



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To: Councillor G Ellis (Chair)
Councillor G Cooke (Vice-Chair)
Councillor P Aves
Councillor S Crundell
Councillor C Goodhind
Councillor J Oatley
Councillor S Rabey

8 November 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Economic Development and Planning Committee** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 14th November 2022** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

**Melksham Town Council
Economic Development and Planning Committee
Monday 14 November 2022
At 7.00 pm at the Town Hall**

Public Participation – To receive questions from members of the public.

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

<https://us02web.zoom.us/j/85738939297?pwd=NLkwN01mVUpYNUJBejlsekZiVWNaQT09>

Join Zoom Meeting

Meeting ID: 857 3893 9297 **Passcode:** 050589

Participants will be directly let in the meeting by clicking on the above link. There is no waiting room

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

3. Minutes (Pages 1 - 12)

To approve the Minutes of the Economic Development and Planning Committee meeting held on 10 October 2022 (see attached)

4. Planning Considerations

Members to note that when responding to planning applications consideration should be given to the Melksham Joint Neighbourhood Plan, the Wiltshire Core Strategy and the National Planning Policy Framework (NPPF).

5. Planning Applications (Pages 13 - 14)

To comment on the following planning applications:

Consultation Deadline extensions have been requested on the following planning applications where required.

[PL/2022/07511](#) UNITS 3 AND 4 CHALLEYMEAD BUSINESS PARK, BRADFORD ROAD, MELKSHAM SN12 8BU
Insertion of roller shutter and pedestrian access to unit 4.
Consultation Deadline: 4 November 2022

[PL/2022/07711](#) 40 ADDISON ROAD, MELKSHAM SN12 8DR
Proposed ancillary accommodation outbuilding
Consultation Deadline: 10 November 2022

[PL/2022/07738](#) 16 BREAM CLOSE, MELKSHAM SN12 7JX
Conversion to side of property with a grey polycarbonate roof
Consultation Deadline: 18 November 2022

[PL/2022/08235](#) 30 SAVERNAKE AVENUE, MELKSHAM SN12 7HB
Single storey side extension to provide a garage and kitchen extension.
Consultation Deadline: 28 November 2022

[PL/2022/08197](#) 8 ROWAN COURT, MELKSHAM SN12 6HS
Proposed replacement of concrete profile roof tiles with grey/anthracite concrete slay effect tile.
Consultation Deadline: 29 November 2022

[PL/2022/08343](#) 43 CHURCHILL AVENUE, MELKSHAM SN12 7JN
Proposed first floor rear extension & front porch.
Consultation Deadline: 29 November 2022

See Tree Warden Reports attached for planning applications PL/2022/07622 and

PL/2022/08535

[PL/2022/07622](#)

10 CANON SQUARE MELKSHAM SN12 6LX
Proposed works to trees in a conservation area
T1 – Crown reduce Ceanothus Tree by approximately 30%
Consultation Deadline: 7 November 2022

[PL/2022/08535](#)

32 CHURCH WALK, MELKSHAM SN12 7LY
Notification of proposed works to trees in a conservation area.
2 x Yew trees – reduce to form a hedge. Robinia tree- reduce canopy by 25%. Apple tree – prune.
Consultation Deadline: 25 November 2022

Certificate of Lawfulness

PL/2022/07919

LAWFUL DEVELOPMENT CERTIFICATE FOR AN EXISTING USE
10 FIELDSVIEW, MELKSHAM SN12 8FF
Certificate of lawfulness for change of use from class C3(a)
Dwellinghouse to C4 House in Multiple Occupation for up to Six
Persons to establish if its considered Permitted Development

5.1 **Planning Application PL/2022/06221 Land at Upside Melksham** (Pages 15 - 16)

To note the attached extract from Melksham Without Parish Council Planning minutes of 17 October 2022 regarding the Planning application below:

PL/22/06221: Land at Upside, Melksham. Demolition of existing buildings and structures, retention of alloy repair centre and development of 112 dwellings, 675 sqm of flexible employment/commercial space (Use class E(g)ii, iii/B2/B8), formation of public open space, foot and cycle links and associated works.

6. **Planning Decisions**

To note the following planning decisions:

[PL/2022/04826](#)

22 CORNFLOWER WAY, MELKSHAM, SN12 7SW
Extension to existing drop kerb to allow an extra car to be parked off road.
MTC Response: No Objection
Decision: Approve with Conditions

[PL/2022/06333](#)

15-17 CHURCH STREET, MELKSHAM, SN12 6LS
Modification of rear louvre grille to allow for a new extraction system for (pizza oven business)- part retrospective.
MTC Response: No Objection

Decision: Withdrawn by Applicant

[PL/2022/06253](#)

57 ADDISON ROAD, MELKSHAM, SN12 8DR

Single storey rear extension to provide a family room/kitchen, utility & garage for a trike motorcycle.

MTC Response: No Objection

Decision: Approve with Conditions

[PL/2022/06033](#)

30 BANK STREET, MELKSHAM, SN12 6LG

Two storey rear extension with internal alterations

MTC Response: No Objection

Decision: Approve with Conditions

[PL/2022/06704](#)

42 BARNWELL ROAD, MELKSHAM SN12 7DG

Proposed single storey rear extension

MTC Response: No Objection

Decision: Approve with Conditions

[PL/2022/07063](#)

5 ASH GROVE, MELKSHAM SN12 6HZ

Single storey side extension

MTC Response: No Objection

Decision: Approve with Conditions

[PL/2022/06706](#)

25 TRENT CRESCENT, MELKSHAM SN12 8BG

Proposed single storey rear extension

MTC Response: No Objection

Decision: Approve with Conditions

[PL/2022/06749](#)

14 SHERWOOD AVENUE (TO THE WEST OF EPPING WALK),
MELKSHAM SN12 7HJ

Proposed detached 2 bedroom bungalow

MTC Response: **Object** on the following grounds:

- over development of the site.
- inadequate parking – there will be no allocated parking for the existing property once the development has taken place, car parking spaces will be lost and cars will be forced to park on the pavement.
- inadequate vehicular access.
- proposed parking is only accessed over a strip of land that does not belong to the applicant.
- there appears to be no Electric Vehicle Charging point as in the standard set out for all new builds.
- proximity to and impact on neighbouring properties.

The Committee requested that Councillor Oatley be asked to call-

in the application at Wiltshire Council and that consideration be given to the Local Plan/Core Strategy regarding infill.

Decision: Refuse

[PL/2022/06879](#)

25 TRENT CRESCENT, MELKSHAM SN12 8BG

Proposed single storey rear extension

MTC Response: No Objection

Decision: Approve with Conditions

[PL/2022/06565](#)

2 LONGFORD ROAD, MELKSHAM SN12 6DH

Proposed timber summerhouse in garden area of property.

MTC Response: No Objection

Decision: Approve with Conditions

7. Draft Town Centre Masterplan (Pages 17 - 60)

To receive the draft Town Centre Masterplan produced by AECOM (see attached). Members are requested to decide how the Masterplan should move forward in the Neighbourhood Plan review.

8. Neighbourhood Plan (Pages 61 - 64)

To receive the October 2022 Neighbourhood Plan Review Update (See attached).

9. Local Highways and Footpath Improvement Group (LHFIG) Issues

9.1 Coach Parking Suggestion - King Street Car Park Melksham (Pages 65 - 66)

To consider the attached request from a local business owner regarding coach parking in King Street car park.

Members to note the response below from Wiltshire Council Highways Department:

“Proposed alterations to the car park would need to be negotiated with Parking Services. Funding for any changes is not straightforward as car parks are not part of the public highway, so at this stage unsure whether LHFIG funding can be used for this purpose. With regard to the request for additional traffic signs, this would need to be filtered via the LHFIG.”

10. Farmers Roundabout Active Travel Scheme (Pages 67 - 68)

To consider the request from Wiltshire Council Highways team regarding expanding the signage provisions relating to the Farmers Roundabout Active Travel Scheme (see attached).

11. Parking Restrictions Times (Double Yellow Lines)

Members are asked to consider the roads in Melksham that are suitable for parking

restrictions using double yellow lines.

12. Electric Vehicle Charging Scheme for Melksham (Pages 69 - 116)

To receive the report of the Town Clerk regarding the Electric Vehicle Charging Scheme for Melksham and consider the recommendations therein. (see attached).

13. Reducing Traffic in the Town Centre (Pages 117 - 118)

To consider the car-park re-assignment (see attached).

Members to note that as part of the Neighbourhood Plan there will be a car park survey of all car parks within Melksham Town.

14. Licensing Application - Ten Hides Distillery, 14 Avonside Enterprise Park Melksham SN12 8BT (Pages 119 - 138)

To consider whether to approve the Licensing Application received for Ten Hides Distillery (see attached)

15. Extension/Alteration of No Waiting Any Time Restrictions on Portal Road Melksham (Pages 139 - 140)

To consider a response to the proposed alteration/extension of No Waiting at Any Time restrictions on Portal Road. (see attached).

Members to note the deadline for comments is 10 November 2022. An extension to the deadline date has been requested.

16. Taxi Overcharging in Melksham (Pages 141 - 142)

To consider the complaint raised a local taxi company regarding customers being overcharged by some Melksham taxis (see attached).

17. Sparkle Team and Parish Steward

To consider jobs to be undertaken by the Sparkle Team and Parish Steward.

18. Confidential Session

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

In view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

18.1 Neighbourhood Plan Update (Pages 143 - 146)

Members to received the discussion note prepared by Place Studios for the Joint

Melksham Neighbourhood Plan Steering Group and to consider the recommendations therein (see attached).

Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Monday 10th October 2022

PRESENT: Councillor G Ellis (Chair)

Councillor P Aves
Councillor S Crundell
Councillor C Goodhind
Councillor J Oatley
Councillor S Rabey

IN ATTENDANCE: Councillor C Houghton
Councillor J Hubbard
Councillor S Mortimer
Councillor T Price

M Sankey – Wiltshire Councillor

| | | |
|------------------|------------------|-----------------|
| OFFICERS: | Linda Roberts | Town Clerk |
| | Christine Hunter | Committee Clerk |

PUBLIC PARTICIPATION: There were five members of the public present in the Town Hall and one member of the press on Zoom.

Wiltshire Councillor, Mike Sankey, requested a public update on the East of Melksham Community Hall; he also advised that he was interested in an item on the LHFIF briefing. The Chair agreed that he would permit Councillor Sankey to speak when this item was discussed.

The Chair addressed the remaining members of the public and enquired whether they would like to speak. They advised that they were interested in planning application PL/2022/06749. The Chair suggested that they may like to speak prior to this item and would suspend Standing Orders in order to allow them to speak.

298/22 Apologies

Apologies were received from Councillor Cooke.

299/22 Declarations of Interest

Councillor Goodhind declared an interest in planning application 06595 as it was his neighbour. Councillor Rabey declared an interest in application 06221 as the owner was a customer of her employer.

300/22 Minutes

The minutes of 30 August 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Ellis.

301/22 Planning Applications

It was proposed by Councillor Aves seconded by the Town Mayor, Councillor S Crundell, and

UNANIMOUSLY RESOLVED to suspend Standing Orders to allow for public participation.

PL/2022/06749:

Mrs Thomas, who lives directly opposite the proposed development, gave her objections as follows:

1. Access to the proposed garage for the new build would be over Wiltshire Council owned land which is currently available for all to park on
2. No access to the garden is indicated on the plan
3. Two sub-stations are shown on the plan, there is only one
4. The land highlighted on the plans as a turning area belongs to Mr & Mrs Wiltshire.
5. There is a shortage of car parking spaces, so parking is a concern and at times causes an obstruction for emergency vehicles.

Mr Holmes objected to the application due to lack of vehicular access to the proposed bungalow and no on-site parking which would add to the already overcrowded parking.

Ms Chris Wiltshire, a resident of Epping Walk, stated that there is already a problem with a lack of available parking and because people park in the designated turning area delivery vehicles use her drive to turn around in. The new bungalow would increase parking in the road.

Standing Orders were re-instated

[PL/2022/06749](#)

14 SHERWOOD AVENUE, MELKSHAM, SN12 7HJ

Proposed detached 2-bedroom bungalow.

Consultation Deadline: 11/10/2022

It was proposed by Councillor Rabey, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to object on the grounds of

- over development of the site.
- inadequate parking – there will be no allocated parking for the existing property once the development has taken place,

car parking spaces will be lost and cars will be forced to park on the pavement

- inadequate vehicular access
- vehicular parking proposed is only accessible over land not owned by the applicant.
- lack of Electric Vehicle charging points

It was agreed that Councillor Oatley would be asked to call-in the application at Wiltshire Council and that consideration be given to the Local Plan/Core Strategy regarding infill development.

The Chair then advised that he would take agenda item 7.2 next – Crossing Snarlton Lane from Nightingale Close, the item which Wiltshire Councillor Mike Sankey had submitted for recommendation to Wiltshire Council's Local Highways and Footways Improvement Group (LHFIG).

It was proposed by Councillor Ellis, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to suspend Standing Orders to allow public participation.

Wiltshire Councillor, Mike Sankey, confirmed that the Wiltshire Council Highways Officer had suggested the installation of a different coloured crossing surface. He would like the works on the crossing to be carried out before the extension works on Forest and Sandridge School are completed. The proposed works would require Snarlton Lane to be closed for four hours.

The Town Clerk confirmed that the cost to the Town Council for the crossing work would be £1,250.

It was proposed by Councillor Aves, seconded by the Town Mayor, Councillor S Crundell and

UNANIMOUSLY RESOLVED to approve the application requesting the installation of a coloured crossing surface at the Snarlton Lane crossing, be recommended to the LHFIG, noting that there would be a £1,250 contribution from the Town Council.

The meeting then reverted to the agenda items in the agenda order.

The Council had **no objection** to the following planning applications:

[PL/2022/05692](#)

32 HIGH STREET, MELKSHAM, SN12 6LD

Prior Notification under Class G for the proposed change of use of the building (previously a bank) to a professional artist's workshop (ground floor) and a one-bedroom apartment (first floor). This will be a mixed use live/work development.

Consultation Deadline: 23/09/2022

It was proposed by Councillor Rabey, seconded by, Councillor Goodhind and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/06527](#)

64 KENILWORTH GARDENS, MELKSHAM, SN12 6AP
Proposed single storey front and rear extensions plus a two storey side extension to a dwelling
Consultation Deadline: 28/09/2022

It was proposed by Councillor Aves, seconded by Rabey, Councillor and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/06704](#)

42 BARNWELL ROAD, MELKSHAM, SN12 7DG
Proposed single storey rear extension.
Consultation Deadline: 28/09/2022

It was proposed by Councillor Aves, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/06333](#)

15-17 CHURCH STREET, MELKSHAM, SN12 6ES
Modification of rear louvre grille to allow for a new extraction system for (pizza oven business) – part retrospective.
Consultation Deadline: 30/09/2022

It was proposed by Councillor Rabey, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/06444](#)

39 LOWBOURNE, MELKSHAM, SN12 7ED
Proposed external staircase to separate existing flat above the Osteopathy Clinic and removal of internal stairs.
Consultation Deadline: 30/09/2022

It was proposed by Councillor Rabey, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/06706](#)

25 TRENT CRESCENT, MELKSHAM, SN12 8BG
Proposed single storey rear extension.
Consultation Deadline: 03/10/2022

It was proposed by Councillor Aves, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/06033](#)

30 BANK STREET, MELKSHAM, SN12 6LX
Two storey rear extension with internal alterations.
Consultation Deadline: 04/10/2022

It was proposed by Councillor Aves, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/06879](#)

CASA LONGA, WATSONS COURT, MELKSHAM, SN12 7JX
Proposed single storey rear extension.
Consultation Deadline: 05/10/2022

The Town Mayor, Councillor S Crundell, declared an interest in this planning application as a member of the Methodist Church.

It was proposed by Councillor Aves, seconded by Councillor Rabey and

RESOLVED to support the application

[PL/2022/07063](#)

5 ASH GROVE, MELKSHAM, SN12 6HZ
Single storey side extension.
Consultation Deadline: 18/10/2022

It was proposed by Councillor Rabey, seconded by Councillor Ellis and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/07225](#)

16 ST MARGARETS GARDENS, MELKSHAM, SN12 7BT
Single storey rear extension.
Consultation Deadline: 19/10/2022

It was proposed by Councillor Ellis, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/06967](#)

Works to a Listed Building
4 UNION STREET, MELKSHAM, SN12 7PR

Proposed external and internal renovations of the dwelling, including replacement of existing single glazed sash windows to front with slim line double glazed sash windows. Existing roof to be renewed and end gable wall replaced.

Consultation Deadline: 21/10/2022

It was proposed by Councillor Rabey, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to support the application subject to approval of works from the conservation officer.

[PL/2022/06565](#)

2 LONGFORD ROAD, MELKSHAM, SN12 6DH

Proposed timber summerhouse in garden area of property.

Consultation Deadline: 27/10/2022

It was proposed by Councillor Oatley, seconded by the Town Mayor, Councillor S Crundell and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/06221](#)

LAND AT UPSIDE, MELKSHAM, SN12 8DB

Demolition of existing buildings and structures, retention of alloy repair centre and development of 112 dwellings, 675 sqm of flexible employment/commercial space (Use class E(g)ii, iii/B2/B8), formation of public open space, foot and cycle links and associated works.

Consultation Deadline: 28/10/2022

Councillor Hubbard highlighted that the Town Council's requests from the pre-application meeting were not reflected in the planning application. There would be financial implications if the Town Council had to manage the maintenance of the site long term. The Town Clerk reminded members that they needed to understand the obligations of maintaining the undeveloped space, which is not as straightforward in many cases and that a commuted sum should be requested.

It was proposed by Councillor Ellis, seconded by the Town Mayor, Councillor S Crundell and

RESOLVED to support the application noting the requests made at the pre-application meeting with the developers which included a recommendation for more wetland areas would be included, a multi-use games facility to be provided for teenagers and more EV charging points than the 15 proposed were required . The Town Clerk was asked to work with Wiltshire Council to

raise the issues concerned particularly regarding the S106 agreement and obtain an indication of the financial implications and obligations if the Town Council managed the maintenance of the site long term.

The Town Council **Objected** to the following planning applications.

[PL/2022/07265](#)

14 CORFE ROAD MELKSHAM SN12 6BQ

Proposed external material change to use render to the extension granted under planning reference PL/2021/10296 and also the rear of the property.

Consultation Deadline: 26/10/2022

It was proposed by Councillor Rabey, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to object as the render was not in keeping with the other houses on the street and would have a detrimental effect on the street scene.

302/22 Planning Decisions

Members noted the following planning decisions:

[PL/2022/04969](#)

8-12 LOWBOURNE ROAD, MELKSHAM, WILTSHIRE SN12 7DZ

Change of use from E Class retail (ground-floor) and C3 residential (first and second-floors) to C3 residential (5 no. apartments) and proposed alterations and extension required to facilitate the change of use.

Decision: Approve with Conditions

MTC Response: Object due to overdevelopment of site and lack of car parking spaces

[PL/2022/03573](#)

8 CORONATION ROAD, MELKSHAM, WILTSHIRE SN12 7PE

Certificate of lawfulness for conversion of an existing uninhabitable loft space into a habitable bedroom via a 'velux' type loft conversion plus the addition of a car port to the side of the property

Decision: Approve

MTC Response: Not required.

[PL/2022/05376](#)

37 SARUM AVENUE, MELKSHAM, WILTSHIRE SN12 6BN

Single storey rear flat roof extension & single storey front lounge & porch extension

Decision: Approve with Conditions

MTC Response: No Objection

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|-------------------------------|--|
| PL/2022/05005 | <p>UNIT 1, CHALLEYMEAD BUSINESS PARK, BRADFORD ROAD, MELKSHAM, SN12 8BU</p> <p>Insertion of rollers shutter in elevation.</p> <p>Decision: Approve with Conditions</p> <p>MTC Response: No Objection</p> |
| PL/2022/05081 | <p>14 CORFE ROAD, MELKSHAM, SN12 6BQ</p> <p>Change of material from brick to render for both the existing dwelling and extension as granted under planning reference: PL/2021/10296.</p> <p>Decision: Refuse (see Refusal Reasons below)</p> <p><i>“The proposed render is not considered to be of similar appearance to that used in the construction of the existing dwelling house. As such the proposed alterations to the existing building would fail to comply with Schedule 2, Part 1, condition A.3 (a) of the Town & Country Planning (General Permitted Development) Order 2015 (as amended), and therefore planning permission would be required for the development as proposed.”</i></p> <p>MTC Response: Objection due to the proposed render not being in keeping with other houses within the street.</p> |
| PL/2022/05097 | <p>1 THORNBANK, MELKSHAM SN12 6JQ</p> <p>Removal or Variation of a Condition</p> <p>Variation of condition 2 of PL/2021/08810 - Proposed increase in area of grass removed to allow for 6 no parking spaces rather than 3 no parking spaces and to show use of porous tarmac to improve drainage.</p> <p>Decision: Approve with Conditions</p> <p>MTC Response: No Objection</p> |
| PL/2022/05597 | <p>Advertisement Consent – UNIT 2, CHALLEYMEAD BUSINESS PARK, BRADFORD ROAD, MELKSHAM SN12 8BU</p> <p>High level signs to front, rear and both side elevations.</p> <p>Decision: Approve with Conditions</p> <p>MTC Response: No Objection</p> |
| PL/2022/05564 | <p>34 GOLDFINCH ROAD, MELKSHAM, SN12 7FL</p> <p>Garage conversion with 2no Velux roof lights and new bi-fold doors.</p> <p>Decision: Approve with Conditions</p> <p>MTC Response: No Objection</p> |
| PL/2022/06110 | <p>22 SHURNHOLD, MELKSHAM, SN12 8DG</p> <p>Extension to the rear of the existing garage to create an annex. New extension to the front of the main house with storm porch. Internal alterations.</p> |

Decision: Approve with Conditions

MTC Response: No Objection

[PL/2022/00125](#)

KING STREET, MELKSHAM, SN12 6HE

Proposed 3 No. new terraced dwellings (Revised Plans).

Decision: Refuse

MTC Response: Object .

In January 2022 Melksham Town Council supported the application subject to the following proposed conditions in line with the policies of the Joint Melksham Neighbourhood Plan as follows:

- *Policy 4 – Ultra Low Emission Vehicle Charging -the developer to be encouraged to provide electric vehicle charging points.*
- *Policy 2 – Local Renewable and Low Carbon Energy Generation - the developer to be encouraged to install solar panels.*
- *Policy 14 – Open Spaces – the developer to be encouraged to provide a planting scheme in the shared open space to contribute to community well-being.*

From the revised plans submitted none of these conditions have been addressed. The Council also has the following objections to the revised plans:

- 1. The only point of access to the site is through King Street car park.*
- 2. Overdevelopment - the site is unsuitable for the development proposed in that location.*
- 3. There is no vehicular parking which is in contravention of the Wiltshire Core Strategy. The Wiltshire Council car parking standard requires two parking spaces per two bed house*
- 4. The previous issues with drainage have not been addressed in the revised plans.*

303/22 Local Highways and Footpath Improvement Group LHFIG

303/22.1 Update on Submissions to LHFIG

The briefing provided by the Town Clerk on submissions to LHFIG was received.

The Town Clerk confirmed that:

- Members were requested to approve LHFIG expenditure totalling £3,725, including the Snarlton Lane signage
- A Town Council consultation on a one-way east to west system for Dunch Lane would commence in the new year. There is no funding available from Wiltshire Council for the

consultation; however, there was funding as part of the S106 agreement for any changes to the highway as a result of the consultation

- Town Bridge – the issue regarding the dropped kerb which had arisen during the Covid epidemic and the difficulty maintaining social distancing was no longer viewed as an issue. It was agreed to approve removal of this request
- Hazelwood Road/St Michaels Road Lighting Column – it was agreed that the Town Clerk would write to LHFIG to confirm agreement of the Town Council's contribution of £2,000.
- Wharf Court safety concerns – works will be carried out by Wiltshire Highways.
- Union Street 20 mph speed limit request- has been closed by LHFIG and the decision has been approved by the Area Board as no easy solution had been identified. Regarding the suggestion for it to be a 20 mph speed zone; Highways had asked for other locations to be surveyed at the same time. The two suggestions which had been put forward were unsuitable. The Town Council is now carrying out a consultation to establish from residents which roads could be considered as 20mph zones.
- It was agreed that the request would be re-submitted after 1 November 2022 with other streets identified from responses to the 20mph consultation.
- Dropped Kerb at The Crays and Montague Place – this had been approved by the Economic Development and Planning Committee meeting held on 31 January 2022 for submission to LHFIG. The request had been made by a resident.

304/22 Neighbourhood Plan

The draft notes of the Neighbourhood Plan Steering Group meeting held on 29 June 2022, the update for the Area Board meeting held on 21 September 2022, and the Heritage Group update were received.

It was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to approve the Terms of Reference for the Neighbourhood Plan Steering Group as proposed at their meeting on 29 June 2022 with a slight amendment to Point 10 to include “up to” before 2 hours.

305/22 Wiltshire Council Local Cycling and Walking Infrastructure Plans

It was agreed to respond to the Wiltshire Council Local Cycling and Walking Infrastructure Plans with a request that the Melksham Town Council logo be included on all signage within the Melksham town boundary.

306/22 Opportunity for Hydroelectric Generation from the Existing River Avon Weir

Councillor Goodhind explained that there would be no requirement for an additional weir as part of the project and that before the Council could consider any financial support a presentation with the canal partnership would be provided to obtain a better understanding of the costs involved.

The Town Mayor, Councillor S Crundell, suggested that the Council investigate additional funding for such schemes, including Wiltshire Wildlife Community Energy who support community owned generation schemes.

It was agreed that that the Town Council would support the use of the existing River Avon weir for Hydroelectric generation.

307/22 Sparkle Team and Parish Steward

Works requested for completion by the Sparkle Team and Parish Steward were as follows:

Church Street and Union Street car parks – the shrubs to be cut back.

Pembroke Road to Queensway pathway - litter picking.

Murray Walk – prune trees.

Kenilworth Gardens to West End – prune trees.

Avon Road – a hedge on the right-hand side needs cutting back to enable traffic from Chippenham to be seen.

Meeting Closed at: 8.45 pm

Signed:

Dated:

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Tree Warden Report 6 November 2022

[PL/2022/07622](#)

10 CANON SQUARE MELKSHAM SN12 6LX

Proposed works to trees in a conservation area

T1 – Crown reduce Ceanothus Tree by approximately 30%

Consultation Deadline: 7 November 2022

Recommendation by Tree Wardens

We visited 10 Canon Square and spoke to the owner, and we agree that the Ceanothus would benefit from pruning, reshaping, and reducing by 30%. This would provide more light to the site and enhance the appearance of the shrub.

[PL/2022/08535](#)

32 CHURCH WALK, MELKSHAM SN12 7LY

Notification of proposed works to trees in a conservation area.

2 x Yew trees – reduce to form a hedge. Robinia tree- reduce canopy by 25%. Apple tree – prune.

Consultation Deadline: 25 November 2022

Recommendation by Tree Wardens

We visited 32 Church Walk and met the owner. We understand that the owner would like to remove the two trees along the front boundary of the property as they are damaging the front wall and are seriously reducing light to the property. We would support her feelings on this matter. She has the intention to replant with suitable hedging plants.

The Robinia to the rear of the property is very tall and is affecting the garden wall adjacent to it and is also seriously reducing the light to the property. We would recommend reducing the crown by at least a third. This would enhance the appearance of the tree and be more appropriate to the size of the garden.

The apple tree in question is in very poor shape and the owner would prefer to have it removed to enable her to plant a few espalier fruit trees in a more appropriate position. We would support her in this intention as the tree does nothing to enhance the appearance of the garden.

Report Produced by

Sue Wakelin and Annie Benham-Taylor

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An extract from Melksham Without Parish Council Planning minutes of Monday, 17 October 2022 regarding proposals for Land at Upside:

PL/2022/06221: Land at Upside, Melksham. Demolition of existing buildings and structures, retention of alloy repair centre and development of 112 dwellings, 675 sqm of flexible employment/commercial space (Use class E(g)ii, iii/B2/B8), formation of public open space, foot and cycle links and associated works.

Councillor Wood reminded Members this site was not within the parish but within the town.

Councillor Wood whilst having no objection to the proposals raised a concern regarding drainage, given issues with flooding in the area previously and suggested as part of any mitigation, if a large drainage pipe could be installed under the main road.

The Clerk reminded Members of Melksham's Neighbourhood Plan Policy 3 with regard to flood risk and natural flood management:

'Particularly in the South Brook (which this site lies within) catchment area, natural flood management works to conserve and enhance the ecological flood storage value of the water environment, including watercourse corridors and catchments, are supported.

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

The Clerk explained given issues with flooding further upstream whether, as part of mitigation for this development, improvements are requested to drainage in Shaw & Whitley or the installation of a large pipe under the road as suggested by Councillor Wood.

Councillor Baines stated he understood the installation of a large pipe at Shurnhold would not help, as water backed up from the river and having a large pipe would not make a difference when the river is high and therefore suggested looking for mitigation in the upper catchment area of South Brook, such as Shurnhold, because of the possibility of reduced flood storage on this site.

Councillor Baines stated he also understood the developers had engaged with the Principal Drainage Engineer who was happy with proposals.

The Clerk stated as yet there was no report from Wiltshire Council's Drainage Team on the Planning Portal.

The Clerk explained Wiltshire Councillor Alford had suggested a cut through to Foundry Close to access the railway station as part of community gain.

The Clerk noted as a planning condition for the change of use for the George Ward Playing Fields (now known as Shurnhold Fields) to Public Open Space (Planning Application 15/11656), there had to be a Landscape and Ecology Management Plan (LEMP), which included the eradication of Himalayan Balsam and therefore suggested this be asked for as a planning condition for this development, in order to eradicate any Himalayan Balsam further downstream.

The Clerk explained the developers had asked if they could have site of the Housing Needs Assessment recently undertaken by the Neighbourhood Plan Steering Group and suggested the Town Council, as the site was in the town, forward this to the developers in order to provide information on housing mix requirements.

Comments: The parish council have no objection to this application pending Wiltshire Council's Land Drainage Team report, given the historical flooding in the South Brook catchment area, and asked for contributions towards:

- Improved access to the railway station from communities within the immediate vicinity, such as Foundry Close, as this would help people from the parish i.e., Beanacre access the railway station more easily. And/or a footbridge from the development across the railway line.
- Improving the South Brook catchment area further upstream as per Policy 3 Flood Risk and Natural Flood Management of Melksham's Neighbourhood Plan, particularly as South Brook has been identified as a priority flood risk area by both the Environment Agency and Wiltshire Council, with South Brook and its tributaries flowing through Whitley, Shaw Shurnhold and Beanacre.

The area has seen many incidents of flooding. Bristol Avon Rivers Trust (BART) have been working in the South Brook catchment area for the delivery of the Natural Flood Management (NFM) works. <https://bristolavonrivertrust.org/nature-based-solutions-in-south-brook-2/>

Policy 3 states:

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

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

Major development should include provision of Sustainable Drainage Systems (SuDs), where appropriate, as part of the Natural Flood Management approach and wider Green Infrastructure networking.'

- Improvements to public transport.

The parish council also ask that a condition be included in any planning permission for the eradication of Himalayan balsam.

Parish Officer
Melksham Without Parish Council

Melksham Town Centre Masterplan

Draft report
October 2022

Quality information

| Prepared by | Checked by | Approved by |
|---------------|-------------|-------------|
| Jessie Watson | Ben Castell | Ben Castell |

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Revision History

| Issue no. | Issue date | Purpose | Issued by | Comments received | Comments / approved by |
|------------------------|------------|------------|-----------------------------------|-------------------|------------------------|
| 1 - Draft sections 1-6 | 05.10.2022 | For Review | Jessie Watson, Associate Director | xx.x.xx | Name Surname |
| 2 - | xx.xx.xxxx | For Review | Name Surname, Position | xx.x.xx | Name Surname |
| 3 - | xx.xx.xxxx | For Review | Name Surname, Position | xx.x.xx | Name Surname |
| - | | | | | |

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Executive summary

01

1. Executive Summary

This report sets out a spatial masterplan and guidance for Melksham Town Centre Area, linked to the Joint Melksham Neighbourhood Plan (JMNP) Town Centre Policy 9, to lead and stimulating its protection, conservation, enhancement and regeneration and sustained vitality.

The masterplan presented in this report aligns with the vision of the JMNP and recognises the key longer term trends that town centres now must respond to, in order to stay current.

The vision of the Neighbourhood Plan is to:

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

This report presents an overarching vision and a set of objectives for the town. Supporting that are a number of Development Proposals, as follows:

- Economy and vitality
- Heritage and distinctiveness
- Townscape
- Sustainability and climate change
- Public realm and connectivity

The Development Proposals are underpinned by a high-level masterplan framework for Melksham Town Centre. The masterplan focuses on two clusters for new investment and regeneration and presents potential complementary uses for these areas.

The Masterplan acknowledges that any new development in the town will take time to be delivered. As such, this document sets out a broad timeline as to when the proposed interventions could come forward. In the short term, there are also opportunities to continue to hold town centre-wide events (to complement the market day), which will help bring vibrancy and footfall into the town centre.

Introduction 02



2. Introduction

AECOM have been commissioned to prepare a Masterplan report for Melksham Town Council and Melksham Without Town Council, through the department for Levelling up, Housing and Communities (DLUHC)Neighbourhood Planning Programme led by Locality.

2.1 Introduction

The government is placing significant importance on the quality of design through the development of design codes which aim to set standards for design upfront and provide firm guidance on how sites and places should be developed. The role of design guidelines and codes in the development of a Neighbourhood Plan is expressed in the NPPF 2021, paragraph 128 which states that:

‘To provide maximum clarity about design expectations at an early stage, plans should use visual tools such as design guides and codes. These provide a framework for creating distinctive places, with a consistent and high-quality standard of design. However, their level of detail and degree of prescription should be tailored to the circumstances in each place and should allow a suitable degree of variety where this would be justified.’

2.2 Purpose and status of this document

It is intended that this report becomes an integral part of the Neighbourhood Plan by informing policies that will influence the design of new development and have weight in the planning process.

The design studies are high level and illustrative, prepared to demonstrate how the design principles that the Town Council wishes to promote could be applied on the sites. We have not undertaken technical studies on topics such as ground conditions, traffic and drainage (although AECOM specialists have inputted into design development). It is expected that full co-design exercises are undertaken by applicants on the sites. This report is just a step in that direction, enabling stakeholders to progress from an informed position.

The report provides an evidence base and high-level masterplan framework and should be read in conjunction with the Design Code document, which covers the whole Neighbourhood Area.

2.3 Preparing the report

The following steps were agreed with the Neighbourhood Plan Steering Group to produce this report, which draws upon policy development and engagement work undertaken by the Group.



F.1 | Figure 01: Timeline of report

This Masterplan seeks to build upon the town’s existing strengths – its vitality, its people and strong community, its key cultural assets - and identify the right type of development to come forward to make the most of the key opportunities.

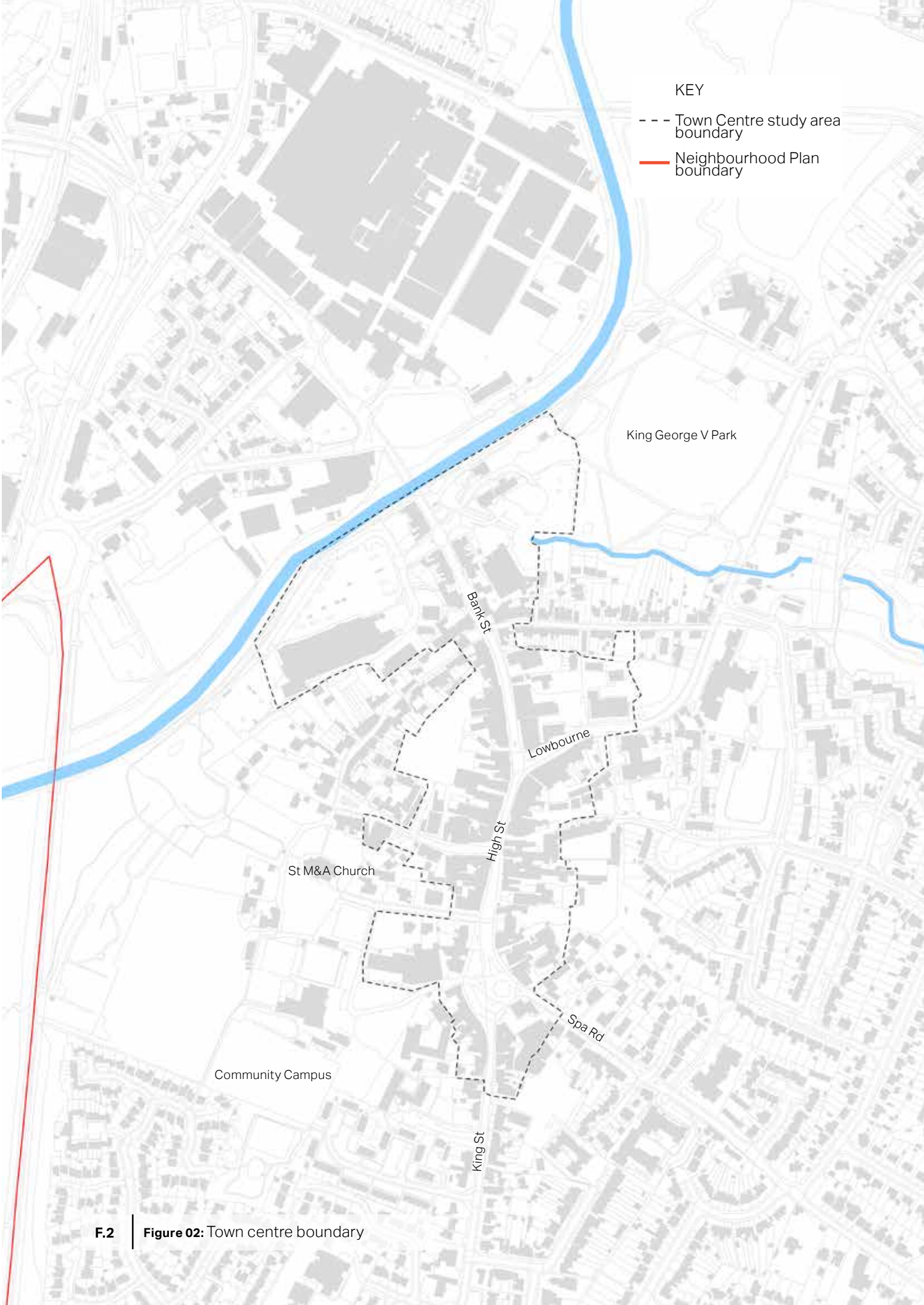
2.4 Area of study

Melksham is a market town located in the southwest of England in the county of Wiltshire. Melksham is approximately 7km northeast of Trowbridge and 10km (c.6 miles) south of Chippenham. It is Wiltshire’s fifth-largest settlement after Swindon, Salisbury, Chippenham and Trowbridge. It occupies a strategic location on the A350 road from the M4 motorway; by rail it is directly linked to Trowbridge & Westbury and Chippenham & Swindon, where connections to the rest of the rail network are possible.

The history of Melksham is described in more detail later on in this document.

The Defined Town Centre (JMNP Policy9) is shown on the plan, opposite. There are around 155 businesses operating in the town centre and a number of shops comprising a mix of independent traders, supermarkets and national retail brands.

The prime shopping area around the intersection of Church Street and High Street is busy but activity declines down Bank Street toward the river. Consultation feedback linked to the town centre highlighted that people were concerned about the poor retail offer, unattractive 1960’s buildings and heavy traffic flows were all issues perceived to detract from the shopping experience.



F.2 | Figure 02: Town centre boundary

Strategic regeneration
context

03

3. Policy and evidence base

Whether small town or large city, a town centre is traditionally the hub of its surrounding community. Town centres across the UK are shifting rapidly. The COVID-19 pandemic has accelerated trends significantly.

3.1 The changing nature of Town Centres

Throughout the middle ages and for centuries to follow, Britain's town centres were the established setting for frequent markets and fairs, rendering them epicentres of commerce, variety entertainment and face-to-face interaction.

Today, many town centres are on the decline, particularly post pandemic. The retail sector is suffering from rapid change and wholesale shifts in the way that consumers behave and engage with their physical surroundings. The proliferation of ecommerce, online retailing and the reduction in floorspace required, is now widely acknowledged.

However, retail is not the only element of a thriving town centre. Recent research by the Greater London Authority found that 45% of primary high street use was for social reasons, as opposed to retail related. The majority of those surveyed (75%) also identified something other than retail as the best thing about their high street. This is creating opportunities for new uses to emerge and delivering a different offer.

COVID19 has placed the UK under great strain but has also reminded us of the value of certain elements of the places in which we live: green spaces and parks, local shops and services and local walks. All of these elements allow us to interact with our family, friends and local community, which is essential for our overall wellbeing.

Related to this, one of the key elements for a thriving town centre is being able to offer what digital cannot. Town centres must provide social spaces; hives of face-to-face interaction where the focal point is not a distinctive monetary offer, but a cultural one.

Melksham is arguably not a town centre that is in a position of decline and is experiencing regeneration in the present day. It is therefore uniquely positioned to continue to thrive in the future. A key strategic objective for Melksham town centre will be to maintain its existing, well used retail offer and function, but to re purpose and regenerate less successful elements of the town centre, such as the public realm and connectivity and to consolidate certain land uses, so that they create complementary zones of activity which act as anchors, pulling people into the town centre.

3.2 Future Town Centre trends

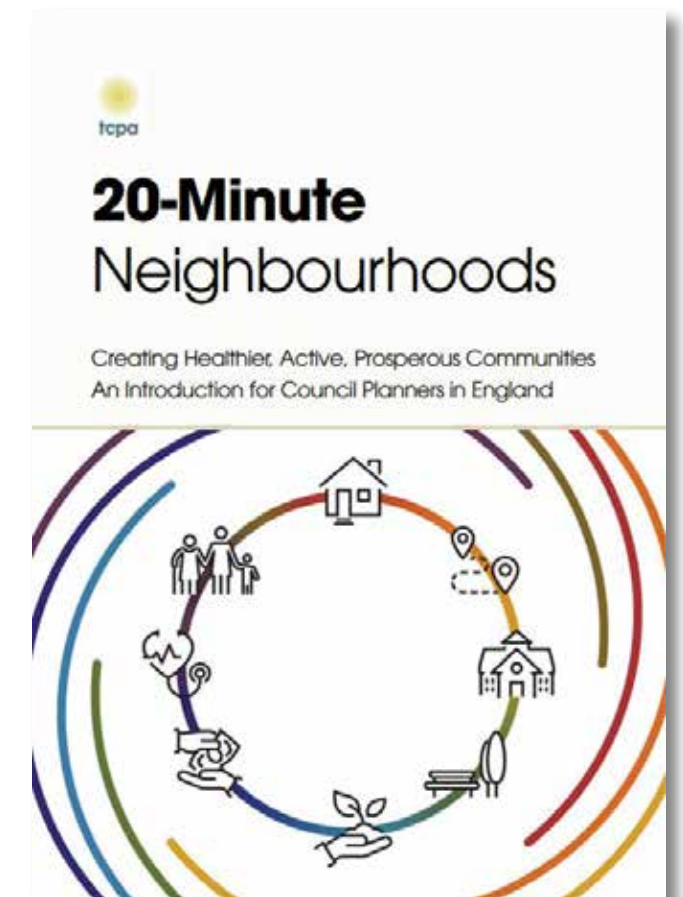
- 1** Landlords will welcome emerging brands that are experience-driven and connected with the local community. Lease contracts may become shorter and more flexible and demand for local concepts may require changes to credit risk models.
- 2** Town centres will focus on active travel and will reduce the presence and dominance of private vehicles. Personal ownership of cars will dramatically reduced. Car fleets will own and operate driverless vehicles.
- 3** The sharing economy will be commonplace, extending beyond accommodation, transport and workspace.
- 4** An ageing population will bring with it various land use demands, such new models of extra care facilities.
- 5** An acute shift to living and working locally; more people are shopping, working and exercising in their local community - flexible space is key.
- 6** Flexible lease structures will be more common and some will be automated – with renewals and negotiations carried out via tech. Blockchain registry of leases, land registry, previous tenants etc. will also be in place.
- 7** Independent stores and F&B operators will become more prevalent. Retail destinations will feature unique offerings curated towards the local catchment. Chains will develop “local” concepts and brand names giving the appearance of independents.
- 8** Retail will be leisure; the divide will become increasingly blurred with brands addressing the need for experience in their stores. Stores will become as much showrooms as a place to make a purchase with in-store leisure elements integrated.
- 9** Wellness establishments will grow in number. Fitness centres will become commonplace and lifestyle stores will become more popular as people look to buy clothes and products to support their healthy-living aspirations.

3.3 Walkable neighbourhoods

Walkability is extremely important as it encourages a healthy, active lifestyle. As described above, the compact nature of the village will certainly contribute towards this.

The Town and Country Planning Association (TCPA) recently published the guide ‘20 Minute Neighbourhoods’ (2021), which picks up on the concept of walkable communities. The guide prioritises pedestrians and proposes that ‘most of people’s daily needs can be met within short walk or cycle’. The benefits of this approach that residents are encouraged to become more active, which improves their mental and physical health; residents tend to use local facilities and green spaces more regularly; traffic is reduced, and air quality improved; and people see more of their neighbours, strengthening community bonds. The guide defines 20 minutes as the maximum time that people are willing to walk to meet their daily needs and that the 20 min journey represents an 800m walk from home to a destination and back again (10 minutes each way).

The impact of Covid has made the 20-minute neighbourhood even more pertinent, with access to local facilities and green and natural space being so important for wellbeing. Indeed, Place Alliance has recently published a report ‘Home Comforts’ (2020), which also picks up on the walkability factor, specifically in response to the pandemic, summarising that access to basic needs and services within 15 minute radius improves the daily lives of all local residents and as a response to certain issues highlighted during the pandemic, e.g. significant dissatisfaction with newer neighbourhoods that don’t provide these daily needs.



F.3 | **Figure 03:** TCPA 20 Minute Neighbourhood Guide

3.4 National planning policy and guidance

The National Planning Policy Framework (paragraph 126) states that:

“good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities”.

National and local policy documents can provide valuable guidance for bringing about good design and the benefits accompanying it. Some are there to ensure

adequate planning regulations are in place so that development is both fit for purpose and able to build sustainable, thriving communities.

Other documents are more technical and offer specific design guidance which can inform design codes and masterplanning activities.

Developers should refer to these key documents when planning future development in Melksham.

In preparing this Masterplan, consideration has been given to national, regional and local planning policy. This includes both adopted and emerging policies as set out below.

2022 - Levelling up Agenda

Government has prepared a Levelling up White Paper, which sets out their strategy to tackle economic challenges across the country, and the opportunity for everyone to flourish.

Key initiatives within the White Paper include the opportunity for new investment in digital connectivity, transport infrastructure and regeneration, to help implement some of the proposals put forward. Government also sets out key missions to be achieved by 2030, including restoring a pride in place and community’s satisfaction with their town centres.

2021 - National Planning Policy Framework

A revised National Planning Policy Framework (NPPF) came into force in July 2021. Chapter 7 ‘Ensuring the vitality of town centres’ sets out the Government’s approach to town centres. It identifies that planning policy should promote the long-term vitality and viability of town centres – by allowing them to grow and diversify in a way that can respond to rapid changes in the retail and leisure industries, allows a suitable mix of uses (including housing) and reflects their distinctive characters (Paragraph 86).

Paragraph 86 encourages allocation of a range of suitable sites in town centres to meet the scale and type of development likely to be needed, looking at least 10 years ahead. Meeting anticipated needs for retail, leisure, office and other ‘main town centre uses’ over this period should not be compromised by limited site availability, so town centre boundaries should be kept under review where necessary.

It identifies that where suitable and viable town centre sites are not available for main town centre uses, appropriate ‘edge of centre’ sites that are well connected to the town centre should be allocated. If sufficient edge of centre sites cannot be identified, policies should explain how identified needs can be met in other accessible locations that are well connected to the town centre.

2021 - National Model Design Code

This report provides detailed guidance on the production of design codes, guides and policies to promote successful design. It expands on 10 characteristics of good design set out in the National Design Guide. This guide should be used as reference for new development.

2021 - National Design Guide

The National Design Guide illustrates how well-designed places that are beautiful, enduring and successful can be achieved in practice. Ten characteristics in the guide outline the Government’s priorities for well-designed places.

2021 - Build Back Better High Streets

This policy strategy document notes the importance of our high streets at the forefront of the UK’s recovery post-Covid and focuses on five key priorities and the overarching ambition is for high streets to become ‘clean, green, mixed-use spaces in which people not only want to shop but also live, work, and relax’.

2021 - Building with Nature Standards

The mission of this document is to put high-quality green infrastructure at the heart of placemaking in the UK, maximising benefits for people and wildlife. By bringing people closer to nature and building great places for us to live, work and play, development can make a major contribution towards better health and wellbeing in our communities and tackling our climate and ecological emergencies.

The 12 Standards in this document are built around the themes of Core, Wellbeing, Water, and Wildlife, helping residential and commercial developers to design and deliver high-quality green infrastructure, and guiding policy makers in clearly defining requirements for green-infrastructure in policy documents.

2020 - Planning for the Future

The ‘Planning for the Future’ White Paper, proposed a desire to streamline and modernise the planning process, bring a new focus to design and sustainability, improve the system of developer contributions to infrastructure, and ensure more land is available for development where it is needed. Consultation on the White Paper closed on 29 October 2020, during which time approximately 40,000 responses were received. Government is currently reviewing these consultation comments.

2020 - Living with Beauty

The Building Better, Building Beautiful Commission is an independent body set up to advise Government on how to promote and increase the use of high-quality design for new build homes and neighbourhoods. In its report, ‘Living with Beauty’ (January 2020), the Commission set out three

overall aims: ask for beauty, refuse ugliness and promote stewardship, and made 45 detailed policy propositions.

These recommendations resulted in an amendment to national policy (NPPF) (2021) (Paragraph 134) to have a stronger focus on beauty and the introduction of a National Model Design Code in July 2021.

2020 - Building for a Healthy Life

Building for a Healthy Life (BHL) is the new (2020) name for Building for Life, the government-endorsed industry standard for well-designed homes and neighbourhoods. The new name reflects the crucial role that the built environment has in promoting wellbeing. The BHL toolkit sets out principles to help guide discussions on planning applications and to help local planning authorities to assess the quality of proposed (and completed) developments, but can also provide useful prompts and questions for planning applicants to consider during the different stages of the design process.

2007 - Manual for Streets

Development is expected to respond positively to the Manual for Streets, the Government’s guidance on how to design, construct, adopt and maintain new and existing residential streets. It promotes streets and wider development that avoid car dominated layouts, and place the needs of pedestrians and cyclists first. It also supports streets that create better places and a sense of community.

3.5 Legislative Changes - Use Class Order

Of relevance to town centres across the UK, during 2020, Government brought in changes to consolidate a number of separate Use Classes under a single ‘Commercial, Business and Service’ Class E. This update to the Town and Country Planning (Use Classes) Order 1987 (the ‘UCO’) came into effect in September 2020 and combined shops, restaurants, offices, gyms and nurseries (amongst others) that no longer require planning permission to switch between uses.

These changes intend to make it easier to enable greater utilisation of existing assets and where appropriate, re purposing of buildings in town centres such as Bury. Class E is intended to facilitate diversification and facilitates an enhanced role for town centres as places of work, providing space for services, research and development, creating and making. Shops can change to restaurants, cafes, gyms, offices, health centres and indoor sports facilities. This fits well with a ‘mixed-use neighbourhood’ approach.

In March 2021, an update was then made to the related legislation³ to allow for the change of use of these commercial properties to residential from August 2021 under a fast track ‘prior approval’ process. This demonstrates the Government’s desire to ensure that high streets thrive and survive through adopting mixed-use approach in town centres.

3.6 District planning policy and guidance

Melksham lies within the Wiltshire District Council area. Melksham is located within the county of Wiltshire and is the fifth-largest settlement after Swindon, Salisbury, Chippenham and Trowbridge. The following documents at a district level have informed the design guidance within this report:

2022 - Wiltshire Climate Strategy

Wiltshire Council acknowledged the climate emergency in 2019 and have been working towards several climate objectives. The Wiltshire Climate Strategy sets the framework for reducing emissions over five years and for making the county resilient to climate impacts. The non-statutory document will influence key documents, such as the Local Plan review.

2022 - Wiltshire Green and Blue Infrastructure Strategy

The Wiltshire Green and Blue Infrastructure Strategy identifies, and provides a vision and goals for, the District’s blue and green infrastructure networks for the next eight years. The non-statutory document will influence key council documents, such as the Local Plan review.

2015 - Wiltshire Core Strategy

The current Development Plan for the District comprises the Wiltshire Core Strategy, Site Allocation Plans and Minerals and Waste Plans, alongside Neighbourhood Plans. The Wiltshire Core Strategy was adopted in 2015 and is currently under review.

Emerging - Wiltshire Local Plan

The new Local Plan is anticipated for adoption late 2023 and will provide a vision and framework for addressing housing and employment needs and the provision of infrastructure for a period until 2036. It will be informed in part by a Joint Spatial Framework under preparation by the Wiltshire and Swindon Borough Councils. Initial consultation on the new Local Plan concluded early 2021, and identified the scale of growth, place shaping priorities, potential development sites and settlement profiles for Melksham.

2011 - Wiltshire Local Transport Plan

The third Local Transport Plan (LTP3) for Wiltshire seeks to provide a sustainable transport system and covers a period to March 2026. The LTP3 supports overarching national transport goals (Guidance on Local Transport, July 2009) and themes for sustainable local transport (Creating Growth, Cutting Carbon: Making Sustainable Local Transport Happen White Paper, January 2011). Several strategy documents that provide further guidance on key transport themes support the LTP3.

3.7 Local planning policy and guidance

Local planning policy provides guidance that is tailored to the local context, where the development is located, which is supported by analysis taken directly from the area. Therefore, is it vital local policy is considered when proposing development within Melksham. The following documents at a local level have informed the design guidance within this report:

2022 - Joint Melksham Neighbourhood Plan 2

Issues such as climate change, providing affordable homes in the right places and helping local business recover from the impact of COVID make it imperative that the Melksham Neighbourhood Plan evolves to provide strong local powers, alongside Wiltshire's upcoming new Local Plan. The Joint Neighbourhood Plan Steering Group has resolved that Neighbourhood Plan 2 is starting in early 2022 and will look at the following topics:

- Assessment and information to inform approach to housing (together with the Local Plan)
- Protecting valued local green spaces
- Further addressing climate change
- Planning for future vitality of the town centre
- Protecting our local heritage
- Ensuring that local priorities are addressed as the bypass project is developed.

2021 - Joint Melksham Neighbourhood Plan 1

In July 2021 Melksham's first Neighbourhood Plan was voted into force. It provides the communities of Melksham Town and Melksham Without real local planning power in guiding the conservation and development of our area until 2026.

2019 - Town Centre Scoping Report

This report reviewed the opportunities, challenges and drivers facing Melksham Town during the period of the Local Plan.

2006 - Town Centre Urban Design Study

This study suggests a number of ways in which the street scene of Melksham town centre could be more pleasant and welcoming, and therefore more prosperous. It analysed the physical character of the town centre and then proposed a number of small scale, medium term and long term regeneration projects.

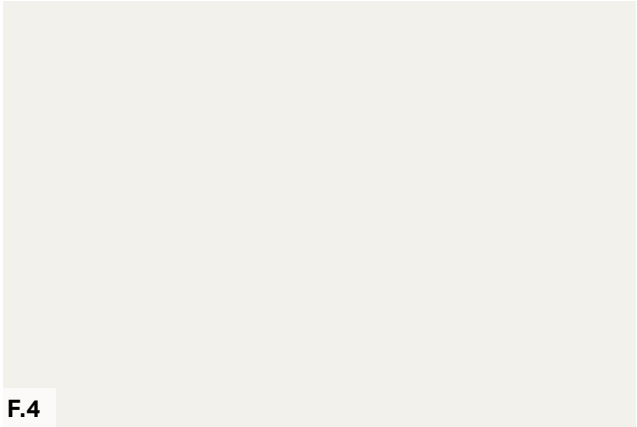


4. Engagement

This section presents analysis of the whole neighbourhood plan area, including the historic origins, landscape character and urban settlement pattern across the parish.

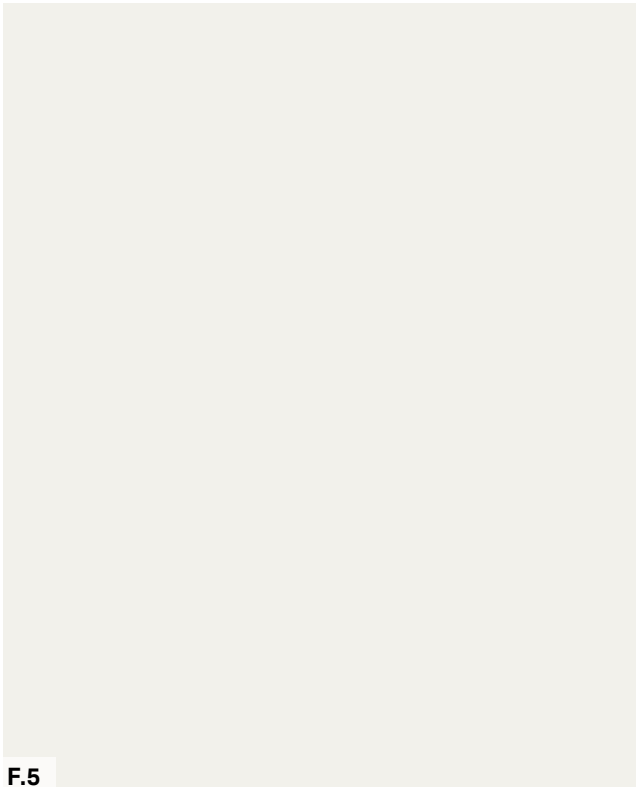
4.1 Overview

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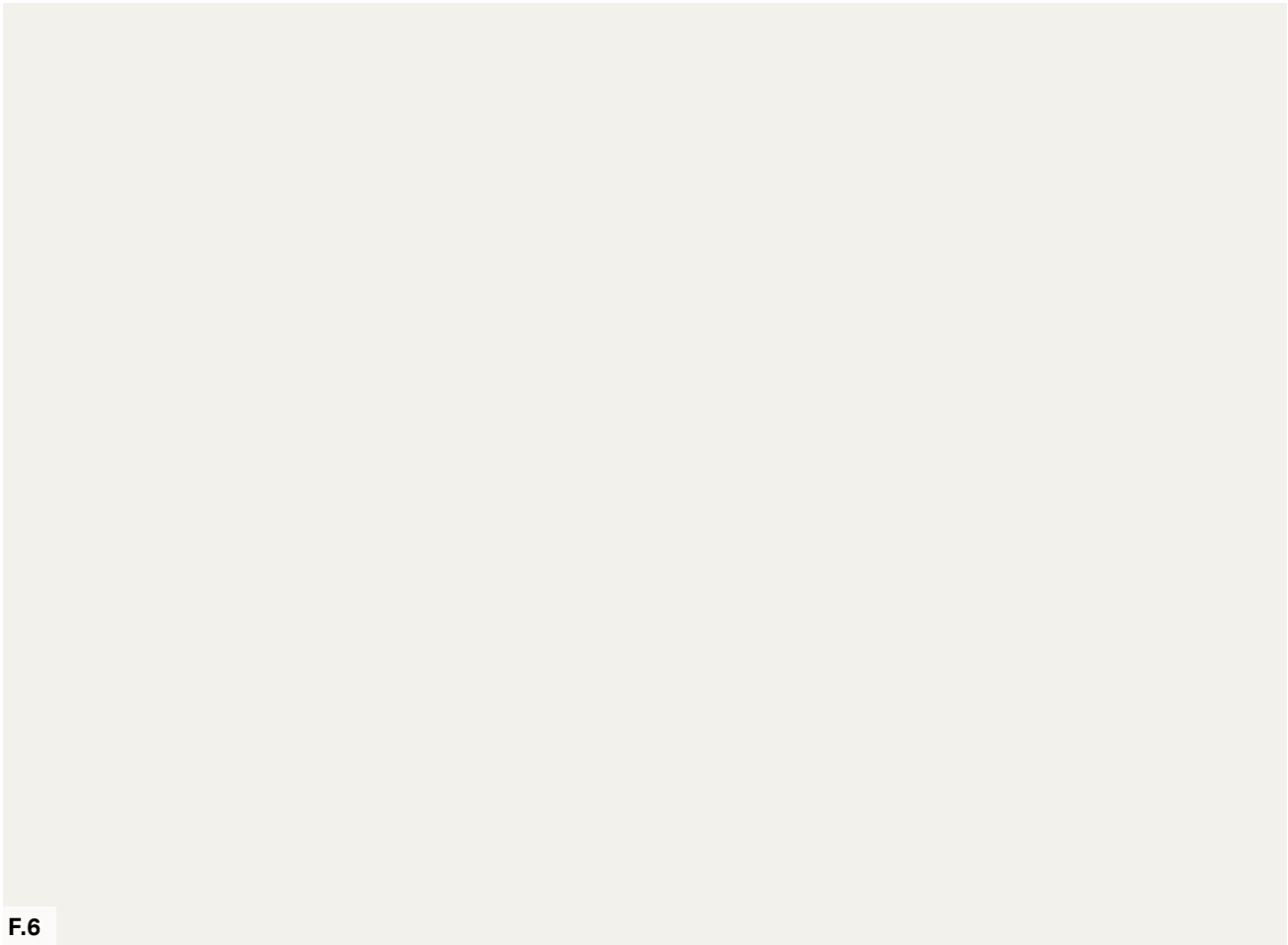
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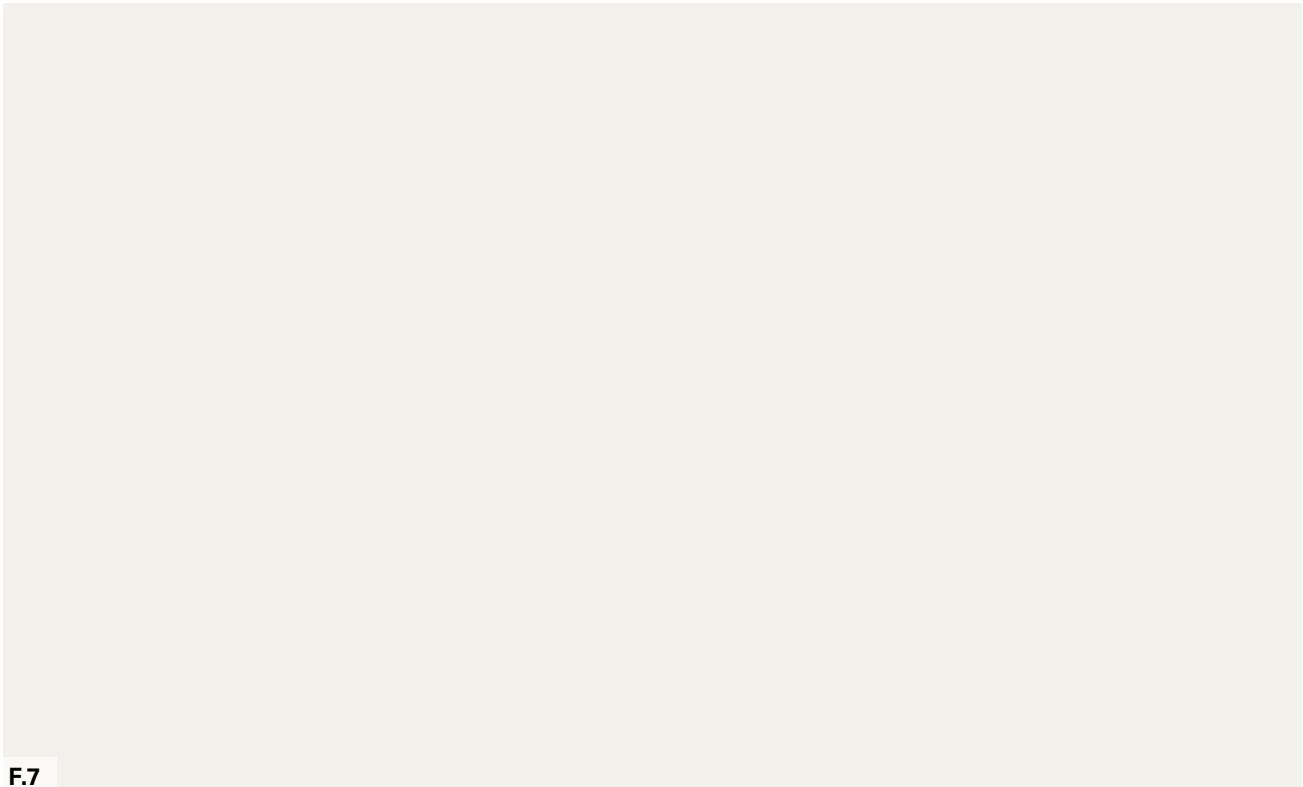
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The town centre vision,
aims and objectives

05

5. Town centre vision, aims and objectives

The vision for Melksham in the JMNP is the overarching strategy for the future development of the Neighbourhood Plan Area. The vision is set out below.

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

5.1 Town Centre aims

The Aims of the JMNP are to:

- Protect and enhance the vitality of Melksham town centre;
- Sustain and enhance the diversity and quality of the town centre retail, service and leisure offer and maximise its sustained vitality;
- Protect and enhance the appearance and character of the town centre and the Conservation Area;
- Improve town centre pedestrian, cycle and public transport connectivity with surrounding "edge of centre" retail, service and business uses, Melksham and MWO Parish and its wider community area;
- Enhance mobility, accessibility and sustainable and active travel facilities within the town centre area;
- Enable efficient and effective business deliveries and service access;
- Provide car parking to efficiently and effectively contribute to the vitality of the needs of the town

5.2 Strategic objectives

The following strategic objectives will help to achieve the masterplan for Melksham town centre:



01.

A connected town centre

Improve connectivity, in particular improving the linkages between retail and leisure assets, such as the river and park. Wayfinding, signage and improved walking and cycle facilities.



04.

A diverse town centre

Diversify the uses on offer and look to create clusters of complementary uses either side of the retail core, encouraging people to live, work and study in Melksham.



02.

A healthy and active community

Reduce the dominance of the car and improve the public realm to make it more accessible for pedestrians, and encourage active travel.



03.

A vibrant town centre

Provide opportunities for residents to live in the town centre. Animate the streets and public spaces and ensure that they are safe and attractive.



05.

A place for culture

Melksham's rich heritage and cultural attractions should continue to be promoted and celebrated, attracting residents and visitors alike.



06.

Low carbon and green

Promote new development which supports sustainable travel, and the use of technologies that support low carbon growth.

The town centre
development principles

06



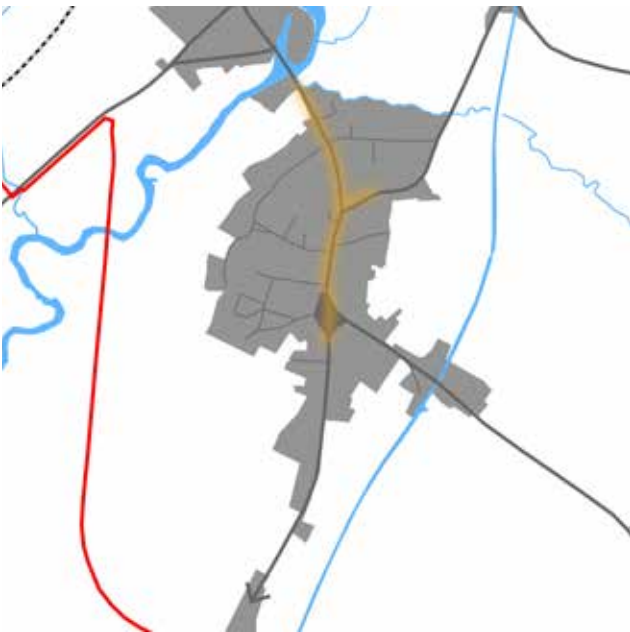
This section analyses the various built and spatial components of Melksham town centre including heritage, public realm, land use, activities, movement and its economic and regeneration context. It provides a foundation of the emerging issues and opportunities which inform and underpin the proposed development principles and interventions as set out within the Masterplan.

6. Town centre development principles

6.1 Evolution of Melksham

A review of historical mapping illustrates the considerable change of Melksham town centre over the last 150 years. The plans below illustrate the evolution of a traditional market town through the expansion associated with the dawn of the industrial revolution and the arrival of the railway; and more recently the development of the town’s retail focus and movement networks which have shaped the town to the present day.

>1880



Early development focused around Church Walk and the Market Place. Mills were constructed along the riverside and by the town bridge (the last mill was closed in 1888).

Later growth and infill along arterial roads such as Lowbourn, Forest Road and Spa Road, due to its position on the coach route between London and Bath.

>1920



Continued, limited development can be seen during the inter war period, along the fringes of the eastern and southern edges of the town centre.

>1970



Dairy farming was the towns main industry in 1953.

By 1970, there was considerable infill development to the south east of the town centre, in between Spa Road and King Street.

Large scale industrial development also emerged along the river edge and the town bridge.

>2022



Significant development occurred in the late 20th and early 21st centuries, in the form of clusters around most of the town.

These formed distinct new neighbourhood groups located between the arterial routes to the south and east of the town centre, Bowerhill to the south and Roundponds to the north-west.

Group, do you have any old photos we could use here?

Figure 08: XXXX



Figure 09: Market Place, c.1860

Melksham’s origins lie in its location at the fording point of the river, fertile land and elevation above the river flood level. The name ‘Melksham’ is believed to come from the old English ‘meoloc’ meaning ‘milk’. As the name implies, the area has long been associated with pasture and dairy farming.

Melksham was also for many years a cloth town. In the 16th and early 17th centuries, Melksham clothiers exported as far as central Europe. In the later 17th and the 18th centuries there was some revival, but in the 18th century the industry declined and ended in the 19th century.

6.2 Town centre today

A large proportion of the population of Melksham are at working age, which is one of the reasons why the town centre is a thriving and vibrant place.

According to an early draft of the nascent Melksham Neighbourhood Plan, there are approx. 155 businesses in the town centre. This is discussed in more detail in the next section.

As highlighted in the Melksham Town review report, the Which? magazine in October 2019 s stated that:

"a [retail] model more familiar to older generations is re-emerging – with flourishing personal services, markets, and food specialists that focus on 'experiences' replacing retailers hit directly by the rise of online shopping. The analysis found businesses offering personal services that cannot be replicated easily online – such as hair and beauty services, tattoo and piercing shops, and funeral directors – have boomed."

6.3 Key issues, challenges and opportunities

Melksham has a lot to offer, and many elements that already encourage people to visit the town centre. The town centre masterplan will look to improve the potential for connection between visitors to the town centre, which will make the experience of visiting more enjoyable for all.

People are the key to creating economic value to the place where they live

6.4 Introduction to development principles

The following section explores the existing components of the town centre and then goes on to suggest key opportunities, which if tackled, will attract visitors to the town centre again and again. These are founded on the following principles:



Figure 10: River Avon

6.5 Economy and vitality

6.5.1 Economy and vitality today

The town centre benefits from a wide range of land use types which influence the economy and the vitality of the town centre today. The town centre has a range of independent shops and a weekly food and drink market. This sector has grown significantly in the last few years, however, the over provision of supermarkets so close to the town centre has a detrimental impact on food retailers. There is a limited demand for office space.

The Wiltshire Council's 2011 Town Centre and Retail Study; Wiltshire Core Strategy Retail Review (2015) and the Melksham Town 2020-2036 report all cover the intricacies of these issues in more detail. Of particular importance in this report, is the range of potential development sites within the town centre.



Figure 11: Waitrose



Figure 12: High St shops



Figure 13: Church St shops



Figure 14: Lowbourn shops

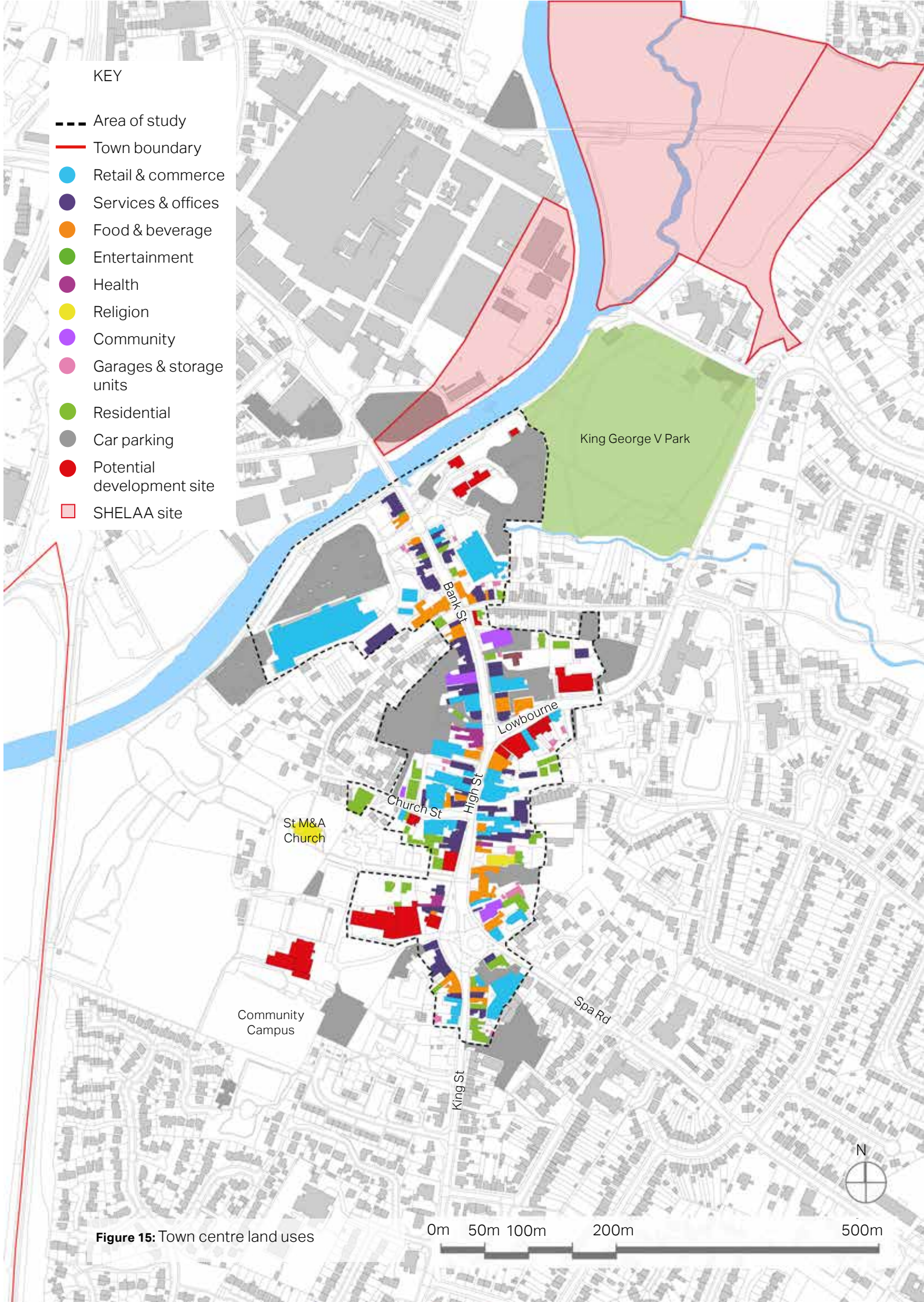


Figure 15: Town centre land uses

6.5.2 Economy and vitality opportunities

Within the variety of uses described on the previous page, there are a range of potential development sites that are vacant, dissused or underused and that would benefit from investment, as shown on the plan, right.

An key factor dimension in bolstering the local economy, is attracting and retaining workers within the town. Gentle intensification and layering of different land uses is one way of achieving this.

There are two potential development clusters at key gateway locations, either end of the town centre, which address this challenge, with a multi use and layered approach to development, which could include community hubs, housing, health and leisure, entertainment, education, arts, business/office space and some shops.

More detail on the potential of the clusters is covered in the next section of this report.

| Number | SHLEAA Ref | Call for sites development sites |
|--------|---------------------|--|
| 1 | 3333 | Land to North of River Avon (Area 8) |
| 2 | 3334 | Land to North of River Avon (Area 9) |
| 3 | 3335 | Land to North of River Avon (Area 10) |
| 4 | 607 | Land at 28 Bank Street |
| 5 | N/A | Blue Pool at Melksham House, Market Place |
| 6 | N/A | Library & Lowbourn House, Lowbourn |
| 7 | N/A | Vacant Lloyds Bank Building, 1 High Street |
| 8 | N/A | Vacant HSBC Bank Building, 32 High Street |
| 9 | N/A | Vacant NatWest, 34 High Street |
| 10 | N/A | Vacant Dragon Delight Chinese, 7 Lowbourn |
| 11 | N/A | Vacant Marjo Fashion, 8-12 Lowbourn |
| 12 | N/A | Vacant Netti, 14 Lowbourn |
| 13 | N/A | Vacant Co-op Funeral Care, Church Street |
| 14 | N/A | Assembly Hall |
| No. | Ref | Other potential development sites |
| 15 | N/A | Town Hall |
| 16 | N/A | Scout hut |
| 17 | N/A | Guide headquarters |
| 18 | N/A | Riverside club |
| 19 | N/A | Community club |
| 20 | N/A | Melksham House |
| No. | Ref | Sites that are constructed or in planning |
| 21 | Constructed | Community Campus |
| 22 | Application refused | 3 Lowbourn |



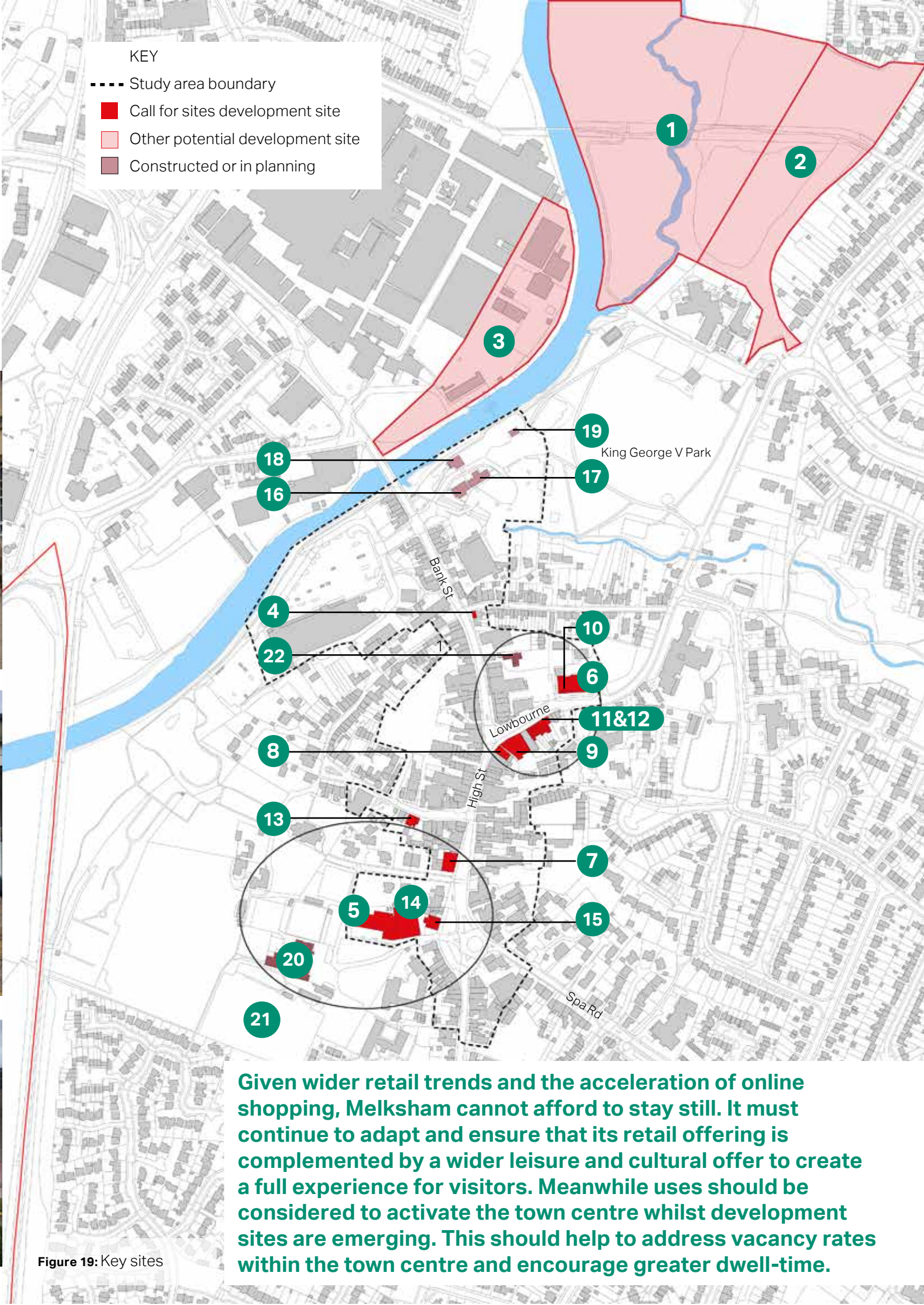
Figure 16: Assembly Hall



Figure 17: Former library site



Figure 18: Former chinese take away site



Given wider retail trends and the acceleration of online shopping, Melksham cannot afford to stay still. It must continue to adapt and ensure that its retail offering is complemented by a wider leisure and cultural offer to create a full experience for visitors. Meanwhile uses should be considered to activate the town centre whilst development sites are emerging. This should help to address vacancy rates within the town centre and encourage greater dwell-time.

6.5.3 Economy and vitality opportunities cont'd

The following opportunities could be explored to bolster the vitality and economy of Melksham:

- A diverse range of uses, which will be active throughout the day and night, to support an evening economy;
- Support for small independent businesses and retailers that are community led-ventures. The idea of community wealth-building aligns with the principles of the 20-Minute Neighbourhood, with a focus on locally productive forms of business and employment, ensuring that a strong neighbourhood centre exists to support everyday needs;
- Shifting away from traditional retail towards food and beverage, event space, the arts and leisure (which is already happening via the Community Campus) will create a more balanced employment profile, a diverse economy and attract more people to the town centre and retain them once they've arrived. Examples of this are drawing classes or book club and reading events, organised by the new library;
- The temporary re-use of vacant retail and commercial spaces should be considered to provide affordable spaces for new creative and community led uses to start up and reanimate the streetscene, whilst a

permanent use is secured;

- Provision of multi-functional uses in any given premises can benefit the community by providing multiple services in the same location, such as the model employed by the recently constructed Community Campus. This could be employed in the town centre with an alternative focus such as performing arts, bike cafe, arts centre, employment services etc. This creates a strong social offer to attract activity/community uses;
- Provision of a banking hub on the High Street given the recent bank closures; and
- New, affordable, low-carbon housing in the town centre for all generations will improve health and wellbeing of Melksham's population.



Figure 21: Artists' workshop space



Figure 20: Drawing classes in key spaces could be organised by the library or the creative community



Figure 22: Book reading, attracting families and promoting community engagement



Figure 24: Layered uses with bike shop / cafe / workspace



Figure 23: Pop up food stall



Figure 25: Independent business



Figure 26: Cafe and workspace allowing for connection

6.6 Heritage and distinctiveness

6.6.1 Built heritage and distinctiveness today

Much of the heritage and fabric of the historic town remains today, which gives Melksham its strong setting. The importance of its built character is reflected in the wide extent of the Conservation Area and multitude of listed buildings, shown right.

Its built character is formed by the use of both built and spatial elements.

Some of those notable built elements include:

- Its many stone shops, pubs and houses (more on this on the next page);
- The 17th century buildings along Church Walk;
- The two key buildings overlooking the Market Place; the Town Hall and the Limes;
- 1 High Street (former Lloyds building), a substantial building, and the grand buildings in the same style along Place Road;
- 11 High Street, on the south corner of Church Street; and
- The Avon Bridge.



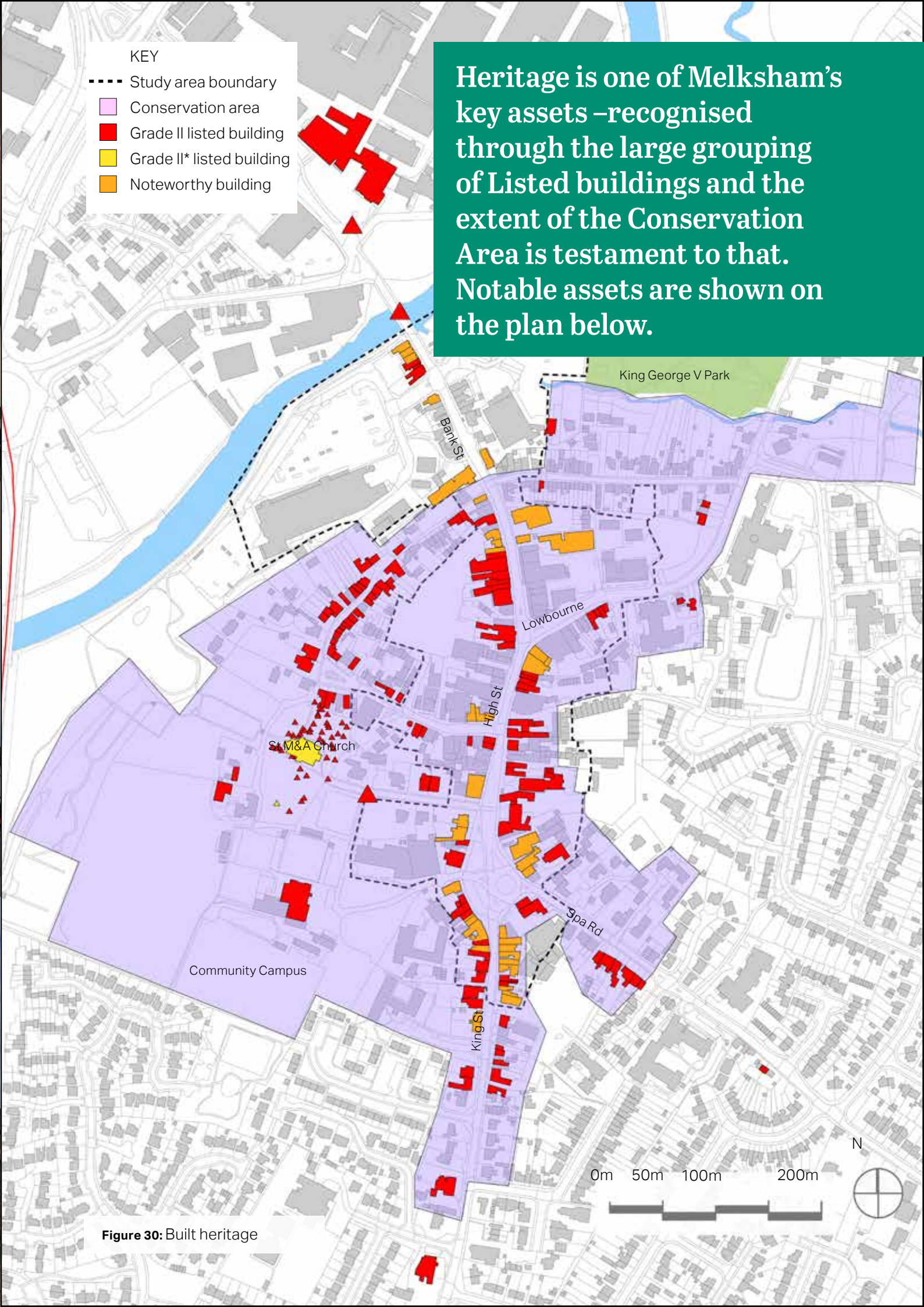
Figure 27: Use of stone in town centre housing



Figure 28: Vacant Lloyds building



Figure 29: United church



Heritage is one of Melksham’s key assets –recognised through the large grouping of Listed buildings and the extent of the Conservation Area is testament to that. Notable assets are shown on the plan below.

Figure 30: Built heritage

6.6.2 Built heritage and distinctiveness today - shopfronts and material palette

Each street has a character and visual hierarchy that is established by the relationship between the buildings found there. Shop frontages and materials play a vital role in contributing towards the streetscape and character of Melksham.

It is therefore important to ensure that they are designed with consistency at the façades level - in terms of colour, scale, fenestration and labelling.

There is a great variety in the style and quality of the shopfronts and within Melksham town centre, as demonstrated on the pictures below. The material palette is more consistent, as shown, right.




Figure 31: Consistent, but tired shopfronts, Bath Rd




Figure 32: High quality shopfronts, Church St


Materials




Red Brick




Sandstone Brick




Weatherboarding




Render




Flint




Clay Tiles




Paving setts




Flagstone




Wood cladding



Double Roman Tiles




Slate Tiles




Concrete Tiles


Colour Palette



Russet



Sand



Render

6.6.3 Spatial heritage and distinctiveness today

As stated on the previous page, the setting and character of the town centre is influenced the use of both built and spatial elements.

Some of those notable spatial elements are shown on the plan, right, and include the following:

- The use of cobbled paving;
- The web of historic footpaths, which weave throughout the town centre and once provided short cuts through the fields around the town centre towards the church;
- The Market Place, which is a key area of public realm and one of the most distinctive parts of Melksham. It has recently been re-paved and hosts weekly markets. It is thought to be medieval in origin dating to 13th Century when in 1219 the first recorded market and fair was granted. A covered well marks the location of the old town pump;
- Church Street Gardens, a quiet space away from the high street;
- Canon Square, a formal space but intimate and welcoming space with a ceremonial role;
- The historic streets around the River Avon and the tranquility of the Riverside walk; and
- King George V Park.



Figure 33: Existing wayfinding mapping



Figure 34: Cannon Square



Figure 35: Market day, Market square



Figure 36: Cobblestone alleyway

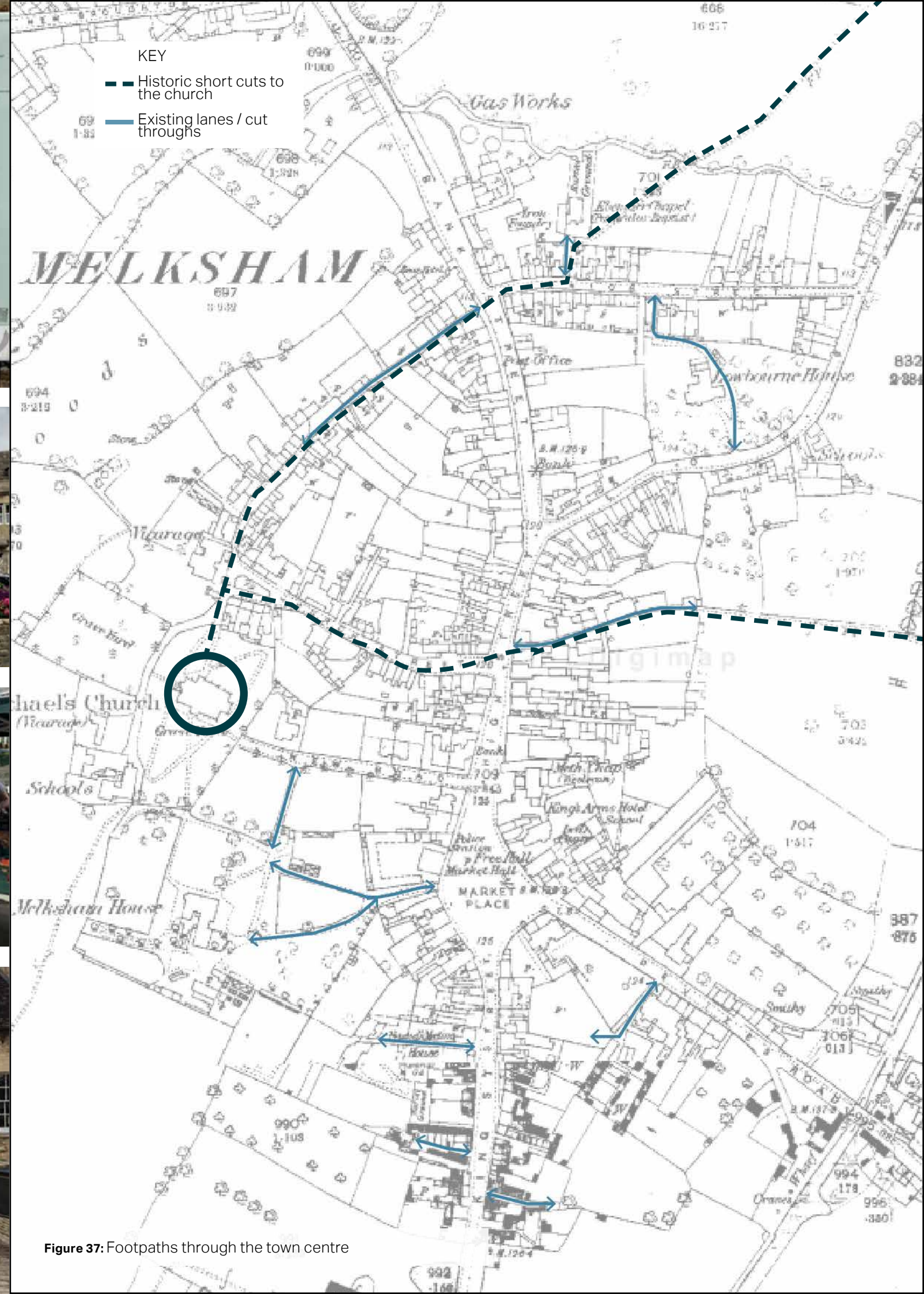


Figure 37: Footpaths through the town centre

6.6.4 Heritage and distinctiveness opportunities

Celebrate the historic environment

- Improve existing and integrate new information on Melksham's history via public realm and public art;
- Develop a palette of high-quality materials and street furniture which will help to create a distinct identity that reflects the importance of the historic environment; and
- Rationalise and improve the amount, consistency and location of street furniture (including signage, cycle stands, railings, bollards, lighting, planters, litter bins and benches) to minimise street clutter and preserve important views and desire lines.

Promote Melksham's cultural assets

- Consider a programme of cultural events, which would help to publicise Melksham's assets to a broader audience and engender civic pride;
- Explore the potential for a culture trail which in addition to physical signposting, could also explore the opportunities for digital gamification which could appeal to a more diverse audience;
- Develop a public arts strategy, which could have links with schools or youth groups and also help to create and attractive and animated streetscape; and
- The temporary re-use of empty retail and commercial spaces to provide affordable spaces for pop-up art galleries and leisure activities to start up and create life and activity pending the permanent redevelopment of premises.

Melksham's rich heritage is a key strength, and one which gives the town its character and uniqueness. It is imperative that as the town centre develops in the future, these assets are preserved and celebrated; ensuring that the quality of public realm highlights their importance and new development responds sensitively in terms of design and scale.



Figure 38: Allocating space for spill out uses activates the street (permanent or temporary)



Figure 40: Temporary performance event, Belfast



Figure 42: Clear, simple wayfinding mapping, Barnes



Figure 39: Digital wayfinding and cultural information



Figure 41: Art installations can animate spaces 24/7



Figure 43: A signage totem that locates cultural landmarks, St Albans

6.6.5 Shopfronts and material palette opportunities

The public realm along the high street can be improved by decluttering signage and tidying the shopfronts. The following principles should be considered:

- Consider the overall proportion, form, and scale of the building's upper floors when designing new shop-fronts and alterations to shop fronts. Unnecessarily large shop-fronts or signage can detract from or even cover historically valuable architecture and, more generally, create a disjointed appearance;
- Reflect the street and historic styles. Integrate the shop front with the established streetscape, introducing a sense of variety but responding to the overall character of the high street. This includes using the right materials, responding to a dominant scale and proportion, and following an established pattern;
- Respond to and enhance the existing conditions of the public realm. Street elements and furniture should be considered when designing shopfronts. This will help improve the overall user experience;
- Unnecessary visual clutter should be avoided. This includes reducing unnecessary advertisements, plastic foliage or other elements stuck onto the shopfront, and removing general clutter such as visible AC units, wires and intrusive roller shutter boxes; and
- Innovative design will always be supported, but not to the loss of the Melksham's distinct history and character.



Figure 44: Unified, vibrant signage, in keeping with local character, Burnham Market



Figure 45: Clear paving transition, and use of traditional cobblestones to slow down traffic



Figure 46: Consistent shop fronts and generous pedestrian zone, Wokingham High Street



Figure 47: High-quality, restrained material palette for pedestrianised street and shopfronts, Bath



Figure 48: Creative street furniture offers opportunities for resting and socialising, Wokingham



Figure 49: Subtle changes in materials to delineate separation of uses, with priority for pedestrians, Preston

6.7 Sustainability and climate change

Melksham Town Council declared a climate emergency in February 2019 and have stated an aspiration to become carbon neutral by 2030.

6.7.1 Sustainability and climate change today

The Town Council subsequently prepared a Climate Action Plan to clean the air, protect the environment, and care for the health and wellbeing of its residents.

The Council's environment and climate working group have launched an event called Climate Fest, which will help raise awareness of the climate emergency amongst the local community.

Alongside this, Places for People have recently been commissioned by the Council's to investigate how Melksham can respond to the climate emergency.

This Masterplan seeks to entrench these aims within the regeneration of Melksham town centre, ensuring that it promotes sustainability and reductions in carbon.



Figure 50: Raised planters to provide temporary shade



Figure 51: Sedum roof is simple and easy to introduce



Figure 52: Raised planter with integrated seating



Figure 53: Raingardens with outlet kerb in stone



Figure 54: Living wall, London



Figure 55: Street trees

6.7.2 Sustainability and climate change opportunities

Greening Melksham

Plants, trees and green spaces have a significant impact on the public realm and its visual amenity which will help to strengthen the character of place and make the town centre a better place to live, work and invest. In addition, these green features can also play a pivotal role in improving air quality, reducing the risk of flooding, provide natural shading and also improving biodiversity and contributing to net zero carbon targets. There are limited opportunities for the creation of significant green spaces, and therefore the Masterplan should look to:

1. Introduce more street tree planting in streets and public spaces, to create an urban green network;
2. Utilise native planting palettes and trees which provide a good mix of heights and species, with dense cover, attractive flowers and a range of berries and seeds to maximise biodiversity benefits;
3. Introduce green roofs and walls where possible - e.g. the design of new buildings and public realm interventions;

4. Explore opportunities to enhance the planting in existing parklets like Church Street Gardens, Canon Square and the sunken space off Bath Road near the river;
5. Introduce new parklets along key streets, which will provide temporary green oases for people to sit, relax and enjoy the town centre;
6. Incorporate further raised planters into the design of the streetscape to reduce the visual impact of parked cars, direct pedestrian movement and incorporate integrated seating; and
7. Explore innovative ways to incorporate Sustainable Urban Drainage Systems (SUDS), which can help to manage surface water, whilst also enhancing biodiversity. Strategies could include the use of permeable paving to on street parking areas and public spaces, incorporation of rain gardens into public spaces, filters strips and bio-retention systems.

Sustainability and climate change opportunities cont'd

Facilitating Active Travel

Active travel (walking and cycling) should be promoted wherever possible and should be encouraged to form part of longer trips via public transport. Relevant guidance documents on this matter include the Manual for Streets (MfS) and more recently the TCPA's 20-minute neighbourhood model, both of which promote active travel and walkable neighbourhoods.

In order to encourage more people to choose to walk and cycle when making local journeys, pedestrian connectivity will be enhanced throughout the Masterplan area together with improvements to the public realm. In order to minimise the need to the travel and maximise the ability to make trips by sustainable modes of transport, new housing will be directed to the most accessible and sustainable locations within the Melksham town centre area, subject to other policy considerations.

This is a key aspiration of the Councils and is being explored through the work that Places for People are currently undergoing.



Figure 56: Cycle hub with bike racks and storage within public realm



Figure 57: Bike hub with storage within retail unit

Sustainable Buildings

Proposals to refurbish or re-use existing buildings will be encouraged to reduce energy consumption including through improving the building fabric, lighting and heating and ventilation systems.

Proposals for new buildings should seek to incorporate a high performance envelope to minimise heat loss/ gain, maximise the use of natural and use low energy lighting systems, and use low temperature heating and cooling systems based on heat pumps where practicable. In developing new buildings and infrastructure elements, the commissioning of whole life carbon assessments will be encouraged.

Renewable and Low Carbon Energy

Energy networks will have an important role to play in enhancing energy efficiency. They are especially effective at providing heat for developments with high demand (e.g. leisure facilities, office space and high density residential) together with existing buildings that may not be suitable for retrofit with heat pump systems. Opportunities to deploy phased energy networks in clusters (including the potential for decentralised energy) should be fully investigated and implemented subject to further feasibility and viability.

Additionally, future development proposals should consider the potential to incorporate decentralised energy.

The use of renewable zero carbon technologies, such as solar PV and heat pumps will be embraced. All new development should aim to incorporate appropriate zero/ low carbon measures to offset energy requirements. Opportunities to enhance the electric vehicle charging infrastructure in suitable locations throughout the Masterplan area will be supported, having regard to existing provision in the local area.



Figure 58: PV cells on pitched roof



Figure 59: Electric charging points

6.8 Public realm, connectivity and accessibility

This section will focus primarily on public realm, alongside connectivity and accessibility - which are inextricably linked - so as not to replicate the work that Places for People are doing. Their agenda is to explore and develop an ambitious long-term strategy to promote mobility's role in fostering good health, well-being and inclusion for all.

A high-quality public environment can have a significant positive impact on the economic life of a town centre, with the presence of good parks, squares, gardens and other public spaces being a vital component in attracting businesses, investment, employees and visitors. Access to good-quality, well-maintained public spaces can help to improve our physical and mental wellbeing, as well as providing a wealth of other environmental benefits.

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6.7.3 Public realm, connectivity and accessibility today

Open space and connectivity

There is a substantial network of open space surrounding the town centre, comprising the riverside walk, parks and sports pitches. However, there is a lack of green space within the centre itself and the spaces around the edges.

In terms of connectivity and accessibility, the green spaces are sometimes difficult to navigate towards and/or hard to access.

Whilst the town centre is accessible, it suffers from poor interconnectivity between its key assets, for example King George V Park and the High St.

This is also true of the network of historic lanes and alleyways that snake through the town (shown on the map, right) which are underused.

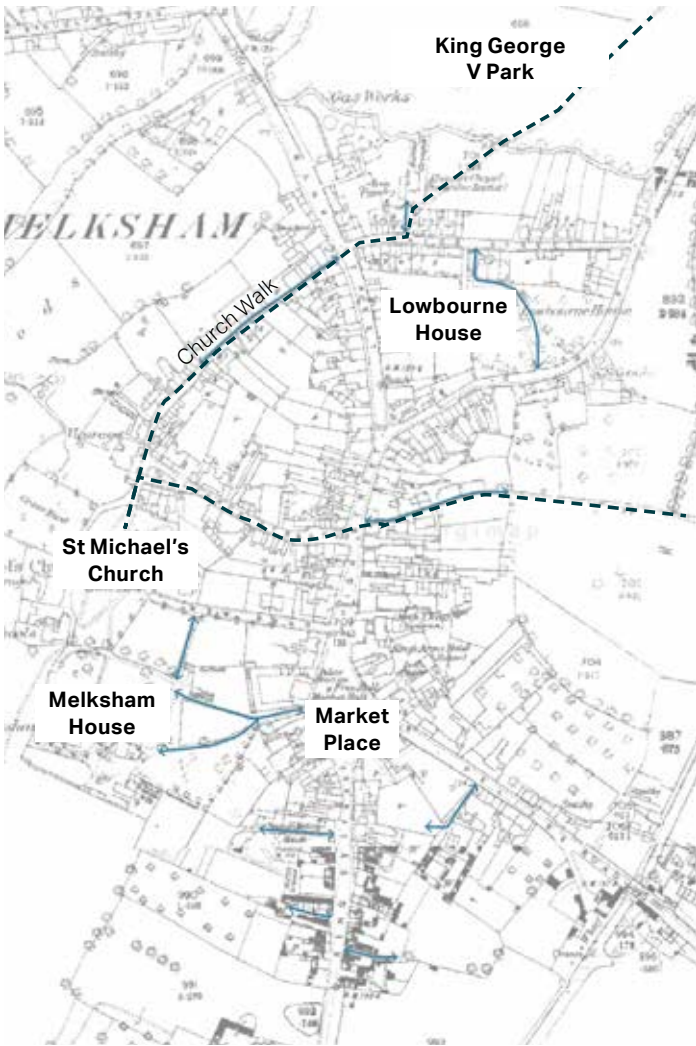


Figure 60: Walking routes

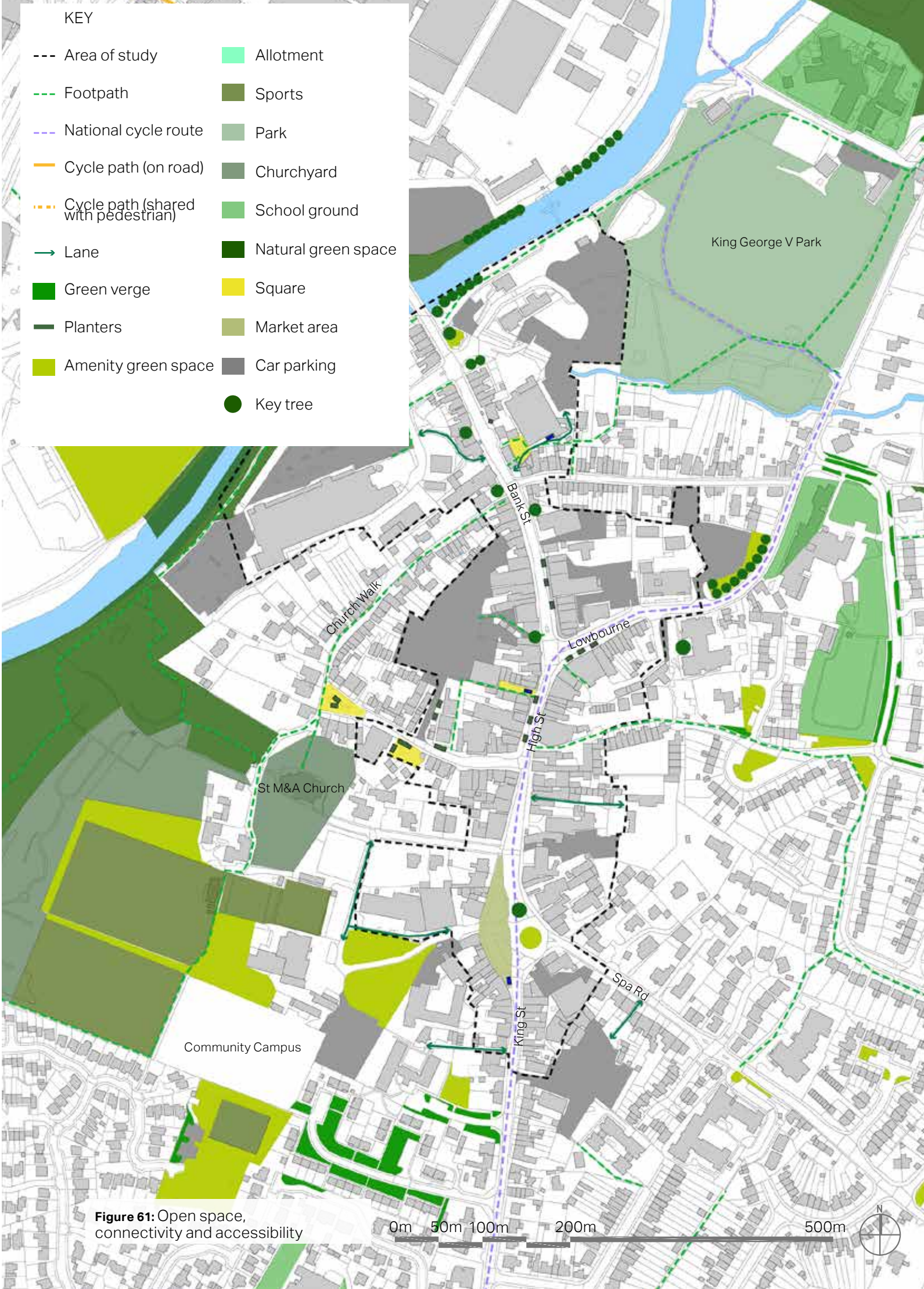


Figure 61: Open space, connectivity and accessibility

Public realm, connectivity and accessibility today cont'd

Public realm, accessibility and connectivity

The public realm of Melksham town centre is currently car-oriented with inadequate infrastructure for walking and cycling and a dominance of surface car parking.

The main streets through the town centre are traffic heavy and the footpaths are often narrow. There are insufficient crossing points and several junctions are traffic heavy and over engineered, such as the Market Square and the access to Sainsburys / Waitrose. The pedestrian and

cycle experiences is not welcome and is often hampered by busy roads, complicated junctions and narrow footways.

Away from the high street are a network of underused spaces, such as Canon Square and the riverside walk gateway space.

As mentioned on the previous page, there is a web of footpaths that provide short cuts through the centre, linking up with the surrounding residential communities . Some of these routes, such as Church Walk, are extremely attractive.



Figure 62: Car park, Union St



Figure 63: Church Walk



Figure 64: Car dominated arrangement, High St



Figure 65: Church St Gardens

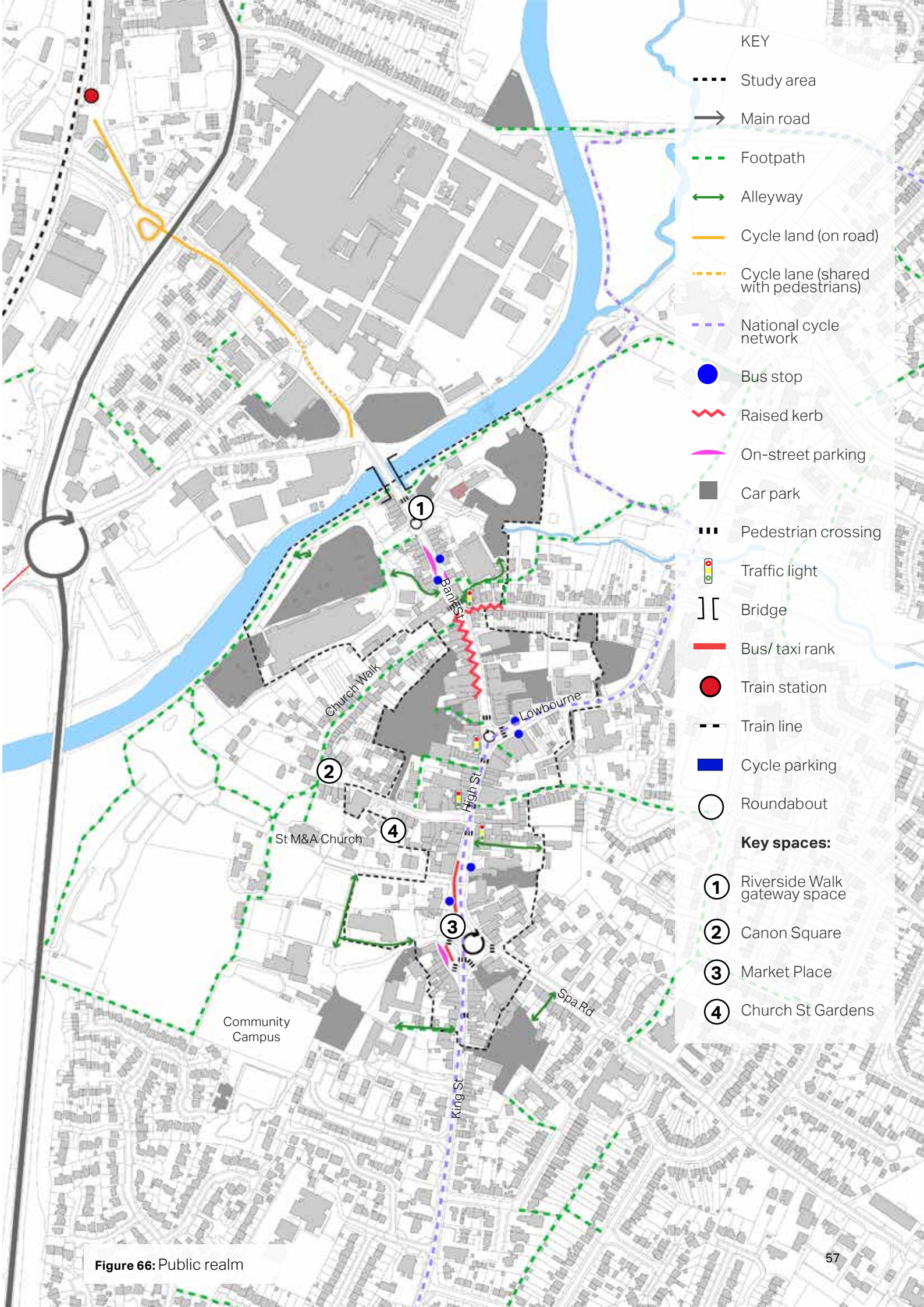


Figure 66: Public realm

6.8.1 Public realm, connectivity and accessibility opportunities

A key aim of the Masterplan is to ensure that new development and public realm interventions create successful public spaces and routes which are attractive, inclusive, easy to navigate and safe will help to increase footfall and encourage people to explore, rest and interact with Melksham town centre. Moreover, the public realm should be vibrant and welcoming. Therefore, the following opportunities could be implemented:

Connectivity/accessibility interventions:

- Focus street design on moving people rather than traffic, giving priority to pedestrians and cyclists at junctions. This would encourage active travel and improve connectivity and is linked with the Healthy Streets approach;
- Pedestrianise key parts of the town centre;
- Create mobility hubs with charging points for cars and scooter/bike hire, encouraging active travel;
- Rationalise and consolidate surface car parking; and
- Improve connectivity to, and along the River Avon.



Figure 67: Distinctive materials for junction, footpath, use of shared surface for all users to reduce traffic speed in Poynton



Figure 68: Central median, street trees and planters, with clear crossings, using high-quality paving materials, Altrincham

‘Healthy Streets aid wayfinding and promote active travel, connecting together a series of linked key public spaces which encourage people to well and explore the town centre’.



Figure 69: Simple raised planters separate the pavement and street

Public realm interventions:

- Generally, the key assets within the town centre, including the town’s unique architectural heritage and cultural offer, could be represented more positively by enhancing the public realm and spaces, and more appropriate consideration of wayfinding and permeability.
- Implement Healthy Streets, by:
 - Transforming the river Avon gateway space to attract more visitors and mark it as a key space;
 - Introduce more greening in small spaces to create pocket parks and improve biodiversity;
 - Provide more places to rest and spend time along the high street, which will increase dwell time and encourage wider uses of the street—such as play, performance and café-spill out;
- Improve wayfinding to existing rest spaces such as Canon Square and Church St Gardens;
- Improve the quality of paving materials throughout (e.g. as implemented in Market Place);
- Consider small art interventions throughout the centre and possibly link them up to form a trail; and
- Introduce more street trees to provide shading, enclosure and make the streets more welcome to pedestrians;
- Introduce elements of play within the town centre (possibly in some of the existing peripheral spaces) to widen the existing user and add vitality; and
- Introduce growing gardens.



Figure 70: E-scooters and street trees providing shading, London



Figure 71: Raised planters with integrated seating



Figure 72: Community gardens



73



75



74



76

Figure 73: Simple public art adds richness and encloses the public realm

Figure 74: Vertical play elements incorporated into the urban environment, Manchester

Figure 75: Creative artwork integrated into the paving add playful feel

Figure 76: Inventive urban greening

The town centre framework masterplan

06

7. The town centre masterplan

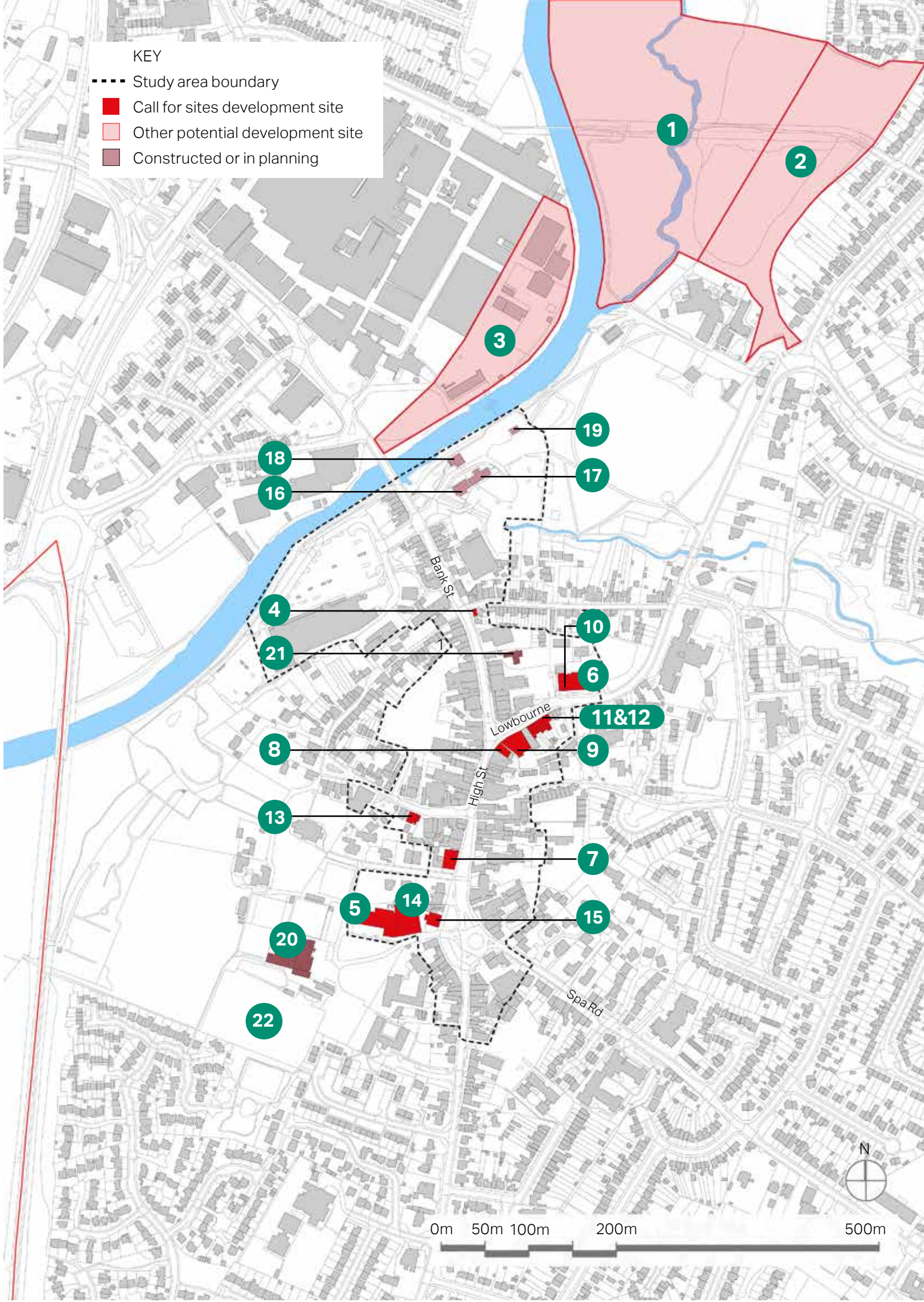
The Development Principles presented in Section 06, provide the overarching framework for considering future development within the town centre, informed by the vision and objectives in Section 05.

Within the town centre, there are a number of potential development sites, which are introduced in the ‘Economy and Vitality Development Principle’ in Section 06. These sites are vacant, dissused or underused and include a number identified as regeneration opportunities. The sites are shown again, for ease, on the plan, right

The following pages set out a broad masterplan for these sites and include land use principles, which will promote innovation and inform appropriate land uses incrementally over the lifetime of the NDP and beyond.

Page 48

| Call for sites development sites | | | |
|----------------------------------|--|---|--|
| 1 | Land to North of River Avon (Area 8) | 13 | Vacant Co-op Funeral Care, Church Street |
| 2 | Land to North of River Avon (Area 9) | 14 | Assembly Hall |
| 3 | Land to North of River Avon (Area 10) | Other potential development sites | |
| 4 | Land at 28 Bank Street | 15 | Town Hall |
| 5 | Blue Pool at Melksham House, Market Place | 16 | Scout hut |
| 6 | Library & Lowbourne House, Lowbourne | 17 | Guide headquarters |
| 7 | Vacant Lloyds Bank Building, 1 High Street | 18 | Riverside club |
| 8 | Vacant HSBC Bank Building, 32 High Street | 19 | Community club |
| 9 | Vacant NatWest, 34 High Street | 20 | Melksham House |
| 10 | Vacant Dragon Delight Chinese, 7 Lowbourne | Sites that are constructed or in planning | |
| 11 | Vacant Marjo Fashion, 8-12 Lowbourne | 21 | 3 Lowbourne |
| 12 | Vacant Nettle, 14 Lowbourne | 22 | Community Campus |



7.1 Town centre masterplan

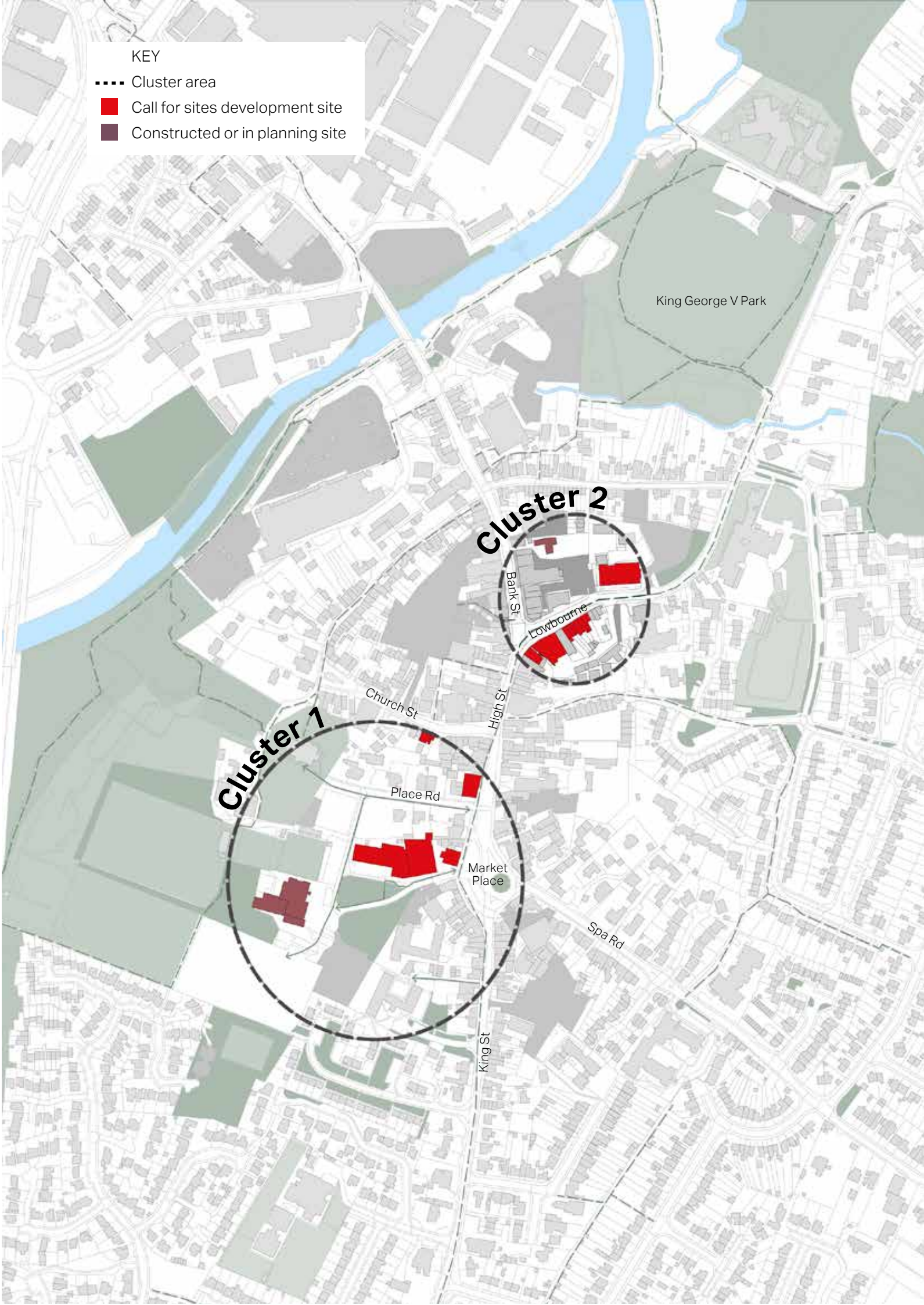
The town centre masterplan is intended to provide the town centre with a framework that will shape development over the next xxx years. Consequently, some of the opportunities may have the potential to be delivered quickly, whilst other opportunities may take longer to come forward, once land is freed up or other developments.

There are a number of opportunity sites located within the town centre study area. These sites have been identified by the NP group as being important for the wider regeneration of the town centre. Historic towns do not often have large tracts of land potentially available for re-development and so, collectively they are hugely important assets.

The sites are located as such to form two potential development clusters as shown on the plan, right. These are located at key gateway locations, either end of the town centre and each has a different feel, character and therefore potential development focus. The following pages sets this out in more detail. Regardless, both clusters should encourage a flexible and layered approach to development which could include multiple, complementary uses.

The Masterplan envisages the potential for different types of development opportunity within each cluster:

- Comprehensive Redevelopment: where a previous user leaves and the site is then substantially redeveloped for new uses.
- Sensitive Redevelopment of Heritage Asset: where much of the built fabric is retained, but with new development that revitalises the existing uses.
- Rationalise Existing Use: the existing user might remain on site, but will rationalise their activities and land take, freeing up land for development.



7.2 Cluster One

Existing Uses

This cluster currently comprises a wide variety of uses, with an emphasis on health and leisure, due to the recent opening of the Community Campus. It is an important gateway into the town and has a longstanding civic focus. The market place is a key community space and one of the most recognisable spaces in the town centre, with a history in trading and which still to this day hosts a weekly food market. The built setting is high quality and historic, with a significant proportion of attractive stone built Georgian and Victorian buildings.

The cluster comprises a number of important land uses as follows:

1. Vacant Melksham House
2. Vacant Blue Pool at Melksham House
3. Melksham Community Campus. This is a leisure and community facility, which is now constructed and includes:
 - Library
 - Health Centre
 - Flexible workspace, including break out and meeting rooms
 - Cafe
4. Vacant Co-op Funeral Care
5. Vacant Lloyds Bank
6. Town Hall (currently houses the Town Council)
7. Assembly Hall (currently hosts live music and other leisure events).



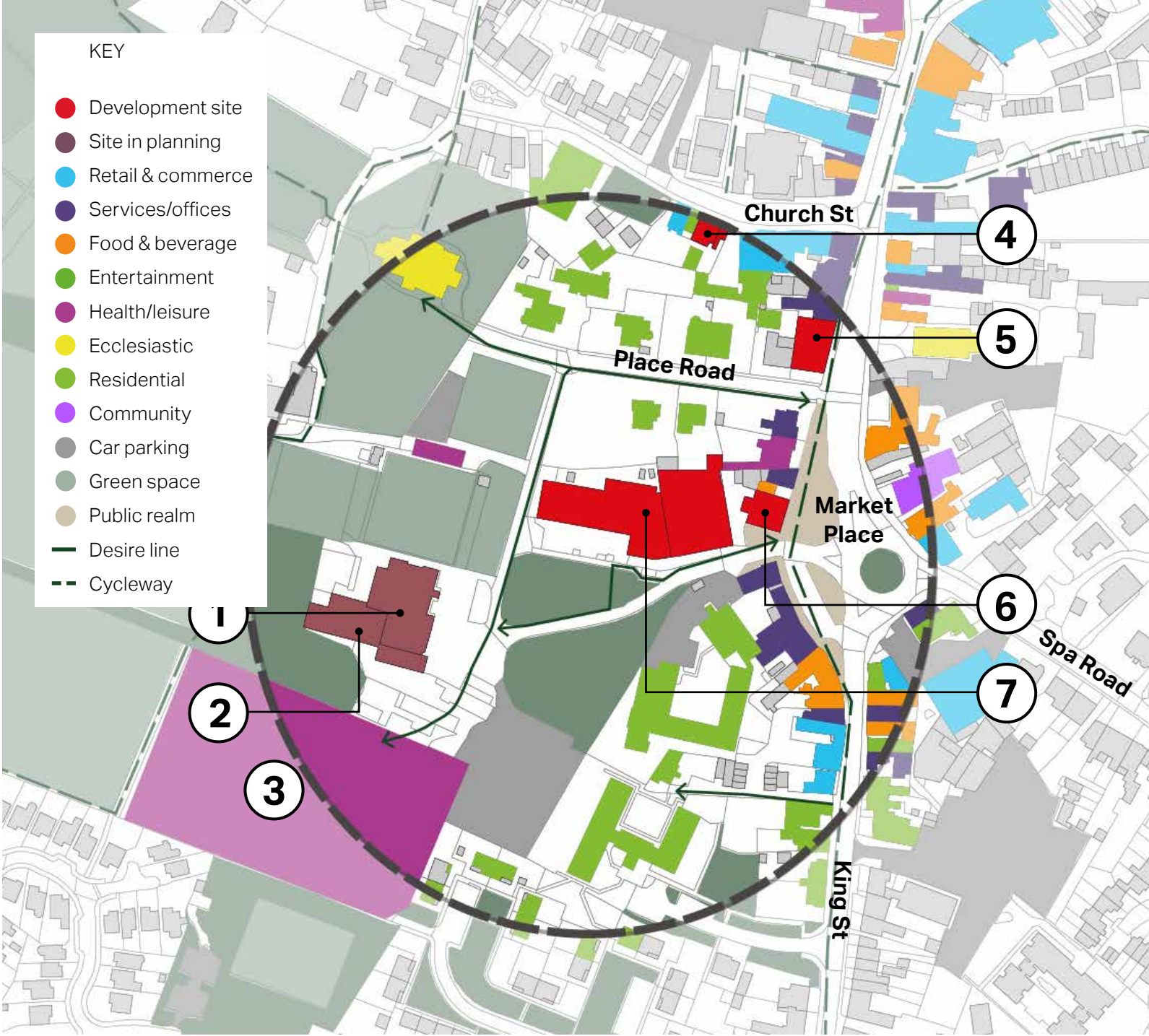
Market Square



Blue Pool



Melksham House



Town Hall

7.3 Cluster One - Civic and Cultural Quarter

Proposed interventions

The Civic and Cultural Quarter is an important gateway into the town centre of Melksham. It will become a lively, active place for people of all ages and demographics to connect. It will be a creative hub with places to play, work and create.

Built form - the right mix

The new Community Campus includes new leisure, library and employment facilities, which will improve the tourism and hospitality offer in Melksham by drawing footfall from across Wiltshire. Clustering a range of facilities, such as culture, shops, leisure centres and youth facilities, close to each other consistently creates reasons to visit the same area.

As mentioned in the Economy and Vitality section, an important dimension in improving the local economy, is attracting and retaining employment within the town. Gentle intensification and layering of different land uses (not just residential, but commercial) will encourage all types of people to live and work locally.

To complement the new facility, a more diverse range of uses in this cluster should be provided, which will be active during the day as well as through to the evening. Some initial ideas are listed, right.

- In order to create a day and night time economy with a range of venues, uses could include local and independent food and drink uses layered alongside community facilities or workspace. An example of this is a book store or reading room with a cafe; or a cycle shop with a cafe / workspace area.
- Meanwhile uses should be considered for buildings which take a while to come forward as they are very effective for immediate activation of place. This could comprise a multi use facility such as an art gallery with an integrated cafe.
- The Campus could be paired with other health and care facilities, to create a wellbeing hub. Putting leisure, arts and sports facilities together with other community facilities can help increase awareness of opportunities to take part in sports, cultural and leisure activities, which creates good physical

- wellbeing. For example, youth groups, drawing classes, book clubs could be housed in the Town Hall. There should be an emphasis on features that welcome marginalised communities. Intergenerational facilities such as workshops, communal kitchens, craft rooms and growing gardens are good examples of this.
- A particular emphasis on arts and culture in this hub would complement the civic legacy of this part of the town centre and the longstanding provision offered by the Assembly Hall. This could include a new performing arts centre or an outdoor performance space.

- To layer the uses further, the former Blue Pool site and / or Melksham House could deliver a significant amount of new homes, across a mix of types and tenures. These should be designed to meet the need of a wide range of users and are adaptable to change, over time and therefore should comprise a range of houses and apartments as well as older persons' housing.
- Given the significant heritage of this area, new housing could include initiatives that articulate the characteristics of the town centre, to root it in its context. For example, in Barking Riverside new and established residents have taken part in a radio project that explores memories and histories of the river.



Art gallery



Pop up cafe, Warsaw



Temporary cultural activation
AECOM



Reading Room, Welcome Collection

7.4 Cluster One - Civic and Cultural Quarter
Proposed interventions

Public realm - connectedness

Connectedness is integral to our overall wellbeing. A lack of connection can lead to loneliness, which is a growing public health issue.

Disconnection from surrounding spaces and facilities limits walk and cycling, which in turn discourages interaction. This is the case in parts of Melksham town centre.

Designing with connectedness in mind will build upon the existing offering and introduce new elements and layers to this part of the town centre, to widen the visitor demographic and allow them to visit and use the town throughout the week.

The market and the Community Campus are fantastic facilities which offer the opportunity for residents to connect with one another. Beyond that, the following suggestions could be employed:

- Walking can be encouraged by making streets seem shorter than they are by adding points of interest (Jan Gehl research – something new to look at every 10m). The streets in the centre should encourage interaction; with trees, benches, streetlights, ramps for buggies, bikes, scooters, wide footpaths, and continuous and safe connections. These elements also transform a street into a welcoming place.
- Accessible wayfinding should also feature to ensure that spaces and facilities are available to everyone, particularly those with disabilities and those who may struggle to access or feel comfortable with active travel or public spaces. Wayfinding exists in the town centre but it is inconsistent.
- Well-placed temporary interventions along important routes will animate key areas and create dwell spaces and opportunities for trails and themed linking spaces. For example, to complement the weekly food market and the new library, temporary food and drink facilities could be located in key locations such as the Market Place or the spaces such as the front of the Community Campus to activate the area.
- The Market Place could be designed to be more multi-functional, so that it can accommodate a range of activities, which allows different groups of people to use them. This would encourage inter-generational mixing and help to reduce loneliness and isolation. In addition, it is more cost effective to maintain a smaller number of multi-use spaces, rather than a larger number of single-use spaces. Alternative uses are open-air performances and art exhibitions.
- Lighting, installations and street furniture bring life and connection to previously under or poorly used spaces. Lighting can also make spaces safe at night. Pop-up meeting pods and a colourful light installation are proposals to change the tone of an area. This could be employed in the zone between the campus and Melksham House.

Page 52



Temporary meeting pods, Our Future Foyle, Foyle River, Derry



Clear wayfinding and green space, Depot Mayfield, Manchester



Pedestrianised square with performance space, Sant Antoni, Barcelona



A place to linger and connect, Bath

7.5 Cluster One - Civic and Cultural Quarter
Proposed interventions

Public realm - playfulness

Play encourages our ability to live in the moment and at an unhurried pace, meaning that other often overlooked groups such as the disabled and the older generation can benefit. The Civic and Cultural Quarter should seek to grow and develop into a community destination which encourages playfulness. A playful place is not just for children; it is related to the activities that we all do in our free time – the time we take for us. Places that encourage play are usually located within the public realm and these spaces - markets, parks, playgrounds, squares - play a vital role in bringing people together and providing space for light hearted fun and an escape from the humdrums of life.

- Opportunities for play could be threaded through the town centre and located in pocket parks and spaces such as. Streets can also be designed as

spaces, with play as a focus, with art and wayfinding providing fun elements within the streetscape.

- Small play interventions help to stimulate the imagination and provide prompts for people to explore and can include elements such as sculptures, mazes or public art. Specifically, community-generated art, enables residents them to make a stake in their neighbourhood, helping to make them feel safe and productive. This is especially potent if it uses local narratives to articulate a sense of place and as a way to improve wellbeing.
- Create spaces that promote creativity, such as pop-up uses (Lexington pop up water parks and the 'Front Room' barge café in Birmingham) or pop up art (Kew, London etc).



College Square, Croydon, London



Local artist mural, West Byfleet



Camille Walala pedestrian crossing

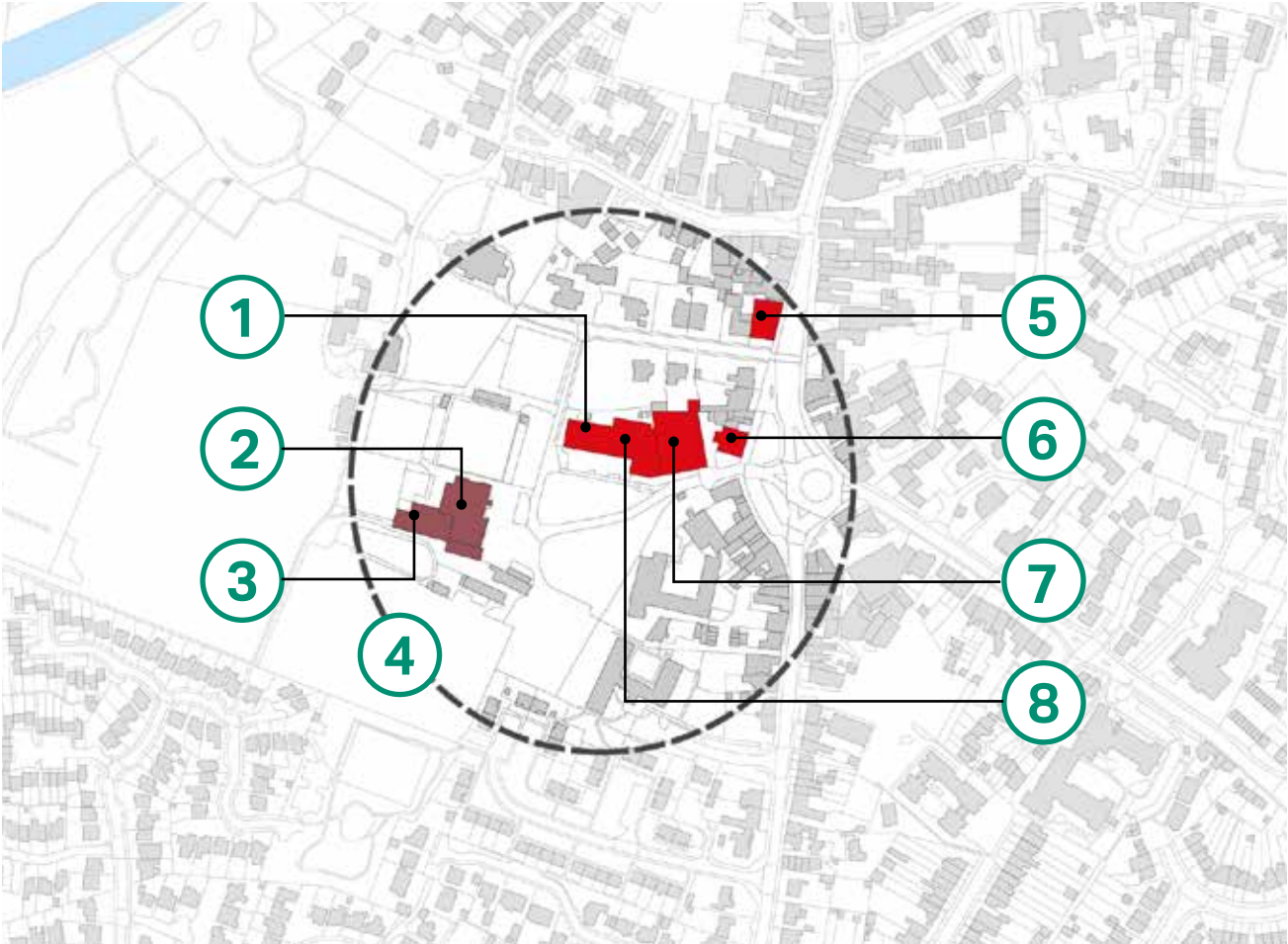


Pop up playground, Dalston, London

7.6 Cluster One - Civic and Cultural Quarter
Masterplan

This cluster comprises a number of culturally important buildings as follows:

- 1. Melksham House - new residential
- 2. Blue Pool at Melksham House - new residential?
- 3. Co-op Funeral Care
- 4. Lloyds Bank
- 5. Town Hall
- 6. Assembly Hall



7.7 Cluster Two

Existing uses

This cluster sits in a key, central crossroad location within the high street. It features a variety of uses, with an emphasis on retail and services. However it has a great many vacant units, offering plentiful scope for revitalisation. It has recently suffered the loss of the library closure and so needs another comparable community based feature. It is surrounded by housing of all types. Its built character is mixed, with some well preserved Victorian buildings alongside several the vacant sites which require significant refurbishment or demolition.

This cluster comprises a number of vacant buildings as follows:

1. 3 Lowbourne (in planning)
2. Former Natwest bank
3. Former HSBC
4. Library
5. Chinese takeaway
6. Cluster of vacant retail units



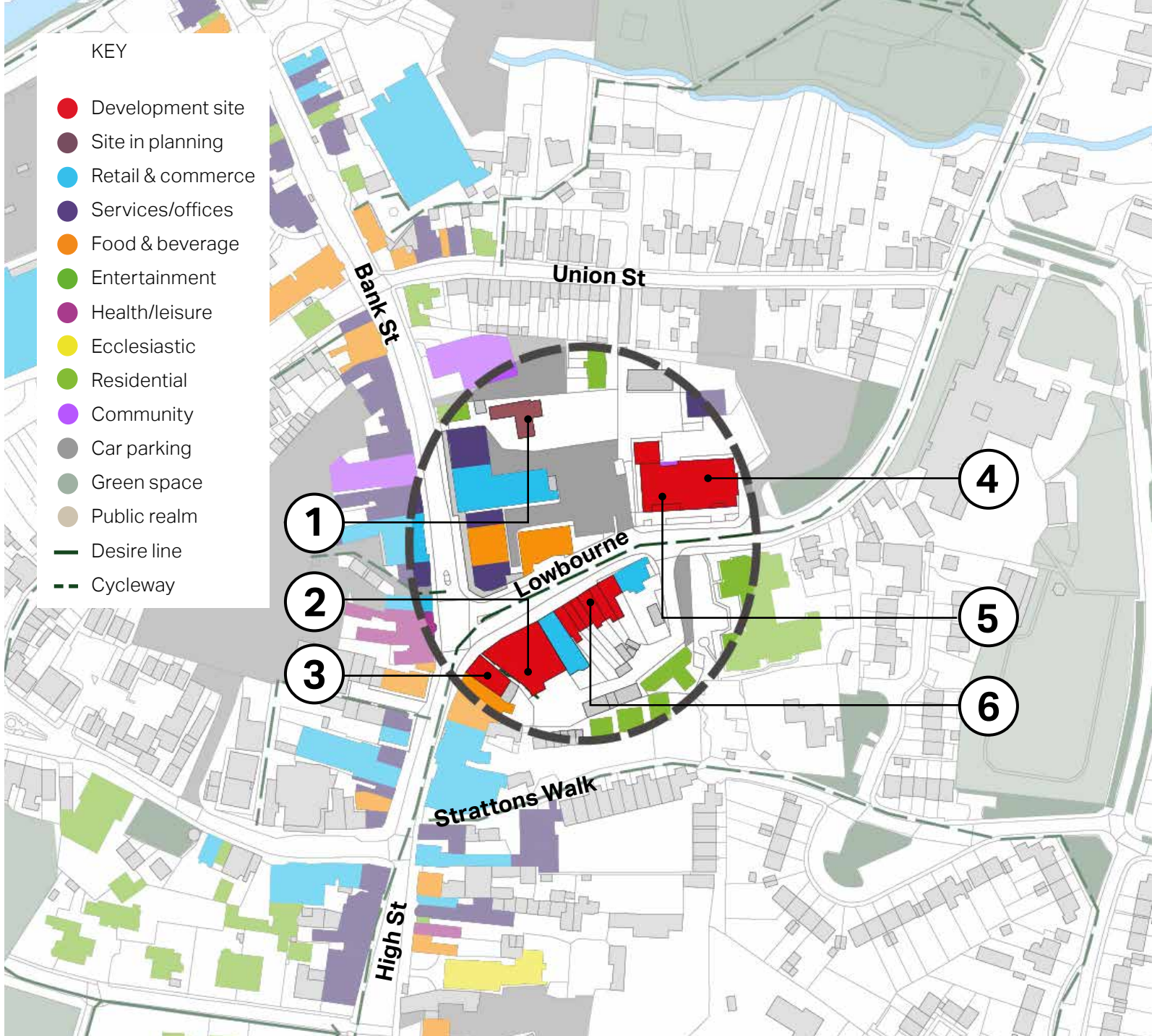
Vacant units, Lowbourne



Vacant takeaway unit



Vacant library



Vacant unit, Lowbourne



Former Nat West bank

7.8 Cluster Two - Community Quarter

Proposed interventions

Built form

- New homes in this cluster could be located on the former library and takeaway site, and could also be woven into under used upper floorspace, above the re-developed ground floor units along Lowbourne. It is important to avoid creating a mono community by using only a limited number of house types and tenures. Progressive build-to-rent schemes are emerging throughout the UK and are being specifically designed for families. Such facilities often embrace resident lounges and co-working spaces, employing 'hosts' to activate the spaces and welcoming in the wider local community
- Alongside new housing, local work 'hubs' would reduce peoples' commute time and build local social connections. These can be provided as part of other community facilities within a new residential development (perhaps on the ground floor), or provided as specific flexible workspace, with access to local 'work hubs' through the week.
- Where people are encouraged to work locally, other wrap around facilities such as on-site childcare can make workspaces more inclusive for parents. Impact Hub Birmingham's Radical Childcare programme not only provides a crèche for co-workers but actively engages children in their mission to create a fairer city.
- Bank closures on the high street have taken away convenient access to cash for those who need it, and brought about difficulties for small businesses trying to deposit takings. A bank hub would offset the loss of Nat West, Lloyds and HSBC, providing customers of any bank access to their accounts, deposit cash and cheques, and withdraw money at any time.
- The loss of the library in this cluster will be felt by the local community. Long term, it could be replaced with a cultural/ commercial use, such as a reading cafe. Meanwhile, the temporary re-use of vacant retail and commercial spaces should be considered to provide affordable spaces for new creative and community uses to start up and reanimate the street scene, whilst a permanent use is secured.



Communal space, Union Wharf, Greenwich



Rowntree Park reading cafe, York

Public realm

- Meanwhile spaces close to the workspace provide informal meeting space and encourage employees to form friendships. These can be outdoor gyms, running trails, bars, pocket parks and roof gardens and can be used by other local businesses. MAKE @ Story Garden is a public space for creative collaboration with, and by, the local communities in Somers Town and St Pancreas, London. The aim is to build community and creative skills through a programme of arts activities and projects.
- There should be small passive spaces in this part of the town centre, given its proximity to the river and the park. These would offer the opportunity for personal reflection and quiet connectedness. Growing gardens, pocket parks and low key play areas encourage connections with more distant members of the community. These could be introduced as temporary and long term interventions.
- When people grow food, they learn about horticulture and healthier eating and gain access to affordable vegetables and fruit and are able to connect with nature, and neighbours. So, small scale growing facilities such as growing gardens and roof gardens could be introduced, with potential learning links with the school. The former take away site would be well suited to this, alongside some new homes on the library site.
- This part of the town centre is particularly traffic dominated and given it is a transitional area, with homes and the park nearby, some public realm interventions would greatly improve the pedestrian experience. Public art on crossroads, new paving and new trees are suggested.



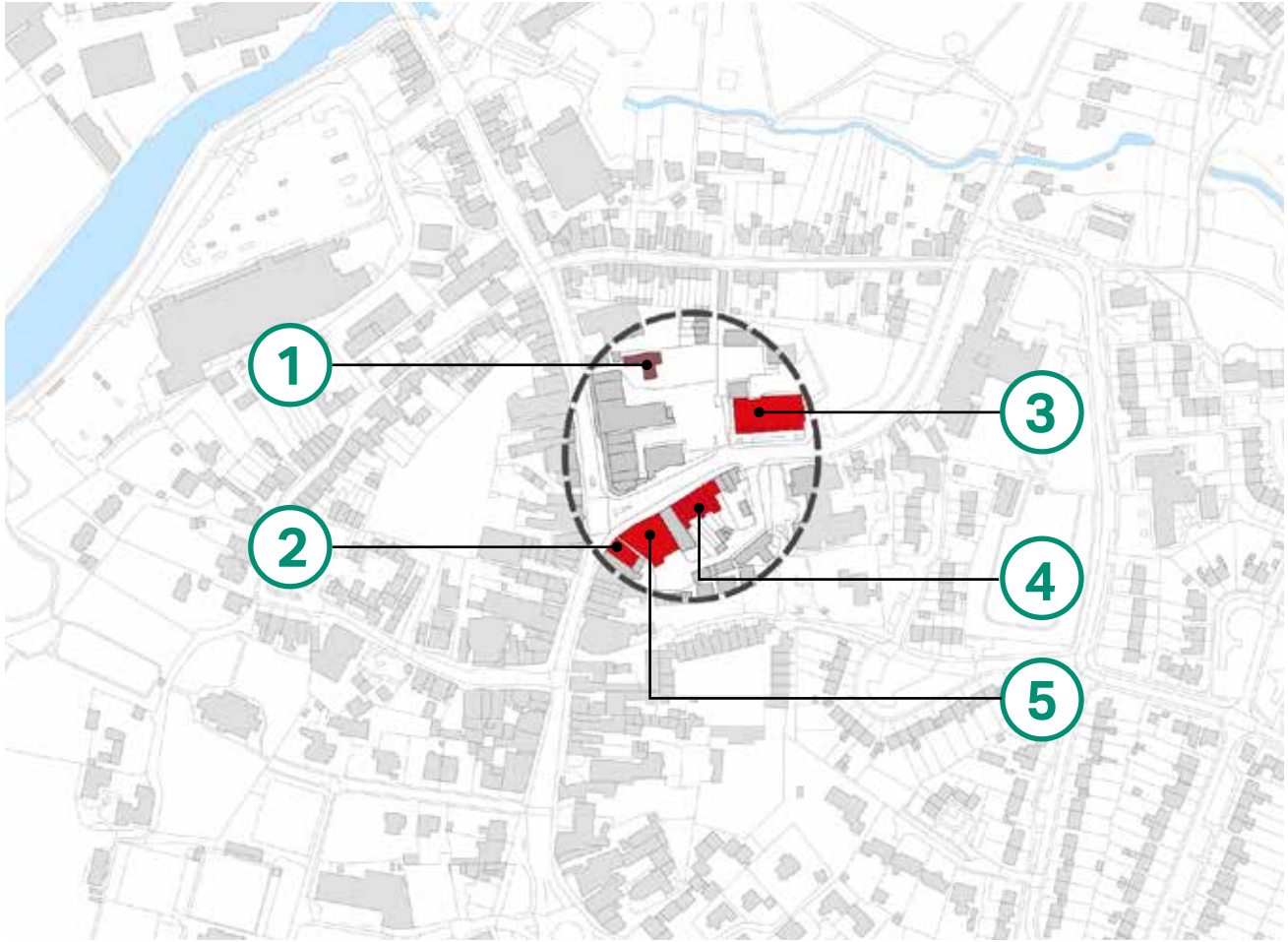
Story Garden, Somers Town, London



Marmalade Lane gardens, Cambridge

The Community Quarter will be an active community hub, with links to the surrounding residential communities, park and the schools. A focus on contemplation and learning will balance the strong retail and commercial services function in this part of the town centre.

7.9 Cluster Two - Community Quarter
Masterplan



Next Steps

06

About AECOM

AECOM is the world's trusted infrastructure consulting firm, delivering professional services throughout the project lifecycle — from planning, design and engineering to program and construction management. On projects spanning transportation, buildings, water, new energy and the environment, our public- and private-sector clients trust us to solve their most complex challenges. Our teams are driven by a common purpose to deliver a better world through our unrivaled technical expertise and innovation, a culture of equity, diversity and inclusion, and a commitment to environmental, social and governance priorities. AECOM is a *Fortune 500* firm and its Professional Services business had revenue of \$13.2 billion in fiscal year 2020. See how we are delivering sustainable legacies for generations to come at aecom.com and [@AECOM](https://twitter.com/AECOM).

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UPDATE ON MELKSHAM'S NEIGHBOURHOOD PLAN REVIEW

OCTOBER 2022

This update is to provide information on local consultations and evidence gathering exercises that have taken place over the summer months as part of the Melksham Neighbourhood Plan review.

Housing: Assessment and Information to inform approach to housing (together with the Local Plan)

The steering group undertook a Call for Sites exercise in the Spring, advertising widely locally, with several page adverts in the Melksham News, a social media presence, we also contacted everyone who has ever been in contact in previous consultations or visited an event. In addition, land owners who have their land registered as available with Wiltshire Council have all been contacted. This produced a list of some 90 sites that land owners have put forward to be considered for housing allocation in the next version of the Melksham Neighbourhood Plan.

National independent company AECOM are now sifting and assessing the individual sites, with a report to follow in the late Autumn which will then lead to the site allocation work by the Housing Task Group who will be shortlisting sites before engaging with land owners. There will be the opportunity for some informal community engagement on the shortlist of sites. The next version of the Plan will include housing site allocations for small and medium sites, whereas the Local Plan being produced by Wiltshire Council will be allocating large, strategic sites. Running alongside this work, a Housing Needs Assessment has also been undertaken by AECOM for the Neighbourhood Plan area of Melksham Town and Melksham Without; this incorporates the local Housing Needs Survey that was undertaken by ourselves and advertised at the last Area Board meeting in June. This looks at the type and tenure of the housing mix requirements in the area, and is the evidence for housing mix policy in the reviewed Plan; ensuring that future housing meets the needs of local people. Thankyou to the 136 local residents who responded to the Local Housing Needs survey in May and June; we are looking at publishing the results shortly.

Protecting Valued Local Green Space

There is the opportunity through the Plan to give a Local Green Space planning designation to protect spaces that are important to the local community. Thank you to those of you that put forward local green spaces that were important due to their historic significance, their beauty, their recreational value, their richness in wildlife or their tranquillity. This designation can only apply to small, local spaces and not large tracts of land. The volunteer task group is now working through the 50+ sites that the public put forward to ensure that they meet the necessary criteria and eligibility to

produce a shortlist, we will then make contact with the local landowners. You can view the sites put forward on the Neighbourhood Plan website.

Green Gaps Designation

As you may be aware, there has been a recent Appeal Hearing upheld for a site on Semington Road, behind Townsend Farm, for 50 affordable dwellings. One of the things highlighted by the Planning Inspector was the lack of a policy on green gaps, to prevent the coalescence of villages to the town and other villages, and this is being addressed in the review of the Neighbourhood Plan. We are working to secure the appropriate technical support to aid this piece of work, hopefully with AECOM to tie in with other pieces of work, with the aim of consulting the community on this during the assessment period over the next few months.

Further Addressing Climate Change

A separate task group is working on the broad topic of Climate Issues, including analysis of other Neighbourhood Plans that have recently been examined and adopted to see if there are further policies that can be included in the next version of the Plan, as this is a rapidly changing topic. Policy updates have been drafted with background information to be revised next. The group working on this brief are closely aligned with the Town Council's Environment & Climate Working Group.

Planning for the future vitality of the town centre

AECOM have also been appointed to look at the Town Centre Master Plan work, and will be taking a holistic, independent approach at the Town Centre, looking at its Economy and Vitality, its Culture and Distinctiveness, its Connections and Accessibility, the quality of its Public Realm, and its Heritage and Townscape; all set against the pressing agenda of Sustainability and Climate Change. There is also the possibility of some Town Centre Regeneration Site opportunities with vacant sites in the town centre, including those recently vacated as part of the Campus project; they may provide identified/allocated housing to meet local needs. This is a fantastic opportunity for some revised town centre policies in the revised Plan, and for a Master Plan to sit alongside the Neighbourhood Plan as a practical separate stand-alone document. AECOM have been fully briefed by the Neighbourhood Plan team and are working with the Town Council and Wiltshire Council on the publicly owned assets aspects.

Protecting our Local Heritage

Whilst not giving as much protection as the Local Green Spaces, there is still the opportunity to list in the Neighbourhood Plan heritage assets that don't have Listed status but still have an important historical value to the local community. Again, thank you to those of you who responded to this survey. A small group of volunteers is looking at the evidence for these sites, it's a short list but valuable nevertheless,

and the next step is to contact landowners. You can view the list of those sites put forward on the Neighbourhood Plan website.

Strengthening locally distinctive Design Policy

For new housing, and other development, it's not just about where it is, and whether its two or three bedrooms, or rented or for purchase; it's about what it looks like and this is where the Design Codes come in. AECOM have been appointed to do this work, and are looking at what "good design" looks like for the Melksham Plan area and all future planning applications will have to adhere to the Code when the Plan is adopted. From designing out anti-social behaviour, to brick colours, to solar panels, this is all covered in the Design Code. It covers local identity and character, access and movement incorporating the Priority for People work, green and blue infrastructure, sustainability and energy efficiency and the built form. There will be some community engagement on this piece of work as we seek your views.

Ensuring that Local Priorities are addressed as the proposed Bypass and Melksham Link Canal projects progress

The Neighbourhood Plan is all about planning policy, and to be referred and adhered to when planning applications are considered. There are a couple of proposed large infrastructure projects that are in the Melksham Neighbourhood Plan area and there are separate task groups looking into these projects to ensure that the Plan is reviewed in line with the latest updates on these projects. The Plan will have Priority Statements on these projects, but they will be light touch as the Neighbourhood Plan is not the place for decision making on these projects; and therefore cannot have policies relating to them. Volunteer task groups have met with the project teams on these separate projects to review the current statement with them.

Who is working on this project?

The Melksham Neighbourhood Plan is a joint project of Melksham Town and Melksham Without Parish Council but is community led, and the Steering Group and Task Groups are made up from a wide range of volunteers from the community. Planning expertise is provided by Place Studio, who guide us through the process. The group has been successful in obtaining grant funding from the Government to contribute to the costs, and some technical support from AECOM who are also provided by Locality, directly funded by central Government.

How do I get involved?

Information on the progress on the review of the Melksham Neighbourhood Plan can be viewed on the dedicated website <https://www.melkshamneighbourhoodplan.org/> and dedicated facebook page.

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Suggestion Re: Coach Parking, King Street Car Park
Email from a local business owner

I appreciate that when the initial plan was instigated for the layout of the coach park vehicles were 10 metres in length but since time has moved on they have increased to 15 Metres.

Here poses a problem !

When the 1st coach parks they always use the bay nearest the Wall so ease to get out. When the second coach parks this has to shunt into position and the third coach has no chance of getting into the far bay due to the angle of the bays and the 90 degree angle to park without encountering possible collision with the parked cars across the front.

When I was an acting councillor at Bradford on Avon, I resolved this same issue for them by having the coach park re aligned to meet 1. The New Disabled requirements in between each bay and also placing the bays at a 45 degree angle to allow coaches to reverse and park more easily.

A solution to pass onto Parking services at Wiltshire Council where this lies to get approval and implemented is to allow more car parking spaces at the far end of the coach bays creating extra spaces and revenue and angle the coach bays as above to ensure ease of parking.

Currently on monitoring there are 4 companies that use this regular – Vision Tours, Holidays & Cruises, N&K Tours and Pewsey Vale on Swimming contracts along with several short stay operators. The A350 is right alongside and advertising the fact that Melksham can offer a coach stop on route to the South West A350 corridor with FREE parking and FREE public toilets and plenty of Cafes plus town walk should be promoted to encourage economic growth to Melksham supporting the local traders.

Await your reply to this if presented at the next Town Council Meeting for which ever committee this falls into.

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Farmers Roundabout Active Travel Scheme

For Economic Development and Planning Committee meeting 14 November 2022.

As part of the Section 106 agreement with the George Ward Gardens developer, a sum of £15,000 was deposited, ring-fenced for improvements to signing for pedestrians and cyclists, “to the town centre and other key locations”.

So far, the Wiltshire Council Highways Team have provided signs to and from Farmers roundabout (along the shared use cycle paths) the rail station and the town bridge. This work has costed £1,965.65, leaving a sum of £13,034.35 to expand on this. We have until 2026 to spend what we can.

The Town Council is requested to consider expanding on the signing provisions already put in place, perhaps from the town bridge (across the park?) and further afield. Any suggestions would be gratefully received, but there is no immediate rush for this.

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Melksham Town Council
Economic Development and Planning Committee
14 November 2022

Electric Vehicle Charging Points for Melksham Town

Report of the Town Clerk in conjunction with Councillor Rabey

1. Purpose of the report

To establish whether the Town Council have an appetite to apply for the funding available through Wiltshire Council and Central Government to enable the Town Council to provide Electric Charging Points at various, agreed, and approved locations in the Town.

2. Background

The Town Council has pledged to do all it can to reduce its carbon emissions in the bid to tackle Climate Change. The Council has a 74-point Action Plan to promote biodiversity, which the Council has a duty to consider and take mitigating steps to reduce carbon emissions to tackle the Climate Change crisis.

According to Carbon Brief, Clear on Climate; 'In most countries, the majority of emissions over the lifetime of both electric and conventional vehicles come from vehicle operation – tailpipe and fuel cycle – rather than vehicle manufacture. The exception is in countries – Norway or France, for example – where nearly all electricity comes from near zero-carbon sources, such as hydroelectric or nuclear power'.

However, while the carbon emitted from burning a gallon of petrol or diesel cannot be reduced, the same is not true for electricity. Lifecycle emissions for electric vehicles are much smaller in countries such as France (which gets most of its electricity from nuclear) or Norway (from renewables).

For example, in the UK, emissions from electricity generation have fallen 38% in just the past three years and are expected to fall by more than 70% by the mid-to-late 2020s, which is well within the lifetime of electric vehicles purchased today.

3. The Pros and the Cons

Pros:

- Battery Electric Vehicles (BEVs) emit no CO₂ from the tailpipe when on the road - a monumental reduction in emissions. Swapping to an EV saves an average of 1.5 MILLION grams of CO₂ annually.
- Any emissions produced tend to be in production. Once an EV gets on the road its emissions are complete - whereas a petrol or diesel engine has a lifetime of CO₂ emissions ahead.
- EVs also tackle noise pollution - the reduction in engine noise can truly contribute to a better environment, particularly in cities

Cons

- Fully electric vehicles (BEVs) take more emissions to create, mostly due to the production of their lithium batteries, but these emissions are more than offset by lower EV emissions in use on the road.
- EVs are not emission-free, as even EVs emit particulates - from road, tyre, and brake wear and tear.

4. Current Situation

The present offer of EV charging points in Melksham is limited; currently there are EV charging points in King Street Car Park, which are out of commission and not due to be recommissioned until 2023 there are also EV charging points planned for use in 2023 at the new Campus.

Councillor Rabey attended a webinar presentation by Wiltshire Council which discussed funding opportunities for Town and Parish Councils. The links to the webinars are below as well as details on how to apply for the grant funding. Attached are the presentation slides.

[Electric vehicles and charging points - Wiltshire Council.](#)

The webpage at the link includes:

- i) [Wiltshire EVCPI grant guidance](#)
- ii) The application form for the grants: [EVCPI Grant Scheme \(wiltshire.gov.uk\)](#)
- iii) Recordings of the presentations at the webinar – each presentation is short (around 10m) and shareable:
 - [National and Wiltshire EV strategy](#)
 - [National ORCS grant](#)
 - [Wiltshire EVCPI grant](#)
 - [Wiltshire Council's charge point installer Joju and their provision of free site assessments](#)
- iv) Link to guidance for the national On Street Residential Charging Scheme (ORCS) grants from Government, which can be used in conjunction with the Wiltshire grants.

If you have identified sites, the first step in applying for the Wiltshire EVCPI grant (up to £2500) is to book a free site assessment from Joju, Wiltshire Council's EV Charging Infrastructure provider. Please contact info@joju.co.uk with 'Wiltshire Council EV Charging Project' in the subject line.

If, having reviewed the materials, you have further questions for the Council, please contact fleet.services@wiltshire.gov.uk

5. Identifying Sites

The Town Council will need to identify sites for EV Charging points and then book a site assessment from Joju.

Page 33 of the Slide Presentation details the grants available, but these are only applicable for schemes on Wiltshire Council land or the Highway.

6. Next Steps - Criteria

Wiltshire Council is introducing these grant schemes to parish and town councils to increase the number of Electric Vehicle Charging Points across the county.

Read the Wiltshire Council Cabinet report of 12th October here: [read the full Cabinet report](#)

- Locations need to be identified and then a site assessment undertaken by Joju. Locations identified to have a high proportion of properties lacking off-street parking and demonstrate a high demand for EV Charging Points if grants are to be successful. Consider all available residential charging options, with solutions designed to balance the needs of residents, businesses, and visitors, while keeping a safe and accessible network of footways, and minimising the amount of street furniture and clutter. This may include off-street and on-street charging infrastructure. EV Charging Points will not be installed in locations where they would restrict footway access.
- Individual site surveys will be required to assess potential on-street locations; this will be part of any grant funding application. It is advisable that some community engagement takes place with residential communities, including through a survey, to understand their needs and determine which locations would be best suited for charging infrastructure.
- There would also have to be consultation with local stakeholders in locations where the potential location of EV Charging Points could be deemed unwelcome or controversial for example in areas where parking is already at a premium. The grant will support town and parish councils with the submission to the Office for Zero Emissions (OZEV) and On Street Residential Charge Point Scheme (OSRC), grant application, and additional Wiltshire Council funding of up to £2,500 per site where on Wiltshire Council responsible land is available.
- Undertake a feasibility study with an EV Charging Point supplier into installing, maintaining, and operating EV Charging Points in Council owned public car parks that are located within a 5-minute walk (400m) of a residential area with a high proportion of households without off-street parking. EV Charging Points at these locations may be eligible for ORCS funding. Enforce Traffic Regulation Orders (TROs) for EV Charging Points to restrict petrol or diesel vehicles parking in electric vehicle charging bays and limit the length of stay for an electric vehicle to parking only whilst charging. These offences will be enforced through Penalty Charge Notices (PCNs).
- Ensure all Council residential EV Charging Points, both off-street and on-street, will allow public access. EV Charging Points will not be considered personal to any individual or business if deemed a residential EV Charging Point.
- Commit to residential EV Charging Points on Wiltshire Council owned land being supplied with electric from green energy suppliers who produce 100% of their electric from zero-carbon sources.

- Encourage community charging facilities by signposting the services available from EV Charging Point sharing providers. Sharing or renting out of home chargers by electric vehicle owners could significantly increase community access to EV Charging Points and remove the barriers to owning an electric vehicle in residential areas without off-street parking.
- Have a webpage on the Council website for residents to suggest locations for electric vehicle charging points. Provide guidance to residents where off-street charging is not available on methods to allow on-street charging in a safe and convenient manner.
- Develop guidance to define where support for residential EV charging points will be given by the council.

7. Considerations

- **Equalities:** The recommendation has potential to improve access to EV Charging Points for those without opportunities to provide the infrastructure on their own property.
- **Climate:** The recommendation has potential for a positive impact.
- **Ecology:** The recommendation has no impact.
- **Staff:** The recommendation has an impact in respect of staff time to liaise with Wiltshire Council, contractors and apply for the grants.
- **Legal:** The recommendation has no impact; Traffic Orders will be dealt with by Wiltshire Council Highways.
- **Risk:** The recommendation has no impact.
- **Benefit to Melksham:** The recommendation has a beneficial impact by providing additional facilities and opportunities to residents.
- **Finance:** The recommendation has minimal impact as it is grant funded. Although at this stage it is not known how much officer time the scheme would take from initial identification of locations to implementation. It is considered a major project.

8. RECOMMENDATION:

To consider how the town council should respond to the scheme and offer of grants through Wiltshire Council to provide Electric Vehicle Charge Points for residents in carparks and on-street.

There is also the option members may want to consider and that is whether the Town Council pursues its own scheme independently of Wiltshire Council.

Linda Roberts
Town Clerk
linda.roberts@melksham-tc.gov.uk

Saffi Rabey
Town Councillor
saffi.rabey@melksham-tc.gov.uk

Further Reading for information:

<https://www.local.gov.uk/publications/scoping-role-local-authorities-EV>

<https://bradfordonavontowncouncil.gov.uk/wiltshire-council-and-bradford-on-avon-town-council-launch-electric-car-hire-survey/>

[Bradford Council Charging point survey](#)

<https://online1.snapsurveys.com/interview/00e73ed3-1039-46df-b0c6-1158040645f2>

Town & Parish Council

EV Charging Infrastructure Webinar

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Chair: Sarah Valdus,
Assistant Director Environment



Moment of remembrance for HRH Queen Elizabeth II



Opening Remarks

Councillor Tamara Reay
Portfolio Holder, Climate Change



EV chargers: Survey Results

Sara Grimes
Climate Team

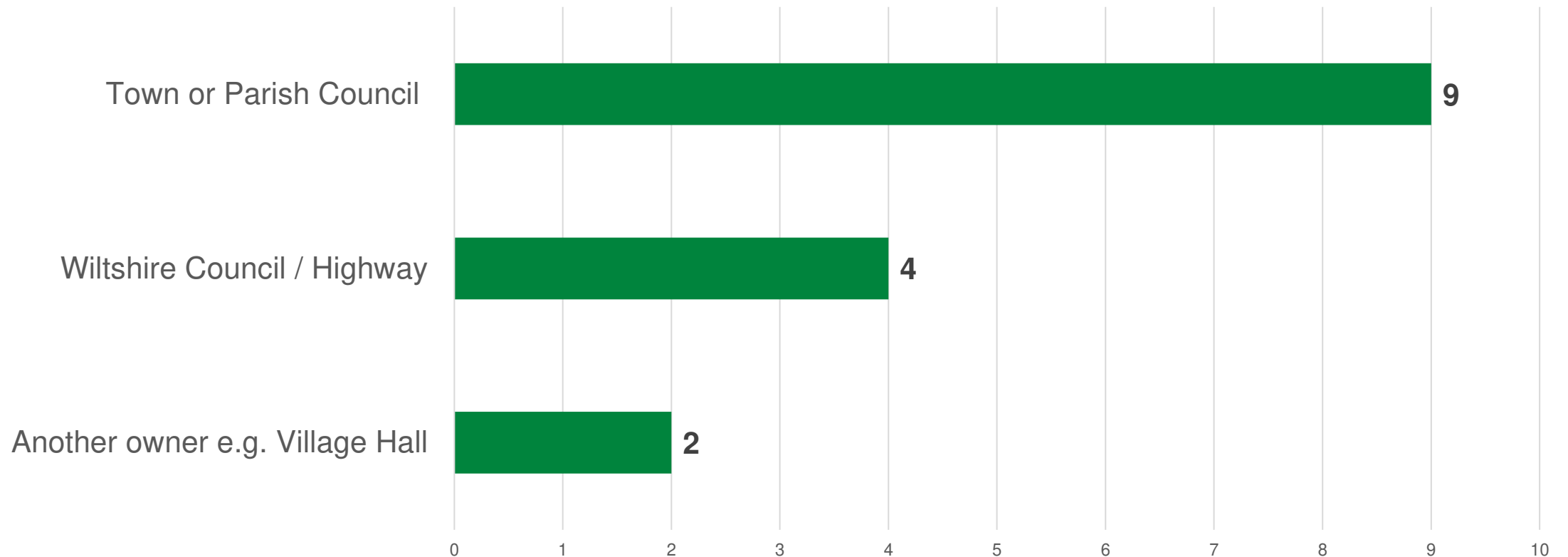


16 responses

- Tytherton Village Hall
- Calne Without Parish Council
- Corsham Town Council
- Westbury Town Council
- Ludgershall Town Council
- Market Lavington
- Devizes Town Council
- Nadder Community Energy
- Bratton Jubilee Hall Management Committee
- Salisbury & S.Wilts. District Scout Council
- Amesbury Town Council
- Wootton Rivers Village Hall
- Salisbury City Council
- Easterton Parish Council
- Sherston Village Hall/ Sherston Parish Council / Sustainable Sherston

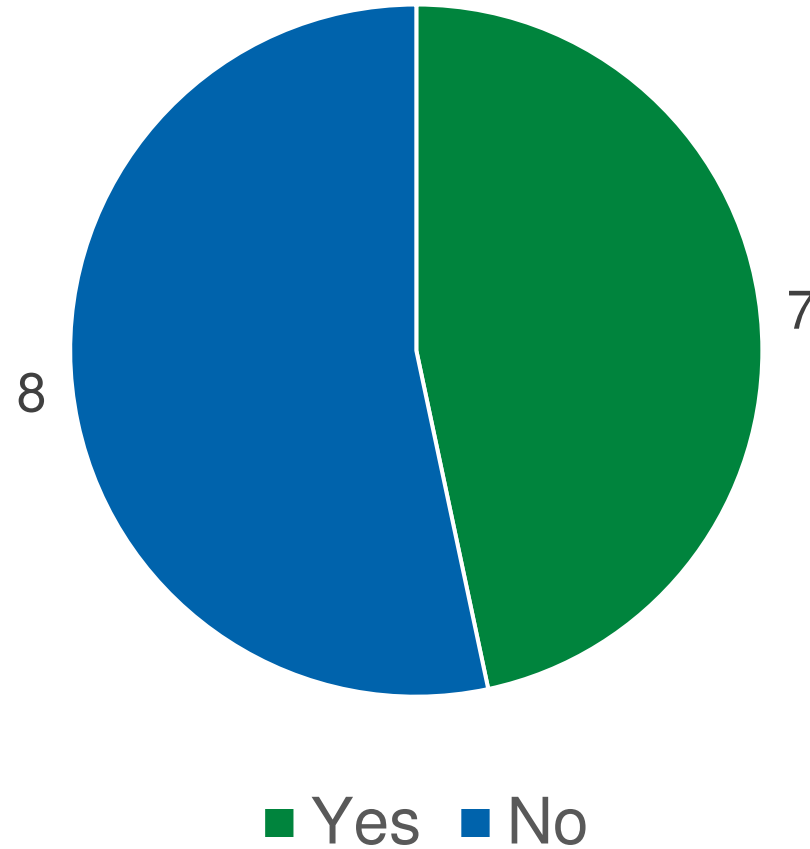
This is just a preview. The survey closes on 3rd October and results will be circulated to all respondents.

Do you have sites for chargers in mind and who owns them?

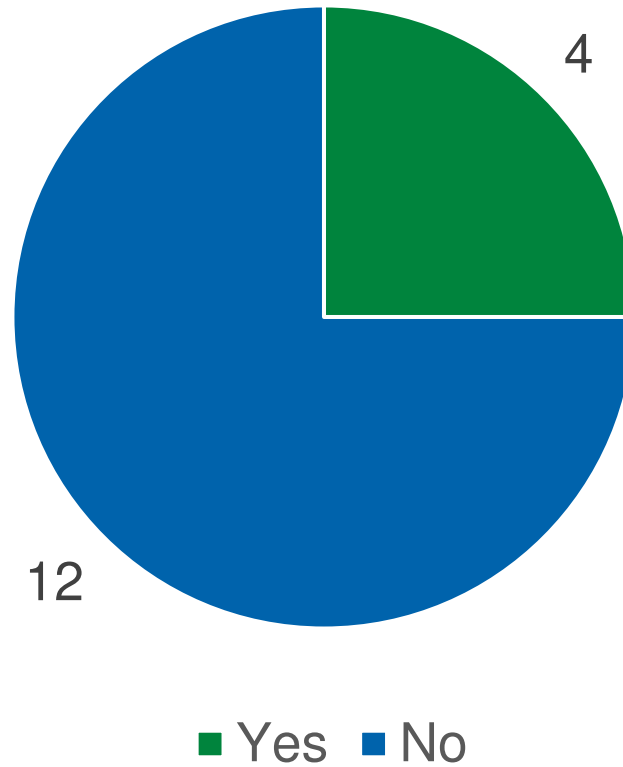


→ 15 respondents have sites in mind (some have several sites!)

Has your organisation taken steps to installing chargers?



Have you already installed chargers?



Future EV Strategy

Robert Murphy
Principal Transport and Development
Manager



Taking Charge: the national EV infrastructure strategy

We have a clear vision for the country's future charging infrastructure.



Everyone can find and access reliable public chargepoints wherever they live.



Effortless on and off-street charging for private and commercial drivers.



A reliable network of high powered chargepoints along major roads.



Fairly priced and inclusively designed public charging, trusted by consumers.



Market-led rollout for the majority of chargepoints, backed by competition.



Infrastructure seamlessly integrated into a smart energy system.



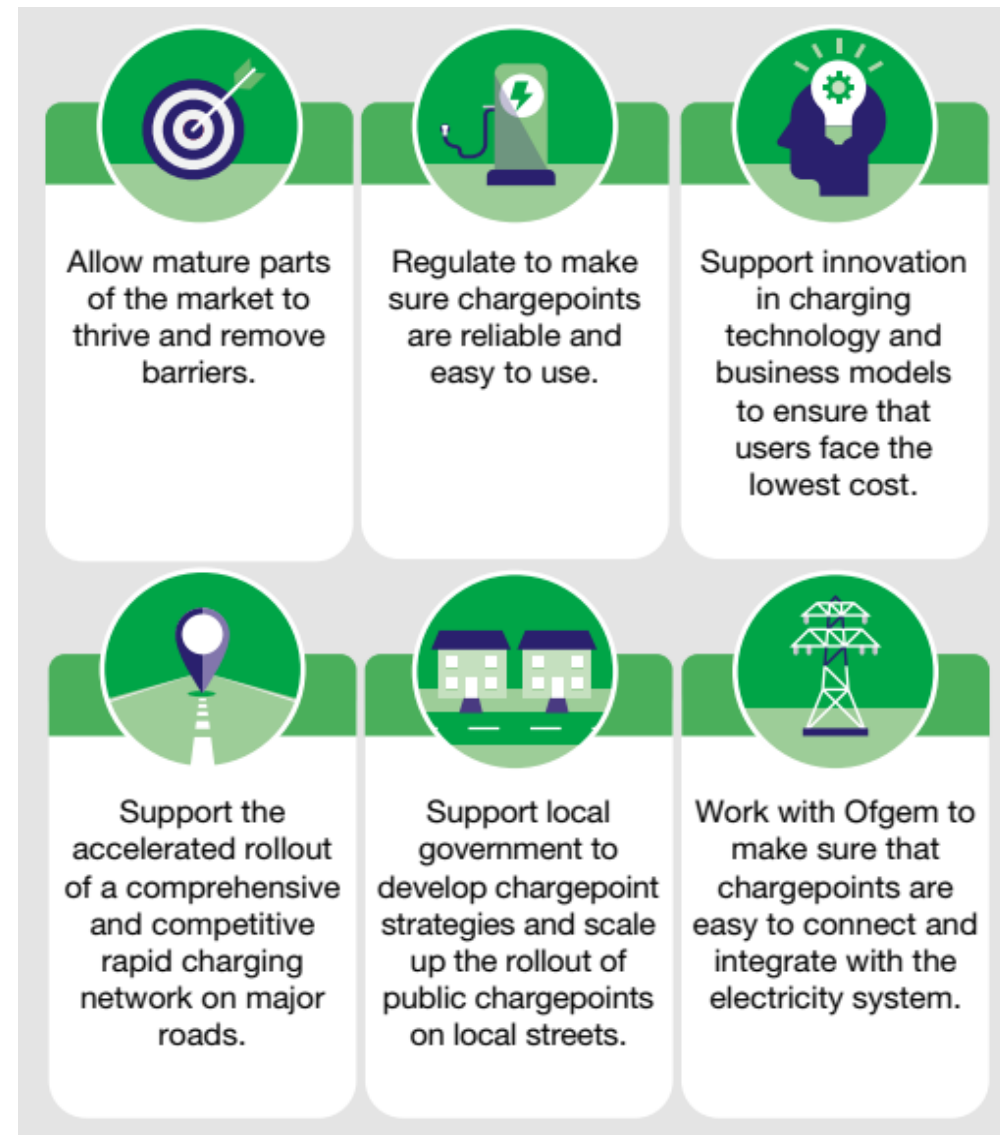
Continued innovation to meet drivers' needs.

Taking Charge: Key Challenges

- The pace of rollout across the country is too slow for some charge point types, particularly public on-street charging.
- The business case for commercial deployment can be challenging in some areas.
- Connecting new charge points to the electricity system can be slow and expensive.
- In some areas, there is not enough local engagement and leadership for charge point rollout .
- Too often, the public charging network lets people down.

Taking Charge: Strategic Pillars

- The strategic pillars summarise what the Government will do to accelerate chargepoint deployment across the country to deliver its vision and address the challenges.
- The Government highlights, however, that it cannot do this alone and will therefore work with organisations from across sectors to make its vision a reality.



Taking Charge: Roles and Responsibilities

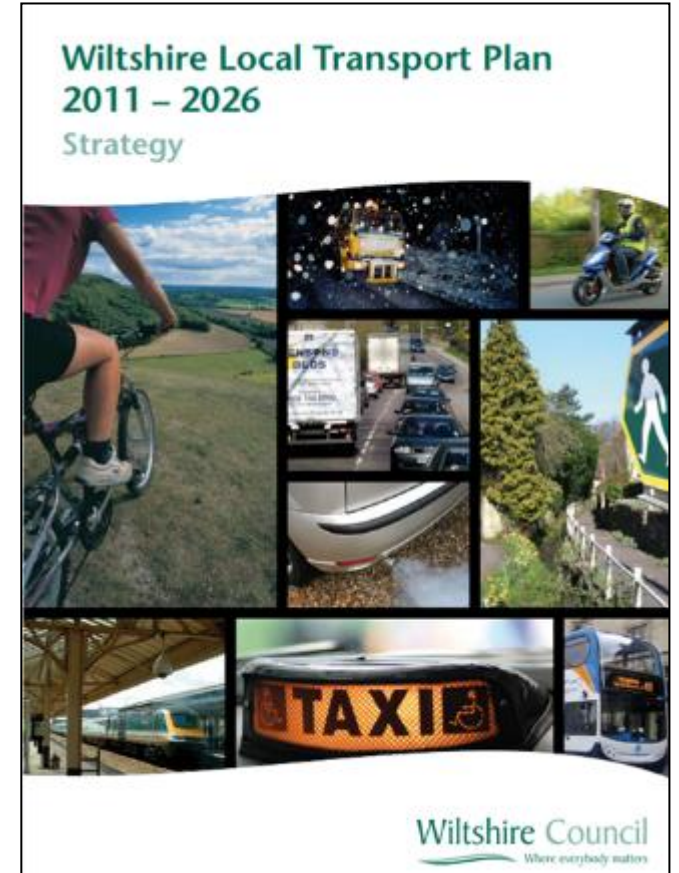
| Organisation | Summary of role and responsibilities |
|--------------------------------------|---|
| Central government | <ul style="list-style-type: none">• Set the overall vision for the UK's electric vehicle charging infrastructure network.• Define outcomes and measure and monitor progress.• Provide the legislative, regulatory, funding and support frameworks to deliver a well-functioning, competitive market with targeted interventions where required. |
| Local and Mayoral authorities | <ul style="list-style-type: none">• Develop and deliver ambitious tailored local EV charging infrastructure strategies that provide scaled, commercially sustainable public charging provision. They should align with wider local transport and energy decarbonisation policies.• Ensure clear ownership and resourcing of the planning and delivery of EV charging infrastructure rollout.• Ensure local chargepoints are inclusively designed and accessible for residents, businesses, and visitors, and in line with local authorities' legal obligations.• Ensure internal processes for the installation of chargepoints (for example grant permissions) are efficient, fast and easy to navigate for those working with local authorities. |
| Sub-national Transport Bodies | <ul style="list-style-type: none">• Lead assessments of demand across their regions to assist local authorities and electricity network operators in the planning of chargepoint rollout. |

Taking Charge: Roles and Responsibilities

| Organisation | Summary of role and responsibilities |
|--------------------------------------|--|
| Ofgem | <ul style="list-style-type: none">• Ensure the electricity network is ready for the transition to EVs.• More widely, regulate the energy industry to support delivery of decarbonisation of the energy system. |
| Electricity network operators | <ul style="list-style-type: none">• Facilitate fast and efficient connections of EV charging infrastructure to the grid.• Support local authorities in planning chargepoint delivery and chargepoint operators in delivering projects. |
| Chargepoint operators | <ul style="list-style-type: none">• Provide convenient, reliable and affordable charging infrastructure that meets all legal and regulatory requirements.• Collaborate with local governments to help develop appropriate local charging strategies and solutions, and bid into tenders.• Develop and innovate, supporting long term growth of the sector and creating jobs across the UK. |

Local Transport Plan

- Statutory requirement (Transport Act 2000 / Local Transport Act 2008).
- Act requires that Local Transport Plans (LTPs) contain policies (strategy) and implementation plans (delivery proposals) and also sub-strategies (public transport, freight, etc).
- Provides the local framework for transport for the council and others.
- Duty to consult statutory consultees and other bodies.
- Other supporting parallel statutory processes (sustainability, habitats, equality, etc).



Transport Decarbonisation Plan

- The Transport Decarbonisation Plan, published in July 2021, includes several commitments and actions needed to decarbonise transport and reach net zero transport in the UK by 2050.
- Local Authorities are well placed to deliver solutions to decarbonisation that balance public transport provision, vehicle access and active travel
- Local Transport Plans will play an important role in setting a clear path that positively contributes to the decarbonisation agenda.



TDP commitment p12:

We will drive decarbonisation and transport improvements at a local level by making quantifiable carbon reductions a fundamental part of local transport planning and funding



Local transport plan

Grow and
level up the
economy

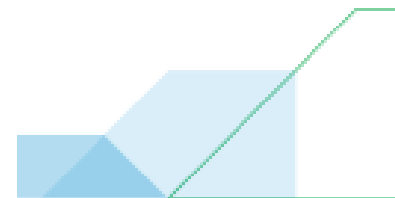
- Land use planning and housing, jobs, education, and leisure (journey destinations)
- Road and local transport enhancements
- Road/highway maintenance
- Future transport
- Freight

Improve
transport for
the user

- End-to-end journeys/multi modal transport
- Parking strategy
- Accessibility
- Equality and inclusion
- BSIPs
- Roads and road safety
- Technology, providing information and making more available digitally

Reduce
environmental
impacts

- LCWIPs
- Clean air zones/air quality
- Embodied carbon in vehicles
- Capturing carbon saving
- Climate change mitigation
- Electric vehicles and EV charging/infrastructure
- Decarbonisation plans for highway maintenance
- Mode shift



Local Transport Plan 4 Proposed Programme

1. Research and Scope: Mar – Jun 2022
2. Issues and Options (including stakeholder consultation): Jul – Dec 2022
3. Development of LTP4 Strategy / Sub-strategies: Jan – Aug 2023
4. LTP4 public consultation: Sep – Dec 2023
5. Review / Adoption of LTP4: Jan – Mar 2024

National EV Infrastructure Funding

Mark Smith
Energy Saving Trust
Regional Account Manager



EV Infrastructure funding

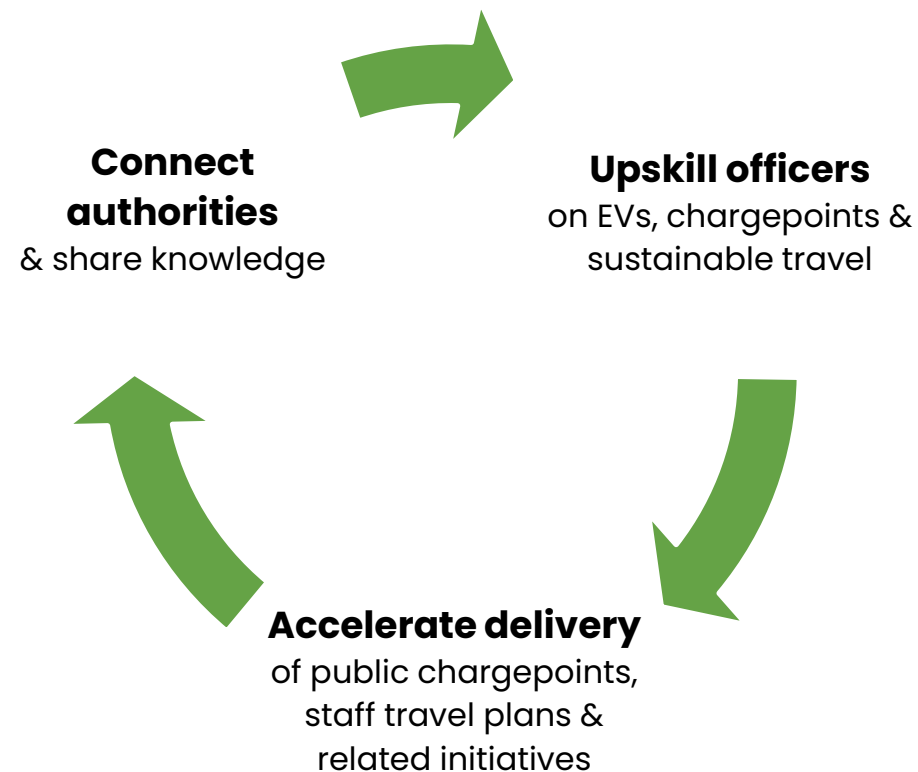
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About the Local Government Support Programme

We're here to help you deliver your council's ambitions on decarbonising transport and cleaner air.

- Fully funded by the Department for Transport
- Our support is free and impartial
- Open to all English councils
- 3 Regional Accounts Managers
- Specialise in EVs and sustainable staff travel
- Projects with 50+ authorities



Contact the team via our online enquiry form:

<https://energysavingtrust.org.uk/service/local-government-support-programme/>

About ORCS

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Summary of funding available



£20 million is available for FY22/23 to **all UK local authorities of all types**



Demonstrating **value for money** in the application is key to securing approval



Covers 60% of **capital costs** of residential chargepoint procurement and installation



Applications will be considered on a **case-by-case basis**, with projects of all sizes welcomed



Remaining 40% must be secured from a different source



OZEV will pay 75% of the grant upon acceptance of a grant offer letter



Applicants must show why on-street chargepoints are needed for residents near proposed sites



Remaining 25% of the grant can be claimed from OZEV in arrears **upon project completion**



Total funding will not exceed £7,500 per chargepoint **unless electrical connections are exceptionally high**



Projects must complete by **31 March 2024**



In such cases, funding up to £13,000 per chargepoint **may** be provided. **Evidence of these costs must be provided**

Application documents

Application form:

- Send completed applications to [Energy Saving Trust](#) to apply.
- Include bank details on local authority-headed letter in PDF format to ensure timely distribution of funds.
- Bank details must include sort code, account number, bank account name, VAT number, council address, postcode, and a contact name and email address for remittance advice.

Office of Zero Emissions Vehicles (OZEV) guidance document:

- [Guidance](#) includes further details on funding, eligibility, technology, and FAQs.

Applications are commonly missing:



Detailed budget breakdown specifying DNO, installation, survey and hardware costs per site, **at a minimum.**



Detailed project plan (ie Gantt chart) which includes specific installation activities. Contact [Energy Saving Trust](#) for an example.



Risk register. Contact [Energy Saving Trust](#) for a template.



The specifics of any parking restrictions or TROs. A maximum stay time of less than four hours will be considered too short.



Justification for choosing 22kW chargepoints must be provided, if included in your project.

Free application support

Energy Saving Trust provides independent advice to all UK local authorities, on the preparation of an application, free of charge.

We encourage local authorities, to get in touch with us at onstreetchargepoints@est.org.uk for support.

Additional resources can be found on our [website](#), including a model application form and past webinars.

Further support in England – Local Government Support Programme

The Department for Transport-funded Local Government Support Programme (LGSP) offers free and impartial support to help you:

- ✓ better understand different chargepoint technologies and procurement options
- ✓ identify appropriate sites
- ✓ analyse any existing chargepoint data
- ✓ develop an EV charging infrastructure strategy
- ✓ engage residents and businesses

More information is available at [Local Government Support Programme](#). Please fill in the online enquiry form to get in touch with your Regional Account Manager.

Other funding

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Local EV Infrastructure Fund (LEVI)

- Total fund of £450 million to **accelerate delivery of public charging infrastructure**
- **Wider remit than ORCS** – fast and rapid chargepoints, on & off street locations (but not just rapids)
- Leverage private sector investment and promote **large, ambitious, commercially sustainable** projects
- Includes **solar canopies** and **battery storage** technologies
- Need to demonstrate **technical or commercial innovation** and show **value for money**
- Chargepoints **over 7.1kW** must have a minimum payment method (e.g. contactless)



<https://energysavingtrust.org.uk/grants-and-loans/local-electric-vehicle-infrastructure-scheme/>

Local Electric Vehicle Infrastructure fund (LEVI)

– learning from £10 million pilot

Part of a wider £450 million project for 2023/24

- **Test** different business, procurement and deployment models in different sociodemographic conditions.
- **Ensure** the LEVI fund has the right types of support built in for Local Authorities to deliver successful schemes.
- **Drive** ambitious, innovative and commercially sustainable projects.

Innovation =
Technical or
Commercial

Requires a wider
district or
consortium bid

Assessment Criteria

Strategic fit (10%)

= EV Strategy is vital

Meeting consumer needs (30%)

Locations where otherwise it wouldn't be + DNO

= Tackles on onstreet challenge

= Levelling up as a region

= DNO estimate or cost

Innovation (business models, delivery, technology) (15%)

= Innovative solutions from
Contactless payment to different onstreet and off-street solutions

Strength of delivery plan (15%)

Commercial + Technical Maturity & Realistic timescales and costing

= Commercial models

= Project maturity

= Project plan and support

Value for money and additionality (30%)

Private (CPO or other)/LEVI/Other public Funds

= Reduce public funding – Utilising it where it is needed

= Utilises private investment

Wiltshire Council Electric Vehicle Charging Point Infrastructure (EVCPI) Grant Scheme

Adrian Hampton
Head of Highway Operations



Electric Vehicle Charging Infrastructure Plan 2021-24

- Phase one - installation or replacement of more than 8 fast chargepoints in identified public car parks.
 - Scheduled for completion early 2023
- Phase two - installation of more than 7 fast chargepoints either new or replacement in public car parks and at other public locations including at leisure centres and tourist destinations.
 - Scheduled for completion middle 2023



Chargers to be replaced

The table shows the location and number of chargers to be installed or replaced through the EV Charging Infrastructure Plan

Joju appointed as EV chargepoint installer for all Wiltshire Council chargers



| Installation site address and postcode | Type of charger | Number of Bays |
|---|-----------------|----------------|
| Wilton (Park and Ride) SP2 OAN | 7KW Fast | 2 |
| Trowbridge County Hall, Library Car Park BA14 8JN | 7KW Fast | 2 |
| Borough Fields, Royal Wootton Bassett, SN4 7AX | 7KW Fast | 2 |
| Station Road, Devizes, SN10 1BZ | 7KW Fast | 2 |
| Tisbury Community Campus, Weaveland Road, SP3 6HJ | 7KW Fast | 2 |
| Britford (Park and Ride), Salisbury, SP5 4DS | 7KW Fast | 2 |
| Petersfinger (Park and Ride), Salisbury, SP5 3BZ | 7KW Fast | 2 |
| London Road (Park and Ride), Salisbury, SP1 3HP | 7KW Fast | 2 |
| Beehive (Park and Ride), Salisbury, SP4 6BT | 7KW Fast | 2 |
| Springfield, Corsham, SN13 0BS | 7KW Fast | 2 |
| Five Rivers Leisure Centre, SP1 3NR | 7KW Fast | 4 |
| Melksham Campus, SN12 8DQ | 7KW Fast | 6 |
| Sadlers Mead, Chippenham, SN15 3QP | 7KW Fast | 12 |
| Gladstone Road, Chippenham, SN15 3DW | 50KW Rapid | 2 |
| King Street, Melksham, SN12 6HB | 50KW Rapid | 2 |
| Lovemead Car Park, Trowbridge, BA14 8EA | 50KW Rapid | 2 |
| Central Car Park, Warminster | 50KW Rapid | 2 |
| Brown Street (West), Salisbury, SP1 1HE | 50KW Rapid | 2 |
| | Total | 52 |

EV Charging Point Infrastructure (EVCPI) Grant Scheme

What: Small grants up to £2500 – can sit alongside ORCS funding if criteria are met. Intended for ‘fast’ charger suitable for resident charging (usually 7kWh chargers which provide a full charge in c7hrs).

Who: Town & Parish Councils can apply (also on behalf of Village Halls).

Where: On sites owned by Wiltshire Council or other landowner, provided the site is feasible and there is some demand and community support. Can apply for multiple sites if they are suitable.

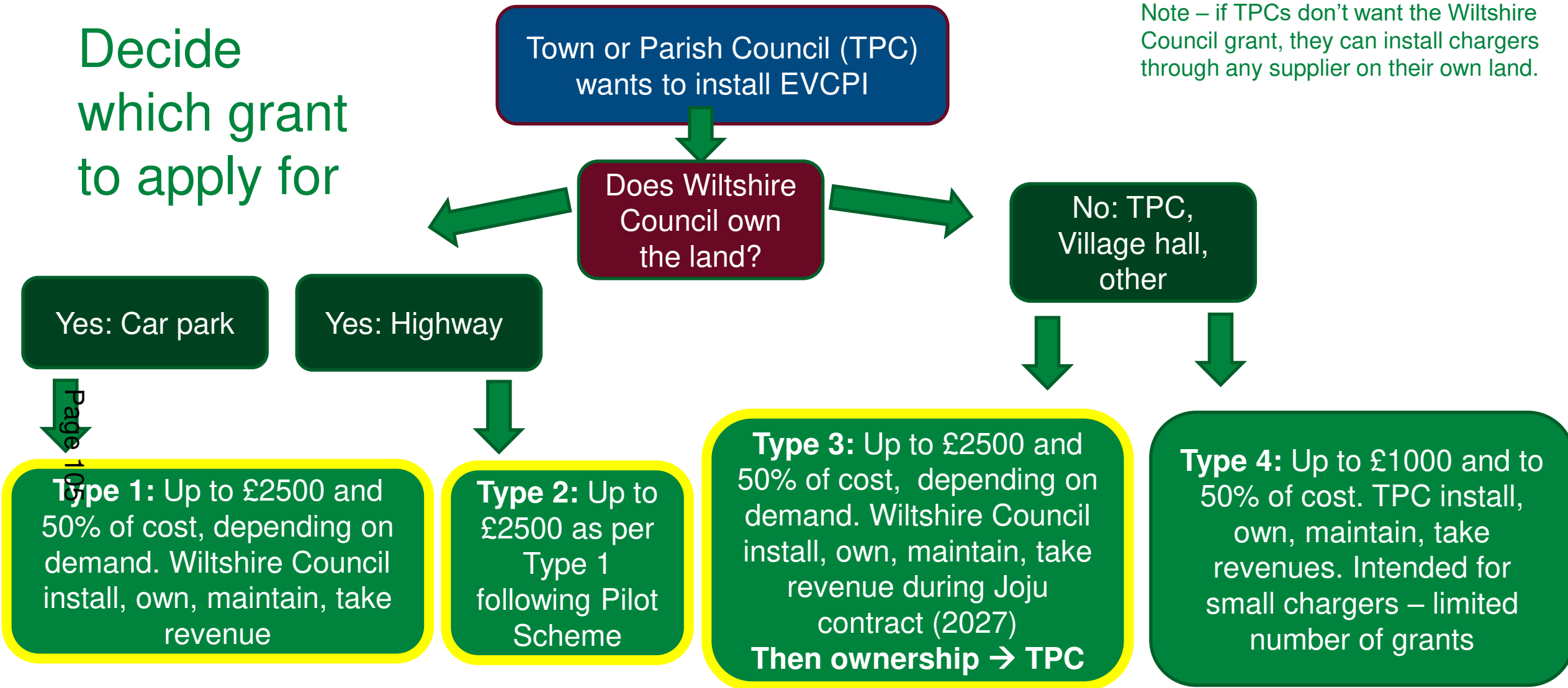
When: Open now: ***ORCS funding only certain until March 2023***

How...



Decide which grant to apply for

Note – if TPCs don't want the Wiltshire Council grant, they can install chargers through any supplier on their own land.



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Yellow border = Joju installs

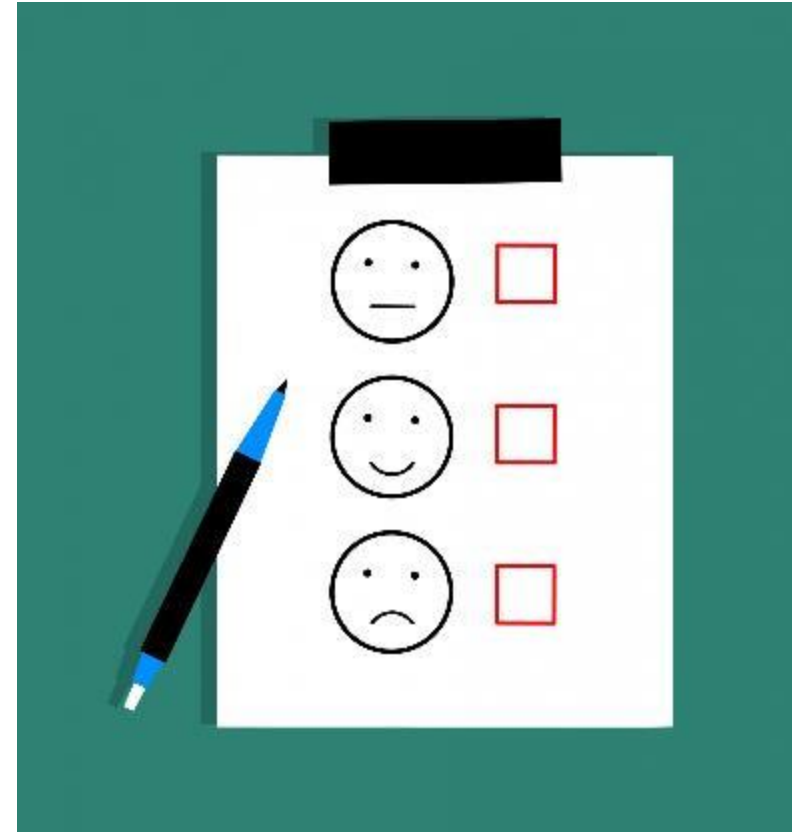
Get an assessment, ID funding, consult the neighbours

Joju can provide site assessments: contact them directly

Site assessment will estimate costs. Consider ORCS and local funding sources.

Do a resident/ amenity survey to calculate the charging demand, this will determine how much £ you can apply for.

This survey will also flag any support or objections – to be mentioned and considered in application



Apply for the funds

- First come first served
- On-street – pilot only – more challenging
- In –principle agreement if application is sound
- Wiltshire Council will pay funds once invoice for work is received
- Funding provided and installation complete within 6 months



Joju – Wiltshire Council's installer

Emma Blades
Joju Charging
Account Manager



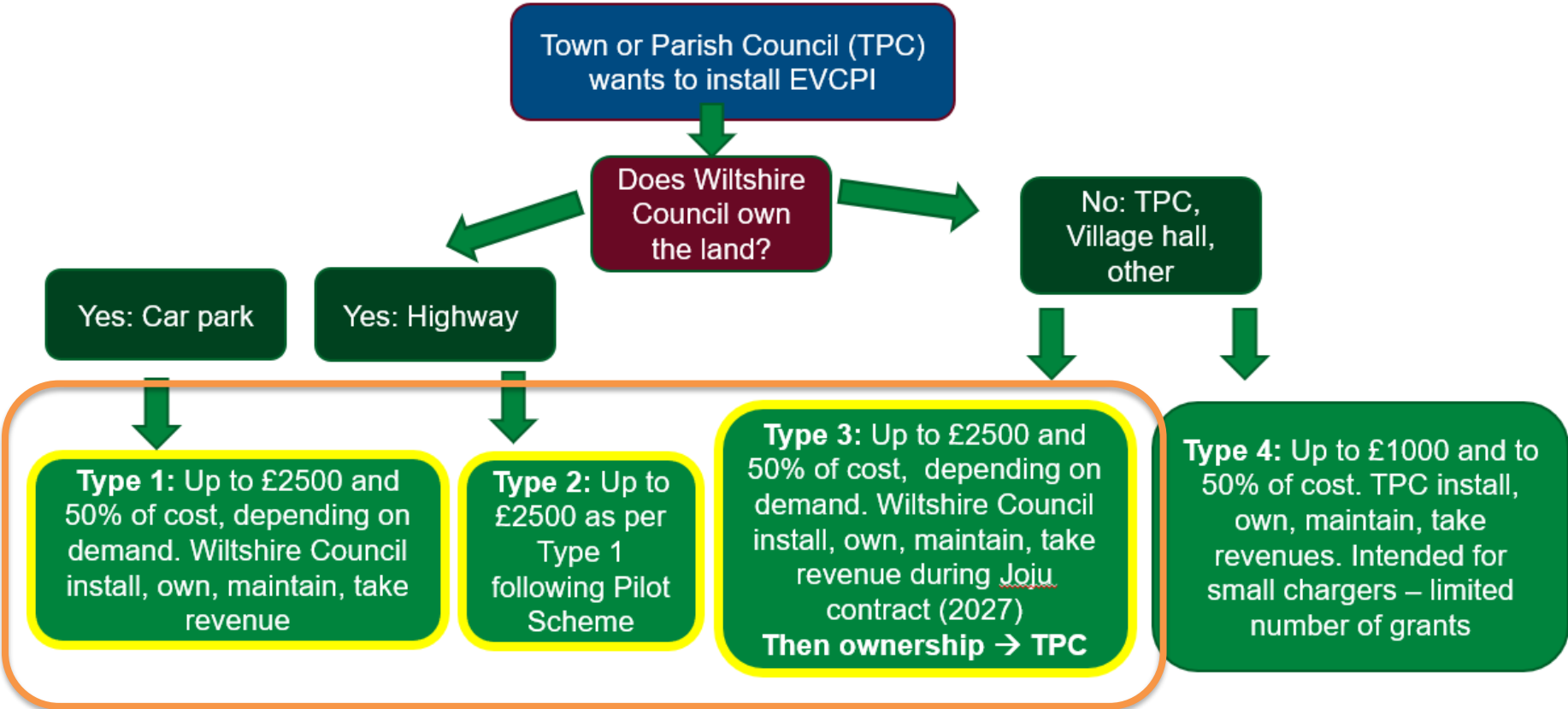
EV Charging – Wiltshire Local Councils Project



Emma Blades, Account Manager, Joju Charging - emma.blades@joju.co.uk

Joju will provide EVCPI for grant types 1,2 & 3

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What can you expect?

Assessment of your sites

- Assessment of your sites
- Investigation of available capacity - grid connection or existing supply
- Proposal of installations – site design, hardware and costs
- Assistance in the application of grants



What can you expect?

Installation

- Liaison with network operator
- All groundworks and reinstatement
- All electrical works
- Signage, line painting



The user experience

- Accessing charge points
- Maximising uptime
 - 24/7 Customer service support partnered with AA
 - Reactive and planned maintenance regime
 - Monitor the usage via back-office portal



Leading the charge

Email us info@joju.co.uk using the subject **Wiltshire Council EV Charging Project**
Or find us at jojusolar.co.uk/joju-charging/



Wrap Up

- 10th October 2-3pm: Questions and answers with Wiltshire Council, EST and Joju. For those who attended this event. Registration details to follow.
- Recording and slides will be circulated
- Application guidance to be circulated for Wiltshire EVCPI grants and ORCS



Thank you!

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Agenda Item 14



Wiltshire
Application for a premises licence
Licensing Act 2003

For help contact
publicprotectionnorth@wiltshire.gov.uk
Telephone: 0300 456 0100

*required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Build in g number or name

Street

District

Cit y or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/ we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you ab le to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Build in g number or name

Street

District

Cit y or town

County or administrative area

Postcode

Country

Further Det ails

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

Section 4 of 21

NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Limited Company.

Address

Build in g number or name

Street

District

Cit y or town

County or administrative area

Postcode

Country

Contact Det ails

E-m ail

Telephone number

Other telephone number

* Date of birth /
dd mm

* Nationality

[Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a lim ite d period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-sup p lie s of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its p roximity to the premises.

Cra ft distillery with shop, running tastings, gin school and one off events. The b uilding is sp lit into separate areas with separate entrances. A public area for shop, tastings and gin school. Production area for the rectifying and d ist illin g of spirits.
Divid in g the two areas will be an admin section consisting of an office a loo and a staff kitchen.

Continued from previous page...

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Section 6 of 21

PROVISION OF P LAYS

[See guidance on regulated entertainment](#)

Will you be p rovid ing plays?

☐ Yes ☒ No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be p rovid ing films?

☐ Yes ☒ No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be p rovid ing indoor sporting events?

☐ Yes ☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be p rovid ing b oxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be p rovid ing live music?

☐ Yes ☒ No

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be p rovid ing recorded music?

☐ Yes ☒ No

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be p rovid ing performances of dance?

Continued from previous page...

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

☐ On the premises ☐ Off the premises ☒ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve .

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Date of birth

yyyy
dd mm

Continued from previous page...

Enter the contact's address

| | |
|--|------------------------------|
| Building number or name | <div>9</div> |
| Street | <div>Witchcombe Close</div> |
| District | <div>Great Cheverell</div> |
| City or town | <div>Devizes</div> |
| County or administrative area | <div>Wiltshire</div> |
| Postcode | <div>SN105TQ</div> |
| Country | <div>United Kingdom</div> |
| Personal Licence number (if known) | <div>LN/ 0020248</div> |
| Issuing licensing authority (if known) | <div>Wiltshire Council</div> |

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

☐ Electronically, by the proposed designated premises supervisor

☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the

premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

N/A

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

08:00

End

23:00

Start

End

Give timings in 24 hour clock.

(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="08:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

WEDNESDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="08:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

THURSDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="08:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

FRIDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="08:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

SATURDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="08:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

SUNDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="08:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve .

N/A

Section 18 of 21

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b ,c,d ,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

Ten Hides Distillery will undertake to support the four Licensing Objectives.

Our policies and actions will be subject to change from time to time, to comply with new regulations and legislation and also to reflect market and commercial circumstances. However, our commitment to support the Licensing Objectives will not waver.

All staff will receive training on the four licensing Objectives as part of their pre-work induction. They will also receive periodic refresher training on the objective.

Licensing training will be part of broader safety training for all staff to ensure all activities conducted at site are safe, appropriate and comply with all regulations.

b) The prevention of crime and disorder

All activities undertaken at site will be controlled and monitored by trained staff at all times.

Any disorderly behavior or crime will be dealt with immediately and reported to the appropriate authorities.

A zero tolerance policy towards illegal drugs will be enforced at all times.

Adequate external and internal lighting will be installed and staff will regularly inspect public areas to ensure that no criminal activities are taking place.

Staff will be made aware of crime prevention actions which are appropriate for the premises, including

refusal to serve any individual who appears to be drunk.

c) Public safety

Public and employee safety will be integral to the way that all activities at site are run and managed and will be regularly

reviewed through internal health and safety policies.

“best practice” guidance for all matters relating to public health and public safety will be adopted.

The Businesses health and safety policy will be fully briefed and trained to all management and staff and will be

periodically updated to take account of improvements and compliance with new regulations.

All entry and exit doors will be easily operable whilst the premises remain open to the public.

All doors will be regularly checked to ensure that they are functioning satisfactorily.

Adequate lighting will be installed, including fire safety signs and emergency lighting, where appropriate and the safety of all electrical installations will be protected.

d) The prevention of public nuisance

The level of noise emanating from all activities at site will be controlled by the manager and staff so that it does not give rise

to a nuisance to neighbours.

Staff and management will ensure all arrivals and departures of guests are considerate of neighbours to ensure they do not

cause excessive noise or nuisance.

Signage will be installed requesting patrons to respect the peace of neighbours as they depart from our premise.

Continued from previous page...

Patrons will be requested to be as quiet as possible when using external areas provided by us for smokers or for consumption of food and drink, including alcohol.

e) The protection of children from harm

Attendance at site by children will be minimised at all times. Tours tastings and events will be over 18 activities only, with children only allowed in the shop if accompanied by an adult.

A “Challenge 25” (proof of age) policy will be adopted and it will be enforced at all times. Comprehensive training schemes

to support the Challenge 25 initiative and regular update training will be provided to all staff.

If there is any doubt as to someone's age they will not be served alcohol.

All staff will actively support the use of accredited proof of age (PASS) cards.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the

UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder

ceases to be entitled to work in the UK. Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work

checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy]
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relating to the carrying on of a licensable activity.
- A current Residence Card issued by the Home Office to a person who is not a national of a European Economic Area, a state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, less than 6 months old, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area, a state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area, a state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the

following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by

allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific regulated entertainments please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A- No Rateable Value up to £4300 = £100.00

Band B- £4301 up to £33000 = £190.00

Band C- £33001 up to £87000 = £315.00

Band D - £87001 up to £12500 = £450.00*

Band E- £125001 and over = £635.00*

Band E- £125001 and over = £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The

costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time.

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

~~Capacity 30000-39999 £14,000.00~~

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

DECLARATION

* I/ we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the

licensing act 2003, to make a false statement in or in connection with this application.

☒ Ticking this box indicates you have read and understood the above declaration

Continued from previous page...

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

Andrew William Wilson

* Capacity

Distillery Founder

* Date

02

/

11

/

2022

ddmmyyyy

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/wiltshire/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

OFFICE USE ONLY

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

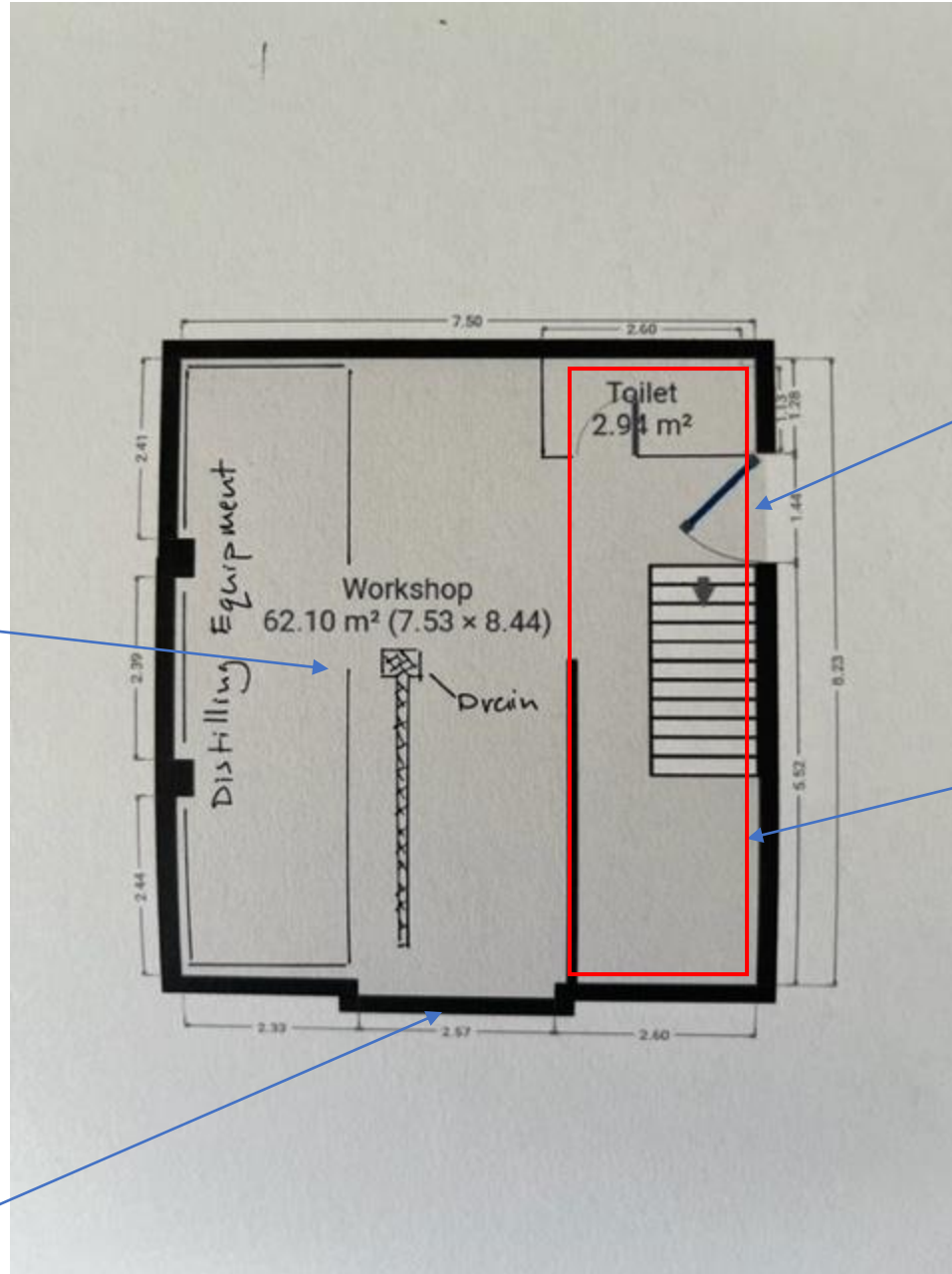
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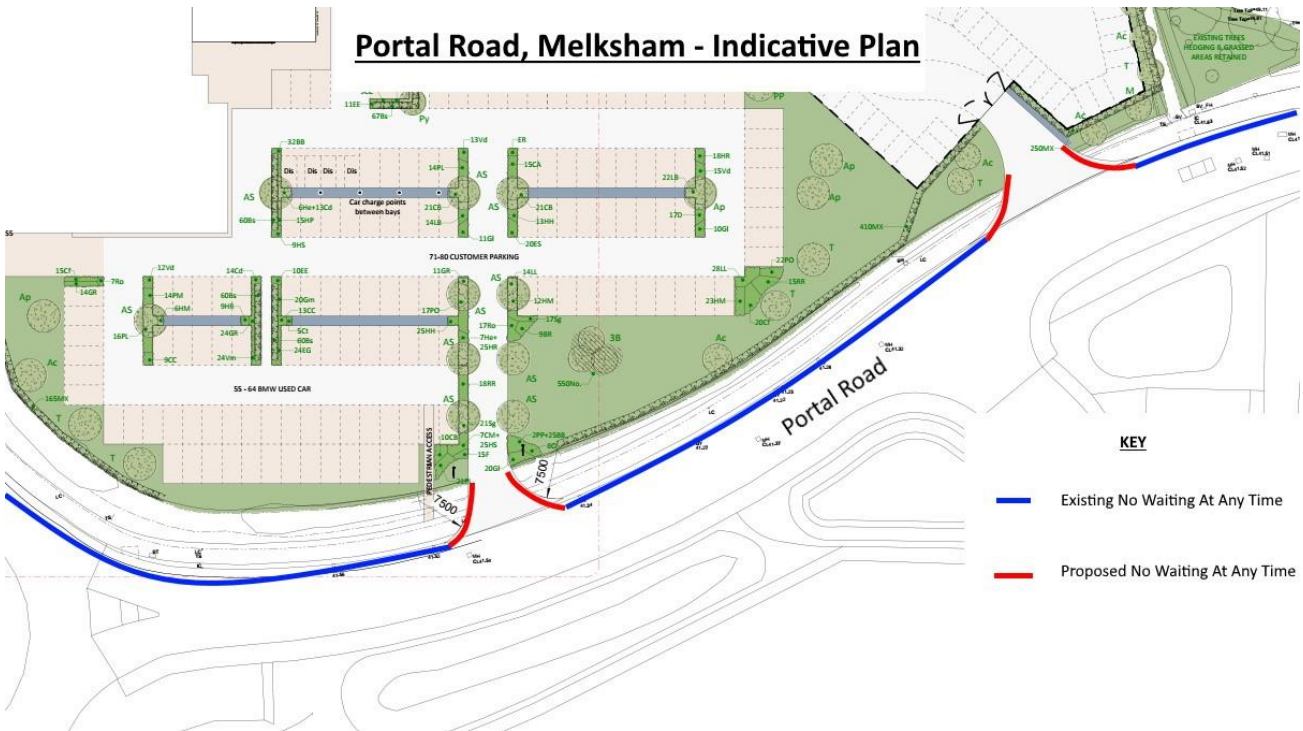
Ceiling height
in workshop
area 4.2m

Main Admin
Door



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For Economic Development and Planning Committee Meeting 14 November 2022



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To: Nick.Holder@wiltshire.gov.uk; peter.hutton@wiltshire.gov.uk; allison.bucknell@wiltshire.gov.uk; Mike Sankey <mike.sankey@wiltshire.gov.uk>; jack.oatley@wiltshire.gov.uk; jon.hubbard@wiltshire.gov.uk; Alford, Phil <Phil.Alford@wiltshire.gov.uk>; jonathon.seed@wiltshire.gov.uk; Fleet.Licensing <fleet.licensing@wiltshire.gov.uk>; Fleet Licensing <Tom.ince@wiltshire.gov.uk>; Teresa Strange <clerk@melkshamwithout.co.uk>; Town Hall <towncouncil@melksham-tc.gov.uk>; Melksham News <news@melkshamnews.co.uk>; wtimes@newswilts.co.uk; Michelle Donelan MP Chippenham <michelle.donelan.mp@parliament.uk>

Subject: Taxi Overcharging

Melksham residents are currently being overcharged by some Melksham taxis.

There are two specific areas; one the Clean Air Zone fee for Bath and two, a fuel surcharge due to the rising costs of fuel.

I raised my concerns regarding the CAZ with Fleet Licencing at Wiltshire Council months ago, to explain that Melksham companies were passing the £9 per day fee onto the customer. This is against the conditions of a Hackney Carriage licence. This also has implications for villages en route to Bath. The fare from Melksham to Bath is approximately £30. From Shaw Hill this would be approx £25. If the £9 fee is charged to the Taxi, they will receive £18 for a £30 fare. Is it worth their while? I suggest not, which means the villages will not be served well if the fee is not passed on (another incentive to do so) I raised this concern with Melksham Without Parish Council around April/May.

I was told several months ago by Taxi Licencing that the issue of the CAZ charging would be raised in a news letter to ALL taxi drivers in Wiltshire. This did not happen. When I recently chased the issue with Taxi Licensing, via Clr. Allison Bucknell (chair of a taxi working group), as I was unable to contact via phone or getting a response from email, it was confirmed that there was a vague recollection of something being mentioned. Staffing issues were blamed, but I was assured that an email to ALL taxi drivers would be sent by Monday 4 July. This again was not forthcoming. I have been told today via a conversation with Clr. Peter Hutton (chair of Wiltshire Council Licensing Committee) that it has now been agreed to include information that drivers all already know, in a newsletter next week.

Customers have told me that the charge has been passed to them and they have even cancelled bookings with other companies to be driven by me (at my expense as I have to pay the fee) when I have explained the situation.

I have been told first hand by a proprietor in Melksham that he gives customers the choice of paying the fee or being dropped off on the London Rd (before the charging zone). This is not allowed. We are not allowed to pass this fee on to the customer.

Customers of mine have recently started to ask me, unsolicited, why I wasn't passing on the fuel surcharge that another local company was charging? There is no surcharge. We are not allowed to charge more than is on the meter. Other companies have confirmed similar from their customers when using another company. I was told that Taxi Licencing had spoken to the company following my complaint, who denied the accusation, and yet I was told by a customer this morning that that the owner charged a pound more than the fare I charged (the meter). They did not check the meter but paid as instructed.

The reality is that customers will pay almost anything if there is a shortage of taxis. One on-line response to my highlighting this claimed that, because an 8 seater was not available from

Trowbridge to Bath, they phoned a Melksham company who turned up with £23 ALREADY ON THE METER. They did not know this shouldn't happen and paid accordingly. I have encouraged them to complain - it remains to be seen if they will.

Wiltshire Council tell me that there are very few complaints from customers and so there isn't an issue. The fact is that most people won't go to the effort of a formal complaint. They won't formally complain about a £1 extra, they will complain if a taxi leaves them abandoned at 2 in the morning. They won't complain about a taxi allowing five of them in a four seater car, they will complain if they feel a taxi driver has pinched their iPhone. If drivers don't explain the rules, how do customers know if they are being broken?

There is now pressure from the taxi industry for a RISE in fares when this behaviour is taking place. I am against this rise as all cost saving measures have hardly been touched on let alone fully explored.

Anecdotally, I have heard of issues in other towns.

I request that both the Melksham News and Wiltshire Times run this story requesting readers' own experiences.

I request that the Licensing Committee look at how effective the Fleet Licencing Office is being run for the benefit of taxis and customers, bearing in mind it has ring fenced funding from taxi drivers.

I request that Fleet Licencing send an email THIS week to all taxi drivers and monitor the feedback received, along with a follow up of any action to be taken along with a 'mystery shopper' programme being set up to see first hand who is adhering to the rules.

I request that my MP, Michelle Donelan looks into how effectively Wiltshire Council under the Conservatives is being run when staff are not in the office, are difficult to contact and absences cannot be mitigated .

Regards

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