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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

Sports Pavilion, Westinghouse Way,
Bowerhill, Melksham
Wiltshire. SN12 6TL
Tel: 01225 705700

Email: clerk@melkshamwithout.co.uk
Web: www.melkshamwithout.co.uk

Tuesday 30th November 2021

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 6 December 2021 at 7pm** at the **MWPC meeting space at 1 Swift Way, off Westinghouse Way, Bowerhill Industrial Estate, Melksham, Wiltshire, SN12 6GX**, to consider the agenda below.

MEMBERS OF THE PUBLIC ARE MORE THAN WELCOME TO ATTEND THE FACE TO FACE MEETING, BUT ARE ENCOURAGED TO PARTICIPATE VIA ZOOM, DUE TO LIMITED SPACE AVAILABLE IN OUR MEETING SPACE TO COMPLY WITH OUR COVID RISK ASSESSMENT (Maximum number in room is 18). MEMBERS OF THE PUBLIC ARE ALSO ENCOURAGED TO SUBMIT ANY QUESTIONS IN WRITING. Please be aware that the doors and windows will be open for ventilation and so the room may be cold. Masks will need to be worn on moving around the room, but can be taken off when the meeting begins and you are seated.

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

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

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 'T. Strange'.

Teresa Strange, Clerk

Serving rural communities around Melksham

AGENDA

1. **Welcome, Announcements & Housekeeping**
 - a) To note next **Area Board meeting** is on Weds 8 December at 7pm (venue to be confirmed)
<https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CIId=166&MIId=13990>
2. To receive **apologies** and consider approval of reasons given.
3. **Invited Guests:**
 - a) Wiltshire Councillor **Nick Holder** (Bowerhill)
 - b) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold)
 - c) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural)
 - d) Presentation by Paul Lenaerts & Ian Britton, **Wilts & Berks Canal Trust**, following drop-in session on 18 November at Berryfield Village Hall for consultation on **Melksham Link project**
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 during the consideration of the following items of business (Item 11c, 13a, 13b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. To approve the Minutes of the **Full Council Meeting** held on 15 November 2021 and Confidential Notes to accompany the minutes.
8. **Planning:**
 - a) To approve the **Minutes of the Planning** Committee meeting held on 22 November 2021 and Confidential Notes to accompany the minutes.
 - b) To formally approve **Planning Committee recommendations** of 22 November 2021
9. **Asset Management:**
 - a) To approve the **Minutes of the Asset Management** Meeting held on 22 November 2021
 - b) To formally approve **Asset Management recommendations** of 22 November 2021

- c) **Shurnhold Fields:** To note **tree damage** due to Storm Arwen on Saturday 27 November and to note works undertaken under delegated powers/consider quotation as appropriate (site visit 1st Dec)
 - d) **Bowerhill Sports Field & Pavilion:**
 - i) To consider more regular collections of **trade waste**.
 - ii) To approve revised quotation for installation of **drinking water station**
 - e) **Bus Shelter on Falcon Way.** To note response from stakeholders regarding transfer of small strip of land on Falcon Way and consider way forward.
 - f) **Briansfield Allotments.** To approve the erection of a 6 x 8 **greenhouse** contrary to tenancy agreement.
 - g) To agree **cover for weekly visual play area and allotment inspections** over Christmas period.
 - h) To note reported incidents of **anti social behaviour**.
 - i) To receive update from Melksham Town Council **CCTV** working party (23rd Nov)
10. **Wilts & Berks Canal - Melksham Link Project:**
- a) To note feedback on proposals from residents.
 - b) To consider a response to the consultation.
11. **New Berryfield Village Hall project**
- a) To receive update from Clerk following **drop in session** on 18 November at Berryfield Village Hall
 - b) To approve **payment schedule** for David Sharp, Architect
 - c) To approve **additional costs** due to delays on site
 - d) To note progress on **recovering increased costs** due to delays to start on site
12. **Highways**
- a) **A350 By-pass.** To receive update following Wiltshire Council Cabinet meeting on 30 November 2021.
13. **Office Accommodation:**
- a) **New accommodation at Melksham Campus** - To note response from Wiltshire Council regarding Strategic Partner application and consider a way forward.
 - b) To note updates from Clerk following office investigations
 - c) To note **Covid Risk Assessment** spot check undertaken on the office by HSE (Health & Safety Executive) on 26 November and changes in working practices. <https://www.hse.gov.uk/coronavirus/cleaning/cleaning-workplace.htm>
 - d) To approve quotation to **enable improved mechanical ventilation** in Pavilion office – to service the Mitsubishi air circulation system
14. **Finance:**
- a) To note **Receipt & Payments** reports for **November**
 - b) To seek **cheque signatories/online authority** for December payments

- c) **Grant Policy & Application Form.** To consider any amendments to the policy and form prior to sending out to applicants for 30th Jan deadline.
15. **Climate Change Strategy**
- a) To receive feedback from recent parish council specific climate change meetings and consider how best to move forward and action
<https://policy.friendsoftheearth.uk/reports/20-actions-parish-and-town-councils-can-take-climate-and-nature-emergency>
 - b) To **acknowledge a Climate Emergency**
16. **Community projects/partnership organisations:**
- a) **Shaw Village Hall Committee.** Update following latest meeting.
 - b) **Campus.** To note November newsletter
 - c) To consider update on BRAG (Bowerhill Residents Action Group) following AGM on 2 November and to approve **Gardener Licence** template

Subject: FW: WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

Many of you will be aware that the last six months have been personally fraught for me and the next six months are likely to be little better. However life goes on and regardless of where my current personal journey ends (and I am confident that it will end positively) I want to assure every resident in the new Division of Melksham Without West and Rural that I will represent you to the very best of my ability until the end of my term of office as a Councillor. I attend all seven Parish Councils whenever I can and I am always happy to conduct personal meetings or surgeries with residents at any convenient time. My contact details are below so please get in touch if I can help. Residents of my Council Division may like to be aware that as well as attending the seven Parish Councils in the Division I am also a member of my own village Parish Council in Bromham. After the tragic fire destroyed our village social centre and hall in June I was asked to Chair the Rebuild Committee (which included the sourcing and provision of a temporary village hall) so I am keeping pretty busy with local government matters!

There are several important Wiltshire Council issues that are topical at the moment. The A350 By Pass is nearing a feasibility decision stage and the route is pretty much nearing determination. The possible canal link from Semington to Melksham is also approaching a decision stage. Many residents have expressed concern at the canal route as well as the number of houses needed to fund the project and I suspect that the latter will influence any final decision on the project. Other important issues include a proposed new cycleway linking Melksham to Trowbridge which is causing concern to local horse riders as well as worries about additional lighting. Long term issues include allegations of unauthorised development on traveller sites as well as large scale expansion of a local pub. These together with perennial local planning issues and concerns at poor road surfaces give me plenty of community work to do.

This is the last community message from me before Christmas so I would like to take this opportunity of wishing all the residents of the Parish a Merry Christmas and a very Happy New Year!

Jonathon Seed
Wiltshire Councillor for Melksham Without West and Rural
Tel: 07770 774463 E mail: jonathon.seed@wiltshire.gov.uk

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Teresa Strange

From: Teresa Strange
Sent: 29 October 2021 10:17
To: paul lenaerts; Ian - Melksham Link
Cc: Lorraine McRandle
Subject: RE: Melksham Link Consultation - feedback to Melksham Without Parish Council

Dear Paul and Ian

Just to confirm the brief conversation I had with Paul last week when he dropped leaflets off.....

In terms of Melksham Without Parish Council responding to your question on the proposed route of the Melksham Link through Berryfield, we have agreed that there is no rush for this to be forthcoming until later in the year.

This is because the parish council is keen to hear the views of residents, and this will come as the leaflets are delivered and residents begin to discuss the proposals.

Melksham Without Parish Council would like to invite you both to the December full council meeting, to present the findings from your consultation (particularly the drop in session on 18th November) and they will consider their response in light of that feedback.

The meeting is on Monday 6th December, at 7pm, at the venue you were at before, at 1 Swift Way.

Just a note on the leaflets, there will be a drop at the end of next week, and we will start advertising on social media then too, once the leaflets are with householders.

With kind regards,

Teresa

Teresa Strange
Clerk
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire, SN12 6TL
01225 705700
clerk@melkshamwithout.co.uk
www.melkshamwithout.co.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: paul lenaerts <paul.lenaerts@wbct.org.uk>
Sent: 08 October 2021 10:08
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Richard Wood <richard.wood@melkshamwithout.co.uk>; Ian - Melksham Link <ian@melkshamlink.co.uk>; Gill [redacted]; Lorraine McRandle <office@melkshamwithout.co.uk>
Subject: Re: Melksham Link Consultation

Hi Teresa,

Apologies for the delayed response and many thanks for your email.

I'm not sure whether we'll have our consultation leaflet ready for mid-October but we're working on it.

Let me know when the deadline would be.

As for space in the Village Hall on 18th November – no problem. We would obviously need to keep the two things separate to minimise any confusion.

Thanks for the advice on advertising and the offer on the Facebook stuff – I'll get back to you.

Cheers,

Paul

Paul Lenaerts

Project Manager

Wilts & Berks Canal Trust

[REDACTED]

[REDACTED]

wbct.org.uk

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Restoring in partnership the Wilts & Berks Canal through Wiltshire, Swindon and Oxfordshire
Registered in England and Wales No. 2267719
Registered Address: Dauntsey Lock Canal Centre, Chippenham, SN15 4HD
Office telephone: 08452 268567
Registered charity NO: 299595

From: Teresa Strange <clerk@melkshamwithout.co.uk>

Date: Friday, 1 October 2021 at 16:44

To: paul lenaerts <paul.lenaerts@wbct.org.uk>

Cc: Richard Wood <richard.wood@melkshamwithout.co.uk>, Ian - Melksham Link <ian@melkshamlink.co.uk>, Gill [REDACTED], Lorraine McRandle <office@melkshamwithout.co.uk>

Subject: Re: Melksham Link Consultation

Hi Paul

Just wanted to catch up with you on this..... we missed you at the public art meeting yesterday, I was going to chat to you then when you were online.

The parish council are planning on sending out a communication to the residents of Berryfield and Semington Road shortly about the start on site for the new village hall (mid October) and the leaflets you gave me and the maps etc that Marilyn has produced. It would be helpful I think if we are delivering leaflets to all the residents to perhaps advertise your canal consultation event at the same time.

In addition, we would like to either have some space - or if not just display space - in the hall when you are holding the canal consultation - on the new village hall and public art project and are seeing what you think. We don't want to muddy the waters and confuse the two projects, just that both will hopefully be of interest to the same set of residents.

To advertise in the Melksham News then please contact Joe McCann on Advertising@wiltshirepublications.co.uk the paper is distributed free of charge to 13,500 houses every fortnight (but not to the new Bowood View housing development yet). The dates of issue before your

proposed dates are Thursday 11th November and Thursday 28th October. The paper will have a deadline of the Friday before that date.

The parish council has quite a good following on social media, and I am able to post into groups that have been specifically set up by others for Berryfield and the new housing area, and other Melksham ones. Happy to share what you post yourselves or put the leaflet images online. We have website, twitter, instagram and facebook.

Hope that helps....

with kind regards,
Teresa

Teresa Strange
Clerk
Melksham Without Parish Council
01225 705700

From: paul lenaerts <paul.lenaerts@wbct.org.uk>
Sent: 21 September 2021 23:22
To: Gill [REDACTED]>
Cc: Richard Wood <richard.wood@melkshamwithout.co.uk>; Ian - Melksham Link <ian@melkshamlink.co.uk>;
Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: Melksham Link Consultation

Hi Gill,
Many thanks for meeting with Ian and I earlier today at the Village Hall to discuss a fresh consultation with Berryfield residents about the new canal.
We would like to use the hall as a venue for a one day 'drop-in' session on Thursday 18th November at a cost of £6 per hour and would like to confirm the booking from 09.00 to 20.00 on that day.
We anticipate being 'open' for visitors between 10.00 and 19.00 and will bring display material and be available for discussion and receiving comments.
We will produce a 'flyer' to advertise the event and will accept your kind offer to get it distributed beforehand.
We will also, as you suggested, place an advert in the Melksham News and consider the use of social media to publicise the event.
I'm copying this to Teresa in the hope that she may be able to advise on appropriate social media groups to use.

Thanks again for your help and we'll be in touch again soon.

Kind regards,

Paul

Paul Lenaerts
Project Manager
Wilts & Berks Canal Trust
[REDACTED]
[REDACTED]

wbct.org.uk

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Registered in England and Wales No. 2267719
Registered Address: Dauntsey Lock Canal Centre, Chippenham, SN15 4HD
Office telephone: 08452 268567

Melksham Link Canal Project

Berryfield Residents' Consultation Response Sheet

The Wilts & Berks Canal Trust are seeking the views of Berryfield residents concerning the route of the proposed canal link and the associated 'enabling development' around Berryfield.

There are a number of ways you can let us know what you think:

- You can come and talk to us at the 'Drop-In' day on Thursday 18th November at Berryfield Village Hall
- You can email us with your views to: haveyoursay@melkshamlink.co.uk (by 24th November)
- You can fill in this sheet and post it either in the Comments Box (which will be in the Hall until 24th November) or to WBCT, Dauntsey Lock Canal Centre, Chippenham, SN15 4HD (by 24th November)

Name:			
Address:			
Telephone:		Email:	

a) Canal Route

Back in 2009, our preferred route for the new canal was to the west of Berryfield between the village and the River Avon. As a result of the subsequent consultation, we changed this to bring the canal through the village and behind the New Inn, and this is the plan that went forward in the 2012 Planning Application.

The 'enabling development' is necessary to pay for the canal and will require a new planning application for the larger area around Berryfield, so there is an opportunity to re-consider the route.

Please let us know your preferred option:

Route	Tick your preferred route
Through Berryfield as the current plan	
To the west between Berryfield and the River Avon	

b) Enabling Development

Most of the funding to build the canal will have to come from new housing but there will be other elements of the 'Masterplan'. Two of these are essential from our point of view: a Marina, which will provide an income to ensure the waterway can be maintained in the long term; and a Wetlands area by the river to improve the wildlife habitat.

Other elements will be included, and it is here that we would like your opinion. Overleaf you will see a list of possible elements and we would like you to rank these in order of your preference. There is space for you to add other elements or to leave general comments.

Wilts & Berks Canal Trust – November 2021.

Element	Your Ranking (ABC etc)	Comment
Primary School		
Doctors' Surgery		
Children's Play Area		
Community Building		
Bike Shop/Hub		
Pub		
Hotel		
Camp Site		
Recreation Ground		
Other		

General Comments:

Signed:

Date:

Teresa Strange

From: Teresa Strange
Sent: 23 November 2021 12:04
To: Richard Wood; Cllr Shona Holt; Gill Arbery
Subject: FW: Attendance numbers and evidence of advertising session - Melksham Link & Berryfield Village Hall drop in session on Thursday 18th November

Dear Richard, Shona and Gill

A big thankyou for all your help delivering the leaflets to residents in the Berryfield Ward advertising the drop in session last Thursday.

Please see below, which is my count of the numbers of people who attended.

I have put up the plans of the village hall and public art on the walls of the existing village hall, with Gill's blessing! I have also left the drawings by Kerry Lemon, the artist, and the list of why each thing has been drawn, its relevance to Berryfield, on the table as I thought the art and the craft clubs that meet there might be interested in looking at them.

I am delighted to say that probably 5/6 people came forward to get involved with helping with the new village hall in terms of being a small group at this stage to input into decisions/recommendations on finishes, colours, planting, booking systems etc (with the aim of them becoming the management committee, but at this stage haven't mentioned that as don't want to scare them off!).

Everyone that looked at the hall plans were "impressed" and thought it had clearly had some thought behind it.

Thanks again for getting the leaflets out there.

Kind regards, Teresa

From: Teresa Strange
Sent: 23 November 2021 11:56
To: paul lenaerts <paul.lenaerts@wbct.org.uk>; Ian - Melksham Link <ian@melkshamlink.co.uk>
Cc: Lorraine McRandle <office@melkshamwithout.co.uk>
Subject: Attendance numbers and evidence of advertising session - Melksham Link & Berryfield Village Hall drop in session on Thursday 18th November

Hi Ian and Paul

Just following up from the drop in session on Thursday at the portacabin village hall at Berryfield.

Here is my count of those that attended:

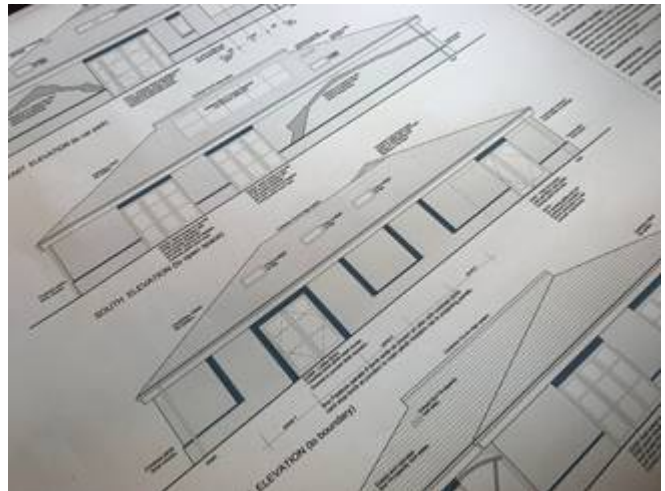
4/5 from the Melksham Link / Wilts & Berks Canal Project Ian Britton & Paul Lenaerts plus Mr De'ath (I recognised!), plus 1 or 2 canal representatives
45 from the Berryfield area (only 1 I think from the new Bowood View housing development, the rest from the residential area) including Gill Arbery and Steve Petty from BASRAG (Berryfield & Semington Road Action Group) and Gill Horrigan from the Townsend Farm residents group
1 from Melksham
2 from Bradford on Avon who were volunteers for the K&A canal
3 MWPC Councillors Cllr Richard Wood, Cllr David Pafford, Cllr Shona Holt (twice)
2 MWPC Officers Teresa Strange (Clerk) Lorraine McRandle (Parish Officer)

Here is the link to the newsletter that was delivered to all the residential dwellings in the MWPC Berryfield Ward – approx. 530 were delivered – with your leaflet. <http://www.melkshamwithout.co.uk/index.asp?page=news&id=561>
In addition it was emailed to the 75 allotment tenants of both the allotment sites in Berryfield.

Here is the evidence that it was posted on noticeboards, this is the one at the entrance to Berryfield Park.



And here are some of the day:



We look forward to hearing your feedback from the day at the next Melksham Without Parish Council meeting on Monday 6th December at 7pm.

Kind regards, Teresa

Teresa Strange
Clerk

Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire, SN12 6TL
01225 705700
clerk@melkshamwithout.co.uk
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**MINUTES of the Full Council of Melksham Without Parish Council held on
Monday 15 November 2021 at 1 Swift Way, Bowerhill at 7.00pm**

DUE TO THE LIFTING OF COVID RESTRICTIONS, THIS MEETING WAS HELD FACE TO FACE. HOWEVER, DUE TO THE LIMITED NUMBER OF PEOPLE ABLE TO BE ACCOMMODATED IN THE MEETING SPACE FOLLOWING A RISK ASSESSMENT, MEMBERS OF PUBLIC WERE ENCOURAGED TO ATTEND THE MEETING REMOTELY VIA ZOOM. THE MEETING WAS ALSO MADE AVAILABLE VIA YOUTUBE

Present: Councillors John Glover, Alan Baines, Terry Chivers, John Doel, Mark Harris, Shona Holt, David Pafford, Stefano Patacchiola JP, Robert Shea-Simonds, Andy Russell and Richard Wood

In attendance via Zoom: Wiltshire Councillors Nick Holder (Bowerhill) and Jonathon Seed (Melksham Without West & Rural) (part of the meeting)

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

302/21 Welcome, Announcements & Housekeeping

- a) To note consultation drop-in session by Wilts & Berks Canal Trust on Thurs 18 November 10am to 7pm at existing temporary Berryfield Village Hall**

Members were reminded the Wilts & Berks consultation drop-in session was due to take place on Thursday, 18 November, between 10.00am and 7.00pm at the current portacabin Berryfield Village Hall. The session was to seek the views of Berryfield residents on the proposed route of the Melksham Link canal restoration project, with some alternative routes proposed; and the proposal for using enabling development to fund the project.

- b) To note next Area Board meeting is on Weds 8 December at 7pm (online – to be confirmed)**

Members were informed that the next Wiltshire Council Area Board meeting was due to take place on 8 December at 7.00pm, with the agenda to be formally agreed.

303/21 a) To receive Apologies and consider approval of reasons given.

Apologies for absence were received from Councillor Hoyle due to work commitments and Councillor Pile for health reasons.

Resolved: To accept and approve the reasons for apology.

b) To approve a Leave of Absence for Councillor Mary Pile

The Clerk explained that Councillor Pile had requested a leave of absence for health reasons.

Resolved: To grant Councillor Pile a leave of absence to the end of February 2022 and to send the Council's best wishes.

304/21 Invited Guests:

a) Wiltshire Councillor Nick Holder (Bowerhill)

Councillor Holder provided the following updates:

Wiltshire Council Cabinet

Cabinet was due to meet on 30 November at County Hall and were due to receive the business case for the upgrade to the A350 Melksham Bypass project.

Area Board

The next Area Board meeting was due to take place on 8 December, however, the venue was still to be confirmed. The business case for the A350 upgrade would be presented at this meeting.

Dowding Way, Bowerhill

Several residents were asking for improved signage, to help with signposting visitors who often got lost due to the numbering system on housing on Dowding Way, which would be raised at the next Community Area Transport Meeting (CATG) meeting.

Campus

An update was provided on the parish council's planned accommodation within the new Campus complex.

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

Councillor Alford was not in attendance.

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

Councillor Seed explained he had taken part in the recent site visit to the Campus, organised by Wiltshire Council, and was impressed with progress so far and how great a facility it will be for the local community.

Concerns from several residents and landowners had been received regarding proposals for the Melksham Link project of the Wilts & Berks Canal through Berryfield.

305/21 a) To receive Declarations of Interests

There were no declarations of interest.

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

None received.

306/21 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 (Item 9a, 11a,b,c 14i, 14j and 15) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Councillor Glover proposed the following items to be held in closed session:

9a: Shaw Village Hall (reason: contractual)

11a, b & c: Office Accommodation (reason: contractual)

14i: First time Sewerage in Beanacre (reason: third party information not yet in the public domain)

14j: To receive verbal update following meeting with Wiltshire Wildlife (reason: protected species)

15: Clerk's appraisal (reason: staffing issue)

Resolved: Agenda items 9a, 11a, b & c, 14i, 14j and 15 be held in closed session for the reasons given.

307/21 Public Participation

No members of public were present.

308/21 To approve the Minutes of the Full Council Meeting held on 18 October 2021 and confidential notes to accompany these minutes.

Councillor Baines requested the following amendments be made:

Min 275/21 Invited Guest: Reference to **Caranation** Lane be amended to **Carnation** Lane.

Min 288/21(b) To consider inviting Michelle Donelan MP to meet with Parish Council: National Planning Policy **Frame** to read National Planning Policy **Framework**.

289(a) Market Place Toilets: Community **Developer** Officer to read

Community **Development** Officer

Resolved: To approve with the above amendments, and for the Chair to sign the minutes of the Full Council Meeting held on 18 October 2021 and the Confidential Notes to accompany these minutes.

309/21 Planning:

a) To approve the Minutes of the Planning Committee meeting held on 1 November 2021 and confidential notes to accompany these minutes

Councillor Harris suggested the following amendment to:

Min 299/21: Planning Enforcement:

Councillor **Harris** asked if a response..... to read **Councillor Baines asked** if a response..... and include the following sentence:

Councillor Harris asked if a response had been received to the legalities of instead of as well the legalities of

Councillor Glover noted there was an action for the Clerk which should have been a recommendation on page 5 Min 301a(i).

Resolved: To approve with the amendments detailed above, and for the Chair to sign the Planning Committee meeting minutes of 1 November 2021 and the confidential notes to accompany these minutes.

b) To formally approve Planning Committee Recommendations of 1 November 2021

Resolved: To formally approve the recommendations contained within the Planning minutes of 1 November 2021

c) To compile list of councillors interested in Planning & Neighbourhood Plan Training

The Clerk explained a joint training session with Melksham Town Councillors on planning and neighbourhood planning issues was being arranged and asked if Members would be interested in taking part. The Clerks of both councils had recently made an application for Locality funding for the review of the Melksham Neighbourhood Plan and there was the opportunity to apply for grant funding for training.

Resolved: Councillors Pafford, Holt, Shea-Simonds and Russell to undertake training on both planning and neighbourhood planning issues with a recommendation the training take place in the evening.

310/21 Asset Management:

a)C To receive verbal update from Clerk on latest structural works at Shaw Village Hall and note Minutes of AGM Mon 1 November

The minutes of the Shaw Village Hall AGM held on 1 November had been circulated to Members prior to the meeting.

The Clerk explained the supporting scaffolding to the end rear wall of the hall had now been installed. The Village Hall Committee were seeking a second opinion on the condition of the wall as it was unclear if the damage to the wall was due to subsidence as well.

Councillor Chivers, as the Council's representative on Shaw Village Hall Committee, explained that it was unsure whether the hall's insurance would cover subsidence and therefore the Committee could be looking to Melksham Without Parish Council for help.

Members felt the insurance would not be an issue, as the insurance was renewed without the Trustees being aware of potential subsidence and therefore had not raised this when renewing the insurance, which would have been a requirement.

The Clerk explained that the Structural Engineer had explained that if the building was built in current times, it would be with trusses in the roof, which was not the case when the hall was built in the 1970s. It had only come to light these were not present when the roof space was entered to access the water tank.

It was noted that a new Chairman and Secretary were now in place following the recent AGM. It was understood the next meeting of the Village Hall Committee would take place on 3 December.

b) To receive verbal update from Clerk on project status for Shurnhold Fields car park project

The Clerk explained the project was progressing and the contractor appointed, however, the Environment Agency were yet to give permission for the car park project, as bunds were proposed in the scheme, which had been put in to alleviate local flooding at the request of the Principal Drainage Engineer at Wiltshire Council. The officers were working closely with Wiltshire Council Land Drainage Team on this issue who were also seeking funding from the Environment Agency for a wider flood prevention scheme at Shurnhold Fields to protect houses in Dunch Lane from future flooding.

c) Bowerhill Sports Field & Pavilion:

i) To consider request for potential Fields in Trust permission for a 3G pitch

A request had been received from Future of Football for a 3G pitch to be installed at Bowerhill Sports Field.

Concern was raised by several Members as to the size of pitch being requested and whether access by other users would be restricted.

Councillor Glover informed the meeting he understood a full-size pitch was being requested and that the FA had funding available for such a pitch in this area.

Councillor Wood asked if the pitch would be fenced off, given the field was regularly used by dog walkers and other users.

Councillor Glover explained installing a 3G pitch would require the permission of Fields in Trust and an application made to their Trustees to consider and as other things required permission from Fields in Trust, such as installing advertising hoardings, extending temporary permission to use the pavilion as an office and use of the field being limited to only football use and not public open space; and sought a steer from Members whether to include this request with the other matters in one application as there was a cost implication for numerous applications.

Resolved:

1. To make one application to Fields in Trust to ascertain if it would be possible to install a 3G pitch on Bowerhill Sports Field, as well as extending temporary permission to use the pavilion as an office, whether advertising hoardings can be installing advertising around the field and if the field could be limited to football use only and not public open space.
2. To suggest to Future of Football they may wish to contribute towards the costs of the application and to seek clarification on the size of pitch required. To also make it clear any support from the Parish Council was on condition such a pitch can be used by all.

ii) To approve revised quotation for installation of drinking water fountain

The Clerk asked if this item could be deferred to an Asset Management meeting which she proposed to hold the following Monday, after the scheduled Planning Committee meeting (22 November) as further information was awaited.

Councillor Glover noted that following advice, the water supply would need to come from the mains and not the outside boot wash tap, as this was not considered drinking water. The water supply for the boot wash was direct from the tank and would need to be treated as 'portable water' and therefore, regular sampling would be required.

d) To note recommendations and any actions already taken, following receipt of the RoSPA annual independent play area reports and ID Verde quarterly inspection reports

It was explained the reports had been sent out to all members, as some councillors were relatively new to the council, to enable them to see the scope of the play areas, their inspection and how well the play areas were looked after. However, in future it was envisaged the reports would only be sent out electronically with agenda items for actions only.

The Clerk explained an Asset Management meeting had been called for the following week to cover any outstanding actions from the reports.

Councillor Doel noted a comment made in the Shurnhold Fields inspection report with regard to the entrance gate.

The Clerk explained the gate would be replaced as part of the highway access and car park improvements, but would ask the Town Council maintenance team to investigate.

Councillor Wood provided an update on progress with regard to the Whitworth play area in Berryfield.

Resolved:

- To accept the proposals put forward within the reports.
- For the Clerk to arrange a site visit of the Whitworth Play area in due course for Councillors Glover, Holt, Pafford and Wood.
- For the Clerk to ask the Town Council maintenance team to investigate the condition of the gate on Shurnhold Fields.

311/21 New Berryfield Village Hall project

a) To note update on land transfer

Councillor Glover confirmed the land transfer was finally completed on 27 October.

With regard to the additional piece of land outside the hall that the Council wished to acquire for a small terrace/patio, the Clerk explained she had now instructed the Council's solicitors to retry

obtaining the land from the developer or its management company; this had been left off the main transfer to avoid any delays.

The Clerk had now put the Bellway Site Manager in touch with the building contractor and architect.

The Clerk reported the disappointing news that the roads had been topped already, despite the parish council's best efforts to get this held off until utility services for the new hall were connected. Bellway had explained that they felt there may be a potential conflict of demarcation if different parties were accessing the services at different times and so insisted that they topped the pavements and roads before giving access to the parish council's contractors.

b) To note revised start date on site

The Clerk informed Members the new start date to build the hall was 4 January and Kerry Lemon who was undertaking the artwork on the hall had been made aware of the new start date.

c) To note newsletter delivered to Berryfield Ward residents

A newsletter which included information on the village hall proposals, the public art scheme on the hall, plus the Wilts & Berks Canal consultation session had been delivered to approx. 550 dwellings.

Thanks were extended to Councillor Holt and the Clerk for formatting the informative leaflet and Councillor Wood, Councillor Holt and Gill Arbery from BASRAG (Berryfield & Semington Road Action Group) for delivering the leaflets.

312/21C Parish Council office and meeting room accommodation at Melksham Campus

a) To approve the Notes from the Office Relocation Working Party held on 2 November & 9 November

Councillor Glover noted on the minutes of 2 November on page 3, it should read: ...therefore, the parish council **would** still not be classed

Resolved: To approve with the above amendment and for the Chair to sign the Office Relocation Working Party notes of 2 and 9 November (including the spreadsheet circulated with the notes).

b) To formally note Strategic Partner application to Wiltshire Council (sent under delegated powers)

Resolved: To note the Strategic Partner application had been

submitted to Wiltshire Council under delegated powers.

- c) To note response from Wiltshire Council regarding Strategic Partner application and consider a way forward.**

Members noted, as yet, no formal response had been received.

313/21 Finance:

- a) To note Receipt & Payments reports for October**

Resolved: To note the Receipt & Payments reports for October.

- b) To seek cheque signatories/online authority for November Payments**

Resolved: For Councillors Shea-Simonds and Pafford to be cheque signatories/online authority for November payments.

- c) Interim Internal Auditor Report. To consider reports following interim visit (20 October)**

Councillor Glover explained officers had made their own comments on the report received from the auditors, which would be returned to the auditors in due course and informed Members it was a statutory requirement of Full Council to have sight of the reports.

Resolved: To formally accept the Interim Internal Auditor report and officers' comments in response to the report.

- i) To note response of insurance broker following auditor query on Employee Dishonesty cover**

Following a query from the auditor on the level of Employee Dishonesty Cover, the Council's Insurance Brokers had been contacted and they had clarified the first £1.5m of loss would be covered.

Resolved: To note the clarification from the Council's insurance brokers on the level of Employee Dishonesty cover.

- d) To note information and timeline for precept setting and draft taxbase**

Members noted the Council's draft tax base for 2022/2023 was 2782.41, with Parish/Town Councils having to return their precept requests to Wiltshire Council by 18 January 2022.

Councillor Baines noted Wiltshire Council had put a deadline on receiving precept requests a week before the Parish Council's

January meeting and that it was not a requirement of parish councils to make their requests until the end of January.

Councillor Baines also noted the Tax base figure had gone up due to recent new developments to 128.4 extra average band D properties, which was equivalent to an extra approx. £10,000.

Councillor Glover noted legally town/parish councils had until the end of January to make their precept submissions to Wiltshire Council.

Standing Orders were suspended to allow Councillor Holder to speak to this item.

Councillor Holder reminded Members that in the future Wiltshire Council would not be funding town/parish council by-elections.

Standing Orders were reinstated.

Councillor Glover reminded Members that monies had already been set aside in an earmarked Reserve for possible by-elections.

The Clerk explained the Parish Council did not make Budget recommendations and approve their Precept until January, as recently the final tax base figure issued at the beginning of December was significantly different to the draft one issued in early November, and therefore it had previously been agreed not to draw-up a final budget until after the tax base figure had been confirmed in early December.

e) To note budget planning underway and to inform the Clerk of any requests for budget consideration by the end of November

It was asked if there were any requests for budget consideration, to inform the Clerk by the end of November in time for budget setting.

314/21 Emergency Planning

a) To note update following two Emergency Plan meetings with Melksham Town Council and Age Friendly Melksham (re Melksham Community Response),

The Clerk explained two meetings had taken place. One with representatives from both Councils and Age Friendly Melksham, who now ran Melksham Community Support. It had proved a useful meeting and had recognised the value in having one contact telephone number/infrastructure for emergencies, particularly when there was a need for volunteers.

The second meeting included representatives from both councils who had looked at what was included in an Emergency Plan and who

would be best to deal with various emergencies; a brain storming exercise.

The Clerk explained herself, along with the Community Development Officer from the Town Council, were now working on a draft emergency plan, as it was recognised both councils would rely on each other in an emergency. The plan would be brought before both councils as a joint plan in January for approval and may include cost elements which would need to be considered at budget setting.

The Clerk sought a steer from Members if they wished the Community Resilience Working Group to look at the Emergency Plan in the first instance.

During this item both Wiltshire Councillors Holder and Seed left the meeting (7.44pm and 7.46pm respectively).

Resolved: The Joint Emergency Plan be submitted to Full Council in January for approval.

b) To note DEFRA Bird Flu prevention zone declared

Members noted DEFRA had declared a Bird Flu prevention zone for the whole Country.

c) To consider relaxation of Risk Assessment for public meetings to allow for the provision of refreshments

Given the colder weather, it was asked whether Members wished to relax the meeting covid risk assessment to allow for Members and staff to make a hot drink.

The Clerk reminded Members it was usual practice to have mince pies and mulled wine after the last Full Council meeting in December and sought a steer from Members if they wished to do the same this year under the circumstances.

Resolved: To relax the meeting risk assessment to allow Members and officers to make hot drinks and to have mulled wine and mince pies after the December Full Council meeting.

d) To consider if community access defibrillators should be suitable for use on children

Following a request for child pads to be available for use with the Bowerhill Village Hall defibrillator, information from the Community Heartbeat Trust had been circulated to members for their information.

Within the information circulated it stated that the role of using defibrillators on children was confusing, with children in respect to

defibrillators referring to any person under 25Kg in weight, which typically meant 7 years and under in the UK. It also noted cardiac arrest was very rare in children.

Councillor Russell explained he had attended a recent Bowerhill Village Hall meeting when the issue of child pads not being available in their defibrillator had been raised, particularly as the hall was regularly used by children's groups and was accessible by Bowerhill Primary School.

Councillor Glover asked if the matter of why child pads were not included as a matter of course in defibrillators needed to be investigated in the first instance and noted the pads would cost between £70-£80 each per defib, and had a 2-year expiration date.

Councillor Patacchiola explained child pads were not usually supplied with defibrillators, only adult ones. Child pads needed to be located on different parts of a young child's body to an adult and most AED defibrillators only had instructions for use on adults and therefore different instructions would need to be supplied, as well as signage. The pads would also have to be marked clearly in order to be identified correctly in very difficult circumstances and was aware of other places who had installed a separate defibrillator for children.

The Clerk explained she had spoken to a representative of Community Heartbeat Trust earlier that day, who explained 1:300,000 children would have a cardiac arrest. For anyone over the age of 8, adult pads could be used, it was recommended to keep adult pads connected and to have child pads available separately and clearly labelled if these were purchased.

The Clerk was reassured following the conversation, that the type of community defibrillators provided by the parish council were one of the best available of their type. However, moving forward was advised there was a new defibrillator to the market called 'Zoll' which cost around £1400 and could detect if an adult or a child by using an algorithm and deliver the correct level of defibrillation required, without having to attach different pads. This type of defibrillator could be purchased when the current models needed to be replaced and would only need one set of pads replaced every two years, as opposed to two lots of pads when comparing costs against the current defibrillators erected by the Parish Council of approx. £1,100 replacement cost. The current defibrillators, which typically have 8 years of life were 6 years old and due to be replaced in two years' time.

Following discussion, it was:

Resolved: To install child pads in all community defibrillators installed by the Parish Council, with a view to replacing the

defibrillators in the next two years to a model which could be used on both adults and children.

315/21 Community projects/partnership organisations:

a) Market Place Toilets. To note, notes of meeting held on 13 October and work that has taken place to date

Councillor Glover explained since the Market Place Toilet meeting on 13 October, the Town Hall CCTV was now working. Unfortunately, the ceiling/roof of the toilets had collapsed and whilst two toilets had been fixed, one was still to be fixed and re-opened.

The Clerk explained whilst a verbal update on the meeting had been provided at the previous Full Council meeting and approved, the notes had been presented at this meeting for information.

Resolved: To formally note the notes of the Market Place Toilet meeting held on 13 October.

b) Community Action Whitley & Shaw (CAWS). To note minutes of meeting held on 19 October 2021.

Members noted the minutes of the CAWS meeting held on 19 October 2021.

c) To consider update on BRAG (Bowerhill Residents Action Group) following AGM on 2 November and to approve Gardener Licence template

Councillor Glover explained the Gardeners Licence template had been received from Wiltshire Council which would enable BRAG to plant bulbs and shrubs at Brabazon Way. The Licence had a number of stipulations, including the licence holder being responsible for the whole area and not just the items planted by BRAG; this would mean the parish council being responsible for all the trees, shrubs and grass and their maintenance.

The Clerk informed the meeting she had circulated the Licence to BRAG for their information and to make them aware of their responsibility, but had not received a response as yet.

The Clerk noted the Licence would be with the Parish Council, similar to a Section 96 Licence for roundabouts and if the Licence were to be revoked, just like a Section 96 Licence, the planting would have to be removed and reverted back to its original state i.e., grass.

The Clerk explained she had suggested the Licence be for at least 5-6 years and noted Wiltshire Council had requested no trees be planted, as they were currently reviewing their Tree Planting Policy.

Following the BRAG AGM on 2 November, Councillor Pafford explained there had been a proposal to change the name of BRAG and a new constitution presented. However, given only 4 committee members were present along with only one or two members of public, Councillor Nick Holder, as Wiltshire Councillor for Bowerhill and himself; concerns had been expressed that this had been allowed to take place, especially as it was understood the current constitution required five BRAG members for any decisions to be made.

Councillor Pafford explained he had raised this matter informally with the current Chair of BRAG and noted that since the meeting, a previous member of BRAG had also been in touch with the current Chair and it was understood another meeting was due to be called in due course and hopefully the items raised at the AGM revisited.

Councillor Harris explained he understood if any group ceased to exist and had received grant funding from the Parish Council that they were required to return the funding, in order for the Council to redistribute the funding to the Bowerhill community.

Councillor Russell left the meeting briefly during this discussion at 8.16pm and did not vote.

Resolved: To defer a decision on the Gardeners' Licence until clarity with BRAG had been resolved.

d) The Melksham Almshouses Charities. To seek a new Council representative and to record thanks to Pat Nicol for having represented the parish council on this organisation

Councillor Glover explained Pat Nicol had stepped down from the group as Melksham Without's representative, for health reasons, therefore a new Council representative was sought.

The Clerk explained Pat Nicol had previously been a councillor, but had ceased being one some time ago, but had agreed to continue being the council's representative on this group.

Councillor Russell returned to the meeting at 8.18pm.

Resolved: Councillor Doel be appointed as the Council's second representative on Melksham Almshouses Charity and for a letter of thanks to be sent to Pat Nicol.

e) Wilts & Berks Canal Trust. To note minutes of meeting of Wiltshire Swindon Oxfordshire Canal Partnership (30 Sept) & Oct Branch report with update on Melksham Link project

Members noted the minutes of the meeting held on 30 September

and the October Branch report.

f) Melksham Town Council's Environment & Climate Working Group. To appoint 1 or 2 representatives to join this group. Date of next meeting 9 December.

An invitation had been received from Melksham Town Council for one or two representatives to join the Town Council's Environment & Climate Working Group.

Councillor Glover noted the Melksham Neighbourhood Plan Steering Group had wished to include several policies on climate change and whilst it had some, were told they could not include others which were quite ambitious and therefore questioned whether there was any merit in having such a group, given the limited scope both Councils had in influencing climate change.

Councillor Holt suggested the group should have a wider remit and include the whole of the Melksham Community Area and whether such a group would better sit better with the Area Board.

The Clerk explained that both herself and Councillor Doel were attending the Wiltshire Climate Action Day for councils the following day, which would hopefully provide some information on what could be done at town/parish level.

Several Members felt there were other organisations undertaking similar work locally who were possibly better placed to take action and had concerns this work could be a duplication of the work they were already undertaking.

Resolved:

- To decline the invitation from the Town Council, noting various other groups already existed covering climate change issues, with a suggestion the Area Board might be a better vehicle for such a working group.
- Following the Wiltshire Climate Action Day meeting on 16 November for the Clerk and Councillor Doel to report back to a future meeting.

g) Age Friendly Baseline Survey Meeting. Update from the Clerk & Cllr John Doel

The Clerk explained that both herself and Councillor Doel had attended an Age Friendly Baseline Survey Meeting, which included a guest speaker from the national Age Friendly organisation. It was noted in order to continue being eligible as an Age Friendly Town a baseline survey was required which was currently being undertaken. The results so far had been circulated to Members for their information.

The Clerk explained not many responses had been received so far, particularly from the Melksham Without area and therefore various ways to distribute the survey in the Melksham Without area were discussed.

The Clerk explained the results of the survey would be a useful evidence base for various reasons, including applying for grants, to inform the parish council and the Neighbourhood Plan.

Councillor Doel explained it had been a useful meeting, very professional, and welcomed the input of the guest speaker in particular.

h) To receive verbal update following Campus visit of councillors on Friday 12 November

Councillor Glover left the meeting briefly at this point and asked the Clerk to update Members on the site visit which had taken place the previous week.

The Clerk explained as well as herself, several Members had undertaken a site visit, along with representatives of the Town Council, and Wiltshire Council.

Those who attended were encouraged by the visit and progress made so far.

It was understood it was envisaged the building work would finish by Summer 2022 and then would be fitted out ready for an Autumn occupation.

The Clerk explained that during the visit she had asked if exercise classes would be taking place elsewhere in town, to be informed they would not, despite them being held previously in the Assembly Hall on the closure of Christie Miller, pre Covid.

The Clerk explained the Campus Team were currently working on policies for bookings, particularly block bookings for clubs, which would be fair to everyone.

Councillor Glover returned to the meeting and resumed chairing the meeting and provided an update on the office space within the campus.

i)C To note update on first time sewerage for Beanacre

It was noted ground investigations were currently taking place and residents had been made aware.

j)C To receive verbal update following meeting with Wiltshire Wildlife Trust

The members noted that the council were working on a project to provide nesting boxes for owls in the parish.

The Clerk explained Wiltshire Wildlife had conducted their bat survey in the large old Oak tree on Bowerhill Sports Field (at the boundary with Great Bear) which did have signs of possible roosting sites for bats. Therefore the Wildlife Officer had offered to be on site when the tree work was undertaken to offer advice in real time, dependent on what was found. It was noted that the crown was being reduced and that the tree was not being removed completely.

316/21C Staffing

To receive verbal report following Clerk's appraisal (Fri 12 Nov).

The Clerk left the meeting during this item.

Councillor Baines, as Chair of Staffing explained both himself and Councillor Glover had undertaken the Clerk's annual appraisal on 12 November and was pleased to report on the successful outcome of the appraisal at which various objectives had been set for the year, which mainly included those set by the Council as a whole earlier in the year.

Meeting closed at 9.10pm

Signed
Chair, Full Council, 6 December 2021

Date: 03/11/2021

Melksham without Parish Council Current Year

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Time: 09:57

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		995,405.38					995,405.38	
V2387-BS32	Banked: 01/10/2021	30.00						
V2387-BS32	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 32 rent
V2388-BS17	Banked: 01/10/2021	30.00						
V2388-BS17	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 17 rent
V2389-BY7B	Banked: 01/10/2021	30.00						
V2389-BY7B	Allotment Holder	30.00			1310	310	30.00	Berryfield 7B rent
V2390-ALLO	Banked: 01/10/2021	60.00						
V2390-ALL	Allotment Holder	60.00			1320	310	30.00	Briansfield 29 rent
					1320	310	30.00	Briansfield 31 rent
V2391-BACS	Banked: 01/10/2021	60.00						
BYF 15A	Allotment Holder	60.00			1310	310	60.00	Berryfield 15a allotment rent
V2392-BACS	Banked: 04/10/2021	30.00						
V2392-BACS	Allotment Holder	30.00			1310	310	30.00	Allotmenr 18B Berryfield rent
V2393-BACS	Banked: 04/10/2021	30.00						
BSF 22	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 22 rent
V2394-BACS	Banked: 04/10/2021	22.50						
BYF 1SM	Allotment Holder	22.50			1310	310	22.50	Berryfield 1sm rent
V2395-BACS	Banked: 04/10/2021	30.00						
BYF 18A	Allotment Holder	30.00			1310	310	30.00	Berryfield 18a allotment rent
C2396-BACS	Banked: 04/10/2021	30.00						
BYF 10B	Allotment Holder	30.00			1310	310	30.00	Berryfield 10B rent
V2397-BACS	Banked: 04/10/2021	30.00						
BSF 7	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 7 rent
V2398-BACS	Banked: 04/10/2021	30.00						
BYF 1A	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 1A rent
V2399-BACS	Banked: 04/10/2021	30.00						
BSF 8	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 8 rent
V2400-BACS	Banked: 04/10/2021	60.00						
BYF 7A	Allotment Holder	60.00			1310	310	60.00	Berryfield plot 7a rent
V2401-BACS	Banked: 04/10/2021	30.00						
BSF 13	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 13 rent
V2402-BACS	Banked: 04/10/2021	60.00						
V2402-BACS	Staverton Rangers (Sunday)	60.00			1210	210	60.00	3rd October 2021 match fee
V2403-BACS	Banked: 04/10/2021	30.00						
BSF 1	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 1 rent
V2404-DEP	Banked: 04/10/2021	30.00						

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Date: 03/11/2021

Melksham without Parish Council Current Year

Page: 139

Time: 09:57

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 7

Receipts for Month 7		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BYF 3A Allotment Holder	30.00			1310	310	30.00	Berryfield 3a allotment rent
V2405-BACS Banked: 04/10/2021		30.00						
	BYF 6A Allotment Holder	30.00			1310	310	30.00	Berryfield 6a allotment rent
V2406-BACS Banked: 04/10/2021		60.00						
V2406-BACS Allotment Holder		60.00			1320	310	30.00	Briansfield plots 23 rent
					1320	310	30.00	Briansfield plots 24 rent
V2407-BACS Banked: 04/10/2021		30.00						
	BYF 4B Allotment Holder	30.00			1310	310	30.00	Berryfield 4B allotment rent
V2408-BACS Banked: 04/10/2021		30.00						
	byf 9a Allotment Holder	30.00			1310	310	30.00	Berryfield 9a allotment rent
V2409-BACS Banked: 06/10/2021		15.00						
	BSF 17A Allotment Holder	15.00			1320	310	15.00	Briansfield 17a allotment rent
V2410-BACS Banked: 06/10/2021		30.00						
	BYF 9B Allotment Holder	30.00			1310	310	30.00	Berryfield 9B Allotment rent
V2411-BACS Banked: 06/10/2021		60.00						
V2411-BACS Allotment Holder		60.00			1310	310	30.00	Berryfield 11a rent
					1310	310	30.00	Berryfield 16b rent
V2412-BACS Banked: 07/10/2021		30.00						
	BYF 4A Allotment Holder	30.00			1310	310	30.00	Berryfield plot 4a rent
V2413-BACS Banked: 07/10/2021		60.00						
V2413-BACS Allotment Holder		60.00			1320	310	60.00	Briansfield plot 18 rent
V2414-BACS Banked: 11/10/2021		30.00						
V2414-BACS Allotment Holder		30.00			1320	310	30.00	Briansfield plot 21 rent
V2448-BACS Banked: 11/10/2021		30.00						
V2448-BACS Allotment Holder		30.00			1310	310	30.00	Berryfield 8A allotment rent
V2449-BACS Banked: 12/10/2021		60.00						
V2449-BACS Allotment Holder		60.00			1310	310	60.00	Plot 10a Berryfield rent
V2455-CASH Banked: 13/10/2021		30.00						
500162-039 Allotment Holder		30.00			1320	310	30.00	Plot 3 Briansfield
500162-CHQ Banked: 13/10/2021		674.82						
V2450-241 Melksham Town Council		29.00			1440	142	29.00	Inv.241- Share of SHF tende ad
V2451 Allotment Holder		120.00			1310	310	60.00	Berryfield 1B rent
					1310	310	60.00	Berryfield 2B rent
V2452-CHQ Allotment Holder		60.00			1310	310	60.00	Berryfield 2a Allotment rent
V2453-CHQ Allotment Holder		30.00			1310	310	30.00	Berryfield 16a Allotment rent
V2454-CHQ Melksham Town Council		435.82			1440	142	392.50	Inv.249- share of entrance info
					1480	170	43.32	Inv.240-Share of NHP website f
V2456-BACS Banked: 15/10/2021		30.00						

Continued on Page 140

Date: 03/11/2021

Melksham without Parish Council Current Year

Page: 140

Time: 09:57

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 7

Receipts for Month 7		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V2456-BACS	Allotment Holder	30.00			1320	310	30.00	Plot 25 Briansfield rent
V2457-BACS	Banked: 15/10/2021	60.00						
V2457-BACS	Staverton Rangers (Sunday)	60.00			1210	210	60.00	Part of inv251-10.10.21 match
V2458-VAT	Banked: 18/10/2021	6,343.18						
V2458-VAT	HM Revenue & Customs	6,343.18			105		6,343.18	VAT Return-QTR2-01.07.21-30.09
V2459-BACS	Banked: 19/10/2021	30.00						
V2459-BACS	Allotment Holder	30.00			1320	310	30.00	Briansfield pot 30 rent
V2460-BACS	Banked: 19/10/2021	60.00						
V2460-BACS	Allotment Holder	60.00			1320	310	60.00	Briansfield 27 rent
V2461-BACS	Banked: 19/10/2021	15.00						
V2461-BACS	Allotment Holder	15.00			1320	310	15.00	Briansfield plot 1a rent
V2465-BACS	Banked: 22/10/2021	30.00						
V2465-BACS	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 14
V2466-BACS	Banked: 22/10/2021	30.00						
V2466-BACS	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 20 rent
V2467-BACS	Banked: 25/10/2021	30.00						
V2467-BACS	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 4 rent
V2468-BACS	Banked: 25/10/2021	60.00						
V2468-BACS	Staverton Rangers (Sun)	60.00			1210	210	60.00	Inv.251- 24th Oct match fee
V2469-BACS	Banked: 29/10/2021	30.00						
V2469-BACS	Allotment Holder	30.00			1320	310	30.00	Plot 9 on Briansfield rent
Total Receipts for Month		8,540.50	0.00	0.00			8,540.50	
Cashbook Totals		1,003,945.88	0.00	0.00			1,003,945.88	

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Date: 03/11/2021

Melksham without Parish Council Current Year

Page: 141

Time: 09:57

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 7

Payments for Month 7				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2021	Grist Environmental	V2386-DD	49.58		8.27	4770	220	41.31	Inv.P28452- B'Hill waste away
21/10/2021	Sirus Telecom	V2462-DD	224.82		37.47	4190	120	187.35	Inv.56545-Office phone charges
22/10/2021	Eon	V2463-BACS	36.18		1.72	4312	220	34.46	Inv.32E-Pavilion gas
22/10/2021	Eon	V2464-BACS	142.83		6.80	4302	220	136.03	Inv.EBC-Pavilion electricity
Total Payments for Month			453.41	0.00	54.26			399.15	
Balance Carried Fwd			1,003,492.47						
Cashbook Totals			1,003,945.88	0.00	54.26			1,003,891.62	

Receipts for Month 7

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 :		722,372.68					722,372.68	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>722,372.68</u>	<u>0.00</u>	<u>0.00</u>			<u>722,372.68</u>	

Continued on Page 116

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
08/10/2021	Teresa Strange	V2450-BACS	5.30		0.88	4190	120	4.42	Reimburse for October 21 phone
18/10/2021	Unity Trust Bank	V2415-DD	597.81		87.80	4721	220	28.16	Sweeping brushes for 4x changi
						4250	120	6.00	Land registry search re: SHF
						4120	120	4.78	SHF Agenda packs
						4055	130	30.00	Appraisal Techniques training
						4351	120	16.66	Keyboard and mouse
						4721	220	21.64	Dustpan and brush x4- Changing
						4370	120	3.75	Washing up liquid
						4150	120	5.07	Pink paper
						4370	120	0.82	Bleach
						4150	120	52.00	Gusseted Envelopes
						4120	120	29.70	Full Council agenda packs
						4250	120	6.00	Land Registry
						4120	120	9.88	Planning committee agenda pack
						4175	120	94.80	Office 365 Licence
						4175	120	72.20	Office 365 subscription
						4200	120	11.99	Zomm meeting subscription
						4210	120	7.32	Office first aid kit
						4150	120	16.23	A4 Paper
						4150	120	16.23	A4 Paper
						4150	120	16.23	A4 Paper
						4150	120	16.23	A4 Paper
						4210	120	7.32	First Aid kit meeting room
						4210	120	14.98	First Aid kit allotment warden
						4150	120	7.07	Magnets for noticeboards
						4120	120	11.95	Staffing Committee agenda pack
						4140	120	3.00	Monthly fee
27/10/2021	Agilico	V2416-BACS	208.99		34.83	4130	120	174.16	Inv.0962925- Office photocopyi
27/10/2021	Jens Cleaning	V2417-BACS	438.98		0.66	4380	120	42.00	Inv.1060a-Office clean 18 Aug
						4381	220	382.00	Inv.1060a-Aug & Sept cleaning
						4370	120	14.32	Inv.1060a-Cleaning materials
27/10/2021	Id Verde	V2418-BACS	470.66		78.44	4575	142	48.19	Removal- Chicken mesh- Kestrel
						4575	142	252.84	Sand & Paint gate @ BYF Play a
						4575	142	91.19	Secure bench at Shaw Play Area
27/10/2021	JH Jones & Sons	V2419-BACS	240.00		40.00	4490	142	200.00	Shaw bus shelter repair Bath s
27/10/2021	JH Jones & Sons	V2420-BACS	820.80		136.80	4490	142	684.00	Inv.13779-Shaw bus shelter rep
27/10/2021	RBS Business Solutions	V2421-BACS	312.00		52.00	4185	120	260.00	Inv.302- Annual Support 21/22
27/10/2021	Trade UK	V2422-BACS	53.35		3.87	4721	220	49.48	Inv.518- Caretaker items

Continued on Page 117

Payments for Month 7

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>
27/10/2021	MIW Water Cooler Experts	V2423-BACS	3,705.89		617.65	4576	142	3,088.24	Drinking water station-Pavilio
27/10/2021	GB Sport & Leisure	V2424-BACS	108.72		18.12	4490	142	90.60	Inv.8394- Caretaker spares
27/10/2021	Tollgate Security Ltd	V2425-BACS	756.00		126.00	4212	220	630.00	Inv.47699-Annual Alarm mainten
27/10/2021	BSS Group PLC	V2426-BACS	413.42		68.90	4721	220	344.52	Inv.676-Cold water pumps servi
27/10/2021	JH Jones & Sons	V2427-BACS	1,604.65		267.44	4402	320	60.15	In13788-Allotment Grasscutting
						4400	142	221.90	In13788-Play Area Grasscutting
						4780	142	52.50	In13788-Play area bin emptying
						4781	220	79.58	In13788-JSF Bin emptying
						4401	220	692.17	In13788-JSF Grass Cutting
						4400	142	34.66	In13788-Kestrel Court shrub
						4409	142	163.33	In13788-Hornchurch Cut
						4820	142	32.92	In13788-Shurnhold Fields cut
						347	0	-32.92	In13788-Shurnhold Fields cut
						6000	142	32.92	In13788-Shurnhold Fields cut
27/10/2021	ROSPA Play Safety	V2428-BACS	283.20		47.20	4410	142	236.00	Inv.58978- Shaw field post ins
27/10/2021	Whitley Reading Rooms	V2429-BACS	211.20		35.20	4560	142	176.00	Phone costs for-CAWS CEG
27/10/2021	Whitley Reading Rooms	V2430-BACS	105.60		17.60	4560	142	88.00	Phone charges-CAWS CEG
27/10/2021	Complete Weed Control	V2431-BACS	1,646.40		274.40	4500	142	1,372.00	Inv.14322-2nd weedspraying
27/10/2021	Martin Pickard	V2432-BACS	200.00			4582	142	200.00	Services up to preparation ten
27/10/2021	Mr Sparkles Melksham Ltd	V2433-BACS	190.00			4600	142	150.00	Bus shelter clean x10 £15 each
						4750	220	40.00	Pavilion roof clean
27/10/2021	ROSPA Play Safety	V2434-BACS	682.80		113.80	4820	142	68.50	Shurnhold Fields inspection
						347	0	-68.50	Shurnhold Fields inspection
						6000	142	68.50	Shurnhold Fields inspection
						4410	142	500.50	Play Area inspections
27/10/2021	Solagen	V2435-BACS	2,400.00		400.00	4540	142	2,000.00	Inv.5888-Replacement SID
27/10/2021	HM Revenue & Customs	V2436-BACS	2,010.33			4041	130	643.11	Period 7- October 2021
						4000	130	345.60	Period 7- October 2021-T
						4000	130	261.81	Period 7- October 2021-NI
						4020	130	154.80	Period 7- October 2021-T
						4020	130	136.53	Period 7- October 2021-NI
						4010	130	157.80	Period 7- October 2021-T
						4010	130	138.48	Period 7- October 2021-NI
						4460	142	148.60	Period 7- October 2021-T
						4800	320	23.60	Period 7- October 2021-T
27/10/2021	Wiltshire Pension Fund	V2437-BACS	1,780.22			4045	130	1,352.29	Period 7- October 2021
						4000	130	202.56	Period 7- October 2021
						4020	130	112.21	Period 7- October 2021
						4010	130	113.16	Period 7- October 2021
27/10/2021	Melksham Town Council	V2438-BACS	336.96		56.16	4820	142	280.80	SHF Caretaking-1st Apr-30 June
						347	0	-280.80	SHF Caretaking-1st Apr-30 June

Continued on Page 118

Payments for Month 7				Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
						6000 142	280.80 SHF Caretaking-1st Apr-30 June
27/10/2021	Melksham Town Council	V2439-BACS	336.96		56.16	4820 142	280.80 Caretaking SHF- 1 July-30 Sept
27/10/2021	BTA Architects	V2440-BACS	600.00		100.00	4582 142	500.00 1st-Supervison- contract
27/10/2021	Aquasafe Environmental Ltd	V2441-BACS	276.00		46.00	4212 220	230.00 Inv.211004-Sep&Oct PPM Visit
27/10/2021	Ministry of Play	V2447-BACS	816.00		136.00	4575 142	680.00 In.224-Swing patch repair Shaw
28/10/2021	Teresa Strange	V2442-BACS	████████	<div style="border-left: 1px dashed red; padding-left: 5px;"> <p style="color: red; margin: 0;">Total Salaries for October 2021</p> <p style="color: red; margin: 0;">£5,883.37</p> </div>		4000 130	████████ October 2021 Salary
						4120 120	151.00 Postage-1st&2nd stamps
28/10/2021	Lorraine McRandle	V2443-BACS	████████			4020 130	████████ October 2021 Salary
28/10/2021	Marianne Rossi	V2444-BACS	████████			4010 130	████████ October 2021 Salary
28/10/2021	Terry Cole	V2445-BACS	████████			4460 142	████████ October 2021 Salary
						4050 142	47.50 October Travel Allowance
					4051 142	30.15 Mileage x67 miles	
28/10/2021	David Cole	V2446-BACS	████████		4800 320	████████ October 2021 Salary	
					4051 142	5.40 Mileage x12	
Total Payments for Month			27,729.66	0.00	2,815.91		24,913.75
Balance Carried Fwd			694,643.02				
Cashbook Totals			<u>722,372.68</u>	<u>0.00</u>	<u>2,815.91</u>		<u>719,556.77</u>

Receipts for Month 7

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>	

Continued on Page 66

Payments for Month 7

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	

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 22 November 2021 at 1 Swift Way, Westinghouse Way, Bowerhill, Melksham, SN12 6QX at 7.00pm

THE PUBLIC WERE WELCOME TO ATTEND THE FACE-TO-FACE MEETING, BUT WERE ENCOURAGED TO PARTICIPATE VIA ZOOM, DUE TO LIMITED SPACE AVAILABLE IN THE COUNCIL'S MEETING SPACE TO COMPLY WITH THE COUNCIL'S RISK ASSESSMENT RELATING TO COVID.

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

In attendance via Zoom: Councillor Mary Pile

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

317/21 Welcome, Announcements & Housekeeping

Councillor Wood welcomed everyone to the meeting.

The Clerk explained the meeting was being recorded for the purposes of the minutes and would be uploaded to YouTube in due course and would be available until the minutes were approved at the Full Council meeting on 6 December.

318/21 To receive Apologies and approval of reasons given

It was noted that Councillor Mary Pile had been granted a leave of absence for health reasons at the Full Council meeting held on 15 November but was attending the meeting remotely via Zoom. The Clerk explained Councillor Pile was aware she was not considered "present" at the meeting and could not take part in voting.

Councillor Terry Chivers had tendered his apologies, but no reasons for absence were given.

319/21 Declarations of Interest

a) To receive Declarations of Interest

Councillor Glover declared an interest in the following planning application as he knew the applicants.

PL/2021/10138: The Grange Coach-House, Middle Lane, Whitley.

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

None.

c) To note standing Dispensations relating to planning applications.

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

320/21 To consider holding items in Closed Session due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk explained the meeting may have to go into closed session when discussing Item 12c: To note contact with developers, due to contractual matters.

Resolved: To hold agenda item 12c in in closed session, if necessary due contractual arrangements.

321/21 Public Participation

No members of public were present.

322/21 To consider the following Planning Applications:

PL/2021/09855: 129, Beanacre, Beanacre. Replacement of the front door and internal Works (Works to Listed Building). Applicant Stuart Devon

Comments: No Objection.

PL/2021/10453: 224 Bath Road, Shaw. Single storey side sun lounge extension & detached garage. Applicant Mrs H Roberts

Comments: No Objection.

PL/2021/10138: The Grange Coach-House, Middle Lane, Whitley. Provision of attic trusses, dormer, addition of roof lights and external steps to existing garage to provide domestic accommodation. Applicants Mr & Mrs A King

Comments: No Objection, as long as the proposed new domestic accommodation remains part of the existing house and not a separate dwelling in the future.

323/21 Revised Plans To comment on any revised plans received within the

required timeframe (14 days).

20-06840: Proposed Construction of a solar farm & battery storage North of Substation, Beanacre.

It was noted several solar panels had been moved away from Daniels Wood, more planting provided on the Western edge and a wider gap provided on the boundary with Westlands Lane. Drainage issues had also been addressed by the provision of several swales for storm water storage to limit run-off.

Comments: Members had no objection to the revised plans and welcomed the changes made. Given the impact delivery vehicles had on the local highway in the parish during the construction of Norrington Solar Farm in Broughton Gifford in March 2014, Members asked that a comprehensive Travel Plan be undertaken to control the level of deliveries during the construction period, in order to ease the impact on the local highway network.

324/21 Planning Enforcement:

a) To note any new planning enforcement queries raised

The Clerk explained Councillor Harris had raised a potential issue with a fence in Tangmere Close, Bowerhill which had been passed to Planning Enforcement to investigate.

325/21 Planning Appeal. To note a planning appeal has been made to the Planning Inspectorate in respect of Land West of Semington Road (Planning application No: 20/07334/OUT) by the applicant (Terra Strategic) against Wiltshire Council's decision to refuse planning permission.

It was noted that the officers had delegated powers to send the council's previous objections to this application to the Inspector.

Resolved: To add that the Melksham Joint Neighbourhood Plan was "made" on 8 July 2021 which added a level of protection against a lack of 5-year land supply under Paragraph 14 of the NPPF (National Planning Policy Framework).¹

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf

326/21

Premises Licence Application: Riverside, Bradford Road by Dippy Dollies Burger and Kebab Van for late night refreshments from 15:00-01:00 Mon-Thurs, 15:00-02:00 Fri & Sat and 15:00-midnight on Sun and to serve alcohol for off premises use during these times.

Whilst it was noted that it was proposed to sell alcohol for off-site consumption, Members raised a concern there could be a temptation for people to stay on the site and drink it with their food, before leaving.

This concern was as a result of a fatal road traffic collision in 2017 at the entrance to Riverside. Following an enquiry, the Wiltshire Coroner raised concerns about the interrelationship between traffic speeds and visibility at this location.²

Consequently in 2019 a review of the existing speed limit was undertaken to reduce the speed limit between Holt and Melksham. The Parish Council had responded to the review, requesting the speed limit be reduced to 40mph, given the comments of a collision investigator as part of the Coroner's Report/investigations that there was insufficient view for vehicles turning right out of the Riverside entrance safely and in time, if vehicles on the B3107 were travelling in excess of 42mph in a northbound direction.

Following the review of the speed limit, a Traffic Regulation Order was made on 8 September 2021 to reduce the speed limit to 50mph on this stretch of road.

Given the concerns, it was:

Resolved: To raise no objection to the application, as long as alcohol sales were limited to delivery only, given concerns for public safety.

327/21

Planning Policy

a) WALPA (Wiltshire Area Local Planning Alliance) Update

The Clerk informed Members a meeting was due to be arranged shortly with Wiltshire Council for all Neighbourhood Plan groups in Wiltshire.

² <https://www.wiltshiretimes.co.uk/news/16291829.coroner-urges-speed-reduction-melksham-road-save-lives/>

b) Neighbourhood Planning

i) To note minutes of Steering Group meeting of 27 October 2021

Members noted the minutes of the Steering Group meeting held on 27 October.

ii) To reflect on responses to planning applications for review of the Neighbourhood Plan

The Clerk asked if Members were happy that this be a standing item on future agendas to enable consideration to be given to lessons learnt when responding to planning applications, in order to feed into the Neighbourhood Plan Review.

Recommendation: That this be a standing item on future planning agendas.

328/21

S106 Agreements and Developer meetings: (Standing Item)

a) To note update on ongoing and new S106 Agreements

• Update on Footpath to rear of Melksham Oak School

It was understood Wiltshire Council consultants were currently drawing up plans for the footpath and the Parish Council had the full support of Councillor Mike Sankey, as Ward Member for the area in pushing for this to be installed as soon as possible.

• Pathfinder Place

The Clerk informed Members a meeting had been arranged between officers at Wiltshire Council and Taylor Wimpey to discuss various matters and a list had been compiled of various issues the Council had raised, such as a lack of pedestrian crossings and mud on the road etc to be raised with the developer at the meeting.

Councillor Glover informed the meeting he was happy to report it appeared the matter of mud on the road had now been resolved and was being cleared effectively.

It was noted the lights on the A365 roundabout adjacent to this site were still not working, despite being raised as a concern by the Council on several occasions.

The Clerk informed the meeting a licence application to use the

RAF badge in both Pathfinder Place and Bowood View public art had been submitted to the RAF.

- **Bowood View Public Art**

Due to the delay starting on site for the construction of the Berryfield Village Hall, the public art artist, Kerry Lemon had been made aware and had revised her timeline accordingly for the artwork installation on the side of the village hall; following advice from the architect and building company. This included a new deadline to accommodate the granting of a licence for the use of the RAF logos.

Members noted and approved the revised timeline.

b) To note any S106 decisions made under delegated powers

None.

c)C To note any contact with developers

This item was held in closed session.

The Parish Council had been forwarded correspondence from Melksham Town Council who had been approached by a developer wishing to develop a piece of land near Melksham railway station.

The Clerk sought a steer from Members whether they wished to meet with the developers, once a meeting had been arranged by the Town Council in line with agreed protocols for pre-application engagement.

Resolved: That a representative of the Parish Council attend the meeting with developers and to express a concern at the potential loss of allotments.

Meeting closed 7.45pm

Signed
Chair, Full Council, 6 December 2021

MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 22 November 2021 at 1 Swift Way, Westinghouse Way, Bowerhill, Melksham, SN12 6QX at 7.45pm

THE PUBLIC WERE WELCOME TO ATTEND THE FACE-TO-FACE MEETING, BUT WERE ENCOURAGED TO PARTICIPATE VIA ZOOM, DUE TO LIMITED SPACE AVAILABLE IN THE COUNCIL'S MEETING SPACE TO COMPLY WITH THE COUNCIL'S RISK ASSESSMENT RELATING TO COVID.

Present: Cllr John Glover (Chair of Council and Committee), Cllr David Pafford (Vice-Chair of Council and Committee), Cllr Alan Baines and Cllr Richard Wood

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

329/21 Welcome, Housekeeping and Apologies

Councillor Glover welcomed everyone to the meeting.

Apologies for absence were received from Councillors Russell, Hoyle and Holt for health reasons

Councillor Wood attended as substitute for Councillor Holt.

Councillor Chivers had tendered his apologies, but no reasons were given.

Resolved: To note and accept the reasons for absence for Councillors Russell, Hoyle and Holt.

330/21 To receive Declarations of Interest

Councillor Glover declared an interest in agenda item 6a regarding Future of Football as his grandson was an employee.

331/21 To consider holding items in Closed Session due to confidential Nature. *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business (5a, 5b, 6e, 7, 8) where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Resolved: Items 5a, 5b, 6e, 7 & 8 be held in closed session due to contractual matters.

332/21 Public Participation

There were no members of the public present

333/21 Play Areas & Public Open Spaces:

a) To approve quotation for footpath repair outside of Berryfield Play Area (as per ROSPA report)

The following quotations had been received for a footpath repair outside of Berryfield Play Area as follows:

Quotation A

£893.52 + VAT

Quotation B

£628.00 + VAT

The Clerk advised members that the trip hazard had been classed as low level (rated 3) in the recent RoSPA report and was considered tolerable.

Councillor Wood wished for clarification on where the trip hazard was located. The Clerk explained that the hazard was outside of Berryfield play area on land which the parish council lease from Wiltshire Council. She explained that officers had contacted Wessex Water to ascertain whether this was their responsibility, as the trip points were around one of their manhole covers, however it was confirmed that this wasn't their responsibility.

It was queried whether the trip hazard was on the route into the play area, Councillor Wood confirmed that it wasn't. Councillor Wood noted whilst the hazard was near the play area, it was not near the pedestrian entrance and did not form part of the play area.

Members felt that as this was considered as a low-level risk as per the ROSPA inspection report and was not near the play area this item should be deferred to a later date.

Recommendation: To defer this matter.

b) To approve quotation for installing 2no new benches with concrete plinths, and concrete plinth for picnic table at Beanacre Play Area

Members reviewed the quotation of £1,435.00 received from JH Jones for the installation of two new picnic benches on concrete plinths inside of Beanacre Play Area and a concrete plinth for the existing picnic table located outside of the play area. The Clerk explained that the ground anchor peg had rotted away, therefore felt that a more permanent solution should be sought to rectify this issue. It was also explained that included in the quote was costs for the installation of a new replacement bench at Sandridge Hill, to replace the existing one which had been identified as being at the end of its life. It was confirmed that this quote also included disposal of the two benches inside of Beanacre Play area and the bench on Sandridge Hill.

Recommendation 1: The Council approve the disposal of 2x benches inside of Beanacre Play Area and 1x bench on Sandridge Hill.

Recommendation 2: The Council approve the quotation of £1,435.00 + VAT from JH Jones for the following:

Installation of two new benches onto concrete plinths inside of Beanacre Play Area and dispose of existing.

Installation of concrete plinth for existing picnic table outside of Beanacre Play Area.

Installation of a new bench on Sandridge Hill and dispose of existing.

334/21 QEI Diamond Jubilee Sports Field & Pavilion (*known informally as Bowerhill Sports Field*):

a) To consider way forward following correspondence received from Future of Football regarding the electricity supply to their tea hut

The Clerk explained that the council had previously approved Future of Footballs request for a tea hut on the proviso that they had their own isolated electricity supply, so that it did not get mixed in with the parish council's. Following on from this, correspondence had been received from Future of Football who had looked into this possibility, however following their investigations they felt that it would cost a lot of money to implement for their minimal use of two mornings per week and have ask the council to reconsider an alternative solution.

The Clerk explained that Future of Football had suggested a locked outside electricity supply like the ones at campsites. It was noted that if this option was taken forward a cable would have to be moled underground from the pavilion to where the tea hut would be located. It was noted that the agreed location of the hut was at the side of the sports field so that it was away from the pavilion building.

Alterative solutions for this were discussed. Members felt that the most suitable option would be to suggest to Future of Football to purchase a generator as this was only for an interim basis until the parish council offices move out and then the kitchen would be available for use.

Recommendation: The council suggest to Future of Football to purchase a generator to supply their tea hut.

b) To consider any further action regarding reports of dog fouling on the sports field and note steps already undertaken by officers

The Clerk explained that following reports of dog fouling on the sports field she had posted a reminder on the council's social media as a

reminder to all to pick up. Following this she had also been contacted by the Melksham News who wished to run a story.

The Clerk explained that Future of Football had suggested that some increased signage could be put up around the sports field. The Clerk explained that she did not feel that this would be a suitable solution to this, as the increased dog fouling that was being left was more likely due to the dark evenings and people feeling like they won't be seen if they leave it. It was advised that there is currently signage up at the sports field which was part of a national campaign, where the eyes light up on the signage in the dark.

Members felt that extra signage would not be appropriate as it was more likely that dog fouling was being left during the dark evenings and not in the daytime when people are around so additional signage would not be seen.

Members felt that following the measures that officers had already done there was not anything additional that could be put into place for this issue.

c) To note reports from football teams of lost balls and consider any further action

Members noted that officers had been receiving complaints from football teams about lost balls. The Clerk explained that the parish council had recently cut back all of the hedges at the sports field which should mitigate this issue as well as the issue with the rabbits.

It was advised that the parish council did have a look at the possibility of putting up a ball stop net sometime ago, but it was considered very expensive at the time and that's why it was opted to cut back the hedges instead.

Members queried where the balls were going as now that the hedge row had been cut back this issue should not be occurring. The Clerk advised that she was under the impression that they were going into the hedge row, but would get this clarified by the teams.

Recommendation: Officers to ask for clarification from the football teams as to where their footballs are getting lost.

d) To note price increase for the pavilion waste bin emptying

The Clerk explained that the price increase for waste collection at the pavilion was an extra £0.75p per empty.

Members noted this increase.

e) To approve quotation for replacement basketball board for the Sports Field MUGA

The Clerk explained that the council had previously looked at the basketball board and felt at the time that it did not need replacing due to this being cosmetic and not a health and safety risk. At the time it had been decided that the council should continue to monitor the condition of the board. The Clerk explained that following the recent ROSPA report it was shown that the board condition had deteriorated and had obtained quotes for this.

The following quotations had been received to replace the basketball board for the sports field MUGA as follows:

Quotation A	Quotation B	Quotation C
£478.57 + VAT	£417.50 + VAT	£240.00 + VAT

Clarification was sought whether all quotations included installation costs.

The Clerk confirmed Quotations B and C were just to provide the backboard and the Caretaker or a suitable contractor would need to fit it. Quotation A included within their costs for installation as well as the supply of the backboard. It was noted that included in the cost for quotation A was also a hoop, officers did go back to the contractor to ask for the price of just the backboard and the cost of this would be £436.46 + VAT as long as the existing hoop fitted.

Recommendation: To approve quotation A of £478.57 + VAT from Idverde for the supply and installation of a new basketball backboard and hoop for the sports field MUGA.

335/21 To approve quotation for contractor call out in case of an emergency

Councillor Glover explained there was no one to call upon in an emergency in the absence of the caretaker who worked part time, therefore a quotation had been sought from a local contractor to undertake this work when required:

1. Call out fee for emergency works i.e.: clearing of broken glass, removal of waste, closing off areas such as bus shelters hours from 06:00am-15:30pm Monday-Friday

£23 Per Hour +VAT

2. Call out fee for emergency works i.e.: clearing of broken glass, removal of waste, closing off areas such as bus shelters hours from anything outside of normal working hours 15:30pm-06:00am Monday-Friday and 24hours Saturday and Sunday

£34.50 Per Hour +VAT

Recommendation: To accept the above quotations from Idverde for emergency call out.

336/21 Drinking Water Fountains: To approve quotation for installation of the drinking water fountains at the Bowerhill Sports Field and agree on location on Pavilion wall

The Clerk explained that she was yet to receive a quotation for the drinking water fountain installation. This was due to the fact that she was unsure where the fountain should be located. She advised members that when the plumber had visited, he queried why the outside tap was not for drinking water as the water could come off of that connection as there was also a drain for water waste. After speaking to the legionnaire's contactor, it was confirmed that this was not drinking water due to the fact that it was run off of the tank. It was advised by the contractor that if the council wished for this to be run off of the tank it would need to be treated as 'potable water', and therefore, sampling would have to be increased to once a month.

The Clerk advised that the other option was to put the fountain by the pump room as this would be near the mains water supply, the only issue with this was that there was nowhere for the waste water to go. It was explained that officers had gone back to the manufacturer of the water fountain several times to find out whether it needed to be connected to a waste tray to take the water away or whether the water flowed out straight away and therefore would a drain be required. The Clerk explained that without this information the plumber was unable to provide a quotation for the works.

Councillor Pafford explained that he would be very cautious about any water overflow. He went on to explain that while he accepts that there will be minimal overflow for individual bottle filling, there may be large amount of water filling which could cause the water to go down the bank and if water was to sit on the concrete it could cause a slip hazard especially in winter time where this could freeze.

Members were keen to ensure that the water was not going to cause any damage and run down onto the bank. The Clerk highlighted that this will mean that the installation costs would be much higher as there would need to be more drilling to access the mains as the fountain will need to be positioned between changing rooms 2 and 3 so that it was located by the existing drain.

The Clerk explained that following a conversation with the legionnaire's contactor around water testing the fountain and there was no current legislation around having to do water testing. She advised that currently the water in the changing rooms is tested every six months and the samples are taken to Wessex Water to be tested. It would be an extra £40

to test the water from the fountain every six months when the other water was tested. She explained that in discussion with the contractor she wondered whether the water should be tested for the first three months after installation and then every six months after that. Members discussed whether this was required as the water would be coming from the direct mains like at home where the water is not tested. The Clerk explained that the difference in this instance was that the water would be able to be accessed by the public with people using it on a much higher scale than at home. It was suggested that the council could do the first six monthly water test to check that it was ok, and one initially after installation.

Meeting closed at 20:20pm

Signed.....
Chairman, 6th December 2021

Teresa Strange

From: Teresa Strange
Sent: 29 November 2021 16:01
To: John Glover; David Pafford; Stefano Patacchiola
(stefano.patacchiola@melkshamwithout.co.uk)
Cc: Lorraine McRandle; Marianne Rossi
Subject: FW: Fallen tree at Shurnhold Fields

Dear Shurnhold Fields reps

I have arranged to meet Acer Tree contractors on site on Wednesday at 1.30pm. They have been through the parish council quote procedures and been awarded your tree work a few times now, and are on the approved contractor list for Wiltshire Council.

They will assess how dangerous it is, and if the work needs doing immediately.

My current thoughts, if you are happy, is that they assess how dangerous it is and if it needs being done asap then they will do on Monday 6th December as we already have them booked that day for the oak tree reduction at Bowerhill Sports Field – and then they tackle the oak tree later that day or reschedule. (Acer are in agreement with this as the best course of action as they are so booked up).

This will mean the work being undertaken under delegated powers, it if can wait then you will have the quote to approve on Monday evening at Full Council too. The town council are in agreement with this plan of action.

I know that Ecolibrium have worked there in the past, but this is a big tree and he works on his own – and we have this opportunity on Monday to get the work done.

If you would like to join me on Weds please let me know.

With kind regards, Teresa

From: Teresa Strange
Sent: 27 November 2021 17:02
To: John Glover <john.glover@melkshamwithout.co.uk>; David Pafford <david.pafford@melkshamwithout.co.uk>; Stefano Patacchiola <stefano.patacchiola@melkshamwithout.co.uk>
Subject: Fallen tree at Shurnhold Fields

Dear Shurnhold Fields reps

There is part of a large tree down at Shurnhold Fields. The other half could go too. From the weight it's likely to go away from our boundary even though wind pushing our way, the wind is less than earlier. I have had a look and video called Hugh the MTC amenities manager to make a joint assessment. It will be roped off in the morning by MTC staff on duty to keep residents away as they kept walking right up to it (human nature). And can then address what work needs doing on Monday. Warnings have been put on social media asking them to keep a large berth, and I am touch with the "Friends" who alerted me.

Have a good weekend

Teresa



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Grist bins waste emptying for the Bowerhill Sports Pavilion

Mixed Commercial Waste £24.28 per empty
Mixed Recyclables £16.49 per empty

We are currently getting both of our waste bins emptied once per month (12 times per year). Due to the fact that they are constantly overflowing it may be worth considering getting them emptied more frequently.

Mixed Commercial Waste

To get this bin emptied on the following frequencies:

Twice per month (24 times per year) £ 582.72 (Annually)

Once per week (52 times per year) £1,262.56
(Annually)

Mixed Recyclables

To get this bin emptied on the following frequencies:

Twice per month (24 times per year) £ 395.76 (Annually)

Once per week (52 times per year) £ 857.48 (Annually)

Lorraine McRandle

From: Stansby, Mark <mark.stansby@wiltshire.gov.uk>
Sent: 24 November 2021 11:56
To: Lorraine McRandle
Cc: Teresa Strange; Rose, Martin; Cadwallader, Andy
Subject: RE: Falcon Way Bus Shelter, Bowerhill

Hello Lorraine,

I have now discussed this matter with Martin Rose (Area Highways Manager) and Andy Cadwallader.

The strip of lane in question has been maintained by our street scene colleagues for many years and as such we have no objection to this area being dedicated to us. However, we are unable to pay any legal costs towards this, and CATG funds cannot be used for this purpose either. Before embarking on the usual legal process of land dedication, we would ask that you liaise with Heron Land Developments to see if they hold records of a draft Section 106 agreement for this piece of land, which should have been prepared for consideration by the former West Wiltshire District Council. If this record can be found then it might be possible that a more simpler and less expensive legal process can be followed?

However, before we embark on any processes to transfer the land, we would ask that you provide written confirmation that you have consulted with the owner of property number 1 Kingfisher Drive, and that they are content in principle for a bus shelter to be erected on this strip of land, adjacent to their property.

I will provide the CATG with a similar update at our meeting tomorrow afternoon.

Regards,

Mark.

Mark Stansby
Senior Traffic Engineer
Highways

Wiltshire Council

Tel: 01225 713367
Email: mark.stansby@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
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From: Lorraine McRandle <office@melkshamwithout.co.uk>
Sent: 05 November 2021 10:03
To: Stansby, Mark <mark.stansby@wiltshire.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: FW: Falcon Way Bus Shelter, Bowerhill

Hi Mark

Hope you are well.

As you know this issue has been going on for some time and as raised by Councillor Alan Baines at the last CATG Meeting it has been ascertained the land the bus shelter is to be erected on is owned by Heron Land Developments Limited and they are happy to transfer this piece of land to Wiltshire Council or to ourselves.

At a recent Highways Meeting, it was asked that Wiltshire Council be contacted in the first instance to ascertain if they would be prepared to have this piece of land transferred to them, as it was understood if the land were to be transferred to the Parish Council they would need to apply for planning permission which would delay a shelter being erected even further.

Look forward to hearing from you.

Lorraine

Lorraine McRandle
Parish Officer
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire, SN12 6TL
01225 705700
clerk@melkshamwithout.co.uk
www.melkshamwithout.co.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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Lorraine McRandle

Subject: FW: greenhouse blunder

From: Marianne Rossi <admin@melkshamwithout.co.uk>

Sent: 29 November 2021 08:58

To: Teresa Strange <clerk@melkshamwithout.co.uk>

Subject: FW: greenhouse blunder

Hi Teresa,

Is this able to go on the Full Council agenda please? It's over your delegated powers for approval (you originally approved a 6x6 greenhouse for this plot but now the greenhouse is bigger than that). This is for Briansfield plot 12.

They are right that there are bigger greenhouses on Briansfield however this was a more historic thing where tenants had been putting them up without permission but by the time we had been made aware that they were bigger than the permitted size they had been up for years. The council were made aware of this a year or so ago I think.

Thanks
Marianne

From: [REDACTED]
Sent: 26 November 2021 04:53
To: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: greenhouse blunder

Hi marianne

I have had a slight misunderstanding with the size of my greenhouse when bought and delivered I was under the impression it was 6 by 4.. whilst having a conversation with the warden today we discovered its 6 by 8.. As also mentioned by the warden several other plots have similar sized greenhouses and have done for a while I should re ask permission please.. I'm willing to pay extra on the plot..

Many thanks

[REDACTED]

AGENDA ITEM 9f

To agree cover for weekly visual play area and allotment inspections over Christmas period

Dear Councillors

You will be aware that we have a requirement to undertake a weekly visual check of all our play areas and allotments (as per our risk assessment and insurance cover). That requirement does not disappear in the break between Christmas and New Year when the office is shut and staff are on holiday. We are therefore looking for some volunteers to have a walk round the play areas during the Christmas break. They traditionally get visited quite a lot at this time despite the weather, usually children trying out new roller skates and bikes on hard court surfaces particularly.

If you would be able to visit a play area w/c 27th December, then please let us know, it's just to check its safe; no glass, broken equipment etc. Any worries or concerns please contact me on the out of hours mobile **07341 474234**.

1. Bowerhill Playing Field and basketball court
2. Kestrel Court Play area, Bowerhill
3. Hornchurch Road MUGA/basketball court, Bowerhill and play area
4. Berryfield Play area, teen shelter and MUGA
5. Shaw Play area and MUGA
6. Beanacre Play area
7. Berryfield & Briansfield Allotments – to be confirmed

With many thanks,
Teresa

Teresa Strange, Clerk
Melksham Without Parish Council

Lorraine McRandle

Subject: FW: Melksham Link Canal Project - my response

From: [REDACTED]
Sent: 19 November 2021 17:05
To: haveyoursay@melkshamlink.co.uk
Cc: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: Melksham Link Canal Project - my response

I am writing, as a Berryfield resident of 13 years, to share my views about the proposed canal link regarding (a) the canal route and (b) the enabling development.

When the canal link was first proposed, shortly after we moved to this area, I was aware of the two possible routes the canal might take, and also that a grant was to be applied for to fund the project. Since then much has changed! It now appears, from the maps displayed at the consultation event in the village hall yesterday, that the route submitted as part of the 2012 planning application has been changed. And that there is now another option.

What was a great shock to me was the extent to which open countryside would be built upon in order to fund this project! It seems ironic to me that in order to provide one element of green infrastructure, so many green fields (mostly being used for agriculture, but also with public footpaths used by many to access countryside and riverside walks) are to be obliterated by housing and facilities that would be required by future residents of that housing.

To expand further on these two points:

(a) Of the two current choices of canal route, my preference would be the one that passes to the west between Berryfield and the River Avon - however, not if that strengthens the argument for the enabling development! Although I applaud your passion and your efforts in trying to restore an old canal, it does seem to me that in order to do so, you are overlooking its negative impact on local residents.

I enjoy daily walks from my home, which often include walking down to Semington to the canal, as well as walking through the fields at the back of our house, to walk along by the River Avon and to enjoy the peaceful countryside and the wildlife. The canal route that would pass through Berryfield would still permit this to an extent, but it would change the character of our village, which we love as it is. It's not for everyone, but to us it is lovely, with its RAF history (relevant to our own lives), peaceful nature and easy access to the countryside.

To put a canal through the entrance to the village, cut off one lane altogether and to close the other road to traffic would almost make Berryfield an island! I understand that a new road would bring traffic into Berryfield Lane from Semington Road, but so much upheaval and change would alter Berryfield, and, I don't believe, for the better.

The alternative route appears not to require all of the disruption to our village. It would pass closer to the river, and not impact upon our roads or indeed our little play area and the lovely trees around it.

(b) Looking first of all at the proposed developments closer to Berryfield Lane - Berryfield is classified as a small village in the Melksham Neighbourhood Plan. This area is outside of the Melksham Settlement Boundary, and would erode the buffer between the town and the semi-rural village of Berryfield south of the boundary.

Policy 6: Housing in Defined Settlements States:

"In accordance with Wiltshire Core Strategy Core Policy 2, development will not be permitted outside the Settlement Boundary other than in circumstances as permitted by other policies within the Core Strategy.

At the Small Villages of Beanacre and Berryfield, development will be limited to infill within the existing built area or, where it is appropriate to provide a rural exception site for affordable housing to meet identified local needs, outside but well connected to the built area.”

I refer you to page 29 of the Rapid Community Character and Distinctiveness Statement:

“Melksham Without’s villages have distinct development forms which should inform any future development of growth proposals.

All are set within their own rural landscape, separating them from each other and Melksham town. This important quality is essential to conserving the distinctiveness and individuality of each village. The villages share common qualities of built form and landscape which unite them within their wider landscape and development character.”

Furthermore, there is the issue of flooding. The map at Figure 14: Landscape Character (Neighbourhood Plan Local Landscape Report V2) shows that the fields identified as sites for housing, a school and medical centre next to Berryfield Lane lie, at least in part, on Avon Clay River Floodplain. These fields (and even the lane itself) often flood when there is significant rain. Building houses, a school and a medical centre is surely going to have an effect on the other houses and roads already occupying the immediate area - rainwater has to go somewhere, and if there isn't sufficient provision for drainage then even more flooding will occur than at present.



Berryfield Lane at the western end of the field proposed for housing



Berryfield Lane looking north (field proposed for housing to right of photo)



Berryfield Lane at the eastern end - looking through the hedge over the flooded ditch to the field proposed for the school/medical centre. In periods of heavy rain the field remains flooded due to its high water table

Also, how would these new buildings next to Berryfield Lane be accessed? Presumably a link road would need to be built from Semington Road, as Berryfield Lane would not be able to cope with that much traffic (at least not without some major 'improvements' and resurfacing) - and that would also lead to a large increase of traffic using Semington Road, which has for some time been an issue when considering other developments along Semington Road. There isn't a pavement all the way along both sides of Semington Road, and where there is one, it is narrow.

If the canal route was to pass to the west of Berryfield, it seems that these fields would not be required for the purposes of building the canal, so I'm at a loss to see why they should be built upon? The school would surely be better located near to what appears to be the main proposed housing development south of the village. There would in any case be a planning obligation under Section 106 of The Town and Country Planning Act 1990, or the Community Infrastructure Levy (CIL), to secure contributions to education - and I would have thought that this would still be the case, as building a school doesn't actually fund the running or staffing of that institution. Assuming it is a primary school that is to be built, that wouldn't of course provide places for children who would be of secondary school age, and with only one such school (Melksham Oak) in Melksham, that would surely be a problem? Likewise building a medical centre - that would need staffing and funding - and surely it would be better placed nearer to the Wiltshire Air Ambulance base?

Being pragmatic, I can see that at some point some level of further development might take place in this area, with or without a canal. So I will look in greater detail at the bulk of your proposed development. Looking at the land south of Berryfield, I can understand why a marina would complement the canal as well as providing revenue to maintain the canal. However, there is a pub, a Starbucks, a Greggs and a hotel not far away from the proposed site, just across the road from the police headquarters - wouldn't a school and medical centre be better placed on this housing development to cater for the new residents, even if it meant that the recreation ground couldn't be there? In that way, road access and car parking to both facilities could be provided. Perhaps the school might have a community hall on site, like the one at Bowerhill? That could provide for the new residents in terms of community facilities. A shop would be of far greater benefit to residents (and canal users) than another pub or catering outlet. At the southern point of this proposed location, currently the nearest shop is situated around a mile and a half away, as part of a petrol station on the way into Melksham. Semington has no shops. You could argue that what is shown on your maps isn't a sustainable 'green' development proposal in terms of encouraging people to walk to school or shops and not use private cars!

A children's play area would be needed in this development area - if the canal wasn't to pass through our village, the play area in Berryfield Park could remain where it is, for the benefit of the existing younger residents.

In conclusion, my view is that the enabling developments proposed have concentrated in one area around Berryfield to coincide with this stretch of the canal, which (understandably) benefits the WBCT in terms of convenience and finance, but adds few benefits to the existing Berryfield residents. It presumes availability of the farmland and assumes that planning consent will be given for areas of land identified as being taken forward for assessment in the next review of the Melksham Neighbourhood Plan.

It's just a shame that in order to continue the canal project, Berryfield residents will lose the semi-rural village life that they currently enjoy (our village won't be recognisable with this massive wraparound of new buildings and the population increase!) similarly the wonderful views, and that inevitably the local wildlife will also be displaced in the building process. It will also bring a great deal more traffic to the area. If you were funding the Melksham Link through other sources that didn't involve digging up our open countryside, then I would feel more supportive of the project.

Yours faithfully,

 Berryfield Lane

Marianne Rossi

From: Teresa Strange
Sent: 21 October 2021 09:29
To: Marianne Rossi
Subject: FW: 220015 - Berryfield Village Hall
Attachments: bta fee invoice 2055.21.10.2021.pdf

Can you check David's arithmetic please, that the installments add up to £4100, and can we add this invoice to this run please – he has been really helpful to us and don't want for him to wait another month (and he at present is project managing too at no extra charge).

Thanks!

I think we ought to put the payment schedule on an agenda – can you save this email to full council please, thanks!

From: David Sharp <dsharp@bta-architects.co.uk>
Sent: 21 October 2021 09:04
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: 220015 - Berryfield Village Hall

Dear Teresa

Further to post tender/pre start actions I have outlined below our fee basis for the next stage of the project.

The agreed fee for the construction stage is £4100.00 + VAT

Rigg have advised a 34 week programme which would break down into 8 monthly instalments with further amounts due at agreement of the Final Account and expiry of the Defects Liability Period.

Taking into account input to date I would propose the following

Invoice as attached - £500.00

8 site instalments of £400.00

Instalment at agreement of Final Account - £200.00

Instalment at expiry of Defects Liability Period - £200.00

I hope the above/attached will be acceptable accordingly.

Best regards, as ever

David

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Wiltshire Council

Cabinet

30 November 2021

Subject: A350 Melksham Bypass – Report on Second Public Consultation

Cabinet Member: Cllr Dr Mark McClelland, Cabinet Member for Transport, Waste, Street Scene and Flooding

Key Decision: Key

Executive Summary

The A350 Melksham Bypass is a Large Local Major scheme which was awarded development funding by the Department of Transport (DfT) to take it to Outline Business Case (OBC) stage. It would be a major improvement to the important A350 Primary route which provides vital transport links between the M4, the towns of western Wiltshire and the south coast. The Melksham Bypass is required to address current growth trends and future planned growth within Wiltshire.

Options for the scheme, including road and non-road options, were the subject of a public consultation earlier this year. The results of that consultation and an option sifting exercise were reported to Cabinet on 1 June 2021, when it was agreed to undertake further consultation on an emerging route.

The second consultation was launched at the Melksham Area Board on 23 June 2021, with webinars held on 6 and 13 July 2021. The public consultation ended on 8 August 2021. However, discussions have continued with landowners and other organisations regarding various aspects of the scheme.

There were 760 responses to the second public consultation questionnaire, the majority of which (78%) were from Melksham and the nearby parishes of Melksham Without, Lacock and Seend. There were 480 written and email responses to the consultation. The town and local parish councils and other organisations were also invited to provide their views on the scheme (see **Appendix 1**). There were 396 (52%) questionnaire responses that did not support the need for an improvement to the A350 at Melksham and Beanacre, and 331 (44%) that did support the need for an improvement.

From the questionnaire responses there was a clear divergence of opinion between those who supported the need for an improvement to the A350 and those who did not. Most of those who supported the need for an improvement considered the emerging route to be suitable for the scheme and preferred Option A at the northern end. Those who did not support the need for a bypass did not consider the route to be suitable and did not prefer any of the options at the northern end. Alternative alignments and variants of the emerging route were suggested by the public during the consultation.

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From the assessment work undertaken to date, Option 10c has emerged as a viable route corridor. There may be benefits in considering potential variations to the route alignment (see **Appendix 2**) in more detail at the next stage of the scheme development in order to seek to address some of the concerns identified in the consultation responses. Further surveys and assessment work would be required at that stage to determine the full effects of the scheme in more detail and to enable a planning application to be prepared.

There are many factors that need to be considered in developing a scheme of this type, including the transport objectives, landscape, archaeology, ecology, air quality, flood risk, environment, climate change, cost and benefits. The final scheme could be a variation of the route previously consulted on as the design could be refined in response to the consultations and further assessments.

The scheme includes a complementary package of walking and cycling improvements which would be developed in parallel with the bypass. This could include continuous footways across junctions, visual narrowing of carriageways, gateway features and new pedestrian crossings in the town centre. Access to Melksham Rail Station could be improved with additional signalised pedestrian/cyclist crossings and shared use paths. Improved links to Lacock and the Kennet and Avon Canal could also be provided by two-way cycle tracks and improvements to existing routes.

It is proposed to carry out further non-statutory consultations on the scheme following approval of the OBC by DfT. The scheme would then be designed in more detail and a planning application prepared together with an environmental impact assessment and there would be statutory consultation through the planning process. It is likely that statutory orders including compulsory purchase orders would be required, and the scheme could be the subject of a public inquiry in due course.

The strategic study of M4 to Dorset Connectivity currently being undertaken by National Highways (see **Appendix 3**) may have implications for the A350 route and further consideration should be given to the Melksham bypass scheme when the results of that study are available.

Proposals

It is recommended that:

- (i) The response to the second public consultation and the views of the town and local parish councils and others are noted and taken into account in the scheme development,
- (ii) In view of the comments made in response to the consultations the route variants should be the subject of further investigation and consultation as appropriate after the OBC has been approved,
- (iii) The possibility of improving walking and cycling facilities in the area in

- conjunction with the scheme or separately should continue to be explored,
- (iv) Further consideration should be given to the scheme when the results of National Highways' M4 to Dorset Connectivity study and the DfT's comments on the OBC are available.

Reason for Proposals

The A350 Melksham Bypass is a Large Local Major scheme which was awarded development funding by the DfT to progress it through to OBC stage. It represents a major improvement to the important A350 Primary north-south route which provides vital transport links between the M4, the towns of western Wiltshire and the south coast.

Various options have been considered and a potential route corridor has been identified to the east of the town which meets the transport objectives and appears to meet the criteria for funding to develop to the next stage in the business case process.

Further survey and development work is required to prepare the scheme to the level of detail necessary to submit a planning application and environmental impact assessment. This would include further consultations with the public, town and parish councils, the Area Board, and other relevant organisations.

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

30 November 2021

Subject: A350 Melksham Bypass – Report on Second Public Consultation

Cabinet Member: Cllr Dr Mark McClelland, Cabinet Member for Transport, Waste, Street Scene and Flooding

Key Decision: Key

Purpose of Report

1. To review the response to the second public consultation on the proposals for the A350 Melksham Bypass scheme.

Relevance to the Council's Business Plan

2. The Council's 'Business Plan Principles 2022 to 2032' has the themes of thriving economy, resilient society, sustainable environment, and empowered people.
3. The plan seeks to make Wiltshire a place with vibrant, well-connected communities. The Council wants people to be able to get around easily and access good services, including through digital channels. This will help to grow the local economy in a sustainable way.
4. Other relevant aspects of the plan are having the right skills to prosper, ensuring decisions are evidence-based, having the right housing, being safe, staying active, taking responsibility for the environment, and being on the path to carbon neutral.
5. The proposed Melksham Bypass would be a major infrastructure improvement to the local and wider transport network, which will support housing and employment growth in the west Wiltshire corridor, and it would improve local connections to the strategic road network.
6. It also has the potential to facilitate improvements for walking and cycling. The environmental and carbon considerations will need careful consideration as the scheme is developed.

Background

7. The importance of the A350 to the local economy has long been recognised in Wiltshire, and improvements have been undertaken previously over many years to address sections with capacity constraints and where improvements were needed. There are several proposals for other improvements to the route currently being developed, as well as those at Melksham.

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8. The A350 through Beanacre and Melksham has been a concern for many years. The road has sections with 30 mph speed limits passing through residential areas, with several busy junctions providing access to Melksham town centre, retail and commercial sites, the A365 Bath Road and A3102. The Strategic Outline Business Case was updated in 2019 and identified it as one of the busiest major roads in Wiltshire, with daily traffic volumes often above 35,000 vehicles per day, and heavy goods vehicles accounting for around 8% of all traffic. There have also been high collision rates with severity generally higher on the A350 compared to other roads in the area.
9. In July 2017, the Department for Transport's (DfT) 'Transport Investment Strategy' was published. As part of the strategy, government committed to creating a Major Road Network (MRN) across England, which would be a network of England's most important routes which complement motorways and strategic trunk roads. The A350 at Melksham was included as a route in the MRN; this is in addition to its designation as Primary Route Network as defined in Wiltshire Council's Core Strategy.
10. Government acknowledged the need for a long-term funding stream for road investment, specifically through establishment of the 'National Roads Fund', being £28.8 billion between 2020-2025; £3.5 billion of which is to be spent on improving the MRN. This funding was confirmed in March 2020 in the DfT publication of its second Road Investment Strategy (RIS2) for the period 2020 – 2025. A central principle in the development of this strategy was to:

“create a road network that is safe, reliable and efficient for everyone – whether they are cyclists or drivers, passengers or pedestrians”
11. Government indicated that prioritised investment planning within a consistent national framework should be carried out by Sub-national Transport Bodies (STBs). The Western Gateway Shadow Sub-National Transport Body (WGSSTB) was officially formed in a shadow status in December 2018 with Cllr Bridget Wayman elected as Chair.
12. The WGSSTB considered candidate schemes from all member authorities, and following its meeting in June 2019, the Board agreed to submit nine schemes to DfT in July 2019. Four of the schemes were in Wiltshire:
 - A350 - M4 Junction 17 Improvement
 - A350 Chippenham Bypass Improvements – Phases 4 and 5
 - A338 Southern Salisbury Improvements and
 - A350 Melksham Bypass
13. At its meeting on 19 May 2020 Cabinet considered a report on the success of the Council's bid to the DfT for development funding for the four schemes, including the A350 Melksham Bypass Large Local Major (LLM) road scheme.
14. On 13 October 2020 Cabinet agreed to public consultation being undertaken on options for the A350 Melksham Bypass scheme. Following consideration of the response to the consultation and further options appraisal and sifting, a proposal to undertake a second round of consultations on an emerging route for the scheme was approved by Cabinet on 1 June 2021.

Main Considerations for the Council

Transport Objectives

15. The transport objectives for the scheme were derived from relevant key policy documents and strategies, including the DfT Transport Investment Strategy, Swindon and Wiltshire Strategic Economic Plan, Wiltshire Core Strategy, and the Wiltshire Local Transport Plan. The transport objectives set for the scheme were confirmed by Cabinet at its meeting on 13 October 2020 and are to:
- (i) Reduce journey times and delays and improve journey reliability on the A350 through Melksham and Beanacre, improving local and regional north-south connectivity, and supporting future housing and employment growth in the A350 corridor.
 - (ii) Reduce journey times and delays and improve journey reliability on the following routes through Melksham and Beanacre:
 - A350 South – A3102
 - A365 West – A365 East
 - A350 South – A365 West
 - (iii) Provide enhanced opportunities for walking and cycling between Melksham town centre and the rail station / Bath Road, and along the existing A350 corridor within Melksham and Beanacre, which will help reduce the impact of transport on the environment and support local economic activity.
 - (iv) Reduce collisions resulting in personal injury rates and severity for the A350 and Melksham as a whole, to make the corridor safer and more resilient.
 - (v) Reduce the volume of traffic, including HGVs, passing along the current A350 route in northern Melksham and Beanacre to reduce severance, whilst avoiding negative impacts on other existing or potential residential areas.

First Public Consultation

16. The first consultation on the long list of options was launched at the Melksham Area Board on 4 November 2020. An initial presentation was given to Seend Parish Council on 27 October 2020, and a presentation was also given to Melksham Town Council on 23 November 2020. An extension to the consultation period from the end of November to 17 January 2021 was made in view of the limitations imposed by the pandemic, and to ensure that the local newspaper would be operating so that it could report on the consultation.
17. There were 1,018 responses to the public consultation questionnaire, the majority of which were from individuals (962), with a small number from businesses or organisations (42). Most of the responses were local from Melksham or within five miles. There were also 175 written and email responses

to the consultation, and the town and local parish councils and other organisations also provided their views.

18. Most respondents to the first consultation supported the need for an improvement to the A350 at Beanacre and Melksham (594 Yes/406 No), but there was not overwhelming support for a particular option.
19. A sifting process of the options was subsequently undertaken to identify an emerging option, together with walking and cycling proposals in the area. The outcome of the first consultation and the option sifting were reported to Cabinet on 1 June 2021 when it was agreed to hold the second public consultation.

Second Public Consultation

20. In view of the pandemic, the second consultation was also held primarily on-line, with the opportunity to submit written comments by letter or email. There were press releases about the forthcoming consultation issued on 24 May 2021 and 1 June 2021.
21. The second consultation was launched at the Melksham Area Board on 23 June 2021 when a further press release was issued. The presentation and consultation material can be viewed on the scheme webpage at:

<https://www.wiltshire.gov.uk/highways-a350-melksham-bypass>
22. Webinars were held on 6 and 13 July 2021 which comprised a presentation describing the proposals and the opportunity for the public to ask questions. As there was not time to reply to all of the questions during the webinars, written answers to the 118 questions were provided on the scheme webpage shortly after.
23. A press release was issued on 7 July 2021 to advise that a video of the proposed route had been prepared and was available to view on YouTube. The fly-through video was not a definitive image of the final scheme but was provided to give an indication of the potential scheme and the route to help orientate viewers as to the location of the emerging route within the wider landscape and relative to the town and villages. The link to the fly-through video is still available on the scheme webpage, and the video has been viewed over 10,000 times to date.
24. A meeting was held with Melksham Without Parish Councillors on 8 July 2021 prior to their own meetings regarding the scheme. The Corsham Area Board on 22 July 2021 included a Chairman's announcement regarding the consultation to encourage participation.
25. Two drop-in sessions were held at Melksham library on 30 July and 6 August 2021 where plans of the scheme were displayed, and staff were available to answer questions.
26. Organisations with an interest in the scheme, local councils, and others were advised of the consultation by email and were invited to submit their views.

27. The consultation was primarily held through the scheme webpage, which provided a short introduction to the proposals and a link to the 'Melksham Bypass 2nd Consultation Information Pack'. This document described the background to the scheme, the scheme objectives, and set out the scheme preparation process, advising that it was at a very early stage of its development and would be the subject of further non-statutory and statutory consultations should it proceed.
28. The document described the previous consultation and the outcome. It provided information on the further options assessments undertaken and the results of the sifting process. There was a description of how Option 10c was refined to become the emerging route which was being consulted on.
29. There was a description of the emerging route and its main features, which included three potential variants at the northern end where it would cross the River Avon and join the A350. Typical scheme cross-sections were shown to indicate the road, drainage ditches, possible combined footway/cycleways and provision for potential future dualling.
30. Predicted traffic flows on the existing road network and for a scenario with the delivery of the bypass were shown for 2036, based on current plan development. Corresponding heavy goods vehicle flows were indicated and the anticipated reductions in journey times were described.
31. Potential complementary walking and cycling measures were suggested which had three main components of a pedestrian friendly town centre, better access to the rail station, and connections to the north and south. This could include continuous footways across junctions, visual narrowing of carriageways, gateway features and new pedestrian crossings in the town centre. Access to Melksham Rail Centre could be improved with additional signalised pedestrian/cyclist crossings and shared use paths. Improved links to Lacock and the Kennet and Avon Canal could also be provided by two-way cycle tracks and improvements to existing routes.
32. The main environmental constraints considered in developing the scheme and a summary of the key considerations and mitigation measures were provided.
33. As well as the consultation document described above, the draft Options Appraisal Report (OAR) and its appendices were made available on the webpage, together with the Walking Cycling Horse Riding Assessment Report (WCHAR). These are technical documents, but it was considered that they could be helpful for those wishing to get a deeper understanding of the scheme.
34. The public were invited to give their views via a questionnaire on the scheme webpage, by email or by writing to the Council.
35. The aims of the second non-statutory consultation were to:
 - engage with stakeholders affected by or interested in the scheme;
 - engage with potentially affected landowners;
 - encourage involvement from stakeholders and build strong open relationships;

- raise awareness of the scheme and understanding for the need to improve the A350;
 - inform about the emerging option identified including walking, cycling and horse-riding measures;
 - understand stakeholder concerns, issues and suggestions;
 - receive feedback on the options to allow us to develop the scheme further; and
 - prepare for the statutory consultation phases.
36. Although the second public consultation ended on 8 August 2021, liaison has continued with landowners and other organisations in order to obtain a better understanding of the potential impacts and implications of the scheme, and to inform future development of the proposals.

Response to the consultation

37. There were 760 questionnaire responses, the majority of which were from Melksham and the nearby parishes of Melksham Without, Lacock and Seend (78%), and 480 emails and written responses from the public, with 4 responses from local councils and 4 from other organisations (see **Appendix 1**).
38. Melksham Town Council listed the pros and cons for the scheme and suggested ideas for mitigation measures should the scheme proceed. Melksham Without Parish Council considered that further evidence is required to justify the scheme and suggested some changes to the proposals. Lacock Parish Council objected to the scheme and raised some specific issues. Seend Parish Council indicated that their preferred choice would be no bypass and made comments on the proposals.
39. The National Trust would appreciate further engagement with Wiltshire Council and other stakeholders such as Lacock Parish Council to fully understand the proposed road scheme and its implications for Lacock. Wiltshire Air Ambulance commented about signing and street lighting aspects. Bowerhill Residents Action Group (BRAG) felt that the proposed Melksham Bypass would be detrimental to Bowerhill residents and its surrounding environment. The Executive Committee of the Bowerhill Scout Troop objected to the proposed route because of the effect on areas they use. Community Action Shaw and Whitley (CAWS) Group supported the emerging route.
40. There were fewer questionnaire responses to the second consultation, with 760 questionnaires completed compared to 1,018 previously. The number of responses that did not support the need for improvements to the A350 at Beanacre and Melksham was virtually unchanged at 396 compared to 406 previously, but the number of responses supporting an improvement had reduced from 594 to 331.
41. In the questionnaire response to the second consultation:
- 52% (396 responses) did not support the need for an improvement to the A350 at Melksham and Beanacre,
 - 43% (331 responses) did support the need for an improvement.

42. Overall, 67% (486 responses) considered that the emerging route being consulted on would not be suitable for the scheme, and 33% (235 responses) that considered that the route would be suitable.
43. At the northern end of the scheme Option A, connecting to the southern roundabout at Lacock, had more support than Options B or C, but a majority did not prefer any of them.
44. From the questionnaire responses there was a clear divergence of opinion between those who supported the need for an improvement to the A350 and those who did not.
45. Of those who supported the need for an improvement (331 responses):
 - 69 % (228 responses) considered the emerging route to be suitable for the scheme,
 - 63% (209 responses) preferred Option A at the northern end,
 - 63% (208 responses) thought that the scheme would reduce journey times on the A350,
 - 57% (188 responses) considered the proposed rights of way alterations to be suitable,
 - 55% (181 responses) had no concerns about the route.
46. Of those who did not support the need for a bypass (396 responses):
 - 95% (377 responses) did not consider the emerging route to be suitable,
 - 90% (360 responses) had concerns about the route,
 - 88% (349 responses) did not prefer any of the options at the northern end.
47. The questionnaire provided the opportunity to comment on the proposals, and the biggest concern expressed was about the potential impact on the countryside, habitats, and the environment (242 comments). There were various comments about details of the scheme, rights of way alterations and other aspects of the scheme.
48. From the emails and letters received the main concerns about the scheme and the emerging route were about:
 - the potential impact on the countryside, scenic areas, and other environmental impacts (256 comments),
 - noise (263 comments)
 - air pollution (256 comments).
 - impacts on wildlife, including protected or endangered species (217 comments)
 - the effect on access from Melksham and Bowerhill to the canal, countryside, and Giles Wood (196 comments)
 - the potential effect on physical and mental well-being (136 comments).
49. There were concerns raised by individual landowners, particularly about accommodating agricultural operations and the effects on individual properties. Discussions will be continuing with affected landowners to understand the potential impact of the scheme and identify potential mitigation measures.

50. There were comments and questions about various aspects of the traffic modelling, including in connection with future traffic growth and Covid-19, the closure of Cleveland Bridge in Bath, and the Bath Clean Air Zone. These will need to be factored into future assessments and traffic modelling as appropriate at the next stage of the scheme development when the potential impacts should be clearer.

Key issues identified through the consultation

51. There were several themes identified in the consultation responses regarding aspects of the emerging route and the scheme, many of which would need to be considered in more detail at the planning application stage, and these are described below:
- The effect on the countryside and access to the countryside from residential areas were key concerns for many of those responding to the consultation, together with concerns about the traffic noise, air and light pollution associated with a new road.
 - There were comments in the consultation responses that traffic patterns had changed significantly as a result of the Covid pandemic with increased flexible and home working, which it was suggested would reduce the need for the scheme. It should be noted that there is currently no firm evidence for this. Given current Covid cases and some population reluctance to return to prior pandemic norms, an evidence base for such concerns may not be available for a significant period of time.
 - The strategic case for the scheme was also questioned in the consultation, including the journey time savings and their relevance.
 - The carbon footprint and climate change were factors raised in the consultation, particularly by those not in favour of the scheme, and its compatibility with developing policy and commitments was questioned.
 - There were concerns expressed that the scheme would enable large scale housing developments, which was a particular concern locally because of a perception that Melksham currently suffers from an under provision of local services and facilities.
52. The impact on the countryside and mitigation measures would be considered in more detail in the development of the proposals and the preparation of a planning application, should the scheme proceed to the next stage. This would include detailed consideration of noise and air quality aspects. Future traffic growth will be reviewed when any revised DfT traffic and economic growth predictions are published, which would be expected to include information on post-covid traffic forecasts. The carbon implications of the scheme and the strategic case would also be considered in more detail at the planning application stage.
53. The scheme is an improvement of the Major Road Network and is a strategic transport improvement. It does not include or require the construction of houses or other developments. The Wiltshire Local Plan Review was the subject of a

separate consultation held between January and March 2021, regarding the requirement for new homes at Melksham and Bowerhill for the plan period 2016 – 2036, and this will establish future development proposals and opportunities. Future growth in west Wiltshire is anticipated because of population and employment growth in the towns, especially at Chippenham and Trowbridge, and the proposed improvements to the A350 would help accommodate that growth.

Variations of the route suggested in the consultation

54. The consultation responses suggested variations to some of the route, including realigning various sections of the route (see **Appendix 2**). From an initial assessment it would appear that some of these alignments may have some merit and it is suggested that it would be appropriate to explore these further at the preliminary design stage.
55. Of the options at the northern end of the scheme Option A with a new roundabout at the southern junction at Lacock was generally preferred. However, there were concerns about the proximity of the route to Lacock and its visual intrusion where it would cross the River Avon floodplain. There were also concerns about the effect on National Trust land with that option.
56. An alternative route for the northern connection located further to the south was suggested in response to the consultation. This was referred to as the 'pylon route' and would cross Lower Woodrow Road near its junction with New Road and follow the route of the existing electricity pylons to a new roundabout on the A350 close to Halfway Farm.
57. The emerging route would not provide a junction between the bypass and Lower Woodrow Road, and it was suggested that there would be benefits in providing a junction at that location.
58. Between the A3102 and A365 the emerging route is proposed to curve to the east to avoid identified archaeological remains, which would take the route closer to properties in Redstocks. It was suggested that this section of the route should be straighter, potentially with a single crossing of Clackers Brook. Consideration of this alternative would require a better understanding of the archaeology in the area and potential mitigation measures.
59. At the southern end of the scheme there was considerable concern about the potential effects on Bowerhill, especially about the effect on residential properties, access to the Kennet and Avon canal, rights of way and recreational areas. A route further to the south, away from the built-up area was suggested for this section of the route, together with the road being in cutting, additional screening and 'green bridges' to take the rights of way across the bypass.
60. There were suggestions about landscaping, screening and public rights of way provision on parts of the route, and these and the route variations could be considered in more detail at the next stage of the scheme design.

Local Plan Review

61. The review of the adopted Local Plan will assess the future levels of need for new homes (including market, affordable and specialist housing) and

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employment land over the period 2016-2036 and provide an appropriate basis for housing, employment land and infrastructure provision over that period.

62. It involves considering if the existing adopted development strategy remains relevant, identifying new site allocations relating to housing and employment together with supporting services and infrastructure.
63. The emerging Local Plan could have implications for the Melksham Bypass scheme especially in terms of housing allocations and future growth. It would also be desirable to protect the route corridor of the Melksham Bypass in the local plan. The progress of the local plan will be monitored to ensure that the development of the Melksham Bypass scheme takes this into account.
64. Initial work carried out to determine the impacts of the growth agenda that will be reflected in the emerging Local Plan, was carried out and consulted upon in January 2021. This work included the 'Wiltshire Local Plan Transport Review', which presents the evidence base for the transport impacts of forecast growth. This document was clear in its assessment that Melksham Bypass was an essential and key component of the transport strategy for the plan and despite the significant mitigation it provided, additional measures would be required along the A350 corridor. It is therefore clear that the bypass will be necessary to mitigate current Core Strategy policy growth and will be a key element to accommodate further growth in the subsequent plan.

M4 to Dorset Coast Connectivity

65. The Government included a commitment in its second Road Investment Strategy (RIS2)¹ to undertake a strategic study into road connectivity between the M4 corridor and the Dorset Coast, incorporating the major towns of Bournemouth, Christchurch, Poole, Weymouth and Portland (see **Appendix 3**).
66. National Highways (formerly Highways England) is undertaking this study, exploring the role of both the existing A46 / A36 Strategic Road Network (SRN) corridor, as well as other road corridors, including the A34, A350, A338 and parts of the A37. The study will consider their performance against a range of objectives agreed with key local stakeholders through workshops and aligned with both RIS2 and wider government objectives. The Strategic Study sits alongside and will input into a wider corridor study led by the Western Gateway strategic transport body, which will consider wider transport connectivity issues, including rail.
67. Next year, work is expected to start on a sifting of a longlist of interventions, based on their performance against a set of agreed Study objectives, alongside deliverability considerations. This will result in a shortlist of interventions that can be combined in a number of corridor scenarios and be tested using an area-wide strategic highways model. This process will allow an understanding of the performance of different corridors against each other, and to determine whether an alternative strategic corridor would perform better than the existing A46 / A36 route. It will also enable interventions to be identified that could be brought together to achieve the overall objective of improving connectivity between the

¹ <https://www.gov.uk/government/publications/road-investment-strategy-2-ris2-2020-to-2025>

M4 and the Dorset Coast. RIS2 makes specific reference to the alternative corridor being the A350.

68. National Highways is aiming to report the recommendations from its work in late summer 2022. As the strategic study area includes the A350 and could consider designation of the route as part of the SRN, it may have implications for the Melksham Bypass scheme and the A350 route in general, which will have to be considered when the results of the study are known.

Potential Scheme Benefits

69. The potential scheme benefits were reviewed following the initial public consultation and have been considered again to ensure that any proposals being taken forward continue to be likely to deliver the benefits originally envisaged.
70. The scheme is forecast to deliver strategic benefits including:
- Helping unlock the potential of the south coast and facilitate greater economic alignment between the north and south of the Western, Gateway by providing improved strategic connectivity from the M4 and A303 corridors to the south coast,
 - Potential to help realise local growth ambitions and forge significant benefits by removing one of the barriers to more efficient north and south travel in the Western Gateway area,
 - Creating a more reliable, less congested, and better-connected transport network that works for the users who rely on it,
 - Providing a well-connected, reliable and resilient transport system to support economic and planned development growth across the corridor from the M4 through western Wiltshire and at key locations in Melksham and surrounding Market Towns and Principal Settlements,
 - Supporting and helping to improve the vitality, viability and resilience of Wiltshire's economy and market towns,
 - Assisting the efficient and sustainable distribution of freight in Wiltshire and beyond to build stronger, more balanced economies by enhancing productivity and responding to local growth priorities,
 - Supporting and promoting a choice of sustainable transport alternatives,
 - Reducing the level of air pollutants, carbon dioxide and other greenhouse gas emissions generated by inefficient highway networks and congestion, thereby contributing to the Council's carbon reduction targets,
 - Improving safety for all road users and reducing the number of casualties on Wiltshire's roads,
 - Reducing traffic flows on the National Cycle Network through Melksham, facilitating increased use of cycling and realising the health, environmental and carbon benefits therein,
 - Reducing traffic flows along the current A350 alignment and from within the town to facilitate a parallel package of measures (see below).
71. Significant localised benefits are anticipated to accrue from a parallel package of transformational improvements including:

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- Improving access to the railway station from the town and residential areas,
- Improving walking and cycling routes from the town to the south and Semington,
- Improving walking and cycling routes for leisure use by connecting existing routes,
- Improving air quality, physical and mental well-being by reducing traffic and traffic noise on the existing A350 through Beanacre and Melksham,
- Improving access to local services, shops, amenities and schools with the removal of through traffic,
- Reducing severance impacts on communities in Beanacre and northern Melksham caused by high traffic volumes and encouraging HGVs to use more suitable routes,
- Improving localised air quality by shifting traffic and pollutants away from sensitive receptors, especially residential areas,
- Generating opportunities for public realm schemes following the diversion of traffic.

72. It appears likely that the emerging route or its variants would be capable of delivering the benefits originally anticipated for the scheme, and this will continue to be reviewed as the scheme development progresses.

Considerations

73. The consultations on the Melksham Bypass proposals have provided the opportunity for the public, town and parish councils, Area Board and other organisations to comment on the developing scheme.
74. There appears to have been a reasonable response from the public despite the limitations caused by the pandemic. However, it was noted that there were fewer responses to the questionnaire than there had been with the previous consultation. However, there were more email responses. Most of the responses were from local residents and businesses and so may not necessarily represent the views of the public or businesses that would make use of a Melksham bypass.
75. From the public consultation there are clearly local concerns about aspects of the scheme which would require further consideration. The consultation was not intended to be a public 'vote' for the most popular route or option as there are many factors to be considered in determining a suitable scheme, including the objectives, landscape, archaeology, ecology, air quality, flood risk, environment including climate change impact, cost and benefits.
76. There were several themes identified in the consultation responses regarding concerns about the emerging route and the scheme, many of which would need to be considered in more detail at the planning application stage, including the effect of the scheme on the countryside and access to the countryside from residential areas, traffic noise, air and light pollution, changing traffic patterns

following Covid pandemic, the justification for the scheme, the carbon footprint and climate change, and concerns about increased housing development.

77. From the consultation it is clear that there are opposing views about the need for a bypass. However, from the design and assessment work carried out to date, there does not appear to be any technical or practical reason for not adopting Option 10c as the preferred route corridor based on current knowledge.
78. In view of the concerns expressed during the second consultation about elements of the route it would be appropriate to consider the potential route variants suggested in more detail as part of the preliminary design process should the scheme proceed to the next stage, and it would be desirable to carry out further consultations before finalising the proposals for a planning application.
79. The planning application would be a key decision point when the scheme will have been designed in more detail and the environmental impact assessment will have been prepared. Further design and assessment work is required in order to reach this stage and to be able to fully understand all of the potential benefits and impacts of the scheme.
80. National Highways are planning to report on their study of M4 to Dorset Coast Connectivity next year. This includes consideration of the role of the SRN and other road corridors, including the A350.

Next Stages

81. The Outline Business Case (OBC) is being finalised for submission to the DfT. It will then be published on the scheme webpage. The programme set out in the Strategic Outline Business Case (SOBC) envisaged the OBC being submitted by December 2021 and this remains on programme.
82. If the OBC is approved, it is anticipated that funding would be awarded to develop the proposals in more detail through to the Full Business Case (FBC).
83. The development to FBC stage would be expected to take about four years for a scheme of this size and complexity and would include:
 - Preliminary design and further non-statutory consultation
 - Planning application with statutory consultation
 - Statutory orders (Compulsory Purchase Orders etc.)
 - Public Inquiry
 - Detailed Design
 - Procurement (excluding construction)
84. At the preliminary design stage, the potential route variants would be considered in more detail and further non-statutory consultation undertaken before a planning application is prepared.
85. The preparation of the planning application would be a key stage of the scheme's development. It would require the scheme and mitigation measures to

be designed in sufficient detail to enable the environmental impact assessment to be prepared, which would then be the subject of statutory consultations.

86. If the planning application is approved, the statutory orders would be prepared to enable the compulsory purchase of land if it is not possible to acquire by agreement, and to make alterations to side roads and private accesses as required. With a scheme of this type, it would be expected that there would be a public inquiry in connection with the statutory orders.
87. The FBC would be reviewed by DfT and if approved funding would be provided to enable construction which would be expected to take about two years but may depend on the final design of the scheme and the associated mitigation measures incorporated in the proposals. The new road could open in mid-2028, subject to successful progress through the statutory orders.

Overview and Scrutiny Engagement

88. The scheme is still at an early stage of its development. Future progress on the project will be reported to the Environment Select Committee in connection with the annual report made on the highways service.

Safeguarding Implications

89. There are no safeguarding implications.

Public Health Implications

90. The scheme would improve the highway network significantly in the local area and has the potential to improve road safety and reduce the number killed and seriously injured on our roads. The potential reduction in injury collisions and the road safety implications would be considered in more detail at the next stage of the scheme development.
91. The removal of through traffic from residential areas could reduce traffic noise and air pollution with consequent health benefits for residents, but the scheme does have the potential to introduce traffic into previously unaffected areas and may have other detrimental effects. The planning application for the scheme will need to take these impacts into consideration.
92. Reduced traffic on some of the existing roads with the scheme, and the improvements proposed, would provide the opportunity to provide improved facilities for walking and cycling to encourage active travel and healthier lifestyles. The potential for improved walking and cycling provision is being considered at the earliest stage of the scheme development and could be included in the scheme or promoted separately should the opportunity arise.

Procurement Implications

93. The Melksham Bypass would be a major construction project. The exact procurement arrangements may depend on the final details of the scheme, and at this stage it is too early to confirm the procurement process to be followed, but indications are that it would be likely to be a single contract, with a two-stage

procurement process. There may be opportunities for some advanced works, staged construction, or specialist contracts, which would be determined when the scheme has been prepared in more detail and the programme is better defined.

94. The scheme would be largely funded by the DfT and procurement would be carried out to meet the DfT requirements, using standard documentation where available, and in accordance with the Council's own procurement rules.

Equalities Impact of the Proposal

95. Equality impact assessments will be undertaken in accordance with the DfT guidance as the scheme is developed and will be used to inform scheme development and assessment.
96. It is anticipated that scheme options may have different implications for different groups. The ongoing design and assessment work will help identify these so that they can be considered in detail at the planning application stage.

Environmental and Climate Change Considerations

97. The government has recently published its Transport Decarbonisation Plan, which is relevant to the proposed scheme and states that 'continued high investment in our roads is therefore, and will remain, as necessary as ever to ensure the functioning of the nation, and to reduce the congestion which is a major source of carbon'.
98. The Melksham Bypass would be a major transport improvement, which would be likely to reduce journey times and vehicle operating costs on the A350 and at the associated junctions. The reduced congestion, better facilities for active travel, and improved road safety would be expected to reduce energy consumption with the scheme. A Carbon Management plan will be prepared for the scheme. Any future policies or strategies will be taken into account as the scheme develops, and the project will need to be considered in the light of emerging policies at both Government and local level.
99. There are clearly going to be changes to the types of vehicles using our roads and to the provision of transport in the future, especially with the use of electric vehicles and alternative fuel sources. However, the DfT predictions indicate that in the longer-term traffic volumes are expected to increase and this is especially likely to be the case in west Wiltshire where employment and population growth is anticipated.
100. It is anticipated that there will be changes in the plant and equipment used to build and maintain our roads, as well as increasing use of materials and techniques with a lower carbon footprint. This Council was an early adopter of warm asphalt, a surfacing material which has a reduced carbon footprint and is now being used more widely, including on the strategic road network. We will be closely watching and learning from National Highways (formerly Highways England) who have recently published their own decarbonisation plan.

101. An assessment of the carbon implications of the scheme will form part of the assessment of the project when it has been designed in more detail. The scheme is still at an early stage of its development and the current work and consultation is seeking to refine the proposals to identify a suitable scheme, taking into account all of the relevant factors. However, even with landscaping and other measures it may not be possible to mitigate all the potential carbon impacts within the scheme, and these will need to be considered in the context of the potential strategic and other benefits associated with the scheme.
102. The scheme would include environmental mitigation measures, including landscaping proposals, sustainable drainage schemes, and environmental protection measures to control potential incidents as a result of collisions. A road designed to modern standards with appropriate environmental protection measures is likely to be less of an operational risk to the environment and people than the existing road.
103. The scheme provides the opportunity to create well designed green and blue infrastructure to enhance biodiversity, including extensive tree planting linking to existing woodlands, and new ponds and watercourses. The landscaping and mitigation measures will be designed in detail in the next stage of the scheme development and will take into account the habitat and ecological surveys being undertaken.
104. The potential effects of climate change will be included in the design of the scheme and will include making allowances for increased rainfall and flood risk, as well as the use of more durable materials to provide resilience in connection with increased temperatures and other potential impacts of climate change.

Risks that may arise if the proposed decision and related work is not taken

105. Should the decision be made to not proceed with the scheme, the opportunity to obtain significant government investment in the county would be lost. The existing problems on the road would remain, and the situation would be expected to deteriorate because of anticipated future traffic growth.
106. The scheme is a strategic improvement to the Major Road Network seeking to improve links between the north and south of the Western Gateway area by providing improved strategic connectivity from the M4 to the south coast. It has the potential to help realise local growth ambitions and create a more reliable, less congested, and better-connected transport network that works for the users who rely on it. These and other local benefits would not be delivered if the scheme does not proceed.
107. The Melksham Bypass is required to address current growth trends and future planned growth within Wiltshire and not delivering the scheme could directly affect growth in the county.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

108. Should the decision be made to proceed to the next stage of the scheme development, it should be noted that there are risks with a scheme of this type. It

would be important to ensure that there is a robust case for the scheme, taking into account the environmental considerations which would be the subject of an environmental impact assessment, and the many other factors which would need to be considered.

109. The scheme would have to include landscaping and other mitigation measures to address the concerns that have been identified in connection with some aspects of the project, including consideration of the route alignment in more detail at the preliminary design stage and landscaping proposals. From the public consultation results it is clear that there would be objections in principle to the scheme, and it may not be possible to remove all objections to the proposals.
110. The scheme would be the subject of a planning application, which would include substantial survey and the assessment results to inform an environmental impact assessment. The statement of case in connection with the statutory orders and the supporting information would have to be robust and stand up to challenge. A substantial volume of work would need to be undertaken to develop the scheme to Full Business Case stage that should ensure that a robust case is made for the scheme.
111. There is a risk that after developing the scheme to the planning application and statutory orders stage, the scheme may not proceed because funding is no longer available from the DfT, or if the statutory orders or other permissions are not obtained. In some circumstances the DfT could seek reimbursement of any payments in respect of the grant award in the event of the scheme not proceeding.
112. Should the scheme proceed to construction, there are risks associated with cost overruns. These would have to be managed carefully in order to reduce the financial risk to the Council, and appropriate measures would need to be put in place with regard to contract preparation, procurement and site supervision. The cost estimates for the scheme currently include substantial risk and inflation allowances. It is anticipated that the risk allowances would reduce considerably during the design process when the scheme is designed in more detail and many of the uncertainties are removed.
113. At the various stages of its development the risks associated with progressing the scheme would be assessed and appropriate risk management would be implemented. Risk management is an important consideration with schemes of this type and robust processes would be in place to manage the risks throughout the life of the project.

Financial Implications

114. When Cabinet considered the Transport Capital Programme on 19 May 2020 it recognised that most of the funding for the scheme would be provided by the DfT, with initially £1.330 million awarded to prepare the OBC for the scheme. The report identified Council funding of £0.670 million to contribute to the development of the OBC during 2020/21 and 2021/22. The development of the OBC has proceeded to the originally envisaged timescale and budget.

115. The successful acceptance of the OBC by DfT would result in an award of further funding to progress the scheme to a Full Business Case (FBC). This would include the planning application, statutory procedures, public inquiry, and contract procurement stages.
116. The latest cost estimate for the scheme at 2019 prices is:

Cost Category	Cost (2019 Prices)
Preparatory	£16,000,000
Land and property	£3,100,000
Construction	£123,100,000
Site supervision	£3,800,000
Total excluding risk	£146,000,000
Risk	£35,200,000
Total including Risk	£181,200,000

117. The scheme cost estimate is £146,000,000 based on 2019 prices, which are the most recent rates available. A substantial risk allowance has then been added to reflect the uncertainties at this stage. This would be expected to reduce during the design stage as the proposals are refined and uncertainties are removed following the more detailed surveys and assessments.
118. Allowances for inflation have been included in the economic modelling to assess the economic viability of the scheme, and a scheme outturn cost of £234,600,000 including risks has been calculated.
119. In the Cabinet report of 19 May 2020, it was indicated that a substantial contribution to the scheme costs by the Council may be required in the years 2024 to 2027 and based on the 15% contribution suggested by DfT which would have been in the region of £20 million based on the original estimated scheme cost of £135,810,100 at the SOBC stage.
120. The scheme has now been developed in more detail and the current programme envisages construction taking place over a two year period during the financial years 2026/27, 2027/28, and 2028/29, with the scheme opening in summer 2028 as originally proposed. The currently anticipated expenditure profile based on the latest estimate, including risk and inflation allowances, is shown below:

A350 Melksham Bypass – Expenditure Profile (£000's)

Year	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Total	£5,400	£5,600	£5,700	£11,500	£69,700	£104,900	£31,800	£234,600

121. A local contribution to the scheme development and construction costs could come from CIL, s106 or the Council's own funding. In the longer term the possibility of the status of the A350 changing could result in other funding sources becoming available to meet the full scheme cost, but that is not certain at this stage. It is therefore recommended that funding of the next stage of the scheme should be considered after the results of the National Highways' strategic study of M4 to Dorset Connectivity are available.

122. The Council is also progressing three MRN schemes. The OBC for the A350 Chippenham Bypass Dualling (Phases 4 & 5) has recently been approved, and funding of £26.625 million has been awarded by DfT for that scheme. There are also OBCs in preparation for the A338 Salisbury Junction Improvements and M4 Junction 17 MRN schemes which should be completed shortly.

Legal Implications

123. There is no legal requirement to undertake public consultation on the scheme at this stage. However, undertaking the non-statutory consultation on the emerging route has helped ensure that the information necessary to inform the later stages of the scheme development has been captured, and it is in accordance with the DfT guidance for major schemes. There would be further consultations, including formal consultations at the planning application stage and in connection with the statutory orders.
124. It should be noted that in certain circumstances there could be blight claims if land is adversely affected by the scheme. Any such claims would be considered on their merits should they be received but are unlikely to be successful at this early stage when the proposals are not certain.
125. The scheme would be the subject of Compulsory Purchase Orders (CPO) under the Highways Act 1980 should it not be possible to acquire the necessary land and rights from owners by agreement. It is also likely that the scheme would require Side Roads Orders (SRO) to make alterations to minor roads, rights of way and private accesses needed to accommodate the scheme.
126. Objections to the CPO should one be required or to the SRO could result in a public inquiry being held. An Inspector's report would be considered by the Secretary of State to determine whether to confirm the statutory orders for the scheme.
127. Decisions of local authorities are potentially subject to legal challenges by way of judicial review if those decisions or the decision making process is considered by a third party to be unlawful.

Workforce Implications

128. There are no immediate workforce implications in connection with this stage of the A350 Melksham Bypass. A small major highway projects team has been established in the Council, which works closely with the Council's consultants who have the specialist knowledge and expertise required for a scheme of this type.
129. In the longer term, if the project proceeds to the detailed design and construction stages, it is likely that there would be significant training opportunities for the Council's technical staff with good opportunities to broaden their experience.

Options Considered

130. A wide range of options for the scheme have been investigated and were consulted on, including road and non-road options. The assessment work

undertaken indicates that the non-road options alone would not meet the transport objectives for the scheme, but some of them could be progressed in conjunction with the scheme or separately. The potential DfT funding available for the scheme would be for an improvement to the MRN and the funds could not be diverted by the Council for other purposes.

131. The strategic need for improvements to the A350 was confirmed by the Western Gateway STB. Should the scheme not proceed, the existing problems on the road would remain, and the situation would be expected to deteriorate because of anticipated future traffic growth. There are also local benefits that would not be realised.
132. The improvement of the existing road through Beanacre and to the north of Melksham is constrained by properties adjacent to the road. Improving this section of the existing route to the standard required for a major road to carry the volume of traffic predicted is not considered to be feasible or desirable.
133. The western routes for a bypass did not offer significant cost, operational or environmental benefits when compared to the eastern routes and had less public support than the eastern routes.
134. The options assessment indicated that the eastern routes generally performed well in operational and cost terms, with varying environmental implications. However, the longest eastern route (Option 10d) which would cross the Kennet and Avon canal and its variants were the most expensive and had greater adverse environmental impact. Consequently, they were not progressed further.
135. The long eastern route (Option 10c) has been identified as a potentially suitable route, but variations of that route within the route corridor would be worthy of further consideration at the preliminary design stage.
136. The comments at both public consultations included suggestions for walking and cycling improvements, which could be included as part of the scheme or progressed separately, and these will be investigated further.

Conclusions

137. The importance of the A350 Melksham Bypass scheme has been demonstrated through the policies in the Core Strategy, the 'Wiltshire Local Plan Transport Review' prepared in connection with the emerging Local Plan Review, and by its inclusion as a MRN improvement scheme awarded development funding by DfT. The Melksham Bypass is required to address current growth trends and future planned growth within Wiltshire and delays to its delivery would directly affect growth in the county.
138. Various options for the scheme, including road and non-road options, have been investigated and were the subject of the first public consultation earlier this year. An option sifting exercise was undertaken and Option 10c emerged as a viable route corridor. Further consultations were undertaken on this emerging route between 23 June 2021 and 8 August 2021.

139. From the questionnaire responses to the second consultation there was a clear divergence of opinion between those who supported the need for an improvement to the A350 and those who did not. Most of those who supported the need for an improvement considered the emerging route to be suitable for the scheme and preferred Option A at the northern end. Those who did not support the need for a bypass did not consider the route to be suitable and did not prefer any of the options at the northern end.
140. The consultation responses indicated that there were concerns about the emerging route and aspects of the scheme, many of which would need to be considered in more detail at the planning application stage, including the effect of the scheme on the countryside and access to the countryside from residential areas, traffic noise, air and light pollution, changing traffic patterns following the Covid pandemic, the economic case, the carbon footprint and climate change implications, and concerns about increased housing development.
141. Alternative alignments and variants of the emerging route were suggested by the public during the consultation. It is considered that there would be benefits in examining these suggested variations in more detail at the next stage of the scheme development in order to seek to address some of the concerns raised in the consultation responses.
142. The package of complementary walking and cycling measures would also be developed further in the next stage.
143. The design and assessment work undertaken to date indicates that it would be possible to develop a viable scheme for a Melksham Bypass based on the emerging route or the suggested variants.
144. Further design and assessment work is required to develop the scheme in more detail and prepare a planning application, including an environmental impact assessment with supporting documentation.
145. It is likely that statutory orders including compulsory purchase orders would be required, and the scheme could be the subject of a public inquiry in due course when an independent Inspector would make a recommendation to the Secretary of State regarding the proposals.
146. The strategic study being undertaken by National Highways in connection with M4 to Dorset Coast Connectivity could have implications for the A350 and the scheme. Further consideration should be given to progressing the scheme when the results of that study and the DfT's comments on the OBC are available.

Parvis Khansari (Director - Highways and Environment)

Report Author:

Peter Binley

Head of Service - Highway Major Projects,

peter.binley@wiltshire.gov.uk, Tel: 01225 713412

Date of report

CM10027

The following documents have been relied on in the preparation of this report:

None

Appendices

Appendix 1 – Melksham Bypass Report on Second Public Consultation

Appendix 2 – Melksham Bypass Emerging Route and Variants

Appendix 3 – M4 to Dorset Coast Connectivity Study

Teresa Strange

From: Marianne Rossi
Sent: 29 November 2021 15:26
To: info@wacservices.co.uk
Cc: Teresa Strange
Subject: Melksham Without Parish Council- Advice on our ventilation system

Good Afternoon,

I wonder whether you can help me. We have a Mitsubishi Electric- Lossnay LGH-65RX5-E ventilation system installed at our sports pavilion, but we need someone to service it and advise us on what it does and how we use it. We are currently using our pavilion as our temporary office accommodation, but we currently have no openable windows for office ventilation and our door being open during the winter months is not a suitable option for us. We haven't ever used it before but looking at our O&M manual it should be serviced on a regular basis.

I wonder whether you could advise as to whether you deal with this type of ventilation system and if so whether you would be able to arrange to come and service it for us and talk us through what it does/ how to use it etc?

Any advise on this would be much appreciated

Kind Regards,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire, SN12 6TL
01225 705700
www.melkshamwithout.co.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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MELKSHAM WITHOUT PARISH COUNCIL

GRANT AID POLICY

1. Applications must be from organisations either based within the Parish, or based outside the Parish that can prove that they assist residents living within the parish.
2. A statement of the latest audited accounts must accompany the application. Grants may still be awarded if up to date accounts are not received but they will not be paid until satisfactory accounts are received.
3. No applications received after the closing date will be considered, no matter how worthy the cause. Closing date is 31st January.
4. Applications from individuals will not be accepted.
5. Applications from schools or PTAs will only be considered if the grant is to be used for non-educational purposes. Grants will not be given for any item that should be supplied by Local Education Authority.
6. Applications from national organisations may be accepted if there is a local branch that is used by residents of the parish and it can be proved that this benefits the residents of the parish.
7. Grants **may not** be awarded to organisations which themselves issue grant aid or distribute funds to help other groups.
8. Under current legislation the council are unable to fund church buildings.

Updated 2nd March 2020

MELKSHAM WITHOUT PARISH COUNCIL

Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire SN12 6TL
Tel/Fax: 01225 705700
Email: finance@melkshamwithout.co.uk
Web: www.melkshamwithout.co.uk

APPLICATION FOR GRANT AID

1. Name of Organisation:
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

Telephone number:
Email:

4. Is your work National/Countywide/District/Locally based?
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

6. Amount of Grant requested: £.....

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 monthS of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils		
Any other body		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout.co.uk give website address here:

Signature:

Date:

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2021.

Please note: Grant awards will not be presented until late May/ early June, details to be confirmed.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	

AGENDA ITEM 15

Climate Change Strategy

To receive feedback from recent parish council specific climate change meetings and consider how best to move forward and action

The Clerk and Councillor John Doel attended a session on Tuesday 16th November run by Wiltshire Council and the Centre for Sustainable Energy for parish/town councils on how to support the Climate Emergency, a “Wiltshire Climate Action Day”. It had lots of break out sessions for group work, and all the information/ideas is being collated from the different groups into one list and will be circulated.

Background to the event

Since November 2018, hundreds of local authorities, parish and town councils have passed declarations of a Climate Emergency, and in July 2019 the UK's target to achieve net zero carbon emissions by 2050 was enshrined in law. The Climate Emergency has received unprecedented levels of media and public attention in the past year, and awareness and, despite the emergence of the Covid-19 pandemic, a desire for change remains high. Indeed, the societal changes that have been made to tackle the pandemic have had some unexpected positive effects – for example, increased in active travel and decreases in car use.

All levels of government will need to be involved in supporting the rapid transition to a zero-carbon economy. As town and parish councils, you have a unique position through which you can stimulate grassroots action, encourage behaviour change, set a leadership example, and provide a local, accountable focal point for practical action on the climate emergency. This workshop is designed to help you:

- *Understand the urgency of the climate emergency and the need for rapid change*
- *Consider how climate change will affect your local area, and how its impacts will be felt differently by different groups in society*
- *Understand the levers of influence that you have, and how best to use them*
- *Begin to build a Climate Emergency Action Plan*
- *Network with other town and parish councils from across your area*

I then attended the SLCC (Society of Local Council Clerks) Wiltshire Branch meeting on Friday 19th November, and there was an excellent guest speaker, who is the Chair of Biddestone & Slaughterford Parish Council, and primarily an active member of the Wiltshire Climate Alliance and has been involved with a lot of environmental activities in Corsham. Again, a copy of his presentation should be coming through at some stage. Plus a copy of Westbury Town Council's Climate Action Plan for us to have a look at (at the Branch meeting they were the only local council to actually have a plan!).

I have also managed to get an invite to an informal group of town councils that are sharing information/best practice being organised by the Climate Officer at Salisbury Town Council.

I think my overall impression is that at parish council level its to lead by example, so to look at getting your own house in order; to assist and encourage local green initiatives and to think climate impact in your decision making and influence policy of those at a higher level where you can.

From the chap from Biddestone & Slaughterford Council's presentation he felt that a lot of work in terms of encouraging local initiatives etc is at Area Board level – which I have already fed back from your last meeting to the Town Council and to the Area Board Chair Cllr Phil Alford, who agrees with your stance.

In terms of looking at what the council does itself its about looking at energy efficient council buildings – the new Berryfield Village Hall will have a ground source heat pump and solar panels and will have good insulation in line with current standards; the Sports Pavilion at Bowerhill is only 5/6 years old. Shaw Village Hall was built in 1976 so there is some room perhaps for improvements here. Its looking at your energy providers, your bank investments, and having “green” in mind when purchasing items.

In terms of influencing local groups and initiatives, I have made an initial enquiry to see if the Chair of Biddestone & Slaughterford PC/Wiltshire Climate Alliance could come and talk at your Annual Parish meeting where there will be hopefully 40+ local groups that do good work in the parish – from scout groups, to village halls to local action groups – just a short presentation. He is happy to do that, and I thought that might be more appropriate than addressing a parish council meeting, but he is more than happy to do both, its up to you..... I think that as a Chair of a local parish council he is a good choice from the Wiltshire Climate Alliance as is realistic about what can be done at this level. He did suggest/recommend that instead of **declaring** a climate emergency, that perhaps just **acknowledging** a climate emergency would perhaps be more appropriate, and to that end I have added to the agenda for Monday evening.

There is a really good list of practical things that can be done at parish/town council level produced by the Friends of the Earth which would be a good road map for the parish council? <https://policy.friendsoftheearth.uk/reports/20-actions-parish-and-town-councils-can-take-climate-and-nature-emergency>

One of Melksham Without Parish Council's longer term objectives for the 4 year term of office agreed at Annual Council meeting May 2021:

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

Useful links:

Wiltshire Council's Climate pages <https://www.wiltshire.gov.uk/climate-change>

Wiltshire Council's Climate Environmental Toolkit

<https://www.wiltshire.gov.uk/article/3854/Community-Environmental-Toolkit>

Lorraine McRandle

Subject: FW: Village Hall Committee Chair

From: Mike Booth

Date: 23 November 2021 at 12:17:44 GMT

To: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: Re: Village Hall Committee Chair

Hi,

I confirm that I am happy with this. Thank you Mike.

Many thanks,

Jo [REDACTED]

On Tuesday, 23 November 2021, 12:12:31 GMT, [REDACTED] >
wrote:

Good morning all, after further consideration of the role, Matt Wills has informed me that he is unable to fulfil the position of Chair or become a trustee at this time. He will continue as a volunteer to support the committee and specifically will help us improve our IT systems and skills, help me look at a CCTV system and help with communication via Connect magazine. For this I personally thank him...

I have subsequently spoken to Patrick and under the circumstances, I (with the approval of the committee) am willing to act as Chair until the March AGM.

Could you please confirm by return that you are happy with this, if not we will convene an emergency meeting to vote in a new chair should anyone else be willing to stand?

Best regards

Mike Booth

Melksham community campus newsletter

November 2021

Welcome

Welcome to the November edition of the Melksham Community Campus newsletter.

The exterior of the building is really taking shape. The glazing and external doors are being installed and the building should be watertight by the end of December.

If you are reading an electronic version of this newsletter you can view a [timelapse video](#) of progress up to the end of October. You can also view this on our Facebook and Twitter pages (see details on next page).



Time Capsule

Pupils from Aloeric Primary School and Bowerhill Primary School contributed items for a time capsule that was buried on site on 23 November. A few of the children were lucky enough to witness the burial of the capsule, to hear about what the campus will offer and receive a talk from Pellikaan Construction Ltd. Representatives from the local media also attended to cover this exciting event.

The contents of the time capsule will serve as a snapshot of life in 2021 with pictures, writing and artifacts depicting what life is like in these challenging times. A plaque has been placed to mark the location of the capsule ready for it to be excavated in 30 years.



Melksham community campus newsletter

Build progress

The electrical substation is now in place, the power connection has been made and the internal ductwork and cable runs are being installed. The external brickwork continues along with the installation of external screens and doors. The internal blockwork is progressing well creating the internal spaces.

The foul drainage connection has been made. A swale has been created and an attenuation tank was installed as part of the surface water drainage system. The north and south car park construction is progressing. In the coming weeks Pellikaan may be working on some Saturday mornings.

Behind the scenes the design team and campus team continue to work on developing and finalising design: approving samples, reviewing design information, agreeing finishes and colour schemes.

Pedestrian access

There is currently no public vehicular access to the site.

The north car park construction work is ongoing until April 2022. Public access through the site from Place Road will remain closed during this time. Melk 20 footpath remains open for pedestrian access to the clubs and for public access through the site between Cedar Close and Canon Square.

Melk 21 footpath, linking the A350 Western Way by the cemetery to the Campus site is now open following the recent excavation works for the storm water drainage and power cable.

Pedestrian access from the Market Place remains closed for the duration of construction.

Planning Application

An application has been submitted to update the Melksham Community Campus planning permission approved under planning application reference 20/09353/VAR.

This application includes the addition of photovoltaics (solar panels) to improve the building's sustainability and updated hard and soft landscaping plans to reflect an improved car park layout. This includes an increased number of family bays, electric vehicle charging points and accessible parking bays in the north car park. An updated storm water drainage strategy and external lighting layout was submitted to reflect the updated landscaping plans. The full application can be viewed on the Planning portal at www.wiltshire.gov.uk reference [PL/2021/10087](https://www.wiltshire.gov.uk/planning/2021/10087). The consultation ends on 3 December 2021.

Get in touch:

You can contact the campus team by email: melkshamcampus@wiltshire.gov.uk



[Melksham Community Campus](#)



[@CampusMelksham](#)



Wiltshire Council



Teresa Strange

From: Teresa Strange
Sent: 30 November 2021 15:10
To: Blackham, Mark (Nokia - GB/Reading)
Cc: Marianne Rossi; sea.tweedie@gmail.com
Subject: RE: Brabazon Way Licence for use of land for bulb planting, Wildflowers and shrubs
Attachments: Melksham Brabazon Way.pdf; Brabazon Way Melksham garden Licence Draft.pdf

Hi Mark
Replies below....
Kind regards, Teresa

From: Blackham, Mark (Nokia - GB/Reading) <mark.blackham@nokia.com>
Sent: 19 November 2021 13:44
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>; sea.tweedie@gmail.com
Subject: RE: Brabazon Way Licence for use of land for bulb planting, Wildflowers and shrubs

Teresa,
Apologies for the delay. I am still catching up after holidays.
I have removed some of the unknown people in the distribution for the moment.
I have some questions:

- I think that we only really wanted to work on the two end pieces and not the middle part. I need to confirm with Sharon who is leading the project. **I have put this back on the agenda for the council's meeting on Monday evening so it can be approved if you do want to proceed with the licence, so if the plan has changed from the one previously supplied then please can you provide a new one.**
- What does it mean that we will pay a license fee? **It says in there it may not be demanded, it will be a peppercorn, so likely to be £10 per year at the most; and the licence is with Wiltshire Council and the Parish Council and so they would be the ones liable**
- Given that we need to maintain the area does it mean we are more eligible for grants for equipment/fuel etc? We do hope to keep cut parts to a very minimum but some will be needed. **I don't think it means you will be more eligible, just that when you apply for grants you will have more things to request funding for, and/or more evidence of need. We can signpost you to grants and there is funding at the Area Board for groups to purchase this type of equipment for sharing with other such groups – so you are not buying large capital items that you don't use often, but can share a pool of equipment.**

Thanks.
M

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: Friday, November 5, 2021 4:45 PM
To: Blackham, Mark (Nokia - GB/Reading) <mark.blackham@nokia.com>; Sue Tweedie <sea.tweedie@gmail.com>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>; Lorraine McRandle <office@melkshamwithout.co.uk>; Rob Hoyle <robertalistairhoyle@gmail.com>; Andy Russell <andy.russell@melkshamwithout.co.uk>
Subject: FW: Brabazon Way Licence for use of land for bulb planting, Wildflowers and shrubs

Dear Mark and Sue
Please see attached draft Gardener Licence for Brabazon Way.
We have notified them that it says Melksham Town and not Melksham Without which will be changed.
Before the parish council look at it to see if they are happy to sign it, can you please advise that your group is happy to maintain the land under these conditions.

Please note that it will need to include any grasscutting and shrub maintenance in the area, not just the things you are planning on planting. At present no trees are allowed to be planted as Wiltshire Council are writing a new tree policy in line with changes to new legislation.

We look forward to hearing from you in due course.

kind regards, Teresa

Teresa Strange
Clerk
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire, SN12 6TL
01225 705700
clerk@melkshamwithout.co.uk
www.melkshamwithout.co.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: Crump, Gabrielle <Gabrielle.Crump@wiltshire.gov.uk>

Sent: 05 November 2021 15:34

To: Teresa Strange <clerk@melkshamwithout.co.uk>; Campbell, Craig <Craig.Campbell@wiltshire.gov.uk>

Cc: Marianne Rossi <admin@melkshamwithout.co.uk>; Lorraine McRandle <office@melkshamwithout.co.uk>;

Waind, Fiona <Fiona.Waind@wiltshire.gov.uk>; Gibbs, Simon <Simon.Gibbs@wiltshire.gov.uk>

Subject: RE: Brabazon Way Licence for use of land for bulb planting, Wildflowers and shrubs

Good Afternoon,

Please find draft licence for you to review and confirm you are in agreement with, as well as the attached plan.

Please let me know if you have any further queries.

Kind Regards,

Gabrielle Crump
Assistant Estates Surveyor
Estates & Development
01225 713348

Wiltshire Council

