survey. Donald Insall Associates, 2020
- Cooper Tires Preliminary Flood Risk Assessment. WSP 2025
- Utilities Report. Hydrock 2020
- Transport Report. Hydrock 2020
- Land Remediation Report. Hydrock 2020
- Ecological Report. Tyler Grange 2020
- Land Remediation Costs Report. Cushman Wakefield 2020
- Illustrative Masterplan. Chapman Taylor 2020

Wiltshire Council

- Level 1 Strategic Flood Risk Assessment (SFRA). JBA Consulting 2019
- Wiltshire employment Land Review (Update) 2023
- Sustainability Assessment (Melksham Sites Assessment
- WLP Melksham Market Town Strategy (2023)
- WLP Trowbridge Market Town Strategy (2023)
- PL/2021/08064. Land at Innox Mills. Trowbridge.

Hybrid (full and outline) planning application descriptions (i) & (ii)

(i) Outline planning application: the erection of up to 243 dwellings, erection of a convenience store (Class E), erection of up to 872 sqm of new commercial floor space (Class E); and associated access, public realm; and landscaping works.

Commissioned or Undertaken by JMNP2

- Town Centre Master Plan Report Report of Stakeholder and Community Engagement 8 February and 19 March 2023
- Sites Assessment (Stage 1 and 2). AECOM 2022
- Concept development specifications AKU Ltd 2024
- Sites Viability Assessment. Bailey Venning 2024
- Sequential sites test for allocation. Flood Risk
- Illustrative Wiltshire Council Methodology, Sustainability Appraisal of Cooper
- Pre-submission Regulation 14 Consultation (Oct – Dec 2023)

Objective: The objective of the allocation is to enable and guide the regeneration of the historic and vacant site. Housing is an important component in achieving a viable mix of future development that will contribute to meeting local housing needs. But the primary aim is to create a new sustainable exemplar development that supports the delivery of mixed-use regeneration to bring new life and diverse employment opportunities to the site as well as support the vitality and offer of Melksham Town Centre.

It is accepted this will most likely be over a period longer than the JMNP2 period and may not begin until later in its life (post c2030). To provide confidence that development of the site is likely to deliver initial phases of mixed-use development, including housing, the allocation is underpinned by significant analysis and viability and delivery evidence

Key JMNP2 Objectives

- Planning for new development that addresses the impact of climate change.
- Enabling and promoting the importance of early community engagement in change and development.
- Supporting sustainable development of new housing and associated facilities within settlements, and adjacent to settlements.
- Protecting and enhancing the vitality of Melksham town centre.
- The retention, regeneration and intensified use of previously developed employment land.
- Supporting improved transport infrastructure for the increasing Neighbourhood Plan Area population.
- Encouraging cycling and walking and journeys by rail and bus to reduce the need to travel by car.
- Promoting opportunities for people to lead healthier lifestyles with a greater sense of well-being.
- Ensuring that new development is sympathetic to our built heritage and the character of the area, with high standards of design.

Policy Context

Flood Risk: (see above)

Wiltshire Core Strategy: The Core Strategy policy 35 (**Employment Sites**) seeks to protect Wiltshire’s most sustainable and valued employment areas. Cooper Tires is not identified as a Principal Employment Areas. The emerging Local Plan does not either. However, it seeks to retain existing employment uses outside the Principal Employment Areas to maintain diversity and choice of sites for employers and allow for local business expansion. However, it recognises some older employment areas may no longer be fit for purpose and it may be appropriate to allow for the redevelopment (in whole or part) of existing employment sites for an alternative use, particularly where the site is not required to remain in its current use to support the local economy in the area.

Cooper Tires is vacant. The buildings are specifically formed for the former use, and are redundant. Cooper Tires production has left the UK and relocated to mainland Europe.

The 2017 Employment Workspace Review (Wiltshire Council) assessed the site as being in the bottom 20% of sites against a scoresheet of qualitative criteria. It recommended:

“Site could be redeveloped providing alternative site can be locally sourced for Cooper Tires. Site could be redeveloped as part of the Melksham Link Canal project. However, at the time this did not include residential use.”

The study also notes the significant environmental and remediation constraints associated with the site.

Core Strategy Policy 36 supports regeneration opportunities and aims to support and maximise the re-use and provision of economic development on previously developed land including in Market Towns. The Core Strategy policy supports the development of community-led neighbourhood plans to facilitate economic regeneration and the preparation of masterplans for specific sites.

Core Policy 36 (Economic Regeneration) sets out that regeneration of brownfield sites will be supported in the Principal Settlements, Market Towns and Local Service Centres where the proposed uses help to deliver the overall strategy for that settlement, as identified in Core Policy 1 (Settlement Strategy) and in any future community-led plans, including neighbourhood plans, and/or enhance the vitality and viability of the town centre by introducing a range of active uses that complement the existing town centre.

Draft Wiltshire Local Plan: The draft Wiltshire Local Plan Policy 65 continues to protect all employment land and applies development management criteria to establish if a site is no longer suited to current or future business needs and reuse of the site for alternative uses is the only means to deliver wider significant economic, environmental and social benefits to a settlement outweighing the loss of employment land.

Planning for Melksham (2023) identifies a potential future need for c8 hectares of employment land to 2038. It allocates 5 hectares and retains all existing Principal Employment Land including at Avonside, Upside and Bowerhill. Existing and emerging

policies, including in JMNP2, all seek to enable further employment development at the edge of the Bowerhill area to meet business growth needs.

Wiltshire Local Plan does not propose allocation of the Cooper Tires site.

JMNP2 Key Policies

- Policy 1: Sustainable Design and Construction
- Policy 3: Flood Risk and Natural Flood Management
- Policy 4: Ultra Low Emission Vehicle Charging
- Policy 6: Housing in Defined Settlements
- Policy 7.1: Land at Cooper Tires
- Policy 8: Infrastructure Phasing and Priorities
- Policy 9: Town Centre
- Policy 10: Employment Sites
- Policy 11: Sustainable Transport and Active Travel
- Policy 12: Green Infrastructure
- Policy 13: Biodiversity
- Policy 14: Open Spaces
- Policy 17: Trees and Hedgerows
- Policy 20: Locally Distinctive, High Quality Design
- Policy 21: Local Heritage

Justification

Regeneration of Brownfield Land: Cooper Tires is vacant brownfield land in a very sustainable location. Regeneration of the site can help deliver the objectives of JMNP2 and the adopted Wiltshire Development Plan.

The site is assessed as poor quality for renewed employment use and has significant constraints. Viability assessment undertaken by JMNP2 in relation to mixed use development concepts has demonstrated the need for residential development to enable viable delivery of renewed non-residential commercial, leisure, retail and other employment uses (see evidence base reports).

Conservation and Re-use of Heritage Assets: The site has been the focus of industry since the 18th Century and has been producing rubber and tyres since c1890. Avon Rubber and then Cooper Tires grew to become one of Melksham’s most important employers and a landmark for the town. Production at the plant decreased during the 21st century and fully ceased at the end of 2023.

Designated Heritage Assets (Wiltshire Core Strategy Conservation and Historic Environment Policy 58)

- Avon House (listed Grade II)
- Unicorn Public House (Grade II) adjacent

- Town Bridge (grade 2) adjacent

Proposed Non-Designated Heritage Assets (JMNP2 Policy 21)

- The former art deco canteen building
- Avonside chimney adjacent

Other potential features of heritage value worthy of retention.

- Buildings 94 and 95 – part of the Victorian corn mill complex;
- Rear of building 2, the only remaining part of the Victorian cloth mill complex;
- Victorian stone arch plinths relating to the corn mill
- Building 7 – a 1920s concrete-framed building
- Building 131 – 13 Beanacre Road, an Edwardian semi-detached house

It is unlikely that other buildings on the site would be considered non-designated heritage assets

Meeting Housing Requirements: Cooper Tires site allocation contributes positively towards meeting the JMNP2 housing requirement for Melksham in a highly sustainable location.

Site capacity assessment (AKU 2024) has advised the site is capable of enabling the delivery of c200 dwellings within the plan period. Up to c100 dwellings would be on land in Flood Zone 2, requiring mitigations identified in the site-specific flood risk assessment (WSP 2024).

Viability assessment has advised that affordable housing requirements should be reduced to 10% of the total housing delivered to support the viable delivery. This will secure c20 affordable homes, the allocation does not secure a further c30, in conformity with adopted Core Strategy thresholds. This is similar to the evidenced case study allocation at Innox Mills, Trowbridge.

On balance JMNP2 considers significant weight should be given to the priority of securing regeneration of the site to include mixed commercial uses with a range of town centre edge homes that will be likely to contribute to the vitality of the town centre.

Dialogue with Wiltshire Council in relation to allocation of land at the former library site for c50 extra-care homes has provided evidence that the site is highly likely to deliver a 100% affordable housing scheme. This can secure up to an additional c30 affordable units in a type of housing evidenced as in significant need.

Economy: The allocation seeks to maximise the viable regeneration of employment on the site with regard to JMNP2 Policy 10, Core Strategy Policy 35 and 36 and contributing to meeting employment land needs identified in the Wiltshire Employment Land Review.

Capacity analysis has assessed the potential for a range of new commercial and employment uses within the c8 hectares of Flood Zone 3 land of the main factory site. These uses are considered less vulnerable and compatible with this zone (NPPF Technical Guidance 2012

and Wiltshire SFRA). Account has also been given to re-use and protect the setting of Avon House (listed Grade 2) and the former canteen building. An allowance has also been made for flood mitigation measures. Further details can be read in the Cooper Tires conceptual development specifications note (AKU 2024).

The allocation seeks to optimise the balance between enabling renewed employment uses and housing to secure the most viable and deliverable mix of uses, whilst renewing and adding to the range of opportunities for employment space within Melksham in conformity with Wiltshire Core Policies 36 and 37, existing employment land and regeneration.

Flood Risk Areas:

- 2.16 hectares of the site is in Flood Zone 1
- 1.95 hectares of the site is within Flood Zone 2 and
- 8.8 hectares is within Flood Zone 3.

The allocation commits to at least 150 dwellings, and supports further dwellings coming forward by 2038 where this enables viable development.

Local Case Study: The draft Local Plan does not bring forward allocation proposals for the site, similar to that for Innox Mills in Trowbridge. Melksham’s community fully support JMNP2 promoting the site for mixed use regeneration. The town cannot wait for the five years of marketing required by WLP policy 65 to establish the site’s current obsolescence, before mixed use regeneration can be commenced.

The proposed mixed-use site allocation adopted a very similar approach to that already adopted by Wiltshire Local Plan in its allocation to enable the residential led regeneration of the Innox Mills site (Policy 55, Land at Innox Mills). This site is also constrained by Flood Zones 2 and 3, but is nonetheless proposed for housing development, where there is a plentiful supply of reasonably available land in zone 1, at Trowbridge.

As with the WLP Policy 55 approach to Innox Mills, the JMNP2 allocation requires the approval of a comprehensive master plan and delivery framework that should inform and direct potentially phased delivery of the site’s regeneration, that may extend beyond the lifetime of JMNP2.

To enable this, JMNP2 only commits the site to delivery of up to 150 dwellings by 2038, but provides support for up to 300 to support longer term deliverability. Early stages of residential development are evidenced to be deliverable at prudent densities of between 50-60 DPH within flood zone 1 and 2 parts of the site.

Sustainability Appraisal: Wiltshire Council conducted a Sustainability Assessment of all shortlisted strategic allocation sites to resolve the most sustainable locations for allocation. It used a range of sustainability criteria to generate an overall score. (See Reg19 Local Plan Site Sustainability Assessments). At Trowbridge, the case study Innox Mills site scored

highest, achieving a better overall score than other greenfield options due largely to its sustainable location and lower environmental impact.

A similar exercise was undertaken by JMNP2 to test the Cooper Tires site. Whilst it is not claimed to be part of Wiltshire Council’s process, its initial conclusions were similar to those for Innox Mills.

Technical Studies: JMNP2 Allocation at Cooper Tires is informed by a suite of due diligence studies by its owner, conceptual use and capacity studies undertaken by a qualified master planning consultant (AKU), working in coordination with viability experts. The allocation also has regard to appropriate planning of more vulnerable residential and less vulnerable non-residential land uses in relation to the existing areas of flood zone 1, 2 and 3 land.

The resulting allocation balances the support for development of up to 300 dwellings, initially and primarily on 4 hectares of flood zone 1 and 2 land. It also requires the delivery of new employment uses that are also appropriate on flood zone 3 parts of the site. Such regeneration will be likely to intensify and diversify economic activity within a remaining (c6-8) hectares of the site, providing opportunities for development of uses most sustainably suited to edge of town centre locations.

The site specific Flood Risk Assessment (WSP 2024) provides guidance to inform how potential residential development within zone 2 can be made safe, without impacting on other parts of the site or neighbouring land. It also addresses how future phases may address achieving some residential development outside of zone 1 and 2.

Conceptual Land-Use Budgets (AKU): Site capacity studies undertaken by Anthony Keown Associates in 2023/24 have assessed realistic land use capacities related to Flood Risk zones identified in the EA Flood Maps for Planning and Wiltshire SFRA and with regard to NPPG land use flood vulnerability categories. Land uses and amounts have also been informed by independent viability assessment (Bailey Venning 2023/24). See Evidence base documents.

Capacity Summary:

Allocation boundary - 12.88 ha.

Allocation / viability land use zones and capacities

- | | |
|---|-----------------|
| ● Conceptual zone for residential development (main) - | 3.90 ha. |
| ● Conceptual zone for residential development (secondary) - | 0.07 ha. |
| <u>Sub Total (more vulnerable use)</u> | <u>3.97 ha.</u> |
| ● Conceptual zone for commercial development - | 4.74 ha. |
| ● Conceptual zone around retained buildings - | 1.96 ha. |
| ● Conceptual zone for linear park (main) - | 1.58 ha. |
| ● Conceptual zone for linear park (secondary) - | 0.30 ha. |

- Conceptual zone for SuDS infrastructure - 0.31 ha.
- Water around Melksham Gate weir - 0.02 ha.
- Sub-total (less vulnerable/water compatible uses) 8.91 ha.

Total 12.88 ha.

Residential capacity

Density:@49 DPH

- Houses: 94
- Apartments: 101
- Total: 195

+retained heritage buildings allowance c15

Total = c210

Site Flood Risk Areas

Flood Zone 1: 2.16 hectares

Flood Zone 2: 1.94 hectares

Flood Zone 3: 8.78 hectares

Residential land/capacity in Flood Zone 1 and 2

FLOOD ZONE 1: 2.16 hectares - @49 DPH = c107 dwellings

FLOOD ZONE 2: 1.81 hectares - @49 DPH = c88 dwellings

Conclusion

To facilitate the viable phased delivery of the mixed-use regeneration of the Cooper Tires site, the initial development of Flood Zone 1 land will enable at least c110 dwellings. Further residential development within c1.9 hectares of the site within Flood Zone 2 can enable for the development of c90 dwellings.

An average density of c49DPH across the 3.97 hectares will be compatible with the integration of sustainable drainage, flood mitigation and safe escape route measures as outlined in the site-specific Flood Risk Assessment (WSP 2024) which was provided by the site owner as evidence.

If an average density of +70 DPH is applied, which has been assumed by Wiltshire Council for the local case study allocation at Innox Mills (and JMNP2 Stage 2 site assessment), this would produce a site capacity of c280 dwellings across Flood zones 1 and 2 or c140 within just zone 1 land. Whilst, together with the former library site, such a density on just Flood Zone 1 land would nearly meet housing requirements, JMNP2 does not consider such a high density will deliver a range of housing types and sizes to meet local needs.

Conclusion

Allocation of Cooper Tires site is well-supported justified and deliverable.

Evidence gathered has demonstrated that the proposed allocation of the site for mixed use development is in general conformity with national and strategic policies. It adopts a proactive and positive approach to the site's regeneration that is well-supported by the local community and is not addressed by the emerging strategic plan.

The challenges of making an effective and deliverable allocation of this site are addressed by proportionate and robust evidence gathered in a collaboration between JMNP2, site owners and Wiltshire Council.

A cautious allocation of at least 150 dwellings within a mixed use regeneration will support initial development within flood zone 1 and 2 and potential for further residential development to support viable regeneration.

Appendix

Cooper Tires Site

Employing Wiltshire Council Sustainability Assessment Methodology

Compression Assessment

This sustainability assessment framework employs the methodology and sustainable development objectives used by Wiltshire Council in its assessment of the relative sustainability of reasonable alternative potential strategic allocation sites.

This desktop assessment is illustrative. It is not intended to supersede site assessments undertaken as part of JMNP2 sites selection process. It is intended to illustrate that, as with the local case study site at Innox Mills, Trowbridge, the Cooper Tires site also demonstrates levels of sustainable development credentials that would be likely to place it as one of the most sustainable options for site allocations at Melksham, above greenfield alternatives. This includes land south of Western Way (Site 1025) and land at Snarlton Farm (SHELAA Site 3525) which was assessed by WC as part of WLP Site 1. Both were assessed as being one of the most sustainable greenfield strategic site options at Melksham.

SHELAA Site 1025 was not considered suitable for allocation by JMNP2 in the initial sites allocation assessments due to its value as a green gap between settlements. New circumstances remove the ability of JMNP2 Policy 19 (Green Gaps and Wedges) to protect this site from development. SHELAA Site 3525 was assessed by JMNP2 as being potentially suitable, but partially within Flood Zones 2 and 3 along the route of Clackers Brook. It is also significantly larger than is needed to address JMNP2 requirements.

This illustrative assessment was undertaken by Vaughan Thompson who is a chartered town planner (MRTPI) with knowledge of the Cooper Tires site, its context and the Wiltshire Local Plan assessment process.

Cooper Tires	WILTSHIRE LOCAL PLAN SUSTAINABILITY ASSESSMENT CRITERIA
SEA Topic	Response
SA objective 1 – Protect Biodiversity and geological	

features and avoid irreversible losses	
<p>1 Avoid potential adverse impacts of development on local biodiversity & geodiversity</p>	<p>The site is previously developed land with the River Avon bordering at its eastern edge.</p> <p>The River Avon is designated as a County Wildlife Site. It is lined by trees and vegetation being of likely importance to species.</p> <p>Development should avoid removal of trees. A buffer should be provided to this feature that is appropriate in width.</p> <p>Protection, maintenance, and enhancement should be provided for habitats, trees within and along the boundaries of the site</p> <p>A minimum of 10% net gain for biodiversity is required within individual sites (as per latest biodiversity metric) and the overall layout and design of this site should ensure that habitat creation provides connectivity to adjacent or nearby habitat areas.</p>
<p>2 Protect and enhance designated and non-designated sites, priority species and habitats and protected species?</p>	<p>Key features on this previously developed site include the River Avon bordering the site on its eastern boundary.</p> <p>The River Avon County Wildlife Site is likely to represent priority habitat while species utilising the tree and vegetation lined corridor may include bats and otter.</p> <p>Development of the site has the potential to increase recreational pressure upon identified protected species, habitats, and designated/non-designated biodiversity features in the local area and this must be assessed and mitigated accordingly. Given no protected sites lie within walking distance of the</p>

	proposed allocation, recreational pressure issues are reduced.
3 Ensure that all new developments protect Local Geological Sites from development?	There are no LGS within or in close proximity to this site.
4 Aid in the delivery of a network of multifunctional Green Infrastructure?	<ul style="list-style-type: none"> The development of the site should conserve and enhance green infrastructure and holds the potential to make suitable provision for buffers at recognised water course/green corridors.
Assessment outcome	Neutral 0
SA objective 2 - Ensure efficient and effective use of land and the use of suitably located previously developed land and buildings Decision-Aiding Questions. Will the development site...	
1. Ensure development maximises the efficient use of land?	<p>It is considered that development of this brown-field site could deliver appropriate densities in line with local planning policy and Melksham Design Guidance (2023).</p> <p>Its central location in close proximity to public transport links, your town centre and local shopping and services, King George V Park and on-site employment create opportunity for lower levels of on-site car parking.</p>
2 Maximise the reuse of Previously Developed Land?	This 12.88 hectare site consists entirely of brownfield land. Developing this site could maximise the reuse of this land.
3 Encourage remediation of contaminated land	<p>This site consists of former industrial land used for the manufacture of rubber. There is contamination on site.</p> <p>A detailed assessment of the site and a remediation and mitigation strategy would be</p>

	required prior to any development coming forward.
4 Result in the permanent loss of the Best and Most Versatile Agricultural land (Grades 1, 2, 3a)?	No
5 Lead to the sterilisation of viable mineral resources?	No
6 Support the provision of sustainable waste management facilities to help reduce the amount of waste generated	There are no known reasons why sustainable waste management facilities and integrated recycling infrastructure could not be incorporated successfully into the design and layout of this site.
Assessment outcome	Moderate (significant) positive effect 2
SA objective 3 - Use and manage water resources in a sustainable manner Decision-Aiding Questions. Will the development site...	
1 Protect surface, ground and drinking water quantity/quality	This site is not covered by a Source Protection Zone, Drinking Water Protected Area, or Drinking Water Safeguard Zone. Development of this site will need to make suitable provision to protect and, where appropriate, improve local surface and groundwater quality – this includes ensuring that enough buffer zones are located adjacent to the River Avon to ensure runoff does not enter. Consideration should be given to

	Sustainable Drainage Systems to control the risk of surface water flooding from impermeable surfaces.
2 Adequate water supply, foul drainage, sewage treatment facilities and surface water drainage are available	<p>This site falls within the catchment area supplied by Wessex Water.</p> <p>Water supply demands may increase from development occupants. It is likely that moderate off-site infrastructure reinforcement would be required.</p> <p>The area covered by Wessex Water has been classed by the Environment Agency as ‘seriously water stressed’. Steps will need to be taken to ensure the efficient use of water through the development and occupation of the site.</p> <p>With regard to foul water network capacity, it is likely that moderate off-site infrastructure reinforcement would be required.</p> <p>Replacing industrial water infrastructure may affect site viability.</p>
Assessment outcome (on balance):	Moderate (significant) adverse effect. -2
SA objective 4 - Improve air quality and reduce all sources of environmental pollution Decision-Aiding Questions. Will the development site	
1 Minimise and, where possible, improve on unacceptable levels of noise, light pollution, odour, and vibration	<p>The site is centrally located close to the A350 and industrial uses at Avonside where noise impacts may arise.</p> <p>A noise impact assessment would be required.</p>
Reduce impacts on and work towards	Melksham does not have an Air Quality Management Area (AQMA). However, new development would feed into

<p>improving and locating sensitive development away from areas likely to experience poorer air quality due to high levels of traffic and poor air dispersal</p>	<p>existing networks of roads that go through the AQMAs of Devizes and Bradford on Avon, potentially further contributing to the elevation of emissions in Melksham and in these AQMAs.</p> <p>Steps would need to be taken to mitigate the impact of new development. If the site is allocated, CIL/S106 contributions would be required to enable the council to put in place funding to enable actions to be taken to reduce emissions. Impacts on local air quality are most likely to arise from an increase in vehicle usage on existing roads and from any new highway infrastructure needed to serve the development. However, this is a centrally located site close to many of the town centre’s amenities, so the adverse effects may be less severe than greenfield sites on the periphery due to walkability to services and facilities. This site on its own is unlikely to have significant adverse effects on air quality. However, potential cumulative effects of a number of different allocations would need to be considered in terms of the context of the town and location of services for any allocations.</p> <p>A proportionate Air Quality Assessment for this site would be required.</p>
<p>2 Lie within a consultation risk zone for a major hazard site or hazardous installation</p>	<p>No</p>
<p>Assessment outcome</p>	<p>Minor adverse effect. -1</p>
<p>SA objective 5 - Minimise our impacts on climate change (mitigation) and</p>	<p></p>

<p>reduce our vulnerability to future climate change effects (adaptation) Decision-Aiding Questions.</p>	
<p>1 Maximise the creation and utilisation of renewable energy opportunities, including low carbon community infrastructure such as district heating</p>	<p>Emissions from new uses should be compared with those from the former industrial processes. It is considered that fewer emissions would be produced during the construction and occupation of the site. Mitigation measures can still be applied within this objective and across the whole framework to reduce emissions. Some examples include building energy efficient buildings, generating on site renewable energy and delivering sustainable transport in line with JMNP policies 1 and 2.</p> <p>It would be possible for a development of this scale to include renewable energy generation; however, this would mainly be within buildings rather than areas of open space.</p> <p>There is no existing district heating network for this site to link into.</p> <p>To help to increase the use and supply of renewable and low carbon energy and heat from this site, there will need to be a positive strategy for energy from these sources from developers, that maximises the potential for suitable development, considers identifying suitable areas for renewable and low carbon energy sources and identifies opportunities for development to draw its energy supply from decentralised, renewable or low carbon energy supply systems and for co-locating potential heat customers and suppliers.</p>
<p>2 Be located within</p>	<p>c80% of the site is within flood zones 2 and 3.</p>

<p>Flood Zones 2 or 3? If so, are there alternative sites in the area within Flood Zone 1 that can be allocated in preference to developing land in Flood Zones 2 or 3?</p>	<p>The site is within an existing employment use, protected by Core Strategy Policy 35 and JMNP Policy 7.1.</p> <p>It is not considered possible for replacement employment development to be located on other sites within Flood Zone 1.</p> <p>Site analysis and an Initial Site Flood Risk Assessment has identified potential for medium risk employment and protected residential development on flood flood zone 2 land with mitigation and management measures.</p> <p>Due to being too high risk, subject to the exception test.</p> <p>Flood zone 3 land should include water compatible and low vulnerability uses. A buffer zone should be left adjacent to the River Avon with significant biodiversity enhancement and Green Infrastructure. This would result in the loss of developable land.</p> <p>Consideration should be given to sequentially planning the development of the site to ensure that the risk of flooding is alleviated.</p>
<p>3 Minimise vulnerability to surface water flooding and other sources of flooding, without increasing flood risk elsewhere</p>	<p>There is moderate to significant flood risk to the majority of the site associated with both fluvial flooding, which may be exacerbated by climate change.</p> <p>It is thought to be unlikely that development could avoid these areas and could worsen the flood risk elsewhere if surface water isn't managed sustainably.</p> <p>A detailed Flood Risk Assessment and Surface Water Drainage Strategy would be required to</p>

	identify and mitigate flood risk and to ensure flood risk isn't worsened elsewhere.
4 Promote and deliver resilient development that is capable of adapting to the predicted effects of climate change, including increasing temperatures and rainfall, through design e.g. rainwater harvesting, Sustainable Drainage Systems, permeable paving etc?	<p>Plans for developing this site should take a proactive approach to mitigating and adapting to climate change, considering the long-term implications for flood risk, water supply, biodiversity and landscapes, and the risk of overheating from rising temperatures. It is considered that any future development of this site would need to incorporate appropriate measures to adapt to the predicted future impacts of climate change. The location, layout and design of any new development should be planned through a site framework master plan, to avoid increased vulnerability to the range of impacts predicted to arise from climate change, including flood risk, water supply and changes to biodiversity and landscape.</p> <p>This site is located less than 200m from the town centre, open spaces, station and local supermarkets, which could enable active travel to the town centre and ease of access to public transport.</p> <p>Development would need to include adaptation measures such as designing to prevent overheating, heat resistant landscaping, more resilient foundations, drought resistant planting and for generally more resilient buildings and spaces (general design and robust materials). Enough land would need to be set aside for robust surface water management, to include comprehensive surface water drainage measures (including SuDS).</p>
Assessment outcome	Moderate (significant) adverse effect -2
SA objective 6 - Increase the proportion of energy generated by renewable and low	

carbon sources of energy.	
<p>1 Support the development of renewable and low carbon sources of energy?</p>	<p>As this is an urban regeneration site, there may be less open space available for opportunities to support energy generation from renewable and low carbon sources. There may still be opportunities for renewable energy generation on a smaller scale, for example, solar panels on roofs. To help to increase the use and supply of renewable and low carbon energy and heat from this site, there will need to be a positive strategy for energy from these sources from developers, that:</p> <ul style="list-style-type: none"> • maximises the potential for suitable development. • considers identifying suitable areas and options for renewable and low carbon energy sources; and • identifies opportunities for development to draw its energy supply from decentralised, renewable or low carbon energy supply systems and for co-locating potential heat customers and suppliers.
<p>2 Be capable of connecting to the local Grid without the need for further investment</p>	<p>The electricity infrastructure is constrained across much of Wiltshire. The Grid Supply Points in Wiltshire, located in Minety and Melksham are both constrained. The Bulk Supply Points across Wiltshire are also constrained.</p> <p>Due to the uptake of low carbon technology, and the move towards net zero, the Climate Change Committee have estimated that energy demand could almost treble by 2050. This increased pressure on the system is something SSEN, as Distribution Systems Operator, is working on in order to manage new system capacity. Solutions may include flexible connections, renewable energy, and further investment to reinforce the current infrastructure. Early engagement with SSEN</p>

	may be required to discuss connections issues and new solutions may be required.
3 Create economic and employment opportunities in sustainable green technologies?	There may be parts of the site that could be suitable for renewable and low carbon energy sources and supporting infrastructure including the River and weir. However, it is likely that most of the site will be used for development to improve viability. With less renewable energy generation on site there are fewer possibilities for development to draw its energy supply from decentralised, renewable or low carbon energy supply systems onsite and for co-locating potential heat customers and suppliers.
4 Deliver high-quality development that maximises the use of sustainable construction materials?	Development of this site would be able to deliver a high-quality development that makes maximum use of re-purposed fabric and sustainable construction materials throughout the development.
5 Deliver energy efficient development that exceeds the minimum requirements set by Building Regulations?	New development should also consider incorporating EV charging points into site design and also into individual dwelling design, where possible. However, this will need to be factored into the increased demand the site will have on the existing infrastructure.
Assessment outcome (on balance):	Minor positive effect +1
SA objective 7 - Protect, maintain and enhance the historic environment.	
1. Conserve and enhance World Heritage Sites, Scheduled Monuments, Listed Buildings, the	Development at this site would have an impact on the Grade II Listed Avon House and non designated heritage asset, former canteen building. There would be a requirement to include uses for Listed Buildings and heritage assets and to respect their setting and

<p>character and appearance of Conservation Areas, Historic Parks & Gardens, sites of archaeological interest and, where appropriate, undesignated heritage assets and their settings?</p>	<p>settlement pattern, character and appearance of the town. There is a potential for enhancement.</p> <p>Brownfield site has been subject to development, archaeological remains may survive but are also likely to have been disturbed.</p> <p>Further investigation is likely needed during a planning application process to identify the presence and significance of as yet unknown archaeological remains across the site.</p> <p>Mitigation strategy could include preservation by record where relevant.</p> <p>The site is located within an industrial and extractive landscape and within a built-up area therefore there is no historic landscape sensitivity. No mitigation strategy is identified at this stage. The potential for significant adverse historic landscape effects is low.</p>
<p>2. Maintain and enhance the character and distinctiveness of settlements through high quality and appropriate design, taking into account, where necessary, the management objectives of Conservation Areas?</p>	<p>In accordance with national policy/local policy, the development of the site for housing and employment uses could maintain and enhances the distinctiveness of settlements through high quality design. No details of any potential future development scheme or design and layout are currently known. Development of the site would have the potential to appropriately protect and enhance designated and non-designated heritage assets according to their significance. The site is not adjacent to a conservation area but is adjacent to listed buildings. It is considered that development has the potential for appropriate mitigation measures to safeguard the historic environment of the site and its immediate surroundings.</p>
<p>Assessment outcome (on balance):</p>	<p>Minor adverse effect -1</p>

<p>SA objective 8 - Conserve and enhance the character and quality of rural and urban landscapes, maintaining and strengthening local distinctiveness and sense of place.</p>	
<p>1 Minimise impact on and, where appropriate, conserve and enhance nationally designated landscapes e.g. National Parks and AONBs and their settings?</p>	<p>Significant impacts on nationally designated landscapes from development are not anticipated.</p>
<p>2 Minimise impact on, and enhance, locally valued landscapes through high quality, inclusive design of buildings and the public realm?</p>	<p>The site is located to the immediate north-west of Melksham town centre and within c500m of the railway station.</p> <p>The site comprises a substantial area of hardstanding. The heritage assessment (Install 2023) has identified a small number of historic former factory buildings and features remaining on the the site, particularly grouped adjacent to the listed building.</p> <p>Mature trees line the bank of the River Avon linking into the countryside.</p> <p>Within the site there are mature trees within the Bath Road frontage car parking and at the south-western corner of the site.</p> <p>This is an undesignated urban landscape that is in generally poorer condition but has significant landscape value because of its contribution to the riverside or its landmark status within the factory environment.</p>

	<p>The former factory buildings and mature trees within the site and along the river corridor contribute to a local sense of place and local value</p> <p>Overall, the site is of generally low landscape sensitivity to development and generally high capacity to accommodate development.</p> <p>Potential for significant adverse effects include the following:</p> <ul style="list-style-type: none"> • Potential for new built form to be conspicuous and break the existing roofline in views from within the conservation area. • Potential for new built form to erode the industrial character of the townscape and be out of keeping, particularly considering the distinctive former factory buildings. • Potential loss of riverside tree boundaries and landmark trees that would alter the sense of place and remove vegetation links through the urban area. <p>Scope for mitigation include the following:</p> <ul style="list-style-type: none"> • Limit development heights in order to keep development within the existing roofline levels of the surrounding townscape. • Avoid development that is uncharacteristic of the industrial scale, pattern and vernacular. • Retain and manage trees as part of a mature landscape framework.
<p>3 Protect and enhance rights of way, public open space and common land?</p>	<p>There is no public open space or common land within this site. There are opportunities to increase connectivity to surrounding destinations, including the town centre and train station.</p>
<p>Assessment outcome (on balance):</p>	<p>Major (significant) positive effect +3</p>

<p>SA objective 9 - Provide everyone with the opportunity to live in good quality, affordable housing, and ensure an appropriate mix of dwelling sizes, types and tenures</p> <p>Decision-Aiding Questions. Will the development site...</p>	
<p>1 Provide an appropriate supply of affordable housing?</p>	<p>House building rates have been lower than what was anticipated by the WCS although there have been reasonable levels of affordable housing delivery. Notwithstanding any mitigation that may be required which results in a reduced developable area, the development range for this site means that it has potential to deliver a small number of affordable homes.</p>
<p>2 Support the provision of a range of house types and sizes to meet the needs of all sectors of the community?</p>	<p>Should this 12.88 hectare site be developed for residential and mixed uses, notwithstanding any mitigation that may be required which results in a reduced developable area, it has the potential to provide for a range of housing types and tenures addressing local needs, with potential to deliver a range of high-quality, sustainable homes.</p>
<p>Assessment outcome (on balance):</p>	<p>Minor positive effect. +1</p>
<p>SA objective 10 - Reduce poverty and deprivation and promote more inclusive communities with better services and facilities</p>	

<p>1 Maximise opportunities for affordable homes and job creation within the most deprived areas?</p>	<p>Melksham is subject to areas of deprivation, therefore while directing development towards this location could have some benefits, it is unlikely that the site would result in maximising opportunities to direct affordable homes and jobs towards the most deprived areas.</p> <p>The site could deliver c300 homes and could lead to new affordable house types and tenures.</p> <p>There would be benefits for the Melksham area through housing provision, short-term construction jobs and a larger workforce for local businesses.</p>
<p>2 Be accessible to educational, health, amenity greenspace, community and town centre facilities which are able to cope with the additional demand?</p>	<p>The site adjoins Melksham town centre and benefits from access to services, facilities and public transport connections in the area. The River Avon presents an opportunity for onsite amenity greenspace.</p> <p>Housing development at this site would be expected to provide proportionate support for education.</p> <p>Early years places could be supported through the expansion of existing local provision, primary places could be provided through the expansion existing schools or through the creation of additional places at the new school on Ashton Park. Financial contributions would be required to supply new secondary school places off-site.</p> <p>To increase capacity in existing or new facilities financial contributions would be required.</p> <p>There is a possibility that the residential development of the site will adversely affect the delivery of health services. Financial contributions are to be sought through development to ensure new residents</p>

	have access to healthcare facilities, resulting in negative impacts on health provision.
3 Promote/create public spaces and community facilities that support public health, civic, cultural, recreational and community functions?	The site is bounded by the existing community on Scotland Road, the A350 and "The City", along Bath Road. Any new facilities, homes and sustainable transport connections in this area would serve Melksham predominately. The site would make no contribution to the reduction of rural social isolation.
Assessment outcome (on balance):	Moderate (significant) positive effect +2
SA objective 11 - Reduce the need to travel and promote more sustainable transport choices.	
1 Promote mixed-use developments, in accessible locations, that reduce the need to travel and reduce reliance on the private car	<p>The site is located in a highly sustainable location, with all necessary infrastructure and service demands within the preferred maximum walking distance.</p> <p>However, traffic congestion on A350 and in the town centre is an existing issue (prior to delivery of proposed Melksham by-pass). The capability of local infrastructure to accommodate additional all mode movements should be addressed directly by any scheme brought forward.</p> <p>In conformity with Development Plan policy, development should optimise the number of diverse jobs within the employment element of the scheme, but potentially within a mixed use master planned approach that includes residential development where appropriate.</p> <p>The second aim of the development should seek to maximise connectivity with the town centre and other employment centres in a sustainable way and thereafter accommodate any local highway capacity concerns by mode.</p>

	<p>Local Constraints</p> <p>Local pedestrian and cycling connections to the site are fair, but there is capacity within the highway network and the sites for their significant improvement connected to enhancements prioritised for the town centre.</p> <p>Whilst Cooper Tires has previously generated significant employee and servicing movements, the mix of employment, commercial and residential units can present conflicts. The planning of employment units needs to be directly considered against the potential servicing implications and impacts upon adjacent existing and any planned new residential development. Such consideration will include direct servicing provision, impact upon commercial and residential parking, the design of streets and the potential need to apply Traffic Regulation Orders to control local on-street parking within the development.</p>
<p>2 Provide suitable access and not significantly exacerbate issues of local transport capacity?</p>	<p>Development can provide access points to Bath Road and Scotland Road. The quantum and mix will be supported by a transport assessment.</p>
<p>3. Make efficient use of existing transport infrastructure and promote investment in sustainable transport options, including Active Travel?</p>	<p>The site is well-connected to existing highway, public and pedestrian transport infrastructure within easy and level (5 mins) walk of all parts of the site. It provides a strong incentive to minimise the use of cars for local trips to the town centre and convenience shopping and for leisure.</p>
<p>Assessment outcome (on balance):</p>	<p>Minor positive effect 1</p>
<p>SA objective 12 - Encourage a vibrant and diversified</p>	

<p>economy and provide for long-term sustainable economic growth.</p>	
<p>Support the vitality and viability of town centres (proximity to town centres, built up areas, station hub)?</p>	<p>The 12.88 hectare site adjoins the town centre and is within 400m of Melksham Station. The site is within a built-up area and is in close proximity to Avonside Enterprise Park Principal Employment Area. The site would therefore be able to make an excellent contribution towards supporting the regeneration of the town centre, town centre vitality and associated facilities.</p>
<p>Provide a variety of employment land to meet all needs, including those for higher skilled employment uses that are (or can be made) easily accessible by sustainable transport including active travel?</p>	<p>The 12.88 hectare site is now un-used in the built-up area of Melksham. Through regeneration it would be likely to support an element of mixed-use development, Including regenerated employment to meet local and regional needs and demands to compliment Melksham’s employment land offer at Bowerhill and through allocation of 5 hectares of employment land east of Melksham. Access to the railway line and A350 suggests this site may be attractive for higher skilled employment and could help to provide different types of employment land to meet a range of needs.</p>
<p>3. Contribute to the provision of infrastructure that will help to promote economic growth, including opportunities to maximise the generation and use of renewable energy and low-carbon sources of energy?</p>	<p>The site benefits from excellent access to the train line and existing transport network. Master plan led development including new linking routes could help improve connectivity around the site and to the train station. New employment and other uses at this site could support the viability of enhanced rail services or increased frequencies. To help to increase the use and supply of renewable and low carbon energy and heat from this site, there will need to be a positive strategy for energy from these sources that maximises the potential for suitable</p>

	development, considers identifying suitable areas for renewable and low carbon energy sources and identifies opportunities for development to draw its energy supply from decentralised, renewable or low carbon energy supply systems and for co-locating potential heat customers and suppliers.
4 Promote a balance between residential and employment development to help reduce travel to work distances?	The existing site is wholly within employment use, but is not a Principal Employment site, close to existing commercial uses, the town centre and public spaces. A residential, employment or mixed-use development at this site could be complementary to Melksham town centre, significantly reducing the need to travel for employees and residents of the site.
Assessment outcome (on balance):	Major (significant) positive effect. +3
Assessment Total	

MEL 01 and TC4. Former Library and Lowbourne House

The Site

The 0.65 hectare promoted site is owned by Wiltshire Council. It is promoted for the development of c50 affordable extra-care dwellings for qualifying older people. The library and car park were declared surplus to requirements by Wiltshire Council. The site is being actively progressed by Wiltshire Council which intends to manage the accommodation. It has declared all public uses on the site surplus to requirements.

The site includes;

- The former Melksham Library formerly a community facility protected by Core Strategy Policy 49 and JMNP1 Policy 15.
- Lowbourne House, a mid 20th century former office (in short term class E use). Employment uses are protected by Core policy 35 and JMNP1 Policy 10.
- A neighbouring vacant take-away restaurant (class E), protected by JMNP1 Policy 9 (Town Centre).
- A 66 space public car park that predominantly served the library.
- The site is within Melksham Town Centre, Melksham Conservation Area and contains protected trees.

Availability

Wiltshire Council is owner of the whole proposed allocation site.

It has promoted the site specifically for the development of 100% affordable extra care housing to be managed by the authority. Ongoing dialogue (3 May 2024) confirms the site is still available for allocation and plans for its development are being progressed.

Site Assessment

Stage 1 and 2 site assessment of the site found the site to be potentially suitable but identified constraints and policy challenges.

'The site is previously developed land located in the town centre of Melksham, well located for key services.

The site includes a former library, Lowbourne House, which is currently in employment use and associated surface car parking. A new library is provided as part of the Melksham Community Campus located in Melksham Town Centre. The loss of community facilities and potential loss of employment space should be justified in relation to the range of criteria set out in Core Policy 35 and 59 of the adopted Wiltshire Core

Strategy and Policy 15 of the Joint Melksham Neighbourhood Plan. Core Policy 36 of the adopted Wiltshire Core Strategy supports the regeneration of brownfield sites in Melksham

where the proposed uses help deliver the overall strategy for that settlement and/or enhance the vitality and viability of the town centre by introducing a range of active uses that complement the existing town centre.

The site has limited environmental constraints and has existing access to support the proposed development. The site includes a Sycamore tree protected under the Tree Preservation Order which should be retained.

The site is located within the Conservation Area and in close proximity to a significant number of designated heritage assets. Further heritage assessment would be required to understand the potential impacts of development and identify appropriate mitigation. The redevelopment of brownfield sites in the Town Centre is generally supported by Policy 9 Town Centre of the Joint Melksham Neighbourhood Plan and Core Policy 36 of the adopted Wiltshire Core Strategy.

The site is promoted by the landowner and available for development, however, its development timeframe may be impacted by the lease at Lowbourne House.” No significant issues were raised.

Stage 3-5 Assessment

Stage 3 dialogue with Wiltshire Council (and responses to Reg 14(A) consultation did not object to its proposed allocation.

Stage 4 consideration by Steering Group had regard to further technical evidence provided by the site promoter, capacity, land-use. Wiltshire Council provided initial sketch capacity assessments that give early indication that the site is capable of accommodating c50 extra-care apartments, aligning with baseline capacity estimates by the Stage 2 assessment.

Stage 5 dialogue with the landowner’s agent re-confirmed the site’s availability, updated on its future sale and informally agreed a reasonable and deliverable ambient density of c50-60DPH upon which to calculate residential capacity. Wiltshire Council, confirmed in an email dated 2 May 2024, that it was assembling its team to progress a scheme design.

Key JMNP2 Objectives

- Supporting sustainable development of new housing and associated facilities within settlements, and adjacent to settlements.
- Protecting and enhancing the vitality of Melksham town centre.
- Promoting opportunities for people to lead healthier lifestyles with a greater sense of well-being.
- Ensuring that new development is sympathetic to our built heritage and the character of the area, with high standards of design.
- Encouraging cycling and walking and journeys by rail and bus to reduce the need to travel by car.

- Planning for new development that addresses the impact of climate change.

Policy Context

NPPF

Brownfield Land; As above

NPPF Paragraph 66 (b) directs planning policies to provide housing to meet community needs including “specialist accommodation for a group of people with specific needs (such as purpose-built accommodation for the elderly.)

It is recognised that such housing should be provided in the most sustainable locations to maximise the quality of life for older residents and minimise the need for car journeys by residents and staff.

Wiltshire Core Strategy

Wiltshire Core Policy 49 seeks to protect existing community facilities and community facilities uses on a site. Melksham has a new Community Campus facility which provides enhanced and increased library, sports, swimming and civic facilities with a high quality public car park close to the town centre and in close proximity to the Assembly Hall and Town Hall. This provides a much enhanced and highly accessible multi-functional consolidation of community facilities for the town.

The associated public car park is protected by Core Strategy Policy 64. Its use has been assessed by a 2024 Melksham Town Centre Car Parking Study (AECOM) It has a very low level of use, set within the context of an overall surplus of car parking within the town centre. Its loss will not lead to a shortage of public parking.

Lowbourne House occupies part of the rear of the site. The employment uses it hosts will be lost with redevelopment of the site, contrary to JMNP policy. However, this should be balanced with long-term employment that will be generated by the proposed extra-care facility. JMNP2 is also proposing the enabling of regenerated employment floorspace at the Cooper Tires site alongside Wiltshire Council’s ongoing protection of Avonside Enterprise Park as a Principal Employment Site.

The former restaurant use is vacant. It is located at the periphery of the town centre and outside of the Primary Shopping Area. NPPF Para 90(f) recognises “that residential development often plays an important role in ensuring the vitality of centres and encourage residential development on appropriate sites.”

JMNP2

JMNP1 Policy 6 supports residential development that meets the needs of an increasing population of older and disabled people and proposals for age restricted housing, extra-care

communities and nursing homes ... only in the most sustainable locations, closely linked to local services and public transport.

Whilst recognising that loss of community, employment and car parking on the site conflicts with other adopted Development Plan policies, evidence identifies that the greater benefits in enabling the development that meets specific identified need for increased specialist residential accommodation on this highly sustainable and accessible site. In addition, alternative and improved community facilities are already provided, car parking is recorded as not being an efficient use of the site and alternative space for employment is available and promoted within and adjacent to the town centre.

Key Policies

Sustainable Design and Construction

Policy 2: Local Renewable and Low Carbon Energy

Policy 3: Flood Risk and Natural Flood Management

Policy 4: Ultra Low Emission Vehicle Charging

Housing and infrastructure needs

Policy 5: Pre-application Community Engagement

Policy 6: Housing in Defined Settlements

Policy 7.1: Land at Cooper Tires

Policy 7.2: Land at the Former Melksham Library Site

Policy 7.3: Land at Whitley Farm, Whitley

Policy 7.4: Land at Middle Farm Plot A

Policy 7.5: Land at Middle Farm Plot B

Policy 8: Infrastructure Phasing and Priorities

Policy 9: Town Centre

Policy 10: Employment Sites

Policy 11: Sustainable Transport and Active Travel

Policy 12: Green Infrastructure

Policy 13: Biodiversity

Policy 14: Open Spaces

Policy 15: Community Facilities

Policy 16: Local Green Spaces

Policy 17: Trees and Hedgerows

Policy 18: Landscape Character

Policy 19: Green Wedges

Policy 20: Locally Distinctive, High Quality Design

Policy 21: Local Heritage

Justification

Meeting Specialist Local Housing Needs in the Most Sustainable Location

JMNP2 Housing Needs Assessment (2022) found the existing stock of specialist older persons housing in Melksham & Melksham Without consists entirely of retirement housing, with no provision for extra-care. The proportion of those aged 75+ in the local population is projected to rise from 8.6% to 14.5% by the end of the plan period, an increase of 1768 people in the JMNP2 area. It estimates a future need in Melksham & Melksham Without for a range of 444 to 616 specialist accommodation units during the Plan period.

Sustainable Development of Brownfield Land

See Cooper Tires above.

The site combines vacated buildings and underused parking and office facilities. Issues of loss of community facilities are addressed below.

Stage 2 assessment acknowledges the site is extremely sustainably located in its relationship to town centre retail, service, leisure and public transport facilities.

Protecting or Enhancing the Conservation Area

The existing vacant buildings do not contribute positively to the character of the conservation area or adjacent heritage assets. Regeneration of the site to an appropriate scale and design can enhance the character and setting for heritage assets.

Capacity studies indicate c50 dwellings may be capable of providing this.

Evidence

Capacity

The allocation for 50 extra-care dwellings is based upon capacity and scheme concepts provided by Wiltshire Council that illustrate that such capacity can be achieved within a three storey development. This scale of development is compatible with the ambient scale of this part of the Conservation area. The layout indicates that protected trees will not be

impacted. However, final capacity will be resolved through assessment of detailed design, which is enabled through flexibility within the allocation.

Effectiveness and Deliverability

Site Capacity

Stage 2 Site assessment estimated the site to have a capacity for c 45 dwellings, at c70 DPH. Wiltshire Council is actively progressing the promoted development and provided early concepts and information to demonstrate its deliverable capacity for c50 extra-care dwellings and intended programme.

Viability

The draft allocation has been subject to an initial viability check (Bailey Venning 2024). Whilst Wiltshire Council is proposing to deliver a 100% affordable housing scheme, viability assessment of the allocation suggests that a more flexible approach will secure long term viability of the extra-care development. This is reflected in the allocation and does not prejudice Wiltshire Council's intention

Flood Risk

The site is not within Flood Risk Zone 2 or 3. However there is a risk of flooding of Lowbourne adjacent to Clackers Brook. This will not affect the site delivery. However, alternative emergency exit may be achieved via Union Street Car Park, which is owned by Wiltshire Council.

Conclusion

Evidence has demonstrated that this brownfield site no longer serves its former purposes and is assembled by a single public sector land owner to provide specialist housing that is forecast to be in greater need in a highly sustainable location, which is compatible with Melksham town centre. The loss of community facilities is more than addressed by the new campus facility. There is an oversupply of car parking and lost employment space is being replaced by new employment within the site and through the allocation of housing.

The site is shown to be capable of accommodating c50 extra-care dwellings in a form of development that is likely to be compatible with its conservation area setting.

Wiltshire Council, the site owner and intended development manager, is actively progressing the scheme establishing its likely deliverability.

Land South of Western Way (Site 1025)

The Site

The 12.2 hectare greenfield site is located south of Western Way, east of the A350 and west of new residential development and proposed primary school at Pathfinder Way, and is available for allocation. Outline planning consent for 210 dwellings and a 70 bed care home was granted on appeal in November 2023. Wiltshire Council area also in the early planning stages for a strategic central depot on the former golf course land and temporary highway depot to the south of the site.

The outline consent reserves all matters other than the use and access, although layout, height, landscape and access plans are included within approached plans. The consent establishes the principle of housing development on the site (within the conditions of the permission) and is a significant change in circumstances which JMNP2 should have regard to.

Assessment of the site was not identified as suitable, JMNP2 has taken a positive and flexible approach by promoting its allocation, recognising the likelihood of its future development, but seeking to inform the detailed planning process. Allocation also provides a greater level of confidence that JMNP2 can meet housing requirements, thus reducing pressure on Cooper Tires regeneration and removing the quantitative need to consider other greenfield less favourable sites.

New Circumstance- Outline Planning Consent

Matters Fixed

- Site Location Plan
- Access strategy
- Access parameters plan
- Land use parameters plan
- Scale parameters plan
- Density parameters
- Landscape parameters plan

21 Conditions

The scheme is also to provide a new footway and Toucan crossing of Western Way.

Detailed Reserved Matters for Future Application

- Scale of development
- Layout of development
- External Appearance
- Landscape
- Details of access roads and footpaths

All reserved matters must be submitted for approval within three years of November 2023 and development completed within two years of the final detailed approval.

Availability

The site was promoted for allocation through the Local Plan SHeLAA and then JMNP2 Call for Sites. Engagement with site promoters in April 2024, re-confirmed the availability of the site for allocation, subject to alignment with outline consent parameters.

Site Assessment

Stage 1 Assessment

The site is greenfield located between Melksham and Bowerhill. It is adjacent to residential development at Site 267 and 266 currently under construction. Development of the site would erode the last remaining buffer between Melksham and Bowerhill, and significantly increase the risk of coalescence of Berryfield and Bowerhill, contrary to Policy 16 of the Joint Melksham Neighbourhood Plan. The site falls under the recommended Green Wedge between Berryfield, Bowerhill and Melksham (Location 7) of the JMNP Green Gap and Green Wedge Assessment 2023.

Other key constraints identified relate to the potential loss of the Best and Most Versatile Agricultural Land. The site is adjacent to an employment area to the south which may have implications in relation to access, noise, odour and air pollution.

The site was considered Not Suitable and did not progress to further assessment.

NB Assessment was undertaken prior to appeal decision, granting outline consent for development of the site for 210 dwellings and 70 bed care home. “

Draft Local Plan Sites Assessment.

Due to the stage 1 assessment outcome and proposed designation of the site within a Green Wedge, JMNP2 sites assessment process did not consider it further. However, due to the appeal decision, it will not be possible for JMNP2 to make this designation. The primary reason for the Stage 1 site assessment outcome has been superseded by these new circumstances.

Site Number and SHELAA ref(s): Site 9 (SHELAA site 1025)

Site name: Land south of Western Way

Site size: 10.22ha Site capacity: approximate range 255 - 358 dwellings

Site description: A small site located to the south of Melksham. The site is greenfield and in agricultural use. The site boundaries extend north to Western Way, east to land with an approved planning application 16/01123/OUT for 235 dwellings, south to Bowerhill

Industrial Estate and west to a narrow strip of land adjacent to the A350. Footpath MELW42 runs along part of the western site boundary.

The Wiltshire Council Sustainability Appraisal process conducted on all reasonable alternative sites found Site 1025 / Site 9 Land South of Western Way, to be the most sustainable alternative site relative to others tested. However, it was not progressed to allocation by WLP due to the lodged planning application.

Whilst JMNP2 sites assessment of the site has not been reviewed, it can be seen that the parallel strategic site assessment process undertaken by Wiltshire Council found the site suitable.

Objective

Response to New Circumstances

The consent removes the ability of JMNP2 to designate the land as a protected green wedge. It establishes the principle and amount of residential development and associated contributions and parameters. Development is not within any strategy for housing growth at Melksham (WLP did not allocate it due to planning application),

Development is required to be delivered within the JMNP2 period by conditions of the consent. It is likely to take three years to complete (ref to engagement with owner's agent).

Matters of detail remain to be resolved including the detailed layout. This includes the precise types and mix of housing.

Allocation plans positively and recognises the principle established by the consent for development. It seeks to regularise and take account of its housing delivery numbers up to 2038 as contribution to meeting local housing requirements set by Wiltshire Council.

Reinforcing Development Parameters

Appeal decision PL/2022/08504 consented development with 21 planning conditions that should govern the content, form, further application process, timescale for delivery and construction management of the development. Allocation seeks to recognise and reinforce the requirements within the development plan.

Addressing Detailed Matters

Detailed matters for further approval are identified by the appeal decision. The allocation seeks to proactively apply JMNP2 objectives and policies in site specifically and through engagement with the community to provide greater levels of clarity to future developers and certainty to existing and future neighbouring residents and employers and optimise how the detailed mix, layout, connectivity and appearance of the scheme will optimise community well-being and minimise harm.

Key JMNP2 Objectives

- Planning for new development that addresses the impact of climate change.
- Supporting sustainable development of new housing and associated facilities within settlements, and adjacent to settlements.
- Promoting the delivery of infrastructure to address the needs of the population.
- Supporting improved transport infrastructure for the increasing Neighbourhood Plan Area population.
- Encouraging cycling and walking and journeys by rail and bus to reduce the need to travel by car.
- Protecting, connecting and increasing our network of green spaces.
- Promoting opportunities for people to lead healthier lifestyles with a greater sense of well-being.
- A locally distinctive and high quality built and natural environment through:
- Conserving and enhancing the quality of the natural landscape.
- Ensuring that new development is sympathetic to our built heritage and the character of the area, with high standards of design.

Policy Context

Wiltshire Core Strategy

Outline planning consent **PL/2022/08504** was granted on appeal in November 2023. The development is not in conformity with the adopted Core Policy 1 or the 15, the spatial strategy for Melksham. The site was granted consent (uncontested) as a result of Wiltshire Council being unable to demonstrate a five year supply of developable land and failing the requirements of the previous NPPF (Paragraph 11; tilted balance).

Wiltshire Council Local Plan does not propose allocation of the site, nor does it account for the permission in reduction of the residual housing requirement and associated strategic and JMNP2 requirement.

JMNP2

In principle development of this site, which is outside of the settlement boundary and part of the countryside, is contrary to Policy 6: Housing in Defined Settlements. Whilst allocation would not alter the settlement boundary, it would regularise the site in principle and enable its detailed matters to be addressed by JMNP2 within a positive plan led approach.

Key JMNP2 Policies

Policy 1: Sustainable Design and Construction

Policy 4: Ultra Low Emission Vehicle Charging

Policy 5: Pre-application Community Engagement

Policy 6: Housing in Defined Settlements

Policy 7.6 Land South of Western Way

Policy 8: Infrastructure Phasing and Priorities

Policy 11: Sustainable Transport and Active Travel

Policy 12: Green Infrastructure

Policy 13: Biodiversity

Policy 14: Open Spaces

Policy 15: Community Facilities

Policy 17: Trees and Hedgerows

Policy 18: Landscape Character

Policy 20: Locally Distinctive, High Quality Design

Justification

Engagement

Land owner engagement has been undertaken in April 2024 to confirm the ongoing availability of the site for allocation.

Wiltshire Council has confirmed that allocation of Land South of Western Way by JMNP2 is reasonable and meets basic conditions. Case studies within Wiltshire have established precedents that allocation of sites with outline consent are sound (Calne Neighbourhood Plan 2016 - 2026).

Previous Regulation 14A consultation on JMNP2 did not address the new circumstances of the appeal decision. Members of the community supported designation of *the site as a Green Wedge*.

Community feedback to follow from Re14B community consultation. See consultation statement.

Effectiveness and Deliverability

Owner engagement has confirmed the intention to progress detailed reserved matters planning applications and the ongoing availability of the site.

The site is greenfield and assessed to be a reasonable alternative by Wiltshire Council's Reg19 Draft Local Plan sites assessment evidence base.

Access to the site and high level capacity and landscape parameters have been established through the outline planning application process.

Conclusion

The site was previously proposed as a Green Wedge (JMNP2 Policy 19). Appeal decision on outline application PL/2022/08504 removes this ability and establishes the principle for residential development of the site for 210 dwellings and a 70 bed care home. Important matters of detail remain to be resolved.

Allocation seeks to regularise and take account of the delivery of the housing inside the JMNP2 period and proactively guide the quality of the detailed scheme to optimise its conformity with JMNP2 objectives and policies.

The approach has been found reasonable and sound by previous Made NDPs and will contribute to sustainable development.

Shaw and Whitley

Land at Whitley Farm

The Site

The approximately 1.2 hectare site is located within the south western area of the village of Whitley. Whitley Farm is located to the south of First Lane and lies adjacent to Plane Tree Close.

There are three Listed Buildings within the locality of the site; a Grade II listed mounting block to the right of the farm entrance, the Tithe Barn (Grade II) and Whitley Farmhouse (Grade II). The site is not the subject of any landscape designations that would result in additional constraints to development proposals, and the site is located outside of a flood zone.

It is currently under-used for agricultural purposes, and comprises a cluster of agricultural buildings and a significant area of hardstanding. Modern agricultural buildings are in poor repair, which have varying heights rising to a maximum of circa 3.5m to the tallest ridge.

Vehicle access is provided along the north western boundary of the site from First Lane, and there is ad hoc parking surrounding the agricultural buildings. There is a significant amount of extraneous agricultural deadstock and material dispersed throughout the site. The site is traversed by an access road which runs from the north to southern boundary of the site.

The farm is set within its rural landscape, including the rural gap between Shaw and Whitley. Farm structures, unused equipment and detritus have spread into the rural edge of the site and damaged hedges and walls.

In terms of the surrounding area, adjacent to the northern boundary of the site is residential development on First Lane, Plane Tree Close and Springfield Gardens. The majority of these dwellings are single storey or dormer bungalows, and there are no windows overlooking the site directly. The site is within close proximity a number of village amenities, including Pear Tree Inn and Daisy Chain pre-school.

Availability

Whitley Farm (the site) remains available, and the owner is supportive of an allocation of the site in the Joint Melksham Neighbourhood Plan 2 (JMNP2).

Assessment

Stage 1 and 2 Assessment

“The site is potentially suitable for allocation for residential development.

The site predominantly consists of modern agricultural outbuildings and three Grade II listed structures including Whitley Farm (proposed for conversion) and Whitley Farmhouse

(proposed for conservation). It is adjacent to the built up area and settlement boundary of Whitley and is in close proximity to local services along First Lane.

The submitted information notes that the deteriorating farm complex is no longer required for agricultural use as the current road layout is unsuitable for accommodating agricultural machinery and the condition or layout of the buildings is no longer appropriate for modern agricultural requirements.

There are three Grade II listed buildings or structures within the locality of the site. Residential development of the site has the potential to enhance the setting of the existing heritage assets and better reveal significance through high quality design and demolition of the modern agricultural buildings, subject to further consultation with Historic England and the Wiltshire Council's heritage officers, as well as heritage assessment. The adaptive reuse of disused agricultural buildings also helps bring heritage assets into productive use.

The site currently plays a supporting role in the rural transition of Whitley to the open countryside and has some indivisibility with the wider landscape area. However, owing to the scale of the existing agricultural outbuildings and built structures, the change introduced by its redevelopment and conversion of the site would be limited and could be further mitigated through sensitive design and the introduction of an appropriate landscape buffer. This should take into account views to and from the

Public Rights of Way along the southern edge of the site and retain and enhance existing semi-mature trees on site. Development of the site provides an opportunity to help soften the settlement edge.

Other key constraints identified include the potential loss of Grade 3 Agricultural Land and surface water flood risk which would need to be further investigated and/or mitigated."

JMNP1 Allocation Process

Whitley Farm was promoted for allocation to enable the development of c22 dwellings across the existing farmyard. Engagement with Wiltshire Council and Historic England and an independent heritage assessment undertaken by JMNP2 concluded this was harmful over development. The allocation could not be made.

Engagement

Landowner and Wiltshire Council (Heritage)

Landowner discussions continued with Wiltshire Council officers through 2021. In light of those comments:

- Redesign the scheme to reflect a courtyard layout – it was considered that the proposal needed to adopt a more sympathetic approach to the significance of the

listed buildings on site, as well as the layout and historic use of the complex as a whole.

- Minimise the extent of the layout by reducing the amount that it protrudes to the south west, and to consider the transition between the site and the wider agricultural land.

A revised and reduced pre-app scheme was submitted to Wiltshire Council in November 2020, seeking feedback on the acceptability of the layout of the proposals and design concepts.

Regard was given to the guidance in the Farmstead Assessment, the design approach sought to reflect the conversion of a historic farm yard. The dwellings could, in principle, reflect and respond to the rural character of the existing heritage farm buildings, but also include elements of materials found in modern agricultural buildings. A variety of building heights and scales would enable a response that is considered entirely appropriate for the site's edge of settlement location.

Following initial discussions it was agreed that a minimum of 10 dwellings can be delivered on the site. A further illustrative concept scheme for 21 dwelling (18 new build and 3 through conversion) was assessed by WC. Pre-application response dated 1 Feb 2021 confirmed *'the scheme now shown does include a more typical farmyard layout with a multi yard approach, varying building heights and mixture of retention of historic buildings with new build 'conversions' of traditional farm buildings and more modern farm buildings in terms of style. This mix has the potential to result in an acceptable scheme with more detailed development of the plans.'* However, it was stressed this was restricted to the design and that the principle of residential development of the farm site was not addressed or agreed. Minutes of pre-application discussions consider that allocation by JMNP2 could enable the change of use.

JMNP2 – Wiltshire Council

JMNP2 has progressed consideration of this site in discussion with Wiltshire Council. However, representations made by WC to the draft allocation within JMNP2 during the initial Reg14A consultation in Autumn 2023, raised an in principle objection to its allocation for residential development.

'Conservation/Heritage (summary) Conclusion:

In our opinion the draft plan fails to demonstrate that a housing allocation (which necessarily commits the LPA to a specific quantum and type of development) on this site will be compatible with the statutory duties placed on the Council under Sections 16 and 66 of the Planning (Listed buildings and Conservation Areas) Act 1990 or with the aspirations set out in the Council's own policies set out in the Core Strategy and, in due course, the Local Plan. Officers object to the inclusion of this policy."

Key Objectives

- Supporting sustainable development of new housing and associated facilities within settlements, and adjacent to settlements.
- Protecting settlements' rural setting and countryside gaps between Melksham, Bowerhill and surrounding villages.
- The retention, regeneration and intensified use of previously developed employment land.
- Conserving and enhancing the quality of the natural landscape.
- Ensuring that new development is sympathetic to our built heritage and the character of the area, with high standards of design.
- Promoting the delivery of infrastructure to address the needs of the population.
- Promoting opportunities for people to lead healthier lifestyles with a greater sense of well-being.

Policy Context

JMNP2

In principle development of this site, which is outside of the settlement boundary and part of the countryside, is contrary to Policy 6: Housing in Defined Settlements. However, delivery of the site as an allocation enables local housing need to be addressed and a number of JMNP2 objectives to be achieved.

Key JMNP2 Policies

Policy 1: Sustainable Design and Construction

Policy 4: Ultra Low Emission Vehicle Charging

Policy 5: Pre-application Community Engagement

Policy 6: Housing in Defined Settlements

Policy 7.3: Land at Whitley Farm, Whitley

Policy 8: Infrastructure Phasing and Priorities

Policy 11: Sustainable Transport and Active Travel

Policy 12: Green Infrastructure

Policy 13: Biodiversity

Policy 15: Community Facilities

Policy 17: Trees and Hedgerows

Policy 18: Landscape Character

Policy 20: Locally Distinctive, High Quality Design

Wiltshire Council Core Strategy

Core Policy 1 recognises Whitley, together with neighbouring Shaw, as a Large Village.

Core Policy 48 deals with development proposals outside the limits of development of Large Villages and supporting rural life, which reads:

“Proposals to convert and re-use rural buildings for employment, tourism, cultural and community uses will be supported where it satisfies the following criteria:

The building(s) is / are structurally sound and capable of conversion without major rebuilding, and with only necessary extension or modification which preserves the character of the original building;

and

ii. The use would not detract from the character or appearance of the landscape or settlement and would not be detrimental to the amenities of residential areas; and

iii. The building can be served by adequate access and infrastructure; and

iv. The site has reasonable access to local services or

v. The conversion or re-use of a heritage asset would lead to its viable long term safeguarding”

In terms of use the Policy offers some flexibility to the strict application of the above, noting that *“Where there is clear evidence that the above uses are not practical propositions, residential development may be appropriate where it meets the above criteria.”*

Core Policy 57 requires development proposals to be carefully planned to ensure valuable features and characteristics are protected and enhanced. Applications for new development will be expected to make a positive contribution to the character of Wiltshire through, for example, being sympathetic to and conserving historic buildings and historic landscapes and making efficient use of land.

Core Policy 58 relates to ensuring the conservation of the historic environment. It states that the designation of a listed building does not preclude the possibility of new development and the council is committed to working pragmatically with owners to find positive solutions which will allow adaptation of such buildings to reflect modern living aspirations.

Wiltshire Local Plan

WLP identifies a housing requirement for a further c50 dwellings to be planned for at Shaw and Whitley.

Justification

The site is in poor condition. It is under used, if not completely unused. It adversely impacts on the setting of the village and does not contribute positively to the on-site listed buildings. It is not efficiently used. It has potential to contribute to meeting local housing needs.

The allocation seeks to enable the replacement of a number of existing farm buildings at Whitley Farm, Whitley, with the erection of dwellings that will contribute to meeting local housing needs and enhance the setting of the listed buildings and surrounding countryside setting. The allocation also seeks to enable the potential sensitive conversion of the Grade II Listed Tithe Barn

The proposed allocation of c15 dwellings has been informed by conceptual designs provided by the site promoter. These have been the subject of pre-application consultation with Wiltshire Council with regard to Heritage England's Farmstead Assessment and initial Heritage Statement of the significance of heritage buildings at Whitley Farm.

Effectiveness and Deliverability

The site has been subject of an independent viability assessment that concludes that the amount of development is viably capable of delivering allocation parameters and contributions. The owner is actively progressing proposals to secure its development

Conclusion

The allocation of the site provides a deliverable and sustainable basis upon which to contribute to meeting local housing requirements and protect and enhance the character of Whitley and the setting of the farm listed buildings and rural setting.

Concerns raised in relation to potential excessive development and harm to the listed buildings have been addressed through a reduced development area and conceptual designs that respond to heritage assessments provided by the owner and undertaken as part of JMNP1 site assessments. This has been accepted by Wiltshire Council Heritage Service via pre-application advice.

Land at Middle Farm, Whitley

The Site

The 3 hectare site is formed from 1.6 ha of land previously allocated for residential development in the first JMNP and a further 1.5 ha immediately to its east. The site is currently greenfield in agricultural use outside of, but adjacent to the settlement boundary.

Availability

The owner has re-confirmed the availability of the revised site.

Initial pre-application engagement with Melksham Without Parish Council commenced in June 2024, demonstrating the progress towards delivery of development

Assessment

Stage 1 and 2 assessments were carried out for

Land at Middle Farm, Whitley two separate sites;

- Plot A (SHELAA Site 3148). 1.6 ha Land already allocated by JMNP1
The site is suitable for allocation of residential development. The site is allocated for residential development in the made Joint Melksham Neighbourhood Plan 2020-2026 for approximately 18 dwellings (Policy 7), which establishes the principle of residential development at this location. The site has been confirmed as available in October 2022 and a planning application is currently being prepared. No more recent or additional information available changes the suitability, availability and achievability of the site.

- Plot B (MEL 07). Land at Middle Farm to the rear of Plot B

The site is unsuitable for allocation for residential development. The site is a greenfield outside but adjacent to the defined settlement boundary of Whitley. It is currently removed from the built up area but adjacent to Site 3148 allocated for residential development in the made Joint Melksham Neighbourhood Plan. The site strongly relates to the rural character of Whitley. Development of the site would constitute a substantial expansion of Whitley to the open countryside disproportionate to its scale, settlement function and service levels.

The site plays a critical role in providing a rural setting to Whitley to the east as a buffer between the settlement and the electricity substation. Its change of use would be contrary to the Management Strategy for this Landscape Character Area, which seeks to maintain and conserve the peaceful rural nature of the area with the villages set in their surroundings of arable and pastoral farmland. This change is likely to

have a direct adverse impact on the openness, tranquillity and visual amenity of the rural transition experienced by users of the Public Rights of Way across the northern boundary of the site.

The site is not currently connected to the adopted Highways Network although potential vehicular, pedestrian and cycle access could be created through Site 3148 in the same land ownership.

Other key constraints identified include potential impacts on the indicative Green Infrastructure Corridor, loss of Grade 3 Agricultural Land, potential impacts on designated heritage assets and proximity to the electricity substation

Stage 3-5 Assessment

Continuation of the pre-existing site allocation was agreed.

The Stage 3-5 assessment considered all potentially suitable sites with regard to existing and proposed land designations and following closer analysis of each site capacity and context.

Sites were excluded where they were within or adversely impacted on the proposed Green Wedges that;

- (a) protected Shaw from coalescence with Melksham and
- (b) protect the distinctiveness and gap between Shaw and Whitley

They were also not taken forward where it was judged that they were poorly related to the existing settlements, requiring significant new highway connections or caused visual impact upon the rural setting of the villages.

A record of these assessments are available below.

As a result of stage 3 assessments there was insufficient suitable site capacity to meet housing requirements for the large village. The Working Group revisited sites found to be unsuitable at Stage 1 that had the capacity to contribute to meeting housing needs efficiently and with potential for mitigation.

Following this process, linked sites at Middle Farm were proposed. The initial proposed allocation of Plot B for c40 dwellings allocated the entire 5 hectare plot, with requirements for significant landscape buffering and a public open space. The developable area of c3 hectares enabled a low density development.

Following the review of Reg14A representations, further consideration of sites was undertaken to resolve a positive response and justified sound allocation at Whitley or Shaw.

Key Objectives

- Planning for new development that addresses the impact of climate change.

- Supporting sustainable development of new housing and associated facilities within settlements, and adjacent to settlements.
- Conserving and enhancing the quality of the natural landscape.
- Protecting settlements' rural setting and countryside gaps between Melksham, Bowerhill and surrounding villages.
- Ensuring that new development is sympathetic to our built heritage and the character of the area, with high standards of design.
- Promoting opportunities for people to lead healthier lifestyles with a greater sense of well-being.
- Promoting the delivery of infrastructure to address the needs of the population.
- Encouraging cycling and walking and journeys by rail and bus to reduce the need to travel by car.
- Protecting, connecting and increasing our network of green spaces.

Key Policy Context

Policy 1: Sustainable Design and Construction

Policy 3: Flood Risk and Natural Flood Management

Policy 6: Housing in Defined Settlements

Policy 7.4: Land at Middle Farm Plot A

Policy 7.5: Land at Middle Farm Plot B

Policy 12: Green Infrastructure

Policy 17: Trees and Hedgerows

Policy 18: Landscape Character

Policy 20: Locally Distinctive, High Quality Design

Policy 21: Local Heritage

Engagement

Regulation 14A

The Regulation 14A version of JMNP2 included two separate but related proposed allocations;

7.3 Plot A, rolling the pre-existing 1.6ha allocation for 18 dwellings forward.

7.4 Plot B, proposing allocation of a further c40 dwellings.

Justification

Regulation 14A representations considered the allocation of the whole site unjustified and contrary to assessment advice, whereas potentially suitable land at Folly Lane (MEL 11) had not been selected. This was considered unsound.

Assessment Conclusions

Regulation 14 Representations submitted concept design material that supported the allocation or partial allocation of the site. This helped further assessment of the relative merits of the site in comparison with the proposed allocation at Middle Farm.

Stage 2 assessment identified that;

The site plays a critical role in providing a rural setting and separation between Whitley and Shaw. Development of the site in its entirety would result in the direct coalescence between Shaw and Whitley,

It is recognised that proposed development at Folly Lane (MEL 11) could be divided into separate allocations which;

may offer opportunities to retain the physical, visual and perceived separation

Regulation 14 representations provided further detail about how this may be achieved.

To achieve an allocation to meet further housing requirements (in addition to that proposed at Middle Farm Plot A and Whitley Farm) only requires allocation of land to enable development c40 dwellings.

JMNP2 assessment concluded the partial and entire allocation would erode and cause visual impact on the highly valued rural gap between villages and views between Shaw and Whitley. This is considered more harmful than the potential impacts caused at Middle Farm.

In addition, whilst both proposed sites were relatively similar in their level of connectivity to local services, land at Middle Farm Plot B could be accessed using an access already allocated for Plot A and the site enables the delivery of enhanced pedestrian crossing facilities on Corsham Road, connecting communities to education and sports facilities. Achieving access to land at Folly Lane would necessitate further highway access points and road infrastructure causing harm to existing rural lane hedgerow and “suburbanisation”.

Both Folly Lane and Middle Farm sites have potential impacts on the setting of heritage assets. However, those relating to Middle Farm have been accepted and mitigated through the pre-existing allocation (7.4) and are less direct than impacts on the rural setting of Whitley Farm.

Nonetheless JMNP2 Steering Group recognise the need to minimise visual impact caused by allocation of additional land at Middle Farm. In a positive response to this reasonable objection. With the written agreement of the site owner, JMNP2 has reviewed and significantly revised the approach to the allocation of Land at Middle Farm with the aim of

significantly reducing the extent and visual impact of development and making more efficient use of a smaller and combined single new allocation.

The revised allocation consolidates the development of c50 dwellings into a single 3 hectare site that combines Plot A and c2 hectares of Plot B, leaving c3 hectares in agricultural use. The combined site enables residential development at under 30DPH, which reflects 20th century densities in Whitley. It also provides 1 hectare of land reserved for buffer green infrastructure and amenity space. This further reduces the visual presence of proposed housing and reinforces the buffer separation between the village and intrusive electricity sub-station.

Conclusion

With proposed amendments to the allocation, it is concluded that the revised allocation at Middle Farm is the most efficient, least intrusive and deliverable option for meeting housing requirements.

Appendices

[Click on this link](#) to access appended material in support of the topic paper and the site allocations.

Joint Melksham Neighbourhood Plan- Technical Facilitation

ADDENDUM – June 2024

This addendum to the Green Gap and Green Wedge Assessment carried out by AECOM and Icen Projects, has been added to the assessment to update the evidence base that supports policy 19 of the modified Joint Melksham Neighbourhood Plan (JMNP2).

Policy 19 is a new policy that has been introduced in response to local concern about the balance between development and the protection of landscape, especially where that performs a function to separate settlements.

Following the pre-submission Regulation 14 2023 consultation responses, together with changes in context, the policy is updated and one of the Green Wedges proposed in the Green Gap and Green Wedge Assessment is removed.

Since the 2023 Consultation on JMNP2 (Joint Melksham Neighbourhood Plan 2) despite local opposition, outline planning permission was granted through appeal for 210 dwellings and a 70 bed care home on Land South of Western Way.

The Berryfield, Bowerhill and Melksham Wedge is therefore removed due to the fact that the context has changed for a large part of the area covered by that wedge and the methodology in the Aecom report (see criterion 2 and 3) is no longer applicable to the Berryfield, Bowerhill and Melksham Wedge.

All other Green Wedges, as identified and evidenced in the Assessment will remain in the Neighbourhood Plan. The policy as proposed in the Assessment has been updated following feedback as part of the Regulation 14 pre-submission consultation in 2023 where concerns were raised that the policy was too restrictive, and should allow for exceptions such as employment development and new community facilities. See JMNP2 and policy 19 for more information.

JOINT MELKSHAM AREA NEIGHBOURHOOD PLAN

Draft Consultation Statement **WORKING COPY**

**Pre-submission Regulation 14(B) Consultation
June 2024**



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INTRODUCTION

This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012¹ in respect of the review of the Melksham Neighbourhood Plan (JMNP2). Section 15(2) of part 5 of the regulations requires that a Consultation Statement should:

- Contain details of the persons and bodies who were consulted about the proposed Neighbourhood Plan.
- Explain how they were consulted.
- Summarise the main issues and concerns raised by the persons consulted and
- Describe how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Plan.

Section 1 (Pre-Regulation 14 Consultation) gives an overview of the various consultation events and activities held to date, that have led to the production of the Draft Reviewed Melksham Neighbourhood Plan (JMNP2) and the policies contained within it.

Supporting information relating to this Statement is available on the Melksham Neighbourhood Plan website: <https://www.melkshamneighbourhoodplan.org/>

Section 2 (Regulation 14 overview) Gives an overview and description of the pre-submission consultation, known as Regulation 14, that has been undertaken on the pre-submission draft of JMNP2. The Regulation 14 Consultation took place over a seven week period, between the 13th October and 3rd December 2023, a pre-submission Regulation 14 consultation was held on the draft JMNP2. We received over 980 individual comments. These comments have been very helpful to use and we are currently revising our Plan as a result.

Since the 2023 Consultation on the pre-submission draft of JMNP2 significant further work has been done to proposed site allocations at Melksham and Whitley, in response to feedback. In addition, despite local opposition, outline planning permission was granted through appeal for 210 dwellings and a 70 bed care home on Land South of Western Way. Our updated plan therefore proposes its allocation to make these numbers count, minimise harm the development may cause, and maximise the community benefits it delivers.

Significant updates were therefore made to the pre-submission draft of JMNP2 that was consulted upon in 2023. Therefore, the decision was made to undertake a second pre-submission Regulation 14 consultation on draft B of the JMNP2 in 2024, with revisions or updates to allocations of land for housing made under Policy 7, and Policy 19 - Green Wedges.

There are no other changes to the JMNP2 at this stage, which remains as it was in the 2023 Consultation. All previous comments submitted to the 2023 Regulation 14 Consultation are still valid, and are being taken into consideration. There is no need to submit these comments to us again.

¹ Localism Act 2011

In the second pre-submission consultation on draft B of the JMNP2, updated areas will be indicated by a yellow strip at the side of the page, and an Updated symbol. You can see which sections have changed in the contents page too, as well as reading the updated Modification Statement (Draft June 2024).

The purpose of Regulation 14 consultation is to ensure that those who live and work in the Parish and Town plus stakeholders and other interested parties had an opportunity to comment on a pre-submission draft of the NDP.

The comments and issues raised as part of both the 2023 pre-submission regulation 14 consultation and the pre-submission Regulation 14(B) Consultation of June/July 2024 will be included in a final, submission version of this Statement report, together with the Steering Group's responses to those comments. Changes made to the plan following consideration of consultation responses will be outlined.

SECTION 1 PRE-REGULATION 14 CONSULTATION

2. Approach to Consultation

2.1 Throughout the preparation stages of the Reviewed Melksham Neighbourhood Plan (JMNP2), the Steering Group has worked hard to engage with residents and stakeholders on the progress of the Neighbourhood Plan.

2.2 The Steering Group is made up of 11 permanent voting members as follows:

- Two representatives each from the Town and Parish Council
- One representative from Melksham Area Board (Wiltshire Council)
- One representative from the Melksham Community Area Partnership
- One representative for environmental and climate change interests
- One representative from the community (BRAG: Bowerhill Residents Action Group)
- Two representatives for Transport
- One representative for Business

In addition, officers from both councils support the Steering Group and attend meetings and when necessary are supported by a Spatial Planning Link Office from Wiltshire Council.

Steering Group meetings:



Hybrid meetings when appropriate:



2.3 Neighbourhood Plan #1 was brought into force on 1 July 2021 following a yes vote at Referendum. In September 2021, the Steering Group started a review of the plan and sought additional members, particularly from those groups representing heritage, health, seniors, as well as youth sectors, however, despite the best efforts, no representatives came forward from these groups.

2.4 The following task groups were formed, which included representatives of the Steering Group, Melksham Town Council, Melksham Without Parish Council, as well as those with a particular interest in the topic from members of the public and local community groups.

- Housing
- Local Green Spaces
- Heritage Assets
- Town Centre
- Climate Issues
- A350 Bypass
- Wilts & Berks Canal Link
- Design Guide
- Green Gap/Wedge



Back-to-back workshops for the numerous task groups covering housing, environmental topics, climate issues and strategic projects on 25 May 2022.

2.5 Meetings of the Steering Group were held monthly and open to members of the public with a hybrid option for steering group members and the public to attend via remote link (Zoom). Recordings of the meetings are published on YouTube by the parish council, and removed once the minutes are approved as they are then the accurate record of the meeting. **Go to YouTube and search Melksham Without Parish Council or follow this link** <https://www.youtube.com/channel/UCAIGcoeNCJEtN8kADUcNqWg>

Agendas and minutes are published on the Neighbourhood Plan and Melksham Without Parish Council websites. Melksham Town Council have a link to the Neighbourhood Plan website for residents to access agendas and minutes. Agendas were also posted on noticeboards throughout the Neighbourhood Plan area, as well as via social media.



Pathfinder Place, Bowerhill



Outside Shaw Village Hall

Both the Town and Parish Council received the minutes of all Steering Group meetings at their respective Planning/Economic Development Committee meetings. Regular updates were provided by Council representatives of the Steering Group or by the Clerks at Full Council meetings.

Consultation Activities

- 3.1 A Website was created to keep residents up to date with progress and events promoting the various stages of the plan, including consultations: (<https://www.melkshamneighbourhoodplan.org/>) with a section entitled “Get Involved” <https://www.melkshamneighbourhoodplan.org/get-involved> . During consultation periods a “pop up” message with a link to the consultations appeared for ease of use. Both councils have links to the Neighbourhood Plan website on their own websites.
- 3.2 A Priority for People survey (available online, as well as in hard copy) was conducted in June/July 2021 by Townswork appointed by the Town Council to help inform a Town Centre Masterplan.

PRIORITY FOR PEOPLE: MELKSHAM 2021
MOVING MELKSHAM TOWNSHIP TO A SUSTAINABLE FUTURE

How can we make it easier and safer for people, vehicles and goods to move within Melksham town and surrounding villages?

Prior to the pandemic, Melksham Town Council commissioned a review of opportunities and challenges facing the town over the next 15 years, including the climate emergency and low carbon living. The report suggested a strategy covering the movement of people, goods and vehicles throughout the town and its hinterland.

Called **Priority for People: Melksham 2021**, the work to progress that strategy started with a survey. We were interested in hearing from anyone living and working in Melksham and its surrounding villages - communities, including Froxmore, Berrymead, Swanhill, Shaw, The Spa, Whitley - as well as Aberrilly, Broughton, Efford, Buckington, Great Hinton, Firs, Kettle, Poulshook, Seacroft, Semington and Stepleton.

Click on the button below and you can read the results and the hundreds of comments and ideas that people added. If you have any feedback or comments of your own, you can contact us direct through feedback@priorityforpeople.org.

CLICK HERE FOR THE SURVEY RESULTS

There are three elements to the Priority for People programme:

JUNE-JULY - Gathering evidence through the survey

AUGUST-SEPTEMBER - Analysis of results

OCTOBER-NOVEMBER - Workshops + public meeting. A working group with experts and lay members from across the community is going to explore options for change at a workshop in early October - including the identification of a range of workstreams for ideas and initiatives. A public meeting to shape the plan. Further updates will be available then.

WHO'S RUNNING THE EVENTS?

Priority for People is funded and managed by **Melksham Town Council**. It is designed to explore how people and goods move around the town and its adjoining communities.

The project is implemented by locally-based **TOWNSWORK**, a local of for Town Council's Melksham 2021-2036 report and experienced in working with market and small towns.

ARCHIVES

- 3.3 A Priority for People Workshop was held in October 2021 at Melksham Town Hall, with representatives from the following in attendance:

- Melksham Town Council
- Melksham Without Parish Council
- Wiltshire Council, including Highways, Spatial Planning, Economic Regeneration & Senior Climate Officer
- Transwilts
- Business Community
- Vision for West of England
- Local Parish Councils
- Age UK
- Place, Neighbourhood Plan Consultants

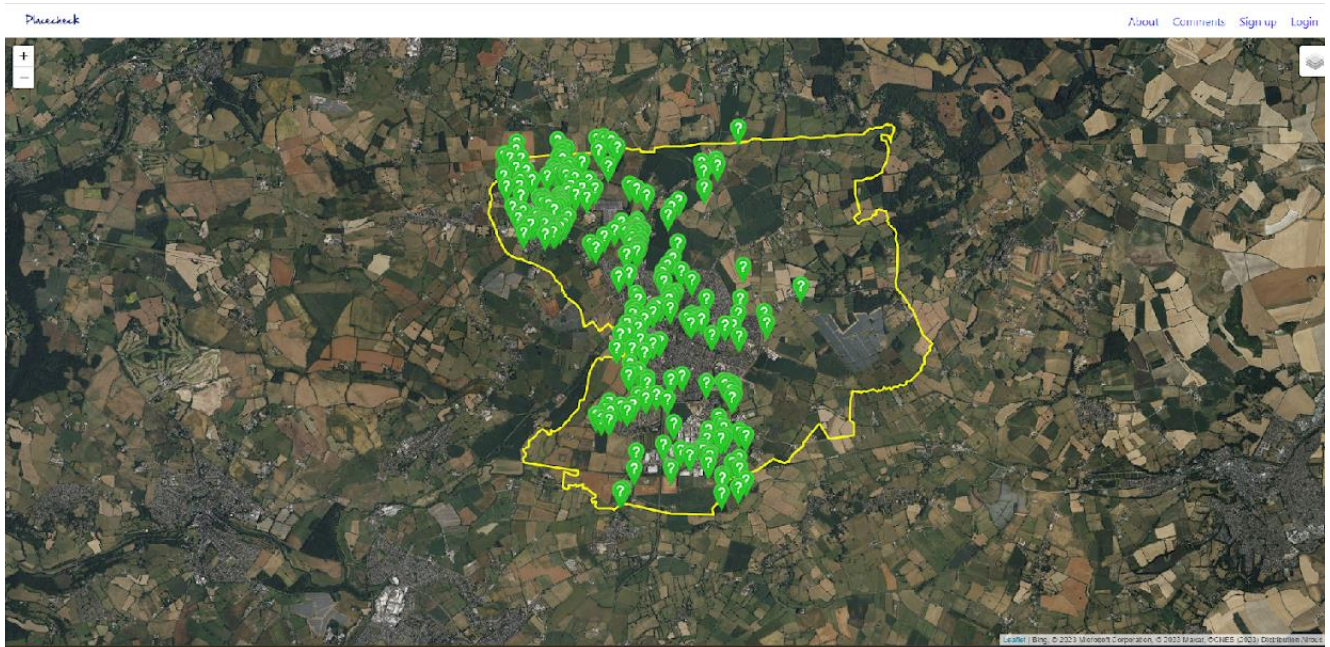
The objectives for the day were to:

- Feedback on results of the Priority for People survey and discuss the challenges for changes in the way people move around and through the Melksham Community area, in response to the climate emergency, population growth and economic change.
- How to look afresh at the way the town centre functions, how it is presented and looked after and how it can be made to work better for everyone.
- What can be done now and what can be planned for tomorrow.
- What workstreams should be explored to further development and action?

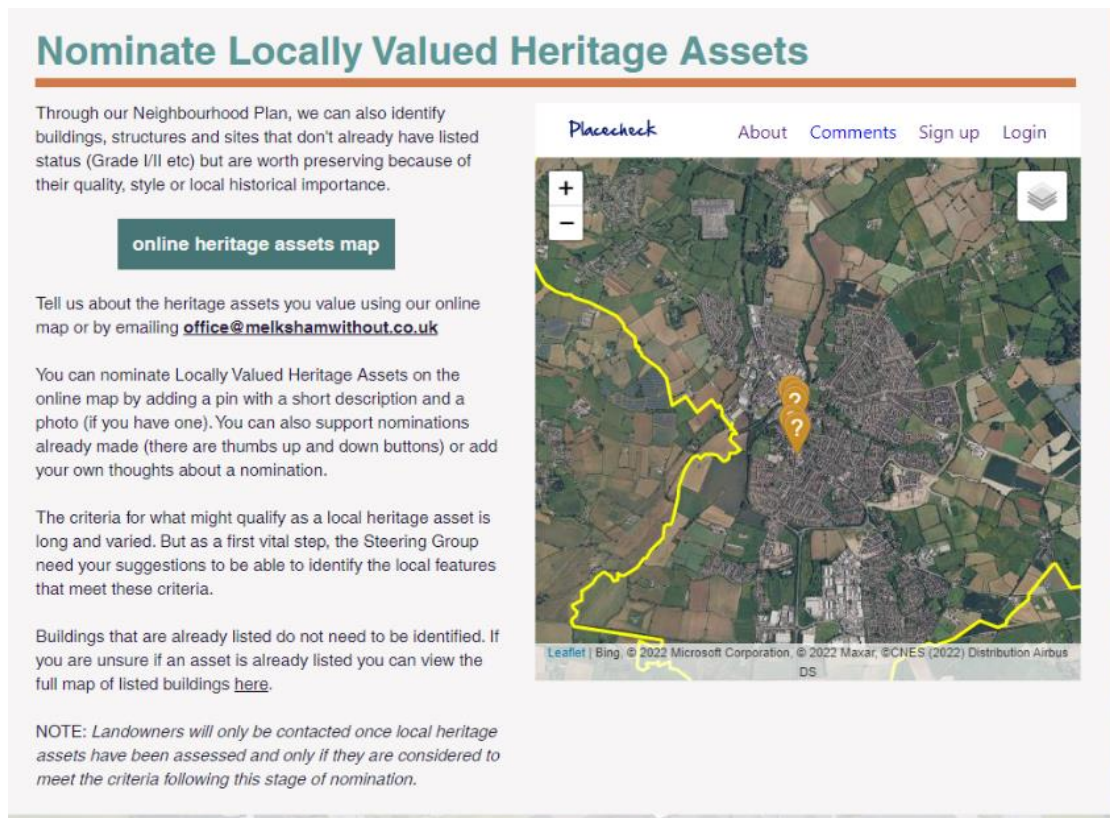
3.4 Community consultations took place during Spring 2022, seeking nominations for Local Green Spaces which residents valued, in order they could be included in the Neighbourhood Plan. Over 200 nominations were received and subsequently shortlisted by the Local Green Space Task Group, using a set criterion. Similarly, nominations were sought for Non-Designated Heritage Assets, which were reviewed by the Heritage Task Group, in order these could be included in the Neighbourhood Plan. These were done via an online mapping survey, with alternative ways provided for those not online.

<https://www.placecheck.info/app2/maps/melksham>

Local Green Space nominations:



Locally valued Heritage Assets:



Nominate Locally Valued Heritage Assets

Through our Neighbourhood Plan, we can also identify buildings, structures and sites that don't already have listed status (Grade I/II etc) but are worth preserving because of their quality, style or local historical importance.

[online heritage assets map](#)

Tell us about the heritage assets you value using our online map or by emailing office@melkshamwithout.co.uk

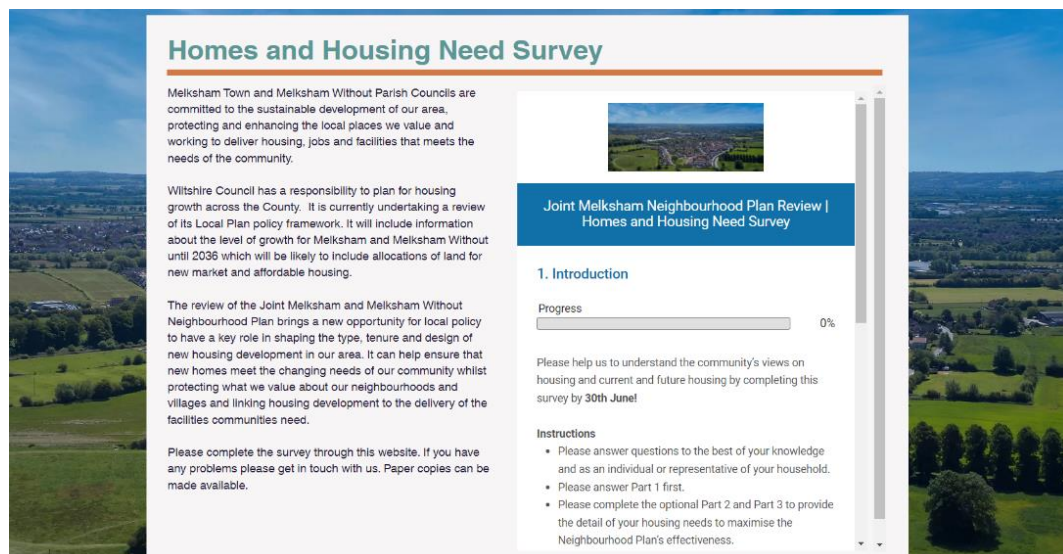
You can nominate Locally Valued Heritage Assets on the online map by adding a pin with a short description and a photo (if you have one). You can also support nominations already made (there are thumbs up and down buttons) or add your own thoughts about a nomination.

The criteria for what might qualify as a local heritage asset is long and varied. But as a first vital step, the Steering Group need your suggestions to be able to identify the local features that meet these criteria.

Buildings that are already listed do not need to be identified. If you are unsure if an asset is already listed you can view the full map of listed buildings [here](#).

NOTE: Landowners will only be contacted once local heritage assets have been assessed and only if they are considered to meet the criteria following this stage of nomination.

3.5 A Housing Needs Survey to find out the housing needs for the community also took place in Summer 2022, with 136 people responding to the survey. This fed into the Housing Needs Assessment work undertaken by AECOM as part of a Technical Support package.



Homes and Housing Need Survey

Melksham Town and Melksham Without Parish Councils are committed to the sustainable development of our area, protecting and enhancing the local places we value and working to deliver housing, jobs and facilities that meets the needs of the community.

Wiltshire Council has a responsibility to plan for housing growth across the County. It is currently undertaking a review of its Local Plan policy framework. It will include information about the level of growth for Melksham and Melksham Without until 2036 which will be likely to include allocations of land for new market and affordable housing.

The review of the Joint Melksham and Melksham Without Neighbourhood Plan brings a new opportunity for local policy to have a key role in shaping the type, tenure and design of new housing development in our area. It can help ensure that new homes meet the changing needs of our community whilst protecting what we value about our neighbourhoods and villages and linking housing development to the delivery of the facilities communities need.

Please complete the survey through this website. If you have any problems please get in touch with us. Paper copies can be made available.

Joint Melksham Neighbourhood Plan Review | Homes and Housing Need Survey

1. Introduction

Progress

Please help us to understand the community's views on housing and current and future housing by completing this survey by 30th June!

Instructions

- Please answer questions to the best of your knowledge and as an individual or representative of your household.
- Please answer Part 1 first.
- Please complete the optional Part 2 and Part 3 to provide the detail of your housing needs to maximise the Neighbourhood Plan's effectiveness.

3.6 During Spring 2022 (27th April and 5th June 2022) a Call for Sites exercise was undertaken. The Steering Group contacted all local landowners on Wiltshire

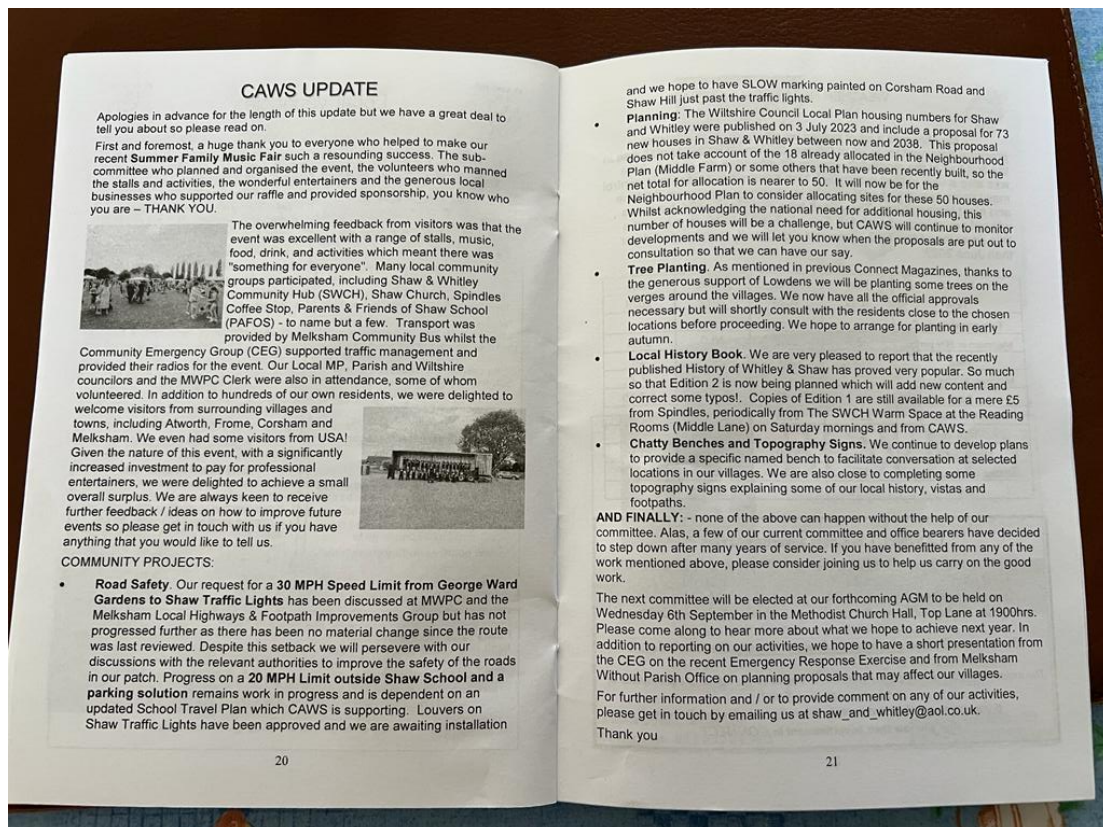
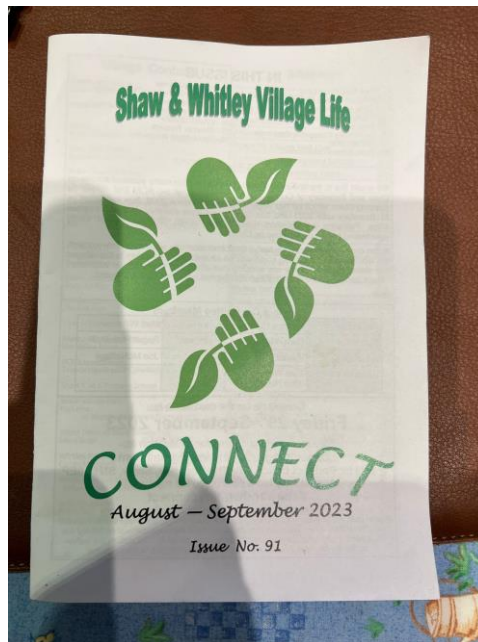
Council's (Strategic Housing and Employment Land Availability Assessment (SHELAA) register) as well as every contact from events and consultations during the JMNP1 process. The Steering Group also advertised in the local press for landowners to come forward if they wished their sites to be considered for possible inclusion in the Neighbourhood Plan and made contact with landowners of vacant town centre regeneration opportunity sites. If landowners did not respond from the email correspondence from the SHELAA list, then officers undertook a due diligence check on the Land Registry for the owner details and contacted them via letter.

- 3.7 During February & March 2023 consultations took place on the Town Centre Master Plan which looked at what residents treasured about the town centre and wanted to protect; listing priorities for improvements and rating design principles for regeneration opportunities. At the same time, consultation took place on the draft Design Code and the shortlist of heritage and local green space sites. Over 200 responses (both online and hard copies) were received. See Appendix 1 for the report on the consultations, a summary of feedback on the key topics, suggested refinements to the Town Centre Masterplan and the next steps and actions. The report was considered by the Steering Group at their 3rd May 2023 meeting.
- 3.8 Both councils also kept residents up-to-date on progress throughout the time of plan preparation via social media (Facebook, Twitter and Instagram) and newsletters. There is also a separate Neighbourhood Plan Facebook group. Facebook posts were always made into local Facebook groups too, so not just those of the councils and steering group, to gain the maximum exposure. These range from those set up for new housing developments, and business growth groups to more general "Spotted Melksham", and targeted posts in Historic Melksham groups for heritage assets and Rewilding and Recreation groups for the Local Green Spaces.

Local Newspapers and Magazines

- 3.9 Information on consultation events, as well as various articles on the Neighbourhood Plan were also published in the local Paper, Melksham Independent News which is circulated to over 13,700+ dwellings every two weeks, free of charge. A launch press release on the review of the Neighbourhood Plan was issued on 30 March 2022. (Appendix 2)
- 3.10 An update was provided on the Neighbourhood Plan Review in October 2022, which noted the Steering Group had undertaken a 'Call for Sites' exercise earlier in the Spring that year, with regard to potential site(s) to include in JMNP2.
- 3.11 Updates were also provided via regular quarterly council Newsletters of both the Town Council and Parish Council and published in Melksham News throughout the whole Neighbourhood Plan Review process and on social media. (Appendix 3).

- 3.12 Information was provided in several community magazines, such as, Shaw/Whitley “Connect” village magazine and “Our Community Matters”, a weekly email mailing update via the Melksham Area Board (Wiltshire Council).



Extract from Connect Magazine, August-September 2023 which includes update from Community Action Whitley & Shaw (CAWS) on Melksham’s Neighbourhood Plan Review (NHP#2)

October/November 2023 Edition of Connect below includes editorial from Melksham Without Parish Council:

Melksham Neighbourhood Plan

Neighbourhood planning was introduced in the Localism Act 2011. It is an important and powerful tool that gives communities statutory powers to shape how their communities develop. It's written by the local community, the people who know and love the area, to ensure the community gets the right types of development, in the right place.



Joint Melksham Neighbourhood Plan 2

2020 - 2038

Pre-Submission Consultation Draft October 2023



The Melksham Neighbourhood Plan is a joint project covering the parishes of Melksham Town and Melksham Without. Its current Plan#1 was adopted in July 2021 with an immediate review started to ensure that the Plan remains current. Plan#2 will be out for consultation (at Regulation 14 stage) in the Autumn. The revised plan will refresh current policies, and include new policies relating to Local Green Spaces, designated Heritage Assets, Town Centre Master Plan, Design Guide and site allocations for housing. As identified in the draft Local Plan, it will be looking to allocate sites for housing to complement the strategic allocations in the Local Plan, and will take responsibility for the whole Shaw & Whitley housing site allocation.

You can read more on the dedicated Melksham Neighbourhood Plan website <https://www.melkshamneighbourhoodplan.org/>

Melksham Without Parish Council will widely publicise the consultations on both these plans in the Autumn, so check in on social media, the website, posters in the local noticeboards and in articles and adverts in the Melksham News.

There will be public drop-in sessions on the draft Melksham Neighbourhood Plan and all are welcome to attend and ask questions.

- Thursday 26th October from 4 to 7pm at Melksham Community Campus
- Friday 10th November from 4 to 7pm at Shaw Village Hall
- Saturday 11th November from 10am to 2pm at Melksham Community Campus

If you are not online there will still be plenty of opportunities to get involved, and we invite anyone who needs support to access documentation to get in touch with us at the parish council. The office is open Mon – Thurs 10am to 12 and 2 to 4pm on the first floor of the Melksham Community Campus.



[This week's news, events and community information for the Melksham area](#)

[Nominate your much-loved public green space in Melksham for protection](#)

Do you have a favourite green space in the Melksham area that you think should be protected from development? Then the team behind Melksham's Neighbourhood Plan want to hear from you. Through the Melksham Neighbourhood Plan, an area of green space that is "demonstrably special to a local community" can be protected through a scheme [...]

Community Matters Issued 29 April 2022



This week's news, events and community information for the Melksham area



Have you had your say on the future of development in Melksham and Melksham Without?

The plan to review and update the Melksham Neighbourhood Plan continues with several consultations still live and awaiting the community to give their input. The most important one is to give your views on current housing needs in the Melksham area. What type of housing is required? Flats? Starter homes? Specialist accommodation for elderly residents? [...]



Community Matters Article issued in June 2022

Consultation Events

- 3.13 A number of drop-in events were held. Consultation also took place at various community events, such as the Christmas Lights Switch On. (See Table 1 below of the various events held)
- 3.14 Consultation events involved residents being able to comment on various 'information boards' provided on various aspects of NHP#2, with post-it notes being provided in order to post on the various information boards and maps. The consultation boards can be viewed here <https://www.melkshamneighbourhoodplan.org/tcmpconsultationfebmar>



3.16 Community Consultation events took place on Thursday, 9, Friday 10 & Saturday 11 February 2023 at various times of the day at Melksham Community Campus. Residents were asked what they treasured about the town centre and wanted to protect, what were the priorities for improvements, thoughts on regeneration opportunities, what green spaces should be protected, what should new housing look like and what heritage assets should be protected. The events were held at the brand-new Community Campus building (a Wiltshire Council building that houses the Library, Sports Centre, Community Meeting Rooms) to capture a new audience by attracting casual passersby, this was successful with many gym and library users popping in and the chance for those running the consultation to chat to those in the café area who were waiting during swimming lessons for example. There were lots of A boards and arrows from the Town Hall on the High Street through to the Campus and the exhibition space to entice footfall from the town centre.



A special stakeholder event was held on Tuesday 7 February with town centre businesses, focusing on the Town Centre Masterplan. 500 hand delivered invitations to the event, from the Town Mayor, were put through the doors of Town Centre businesses and stakeholders. Discussions were also held with the Melksham Business Growth Group, who promoted the event to their members and encouraged attendance.

During these events there was a champagne draw, for anyone that left their contact details for future updates:

Social media post about Champagne Draw



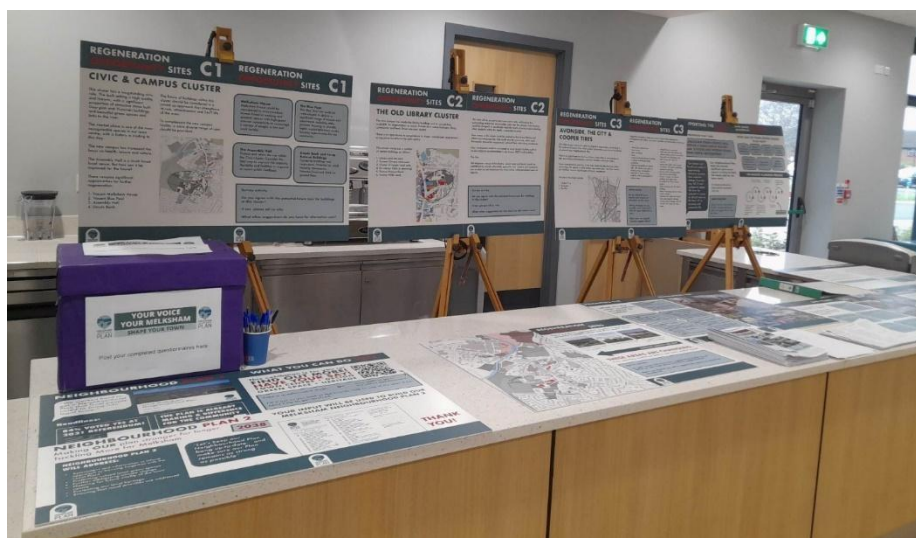
Individual Photos of the event featured in the montage below:

<https://adobe.ly/3Rf5bN8>

Photo Credits: Joe McCann, Melksham Independent News



- 3.17 Following the consultation events in February 2023, the information boards were made available for a period of time at Melksham Town Hall and The Campus for people to provide comments and fill in a questionnaire. During this period, the staff at the parish council based in the Campus, and the town council based in the Town Hall were available for questions, comments and online access. The library staff were also on hand to assist any member of the public with online access from free to use computers in the library. A QR code linking to the online survey and hard copy questionnaires were produced for the events so that members of the public could look at the information boards and fill in the survey on their mobile phone, or by paper copy, as they walked around the consultation event.



- 3.18 Both the Parish and Town Clerks gave an update on the Melksham Neighbourhood Plan and what it means to local residents on two episodes of the “Celebrate Melksham” Podcast
<https://open.spotify.com/episode/56i4TM7xmRZdD3oOU5MYdT>



- 3.19 In order to engage with different age groups, the Steering Group used Instagram to engage with the younger generation. Students at Melksham Oak Secondary School were also invited to take part in the Town Centre Masterplan consultation; particularly the Geography students who studied the town centre as part of GCSE and A Level projects. In order to engage with the older generation, flyers were also produced, as less likely to be online but used publication through the Melksham Seniors groups, village hall posters and specific Facebook groups too.
- 3.20 A Place Shaping Meeting of Melksham Area Board was held on 8 March 2023, which included workshops looking at the Neighbourhood Plan, the Town Centre Masterplan and exploring the identity of the community area. Details and minutes of the meeting here:
<https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=166&MId=14325&Ver=4>

Melksham Area Board

You are warmly invited along to the next Melksham Area Board public meeting

Wednesday 8th March 2023

7pm to 9pm

Library, Melksham Community Campus, Market Pl, Melksham SN12 6ES

With a focus on the place shaping of Melksham and the surrounding area

- Take part in a workshop looking at the joint Melksham Neighbourhood Plan, the Melksham Town Centre Master Plan and exploring the identity of the community area
- Discover some of the exciting new projects happening
- Ask questions, have your say and meet other residents, councillors and organisations.

For more information please
Email: richard.rogers@wilt
Tel: 01225 718628



Wiltshire Council

Area Board Meeting Poster

THERE IS STILL TIME TO HAVE YOUR SAY ON THE FUTURE OF MELKSHAM

THERE is still time to submit your comments to the town centre consultation currently taking place. You can find the questionnaire and the exhibition boards in the town hall, in the café area of the Melksham Campus and online - just google Melksham Neighbourhood Plan and there is a pop up with a link straight to the consultation page www.melkshamneighbourhoodplan.org

"A draft Town Centre Master Plan has been produced, but the input from local residents, businesses and community groups has a direct impact on what the priorities will be moving forward in the plan," said Melksham Without Parish Council clerk Teresa Strange said. "So far, the top three things that you have said you want to keep in the town centre are: • Walkable town centre (74.47%) • Trees and green spaces (72.34%) • Attractive and safe to walk around (69.15%)

And the top three priorities for improvement are: • The quality of the town centre retail and service offer (69.79%) • Conserve and re-use buildings (65.63%) • Protect and increase green space (60.42%)

"Do you agree? What do you think of the regeneration site opportunities at the key gateway locations either end of town? How can they best contribute to our town centre future? Do you agree with the potential future uses of the buildings in the Campus and civic quarter and the old library site, and the most important principles for the future regeneration of Avonside/The City/Cooper Tires?"

"In addition, there are other aspects of the Neighbourhood Plan that questions are being asked about, ranging from protecting local green spaces, heritage assets and a design code which sets out what future planning applications should adhere to, ranging from local identity and character, access and movement, and guidelines for shop fronts, street furniture, building heights, materials and architectural details. Please take a look and see if you agree, or if there is anything that has been missed."

The deadline for comments is Sunday 19th March (Mother's Day). If you have any queries, please contact either Melksham Town Council or Melksham Without Parish Council.



A consultation workshop at the Area Board meeting on 8th March

Melksham Independent News – Article on Area Board Meeting 8 March 2023

Summary of Events and Activities

Table 1

Date	Location	Activity/Event
Tuesday, 29 March 2022 at 7.00pm	Bowerhill Village Hall	Melksham Without Parish Council, Annual Parish Meeting. Update on progress of NHP#2. *Link below to YouTube recording
Wednesday, 22 June 2022 at 7.00pm	Melksham Assembly Hall	Melksham Area Board Meeting. Update on progress of NHP#2
Wednesday, 21 September 2022 at 7.00pm	Berryfield Village Hall	Melksham Area Board Meeting. Update on progress of NHP#2
Saturday, 3, December 2022, 1.00pm to 7.00pm	Melksham Market Place/Assembly Hall	Melksham Christmas Lights Switch on and Christmas Fayre. Neighbourhood Plan Stall providing information on NPH#2 and upcoming consultation events. Leaflets handed to residents and the chance to chat about the Plan and its use and progress
Tuesday, 7 February 2023	Melksham Community Campus	Consultation on the Town Centre Masterplan with town centre businesses
Thursday, 9 February 2023, 4.00pm-7.00pm	Melksham Community Campus	Consultation on Neighbourhood Plan and Town Centre Masterplan
Friday, 10 February	Melksham Community Campus	

2023, 11.00am- 5.00pm		Consultation on Neighbourhood Plan and Town Centre Masterplan
Saturday, 11 February 2023, 10.00am-12 noon	Melksham Community Campus	Consultation on Neighbourhood Plan and Town Centre Masterplan
Wednesday, 8 March 2023 at 7.00pm	The Library, Melksham Community Campus	Consultation on the Neighbourhood Plan. Various workshops held, including on the Town Centre Masterplan at the Melksham Area Board
Monday, 13 March 2023 at 7.00pm	Melksham Town Hall	Update provided at Melksham Town Council Annual Town Meeting
Monday, 3 April 2023, 7.00pm	Berryfield Village Hall	Update provided at Annual Parish Meeting of Melksham Without Parish Council. **Link to Neighbourhood Plan presentation below

***Podcast Links:**

Part 1: <https://open.spotify.com/episode/56i4TM7xmRZdD3oOU5MYdT>

Part 2: <https://open.spotify.com/episode/5fHjENgJyEWGQ06BVvFKzP>

**Link to Neighbourhood Plan Presentation at Annual Parish Meeting

<https://youtu.be/NdB88j8q59g?feature=shared>

Community Events

3.21 The Steering Group had a stall at the Christmas Lights Switch on event, held on Saturday, 3 December 2022. This event is extremely popular with 1000+ people of various age groups attending, making it a good opportunity for Steering Group members to keep people up to date on the progress of the plan and to seek peoples' views.

A 4-page leaflet was handed out at the event, which had a newspaper style and size, and had input and design work from the local newspaper as to how to grab the attention of residents, and layout aspects. This included information on the following:

- Melksham specific policies to address/identified needs
- What a Neighbourhood Plan does and what would happen if Melksham did not have a Neighbourhood Plan.
- What has it done for us so far?
- How can you influence it?
- How to keep in touch

A rotating display board was installed in the Market Place, which provided information on upcoming consultation events and how people could keep in touch with progress of NHP#2.



**Changing Display Board at
Christmas Lights Switch
on/Fayre Saturday,
3 December 2022**



Display Tables and Leaflet distribution in the Market Place at the Christmas Fayre, 3 December 2022



Public Meetings

- 3.22 Several updates were provided on the progress of the Neighbourhood Plan at several Melksham Community Area Board Meetings as listed in Table 1 above.
- 3.23 Local community group, Community Action Whitley & Shaw (CAWS) also kept residents of Shaw & Whitley updated on the progress of the plan at their monthly meetings.

7. **Other community Events:**
- 7.1. **Plant a tree initiative:** Peter had met with MWPC and council officials. The proposal is for 4 mature trees to be planted in the autumn, locations to be determined by a walk around the village shortly. Further sapling planting would be undertaken but before this could be agreed it would be necessary to determine ownership of potential sites such as Whitley Common. **Action – Peter R**
 - 7.2. **Neighbourhood Plan:** Wiltshire Council were currently undertaking a review of the plan, over a 2-year period. This included the identification of areas that residents would like to be retained as ‘open spaces’. Peter urged everyone to access and annotate the interactive map which can be found at <https://www.melkshamneighbourhoodplan.org/local-green-spaces> **Action – All Committee Members**
 - 7.3. **Melksham Bypass:** The committee recognised that there is renewed pressure, including from Michelle Donelan MP, to amend (or cancel) the route of the bypass. It was agreed that Peter R would write to Wiltshire Council and our MP on behalf of CAWS to the effect that we are still of the view that the proposed option is the best. All members of the committee were encouraged to do likewise. **Action – Peter R / All**
 - 7.4. **Top Lane Hedge Cutting:** The committee expressed concern regarding the removal of hedges along Top Lane. This issue has been reported to Wiltshire Council for review.

Extract from Community Action Whitley & Shaw (CAWS) minutes of 4 April 2022

Planning Update

Public Consultation on the next iteration of the Neighbourhood Plan will start shortly (see handout – “Your Voice, Your Melksham, Shape your Town”). We should plan on CAWS making a contribution to this but we should encourage individual responses too.

No further news on the Local Plan (95 new houses), the Melksham Bypass, or the Middle Farm/Corsham Road development.

There do not appear to be any extant planning consultations in our area at this time.

Extract from CAWS Chair Report January 2023

Neighbourhood Plan:

Peter then provided a brief explanation of the Neighbourhood Plan for Melksham Town and Without Parish Council. This plan endeavours to protect green spaces, protect individual village identities, protect local heritage, and consider the impact of climate change and the Canal Link Project. Importantly the updated Neighbourhood Plan will also allocate development sites for the housing proposed in the Local Plan (see above). The updated plan should be open for consultation soon, and Peter noted that the Neighbourhood Plan Steering Group had committed to hold a consultation event in either Shaw or Whitley. He stressed that it is important that CAWS and individuals participate in the consultation and that once this was complete the plan would be subject to a

Extract from CAWS AGM Minutes 6 September 2023

Neighbourhood Plan 2 - 2026 - 2038

Approach

- Assessment and information to inform approach to housing (together with the Local Plan)
- Allocation of sites for the development to meet proposals set out in the Local Plan
- Protecting valued local green spaces
- Further addressing climate change
- Planning for future vitality of the town centre
- Protecting our local heritage
- Ensuring that local priorities are addressed as the bypass project is developed
- The Steering Group will also explore how to appropriately address the Canal Link project

Key Points

- The plan will propose sites for the 73 new houses proposed in the draft Local Plan for Shaw & Whitley (this is approx. 50 new houses taking into account the 18 houses already allocated in NP1 and buildings already completed)
- Consultation on the plan will commence in Autumn 2023
- A consultation event will be held in either Shaw or Whitley, probably in October, which will be organised by the NP Steering Group and will be supported by their advisers
- Suggested points to look out for and comment on:
 - Where are the proposed development sites and are they the most suitable locations?
 - What community benefits do you want to see from any potential development
 - How will our green spaces be protected?
 - Are there any additional heritage assets that we would like to be reflected in the plan?
 - Do we support the general direction of the plan?
- Once consultation is complete and all inputs have been considered, the plan will be subject to a referendum (TBC but possibly late 2024/early 2025)

Extract from presentation at CAWS AGM on 6 September 2023

Mailing List

- 3.24 A mailing list of those wishing to be kept updated on progress of NHP#2 was collated and included developers, landowners and members of the public. There are over 200 people on the mailing list.
- 3.25 The mailing list was used to keep people updated on progress of the plan, as well as make people aware of consultation events and invite them to take part in online consultations.

SECTION 2 REGULATION 14 PRE-SUBMISSION CONSULTATION

4 Overview

More on this section is to come after Regulation 14(B) consultation

- 4.1 The Neighbourhood Planning (General) Regulations 2012 states that before submitting a plan proposal to the local planning authority, a qualifying body (Melksham Town and Melksham Without Parish Council) must:
- publicise in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area
 - details of the proposals for a neighbourhood development plan
 - details of where and when the proposals for a neighbourhood development plan may be inspected
 - details of how to make representations and
 - the date by which those representations must be received, being not less than 6 weeks

- from the date on which the draft proposal is first publicised
- consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood plan and
- send a copy of the proposals for a neighbourhood development plan to the local planning authority

4.2 This section of the Consultation Statement will therefore outline the approach taken by the Planning Group to consult on the Draft NDP at the Regulation 14 stage of the process. This will cover the 2023 Regulation 14 pre-submission consultation, and the 2024 Regulation 14(B) pre-submission consultation on the updated draft JMNP2. Regulation 14(B) consultation is scheduled to begin on 20th June 2024 for 8 weeks.

Appendices

Appendix 1 - Report following consultation in Feb/March 23

Appendix 2 - Updates/Articles in the Melksham News

Appendix 3 - Newsletters

Appendix 4 - Facebook Posts

Appendix 1

Report of Town Centre Master Plan Consultation (TCMP)

1 May 2023 to the Melksham NHP Steering Group meeting 3 May 23

Background and Purpose

The Made Joint Melksham Neighbourhood Plan (JMNP) commits Melksham Town Council to progressing a Town Centre Master Plan to direct and guide the future planning and investment of the town centre. This is supported by Town Centre Policy 9 in the made plan. The JMNP2 process and Locality Technical Support has enabled and resourced the progression of Town Centre Master Planning.

A DRAFT Melksham Town Centre Master Plan Report (2023) was produced for the Joint Melksham Neighbourhood Plan Review by consultations AECOM through Locality Technical Support. AECOM undertook the work as a technical exercise in consultation with JMNP2 representatives and Place Studio.

This is a summary note of stakeholder and community consultation that was undertaken in relation to the Consultation on the draft report. It was undertaken by the JMNP2 Steering Group with input from Place Studio.

The purpose of the consultation was to:

- Ensure businesses and other key town centre stakeholders were aware of the master planning process and had an initial opportunity to engage in its production.
- Enable members of the wider community to contribute to the draft report
- Enable Wiltshire Council and other land owners an opportunity to engage in land-use planning for potentially available town centre development sites

- Build the knowledge and priorities of stakeholders and the community into a final document
- Provide community led priorities to inform forward action planning in delivering priority objectives and projects.

Consultation also addressed engagement on emerging evidence related to other areas of JMNP2 policy.

- Local Green Space Designation
- Local Non-designated Heritage List
- Production of a Local Design Guide and Code (By AECOM)
- A communications update on progression of Housing site allocations

Feedback on these matters is recorded separately related to each policy topic.

Summary of Process

Town Centre stakeholder and wider community engagement on the draft town centre master plan report was undertaken by the Neighbourhood Plan Steering Group between 8 February and 19 March 2023. It combined a series of engagement opportunities.

- One invited stakeholder three-hour event on 7 February
- Three open community drop-in events were held at The Campus on 8, 10 and 11 February.
- These were followed by further period of exhibition at Melksham Campus and Town Hall until 19 March.
- This was accompanied by online consultation including opportunity to complete the questionnaire.

In addition to drop-in and online engagement, Steering Group representatives reached out to Wiltshire Council as owners of key regeneration sites and as planning authority to ensure its views and intentions were as clearly understood as the Council was prepared to be.

Full records of material exhibited and feedback received have been made and can be made available as part of the TCMP and JMNP2 evidence base.

Engagement Content

Engagement included information boards as well as opportunities to provide feedback and suggestions. This was broken into sections.

The Whole Town Centre

- Views on the principle of undertaking a master plan
- Qualities about the Town Centre that are valued and to protect
- Issues that should be priorities for action and change

Three Regeneration Focus Areas

- Views on if these were the right areas
- Comments on report suggestions for future uses and design
- Open opportunities to make further suggestions

To a significant extent the scope of topics identified in AECOM's report shaped engagement themes and prompts for input.

Attendance

- Stakeholder Event
- Drop in Events
- Questionnaire Returns
- Number of Comments

A record of attendance is contained within the collated event raw data.

Summary of Feedback Received

General Comments

- General strong support for the masterplan and many commenters excited with the potential regeneration of the Cooper Tires area Cluster 3.
- The majority of comments were in-sync' with AECOM's key topics
- Two areas of feedback highlighted apparent emphasis and lack of priority;
 - A significant number of comments identified green spaces and the river as primary assets
 - There was very little response to matters relating directly to sustainability and carbon reduction
- Many commenters expressed that regeneration should be focussed on leisure retail and community facilities.
- Generally, there were concerns about more residential development.
- However, creating smaller and affordable homes in apartments was also suggested.
- 92.52% Agree with the identified regeneration clusters.
- Specific ideas for various sites were expressed.

Comments on TCMP Priority Topics

The following themes attracted the most interest and suggestions;

- Town Centre Vitality and Offer
- Walking including for health and wellbeing & Car Parking
- Heritage and the Appearance of the Town
- Greenery and Green Spaces
- The Riverside and Water

A lack of feedback indicated less direct engagement with Sustainability and Climate

Summary of Key Topics Feedback

Economy and Vitality

Shopping;

- A broad range of local independent and national chain shops. Eg Devizes

Things To Do;

- Improved leisure and hospitality offer
- Family focused including cinema, bowling places to eat
- Places to socialise day and evening; cafes, bars, restaurants.
- A place to dance!
- A permanent Melksham museum

Community Facilities;

- Re-opened public toilets
- Facilities for families and young people

Town Centre Business;

- A local business hub
- Access to banking

Heritage and Distinctiveness

Conservation and Enhancement;

- Protection of historic high street buildings
- Conservation of key historic buildings
- Eg Unicorn Public House
- Improvement of shopfronts

Regeneration;

- Removal and regeneration of 1960's infill eg High St/Lowbourne
- Smartening of pedestrian precinct

Streets and Public Realm

Appearance and Image;

- Cleanliness and upkeep of streets and furniture, including on town centre gateways
- Opportunities to "dress" the town centre eg Southgate Bath butterflies.
- Street scene design to compliment heritage buildings
- More street planting and flowers

Town Centre Management;

- Address traffic speed and noise
- Street management to enable "café culture" for outside hospitality
- Improved public seating eg Market Place benches

Green Space and Water

Making Connections;

- Make the most of high quality of existing green spaces

- Creation of linking “green walks” through the town centre linking to green spaces and the station

Wildlife and Nature;

- Increasing town centre nature
- Increasing ecology richness within parks and green spaces

Riverside Access;

- Linking into and enhancing riverside walk

River activity;

- Encourage kayaking and boats

Riverside Development Sites;

- Develop to create increased riverside vitality.

Still Water;

- Create a (or make more of the existing) lake!

Movement Connectivity and Accessibility

Walking and Cycling

- Walking and Cycling Connections;
- Wayfinding
- Good and safe connections to the town centre including from the station
- Signed walking and cycling connections linking town centre to green spaces and the countryside

A Healthy Town Centre;

- Signed walking, dog walking and running routes linking green spaces, riverside and park Safety;
- Safe pavements for pedestrians and lanes for cyclists
- Improved pedestrian crossings eg Bank Street/Lowbourne and entrance to campus.

Pedestrianisation;

- Partial pedestrianisation from church St to Lowbourne
- Pedestrianize the Town Bridge

Buses;

- improved links between station and town centre

Car Parking Management;

- Improved management of existing car parking including;
- Conservation area resident parking
- Increased free disabled permit parking
- Free local business parking and Campus car park management
- Parking controls near take-aways

Public Car Parks Capacity;

- Optimising capacity including decking at Kings St.

Feedback on Regeneration Clusters

Cluster 1 The Civic and Campus Quarter

73% Support

Suggested Uses

Leisure and Culture

- Adventure centre, like The Arc in Chippenham
- Ice rink Skate Park, BMX track
- Entertainment; cinema/bowling/laser tag
- Drama Club and Theatre

Housing and Community Facilities

- Subsidised community/cultural space
- Doctors Surgery
- Housing on the old Blue Pool and Lloyds Bank

Business

- Small business spaces,

Blue Pool

- Retirement flats are not suitable at the Blue Pool due to the noise from the Assembly Hall.
- Make the old swimming pool a bowling alley.

Assembly Hall

- Assembly hall should remain a music venue/use for leisure
- theatre, opera, lectures and cinema use
- Assembly Hall is too big, old and expensive and occupies a valuable site.
- Build a new hall which attracts new acts and bands and which could be used for wedding receptions etc
- Redevelop into homes and cafe/bars

Melksham House

- Melksham house should be a public building
- Arts quarter with sculptures in ground
- The library into Melksham House,
- Melksham museum
- Transfer Assembly Hall use into Melksham House for smaller events and a new hall built at the back of the old library.

Lloyds Bank

- public amenities, cinema, exhibition space, reading rooms, a museum.

Campus Access;

- Entrance to Campus should be off A350, use the same entrance as cemetery to make both safer.

- Market Place entrance reserved for foot and pedal traffic,

Cluster 2 Former Library, Restaurant and Car Park

72% Support

Suggested uses:

- Flats and affordable housing with active ground floors supported
- Leisure cultural facilities in this area
- Nursery
- Local hospital, GPs, nurses, care hubs
- Community project space in the library.
- Retail
- Nightlife, a cinema / bowling alley

Cluster 3 Avonside, Cooper Tires and The City

94% support

Regeneration principles:

Most popular

- | | |
|---|--------|
| ● Accessible river path, to use and enjoy the riverside: | 77.88% |
| ● Walk & cycle links between the station and town centre: | 67.26% |
| ● Cultural and entertainment facilities | 60.18% |

Least Popular:

- | | |
|--|--------|
| ● Re-establish the historic street pattern | 27.43% |
| ● Reflect interesting features within a modern context | 30.97% |
| ● New homes | 31.86% |

Suggested Uses

- Extension to the centre of Melksham
- Mixture of housing/flats, leisure looking onto the river
- Supplemented with the Kennet & Avon canal link as proposed by Wilts/Berks Canal Trust. Marina and mooring points (linked to canal)
- Riverside open space and sports pitches

Conservation;

- Conserve the main old house. Potential museum,
- Repurpose the 1930's old Cooper tire canteen.
- Keep Coopers entry sign,

Wider Cluster Area

- Avonside converted to riverside apartments.

- More consideration to area around train station

Suggested Refinements and Changes to the Draft Town Centre Master Plan Report

Purpose of the TCMP Report and Scope for Changes

The AECOM Town Centre Master Plan Report is an independent technical report and evidence base of the Neighbourhood Plan.

It informs and influences policy and strategy. It provides a strong national context to Town Centre planning.

Studies into key themes are high level and illustrative. They raise town centre principles and illustrate how could be applied with inspirational examples. The report is not intended to set out a detailed master plan or a strategy for its delivery.

It is however, important that the report identifies themes, assets and principles that have the input from engagement undertaken by the Steering Group.

AECOM will therefore be asked to refine the report to reflect this. However, feedback will also inform the setting of more detailed projects, land-use criteria and priorities set out in a delivery framework. See C below.

Changes to the AECOM evidence base report will also need to be mindful of the limitations on the Locality Technical Support package that funded it.

As a result, requested amendments will be high level and relatively small. The feedback from the engagement will more significantly inform the strategy and delivery framework.

Proposed Amendments

Section 4 Engagement

The Steering Group will provide narrative to summarise engagement undertaken. This will closely follow narrative provided in this briefing.

Section 6 Development Principles

Updating of the section will focus on the analysis “today” sections to more closely represent the values and issues identified through engagement.

Changes will seek a larger specific section on green and blue infrastructure. More is needed in relation to the existing and valued green space and the river. Some of the Sustainability and Climate section provides inspiration for greening the Town Centre. More is needed in relation to inspiring green connections and waterside environments.

Whilst the sustainability and climate section did not generate significant feedback, it is a central plank of the JMNP and a contributor to the 2030 carbon neutrality target. The section should be retained.

Section 7 Regeneration Clusters

Land use ideas from the feedback should be cross referenced with the AECOM report. This will result in the removal of some suggestions that will not be feasible or popular. It will add suggestions in where they enrich ideas made by AECOM. Again, more references to green space and the river will be sought in relation to each cluster.

Section 8 Next Steps

The first next step should be to receive and sign off a revised final TCMP Report as an evidence base to the JMNP2. It may then be published.

NEXT Steps and Actions

The TCMP report sets out potential next steps. It is suggested these are refined. Refinements should reflect the approach to advancing JMNP2 and the parallel but distinct approach of advancing the TCMP.

JMNP2

The AECOM TCMP report will become part of the evidence base supporting the review of Town Centre policy 9.

TCMP

The approach could broadly follow the four stages outlined by Place Studio and validated by the Town Council at its January meeting.

Stage 1; Delivery Strategy and Process Plan

- Strategy Development
- Resourcing Analysis
- Schedule for Incremental Projects
- Securing grant funding for quick win projects (Town Council)

Stage 2; Helping secure a Melksham Community Led Partnership

- Joint Meeting/Workshop Facilitation
- Design and Facilitation of Stakeholder Dialogue and Engagement
- Design and Delivery of Community Consultation

Stage 3; Progressing the Master Projects

- Brief Agreement
- Analysis and Survey Coordination
- Scheme Concept Design to Specification
- Engagement Process
- Resourcing

Stage 4; Planning Application Dialogue/Review

- Development Proposal Assessment
- Pre-application Dialogue
- Town Council Application Consultation Response

Updating JMNP2 Draft Town Centre Policy 9

Parallel to completing the TCMP report, Steering Group will receive and be asked to validate revisions to Policy 9 to reference the need for development to respond to delivery of the TCMP priorities. The validated AECOM report outlines these.

Reporting Engagement

Engagement has closed. It has produced feedback that has informed;

- The town centre master plan report
- Local green Space Designations
- Local Non-designated Heritage Listing
- The Melksham Design Code

Feedback has now been collated. Reports of feedback produced.

It is now possible to make material available to stakeholders and the public.

The following methods are proposed;

General Communication.

- Thanks to all who attended and involved.
- Background
- Summary of what was consulted on, when and how.
- Potential link to material
- What events and methods were employed
- Attendance and who attended

Feedback

- Headlines on each topic
- NB using summaries produced.
- Links to full summary reports

Next Steps

- Summary for JMNP2 and
- TCMP (as above)

Wider Update (Optional)

JMNP2 General Update

- Updating on housing and other topics eg green gaps.
- A forward programme for JMNP2 consultations

JMNP1 Performance

- Highlighting recent planning decisions relating to speculative development
- refused quoting JMNP1.

External factors;

- NPPF changes to Paragraph 14 protection period
- Local Plan Publication

Circulation

- Emails providing thanks and links to updates and reports to;
 - JMNP2 Mailing List
 - Town Centre Invited Stakeholders
 - Key Partners
- Website News Update with links
- Social Media Links
- Melksham News Update
- Potential Town and Parish Council briefings.

Programming of Communications

Feedback related solely to the consultation can be dispatched during May.

If communications are to include forward programming it will be prudent to wait until we know about the NPPF and both Councils have agreed any resulting programme changes.

Recommended

Consultation feedback is provided in May. It contains a notice to watch for further updates.

Feedback communications and content is agreed informally by email with SG members before the next meeting.

A full programme and process update is provided later in the summer following receipt of information and decisions.

APPENDIX 2 – Updates/Articles in Melksham News



Help Make the Joint Melksham Neighbourhood Plan Even Stronger for Longer!



YOUR VOTE COUNTED

The Neighbourhood Plan, which was voted into force in July last year, gives the communities of Melksham town and Melksham Without real local planning power in guiding the conservation and development of our area until 2036. The Steering Group, made of local people and councillors from both

the town and Parish worked on behalf of the two councils and the communities of the area to get the Plan in place. The Steering Group are really pleased to report that the Plan is being used successfully to make sure development is planned and more closely aligned to what local people want.



LOOKING AHEAD TO 2036

Ongoing and new issues like providing affordable homes in the right places, tackling climate change and helping local businesses recover from the impact of COVID make it imperative that our Neighbourhood Plan evolves to provide strong local powers, alongside Wiltshire's upcoming new Local Plan that will set out where new homes and jobs will be provided looking ahead to 2036. To achieve this Melksham Town and Melksham Without Parish Councils, and the Steering Group have jointly launched the review of the

Neighbourhood Plan to look ahead to 2036. The current Neighbourhood Plan will be updated and added to in order to make sure it remains up-to-date, forward looking and strong. A refreshed website has been launched as part of this: www.melkshamneighbourhoodplan.org On this website you can find out about how the Joint Melksham Neighbourhood Plan is already making a positive difference, and about how to get involved in shaping Melksham and Melksham Without's future up to 2036.



**COUNCILLOR
JOHN GLOVER
SAYS**

This is your chance to ensure that Melksham remains a great place to live. We worked hard to get a Neighbourhood Plan that local people voted to bring into legal force last summer. Let's keep our Neighbourhood Plan bang up-to-date; this is a living document and we need to respond to a changing context and make sure that our Plan remains as strong as possible.

HAVE YOUR SAY AND FIND OUT MORE ON THE WEBSITE



**Use the website to nominate
valued green spaces
for protection from
future development**

Let us know using the online green spaces map



Find out more www.melkshamneighbourhoodplan.org

Stay up-to-date, get involved and have your say by signing up for updates on the Neighbourhood Plan by emailing office@melkshamwithout.co.uk

Melksham Town Council
townhall@melksham-tc.gov.uk • Tel: 01225 704187

Melksham Without Parish Council
clerk@melkshamwithout.co.uk • Tel: 01225 705700

**Melksham Independent News - 30 March 2022
(also circulated to mailing list)**

NOMINATE YOUR MUCH-LOVED PUBLIC GREEN SPACE FOR PROTECTION



DO you have a favourite green space in the Melksham area that you think should be protected from development? Then the team behind Melksham's Neighbourhood Plan want to hear from you.

Through the Melksham Neighbourhood Plan, an area of green space that is "demonstrably special to a local community" can be protected through a scheme called 'Local Green Spaces'.

"This could be because of its beauty; historic significance; recreational value (including as a playing field); tranquillity; or richness of its wildlife," explains the Neighbourhood Plan steering group.

"We want to hear from you! Tell us about the green spaces you use and value."

All nominations received will then be assessed by the steering group to see if they meet the criteria for designation as a 'Local Green Space'.

Nominations can be made via the website on an online map: www.melkshamneighbourhoodplan.org/local-green-spaces; or by emailing: office@melkshamwithout.co.uk

shamwithout.co.uk

Via the website you can also support green space nominations already made and make comments.

The neighbourhood plan steering group will also be contacting all local landowners on Wiltshire Council's possible housing sites list (called the Strategic Housing and Employment Land Availability Assessment or SHELAA), to confirm if they wish their land to be considered for potential allocation in the Neighbourhood Plan and explain what their sites can provide to support the community's housing and infrastructure needs.

Melksham's Neighbourhood Plan, which is a joint project by Melksham Town Council and Melksham Without Parish Council, sets out where a community would prefer to see housing built and how the area should be developed and is used by Wiltshire Council to determine local planning applications.

Picture: A double rainbow over one of Melksham's much-loved green spaces, Shurnhold Fields. Photo by Steve Harvey.

**Melksham Independent
News Article
27 April 2022**



Updating Melksham's Joint Neighbourhood Plan



Our first Melksham Town and Melksham Without Joint Neighbourhood Plan is being used by Wiltshire Council to determine local planning applications to help manage development and deliver our community's wishes and needs. But our plan needs to be kept up to date and its life extended to ensure it continues to provide strong local powers after 2026, when the current plan period ends. To help ensure this happens the Steering Group has already started work on our updated Neighbourhood Plan 2.

The next version of the plan can tackle big and new local issues like climate change, protecting our valued green spaces and heritage, ensuring new homes meet local people's changing needs and support community facilities and planning for our town centre's vitality. It will also need to respond to and coordinate with Wiltshire's new Local Plan, which will probably be adopted in 2024. It will set high level strategic policies for our community area until at least 2036 including allocation of land to meet Wiltshire's share of Government housing targets.

Representing the Community

It's imperative that the updated Neighbourhood Plan continues to represent the community's wishes, so throughout the process there will be plenty of opportunities to **Have Your Say** and help us shape our next Neighbourhood Plan. We have a new website where you can find out more and get involved: www.melkshamneighbourhoodplan.org

Help us Shape the Plan Get Involved and Have Your Say!

Throughout the spring and summer, the Neighbourhood Plan Steering Group will be launching a series of community consultations on key local community issues. We need to gather your suggestions and priorities to shape the new Neighbourhood Plan's policies and priorities. Please help us protect and shape our area to meet your needs! Visit the website and sign up to get involved! www.melkshamneighbourhoodplan.org

UPCOMING CONSULTATION OPPORTUNITIES

Protecting Local Green Spaces

SURVEY IS LIVE

The Neighbourhood Plan can protect qualifying green spaces through a designation called Local Green Spaces. But we need to know which ones to protect!

We need to know which green spaces you value the most and why they are special to you and your community. This could be because of:

- Its beauty;
- Its historic significance;
- Its recreational value (including as a playing field);
- Its tranquillity; or
- Richness of its wildlife.

The Steering Group can then assess all the nominations received to see if they meet the qualifying criteria for Local Green Space designation.

This survey is already live. It will stay open until 5th June. So don't miss your chance to protect your local green space!



Building a Local Heritage List

SURVEY IN MAY

Melksham's heritage is a key part of our distinct character. It is partly protected by the Melksham conservation area and numerous listed buildings of national heritage importance. But that excludes other historic buildings and features in our area that are locally important.

There is now a way to help address that in our Neighbourhood Plan by adding a list of locally valued historic buildings and features to our existing Neighbourhood Plan heritage policy. This would mean locally listed buildings and features would have to be considered if a planning application came forward that affected one or more of them.

The criteria for what might qualify as a Locally Valued Heritage Asset are long and varied. But as a first vital step the Steering Group need your suggestions to be able to identify the local features that meet these criteria.

The Steering Group will be launching this consultation online in May, so don't miss out!



PLANNING FOR HOMES AND FACILITIES TO MEET OUR COMMUNITY'S NEEDS

People love to live in Melksham and Melksham Without and we have seen it grow significantly as a result. But it is essential that housing growth is managed by an up-to-date Plan and not through speculative development.

With the Wiltshire Core Strategy out of date and developers continuing to submit proposals for housing, our made Neighbourhood Plan is working hard to maintain plan led development for our area now, and aims to continue to help maintain this into the future.

The new Wiltshire Local Plan is likely to plan for Melksham to continue to grow in the years up to 2036. Working alongside the Local Plan, our updated Neighbourhood Plan can continue to ensure we get the right homes to meet our needs. It is vital that any new housing firstly provides affordable opportunities for our community and secondly homes that meet changing needs through life's journey. This can include starter homes to rent or buy, homes for a growing



family, smaller and accessible homes for downsizers, and older local people, to enable us all to continue to live active lives within our community.

To successfully influence the delivery of the right types of local housing and community benefits, our Plan for local homes must be built on solid local evidence. It can take the lead in allocating smaller sustainable housing and mixed use sites to provide diverse local housing and community benefit opportunities more responsively than the Local Plan can.

A New Community Housing Survey

SURVEY IN MAY

To set the agenda, most importantly, the Steering Group needs to understand what our precise local housing needs are. In May it will be launching a special Local Housing Needs survey to ask you about your existing housing and what existing or changing future housing needs you may have. We'll be supplementing this survey with our own highly detailed technical assessment of local housing needs based upon analysis of our community profile.

Talking to Local Landowners

CONTACT US NOW

Alongside the survey to ascertain local needs, the Steering Group is contacting all the local landowners on Wiltshire Council's possible housing sites list (called the Strategic Housing and Employment Land Availability Assessment "SHELAA") and is also once again calling upon local landowners to confirm if they wish their land to be considered for potential allocation in the Neighbourhood Plan and explain what their sites can provide to support our community housing and facility needs. If landowners or interested parties would like a site to be considered then please contact: Teresa Strange clerk@melkshamwithout.co.uk **Deadline for call for sites is Sunday 5th June.**

Fill out the Housing Survey!

SURVEY IN MAY

This is an extremely important survey. It will help us plan for the right type and location of new homes to provide opportunities for our community through both the Neighbourhood Plan policies and potential allocations. **So please, please take part! The Steering Group will be launching this survey in May.**

STAY IN TOUCH, HAVE YOUR SAY AND FIND OUT MORE ABOUT OUR NEIGHBOURHOOD PLAN 2

Visit our new Neighbourhood Plan website at www.melkshamneighbourhoodplan.org and sign up for updates to take part at every stage of the journey!

IF YOU ARE NOT ONLINE AND UNABLE TO ACCESS THE WEBSITE THEN PLEASE GET IN TOUCH SO THAT WE CAN ARRANGE ALTERNATIVE WAYS OF ENGAGEMENT.

Melksham Town Council
townhall@melksham-tc.gov.uk • Tel: 01225 704187

Melksham Without Parish Council
clerk@melkshamwithout.co.uk • Tel: 01225 705700

Melksham Independent News - 28 April 2022
(also circulated to mailing list)

Survey asks what your housing needs are now and in the future

A NEW SURVEY is being launched next week to find out what the housing needs for the community are.

“The Melksham Neighbourhood Plan Steering Group need to understand what the community’s precise local housing needs are,” explains a spokesperson for the steering group. “On Monday 16th May it will be launching a special Local Housing Needs survey to ask you about your existing housing and what existing or changing future housing needs you may have.

“We will be supplementing this survey with our own highly detailed technical assessment of local housing needs based upon analysis of our community profile.

“The new Wiltshire Council Local Plan is likely to plan for Melksham to continue to grow in the years up to 2036. Working alongside the Local Plan, the updated Neighbourhood Plan can continue to ensure we get the right homes to meet our needs.

“It is vital that any new housing firstly provides affordable opportunities for our community to find homes that meet changing needs through life’s journey. This can include starter homes to rent or buy, homes for a growing family, smaller and accessible homes for downsizers and older local people, to enable us all to continue to live active lives within our community.

“To successfully influence the delivery of the right types of local hous-

ing and community benefits delivery, our plan for local homes must be built on solid local evidence. It can take the lead in allocating smaller sustainable housing and mixed use sites to provide diverse local housing and community benefit opportunities more responsively than the Local Plan can.”

The Housing Needs Survey will go live on Monday 16th May, and you can access it from the dedicated website: www.melkshamneighbourhoodplan.org/get-involved

The deadline for responses is Sunday 5th June. If you are not online, please contact Melksham Town Council on 01225 704187 or Melksham Without Parish Council on 01225 705700 to make alternative arrangements.

Article in Melksham Independent News 11 May 2022



Get Involved in Melksham's Joint Neighbourhood Plan



Our first Melksham Town and Melksham Without Joint Neighbourhood Plan is being used by Wiltshire Council to determine local planning applications to help manage development and deliver our community's wishes and needs. But our plan needs to be kept up to date and its life extended to ensure it continues to provide strong local powers after 2026, when the current plan period ends. To help ensure this happens the Steering Group has already started work on our updated Neighbourhood Plan 2.

The next version of the plan can tackle big and new local issues like climate change, protecting our valued green spaces and heritage, ensuring new homes meet local people's changing needs and support community facilities and planning for our town centre's vitality. It will also need to respond to and coordinate with Wiltshire's new Local Plan, which will probably be adopted in 2024. It will set high level strategic policies for our community area until at least 2036 including allocation of land to meet Wiltshire's share of Government housing targets.

Representing the Community

It's imperative that the updated Neighbourhood Plan continues to represent the community's wishes, so throughout the process there are plenty of opportunities to **Have Your Say** and help us shape our next Neighbourhood Plan. We have a new website where you can find out more and get involved: www.melkshamneighbourhoodplan.org

Help us Shape the Plan Get Involved and Have Your Say!

Throughout the spring and summer the Neighbourhood Plan Steering Group are holding a series of community consultations on key local community issues. We need to gather your suggestions and priorities to shape the new Neighbourhood Plan's policies and priorities. Please help us protect and shape our area to meet your needs! Visit the website and sign up and take part in the consultations! www.melkshamneighbourhoodplan.org
You can also visit our dedicated Facebook page: 'Melksham Neighbourhood Plan'

CURRENT CONSULTATION OPPORTUNITIES

Protecting Local Green Spaces

SURVEY IS LIVE

The Neighbourhood Plan can protect qualifying green spaces through a designation called Local Green Spaces. But we need to know which ones to protect!

We need to know which green spaces you value the most and why they are special to you and your community. This could be because of:

- Its beauty;
- Its historic significance;
- Its recreational value (including as a playing field);
- Its tranquillity; or
- Richness of its wildlife.

The Steering Group will then assess all the nominations received to see if they meet the qualifying criteria for Local Green Space designation.

This survey is live. It will stay open until Sunday 5th June. So don't miss your chance to protect your local green space!



Building a Local Heritage List

SURVEY IS LIVE

Melksham's heritage is a key part of our distinct character. It is partly protected by the Melksham conservation area and numerous listed buildings of national heritage importance. But that excludes other historic buildings and features in our area that are locally important.

There is now a way to help address that in our Neighbourhood Plan by adding a list of locally valued historic buildings and features to our existing Neighbourhood Plan heritage policy. This would mean locally listed buildings and features would have to be considered if a planning application came forward that affected one or more of them.

The criteria for what might qualify as a Locally Valued Heritage Asset are long and varied. But as a first vital step the Steering Group need your suggestions to be able to identify the local features that meet these criteria.

This survey is live. It will stay open until Monday 13th June. So don't miss your chance to protect local heritage assets.



PLANNING FOR HOMES AND FACILITIES TO MEET OUR COMMUNITY'S NEEDS

People love to live in Melksham and Melksham Without and we have seen it grow significantly as a result. But it is essential that housing growth is managed by an up-to-date Plan and not through speculative development.

With the Wiltshire Core Strategy out of date and developers continuing to submit proposals for housing, our made Neighbourhood Plan is working hard to maintain plan led development for our area now, and aims to continue to help maintain this into the future.

The new Wiltshire Local Plan is likely to plan for Melksham to continue to grow in the years up to 2036. Working alongside the Local Plan, our updated Neighbourhood Plan can continue to ensure we get the right homes to meet our needs. It is vital that any new housing firstly provides affordable opportunities for our community and secondly homes that meet changing needs through life's journey. This can include starter homes



to rent or buy, homes for a growing family, smaller and accessible homes for downsizing, and older local people, to enable us all to continue to live active lives within our community.

To successfully influence the delivery of the right types of local housing and community benefits, our Plan for local homes must be built on solid local evidence. It can take the lead in allocating smaller sustainable housing and mixed use sites to provide diverse local housing and community benefit opportunities more responsively than the Local Plan can.

A New Community Housing Survey

SURVEY IS LIVE

To set the agenda, most importantly, the Steering Group needs to understand what our precise local housing needs are. A special Local Housing Needs survey has been launched to ask you about your existing housing and what existing or changing future housing needs you may have. We'll be supplementing this survey with our own highly detailed technical assessment of local housing needs based upon analysis of our community profile.

This is an extremely important survey. It will help us plan for the right type and location of new homes to provide opportunities for our community through both the Neighbourhood Plan policies and potential allocations.

So please, please take part! This survey is now live and will stay open until Thursday 30th June.

Talking to Local Landowners

CONTACT US NOW

Alongside the survey to ascertain local needs, the Steering Group is contacting all the local landowners on Wiltshire Council's possible housing sites list (called the Strategic Housing and Employment Land Availability Assessment "SHELAA") and is also once again calling upon local landowners to confirm if they wish their land to be considered for potential allocation in the Neighbourhood Plan and explain what their sites can provide to support our community housing and facility needs.

If landowners or interested parties would like a site to be considered then please contact: Teresa Strange clerk@melkshamwithout.co.uk
Deadline for call for sites is Sunday 5th June.

STAY IN TOUCH, HAVE YOUR SAY AND FIND OUT MORE ABOUT OUR NEIGHBOURHOOD PLAN 2

Visit our new Neighbourhood Plan website and take part in the consultations NOW!

www.melkshamneighbourhoodplan.org

IF YOU ARE NOT ONLINE AND UNABLE TO ACCESS THE WEBSITE THEN PLEASE GET IN TOUCH SO THAT WE CAN ARRANGE ALTERNATIVE WAYS FOR YOU TO TAKE PART.

Melksham Town Council
townhall@melksham-tc.gov.uk • Tel: 01225 704187

Melksham Without Parish Council
clerk@melkshamwithout.co.uk • Tel: 01225 705700

**Melksham Independent News - 26 May 2022
(also sent to mailing list)**

Have you had your say on future development in Melksham and Melksham Without?

THE plan to review and update the Melksham Neighbourhood Plan continues, with several consultations still live and awaiting the community to give their input.

A spokesperson for the Joint Melksham Neighbourhood Plan committee says, "The most important one is to give your views on current housing needs in the Melksham area. What type of housing is required? Flats? Starter homes? Specialist accommodation for elderly residents? Family homes? And are you looking for rental properties, shared ownership or market value properties to buy?"

"The answers you give are vital evidence in shaping the future mix of the housing development in the Melksham area in the coming years. The deadline for this survey is 30th June.

"There is also still time

to nominate a local heritage asset for potential protection. Is there something historic that you value in the community, but is not a listed building or in the conservation area? Deadline for this survey is 13th June.

"The 'Call for Sites', and nominations for 'Local Green Spaces' has now closed, and the task groups of the Neighbourhood Plan, all made up from local residents and councillors, will now be reviewing the requests made."

To get involved, then go to the website www.melkshamneighbourhoodplan.org and take part in the consultations.

If you are unable to access the website, please contact Melksham Town Council (01225 407187) or Melksham Without Parish Council (01225 705700) and alternative arrangements can be made.

Melksham Independent News Article - 7 June 2022



Melksham Neighbourhood Plan Update



Thank you to everyone who took part in the consultations and evidence gathering exercises that have taken place over the summer months as part of the Melksham Neighbourhood Plan review.

We are taking the opportunity to feedback to you here on what happened next, and to let you know that the next round of community engagement will start on Saturday 3rd December and run to the end of the year.

Housing: Assessment and Information to inform

The steering group undertook a Call for Sites exercise in the Spring, advertising widely locally, with several page adverts in the Melksham News, a social media presence, we also contacted everyone who has ever been in contact in previous consultations or visited an event.

In addition, land owners who have their land registered as available with Wiltshire Council have all been contacted. This produced a list of some 90 sites that land owners have put forward to be considered for housing allocation in the next version of the Melksham Neighbourhood Plan. National independent company AECOM are now sifting and assessing the individual sites, with a report to follow at the end of the year which will then lead to the site allocation work by the Housing Task Group who will be shortlisting sites before engaging with land owners. There will be the opportunity for some

informal community engagement on the shortlist of sites. The next version of the Plan will include housing site allocations for small and medium sites, whereas the Local Plan being produced by Wiltshire Council will be allocating large, strategic sites.

Running alongside this work, a Housing Needs Assessment has also been undertaken by AECOM for the Neighbourhood Plan area of Melksham Town and Melksham Without; this incorporates the local Housing Needs Survey that was undertaken by ourselves and advertised in the Melksham News. This looks at the type and tenure of the housing mix requirements in the area, and is the evidence for housing mix policy in the reviewed Plan; ensuring that future housing meets the needs of local people. Thankyou to the 136 local residents who responded to the Local Housing Needs survey in May and June; the results of this have now been published.

SEE www.melkshamneighbourhoodplan.org

Protecting Values Local Green Space

There is the opportunity through the Plan to give a Local Green Space planning designation to protect spaces that are important to the local community.

Thank you to those of you that put forward local green spaces that were important due to their historic significance, their beauty, their recreational value, their richness in wildlife or their tranquillity. This designation can only apply to small, local spaces and not large tracts of land. The volunteer task group is now working through the 50+ sites that the public put forward to ensure that they meet the necessary criteria and eligibility to produce a shortlist, we are currently making contact with the local landowners. You can view the sites put forward on the Neighbourhood Plan website.

Green Gaps Designation

As you may be aware, there has been a recent Appeal Hearing upheld for a site on Semington Road, behind Townsend Farm, for 50 affordable dwellings.

One of the things highlighted by the Planning Inspector was the lack of a policy on green gaps, to prevent the coalescence of villages to the town and other villages, and this is being addressed in the review of the Neighbourhood Plan. We are working to secure the appropriate technical support to aid this piece of work, with the aim of consulting the community on this during the assessment period over the next few months.

Addressing Climate Change

A separate task group is working on the broad topic of Climate Issues, including analysis of other Neighbourhood Plans that have recently been examined and adopted to see if there are further policies that can be included in the next version of the Plan, as this is a rapidly changing topic.

Policy updates have been drafted with background information to be revised next. The group working on this brief are closely aligned with the Town Council's Environment & Climate Working Group.

Planning for the future vitality of the town centre

AECOM have also been appointed to look at the Town Centre Master Plan work, and will be taking a holistic, independent approach at the Town Centre, looking at its Economy and Vitality, its Culture and Distinctiveness, its Connections and Accessibility, the quality of its Public Realm, and its Heritage and Townscape; all set against the pressing agenda of Sustainability and Climate Change.

There is also the possibility of some Town Centre Regeneration Site opportunities with vacant sites in the

town centre, including those recently vacated as part of the Campus projects they may provide identified/allocated housing to meet local needs. This is a fantastic opportunity for some revised town centre policies in the revised Plan, and for a Master Plan evidence document to sit alongside the Neighbourhood Plan as a practical separate stand-alone document.

AECOM have been fully briefed by the Neighbourhood Plan team and are working with the Town Council and Wiltshire Council on the publicly owned assets aspects.

Protecting our Local Heritage

Whilst not giving as much protection as the Local Green Spaces, there is still the opportunity to list in the Neighbourhood Plan heritage assets that don't have Listed status but still have an important historical value to the local community.

Again, thank you to those of you who responded to this survey. A small group of volunteers is looking at the evidence for these sites, it's a short list but valuable nevertheless, and the next step is to contact landowners. You can view the list of those sites put forward on the Neighbourhood Plan website.

Strengthening locally distinctive design

For new housing, and other development, it's not just about where it is, and whether its two or three bedrooms, or rented or for purchase; it's about what it looks like and this is where the Design Codes come in.

AECOM have been appointed to do this work, and are looking at what "good design" looks like for the Melksham Plan area and all future planning applications will have to adhere to the Code when the Plan is adopted. From designing out anti-social behaviour, to brick colours, to solar panels, this is all covered in the Design Code. It covers local identity and character, access and movement incorporating the Priority for People work, green and blue infrastructure (eg. trees/fields and rivers/floodplains), sustainability and energy efficiency and the built form. There will be some community engagement on this piece of work as we seek your views.

Ensuring that Local Priorities are addressed

As the proposed Bypass and Melksham Link Canal projects progress

The Neighbourhood Plan is all about planning policy, and to be referred and adhered to when planning applications are considered.

There are a couple of proposed large infrastructure projects that are in the Melksham Neighbourhood Plan area and there are separate task groups looking into these projects to ensure that the Plan is reviewed in line with the latest updates on these projects. The Plan will have Priority Statements on these projects, but they will be light touch as the Neighbourhood Plan is not the place for decision making on these projects; and therefore cannot have policies relating to them. Volunteer task groups have met with the project teams on these separate projects to review the current statement with them.

Who is working on this project?

The Melksham Neighbourhood Plan is a joint project of Melksham Town Council and Melksham Without Parish Council but is community led, and the Steering Group and Task Groups are made up from a wide range of volunteers from the community.

Planning expertise is provided by Place Studio, who guide us through the process. The group has been successful in obtaining grant funding from the Government to contribute to the costs, and some technical support from AECOM who are also provided by Locality, directly funded by central Government.

How do I get involved?

Information on the progress on the review of the Melksham Neighbourhood Plan can be viewed on the dedicated website

<https://www.melkshamneighbourhoodplan.org/> and dedicated facebook page.

You can sign up to the mailing list by contacting any officer at the Town or Parish Council or by clicking the link on the website. If you are not online, please contact either of the councils who can provide written updates. Look out for further consultation and engagement opportunities advertised in the Melksham News too.

Look out for the Neighbourhood Plan stall at the Christmas Market on Saturday 3rd December

To find out details of the new opportunities to help shape your local community.

Melksham Town Council
townhall@melksham-tc.gov.uk • Tel: 01225 704187

Melksham Without Parish Council
clerk@melkshamwithout-pc.gov.uk • Tel: 01225 705700

**Melksham Independent News - 24 November 2022
(also sent to mailing list)**



YOUR VOICE YOUR MELKSHAM SHAPE YOUR TOWN

SAVE THE DATE!
HAVE YOUR SAY

WHAT NEXT FOR THE TOWN CENTRE?

<p>THEN</p>	<p>NOW</p>	<p>2036</p> <p>?</p> <p>WHAT WILL HAPPEN TO THE OLD LIBRARY SITE?</p>	<p>THEN</p>	<p>NOW</p>	<p>2036</p> <p>?</p> <p>WHAT WILL HAPPEN TO THE BLUE POOL SITE?</p>
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A draft Town Centre Master Plan has been produced by consultants who have taken an holistic, independent approach. They have examined the town's Economy and Vitality, its Culture and Distinctiveness, its Connections and Accessibility, the quality of its Public Realm, and its Her-

itage and Townscape; all set against the pressing agenda of Sustainability and Climate Change. There is also the possibility of some Town Centre Regeneration Site opportunities with vacant sites in the town centre, including those recently vacated as part of

the Campus project; they may provide identified/ allocated housing to meet local needs. We are seeking your views on the draft plan with a special event planned for town centre businesses to start the process, closely followed by community consultation.

PROTECTING VALUED LOCAL GREEN SPACE



There is the opportunity through the Plan to give a Local Green Space planning designation to protect spaces that are important to the local community. Thank you to those of you that put forward local green spaces that were important due to their historic significance, their beauty, their recreational value, their richness in wildlife or their tranquillity. This designation can only apply to small, local spaces and not large tracts of land. The volunteer task group is now working through the 50+ sites that the public put forward to ensure that they meet the necessary criteria and eligibility to produce a shortlist, we are currently making contact with the local landowners. You can view the sites put forward on the Neighbourhood Plan website or at the public consultation events and we will be seeking your views on the shortlist.

HOUSING SITE ALLOCATIONS LED BY THE COMMUNITY

The next version of the Plan will include housing site allocations for small and medium sites, whereas the Local Plan being produced by Wiltshire Council will be allocating large, strategic sites. The Plan's housing allocation means that future development is Plan led and not speculative development in isolated green fields. This is your opportunity to comment on where these smaller sites should be. Some 90+ sites have been put forward by local landowners, and are currently being assessed for suitability by independent consultants. We are asking your views on these sites, and the community benefits that they could bring.



Cliff David Pafford
Steering Committee Chair

“We worked hard to get a Neighbourhood Plan that local people voted to bring into legal force. Let's keep our Neighbourhood Plan bang up-to-date; this is a living document and we need to respond to a changing context and make sure that our Plan remains as strong as possible”

STRENGTHENING LOCALLY DISTINCTIVE DESIGN

We are forecast to accommodate a further approx. 2,500 houses up to 2036.

For new housing, and other development, it's not just about where it is, and whether it's two or three bedrooms, or rented or for purchase; it's about what it looks like and this is where the Design Codes come in. Consultants have been appointed to do this work, and are looking at what "good design" looks like for the Melksham area and all future planning applications will have to adhere to the Code when the Plan is adopted. From designing out anti-social behaviour, to brick colours, to solar panels, this is all covered in the Design Code. It covers local identity and character, access and movement incorporating the Priority for People work, green and blue infrastructure, sustainability and energy efficiency and the built form. There will be some community engagement on this piece of work over the coming weeks.

PROTECTING MELKSHAM'S HERITAGE



The Neighbourhood Plan will list heritage assets that don't have Listed status but still have an important historical value to the local community. Thank you to those of you who responded to this survey. A small group of volunteers is looking at the evidence for these sites; it's a short list but valuable nevertheless, we are currently making contact with the local landowners. You can view the sites put forward on the Neighbourhood Plan website or at the public consultation events and we will be seeking your views on these heritage assets.

PUBLIC CONSULTATION EVENTS COMMUNITY CONSULTATION

Come to the Melksham Community Campus for an exhibition of display boards with a chance to chat in-person

THURSDAY 9TH FEBRUARY 4-7pm • FRIDAY 10TH FEBRUARY 11am-5pm • SATURDAY 11TH FEBRUARY 10am-12 noon

Consultation boards will then be on display in the campus and town hall from early February to early March
Where you will be able to comment directly on proposals

STAKEHOLDER EVENT

Tuesday 7th February. For town centre businesses focusing on the town centre masterplan
Register your interest at linda.roberts@melksham-tc.gov.uk 01225 704187

KEEP IN TOUCH

Information on the progress on the review of the Melksham Neighbourhood Plan can be viewed on the dedicated website www.melkshamneighbourhoodplan.org and dedicated Facebook page. You can sign up to the mailing list by contacting any officer at the Town or Parish Council or by clicking the link on the website. If you are not online, please contact either of the councils who can provide written updates. Look out for further consultation and engagement opportunities advertised in the Melksham News regularly.

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- Attend future consultation events
- Read regular updates in the Melksham News

IN PERSON

Melksham Town Council
Market Place SN12 6ES
linda.roberts@melksham-tc.gov.uk
Tel: 01225 704187

Melksham Without Parish Council
First Floor, Melksham Campus SN12 6ES
clerk@melkshamwithout-pc.gov.uk
Tel: 01225 705700

Melksham Independent News - 19 January 2023
(also sent to mailing list)

What next for the future of Melksham town centre? A chance to have your say

A PUBLIC consultation, giving residents and local businesses the chance to have their say about future plans for Melksham town centre, is being held this month at Melksham Community Campus.

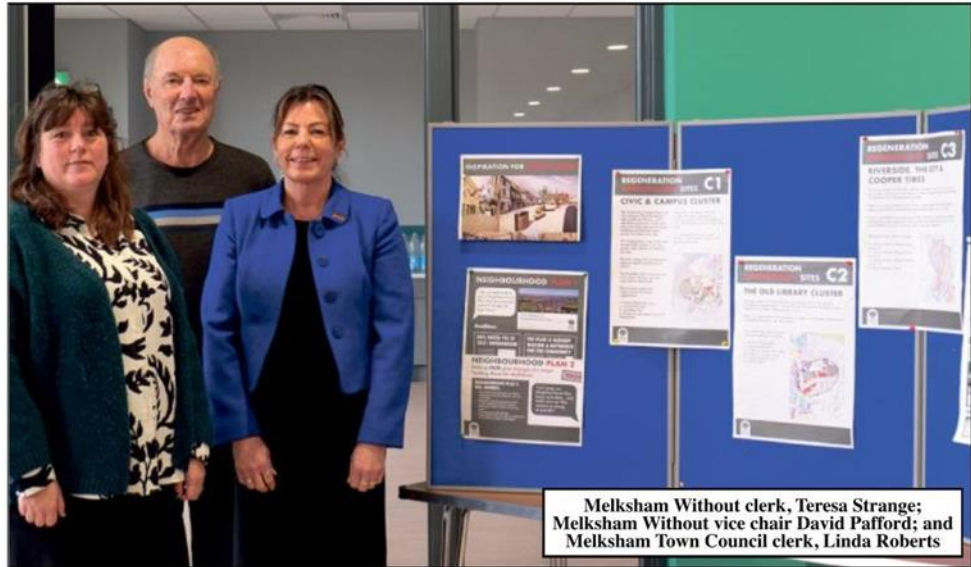
Questions posed in the consultation include what the next steps should be for the former Blue Pool and library sites, now that Melksham Campus has been built and what does the future hold for the Cooper Tires site after the company closes its tyre factory.

Melksham Town Council clerk, Linda Roberts said, "This is your chance to have your say on the future plans for Melksham's town centre. There are exciting opportunities ahead for the town centre, so do not miss out on the chance to get involved and influence how the town centre develops."

Master plan

The town centre master plan is part of Melksham Neighbourhood Plan, which is a joint initiative by Melksham Town and Melksham Without councils.

"A draft for the town centre master plan has now been put together by consultants who have taken a holistic, independent approach," said the team behind the Neighbourhood Plan. "They have examined the town's economy, vitality, its culture and distinctiveness, connections, accessibility,



Melksham Without clerk, Teresa Strange; Melksham Without vice chair David Pafford; and Melksham Town Council clerk, Linda Roberts

quality of the public spaces, heritage, and townscape, with a focus on climate change and the town's sustainability.

"The plan includes protecting valued local green space, housing site allocations led by the community, strengthening locally distinctive design and protecting Melksham's heritage.

"The next stage is community consultation so that planners can find out local people's views."

Public consultation

The public consultation will take place at Melksham Community Campus on; Thursday 9th February 4pm-7pm; Friday 10th February 11am-5pm and Saturday 11th February 10am-12pm. At the events, there will be an exhibition of display boards, with a chance to chat about the proposals.

On Tuesday 7th February there is also an opportunity for town centre businesses to have

their say. To register your interest in this event, contact linda.roberts@melkshamtc.gov.uk or tel. 01225 704187.

From early February to early March, consultation boards will be on display in the campus and town hall, where people will still be able to comment on the proposals.

The Joint Melksham Neighbourhood Plan gives the councils local planning power in guiding the development and conservation of our area.

Plan 1, which was given the go-ahead by a vote by local people in 2020, is now being used. Plan 2 is also considering long term aims such as tackling climate change and providing affordable homes in the right places. More details about the Neighbourhood Plan can be found on the councils' websites.

FOR MORE DETAILS - SEE PAGE 4

Melksham Independent News Article - 31 January 2023



YOUR VOICE YOUR MELKSHAM SHAPE YOUR TOWN



**ANOTHER CHANCE TO CHAT IN PERSON AT THE COMMUNITY CAMPUS
WEDNESDAY 8TH MARCH, 7PM - AREA BOARD**

DON'T MISS THE PUBLIC CONSULTATION DISPLAY BOARDS

**On display in the cafe area at
Melksham Community Campus
and Melksham Town Hall**

Learn more about the proposals and
comment directly on them.

**RESPOND TO
QUESTIONS
THAT MATTER**

- How should town centre sites be regenerated?
- What green spaces should be protected?
- What should new housing look like?
- What heritage sites should we protect?



**THIS IS A VITAL
OPPORTUNITY
TO HAVE
YOUR SAY!**



**TAKE PART IN THE CONSULTATION NOW
DEADLINE: SUNDAY 19TH MARCH**

**HEAR MORE ABOUT THE PLAN IN THE PODCAST 'CELEBRATE MELKSHAM'
LISTEN ON ANCHOR | SPOTIFY | APPLE MUSIC**

VIEW THE CONSULTATION BOARDS ONLINE AT

www.melkshamneighbourhoodplan.org/tcmpconsultationfebmar



**OR VISIT IN PERSON AT THE TOWN HALL
AND COMMUNITY CAMPUS**
Let us know what you treasure and want to protect in
the town centre and what your priorities for change are.
**Hard copy surveys are available and you can also
get support to be online at the library.**



WHAT IS IT ABOUT - HERITAGE • TOWN CENTRE • GREEN SPACES • DESIGN

KEEP IN TOUCH

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clerk@melkshamwithout-pc.gov.uk
Tel: 01225 705700

**Melksham Independent News - 2 March 2023
(also sent to mailing list)**



YOUR VOICE YOUR MELKSHAM

SHAPE YOUR TOWN



TAKE PART IN THE CONSULTATION NOW
DEADLINE: SUNDAY 19TH MARCH

COME AND SEE THE PUBLIC CONSULTATION DISPLAY BOARDS

On display in the cafe area at
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and Melksham Town Hall

Learn more about the proposals and
comment directly on them.

**RESPOND TO
QUESTIONS
THAT MATTER**

How should town centre sites be regenerated?
What green spaces should be protected?
What should new housing look like?
What heritage sites should we protect?



**DON'T MISS
THIS VITAL
OPPORTUNITY
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**HEAR MORE ABOUT THE PLAN
IN THE PODCAST**

'CELEBRATE MELKSHAM'

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**WEDNESDAY 8TH MARCH
AREA BOARD**

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**OR VISIT IN PERSON AT THE TOWN HALL
AND COMMUNITY CAMPUS**

Let us know what you treasure and want to protect in
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Melksham Without Parish Council
11st Floor Melksham Campus SN12 4ES
clerk@melkshamwithout-pc.gov.uk
Tel: 01224 705700

Melksham Independent News – March 2023

(also sent to mailing list)

Help shape the future of Melksham

THE community is invited to attend the Melksham Area Board public meeting to learn more about shaping Melksham and the surrounding areas.

The meeting is on Wednesday 8th March, at Melksham Library in the Campus, 7pm to 9pm.

Melksham Without Parish Council clerk Teresa Strange explained, "There is some exciting work going on to improve the physical space in and around Melksham and you are invited to join us to hear more about it and have your say.

"Melksham Area Board will be focussing upon shaping our local town and the surrounding area. This will include a workshop jointly led

by Melksham Without Parish Council and Melksham Town Council that will consider three different pieces of work.

"The first will be looking at the 'Town Centre Master Plan' that looks at how the heritage, economy, accessibility and public realm can be developed. This is currently out for consultation, and you will be able to find out what feedback has been received so far and have a final opportunity to get involved and influence it.

"The second will highlight the importance and current state of the 'Joint Neighbourhood Plan' that is vital to plan and protect our town, surrounding area and countryside.

"The third will introduce some

of the other projects around the natural and built environment and raise the important question of what the identity of the Melksham area is and should be moving forward.

"At the meeting, we will also hear the latest news on highways schemes, the work going on at Spa Road roundabout, the transfer of Wiltshire Council assets to the local community and much more.

"There will be plenty of opportunity to have your say and get involved in shaping the community area to be an even better place to live work and enjoy. We hope you can join us."

For more information contact richard.rogers@wiltshire.gov.uk or telephone 01225 718628.

Melksham Independent News Article - 2 March 2023

APPENDIX 3 – COUNCIL NEWSLETTERS

 **Summer Newsletter** clerk@melkshamwithout.co.uk
MELKSHAM WITHOUT PARISH COUNCIL
Sports Pavilion, Westinghouse Way, Bowerhill, Melksham, SN1 2 6TL • 01225 705700


Clerk Teresa Strange & Chair John Glover

MELKSHAM NEIGHBOURHOOD PLAN

The parish council are actively involved in the review of the current joint Neighbourhood Plan with the Town Council and members of the community on the Steering Group and new Task Groups.

There are lots of ways to get involved as the local community, please see the separate page on the Neighbourhood Plan in this issue which details all the current consultations. Local community members are on the individual task groups who will be reviewing the

evidence gathered from these surveys, and on other topics, and if you would like to get involved with this work in more detail, then please get in touch. Its your community, we need to hear from you on how to shape it for future generations!

- Housing
- Environment – Green Space, Heritage Assets, Design Guides
- Sustainability & Climate
- Strategic Projects – Town Centre, Implications of proposed Bypass & Canal Link

26 May 2022 Edition of
Melksham News



Winter Newsletter

clerk@melkshamwithout-pc.gov.uk

MELKSHAM WITHOUT PARISH COUNCIL

First Floor, Melksham Community Campus, Market Place, SN12 6ES • 01225 705700



Clerk Teresa Strange & Chair John Glover

BUDGET & PRECEPT FOR 2023/24

Melksham Without Parish Council agreed their Budget for 2023/24 at the Full Council meeting held on Monday 23rd January 2023.

The Council unanimously agreed to set its Precept – the proportion of Council Tax paid to the Parish Council – at £245,271.03 for the 2023/24 financial year, which is an increase of £9,581.98 (4.1%) on last year's Precept. However, due to the additional number of houses that have been

built and occupied in the parish, there are more residents contributing to the Precept. This means that the average Band D household will contribute £84.71 to Melksham Without Parish Council, a zero rise on last year. (Band D properties are used as a measure of the national average). The parish council have strived to maintain services without increasing the burden on residents, against the backdrop of the current cost of living crisis.

BERRYFIELD VILLAGE HALL

The opening event on Saturday 21st January was a great way to top off the culmination of several year's work to provide a new community space in Berryfield that was fit for purpose.

The committee that has formed to run the hall on behalf of the parish council has now been formally recognised as a charitable trust, the lease will be signed shortly and the different areas let to local groups and organisations. The ribbon was cut by the Deputy Lieutenant AVM David Couzens and the hall was full of local residents, both from the new Woodview development and the older parts of Berryfield, Semington Road and the mobile home park next door – enjoying tea and cake, and listening to music provided by Strings Incognito. Thankyou to the local businesses that provided refreshments; Asda, Co-op, Waitrose and Newmans



Butchers. Look out for lots of exciting things to do in the new hall from organisations that have already booked regular slots. To make contact with any enquiry or booking then please contact via BerryfieldVillagehall@outlook.com until the phone and online booking system is up and running.



OLD AND NEW



MELKSHAM NEIGHBOURHOOD PLAN

The parish council are working hard on the review of the Melksham Neighbourhood Plan.

This is a joint project with the Town Council and members of the steering group from various organisations in the community. Now it's time for you to have your say on how to shape the town, and to say what's important to you.

Public consultation events are being run in the Campus next week on the Town Centre Master Plan and local green spaces, design guides for local development and local heritage assets. Come along and have a chat and find out more about it. Its interactive, lots of displays, maps, and the chance to give your opinion on the changing face of high streets and what that looks like in your town.



MELKSHAM NEIGHBOURHOOD PLAN

NEW CO-OPTED COUNCILLOR

A very warm welcome to a new Councillor Peter Richardson.

Melksham Without Parish Council met on Monday evening, and one of the first order of business was to co-opt a new councillor to fill the vacancy in the Beanacre, Shaw, Whitley and Blackmore ward following the resignation of Councillor Mary Pile. Candidates had submitted their application in writing, and were invited to say a few words and answer questions on the night: before councillors voted. It was a close run thing and the council are delighted to welcome a new councillor who lives in the ward and already has



a proven track record of representing the interests of local residents as Chair of CAWS (Community Action: Whitley & Shaw).

WHO IS MY COUNCILLOR?

BERRYFIELD WARD	
	Shona Holt shona.holt@melkshamwithout-pc.gov.uk
	Richard Wood richard.wood@melkshamwithout-pc.gov.uk
BEANACRE, SHAW, WHITLEY AND BLACKMORE WARD	
	Terry Chivers terry.chivers@melkshamwithout-pc.gov.uk
	John Doel john.doel@melkshamwithout-pc.gov.uk
	Stefano Patacchiola JP stefano.patacchiola@melkshamwithout-pc.gov.uk
	Peter Richardson peter.richardson@melkshamwithout-pc.gov.uk
BOWERHILL WARD	
	Alan Baines alan.baines@melkshamwithout-pc.gov.uk
	John Glover (Council Chair) john.glover@melkshamwithout-pc.gov.uk
	Mark Harris mark.harris@melkshamwithout-pc.gov.uk
	Rob Hoyle rob.hoyle@melkshamwithout-pc.gov.uk
	David Pafford (Council Vice Chair) david.pafford@melkshamwithout-pc.gov.uk
	Andy Russell andy.russell@melkshamwithout-pc.gov.uk
	Robert Shea-Simonds robert.shea-simonds@melkshamwithout-pc.gov.uk

PUBLIC CONSULTATION EVENTS

COMMUNITY CONSULTATION

Come to the Melksham Community Campus for an exhibition of display boards with a chance to chat in-person

THURSDAY 9TH FEBRUARY
4pm-7pm

FRIDAY 10TH FEBRUARY
11am-5pm

SATURDAY 11TH FEBRUARY
10am-12 noon

Following all the events there will still be plenty of time to send in your comments, the boards will remain up at the Campus and you will be able to fill in a questionnaire or respond online.

There is a separate event for town centre businesses on Tuesday 7th Feb, please get in touch to register your interest for an invitation to that dedicated evening.

VILLAGE HALLS WEEK

Village Halls Week



Warm, welcoming and inclusive spaces
#VillageHallsWeek

Last week was "Village Halls Week", a national campaign shining the spotlight on the contribution England's 10,000+ village halls make to rural communities.

There is plenty to celebrate in the parish, with five warm, welcoming and inclusive community spaces. Just taking a snapshot of last week, there was a newspaper service available daily from Whitley Reading

Rooms, the community dining lunch at Bowerhill Village Hall, pre-school at Shaw Village Hall and table tennis in the school room at St Barnabas Church in Beanacre. The week commenced with the opening of the brand new village hall at Berryfield. All of these wonderful spaces are run by volunteers, and supported with grant funding by the parish council.

WANT TO KEEP IN TOUCH?

on twitter @melkshamwithout
on Instagram melkshamwithoutpc
on Facebook Melksham Without Parish Council

or visit our website
www.melkshamwithout-pc.gov.uk

Melksham Without Parish Council Newsletter – February 2023 Edition of Melksham News


NEIGHBOURHOOD PLAN – HAVE YOUR SAY!

SIMPLY VISIT THE LINK BELOW TO OUR NEIGHBOURHOOD PLANNING WEBSITE WHERE YOU CAN GET INVOLVED

<https://www.melkshamneighbourhoodplan.org/local-green-spaces>

DEADLINE

5TH JUNE



The neighbourhood plan can protect qualifying green spaces through a designation called Local Green Spaces. But we need your help to choose which ones to protect!

We need to know which green spaces you value the most and why they are special to you and your community. This could be because of:

- Its Beauty;
- Its Historic Significance;
- Its Recreational Value;
- Its Tranquillity or Richness of its Wildlife.

WHAT IS THE NEIGHBOURHOOD PLAN?

Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided, and grant planning permission for the new buildings they want to see go ahead. Neighbourhood planning provides a powerful set of tools for local people to plan for the types of development to meet their community's needs and where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area. (Gov.uk)

HOW TO USE THE NEIGHBOURHOOD PLANNING WEBSITE:

Create an account with Placecheck

Simply explore the interactive map and chose an area in which you have an interest.

Click on that area and a text box such as the one on the right will pop up.

You then have the option to either agree with a thumbs up, or disagree with a thumbs down as to whether you believe this area should be protected.


The best part is there is no limit, so you can have your say all over Melksham!

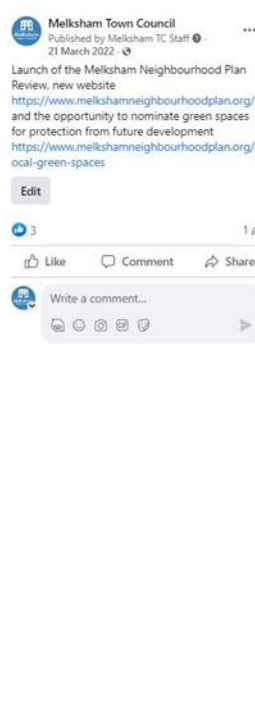
NO COMPUTER? NO PROBLEM!

Feel free to jot down your nominations and submit them to Melksham Town Hall in person or by telephone us on 01225 704187

Melksham Town Council Newsletter in 11 May 2022 Edition of Melksham News

APPENDIX 4 – FACEBOOK POSTS





Melksham Town Council Facebook Post - 21 March 2022



Melksham Town Council Facebook Post 21 February 2023



Melksham Town Council Facebook Post 9 February 2023

 **Melksham Town Council @MelkshamTC · 3 Feb** ...

****Melksham Town Centre Business Consultation****
*****CALLING ALL TOWN CENTRE BUSINESSES, THERE WILL BE A SPECIFIC EVENT FOR YOU ON TUESDAY 7TH FEB 2023*****
 Register your interest at : linda.roberts@melksham-tc.gov.uk 01225 70418

PUBLIC CONSULTATION EVENTS

COMMUNITY CONSULTATION

Come to the Melksham Community Campus for an exhibition of display boards with a chance to chat in-person
THURSDAY 9TH FEBRUARY 4-7pm • FRIDAY 10TH FEBRUARY 11am-5pm • SATURDAY 11TH FEBRUARY 10am-12 noon
 Consultation boards will then be on display in the campus and town hall from early February to early March
 Where you will be able to comment directly on proposals

STAKEHOLDER EVENT Tuesday 7th February. For town centre businesses focusing on the town centre masterplan
 Register your interest at linda.roberts@melksham-tc.gov.uk 01225 704187

<p>KEEP IN TOUCH</p> <p>Information on the progress on the review of the Melksham Neighbourhood Plan can be viewed on the dedicated website: www.melkshamneighbourhoodplan.org and dedicated Facebook page. You can sign up to the mailing list by contacting any officer at the Town or Parish Council or by clicking the link on the website. If you are not online, please contact either of the councils who can provide written updates. Look out for further consultation and engagement opportunities advertised in the Melksham News regularly.</p>	<ul style="list-style-type: none"> • Sign up for the mailing list • Visit the website which is regularly updated www.melkshamneighbourhoodplan.org • Follow the Facebook page MelkshamNeighbourhoodPlan • Attend future consultation events • Read regular updates in the Melksham News 	<p>IN PERSON</p> <p>Melksham Town Council Market Place, SN12 4ES Melksham, Wiltshire, UK Tel: 01225 704187</p> <p>Melksham Without Parishes Council 1st Floor, Melksham Campus, SN12 4ES charlie@melkshamwithoutparishes.gov.uk Tel: 01225 701760</p>
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Melksham Town Council Facebook Post 3 February 2023

 **Melksham Town Council @MelkshamTC · 24 Nov 2022** ...

Latest update from the Melksham Neighbourhood Plan team
 Might be easier to read from this link melkshamneighbourhoodplan.org or see the full page in the Melksham News this week

Melksham Neighbourhood Plan Update

Thank you to everyone who took part in the consultations and evidence gathering exercises that have taken place over the summer months as part of the Melksham Neighbourhood Plan review.

We are taking the opportunity to thank you for your input and feedback, and to let you know that the next round of community engagement will start on Saturday 3rd December and run to the end of the year.

Housing: Assessment and Information to Inform

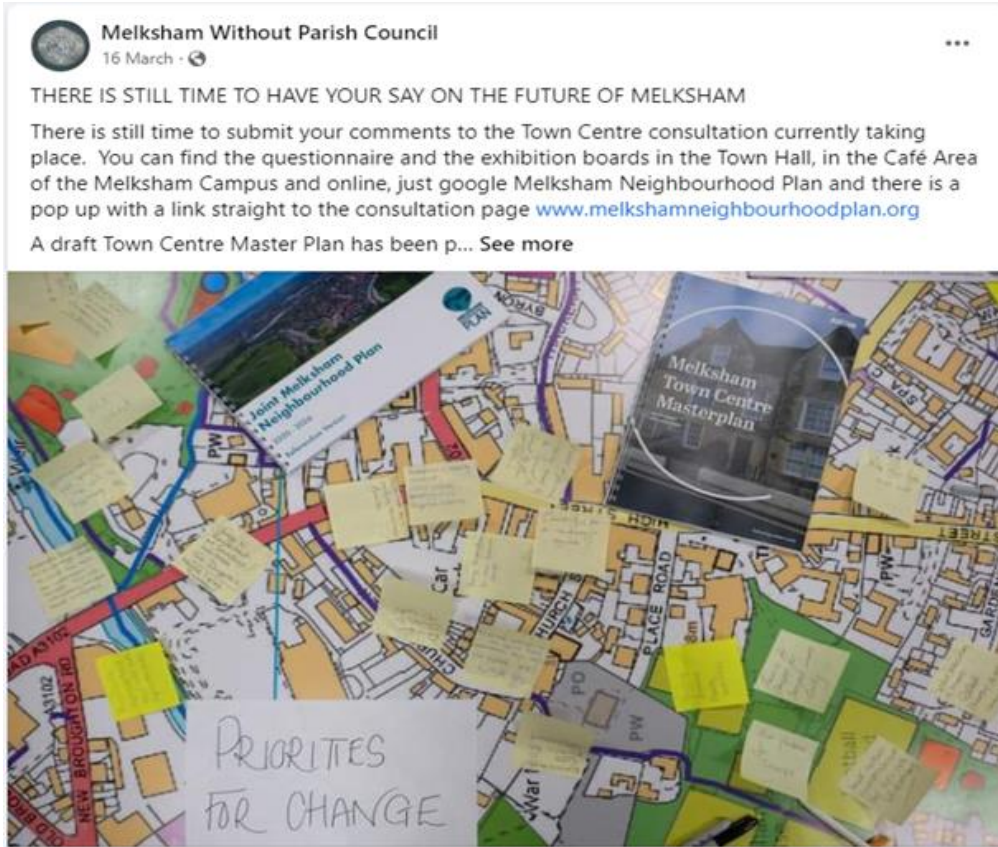
The evening group workshop a call for ideas exercise in the Spring, advertising, online survey, and several page advert in the Melksham News, a social media presence, an also contacted everyone who has not been in contact to provide consultation or visited an open site. In addition, landowners who have their land registered are available with Melksham Council have all been contacted. This produced a list of some 40 sites that landowners have said they would be open to housing development in the next version of the Melksham Neighbourhood Plan. National independent company, MCTD are now offering and assessing the individual sites, with a report to follow at the end of the year which will then lead to the site allocation work by the Housing Team Group who will be monitoring sites before engaging with landowners. There will be the opportunity for some internal community engagement on the details of sites. The next version of the Plan will include housing site allocations for single and medium sites, whereas the Local Plan being produced by Wiltshire Council will be allocating single, strategic sites.

Running alongside this work, a Housing Needs Assessment has also been undertaken by MCTD for the Neighbourhood Plan area of Melksham Town and Melksham Without, this incorporates the local housing needs, taking that into consideration by suitable and affordable in the Melksham basin. This looks at the type and tenure of the housing mix, requirements in the area, and is the evidence for housing mix policy in the proposed Plan, ensuring that future housing meets the needs of local people. Together with the 100 local residents who responded to the Local Housing Needs survey in May and June, the results of this have now been published.

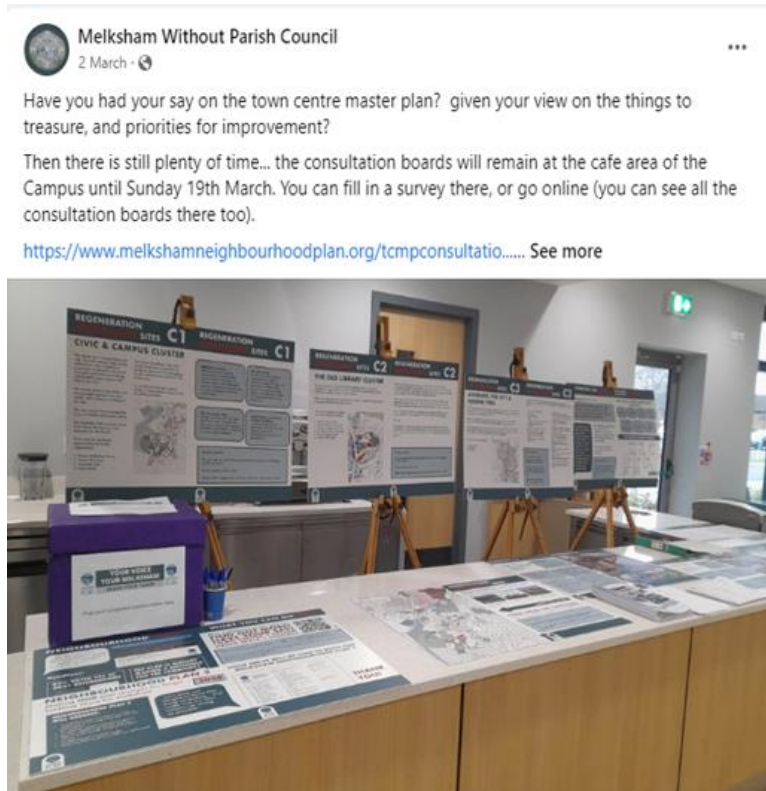
www.melkshamneighbourhoodplan.org

Protecting Values Local Green Space **Green Gaps Designation** **Addressing Climate Change**

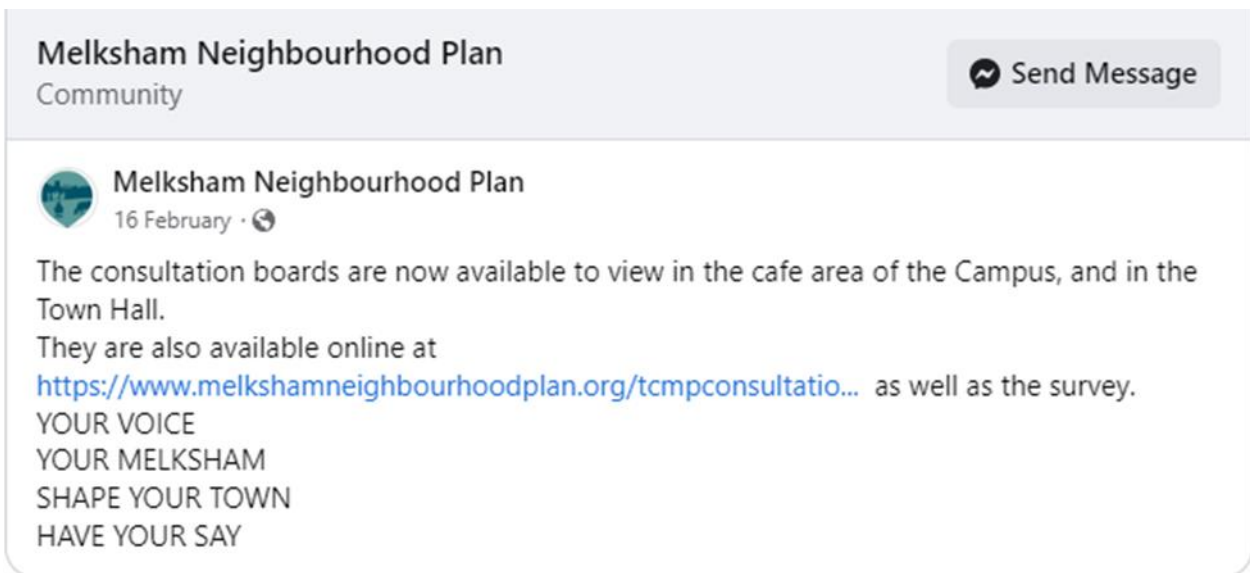
Melksham Town Council Facebook Post – 24 November 2022



Melksham Without Facebook Post 16 March 2023



Melksham Without Parish Council Facebook Post 2 March 2023



Melksham Neighbourhood Plan Post – 16 February 2023

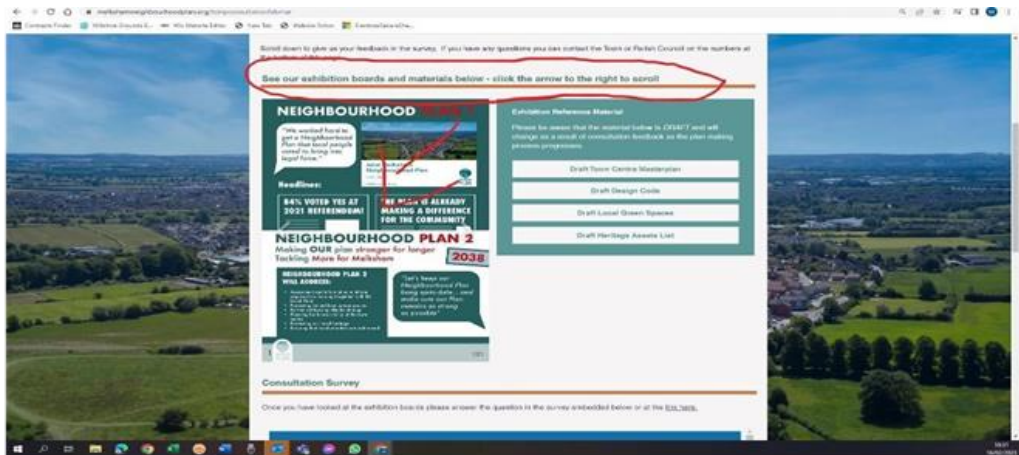
Melksham Neighbourhood Plan
16 February · 🌐

Want to view the Melksham Neighbourhood Plan consultation boards but can't get into town to view at the Campus or the Town Hall?

They are on the website, see the bit ringed in red below, and then you can arrow right to work through the 10 boards one by one - you will need to view the boards to answer some of the survey questions.

To access the consultation online - the boards, the questionnaire and the draft evidence documents that use this link

<https://www.melkshamneighbourhoodplan.org/tcmpconsultatio...> or go to the home page and there is a pop up link



Melksham Neighbourhood Plan Facebook Post – 16 February 2023



Melksham Without Parish Council

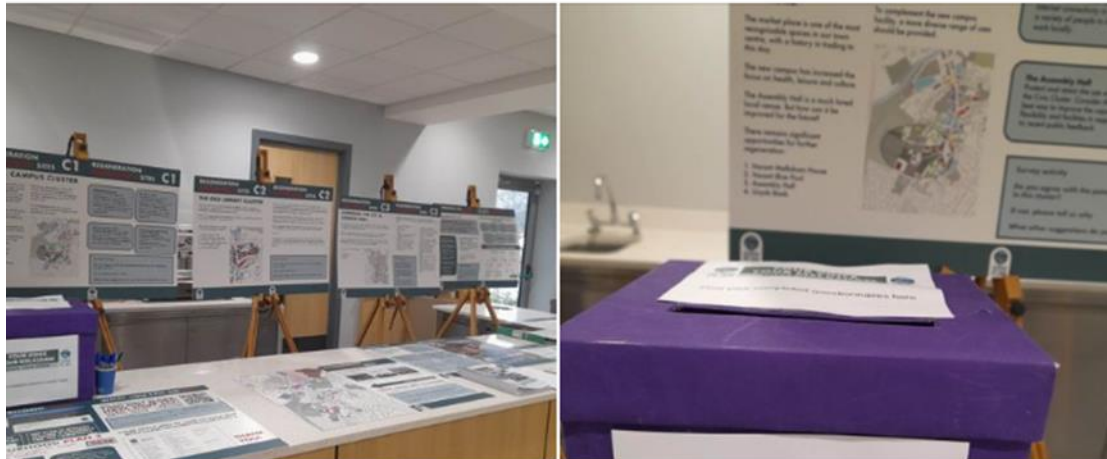
11 February · 🌐



Thank you to everyone who attended the consultation events this week. We are thrilled it generated so much interest; with a steady stream of people who came to find out more and leave their views.

The information boards and questionnaires will be available at the Campus and Town Hall now, so there is still time to have your say; right up until 19th March.

Or you can go online <https://www.melkshamneighbourhoodplan.org/tcmpconsultatio.....> See more



Melksham Without Facebook Post – 11 February 2023

Melksham Without Parish Council
11 February · 🌐

On today - Saturday - 10 to 12noon



Melksham Without Parish Council
10 February · 🌐

Consultation Reminder

Public consultation event on TODAY at the Melksham Community Campus for the Melksham Neighbourhood Plan - the Town Centre Master Plan, Design Guides, Local Green Spaces, Local Heritage assets.

The Town Centre Master Plan Exhibition is open to the public for two more days this week.

Do you want to influence what happens to your town centre?

What should be protected?

What can be changed ?

Come to the Melksham Community Campus (through the café area) for an exhibition of display boards, maps and a chance to chat in person on :

FRIDAY 10TH FEBRUARY 11AM - 5PM

SATURDAY 11TH FEB 10AM - 12 NOON

Consultation boards will be then be on display in the campus and town hall until early March where you will be able to comment directly on proposals.

[#melkshamneighbourhoodplan](https://www.melkshamneighbourhoodplan.org)

www.melkshamneighbourhoodplan.org

Melksham Without Facebook Post – 10 February 2023



Melksham Without Parish Council

8 February · 🌐



STARTING TOMORROW - THURSDAY 9TH FEB

Public consultation events this week for the Melksham Neighbourhood Plan - the Town Centre Master Plan, Design Guides, Local Green Spaces, Local Heritage assets.

A special event for town centre businesses launched the consultation period last night.

Come and have your say and shape where you live.

In the Campus, through the cafe area.

Thursday 4 - 7pm

Friday 11am to 5pm

Saturday 10am to 12

Melksham Without Facebook Post – 8 February 2023



Melksham Without Parish Council

1 February · 🌐



OPEN.SPOTIFY.COM

#8 Melksham Neighbourhood Plan Pt 2 - Shape Your Town

Listen to this episode from Celebrate Melksham on Spotify. In Celebrate Melksham's first two parter we interview Linda Roberts (Melksham Town Council Clerk) and Teresa Strange...



Save

Melksham Without Facebook Post – 1 February 2023

Public consultation events next week for the Melksham Neighbourhood Plan - the Town Centre Master Plan, Design Guides, Local Green Spaces, Local Heritage assets. Come and have your say and shape where you live.

Special event for town centre businesses next Tuesday evening - PLEASE REGISTER

**YOUR VOICE
YOUR MELKSHAM
SHAPE YOUR TOWN**

REMINDER - CONSULTATION STARTS SOON

**PUBLIC CONSULTATION
EVENTS**

COMMUNITY CONSULTATION
Come to the Melksham Community Campus for an exhibition of display boards with a chance to chat in-person
THURSDAY 9TH FEBRUARY 4pm-7pm
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SATURDAY 11TH FEBRUARY 10am-12 noon

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STAKEHOLDER EVENT Tuesday 7th February. For town centre businesses focusing on the town centre masterplan
Register your interest at linda.roberts@melksham-tc.gov.uk 01225 704187

**HEAR MORE ABOUT THE PLAN IN THE
CELEBRATE MELKSHAM PODCAST**

Melksham Without Parish Council Facebook Post – 31 January 2023



Melksham Neighbourhood Plan
Community

 Send Message



Melksham Neighbourhood Plan

26 January · 

Last night's Steering Group meeting, looking at everything that is forming part of the upcoming community consultations..... lots of volunteers working hard to shape the town and villages that they live in.

Come and have your say - consultation at the Campus on Thurs 9th, Friday 10th and Sat 11th Feb at different times. See details in the Melksham News this week.

Melksham Neighbourhood Plan Facebook Post – 26 January 2023



Melksham Town Council Facebook Post – 8 February 2023

**Strategic Environmental Assessment for the Joint
Melksham Neighbourhood Plan**

**Addendum Environmental Report to accompany the
Regulation 14B version of the Neighbourhood Plan**

Neighbourhood Plan Steering Group

June 2024

Place Studio Ltd

Vaughan BB Thompson BA Hons, MA, MRTPI

Contents

Introduction

Background

Significant New Circumstances

Scope of Addendum

- Land South of Western Way
- Land at Cooper Tires
- Land at Middle Farm, Whitley

SEA Addendum Methodology

Addendum SEA Non-Technical Summary

SEA Framework Overall Effect of Revisions to Allocation

Conclusions

1 Introduction

This is an addendum to the Strategic Environmental Assessment report for the second Joint Melksham Neighbourhood Plan (JMNP2). It has been produced to assess proposed revisions to the site allocations in the Regulation 14B Draft of the Joint Melksham Neighbourhood Plan (JMNP2).

The initial main report was prepared in October 2023 to accompany a Regulation 14 pre-submission consultation of the draft JMNP2. The SEA report was provided by consultants AECOM as part of the Locality Technical Support programme provided to JMNP2 during financial year 2023-24.

2 Significant Changes to the Draft JMNP2

As a result of significant new circumstances within the JMNP2 area, additional evidence and responses to the 2023 Regulation 14 consultation representations, revisions have been made to the draft JMNP2 site allocations.

In consultation with Wiltshire Council and AECOM, it is considered that the revisions are of a significance to require:

- (a) An addendum to the SEA and report
- (b) A second period of Regulation 14 consultation in 2024 on what will be termed 'pre-submission draft B JMNP2'.

3 Scope of Revisions for Addendum Assessment

Three significant revisions to the draft JMNP2 have been proposed.

I. Policy 7.1REV: Land at Cooper Tires

In response to additional capacity and viability evidence, a proposed revised allocation supports development of in-excess of 150 dwellings where this addresses flood risks and supports viable mixed-use re-development.

II. Policy 7.6 NEW: Land South of Western Way, Bowerhill

A proposed new allocation of Land South of Western Way regularises the principle of residential development of this greenfield site that has been established by the November 2023 appeal decision to grant outline consent for 210 dwellings and 70 bed care home. In doing so, JMNP2 is required to account for the environmental and sustainable development implications of this proposed allocation.

III. Policy 7.7 NEW: Land at Middle Farm, Whitley.

This new allocation is proposed in response to further land-owner information and Regulation 14A representations. It is proposed to consolidate previously proposed site allocations 7.3 and 7.4 into a single proposed allocation with a significantly reduced overall allocation area than the combined area of the two separate sites.

4 SEA Addendum Methodology

This SEA report addendum appraises the environmental implications of the proposed amended JMNP2 allocations strategy. It does so with regard to the assessment of site allocation alternative approach options A (Brownfield) and B (Greenfield) that were assessed as part of the full SEA process and report.

The addendum assessment is undertaken using the SEA framework and sustainability themes:

- Air Quality
- Biodiversity and Geodiversity
- Climate Change and Flood Risk
- Community Wellbeing
- Historic Environment
- Land, Soil, and Water Resources
- Landscape; and
- Transportation and Movement.

The appraisal has drawn upon evidence gathered in the JMNP2 sites assessment process, including independent site suitability assessments of all promoted sites undertaken by AECOM. In relation to site 1025, Land South of Western Way, it has also had regard to the Sustainability Appraisal undertaken by Wiltshire Council as part of its assessment of SHELAA sites in selecting proposed Local Plan allocation sites at Melksham.

The addendum SEA has been undertaken by Vaughan Thompson MRTPI, of Place Studio Ltd, who is a chartered town planner with more than 20 years experience in policy drafting and significant knowledge of Melksham and JMNP2.

5. SEA Addendum Assessment of Revised Allocation Policies - Non-technical Summary

I. Policy 7.1REV Land at Cooper Tires

Regulation14A Policy 7.1 proposed the allocation of the 12.88 hectare brownfield site for the development of about 150 dwellings within a mixed use regeneration of the former factory site.

Reason for Revision

Viability assessment evidence supporting the proposed allocation has identified a viable mixed-use development of the site requires enabling development of in excess of 150 dwellings.

Capacity and case study analysis has identified capacities for between 100-130 dwellings on Flood Zones 1 and c80-120 on land in Flood Zone 2. The allocation commits to delivery of at least 150 dwellings in the JMNP2 period to 2028 within a phased master planned approach. But it is supportive of development of c300 dwellings across the site, subject to addressing flood risk issues. This increases the overall potential residential content by c150 above previously tested allocation.

The allocation retains the brownfield land regeneration approach that has been found to be most allocation sustainable option.

Air Quality

Increased residential development may lead to increased emissions, balanced against reduced employment development. However, the site is highly sustainably located to enable sustainable transport and low car use.

Biodiversity and Geodiversity

The site has very low levels of biodiversity except for the riverside. Increased residential development will not effect the requirement to deliver 10% net gain in biodiversity.

Climate Change and Flood Risk

The site location is highly sustainable. Increased housing on the site will minimise the production of greenhouse gases from residents when compared with provision on greenfield land.

Two hectares of land within Flood Zones 1 is capable of enabling residential development outside of flood risk. Additional housing to support viability, will need to be developed in at least zone 2 and potentially zone 3. This will be subject to further flood assessment, exceptions testing or measures to make safe or reduce the areas of higher flood risk as described in the site-wide Flood Assessment report (WSP 2024). Subject to resolving flood mitigation issues, the site is assessed to be the most sustainable location for housing and employment development.

Landscape

Additional residential development will have no material impact on the effect of development of the Cooper Tires site on nationally designated landscapes.

Wellbeing

Residential development of the site is well-connected to local facilities and open space and mixed uses and services within the developed site. Whilst a further c150 dwellings will increase demands, it would be expected to make proportionate contributions to support increased provisions.

Viability assessment and case study analysis has demonstrated that affordable housing provision may need to be reduced to 10%. Increased housing will increase the number of affordable homes delivered.

Heritage

Additional residential development will have no material harmful impact on the effect of development of the Cooper Tires site on nationally designated heritage assets or locally designated assets. Residential conversions of heritage assets may create greater opportunities for their re-use.

Land, Soil and Water

Development of the site will necessitate remediation of contaminated land. Residential development will provide value to enable this a.

Transport

Residential development will increase vehicle movements on the local highway network and greenhouse gas emissions. However, the site location maximises the viability of active and sustainable travel choices when compared with development of greenfield sites.

Conclusion

The increase of housing provision of c150 across the site is likely to *moderately* increase the sustainable development outcomes of the site.

II. New Policy 7.6NEW: Land South of Western Way

Proposed allocation of the 10.24 hectare greenfield site is additional to the allocation of brownfield sites at Melksham.

The site was excluded after JMNP2 sites assessment stage 1 as it was considered to contribute to the separation of Melksham, Bowerhill and Berryfield. But it was also assessed by Wiltshire Council's Sustainability Appraisal as the most sustainable potential allocation site.

Due to the granting of outline consent for development of 210 dwellings and a 70-bed residential care home in November 2023, during the JMNP2 Reg14 period, the significant change in circumstances has required changes to the JMNP2 approach. This combines;

- I. Deletion of the proposed Policy 19 Green Wedge.
- II. Allocation of the site for residential development

Reasons for Allocation

JMNP2 has a duty to plan positively within the constraints and realities of the context of Melksham. This must include these new circumstances.

The aims of the proposed allocation are'

- To regularise and account for the principle of development of housing and Affordable Housing within the JMNP2 period.
- To proactively manage the content and design of housing and infrastructure that are significant detailed matters still to be resolved.

Air Quality

Greenfield development is more likely to lead to the loss of trees and hedgerows (natural absorbers of pollutants) which may exacerbate air quality issues.

There is no AQMA in Melksham. Increased traffic feeding into the network of roads causing additional air quality pressure. As such, steps would need to be taken to mitigate the additional impact of any development.

The site is within 900m of the town centre. Walking, cycling and public transport use is viable. The site has potential to support active and sustainable transport infrastructure.

All electric housing with ULEV charging can help mitigate greenhouse gas emissions.

Whilst greenfield development may result in higher emissions, the site's location and size maximises the potential for low carbon emissions through sustainable construction, electrification and active and sustainable travel.

Biodiversity and Geodiversity

Greenfield development through Option B has potential to lead to the loss of key landscape features of biodiversity value over a large area and has the potential to disrupt existing ecological corridors. However, it is noted that proposals through Option B would still be required to deliver biodiversity net gains and has potential to deliver more coordinated green infrastructure enhancements through the design of schemes, linking with existing green and blue corridors within the neighbourhood area. Option A is ranked more favourably than Option B.

The site comprises two small, arable fields, bound by a combination of hedgerows and narrow tree belts while also containing mature trees. It is bound to the north, south and west by two small watercourses. It is within a wider area which supports great crested newts (GCN). The hedgerows provide good connectivity around the site while the small copse off site to the southern boundary and open space to the south provide good newt terrestrial habitat. Development could result in the loss of the habitat.

Protection, maintenance of existing landscape and habitats has potential to mitigate to impact on site ecology. A minimum of 10% net gain for biodiversity is required within individual sites (as per latest biodiversity metric) and the overall layout and design of this site should ensure that habitat creation

Green buffers should protect any ecologically valuable features while the provision of biodiverse open space should provide opportunities for biodiversity enhancement.

Development is likely to be moderately harmful. However, it has the potential to mitigate impacts through application of JMNP2 landscape policies and delivery of 10% biodiversity net gain.

Climate Change and Flood Risk

Greenfield development has potential to deliver more coordinated infrastructure, due to the larger size of available sites, including green energy and active travel infrastructure, to contribute to reduction in operational emissions. However, it is also likely to lead to a higher dependency on the private car use producing greenhouse gases.

The site is in Flood Zone 1 and there is minimal fluvial, pluvial or groundwater flood risk.

This is a smaller site which should produce fewer emissions than a larger one. It is considered that there are opportunities to support resilient development, which supplies energy

efficient buildings and provides investment in renewable energy. It is possible for new development to be in Flood Zone The minor adverse effect of development may be mitigated by:

- Sustainable construction and all-electric dwellings
- Small-scale renewable energy generation
- Connectivity to sustainable transport

The site has no significant flood risk. It is a well-located and sufficiently large greenfield site to enable implementation of a range of carbon results on and climate change resilience measures.

Landscape

Impact landscape character by reducing the amount of open countryside surrounding the town and between settlements, which contribute to the setting and feel of the town. Issues are likely to be more pronounced given the in-combination and cumulative effects resulting from the strategic greenfield site allocations which are proposed through the emerging Local Plan.

The site is locally valued as rural separation between Melksham, Bowerhill and Berryfield. Its development will be considered harmful in principle. However, there are no visible relationship with designated national landscape. The landscape is not designated and judged of moderate landscape value. Greatest values internal trees and boundary hedgerow.

Mitigations:

- Protection of existing trees and hedgerow
- Enhancement of trees canopy cover towards 20% target.
- Retention of areas of public open space could increase publicly accessible green space and GBI connections

The development of the site will erode separation between settlements. But protection and enhancement of valued landscape features and creation of linked GBI can increase public access to the site.

Well-being

Rural open space will be lost to development impacting existing residents. Development will put additional demands on existing community facilities

Greenfield development of relatively large schemes which could offer a wide range of housing types and tenures, including affordable homes and potential to generate significant contributions for community infrastructure enhancements,

Development at the settlement edge provides easier access to the surrounding countryside, with positive impacts on the health and wellbeing of residents.

The site would support a range of types and tenures of homes to meet local needs including care home facilities. These would viably meet 30/40% affordable housing thresholds.

Contributions to support education and community infrastructure will mitigate strain on facilities

Provision of sustainable transport connections are viable to local facilities and town centre. Potential for on-site open space/play facilities and leisure walking routes

On-site community benefits delivered through a range of market and affordable housing, open space and viable active travel connections mitigate for the loss of agricultural land

Heritage

Greenfield development is more likely to locate development away from Melksham Conservation Area and listed buildings and performs well in this respect. However, it is noted that large-scale greenfield development will also impact views into/ out of the town, with potential to negatively impact the setting and significance of the conservation area and listed buildings.

There are no setting or on-site relationships with listed buildings or JMNP2 non-designated heritage assets or known archaeological remains.

Site development not likely to be harmful to heritage. Archaeological investigation can establish need for protection

Land and Soil and Water

Development will lead to the permanent loss of greenfield land, including agricultural land which cannot be mitigated.

The site is Grade 3 Good Quality agricultural land. Development will require significant new water and drainage infrastructure. Surrounding water courses could be adversely effected by development of site

Perimeter boundary buffer landscape and SUDS May mitigate impacts on existing water courses

The site will result in the loss of valued agricultural land. However, landscape and GBI protection and enhancement may reduce the impact and introduce alternative benefits,

Transport

Greenfield development would be likely to lead to higher levels of car use. Larger scale sites can integrate active and sustainable travel infrastructure and link to public transport to local facilities.

The site is within 900m of town centre. Walking and cycling is viable. It is well-related to local services.

Western Way obstruction of pedestrian cycle connections. Constrained vehicle and pedestrian access. Not viable from A roads. Impact on amenity of residents of Maitland Place.

Mitigation:

- Controlled Toucan crossing of Western Way + new pedestrian footways.
- Potential for pedestrian / cycle connections to schools, facilities, employment at Bowerhill
- On-site active and sustainable travel infrastructure
- Residential ULEV charging

The site has the best potential to minimise car use by location and potential to include a range of sustainable transport infrastructure measures.

Conclusion

Allocation Policy 7.6 is proposed in response to the new circumstances of the outline consent establishing the principle of development for c210 dwellings and extinguishing the opportunity for JMNP2 to designate the site as a Green Wedge (reflected in JMNP2 Policy 19R).

JMNP2 retains its priority of allocation of brownfield land, considered the most sustainable SEA alternative Option A. Adding the greenfield site is aligned with less sustainable SEA alternative Option B. This has potential to result in moderate levels of additional harm, particularly to biodiversity, landscape and land soils and water and well-being of some neighbouring residents.

However, the site location is capable of enabling viable active and sustainable transport connections to facilities. Its size enables protection of valued GBI and community access to open space. The site also delivers potential for the site to enable early delivery of a range of affordable, specialist and market homes that will probably precede and compliment delivery of housing at Cooper Tires. These minor benefits to wellbeing and GBI can be weighed against potential moderate harm caused by allocation.

III. Policy 7.7 NEW: Land at Middle Farm

Revisions to the draft plan consolidate previously proposed allocations 7.3: Land at Middle Farm (Plot A) and Policy 7.4: Land at Middle Farm (Plot B) into a new single site allocation. The new allocation for c55 dwellings combines the total housing delivery of the two sites. However, through a more efficient use of the land, the allocation of c3 hectares is c3.5 hectares smaller, significantly reducing the development area and retaining land in agricultural use.

The revised allocation therefore provides a more sustainable and less impactful outcome in the following SEA Framework topics;

Air Quality

No impact

Biodiversity and Geodiversity

Reduction of the site area by c3,5 hectares reduces the impact on existing habitats. The site retains the capacity to enable protection of hedgerow and buffer zones.

Climate Change and Flooding

Reduced impact from development of greenfield land. No increased flood risk.

Landscape

Significant reduction in landscape and visual impact. The reduced site reduces the extension of residential development in longer views of the setting of Whitley.

Potential for landscape buffering to mitigate visual impacts and create visual buffer to electricity sub-station.

Wellbeing

No change

Heritage

Increased density of development to c30DPH may have an increased potential for harm to the setting of Whitley House (listed Grade 2). Heritage assessment to identify potential issues and mitigations.

Land, Soil and Water

C50% reduction in removal of valuable agricultural land.

Transport

No change

Conclusion

Revised allocation 7.7 retains the allocation amount and approach tested by the main SEA report. It results in moderate reduction to potential harm to landscape, biodiversity and land, soil and water by reducing the total area of allocated land from c6.5 hectares to c3 hectares.

6. Effect of Revisions on Alternative Development Scenarios

The full SEA report assessed two alternative approaches to sites allocation by JMNP2 to identify the least environmentally impactful and most sustainable approach.

It tested:

- Option A: Brownfield First Approach
- Option B: Greenfield Approach

It concluded that overall Option A performed better. But recorded that in some instances greenfield allocations provided alternative opportunities that were less viable on brownfield land.

JMNP2 has adopted a brownfield first approach to site allocations at Melksham. New circumstances and evidence have informed the proposed revision of allocation of the Cooper Tires site (Policy 7.1REV) and the new allocation of a greenfield site, South of Western Way (Policy 7.6 NEW)

At Whitley new evidence and in response to Regulation 14A representations, a significant change is proposed to allocation of land at Middle Farm (Policy 7.7 NEW).

These revisions and addition have been considered with regard to the SEA Framework and alternative approaches to ensure their implications are taken into account.

Air Quality	
<p>Option A</p> <ul style="list-style-type: none"> • Promotes the use of sustainable transport by delivering development in the built-up area of the town, within proximity to public and active travel networks • Potential to incorporate green infrastructure into development with positive impacts on air quality within the built-up area 	<p>7.1REV: Cooper Tires –</p> <ul style="list-style-type: none"> • Increased use of most sustainable site. <p>Neutral</p>
<p>Option B</p> <ul style="list-style-type: none"> • Potential to lead to the loss of trees and hedgerows (natural absorbers of pollutants) which may exacerbate air quality issues. • Delivery of new homes at further distance from services and facilities and public transport networks, which may increase the reliance on private vehicles to access the town. This may increase traffic levels on key routes, with associated air quality impacts 	<p>7.6NEW: South of Western Way –</p> <ul style="list-style-type: none"> • Most sustainable reasonably available greenfield site. • Potential to mitigate loss of GBI & minimise carbon emissions <p>Minor additional harm</p> <p>7.7NEW: Land at Middle Farm –</p>

	<ul style="list-style-type: none"> • Reduced loss of GBI <p>Moderate benefit</p>
Biodiversity & Geodiversity	
<p>Option A</p> <ul style="list-style-type: none"> • Supports the efficient use of land through the reuse of existing structures whilst rejuvenating and remediating areas of previously developed land. • Greater potential for ground contamination and remediation works prior to development, reducing the viability of development. 	<p>7.1REV: Cooper Tires –</p> <ul style="list-style-type: none"> • Increased viability to address ground contamination. <p>Minor benefit</p>
<p>Option B</p> <ul style="list-style-type: none"> • Likely to lead to the loss of greenfield land, including potential areas of best and most versatile land for agricultural purposes, which cannot be mitigated. • Cumulative and in-combination effects likely from the strategic allocations proposed in the wider Melksham area through the emerging Local Plan. • Reduces the amount of open countryside which is potentially contributing to the setting of the existing town by maintaining green gaps and framing views. 	<p>7.6NEW: South of Western Way –</p> <ul style="list-style-type: none"> • Outline consent establishes principle of development. • Allocation will contribute to cumulative loss. • 10% biodiversity net gain <p>Moderate additional harm</p> <p>7.7NEW: Land at Middle Farm –</p> <ul style="list-style-type: none"> • Reduced site area-reduced loss. 10% biodiversity net gain <p>Moderate benefit</p>
Climate Change and Flooding	
<p>Option A</p> <ul style="list-style-type: none"> • Provides opportunities for enhancing the resilience of the existing built-up area to the effects of climate change (e.g., via green infrastructure enhancements). • Development within proximity to the town centre (i.e., locations within the neighbourhood area with the widest range of services and facilities) will, to an extent, help limit greenhouse gas emissions from transport through encouraging new development in locations with proximity to the town’s amenities and public transport networks. 	<p>7.1REV: Cooper Tires –</p> <ul style="list-style-type: none"> • Increased delivery and support of GBI viability. <p>Minor benefit</p>
<p>Option B</p> <ul style="list-style-type: none"> • Potential to deliver coordinated infrastructure, including decentralised energy networks contributing to climate change mitigation efforts. 	<p>7.6NEW: South of Western Way –</p> <ul style="list-style-type: none"> • No scope for CHP. • No flood risk. • SUDS potential.

<ul style="list-style-type: none"> • Greenfield site allocations are likely to increase areas of hardstanding and potentially increase the surface water flood risks to surrounding locations. This may adversely impact the water quality of the River Avon (and its tributaries). 	<p>Minor additional harm</p> <p>7.7NEW: Land at Middle Farm –</p> <ul style="list-style-type: none"> • Reduced site area. <p>Minor benefit</p>
Community Wellbeing	
<p>Option A</p> <ul style="list-style-type: none"> • Development on these sites would likely be in areas that can more readily provide easy access to community infrastructure, including employment opportunities. • Potential to enhance the quality of the public realm (as many of the available brownfield sites are likely to contain underutilised structures of varying quality which may detract from the character of the town) and improve the satisfaction of residents with their neighbourhoods as a place to live. • Higher likelihood of integration with existing communities within the existing built-up area of the town. • Recognition that many potential brownfield site options within the town are likely to be relatively small sites which limits the potential to deliver a significant number of new homes at these locations. This may reduce the potential to deliver affordable homes and homes of varying types and tenures. • Complexities of brownfield site options may reduce the viability of bringing them forward for redevelopment (e.g., multiple land ownership issues, or ground contamination concerns associated with former uses). 	<p>7.1REV: Cooper Tires -</p> <ul style="list-style-type: none"> • Increased housing delivery at most sustainable and connected location. • Increased viability to support facilities. <p>Minor benefit</p>
<p>Option B</p> <ul style="list-style-type: none"> • Potential to deliver a wide range of types and tenures due to sites being typically larger in comparison to the available brownfield options. • Potential to deliver green and blue infrastructure enhancements through scheme design, linking with existing corridors and improving connectivity. • Potential to generate developer contributions for community infrastructure enhancements, supporting community wellbeing. • Less potential to deliver more homes in the most accessible locations in the neighbourhood area. • Greater potential (i.e., viability) to deliver additional community and employment uses through mixed-use developments on larger greenfield site options. • Potential impact to local green spaces, green wedges / buffers, many of which are located outside of the town in the open countryside. • Potential cumulative and in-combination effects through taking forward greenfield sites within the JMNP2, given the number of 	<p>7.6NEW: South of Western Way –</p> <ul style="list-style-type: none"> • Loss of Green Wedge designation. • Cumulative impact of greenfield loss. • Most sustainable greenfield site. • Delivery of POS and GBI. • Contributions to facilities and services <p>Moderate harm</p> <p>7.7NEW: Land at Middle Farm –</p> <ul style="list-style-type: none"> • Smaller site. • Unchanged amount of housing

strategic greenfield site allocations likely to come forward through the emerging Local Plan.	Minor benefit
Historic Environment	
<p>Option A</p> <ul style="list-style-type: none"> • Potential to directly impact the significance and setting of heritage assets and areas, including listed buildings and Melksham Conservation Area. • Potential to positively impact the setting of heritage assets within the existing built-up area through the regeneration of redundant and underutilised land. 	<p>7.7NEW: Land at Middle Farm –</p> <ul style="list-style-type: none"> • Potential residential re-purposing of on-site heritage assets <p>Neutral</p>
<p>Option B</p> <ul style="list-style-type: none"> • Delivery of new homes at further distance from nationally designated listed buildings within the town centre. • Potential to indirectly impact the significance and setting of Melksham Conservation Area, including views into / out of the designation. • Impact to locally important heritage assets, given that most of the available greenfield site options are located in Melksham Without Parish, which contains over 400 non-designated (and locally valued) heritage assets. 	<p>7.6NEW: South of Western Way -</p> <ul style="list-style-type: none"> • No direct relationships of site. <p>Neutral</p> <p>7.7NEW: Land at Middle Farm -</p> <ul style="list-style-type: none"> • No additional impact. <p>Neutral</p>
Land Soil and Water Resources	
<p>Option A</p> <ul style="list-style-type: none"> • Supports the efficient use of land through the reuse of existing structures whilst rejuvenating and remediating areas of previously developed land. • Greater potential for ground contamination and remediation works prior to development, reducing the viability of development. 	<p>7.1REV: Cooper Tires -</p> <ul style="list-style-type: none"> • Intensified mixed use of brownfield land. Added viability to support decontamination. <p>Minor benefit</p>
<p>Option B</p> <ul style="list-style-type: none"> • Likely to lead to the loss of greenfield land, including potential areas of best and most versatile land for agricultural purposes, which cannot be mitigated. • Cumulative and in-combination effects likely from the strategic allocations proposed in the wider Melksham area through the emerging Local Plan. • Reduces the amount of open countryside which is potentially contributing to the setting of the existing town by maintaining green gaps and framing views. 	<p>7.6NEW: South of Western Way -</p> <ul style="list-style-type: none"> • Increases loss of rural agricultural land. • Site not part of rural setting of settlement. <p>Moderate harm</p> <p>7.7NEW: Land at Middle Farm -</p> <ul style="list-style-type: none"> • C 3 hectare reduction in development site area and retention of agricultural land. <p>Moderate benefit</p>
Landscape	

<p>Option A</p> <ul style="list-style-type: none"> • Protects the open countryside and landscape character by focusing development away from areas with a higher landscape sensitivity. • Prevents urban sprawl effects by allocating sites which are already located within the built-up area. • Provides opportunities to enhance townscape character and visual amenity in the built-up area. • Opportunities to enhance the public realm through regenerating underutilised sites which may detract from the character of the built environment. 	<p>7.1REV: Cooper Tires -</p> <ul style="list-style-type: none"> • No impacts on designated landscapes. • Residential use adds vitality to new public spaces across currently private site. <p>Minor benefit</p>
<p>Option B</p> <ul style="list-style-type: none"> • Potential impacts on proposed green gaps in the neighbourhood area could lead to urban sprawl effects and settlement coalescence / loss of identity. • Greater potential to negatively impact on local landscape character by allocating undeveloped sites on the border of / in the countryside. • Proposals for larger greenfield sites have the potential to positively contribute to wider landscape objectives through sensitive design. For example, delivering net gains in biodiversity and green infrastructure enhancements have the potential to help conserve and enhance landscape and village character, including its special qualities and sense of place. • Larger greenfield sites have the potential to incorporate a landscaping scheme which enhances green and blue infrastructure networks. For example, enhanced habitats (trees, hedgerows, grass, shrub, etc.,) can form important parts of the landscape, and also provide a role in landscape buffering and planting, providing screening to restrict undesirable views. 	<p>7.6NEW: South of Western Way -</p> <ul style="list-style-type: none"> • Loss of potential for Green Wedge. • Localised impacts on settling separation. • No impacts on designated landscapes. • Potential for retention of key landscape features and provision of communal open space. <p>Moderate harm</p> <p>7.7NEW: Land at Middle Farm -</p> <ul style="list-style-type: none"> • Reduced landscape impact. <p>Moderate benefit</p>
Transport	
<p>Option A</p> <ul style="list-style-type: none"> • Promotes the use of sustainable transport by delivering development in the built-up area of the town, within proximity to existing public transport and active travel networks. • Encourages a strategy which would reduce the need to access travel to services, facilities, and amenities. • Potential to readily connect with pedestrian routes and the local road network, with many brownfield sites benefiting from existing access. 	<p>7.1REV: Cooper Tires -</p> <ul style="list-style-type: none"> • No significant change <p>Neutral</p>
<p>Option B</p> <ul style="list-style-type: none"> • Potential to increase the use of private vehicle usage in the neighbourhood 	<p>7.6NEW: South of Western Way -</p>

<p>area through developing land outside the existing built-up area of the town.</p> <ul style="list-style-type: none"> • Potential to deliver new footpaths, cycleways and potentially bus services as a result of larger-scale development through greenfield site options. • The proposed A350 Melksham bypass project is likely to connect the south of Bowerhill to Lacock, with intersecting junctions at the A365 and the A3102. In this respect, taking forward greenfield sites for residential uses at locations to the south of the town might undermine the potential for the bypass. 	<ul style="list-style-type: none"> • Potential for additional vehicle trips and emissions • Site 900m from town centre. Walking and cycling trips viable/ Opportunities for integration of active and sustainable travel infrastructure. • Pedestrian/cycle access to town centre severed by Western Way. Need for new crossing. • Potential for connection to primary school. <p>Minor harm</p> <p>7.7NEW: Land at Middle Farm -</p> <ul style="list-style-type: none"> • No change resulting. <p>Neutral</p>
Overall Effect of Revised Allocations	
Option A	<p>7.1REV: Cooper Tires -</p> <p>Moderate benefit</p>
Option B	<p>7.6NEW: South of Western Way -</p> <p>Moderate harm</p> <p>7.7NEW: Land at Middle Farm -</p> <p>Moderate benefit</p>

7. SEA Addendum Report Conclusions

The enabling of additional residential development over the total area of the Cooper Tires site increases sustainable development outcomes of the regeneration of this brownfield site and is consistent with JMNP2 SEA Option A “brownfield first” approach to site allocations at Melksham.

Allocation of Land South of Western Way regularises the principle of residential development of this greenfield site established by the November 2023 appeal decision to grant outline consent for 210 dwellings and 70 bed care home. Allocation would result in the

loss of agricultural land and soil and remove open greenfield landscape from a valued gap between settlements. However, the site is assessed as a more sustainable reasonably available greenfield site that is capable of enabling the early and viable delivery of a type and tenure of market and affordable housing within 900m of the town centre with capacity for landscape and biodiversity benefits that partially mitigate the impacts. Affordable housing delivery at 30-40% will help ensure JMNP2's contribution to meeting community wellbeing needs are secured, where viability challenges at Cooper Tires is likely to require a lower level of provision.

JMNP2 has proposed the allocation of all reasonably available brownfield land first. Allocation of greenfield Land South of Western Way helps ensure the delivery of the identified housing requirement on the most sustainable sites, in a sequential approach.

At Whitley, the revised new allocation site at Middle Farm continues to enable the delivery of c55 market and Affordable homes and open space, but significantly reduces the amount of allocated land reducing impacts on land and soil, landscape and biodiversity. However, it retains the core objectives tested in the main SEA report.

**MINUTES of the Finance Committee of Melksham Without Parish Council held on
Monday 20th May 2024 at Melksham Without Parish Council Offices,
Melksham Community Campus (First Floor), Market Place, Melksham,
SN12 6ES at 7.00pm**

Present: Councillors John Glover (Chair of Council & Committee), Robert Shea-Simonds (Vice Chair of Committee), David Pafford (Vice Chair of Council), Alan Baines, Richard Wood, Shona Holt, John Doel

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

20/24 Welcome, Housekeeping & Apologies:

Councillor Glover, as outgoing Chair of the Finance Committee, welcomed everyone to the meeting. It was noted that all attendees in the room regularly attended council meetings; therefore, the housekeeping messages did not need to be read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

It was noted that all members of the Finance Committee were present at the meeting.

Nominations were invited for the Chair of the Finance Committee for 2024/25.

21/24 Chairman & Vice Chair of Finance Committee for 2024/25:

a) Election of Chair of Finance Committee for 2024/25

Resolved: That Councillor Glover be Chair of the Finance Committee for 2024/25.

b) Election of Vice-Chair of Finance Committee for 2024/25

Resolved: That Councillor Shea-Simonds be Vice- Chair of the Finance Committee for 2024/25.

22/24 Declarations of Interest

Councillor Holt as Chair of the Berryfield Village Hall Trust, and Councillor Wood as trustee of the hall, declared an interest in agenda item 7c (Berryfield Village Hall insurance cover charge).

The Clerk, although not a voting member, declared an interest in item 17 (list of regular payments), as there was a monthly standing order listed to reimburse her for the out-of-hours mobile phone charges.

23/24 Dispensation Requests

None.

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

There were no items to be held in closed session.

25/24 Public Participation:

There was one member of the public in attendance on Zoom, who wished to observe the meeting.

26/24 Insurance:

- a) To review and approve Insurance Cover for year commencing 1st June 2024 (including Cyber Security separate policy) and note as per the terms of the lease Berryfield Village Hall's building insurance will be included in the parish insurance schedule.**

Members reviewed the parish insurance schedule of cover for the forthcoming year. It was noted that this schedule also included building insurance for Berryfield Village Hall, with this cost element being charged back to the Village Hall Trust, which was an item to be discussed later on in the agenda. It was explained that officers had compared the insurance cover listed on the schedule against the level of cover required for the council's assets as per the asset register. This analysis was included in the agenda packs for members to review at the meeting.

Officers highlighted that the insurance schedule was showing c£14,000 less of cover than what was required for 'other surfaces' and c£39,000 more cover than what was required for street furniture. The Clerk advised that officers had contacted Zurich, the council's insurance provider, to query how much of a cost saving there would be if the council adjusted the cover to reflect the amounts that were actually required. It was noted that the council would need to ensure that the level of cover under the 'other surfaces' heading was increased. To date, officers have not received a reply on this query, despite chasing the insurers again earlier in the day. Members agreed that if officers received a reply from the insurers on this before the renewal date, the level of cover should be adjusted as necessary.

The Clerk advised that cyber insurance was a separate policy obtained by Gallagher, the insurance broker. She explained that officers had gone through the statement of facts provided and had sent a few queries to the insurance brokers. It was highlighted in this document that it requires users to have a business grade firewall. The Clerk explained that the office did have a business grade firewall when officers were in the building; however, this wouldn't be the case if officers worked from home, as they would be using their own domestic firewall. Similarly, this was the same for councillors when undertaking council work at home. Officers had not received a response back from the insurance brokers on this query. Members were happy with the level of cover for cyber security but acknowledged that if the insurers rejected the council's response, the council may not be able to get cover for this element as they would be unable to provide a business firewall to all councillors and staff at home.

Resolved 1: The council accept the level of cover in place as per the insurance policy schedule for parish insurance, but if officers receive a response from the insurers on the queries raised above, the level of cover should be adjusted as necessary.

Resolved 2: The council accept the level of cover in place for cyber security as per the schedule, pending that the insurers confirm that the council will still be covered under this policy without councillors and staff being required to have business grade firewalls at home.

b) To consider quotation received for Insurance Cover and appoint provider (in year two of three-year long-term agreement)

Members reviewed the quotation received from Zurich for the parish insurance of £4,535.87. It was noted that this would be for the second year of a three-year long-term agreement with the insurer. For the cyber insurance, a separate quotation of £367.36 has been received from the insurance brokers, Gallagher, under a separate policy from Talbot Underwriting Ltd via Channing Lucas & Partners Ltd t/a Optimum Speciality Risks. It was noted that, as per discussions under the above agenda item, officers had raised a few queries with the insurance companies for both covers. This means that, in particular, the quotation that members are reviewing at this meeting for parish insurance may change slightly upon payment depending on whether officers are able to make the necessary adjustments required.

Resolved 1: The council approve the quotation of £4,535.87 from Zurich Municipal for the council's parish insurance, pending any adjustments made that might result in the insurance premium for this cover changing slightly as discussed above.

Resolved 2: The council approve the quotation of £367.36 from Galligher on behalf of Talbot Underwriting Ltd via Channing Lucas & Partners Ltd t/a Optimum Speciality Risks for cyber insurance cover, pending confirmation from the insurers that the council meets the criteria for this cover.

Due to some technical issues at the meeting with accessing the agenda pack on his computer, Councillor Doel was receiving technical assistance during the meeting, and therefore did not vote on any of the items discussed above.

c) To agree amount to charge Berryfield Village Hall Trust for building insurance from 1st June 2024 to 31st May 2025.

The Clerk advised that, as per the terms of the Berryfield Village Hall lease, the parish council would insure the building and charge back the cost to the Village Hall Trust. The officers had contacted the insurers to obtain a breakdown of the insurance costs for this element of the insurance, and they have confirmed that the cost to insure the village hall building is £394.36.

Resolved: The council invoice Berryfield Village Hall Trust £394.36 for the building insurance.

d) To authorise payment for Insurance Cover commencing 1st June 2024 (under delegated powers)

As per Min.17/24d of the Annual Council meeting held on Monday 14th May 2024, the Finance Committee has delegated powers to approve and pay for insurance cover, as this must be paid in time for the cover to start by 1st June 2024. Members agreed

that, pending queries being resolved as discussed above, the payment for the insurance cover for both parish and cyber should be authorised.

Resolved 1: The council pay Zurich Municipal (Zurich Town & Parish, Insurer Trust Account) £4,535.87 for parish insurance cover for the period 1st June 2024- 31st May 2025, pending any adjustments made that might result in the insurance premium for this cover changing slightly as discussed above.

Resolved 2: The council pay Arthur J Gallagher £367.36 for cyber insurance cover from Talbot Underwriting Ltd via Channing Lucas & Partners Ltd t/a Optimum Speciality Risks for the period 1st June 2024- 31st May 2025, pending confirmation from the insurers that the council meets the criteria for this cover.

27/24 To review Finance Regulations (issued May 2024):

The Clerk expressed frustration that the new model Financial Regulations were only published for councils in early May, when they were promised to be released in January 2024. As all councils review their financial regulations annually in May, some have not had enough time to review the new regulations and, therefore, have had to review the old ones and then the new ones at another meeting. Members felt that this was not good enough from the national bodies and agreed that this issue should be raised with NALC (National Association of Local Councils).

The Clerk advised that officers had compared the old financial regulations with the new model version and had made any amendments in tracked changes. It was noted that the new model was a template produced by NALC for all councils to tailor based on how it operates in practice, so there may be clauses in this document that are not applicable to this council. The Clerk explained that all clauses in bold are unable to be changed as they indicate a legal requirement; however, items in brackets were able to be amended to suit the council's structure. It was explained that where there was a numerical difference between the two versions, officers had changed the figure to reflect what it was in the old financial regulations, but members may wish to consider increasing these figures when looking through the document due to inflation. Additionally, there are some clauses that are specific to this parish council that have been added to the new regulations to reflect the council's practices.

Members reviewed the new financial regulations and made the following amendments:

Regulation 4.3: The Clerk explained that this regulation detailed that a draft budget should be prepared with a forecast for the following three financial years, which isn't something that the council currently does. She advised that she always understood that the three-year forecast was for last year, the current year, and next year and felt that the council did not have visibility to do a forecast for the next three years. In addition, the parish elections are due to be held next year, so it wouldn't be appropriate for the current council to forecast the following three years as there may not be the same councillors in post.

Members agreed that the three-year forecast should be taken out of this regulation for the reasons discussed above.

Regulation 4.4: Under this regulation, officers highlighted that a clause around unspent funds at year end for partially completed projects had been included and queried whether members wished to keep this in. The Clerk explained that as this clause was in brackets, it could be removed from the regulations if members did not feel that it was required. Members did not feel that funds necessarily needed to be put into an earmarked reserve as an accrual could be made at year end if required.

It was felt that the clause should be amended to state the following: ***‘Unspent funds for partially completed projects may only be carried forward with the formal approval of the full council.’*** This would mean that unspent funds for partially completed projects could then be considered at the time by the council in line with accounting rules.

Regulation 5.6: The Clerk highlighted that under this regulation, it is being suggested that for contracts estimated to exceed £60,000, including VAT, the Clerk shall seek formal tenders. She felt that this seemed to be high for tenders, bearing in mind that the threshold in the last financial year was £30,000 including VAT, so this was a big jump from the previous threshold. After a discussion, members felt that the figure for which the council should seek formal tenders should be £40,000, excluding VAT.

Regulation 5.15: It was noted that this regulation related to individual purchases within an agreed budget. The Clerk explained that a new clause had been included in the new version of the financial regulation, which gives the Clerk delegated authority for any items below £500 excluding VAT. Although this was not in the previous regulations, the Clerk explained that she purchased items such as office consumables from Amazon on the multi-pay card, for example, and felt this needed to stay in as this is something the council currently does. Members agreed that this clause should remain in the new regulations as it reflects current practice.

The Clerk explained that, as per the previous financial regulations, she has delegated powers in accordance with the Chair of Council or Chair of the Asset Committee for additional works at the Bowerhill Sports Field to mitigate adverse playing conditions to a cumulative value of £1,000 in any year. This is specific to this parish council and, therefore, has been added to the new model.

The Clerk highlighted that this regulation also included a clause that stated that the council had to authorise any expenditure over £5,000. She advised that all expenditures are approved by the Full Council prior to payment, as this is either a purchase made under delegated powers, a contract that has had prior approval, or a quote that would be approved by the council. For example, the parish grass cutting contract has already been approved by the council, so the monthly payment to this contractor has already been agreed. Similarly, for one off items, quotes would be obtained and approved prior to the purchase of any goods. Members felt that this clause still needed to be kept in the regulations, as there have been some extenuating circumstances where the Clerk has had to seek authorisation from councillors via email to spend over this amount, which couldn't wait until a meeting of the council to approve. This was then reported and included in the minutes at the next Full Council meeting. It was noted that the figure of £5,000 did not specify whether it included or excluded VAT. Members felt that this should be added to the regulations so that everyone was clear and agreed that this value should exclude VAT.

The Clerk advised that the rules state that if an authorisation other than one made at a council meeting is made, an authorisation slip should be signed by the Clerk and the appropriate Chairman if necessary. She explained that she had added email correspondence to this clause as technology had now moved on and this was a method that the council used for authorisation. Members agreed with this amendment.

Regulation 5.16: It was noted that this regulation related to individual members not being able to issue an official order on behalf of the council. The Clerk highlighted that there was a clause in brackets that could be included in the council's regulations that allowed members to order items as long as they had been instructed to do so in advance by resolution of the council. Officers had taken this clause out as it was to cover councils that had one member of staff. This wasn't the case for this council, as if the Clerk was off work, another officer could cover her. Members agreed that this should be taken out as it didn't apply to the parish council.

Regulation 5.18: The Clerk advised that this regulation had been amended to match the previous model. The council had previously agreed that the Clerk may authorise expenditure of up to £2,000 excluding VAT on behalf of the council in cases where she felt that there was a health and safety risk to councillors, staff, or residents. Members agreed that this should remain in the regulations, as there have been situations where this has been required.

Regulation 5.20: The Clerk queried with members whether the figure for issuing an official order for work, goods, and services should be increased to enable some lower value services to be instructed by email rather than issuing a purchase order. Members agreed that an official order should be issued for any items above £500, excluding VAT.

Regulation 6.1: It was noted that officers had amended this regulation to match what had been included in the previous financial regulations. The Clerk highlighted that the council had agreed that if a member of staff or councillor of the Finance Committee left the council, they would be removed from the bank mandate immediately. She drew members attention to the fact that in an election year, some councils have been caught out with this as none of their bank signatories have been re-elected. In order for a new signatory to be added to the council bank accounts, two existing signatories are required to approve them. She advised that this needed to be thought about as neither the Finance Officer nor herself were bank signatories. She suggested that there may need to be a caveat included under this regulation that details what happens under these circumstances.

It was agreed that a clause should be added to state as follows: ***In the event that all bank signatories are no longer part of the council, for example, following an election or resignation of the whole Finance Committee, to alleviate the risk to council continuity, arrangements are to be made with the existing bank authorisers to remain in place until bank arrangements can be made with the new bank signatory councillors.***

Regulation 6.9: It was noted that this regulation relates to the Clerk's delegated authority to authorise payments under certain circumstances. The Clerk drew members attention to the clause relating to any payments within an agreed budget up

to a certain amount, which in the previous financial regulations had been set at £100. It was noted that this model suggested £500; however, officers have amended the figure to reflect the previous model. The Clerk queried whether this figure should be increased, as she sometimes purchases items on the council's multi pay card above this value. It was suggested that this figure should be set at the same amount as the card limit as per the multi pay card policy, as this was the only way that the Clerk would make a payment under her delegated authority. It was noted that it would need to specify in these regulations that the figure stated includes VAT as the limit on the card is for the total payment on the card, which includes VAT. The Clerk agreed to consult with the multi pay card policy and amend the figure as set in the policy so both the financial regulations and policy matched.

Regulation 6.10: The Clerk explained that the council had previously authorised payments at the Full Council meeting and then signed off on the cheques. This became difficult, especially for direct debits, as the amount on the authorised list of payments may have been different from the amount that actually came out of the bank account that month. The internal auditor had previously advised that the council approves a list of regular payments on an annual basis, and any other items are approved by council resolution, so in effect all payments have already been approved. This means that the monthly payment list does not need to be authorised before the payment is made, and instead the list of monthly accounts is attached to the minutes of the next Full Council meeting following that month's end. This was detailed in the previous financial regulations, and members agreed that this reflected what the council currently does and should be included in the new model.

Regulation 7.1: This has been amended to reflect the fact that both the Clerk and Finance Officer had their own separate log on details only known to them for the council's bank accounts, to ensure that there is a robust audit trail of who has set up a payment. Both the Clerk and Finance Officer only have access to view and set up payments, not authorise payments, so this has been detailed under this regulation.

Regulation 7.5 (removed): It was noted that this regulation stated, '*In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.*' The Clerk explained that she didn't feel that this regulation applied to the parish council as this was suited to smaller councils, which may only have one member of staff set up on their bank accounts. She advised that both the Finance Officer and herself were set up on the council's accounts to set up payments and view the account only, so there would always be cover if one of these members of staff were off work for a prolonged amount of time. It was noted that the service administrator was both the Clerk and Finance Officer as they both have access to set up payments for authorisation. Members agreed that this regulation should be taken out as it did not apply to the parish council for the reasons discussed above.

Regulation 7.11: It was highlighted that this regulation stated that data held should be checked with suppliers every two years, which isn't something the council currently does. The Clerk explained that, although the council doesn't do this, they do check bank details of new suppliers or if officers have received notification that a supplier's banking details have changed. Members did not feel that officers needed to check with suppliers every two years but should check in the instance of a change in circumstances with a supplier.

Regulation 7.13: The Clerk explained that the council's passwords are on a password protected list held on the shared drive; however, officers were currently looking for a password management system that would be encrypted for officers to use. Members felt that a clause needed to be added to state that a password management system can be used to cover this regulation.

Regulation 8.4: Members felt that if signatures for cheques are obtained away from council meetings, they should be reported to the council by email and reported at the next convenient meeting; therefore, this should be added to the regulations.

Regulation 9.4: The Clerk advised that in certain circumstances, officers have used their own personal credit or debit cards to purchase items on behalf of the parish council. This is in times where the multi pay card is unavailable or if the items that need to be purchased exceed the value of the card limit. The Clerk advised that this regulation does permit officers to use their personal cards; however, a limit does need to be specified. It was felt that the limit should be set at £1,500, which was in line with what is detailed in the multi pay card policy for the council card.

Regulation 15.4: The Clerk explained that the only stocks and stores that the council has are the Caretaker items, which are minimal. She advised that the regulations state that the Clerk should be checking these items annually; however, this is not something that she undertakes currently. Members agreed that this should be changed from annually to periodically.

Regulation 16.4: Members felt that the figure under this regulation for the disposal of tangible assets should be amended to £500.

Members noted that the council don't normally delegate spending to committees (apart from the insurance); however, they felt that where it details a 'duly delegated committee' in the financial regulations, this should remain in place to future proof the council in the instance where the council changes its structure in the future.

All significant amendments to the new model regulations have been detailed above; however, there were some minor amendments made that were factual changes that have not been listed but were included in the tracked changed version that members of the committee reviewed and agreed to.

Recommendation 1: The Clerk to contact NALC (National Association of Local Councils) to express the parish council's frustration at the fact that the new model Financial Regulations were only published in early May, when they were promised to be released much earlier to give councils more time to consider them.

Recommendation 2: The council approve the new model Financial Regulations based on the amendments made above.

28/24

To note JPAG (Joint Panel on Accountability and Governance) Practitioners' Guide) March 23 for the year ending 31st March 23 and the review of the March 24 guide for the year ending 31st March 25:

Members noted the JPAG (Joint Panel on Accountability and Governance) document. It was noted that this document provided the criteria that needed to be met in order for the council to be able to answer 'yes' under section 1 of the Annual Governance Statement. Officers had annotated this document with comments demonstrating how the council met each statement.

The Clerk advised that officers had contacted NALC on a query they had relating to staff costs in box 4 of the accounting statement, as this document detailed two clauses that appeared to be contradictory to each other. The internal auditor had queried with officers whether the travel allowance provided to one employee should be included in box 4 rather than box 6. When officers consulted with the JPAG document, they discovered that under point 2.15 (page 18), it explains that *mileage and other travel and subsistence allowances are not staff costs and should not be included in box 4*. However, under point 5.158 (page 51), it states that *'The amount in line 4 should comprise gross salary, employer's National Insurance, employer's pension contributions and **any taxable allowances processed through the payroll**'*. The Clerk explained that the travel allowance was processed through HMRC and was, therefore, a taxable allowance; however, point 2.15 appeared to contradict this. To date, officers have not heard back from NALC on this matter. It was noted that for the annual accounting statement that members would be looking at this evening, officers had amended the figures to include the travel allowance under Box 4, as it was a taxable allowance.

29/24 To note asset register and formally approve Asset value as of 31st March 2024 as part of year end accounting procedure

The Clerk explained that this item was to approve the asset value for the year end accounts and not to review the asset register line by line, which would be undertaken by the Asset Management Committee at their meeting in June. She advised that the full register had been included as part of the agenda packs so that members had some context around how the asset figure was determined, rather than just being shown a figure. It was noted that as at the 31st March 2023 the asset figure stood at £1,150,955. In the 2023/24 financial year, the council disposed of £3,092 worth of assets and added £14,650 worth of assets to the register. This leaves the figure standing at £1,162,513 as at 31st March 2024.

Recommendation: The Council approve the Asset Value of £1,162,513 for the financial year ending 31st March, 2024.

30/24 Statement of Accounts & Accompanying Report 2023/24

a) To note Finance Committee minutes 8th January 2024 (Budget setting) annotated with actual figures for 2023/24

The Clerk explained that she had annotated the minutes to show the actual year-end figures against what the council anticipated at budget setting. She advised that these figures would correlate with the figures detailed in the year end accounting documents, which members were reviewing this evening.

Members noted the minutes.

b) To review draft Statement of Accounts and Accompanying Report for 2023/24 and note general fund figure.

Members reviewed the draft statement of accounts and reports. The Clerk wished to draw members attention to the general fund figure, which stood at £58,537. It was noted that on the balance sheet of the finance system, the general fund is listed as the general reserve. This is different from the general contingency reserve that the council holds, which can be drawn down from when required. The Clerk explained that the general fund was the amount left over at year end after all of the year-end adjustments had been accounted for. She explained that the reason she was highlighting this to members was because the council has a policy that the general fund should stand at 1 months' worth of running costs at year end.

The Clerk explained that she had provided members with a detailed income and expenditure report that showed all of the adjustments made at year-end closedown (accruals, debtors, virements, and movements to and from reserves). She advised that this report would show members that the figures correlated with the figures shown in the year-end accounts.

The Clerk explained that as part of the year end documentation, the officers produce a written statement, which will be published along with the financial reports.

The committee confirmed that they were happy with the figures detailed in the statement of accounts.

c) To note the Bank Reconciliation as at 31st March 2024

Members reviewed the bank reconciliations for all of the council's accounts as at 31st March 2024 and confirmed that all bank reconciliations agreed with the bank statements. It was noted that the bank reconciliation would need to be submitted as part of the documents sent to the external auditor.

The balance of each bank reconciliation for each of the council's bank accounts as at 31st March 2024 was as follows:

Lloyd's Current Account	£ 43,276.05
Unity Trust Bank Current Account	£ 52,319.11
Unity Trust Bank Instant Access Account	£408,834.76
Fixed Term Deposit (Lloyds)	<u>£ 0.00</u>
Total	£504,429.92

Recommendation: The Council accept the bank reconciliation as at 31st March 2024 as a true record with a closing balance of £504,429.92.

d) To review and approve Reserves breakdown as at 31st March 2024

The Clerk explained that officers had reviewed the list of reserves as at 31st March 2024, and had split the reserves between committed, contingency, short-term, medium-term, and ringfenced. The Clerk explained that reserves were always

something that auditors looked at to ensure that councils had a clear plan for what they were being used for, rather than just holding them for no specific reason.

The Clerk reminded members that ringfenced reserves were those funds that could only be spent on a particular project and were unable to be moved across to be used on something else, such as the Shurnhold Fields reserve. The Clerk explained that any budgeted spending from reserves for 2024/25 had been put into the committed column. The Clerk highlighted that, although it looks like the council has high reserves, the breakdown clearly shows that the council has a plan about how they will be used.

The reserve breakdown is as follows:

ACTUAL AS AT 31 MARCH 2024	COUNCIL RESERVES	COMMITTED 2024/25 (Refer to "spending from reserves")	CONTINGENCY	SHORT TERM Up to 3 years	MEDIUM TERM CAPITAL REPLACEMENT Over 3 years	RINGFENCED for specific use due to legal agreement from funding source
£4,400.00	New Hall, Berryfield	£0.00	£4,400.00			
£4,400.00	Shaw Hall	£0.00	£4,400.00			
£40,462.97	B'hillsSports Field & Pavilion maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS	£2,000.00	£8,462.97	£20,000.00	£10,000.00	
£15,464.17	B'hillsSports Field & Pavilion maintenance	£2,000.00	£13,464.17			
£40,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMENT	£20,000.00	£20,000.00			
£10,000.00	Shurnhold Fields (ex George Ward Playing Field) project CAPITAL	£10,000.00				
£6,000.00	Recreation & Sports Facility Enhancement		£6,000.00			
£10,850.00	Defibrillator replacement		£850.00	£10,000.00		
£4,000.00	General Highway & Footpath / Lighting		£4,000.00			
£2,006.21	Legal fees		£2,006.21			
£8,375.67	Community Projects/Match Funding		£8,375.67			

£13,233.00	Elections		£13,233.00			
£463.34	Contingency - staffing		£463.34			
£24,376.00	Contingency - replacement / renewal of council assets (including Wiltshire Council assets) and instead of insuring low value street furniture items TO BE RENAMED STREET FURNITURE RESERVE	£6,000.00	£8,376.00	£10,000.00		
£20,987.68	General Contingency	£20,987.68				
£59,335.27	CIL (Community Infrastructure Levy) ringfenced funding	£32,800.00		£26,535.27		£59,335.27
£30,529.46	New Reserve: CIL 10% SHARING POT WITH MTC SO RING FENCED	£20,200.00		£10,329.46		£30,529.46
£46,796.39	Sandridge Solar Farm Community Funding	£46,796.39				£46,796.36
£76,101.50	Shurnhold Fields Open Space Maintenance Contribution RINGFENCED	£10,400.00	£3,000.00	£32,000.00	£30,701.50	£76,101.50
£8,021.00	NEW RESERVE - To show SSEN reserve received for MCS in Emergency Plan mode as RINGFENCED	£7,861.00		£160.00		£8,021.00
£425,802.66		£179,045.07	£97,031.36	£109,024.73	£40,701.50	£220,783.59
				£425,802.66		

Recommendation: The Council approve the reserve breakdown as per above.

e) To review and approve receipts and spend of CIL (Community Infrastructure Levy) for 2023/24

Members reviewed the CIL receipts for 2023/24. It was noted that the parish council had to report to Wiltshire Council what CIL had been spent on during the year. Councillor Glover queried whether Wiltshire Council has to inform the parish council

what they have spent the CIL that they have received from developments in the parish on. The Clerk advised that Wiltshire Council listed what their priorities were; however, she wasn't sure that they had to specifically say what they had spent it on. The Clerk explained that the reason why the parish council has to inform Wiltshire Council of what CIL receipts have been spent on is because the council has a legal duty to provide evidence of what it has been spent on. Members felt that Wiltshire Council should be contacted and asked what they have spent the CIL received for developments in the Melksham area on. This information should be provided within 28 days of the request.

It was noted that CIL monies had to be spent within 5 years of receipt, and it was queried whether the parish council had internal documents that could identify that the oldest CIL receipt had been spent first. The Clerk advised that the council had a spreadsheet that showed when each receipt had been received, so in effect, each time any CIL is spent, it will be from the oldest receipt. She went on to explain that, in some circumstances, Wiltshire Council gives longer for CIL monies to be spent. This was the case with the Berryfield Village Hall project, as the council could clearly show what the CIL money was going to be used for.

It was noted that the parish council had previously transferred over c£315k of CIL to Melksham Town Council for the east of Melksham Community Centre following the boundary review, which meant that this area was transferred into the parish of the town. Members were reminded that the parish council put a legal tie on the CIL transferred to the town council, which stated that it should be used for the provision of an East of Melksham Community Centre. Councillor Wood queried what the current situation was with this project, as it was acknowledged that the legal agreement that accompanied the transfer of the CIL was for three years. The Clerk advised that she had met with the Locum Clerk earlier in the day and reminded her that they were now 18 months into a three-year legal agreement with the parish council, and the council expected an update on the project. Members were concerned that there didn't appear to be much progress on this project, bearing in mind the fact that CIL had to be spent within 5 years of receipt. The Clerk advised that, as per the legal agreement, the town council must come back to the parish council if they are unable to spend it within the three-year legal term or wish to spend it on something else other than a community centre. It was noted that the legal agreement stated that if the CIL had to be paid back to the parish council, it must include any interest that had been accrued. The Clerk confirmed that she had reminded the town council about this clause in the agreement. It was acknowledged that in the event that the town council transfers the CIL back to the parish council, the CIL timescale limit would still be applied, so this needed to be carefully considered. After a discussion, members felt that they needed an answer quite quickly from the town council on this project. As the parish council was currently waiting for an answer from the town council, members felt that this should be placed on the agenda in two months' time for members to consider, regardless of whether a response has been received by the town council.

It was noted that due to Melksham having an adopted joint Neighbourhood Plan, the parish and town council receives an additional 10% of CIL on any CIL receipts Wiltshire Council receives after the Neighbourhood Plan adoption date of 8th July 2021. This means that the amount of CIL payable to the parish council on any new developments after the plan adoption date is 25%. As the Melksham

Neighbourhood Plan is a joint project between both the town and parish council, it has been agreed that the additional 10% of CIL received on developments will go into a sharing pot for joint projects mutually agreed upon by both councils. For the parish council, this is shown in a separate earmarked reserve.

For the 2023/24 financial year, the additional 10% of CIL applied to all developments the council received CIL monies for, and the breakdown is as follows:

Development	MWPC share	10% sharing pot
1 Eden Grove	£ 720.47	£ 480.31
Buckley Gardens	£49,396.30	£32,930.87
63 Shaw Hill	£ 900.00	£ 600.00
Total	£51,016.77	£34,011.18

For clarity, this means that in the 2023/24 financial year £34,011.18 was transferred into the CIL 10% sharing reserve.

Recommendation 1: The parish council report the following CIL income and expenditure for 2023/24:

CIL income received in 2023/24

Land adjacent 1 Eden Grove (PL/2023/00625)	£ 1,200.78
Buckley Gardens (PL/2022/02749)	£82,327.17
63 Shaw Hill (19/00221/FUL)	<u>£ 1,500.00</u>
Total	£85,027.95

CIL spent in 2023/24

LHFIG Contributions	£ 4,460.36
Replacing Wiltshire Council bins	£ 358.81
Drinking water fountain installation	<u>£ 875.00</u>
Total spend from CIL	£ 5,694.17

Transfers to Earmarked Reserve:

10% CIL Sharing pot with Melksham Town Council	£34,011.17
Berryfield Village Hall	<u>£12,558.69</u>
	£46,569.86

CIL Reserve as at 1st April 2023

CIL Reserve as at 1 st April 2023	£26,571.36
CIL income received in 2023/24	£85,027.95 (25% CIL)
CIL spent in 2023/24	- £ 5,694.17
CIL transferred to Earmarked Reserves	- <u>£46,569.86</u>
CIL Reserve as at 31st March 2024	£59,335.27

Recommendation 2: The Clerk to contact Wiltshire Council and ask them to provide information on what they have spent the CIL they have received for the Melksham area on. The council requests that the information be received within 28 days of the request.

Recommendation 3: The Clerk to place the CIL that was transferred over to the town council for the East of Melksham Community Centre on an agenda in two months' time for consideration of next steps.

f) To review and approve spend of Sandridge Solar Farm funding for 2023/24

Members reviewed the spend of the Sandridge Solar Farm Funding for 2023/24, which also had to be reported back to the solar farm owners on an annual basis.

Recommendation: The parish council report the following Sandridge Solar Farm income and expenditure for the 2023/24 financial year.

The Sandridge solar farm funding received in 2023/24 was a one-off payment of £17,547.41.

This fund was spent on the following in 2023/24:

Tree inspections and work	£1,786.00
Repairs and maintenance	£1,089.00
Weedspraying	£3,438.00
Street Furniture	£ 879.63
TOTAL SPEND IN 2023/24	£7,192.63

g) To recommend for approval by Full Council the Statement of Accounts & Annual Report for the year ending 31st March 2024

Recommendation: The Council approve the Statement of Accounts and Annual Report for the year ending 31st March 2024.

h) To consider advice of internal auditor regarding Transparency regulations and how to proceed for 2024/25

The Clerk reported that, as part of the council's year end processes, officers produce the transparency compliance report. She advised that the internal auditor mentioned that there was no legal requirement for the council to produce this report. When the Clerk had looked at the government guidance on the transparency code, it appeared to suggest that this was a requirement. She had queried this again with the internal auditor, and he clarified that the transparency code was not a law. The only thing that would make it law is a statutory instrument, and none of them that were relevant to this code were applicable to this parish council. The Clerk explained that although this document was not law, it was still best practice to do so. It was noted that some items that were listed in the transparency code document were also listed in the statement of accounts and supporting statement report, which officers also produced as part of the year end procedure. She suggested to members that for future financial years, rather than having two separate reports that duplicated some items, the council could produce one report to cover all items. Members agreed that this would be a sensible way forward.

The internal auditor had advised that the Model Publication Scheme for Parish Councils, issued by the ICO (Information Commissioner's Office) under the provisions of the Freedom of Information Act, was a legal requirement and must be followed by all councils. This was a document that was going to be reviewed under agenda item 11j.

Recommendation: For future financial years, the council merge the statement of accounts and supporting statement document with the transparency code report so that all information is provided in one report.

- i) **To recommend for approval Local Government Transparency Code Compliance Report for 2023/24.**

Recommendation: The Council approve the Local Governance Transparency Code Compliance Report for 2023/24.

- j) **To review and approve the ICO (Information Commissioner's Office) Model Publication Scheme (as per standing orders 11, 20 and 21) and schedule of charges.**

The Clerk explained that the Model Publication Scheme issued by the ICO is the model that must be used by the council. The column detailing what information must be published cannot be changed, but the council must provide details of how this information can be obtained. The Clerk had done this and provided this document as part of the agenda pack for members to review. She explained that the council didn't currently list the grants that are given out at the annual parish meeting in the booklet that is produced but had added this in to do from 2025 onwards as it was more transparent. Councillor Glover highlighted that the annual parish booklet was a review of the previous financial year, so it was felt that the booklet needed to list the previous year's grant awards as well as the forthcoming years.

The Clerk drew members attention to the fact that the council does not currently have a CCTV policy on usage, which needed to be looked at by the IT Working Party. It was noted that decisions on its uses are detailed in the minutes of meetings when they are considered.

The Clerk explained that the council does not currently publish a disclosure log indicating the information provided in response to a freedom of information request, which would be done moving forward.

It was noted that the council did not currently have a section on its website listing all of the council's play areas, which was something that would be done in due course.

Under the register of gifts and hospitality, the council does not currently have a disclosable limit set, which should also be published on the website. The Clerk advised that Wiltshire Councillors have to register gifts or hospitality received with an estimated value of over £50. The government has the same policy on individual gifts and also states that gifts should not be accepted if the cumulative value from any one organisation or individual exceeds £200 in any 12-month period. Members felt that the council should implement the same policy as the government and Wiltshire Council.

Recommendation:

- 1. The council approve the ICO Model Publication Scheme and schedule of charges, including the amendments as discussed above.**

2. **The council set their gifts and hospitality disclosable limit for both members and staff, at the same limit as Wiltshire Council and the Government.**

31/24

Audit:

a) To note no action to be taken as result of External Audit report for 2022/23

Members noted that there had been no recommendations for actions to be taken from the External Auditors for 2022/23.

b) To review Internal Auditor's reports for 2023/24

The committee reviewed the internal audit report for 2023/24. It was noted that the internal auditor undertook two visits during the year, one in December 23 and the other in April 24. The Clerk advised that most observations that had been identified at the interim audit had been actioned, bar the Shaw Village Hall land registration, which was still an action that officers needed to do. There were no observations made at the year-end audit.

c) Internal Control:

i. To note the current internal control policy

Members noted the internal control policy. The Clerk explained that members needed to look at this prior to considering the council's effectiveness of internal control. She highlighted that the effectiveness of internal control was more than a councillor coming in to undertake some spot checks, and this policy detailed what internal measures were in place.

ii. To consider effectiveness of internal control (note feedback from Internal Control councillor visit at Full Council 17th June 24)

The Clerk explained that the council had to be satisfied that it had effective internal controls. Councillor Franks was due to attend the office later on in the week to undertake some spot checks on the council's income received during the financial year.

Recommendation: The Council have reviewed their Internal Control measures and consider them effective.

d) To note guidance from External Auditors

Noted.

e) To consider answers to Section 1 (Annual Governance Statement) of External Audit documentation (Full Council will also need to consider separately when they meet on 17th June.

The Clerk advised members that the Full Council as the corporate body would need to answer these questions at the meeting on Monday 17th June. Councillor Glover would need to read each statement out at the Full Council meeting so that each councillor understood what they were answering. It was noted that this process

would be made easier if the Finance Committee confirmed that they had checked all of the guidance and evidence and made a recommendation to Full Council. The Clerk advised that the JPAG document that members reviewed earlier on at the meeting provided details of how the council met each statement in order for the council to be able to answer 'yes'.

Recommendation: The questions in Section 1 of the Annual Governance Statement 2023/24 to be answered "yes" by the Full Council on 17th June, 2024.

f) To recommend for approval by Full Council the External Audit Annual Return and additional information requested.

The Clerk explained that Section 2 of the Annual Governance & Accountability Return was the accounting statement, which herself as the RFO (Responsible Financial Officer) would need to sign before it was presented to the Full Council for approval at their meeting on 17th June. She advised that all of the figures that members had reviewed during the process of the meeting fed into the accounting statement. It was explained that anything that had a variance of 15% more or less than last year's figures required an explanation to be submitted to the External Auditors. The officers had compiled an explanation of all the variances, which was circulated to members prior to the meeting.

Box 3 (other receipts) was lower in this year than the previous financial year, which was mostly due to the fact that the council received the second part of the s106 funding for Berryfield Village Hall (£425,998) in the 2022/23 year.

Box 5 (loan interest & capital repayments) & 10 (total borrowings), which were associated with the public works loan, required an explanation. Box 5 was showing a large increase in repayments compared to the previous financial year, which was due to the fact that the council paid back the public works loan in full in January 2024. The loan was paid back three years early due to the council having receipt of some CIL funding that was earmarked to be used towards the Berryfield Village Hall project. It is always difficult to determine when a CIL receipt will be received, which is why the parish council took out a public works loan for the project to ease the cash flow and enable the hall to be built in a timely manner. Upon paying the loan back early, the parish council received a discount of £11,782 on the capital amount. As a consequence, box 10 was showing a large decrease from the previous financial year as there was no outstanding capital balance on the loan as at 31st March 2024.

Box 6 (all other payments) was much lower this year than the 2022/23 year. This was because the majority of costs associated with the Berryfield Village Hall construction were incurred in the 2022/23 financial year. In the 2023/24 year, the only costs associated with this project were the retention that was held back at the time of handover, but following the one-year defect period, this was paid. There were also final architect and project manager fees, as well as the final amount due for the demolition of the old village hall. Additionally, in the 2022/23 financial year, the parish council transferred c£315k of CIL to Melksham Town Council from the Hunters Wood/ The Acorns Development, which moved into the parish of the town following the boundary review.

The Clerk explained that as part of the year end documentation that has to be submitted to the External Auditor each year, they undertake a spot check on a specific area. For the 2023/24 year, the parish council needs to provide confirmation of their general power of competence status. As the parish council has the general power of competence, supporting documentation is required to be sent, such as the minutes of adoption and evidence that at least two thirds of the council were elected at the date of adoption. It is also a requirement that the Clerk hold a CILCA qualification in order for the council to be eligible. The Clerk confirmed that the council had all of these documents, which would be submitted with the annual return.

Due to the fact that the council's accounts are in income and expenditure, boxes 7 and 8 are different from each other, so the council has to provide a reconciliation between these two boxes. The reason for the difference is because of adjustments undertaken at year end such as debtors, creditors, accruals, etc.

Recommendation: The figures in Section 2 of the Annual Governance & Accountability Statement and accompanying documents be approved by the Full Council on 17th June, 2024.

g) To note key dates for Exercise of Public Rights

It was noted that the public had a right to view the published accounts. The dates set for the period for the exercise of public rights commence on Monday 24th June 2024 and end on Friday 2nd August 2024.

32/24

To consider whether the council should provide a payment card method now that office location circumstances have changed.

The Clerk explained that the council had previously agreed to provide the facility for anyone paying any income to the parish council to do so by card. Since this has been agreed upon, officers haven't gotten any further with this action. It was noted that when the council made the decision to take card payments, the office was located at the Bowerhill Sports Pavilion, meaning that officers would have to make a special journey into town and pay for parking to deposit cash or cheques. Now that the council offices are located in the town, officers are close to the post office, so they are able to deposit any cash or cheque payments made. It was noted that most payments to the council were made online, with only minimal cheque and cash payments, and the council has never had anyone in recent years ask to make payments by card. The Clerk queried with members whether they wished to reconsider accepting card payments now that the council's circumstances have changed. It was noted that if the council provided this facility there would be transaction charges that the council would have to pay for each payment made. Members agreed that now that the offices are located in the town, there is no requirement to provide a card payment option.

Recommendation: The council do not provide the option of a payment card method for council income now there is no requirement for it.

33/24

To note information received to date on new procurement act due to go live in October 2024.

Members noted the information received to date; however, they could not currently identify how this affected the parish council or whether any training would be required. Members felt that more information needed to be obtained about how the new procurement act applied to the parish council.

Recommendation: Officers to obtain information on how the new procurement act applies to the parish council and bring back to a future meeting for consideration.

34/24

To note Chairman’s Allowance for 2023/24 and consider Chairman’s Allowance for 2024/25.

Members noted the Chairman's allowance paid for 2023/24. The Clerk advised that the council had to have regard for what the parish remuneration panel (Wiltshire Council) paid their members. For the 2024/25 financial year, this hasn't been set. Members agreed to defer this item until Wiltshire Council had set their members' allowances.

Recommendation: The Council defer the Chair's allowance and bring back to a future meeting once Wiltshire Council had set their member’s allowance.

35/24

To review Council’s and Staff subscriptions for 2024/25

Members reviewed the list of council and staff subscriptions for 2024/25. It was noted that for 2024/25 the council had budgeted £1,935 for subscriptions. Members noted that in the last financial year, the council was not invoiced for Fields in Trust or TransWilts; however, they felt that these organisations should remain on the list. It was explained over the past few years that the parish council had paid for a subscription from the Village Hall Association; however, it appears that this organisation keeps assigning the payment to one of the village halls that the council owns. Additionally, for this financial year, they appear to want the council to pay two subscriptions to cover both Shaw and Berryfield Village Hall. It was noted that the Berryfield Village Hall Trust paid for their own subscription. Members agreed that if officers could sort out the membership with the Village Hall Association to be in the name of the parish council, the subscription should be paid.

Recommendation: The council and staff subscriptions for 2024/25 are approved as follows:

Subscription	Amount budgeted
WALC & NALC	£1,170.73
SLCC (ILCM included)	£403.00
LCR	£45.00
Open Spaces	£50.00
CPRE	£36.00
Community First	£50.00
Fields In Trust	£50.00
Wilts & Berks Canal Trust	£30.00

Clerks & Councils Direct	£15.50
TransWilts-	£20.00
Wiltshire Village Hall Association- Pending confirmation that the council can have the subscription in their own name.	£50.00
National Allotment Society	£56.00
TOTAL	£1,976.23

36/24 To review and approve list of regular payments for authorisation for 2024/25

As per the financial regulations, the council must review and approve the list of regular payments each year. Member confirmed that they were happy with the list of regular payments presented to them.

Recommendation: The council to approve the list of regular payments.

Recipient:	Bank Acc.	Detail:	Frequency	Amount
Wiltshire Pension Fund	Unity Trust Bank (C/Book 2)		Monthly	
HMRC	Unity Trust Bank (C/Book 2)		Monthly	
Staff Salaries	Unity Trust Bank (C/Book 2)		Monthly	
Aquasafe Environmental	Unity Trust Bank (C/Book 2)	Legionella testing	Monthly	£125.00
JH Jones	Unity Trust Bank (C/Book 2)	Grass Cutting/Bin emptying (contract)- The council agreed to a 1-year contract with JH Jones for the 2024/25 financial year. Deployment of Speed Indicator Device (SID) every two weeks. Any other ad-hoc works such as bench/bin/ noticeboard installation	Monthly	£1,980.47
Jens Cleaning	Unity Trust Bank (C/Book 2)	Office/Pavilion cleaning	Every 2 Months	£84- Cleaning all 4 changing rooms
Agilico (Formally Condor)	Unity Trust Bank (C/Book 2)	Photocopying usage- New photocopier purchased in 2023/24	Monthly	Around £60

		with a reduction in printing costs.		
Radcliffe Fire protection	Unity Trust Bank (C/Book 2)	Fire Alarm/Emergency light test, Annual fire extinguisher service & PAT testing for office and pavilion	6 Monthly Annual fire equipment service Annual PAT testing	£90.00 £47.00 £90.00
Tollgate Security	Unity Trust Bank (C/Book 2)	Alarm Maintenance	6 Monthly alarm service	£630 annual fee for maintenance and monitoring of the alarm
ROSPA (Play Safety)	Unity Trust Bank (C/Book 2)	Play Area inspection	Annually	£860
Rialtas	Unity Trust Bank (C/Book 2)	Year-end financial year close down and annual software cost	Annually	£755- Year end closedown £183- Annual Omega software
Avon IT Systems	Unity Trust Bank (C/Book 2)	IT Services	Ad Hoc	
Mr Sparkles	Unity Trust Bank (C/Book 2)	Bowerhill Pavilion Twice a year Bus shelter clean quarterly		Bus shelter cleaning £150 Pavilion clean £50
Amazon	Unity Trust Bank (C/Book 2)	Stationary	Regularly	
Trade UK (Screwfix)	Unity Trust Bank (C/Book 2)	Items for repairs in the Parish	Ad Hoc	
Toolstation	Unity Trust Bank (C/Book 2)	Items for repairs in the Parish	Ad Hoc	
Land Registry	Lloyds Bank (C/Book 1) Unity Trust Bank (C/Book 2) for online searches that can be paid for via the card. Normally a cheque written to the land registry	Land Searches	Ad Hoc	Title register/plans £3 per search

	for land searches that need to be sent away. Parish council also have a direct debit agreement in place for searches that need to be sent to land registry. Haven't done this was of payment yet			
Melksham Town Council	Unity Trust Bank (C/Book 2)	Neighbourhood Plan Public Toilets Caretaking duties at Shurnhold Fields (Quarterly payment)	Regularly	
IAC Audit and Consultancy	Unity Trust Bank (C/Book 2)	Internal Audit & Data Protection Audit	Twice per year (on per every audit)	£395.00
PKF Littlejohn LLP	Unity Trust Bank (C/Book 2)	Current External Auditors	Yearly	£2,100.00
Wiltshire Publications Ltd	Unity Trust Bank (C/Book 2)	Newspaper publications Quarterly Newsletter Grant Advert Annual Parish advert	Regularly	£495 quarterly newsletter
Gallagher	Unity Trust Bank (C/Book 2)	Insurance broker for Cyber insurance	Yearly	
Zurich	Unity Trust Bank (C/Book 2)	Parish and pavilion insurance	Yearly	
Community Heartbeat	Unity Trust Bank (C/Book 2)	Annual support fee	Yearly	£810.00
Atkinson Bookbinders	Unity Trust Bank (C/Book 2)	Minute book binders	Ad Hoc	
Complete Weed Control	Unity Trust Bank (C/Book 2)	Parish Weed spraying	Twice per year	£1,719.00 per weed spray depending on councils requirements

JC Combustion Services	Unity Trust Bank (C/Book 2)	Service of Bowerhill Pavilion boiler and 2x water heater	Yearly	£420.00
Post Office	Lloyds Bank (cheque) (C/Book1)	Postage stamps- Mostly 1 st or 2 nd class stamps	Adhoc	£250 max
Royal Mail	Unity Trust Bank (C/Book 2) as part of debit card statement	Print out postage for higher price items such as agenda packs and recorded delivery		
Microsoft	Unity Trust Bank Debit Card (C/Book 2)	Office 365 subscription- Councillor and officer email addresses + and annual office 365 licence renewal Also, office phone subscription	Monthly	£104.40 per month- for email addresses/ office 365 subscription (note 3x parish council officers are on upgraded office 365) £95 annual for licence renewal £34 Monthly for office phone subscription
Kanconnections	Unity Trust Bank (C/Book 2)	Electrical work- CCTV/ mosquito	Ad-hoc	
Zoom	Unity Trust Bank (C/Book 2)	Meeting room subscription	Monthly as part of debit card statement	£12.99 per month
Fasthost	Unity Trust Bank (C/Book 2)	Gov.uk website hosting	Monthly as part of debit card statement	£1 per month
Whitley Reading Rooms	Unity Trust Bank (C/Book 2)	CAWS CEG Broadband and line provision at	6 monthly	Plusnet bills £22 per month

Lamplight	Unity Trust Bank (C/Book 2)- NOTE: Will be setting up a direct debit for this	Melksham Emergency Support database	Monthly	£47.50
Giant Communication	Paid using council debit Card	Melksham Community support phone line	Monthly	
Wiltshire Age UK	Unity Trust Bank (C/Book 2)	Melksham Community Support project	Quarterly	£2,875 (23/24) but due to go up to £3,000 for 24/25- On Annual Council agenda 13 th May to approve.
Miriam Zaccarelli	Unity Trust Bank (C/Book 2)	Additional support for Melksham NHP	Monthly- Costs to be charged back to MTC	
Office Right Business Solution	Unity Trust Bank (C/Book 2)	Office admin- Normally A4 paper	Ad-hoc	
Wiltshire Council	Unity Trust Bank (C/Book 2)	Office and meeting room rent LHFIG Real time information	Quarterly	

37/24 To review and approve Direct Debits & Standing Orders for 2024/25

The Clerk advised that it was good practice for members to review the list of direct debits and standing orders each year in case the council was still paying for something they shouldn't be. To be transparent, officers had also provided members with a printout of the direct debits and standing orders from the bank accounts.

Recommendation: The council approve the list of direct debits and standing orders for 2024/25.

D.D. or S.O.	Bank Acc.	Recipient	Detail	Frequency
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D.D.	Lloyds (C/Book 1)	SSE	9338030500- B/Hill Gas	Quarterly
D.D.	Lloyds (C/Book 1)	EDF Energy	B/Hill Elec.	Monthly
D.D.	Lloyds (C/Book 1)	Information Commissioners Office	Data Protection Registration	Annually
D.D.	Lloyds (C/Book 2)	Grist Environmental	Trade waste removal B/Hill site	Monthly
D.D.	Lloyds (C/Book 1)	Water2Business	2377554202- BYF allotments	6 months
D.D.	Lloyds (C/Book 1)	Water2Business	237754201 – BSF allotments	6 months
D.D.	Lloyds (C/Book 1)	Water2Business	1049945401 – B/Hill site	6 months
D.D.	Unity Trust Bank (C/Book 2)	Lloyds Corporate Card	Lloyds Debit Card	Monthly
S.O.	Unity Trust Bank (C/Book 2)	Teresa Strange	Emergency Mobile Phone- Currently £5.30	Monthly
DD	Unity Trust Bank (C/Book 1) Lloyds (C/Book 1)	Daisy (Onebill)	Bowerhill Pavilion line and wifi Campus line and wifi	Monthly £38 Monthly £38

38/24 To note price increase for parish council's trade waste contract.

It was advised that the council had been given notice by the commercial waste contractor that the costs of emptying the waste bins at the pavilion would be increased by 5%. This is an additional £0.70p per empty, meaning that the new cost per empty will be £14.70 + VAT. The Clerk confirmed that the council was receiving good service from this contractor.

Recommendation: The council approve the price increase to empty the council's commercial waste bins at the Bowerhill Sports Pavilion.

Members wished to thank the officers for the work that has been put into the year end documentation provided at this evening's meeting.

Meeting closed at 21.06pm

Signed.....
Chairman, Monday 17th June 2024

Teresa Strange

From: Marianne Rossi
Sent: 24 May 2024 16:50
To: GBZ_ZT_Renewals Team
Cc: Teresa Strange
Subject: RE: Melksham Without Parish Council - YLL-2720873563
Attachments: TAP Proposed Policy Schedule.pdf

Dear Megan,

Many thanks for making the adjustments as specified in my below email. Please could you provide me with an invoice with the new premium so that we can make payment.

Many thanks

Kind Regards,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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From: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>
Sent: 24 May 2024 12:14
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Melksham Without Parish Council - YLL-2720873563

Hello Marianne,

Thank you for your email – I'm so sorry about the delay in our reply.

I have adjusted the 'Other Surfaces' and 'Street Furniture' as requested. This has created a reduction of £54.72, taking your total renewal premium to £4,481.15.

Please review the attached proposed schedule and **confirm** if you wish to proceed.

If you have any questions, please get in touch.

Many Thanks,

Megan
Megan Hopgood
Customer Account Executive
She/Her

☎ 0800 917 9531

✉ renewals.team@uk.zurich.com



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My work hours are Monday - Wednesday 08:30-17:30, Thursday 08:30-15:00, Friday 08:30-17:30

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From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Sent: Monday, May 20, 2024 10:05 AM

To: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>

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

Subject: [EXTERNAL] RE: Melksham Without Parish Council - YLL-2720873563

Dear Renewals,

The parish council are considering their insurance schedule this evening, I wonder whether you would be able to answer my below query please?

Many thanks

Kind Regards,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES
01225 705700
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From: Marianne Rossi
Sent: 09 May 2024 11:37
To: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Melksham Without Parish Council - YLL-2720873563

Hi Megan,

Many thanks for sending across the breakdown of costs, really helpful.

We have compared what we expect to be the insurance values for each heading from our register of assets to the schedule that you have provided. We appear to be around c£14k different on 'other surfaces' and around c£39k different on 'street furniture'. Please see the table below:

I have increased the value by 5% on the insurance we paid last year (as this appears to be the value that you have increased it by) for our assets and have, of course, included any new assets we have purchased during the year.

As the street furniture appears to be over insured by c£39k, if we reduced this down, how much cost reduction would there be on the insurance premium? We just wonder whether there would be any worth in us reducing this amount if there is a big cost savings. As there seems to be a big difference under the other surfaces heading we will of course need to increase this cover so presumably some of this could move from the street furniture heading to there?

On the policy schedule 2024/25 for Zurich		
	ON SCHEDULE FROM BROKERS	F
Buildings including subsidence (unless otherwise specified)- Bowerhill Sports Field and Berryfield Village Hall	£1,942,500.00	
Briansfield Allotment shed	£7,607.25	
General Contents including office items & Pavilion contents	£37,802.10	
Gates & Fences	£56,202.30	
Mowers & Machinery	£1,293.60	
Other Surfaces	£33,004.65	
Office Contents		
Outside Equipment	£3,963.75	
Playground Equipment	£493,164.00	
Sports Equipment	£53,034.45	
Street Furniture	£238,647.15	
War Memorials (RAF Commemororative stone)	£7,830.90	
Artwork (specified risks)		
Defibrillators		
Civic Regalia	£4,464.60	
	£2,879,514.75	

Many thanks

Kind Regards,
Marianne

Marianne Rossi
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From: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>
Sent: 08 May 2024 11:11
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Melksham Without Parish Council - YLL-2720873563

Hi Marianne,

Thank you for your email.

The element of the renewal premium for Berryfield Village Hall is £394.36, and the Pavilion is £602.81.

If you have any questions, please get in touch. Have a lovely afternoon!

Many Thanks,

Megan
Megan Hopgood
Customer Account Executive
She/Her

 0800 917 9531

 renewals.team@uk.zurich.com



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From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Sent: Thursday, May 2, 2024 5:10 PM

To: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>

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

Subject: [EXTERNAL] RE: Melksham Without Parish Council - YLL-2720873563

Hi Megan,

Many thanks for coming back to me on my query, much appreciated.

As part of the terms of our lease that we have with the Berryfield Village Hall Trust, the parish council insures the building and charges the insurance cost back to the Hall committee. Are you able to tell me how much the Berryfield Village Hall element is, please? Also, it would be good for our reporting if you could also let us know what the Bowerhill Sports Pavilion element is as well.

Many thanks

Kind Regards,
Marianne

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

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From: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>
Sent: 27 April 2024 11:05
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: Melksham Without Parish Council - YLL-2720873563

Hello Marianne,

Thank you for your email.

Public art could come under street furniture, but this would depend on the reinstatement value, as to whether it would need to be separately. Unfortunately, we do not have a list, this would be up to yourselves to categorise.

If you have any questions, please get in touch.

Many Thanks,

Megan
Megan Hopgood
Customer Account Executive
She/Her

 0800 917 9531

 renewals.team@uk.zurich.com





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My work hours are Monday - Wednesday 08:30-17:30, Thursday 08:30-15:00, Friday 08:30-17:30

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From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: Tuesday, April 23, 2024 5:21 PM
To: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: [EXTERNAL] RE: Your Zurich Town and Parish policy is due for renewal

Dear Robert,

Many thanks for sending the renewal through to me. Could I just double check whether public art would come under street furniture? Do you have a list of the type of items which would come under each heading? I just want to make sure that we have enough cover for our assets so we analysis the schedule against the assets listed on our asset register.

Kind Regards,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
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From: renewals.team@uk.zurich.com <renewals.team@uk.zurich.com>

Sent: 12 April 2024 09:32

To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Subject: Your Zurich Town and Parish policy is due for renewal



Policy Holder: Melksham Without Parish Council
Policy Number: YLL-2720873563
Renewal Date: 01 June 2024

Thank you for insuring Melksham Without Parish Council with us for the past year. You are in a Long Term Agreement (LTA) and your policy is due for renewal. Your renewal premium is £4,535.87 including tax.

Your renewal documents and invoice are now available to view, download and print on your online account, which can be accessed [HERE](#).

It's important that you read the following documents carefully:

- * Schedule of Insurance
- * Select for Local Councils Policy Document

Full details on how to pay can be found on your invoice.

To ensure your cover continues, please pay your renewal premium by 01 June 2024.

Changes to Legal Expenses cover

We have made a couple of changes to your Legal Expenses cover. Previously Debt Recovery and Contract Disputes cover were included in your policy. These covers are now optional. To read more about these optional covers, please [visit our website](#).

Your Renewal Quote

Insurer

Zurich Insurance Company Ltd

Period of Cover

01/06/2024 -
31/05/2025

Policy No.

YLL-2720873563

Renewal Premium

£4,535.87

If you wish to add Debt Recovery (for £50 plus Insurance Premium Tax) or Contract Disputes cover (for £25 plus Insurance Premium Tax) to your policy, please contact us and we will be happy to do that for you. If we do not hear from you before your renewal date, your policy will renew without these extras.

Please note, we are a non-advisory service, which means we cannot tell you what type or level of cover you may or may not need.

If you have any questions or need to make any changes to your policy, please don't hesitate to contact me.

Kind regards,

Mr Robert Brown
Senior Account Manager
0800 917 9531
renewals.team@uk.zurich.com

Tel: 0800 917 9531 | **Email:** Renewals.Team@uk.zurich.com



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Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of

Teresa Strange

From: Marianne Rossi
Sent: 24 May 2024 16:43
To: Clive Merritt
Cc: Teresa Strange
Subject: RE: Renewal Due Shorty - Melksham Without Parish Council - 5116887 [Version Ref: 99728096]

Ok, thanks Clive, I will let you know.

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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From: Clive Merritt <clive@avon-it.co.uk>
Sent: 24 May 2024 13:19
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Renewal Due Shorty - Melksham Without Parish Council - 5116887 [Version Ref: 99728096]

Hi Marianne,

I would be happy to do it before a meeting or possibly several meetings if needed.

It would be useful to give them all a check over as I would also like to make a list of computer names against people, as the Cloudcare system reports by computer name, so if there was a problem I may not know whose laptop it

relates to. I can also check that Windows updates are working properly and that no unwanted software has been installed.

It isn't particularly urgent, be let me know if you want to arrange it and I will keep it free.

Clive

From: Marianne Rossi [<mailto:admin@melkshamwithout-pc.gov.uk>]
Sent: 24 May 2024 12:44
To: Clive Merritt <clive@avon-it.co.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Renewal Due Shorty - Melksham Without Parish Council - 5116887 [Version Ref: 99728096]

Thanks Clive, I have gone back to the insurers.

Yes, it would probably be a good idea to have a look at all of their laptops before a meeting to ensure that it is all working as it should. Is it something we can have a look at for them or is it something you need to come in and look at?

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES
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From: Clive Merritt <clive@avon-it.co.uk>
Sent: 23 May 2024 13:38
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Renewal Due Shorty - Melksham Without Parish Council - 5116887 [Version Ref: 99728096]

Hi Marianne,

Yes, as far as I am aware all the laptops are using the Avast anti-virus system provided as part of the insurance policy.

I can monitor the councillor's anti-virus systems through the Avast Cloudcare portal and everything seems to be OK, but as some of them have been running for a while it might be a good idea to check them out and ensure that the system is working properly. If you want to go ahead, we could arrange to check them over before a meeting.

Clive

From: Marianne Rossi [<mailto:admin@melkshamwithout-pc.gov.uk>]
Sent: 23 May 2024 11:53
To: Clive Merritt <clive@avon-it.co.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: FW: Renewal Due Shorty - Melksham Without Parish Council - 5116887 [Version Ref: 99728096]

Hi Clive,

We have had a response back from the insurers on the cyber security, are you able to confirm whether we do what they have advised in the below email please?

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES
01225 705700
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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 23 May 2024 11:50
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: FW: Renewal Due Shorty - Melksham Without Parish Council - 5116887 [Version Ref: 99728096]

From: Teddy Harris <Teddy_Harris@ajg.com>
Sent: 22 May 2024 15:50
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Renewal Due Shorty - Melksham Without Parish Council - 5116887 [Version Ref: 99728096]

Good afternoon Teresa,

Thank you for your patience.

We have had a response from the insurer noting;
Our requirement is that the insured use business grade firewalls and anti-virus. These are ones that are designed for business use. If the software has “Personal” or “Home Edition” (or similar phrases) in its description or name it is not commercial grade. The software should have “Business”, “Commercial” or “Corporate” (or similar phrases) in its description or name to be classified as business grade.

With our policy the insured could use the free Avast Solution that we provide if they currently do not have business grade firewalls and anti-virus deployed. This will give the insured access to 30 licences. Please note the supported devices are as follows Windows PCs, Windows 7 SP1 or higher (32-bit, 64-bit), Windows 8/8.1, except RT & Starter edition (32-bit, 64-bit), Windows 10, except Mobile & IoT core edition (32-bit, 64-bit).

Would the laptops/computers that are used from home be happy to install this or a similar software?

Kind regards,

Teddy Harris – Cert CII
Team Leader – Community Team



Insurance | Risk Management | Consulting

Gallagher Blenheim House, 1-2 Bridge Street, Guildford, GU1 4RY
M:07801 966799
E: Teddy_Harris@ajg.com | AJG.com/uk

From: Teddy Harris
Sent: Friday, May 17, 2024 11:04 AM
To: 'Mila Merry' <mmerry@optimumsr.co.uk>
Cc: Optimum Speciality Risk Support <support@optimumsr.co.uk>
Subject: RE: Renewal Due Shorty - Melksham Without Parish Council - 5116887 [Version Ref: 99728096]

Good morning,
One of the clauses in the statement of fact is as follows:

- Does the Insured deploy a business grade firewall at all external gateways of their network and a business grade antivirus application across your entire network, including servers or endpoints?

Our client has stated the following;

”

The three council officers use the council laptops mostly in the office which has a business grade firewall; however, there are times when officers do work from home where they will only have a domestic firewall. Would this affect this policy? Additionally, we have 13 councillors who have been issued with council laptops to undertake council business and have access to their own council email account to view emails and council agenda packs etc at home. Again, as they are using the laptop at home they would only have a domestic grade firewall. They don't have access to the parish councils shared drive which is where all the councils documents are stored. As per above will this affect our policy?

”

Please can you clarify if this is acceptable / needs to be requoted based on the response?

Kind regards,

Teddy Harris – Cert CII

Team Leader – Community Team



Insurance | Risk Management | Consulting

Gallagher Blenheim House, 1-2 Bridge Street, Guildford, GU1 4RY

M:07801 966799

E: Teddy_Harris@ajg.com | AJG.com/uk

From: Mila Merry <mmerry@optimumsr.co.uk>

Sent: Thursday, June 1, 2023 1:30 PM

To: UK.CommunityRenewals <CommunityRenewals@ajg.com>

Subject: RE: Renewal Due Shorty - Melksham Without Parish Council - 5116887 [Version Ref: 99728096]

[EXTERNAL]

Hi Teddy,

Thanks for this, please find the documents attached.

Kind regards,

Mila Merry

Trainee Underwriter

[OPTIMUM SPECIALTY RISKS](http://OPTIMUMSPECIALTYRISKS)



A: 150 Minories | Suite 609 | London |

EC3N 1LS

T: +44 (0)20 3675 0910

E: mmerry@optimumsr.co.uk

W: www.optimumsr.co.uk



NATIONAL 2023
INSURANCE AWARDS

SHORTLISTED

ACCOUNTING AND AUDIT

AD430 – Accounting and Audit: Year End Process - England

Getting the order right for the year end approvals is important.

The financial accounts for any year represent the financial transactions undertaken during the year. It is good practice to prepare the accounts on a continuing basis throughout the year; do NOT wait until after 31 March to start work on them.

What is the AGAR?

It's the Annual Governance and Accountability Return which all town and parish councils and parish meetings have to complete for each financial year. It can be completed after 31 March and finalised by 30 June.

It is published by the External Auditor which is appointed by the Smaller Authorities Audit Appointments ([SAAA](#)) for the relevant county.

The council should be contacted by the External Auditor in March and sent a link to the forms.

The Process

Firstly, the council should have appointed an Internal Auditor – preferably at the beginning of the financial year – so that they can start to inspect the books and processes and, if necessary, give recommendations to make improvements, before it gets to that crucial year end. The appointment of the Internal Auditor should be by resolution of the council and minuted for audit purposes.

The Internal Auditor should do a formal review and complete the internal audit report section of the form – ideally with a separate report giving reasons for their AGAR responses. The review can take place at any time, but of course the AGAR can't be finalised until the official AGAR form has been published and the financial year ended.

The council financial year runs from 1 April to 31 March.

At the beginning of April after the year end, the Clerk / RFO should obtain bank statements for all the accounts up to 31 March and should produce the set of accounts including working out the figures to be included in Section 2 (Accounting Statements).

If the council income and expenditure are both under the £25,000 threshold, the Clerk needs to ascertain from council whether there is a requirement for an External Audit Limited Assurance Review (which has to be paid for) or whether the council is happy to claim exemption. This is important to know because it will have a bearing on which form is needed.

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There is a selection of forms to choose from whether the council is a parish meeting or a town / parish council.

Choose the right set! And make sure you choose the electronically completable forms. You can have notifications for completing the form incorrectly or for missing a box.

Form 1

Should only be completed by smaller authorities that are able to declare that they have had had no financial transactions in the year and can therefore certify themselves exempt from a limited assurance review.

Form 2

Should be completed by smaller authorities where:

- the higher of gross income or gross expenditure was £25,000 or less;
- the council meets the qualifying criteria; and
- wishes to claim exemption from a limited assurance review.

Form 3

Should be completed by all smaller authorities where:

- either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million.

Together with any other smaller authorities that are either:

- unable to certify themselves as exempt (including due to receipt of a previous Public Interest Report, or only been in existence for fewer than three years); or
- have requested a limited assurance review.

Procedure for completing the AGAR and taking it to the council

Most councils are likely to be using either Form 2 or Form 3 and guidance is provided on the forms.

The council's Internal Auditor may request to see a copy of the council's AGAR with the Accounting Statements completed so that it can be checked for typos (which are so easily done) before it is taken to council for approval.

It is good practice for the Internal Auditor to complete their portion of the AGAR, print it and provide both the electronic copy and a printed hard signed copy.

However, Section 1 – the Annual Governance Statement – should not be completed for the Internal Auditor as that is for the council to complete at a meeting. It is the council as a corporate body which must take responsibility for this.

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Furthermore, it is good practice for the council not to complete Section 1 until the Internal Auditor Report has been received as it should be integral to the answers they give.

Whichever form is chosen, the order of completion at a meeting (apart from the addition of the exemption certification) is the same.

The agenda should include the following items:

1. **Internal Audit** – to receive the report from the Internal Auditor
2. **Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review [for Form 2]
3. **Annual Governance Statement** – to consider the questions and respond accordingly
4. **Accounting Statements** – to consider and agree the accounting statement figures
5. **Electors' Rights** – to note the dates of the Exercise of Public Rights as xx to xx 20xx

The Statement of Variance could also be included for noting.

It is recommended that the Electors' Rights dates are included on the agenda because the Internal Auditor is required to confirm that the council has complied with the requirements and this is easier if there is a Minute reference.

Electors' Rights

To calculate the Electors Rights dates (which have to be for 30 working days and include the first 10 working days of July) – see the [separate excel calculator].

Make sure that the date of the notice is at least one day after the meeting at which the accounts were agreed and at least the day before the dates start.

How to complete the form ready for the meeting

Enter the details required on page 3 of either PDF and it will propagate throughout the form. If it's the Exemption Certificate, don't forget to add the email address, telephone number and website URL.

Ensure that the Section 2 Accounting Statements are fully complete (and if claiming exemption complete the figures on that page) and print out all the documents ready for the meeting.

The RFO should sign the Accounting Statements before the meeting to indicate that they are happy with them.

Ensure that the forms are signed in the right place at the meeting and then once the meeting is concluded and the Minutes written, add the Minute references to the appropriate boxes.

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If the council claims exemption, all that is needed is to scan / photograph the signed AGAR and email the External Auditors the completed Exemption Certificate. The External Auditor may ask for additional information, but only send them what they ask for.

All the documents must be published on the council website (preferably in an easy to find Finance section). This is all part of the transparency requirements with which councils under the £25k threshold must comply.

If Form 3 has been completed, then the signed AGAR must be scanned / photographed and the following sent to the External Auditors:

- Section 1 – Annual Governance Statement (signed)
- Section 2 – Accounting Statements (signed)
- Annual Internal Audit Report (signed)
- A bank reconciliation
- Statement of variances
- Electors' Rights Notice

Again, make sure that everything is posted on the website.

If the council has been selected for intermediate review, the External Auditor will ask for some additional information.

Different External Auditors have different requirements. Some have a set list which is available on their website, others will tailor the requirements to each council.

The SLCC Advice Line – 0800 260 6814 – is available to all members for questions.

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

27th April 2024

Dear Teresa,

Year End audit Cover Letter (with Interim)

An audit was carried out by Kevin Rose on Friday 5 April 2024. This was the Year End audit following on from the interim audit carried out on 20 December 2023.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 202 items. A total of 50 items were tested during this audit in addition to the 139 items tested and checked during the interim audit. 13 further items were checked during this audit and confirmed as being 'Not Applicable' to Your Council. All items on the checklists were tested during the year.

Areas subject to audit were;

- the Payment system (Box B)
- Risk and insurance (Box C)
- Payroll(Box G)
- Assets and investments (Box H)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)

Summary of tests undertaken this audit

Positive response	50
Negative response	0
Not Applicable to your Council	13
Total tests carried out	63

Of the 50 applicable items tested a Positive response was obtained in respect of 50 tests. I am pleased to confirm that there were no Negative responses.

IAC Audit & Consultancy Ltd.

Registered in England No 09753929 VAT Reg No 220 6715 38

23 Westbury Road , Yarnbrook, Wiltshire, BA14 6AG

Email: admin@audit-iac.com Tel: 01225 775511

Summary of tests undertaken for the financial year (including the Interim audit)

Positive response	150
Negative response	4
Not Applicable to your Council	48
Total tests carried out	202
Tests not carried out	Nil

I am pleased to advise that no 'Non-Compliances' were identified that would give rise to a negative response on the statutory Annual Internal Audit Report.

I would like to express my thanks for the assistance and hospitality provided to me during my audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA
Director

Annual Internal Audit Report 2023/24

Melksham Without Parish Council

ENTER PUBLICLY www.melkshamwithout-pc.gov.uk PAGE NUMBER

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Not covered**		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic bank account reconciliations were properly carried out during the year.	Yes		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			N/A
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	Yes		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	Yes		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

17/05/2023 20/12/2023

Kevin Rose ACMA- IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date 27/04/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

The Clerk
Melksham Without Parish Council
First Floor, Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

27-Apr-24

Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2023/24, I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objectives F, K, L and O and we are required to explain why we have done this.


- *The reason for the Not Covered response for Objective F is that we understand that your Council does not maintain a Petty Cash.*
- *The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review for 2022/23 financial year.*
- *At present no specific guidance has been provided to Internal Auditors as to what the 'relevant legislation' is in respect of Control Objective L. We have tested against the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) and 2015/494 The Smaller Authorities (Transparency Requirements), neither of which apply to your Council. The publication requirements of Statutory Instrument (2015/234) The Accounts and Audit Regulations are covered in our responses to Internal Control Objectives M and N. The Council should note that we have not considered any additional publication requirements that may apply, for example those set out in the ICO Model Publication Scheme for Parish Councils.*
- *The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.*

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,

A handwritten signature in black ink, appearing to read "K. Rose". The signature is written in a cursive style with a large initial "K" and a distinct "Rose" following.

Kevin Rose ACMA
Director

Melksham Without Parish Council Financial Year 2023-24							IAC 	
Interim Internal Audit Observations							IAC Audit and Consultancy Ltd	
							Audit date: 20 December 2023	
B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.								
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments		
1	Are bank signatory arrangements (the bank mandate) in accordance with Financial Regulations?	Yes	It is understood that the Council has recently received a bank card in the name of a former employee from Lloyds bank. Other Councils have also experienced an issue with Lloyds whereby former employees and Councillors have been reactivated as users on the Lloyds banking system.	Council to contact Lloyds and confirm that they only have on record currently authorised Councillors and Staff.	Medium	To do- We will contact both Lloyds Bank and Unity Trust Bank to ensure that all signatories listed on their records are correct. This has been actioned		
2	Has the Council formally Minuted confirmation of bank signatory arrangements?	No	From a review of records it was not possible to verify when the Council reviewed and confirmed the bank signatory arrangements.	Council to formally review and confirm the bank signatory arrangements. This should include formal confirmation of the bank signatories and the mandate to apply on the Councils bank accounts, for example ' any two to sign'.	High	On Finance Committee 8th Jan finance agenda to confirm. This has been actioned.		
3	If the Council is a tenant under leases, are the lease agreements current?	No	The Council is a tenant at the Community Centre and of a Play Area and allotments. The allotments are rented from a farm who rents other land from Council, so the two agreements (as landlord and tenant) net off. It appears that the tanancies have continued based on a Framing Business Tenancy. It is unclear whether the Council has had specific legal advice on this. It is also understood that the Council has not registered its ownership of Shaw village hall at the Land Registry.	The Council to consider whether it should obtain formal legal advice in respect of the allotment land and agricultural land. The Council to arrange to register Shaw village hall with the Land Registry.	Medium	The council to consider the allotment land leases at the next Asset Management meeting (5th Feb) so that the next steps can be agreed. The Shaw Village Hall land registration is an outstanding action for officers still to do. This has been actioned Shaw land registry still to do.		
C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.								
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments		
1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit	No	As at the date of the Interim Audit the Council had not formally Minuted a review of Risk	The review of Risk is a key requirement of both the Annual Governance Statement and the Annual Internal Audit Report. The Council MUST ensure that it Minutes a formal review of Risk prior to the end of the financial year.	Advisory	To do review at Finance Committee 8th Jan This has been reviewed		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.								
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments		
1	Has the Investment Strategy been subject to annual review?	No	It was noted that the Council is planning on holding funds with the CCLA PSDF (a Money Market Fund). This is not in compliance with the Council's Investment Policy which requires, in 2.3 (iv), that "All investments will be made in UK banks and building societies".	The Council to review its Investment Policy in the light of its decision to hold funds with the CCLA Public Sector Deposit Fund. If appropriate the Council to include the PSDF within 2.3 (iv) of the Investment Policy.	High	On agenda for Finance Committee 8th Jan to amend in line with what the council are now actually doing. This has been actioned.		
2	Is there an appropriately approved schedule of fees and charges which is published on the Councils website?	Yes	The Council maintains a listing of fees of charges. It was noted that the Council does not publish the charges for Bowerhill Jubilee Sports Field.	The Council to consider publishing the fees and charges for the Bowerhill Jubilee Sports Field.	Low	Is now published on parish council website under parish amenities- Bowerhill Sports Field. This has been actioned		

Year End audit summary Melksham Without Parish Council

(shaded Internal Control Objectives are not applicable to your Council)



Year End Audit Date 5 April 2024

Internal Control Objective		N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A	Appropriate accounting records have been properly kept throughout the financial year.		0	0	0	0	
Box B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	2	1	1	0	0	
Box C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		7	7	0	0	
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		0	0	0	0	
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.		0	0	0	0	
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		N/A	N/A	N/A	N/A	
Box G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	2	22	22	0	0	
Box H	Asset and investments registers were complete and accurate and properly maintained.	4	7	7	0	0	
Box I	Periodic bank account reconciliations were properly carried out during the year.	3	6	6	0	0	
Box J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	2	7	7	0	0	
Box K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered"		N/A	N/A	N/A	N/A	
Box L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		N/A	N/A	N/A	N/A	
Box M	The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		0	0	0	0	
Box N	The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	1	0	0	0	0	
Box O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	-1	N/A	N/A	N/A	N/A	
Totals		13	50	50	0	0	0

Melksham Without Parish Council



Interim Audit Date: 20/12/2023
 Year End Audit Date: 05/04/2024

Internal Audit Summary for the year 2023-24

(shaded Internal Control Objectives are not applicable to your Council)

	Internal Control Objective	Observations	Observation Analysis				Responses				
			Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
A	Appropriate accounting records have been properly kept throughout the financial year.	0	0	0	0	0	0	6	0	0	0
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	3	0	2	0	0	0	34	2	7	0
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1	0	0	0	1	0	11	1	0	0
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	0	0	0	0	0	0	15	0	1	0
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	2	0	1	0	1	0	22	1	2	0
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9	N/A
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	0	0	0	0	0	0	22	0	2	0
H	Asset and investments registers were complete and accurate and properly maintained.	0	0	0	0	0	0	7	0	4	0
I	Periodic bank account reconciliations were properly carried out during the year.	0	0	0	0	0	0	12	0	4	0
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	0	0	0	0	0	0	9	0	2	0
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered"	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7	N/A

2023-24 Internal Audit Melksham Without Parish Council

Internal Control Objective	Observations	Observation Analysis				Responses					
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
M The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	0	0	0	0	0	0	5	0	0	0	
N The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	0	0	0	0	0	0	7	0	1	0	
O (For local councils only) Trust Funds (including charitable) – The council met its responsibilities as a trustee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6	N/A
Total	6	0	2	2	1	1	150	4	48	0	

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Melksham Without Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.melkshamwithout-pc.gov.uk

Section 2 – Accounting Statements 2023/24 for

Melksham Without Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,329,700	786,940	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	235,689	245,271	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	481,401	150,883	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	129,832	140,699	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	104,259	338,148	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,025,759	219,907	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	786,940	484,340	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	809,280	504,430	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,150,955	1,162,513	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	346,500	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

M. Orange
Date 10/06/24.

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

DRAFT

**MELKSHAM WITHOUT PARISH
COUNCIL**

STATEMENT OF ACCOUNTS

AND

SUPPORTING STATEMENT

31ST MARCH 2024



Melksham without Parish Council Current Year
Income and Expenditure Account for Year Ended 31st March 2024

31st March 2023		31st March 2024
	Income Summary	
235,689	Precept	245,271
<u>235,689</u>	Sub Total	<u>245,271</u>
	Operating Income	
24,607	General Account Income	36,370
2,663	Parish Amenities	6,181
2,098	Community Support	7,752
11,525	Jubilee Sports Field Income	12,793
2,496	Allotment Income	2,760
12,014	CIL	85,028
425,998	S106	0
<u>717,090</u>	Total Income	<u>396,154</u>
	Running Costs	
22,957	Administration costs	17,465
119,803	Staffing	128,853
6,920	Council Office Costs	11,035
1,034,084	Parish Amenities	424,351
41,235	Community Support	75,653
31,682	Jubilee Sports Field Expenditu	39,199
3,170	Allotment Expenditure	2,199
<u>1,259,850</u>	Total Expenditure	<u>698,755</u>
	General Fund Analysis	
20,663	Opening Balance	44,130
717,090	Plus : Income for Year	396,154
<u>737,753</u>		<u>440,285</u>
1,259,850	Less : Expenditure for Year	698,755
<u>(522,097)</u>		<u>(258,470)</u>
(566,227)	Transfers TO / FROM Reserves	(317,007)
<u>44,130</u>	Closing Balance	<u>58,537</u>

Summary Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>General Account</u>						
Income	380,602	386,841	6,239			98.4%
Expenditure	657,357	475,895	(181,462)	0	(181,462)	138.1%
Net Income over Expenditure	<u>(276,755)</u>					
plus Transfer from EMR	410,778					
less Transfer to EMR	102,575					
Movement to/(from) Gen Reserve	<u>31,448</u>					
<u>Jubilee Sports Field</u>						
Income	12,793	6,135	(6,658)			208.5%
Expenditure	39,199	33,714	(5,485)	0	(5,485)	116.3%
Net Income over Expenditure	<u>(26,406)</u>					
plus Transfer from EMR	12,604					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>(13,802)</u>					
<u>Allotment Account</u>						
Income	2,760	2,513	(247)			109.8%
Expenditure	2,199	2,230	31	0	31	98.6%
Net Income over Expenditure	<u>561</u>					
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	<u>561</u>					
Grand Totals:-						
Income	396,154	395,489	(665)			100.2%
Expenditure	698,755	511,839	(186,916)	0	(186,916)	136.5%
Net Income over Expenditure	<u>(302,600)</u>	<u>(116,350)</u>	<u>186,250</u>			
plus Transfer from EMR	423,383					
less Transfer to EMR	102,575					
Movement to/(from) Gen Reserve	<u>18,207</u>					

Balance Sheet as at 31st March 2024

31st March 2023

31st March 2024

31st March 2023		31st March 2024	
Current Assets			
2,828	Debtors	5,794	
591	VAT Control A/c	2,084	
102,817	Current Account 02027655	43,276	
300,000	Fixed Term Deposit	0	
406,463	Unity Bank	52,319	
0	Instant Access Unity 20476339	408,835	
812,699			512,307
812,699	Total Assets		512,307
Current Liabilities			
1,517	Creditors	5,098	
21,245	Accruals	19,507	
2,496	Receipts in Advance	2,763	
500	Holding Deposits	600	
25,759			27,967
786,940	Total Assets Less Current Liabilities		484,340
Represented By			
44,130	General Reserves		58,537
348,374	New Hall Berryfield Contingenc		4,400
47,464	B'hill Sf Capital		40,463
6,000	Recr&Sport Facility Cntng		6,000
4,000	EMR Gen Highway/Footpath/L'ing		4,000
5,006	EMR Legal Fees		2,006
5,766	EMR Community Projects		8,376
36,442	Sandridge Solar Farm		46,796
14,000	Election Cntng		13,233
9,463	Staffing Cntng		463
4,400	Shaw Hall		4,400
40,000	Play Area Surf/Eqp Contingency		40,000
10,000	Shurnhold Fields Capital		10,000
28,471	Replacemnt/Renewal Council As.		24,376
30,243	New General Contingency Reserv		20,988
10,850	Defib & Battery Repalcement		10,850
26,571	CIL		59,335
21,068	Sports field Annual sum		15,464
80,008	EMR Shurnhold Fields project		76,102

18/04/2024

Melksham without Parish Council Current Year

13:15

Balance Sheet as at 31st March 2024

31st March 2023

31st March 2024

1,200	Photocopier Replacement	0
5,123	EMR 10% sharing Pot with MMTC	30,529
8,361	EMR SSE Grant for MCS	8,021
<u>786,940</u>		<u>484,340</u>

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
321 New Hall Berryfield Contingenc	348,373.82	-343,973.82	4,400.00
326 B'hill Sf Capital	47,463.57	-7,000.60	40,462.97
328 Recr&Sport Facility Cntng	6,000.00		6,000.00
329 EMR Gen Highway/Footpath/L'ing	4,000.00		4,000.00
330 EMR Legal Fees	5,006.21	-3,000.00	2,006.21
332 EMR Community Projects	5,765.67	2,610.00	8,375.67
333 Sandridge Solar Farm	36,441.61	10,354.78	46,796.39
334 Election Cntng	14,000.00	-767.00	13,233.00
335 Staffing Cntng	9,463.34	-9,000.00	463.34
336 Shaw Hall	4,400.00		4,400.00
337 Play Area Surf/Eqp Contingency	40,000.00		40,000.00
338 Shurnhold Fields Capital	10,000.00		10,000.00
339 Replacemnt/Renewal Council As.	28,471.00	-4,095.00	24,376.00
340 New General Contingency Reserv	30,242.77	-9,255.09	20,987.68
341 Defib & Battery Replacment	10,850.00		10,850.00
342 CIL	26,571.36	32,763.91	59,335.27
343 Sports field Annual sum	21,068.00	-5,603.83	15,464.17
347 EMR Shurnhold Fields project	80,008.26	-3,906.76	76,101.50
349 Photocopier Replacement	1,200.00	-1,200.00	0.00
353 EMR 10% sharing Pot with MMTc	5,123.31	25,406.15	30,529.46
354 EMR SSE Grant for MCS	8,361.00	-340.00	8,021.00
	742,809.92	-317,007.26	425,802.66

**MELKSHAM WITHOUT PARISH COUNCIL
SUPPORTING STATEMENT FOR THE YEAR ENDING 31ST MARCH 2024**

1. ASSETS

Assets are defined as all items of land, buildings, vehicles, plant, and equipment. At 31st March 2023 the asset value was £1,150,955. During 2023/24 there were disposals of assets valuing £3,092 and new assets totalling £14,650 which gives a total asset value of £1,162,513 at 31st March 2024. During this financial year there were a few additions to the asset register such as a new defibrillator for Pathfinder Place, moveable goal posts for the Bowerhill Sports Field and a replacement bus shelter at Beanacre. In addition, the council adopted a new play area in Berryfield from the developers, known as Whitworth, which was added to the asset register for £1. Although, this play area has been added onto the asset register for £1 it is insured at a much higher value.

A full asset register is held by the parish council, which gives details of all the assets and the changes during the financial year. It also shows the insurance value of each item, as different from its asset value which is shown at its purchase price in line with statutory guidance. The assets were insured at a value of £2,734,644 from 1st June 2023 to 31st May 2024.

A summary of the assets held as at 31st March 2024 is detailed below:

Buildings	£801,483
Chain of Office/Chairman's Board	£1,380
Fencing/Gates	£22,934
Land	£37,254
Machinery/Tools	£364
Office Furniture/Equipment/Contents	£24,722
Outside Equipment	£3,307
Other Surfaces	£23,093
Sports Equipment	£14,889
Play Area & Playing Field Equipment/Safety Surfacing	£119,953
Street Furniture	110,634.00
RAF Memorial	£2,500
	<u>£1,162,513</u>

2. LEASES

Office and Meeting Space Lease: In August 2022 the parish council moved from their temporary office accommodation at the Bowerhill Sports Pavilion (parish council owned building) to dedicated office and meeting room space at the new Melksham Community Campus. The lease signed was for 10 years and runs until 31st July 2032. In this financial year, the total rent paid was £11,034.93, which was the proportion due from 1st March 2023 to 31st March 2024. The annual rent charge increases by £1,000 each year and are as follows:

Please note that each year of the lease term runs into two financial years; therefore, the figure detailed above for 2023/24 will be different to the figure listed below for the year 1st August 2023 to 31st July 2024.

1st August 2022 to 31st July 2023 (inclusive):	£10,373
1st August 2023 to 31st July 2024 (inclusive):	£11,373
1st August 2024 to 31st July 2025 (inclusive):	£12,373
1st August 2025 to 31st July 2026 (inclusive):	£13,373
1st August 2026 to 31st July 2027 (inclusive):	£14,373
1st August 2027 to 31st July 2028 (inclusive):	£15,373
1st August 2028 to 31st July 2029 (inclusive):	£16,373
1st August 2029 to 31st July 2030 (inclusive):	£17,373
1st August 2030 to 31st July 2031 (inclusive):	£18,373
1st August 2031 to 31st July 2032 (inclusive):	£19,373

Beanacre Play Park Lease: In September 2005, the Council completed a 99-year lease with the Salisbury Diocese for an area of land at Beanacre to install a new Play Area, with a peppercorn rent per annum payable to St Barnabas Church. The peppercorn rent payable for the first 5 years of the lease was £10 per annum with a rental review by the Church required to take place every 5 years. Up until the 2023/24 financial year the rental review had not taken place by St Barnabas Church, and as such the parish council have continued to pay £10 per year. This has been identified and rectified in the 2023/24 financial year with the parish council paying the £78.64 shortfall. For the current 5-year term from 2020-2025 the annual amount rent due is £23.93 per annum. A memorandum to this Lease was added in January 2010 to give vehicular right of way to a double access gate for grass cutting and to adjust mowing arrangements re the church car park.

Shaw Village Hall Lease: A new lease was drawn up between the Parish Council and the Shaw Village Hall Committee for a 14-year term, which was signed in April 2011. Under the terms of the new lease, an annual peppercorn rent of £10 is due to the Parish Council, payable in advance on the 1st April each year; this commenced on 1st April 2011.

Allotment Sites, Berryfield & Briansfield: On 16th March 2011 Farm Business Tenancies were signed for the land the Council rents from a local landowner and also for the land that the same landowner rents from the Council (see 6. Tenancies). A Pre-emption agreement was also signed, in which the local landowner agreed to grant first option to the Parish Council to purchase the land it current leases under its new Farm Business Tenancy agreement, if he decides to sell the land at a future date. The Pre-emption agreement on his title has been registered with the Land Registry. This is the land that the Parish Council uses for the Allotment Site known as Briansfield. The Farm Business Tenancies expired on 16th March 2016 and have not been renewed as they continue after the term expiry date as a statutory periodic tenancy from year to year, which is what both parties wanted to achieve at this stage i.e.: to continue as they are but with the ability to end the agreements with a year's notice. This way forward was considered best by both parties at present due to the uncertainty moving forward with any plans for enabling development for the "Melksham Link" canal project that may come forward. The parish council considered this again at their Asset Management Committee on the 12th February 2024 (min.413/23e) and confirmed to continue with this way forward.

In addition, the Parish Council has some leases for devolved service for play areas owned by Wiltshire Council, for a period of 6 years and 9 months. The parish council are currently in the process of taking on the

freehold of both Kestrel Court and Berryfield play areas. Although, the Berryfield play area is subject to be part of the Wilts & Berks Canal Melksham Link project, and the community asset transfer of that piece of land has been identified for transfer to the Wilts & Berks Canal Trust the council feel that as they would own the play area it will allow them to budget accordingly.

Berryfield Village Hall Lease: Following the completion of building works on Berryfield Village Hall, the hall was handed over to the parish council from the contractors on 5th September 2022. On 16th November 2022 the parish council set up the first inaugural meeting to form a new management committee to undertake the day to day running of the hall. A lease was drawn up between the parish council and the Berryfield Village Hall Trust for a 125-year term and signed at the Full Council meeting on 20th February 2023. Under the terms of the new lease, an annual peppercorn rent of £10 is due to the Parish Council, payable on 25th March each year with a rent review on the fifteenth anniversary of the rent commencement date. The new Trust took responsibility of the building and opened their doors to hirers on 21st February 2023.

The following table lists all the land that the parish council has an interest in, whether leased or owned.

Your Ref	UPRN	Address	Leasehold/ Freehold	Comments
Berryfield Allotment	010014605796	Land North West Of 606c, Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Leased Under Farm Business Tenancy	Registered Title: WT182400
Brainsfield Allotment	200001306521	Land At Berryfield Lane, Melksham, Wiltshire, SN12 6EH	Leased Under Farm Business Tenancy	Registered Title: WT86100
Parish Council owned farm land		Land To Rear Of 611 Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Freehold, and leased to other party under Farm Business Tenancy	
Kestrel Court	200001306398	Land At Kestrel Court, Bowerhill, Melksham, Wiltshire, SN12 6SY	Devolved service lease from Wiltshire Council	WT15924
Shaw Village Hall	200001307391	Village Hall, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee to run on Council's behalf	New to do Shaw Land Registry
Shaw Play area & MUGA	010008202315	Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to	Due to the Health & Safety of the play area this is

(Multi Use Games Area)			Management Committee	maintained, inspected and insured by the Parish Council
Shaw Playing Field		Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee to run on Council's behalf	
Bowerhill Pavilion	010091542306	Pavilion Adjacent To Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold	Registered Title: WT273424
QEII Diamond Jubilee Bowerhill Sports Field & MUGA (Multi Use Games Area)	010008202580	Bowerhill Sports Field, Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold Registered as a Field in Trust (Diamond Jubilee Field)	
Berryfield Park Play Area		Berryfield Park, Melksham, Wiltshire, SN12 6EE	Devolved service lease from Wiltshire Council	There is no UPRN allocated to this piece of land. NB: This includes the land that the teen shelter and MUGA is on, and the land that the "old portacabin" village hall was sat on (ref 010008202014, demolished 05/12/22).
Hornchurch Road MUGA (Multi Use Games Area)	200001305236	Land Adjacent to Hornchurch Road, Bowerhill, Melksham, Wiltshire, SN12 6QR	Land owned by Wiltshire Council	Registered Title: WT295277 The MUGA is inside the Boundary of this UPRN
Hornchurch Road Play Area	200001305236	On Land Adjacent to Hornchurch Road, Bowerhill, Melksham, Wiltshire, SN12 6QR	Land transferred to Melksham Without Parish Council in April 2018 from Bloor	Registered Title: WT203411 "Part of land on west side of Bowerhill lane, Bowerhill, Melksham". The Play Area is inside the

				Boundary of this UPRN.
Beanacre Play Area	010008201552	St Barnabas Church Field, Beanacre, Melksham, Wiltshire, SN12 7PT	Leased from Salisbury Diocese via St Barnabas Church	
Shurnhold Fields		Ex George Ward School Playing fields, Land to the North of Dunch Lane, Melksham, Wiltshire, SN12 8DQ	Land transferred to Melksham Without Parish Council in March 2019	Registered Title: WT444026 Joint project with Melksham Town Council, land in Melksham Without Parish Council name as lead council on project
Berryfield Village Hall		Land at Telford Drive, Berryfield, SN12 6GF	Land transferred to Melksham Without Parish Council in October 2021 from Bellway. Building leased to Management Trust to run on Council's behalf as of 21 st February 2023	Registered Title: WT433346
Whitworth Play Area		Smeaton Way, Berryfield, Melksham SN12 6GG	Land transferred to Melksham Without Parish Council in April 2023 from Bellway Homes	

3. TENANCIES

During the year 2023/24 the following tenancies were held for Allotments:

Council as Landlord

- a) The Council is the landlord for 3.9 acres (1.58 hectares) land rented from the Council by a local landowner. Under the Farm Business Tenancies that were signed on the 16th March 2011, (expired 16th March 2016), it has been agreed that no rent shall be paid as each Farm Business Tenancy is made in consideration of each and therefore no rent is due for collection for 2023/24.

- b) The Council is the landlord to the Allotment tenants for Berryfield Allotments with 35 current tenants and for Briansfield Allotments with 36 current tenants. Details of agreement terms and tenancies are given in the Council Allotment Register. The Allotment rent applicable for the Allotment Year commencing 1st October 2022 to 30th September 2023 was £30 for 5 perches and £35 for 5 perches from 1st October 2023 to 30th September 2024. Vacant plots are let in conjunction with the waiting list and plots are given to Tenants from outside the parish boundary, if there are no residents on the waiting list. For existing Tenants from outside the parish boundary the rent will continue to be 2 x standard rent unless as a result of the boundary review under the Community Governance Review which came into effect 1st April 2018.

Council as Tenant

The Council is the tenant for the land rented from a landowner at Berryfield for Berryfield and Briansfield Allotments. Under the Farm Business Tenancies that were signed on the 16th March 2011, (expired 16th March 2016) it has been agreed that no rent shall be paid as each Farm Business Tenancy is made in consideration of each and therefore no rent was due for collection for 2023/24.

4. BORROWINGS

As part of the new Bowood View development in Berryfield there was the provision in the S106 agreement for a new village hall, with either the developers building this themselves whilst on site or transferring a specified amount to the parish council. Unfortunately, the developers did not wish to construct this themselves and therefore opted to transfer the £500,000 index linked, as stated in the S106, for the parish council to build this themselves. The parish council went out to tender for this project in March 21, with this being overseen by the project manager for the project Arthur Williams.

Following this process, the parish council felt that for ease of cash flow and the fact that they wished for the construction to go ahead while construction was underway in the development, they should apply for a public works loan. In May 2021, the parish council consulted residents of the parish on their intention of applying for a public works loan for this project.

Following the public consultation, in June 2021 the parish council resolved at their Full Council meeting to apply for a public works loan totalling £495,000 over a 5-year period at a fixed rate term. In September 2021 the parish council received notification from the Public Works Loan Board that their application for £495,000 over a five-year period using EIP (Equal Instalments of Principal) repayments had been accepted.

At the Full Council meeting on Monday 13th December 2021 (Min. 212/21d) the parish council resolved for the loan application to be signed by the Chairman and Clerk.

As detailed above, the parish council took out a public works loan to aid cash flow while waiting for income from the section 106 agreement for the hall and CIL (Community Infrastructure Levy) that had been agreed to be used for the construction of the hall. In January 2024, some CIL was received from the new Buckley Garden Development on Semington Road, which, therefore, meant that the council had enough funds available in the Berryfield Village Hall reserve to pay back the public works loan in full. The council had contacted the Public Works Loan Board to ascertain whether

there was any benefit or penalty to the council if they paid the loan back early. They had confirmed that it depended on interest rates at the time the council wished to pay back the loan in full, but advised that if the council wished to pay off the loan at the time of the enquiry, there would be a discount of c£11,000. At the Full Council meeting held on the 22nd January 2024, the council approved repaying the outstanding public works loan amount three years early (min. 388/23c). It was confirmed that the total final amount due to be paid back on the loan was £286,482.80, which was paid on the 25th January 2024 giving a total discount of £11,781.90 on the loan amount.

The council have made the following loan repayments in 2023/24:

£ 49,500.00	Capital Loan repayment	(25 th September 2023)
£ 2,165.63	Interest Payment	(25 th September 2023)
£285,388.18	Capital Loan repayment	(25 th January 2024)
£ 1,265.00	Interest Payment	(25 th January 2024)

Total Capital Loan repayment 2023/24	£334,88.18
Total Interest Payments 2023/24	£3,430.63

As at 31st March 2024 the outstanding capital works loan amount is £0.00

5. SECTION 137 PAYMENTS

At the Full Council meeting on 24th January 2022 the parish council resolved and confirmed that they met the eligibility criteria for the General Power of Competence (Min.391/21). The Localism Act 2011 gives councils the power to do anything an individual can do provided that it is not prohibited by other legislation. As the council now holds the General Power of Competence it is not restricted to a maximum level of expenditure under the Local Government Act 1972, s137.

6. AGENCY WORK

The Council is currently not involved in agency work.

7. FINANCIAL PARTNERSHIP

The Council worked on several joint ventures with Melksham Town Council and contributed £7,621.66 for the joint Neighbourhood Plan (a 30% share). The joint Melksham Neighbourhood Plan received £560 of Locality grant funding in 2023/24 which was held and drawn down from the Melksham Town Council bank account, as lead Council on the project.

The parish council had also agreed to pay towards the maintenance and running costs of the Market Place public conveniences. In 2023/24 the parish council agreed to pay £5,000 towards the maintenance and running costs of the toilets.

The parish and town councils continued work on their joint project to develop the ex-George Ward secondary school playing fields (one field in each parish) from Persimmon Homes. The project plan is to develop the fields into a more usable public open space, and have been named "Shurnhold Fields". The parish council is the lead council for this project, and therefore the land was transferred legally to the parish council and came with an open space maintenance contribution of £97,834 of which £2,500 was for legal fees. This

is for maintenance costs in perpetuity and is held in a ringfenced Reserve by the parish council. The spend in 2023/24 on this project was £3,906.76 from the open space maintenance contribution Reserve, with no capital items being purchased for the open space in this financial year. This leaves the total amount standing in the reserve at £76,101.50 as at 31st March 2024.

The parish council are jointly working with Melksham Town Council and Age UK Wiltshire for the provision of the Melksham Community Support Service to support residents in the town and parish. For 2023/24 the total cost of the project was £23,000 with both councils each agreeing to fund 50% of the cost (£11,500 each). Both councils jointly applied to the Melksham Area Board's Health & Wellbeing fund and was successfully awarded £5,000 towards the project costs; this was paid to the parish council who transferred £2,500 to the town council as their share. The total parish council contribution towards this project in 2023/24 was £9,000 with the remaining £2,500 being funded by the grant as detailed above.

The parish council is working jointly with Melksham Town Council to put into place a robust emergency plan to be implemented in the event of a civil emergency. This follows on from the work undertaken by both councils during the Covid-19 pandemic lockdown, where a community support scheme was set up to help residents in the community. This scheme has now closed down; however, the objective for both councils is to have a similar system in place for emergency situations such as adverse weather or another pandemic. In the 2022/23 financial year, both councils jointly applied for some funding from the SSEN Resilient Communities Fund for this project for 3 years, and were successful in receiving £8,361 in funding, which Melksham Without Parish Council holds in their reserves. Some of this funding is towards the line rental of the emergency number and the online database licence. There are also plans for the emergency phone number to be printed on fridge magnets and to be distributed to all residents of Melksham Town and Melksham Without so that the number is available in the event of a civil emergency, which some of the funding received will be used for. In the 2023/24 financial year, £340 was spent from this reserve, which was for the Melksham Community Support database licence.

The parish council is working jointly with Melksham Town Council for the provision of real time information around the town and parish. Wiltshire Council currently has a scheme in place that provides 50% of funding for real time information. Since July 2021, Melksham has had a joint Neighbourhood Plan which means that both councils receive an additional 10% of Community Infrastructure Levy (CIL) funding on new housing developments that are applicable for CIL. It has been agreed by both councils that the additional 10% of CIL received should go into a sharing pot for agreed joint projects across the town and parish. The parish council holds a separate CIL reserve for this funding to ensure that the 10% is properly accounted for in the council's accounts. A CIL sharing working party has been set up with members from both councils agreeing suitable uses for this CIL, with real time information currently being the only project agreed. In the 2023/24 financial year, the total amount spent on the real time information project was £8,605.02, with Wiltshire Council providing 50% funding towards each real time information installation. This was £2,868.35 for the bus shelter at Mitchell Drive, Bowerhill, and £5,736.67 for two bus shelters at Kestrel Court, Bowerhill. As at 31st March 2024, the reserve for the parish council's 10% share of CIL stands at

£30,529.46 with Melksham Town Council holding their 10% share in their accounts at year end.

8. ADVERTISING AND PUBLICITY NEWSLETTERS

The following costs were incurred during the year, and spent with the Melksham Independent News:

£297.40 Advertising
£495.00 Quarterly Newsletters

9. MEMBERS' ALLOWANCES

The Council pays the Chairman an allowance and normally increases it by the same percentage as the staff increase each year which is agreed by the National Joint Council for Local Government Services (NJC). In this financial year the staff were awarded a flat rate amount, which meant that each employee, depending on their pay scale had a different percentage increase. In 2023/24 the Chairman received an allowance of £920. This was an increase of 5.76% which is the increase that Wiltshire Council applied to their member allowances, and was the average increase for their staff using the same flat rate NJC award. The parish council have regard to what Wiltshire Council award their members, as the local Pay Authority, for the setting of its own member allowances.

10. SUPERANNUATION

The parish council participate in the Wiltshire Pension Fund and has operated a Superannuation Scheme for employees since 22nd June 1999. The cost of Employer Superannuation during 2023/24 was £19,455.42 for three of the Council's five employees (two employees have opted out of the scheme).

11. VAT

The VAT incurred for the financial year 2023/24 was £22,174.55. To minimise the burden of VAT upon certain public bodies and the taxpayers who fund them, Section 33 of the VAT Act 1994 includes special provisions under which these bodies can claim a refund of the VAT they have incurred on their non-business activities. £20,090.57 (Qtr. 1, 2 & 3) was refunded in 2023/24 and the remaining £2,083.98 (Qtr.4) was refunded on 2nd May 2024.

With regard to the expenditure for the Bowerhill Sports Field, the Council is able to recover all the VAT that it incurs in respect of the land as an "Open Space" as this constitutes a "non-business" activity. The recovery of the VAT that the Council incurs in respect of the hiring out of the "Sports Field & Pavilion" is recoverable following the conclusion of the Chelmsford, Midlothian and Mid-Ulster legal cases against HMRC on this issue. It is now recognised that when councils provide sports and leisure activities it is done so under a special legal regime which in principle allows these activities to be treated as non-business provided that they do not cause a significant distortion of competition. As per the VAT [VATGPB8410](#) notice last updated 15th November 2023, sports lettings for clubs, community groups and businesses are treated as a non-business activity. This, therefore, means that Melksham Without Parish Council is able to recover any VAT incurred on costs relating to the maintenance of the sports field and pavilion as well as not charge any VAT on any income received for the hire of the facility. The income for paid use of the facilities was £12,793 with the facilities also used as public open space.

During 2015/2016 the Council applied and received from HMRC a dispensation from registering for VAT as supplies are infrequent and the value of supplies is small.

12. (CIL) COMMUNITY INFRASTRUCTURE LEVY:

There is a legal requirement for the Parish Council to publish and inform Wiltshire Council as the Local Authority, what it has spent any CIL monies on.

CIL income received in 2023/24

Land adjacent 1 Eden Grove, Whitley (PL/2023/00625)	£ 1,200.78
Land at Semington Road (Buckley Gardens) (PL/2022/02749)	£82,327.17
63 Shaw Hill, Shaw (19/00221/FUL)	£ 1,500.00
Total	<u>£85,027.95</u>

The Melksham Neighbourhood Plan was adopted on 8th July 2021 which means that there is an additional 10% CIL payable to the parish council on any new developments in the parish (25% in total). To benefit from the additional CIL the Neighbourhood Plan has to have been adopted before Wiltshire Council receive any CIL receipts from developments. It has been agreed that due to the fact that the Melksham Neighbourhood Plan was a joint partnership between Melksham Town Council and the Parish Council, the additional 2/5 (10% of overall CIL paid to Wiltshire Council) that both councils receive on any future development will be put into a sharing pot for joint projects.

For 2023/24 the additional 10% applied to all of the developments that the parish council received CIL monies for during the year. This means that the total amount of CIL transferred into the 10% CIL sharing Reserve in 2023/24 was £34,011.18, the breakdown of these figures is detailed below:

Development	MWPC share	10% sharing pot
1 Eden Grove	£ 720.47	£ 480.31
Buckley Gardens	£49,396.30	£32,930.87
63 Shaw Hill	£ 900.00	£ 600.00
Total	<u>£51,016.77</u>	<u>£34,011.18</u>

CIL spent in 2023/24

LHFIG Contributions	£4,460.36
Replacing Wiltshire Council bins	£ 358.81
Drinking water fountain installation	£ 875.00
Total spend from CIL	<u>£5,694.17</u>

Transfers to Earmarked Reserve:

10% CIL Sharing pot with Melksham Town Council	£34,011.17
Berryfield Village Hall	<u>£12,558.69</u>
	<u>£46,569.86</u>

CIL Reserve as at 1st April 2023

CIL Reserve as at 1 st April 2023	£26,571.36
CIL income received in 2023/24	£85,027.95 (25% CIL)
CIL spent in 2023/24	- £ 5,694.17
CIL transferred to Earmarked Reserves	- <u>£46,569.86</u>
CIL Reserve as at 31st March 2024	<u>£59,335.27</u>

For clarity, the amount shown in the CIL 10% sharing pot reserve is shown below:

CIL 10% Sharing pot reserve as at 1st April 2023	£ 5,123.31
CIL income transferred into this reserve 2023/24	£34,011.17
CIL spent in 2023/24	- £ 8,605.02
CIL 10% Reserve as at 31st March 2024	£30,529.46

**Total amount of CIL as at 31st March 2024
in both CIL reserves** **£89,864.73**

13. SANDRIDGE SOLAR FARM COMMUNITY FUNDING:

The Community Benefit from Sandridge Solar Farm is £1million over 25 years, which equates to £40,000 per year. This amount is divided between the parishes surrounding it, proportionately calculated by the number of dwellings within a 2.75km radius of the centre of the Solar Farm. It has always been difficult to estimate how much funding the council would receive each year, as it was previously thought that the income fluctuated depending on the number of dwellings within the radius of the solar farm. In the 2023/24 financial year, the council received clarification from Foresight, the current owners of the solar farm, on how the income for each parish is calculated and whether this is recalculated each time a new development is built within the boundary. It has been confirmed that the income amount is only recalculated when there is a boundary change, not when new houses are built within the boundary. Within the agreement, there is a requirement for the Parish Council to report back to Sandridge Solar Farm owners what they have spent the funding on.

The Sandridge solar farm funding received in 2023/24 was a one-off payment of £17,547.41. This fund was spent on the following in 2023/24:

Tree inspections and work	£1,786.00
Repairs and maintenance	£1,089.00
Weedspraying	£3,438.00
Street Furniture	£ 879.63
TOTAL SPEND IN 2023/24	£7,192.63

Solar Fund Reserve as at 1st April 2023	£36,441.61
Solar Fund Reserve income received in 2023/24	£17,547.41
Soar Fund Reserve spent in 2023/24	- <u>£ 7,192.63</u>
Solar Fund Reserve as at 31st March 2024	£46,796.39

14. RESERVES:

The Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation and has a Reserves Policy that sets out how the Council determines and reviews the level of such reserves and how they will be used. Reserves are categorised as **earmarked** (held for a specific purpose), or **general** (held to cushion the impact of uneven cash flows or unexpected events). The Parish Council has agreed that these Reserves shall be further classed as either **Short Term** (for use within 3 years), **Medium Term** (for use over 3 years) and **Ring Fenced** (can only be used for specific projects or assets).

Earmarked Reserves as at 1st April 2023	£742,809.92
Less Spend from Earmarked Reserves during 2023/24	- £423,382.61

Plus Funds transferred to Earmarked Reserve 2023/24 £106,375.36
Earmarked Reserves as at 31st March 2024 £425,802.67

General Fund as at 31st March 2024 £ 58,537.00
TOTAL RESERVES as at 31st March 2024 £484,339.67

Ear Marked Reserve Analysis as at 31st March 2024:

ACTUAL AS AT 31 MARCH 2024	COUNCIL RESERVES	COMMITTED 2024/25 (Refer to "spending from reserves")	CONTINGENCY	SHORT TERM Up to 3 years	MEDIUM TERM CAPITAL REPLACEMENT Over 3 years	RINGFENCED for specific use due to legal agreement from funding source
£4,400.00	New Hall, Berryfield	£0.00	£4,400.00			
£4,400.00	Shaw Hall	£0.00	£4,400.00			
£40,462.97	B'hillsSports Field & Pavilion maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS	£2,000.00	£8,462.97	£20,000.00	£10,000.00	
£15,464.17	B'hillsSports Field & Pavilion maintenance	£2,000.00	£13,464.17			
£40,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMENT	£20,000.00	£20,000.00			
£10,000.00	Shurnhold Fields (ex George Ward Playing Field) project CAPITAL	£10,000.00				
£6,000.00	Recreation & Sports Facility Enhancement		£6,000.00			
£10,850.00	Defibrillator replacement		£850.00	£10,000.00		
£4,000.00	General Highway & Footpath / Lighting		£4,000.00			
£2,006.21	Legal fees		£2,006.21			
£8,375.67	Community Projects/Match Funding		£8,375.67			
£13,233.00	Elections		£13,233.00			
£463.34	Contingency - staffing		£463.34			
£24,376.00	Contingency - replacement / renewal of council assets	£6,000.00	£8,376.00	£10,000.00		

	(including Wiltshire Council assets) and instead of insuring low value street furniture items TO BE RENAMED STREET FURNITURE RESERVE					
£20,987.68	General Contingency	£20,987.68				
£59,335.27	CIL (Community Infrastructure Levy) ringfenced funding	£32,800.00		£26,535.27		£59,335.27
£30,529.46	New Reserve: CIL 10% SHARING POT WITH MTC SO RING FENCED	£20,200.00		£10,329.46		£30,529.46
£46,796.39	Sandridge Solar Farm Community Funding	£46,796.39				£46,796.36
£76,101.50	Shurnhold Fields Open Space Maintenance Contribution RINGFENCED	£10,400.00	£3,000.00	£32,000.00	£30,701.50	£76,101.50
£8,021.00	NEW RESERVE - To show SSEN reserve received for MCS in Emergency Plan mode as RINGFENCED	£7,861.00		£160.00		£8,021.00
£425,802.66		£179,045.07	£97,031.36	£109,024.73	£40,701.50	£220,783.59
				£425,802.66		

Signed

Council Chair

.....
Responsible Financial Officer

Dated

.....

Melksham Without Parish Council

First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES

01225 705700 www.melkshamwithout-pc.gov.uk

Clerk & Responsible Financial Officer: Teresa Strange Email: clerk@melkshamwithout-pc.gov.uk



Melksham Without Parish Council FINANCIAL REGULATIONS 2024

To be reviewed by Finance Committee 20th May 2024

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These Financial Regulations were recommended at the Finance Committee 20th May 2024 and adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations, and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency, and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, the bank reconciliations for all accounts are presented to the Full Council for review and the two non-finance committee members appointed by the council will sign and date

them at this meeting. The signing of the bank reconciliations and statements will be reported in the Full Council minutes.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control, and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity, and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal, or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in January for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary changes impacting on their budget requirement for the coming year in good time.

4.3. No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward with the formal approval of the full council.

- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council finance committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and forecast for the year end, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the Full Council.
- 4.7. Having considered the proposed budget and year end forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £40,000 excluding VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an

open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between [£100 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT. the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - the Clerk in conjunction with the Chairman of Council or Chairman of the Asset Management Committee for additional works for the Bowerhill Jubilee Sports Field football pitches to mitigate adverse playing conditions, to a cumulative value of £1,000 in any year.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- the council for all items over £5,000 excluding VAT;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail such as authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman; or Email correspondence

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 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 on behalf of the council of up to £2,000 excluding VAT on repair, replacement, or other work that in the Clerk's judgement is necessary to carry out, 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.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods, and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank, Unity Trust Bank and hold funds in the CCLA Public Sector Deposit Fund. The arrangements shall be reviewed regularly for security and efficiency. When a member of staff or finance committee resigns from the council the Clerk/ Officers have authority to remove that member from the bank mandate immediately. This should be placed on the following Full Council meeting agenda for ratification by

members. In the event that all bank signatories are no longer part of the council, for example, following an election or resignation of the whole Finance Committee, to alleviate the risk to council continuity, arrangements are to be made with the existing bank authorisers to remain in place until bank arrangements can be made with the new bank signatory councillors.

- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods, or services were received, checked, and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, the RFO will also sign the list of invoices.
- 6.4. Personal payments (including salaries, wages, expenses, and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer}, unless the council resolves to use a different payment method.
- 6.6. For each financial year the Clerk & RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £1,500 including VAT, within an agreed budget which is based on the limit set in the corporate multi pay card policy.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- v. An expenditure item authorised under 6.10 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

6.10. All payments made are either recurring payments on a regular basis as per 6.6 OR approved resolutions to proceed with a contract or purchase. They are therefore already approved by the council and do not require another authorisation resolution at a council/ committee meeting before payment is made. The RFO shall present a schedule of payments requiring authorisation, and, together with the relevant invoices, present the schedule to the two authorising Finance Committee members that month. The appropriate Finance Committee member shall review the schedule for compliance, and having been satisfied, shall authorise payment by authorising the online bank payments set up and/or signing a cheque if appropriate. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting following which the payments were authorised.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk & RFO shall be appointed as the Service Administrator. In addition, the Finance & Amenities Officer will have a separate log on detail for audit trail purposes. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk and Finance Officer are set up to access the council's bank accounts to view and set up payments only, but not to authorise any payments. No signatory should be involved in approving and authorising any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be printed out for the two agreed signatories for that month to authorise in the office or, in the instance where payments are required to be authorised outside of the payment run, sent by email to two authorised signatories

- 7.5. Two finance committee councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.6. Evidence shall be retained showing which members approved the payment online
- 7.7. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and the RFO a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers in the event of a change of circumstances.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking. For access to the council's records, this is available via a password protected list held on the shared drive which is consistently updated. All members of Office staff have knowledge of this password, and therefore, access to council records can be made by all staff should the Clerk be unavailable. Regular back up copied of the records on any of the office computers are stored on the Cloud and can be accessed via Office 365. A password management system can be used.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.

- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment. Two members who are bank signatories, who are married or cohabiting, are not permitted to authorise the same bank transaction.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. . Any signatures obtained away from council meetings shall be reported by email to the council and reported at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A corporate Multi Pay payment card may be issued to employees with varying limits. These limits will be set by the council's Finance Committee. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council relevant committee. Use of the card is governed by the council's "Use of corporate Multipay Payment Card Policy".
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month. Any trade card account opened by the parish council, named Trade UK (Screwfix) will be restricted for use by the following employees:
Clerk and RFO limit as per financial regulation 9.1
Caretaker with a limit of £50 per month
If required items by the caretaker exceed the monthly spend limit in place, this will require prior approval from the Clerk before purchase under her approved limit. If items exceed the Clerk's limit, it will need to go to Full Council for their approval. Payment for items purchased on Trade UK card will be paid at the next possible payment run, following the receipt of appropriate invoices and statements.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £1,500 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts. The salary payments to staff shall be made on the 28th of each month, or the nearest earlier working day.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Staffing Committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk & RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 or at least annually at the end of the financial year.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the council to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment [in that section].
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least periodically.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage, or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk & RFO shall negotiate all claims on the council's insurers

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. [Charities]

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions, or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Receipts for Month 2

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 :		19,186.55					19,186.55	
V3903-BGC	Banked: 02/05/2024	2,083.98						
V3903-BGC	HM Revenue & Customs	2,083.98			105		2,083.98	VAT Refund
V3904-BACS	Banked: 07/05/2024	35.00						
V3904-BACS	Allotment Holder	35.00			1310	310	35.00	RELET plot 4a Berryfield
V3905-BACS	Banked: 07/05/2024	330.00						
V3905-BACS	Future of Football	330.00			1210	210	110.00	Inv.412- Easter Camps-9th Apr
					1210	210	110.00	Inv.412- Easter Camps-10th Apr
					1210	210	110.00	Inv.412- Easter Camps-11th Apr
V3906-BACS	Banked: 13/05/2024	35.00						
V3906-BACS	Allotment Holder	35.00			1310	310	35.00	RELET plot 16a Berryfield
V3907-BACS	Banked: 13/05/2024	1,682.45						
V3907-BACS	Melksham Town Council	1,682.45			1480	170	1,682.45	Inv.420-70% share for NHP
V3910-BACS	Banked: 23/05/2024	132.00						
V3910-BACS	FC Devizes United	132.00			1210	210	132.00	Inv.416- April pitch hire
V3911-BACS	Banked: 23/05/2024	209.00						
V3911-BACS	Future of Football	209.00			1210	210	209.00	Inv.417 (part) April pitch boo
V3912-BACS	Banked: 23/05/2024	38.50						
V3912-BACS	Future of Football	38.50			1210	210	38.50	Inv.419- 24 April 11 aside pit
V3913-BACS	Banked: 23/05/2024	297.00						
V3913-BACS	Future of Football	297.00			1210	210	297.00	Inv.422- May 24 usage
Total Receipts for Month		4,842.93	0.00	0.00			4,842.93	
Cashbook Totals		24,029.48	0.00	0.00			24,029.48	

Payments for Month 2

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>
15/05/2024	Daisy (Onebill)	V3908-DD	45.29		7.55	4384	220	37.74	Inv.280- Pavilion wifi
15/05/2024	Daisy (Onebill)	V3909-DD	45.29		7.55	4190	120	37.74	Inv.279-Office wifi
22/05/2024	Unity Bank	V3894-6188	11,000.00			220		11,000.00	035-Transfer Lloyds TO Unity
Total Payments for Month			11,090.58	0.00	15.10			11,075.48	
Balance Carried Fwd			12,938.90						
Cashbook Totals			24,029.48	0.00	15.10			24,014.38	

Receipts for Month 2

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 :		393,120.92					393,120.92	
V3889-INTE	Banked: 02/05/2024	107.47						
V3889-INTE	CCLA Investment Management Ltd	107.47			1080	110	107.47	Interest
V3895-CHQ	Banked: 20/05/2024	1,500.00						
V3895-034	Marilyn Mills	1,500.00			1100	110	1,500.00	Donation B'Hill V Hall Defib
	Banked: 21/05/2024	12,000.00						
V3893-579	CCLA	12,000.00			240		12,000.00	Transfer from CCLA TO Unity ac
	Banked: 22/05/2024	11,000.00						
V3894-6188	Current Account & Instant Acc	11,000.00			200		11,000.00	035-Transfer Lloyds TO Unity
Total Receipts for Month		24,607.47	0.00	0.00			24,607.47	
Cashbook Totals		<u>417,728.39</u>	<u>0.00</u>	<u>0.00</u>			<u>417,728.39</u>	

Payments for Month 2

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>
01/05/2024	Grist Environmental	V3896-DD	72.00		12.00	4770	220	60.00	Inv.648-BSF Waste collection
01/05/2024	Lamplight	V3874-BACS	-228.00		-38.00	4686	170	-190.00	Database Jan-April24-ERROR
07/05/2024	CCLA	V3890-610	150,000.00			240		150,000.00	Transfer to CCLA fund
09/05/2024	CCLA	V3891-177	100,000.00			240		100,000.00	Fund transfer to CCLA account
09/05/2024	EDF Energy	V3897-DD	174.51		8.31	4302	220	166.20	Inv.010- Pavilion electrcity
13/05/2024	CCLA	V3892-993	125,000.00			240		125,000.00	Fund transfer to CCLA account
16/05/2024	Lloyds Bank PLC	V3898-DD	257.82		33.32	4120	120	3.30	Planning & Highway agenda post
						4155	120	19.00	Refreshments for meetings
						4155	120	17.99	Refreshments for meetings
						4721	220	5.82	Lock for pavilion outdoor tap
						4155	120	13.27	Decafe coffee for meetings
						4150	120	3.83	Stapler for office
						4250	120	6.00	Land search- ditch letters
						4250	120	6.00	Land search- ditch letters
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4175	120	5.50	Website domain
						4120	120	2.70	Full Council agenda postage
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly fee
24/05/2024	Agilico	V3866-BACS	54.41		9.07	4130	120	45.34	Inv.285- Office photocopying
24/05/2024	IAC Audit & Consultancy Ltd	V3867-BACS	474.00		79.00	4100	120	395.00	1786- Year end internal audit
24/05/2024	JH Jones & Sons	V3868-BACS	192.00		32.00	4820	142	160.00	Inv.4157-SHF pathway cut
						347	0	-160.00	Inv.4157-SHF pathway cut
						6000	142	160.00	Inv.4157-SHF pathway cut
24/05/2024	JH Jones & Sons	V3869-BACS	2,376.56		396.09	4402	320	69.47	Inv.4169-Allotment grass cutti
						4400	142	477.98	Inv.4169-Play Area grass cutti
						4780	142	187.84	Inv.4169-Play Area bin emptyin
						4781	220	91.92	Inv.4169-JSF Bin emptying
						4401	220	856.84	Inv.4169-Pitch maintenance
						4409	142	188.65	Inv.4169-Hornchurch grass cutt
						4820	142	37.50	Inv.4169-SHF annual cut
						347	0	-37.50	Inv.4169-SHF annual cut
						6000	142	37.50	Inv.4169-SHF annual cut
						4405	220	49.44	Inv.4169-JSF Hedge maintenance
						4402	320	20.83	Inv.4169-Briansfield hedge cut

Continued on Page 217

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
24/05/2024	Open Spaces Society	V3870-BACS	45.00			4650	170	45.00	Annual Subscription
24/05/2024	Radcliffe Fire Protection Ltd	V3871-BACS	163.68		27.28	4212	220	136.40	32336-Alarm & fequipment servi
24/05/2024	Vita Play Ltd	V3872-BACS	5,460.00		910.00	4385	142	4,550.00	Inv.4415-Safety surfacing clea
24/05/2024	Wiltshire Council	V3873-BACS	5,736.67			4675	170	5,736.67	Inv.180-Kestrel Court RTI X2
24/05/2024	Lamplight Database	V3874-BACS	228.00		38.00	4686	170	190.00	Database- Jan- April 24
24/05/2024	CPRE	V3875-BACS	36.00			4650	170	36.00	Annual Subscription
24/05/2024	Community Heartbeat Trust	V3876-BACS	114.00		19.00	4049	142	95.00	442-Paediatric pads- New Inn
24/05/2024	Clerks & Councils Direct	V3877-BACS	15.50			4650	170	15.50	Annual Subscription
24/05/2024	Tollgate Security Ltd	V3878-BACS	84.00		14.00	4212	220	70.00	384-Replacement alarm battery
24/05/2024	HM Revenue & Customs	V3879-BACS	2,447.28			4041	130	864.36	Period 2- May 2024
						4000	130	511.60	Period 2- May 2024-T
						4000	130	225.74	Period 2- May 2024-NI
						4020	130	216.40	Period 2- May 2024-T
						4020	130	97.08	Period 2- May 2024-NI
						4010	130	205.20	Period 2- May 2024-T
						4010	130	92.30	Period 2- May 2024-NI
						4460	142	192.40	Period 2- May 2024-T
						4800	320	11.80	Period 2- May 2024-T
						4070	120	30.40	Period 2- May 2024-T
24/05/2024	Wiltshire Pension Fund	V3880-BACS	2,163.62			4045	130	1,641.61	Period 2- May 2024
						4000	130	263.14	Period 2- May 2024
						4020	130	131.17	Period 2- May 2024
						4010	130	127.70	Period 2- May 2024
24/05/2024	Teresa Strange	V3881-BACS	████████			4000	130	████████	May 2024 Salary
24/05/2024	JC Combustion Services Ltd	V3887-BACS	120.00		20.00	4212	220	100.00	Inv.3930-Reset water heaters
24/05/2024	Wiltshire Age UK	V3888-BACS	3,000.00			4685	170	3,000.00	Inv.9898-MCS QTR 1- April-June
24/05/2024	Lamplight	V3874-BACS	288.00		48.00	4686	170	240.00	Database April- May 24
28/05/2024	Lorraine McRandle	V3882-BACS	████████			4020	130	████████	May 2024 Salary
						4120	120	3.30	Postage for Annual Council pac
28/05/2024	Marianne Rossi	V3883-BACS	████████			4010	130	████████	May 2024 Salary
28/05/2024	Terry Cole	V3884-BACS	████████			4050	142	47.50	Travel Allowance
						4051	142	39.15	Mileage x87 miles
						4460	142	████████	May 2024 Salary
28/05/2024	David Cole	V3885-BACS	████████			4800	320	████████	May 2024 Salary
28/05/2024	John Glover	V3886-BACS	45.60			4070	120	45.60	Chairs Allowance- May 24
30/05/2024	Zurich	V3899-BACS	4,481.15			4281	142	3,878.34	Parish Insurance
						4282	220	602.81	Bowerhill Pavilion Insurance
30/05/2024	Wilts Assoc of Local Councils	V3900-BACS	108.00		18.00	4080	120	90.00	Inv.4298-Cllr training x3
30/05/2024	Arthur J Gallagher	V3901-BACS	417.36			4281	142	417.36	Inv.829-Cyber Security insuran
31/05/2024	Teresa Strange	V3902/ S/O	5.30		0.88	4190	120	4.42	Reimburse out of hours mob

Total Salaries

£7,232.45

Continued on Page 218

Total Payments for Month	410,654.86	0.00	1,626.95	409,027.91
Balance Carried Fwd	7,073.53			
Cashbook Totals	<u>417,728.39</u>	<u>0.00</u>	<u>1,626.95</u>	<u>416,101.44</u>

Receipts for Month 2

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		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Payments for Month 2

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 2

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 :		8,834.76					8,834.76	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>8,834.76</u>	<u>0.00</u>	<u>0.00</u>			<u>8,834.76</u>	

Payments for Month 2

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		8,834.76						
	Cashbook Totals		8,834.76	0.00	0.00			8,834.76	

Receipts for Month 2**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 :		150,000.00					150,000.00	
	Banked: 07/05/2024	150,000.00						
V3890-610	Unity Bank	150,000.00			220		150,000.00	Transfer to CCLA fund
	Banked: 09/05/2024	100,000.00						
V3891-177	Unity Bank	100,000.00			220		100,000.00	Fund transfer to CCLA account
	Banked: 13/05/2024	125,000.00						
V3892-993	Unity Bank	125,000.00			220		125,000.00	Fund transfer to CCLA account
Total Receipts for Month		375,000.00	0.00	0.00			375,000.00	
Cashbook Totals		<u>525,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>525,000.00</u>	

Payments for Month 2

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>
21/05/2024	Unity Bank	V3893-579	12,000.00			220		12,000.00	Transfer from CCLA TO Unity ac
Total Payments for Month			12,000.00	0.00	0.00			12,000.00	
Balance Carried Fwd			513,000.00						
Cashbook Totals			<u>525,000.00</u>	0.00	0.00			<u>525,000.00</u>	

MINUTES of the Staffing Committee of Melksham Without Parish Council held on Monday 20th May 2024 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 9.15pm

Present: Councillors John Glover (Chair of Council) for part of the meeting, David Pafford (Vice Chair of Council), Alan Baines (Chair of Committee), Robert Shea-Simonds (Vice Chair of Committee), and Shona Holt.

Officers: Teresa Strange (Clerk)

Housekeeping: There were no members of public present in person or remotely.

39/24 Apologies: It was noted that the Committee currently stood at 5 members. The Clerk confirmed that the meeting was quorate, and would be on the departure of Councillor Glover part way through the meeting.

40/24 Declarations of Interest: There were none declared.

41/24 Chairman & Vice Chair of Staffing Committee for 2024/25:

a) Election of Chair of Finance Committee for 2024/25

Resolved: That Councillor Alan Baines be Chair of the Committee for 2024/25.

b) Election of Vice-Chair of Finance Committee for 2024/25

Resolved: That Councillor Shea-Simonds be Vice- Chair of the Committee for 2024/25.

42/24 Items to be held in Closed Session due to confidential nature:

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

Resolved: Agenda items 9 & 10 to be held in closed session for reason 3d (a) engagement, terms of service, conduct and dismissal of employees.

43/24 Public Participation: This item fell as there were no members of the public present.

44/24 Health and Safety: To note any Health and Safety matters occurring since the last meeting (standing item as per the health and safety policy).

The Clerk reported that following a conversation earlier in the day regarding an unrelated council that historically had experienced an employee fatality in a ride on mower incident, that she immediately had followed up with the Friends of Shurnhold Fields who had just purchased a new one and advised them to confirm that they had

both training and a risk assessment before use. They had confirmed that all the volunteers using the equipment had been trained; with a risk assessment to follow.

45/24 Employment Law Changes: Members noted a round up of the latest changes in employment law, including the Employment Relations (Flexible Working) Act 2023.

The following items were held in closed session.

Councillor John Glover, as Chair of Council, left the meeting as per the Council's Disciplinary Policy.

46/24C Staffing Matters:

The Clerk recapped the recent activities that had been communicated by email with the Staffing Committee, excluding Councillor John Glover, as previously agreed.

Resolved: The parish council refer the employee for an Occupational Health Assessment.

47/24C HR Resource:

Resolved:

The parish council appoint Workplace Wellness to undertake an Occupational Health Assessment for £300, or £450 if a complex case, excluding VAT, to be organised as soon as possible under the Clerk's delegated powers as set out in the Financial Regulations.

Meeting closed at 22:05

Signed.....
Chairman, Monday 17th June 2024

Lorraine McRandle

From: Teresa Strange
Sent: 30 May 2024 15:43
To: Lorraine McRandle
Subject: FW: PROPOSED TRAFFIC REGULATION ORDER FOR CONSULTATION – Various Roads, Melksham (East) – 20mph Speed Limit Zone and 40mph Speed Limit
Attachments: 20mph Speed Limit Zone.pdf; 40mph Speed Limit Order.pdf; Indicative Plan.pdf; Press Notice 1.pdf; ITM Statement of Reasons.pdf

For full council please

From: Bahadoor, Hannah <Hannah.Bahadoor@wiltshire.gov.uk>
Sent: 29 May 2024 15:31
To: Bahadoor, Hannah <Hannah.Bahadoor@wiltshire.gov.uk>
Subject: PROPOSED TRAFFIC REGULATION ORDER FOR CONSULTATION – Various Roads, Melksham (East) – 20mph Speed Limit Zone and 40mph Speed Limit

Dear all,

1. **THE COUNTY OF WILTSHIRE (VARIOUS ROADS, HUNTERS WOOD, MELKSHAM) (20MPH SPEED LIMIT ZONE) ORDER 2024**
2. **THE COUNTY OF WILTSHIRE (VARIOUS ROADS, MELKSHAM AND MELKSHAM WITHOUT) (40MPH SPEED LIMIT) ORDER 2024**

Please find attached a copy of the above proposed Traffic Regulation Orders forwarded to you for consultation.

This proposal will be advertised in the Wiltshire Times on 7th June 2024 and the consultation period ends on 1st July 2024.

Comments on this proposal, quoting reference HKB/TRO/MELK may be made by:

Email to trafficorderconsultations@wiltshire.gov.uk

or

In writing to:

TRO Team
Sustainable Transport Group
Highways & Transport
County Hall
Bythesea Road
Trowbridge
Wiltshire BA14 8JN

Hannah Bahadoor
Team Leader Legal and Technical Support
Sustainable Transport - Highways

Wiltshire Council

Tel: 01225 713402

WILTSHIRE COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE COUNTY OF WILTSHIRE (VARIOUS ROADS, MELKSHAM AND MELKSHAM WITHOUT) (40MPH SPEED LIMIT) ORDER 2024

The Council of the County of Wiltshire in exercise of its powers under Section 84 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (hereinafter referred to as “the Act”) as amended and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act hereby makes the following Order: -

1. The County of Wiltshire (Various Roads, Melksham and Melksham Without) (40mph Speed Limit) Order 2016 is hereby revoked.
2. No person shall drive any vehicle at a speed exceeding 40 miles per hour on the length of road specified in the Schedule to this Order.
3. No speed limit imposed by this Order applies to vehicles falling within Regulation 3(4) of the Road Traffic Exemptions (Special Forces) (Variation and Amendment) Regulations 2011 when used in accordance with Regulation 3(5) of those Regulations.
4. This Order shall come into operation on xxxxxxxx 2024 and may be cited as The County of Wiltshire (Various Roads, Melksham and Melksham Without) (40mph Speed Limit) Order 2024.

SCHEDULE

**Length of Road in The Town of Melksham and the Parish of Melksham Without
Subject to 40mph Speed Limit**

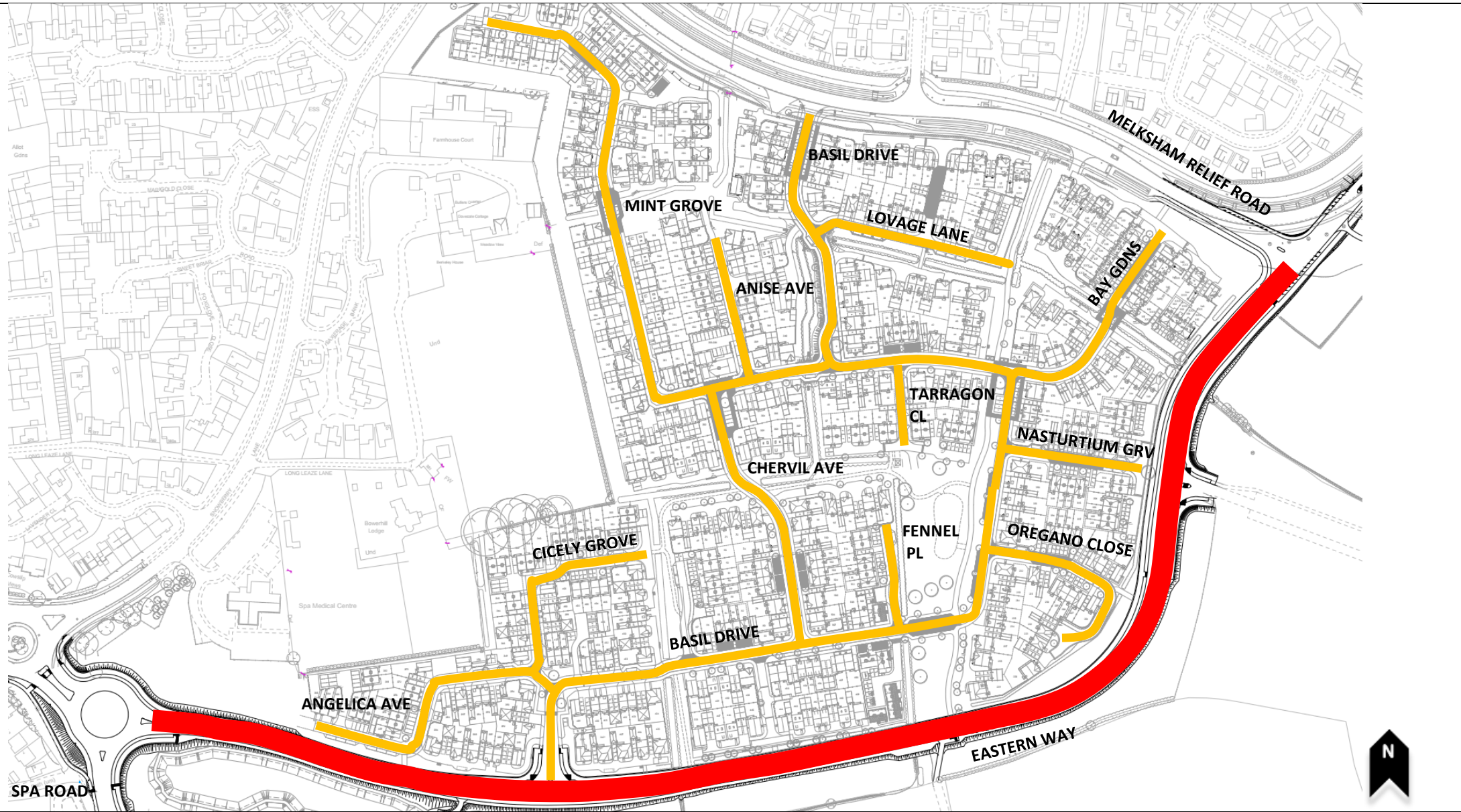
<u>Road</u>	<u>Description</u>
A3102 Sandridge Road	From a point approximately 190 metres east of its junction with Churchill Avenue to a point approximately 680 metres east of its junction with C165 New Road
Eastern Way	From a point 7 metres east of its roundabout junction with Spa Road in a north easterly direction to its roundabout junction with A3102 Sandridge Road

Melksham Relief Road

From a point approximately 40 metres south east of its roundabout junction with Snowberry Lane to its junction with Eastern Way



THE COMMON SEAL of
WILTSHIRE COUNCIL
was hereunto affixed this
xx day of xxxxxxx 2024
in the presence of:-

MELKSHAM EAST



INDICATIVE MAP: SHOWING THE EXTENT OF A 40 MPH SPEED LIMIT FOR THE LENGTH OF ROCKET ROAD IN MELKSHAM AND A 20 MPH ZONE FOR THE FOLLOWING ROADS. ANGELICA AVE, ANISE AVE, BASIL DRIVE, BAY GARDENS, CAMOMILE PLACE, CHERVIL AVE, CICELY GROVE, FENNEL PLACE, LOVAGE LANE, MARJORAM CLOSE, MINT GROVE, NASTURTIUM GROVE, OREGANO CLOSE, TARRAGON CLOSE

LEGEND

-  40 MPH SPEED LIMIT
-  20 MPH ZONE

Wiltshire Council

Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN
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WILTSHIRE COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

1. **THE COUNTY OF WILTSHIRE (VARIOUS ROADS, HUNTERS WOOD, MELKSHAM) (20MPH SPEED LIMIT ZONE) ORDER 2024**
2. **THE COUNTY OF WILTSHIRE (VARIOUS ROADS, MELKSHAM AND MELKSHAM WITHOUT) (40MPH SPEED LIMIT) ORDER 2024**

NOTICE IS HEREBY GIVEN THAT Wiltshire Council proposes to make the above Orders under the Road Traffic Regulation Act 1984 the effect of which will be as follows:

Order 1

To introduce a **20mph speed limit zone** on the following lengths of road: **Angelica Avenue, Anise Avenue, Basil Drive, Bay Gardens, Camomile Place, Chervil Avenue, Cicely Grove, Fennel Place, Lovage Lane, Marjoram Close, Mint Grove, Nasturtium Grove, Oregano Close, Tarragon Close** – the complete lengths

Order 2

To revoke The County of Wiltshire (Various Roads, Melksham and Melksham Without) (40mph Speed Limit) Order 2016 and re-enact it in the above Order 2 for administrative purposes only and to introduce a **40mph speed limit on Eastern Way** – from a point 7 metres east of its roundabout junction with Spa Road in a north easterly direction to its junction with Melksham Relief Road (road leading to Snowberry Lane).

Copies of the draft Orders, plan and Statement of the Council's Reasons for proposing to make the Orders may be inspected at the offices of Wiltshire Council, County Hall, Bythesea Road, Trowbridge during normal office hours. Details of the proposed scheme may be seen Melksham Library, Melksham Community Campus, Market Place, Melksham between the hours of 9.30am – 7pm Monday and Thursday and 9.30am – 5pm Tuesday, Friday and Saturday until 1st July 2024. Documents can also be viewed online at <https://www.wiltshire.gov.uk/troconsultations>

Comments on the proposal together with the reasons for which they are made should be sent in writing to reach the Sustainable Transport Group, by email to TrafficOrderConsultations@wiltshire.gov.uk or via the website by 1st July 2024 quoting reference HKB/TRO/MELK.

Sustainable Transport Group, County Hall, Bythesea Road TROWBRIDGE BA14 8JN

7th June 2024

WILTSHIRE COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

1. **THE COUNTY OF WILTSHIRE (VARIOUS ROADS, HUNTERS WOOD, MELKSHAM) (20MPH SPEED LIMIT ZONE) ORDER 2024**
2. **THE COUNTY OF WILTSHIRE (VARIOUS ROADS, MELKSHAM AND MELKSHAM WITHOUT) (40MPH SPEED LIMIT) ORDER 2024**

**Statement of Wiltshire Council's reasons for proposing
to make the above Orders**

In the interests of highway safety.

Order 1

The development land south of Eastern Way, known as Hunters Wood, is a fairly large residential area which has been designed to meet the criteria for a 20mph speed limit zone with sufficient features included to be self-enforcing.

Order 2

To regulate the speed along a new length of Eastern Way connecting to Spa Road and provide safe access to the Hunters Wood development. The new length of road has residential frontage development on one side but there are no direct driveway accesses to the road serving properties, with vehicular access limited to two junctions. It has a fully segregated 'shared use' path for pedestrians and cyclists along the length of its north side, with formal controlled or refuge island facilities to assist crossing movements. It meets the guidance for an urban road design speed of 40mph.

Teresa Strange

From: Cabinet Office <CabinetOffice@wiltshire.gov.uk>
Sent: 03 June 2024 13:19
To: Teresa Strange
Subject: RE: New Active Travel funding 24136

Sent on behalf of Cllr Tamara Reay,

Dear Teresa,

Thank you for your e-mails regarding the Melksham LCWIP, the awarding of Active Travel England's funding, and the Melksham Neighbourhood Plan.

The funding for Melksham (£35,000) was allocated to the development of the town's Local Cycling and Walking Infrastructure Plan (LCWIP) and came from Active Travel England's (ATE) Capability Fund. LCWIPs are pre-requisites for securing capital funding from ATE for the delivery of schemes on the ground. The draft Melksham LCWIP is due to be completed this month (May 2024) prior to undergoing a public consultation to determine the priority routes which can then be the subject of future funding bids.

In terms of the Melksham Neighbourhood Plan (NP), I understand the NP group are planning to re-run their Reg 14 consultation at the end of May for 7 weeks. The draft NP currently contains policies on Town Centre and Green & Blue Infrastructure with several 'priority statements' in the Plan. If you need to know more about the status of the Neighbourhood Plan and how it fits with the council's policies please contact David Way, Senior Planning Officer david.way@wiltshire.gov.uk.

I trust that this update is helpful.

Kind regards

Kate Baldwin

Executive Assistant, Cabinet Office

Cllr Jane Davies – Cabinet Member for Adult Social Care, SEND and Inclusion

Cllr Nick Holder – Cabinet Member for Highways, Street Scene and Flooding

Cllr Dominic Muns – Cabinet Member for Environment and Waste

Cllr Tamara Reay – Cabinet Member for Transport & Assets



Wiltshire Council

Tel: 01225 713117

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Web: www.wiltshire.gov.uk

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

Sent: Friday, April 26, 2024 1:48 PM

To: Reay, Tamara <Tamara.Reay@wiltshire.gov.uk>

Subject: RE: New Active Travel funding

Dear Cllr Reay

Thank you for the update.

The Melksham Neighbourhood Plan is nearing the completion of its review, and it would be useful to know if there are any plans to weave into the Green & Blue Infrastructure and/or Town Centre policies, evidence or priority statements.

We look forward to hearing from you.

Kind regards, Teresa

From: Reay, Tamara <Tamara.Reay@wiltshire.gov.uk>

Sent: 22 April 2024 17:16

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

Cc: Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>

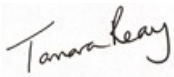
Subject: Re: New Active Travel funding

Dear Teresa

Apologies for the delay in responding - I have asked officers for a full update but meanwhile the Melksham LCWIP will be completed and I understand that work will commence on the Melksham Oaks cycle path later this summer.

I hope you have a good meeting this evening.

Kind regards



Tamara Reay

Wiltshire Councillor for Devizes Rural West

Cabinet Member for Transport and Assets

Wiltshire Council

www.wiltshire.gov.uk

Phone: 07711 824864

 @tamarareaywiltshirecouncil

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Thursday, April 18, 2024 15:53
To: Reay, Tamara <Tamara.Reay@wiltshire.gov.uk>
Cc: Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>
Subject: RE: New Active Travel funding

Dear Cllr Reay

The parish council meet on Monday evening and it would be useful to update them on the what the Government funding for Active Travel in Melksham is planned for.

Are you able to let us know any details please?

With many thanks,

Teresa

From: Teresa Strange
Sent: 08 April 2024 13:34
To: tamara.reay@wiltshire.gov.uk
Cc: Vaughan Thompson (vaughan@placestudio.com) <vaughan@placestudio.com>
Subject: New Active Travel funding

Dear Cllr Reay

Congratulations on your new Cabinet post.

We were delighted to read that Wiltshire Council have been awarded Active Travel funding, particularly for schemes in Melksham. <https://www.bbc.co.uk/news/uk-england-wiltshire-68749472>

Are you able to let us know what the Melksham schemes are, please? Melksham Without Parish Council put a comprehensive response to the recent LCWIP consultation, and look forward to hearing news on which schemes are being taken forward.

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

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Lorraine McRandle

Subject: FW: MCS press release
Attachments: Melksham Community Support Service.docx

From: Kate Brooks <kate.brooks@ageukwiltshire.org.uk>
Sent: 28 May 2024 09:03
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Locum <locum@melksham-tc.gov.uk>
Subject: MCS press release

Hi Teresa and Tracy,

Hope you had a lovely bank holiday weekend.

We're waiting to be able to access the phone portal to change the answerphone message (the log in we were sent didn't work, I've messaged Jon to see if he can help), but it would be good if we have the press release ready to go so it can go out as soon as that's been sorted.

Attached first draft for your thoughts please. Many thanks.

Best wishes,
Kate

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

T: 07931 758401 | E: kate.brooks@ageukwiltshire.org.uk

Devizes office: The Wool Shed, New Park Street, Devizes, SN10 1DY
Salisbury office: 44 Catherine Street, Salisbury, SP1 2DD
Southampton office: Padwell Road Day Centre, Padwell Road, Southampton, SO14 6QS

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Age UK Wiltshire, The Wool Shed, New Park Street, Devizes, SN10 1DY

T: 0808 196 24 24 E: enquiries@ageukwiltshire.org.uk W: www.ageukwiltshire.org.uk

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**SERVICE LEVEL AGREEMENT
BETWEEN
AGE UK WILTSHIRE (AUKW) AND MELKSHAM WITHOUT PARISH COUNCIL
FOR THE PROVISION OF
THE MELKSHAM COMMUNITY SUPPORT SERVICE 2024-2025**

1. SERVICES

1.1. The following service is covered by this Agreement:

1.2. The provision of the Melksham Community Support Service, which aims to support older people across the area served by Melksham Without Parish Council. The service also supports people in the Melksham Town Council area, through grant funding of an equal amount.

1.3. The project outcomes are to:

1.3.1. Improve the **wellbeing of older people** living in Melksham Without, by offering support, access to information and practical help.

1.3.2. Ensure that support is available to **those who need it most**, particularly those who don't have a support network.

1.3.3. Promote the take-up of welfare benefits and access to other sources of **financial support**.

1.3.4. Promote and provide **holistic support** tailored to the individual's need.

1.3.5. Provide an **evidence base** of future needs.

People under the age of 60 will be included in the service by exception, for example people who have health issues, need support and do not have a network.

1.4. The service will be delivered primarily through an AUKW employed, trained and supported Senior Project Worker (SPW), who will:

- Maintain a communication and marketing strategy to promote the support available for older people widely across Melksham Without, for example giving talks to local groups of older people, making sure leaflets and factsheets are available in public spaces, news articles, social media and working in partnership with groups and organisations operating in the area.
- Recruit, support and supervise volunteers involved in the delivery of the service.
- Ensure robust procedures, policies and risk assessments for safeguarding, client welfare, volunteer safety, DBS decisions, etc.
- Undertake guided conversations with clients accessing the service, to identify their needs and how these can be met; identify sources of support, which will include community support volunteers and AUKW and other services. These guided conversations will usually take place at the client's home.
- Maintain an active referral system for other organisations to refer clients for support.
- Refer to other services and organisations as necessary, for example Dorset & Wiltshire Fire and Rescue, Alzheimer's Support, Wiltshire Council, other charities.

- Identify gaps in services and feed back to Melksham Without Parish Council, and ensure other stakeholders, including Wiltshire Council, are kept informed.
- Maintain the Melksham Community Support phone number and an up-to-date database.
- Adhere to the values of Age UK Wiltshire and Melksham Without Parish Council.

1.5. The SPW will be managed and trained by a senior member of staff at AUKW.

1.6. This agreement sets out the terms and conditions that both parties have agreed to as regards the provision of the service detailed above.

1.7. This agreement commences on 1st April 2024 and continues until 31st March 2025. Discussions about extending the agreement into 2025/26 will take place in November 2024.

2. PAYMENT AND FINANCIAL CONDITIONS

2.1. The service will be funded as follows:
Melksham Without Parish Council - £12,000 per annum.

Payment will be made quarterly in advance, on receipt of an invoice from AUKW.

2.2. AUKW shall keep appropriate written records to show how the funding for this service is being used only within the project parameters.

2.3. Melksham Without Parish Council shall have the right to examine these records and to request a report on performance.

3. MANAGEMENT RESPONSIBILITIES

3.1. AUKW will notify Melksham Without Parish Council of any material changes to its constitution or charitable objectives if they affect the service being provided under this service agreement.

3.2. AUKW shall have in place appropriate policies and procedures as required by this service agreement.

3.3. AUKW and Melksham Without Parish Council will ensure that any matters that may affect services being provided under this service agreement shall be made disclosed in a timely manner and on the understanding that confidentiality will be respected.

4. PERFORMANCE MEASURES

4.1. Performance indicators / targets will be agreed and will be monitored during the term of the project, with quarterly reports provided to Melksham Without Parish Council. Service review meetings, attended by the AUKW Senior Project Worker and senior manager, will be held quarterly.

4.2. Reports will include:

- Number of referrals received
- Number of guided conversations and types of issue identified
- Number and type of volunteer inputs
- Number of clients and volunteers engaged during the quarter
- Financial gains for clients (£)
- Age UK Wiltshire enquiry codes
- Referrals to other sources of support
- Outcome evaluation
- Gaps identified

4.3. Age UK Wiltshire will be responsible for making the Melksham Without Parish Council Clerk aware of any serious incidents that might impact on service delivery immediately.

5. CONFIDENTIALITY

5.1. Both parties must comply with the requirements of the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR), in so far as they apply to the provision of the service and/or otherwise to this agreement.

5.2. Both parties will keep confidential any information supplied in connection with this agreement or that is obtained in the course of providing the services. Should the contract end, Age UK Wiltshire will ensure that Melksham Without Parish Council have up to date information about clients supported through the service proportionate to their needs for emergency planning, volunteer supervision, etc.

6. PERSONNEL ISSUES

6.1 Age UK Wiltshire will employ a half-time member of staff, dedicated to this project.

6.2 Age UK Wiltshire will have in place a rigorous recruitment and selection procedure, which meets the requirements of legislation, equal opportunities and anti-discriminatory practice.

6.3 Age UK Wiltshire will ensure that DBS checks are conducted for staff and volunteers as required by legislation.

6.4 Age UK Wiltshire will work towards ensuring that staff and volunteers are familiar with, and follow, all relevant policies on the protection of vulnerable adults.

7. INSURANCE

7.1. Age UK Wiltshire will ensure that its insurance policies are adequate to cover all eventualities in the provision of this service, and maintain the following minimum

cover:

- Public Liability Insurance: £5 million.
- Employers Liability: £10 million
- Adequate professional indemnity, errors and omissions or malpractice insurance.

7.2. The above cover will be maintained with a reputable company or companies and Melksham Without Parish Council will be provided with documentation which confirms that the insurance referred to above has been affected and is adequate and in force at all times.

8. STATUTORY OBLIGATIONS

8.1. Both parties will comply with all relevant current and future legislation applicable to the provision of the service.

9. FREEDOM OF INFORMATION

10.1 All parties must comply with the requirements of the Freedom of Information Act 2000 as they apply to the provision of this service.

10. SIGNATORIES TO THE AGREEMENT

Melksham Without Parish Council

We authorise the purchase of the service identified in this Service Agreement and undertake to pay Age UK Wiltshire for the delivery of the service.

Signed on behalf of Melksham Without Parish Council:

Date:

Age UK Wiltshire

We agree to provide the service identified in this Service Agreement and to abide by the terms and conditions contained in this agreement.

Signed on behalf of Age UK Wiltshire:

Date:

Teresa Strange

From: Teresa Strange
Sent: 07 June 2024 09:17
To: Graham Ellis; Locum
Cc: <j[REDACTED]>; Judith Gradwell; West Wilts Rail Users Group
WWRUG
Subject: RE: Melksham Rail Group - disposition of remaining funds

Morning Graham

The answer from me is that it's a decision for the parish council.

Melksham Without Parish Council do have a clause relating to this now, but not at the time of your grant award; but we have had a couple of groups ask a similar thing in the last year and that was the process.

I can add to the agenda for the meeting on 17th June?

Clause 8 of the MWPC Grant policy:

The council reserve the right to request for any grant funds awarded to organisations back if it is found that the funds are not being used for the purpose of which it was awarded for or if an organisation closes within the year the grant was awarded. If organisations require the funds to be used for something different than what was originally applied for, they must seek approval from the parish council first.

Kind regards, Teresa

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

From: Graham Ellis [REDACTED]

Sent: 07 June 2024 07:58

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Locum <locum@melksham-tc.gov.uk>

Cc: <[REDACTED]> Judith Gradwell

<[REDACTED]>; West Wilts Rail Users Group WWRUG <westwiltsrailusersgroup@ymail.com>

Subject: Melksham Rail Group - disposition of remaining funds

Dear Melksham Town Clerk and Melksham Without Parish Clerk,

Management summary - QUESTION - should we return the grant of around £300 we got in early Covid times but did not spend, or should / may we pass it on to the group taking on our interests for the future?

Detail

The Melksham Railway Development Group (MRDG) was founded nearly three decades ago, by key players from the two councils. It has succeeded in its mission of turning a railway station with perhaps five passengers leaving and returning each day on the daily train into what we have now - with all day, every day services with around 100 passengers leaving and returning. Very much a success story - to the extent that the service HAD been developed enough to become a user group.

Covid, and progressing years and age have taken their toll on our members. We have met online, occasionally in person around the town, and done a few things but our old building society account - still pass book operated - hasn't been touched in quite a while, and we are now looking forward - "Inheritance Planning" if you like, and perhaps late in the day. Our former chair (Peter Blackburn) passed away almost 2 years ago. He was our rock ... and we're looking as to how things should be taken forward.

There is still a job to be done - service has gone from "useless" to "poor", station should be much more connected and more welcoming than it is and more promoted, and the rise from 5 to 100 return trips a day should rise to 400.

We (as the vestiges of MRDG / Melksham Transport Group) have somewhat over £2000 in our building society account, which we need to reconfirm or move on in the next six weeks. Much of our historic income came from running a "Santa Train" each year, which usually made a modest profit. But we are aware that a grant of around £300 from each of the two councils in early Covid was not spent, and nor have we reported back to the councils on the disposition of this money.

With the improved train services, it is now practical for us to be members of and attend West Wiltshire Rail User Group meetings, held 4 times a year in Trowbridge, and all three of us attend. I am on their committee, meeting an extra six times a year and with a representative from each station in the area, including the other two which share our train service. At the WWRUG committee meeting earlier this week, it was agreed that should the go-ahead be given, any remaining funds could be donated to the group, and with a clear understanding that it would be used to continue with common aims, including the provision of timetable leaflets and promotion of services to, from and through Melksham. That includes distribution from a walking group at Melksham Carnival on 13th July. It is also proposed to make a contribution towards the memorial / "Happy to chat" bench for Peter Blackburn in the KGV park which proposal has been with the Town Council and wending its way though the system since a few months after he passed.

I am delighted that my fellow town councillors have proposed and accepted public transport as one of our visions for the future, including appropriate and reliable services, and I would foresee the suggested disposition of the funds helping both the finance and the volunteer and goodwill of the community in moving towards those aims.

Any questions - please ask!

Graham

Melksham (and area) Transport User Group(s) - Visions ahead

Written up to 27th May 2024

This is a personally written "opinion" piece. I (Graham Ellis) am calling it "visions" but in truth it's no more than sorting the cards in the pack today. The visions and direction starts to be informed by last Wednesday's presentation by the new chair of TransWilts – Paddy Bradley - and much more visibility will come from some of the imminent meetings.

Management Summary

Core (MTUG - Melksham Transport User Group) members meet in early June with decisions to make.

Our old group, from the previous "Melksham Railway Development Group" days largely fulfilled its base mission of getting the train station and train service back to a permanent, useable and used level. Some members have moved on, a number have passed on and all of us remaining get older. **There is still a mission**; services are about a half of what is presently appropriate, and passenger numbers are a third of what they are at comparable town - we have moved from a useless service to a useable but poor one - 3,000 to 75,000 journeys per annum, where 250,000 should be achieved, with more people than not that I talk to embarrassed to admit they don't use the service "because ...".

There are a number of other public and sustainable groups in the region, some of whom are also looking at their future direction as indeed in the whole public transport sector should be considering:

- * What the town and regional objectives should be
- * What strategies are needed to achieve them
- * Who is best placed to set and move forward
- * How various individuals and organisations can work together
- * What short term actions and tactics should we undertake to help us get there
- * How is this to be managed, staffed, financed

The following pages in this document list

- * A diary list until the end of 2024
- * A list of projects to help promote and better public transport around
- * A list of organisations involved
- * The TransWilts vision as shared to West Wiltshire Rail User Group
- * A personal view and vision for public transport in Melksham
- * Melksham (Rail) User Group Constitution

Please ask me if you have any questions and let me know of any errors or omissions. Of necessity, there is a great deal of detail left out.

Short term meetings, actions and decisions to be made

- by 31st May ("in the next 10 days" from 22.5) I meet the TransWilts CRO
- 31st May - Melksham Environment Group

- 2nd June - new rail timetable for Melksham
- 5th June, West Wiltshire Rail User Group committee meeting
- 6th June, Melksham Rail User Group officers meeting
- 8th June - first direct Saturday train for the summer, Melksham to Weymouth
- 9th June / personal note - leave on Holiday back on 25th
- 17th June (? - I understand) - TransWilts Annual member's Meeting
- 20th June (ish) - environmental hustings - provisional
- 24th June - GWR Community Rail Conference

- 4th July - general election
- 13th July - West Wiltshire Rail User Group annual outing
- 13th July - Melksham Carnival

into the autumn – these already almost identified dates

- 17th August - Imber
- 31st August and 1st September - River and Food Festival

- 7th September - last direct summer Saturday train, Melksham to Weymouth
- 7th September - ClimateFest?
- 14th September - Melksham Lions Fete
- 18th September - West Wiltshire Rail User Group, public meeting

- 27th November - West Wiltshire Rail User Group, public meeting

- 7th December - Melksham Christmas Event
- 15th December - new rail timetable
- ??th December – Santa?

For 2025, note that local council and parish elections in Wiltshire take place in early May, and there are likely to be significant changes of role at about that time.

The enabling bill for Great British Railways has not proceeded due to the general election, and at the present time I would not like to predict national changes that we may see. In my view, we should be aware of many options and be careful not to needlessly reduce our ability to promote our aims and objectives no matter which is selected.

We are at something of a turning point on many aspects of public and sustainable transport use, community support and development here in the Melksham area. And as transport is about getting around, a similar crossroads can be seen around us too, looking at surrounding areas, Wiltshire as a whole, the South West of England and indeed the rest of England and the United Kingdom.

Projects (listing those that need early consideration first)

- Timetable publicity and circulation
- Taking part in the Carnival
- Making the station more welcoming
- Real time information systems
- Memorial Bench (Peter Blackburn)
- Fund raising
- Reliability, tuning
- Lions Event
- ClimateFest
- Santa (Train?)
- Working with other groups

The above can have serious short term deliverables

The below are longer term projects though may deliver some soon

- Buses to connect with trains
- LTP4 and Network Rail
- GBR and what it means for 'us'
- Making the train service better
- Bus Back Better and Enhanced Partnership; reviewing local bus services too
- Neighbourhood Plan

Each project is worthy of its own paper / development and this list is far from complete!

Groups and Organisations - too many, too complex?

- TravelWatch SouthWest
- Option 24/7
- TransWilts
- WWRUG
- MTUG
- Town and Parish Councillors (Melksham Town, Without, Atworh)
- Railfuture
- BRTA
- Bus Users
- Community Rail Partnership
- Wiltshire Council
- GWR and other train operators
- NR
- Electric Bus Partnership
- Campaign for Better Transport
- Swindon and Wiltshire Local Enterprise Partnership
- HMG / DfT
- Coffee Shop Passenger Forum
- Bus operators
- Melksham Environment Group
- Other Community Groups
- Transport Focus

This document compiled by

Graham Ellis - graham@sn12.net

48 Spa Road, Melksham, SN12 7NY

01225 708225 or 07974 925928

* Melksham South Ward Town Councillor

* Webmaster, Coffee Shop Rail Passenger Forum

* Acting Chair, Melksham Transport User Group

* Option 24/7 rep for Melksham

* West Wilts Rail User Group (Committee)

but written as an independent view at this time and not necessarily reflecting the view of any, some or all of those organisations.



Focus on
community

Link up with:

- rail-user groups throughout our area
- other CRPs to gain strategic advantage



Linking up train and bus services
to give passengers confidence
they will get to their destination
on time.



It is leisure not business that are at the heart of passenger numbers in our area.

Focus on reliability and consistency...more so than expansion of services?



The critical importance of Westbury – one of three key stations for Network Rail

The picture on the left of this final slide has been replaced by one I took personally due to my copyright concerns on the original, as this document may be viewed wider than the members of the West Wiltshire Rail User Group

From that slide set, 22nd May ... from TransWilts articles of association

Read from the slide into a voice recognition system ... so E&OE!

The objectives of the company are to carry on activities which benefit the community, and in particular, without limitation to encourage and promote, increasing usage of public transport, for benefit of the community is living and working in Wiltshire, and in particular, without limitation to represent the interests of local public transport users, including rail special interest groups in the county of Wiltshire.

To promote the improved connectivity between local services and the national network and to represent the views of the existing real special interest groups and integrating bus services it collates manages and disseminates local service information for the defined geographical area of Wiltshire.

The company will provide a focus and an informed source for operational and strategic discussions with stakeholders, such as rail and bus operators, Network Rail, Wiltshire council, Swindon Borough Council, local enterprise, partnership's visitor organisations, and geographically, adjacent, and interfacing authorities.

Personal Statement on TransWilts look forward.

The article of association look good to me. As is the norm for these things they are formal and wordy. The more informal slides and talk are right in my view.

I was a founding member and founding director of TransWilts, and worked for the organisation as Community Rail Officer on a part time (paid 2 day a week) basis until 2018. Then I required to make a choice between that role and other activity, and reluctantly gave up TransWilts. Hindsight confirms I made a good choice, as Community Rail nationwide moved far more into the business of encouraging difficult-to-reach groups to be engage and that's an area where I have only limited experience or little patience. Further, as the organisation matured, it moved to being "designated" and now "accredited" and the admin and paperwork has mushroomed - again not my "thing". I do not envy Sophie, who has held the job since I left, the new tasks and extra work. I look forward to being able in the future to providing backup and support as, when and where I can for all the common goals that I share with TransWilts.

Public Transport service improvements come as step changes after many years and after campaigning and seeing little improvement from 2006 to 2013, I was delighted to be around from 2013 when we had our step change to 2018 when we were the fastest growing line / station in England. Since then it has been consolidation and more preparation for the next step - lots of good background work done over the six years since I left on this by Paul and others - Bob and David to mention two of the "hidden gems", and a really good base for the next upward steps. The customers to use the trains and buses, and the sentiment to want to, are there. This IS a case of "provide and they will use".

My scenario for RAIL is a friendly station, connecting buses, and a reliable hourly train service each way, every day, all day. For BUS, it's buses all day, every day too, every 30 minutes on the main routes that cross in Melksham from Bath to Devizes and from Chippenham to Trowbridge, and on the Town bus routes (with the connections to the station), and services to Calne, Bradford-on-Avon and Corsham all day, every day too - though less frequent. For all public transport, good timetable and real time information systems, and good connections to enable easy travel to and from other more distant destinations. Good facilities for those with restricted mobility and also for those travelling with cycles and other personal aids.

Melksham RAIL User Group constitution - buses added since / MTUG constitution work to add buses

Melksham Rail User Group (abbreviated to MRUG)

To represent the users of rail services at Melksham.

To represent the interests of passengers and other users of Melksham station on railway and government bodies, and to act as the prime conduit for feedback to those organisations, both through direct contact and through the TransWilts CIC

By membership of the TransWilts CIC, to support the permanent provision of, and expansion to, the rail service at Melksham

To lead Station Adoption activities at Melksham to facilitate, and where appropriate implement, enhanced amenities, including application for funding where applicable, for such improvements.

To encourage use of Melksham station by individuals and business users, including promotional events To analyse actual and potential Melksham station users travel plans, and hence recommend potential improved connections

To increase awareness of, and provision of integrated public transport more generally in Melksham and the surrounding area

To educate users in all safety related issues and regulations

Membership

Membership is open to representatives of any of the following groups, subject to approval of the Chairman acting reasonably.

- Any regular user, or potential user, of the Melksham station and train service
- TransWilts CRP and TransWilts CIC
- Town and parish councillors within the station's catchment area
- Wiltshire Council Transport Executives
- West Wilts Rail User Group and other local groups with an interest in the station
- Campaign for Better Transport
- Train Operating Companies in the South West region
- Railway Development Society
- Co-opted members with special knowledge or influence **Membership matters**
- All members are volunteers and no member/officer will receive payment for time.
- Members may be reimbursed reasonable expenses subject to prior approval by two officers of the group.
- There is no limit to the number of members, or representatives from any organisation, except where practicalities of accommodation at meetings restricts the number who may attend.
- Any member absent without apology for three consecutive meetings may, at the discretion of the officers, be deemed to have resigned
- Applications for membership, may be made at any time, by notice to an officer of the organisation. It is understood that some organisations may not nominate a representative.
- Officers will be elected from the members at an AGM, and comprise a Chairperson, Vice-Chair,

Funding and Finance

- Funds for the work, where required, will be by application for grants from local organisations, sponsorship and from donations. Funds may be also sought from national bodies through the TransWilts CIC
- A bank account will be maintained, with suitable authorised signatories, as agreed by the members at an AGM or other meeting.
- If the level of cash held in any year does not exceed £6,000 then no formal audit of the accounts will be undertaken, although the accounts will be subject to scrutiny at the AGM.
- In the event of winding up, the funds will be passed to an organisation whose aims are broadly in line with those of MRUG, or returned to the local councils.

Conduct of Meetings

- Approximately 5 meetings will be held annually, typically bi-monthly, at Melksham Town Hall (or other agreed venue), usually on a Friday at 19:30, unless agreed otherwise by the members. Meetings will, if possible, not conflict with other rail related meetings in the area. Invitation and agenda will confirm a meeting.
- A meeting during April (or the nearest date) will be designated the Annual General Meeting, at which all officers will be appointed or re-appointed, where necessary by an agreed voting procedure.
- Items for discussion shall ideally be notified to the secretary a minimum of 14 days prior to the meeting.
- The agenda and minutes of the previous meeting shall be circulated to members so as to be received at least six days prior to the meeting.
- A meeting will be regarded as quorate if five members attend (of which two must be officers). No proposal for
action on a matter on the agenda can normally be accepted unless the meeting is quorate.
- Items not on the agenda shall only be discussed if the chairman agrees to put the matter forward and the other members present give consent. Practicalities of advising members of the agenda, and scheduling of the meetings may necessitate variation in this procedure.

Lorraine McRandle

From: Lorraine McRandle
Sent: 06 June 2024 15:20
To: [REDACTED]
Cc: Thomson, Charlie; Teresa Strange
Subject: RE: Cemetery capacity, St Barnabas Church

Hi Stanford

Thank you for your quick response and for copying in Charlie Thomson to my query.

Will await to hear from him in due course.

Best Regards

Lorraine

Lorraine McRandle
Parish Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
office@melkshamwithout-pc.gov.uk
www.melkshamwithout-pc.gov.uk

Want to keep in touch?

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

On twitter: @melkshamwithout On Instagram: melkshamwithoutpc

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From: [REDACTED] >
Sent: 06 June 2024 14:50
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Cc: Thomson, Charlie <charlie@melksham.church>
Subject: Re: Cemetery capacity, St Barnabas Church

Lorraine,

I think that your enquiry should be directed to Charlie Thomson, Team Rector, as there are all sorts of very specific rules and regulations associated with a Church of England churchyard. so I've copied him into this thread. I am aware that public cemeteries have very different conditions to the CofE but I am not familiar with those protocols.

Regards,

Stanford

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

From: office@melkshamwithout-pc.gov.uk

To: [REDACTED] Cc: clerk@melkshamwithout-pc.gov.uk

Sent: Thursday, June 6th 2024, 14:35

Subject: Cemetery capacity, St Barnabas Church

Dear Stanford

At our recent Annual Council meeting, Councillors considered an invitation from Melksham Town Council to join a working group to look at future cemetery provision in Melksham.

At the meeting it was agreed to write to all churches in the parish to ascertain what cemetery capacity is available.

Therefore, please can you let me know what capacity is available at St Barnabas Church, Beanacre.

Look forward to hearing from you.

Best Regards

Lorraine

Lorraine McRandle

Parish Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place, Melksham

Wiltshire, SN12 6ES

01225 705700

office@melkshamwithout-pc.gov.uk

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Lorraine McRandle

Subject: FW: Cemetery capacity

Hi I emailed our Warden to see if he can get the info for you. I'm around until 14th July. We do have space in the Churchyard but would usually only be for those living in Shaw & Whitley or with a connection to the Church

Response from Reverend Jane Palmer via Facebook Messenger

Lorraine McRandle
Parish Officer
Melksham Without Parish Council
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From: Lorraine McRandle
Sent: 06 June 2024 14:27
To: Jane Palmer <revjanepalmer@gmail.com>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Cemetery capacity

Dear Reverend Palmer

At our recent Annual Council meeting, Councillors considered an invitation from Melksham Town Council to join a working group to look at future cemetery provision in Melksham.

At the meeting it was agreed to write to all churches in the parish to ascertain what cemetery capacity is available.

Therefore, please can you let me know what capacity is available at Christ Church, Shaw.

Look forward to hearing from you.

Best Regards

Lorraine

Lorraine McRandle
Parish Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
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Lorraine McRandle

From: Teresa Strange
Sent: 10 June 2024 10:30
To: Lorraine McRandle
Subject: FW: Defra's Property Flood Resilience (PFR) Repair Grant Scheme – Storm Babet (Oct 2023) & Storm Henk (Jan 2024) June Update

Lets add this to the full council agenda please

From: Storm Henk Support <StormHenkSupport@wiltshire.gov.uk>
Sent: 07 June 2024 15:32
Cc: Drainage <Drainage@wiltshire.gov.uk>
Subject: FW: Defra's Property Flood Resilience (PFR) Repair Grant Scheme – Storm Babet (Oct 2023) & Storm Henk (Jan 2024) June Update

Dear Applicants, Town & Parish Council Clerks, Flood Wardens, Councillors, Wiltshire Council Officers, and Members

PLEASE NOTE: This email has been sent as a blind copy to both public and private email addresses, if you would like to be removed from the distribution list, please let me know.

Defra's Property Flood Resilience (PFR) Repair Grant Scheme – Storm Babet (Oct 2023) & Storm Henk (Jan 2024)

As you may not know, Wiltshire experienced 3 named storms, over 100 communities affected, 300+ properties internally flooded and, until very recently, we were unfortunately still experiencing flooding events. We apologise for not getting around to all communities affected, unfortunately with the storm events and continuous flooding issues we have not been able to get around to all areas affected.

We would like to thank those who have provided information on the flooding events and for your patience whilst we process the PFR Grant Scheme.

A good number of cluster sites have been prepared for the surveyors to visit, information will be shared with them shortly and details of visits will be agreed. We do not currently have provisional dates to share.

If you have already completed a survey, undertaken by a suitably qualified survey, please send the report with all supporting information to stormhenksupport@wiltshire.gov.uk
Records of the flooding events are still being received and data collated, any additional information, photos and video can be emailed to the address above.

Please could we ask Town & Parish Councils to stay connected with your residents, sharing information on the flooding event and bring any outstanding issues to the Operational Flood Working Group (OFWG) meetings. Further information on the OFWG can be found on our website: [Operational flood working groups - Wiltshire Council](#)

If you have any further queries, please do not hesitate to ask.

Best regards,
Emma

Emma Biggs IEng MICE
Drainage Engineer
Highways Asset Management and Commissioning



Tel: 01225 718064
Mob (new): 07442 855022

From: Drainage <Drainage@wiltshire.gov.uk>
Sent: Tuesday, April 9, 2024 10:33 AM
Cc: Drainage <Drainage@wiltshire.gov.uk>
Subject: Defra's Property Flood Resilience (PFR) Repair Grant Scheme – Storm Babet (Oct 2023) & Storm Henk (Jan 2024)

Dear Applicants, Town & Parish Council Clerks, Flood Wardens, Councillors, Wiltshire Council Officers, and Members

Defra's Property Flood Resilience (PFR) Repair Grant Scheme – Storm Babet (Oct 2023) & Storm Henk (Jan 2024)

As you will be aware, it is a requirement of the PFR grant scheme to have a survey carried out by a suitably qualified surveyor. However, we understand nationally and locally, home and business owners have been unsuccessful in sourcing surveyors or costs far exceed the grant allowance. To overcome this, we have been working with our consultants and their approved surveyors to undertake surveys of our PFR Grant Scheme eligible applicants.

We are still working through the details with our consultants, although we anticipate surveys will be carried out in Town/Parish cluster sites of 5 or more, reducing time and costs of the surveys whilst providing consistent survey information.

Cluster sites of 5+ will be required, so we are asking Town & Parish Councils to work with their neighbours to ensure applicants remain eligible.

Therefore, we would strongly encourage anyone who has not completed the attached PFR Application to do so, to be considered eligible for the grant and survey. Due to the number of applications being received, we are offering two closing dates, Weds 1st May and Fri 3rd June for final closing of applications. Please find attached the PFR Grant Scheme Application forms, please share with your members and ask for completed forms be returned to drainage@wiltshire.gov.uk

If you have any further queries, please do not hesitate to ask.

Best regards,
Emma

Emma Biggs IEng MICE
Drainage Engineer
Highways Asset Management and Commissioning



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Lorraine McRandle

Subject: FW: Customer Feedback: Other - d83422be-77bf-46ac-a97a-a5d2fd97a757

From: Customer Relations <Customer.Relations@wessexwater.co.uk
<mailto:Customer.Relations@wessexwater.co.uk> >

Sent: 22 May 2024 10:34

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

Subject: Customer Feedback: Other - d83422be-77bf-46ac-a97a-a5d2fd97a757

Dear Teresa

Thank you very much for your email and your request for additional information regarding storm overflow discharges at Shaw School, Bowerhill WRC (Water Recycling Centre - formerly treatment works), Melksham WRC, Semington Brook Pumping Station and Lacock WRC.

I have provided a detailed response below along with links to sources of additional information.

Furthermore in a spirit of openness and transparency we would like to offer members of the Melksham Town and Parish Council a tour of one of our WRCs. This will give you and your colleagues the opportunity to see for yourselves how we manage your wastewater, probe into the issue of water quality and ask any questions you like to the team of engineers and scientists responsible for operating our facilities.

If you would like to take up this offer, please let me know along with expected numbers of delegates (maximum of 8 – 10 people) and an indication of when would potentially be most convenient for you. I will then pass on your details to a senior manager to confirm the arrangements.

Response to your enquiry.

Following the publication of our storm overflow data for 2023 earlier on in the year we have recently launched our interactive Coast and Rivers Watch map <<https://www.wessexwater.co.uk/coast-and-rivers-watch-map>> . This provides users with greater detail on all our storm overflows.

In particular it enables you to interrogate data for all 1,295 of our overflows including:

- * Location of overflow
- * Point of discharge which can be different from the above.
- * Current status. (Spilling, recently spilt, not spilling.)
- * Spill start, spill stop and duration,
- * Rainfall data
- * Contributing area causing the spill
- * Last year's spill data
- * Environmental impact
- * What we doing to improve things

It also gives you an insight into our decision making process for storm overflow improvements and sewage treatment investments.

You can view further information about why we have storm overflows and what we are doing about them by clicking here <<https://corporate.wessexwater.co.uk/our-purpose/rivers-and-coastal-waters/storm-overflows/sign-up-to-our-storm-overflows-newsletter>> .

In line with the government’s storm overflow discharge reduction plan
<<https://www.gov.uk/government/publications/storm-overflows-discharge-reduction-plan#:~:text=by%202035%2C%20water%20companies%20will,our%20targets%2C%20regardless%20of%20location>>
we are prioritising improvements for discharges into bathing waters, sensitive areas and where overflows have a detrimental ecological impact.

By way of example I have included screen shots for Bowerhill water recycling centre inlet below.

The shaded blue area – shows the area where high groundwater and rainfall contribute to the operation of the overflow. Put another way it shows the homes and businesses that the overflow was designed to protect from sewer flooding due to sewage backing up during heavy rain or high ground water conditions.

The “impact” tab provides a link to the ecological status of the receiving waters which is moderate.

Again following the links on the “impact” tab the table below provides a summary of the Environment Agency’s assessment for the reasons for the water body not achieving good ecological status.

You will note that in this case storm overflow discharges (sewage discharge intermittent) are not listed as a reason for not achieving good ecological status.

On the other hand phosphates from our treated discharges (sewage discharge continuous) is listed as a reason for not achieving good ecological status.

According to the Environment Agency phosphorous is the number one reason for water bodies not achieving good ecological status.

This is why we propose spending £400m on reducing overflow discharges at 128 of our sites over the next 5 years and we propose spending £900m on reducing phosphates from treated discharges over the same period. This includes £12m investment at Bowerhill.

A summary for all the sites you mentioned is presented below.

Site Name
Storm Discharge Asset Type
Overall Level of Treatment
What's getting in the sewer causing it to discharge?
Waterbody Catchment Name
Receiving Water / Environment
2023 spill count
Ecological status of waterbody (web link) Ecological status Is the storm overflow located in a waterbody where the Reason for Not Achieving Good (RNAG) Ecological Status has been linked to Storm Overflows? Yes/No Long-term improvement date planned Melksham Shaw C of E School Playing Field Storm overflow on sewer network Dilution Rainwater South Bk - source to conf R Avon (Brist) South Brook
68
<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053021930>
<<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053021930>>
Good
No
2040
Semington Semington Brook

Storm overflow discharge at pumping station Dilution and partially treated A combination of rainwater and groundwater Semington Bk-Milebourne Str to conf R Avon (Brist) Semington Brook(s)

23

<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053022200>

<<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053022200>>

Moderate

No

2050

Bowerhill WRC Shails Lane Storm Tank

Storm tank at water recycling centre

Dilution and partially treated

A combination of rainwater and groundwater Avon (Brist) conf R Marden to conf Semington Bk Berryfileld Streams(s)

60

<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>

<<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>>

Moderate

No

2045

Bowerhill WRC Shails Lane Inlet

Inlet storm overflow at water recycling centre Diluted A combination of rainwater and groundwater Avon (Brist) conf

R Marden to conf Semington Bk Berryfileld Streams(S)

24

<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>

<<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>>

Moderate

No

2050

Melksham Semington Road o/s Police Station Storm overflow on sewer network Diluted Rainwater Avon (Brist) conf R Marden to conf Semington Bk River Avon

33

<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>

<<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>>

Moderate

No

2035

Melksham WRC Inlet

Inlet storm overflow at water recycling centre Dilution Rainwater Avon (Brist) conf R Marden to conf Semington Bk

River Avon

70

<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>

<<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>>

Moderate

No

2035

Melksham WRC Storm tank

Storm tank at water recycling centre

Dilution and partially treated

Rainwater

Avon (Brist) conf R Marden to conf Semington Bk River Avon

45

<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>

<<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>>

Moderate

No

2040

Melksham Semington Road

Storm discharge at pumping station

Dilution and partially treated

Rainwater

Avon (Brist) conf R Marden to conf Semington Bk Berryfield Brook

18

<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>

<<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>>

Moderate

No

2050

Melksham Semington Roundabout

Storm overflow discharge at pumping station Dilution and partially treated Rainwater Avon (Brist) conf R Marden to conf Semington Bk River Avon

0

<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>

<<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>>

Moderate

No

2040

Melksham Bath Road Off Road F/O Scout Hall Storm overflow on sewer network Dilution Rainwater Clackers Bk - source to conf R Avon (Brist) Clackers Brook

83

<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053021920>

<<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053021920>>

Poor

Yes

2035

Lacock WRC Storm Tank

Storm tank at WRC

Dilution and partially treated

Groundwater

Avon (Brist) conf R Marden to conf Semington Bk Bristol Avon

92

<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>

<<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053027440>>

Moderate

No

2035

Lacock Nethercote Hill

Storm overflow discharge at pumping station Dilution and partially treated Rainwater Byde Mill Bk - source to conf River Avon (Brist) Byde Mill Brook

12

<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053021960>

<<https://environment.data.gov.uk/catchment-planning/WaterBody/GB109053021960>>

Moderate

No

Already meets Storm Overflow Discharge Reduction Plan targets

I appreciate that this is a lot of information to get across in an email so please don't hesitate to let me know if you would like to take up the offer of a visit and discussion.

I hope you find this response helpful.

Yours sincerely,

Lucy Wills

Customer Relations
Wessex Water
Claverton Down Bath BA2 7WW
Contact number 0345 600 4 600
wessexwater.co.uk <<http://www.wessexwater.co.uk/>>

If you or someone you know are a Wessex Water customer and need extra support due to age, ill health, a disability, mental illness or something else, we offer a Priority Services Scheme. For further information and details on how to apply, please visit wessexwater.co.uk/priorityservices or call 0345 600 4 600 (Monday to Friday, 8am to 8pm).

From: Customer Relations
Sent: Thursday, May 16, 2024 5:07 PM
To: CLERK@MELKSHAMWITHOUT-PC.GOV.UK <<mailto:CLERK@MELKSHAMWITHOUT-PC.GOV.UK>>
Subject: Customer Feedback: Other - d83422be-77bf-46ac-a97a-a5d2fd97a757

Dear Teresa

Thank you for your email of 9 May

We're currently investigating your queries and will get back to you shortly.

I hope this is helpful.

Yours sincerely,

Lucy Wills
Customer Relations
Wessex Water
Claverton Down Bath BA2 7WW
Contact number 0345 600 4 600
wessexwater.co.uk <<http://www.wessexwater.co.uk/>>

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From: CLERK@MELKSHAMWITHOUT-PC.GOV.UK <<mailto:CLERK@MELKSHAMWITHOUT-PC.GOV.UK>>
<CLERK@MELKSHAMWITHOUT-PC.GOV.UK <<mailto:CLERK@MELKSHAMWITHOUT-PC.GOV.UK>> >
Sent: Thursday, May 9, 2024 12:12 PM
To: Info <info@wessexwater.co.uk <<mailto:info@wessexwater.co.uk>> >
Subject: Customer Feedback: Other - d83422be-77bf-46ac-a97a-a5d2fd97a757

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Customer Title
MRS
Customer First Name
TERESA
Customer Surname
STRANGE
Customer Email
CLERK@MELKSHAMWITHOUT-PC.GOV.UK <<mailto:CLERK@MELKSHAMWITHOUT-PC.GOV.UK>>
Preferred Customer Contact Number
01225705700
Preferred Customer Contact Type
LANDLINE
Property Name Or Number

MELKSHAM COMMUNITY CAMPUS

Property Street

MARKET PLACE

Property Town Or City

MELKSHAM

Property Postcode

SN126ES

Feedback

I AM WRITING ON BEHALF OF MELKSHAM WITHOUT PARISH COUNCIL WHO REPRESENT A POPULATION OF 7,200 IN THE VILLAGES AND COMMUNITIES THAT SURROUND THE TOWN OF MELKSHAM. INCLUDED IN OUR PARISH ARE THE COMMUNITIES OF SHAW, WHITLEY, BEANACRE, BOWERHILL, BERRYFIELD, WOODROW, SANDRIDGE AND REDSTOCKS. WWW.MELKSHAMWITHOUT-PC.GOV.UK <<http://WWW.MELKSHAMWITHOUT-PC.GOV.UK>> FOLLOWING THE PUBLICATION OF THE SEWER OUTSPILLS AND DISCHARGES INTO THE WATERCOURSE IN 2023 THE PARISH COUNCIL ARE ASKING AS A MATTER OF URGENCY WHAT STEPS WESSEX WATER INTEND TO TAKE TO IMPROVE THE SITUATION, PARTICULARLY THE POLLUTION OF THE WATERCOURSE, AND THE IMPACT ON THE WILDLIFE AND BIODIVERSITY OF THE PARISH AND SURROUNDING AREA. THE PUBLISHED DATA DOES NOT EXPLAIN WHAT HAS SPILLED INTO THE WATERCOURSE. THESE ARE THE ONES WE ARE LOOKING OUT IN, OR ADJACENT TO THE PARISH. • SHAW SCHOOL • BOWERHILL WASTEWATER TREATMENT WORKS • MELKSHAM TREATMENT WORKS • SEMINGTON BROOK PUMPING STATION • LACOCK WATER RECYCLING CENTRE Area Of Business OTHER Area Of Business Other SEWER OVERSPILLS AND DISCHARGES INTO WATER COURSES

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