



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

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

To:

Councillor S Crundell (Town Mayor)
Councillor S Mortimer (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor C Goodhind
Councillor C Houghton
Councillor J Hubbard
Councillor L Lewis
Councillor J Oatley
Councillor T Price
Councillor S Rabey

12 December 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 19th December 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
Full Council
Monday 19 December 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

Join Zoom Meeting

<https://us02web.zoom.us/j/83561174560?pwd=K2pLZlhBOVNjb1lQY0tMQWdMbUZIQT09>

Meeting ID: 835 6117 4560

Passcode: 300125

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 - 8)

To confirm as a correct record the minutes of the Full Town Council meeting held on 28 November 2022 (see attached).

4. Questions from Councillors

To receive questions from Councillors.

5. Town Mayor's Announcements

6. Reports from Unitary Councillors

Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council Meetings.

7. Draft Budget 2023-2024 (Pages 9 - 52)

Members are requested to consider the proposed budget as discussed/recommended at the Council Draft Working Group Meeting held on 14 December 2022.

To receive the following:

- An insurance schedule which explains the increase in insurance costs.
- A schedule of estimated loan repayments referred to in the draft Budget Breakdown report.

8. Lighting for King George V Park (Pages 53 - 78)

To receive a report from Richard Taylor, design consultant, regarding the two options proposed for lighting in King George V Park.

9. Calendar of Meetings 2023-2024 (Pages 79 - 82)

Members are requested to approve one of the two choices for the Calendar of Meetings 2023-2024. Version 2 of the Calendar has moved the Economic Development and Planning Committee meetings to Tuesdays (see attached).

10. Accounts

10.1 List of Payments to 30 September 2022 (Pages 83 - 88)

To approve the list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Unity Trust Bank Account for Month 6- 2022/2023 (see attached).

To approve the list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Assembly Hall Lloyds Bank Account for Months 6 - 2022/2023 (see attached).

10.2 Detailed Income & Expenditure Report as at 30 September 2022

To note the Income and Expenditure report.

10.3 Petty Cash to 30 September 2022 (Pages 89 - 90)

To approve the payments made by Petty Cash for Month 6 - 2022/2023 (see attached).

10.4 Monthly Financial Statement to 30 September 2022 (Pages 91 - 92)

To approve the monthly Financial Statement for Month 6 – 2022-2023 (see attached).

10.5 Detailed Income & Expenditure Report as at 30 September 2022 (Pages 93 - 104)

To approve the year-to-date detailed Income and Expenditure report for Month 6 2022-2023 (see attached).

10.6 Town Council Income Received Report to 30 September 2022 (Pages 105 - 106)

To approve the year-to-date detailed Town Council Income Received reports for Month 6 – 2022-2023 (see attached).

10.7 Earmarked Reserves to 30 September 2022 (Pages 107 - 108)

To approve the Earmarked Reserves report for the year-to-date Month 6 to 30 September 2022 (see attached).

10.8 Cash Book Report to 30 September 2022 (Pages 109 - 114)

To approve the Cash Book reports for the Town Council Unity Trust Bank and Lloyds Bank Month 6 2022/2023 (see attached).

11. Committee Minutes

11.1 Asset Management and Amenities Committee (Pages 115 - 120)

To receive the draft minutes of the Asset Management and Amenities Committee meeting held on 17 October 2022 (see attached).

11.2 Economic Development and Planning Committee (Pages 121 - 142)

To receive the minutes of the Economic Development and Planning Committee meeting held on 10 October 2022 and the draft minutes of the Economic Development and Planning Committee meeting held on 14 November 2022 (see attached).

11.3 Finance Administration and Performance Committee (Pages 143 - 148)

To receive the draft minutes of the Finance and Administration and Performance Committee meeting held on 26 September 2022 (see attached).

11.4 Staffing Committee (Pages 149 - 154)

To receive the minutes of the Staffing Committee meeting held on 8 November 2022, and the draft minutes of the Staffing Committee meeting held on 16 November 2022 (see attached).

12. Working Group Minutes

12.1 Assembly Hall Working Group (Pages 155 - 164)

To receive the notes of the Assembly Working Group meetings held on 27 September 2022 and the draft notes of the Events Working Group meetings held on 15 November 2022 (see attached).

To appoint two representatives to the Assembly Hall Working Group in view of Councillors Hubbard and Houghton's resignation.

To approve the amended Terms of Reference for the Assembly Hall Working Group as agreed at the Full Council meeting held on 3 October 2022 and the Assembly Hall Working Group meeting held on 15 November 2022 (see attached).

12.2 Events Working Group (Pages 165 - 174)

To receive notes of the Events Working Group meeting held on 6 October 2022 and the draft notes of the Events Working Group meeting held on 3 November 2022 (see attached).

13. Major Grant Applications (Pages 175 - 198)

Members are requested to approve the attached Major Grant applications for over £1,000 as listed below, applications attached:

Alzheimer's Support	- £1,680
Trans Wilts	- £2,500 (annually)
Melksham Music and Drama	- £1,200

Rainbow Day Centre -	£3,500
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At the Finance Administration & Performance Committee held on 28 November members requested the Community Development Officer approach the organisation with a view to establishing their long term funding situation, discuss other sources of funding and to consider an option to apply for a Major Grant in order to provide long term security.

14. Appointment of New Committee Member

Members are requested to appoint a committee member to the Community Development Committee as replacement for Councillor Lewis.

15. Maintenance Shed (Pages 199 - 204)

To receive the Cost Estimate from MEA for the construction of a new Maintenance Facility at KGV.

16. Items for Information

16.1 Suggested Location of Wildflower Area at Shurnhold Fields (Pages 205 - 206)

Members to note the attached map showing the suggested wildflower area at Shurnhold Fields and that there are no financial implications to the Town Council (see attached).

16.2 Wilts & Berks canal Trust November 2022 (Pages 207 - 212)

To receive the Minutes of the Melksham, Calne & Chippenham and Foxham & Lyneham Branch meeting held on 15 November 2022 (see attached).

To see the links below for the November 2022 On the Button:

<https://www.wbct.org.uk/news-plans/m4-crossing-updates> .

https://www.wbct.org.uk/index.php?option=com_content&view=article&id=722

<https://www.wbct.org.uk/news-plans/wiltshire/720-an-urgent-appeal-to-wilts-berks-canal-trust-members>

<https://www.wbct.org.uk/get-involved/vacancies>

16.3 Wiltshire Swindon & Oxfordshire Canal Partnership (Pages 213 - 220)

To note the Wiltshire Swindon & Oxfordshire Canal Partnership draft notes of the September 2022 meeting and the actions from the October 2022 meeting (see attached).

16.4 Melksham & Melksham Without Housing Needs Assessment (Pages 221 - 324)

Members to note the updated Melksham & Melksham Without Housing Needs Assessment (see attached).

Melksham Town Council

Minutes of the Full Council meeting held on Monday 28th November 2022

PRESENT: Councillor S Crundell (Town Mayor)
Councillor S Mortimer (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor C Goodhind
Councillor C Houghton
Councillor J Hubbard
Councillor L Lewis
Councillor J Oatley
Councillor T Price
Councillor S Rabey

IN ATTENDANCE: Councillor M Sankey – Wiltshire Council

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations
	Patsy Clover	Deputy Town Clerk

PUBLIC PARTICIPATION: One member of the press and two officers from Warminster Town Council were present. Two members of the public were present virtually.

Pam Wiltshire was asked to email her questions to the Town Clerk.

391/22 Apologies

There were no apologies for absence.

392/22 Declarations of Interest

Councillor Mortimer declared an interest in minute number 400/22 as a director of Age Friendly Melksham.

393/22 Questions from Councillors

There were no questions from councillors.

394/22 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of 3 October 2022 having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

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

UNANIMOUSLY RESOLVED that the minutes of 10 October 2022 having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

395/22 Police Report

The Police Area report was received.

396/22 Town Mayor's Announcements

The Town Mayor confirmed that the planning application for the proposed development to the west of the A350 at Beanacre had been withdrawn.

397/22 Reports from Unitary Councillors

Councillor Alford advised members that the Area Board had bought 22 slow cookers, with ingredients and recipe cards, for the Food Bank. If successful, the scheme could be extended.

Councillor Mortimer suggested involving the Community Larder in the scheme as they could supply fresh food.

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

UNANIMOUSLY RESOLVED to suspend Standing Orders to allow the public and Councillor Sankey to speak

Councillor Sankey advised that there had been several successful prosecutions by Wiltshire Council against flytippers, one of which related to Melksham. He also reminded members that staff retention in adult social care was an ongoing problem and that despite funding being available for luncheon clubs, only three applications had been received from approximately 30 clubs.

398/22 Motions from Councillors

398/22.1 Motion Regarding Installation of Lighting in East Ward

The motion from Councillor Lewis was received.

Councillor Lewis explained that a survey had been carried out through the Melksham Independent News regarding the lack of lighting and anti-social behaviour in the development. Four pedestrian routes had no lighting.

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

UNANIMOUSLY RESOLVED to suspend Standing Orders.

Councillor Sankey explained that Councillor Lewis set up a Melksham east residents' group. Coverage in the Melksham Independent News and a leaflet drop had raised concerns. He thought that PIR lighting could be installed and that the columns could also be used for the Rapid Deployable Cameras to be purchased by the Town Council. He advised that Wiltshire Council had thought that as the paths were public rights of way and not footpaths they shouldn't be lit. He suggested that the Community Infrastructure Levy (CIL) or solar farm income could be used as the project was for the benefit of residents.

Joe McCann demonstrated the extent of the lack of lighting using Google maps and mentioned the benefits of PIR lighting. He explained that the development had been built in phases and so no-one had assumed overall responsibility.

Concerns were raised by Councillor Alford about the environmental impact on nocturnal species especially around Clackers Brook and about who would assume responsibility for maintenance and energy costs. He confirmed in response to a query from Councillor Price that there was no legal obligation to provide lighting.

The Town Mayor, Councillor S Crundell confirmed that the management company responsible for the development, Green Square Accord, would not fund the project as it hadn't formed part of the original S106 agreement. However, he believed that if solar powered lights were used, they would be less costly to maintain.

Councillor Hubbard queried whether planning permission was required. He felt that the problem was indicative of bigger concerns regarding the management company, for whom the development is a 'cash cow'. He suggested that the residents could change management company if they chose to. Councillor Hubbard was also concerned about the costs being met totally by MTC. He believed that the project was worth exploring in terms of planning

and funding and could be tied in with giving residents more control.

Councillor Mortimer felt it was important to light up destination routes so that local children weren't discouraged from walking to school.

It was proposed by Councillor Lewis, seconded by Councillor Houghton and

UNANIMOUSLY RESOLVED to ask officers to work with Councillor Lewis, liaising with Wiltshire Wildlife Trust, to investigate the proposed project in more depth considering both environmental issues and planning constraints before bringing a report to the Full Council meeting scheduled for 30 January 2023.

398/22.2 Motion regarding Melksham Town Council joining the Warminster Town Council CCTV Partnership

Councillor Goodhind explained that the purpose of the motion was to consider and agree in principle to officially apply to join the Warminster Town Council CCTV Partnership and to delegate to the Town Clerk authority to commission a consultant to prepare a baseline inventory of the town's CCTV requirements and any existing equipment for a fee not exceeding £2,000. He explained that a partnership currently exists between Warminster Town Council, Westbury Town Council and the West Wilts Trading Estate. There was a possibility that Melksham Town Council could join the partnership.

Standing Orders were suspended to allow the officers from Warminster Town Council to speak.

Mark Chalmers, Warminster Town Council, confirmed that although the control room was based in Warminster, lack of local knowledge would not be an issue due to the interactive mapping system. Both the control room and the CCTV system are state of the art, requiring only software upgrades. Cameras may need to be replaced on a five year rolling programme. The reliability of the system was also discussed.

Stuart Legg, Warminster Town Council, explained that the year on year costs would be calculated as a percentage of the running costs of the control room based on the number of cameras operated by Melksham Town Council as a percentage of the total number of cameras operated by all the partners. The year one costs would depend on the number of cameras purchased. There would also be an initial joining fee to cover the costs of the control room. The

benefits of a system which could be used in real time to address anti-social behaviour, shop lifting etc were discussed. Stuart Legg also confirmed the monitoring hours for the control room and the flexibility which could be offered.

Standing Orders were reinstated.

Councillor Goodhind advised members that Rapid Deployable Cameras were not supported by the system which would give the consultant the flexibility to decide whether they were still appropriate.

Councillor Aves left the meeting at 20:43

Councillor Hubbard was concerned that the town would have a top notch system but that third parties would not be able to link into it. He would support a motion to spend up to £2,000 to appoint an external consultant before bringing the proposal back to Full Council.

It was noted by Councillor Mortimer that it had been agreed last December to use £50,000 from the solar farm fund towards the CCTV project.

The Town Mayor, Councillor S Crundell, calculated the estimated cost of going into partnership with Warminster Town Council over the four year term of the Council commenting that previous debate had centred on the amount of money spent versus the scale of problem. He reminded members that they had decided not to deploy cameras in residential areas.

It was proposed by Councillor Goodhind, and seconded by Councillor Mortimer to delegate authority to the Town Clerk to engage an independent consultant to assess CCTV provision in the town. After a vote, It was confirmed that the motion had failed.

398/22.3 Motion regarding funding for an update on the feasibility of Hydro-Generation on the River Avon

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

UNANIMOUSLY RESOLVED to fund an update to the 2012 report - 'Initial Analysis of the Potential for a Hydro-Generation Scheme at the Melksham Gate' to a maximum cost of £3,600 plus VAT.

meeting

The Town Mayor, Councillor S Crundell, explained that there had been an update to the agenda item following discussions with Age UK Wiltshire.

Councillor Hubbard explained that the proposed motion was a joint motion with Melksham Without Parish Council. The legacy from Melksham Community Support (MCS) involved two functions:

1. Management of localised emergency situations such as flooding, power cuts, and major incidents where volunteers were needed. The infrastructure is already there to support the emergency plan.
2. The provision of other more practicable support for other wellbeing issues currently hidden in the community for which help is not actually being requested.

Councillor Hubbard explained that the purpose of the motion was for both the Town Council and the Parish Council to jointly fund a post at Age UK Wiltshire to carry out this service at a maximum cost of £11,500 per annum for each council less any Area Board funding, which would be quantified when the Area Board met in February 2023.

Standing Orders were suspended to allow the Clerk from Melksham Without Parish Council to speak.

The Clerk from Melksham Without Parish Council advised members that Age UK Wiltshire would monitor, recruit and supervise the postholder. She was aware that the proposal wasn't fully costed and designed but needed to be considered now as both councils were currently budget setting. She confirmed that a local coordinator would reduce duplication of services by signposting users to Age UK Wiltshire's own services or other services elsewhere.

Standing Orders were reinstated.

The need to encourage people to become more independent and not rely on MCS was discussed. Councillor Hubbard explained that the current MCS volunteer team would continue in a streamlined, more efficient manner, and would be supported by Age UK Wiltshire.

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

UNANIMOUSLY RESOLVED that Melksham Town Council agreed to support an ongoing community support model by jointly funding, with Melksham Without Parish Council, the employment of a dedicated officer by Age UK Wiltshire to coordinate and manage the emergency support volunteer team. Year 1 funding would be to a maximum of £11,500 for each council, with funding to be provided in principle for three years. Funding should also be sought from neighbouring parish councils whose residents have been helped and continue to be helped by MCS.

400/22 Neighbourhood Plan

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

RESOLVED to approve contingency funding of 70% share of circa £4,000 to £5,000 for a landscape architect to undertake landscape green gap evidence work to formulate a new policy

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

RESOLVED to approve additional funding required to undertake community engagement, with the Town Council contributing 70% of the costs associated with this, which should be no more than £2,000 - £3,000.

401/22 Draft Budget 2023-2024

Queries were raised regarding various budget items by Councillors Oatley and Alford.

Councillor Hubbard requested a narrative description for each budget line explaining what that item was for and what would be delivered.

It was agreed that a meeting of the Budget Working Group would be held on Wednesday 14 December at 7pm.

Meeting Closed at: 10.04 pm

Signed:

Dated:

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Your Commercial Combined Insurance - Quotation Schedule

Produced on 24 May 2022

Page 1 of 25

Your Quotation Schedule

This quote schedule has been prepared using the information you have provided to us.

This Schedule outlines your cover. Clauses and Conditions applying to your cover are detailed in the Clauses and Conditions Schedule and should be read and understood in conjunction with your policy wording.

For Property Damage and Business Interruption covers, Your Schedule refers to Risk Locations and Premises. Each Risk Location consists of one or more Premises.

A unique reference number has been applied to each Risk Location, for example **001**. Premises within that Risk Location are identified by the number after the hyphen, for example Premises 2 at this Risk Location appears as **001-002**.

Proposer Details

The proposer	Melksham Town Council
Contact address	Town Hall, Market Place Melksham, SN12 6ES
The Business	Local Government Authority

Quote Details

Quote number	202497852
Quote valid until	23 June 2022
Quoted premium (excluding Insurance Premium Tax)	£32,837.33
Insurance Premium Tax	£3,940.47
Total quoted amount	£36,777.80

Insurance Adviser Details

Your Insurance Adviser	WPS INSURANCE BROKERS SCHEME SPARGO HOUSE 10 BUDSHEAD WALK PLYMOUTH DEVON, PL6 5FE
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Important

If the information in the schedule is incorrect or incomplete, or if the insurance does not meet your requirements, please tell us as soon as possible.

You are reminded of the need to tell us immediately of any circumstances or changes which we would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate this quotation.

Summary of Cover

The proposer	Melksham Town Council
The Business	Local Government Authority

There may be differences in the cover selected between premises, so please check the details carefully.

Sections You have chosen to cover:



Property Damage, Money and Assault, Business All Risks, Business Interruption, Terrorism, Employers' Liability, Public and Products Liability, Commercial Legal Protection, Commercial Crime, Management Liability

Other sections available that You have chosen not to cover:

Goods In Transit, Frozen Foods, Contract Works, Machinery, Computer, Plant and Equipment, Renewable Energy, Cyber, Professional Indemnity, Inspection Service, Group Personal Accident, Business Travel

Conditions

The following conditions apply across all sections of your policy in addition to the conditions contained within your Policy Wording unless otherwise stated

For the Claims Procedure relating to your Commercial Crime cover please refer to the Commercial Crime section of this policy

For the Claims Procedure relating to your Management Liability cover please refer to the Management Liability section at the back of this policy

Claims Procedure

If in relation to any claim You have failed to fulfil any of the following conditions, You will lose Your right to indemnity or payment for that claim.

You must

- (1) tell Us immediately of any event or occurrence which may result in a claim
- (2) notify the police immediately of loss, destruction or damage caused by malicious persons or thieves
- (3) at Your expense, provide Us with a written claim containing as much information as possible of the loss, liability, destruction, damage, accident or injury, including the amount of the claim within
 - (a) 30 days, or
 - (b) seven days in the case of loss, destruction or damage caused by riot, civil commotion, strikers, locked-out workers, persons taking part in labour disturbances or malicious persons of You becoming aware of the event or occurrence, or such further time that We may allow
- (4) provide Us with all information and help We require in respect of the claim
- (5) pass to Us unanswered, immediately, all communications from third parties in relation to any event which may result in a claim under this policy
- (6) not admit or repudiate liability, nor offer to settle, compromise, make payment which may result in a claim or pay any claim under this policy without Our written agreement
- (7) allow Us to take over and conduct in Your name the defence or settlement of any claim. You will also allow Us to prosecute at Our own expense and for Our own benefit, any claim for indemnity or compensation against any other person and You must give Us all information and assistance required.

Subjectivity Condition

The insurance cover provided by Aviva may be subject to You or Us carrying out certain actions. We will clearly state below if the insurance provided by Us is subject to You

- (1) providing Us with any additional information requested by the required date(s)
- (2) allowing Us access to The Premises, Your Contract Sites, and/or The Business to carry out surveys
- (3) completing any actions agreed between You and Us by the required date(s)
- (4) allowing Us to complete any actions agreed between You and Us.

Upon completion of these requirements (or if they are not completed by the required dates), We may, at our option

- (1) modify the premium
- (2) make amendments to the terms and conditions of the insurance cover
- (3) require You to make alterations to The Premises for which We have provided an insurance cover by the required date(s)
- (4) withdraw any insurance cover provided
- (5) leave the terms and conditions of the insurance cover and the premium, unaltered.

We will contact You with our decision and where applicable, specify the date(s) by which any action(s) agreed need to be completed by You and/or any decision by Us will take effect.

Our requirements and decisions will take effect from the date(s) specified unless and until We agree otherwise in writing. If You disagree with Our requirements and/or decisions, We will consider Your comments and where We consider appropriate, will continue to negotiate with You to resolve the matter to Your and Our satisfaction. In the event that the matter cannot be resolved We will withdraw the insurance cover.

The above conditions do not affect Our right to withdraw any insurance cover if We discover information material to Our acceptance of the risk that was not disclosed when requesting the original quotation.

The provision of this Aviva cover is subject to the following:

- (a) **You must allow Us access to Your Premises in order to carry out a Survey. You must complete any mandatory risk improvements identified by Us by the required date(s).**

Town Hall, Market Place, Melksham SN12 6ES

Contact Details for Claims and Help

Do You or Your employees use a Smartphone or Tablet Device?

Why not scan the QR Code and store Our contact details directly to Your device?



Services

As an Aviva customer, You can access additional services to help You keep Your business running smoothly. For Our joint protection telephone calls may be recorded and/or monitored.

Claims Service: 0800 015 1498

A 24 hour, 365 days a year claims line providing You with emergency assistance whenever it is required. When We know about Your problem, We will start to put the solutions in place.

Legal and Tax Helpline 0345 300 1899

Call this helpline anytime, day or night, for advice on legal or tax matters in the United Kingdom. This service, given in confidence, is included as part of your insurance policy.

Commercial Legal Protection 0345 300 1899

If you have Commercial Legal Protection cover, please call the helpline for legal advice as soon as you are aware of an incident. Please have your policy number to hand.

If You think that You might need to claim please contact the helpline on **0345 300 1899** and obtain a reference number. A claim form is also available to download at www.aviva.co.uk/legalprotection.

Risk Solutions Helpline 0345 366 6666

Call for advice on safety, fire, security and other issues that can affect Your business. Most enquiries can be dealt with over the telephone, but if We can't give you an immediate answer, We will deal with your enquiry within one working day.

This service is available during office hours with an answering service outside these times.

Counselling Service Helpline 0117 934 0105

This is a confidential service available to Your staff to help deal with personal issues such as bereavement, divorce, the threat of violence in the workplace and bullying at work.

Website - <https://avivabusinesslaw.farill.io/>

This service (provided by DAS Businesslaw and powered by Farillio) is built specifically to help businesses manage a wide range of business and legal issues. You'll get access to:

- a range of regularly updated business and legal guides, document builders, interactive checklists and videos that can help you with the day-to-day running of your business, as well as helping you to manage your exposure to legal risk
- easy to use templates to build legal documents including employee contracts, health and safety policies, dismissal letters
- topics range from branding, crowdfunding, financial and tax planning, to marketing strategy to help build and grow your business
- email alerts on changes in law, legislation and regulation
- unlimited legal advice via the legal advice helpline

To register

1. Visit <https://avivabusinesslaw.farill.io/>
2. Enter the voucher code DASBAVI100 into the 'First time using Aviva Businesslaw?' box and click 'Validate Voucher'
3. Fill out your name, email address, and create a password
4. Validate your email address by pressing the link in the confirmation email that you receive.

Property Damage

All Risks and Excesses

For details of Your Property Damage cover, please refer to the Property Damage section of Your policy wording. In addition to the All Risks cover, the following also apply unless stated otherwise at Risk Location, The Premises or Property Insured:

Theft and Subsidence

Excess:

You will pay the first £500 of each and every occurrence , except for:

Subsidence £1,000

Risk Location 001

Location Address:

Town Hall, Market Place, Melksham, SN12 6ES

The Premises 001-001

Description/Occupation:

Town Hall

Property Insured:

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement	Declared Value
1	Buildings	£3,437,220	Full Value	Day One Reinstatement	£2,864,350
2	Machinery, Plant, Furniture, Fixtures, Fittings & All Other Contents	£127,200	Full Value	Day One Reinstatement	£106,000
3	Art	£19,150	Full Value	Agreed Value	-

Total Sum Insured for all Property at this Premises £3,583,570

Index Linking:

Applies to all the Property Insured detailed above

Risk Location 002

Location Address:

Market Place, Melksham, SN12 6ES

The Premises 002-001

Description/Occupation:

Assembly Hall - Community Hall/Cinema

Property Insured:

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement	Declared Value
4	Buildings	£1,857,920	Full Value	Day One Reinstatement	£1,548,267

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement	Declared Value
5	Machinery, Plant, Furniture, Fixtures, Fittings & All Other Contents	£435,600	Full Value	Day One Reinstatement	£363,000

Total Sum Insured for all Property at this Premises £2,293,520

Index Linking:

Applies to all the Property Insured detailed above

The Premises 002-002

Description/Occupation:

Unoccupied

Specified Contingencies and Excesses

For details of the Contingencies applying to Your Property Damage cover, please refer to the Property Damage section of Your policy wording.

Contingencies applying to The Premises unless stated otherwise at Property Insured:

Fire, Aircraft and Explosion

Excess:

You will pay the first £1,000 applicable to all Contingencies

Property Insured:

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement
6	Buildings	£265,748	Full Value	Indemnity

Index Linking:

Applies to all the Property Insured detailed above

The Premises 002-003

Description/Occupation:

The Meeting Place, Art House Cafe - Leased as Church Community Space

Property Insured:

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement	Declared Value
7	Buildings	£569,833	Full Value	Day One Reinstatement	£474,861
8	Rent - 24 Months	£12,000	Full Value	Rent	-

Total Sum Insured for all Property at this Premises £581,833

Index Linking:

Applies to all the Property Insured detailed above

The Premises 002-004**Description/Occupation:**

Melksham News Offices

Property Insured:

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement	Declared Value
9	Buildings	£936,557	Full Value	Day One Reinstatement	£780,464
10	Rent - 24 Months	£18,434	Full Value	Rent	-

Total Sum Insured for all Property at this Premises £954,991**Index Linking:**

Applies to all the Property Insured detailed above

Risk Location 003**Location Address:**

Pavilion, King George V Playing Fields, Lowbourn, Melksham, SN12 7DZ

The Premises 003-001**Description/Occupation:**

Sports Pavilion

Property Insured:

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement	Declared Value
11	Buildings	£835,564	Full Value	Day One Reinstatement	£696,303
12	Machinery, Plant, Furniture, Fixtures, Fittings & All Other Contents	£12,000	Full Value	Day One Reinstatement	£10,000
13	Splash Pad Plant	£120,000	Full Value	Day One Reinstatement	£100,000

Total Sum Insured for all Property at this Premises £967,564**Index Linking:**

Applies to all the Property Insured detailed above

Risk Location 004**Location Address:**

Anywhere within Melksham, Melksham, SN12 6ES

The Premises 004-001**Description/Occupation:**

Anywhere within Melksham

Property Insured:

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement
14	Bath Road Toilets	£50,000	Full Value	Reinstatement
15	Playground Equipment & Surfaces	£915,000	Full Value	Reinstatement
16	Street Furniture	£94,000	Full Value	Reinstatement
17	War Memorials	£75,255	Full Value	Reinstatement
18	CCTV	£50,000	Full Value	Reinstatement
19	Walls Gates and Fences	£42,807	Full Value	Reinstatement
20	Bus Shelters	£51,000	Full Value	Reinstatement

Total Sum Insured for all Property at this Premises £1,278,062**Index Linking:**

Applies to all the Property Insured detailed above

Money and Assault**Money****Cover**

Item No.		Limit Any One Loss
(1)	Postal and money orders, bankers' drafts, cheques and giro cheques, crossed warrants, bills of exchange and securities for money, postage stamps, revenue stamps, national insurance stamps, holiday with pay stamps, national insurance and holiday with pay cards, national savings certificates, war bonds, premium savings bonds, franking machine impressions, credit company sales vouchers, luncheon vouchers, trading stamps and VAT invoices	£250,000
The following Items exclude Money as described in Item 1		
(2)	Money not contained in a locked safe in	
	(a) The Premises outside Business Hours	£250
	(b) the private dwelling houses of Your principals or authorised Employees	£500
(3)	Money contained in locked safes outside Business Hours	
	(a) Unspecified Safe	£2,500
(4)	Money on The Premises during Business Hours or in a bank night safe	£5,000
(5)	Any Other Loss of Money	£5,000

Estimated Annual Carryings

You have advised Us that Your estimated annual amount of Money in transit (other than Money described in Item 1 above) will not exceed

Own annual carryings	£125,000
Security company annual carryings	Nil

You will pay the first £0 of each and every occurrence.

Assault

Cover

Compensation by Contingency Number

(1)	death	£50,000
(2)	Loss of Hearing and/or Loss of Sight and/or Loss of Speech	£50,000
(3)	Loss of Limb	£50,000
(4)	Temporary Total Disablement (weekly compensation)	£500
(5)	Temporary Partial Disablement (weekly compensation)	£250
within 24 months of bodily injury		
(6)	Permanent Total Disablement after 24 months of bodily injury	£50,000

Business All Risks

Item	Description	Sum Insured	Excess	Situation
1	Trophies, Cups, Shields, Medals, Silverware and Regalia.	£17,000	£100	Worldwide
2	Garden & Maintenance machinery/tools & associated equipment	£38,010	£100	United Kingdom
3	Portable electronic and photographic equipment including portable computer equipment, digital and non digital cameras, mobile telephones, television, DVD and audio equipment designed to be carried by hand, excluding portable hand tools, portable office equipment, specialist trade equipment and all personal effects.	£11,946	£100	United Kingdom
4	Market equipment - Gazebos	£8,000	£100	United Kingdom
5	7 x Defibrillators	£14,917	£100	United Kingdom
6	Nifty Lift 120 HE Cherry Picker	£14,254	£100	United Kingdom
7	Speed Indicator Devices	£33,123	£100	United Kingdom
8	Maxvac City Cleaner GL 100	£10,138	£100	United Kingdom

Basis of Claim Settlement – Reinstatement unless otherwise stated.

Situation is defined as follows:

The Premises

Any premises owned, hired or leased by You

United Kingdom

Anywhere in the United Kingdom including Transit

European Union

Anywhere in the United Kingdom including Transit and whilst temporarily removed anywhere within the European Economic Community for up to 90 days

Worldwide

Anywhere in the United Kingdom including Transit and whilst temporarily removed anywhere in the world for up to 90 days.

Endorsements applying to Business All Risks (subject otherwise to the terms and conditions shown in Your policy).

Business Interruption

The Business:

Local Government Authority

All Risks and Excesses

For details of Your Business Interruption cover, please refer to the Business Interruption section of Your policy wording.

In addition to the All Risks cover, the following also apply unless stated otherwise at Risk Location, The Premises or individual Cover(s):

Theft and Subsidence

Excess:

You will pay the first £0 of each and every occurrence

Cover:

The following apply only to the Risks notified to and accepted by Us

Item	Description	Estimated Amount/Sum Insured	Maximum Indemnity Period
1	Revenue Sum Insured	£200,000	24 months
2	Increased Cost of Working	£100,000	24 months

Index Linking:

Applies to the Cover detailed above, except for the following items:

2 Increased Cost of Working

Risk Location 001**Risk Location Address:**

Town Hall, Market Place, Melksham, SN12 6ES

The Premises 001-001**Description/Occupation:**

Town Hall

Risk Location 002**Risk Location Address:**

Market Place, Melksham, SN12 6ES

The Premises 002-001**Description/Occupation:**

Assembly Hall - Community Hall/Cinema

The Premises 002-002**Description/Occupation:**

Unoccupied

Specified Contingencies and Excesses

For details of the Contingencies applying to Your Business Interruption cover, please refer to the Business Interruption section of Your policy wording.

Contingencies applying to The Premises:

Fire, Aircraft and Explosion

Excess:

You will pay the first £1,000 applicable to all Contingencies

The Premises 002-003**Description/Occupation:**

The Meeting Place, Art House Cafe - Leased as Church Community Space

The Premises 002-004**Description/Occupation:**

Melksham News Offices

Risk Location 003**Risk Location Address:**

Pavilion, King George V Playing Fields, Lowbourn, Melksham, SN12 7DZ

The Premises 003-001**Description/Occupation:**

Sports Pavilion

Risk Location 004

Risk Location Address:

Anywhere within Melksham, Melksham, SN12 6ES

The Premises 004-001

Description/Occupation:

Anywhere within Melksham

Terrorism

Sections to which Terrorism applies:

Property Damage, Business All Risks and Business Interruption

The Excess/Excesses

As detailed in the Sections of this policy where the Head of Cover is otherwise insured.

Risk Location

As detailed in the Sections of this policy where the Head of Cover is otherwise insured but only in England, Wales and Scotland but not the territorial seas adjacent thereto as defined by the Territorial Sea Act 1987 nor the Isle of Man or the Channel Islands.

The Property Insured

As detailed in the Sections of this policy where the Head of Cover is otherwise insured.

Sums Insured/Limits of Liability

As detailed in the Sections of this policy where the Head of Cover is otherwise insured.

Employers' Liability

The operation of any limit of indemnity is stated in The Schedule or the relevant Clause, Condition, Section or Endorsement of Your policy.

Limit of Indemnity: £10,000,000

Terrorism Limit of Indemnity: £5,000,000

Description of Activities

Clerical	£363,000	Wages
15 x Council Members	£112,500	Wages
Manual	£165,000	Wages

Index Linking: Applies to the Wages, as detailed above.

Endorsements applying to Employers' Liability (subject otherwise to the terms and conditions shown in Your policy).

Tree Felling Exception

We will not provide cover for the felling, lopping, sawing or carriage of trees.

Public and Products Liability

The operation of any limit of indemnity or excess is stated in The Schedule or the relevant Clause, Condition, Section or Endorsement of Your policy.

Limit of Indemnity: £10,000,000

Terrorism Limit of Indemnity: £5,000,000

Description of Activities

Population	18000	Per Capita
14 x Play Areas	98	Each One
1 x Skate Park	750	Per Capita

Endorsements applying to Public and Products Liability (subject otherwise to the terms and conditions shown in Your policy).

Activities and Events Exceptions

We will not provide cover for

- (1) sponsored walks, rides, marathons or similar events
- (2) fireworks displays or bonfires
- (3) bouncy castles and other inflatable devices
- (4) Bodily Injury arising from
 - (a) go-karting, quad biking or motor sports
 - (b) parachute jumping, paragliding or parascending
 - (c) bungee jumping or abseiling
 - (d) ballooning or other flying activities
- (5) events involving
 - (a) weapons
 - (b) passenger carrying amusement devices
 - (c) remote controlled model aircraft
 - (d) animal rides
 - (e) pyrotechnics.

Excess

We will not provide cover for the first amount of £500 of Compensation, Costs and Expenses in respect of each and every event of Damage to Property.

Products Supplied - Restriction

We will not provide cover for Products Supplied other than the sale or supply of food and drink intended to be consumed on Your premises, the supply of office requisites or the disposal of furniture and office equipment previously used in the course of The Business.

Tree Felling Exception

We will not provide cover for the felling, lopping, sawing, moving or haulage of trees.

Commercial Legal Protection

Cover

Contingency Operative	Rating Basis		Limit of Indemnity
Employment Disputes	Wages	£528,000	£100,000
Employment Compensation Awards	Maximum Any one Period	£1,000,000	
Service Occupancy	Wages	£528,000	£100,000
Legal Defence	Wages	£528,000	£100,000
Property Protection	Wages	£528,000	£100,000
Bodily Injury	Wages	£528,000	£100,000
Tax Protection	Wages	£528,000	£100,000

Index Linking: Applies to the Wages, as detailed above.

Endorsements applying to Commercial Legal Protection (subject otherwise to the terms and conditions shown in Your policy).

Abuse and Molestation Exception

We will not provide indemnity in respect of bodily injury including death, illness, disease or nervous shock, wrongful arrest, detention, imprisonment, eviction and accusation of shoplifting arising out of

- (1) the alleged, actual or threatened abuse or molestation of any person
 - (a) in the care of
 - (b) under the protection of
 You or anyone working for or on behalf of You
- (2) the negligent
 - (a) employment
 - (b) investigation
 - (c) supervision
 - (d) reporting to the proper authorities or the failure to report
 - (e) retention
 of any person for whom You are or ever were legally responsible and whose conduct is excluded by (a) above.

Commercial Crime

Cover

You have selected the following Covers under your Commercial Crime Section .

Cover	Limit of Indemnity	Excess
Internal Crime	£1,000,000	£15,000
Outsource Service Provider Crime	£100,000	£15,000
Corporate Identity Fraud	10% of the Limit of Indemnity for Internal Crime or £250,000, whichever is the lesser	£15,000
Electronic Transfer of Money Made in Error	10% of the Limit of Indemnity for Internal Crime or £250,000, whichever is the lesser	£15,000
Public Utilities Fraud	5% of the Limit of Indemnity for Internal Crime or £100,000, whichever is the lesser	£15,000
Telecommunications Fraud	5% of the Limit of Indemnity for Internal Crime or £100,000, whichever is the lesser	£15,000
Cheques Fraud	£50,000	£15,000
Third Party Computer and Funds Transfer Fraud	£100,000	£15,000

Endorsements applying to Commercial Crime (subject otherwise to the terms and conditions shown in Your Policy)

Inadvertent non-compliance with the Obligations stated in The Schedule

We will not be liable to pay any claim if You have not complied with and operated any one or more of the Obligations which is material to any part of that claim unless You can conclusively demonstrate that this non-compliance was an Inadvertent Breach of the Obligations. This Endorsement does not apply for the References Obligation.

For the purposes of this Endorsement an Inadvertent Breach of the Obligations means any failure by any Employee to comply with any part of the Obligations stated in The Schedule which was without the knowledge or consent of any director, partner, Member, trustee, officer, department director, senior manager or equivalent of Yours, but only if You can conclusively demonstrate that You

- (1) had communicated the relevant Obligation(s) in writing to all Employees with responsibility for Money, stock and/or accounts
- (2) instructed all Employees of their duty to comply with and ensure compliance with the Obligations.

If We pay or agree to pay any claim or part of any claim where You did not comply with or operate the obligations the amount of The Excess will be increased by £5,000.

Retroactive Date

We will not provide cover for loss resulting from any act, event or matter committed prior to

- (1) the date this Section was first incepted, or
- (2) where equivalent cover to that provided under this Section has been continuously maintained in full force and effect prior to inception of this Section, the date which first applied to such equivalent cover.

Management Liability

Territorial Limits:

United Kingdom and European Economic Area

Rating Basis:

Turnover £1,000,001 - 2,500,000

Directors & Officers

Limit of Indemnity:

£250,000

Basis of Indemnity:

Any One Claim

Excess for Insured Person:

£0

Excess for Company Reimbursement:

£5,000

Prior/Pending Date:

01/06/2022

Endorsements applying to Directors & Officers (subject otherwise to the terms and conditions shown in Your policy).

Absolute Bodily Injury Exception

The following is added to the Exceptions to Directors & Officers Cover
any Claim arising directly or indirectly from or in consequence of or in any way relating to Bodily Injury.

Bribery and Commissions Exception

The following is added to the Exceptions to Directors & Officers Cover
any Claim arising directly or indirectly from or in consequence of or in any way relating to any payment, gift, fee, reward, advantage, donation, contribution or other consideration provided to

- (1) any person in return for
 - (a) their undertaking or not undertaking any action or
 - (b) their showing of any favour or disfavouron behalf of such person or on behalf of any principal for whom such person acts as an agent or
 - (2) any employee, member, officer, servant or agent of any public body in return for such public body undertaking or not undertaking any action or showing any favour or disfavour or
 - (3) any charitable, political or governmental organisation anywhere in the world.
-

Corporate Legal Liability

Limit of Indemnity:

£250,000

Basis of Indemnity:

Any One Claim

Excess:

£5,000

Prior/Pending Date:

01/06/2022

Endorsements applying to Corporate Legal Liability (subject otherwise to the terms and conditions shown in Your policy).

Absolute Bodily Injury Exception

The following is added to the Exceptions to Corporate Legal Liability Cover
any Claim arising directly or indirectly from or in consequence of or in any way relating to Bodily Injury.

Absolute Breach of Contract Exception

The following is added to the Exceptions to Corporate Legal Liability Cover
any Claim arising directly or indirectly from or in consequence of or in any way relating to any actual or alleged breach of contractual obligation.

Bribery and Commissions Exception

The following is added to the Exceptions to Corporate Legal Liability Cover
any Claim arising directly or indirectly from or in consequence of or in any way relating to any payment, gift, fee, reward, advantage, donation, contribution or other consideration provided to

- (1) any person in return for
 - (a) their undertaking or not undertaking any action or
 - (b) their showing of any favour or disfavouron behalf of such person or on behalf of any principal for whom such person acts as an agent or
- (2) any employee, member, officer, servant or agent of any public body in return for such public body undertaking or not undertaking any action or showing any favour or disfavour or
- (3) any charitable, political or governmental organisation anywhere in the world.

Clauses and Conditions Schedule

Introduction

The Clauses and Conditions included in this Schedule apply to the covers you have selected. This document should be read in conjunction with your cover Schedules.

Clauses

Property Damage

Clauses applying to all Property Damage Risks on cover (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

Automatic Reinstatement, Change in Temperature, Contract Sale Price, Customers Goods, Damage to Playing Surfaces, Description of Property, Drains, Glass, Hire Agreement, Machinery Re-erection Costs, Munitions of War, Non Invalidation, Professional Fees, Services, Subrogation, Transfer of Interest, Workmen

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

All Other Contents	Documents, manuscripts, business books, plans and designs	£250,000
	Data Storage Materials	£25,000
	Any one person's property in total for any one claim - Pedal cycles, tools and other personal items	£1,000
	Any one item - Rare books, antiques, paintings or other works of art	£10,000
	Any one claim - Rare books, antiques, paintings or other works of art	£25,000
	Any one claim - Wines, spirits, cigarettes and tobacco	£1,000
Capital Additions	Maximum payable	10%
	Maximum payable	£500,000
Changing Locks	Any one claim	£5,000
Damage to Grounds	Any one claim	£25,000
Debris Removal	Maximum any one claim	£25,000
Exhibitions	Number of days	7 day(s)
	Any one claim	£25,000
Falling Trees	Maximum payable	£2,500
Fire and Security Equipment	Maximum any one claim	£25,000
Homeworkers	Any one claim and in any one Period of Insurance per Director, Partner or Employee	£5,000
Incompatibility of Software Programs	Any one cause	£25,000
Lamps, Signs and Nameplates	Any one item	£1,000
Metered Services	Any one claim	£25,000
Seasonal Increase	Increase	25%
	Increase	£500,000
	Months applicable	November, December, January

Temporary Removal	Any one claim	10%
	Any one claim	£250,000
	Consecutive days	90 day(s)
Theft Damage to Buildings	Any one Period of Insurance	£25,000
	Excess	£1,000
Theft of Computers and Audio Visual Equipment	Any one claim	£100,000
Trace and Access	Any one claim	£25,000
Trade Samples	Any one item	£500
	Any one claim	£10,000

Money & Assault

Money

Clauses applying to all Money Risks on cover (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

Clothing & Personal Belongings	Any one person	£500
Fundraising Events	Any one loss	100%
Vending Machines at Premises	Any one claim	£500

Assault

Clauses applying to all Assault Risks on cover (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

Amounts Payable

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

Medical and Dental Expenses	Any one Insured Person	15%
	Any one Insured Person	£500

Business All Risks

Clauses applying to Business All Risks (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

Automatic Reinstatement

Business Interruption

Clauses applying to all Business Interruption Risks on cover (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

Essential Personnel	Any one Period of Insurance	£10,000
Full Failure of Electricity Supply	Maximum payable any one loss	£50,000
	Maximum payable any one loss for failure resulting from accidental means other than Damage. However, if the maximum payable any one loss stated above is lower, that limit will apply	£50,000
	Maximum payable any one Period of Insurance for failure resulting from accidental means other than Damage	£100,000
	Consecutive hours	4 hours
Full Failure of Gas Supply	Maximum payable any one loss	£50,000

Full Failure of Telecommunications	Maximum payable any one loss for failure resulting from accidental means other than Damage. However, if the maximum payable any one loss stated above is lower, that limit will apply	£50,000
	Maximum payable any one Period of Insurance for failure resulting from accidental means other than Damage	£100,000
	Consecutive hours	4 hours
	Any one loss per day in respect of any one failure	£100
	Any one loss in respect all failures in any Period of Insurance	£2,500
	Any one loss per day in respect of any one failure resulting from accidental means other than Damage. However, if the any one loss per day limit stated above is lower, that limit will apply	£7,250
	Any one loss in respect all failures in any one Period of Insurance for failure resulting from accidental means other than Damage. However, if the any one loss in respect of all failures in any one Period of Insurance above is lower, that limit will apply	£50,000
	Any one loss in respect all failures Maximum payable any one Period of Insurance for failure resulting from accidental means other than Damage	£100,000
	Consecutive hours	24 hours
	Maximum payable any one loss	£50,000
Full Failure of Water Supply	Maximum payable any one loss for failure resulting from accidental means other than Damage. However, if the maximum payable any one loss stated above is lower, that limit will apply	£50,000
	Maximum payable any one Period of Insurance for failure resulting from accidental means other than Damage	£100,000

Lottery Winners	Consecutive hours	4 hours
	Number of days	14 day(s)
	Amount won exceeds	£100,000
	Maximum Indemnity Period	1 month(s)
	Any one Period of Insurance	£50,000

Employers' Liability

Clauses applying to all Employers' Liability Risks on cover (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

Additional Activities, Contractual Liability, Cross Liabilities, Corporate Manslaughter and Corporate Homicide Act 2007, Health and Safety Legislation, Our Right of Recovery, Unsatisfied Court Judgements

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

Payment for Court Attendance	Limit per day (You/director/partner)	£500
	Limit per day (Employee)	£250

Public and Products Liability

Clauses applying to all Public and Products Liability Risks on cover (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

Additional Activities, Buildings Temporarily Occupied, Consumer Protection Act 1987 and Food Safety Act 1990, Contractual Liability, Corporate Manslaughter and Corporate Homicide Act 2007, Cross Liabilities, Defective Premises, Employees' and Visitors' Personal Belongings, Health and Safety Legislation, Motor Contingent Liability, Overseas Personal Liability

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

Data Protection Act 1998	Maximum payable any one Period of Insurance	£1,000,000
Environmental Statutory Clean-Up Costs	Maximum payable	£2,000,000
Hired or Rented Premises	Excess	£250
Libel and Slander	Maximum payable	£1,000,000
Payment for Court Attendance	Limit per day (You/director/partner)	£500
	Limit per day (Employee)	£250

Commercial Crime

Clauses applying to all Commercial Crime Risks on cover (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

Business Interruption Costs	Percentage of the Limit of Indemnity for Internal Crime or	10%
	Amount shown opposite whichever is the lesser	£250,000
Contractual Penalties	Percentage of the Limit of Indemnity for Internal Crime	15%
Discovery Period	Number of Months applicable	2
Expenses	Percentage of the Limit of Indemnity for Internal Crime or	10%
	Amount shown opposite whichever is the lesser	£250,000
Loss of Interest	Percentage of the Limit of Indemnity for Internal Crime	15%

Payment for Court Attendance	Limit per day (principal, partner, Member or director)	£500
	Limit per day (all other Employees)	£250
	Maximum payable for any Single Loss	£25,000

Directors & Officers Liability Cover

Clauses applying to Directors & Officers cover (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

Civil Fines and Penalties, Data Confidentiality, Derivative Investigation Costs, Management Buy-Out, Mitigation Costs, Outside Directorships, Property Damage Defence Costs, Retired Insured Persons Cover, Spouses, Heirs or Legal Representatives, Subpoena Costs

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

Additional Limit of Indemnity for Insured Persons	Inner Limit	£100,000
Additional Limit of Indemnity for Non Executive Directors	Percentage of Limit of Indemnity	10%
Bail Bond Costs	Inner Limit	£100,000
Court Attendance Costs	Per Insured Person/Per Day	£500
	Total Liability	£25,000
Court Deprived Assets Additional Costs	Inner Limit	£100,000
Crisis Event and Reputation Protection Costs	Inner Limit	£100,000
Defence Costs for Extradition, Deportation and Asset Protection	Inner Limit	£100,000
Emergency Costs	Percentage of Limit of Indemnity	10%
Personal Tax Liability	Inner Limit	£100,000
Prosecution Costs	Inner Limit	£100,000

Corporate Legal Liability Cover

Clauses applying to Corporate Legal Liability Cover (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

Data Confidentiality, Pension and Employee Benefit Schemes, Regulatory Mitigation Costs, Shareholder Costs

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

Copyright Infringement Defence Costs	Inner Limit	£100,000
Crisis Event and Reputation Protection Costs	Inner Limit	£100,000
Identity Fraud Investigation Costs	Inner Limit	£50,000
Kidnap Event Crisis Expenses	Inner Limit	£50,000
Pollution Defence Costs	Inner Limit	£250,000

Action You Must Take

The following Conditions apply in addition to any Conditions stated in Your policy wording.

The following Condition applies to all Sections (except for Management Liability)

Reasonable Precautions and Maintenance of Property

You must

- (1) maintain all premises and equipment, including fire extinguishing and security equipment, in a continuous satisfactory state of repair and in full working order in accordance with the manufacturers instructions and servicing requirements.
- (2) take all reasonable precautions to prevent loss, destruction or damage to the property insured and accident or injury to any person or loss, destruction or damage to their property.
- (3) conduct The Business in a lawful manner, complying with all legal requirements and safety regulations.

- (4) keep a record of purchases and sales.

Property Damage

The following Conditions apply to the Property Damage Section

Change of Occupancy

You must tell Us immediately if

- (a) any building at The Premises becomes Unoccupied
- (b) if the buildings are to be occupied by contractors for renovation, alteration or conversion purposes
- (c) any Unoccupied building at The Premises becomes occupied or used.

Protections

If in relation to any claim for Damage caused by theft or attempted theft, You have failed to fulfil the following condition, We will not pay that claim.

Whenever The Premises are closed for business or left unattended, You must ensure that all security devices provided to protect The Premises are properly fitted and put into full operation.

The following Condition applies to The Premises 002-001

Intruder Alarm

If in relation to any claim in respect of covers specified below You have failed to fulfil any of the Intruder Alarm Conditions (1) to (7), We will not pay that claim.

- Property Damage - for Damage to the Property Insured caused by fire, explosion, riot, civil commotion, strikers, locked out workers or persons taking part in labour disturbances, malicious persons other than thieves, theft or attempted theft at The Premises
- Money and Assault - for loss of Money caused by theft or attempted theft at The Premises

where these Sections are insured by this policy.

If in relation to any claim for Damage to the Property Insured at The Premises caused by fire, explosion, riot, civil commotion, strikers, locked out workers or persons taking part in labour disturbances, malicious persons or theft and/or attempted theft, if insured by this Section, You have failed to fulfil any of the following conditions, We will not pay that claim.

- (1) While The Premises are unattended they must be protected by an Intruder Alarm System maintained in full and efficient working order under an ongoing maintenance contract provided by an Alarm Company, registered with an Alarm Receiving Centre and eligible for police response, via the issue and retention of a valid police unique reference number (URN), which is set in its entirety, with all means of communication used to transmit Activations to an Alarm Receiving Centre in full operation
- (2) If requested, You must supply Us with a copy of the Intruder Alarm System specification
- (3) The Protected Premises must not be left without at least one Responsible Person in attendance where the Intruder Alarm System is not set in its entirety or the police have withdrawn their response to Activations unless We agree otherwise
- (4) During any period that the Intruder Alarm System is set, a Key Holder must, following notification of Activations or interruption of any of the means of communication used to transmit Activations to an Alarm Receiving Centre attend The Premises as soon as reasonably possible in order to confirm the security of The Premises and reset the Intruder Alarm System in its entirety with all means of communication used to transmit Activations to an Alarm Receiving Centre in full operation

If the Intruder Alarm System cannot be reset in its entirety or all the means of communication used to transmit Activations to an Alarm Receiving Centre are not in full operation, a Key Holder must remain at The Premises unless We agree otherwise.

- (5) You must advise Us as soon as possible and, in any event, not later than 10:00am on Our next working day of notice from the police giving warning of withdrawal of their services, or a reduction or delay in the level of their response to Activations or a local authority or magistrate imposing any requirement for abatement of nuisance caused by the Intruder Alarm System or when the Intruder Alarm System and the means of communication used to transmit Activations to an Alarm Receiving Centre cannot be returned to or maintained in full working order. You must comply with Our subsequent requirements
- (6) Any alteration or substitution of any part of the Intruder Alarm System, the structure of The Premises or changes to the layout of The Premises which would reduce the effectiveness of the Intruder Alarm System, the means of communication used to transmit Activations to an Alarm Receiving Centre, the procedures agreed with Us for police or any other response to any Activations or the Intruder Alarm System maintenance contract, must not be made without Our written agreement
- (7) You and each Key Holder must maintain the secrecy of all codes and the security of all keys and other setting devices for the operation of the Intruder Alarm System. In addition You must appoint at least two Key Holders and lodge their current details with the Alarm Company, Alarm Receiving Centre and, if required, the police or local authority. All keys and setting devices must be removed from The Premises when they are left unattended

The following definitions apply to this condition.

Alarm Company

An organisation recognised as an 'approved company' by the National Security Inspectorate (NSI) or as a 'registered firm' by the Security Systems and Alarm Inspection Board (SSAIB).

Alarm Receiving Centre

An organisation recognised as an 'approved company' by the NSI or as a 'registered firm' by the SSAIB and which agrees to receive Activations from the Intruder Alarm System and make arrangements for notifying them to a Key Holder and/or the police.

Activations

Signals or other information generated by the Intruder Alarm System which indicate a suspected or confirmed intrusion into the Protected Premises, a fault or tamper event may have occurred or an incorrect or unexpected setting or unsetting of the Intruder Alarm System.

Intruder Alarm System

An electrical installation to detect and indicate the presence, entry or attempted entry of an intruder into the Protected Premises, including all devices used to transmit Activations to an Alarm Receiving Centre.

Key Holder

You, or any person or key holding company authorised by You, who must be available at all times to accept notification of Activations, attend and allow access to The Premises and fully trained in the operation of the Intruder Alarm System.

Protected Premises

The Premises, or those portions of The Premises, protected by the Intruder Alarm System.

Responsible Person

You or any person authorised by You to be responsible for the security of The Premises.

The following Condition applies to The Premises 001-001 and 002-001**Minimum Security****Theft and Money Sections where insured by this policy**

If in relation to any claim for Damage to the Property Insured caused by theft or attempted theft at The Premises, which occurs more than 30 days after the inception of this policy and You have failed to fulfil any of the following conditions, We will not pay that claim.

In respect of all those parts of The Premises occupied by You in connection with The Business You must ensure that all Perimeter doors and opening Accessible Perimeter windows are provided with an appropriate security measure, as described below and when The Premises are unattended, all such doors and windows to that part, or parts are closed and secured by such appropriate security measure being put into full and effective operation and any keys removed from the locks and stored away from such window or door.

- (1) Hinged doors must be secured as follows
 - (a) single leaf doors and the final closing leaf of double doors
 - (i) timber framed doors –by a lock certified as meeting British Standard BS3621
 - (ii) aluminium or steel framed doors –by a five (or more) pin cylinder mortice swing lock
 - (iii) plastic framed doors –by a lock assembly certified as meeting Publically Available Specification PAS3621 or a multi-point lock having at least three moving fastening points operated from a handle which is secured by a five (or more) pin cylinder lock
 - (iv) steel or composite construction (security) doors - by a security measure described in either (1) (a) (i) or (1) (a) (iii) above or by a five (or more) pin cylinder mortice lock
 - (b) the first closing leaf of double doors
 - (i) by having, adjacent to the top and bottom corners of the door, a rebate bolt or an internal key operated mortice rack bolt or a lockable bolt
 - (ii) by a multi-point lock having at least two moving fastening points operated from a handle which is secured by a five (or more) pin cylinder lock
- (2) Rolling shutter and rolling panel doors must be secured as follows
 - (a) manually operated doors – by having the operating chain fastened to an internal chain stop, housing or wall bracket by means of a padlock having a hardened steel shackle
 - (b) electrically operated doors – by having an internal operating switch permitting power to be isolated and secured in the 'off' position by means of an integral lock or a padlock
 - (c) wicket gates/personnel doors within such doors – by a lock certified as meeting British Standard BS3621
- (3) Cellar trap doors must be secured as follows
 - (a) by having an internal steel padlock bar fastened by a padlock having a hardened steel shackle
 - (b) by having, adjacent to the top and bottom corners of the door(s), an internal key operated mortice rack bolt or a lockable bolt noting that, where one leaf of double doors when closed prevents the opening of the other, only that leaf needs securing as stated
- (4) Doors described in 1 (a) and 2 (c) above which are not final exit doors must be secured by a security measure described in 1 (a) or 2 (c) above or any type of door lock or lockable fastening which is

supplemented by having, adjacent to the top and bottom corners of the door, an internal key operated mortice rack bolt or a lockable bolt

- (5) Windows must be secured as follows
- (a) roof lights – by an internal fastening device designed and supplied as suitable for the task
 - (b) louvre windows – by internal or external fixed steel bars or grilles
 - (c) other windows – internally by means of a fastening device having an integral lock, by a window lock or by a key operated mortice rack bolt
- (6) Emergency fire exits must be secured so that any door or window described in (1) – (5) above which is formally designated as being solely for use as an emergency fire exit by the person(s) legally responsible under fire safety legislation for fire safety is excluded from the stated requirements and instead must be secured by a fastening device designed and supplied as suitable for the task.

The following definitions apply to this condition.

Perimeter

Doors and windows that provide access from those parts of The Premises occupied by You in connection with The Business to the open air, into any area of The Premises not occupied by You in connection with The Business or into any adjoining premises.

Accessible

Perimeter windows located on

- (1) basement and ground floors
- (2) other floors where they can be reached by a person standing within any communal areas, areas of The Premises not occupied by You in connection with The Business or any areas of adjoining or adjacent premises
- (3) other floors where they can be reached by a person standing on adjoining or adjacent land or any external structural feature of The Premises, or any adjoining or adjacent premises, which can readily be climbed onto including but not limited to stairways, fire escapes, lower storey roofs, porches, balconies.

The following Condition applies to all Risks declared to and accepted by Aviva

Unoccupied Premises

If in relation to any claim for Damage while The Premises are Unoccupied, You have failed to fulfil any of the following conditions, We will not pay that claim.

You must

- (1) carry out internal and external inspections of the buildings at least every 7 day(s) days, maintaining a log of such inspections and, as soon as possible, repair, or arrange to repair, any damage or defects found including the removal of graffiti
 - (2) remove all waste, unfixed combustible materials and gas bottles, either within or outside the buildings, from The Premises
 - (3) securely lock and close all external doors, and windows, and secure and seal all letter boxes and openings
 - (4) wherever possible, turn off all sources of power, fuel and water at the mains, chain and padlock the isolation valves, drain all water and fuel supply tanks, apparatus and pipes
- However, where the buildings are protected by an
- (a) Intruder Alarm, CCTV or Fire Detection System or sprinkler installation, You must provide sufficient power, heat or water supplies for their effective operation.
 - (b) security patrols, You must provide sufficient power for safe and effective internal inspection
- (5) tell Us immediately if any building at The Premises becomes Unoccupied, if the buildings are to be occupied by contractors for renovation, alteration or conversion purposes or if the buildings are to become occupied or used.

Where The Premises are empty, vacant or disused but are tenanted, (1), (2), (3) and (4) above apply to the extent that they may be reasonably and practically implemented without frustrating or invalidating the lease, unless We agree otherwise in writing.

Money and Assault

The following Conditions apply to the Money and Assault Section

Medical Evidence

In respect of Assault, We will, at Our option, arrange for the Insured Person to undergo a medical examination or, in the event of death, a post mortem examination.

You, or Your personal representatives, will supply to Us, at Your expense, any certificates, information or evidence in the format We require to support a claim.

Money In Transit

If in relation to any claim for loss of Money in transit (other than Money described in Item 1 of The Schedule), You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure

- (1) that Money in transit is accompanied by the number of persons stated below, who must be either You and/or any director, partner or Employee
- (a) over £2,500 up to £5,000 by at least 2 persons
 - (b) over £5,000 up to £8,000 by at least 3 persons
 - (c) over £8,000 up to £12,000 by at least 4 persons
 - (d) over £12,000 by an approved Security Company
- (2) private transport is used for amounts of Money in transit greater than £2,500 where the distance exceeds half a mile.

The maximum We will pay for any one claim will not exceed the Limit Any One Loss stated in The Schedule.

Records and Key Security

If in relation to any claim for loss of Money You have failed to fulfil any of the following condition, You will lose Your right to payment for that claim.

You must

- (1) keep a complete record of Money in a secure place other than in a safe or strongroom containing Money
- (2) ensure that outside of Business Hours, all safes and/or strongrooms are kept locked and the keys removed from The Premises unless The Premises are occupied by You or any director, partner or authorised Employee of Yours, in which case the keys must be kept in a secure place away from any safe or strongroom
- (3) ensure that whenever The Premises are closed for business or left unattended, all security devices to protect The Premises are properly fitted and put into full operation.

Business All Risks

The following Condition apply to the Business All Risks Section

Portable Computer Equipment

If in relation to any claim for Damage by theft or attempted theft of Portable Computer Equipment You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure that where Portable Computer Equipment is

- (a) left in any Unattended Vehicle, it is concealed from view in a storage compartment, and the vehicle is securely locked and all security devices set in operation and, between the hours of 9.00pm and 6.00am, the vehicle is kept either in a locked building of substantial construction or guarded security park
- (b) in transit by air it is carried as hand luggage unless instructed otherwise by airline staff
- (c) in transit by ship or ferry it is stored in a securely locked cabin or road vehicle aboard such vessel or kept with You
- (d) in transit by railway or underground it is carried as hand luggage and kept with You.

The maximum We will pay for any one or all claims arising out of one cause is

- (a) £2,500 in respect of theft or attempted theft from an Unattended Vehicle
- (b) £10,000 in respect of any other theft or attempted theft
- (c) £50,000 in respect of any other Damage.

The following definition applies to this condition

Portable Computer Equipment

Personal computers, small microcomputers and similar equipment used by You for processing, communicating and storing electronic data and which are designed to be carried by hand.

Public and Products Liability

The following Conditions apply to the Public and Products Liability Section

Equipment Inspection Condition and Health and Fitness Advice Exception

If in relation to any claim You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure that

- (1) any person providing training or instruction must hold a qualification from a relevant recognised organisation
- (2) all equipment
 - (a) is visually inspected by a competent person within each 24 hour period and withdrawn from use until any defects found are repaired
 - (b) is maintained and serviced in accordance with manufacturers guidelines
 - (c) is independently inspected by a qualified engineer on an annual basis or more frequently if required by manufacturers guidelines
 - (d) all inspections verifying actions referred to in (2) (a), (b) and (c) above are recorded and retained for a period of at least three years.

We will not provide cover for

- (1) Bodily Injury to any person as a result of their inexperience or physical inability to carry out advice or instruction given by, or on behalf of, The Insured
- (2) dietary advice or instruction

(3) errors, omissions or neglects in treatment administered by You or on Your behalf.

Playgrounds and Amusement Devices Condition and Exception

If in relation to any claim You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure that in connection with playground and amusement devices

- (1) all equipment, devices and facilities, including sand pits and paddling pools
 - (a) are manufactured and installed to the appropriate standard and maintained in good condition
 - (b) are inspected, by a competent person, at least weekly and all defects or risks to health or safety immediately rectified or the equipment, device or facility taken out of use
- (2) suitable signs are clearly displayed to customers stating any information, restrictions or limitations for the safe use of the equipment device or facility
- (3) they are risk assessed to determine where supervision is necessary and ensure that it is provided whenever the play equipment device or facility is in use.

We will not provide cover for the operation of mechanically powered passenger carrying amusement devices, skateboard parks or inflatable devices.

Skateboard Parks

If in relation to any claim You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure that, in connection with skateboard parks

- (1) all structures including the skating surfaces
 - (a) are manufactured and installed to the appropriate standard and maintained in good condition
 - (b) are inspected by a competent person at least weekly and
 - (i) all defects or risks to health or safety immediately rectified or
 - (ii) the structure taken out of use
- (2) You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
- (3) You will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use.

We will not provide cover for Bodily Injury to persons taking part in activities in the skateboard park unless caused by defects in the structure.

Commercial Crime

The following Conditions apply to the Commercial Crime Section.

Audit

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

Independent professional accountants or auditors will examine Your accounts at least every 12 months.

Bank Account Reconciliation

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

All cash book entries will be checked by someone other than the Employees responsible at least once in every 30 days against bank statements, receipts and other supporting documentation and the balance tested against cash and un-presented cheques.

Cash Balances, Floats and Petty Cash

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

The amount of cash balances, floats and petty cash will be laid down and will be subject to a physical check against supporting documents by someone other than the Employees responsible at least every 30 days.

Cheque Issue

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

- (1) Cheques will only be signed after they have been fully completed.
- (2) All manually prepared cheques with a value over £5,000 will be signed by at least two authorised signatories.
- (3) If cheques are prepared and signed by computer or machine
 - (a) dual control will be exercised over the operation
 - (b) at least one further manual signature will be applied where the value of the cheque exceeds £25,000
 - (c) supporting documentation will be examined and authorised prior to signing by computer or machine
- (4) All signatories, will examine the supporting documentation against the cheque prior to signing.

Computer Security

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

-
- (1) All update and amendment access to computer systems and programs containing accounting, stock and other valuable records will be protected by passwords. Passwords will be chosen by and confidential to the user and will be changed at least every 90 days
 - (2) If You allow dial-up, internet or other external access to Your computer systems You will protect them with firewalls and anti-virus software which You will update regularly.
-

Debtors

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

- (1) Where You allow credit, statements of account will be issued at least once in every 30 days. If the issue of statements involves any Employees who receive payments then all accounts including all suppressed and suspense accounts will be reviewed by someone other than the Employees responsible at least once in every 90 days
 - (2) Management action will be taken before an account becomes 90 days overdue.
-

Funds Transfer Controls

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

- (1) In respect of funds transfers involving electronic instructions
 - (a) at least dual control will be imposed to ensure that no one Employee can complete a funds transfer payment from beginning to end
 - (b) all Employees involved will require unique passwords to access the terminal, computer or system. Passwords will be confidential to the user
 - (2) In respect of all telephone and facsimile instructions the bank or financial institution will be instructed to telephone an Employee other than the person who sent, issued, gave or transmitted, or purported to send, issue, give or transmit, the instructions to check that they are valid prior to transferring the funds
 - (3) You will comply with all process and security controls agreed with the bank or other financial institution, through which Your transfers are made.
-

Investments, Funds Management, Dealing and Trading

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

- (1) You will exercise dual control over
 - (a) all investments and investment documents
 - (b) the management of funds including but not limited to pension funds, unit trusts, investment trusts and private client portfolios
 - (c) all dealing and trading operations including but not limited to securities, commodities, currency involving deals, trades, swaps, options, futures and other derivative deals and tradesto ensure that no one Employee can complete a transaction from beginning to end
 - (2) A detailed list of all dealing and trading transactions will be prepared daily and submitted to the Treasurer or equivalent. You will entirely separate the back office administration and settlements from any Employee involved in any dealing or trading
 - (3) All deals, trades, investment and other instructions will be confirmed in writing to the other party within 24 hours of the agreement independently of the investment manager, dealer or trader.
-

Money Received and Banking

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

- (1) Any Employee who receives or collects money and/or cheques in the course of their duties away from The Premises will be required to remit them to You at least 1 time(s) per week
 - (2) All money and cheques received by Employees at The Premises, including that remitted in (1) above, will be banked at least 2 time(s) per week.
-

Payroll

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

The cast of the payroll will be examined at least once in every 90 days by someone other than the Employees responsible to check that the total amount drawn is correct and that there are no past or fictitious Employees included.

References

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

For all Employees engaged in any role

- (1) that involves handling Money, payments, orders, statements of account, stock
- (2) that involves having update and amendment access to accounting and stock recording systems
- (3) in Your accounts, information technology, information systems or computer departments
- (4) with a supervisory, management or directorial content

on or after the date this Section was first incepted, satisfactory written or fully documented verbal references will be obtained directly from former employers.

Such references must cover the preceding 2 year(s) of employment and must be provided in the event of a claim. Any gaps in the preceding 2 year(s) of employment must be accounted for.

References need not be obtained in respect of Employees who have satisfactorily and continuously been employed by You for at least 12 months in any capacity other than stated in (1) to (4) above.

In respect of Employees joining directly from school or Government sponsored youth training schemes at least one character reference will be obtained.



**United Kingdom
Debt Management
Office**

**PWLB FIXED RATE LOANS
ESTIMATED REPAYMENT COSTS**

Amount of Advance: 250,000.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	4.15	65,775.48	263,101.92	4.15	67,687.50	1,296.88	262,968.75
Over 2 not over 2½	4.16	53,162.81	265,814.05	4.16	55,200.00	1,040.00	265,600.00
Over 2½ not over 3	4.17	44,759.57	268,557.42	4.17	46,879.17	868.75	268,243.75
Over 3 not over 3½	4.19	38,769.17	271,384.19	4.19	40,951.79	748.21	270,950.00
Over 3½ not over 4	4.20	34,274.69	274,197.52	4.20	36,500.00	656.25	273,625.00
Over 4 not over 4½	4.21	30,782.55	277,042.95	4.21	33,040.28	584.72	276,312.50
Over 4½ not over 5	4.23	27,999.36	279,993.60	4.22	30,275.00	527.50	279,012.50
Over 5 not over 5½	4.24	25,719.17	282,910.87	4.24	28,027.27	481.82	281,800.00
Over 5½ not over 6	4.25	23,821.75	285,861.00	4.25	26,145.83	442.71	284,531.25
Over 6 not over 6½	4.26	22,218.79	288,844.27	4.26	24,555.77	409.62	287,275.00
Over 6½ not over 7	4.27	20,847.20	291,860.80	4.27	23,194.64	381.25	290,031.25
Over 7 not over 7½	4.28	19,660.74	294,911.10	4.28	22,016.67	356.67	292,800.00
Over 7½ not over 8	4.29	18,624.69	297,995.04	4.29	20,987.50	335.16	295,581.25
Over 8 not over 8½	4.30	17,712.54	301,113.18	4.30	20,080.88	316.18	298,375.00
Over 8½ not over 9	4.31	16,903.64	304,265.52	4.30	19,263.89	298.61	301,062.50
Over 9 not over 9½	4.32	16,181.71	307,452.49	4.31	18,545.39	283.55	303,875.00
Over 9½ not over 10	4.33	15,533.71	310,674.20	4.32	17,900.00	270.00	306,700.00
Over 10 not over 10½	4.33	14,941.62	313,774.02	4.32	17,304.76	257.14	309,400.00
Over 10½ not over 11	4.34	14,411.72	317,057.84	4.33	16,776.14	246.02	312,243.75
Over 11 not over 11½	4.34	13,921.90	320,203.70	4.34	16,294.57	235.87	315,100.00
Over 11½ not over 12	4.35	13,481.25	323,550.00	4.34	15,841.67	226.04	317,812.50
Over 12 not over 12½	4.35	13,069.69	326,742.25	4.35	15,437.50	217.50	320,687.50
Over 12½ not over 13	4.36	12,698.15	330,151.90	4.35	15,052.88	209.13	323,406.25
Over 13 not over 13½	4.37	12,355.46	333,597.42	4.36	14,709.26	201.85	326,300.00
Over 13½ not over 14	4.37	12,030.84	336,863.52	4.36	14,378.57	194.64	329,025.00
Over 14 not over 14½	4.38	11,737.01	340,373.29	4.37	14,083.19	188.36	331,937.50
Over 14½ not over 15	4.39	11,463.99	343,919.70	4.37	13,795.83	182.08	334,668.75
Over 15 not over 15½	4.39	11,201.95	347,260.45	4.38	13,539.52	176.61	337,600.00
Over 15½ not over 16	4.40	10,964.74	350,871.68	4.38	13,287.50	171.09	340,337.50
Over 16 not over 16½	4.41	10,743.04	354,520.32	4.39	13,063.26	166.29	343,287.50
Over 16½ not over 17	4.42	10,535.48	358,206.32	4.40	12,852.94	161.76	346,250.00
Over 17 not over 17½	4.43	10,340.85	361,929.75	4.40	12,642.86	157.14	349,000.00
Over 17½ not over 18	4.44	10,158.08	365,690.88	4.41	12,456.94	153.13	351,981.25
Over 18 not over 18½	4.45	9,986.22	369,490.14	4.42	12,281.76	149.32	354,975.00
Over 18½ not over 19	4.46	9,824.41	373,327.58	4.43	12,116.45	145.72	357,981.25

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	4.48	9,680.04	377,521.56	4.43	11,947.76	141.99	360,750.00
Over 19½ not over 20	4.49	9,536.14	381,445.60	4.44	11,800.00	138.75	363,775.00
Over 20 not over 20½	4.50	9,400.22	385,409.02	4.45	11,660.06	135.67	366,812.50
Over 20½ not over 21	4.51	9,271.69	389,410.98	4.46	11,527.38	132.74	369,862.50
Over 21 not over 21½	4.52	9,150.05	393,452.15	4.47	11,401.45	129.94	372,925.00
Over 21½ not over 22	4.54	9,043.21	397,901.24	4.48	11,281.82	127.27	376,000.00
Over 22 not over 22½	4.55	8,934.04	402,031.80	4.49	11,168.06	124.72	379,087.50
Over 22½ not over 23	4.56	8,830.48	406,202.08	4.50	11,059.78	122.28	382,187.50
Over 23 not over 23½	4.57	8,732.18	410,412.46	4.51	10,956.65	119.95	385,300.00
Over 23½ not over 24	4.58	8,638.81	414,662.88	4.52	10,858.33	117.71	388,425.00
Over 24 not over 24½	4.59	8,550.07	418,953.43	4.53	10,764.54	115.56	391,562.50
Over 24½ not over 25	4.60	8,465.69	423,284.50	4.54	10,675.00	113.50	394,712.50
Over 25 not over 25½	4.61	8,385.42	427,656.42	4.55	10,589.46	111.52	397,875.00
Over 25½ not over 26	4.62	8,309.01	432,068.52	4.56	10,507.69	109.62	401,050.00
Over 26 not over 26½	4.63	8,236.26	436,521.78	4.57	10,429.48	107.78	404,237.50
Over 26½ not over 27	4.64	8,166.97	441,016.38	4.58	10,354.63	106.02	407,437.50
Over 27 not over 27½	4.64	8,092.09	445,064.95	4.58	10,270.45	104.09	410,300.00
Over 27½ not over 28	4.65	8,029.11	449,630.16	4.59	10,201.79	102.46	413,518.75
Over 28 not over 28½	4.65	7,960.14	453,727.98	4.60	10,135.96	100.88	416,750.00
Over 28½ not over 29	4.66	7,902.83	458,364.14	4.61	10,072.84	99.35	419,993.75
Over 29 not over 29½	4.66	7,839.16	462,510.44	4.61	9,999.79	97.67	422,875.00
Over 29½ not over 30	4.66	7,777.92	466,675.20	4.62	9,941.67	96.25	426,137.50
Over 30 not over 30½	4.66	7,719.00	470,859.00	4.63	9,885.86	94.88	429,412.50
Over 30½ not over 31	4.67	7,671.39	475,626.18	4.63	9,819.76	93.35	432,306.25
Over 31 not over 31½	4.67	7,616.80	479,858.40	4.64	9,768.25	92.06	435,600.00
Over 31½ not over 32	4.67	7,564.19	484,108.16	4.64	9,706.25	90.63	438,500.00
Over 32 not over 32½	4.67	7,513.48	488,376.20	4.65	9,658.65	89.42	441,812.50
Over 32½ not over 33	4.67	7,464.58	492,662.28	4.65	9,600.38	88.07	444,718.75
Over 33 not over 33½	4.66	7,408.10	496,342.70	4.65	9,543.84	86.75	447,625.00
Over 33½ not over 34	4.66	7,362.54	500,652.72	4.66	9,501.47	85.66	450,962.50
Over 34 not over 34½	4.66	7,318.55	504,979.95	4.66	9,448.19	84.42	453,875.00
Over 34½ not over 35	4.66	7,276.07	509,324.90	4.66	9,396.43	83.21	456,787.50
Over 35 not over 35½	4.65	7,225.59	513,016.89	4.66	9,346.13	82.04	459,700.00
Over 35½ not over 36	4.65	7,185.89	517,384.08	4.66	9,297.22	80.90	462,612.50
Over 36 not over 36½	4.64	7,138.01	521,074.73	4.67	9,262.16	79.97	465,987.50
Over 36½ not over 37	4.64	7,100.86	525,463.64	4.67	9,215.88	78.89	468,906.25
Over 37 not over 37½	4.63	7,055.36	529,152.00	4.67	9,170.83	77.83	471,825.00
Over 37½ not over 38	4.62	7,010.96	532,832.96	4.67	9,126.97	76.81	474,743.75
Over 38 not over 38½	4.62	6,977.24	537,247.48	4.67	9,084.25	75.81	477,662.50
Over 38½ not over 39	4.61	6,934.93	540,924.54	4.67	9,042.63	74.84	480,581.25
Over 39 not over 39½	4.60	6,893.59	544,593.61	4.66	8,989.56	73.73	483,000.00
Over 39½ not over 40	4.60	6,862.90	549,032.00	4.66	8,950.00	72.81	485,912.50
Over 40 not over 40½	4.59	6,823.41	552,696.21	4.66	8,911.42	71.91	488,825.00
Over 40½ not over 41	4.58	6,784.78	556,351.96	4.66	8,873.78	71.04	491,737.50
Over 41 not over 41½	4.57	6,746.97	559,998.51	4.66	8,837.05	70.18	494,650.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	4.56	6,709.95	563,635.80	4.66	8,801.19	69.35	497,562.50
Over 42 not over 42½	4.55	6,673.69	567,263.65	4.65	8,753.68	68.38	499,937.50
Over 42½ not over 43	4.55	6,648.05	571,732.30	4.65	8,719.48	67.59	502,843.75
Over 43 not over 43½	4.54	6,613.25	575,352.75	4.65	8,686.06	66.81	505,750.00
Over 43½ not over 44	4.53	6,579.12	578,962.56	4.64	8,640.91	65.91	508,100.00
Over 44 not over 44½	4.52	6,545.65	582,562.85	4.64	8,608.99	65.17	511,000.00
Over 44½ not over 45	4.51	6,512.80	586,152.00	4.63	8,565.28	64.31	513,331.25
Over 45 not over 45½	4.50	6,480.56	589,730.96	4.63	8,534.75	63.60	516,225.00
Over 45½ not over 46	4.49	6,448.90	593,298.80	4.63	8,504.89	62.91	519,118.75
Over 46 not over 46½	4.48	6,417.80	596,855.40	4.62	8,463.17	62.10	521,425.00
Over 46½ not over 47	4.47	6,387.24	600,400.56	4.62	8,434.57	61.44	524,312.50
Over 47 not over 47½	4.46	6,357.21	603,934.95	4.61	8,394.08	60.66	526,600.00
Over 47½ not over 48	4.45	6,327.67	607,456.32	4.61	8,366.67	60.03	529,481.25
Over 48 not over 48½	4.44	6,298.63	610,967.11	4.60	8,327.32	59.28	531,750.00
Over 48½ not over 49	4.43	6,270.05	614,464.90	4.60	8,301.02	58.67	534,625.00
Over 49 not over 49½	4.42	6,241.92	617,950.08	4.59	8,262.75	57.95	536,875.00
Over 49½ not over 50	4.41	6,214.24	621,424.00	4.58	8,225.00	57.25	539,112.50

Note: 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2023/2024 Draft Budget Working Group Budget 14.12.2022

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
101	Central Costs											
1950	Sale of Assets	0	2,500	0	0	0	0	0	0	0	0	0
	Total Income	0	2,500	0	0	0	0	0	0	0	0	0
4000	Salaries ENI & Pension	269,000	262,753	0	0	225,000	0	225,000	178,909	300,000	0	0
4021	Stationery	1,500	1,833	0	0	2,750	0	2,750	397	500	0	0
4022	Website and Social Media	0	0	0	0	0	0	0	0	0	0	0
4023	Advertising	1,500	1,722	0	0	1,750	0	1,750	231	500	0	0
4024	Equipment/furniture	2,000	11,477	0	0	3,000	0	3,000	24	1,000	0	0
4026	Photocopying	1,500	989	0	0	1,200	0	1,200	897	750	0	0
4027	Telephones and Mobiles	3,150	2,522	0	0	3,000	0	3,000	1,717	3,000	0	0
4028	Postage	300	513	0	0	400	0	400	85	500	0	0
4029	Subscriptions	3,000	2,344	0	0	4,000	0	4,000	1,819	3,500	0	0
4040	Information Technology/Hardware	15,000	16,137	0	0	17,500	0	17,500	10,472	20,000	0	0
4042	Licences/Software	1,500	3,685	0	0	4,500	0	4,500	5,963	7,000	0	0
4058	Insurance	8,000	11,954	0	0	9,750	0	9,750	32,766	38,000	0	0
4061	Travel	500	107	0	0	500	0	500	333	500	0	0
4075	Training	4,000	5,969	0	0	5,000	0	5,000	2,082	6,000	0	0
	Overhead Expenditure	310,950	322,006	0	0	278,350	0	278,350	235,695	381,250	0	0
	Movement to/(from) Gen Reserve	(310,950)	(319,506)			(278,350)		(278,350)	(235,695)	(381,250)		
110	Corporate Costs											
1026	Income Interest	1,000	0	0	0	0	0	0	0	400	0	0
1176	Precept Received	918,750	918,750	0	0	966,204	0	966,204	966,204	1,248,49	0	0
	Total Income	919,750	918,750	0	0	966,204	0	966,204	966,204	1,248,89	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2023/2024 Draft Budget Working Group Budget 14.12.2022

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
4017	Bank account fees	500	625	0	0	500	0	500	263	500	0	0
4043	HR consultancy	6,000	4,395	0	0	5,000	0	5,000	9,486	7,500	0	0
4050	Legal	3,000	4,494	0	-3,000	3,500	0	500	7,857	7,000	0	0
4057	Accountancy and Audit	12,000	11,416	0	0	12,000	0	12,000	6,075	12,000	0	0
4076	Health & Safety	2,000	3,170	0	0	2,500	0	2,500	0	3,500	0	0
	Overhead Expenditure	23,500	24,099	0	-3,000	23,500	0	20,500	23,682	30,500	0	0
	Movement to/(from) Gen Reserve	896,250	894,651			942,704		945,704	942,522	1,218,39		
	<u>Civic and Democratic</u>											
4030	Town Crier's expenses	400	235	0	0	300	0	300	503	800	0	0
4054	Councillors' training	2,000	1,292	0	0	2,000	0	2,000	250	1,000	0	0
4062	Election Expenses	2,000	0	0	0	2,000	0	2,000	0	2,000	0	0
4070	Mayor's Allowance	1,000	1,000	0	0	1,000	0	1,000	0	1,500	0	0
4085	Civic and Ceremonial	2,500	2,774	0	0	2,500	0	2,500	2,949	3,500	0	0
4311	Remembrance Day	2,000	458	0	0	2,000	0	2,000	171	1,000	0	0
	Overhead Expenditure	9,900	5,759	0	0	9,800	0	9,800	3,872	9,800	0	0
	Movement to/(from) Gen Reserve	(9,900)	(5,759)			(9,800)		(9,800)	(3,872)	(9,800)		
151	<u>Grants</u>											
4301	Grants	25,000	19,695	0	0	25,000	0	25,000	7,227	25,000	0	0
4302	Grant CAB	5,000	5,000	0	0	5,000	0	5,000	5,000	5,000	0	0
4303	Grant-4Youth	10,000	10,000	0	0	10,000	0	10,000	10,000	10,000	0	0
4305	Grant Christmas Lights	10,000	10,000	0	0	10,000	0	10,000	10,000	10,000	0	0
4306	Grant Party in the Park	3,000	0	0	0	3,000	0	3,000	3,716	3,000	0	0
4310	Grant Food and River Festival	3,000	3,000	0	0	3,000	0	3,000	3,000	3,000	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2023/2024 Draft Budget Working Group Budget 14.12.2022

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
4317	Grant Carnival	2,500	0	0	0	2,500	0	2,500	2,500	2,500	0	0
4330	Grant TIC	4,000	4,000	0	0	4,000	0	4,000	4,000	4,000	0	0
Overhead Expenditure		62,500	51,695	0	0	62,500	0	62,500	45,443	62,500	0	0
Movement to/(from) Gen Reserve		<u>(62,500)</u>	<u>(51,695)</u>			<u>(62,500)</u>		<u>(62,500)</u>	<u>(45,443)</u>	<u>(62,500)</u>		
201	<u>Town Hall</u>											
1034	Income Town Hall Bookings	6,500	718	0	0	1,000	0	1,000	7,135	2,000	0	0
Total Income		6,500	718	0	0	1,000	0	1,000	7,135	2,000	0	0
4100	Gas	3,500	3,504	0	0	4,667	0	4,667	2,314	6,000	0	0
4101	Electricity	2,500	2,776	0	0	3,334	0	3,334	2,077	5,000	0	0
4102	Non Domestic Rates	10,000	9,200	0	0	10,000	0	10,000	7,714	10,000	0	0
4103	Water Rates	1,500	1,429	0	0	1,800	0	1,800	804	2,000	0	0
4104	Window Cleaning	1,400	1,420	0	0	1,600	0	1,600	1,070	1,600	0	0
4106	Repairs and Maintenance	0	10,973	0	0	6,000	0	6,000	2,664	6,000	0	0
4108	Service Contracts	8,000	15,488	0	0	10,240	0	10,240	4,547	10,500	0	0
4109	Trade Waste	1,000	0	0	0	1,200	0	1,200	0	1,400	0	0
4261	Building Condition Reps Works	0	0	0	0	0	0	0	0	70,000	0	0
Overhead Expenditure		27,900	44,791	0	0	38,841	0	38,841	21,190	112,500	0	0
Movement to/(from) Gen Reserve		<u>(21,400)</u>	<u>(44,073)</u>			<u>(37,841)</u>		<u>(37,841)</u>	<u>(14,055)</u>	<u>(110,500)</u>		
202	<u>Asset and Amenities</u>											
1027	Income - Amenity Services	3,000	4,515	0	0	4,000	0	4,000	2,044	3,000	0	0
1950	Sale of Assets	0	0	0	0	0	0	0	1,000	0	0	0
Total Income		3,000	4,515	0	0	4,000	0	4,000	3,044	3,000	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2023/2024 Draft Budget Working Group Budget 14.12.2022

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
4000	Salaries ENI & Pension	255,000	209,454	0	0	225,000	0	225,000	169,169	275,000	0	0
4027	Telephones and Mobiles	1,600	1,805	0	0	1,800	0	1,800	1,217	1,500	0	0
4150	Uniform/PPE	2,000	1,130	0	0	2,400	0	2,400	706	1,000	0	0
4151	Tools and Equipment	1,000	617	0	0	4,000	0	4,000	344	2,000	0	0
4153	Vehicle Running Costs	7,000	7,770	0	0	7,000	0	7,000	4,192	6,000	0	0
4156	Vehicle Leasing	12,000	13,171	0	0	13,000	0	13,000	7,918	13,000	0	0
4163	Repairs and Maintenance	10,000	9,164	0	0	12,000	0	12,000	2,320	8,000	0	0
4167	Street Furniture and Signage	2,000	14,424	0	0	10,000	0	10,000	3,515	15,000	0	0
4167	Churchyard maintenance	0	123	0	0	1,500	0	1,500	340	1,000	0	0
4186	Defibrillators	1,050	3,528	0	0	4,444	0	4,444	1,655	4,000	0	0
4198	Container storage	1,600	1,350	0	0	0	0	0	900	0	0	0
4915	Equipment	0	2,235	0	0	0	0	0	0	0	0	0
Overhead Expenditure		293,250	264,771	0	0	281,144	0	281,144	192,275	326,500	0	0
Movement to/(from) Gen Reserve		<u>(290,250)</u>	<u>(260,256)</u>			<u>(277,144)</u>		<u>(277,144)</u>	<u>(189,231)</u>	<u>(323,500)</u>		
203	Allotments											
1045	Income Allotments	4,700	4,716	0	0	5,000	0	5,000	410	5,000	0	0
Total Income		4,700	4,716	0	0	5,000	0	5,000	410	5,000	0	0
4200	Water Rates - Allotments	1,700	950	0	0	1,800	0	1,800	411	1,200	0	0
4201	Maintenance - Allotments	300	207	0	0	1,000	0	1,000	72	1,000	0	0
Overhead Expenditure		2,000	1,157	0	0	2,800	0	2,800	483	2,200	0	0
Movement to/(from) Gen Reserve		<u>2,700</u>	<u>3,559</u>			<u>2,200</u>		<u>2,200</u>	<u>(73)</u>	<u>2,800</u>		
204	Pavilion and Car Park											
1046	Income - Pavilion	3,000	1,614	0	0	1,500	0	1,500	550	5,000	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2023/2024 Draft Budget Working Group Budget 14.12.2022

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
Total Income		3,000	1,614	0	0	1,500	0	1,500	550	5,000	0	0
4250	Telephone - Pavilion	200	104	0	0	300	0	300	246	500	0	0
4252	Electricity	1,100	21,712	0	0	2,300	0	2,300	-6,669	3,000	0	0
4254	Water - Pavilion	200	295	0	0	1,200	0	1,200	394	1,000	0	0
4255	Fire Safety Checks	500	82	0	0	250	0	250	102	250	0	0
4256	Maintenance - Pavilion	1,000	221	0	0	2,000	0	2,000	3,522	4,500	0	0
4257	Insurance - Pavilion	0	0	0	0	1,200	0	1,200	0	0	0	0
4258	Pavilion Development	0	0	0	3,000	0	0	3,000	0	0	0	0
4260	Non Domestic Rates - Car Park	0	2,062	0	0	2,000	0	2,000	829	0	0	0
Overhead Expenditure		3,000	24,477	0	3,000	9,250	0	12,250	-1,576	9,250	0	0
Movement to/(from) Gen Reserve		0	(22,862)			(7,750)		(10,750)	2,126	(4,250)		
205	Public Toilets - Market Place											
1060	Contribution to running costs	6,600	5,165	0	0	7,500	0	7,500	0	7,500	0	0
Total Income		6,600	5,165	0	0	7,500	0	7,500	0	7,500	0	0
4101	Electricity	0	0	0	0	0	0	0	0	1,800	0	0
4103	Water Rates	0	0	0	0	0	0	0	0	3,000	0	0
4106	Repairs and Maintenance	0	0	0	0	2,000	0	2,000	799	1,000	0	0
4180	Cleaning	17,000	12,880	0	0	15,000	0	15,000	4,407	14,000	0	0
4185	Electricity supply: Toilets	1,150	1,369	0	0	2,133	0	2,133	1,106	0	0	0
4913	Water	0	0	0	0	2,500	0	2,500	-1,360	0	0	0
Overhead Expenditure		18,150	14,249	0	0	21,633	0	21,633	4,952	19,800	0	0
Movement to/(from) Gen Reserve		(11,550)	(9,084)			(14,133)		(14,133)	(4,952)	(12,300)		

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2023/2024 Draft Budget Working Group Budget 14.12.2022

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
206	Public Toilets - Bath Road											
4101	Electricity	0	0	0	0	0	0	0	0	1,400	0	0
4103	Water Rates	0	0	0	0	0	0	0	0	2,000	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	0	1,507	1,000	0	0
4180	Cleaning	0	0	0	0	0	0	0	3,075	0	0	0
4185	Electricity supply: Toilets	0	0	0	0	0	0	0	278	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	4,859	4,400	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	(4,859)	(4,400)		
210	Corporate Properties											
1040	Income 31 Market Place	6,900	10,217	0	0	6,900	0	6,900	5,139	6,900	0	0
1042	Income Roundhouse	1,600	1,306	0	0	0	0	0	0	0	0	0
1048	Income Art House Cafe	0	0	0	0	6,000	0	6,000	2,583	6,000	0	0
	Total Income	8,500	11,522	0	0	12,900	0	12,900	7,722	12,900	0	0
4175	Costs Art House Cafe	500	4,033	0	0	1,000	0	1,000	576	0	0	0
4178	Costs Roundhouse	0	176	0	0	4,000	0	4,000	206	0	0	0
4191	Costs 31 Market Place	500	3,698	0	0	500	0	500	485	0	0	0
	Overhead Expenditure	1,000	7,908	0	0	5,500	0	5,500	1,267	0	0	0
	Movement to/(from) Gen Reserve	7,500	3,615			7,400		7,400	6,455	12,900		
211	Art House Cafe											
4202	Gas	0	0	0	0	900	0	900	0	1,000	0	0
4913	Water	0	0	0	0	600	0	600	0	0	0	0
	Overhead Expenditure	0	0	0	0	1,500	0	1,500	0	1,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: 2023/2024 Draft Budget Working Group Budget 14.12.2022

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>			<u>(1,500)</u>		<u>(1,500)</u>	<u>0</u>	<u>(1,000)</u>		
212	Round House											
4101	Electricity	0	0	0	0	0	0	0	0	500	0	0
4102	Non Domestic Rates	0	0	0	0	600	0	600	0	0	0	0
4103	Water Rates	0	0	0	0	0	0	0	0	240	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	0	0	1,000	0	0
4913	Water	0	0	0	0	240	0	240	0	0	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>840</u>	<u>0</u>	<u>840</u>	<u>0</u>	<u>1,740</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>			<u>(840)</u>		<u>(840)</u>	<u>0</u>	<u>(1,740)</u>		
213	31 Market Place											
4106	Repairs and Maintenance	0	0	0	0	1,200	0	1,200	0	0	0	0
4108	Service Contracts	0	0	0	0	0	0	0	0	1,000	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,200</u>	<u>0</u>	<u>1,200</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>			<u>(1,200)</u>		<u>(1,200)</u>	<u>0</u>	<u>(1,000)</u>		
215	Depot											
4101	Electricity	0	0	0	0	0	0	0	0	2,000	0	0
4102	Non Domestic Rates	0	0	0	0	0	0	0	0	2,500	0	0
4103	Water Rates	200	90	0	0	250	0	250	120	250	0	0
4106	Repairs and Maintenance	0	0	0	0	1,500	0	1,500	155	4,000	0	0
4159	Electric - Unit	750	944	0	0	2,400	0	2,400	582	0	0	0
4160	Leasing	10,850	8,571	0	0	10,850	0	10,850	3,896	12,500	0	0
4161	Rates-Unit at Bowerhill	2,400	2,295	0	0	2,472	0	2,472	1,605	2,400	0	0
4184	Fire security: Unit	400	106	0	0	300	0	300	88	300	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: 2023/2024 Draft Budget Working Group Budget 14.12.2022

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
	Overhead Expenditure	14,600	12,005	0	0	17,772	0	17,772	6,446	23,950	0	0
	Movement to/(from) Gen Reserve	(14,600)	(12,005)			(17,772)		(17,772)	(6,446)	(23,950)		
220	<u>Play Areas and Open Spaces</u>											
4157	Grasscutting	10,000	11,610	0	0	18,000	0	18,000	10,635	30,000	0	0
4158	Replacement Play Equipment	5,000	0	0	0	50,000	0	50,000	9,821	50,000	0	0
4165	Maintenance play areas	5,000	2,116	0	0	5,000	0	5,000	1,897	5,000	0	0
4169	Maintenance of trees	2,000	0	0	0	0	0	0	0	2,000	0	0
4179	Tree Planting	0	256	0	0	15,000	0	15,000	0	15,000	0	0
4183	Rospa checks: Play areas	1,050	949	0	0	1,100	0	1,100	395	1,600	0	0
	Overhead Expenditure	23,050	14,932	0	0	89,100	0	89,100	22,748	103,600	0	0
	Movement to/(from) Gen Reserve	(23,050)	(14,932)			(89,100)		(89,100)	(22,748)	(103,600)		
221	<u>King George V Park</u>											
4101	Electricity	0	0	0	0	0	0	0	40	5,000	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	0	1,433	0	0	0
4108	Service Contracts	0	0	0	0	0	0	0	0	5,000	0	0
4199	Chemicals	10,000	7,582	0	0	10,000	0	10,000	4,557	2,000	0	0
4313	Sports Roadshow	0	0	0	0	5,000	0	5,000	1,263	5,000	0	0
4913	Water	0	0	0	0	2,200	0	2,200	0	7,000	0	0
	Overhead Expenditure	10,000	7,582	0	0	17,200	0	17,200	7,292	24,000	0	0
	Movement to/(from) Gen Reserve	(10,000)	(7,582)			(17,200)		(17,200)	(7,292)	(24,000)		
302	<u>Projects</u>											
1050	Grants Received	0	10,912	0	0	0	0	0	10,839	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: 2023/2024 Draft Budget Working Group Budget 14.12.2022

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
1059	Sponsorship	0	1,135	0	0	0	0	0	0	0	0	0
1174	Christmas Income	0	0	0	0	0	0	0	1,415	0	0	0
Total Income		0	12,047	0	0	0	0	0	12,254	0	0	0
4073	Environmental Projects	0	0	0	0	1,000	0	1,000	1,807	5,000	0	0
4074	Neighbourhood Plan	5,000	9,339	0	0	5,000	0	5,000	11,941	2,000	0	0
4078	Community Projects	0	206	0	0	1,000	0	1,000	0	1,000	0	0
4080	Melksham in Bloom Competition	0	0	0	1,000	0	0	1,000	502	500	0	0
4081	Melksham Art Project	1,000	0	0	0	2,000	0	2,000	0	10,000	0	0
4083	Virtual Community Hub	5,000	0	0	0	1,200	0	1,200	0	12,000	0	0
4304	Switch on Event	0	0	0	1,500	0	0	1,500	3,086	6,500	0	0
Overhead Expenditure		11,000	9,545	0	2,500	10,200	0	12,700	17,336	37,000	0	0
Movement to/(from) Gen Reserve		(11,000)	2,502			(10,200)		(12,700)	(5,082)	(37,000)		
310	<u>East Melksham Community Hall</u>											
4050	Legal	0	1,729	0	0	1,000	0	1,000	0	5,000	0	0
Overhead Expenditure		0	1,729	0	0	1,000	0	1,000	0	5,000	0	0
Movement to/(from) Gen Reserve		0	(1,729)			(1,000)		(1,000)	0	(5,000)		
403	<u>Economic Dev. and Planning</u>											
1030	Income-Melksham Makers Market	1,000	1,769	0	0	1,000	0	1,000	1,568	2,000	0	0
1089	Income-Hanging Baskets	0	0	0	0	0	0	0	1,328	1,300	0	0
Total Income		1,000	1,769	0	0	1,000	0	1,000	2,896	3,300	0	0
4071	Town Floral Displays	10,000	7,159	0	0	10,000	0	10,000	2,915	10,000	0	0
4080	Melksham in Bloom Competition	500	628	0	-1,000	1,000	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2023/2024 Draft Budget Working Group Budget 14.12.2022

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
4304	Switch on Event	1,200	3,810	0	-1,500	1,500	0	0	0	0	0	0
4308	CCTV	2,500	2,330	0	0	12,500	0	12,500	2,448	0	0	0
4309	Newsletter	4,000	1,568	0	0	4,000	0	4,000	3,696	5,000	0	0
4327	Community Development Support	750	34	0	0	750	0	750	0	0	0	0
4328	Electric/ Climate Development	1,000	0	0	0	0	0	0	0	2,000	0	0
4354	Parking Scheme	1,500	298	0	0	1,500	0	1,500	287	1,000	0	0
4356	Highways projects CATG	6,000	1,707	0	0	7,500	0	7,500	208	12,500	0	0
4922	Publicity & Marketing	1,000	705	0	0	2,000	0	2,000	0	1,500	0	0
4925	Town Development	6,500	12,556	0	0	15,000	0	15,000	1,200	15,000	0	0
	Overhead Expenditure	34,950	30,796	0	-2,500	55,750	0	53,250	10,754	47,000	0	0
	Movement to/(from) Gen Reserve	(33,950)	(29,027)			(54,750)		(52,250)	(7,857)	(43,700)		
405	<u>Solar Farm Projects</u>											
1182	Solar money received	40,000	38,620	0	0	38,620	0	38,620	44,190	40,000	0	0
	Total Income	40,000	38,620	0	0	38,620	0	38,620	44,190	40,000	0	0
4500	Solar Money Projects	40,000	0	0	0	38,620	0	38,620	0	40,000	0	0
	Overhead Expenditure	40,000	0	0	0	38,620	0	38,620	0	40,000	0	0
	Movement to/(from) Gen Reserve	0	38,620			0		0	44,190	0		
501	<u>Assembly Hall Central Costs</u>											
1000	Income-Assembly Hall Lettings	20,000	13,502	0	0	38,000	0	38,000	11,895	50,000	0	0
1020	Miscellaneous Income	0	0	0	0	0	0	0	30	0	0	0
1050	Grants Received	0	14,994	0	0	0	0	0	0	0	0	0
	Total Income	20,000	28,496	0	0	38,000	0	38,000	11,925	50,000	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2023/2024 Draft Budget Working Group Budget 14.12.2022

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
4000	Salaries ENI & Pension	103,000	131,737	0	0	78,000	0	78,000	53,113	85,000	0	0
4900	Uniforms	500	0	0	0	625	0	625	0	500	0	0
4905	Cleaning Materials	1,500	1,561	0	0	700	0	700	757	2,000	0	0
4907	Stationery/Printing/Postage	0	19	0	0	600	0	600	82	150	0	0
4908	Advertising	0	2,310	0	0	0	0	0	0	0	0	0
4909	Licences	3,500	359	0	0	3,600	0	3,600	530	4,500	0	0
4911	Electricity	12,000	5,004	0	0	13,200	0	13,200	8,801	13,500	0	0
4912	Gas	500	170	0	0	1,000	0	1,000	191	350	0	0
4913	Water	2,000	2,193	0	0	2,400	0	2,400	1,883	2,600	0	0
4914	Rates	9,000	8,608	0	0	9,000	0	9,000	6,886	9,500	0	0
4915	Equipment	0	36	0	0	0	0	0	450	0	0	0
4916	Maintenance-Equipment	3,000	4,229	0	0	10,000	0	10,000	1,905	7,500	0	0
4917	Service Contracts	7,000	9,852	0	0	7,200	0	7,200	8,533	12,000	0	0
4918	Maintenance	500	786	0	0	12,000	0	12,000	1,227	10,000	0	0
4922	Publicity & Marketing	2,000	1,976	0	0	4,800	0	4,800	1,493	6,000	0	0
4923	Mnagement Information Systems	1,400	603	0	0	6,600	0	6,600	0	7,000	0	0
4924	Telephone: security alarms	0	0	0	0	360	0	360	0	300	0	0
4927	Stocktaking	600	120	0	0	600	0	600	260	600	0	0
4929	AIB	1,000	447	0	0	1,800	0	1,800	0	2,000	0	0
4949	Provision/Hire Stage Lights	0	1,080	0	0	1,800	0	1,800	0	0	0	0
4958	Event Security	0	1,268	0	0	2,400	0	2,400	548	1,500	0	0
Overhead Expenditure		147,500	172,356	0	0	156,685	0	156,685	86,659	165,000	0	0
Movement to/(from) Gen Reserve		(127,500)	(143,860)			(118,685)		(118,685)	(74,734)	(115,000)		
510	<u>Assembly Hall Events</u>											

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2023/2024 Draft Budget Working Group Budget 14.12.2022

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
1004	Film shows	500	0	0	0	2,000	0	2,000	38	600	0	0
1173	Live Entertainment	0	35,295	0	0	43,000	0	43,000	24,695	2,000	0	0
Total Income		500	35,295	0	0	45,000	0	45,000	24,732	2,600	0	0
4919	Films: expenses and contract	500	1,573	0	0	2,000	0	2,000	12	300	0	0
4954	PA and Lighting Costs	0	630	0	0	6,000	0	6,000	1,735	1,000	0	0
4960	Live entertainment:	0	28,586	0	0	40,000	0	40,000	14,839	1,000	0	0
Overhead Expenditure		500	30,789	0	0	48,000	0	48,000	16,586	2,300	0	0
Movement to/(from) Gen Reserve		0	4,505			(3,000)		(3,000)	8,146	300		
<u>Assembly Hall Bar and Catering</u>												
1001	Income-Assembly Hall Bar	20,000	32,666	0	0	60,750	0	60,750	29,382	55,000	0	0
1003	Income Food and Snacks	0	0	0	0	21,500	0	21,500	400	0	0	0
Total Income		20,000	32,666	0	0	82,250	0	82,250	29,782	55,000	0	0
4901	Catering Stock Purchases	0	0	0	0	10,752	0	10,752	8	0	0	0
4903	Bar Stock Purchases	10,000	13,420	0	0	30,575	0	30,575	12,980	24,750	0	0
Overhead Expenditure		10,000	13,420	0	0	41,327	0	41,327	12,989	24,750	0	0
Movement to/(from) Gen Reserve		10,000	19,246			40,923		40,923	16,794	30,250		
<u>Earmarked Reserves</u>												
1180	CIL Received	0	38,572	0	0	0	0	0	2,901	0	0	0
Total Income		0	38,572	0	0	0	0	0	2,901	0	0	0
9202	Unplanned Maintenance	65,780	0	0	0	65,780	0	65,780	3,767	0	0	0
9203	Recreation Fund	2,130	0	0	0	2,130	0	2,130	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: 2023/2024 Draft Budget Working Group Budget 14.12.2022

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
9204	Town Team Project	5,000	0	0	0	5,000	0	5,000	0	0	0	0
9218	Election expenses	10,830	0	0	0	12,830	0	12,830	0	0	0	0
9228	Office Equipment	4,275	0	0	0	4,275	0	4,275	0	0	0	0
9232	Street Furniture	6,837	10,715	0	0	0	0	0	0	0	0	0
9233	Equipment Replacement	21,000	0	0	0	21,000	0	21,000	0	0	0	0
9243	Green Spaces	11,632	889	0	0	10,743	0	10,743	0	0	0	0
9244	Major Projects Reserve	299,900	8,952	0	0	290,948	0	290,948	5,227	0	0	0
9245	Solar Money	51,743	0	0	0	95,933	0	95,933	0	0	0	0
9246	Precept Support Fund	45,000	0	0	0	45,000	0	45,000	0	0	0	0
9248	CIL	51,091	0	0	0	53,992	0	53,992	0	0	0	0
9249	Jubilee Celebrations	0	0	0	0	3,000	0	3,000	0	0	0	0
Overhead Expenditure		<u>575,218</u>	<u>20,556</u>	<u>0</u>	<u>0</u>	<u>610,631</u>	<u>0</u>	<u>610,631</u>	<u>8,994</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(575,218)</u>	<u>18,015</u>			<u>(610,631)</u>		<u>(610,631)</u>	<u>(6,093)</u>	<u>0</u>		
Total Budget Income		1,033,55	1,136,96	0	0	1,202,97	0	1,202,97	1,113,74	1,435,19	0	0
Expenditure		1,618,96	1,074,62	0	0	1,823,14	0	1,823,14	721,947	1,435,04	0	0
Movement to/(from) Gen Reserve		<u>(585,418)</u>	<u>62,342</u>			<u>(620,169)</u>		<u>(620,169)</u>	<u>391,799</u>	<u>150</u>		

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Hi Hugh

Following on from our discussions we have updated the budget estimate to include the preferred lanterns, with integrated controls and a heritage 4m column.

The costs do include for the introduction of a feeder pillar to house the existing metered supply and distribution boards etc as we understand the maintenance shed is to be demolished.

These cost are estimate only but based on supplier quotes received and estimates the industry has been faced with spiralling costs this year.



With regards the impact on the column height should the 6m columns be reverted to and higher output lanterns this would reduce quantity from 19no down to 15no and would bring the cost down circa £11K. I am awaiting costs for the 5m but as this is not a standard in this range it will be a special and incur further costs and not expected to affect quantities greatly from the 4m approach.

Hope this helps and we will await further instruction on which way you wish to proceed in the meantime if you do have any queries please let me know



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Revision				
Status	Proposal		REV	00
Ref	BJP - Melksham - heritage street light			

Reference	Image	Type	Description
Option1		Street light 1	<div><div>- Heritage Style lantern , 3000K DALI Dimmable Polycarbonate diffuser</div><div>- 4m Heritage column RAL 9005 Black</div><div>- Heritage style bracket RAL 9005 Black</div></div>
Option2		Street light 2	<div><div>- Heritage Style lantern 3000K DALI Dimmable glass diffuser</div><div>- 4m Heritage column RAL7016</div><div>- Heritage style bracket RAL7016</div></div>



TO BJP - Richard Taylor

QUOTE NO	22408766
DATE	31 August 2022
CUSTOMER ID	
EXPIRY DATE	01 October 2022

[illegible]

Registered in Cardiff No: 4516039. 3 Avon Valley Business Park, Chapel Way, St Annes, Bristol, BS4 4EU

F&QF

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budget cost estimate.

PATH LIGHTING rev B

1.00 mains wired (heritage lantern 4m columns)

1.01 Preliminaries	£1,500.00
1.02 Distribution with feeder pillar	£4,000.00
1.03 Lighting circuits to columns	£12,000.00
1.04 Column internal wiring	£5,000.00
1.05 Columns and brackets	£19,000.00
1.06 Civils work for ducts and columns	£25,250.00
1.07 Luminaires/controls	19,000.00
1.08 Testing and Commissioning	£1,000.00
1.09 Record Drawings and O&M Manuals.....	£500.00
1.10 Twelve Months' Maintenance	£250.00

Sub Total for measured works.....£87,500.00

2.00 provisional sums

2.01 General contingency..... £5,000.00

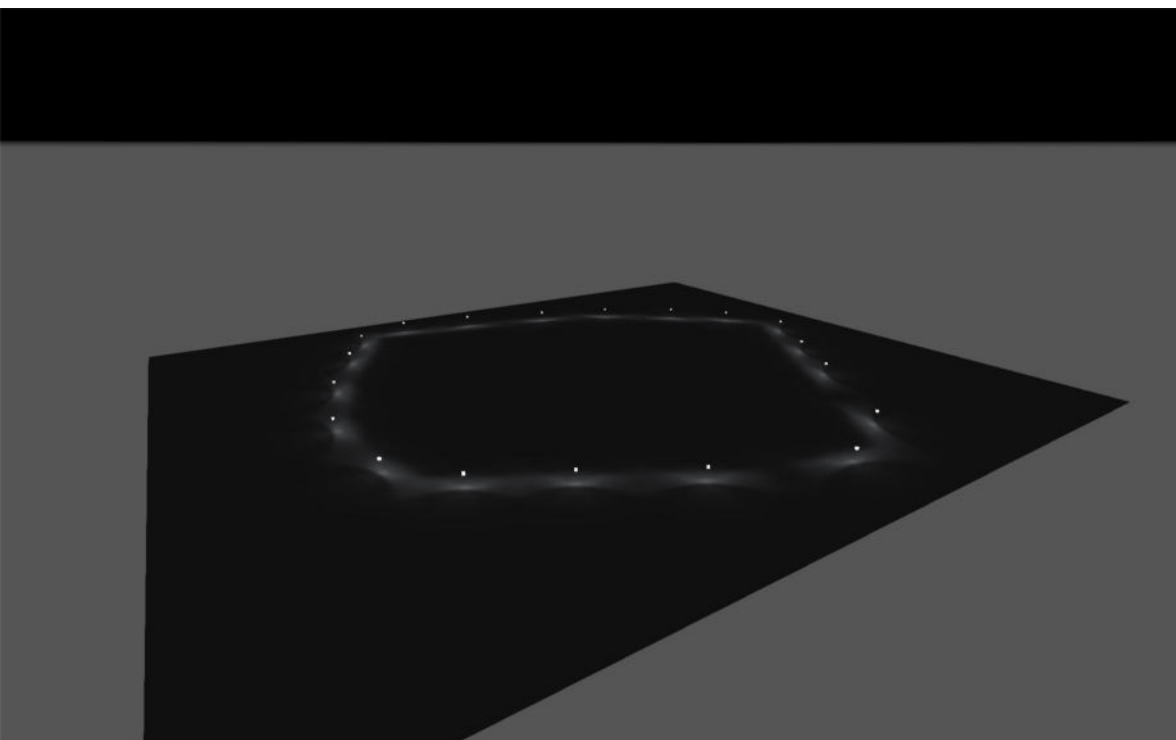
BUDGET TOTAL £92,500.00

Note:

Costs exclude any Main Contractor's overheads/discounts, inflation, V.A.T. and fees.

The cost is based on the primary central pathway lighting only and excludes luminaire replacement to existing columns, car park and remote paths.

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King George V - Park

Heritage street lighting for pathway at King George V park

Luminaire list

 Φ_{total}

41800 lm

 P_{total}

1368.0 W

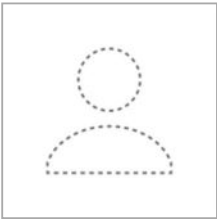
Luminous efficacy

30.6 lm/W

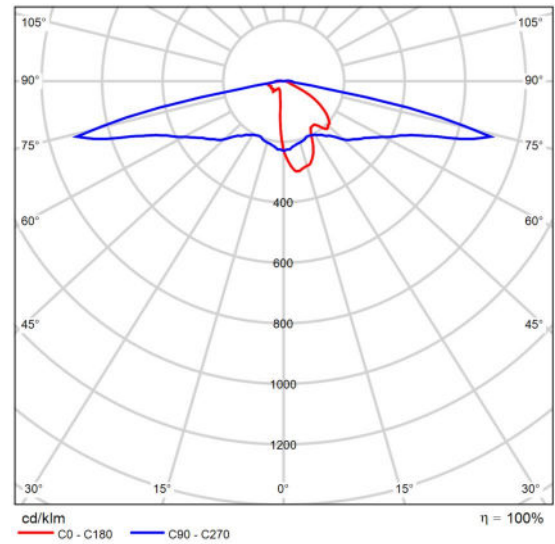
pcs.	Manufacturer	Article No.	Article name	P	Φ	Luminous efficacy
19	Not yet a DIALux member	Strand B - LX3- 32LED-3k- A1 700mA UMSUG 42 0072 0000 100	Strand B- 32LED- A1	72.0 W	2200 lm	30.6 lm/W

Product data sheet

Not yet a DIALux member - Strand B- 32LED- A1



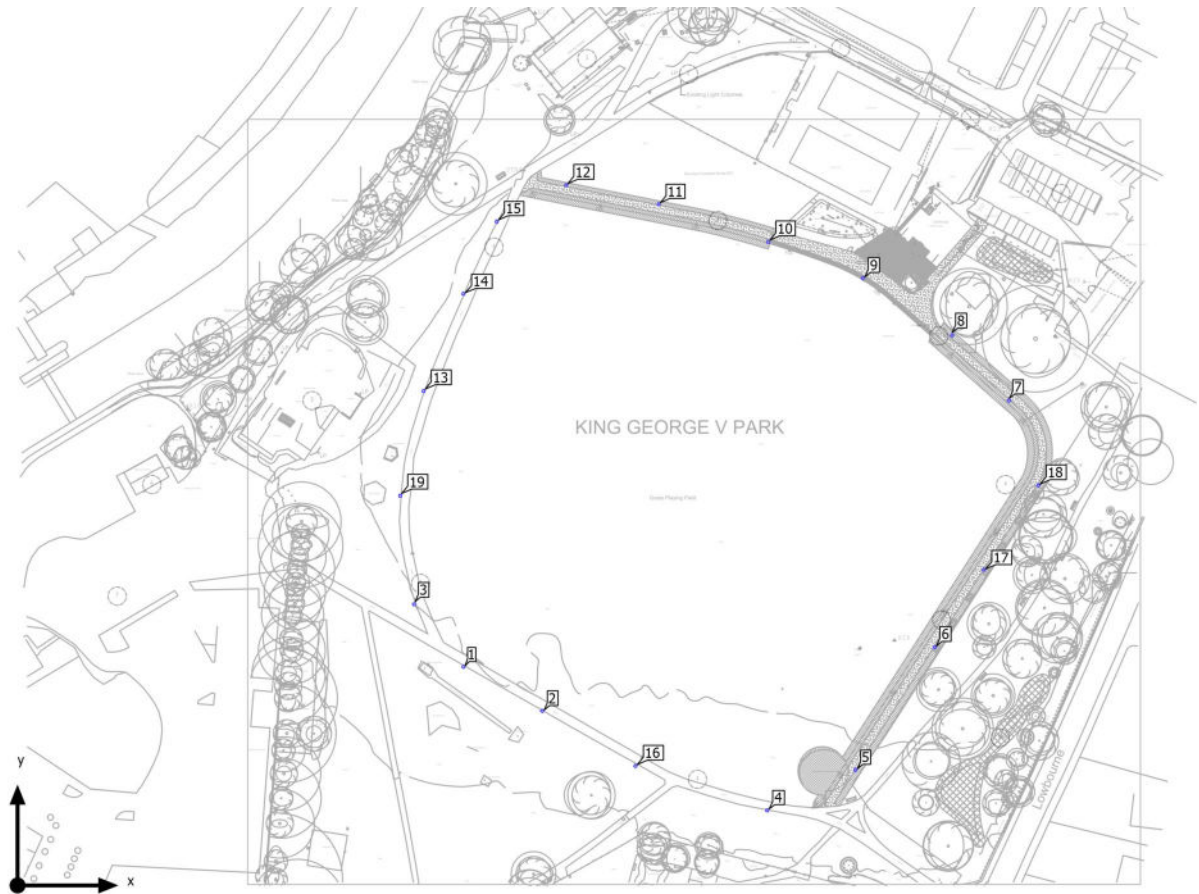
Article No.	Strand B - LX3- 32LED-3k-A1 700mA UMSUG 42 0072 0000 100
P	72.0 W
Φ_{Lamp}	2200 lm
$\Phi_{Luminaire}$	2200 lm
η	100.00 %
Luminous efficacy	30.6 lm/W
CCT	3000 K
CRI	100



Polar LDC

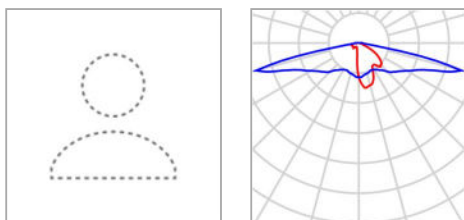
Site 1

Luminaire layout plan



Site 1

Luminaire layout plan



Manufacturer	Not yet a DIALux member	P	72.0 W
Article No.	Strand B - LX3-32LED-3k-A1 700mA UMSUG 42 0072 0000 100	$\Phi_{\text{Luminaire}}$	2200 lm
Article name	Strand B- 32LED- A1		
Fitting	1x 32 x 3K LED		

Individual luminaires

X	Y	Mounting height	Luminaire
115.138 m	56.462 m	4.000 m	1
135.462 m	45.062 m	4.000 m	2
102.372 m	72.594 m	4.000 m	3
193.576 m	19.379 m	4.000 m	4
216.367 m	29.822 m	4.000 m	5
236.851 m	61.503 m	4.000 m	6
256.022 m	125.190 m	4.000 m	7
241.287 m	142.046 m	4.000 m	8
218.263 m	156.797 m	4.000 m	9
193.821 m	166.115 m	4.000 m	10
165.572 m	175.890 m	4.000 m	11
141.671 m	180.783 m	4.000 m	12

Site 1

Luminaire layout plan

X	Y	Mounting height	Luminaire
104.839 m	127.637 m	4.000 m	13
115.135 m	152.750 m	4.000 m	14
123.733 m	171.389 m	4.000 m	15
159.538 m	30.844 m	4.000 m	16
249.488 m	81.520 m	4.000 m	17
263.570 m	103.277 m	4.000 m	18
98.827 m	100.610 m	4.000 m	19

Site 1

Calculation objects



Site 1

Calculation objects

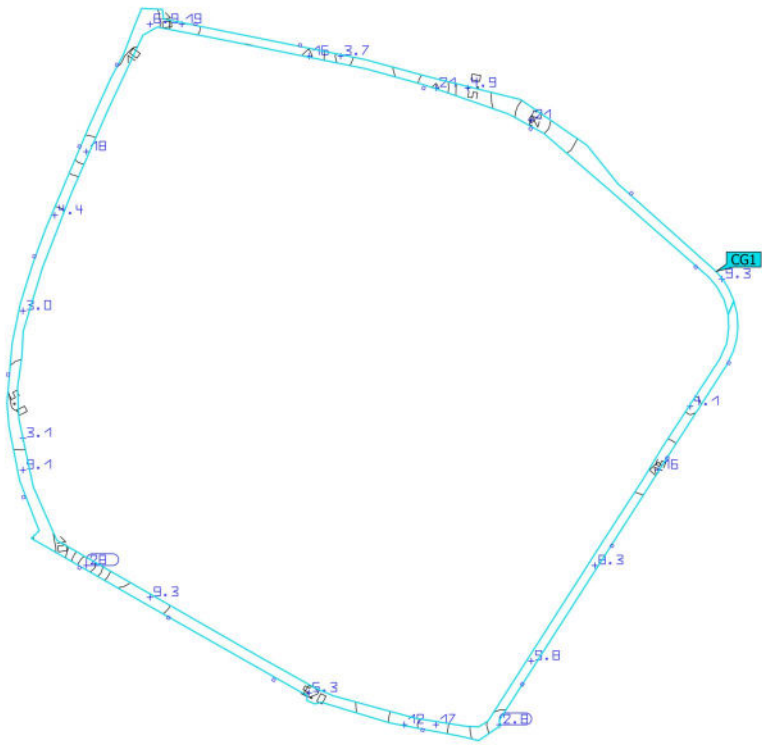
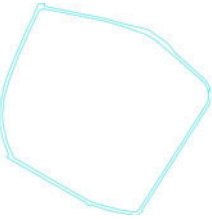
Calculation surfaces

Properties	\bar{E}	E_{min}	E_{max}	g_1	g_2	Index
Calculation surface 1 Perpendicular illuminance Height: 0.000 m	11.0 lx	2.76 lx	28.2 lx	0.25	0.098	CG1

Utilisation profile: DIALux presetting, Standard (outdoor transportation area)

Site 1

Calculation surface 1



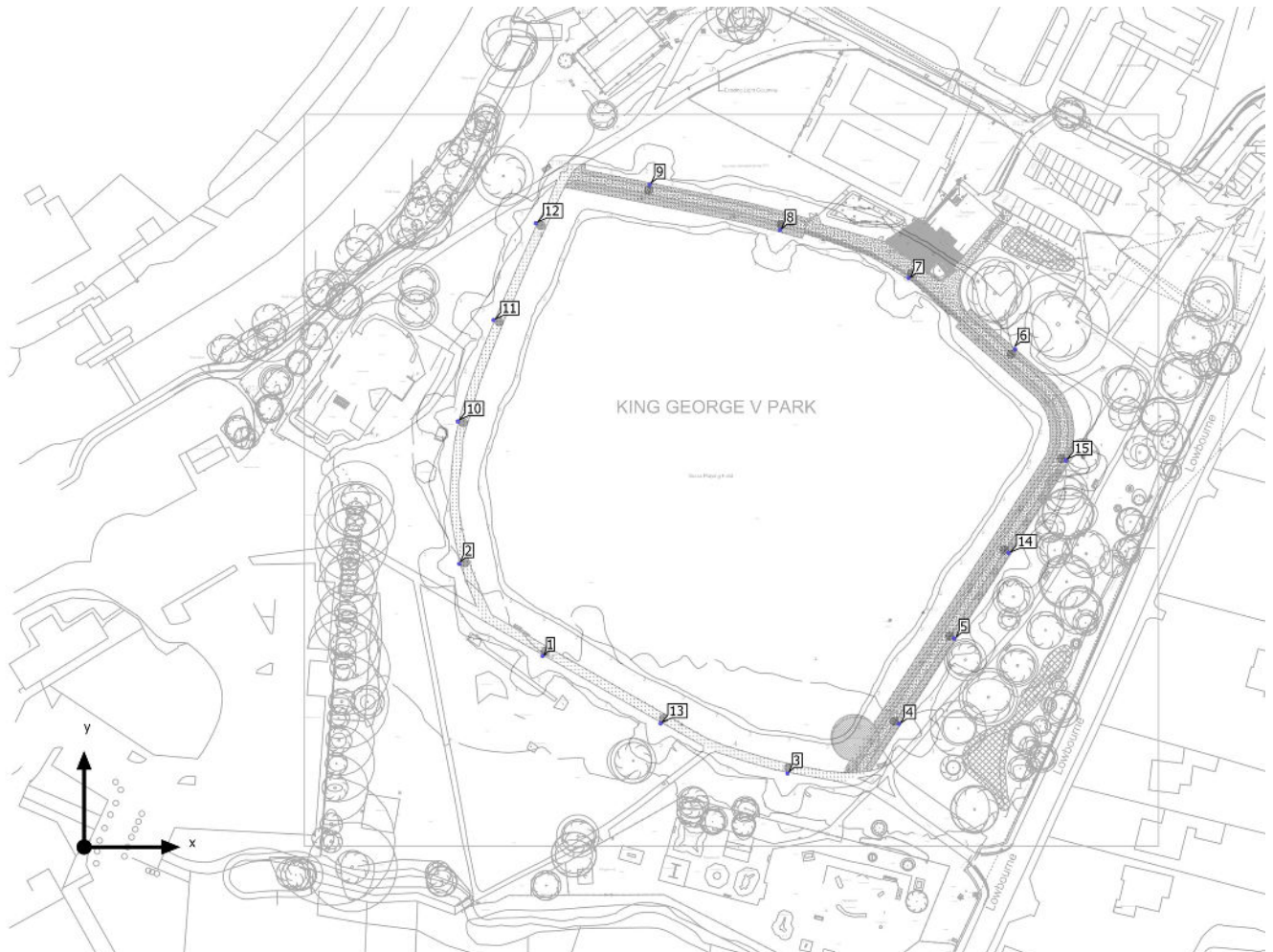
Properties	\bar{E}	E_{min}	E_{max}	g_1	g_2	Index
Calculation surface 1 Perpendicular illuminance Height: 0.000 m	11.0 lx	2.76 lx	28.2 lx	0.25	0.098	CG1

Utilisation profile: DIALux presetting, Standard (outdoor transportation area)

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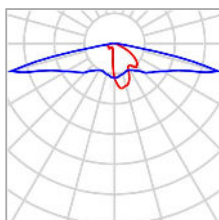
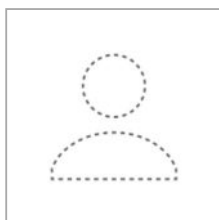
Site 1

Luminaire layout plan



Site 1

Luminaire layout plan



Manufacturer	Not yet a DIALux member	P	72.0 W
Article No.	Strand B - LX3-32LED-3k-A1 700mA UMSUG 42 0072 0000 100	$\Phi_{\text{Luminaire}}$	4143 lm
Article name	Strand B- 32LED- A1		
Fitting	1x 32 x 3K LED		

Individual luminaires

X	Y	Mounting height	Luminaire
123.721 m	51.584 m	6.000 m	1
101.289 m	76.471 m	6.000 m	2
189.793 m	19.850 m	6.000 m	3
219.870 m	33.260 m	6.000 m	4
234.796 m	56.339 m	6.000 m	5
251.259 m	134.413 m	6.000 m	6
222.469 m	153.639 m	6.000 m	7
187.779 m	166.564 m	6.000 m	8
152.611 m	178.826 m	6.000 m	9
100.858 m	114.857 m	6.000 m	10
110.517 m	142.289 m	6.000 m	11
121.923 m	168.414 m	6.000 m	12

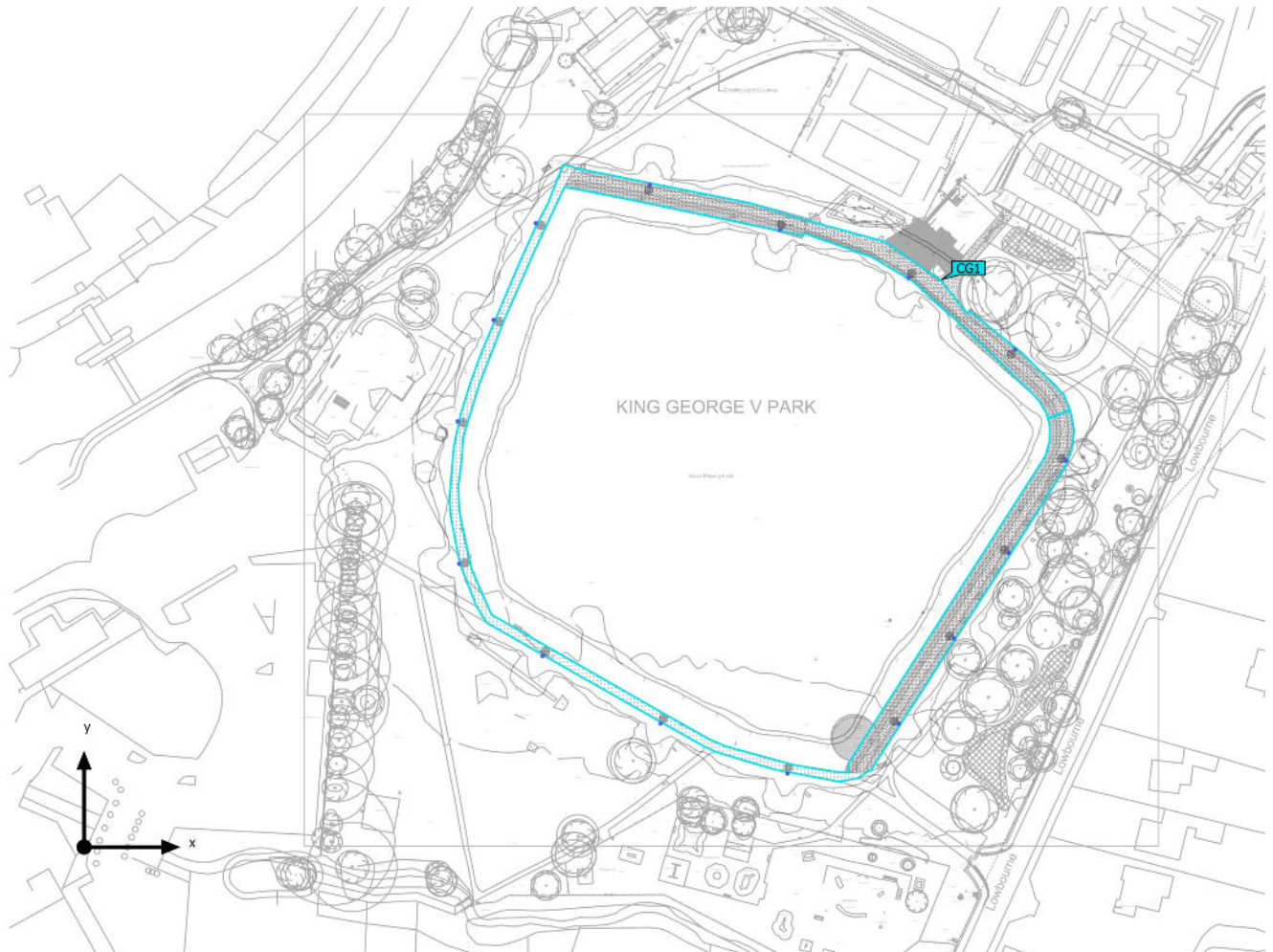
Site 1

Luminaire layout plan

X	Y	Mounting height	Luminaire
155.520 m	33.379 m	6.000 m	13
249.461 m	79.400 m	6.000 m	14
264.911 m	104.355 m	6.000 m	15

Site 1 (Light scene 1)

Calculation objects



Site 1 (Light scene 1)

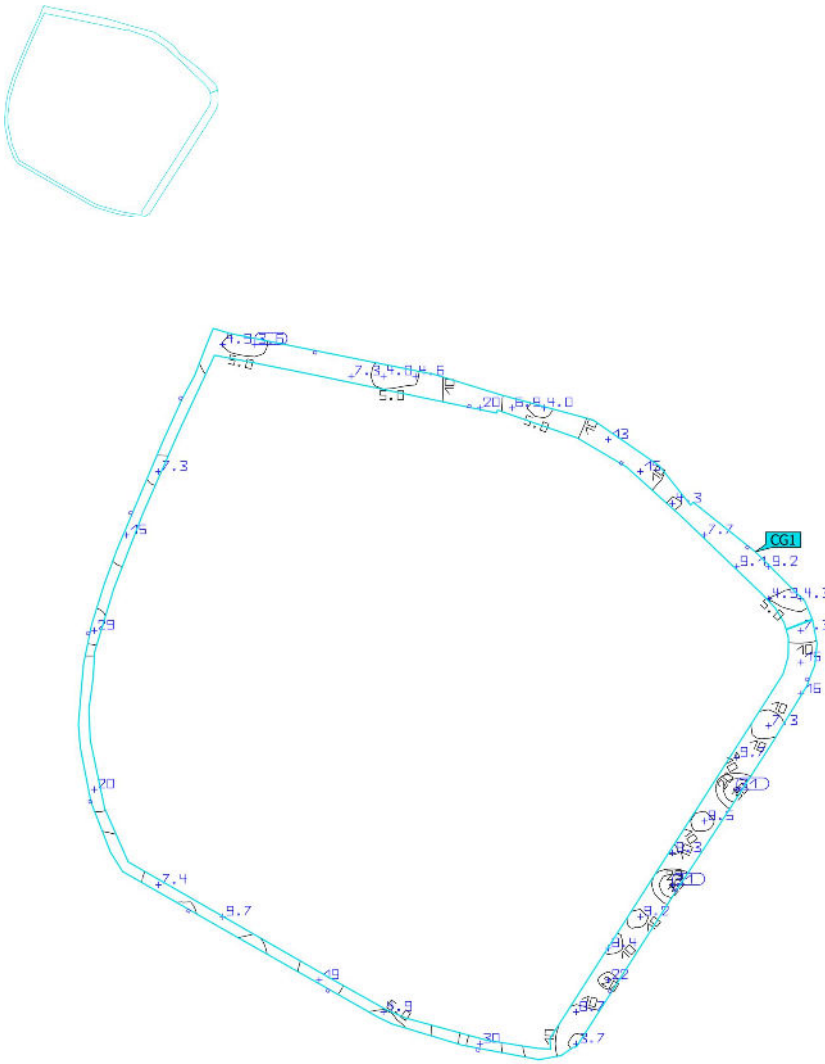
Calculation objects

Calculation surfaces

Properties	\bar{E}	E_{\min}	E_{\max}	g_1	g_2	Index
Calculation surface 1 Perpendicular illuminance Height: 0.000 m	11.6 lx	3.62 lx	31.0 lx	0.31	0.12	CG1

Utilisation profile: DIALux presetting (5.1.4-Standard (outdoor transportation area))

Site 1 (Light scene 1)

Calculation surface 1

Properties	\bar{E}	E_{min}	E_{max}	g_1	g_2	Index
Calculation surface 1 Perpendicular illuminance Height: 0.000 m	11.6 lx	3.62 lx	31.0 lx	0.31	0.12	CG1

Utilisation profile: DIALux presetting (5.1.4 Standard (outdoor transportation area))



MELKSHAM TOWN COUNCIL

CALENDAR OF MEETINGS 2023/2024

* Meeting falls on Tues/Wednes (following Monday Public Holiday)
 ** Meeting will begin at 7.30 pm or on the rising of the previous Committee meeting
 *** Budgets to be approved

	2023								2024				
	1, 8 & 29 Bank Holiday			28 Bank Holiday				25 and 26 Bank Holiday	2 Bank Holiday		29 Bank Holiday	1 Bank Holiday	6 and 27 Bank Holiday
	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Annual Town Meeting											25		
Budget Working Group				8 (COM DEV)	12 (AMA)	(10 EC DEV)	(7 FIN)						
Asset Management and Amenities		5		7		9		4		5		8	
Chairs Meeting (as required)													
Community Development		12			11			**11			**4		*7
Economic Dev & Planning	*9,*30	19	10, 31	21	18	2,23	13	11	8,29	19	4	*2,22	13
Envi & Climate Working Group (third Wednesday of the month)	17	21	19	16	20	18	15	20	17	21	20	17	15
Events Working Group (first Thursday of the month)	4	1	6	3	7	5	2	7	4	1	7	4	2
Finance Admin & Performance	*9**		3		4		20		15		11		
Full Council	15 Annual Meeting, 22	26	17		25	30	***27	18	22	26	18	29	20 Annual Meeting, *28
Staffing Committee (as required)													
Neighbourhood Plan	31	28	26	30	27	25	29		31	28	27	24	29

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MELKSHAM TOWN COUNCIL

CALENDAR OF MEETINGS 2023/2024

* Meeting falls on Tues/Wednes (or following Monday Public Holiday)
 ** Meeting will begin at 7.30 pm or on the rising of the previous Committee meeting
 *** Budgets to be approved

	2023								2024				
	1, 8 & 29 Bank Holiday			28 Bank Holiday				25 and 26 Bank Holiday	2 Bank Holiday		29 Bank Holiday	1 Bank Holiday	6 and 27 Bank Holiday
	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Annual Town Meeting											25		
Budget Working Group				8 (COM DEV)	12 (AMA)	(10 EC DEV)	(7 FIN)						
Asset Management and Amenities		5		7		9		4		5		8	
Chairs Meeting (as required)													
Community Development		12			11			**11			**4		*7
Economic Dev & Planning	*9*30	20	11	1, 22	12	3,24	14	5	9,30	20	5	*2,23	14
Envi & Climate Working Group (third Wednesday of the month)	17	21	19	16	20	18	15	20	17	21	20	17	15
Events Working Group (first Thursday of the month)	4	1	6	3	7	5	2	7	4	1	7	4	2
Finance Admin & Performance	9**		3		4		20		15		11		
Full Council	15 Annual Meeting, 22	26	17		25	30	***27	18	22	26	18	29	20 Annual Meeting, *28
Staffing Committee (as required)													
Neighbourhood Plan	31	28	26	30	27	25	29		31	28	27	24	29

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Date: 08/11/2022

Melksham Town Council Current Year

Page: 1

Time: 10:36

Cashbook 1

User: MEL

Unity Bank

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		326,880.46					326,880.46	
BACS Banked: 05/09/2022		1,000.00						
BACS C. Webber		1,000.00			1034	201	1,000.00	Pitch hire - Mkt Pl
18A MA Banked: 05/09/2022		20.00						
18A MA J. Carter		20.00			1045	203	20.00	Allotment rent
BACS Banked: 09/09/2022		175.05						
BACS S. Hillman		175.05			1030	403	175.05	Melksham Makers Market
52B AA Banked: 20/09/2022		20.00						
52B AA G. Jones		20.00			1045	203	20.00	Allotment rent
BACS Banked: 23/09/2022		483,102.00						
BACS Wiltshire Council		483,102.00			1176	110	483,102.00	Pre-cept
BACS Banked: 26/09/2022		583.33						
BACS Wiltshire Publications		583.33		97.22	1040	210	486.11	Rent - 31 Mkt Place
BACS Banked: 27/09/2022		41.25						
BACS Wiltshire Council		41.25		6.88	1000	501	34.37	Room hire - AH
AA52B Banked: 30/09/2022		20.00						
AA52B J. Eldridge		20.00			1045	203	20.00	Allotment rent
Total Receipts for Month		484,961.63	0.00	104.10			484,857.53	
Cashbook Totals		811,842.09	0.00	104.10			811,737.99	

Continued on Page 2

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2022	Water2Business	DDR	112.52			4200	203	112.52	Water rates - Methuen
01/09/2022	Water2Business	DDR	15.00			4103	215	15.00	Water rates - Bowerhill Unit
01/09/2022	Water2Business	DDR	204.88			4913	205	204.88	Water rates - Mkt PI toilets
07/09/2022	IDverde Limited	29095328	2,817.83	2,817.83		501			Bath Road toilets - May
07/09/2022	Microshade Business Consultant	192771718	920.10	920.10		501			Hosting services
07/09/2022	Playsafety Ltd	251446563	474.00	474.00		501			Annual check - KGV slide
07/09/2022	Prosec Consultancy Ltd	143518840	216.00	216.00		501			SIA - Wedding
07/09/2022	Trade UK	325977986	201.87	201.87		501			Valved respirator
07/09/2022	Wiltshire Publications Ltd	106139079	138.60	138.60		501			Advertising - TH
07/09/2022	AquAid Southcoast	29836960	81.50	81.50		501			Water dispenser
07/09/2022	Boels Rental Ltd	1397252	38.83	38.83		501			Hire - delivery eqprmt
07/09/2022	J. H. Jones & Sons	143601567	1,728.00	1,728.00		501			Grasscutting - KGV
07/09/2022	NPower (Yorkshire) Ltd	156304257	49.03	49.03		501			Electricity - KGV
07/09/2022	Paul Hulbert	189572883	185.00	185.00		501			Window cleaning
07/09/2022	Reece's Rentals Ltd	466473118	1,022.00	1,022.00		501			Road sweeping
07/09/2022	Smart Integrated Solutions Ltd	13996531	483.84	483.84		501			CCTV signage
07/09/2022	G. Milward-Oliver	575466101	1,200.00	1,200.00		501			Research - TC master plan
07/09/2022	Melksham TIC	BACS	4,000.00			4330	151	4,000.00	Grant
07/09/2022	Melksham F&R	BACS	3,000.00			4310	151	3,000.00	Grant
07/09/2022	Gompels	BACS	70.75			4354	403	70.75	Parking redemption
07/09/2022	P. Clover	BACS	10.95		1.82	4061	101	9.13	Refs
07/09/2022	Redhorn Holdings	BACS	3,739.96		623.33	4180	215	3,116.63	Rent - Bowerhill (o/s)
07/09/2022	B. Burry	BACS	71.55		11.92	4903	520	35.46	Bar stock
						4916	501	15.83	Eqmt
						4901	520	8.34	Glasses
07/09/2022	Microsoft	BACS	423.10		70.52	4042	101	352.58	Hosting services
07/09/2022	Microsoft	314501485	222.00	222.00		501			Licence
08/09/2022	Enterprise	DDR	562.90		93.82	4156	202	469.08	Van leasing
14/09/2022	WPF	DDR	8,320.28			520		8,320.28	Pensions
14/09/2022	Mainstream	DDR	85.20		14.20	4027	101	71.00	Phones
14/09/2022	Office Evolution	DDR	84.12		14.02	4026	101	70.10	Photocopying
15/09/2022	Wiltshire Council	DDR	936.00			4102	201	936.00	Rates - TH
15/09/2022	Wiltshire Council	DDR	230.00			4161	215	230.00	Rates - Bowerhill Unit
15/09/2022	West Mercia Energy	DDR	112.78		5.37	4185	205	95.35	Elec - BR toilets
						4252	204	12.06	Elec - KGV
16/09/2022	Fuel Genie	DDR	354.14		59.02	4153	202	295.12	Fuel
16/09/2022	Lloyds Bank	DDR	494.26			4909	501	180.00	Premises Licence (annual fee)
						4028	101	21.76	Stamps
						4153	202	292.50	Vehicle Tax - VW
16/09/2022	Lloyds Bank	DDR	495.06		82.51	4029	101	6.66	Amazon Prime
						4256	204	120.00	Alpha Rod - blocked drains
						4163	202	60.00	Shurnhold Fields - wasps nest
						4903	520	225.89	Vimto - bar stock
16/09/2022	Lloyds Bank	DDR	6.00			4017	110	6.00	Card charges
19/09/2022	Oakwood	DDR	135.00		22.50	4256	204	112.50	Container
20/09/2022	Wiltshire Council	DDR	26,423.04			520		26,423.04	Salaries

Continued on Page 3

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/09/2022	Daisy Communications	DDR	35.98		6.00	4250	204	29.98	Wifi - Pavilion
20/09/2022	British Gas	DDR	14.96		2.49	4912	501	12.47	Gas - AH
21/09/2022	British Gas	DDR	260.56		43.43	4101	201	217.13	Electricity - TH
22/09/2022	HMRC	DDR	7,806.10				520	7,806.10	NI/Tax
22/09/2022	British Gas	DDR	82.88		13.81	4159	215	69.07	Electricity - Bowerhill
23/09/2022	British Gas	DDR	1,592.73		265.45	4911	501	1,327.28	Electricity - AH
26/09/2022	EE	DDR	187.85		31.31	4027	202	156.54	Mobiles
30/09/2022	Enterprise	DDR	632.40		105.40	4156	202	527.00	Van lease
30/09/2022	Zen	DDR	20.40		3.40	4175	210	17.00	Wifi - Art House
30/09/2022	British Gas	DDR	2,516.08		419.35	4252	204	2,096.73	Electricity - Pavilion
30/09/2022	British Gas	DDR	74.09		12.35	4159	215	61.74	Electricity - Bowerhill
30/09/2022	Melksham Christmas Lights	BACS	10,000.00			4305	151	10,000.00	Grant
30/09/2022	J. Joseph	BACS	75.00			4073	302	75.00	Refund - Cancelled performance
30/09/2022	Unity Bank	BACS	0.30			4017	110	0.30	Handling charge
30/09/2022	Unity Bank	BACS	52.80			4017	110	52.80	Bank charges
Total Payments for Month			83,018.22	9,778.60	1,902.02			71,337.60	
Balance Carried Fwd			728,823.87						
Cashbook Totals			811,842.09	9,778.60	1,902.02			800,161.47	

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Date: 10/11/2022

Melksham Town Council Current Year

Page: 1

Time: 16:12

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		701,943.46					701,943.46	
BACS	Banked: 05/09/2022	500.00						
BACS	Good New s Church	500.00			1048	210	500.00	Rent - Art House
BACS	Banked: 12/09/2022	539.00						
BACS	Melksham TIC	539.00		89.83	566		449.17	Tickets
BACS	Banked: 21/09/2022	3,040.00						
BACS	Ticket source	3,040.00		506.67	1173	510	2,533.33	DS:UK
500647/8	Banked: 26/09/2022	1,832.70						
500647/8	Stalls	125.00		20.83	1173	510	104.17	Stalls
500647/8	DS:UK	76.00		12.67	566		63.33	DS:UK
500647/8	Room hire - AH	1,620.00		270.00	1000	501	1,350.00	Room hire - AH
500647/8	Room hire - TH	11.70			1034	201	11.70	Room hire - TH
BACS	Banked: 27/09/2022	453.60						
BACS	Masons	453.60		75.60	1000	501	378.00	Room hire - AH
	Banked: 30/09/2022	3,324.76						
AIB	Credit/Debit Card Control Acco	3,324.76			213		3,324.76	AIB payments
	Banked: 30/09/2022	669.23						
Trans	Assembly Hall Bar A/c	669.23			252		669.23	Wrongly coded invoices
Total Receipts for Month		10,359.29	0.00	975.60			9,383.69	
Cashbook Totals		712,302.75	0.00	975.60			711,327.15	

Continued on Page 2

Date: 10/11/2022

Melksham Town Council Current Year

Page: 2

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Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/09/2022	Water2Business	DDR	209.63			4913	501	209.63	Water rates - AH
01/09/2022	Wiltshire Council	DDR	861.00			4914	501	861.00	Rates - AH
09/09/2022	Tolchards	DDR	2,051.02		341.84	4903	520	1,709.18	Bar stock
20/09/2022	Market Place Merchants	DDR	25.16		4.19	4917	501	20.97	Cash till
20/09/2022	Rentokil	DDR	329.17		54.86	4917	501	274.31	Vermin control
30/09/2022	Dave Phillips Music	3653	2,228.88	2,228.88		502			Show - Dire Straits
30/09/2022	United EPoS Solutions	3654	60.00	60.00		502			Software - AH till
30/09/2022	Hunt Management Solutions	3655	156.00	156.00		502			Stocktake - AH
30/09/2022	Paul Seemayer	3656	300.00	300.00		502			Lighting - DS:UK
30/09/2022	Sound Associates Ltd	3657	1,396.80	1,396.80		502			Annual service - projector
30/09/2022	TicketSource Ltd	3658	47.63	47.63		502			Blank tickets
30/09/2022	Hills	DDR	630.33		105.06	4917	501	525.27	Waste collection
30/09/2022	Assembly Hall Bar A/c	Trans	1,338.46			252		1,338.46	Wrongly coded invoice
Total Payments for Month			9,634.08	4,189.31	505.95			4,938.82	
Balance Carried Fwd			702,668.67						
Cashbook Totals			712,302.75	4,189.31	505.95			707,607.49	

Date: 07/11/2022		Melksham Town Council Current Year			Page: 1
Time: 14:37		Cashbook 9			User: MEL
		Petty Cash			For Month No: 6
Receipts for Month 6		Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre £ Amount Transaction Detail
Balance Brought Fwd :		215.94			215.94
Banked:		0.00			
		0.00			0.00
Total Receipts for Month		0.00	0.00	0.00	0.00
Cashbook Totals		<u>215.94</u>	<u>0.00</u>	<u>0.00</u>	<u>215.94</u>

Continued on Page 2

Date: 07/11/2022

Melksham Town Council Current Year

Page: 2

Time: 14:37

Cashbook 9

User: MEL

Petty Cash

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/09/2022	C. Hunter	TRANS	2.99		0.50	4061	101	2.49	Refs
05/09/2022	B. Burry	TRANS	12.65		2.11	4903	520	10.54	Bar stock
30/09/2022	C. Hunter	TRANS	4.69		0.78	4061	101	3.91	Refs
Total Payments for Month			20.33	0.00	3.39			16.94	
Balance Carried Fwd			195.61						
Cashbook Totals			215.94	0.00	3.39			212.55	

Melksham Town Council
Monthly Financial Statement 30 September 2022

Cash and Bank Balances:

Unity Bank	728,824	
Co-operative Current Account	0	
Assembly General Account	702,669	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	-589	
Petty Cash	196	
Bar Float	1,100	
		1,484,135

Debtors (monies owed to council)

H M Customs - Vat recoverable	9,625	
Bar Stock	3,329	
Debtors and Prepayments	240	
		13,194
		1,497,329

Less: Creditors (monies owed by council)

Suppliers of goods and services	33,805	
Retention Due	8,065	
Other Creditors	5,557	
Salaries Control	0	
Paye, Ni and Pension Due	8,116	
Events Control	2,241	
		57,784

Net Cash Available 1,439,545

Represented by:

General Fund

Current Year Surplus	519,341	
Earmarked Reserves Used in year	12,113	
	<u>531,454</u>	
Contribution to Earmarked Reserves	1,268	530,186
General Reserve balance at beginning of year		356,664

Earmarked Reserves

Balance at 1st April 2021	460,706	
Plus; Added in Year	0	
	<u>460,706</u>	
Less: Used to Fund Expenditure	12,113	448,593

Specific Reserves

CIL

Balance at 1st April 2022	51,091	
Plus: Received in Year	1,268	
	<u>52,359</u>	
Less: Used to Fund Expenditure	0	52,359

Solar Farm

Balance at 1st April 2022	51,743	
Plus Received in Year	0	
	<u>51,743</u>	
Less:Used to Fund Expenditure	0	51,743

1,439,545

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14/10/2022

Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

Finance, Admin & Performance

101 Central Costs

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Salaries ENI & Pension	20,929	130,037	225,000	94,963		94,963	57.8%
4021 Stationery	198	397	2,750	2,353		2,353	14.4%
4023 Advertising	0	1,617	1,750	133		133	92.4%
4024 Equipment/furniture	0	463	3,000	2,537		2,537	15.4%
4026 Photocopying	70	683	1,200	517		517	56.9%
4027 Telephones and Mobiles	71	1,110	3,000	1,890		1,890	37.0%
4028 Postage	22	85	400	315		315	21.2%
4029 Subscriptions	7	1,817	4,000	2,183		2,183	45.4%
4040 Information Technology/Hardware	0	11,848	17,500	5,652		5,652	67.7%
4042 Licences/Software	519	3,626	4,500	874		874	80.6%
4058 Insurance	0	32,766	9,750	(23,016)		(23,016)	336.1%
4061 Travel and Subsistence	16	79	500	421		421	15.9%
4075 Training	897	1,917	5,000	3,083		3,083	38.3%
Central Costs :- Indirect Expenditure	22,729	186,447	278,350	91,903	0	91,903	67.0%

Net Expenditure **(22,729)** **(186,447)** **(278,350)** **(91,903)**

110 Corporate Costs

1176 Precept Received	483,102	966,204	966,204	0			100.0%
Corporate Costs :- Income	483,102	966,204	966,204	0			100.0%
4017 Bank account fees	59	251	500	249		249	50.2%
4043 HR consultancy	0	7,626	5,000	(2,626)		(2,626)	152.5%
4050 Legal and Professional	3,638	6,229	3,500	(2,729)		(2,729)	178.0%
4057 Accountancy and Audit	2,600	4,875	12,000	7,125		7,125	40.6%
4076 Health & Safety	0	0	2,500	2,500		2,500	0.0%
Corporate Costs :- Indirect Expenditure	6,297	18,981	23,500	4,519	0	4,519	80.8%

Net Income over Expenditure **476,805** **947,223** **942,704** **(4,519)**

115 Civic and Democratic

4030 Town Crier's expenses	0	0	300	300		300	0.0%
4034 Councillors' training	215	250	2,000	1,750		1,750	12.5%
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%
4070 Mayor's Allowance	0	0	1,000	1,000		1,000	0.0%
4085 Civic and Ceremonial	0	2,770	2,500	(270)		(270)	110.8%
4311 Remembrance Day	0	0	2,000	2,000		2,000	0.0%
Civic and Democratic :- Indirect Expenditure	215	3,020	9,800	6,780	0	6,780	30.8%

Net Expenditure **(215)** **(3,020)** **(9,800)** **(6,780)**

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>151 Grants</u>							
4301 Grants	0	2,180	25,000	22,820		22,820	8.7%
4302 Grant CAB	0	0	5,000	5,000		5,000	0.0%
4303 Grant-4Youth	0	0	10,000	10,000		10,000	0.0%
4305 Grant Christmas Lights	10,000	10,000	10,000	0		0	100.0%
4306 Grant Party in the Park	0	3,716	3,000	(716)		(716)	123.9%
4310 Grant Food and River Festival	3,000	3,000	3,000	0		0	100.0%
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330 Grant TIC	4,000	4,000	4,000	0		0	100.0%
Grants :- Indirect Expenditure	<u>17,000</u>	<u>22,896</u>	<u>62,500</u>	<u>39,604</u>	<u>0</u>	<u>39,604</u>	<u>36.6%</u>
Net Expenditure	<u>(17,000)</u>	<u>(22,896)</u>	<u>(62,500)</u>	<u>(39,604)</u>			
Finance, Admin & Performance :- Income	483,102	966,204	966,204	0			100.0%
Expenditure	46,240	231,345	374,150	142,805	0	142,805	61.8%
Movement to/(from) Gen Reserve	<u>436,862</u>	<u>734,859</u>					

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

Asset Management & Amenities**201 Town Hall**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1034 Income Town Hall Bookings	1,012	4,051	1,000	(3,051)			405.1%
Town Hall :- Income	1,012	4,051	1,000	(3,051)			405.1%
4100 Gas	0	2,012	4,667	2,655		2,655	43.1%
4101 Electricity	217	1,699	3,334	1,635		1,635	51.0%
4102 Non Domestic Rates	936	5,842	10,000	4,158		4,158	58.4%
4103 Water Rates	0	804	1,800	996		996	44.7%
4104 Window Cleaning	0	720	1,600	880		880	45.0%
4106 Repairs and Maintenance	275	849	6,000	5,151		5,151	14.1%
4108 Service Contracts	953	5,111	10,240	5,129		5,129	49.9%
4109 Trade Waste	0	0	1,200	1,200		1,200	0.0%
Town Hall :- Indirect Expenditure	2,381	17,037	38,841	21,804	0	21,804	43.9%
Net Income over Expenditure	(1,370)	(12,986)	(37,841)	(24,855)			

202 Asset and Amenities

1027 Income - Amenity Services	0	1,495	4,000	2,505			37.4%
1950 Sale of Assets	0	1,000	0	(1,000)			0.0%
Asset and Amenities :- Income	0	2,495	4,000	1,505			62.4%
4000 Salaries ENI & Pension	17,869	114,068	225,000	110,932		110,932	50.7%
4027 Telephones and Mobiles	157	915	1,800	885		885	50.9%
4150 Uniform/PPE	0	597	2,400	1,803		1,803	24.9%
4151 Tools and Equipment	68	311	4,000	3,689		3,689	7.8%
4153 Vehicle Running Costs	748	3,225	7,000	3,775		3,775	46.1%
4156 Vehicle Leasing	996	5,942	13,000	7,058		7,058	45.7%
4163 Repairs and Maintenance	352	2,320	12,000	9,680		9,680	19.3%
4167 Street Furniture and Signage	0	868	10,000	9,132		9,132	8.7%
4177 Churchyard maintenance	0	340	1,500	1,160		1,160	22.7%
4186 Defibrillators	110	880	4,444	3,564		3,564	19.8%
Asset and Amenities :- Indirect Expenditure	20,298	129,467	281,144	151,677	0	151,677	46.1%
Net Income over Expenditure	(20,298)	(126,972)	(277,144)	(150,172)			

203 Allotments

1045 Income Allotments	60	380	5,000	4,620			7.6%
Allotments :- Income	60	380	5,000	4,620			7.6%
4200 Water Rates - Allotments	113	379	1,800	1,421		1,421	21.1%

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 Maintenance - Allotments	0	72	1,000	928		928	7.2%
Allotments :- Indirect Expenditure	113	451	2,800	2,349	0	2,349	16.1%
Net Income over Expenditure	(53)	(71)	2,200	2,271			
204 KGV Pavilion and Car Park							
1046 Income - Pavilion	0	1,517	1,500	(17)			101.1%
KGV Pavilion and Car Park :- Income	0	1,517	1,500	(17)			101.1%
4250 Telephone - Pavilion	30	187	300	114		114	62.2%
4252 Electricity - Pavilion	2,109	(7,415)	2,300	9,715		9,715	(322.4%)
4254 Water - Pavilion	0	394	1,200	806		806	32.8%
4255 Fire Safety Checks	0	0	250	250		250	0.0%
4256 Maintenance - Pavilion	1,075	5,729	2,000	(3,729)		(3,729)	286.5%
4257 Insurance - Pavilion	21	21	1,200	1,179		1,179	1.8%
4260 Non Domestic Rates - Car Park	0	829	2,000	1,171		1,171	41.4%
KGV Pavilion and Car Park :- Indirect Expenditure	3,235	(255)	9,250	9,505	0	9,505	(2.8%)
Net Income over Expenditure	(3,235)	1,772	(7,750)	(9,522)			
205 Public Toilets							
1060 MWPC contr. to Market Place	0	0	7,500	7,500			0.0%
Public Toilets :- Income	0	0	7,500	7,500			0.0%
4106 Repairs and Maintenance	0	140	2,000	1,860		1,860	7.0%
4180 Cleaning	2,237	6,978	15,000	8,022		8,022	46.5%
4185 Electricity supply: Toilets	95	591	2,133	1,542		1,542	27.7%
4913 Water	205	(1,749)	2,500	4,249		4,249	(70.0%)
Public Toilets :- Indirect Expenditure	2,537	5,960	21,633	15,673	0	15,673	27.6%
Net Income over Expenditure	(2,537)	(5,960)	(14,133)	(8,173)			
210 Corporate Properties							
1040 Income 31 Market Place	486	3,556	6,900	3,344			51.5%
1048 Income Art House Cafe	500	2,000	6,000	4,000			33.3%
Corporate Properties :- Income	986	5,556	12,900	7,344			43.1%
4175 Costs Art House Cafe	468	542	1,000	458		458	54.2%
4178 Costs Roundhouse	0	54	4,000	3,946		3,946	1.4%
4191 Costs 31 Market Place	0	485	500	15		15	97.0%
Corporate Properties :- Indirect Expenditure	468	1,081	5,500	4,419	0	4,419	19.7%
Net Income over Expenditure	518	4,474	7,400	2,926			

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
211 Art House Cafe							
4202 Gas	0	0	900	900		900	0.0%
4913 Water	0	0	600	600		600	0.0%
Art House Cafe :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%
Net Expenditure	0	0	(1,500)	(1,500)			
212 Round House							
4102 Non Domestic Rates	0	0	600	600		600	0.0%
4913 Water	0	0	240	240		240	0.0%
Round House :- Indirect Expenditure	0	0	840	840	0	840	0.0%
Net Expenditure	0	0	(840)	(840)			
213 31 Market Place							
4106 Repairs and Maintenance	0	0	1,200	1,200		1,200	0.0%
31 Market Place :- Indirect Expenditure	0	0	1,200	1,200	0	1,200	0.0%
Net Expenditure	0	0	(1,200)	(1,200)			
215 Depot							
4103 Water Rates	15	90	250	160		160	36.0%
4106 Repairs and Maintenance	155	635	1,500	865		865	42.3%
4159 Electric - Unit	131	511	2,400	1,889		1,889	21.3%
4160 Leasing	3,117	3,896	10,850	6,954		6,954	35.9%
4161 Rates-Unit at Bowerhill	230	1,145	2,472	1,327		1,327	46.3%
4184 Fire security: Unit	0	0	300	300		300	0.0%
Depot :- Indirect Expenditure	3,647	6,278	17,772	11,494	0	11,494	35.3%
Net Expenditure	(3,647)	(6,278)	(17,772)	(11,494)			
220 Play Areas and Open Spaces							
4157 Grasscutting	975	8,045	18,000	9,955		9,955	44.7%
4158 Replacement Play Equipment	0	0	50,000	50,000		50,000	0.0%
4165 Maintenance play areas	0	664	5,000	4,336		4,336	13.3%
4179 Tree Planting	0	0	15,000	15,000		15,000	0.0%
4193 Rospa checks: Play areas	0	395	1,100	705		705	35.9%
Play Areas and Open Spaces :- Indirect Expenditure	975	9,104	89,100	79,996	0	79,996	10.2%
Net Expenditure	(975)	(9,104)	(89,100)	(79,996)			

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
221 King George V Park							
4199 Materials	4,192	5,527	10,000	4,473		4,473	55.3%
4313 Sports Roadshow	999	999	5,000	4,001		4,001	20.0%
4913 Water	0	0	2,200	2,200		2,200	0.0%
King George V Park :- Indirect Expenditure	5,191	6,526	17,200	10,674	0	10,674	37.9%
Net Expenditure	(5,191)	(6,526)	(17,200)	(10,674)			
405 Solar Farm Projects							
1182 Solar money received	0	0	38,620	38,620			0.0%
Solar Farm Projects :- Income	0	0	38,620	38,620			0.0%
4500 Solar Money Projects	0	0	38,620	38,620		38,620	0.0%
Solar Farm Projects :- Indirect Expenditure	0	0	38,620	38,620	0	38,620	0.0%
Net Income over Expenditure	0	0	0	0			
Asset Management & Amenities :- Income	2,058	13,998	70,520	56,522			19.8%
Expenditure	38,846	175,649	525,400	349,751	0	349,751	33.4%
Movement to/(from) Gen Reserve	(36,788)	(161,651)					

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community Development</u>							
<u>302 Projects</u>							
1050 Grants Received	0	10,839	0	(10,839)			0.0%
Projects :- Income	0	10,839	0	(10,839)			
4073 Environmental Projects	75	75	1,000	925		925	7.5%
4074 Neighbourhood Plan	5,156	11,941	5,000	(6,941)		(6,941)	238.8%
4078 Community Projects	0	0	1,000	1,000		1,000	0.0%
4081 Melksham Art Project	0	0	2,000	2,000		2,000	0.0%
4083 Virtual Community Hub	0	0	1,200	1,200		1,200	0.0%
Projects :- Indirect Expenditure	5,231	12,016	10,200	(1,816)	0	(1,816)	117.8%
Net Income over Expenditure	(5,231)	(1,177)	(10,200)	(9,023)			
<u>310 East Melksham Community Hall</u>							
4050 Legal and Professional	0	0	1,000	1,000		1,000	0.0%
East Melksham Community Hall :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%
Net Expenditure	0	0	(1,000)	(1,000)			
Community Development :- Income	0	10,839	0	(10,839)			0.0%
Expenditure	5,231	12,016	11,200	(816)	0	(816)	107.3%
Movement to/(from) Gen Reserve	(5,231)	(1,177)					

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Economic Development</u>							
403 <u>Economic Dev. and Planning</u>							
1030 Income-Melksham Makers Market	175	1,021	1,000	(21)			102.1%
1089 Income-Hanging Baskets	0	1,276	0	(1,276)			0.0%
Economic Dev. and Planning :- Income	175	2,297	1,000	(1,297)			229.7%
4071 Town Floral Displays	192	2,915	10,000	7,085		7,085	29.1%
4080 Melksham in Bloom Competition	79	79	1,000	921		921	7.9%
4304 Christmas Tree	0	0	1,500	1,500		1,500	0.0%
4308 CCTV	0	403	12,500	12,097		12,097	3.2%
4309 Newsletter	0	2,310	4,000	1,690		1,690	57.8%
4327 Community Development Support	0	0	750	750		750	0.0%
4354 Parking Scheme	71	211	1,500	1,289		1,289	14.1%
4356 Highways projects CATG	208	208	7,500	7,292		7,292	2.8%
4922 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%
4925 Town Development	0	1,200	15,000	13,800		13,800	8.0%
Economic Dev. and Planning :- Indirect Expenditure	549	7,326	55,750	48,425	0	48,425	13.1%
Net Income over Expenditure	(374)	(5,028)	(54,750)	(49,722)			
Economic Development :- Income	175	2,297	1,000	(1,297)			229.7%
Expenditure	549	7,326	55,750	48,425	0	48,425	13.1%
Movement to/(from) Gen Reserve	(374)	(5,028)					

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall							
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	1,921	11,517	38,000	26,483			30.3%
1020 Miscellaneous Income	0	30	0	(30)			0.0%
Assembly Hall Central Costs :- Income	1,921	11,547	38,000	26,453			30.4%
4000 Salaries ENI & Pension	5,184	36,522	78,000	41,478		41,478	46.8%
4900 Uniforms	0	0	625	625		625	0.0%
4905 Cleaning Materials	0	757	700	(57)		(57)	108.2%
4907 Stationery/Printing/Postage	40	44	600	556		556	7.3%
4909 Licences	180	398	3,600	3,202	3,500	(298)	108.3%
4911 Electricity	1,327	7,586	13,200	5,614		5,614	57.5%
4912 Gas	12	170	1,000	830		830	17.0%
4913 Water	210	1,488	2,400	912		912	62.0%
4914 Rates	861	5,164	9,000	3,836		3,836	57.4%
4916 Maintenance-Equipment	16	1,326	10,000	8,674		8,674	13.3%
4917 Service Contracts	3,230	7,182	7,200	18		18	99.8%
4918 Maintenance	0	142	12,000	11,858		11,858	1.2%
4922 Publicity & Marketing	0	975	4,800	3,825		3,825	20.3%
4923 Mngement Information Systems	0	0	6,600	6,600		6,600	0.0%
4924 Telephone: security alarms	0	0	360	360		360	0.0%
4927 Stocktaking	130	260	600	340		340	43.3%
4929 AIB	0	0	1,800	1,800		1,800	0.0%
4949 Provision/Hire Stage Lights	0	0	1,800	1,800		1,800	0.0%
4958 Event Security	0	345	2,400	2,055		2,055	14.4%
Assembly Hall Central Costs :- Indirect Expenditure	11,189	62,360	156,685	94,325	3,500	90,825	42.0%
Net Income over Expenditure	(9,269)	(50,813)	(118,685)	(67,872)			
510 Assembly Hall Events							
1004 Film shows	0	38	2,000	1,963			1.9%
1173 Live Entertainment	3,399	14,599	43,000	28,401			34.0%
Assembly Hall Events :- Income	3,399	14,636	45,000	30,364			32.5%
4919 Films: expenses and contract	0	0	2,000	2,000		2,000	0.0%
4954 PA and Lighting Costs	300	1,510	6,000	4,490		4,490	25.2%
4960 Live entertainment:	2,229	8,321	40,000	31,679		31,679	20.8%
Assembly Hall Events :- Indirect Expenditure	2,529	9,831	48,000	38,169	0	38,169	20.5%
Net Income over Expenditure	871	4,805	(3,000)	(7,805)			

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	0	17,531	60,750	43,219			28.9%
1003 Income Food and Snacks	0	0	21,500	21,500			0.0%
Assembly Hall Bar and Catering :- Income	0	17,531	82,250	64,719			21.3%
4901 Catering Stock Purchases	8	8	10,752	10,744		10,744	0.1%
4903 Bar Stock Purchases	1,981	8,332	30,575	22,243		22,243	27.3%
Assembly Hall Bar and Catering :- Indirect Expenditure	1,989	8,341	41,327	32,986	0	32,986	20.2%
Net Income over Expenditure	(1,989)	9,190	40,923	31,733			
Assembly Hall :- Income	5,320	43,714	165,250	121,536			26.5%
Expenditure	15,708	80,532	246,012	165,480	3,500	161,980	34.2%
Movement to/(from) Gen Reserve	(10,387)	(36,818)					

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
901 <u>Earmarked Reserves</u>							
1180 CIL Received	0	1,268	0	(1,268)			0.0%
Earmarked Reserves :- Income	0	1,268	0	(1,268)			
9202 Unplanned Maintenance	0	3,767	65,780	62,013		62,013	5.7%
9203 Recreation Fund	0	0	2,130	2,130		2,130	0.0%
9204 Town Team Project	0	0	5,000	5,000		5,000	0.0%
9218 Election expenses	0	0	12,830	12,830		12,830	0.0%
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%
9232 Street Furniture	0	0	0	(0)		(0)	0.0%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
9243 Green Spaces	0	0	10,743	10,743		10,743	0.0%
9244 Major Projects Reserve	0	8,345	290,948	282,603		282,603	2.9%
9245 Solar Money	0	0	51,743	51,743		51,743	0.0%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	52,359	52,359		52,359	0.0%
9249 Jubilee Celebrations	0	0	3,000	3,000		3,000	0.0%
Earmarked Reserves :- Indirect Expenditure	0	12,113	564,808	552,696	0	552,696	2.1%
Net Income over Expenditure	0	(10,845)	(564,808)	(553,963)			
Earmarked Reserves :- Income	0	1,268	0	(1,268)			0.0%
Expenditure	0	12,113	564,808	552,696	0	552,696	2.1%
Movement to/(from) Gen Reserve	0	(10,845)					
Grand Totals:- Income	490,655	1,038,321	1,202,974	164,653			86.3%
Expenditure	106,573	518,979	1,777,320	1,258,341	3,500	1,254,841	29.4%
Net Income over Expenditure	384,082	519,341	(574,346)	(1,093,687)			
Movement to/(from) Gen Reserve	384,082	519,341					

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14/10/2022

Melksham Town Council Current Year

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Detailed Income & Expenditure by Account 30/09/2022

Month No: 6

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income Detail							
1000 Income-Assembly Hall Lettings	1,921	11,517	38,000	26,483			30.3%
1001 Income-Assembly Hall Bar	0	17,531	60,750	43,219			28.9%
1003 Income Food and Snacks	0	0	21,500	21,500			0.0%
1004 Film shows	0	38	2,000	1,963			1.9%
1020 Miscellaneous Income	0	30	0	(30)			0.0%
1027 Income - Amenity Services	0	1,495	4,000	2,505			37.4%
1030 Income-Melksham Makers Market	175	1,021	1,000	(21)			102.1%
1034 Income Town Hall Bookings	1,012	4,051	1,000	(3,051)			405.1%
1040 Income 31 Market Place	486	3,556	6,900	3,344			51.5%
1045 Income Allotments	60	380	5,000	4,620			7.6%
1046 Income - Pavilion	0	1,517	1,500	(17)			101.1%
1048 Income Art House Cafe	500	2,000	6,000	4,000			33.3%
1050 Grants Received	0	10,839	0	(10,839)			0.0%
1060 MWPC contr. to Market Place	0	0	7,500	7,500			0.0%
1089 Income-Hanging Baskets	0	1,276	0	(1,276)			0.0%
1173 Live Entertainment	3,399	14,599	43,000	28,401			34.0%
1176 Precept Received	483,102	966,204	966,204	0			100.0%
1180 CIL Received	0	1,268	0	(1,268)			0.0%
1182 Solar money received	0	0	38,620	38,620			0.0%
1950 Sale of Assets	0	1,000	0	(1,000)			0.0%
Total Income	490,655	1,038,321	1,202,974	164,653			86.3%
Total Income	490,655	1,038,321	1,202,974	164,653			86.3%
Total Expenditure	0	0	0	0	0	0	0.0%
Net Income over Expenditure	490,655	1,038,321	1,202,974	164,653			
plus Transfers from EMR	0	0					
less Transfers to EMR	0	0					
Movement to/(from) Gen Reserve	490,655	1,038,321					

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Melksham Town Council
Earmarked Reserves 31 March 2023
Schedule E
30-Sep-22

	Balance at 1.04.2022	Added in Year	Total Spent	Closing Balance
Unplanned Maintenance	65,780	1,268	3,767	62,013
Recreation Fund	2,130		2,130	
Election Expenses	12,830		12,830	
Office Equipment	4,275		4,275	
Street Furniture	0		0	
Equipment Replacement	21,000		21,000	
Green Spaces	10,743		10,743	
Major Projects Reserve	290,948		8,345	282,603
CIL	51,091		52,359	
Solar Money	51,743		51,743	
Precept Contribution 20/21	45,000		45,000	
Town Team Project	5,000		5,000	
	560,540	1,268	12,112	549,696

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Date: 08/11/2022

Melksham Town Council Current Year

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Cashbook 1

User: MEL

Unity Bank

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		326,880.46					326,880.46	
BACS Banked: 05/09/2022		1,000.00						
BACS C. Webber		1,000.00			1034	201	1,000.00	Pitch hire - Mkt Pl
18A MA Banked: 05/09/2022		20.00						
18A MA J. Carter		20.00			1045	203	20.00	Allotment rent
BACS Banked: 09/09/2022		175.05						
BACS S. Hillman		175.05			1030	403	175.05	Melksham Makers Market
52B AA Banked: 20/09/2022		20.00						
52B AA G. Jones		20.00			1045	203	20.00	Allotment rent
BACS Banked: 23/09/2022		483,102.00						
BACS Wiltshire Council		483,102.00			1176	110	483,102.00	Pre-cept
BACS Banked: 26/09/2022		583.33						
BACS Wiltshire Publications		583.33		97.22	1040	210	486.11	Rent - 31 Mkt Place
BACS Banked: 27/09/2022		41.25						
BACS Wiltshire Council		41.25		6.88	1000	501	34.37	Room hire - AH
AA52B Banked: 30/09/2022		20.00						
AA52B J. Eldridge		20.00			1045	203	20.00	Allotment rent
Total Receipts for Month		484,961.63	0.00	104.10			484,857.53	
Cashbook Totals		811,842.09	0.00	104.10			811,737.99	

Continued on Page 2

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2022	Water2Business	DDR	112.52			4200	203	112.52	Water rates - Methuen
01/09/2022	Water2Business	DDR	15.00			4103	215	15.00	Water rates - Bowerhill Unit
01/09/2022	Water2Business	DDR	204.88			4913	205	204.88	Water rates - Mkt PI toilets
07/09/2022	IDverde Limited	29095328	2,817.83	2,817.83		501			Bath Road toilets - May
07/09/2022	Microshade Business Consultant	192771718	920.10	920.10		501			Hosting services
07/09/2022	Playsafety Ltd	251446563	474.00	474.00		501			Annual check - KGV slide
07/09/2022	Prosec Consultancy Ltd	143518840	216.00	216.00		501			SIA - Wedding
07/09/2022	Trade UK	325977986	201.87	201.87		501			Valved respirator
07/09/2022	Wiltshire Publications Ltd	106139079	138.60	138.60		501			Advertising - TH
07/09/2022	AquAid Southcoast	29836960	81.50	81.50		501			Water dispenser
07/09/2022	Boels Rental Ltd	1397252	38.83	38.83		501			Hire - delivery eqprmt
07/09/2022	J. H. Jones & Sons	143601567	1,728.00	1,728.00		501			Grasscutting - KGV
07/09/2022	NPower (Yorkshire) Ltd	156304257	49.03	49.03		501			Electricity - KGV
07/09/2022	Paul Hulbert	189572883	185.00	185.00		501			Window cleaning
07/09/2022	Reece's Rentals Ltd	466473118	1,022.00	1,022.00		501			Road sweeping
07/09/2022	Smart Integrated Solutions Ltd	13996531	483.84	483.84		501			CCTV signage
07/09/2022	G. Milward-Oliver	575466101	1,200.00	1,200.00		501			Research - TC master plan
07/09/2022	Melksham TIC	BACS	4,000.00			4330	151	4,000.00	Grant
07/09/2022	Melksham F&R	BACS	3,000.00			4310	151	3,000.00	Grant
07/09/2022	Gompels	BACS	70.75			4354	403	70.75	Parking redemption
07/09/2022	P. Clover	BACS	10.95		1.82	4061	101	9.13	Refs
07/09/2022	Redhorn Holdings	BACS	3,739.96		623.33	4180	215	3,116.63	Rent - Bowerhill (o/s)
07/09/2022	B. Burry	BACS	71.55		11.92	4903	520	35.46	Bar stock
						4916	501	15.83	Eqmt
						4901	520	8.34	Glasses
07/09/2022	Microsoft	BACS	423.10		70.52	4042	101	352.58	Hosting services
07/09/2022	Microsoft	314501485	222.00	222.00		501			Licence
08/09/2022	Enterprise	DDR	562.90		93.82	4156	202	469.08	Van leasing
14/09/2022	WPF	DDR	8,320.28			520		8,320.28	Pensions
14/09/2022	Mainstream	DDR	85.20		14.20	4027	101	71.00	Phones
14/09/2022	Office Evolution	DDR	84.12		14.02	4026	101	70.10	Photocopying
15/09/2022	Wiltshire Council	DDR	936.00			4102	201	936.00	Rates - TH
15/09/2022	Wiltshire Council	DDR	230.00			4161	215	230.00	Rates - Bowerhill Unit
15/09/2022	West Mercia Energy	DDR	112.78		5.37	4185	205	95.35	Elec - BR toilets
						4252	204	12.06	Elec - KGV
16/09/2022	Fuel Genie	DDR	354.14		59.02	4153	202	295.12	Fuel
16/09/2022	Lloyds Bank	DDR	494.26			4909	501	180.00	Premises Licence (annual fee)
						4028	101	21.76	Stamps
						4153	202	292.50	Vehicle Tax - VW
16/09/2022	Lloyds Bank	DDR	495.06		82.51	4029	101	6.66	Amazon Prime
						4256	204	120.00	Alpha Rod - blocked drains
						4163	202	60.00	Shurnhold Fields - wasps nest
						4903	520	225.89	Vimto - bar stock
16/09/2022	Lloyds Bank	DDR	6.00			4017	110	6.00	Card charges
19/09/2022	Oakwood	DDR	135.00		22.50	4256	204	112.50	Container
20/09/2022	Wiltshire Council	DDR	26,423.04			520		26,423.04	Salaries

Continued on Page 3

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/09/2022	Daisy Communications	DDR	35.98		6.00	4250	204	29.98	Wifi - Pavilion
20/09/2022	British Gas	DDR	14.96		2.49	4912	501	12.47	Gas - AH
21/09/2022	British Gas	DDR	260.56		43.43	4101	201	217.13	Electricity - TH
22/09/2022	HMRC	DDR	7,806.10				520	7,806.10	NI/Tax
22/09/2022	British Gas	DDR	82.88		13.81	4159	215	69.07	Electricity - Bowerhill
23/09/2022	British Gas	DDR	1,592.73		265.45	4911	501	1,327.28	Electricity - AH
26/09/2022	EE	DDR	187.85		31.31	4027	202	156.54	Mobiles
30/09/2022	Enterprise	DDR	632.40		105.40	4156	202	527.00	Van lease
30/09/2022	Zen	DDR	20.40		3.40	4175	210	17.00	Wifi - Art House
30/09/2022	British Gas	DDR	2,516.08		419.35	4252	204	2,096.73	Electricity - Pavilion
30/09/2022	British Gas	DDR	74.09		12.35	4159	215	61.74	Electricity - Bowerhill
30/09/2022	Melksham Christmas Lights	BACS	10,000.00			4305	151	10,000.00	Grant
30/09/2022	J. Joseph	BACS	75.00			4073	302	75.00	Refund - Cancelled performance
30/09/2022	Unity Bank	BACS	0.30			4017	110	0.30	Handling charge
30/09/2022	Unity Bank	BACS	52.80			4017	110	52.80	Bank charges
Total Payments for Month			83,018.22	9,778.60	1,902.02			71,337.60	
Balance Carried Fwd			728,823.87						
Cashbook Totals			811,842.09	9,778.60	1,902.02			800,161.47	

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Date: 10/11/2022

Melksham Town Council Current Year

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Cashbook 2

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Bank Assembly Hall A/c

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		701,943.46					701,943.46	
BACS	Banked: 05/09/2022	500.00						
BACS	Good New s Church	500.00			1048	210	500.00	Rent - Art House
BACS	Banked: 12/09/2022	539.00						
BACS	Melksham TIC	539.00		89.83	566		449.17	Tickets
BACS	Banked: 21/09/2022	3,040.00						
BACS	Ticket source	3,040.00		506.67	1173	510	2,533.33	DS:UK
500647/8	Banked: 26/09/2022	1,832.70						
500647/8	Stalls	125.00		20.83	1173	510	104.17	Stalls
500647/8	DS:UK	76.00		12.67	566		63.33	DS:UK
500647/8	Room hire - AH	1,620.00		270.00	1000	501	1,350.00	Room hire - AH
500647/8	Room hire - TH	11.70			1034	201	11.70	Room hire - TH
BACS	Banked: 27/09/2022	453.60						
BACS	Masons	453.60		75.60	1000	501	378.00	Room hire - AH
	Banked: 30/09/2022	3,324.76						
AIB	Credit/Debit Card Control Acco	3,324.76			213		3,324.76	AIB payments
	Banked: 30/09/2022	669.23						
Trans	Assembly Hall Bar A/c	669.23			252		669.23	Wrongly coded invoices
Total Receipts for Month		10,359.29	0.00	975.60			9,383.69	
Cashbook Totals		712,302.75	0.00	975.60			711,327.15	

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Date: 10/11/2022

Melksham Town Council Current Year

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Bank Assembly Hall A/c

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/09/2022	Water2Business	DDR	209.63			4913	501	209.63	Water rates - AH
01/09/2022	Wiltshire Council	DDR	861.00			4914	501	861.00	Rates - AH
09/09/2022	Tolchards	DDR	2,051.02		341.84	4903	520	1,709.18	Bar stock
20/09/2022	Market Place Merchants	DDR	25.16		4.19	4917	501	20.97	Cash till
20/09/2022	Rentokil	DDR	329.17		54.86	4917	501	274.31	Vermin control
30/09/2022	Dave Phillips Music	3653	2,228.88	2,228.88		502			Show - Dire Straits
30/09/2022	United EPoS Solutions	3654	60.00	60.00		502			Software - AH till
30/09/2022	Hunt Management Solutions	3655	156.00	156.00		502			Stocktake - AH
30/09/2022	Paul Seemayer	3656	300.00	300.00		502			Lighting - DS:UK
30/09/2022	Sound Associates Ltd	3657	1,396.80	1,396.80		502			Annual service - projector
30/09/2022	TicketSource Ltd	3658	47.63	47.63		502			Blank tickets
30/09/2022	Hills	DDR	630.33		105.06	4917	501	525.27	Waste collection
30/09/2022	Assembly Hall Bar A/c	Trans	1,338.46			252		1,338.46	Wrongly coded invoice
Total Payments for Month			9,634.08	4,189.31	505.95			4,938.82	
Balance Carried Fwd			702,668.67						
Cashbook Totals			712,302.75	4,189.31	505.95			707,607.49	

Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Monday 17th October 2022

PRESENT: Councillor C Goodhind
Councillor C Houghton
Councillor J Hubbard
Councillor T Price

OFFICERS: Linda Roberts Town Clerk
Patsy Clover Deputy Town Clerk

PUBLIC PARTICIPATION: No members of the public or press were present.

128/22 Apologies

Apologies were received from Councillors Cooke, Ellis, Forgacs, and Oatley.

In the absence of the Chair and Vice Chair of the committee, It was proposed by Councillor Hubbard, seconded by Councillor Price and,

UNANIMOUSLY RESOLVED that Councillor Price would chair the meeting.

129/22 Declarations of Interest

There were no declarations of interest.

130/22 Minutes

The minutes of 22 August 2022, having previously been circulated, were approved as a correct record and signed by Councillor Price.

131/22 King George V Park

131/22.1 King George V Park Slide

It was identified that the ROSPA report had not been attached to the agenda. The Head of Operations explained that ROSPA had carried out an independent inspection of the slide and the surrounding area and agreed that it could be reopened until a permanent solution for the erosion of the bank could be put in place.

The Town Clerk confirmed that Wicksteed had supplied the correct slide and that It was compliant and safe to use.

It was proposed by Councillor Hubbard, seconded by Councillor Houghton, and

UNANIMOUSLY RESOLVED to instruct officers to prepare a fully costed options report to be brought back to the next meeting of the Asset Management and Amenities Committee on 5 December 2022.

131/22.2

KGV Zip Wire

The Head of Operations advised that the old zip wire had been dismantled on 17 October and that installation of the new one would begin on 19 October. The new zip wire would be available for use from the week commencing 24 October at the latest.

There was then a discussion about the play equipment in the main park. One of the beams had split and the equipment had been taken out of service. The Town Clerk advised that she had been in touch with Wicksteed, the suppliers, about a full replacement which was on its way. However, there was a long lead time on delivery. The Town Clerk confirmed that the replacement equipment would be carried out under the warranty.

Councillor Hubbard suggested that a new measure should be incorporated in future tender documents regarding the availability/ locality of parts and recommended to Full Council for adoption. The Town Clerk suggested that this could be incorporated in the scoring matrix.

131/22.3

KGV Maintenance Shed

Councillor Houghton understood that costings for the maintenance shed had been approved by the Council last year. The Town Clerk advised that estimates had been approved but not costings.

Councillor Hubbard felt that the only practical option was Option 3 and stated that the price would continue to increase the longer the Council procrastinated.

After some discussion, It was proposed by Councillor Hubbard, seconded by Councillor Houghton, and

UNANIMOUSLY RESOLVED to instruct officers to make the maintenance shed a top priority project, bringing detailed costings to an additional meeting of Full Council at the earliest opportunity

and initiating the application for a Public Works Board loan.

131/22.4 Lighting for King George V Park

Members discussed the dramatic difference in the two costed options for 6m and 4m lighting columns in King George V Park.

The Head of Operations confirmed that 19 columns would be required if they were 4m high and 15 columns would be required if they were 6m high. It was suggested by Councillor Goodhind that maybe fewer lighting columns could perform the same function.

Councillor Hubbard stated that his understanding was that a consultant had been appointed to project lead the sourcing of a contractor and to find the best option. Details of the light cast and position of the lighting columns had been provided in May for the 6m columns but had not been provided for the 4m columns.

It was proposed by Councillor Hubbard, seconded by Councillor Price, and

UNANIMOUSLY RESOLVED to call a special meeting of the Asset Management and Amenities committee to receive a report and presentation from the design consultant to explain and demonstrate the two options.

132/22 Consultation re The Pavilion in King George V Park

Concerns were raised about the response rate to the consultation but it was noted that there was a lot of public interest in seeing a café open. Councillor Houghton noted the number of people who indicated an interest in hiring space in a cafe. Councillor Goodhind was concerned that if the Council accepted that people may want to hire space in a café, this may restrict how a café could operate.

Councillor Hubbard mentioned the need to be really clear about the offering and the outcome from the space.

The Town Clerk emphasised the need to ensure that the expression of interest document and subsequent tender/ specification was right; a community café for hire would exclude a franchisee.

It was proposed by Councillor Hubbard, seconded by Councillor Houghton, and

UNANIMOUSLY RESOLVED to organise a group of interested members and arrange a visit to a number of park cafes. Members would talk to the people who were responsible for running the cafes and decide what they wanted from the café in King George V Park. Those members would then make a list of all points which they

liked about the cafes visited which could inform the specification to come back to the next meeting of the Asset Management and Performance committee.

133/22 Consultation re Parks Green Spaces and Playgrounds

It was noted that the provision of a café in Melksham's play areas etc was more important to respondents than the provision of toilet facilities.

Councillor Hubbard stated that the challenge was to create a mission statement and action plan based on the consultation and then take the town's play areas to a whole new level to meet present day needs which may involve further consultation with the public. This presented an opportunity to be ambitious. In his opinion, the Parks Working Group could create a proposal having read the report and visited the play areas. Priorities could be determined on a park-by-park basis. Consideration could also be given as to whether play areas were still in the right places.

The Town Clerk stated that if the Council had an action plan drawn from the public consultation clearly demonstrating aims and objectives for improvements to town parks following the consultation, the Town Council would be in a strong position to apply for any grant funding opportunities which might become available.

Councillor Hubbard mentioned the need to investigate the existence of any constraints that there may be on each of the town's play areas as those transferred from Wiltshire Council were under licence.

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

UNANIMOUSLY RESOLVED to refer the consultation responses to the Parks Working Group asking them to dissect the responses and produce a draft high level, ambitious strategy to improve play areas and parks across the community. The strategy would then be referred back to the Asset Management and Amenities committee for consideration regarding what was wanted, where and how the strategy could be delivered through a 10-year action plan.

The Town Clerk also advised that the estimated delivery date for the eco loos in King George V Park was now November.

134/22 Asset Management and Amenities Committee Budget 2023-2024

It was proposed by Councillor Hubbard, seconded by Councillor Price, and

UNANIMOUSLY RESOLVED to increase the budget amount for Maintenance Play Areas to £25,000 and the Street Furniture and Signage amount to £20,000.

The Town Clerk suggested that anything unspent under code 220 4158 Replacement Play Equipment at 31 March 2023 could be rolled over into a new earmarked reserve: Replacement Play Equipment.

It was proposed by Councillor Hubbard, seconded by Councillor Houghton, and
UNANIMOUSLY RESOLVED to recommend the draft budget to the Finance,
Administration and Performance Committee.

135/22 Friends of Shurnhold Fields

Councillor Aves stated that she understood that two new volunteers had come forward to join the Friends of Shurnhold Fields. It was suggested that the need for further volunteers could be promoted on social media.

It was agreed that nothing further would be done until after the meeting of the Friends of Shurnhold Fields on 25 October.

Meeting Closed at: 8.55 pm

Signed:

Dated:

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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

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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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Monday 14th November 2022

PRESENT: Councillor G Ellis (Chair)
Councillor G Cooke (Vice-Chair)
Councillor C Goodhind
Councillor J Oatley
Councillor S Rabey

IN ATTENDANCE: Councillor J Hubbard

OFFICERS: Linda Roberts Town Clerk
Christine Hunter Committee Clerk

PUBLIC PARTICIPATION: One member of the public was present virtually.

308/22 Apologies

Apologies for absence were received from Councillor Aves.

309/22 Declarations of Interest

Councillor Rabey declared an interest in relation to minute number 324/22 in respect of Extension/Alteration of No Waiting Any Time Restrictions on Portal Road Melksham. Councillor Rabey remained in the meeting and took part in the debate on this item.

310/22 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of 10 October 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Ellis.

311/22 Licensing Application - Ten Hides Distillery, 14 Avonside Enterprise Park Melksham SN12 8BT

The Licensing Application for Ten Hides Distillery at 14 Avonside Enterprise Park Melksham SN12 8BT was considered.

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

UNANIMOUSLY RESOLVED to advise the Wiltshire Council Licensing team that the Town Council supported the application for Licensing Application submitted by Ten Hides Distillery.

312/22 Planning Applications

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

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

UNANIMOUSLY RESOLVED to support the application

[PL/2022/07711](#) 40 ADDISON ROAD, MELKSHAM SN12 8DR
Proposed ancillary accommodation outbuilding
Consultation Deadline: 10 November 2022
It was proposed by Councillor Cooke, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to support the application subject to Wiltshire Council approval, with the condition that the unit would only be used as residential accommodation by friends or members of the family but could not be used as a rental property or sold as a residential unit.

[PL/2022/07738](#) 16 BREAM CLOSE, MELKSHAM SN12 7JX
Conversion to side of property with a grey polycarbonate roof
Consultation Deadline: 18 November 2022
It was proposed by Councillor Oatley, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to support the application

[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
It was proposed by Councillor Oatley, seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED to support the application

[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

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

UNANIMOUSLY RESOLVED to support the application

[PL/2022/08343](#)

43 CHURCHILL AVENUE, MELKSHAM SN12 7JN

Proposed first floor rear extension & front porch.

Consultation Deadline: 29 November 2022

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

UNANIMOUSLY RESOLVED to support the application

The Tree Warden Reports for planning applications PL/2022/07622 and PL/2022/08535 were noted.

PL/2022/07622

Proposed works to trees in a conservation area

T1 – Crown reduce Ceanothus Tree by approximately 30%

Consultation Deadline: 7 November 2022

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

UNANIMOUSLY RESOLVED to support the application

[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

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

UNANIMOUSLY RESOLVED to support the application

The following Certificate of Lawfulness was noted.

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 it's considered Permitted Development.

312/22.1

Planning Application PL/2022/06221 Land at Upside Melksham

The extract from Melksham Without Parish Council's Planning Committee minutes of 17 October 2022 regarding Planning Application PL/2022/06221 were noted.

The Town Clerk confirmed that the management of the open spaces would be transferred to a management company to maintain. Liaison with the developers could enable more wetlands to be provided on the development.

313/22 Planning Decisions

The following planning decisions were noted:

- | | |
|-------------------------------|---|
| 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

Councillor Goodhind stated the conditions were that it complied with the application.

Councillor Alford joined the meeting at 7.25 pm.

314/22 Draft Town Centre Masterplan

The draft Town Centre Masterplan produced by AECOM was received.

The Town Clerk confirmed that:

- Place Studios had recommended that priority statements not policies relating the Town Centre Masterplan would be included in the Neighbourhood Plan.
- The Town Centre Masterplan would come to the Town Council before being approved.

- As part of the Neighbourhood Plan the Town Centre Masterplan should be community led and there will be an opportunity for residents to comment at the Christmas Lights switch on event.

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

UNANIMOUSLY RESOLVED to approve the recommendations made by Place Studio that the priority statements within the Town Centre Masterplan relating to the Masterplan be inserted into the Neighbourhood Plan at the appropriate stage.

315/22 Neighbourhood Plan

The October 2022 Neighbourhood Plan review update was noted.

316/22 Local Highways and Footpath Improvement Group (LHFIG) Issues

317/22 Coach Parking Suggestion - King Street Car Park Melksham

Members noted the response from Wiltshire Council Highways Department regarding coach parking in car parks.

The Town Clerk confirmed that Wiltshire Council Highways department had stated that they would not fund works to car parks for coaches. Councillor Hubbard suggested that the Town Council consider how the coach and bus spaces are utilised as the town does not have a bus station, and that the Town Council could explore the possibility of utilising that space to provide a better facility for the town as part of the Town Centre Masterplan.

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

UNANIMOUSLY RESOLVED that AECOM consider the utilisation of coach and bus spaces when reviewing parking within the town, as part of the Town Centre Masterplan.

318/22 Farmers Roundabout Active Travel Scheme

The request from Wiltshire Council Highways team regarding expanding the signage provisions relating to the Farmers Roundabout Active Travel Scheme was noted.

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

UNANIMOUSLY RESOLVED that Members would carry out a physical survey of the area in the spring of 2023 and members submit any further suggestions to the Town Clerk to forward to the Wiltshire Council Highways team.

319/22 Parking Restrictions Times (Double Yellow Lines)

Members agreed that Skylark Road, Semington Road (opposite the petrol station), Cranesbill Road (near Forest and Sandridge School) would be submitted to Wiltshire Council Highways team as suitable locations for parking restrictions using double yellow lines.

Members agreed to forward further suggestions to the Town Clerk.

320/22 Electric Vehicle Charging Scheme for Melksham

The report of the Town Clerk regarding the Electric Vehicle Charging Scheme for Melksham was received.

The Town Clerk asked the committee to consider whether the Town Council should apply for funding for an Electric Vehicle Charging scheme. Currently, a 60% government grant is available for contactless payment and a 40% Wiltshire Council grant is available for non-contactless. These units would require additional funding to accept contactless payment. If the Town Council chose the Wiltshire Council scheme it would have to provide the spaces and be liable for the infrastructure. King George V Park was suggested as a suitable place for units.

Councillor Hubbard urged the Council to explore other options available. Councillor Alford stated that non-contactless payment units were being addressed by the Wiltshire Council Cabinet and an extra cost is not preferred.

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

UNANIMOUSLY RESOLVED to agree to start the process with the Wiltshire Council scheme which could be reviewed in the future should additional costs be highlighted. Consideration needs to be taken of officer time available.

321/22 Reducing Traffic in the Town Centre

The car park re-assignment report was noted.

Councillor Goodhind explained that the work suggested in the report was being considered as part of the Town Centre Master Plan due to traffic access problems caused by the location of the main car park in the town centre.

Councillor Alford stated that should the Church Street car park be closed the Town Council would have no control over future use of the land.

It was agreed to wait until the results of the Technical Survey being carried out by AECOM had been produced to discuss further.

322/22 Extension/Alteration of No Waiting Any Time Restrictions on Portal Road Melksham

Members noted that the proposed yellow lines had already been painted in Portal Road.

It was proposed by Councillor Oatley seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to contact Wiltshire Council confirming that the Town Council supported the painting of yellow lines on Portal Road.

323/22 Taxi Overcharging in Melksham

The complaint regarding alleged overcharging of customers by some local taxi companies was noted.

Councillor Hubbard confirmed that there are no fuel levies charged to taxi drivers and that Wiltshire Council was investigating the allegation.

It was agreed to post warnings to residents on the Town Council's social media confirming that this was an illegal act and any drivers charging such levies were in breach of their licence. Residents would be encouraged to report any additional charges for fuel levies in Bath paid to Wiltshire Council Licensing department.

Councillor Alford left the meeting at 8.25 pm

324/22 Sparkle Team and Parish Steward

The Town Clerk agreed to forward information regarding the use of anti-graffiti paint on the underpass to Councillor Hubbard.

Works to be added to the Sparkle Team and Parish Steward schedule of works were as follows:

- Confirm with the Sparkle Team/Parish Steward that the Town Council supports the use of anti-graffiti paint on the underpass. The Sparkle Team/Parish Steward would be asked to contact the Town Clerk should there be an issue of who would pay for the paint.

It was agreed that the following two items would remain permanently on the schedule of works for the Sparkle Team/Parish Steward:

- Removal of weeds and cutting back vegetation on the lane between the Church and Hazelwood Road.
- Removal of weeds in the underpass at the area towards the station.

325/22 Draft Annual Budget 2023-2024

The draft Annual Budget for 2023-2024 was received.

Members sought explanations to be provided on amendments of budget to the following areas:

- CCTV – Councillor Hubbard asked for full details of capital and running costs for the combined CCTV partnership to be setup with Warminster, Westbury, West Wilts Trading and the Town Council.
- Clarification of Business Networking budget – Councillor Rabey asked for an explanation of exactly what work this budget would cover.
- Publicity and Marking – Councillor Oatley stated this budget should not be decreased.
- Town Development – Councillor Hubbard asked for descriptions alongside the budget to document exactly what the expenditure is for.
- LHFIG expenditure – Councillor Hubbard asked that a reserve budget for works agreed to be set up for funds to be transferred into once LHFIG expenditure has been approved.

Councillor Hubbard requested a presentation to be given to the Committee by the Budget Working Group explaining the recommendations/changes.

The Town Clerk agreed to provide a more detailed explanation of expenditure and an anticipated out turn in the budget to councillors.

The Town Clerk confirmed that the budget would be considered at the Finance, Administration and Performance Committee meeting to be held on 21 November 2022 and then be considered by Full Council on 28 November 2022 for approval.

326/22 Confidential Session

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

UNANIMOUSLY RESOLVED that the meeting be held in confidential session in view of the sensitive nature of the business to be transacted.

327/22 Neighbourhood Plan Update

The discussion note prepared by Place Studios for the Joint Melksham Neighbourhood Plan Steering Group was received and the recommendations contained therein considered.

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

UNANIMOUSLY RESOLVED that the Town Clerk be asked to write to all Wiltshire Councillors on the Area board to request that the Town Council be invited to planning committee meetings and any other meetings regarding the subject under discussion.

It was agreed that Councillors Oatley, Rabey, Hubbard, Goodhind and the Town Clerk would meet with Melksham Without Parish Council to discuss the subject on Tuesday 22 November 2022.

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

UNANIMOUSLY RESOLVED that AECOM be asked to carry out initial works on the subject, keeping this confidential at the present time.

Meeting Closed at: 9.31 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 26th September 2022

PRESENT: Councillor S Mortimer (Chair)
Councillor C Goodhind (Vice-Chair)
Councillor P Aves
Councillor J Hubbard

OFFICERS:	Linda Roberts	Town Clerk
	Christine Hunter	Committee Clerk
	Miriam Zaccarelli	Community Development Officer

PUBLIC PARTICIPATION: One member of the public and one member of the press were present virtually.

73/22 Apologies

Apologies were received from Councillor Rabey.

74/22 Declarations of Interest

Councillor Hubbard declared an interest in relation to minute number 84/22 re grants received by 4Youth from the Council. Councillor Hubbard remained in the meeting and took part in the debate on this item.

75/22 Minutes

The minutes of 18 July 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Mortimer.

76/22 Finances

77/22 Petty Cash to 31 July 2022

The payments made by Petty Cash for Months 3 and 4 - 2022/2023 were noted.

78/22 List of Payments to 31 July 2022

The list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Unity Trust Bank Account for Months 3 and 4 - 2022/2023 was noted.

The Town Clerk agreed to provide clarification on the following payments:

- repair of Bus Shelter on 11 July 2022 for £4,519.95 – was this a full replacement cost?
- provide a more detailed analysis from the cashbook.

- payment to Kan Connections £2,730 for the replacement PSU at the Cricketer's Café.
 - what was the £1,438.50 payment to Scottish Southern for?
 - West Mercier Energy - £12.00
 - N Power, May 2022 £49.00.
- Can the Splashpad electricity costs be separated so the usage can be easily monitored and identified?

The list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Assembly Hall Lloyds Bank Account for Months 3 and 4 – 2022/2023 was noted.

79/22 Monthly Financial Statements to 31 July 2022

The Monthly Financial Statements for Months 3 and 4 - 2022/2023 was noted.

Councillor Hubbard asked why the CCLA investment fund account showed £116 when he understood that Council had agreed to move additional funding into the investment account. The Town Clerk confirmed that the Deputy Town Clerk was in the process of setting up new higher interest-bearing accounts.

80/22 Detailed Income and Expenditure Report to 31 July 2022

The detailed year-to-date Income and Expenditure report for Month 4 2022/2023 was noted.

Councillor Hubbard raised his concern that there were anomalies on the Income and expenditure report:

- on pages 12 and 13 payments for shows for tickets splits were still being paid when Council agreed over a year ago that ticket split bookings would not be taken. Councillor Hubbard requested a definitive list of any more Assembly Hall shows that had been booked on a ticket split basis to be circulated to all Members.
- there were underspends and zero spends in certain area where payments should have been made at this point during the year.
- The accounts may not be up to date as no expenditure has been shown this year on play equipment, tree planting and the sports roadshow.

Councillor Hubbard stated that the year-to-date expenditure on major grants showed only £1,980 when he would have expected it to be more. The Community Development Officer confirmed that some grant applicants had not returned their evaluation forms for previous grants received. Once these were received the 2022/2023 grants could be allocated. The Community Development Officer agreed to check major grant evaluation forms had been returned and arrange for payment to be made.

The Town Clerk confirmed that the income received of £11,867 was for rebates of overpaid utilities.

The Town Clerk agreed to provide information to members on the following:

- a breakdown of the £1,980 grant expenditure.
- what the £403 expenditure for CCTV was for.

81/22 Town Council Income Received Report to 31 July 2022

The Earmarked Reserves report for the year-to date Month 4 – 2022/2023 was noted.

Councillor Mortimer raised her concern that the report did not accurately show income received and requested that a copy of the cash book report be included in future agendas.

82/22 Earmarked Reserves to 31 July 2022

The Earmarked Reserves report for the year-to date Month 4 – 2022/2023 was noted.

83/22 Fully Managed Payroll Provider

The report of the Deputy Town Clerk regarding the Fully Managed Payroll Provider was received.

Councillor Hubbard suggested that further information was required regarding why the current provider is not satisfactory and officers could contact other Councils to find out how their service provider works. Councillor Hubbard requested details of the specification for payroll provision from the new supplier.

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

UNANIMOUSLY RESOLVED to defer the approval of the change in Fully Managed Payroll provider until a full tender specification is provided, with the new provider showing what experience they have had with providing payroll services for Councils. A full tender process would be followed with a view to awarding the contract at the beginning of the new Financial Year (April 2023).

84/22 Grants 2022/2023

The Committee agreed that grant applications without evidence of match grant that the Committee would award funding half of the amount requested.

85/22 Alzheimer's Support

Application withdrawn.

86/22 Celebrate Age Wiltshire

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

UNANIMOUSLY RESOLVED to award £1,000.

87/22 Chippenham & District Talking Newspaper

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

UNANIMOUSLY RESOLVED to award £735.50.

88/22 Help Counselling

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

UNANIMOUSLY RESOLVED to award £260.

89/22 Meadowbrook Wiltshire (CIC)

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

RESOLVED to award £500.

90/22 Melksham & District Historical Association and Melksham Tourist Information Centre

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

UNANIMOUSLY RESOLVED to award £881.50.

91/22 Melksham/Chippenham/Calne branch of the Wilts & Berks Canal Trust

It was agreed not to support this grant application.

92/22 Melksham Free Dining

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

UNANIMOUSLY RESOLVED to award £670 and offer free Assembly Hall hire for Christmas Day 2022.

93/22 Melksham Gardeners' Society

It was proposed by Councillor Hubbard seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to award £110.72.

94/22 Melksham Monster Ball

Members did not support the application as it did not meet the application criteria. However, it was suggested that the applicant could work with the new Communications and Events Officer to see if the event could come under the banner of the Town Council, on the condition that it does not call on the Community Development Officer's time.

95/22 Melksham PHAB Club

Members did not support this grant application.

96/22 Melksham Sixty Plus Club

Members did not support this grant application.

97/22 Melksham W.I. Group

It was proposed by Councillor Hubbard seconded by Councillor Mortimer and

UNANIMOUSLY RESOLVED to award £200.

98/22 Proud Melksham

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

UNANIMOUSLY RESOLVED to award £750.

99/22 Wiltshire & Bath Independent Living Centre

It was proposed by Councillor Hubbard seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to award £250 and recommend additional funding streams be sought.

100/22 Wiltshire Sight

It was proposed by Councillor Hubbard seconded by Councillor Mortimer and

UNANIMOUSLY RESOLVED to award £500.

Meeting Closed at: 9.24 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Staffing Committee meeting held on Tuesday 8th November 2022

PRESENT: Councillor S Crundell (Chair)
Councillor S Mortimer
Councillor J Crundell
Councillor C Houghton

IN ATTENDANCE: Councillor T Price

OFFICERS: Linda Roberts Town Clerk

PUBLIC PARTICIPATION: No members of the public or press were present.

124/22 Apologies

Apologies for absence were received from Councillor Aves.

125/22 Declarations of Interest

There were no declarations of interest.

126/22 Minutes

The minutes of the Staffing Committee Meeting held on 12 September 2022, having previously been circulated, were approved as a correct record and signed by the Town Mayor and Chair of the Committee Councillor S Crundell.

127/22 Engagement of an Environmental Officer

Members discussed the appointment of an Environmental Officer and raised the following points:

- It was acknowledged that no officers currently engaged by the Town Council had botanical knowledge.
- It would be ideal if an Environmental Officer was engaged that they straddle the Amenities Team and the Community Development Team.
- It was agreed that biodiversity, which the Town Council has a duty to consider should be at the front and centre of everything the Town Council does
- The Council should focus on what it can do to enhance biodiversity such as; more green spaces, living walls, living bus stop roofs, more wildflower planting in play areas and the cemetery, move away from monoculture grass where possible, drought tolerant planting, a movement towards dry gardens and increased sustainable planting.

- It was acknowledged that the workload of the Community Development Committee was huge and the structure of that team needs to be reviewed.
- Establish the skills gaps so that the Council can put more resources into biodiversity, and explore training through Lackham College for the Amenities Team.
- To be clear about the responsibilities of the Environmental Officer through an action plan.
- Trial the role.
- To grasp the opportunity to lead as a Council on biodiversity matters.

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

RESOLVED to request the Town Clerk to discuss the ideas with the Community Development Officer and the Manager of the Amenities Team.

Councillor Price left the meeting.

128/22 Confidential Session

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

UNANIMOUSLY RESOLVED that the meeting be held in confidential session in view of the sensitive nature of the business to be transacted.

129/22 Staffing Matters

The Town Clerk reported on the outcome of a staffing matter. Confidential notes of 8 November 2022 refer.

Working Pattern for Town Hall Team

Following questions from the Town Clerk who had sought clarification about the changes in the working pattern of Town Hall Officers, Members requested that the Town Clerk consulted with the Officer Team to establish their thoughts on using accumulated TOIL.

Members expressed concern that the Town Hall telephone would not be answered for three days and suggested this was not part of the move to close the Town Hall to visitors on Fridays.

Members confirmed that the idea to close the Town Hall on Fridays was not a move to enable officers to work from home on Fridays.

Members confirmed that the idea behind closing the Town Hall on Fridays was to give officers who regularly attended evening meetings during the week to use the accumulated TOIL on Fridays.

The Town Clerk left the meeting before the next agenda item was discussed.

Appointment of Appeal Panel

It was proposed by Councillor Houghton seconded by Councillor J Crundell and

UNANIMOUSLY RESOLVED that Councillors Ellis, Cooke and Forgacs would form an appeal panel.

Meeting Closed at: 7.10 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Staffing Committee meeting held on Wednesday 16th November 2022

PRESENT: Councillor S Crundell (Chair)
Councillor S Mortimer
Councillor J Crundell
Councillor C Houghton

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations
	Patsy Clover	Deputy Town Clerk

PUBLIC PARTICIPATION: No members of the public or press were present.

130/22 Apologies

Apologies were received from Councillor Aves.

131/22 Declarations of Interest

There were no declarations of interest.

132/22 Minutes

Before approval of the minutes, the Town Mayor clarified the intentions on the future engagement of an Environmental Officer. The appointment would follow after a programme of training in bio diversity had taken place within the existing team so they would be equipped with the knowledge to support the role of an Environmental Officer. The appointment of an Environmental Officer would then go through a trial process before making it a permanent position. It is anticipated that the timescale of such an appointment would be early in 2024.

Following this clarification the minutes of the Staffing Committee held on Wednesday 8th November 2022, having previously been circulated were approved as a correct record.

133/22 Confidential Session

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

UNANIMOUSLY RESOLVED that the meeting be held in confidential session in view of the sensitive nature of the business to be transacted.

134/22 Staffing Matters

Support for the Head of Operations

The Head of Operations talked members through his current workload and advised that some temporary assistance was required.

It was proposed by Councillor J Crundell, seconded by Councillor Houghton and

UNANIMOUSLY RESOLVED to approve additional support for the Head of Operations for up to three months.

Meeting Closed at: Time Not Specified

Signed:

Dated:

Melksham Town Council

Notes of the Assembly Hall Working Group meeting held on Tuesday 27th September 2022

PRESENT: Councillor G Ellis (Chair)
Councillor P Aves
Councillor C Goodhind

IN ATTENDANCE: Councillor S Mortimer

OFFICERS: Christine Hunter Committee Clerk
Linda Roberts Town Clerk

5/22 Apologies

Apologies were received from Councillor Houghton.

6/22 Declaration of Interest

There were no declarations of interest.

7/22 Notes of Previous Meeting

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

UNANIMOUSLY RESOLVED that the notes of the previous Assembly Hall Working Group meeting held on 1 August 2022 were agreed as a correct record.

8/22 Objectives

The Working Group discussed the proposed objectives and considered the new hire rates charged to groups providing events for the benefit of the Melksham Community. The Working Group agreed to accept the proposed objectives with an additional objective as follows:

That a proposal is taken to the Full Council to delegate authority to the Town Clerk to use her discretion in hire fees charged for Assembly Hall and Town Hall bookings, when a hire is for the benefit and use of the Melksham town community, even if the booker lives outside Melksham.

It was suggested that a set of guidelines be produced to use when amending the hire rates to ensure uniformity of charges made to hirers.

9/22 Business under the new pricing structure

Kevin Farrow, The Deputy Facilities Manager explained that the update report contained all charges made to the band/hirer and explained the costing documents attached. Councillor Ellis asked for the Kevin to provide a fuller explanation of all costs for events held at the Assembly Hall in future, including bar takings etc. Councillor Ellis confirmed that all costs for staff time attending functions outside the Assembly Hall were costed to the Assembly Hall budget.

10/22 Public consultation

The Town Clerk confirmed progress on the consultation following several meetings with Community First. The questionnaire will be a needs analysis on the Assembly Hall, and will be online and in hard copy. The survey will be produced next week and circulated to Councillors, which will be a premium survey, with Community First's branding and will provide quantitative and qualitative data.

Once agreed, the survey will cover a 4-6 week consultation period which would be monitored for responses and may be adjusted or extended. It is then suggested that a further consultation will be face-to-face using Community First's Community Organisers to drill down into what the Assembly Hall might look like in the future to suit the needs identified.

11/22 Promotion and business development

Kevin explained current advertising via mail shots, in local publications and press and on the website. He reported on time constraints on staff and the effect of the new pricing on hirers. Councillor Goodhind suggested that the effectiveness of advertising could be monitored by using feedback forms. Councillor Goodhind asked for Kevin to remove the three signs on the Assembly Hall door and amalgamate into one sign on how to buy tickets. Councillor Ellis stated the volunteers would soon be hand delivering fliers locally.

12/22 Accounting systems

Councillor Goodhind asked for more in-depth information to be provided by the Finance Officer, to show income and expenditure for specific shows including staff time. This would enable an accurate picture for each show and provide actions to make improvements. The Town Clerk confirmed she would be willing to set up from 1st April 2023 a package that apportioned salaries and costings to different areas of the council's services to identify more accurately the full cost of services.

13/22 Friends of Melksham Assembly Hall (FoMAH)

The notes of the FoMAH meeting held on 25 August 2022 were noted. Councillor Ellis suggested for example that if the Assembly Hall were run on a Community Interest basis it could attract funding not available to the Town Council. He confirmed that a leaflet had been produced and would be hand delivered

showing the next three months of shows at the Assembly Hall. Councillor Ellis agreed to notify Councillors about the leaflet drop.

14/22 Options for the Assembly Hall

It was agreed to defer this item to the next meeting.

15/22 Neighbourhood Plan and Town Centre Master Plan

Councillor Ellis explained that the Town Centre Masterplan, part of the Neighbourhood Plan included options and uses for the Assembly Hall.

16/22 Invitees to next meeting

It was agreed to invite Paul Seemayer, Leo Goodhind and Howard Jones to the next Working Group meeting to provide input on lighting, sound and suggest ideas to look at the future of the Assembly Hall.

17/22 Date and time of next meeting

The date and time of the next Assembly Hall Working Group would be Thursday 3 November 2022 at 7.00 pm at Melksham Town Hall.

Meeting Closed at: 9.15 pm

Signed:

Dated:

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Melksham Town Council

Notes of the Assembly Hall Working Group meeting held on Tuesday 15th November 2022

PRESENT: Councillor G Ellis (Chair)
Councillor G Cooke
Councillor C Goodhind
Councillor J Oatley

OFFICERS: Linda Roberts Town Clerk

18/22 Apologies

Apologies for absence were received from Councillor Aves.

19/22 Declaration of Interest

There were no declarations of interest.

20/22 Notes of Previous Meeting

The notes of the meeting held on 27th September 2022 having previously been circulated were approved as a correct record.

21/22 Amended Terms of Reference

It was noted that the Working Group should report to Full Council as the Working Group had been set up by Full Council.

Members noted that the remit of the Working Group set by the Full Council on 12 May 2022 was included in the Terms of Reference.

Members also felt that meetings should be more regular than every two months as the Working Group had been given a timeframe of six months to complete its work and once the businesses assigned to the working group had been completed the Working Group would dissolve.

The lead officer would be the Town Clerk.

Following these amendments it was proposed by Councillor Oatley, seconded by the Chair Councillor Ellis and

UNANIMOUSLY RESOLVED to recommend the revised Terms of Reference to the Full Council meeting scheduled for Monday 28th November 2022.

22/22 Scope of Works re Assembly Hall Hire Charges

It was noted that a comparison with other venues had been undertaken by the Head of Operations before recommending the new pricing structure which was approved by Full Council on 12th May 2022 so it was not necessary to undertake this work again.

The Town Clerk reported that the Head of Operations was in the process of improving the kerb side appeal of the Assembly Hall and that a refurbishment of the bar was imminent.

Councillor Oatley advised members present that he had offered to assist with the modernisation of the bar. The Town Clerk agreed to remind the Head of Operations of this offer.

22/22.1 Hire Charge Comparisons

It was agreed that it would be sensible to review the new hire charges for the Assembly Hall in the Spring of 2023; this would allow time for the new hire rates to have bedded in and allow for a more meaningful assessment.

22/22.2 Historic Data of Assembly Hall Hires

The accounts for the Assembly Hall for 2018/2019 and 2019/2020 were received.

22/22.3 Assembly Hall Needs Analysis - Public Consultation

Members endorsed the format of the presentation but had a couple of suggestions.

When beginning the survey users are advised to click the continue button, this button actually gives the option to continue. This should be changed.

Members requested that the age range should be expanded to allow under 18's to take the survey.

It was also suggested that it might be a good idea to pay for an advertisement through the Town Council's Social media account.

That posters should be distributed to venues in town to promote the survey.

Meeting Closed at: 8.45 pm

Signed:

Dated:

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Melksham Town Council Assembly Hall Working Group

Terms of Reference

1. Reporting to the Asset Management and Amenities Committee, ~~the a temporary~~ Working Group will ~~be created to~~ meet on an 'as required' ~~, but at least once every two months~~ basis. The meetings cannot exceed ~~2~~ hours.

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2. **Membership**

The make-up of this Working Group shall consist of a minimum of four members of Melksham Town Council, one of whom shall be the chair. Any other members can be appointed and so can non-elected members of the public or any other representative from a properly constituted body. Representatives of a maximum of four outside bodies or individuals can be invited to attend any one Working Group meeting, where relevant.

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3. **Delegated Business**

The Working Group has delegated authority to discuss and debate the following items as specified by ~~the Asset Management and Amenities Committee~~ Full Council:

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- 3.1 ~~No working group shall have powers to make decisions on policy or budget commitment. To obtain comparisons of charges with other local similar sized venues.~~

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- 3.2 To obtain historic data of Assembly Hall hires.

- 3.3 To gather evidence of what the public require from the Assembly Hall to suggest an informed revision of the hire rates agreed by Full Council on 16 May 2022.

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- ~~3.4~~ Recommendations regarding hire rates shall be put before ~~the Asset Management and Amenities Committee~~ Full Council for ratification.

- 3.5 The Working Group will be disbanded once the above scope of works has been completed.

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3.63 ~~The Lead Officer would be the Town Clerk who Agendas shall be put together Agendas in by the lead officer in~~ conjunction with the Chair and members.

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3.74 Notes of the Working Group will be received at Town Council meetings. They will be prepared by the lead officer.

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3.85 The Terms of Reference can be reviewed by the Working Group and recommended for adoption by Full Council.

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Adopted 2022

Melksham Town Council

Notes of the Events Working Group meeting held on Thursday 3rd November 2022

PRESENT: Councillor T Price (Chair)
Councillor C Goodhind
Councillor C Houghton

IN ATTENDANCE: Rev Charlie Thomson - Remembrance Sunday
Trevor Paterson - Remembrance Sunday

OFFICERS: Christine Hunter Committee Clerk
Miriam Zaccarelli Community Development Officer
Gloria Delves Communications Officer

24 Apologies

Apologies were received from Councillors Price and Aves, Greg McKay, Sara Land, Hugh Davies, Paul Weymouth and Bruce Bury.

25 Declaration of Interest

There were no declarations of interest.

26 Notes of the Previous Meeting

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

UNANIMOUSLY RESOLVED that the notes of the Events Working Group meeting held on 6 October 2022 were a correct record.

27 Remembrance Sunday

Christine Hunter tabled an action sheet regarding the Remembrance Parade and Wreath Laying Ceremony.

Actions required for Remembrance are as follows:

Action in Advance	By who
Confirm with Revd Charlie Thomson: 1. the final number of seats required at the church. 2. Whether Melksham Without Parish Council Chair will do a reading at the church.	Christine

3. What the readings will be for the Town Mayor and the Melksham Without Parish Chair.	
Confirm with Dave Elms of the Amenities Team: <ol style="list-style-type: none"> Names of helpers to move the steps and Gazebo are Carl, Tom, Colin, Miriam and Gloria. If the gazebo is needed on Sunday and that four people are required to erect the gazebo. 	Christine

28

Christmas Event

Actions and updates required for Christmas Lights event are as follows:

In Advance	By Who	Action/Update
Entertainment		
Arrange for a stage	Hugh	Melksham Scaffolding have offered to construct a stage for free.
Confirm Stilt-Walker elves	Gloria	Book stilt-walker elves.
Contact schools re choir and other groups to help at event.	Sara/Gloria	Contact schools.
Live animals – not appropriate for the Switch On event	Gloria	Research the cost of hiring donkeys and smaller animals for the Carol service on 16 th December instead.
Costumes for people to walk through the crowd.	Gloria	Investigate the cost of purchasing Christmas themed costumes. Budget to be no more than £1,000 but try to come in cheaper. Borrow costumers where possible.
Music	Gloria	Contact Funk'd Up to book.
P.A. System	Miriam	Check whether the P. A. speakers are wireless then they can be moved so the music can be heard from further away
Pop up screen	Gloria/Miriam	<p>Unanimously Resolved to research the cost of providing an LED screen from InfoLED for outside. Maybe for the World Cup if England are playing on the 3rd.</p> <p>Use the big screen in the Assembly Hall in small time slots between live music to show Christmas films on silent.</p>
Fireworks		

Confirm with Trevor of Distant Thunder Fireworks.	Miriam	Fireworks Booked
The Tavern to confirm in writing they will donate £500 towards the fireworks.	Tom	To speak to the Tavern to organise.
Snow Machine	Paul	To confirm he will provide as previously.
Road Closure		
<ul style="list-style-type: none"> • The Campus • The Tavern • Crown House • The Kings Arms • The Factory Shop • Takeaway Restaurants • Refa 	Tom/Miriam	Need to speak to them individual regarding the road closures.
Code Word for residents.	Miriam	To notify appropriate residents of the code word to be able to access via a vehicle.
Bus marshals	Miriam	Find bus marshals to help people find their relocated buses – ask Graham
Premises Licence		
If not approved on 22 nd we have 10 days to apply for a temporary events cover notice up to 5.30 pm.	Miriam	Miriam to complete paperwork early in case approval not received by 22 nd .
Stalls		
Find more stalls	Miriam	<p>Assembly Hall stalls all booked. Need to find outdoor stall holders by:</p> <ul style="list-style-type: none"> • Emailing all councillors and staff to see if they know possible stall bookers. • Possible NHP stall. • Ask the Makers Market. • Put a request in the Melksham Independent News.
Christmas themed		<p>Ensure stalls look Christmassy – offer a prize for the most festive stall.</p> <p>Have a box of emergency decorations to help stalls if needed.</p>
Light Up Toys	Sara	Contact light up toy vendors to

		explain they would not be needed.
Empty shops	Miriam	Check whether empty shops would be available to use for stalls in case of bad weather.
Whitehall and Leekes	Colin	To contact about having a stall
Electricity supply for outside stalls	Colin/Paul	To advise how to access electricity Paul has the Key.
Budget		
Full costed budget to Full Council	Miriam	Budget to Full Council
Advertising		
Podcast	Carl/Paul/Miriam	Carl to interview Miriam and Paul re Christmas event for a podcast to be released 18 November 2022.
Santa's Grotto		
Create Grotto advertising	Gloria	
Get Elf costumes	Gloria	
Confirm the price at £1 per child		
Arrange sponsorship for grotto	Paul Weymouth	Paul will arrange sponsorship to cover the rest of the cost of the presents
Microphone for Santa	Miriam/ Sara	
Breaks for Santa	Miriam/Sara	
Ticket system to include ages of children	Gloria	
Grotto decoration	Paul Weymouth	Paul will take care of the grotto decoration and lights.
Decorations		
TH and AH Decorations	Miriam/Gloria/Sara	Go through current Christmas decorations and discard old/broken ones. Buy new decorations up to £1000 including new long lasting artificial tree for foyer
Help		
Help required for the event	Gloria Carl	<ul style="list-style-type: none"> • Contact the Air Cadets and other local groups to ask if they can provide help on the day, possibly dressing up in costume. • Contact the Children's' centre to ask if they want a stall and could provide a person wearing their bear costume.
Councillors' roles at the event	Miriam	Email all councillors with a list of job roles and allocate to those who can help - Bus marshal, Character dress

		up etc. Use Teams
Ask community groups to help	Miriam	

29

Christmas Carols

There were no further updates, but Councillor Goodhind requested confirmation that the event would be a Christmas Carols event not a religious Christmas Carols service.

Meeting Closed at: 7.27 pm

Signed:

Dated:

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Melksham Town Council

Notes of the Events Working Group meeting held on Thursday 6th October 2022

PRESENT:

Councillor P Aves
Councillor C Goodhind

IN

ATTENDANCE:

Sara Land - Events Assistant
Andy Lister - Prosec Limited
Paul Weymouth - Melksham Christmas Lights
Gloria Delves

OFFICERS:

Hugh Davies	Head of Operations
Dave Elms	Amenities Team Manager
Christine Hunter	Committee Clerk
Miriam Zaccarelli	Community Development Officer

18 Choose a Chair for the Meeting

Round table introductions were made. It was agreed that Councillor Aves would Chair the meeting.

19 Apologies

Apologies were received from Councillors Price and Houghton and Bruce Bury.

20 Declaration of Interest

There were no declarations of interest.

21 Notes of Previous Meeting

It was proposed by Councillor Aves, seconded by Sara Land and

UNANIMOUSLY RESOLVED that the notes of the Events Working Group meeting held on 1 September 2022 were a correct record.

22 Remembrance Sunday

Christine Hunter explained that:

- the road closures had been applied for to Wiltshire Council.
- a Church Service would be held on Sunday 13 November 2022 at St Michael and All Angels church at 10.00 am, and would be followed by a memorial service at the War Memorial.

- the memorial service should take approximately 30 minutes, and service sheet would be distributed to members of the public.
- the raised platform for the War Memorial had been sourced and a sound system would be provided by the Church.
- Air Vice Marshall D Couzens would be deputising for the Lord Lieutenant.
- refreshments would be provided as usual at the Assembly Hall after the Parade returned to King Street car park.

23 Christmas Event

Councillor Aves explained that the Town Council had approved increased funding for Christmas Lights event of up to £10,000.

Councillor Price had made suggestions for the event and asked that details of businesses who were providing refreshments with the amount raised going to charity to be published on the Town Council's website and social media.

Miriam confirmed that Councillor Price had arranged for the Market Tavern to agree a donation of £500 towards the fireworks which could be match funded as part of the switch on. Paul Weymouth suggested that Distant Thunder Fireworks could provide a short firework burst at a cost minimum of £1,000.

Sara Land confirmed the Major Wrecks would provide entertainment for free. The Rock Choir if available would charge £60 and the Decibelles would charge £350.

It was agreed that the event would commence at 1.00 pm to enable businesses to benefit from more custom. Additional times for road closures were agreed and the switch on of the lights was agreed initially to be at 6.30 pm.

It was agreed that prices would be investigated from professional P.A. suppliers to provide a robust sound system.

Andy Lister explained that the suggestion was to have more stalls in the market place making a bigger road closure to include the roundabout the whole afternoon.

local Emergency Services would need to be notified of road closures.

Paul Weymouth agreed to speak to the Campus to ask if they would request their staff to park in King Street car park.

Purchasing light up toys to be handed out to children was considered, rather than having the professional light up toy distributors because of cost to parents. Gloria Delves suggested having carols with battery candles before the lights switch-on followed by fireworks.

It was agreed that:

- Wiltshire Council would be contacted to request a total road closure as permitted in other town centres for local events.
- more than one advert would be placed in the local press and that local businesses would be notified about the road closures.
- the current Christmas decorations would be sorted through with new ones being purchased for the Town Hall and Assembly Hall
- Paul Weymouth would help with lighting for the Assembly Hall and would have overall control of decorating Santa's Grotto.
- elf costumes would be required for Santa's Grotto helpers.
- a voucher would be purchased by Sara Land for Santa as a thank you.
- all stalls would be 6 ft. Assembly Hall stalls would be charged at £20 for small businesses stalls and £10 for charity stalls. Outside stalls charges would be £10 for charity stalls with businesses ranging from £30 to £130 including electricity
- Non-alcoholic mulled wine would be sold at the Assembly Hall.

Councillor Aves reported that there would be a Christmas Carol Service on 16 December 2022 in the Market Place. Paul Weymouth had agreed to project the words of the carols onto the Town Hall Screen. Gloria suggested purchasing battery candles for the choir.

Meeting Closed at: 7.28 pm

Signed:

Dated:

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MELKSHAM TOWN COUNCIL REPLACEMENT MAINTENANCE/STORAGE BUILDING AT KING GEORGE V PARK INITIAL ORDER OF COST ESTIMATE

DECEMBER 2022, ISSUE NR 1



Project: MELKSHAM TOWN COUNCIL

Issue: Issue Nr 1

Date: December 2022

BASIS, COMMENTS, EXCLUSIONS AND CLARIFICATIONS

- 1 MEA have been commissioned by Melksham Town Council to prepare an initial Order of Cost Estimate for the replacement redundant 'Maintenance Building' at KGV Park in Melksham. It has been prepared with Stage 3 planning drawings only and very limited other design information so makes a number of assumptions, and draws on our general experience.
- 2 Information used: NVB Architects
 Location plan ref 2011- 2 010
 Existing site plan ref 2011- 2 005
 Existing plans and elevations ref 2011- 2 040
 Proposed site plan ref 2011- 2 105
 Proposed plans and elevations ref 2011- 2 100
- 3 Costs are based on current day (4Q2022).
- 4 The Gross Internal Floor Area has been measured as follows:

	Area (m ²)
Ground	115
Gross Internal Floor Area (m²)	115
- 5 It has been assumed that the construction contract will be procured on a competitive basis.
- 6 The following costs have been specifically excluded from the Order of Cost Estimate:
 - VAT at prevailing rate
 - Asbestos removal beyond that known
 - Abnormal ground conditions
 - Disposal of contaminated spoil, if any
 - Potential impact on Construction Costs from BREXIT
 - Potential impact on Construction Costs from current 'super inflation'
 - Loose fixtures and fittings, furniture and the like
 - Client fit-out/direct costs
 - Professional/Statutory Fees and surveys over and above allowance made

Date: December 2022

Ref	Description	Total £	Notes
1	Construction Costs		
	Nett estimated construction cost:	£251,000	
2	Preliminaries and Margin		
	Say 16 week build period <i>at £3,000 per week</i>	£48,000	<i>Demolition assumed as a separate enabling project</i>
		£299,000	
	Contractor's margin at 10%	£30,000	<i>This could be higher - 12.5% or even 15%</i>
	Estimated cost of building	£329,000	
3	Contingency		
	Design Development at 5% say	£15,000	5% allowed
	Construction Risk at 5% say	£15,000	5% allowed
	Sub Total	£359,000	
4	Fees		
	Allowance for professional/statutory fees and surveys @, say, 20%	£71,800	<i>Ground investigation, architect, engineer, project manager, quantity surveyor, Principal Designer (for CDM)</i>
	Total (excluding VAT)	£431,000	
	<i>Overall cost of building per m², excluding fees & VAT</i>	<i>£2,861</i>	
	<i>Overall cost of building per ft², excluding fees & VAT</i>	<i>£266</i>	

Project: MELKSHAM TOWN COUNCIL

Issue: Issue Nr 1

Date: December 2022

Construction Costs

Ref	Description	Qty	Unit	Rate £	Total £	Section Total £	Notes
1.0	SITE PREPARATION/DEMOLITION WORKS						
	Demolition of existing maintenance building incl asbestos removal	Item		25,000	25,000		<i>Includes breaking out ground slab</i>
	Tree protection measures	Item		750	750		
	Site strip allowance/clearing of vegetation etc	309	m2	5	1,545		
						27,295	
2.0	NEW CONSTRUCTION						
2.1	Substructure						
	Ground floor slab	excavation, prep and disposal	33	m ³	65	2,145	<i>Assumed 225mm thick slab Subject to engineer's design</i>
		reinforced slab and Type I fill	115	m ²	85	9,775	
	Foundations	Pad foundations to columns	10	Nr	400	4,000	
						15,920	
2.2	Frame						
	Allowance for steel portal frame and roof structure; based on 60kg/m ²	7.8	t	3,750	29,250		
	Secondary Steelwork, say 20%	15	%	29,250	4,388		
						33,638	
2.3	Roof						
	Roof cladding, single skin corrugated fibre cement system	148.8	m ²	45	6,696		<i>NOT insulated</i>
	extra for ridge detail	16	m	25	400		
	extra for eaves detail	31	m	10	310		
	extra for verge detail	19.2	m	25	480		
	extra for SVP weathering detail	1	Nr	50	50		
	Allowance for rooflights	4	Nr	750	3,000		<i>Do we need these? Could we use PVC? Could we use PVC?</i>
	PPC aluminium rainwater goods	31	m	60	1,860		
	gutters	12	m	75	900		
	downpipes					13,696	

Project: MELKSHAM TOWN COUNCIL

Issue: Issue Nr 1

Date: December 2022

Construction Costs

Ref	Description	Qty	Unit	Rate £	Total £	Section Total £	Notes
2.4	External Walls						
	Wall cladding, single skin corrugated fibre cement system	166.8	m ²	45	7,504		<i>NOT insulated</i>
	extra for base/drip detail	48	m	25	1,200		
	extra for corner detail	12	m	25	300		
	100mm blockwork backing to cladding	166.8	m ²	60	10,005		<i>For security and internal impact but is it needed?</i>
	External doors/windows:						
	Leaf and a half personnel doors (powder coated steel)	2	Nr	2,000	4,000		<i>High security. Are two needed?</i>
	Power operated roller shutter door	1	Nr	3,500	3,500		
	Windows (powder coated aluminium)	3	m ²	600	1,800		<i>Are windows needed?</i>
	Security roller shutters to windows (manual)	3	Nr	750	2,250		<i>Are windows needed?</i>
						30,559	
2.5	Internal Works						
	Partition walls to form WC; incl finish & insulation	22	m ²	150	3,300		<i>Insulation to WC only.</i>
	Internal door	1	Nr	750	750		
	Vinyl flooring to WC and tea station	10	m ²	50	500		
						4,550	
2.6	Fixtures, Fittings and Equipment						
	Fit out of WC; toilet, basin, etc	Item		1,000	1,000		
	Tea station/kitchenette	Item		1,500	1,500		
	Signage	Item		250	250		
						1,000	
3.1	Mechanical Installations						<i>NO SPACE HEATING</i>
	Services & waste plumbing to WC and kitchenette	Item		2,000	2,000		
	External tap	Item		1,500	1,500		<i>Includes break tank</i>
3.2	Electrical Installations						
	Sub-mains /lighting/small power/intruder/fire/WC ventilation	115	m ²	200	23,000		<i>Assumed single phase and no CCTV</i>
	Localised heating to WC/trace heating to pipes	Item		100	100		
3.3	BWIC with the above	Item			1,325		<i>Based on 5% of M&E total</i>

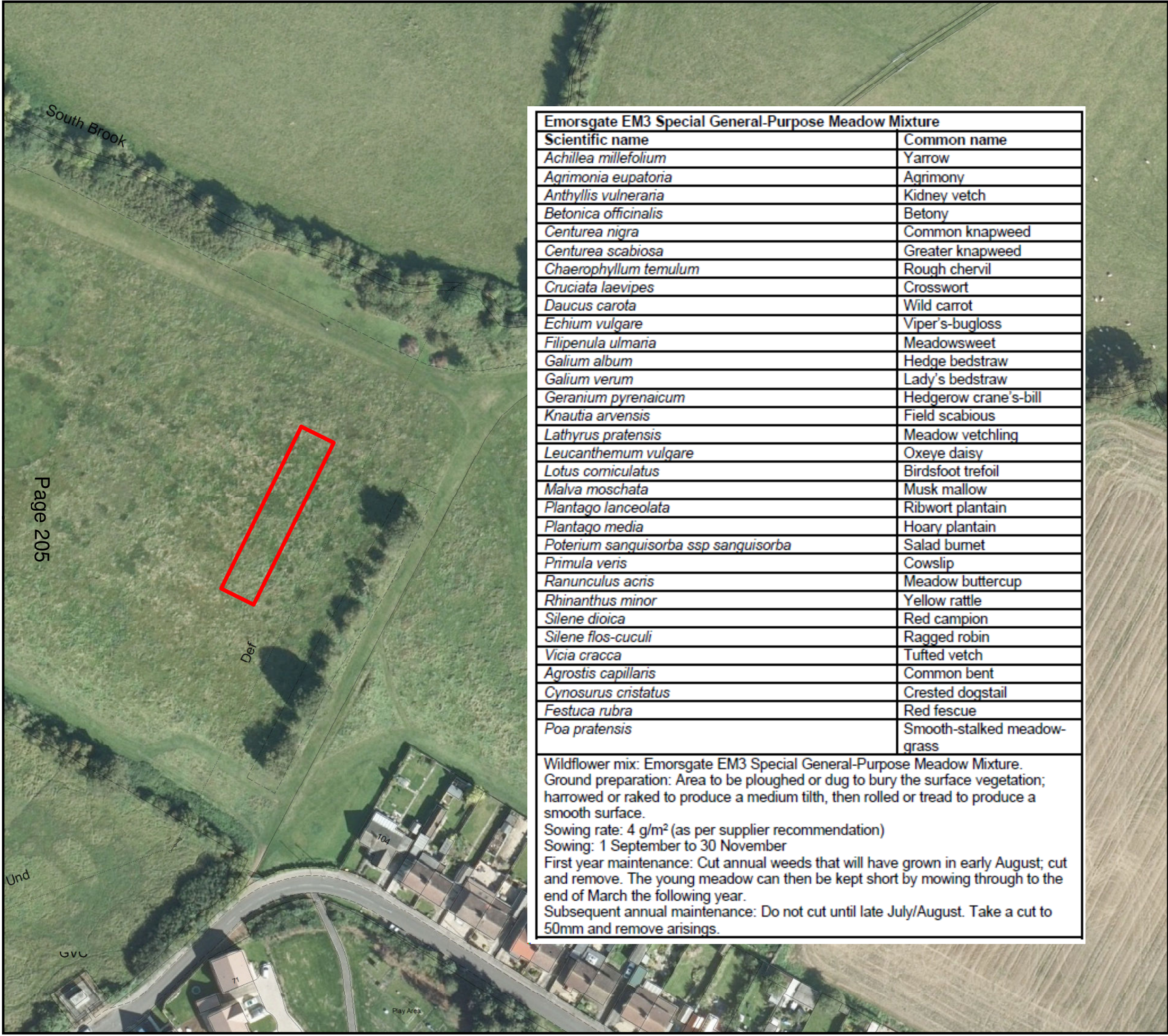
Project: MELKSHAM TOWN COUNCIL

Issue: Issue Nr 1

Date: December 2022

Construction Costs

Ref	Description	Qty	Unit	Rate £	Total £	Section Total £	Notes
						27,925	
4.1	External Works						
	Reinforced concrete hard standing; including excavation & disposal	370	m²	150	55,500		
	Extra for hand excavation in root protection zone	Item		500	500		
	2.4m high powder coated weld mesh fence to perimeter	91	m	80	7,280		<i>Drg shows chainlink - assumed unsuitable</i>
	extra for single personnel gate	1	Nr	750	750		<i>Not shown on plan - needed?</i>
	extra for double vehicle gate	1	Nr	2,500	2,500		
	Allowance for soft landscaping - topsoiled bed and hedging only	20	m	50	1,000		
						67,530	
4.2	Drainage						
	Allowance for foul drainage:						<i>Assumes connection into existing, nearby system to serve WC/kitchenette</i>
	Drain runs	10	m	125	1,250		<i>Includes reinstatement of hard surfacing</i>
	Inspection chambers	2	Nr	600	1,200		
	Connect to existing to North	Item		750	750		
	Allowance for surface drainage:						<i>Assumes no washdown/recycling/oil interceptor</i>
	Drain runs	60	m	75	4,500		<i>Assumed in the soft</i>
	Inspection chambers	4	Nr	600	2,400		
	RW gullies	4	Nr	100	400		
	Yard gullies	6	Nr	300	1,800		
	ACO channels to thresholds	6	m	125	750		
	Large soakaway	Item		3,000	3,000		<i>Assumes ground is suitable for soakaway</i>
						16,050	
4.3	External Services						<i>No BT - assumed mobile signal for comms</i>
	Allowance for water connection	Item		5,000	5,000		<i>Quotation from Wessex Water needed</i>
	Allowance for electrical supply/connections	Item		7,500	7,500		<i>Quotation from SSE/SPD needed</i>
						12,500	
Total - Nett construction cost £						£250,662	



Emorsgate EM3 Special General-Purpose Meadow Mixture	
Scientific name	Common name
<i>Achillea millefolium</i>	Yarrow
<i>Agrimonia eupatoria</i>	Agrimony
<i>Anthyllis vulneraria</i>	Kidney vetch
<i>Betonica officinalis</i>	Betony
<i>Centurea nigra</i>	Common knapweed
<i>Centurea scabiosa</i>	Greater knapweed
<i>Chaerophyllum temulum</i>	Rough chervil
<i>Cruciata laevipes</i>	Crosswort
<i>Daucus carota</i>	Wild carrot
<i>Echium vulgare</i>	Viper's-bugloss
<i>Filipenula ulmaria</i>	Meadowsweet
<i>Galium album</i>	Hedge bedstraw
<i>Galium verum</i>	Lady's bedstraw
<i>Geranium pyrenaicum</i>	Hedgerow crane's-bill
<i>Knautia arvensis</i>	Field scabious
<i>Lathyrus pratensis</i>	Meadow vetchling
<i>Leucanthemum vulgare</i>	Oxeye daisy
<i>Lotus corniculatus</i>	Birdsfoot trefoil
<i>Malva moschata</i>	Musk mallow
<i>Plantago lanceolata</i>	Ribwort plantain
<i>Plantago media</i>	Hoary plantain
<i>Poterium sanguisorba ssp sanguisorba</i>	Salad burnet
<i>Primula veris</i>	Cowslip
<i>Ranunculus acris</i>	Meadow buttercup
<i>Rhinanthus minor</i>	Yellow rattle
<i>Silene dioica</i>	Red campion
<i>Silene flos-cuculi</i>	Ragged robin
<i>Vicia cracca</i>	Tufted vetch
<i>Agrostis capillaris</i>	Common bent
<i>Cynosurus cristatus</i>	Crested dogstail
<i>Festuca rubra</i>	Red fescue
<i>Poa pratensis</i>	Smooth-stalked meadow-grass

Wildflower mix: Emorsgate EM3 Special General-Purpose Meadow Mixture.
Ground preparation: Area to be ploughed or dug to bury the surface vegetation; harrowed or raked to produce a medium tilth, then rolled or tread to produce a smooth surface.
Sowing rate: 4 g/m² (as per supplier recommendation)
Sowing: 1 September to 30 November
First year maintenance: Cut annual weeds that will have grown in early August; cut and remove. The young meadow can then be kept short by mowing through to the end of March the following year.
Subsequent annual maintenance: Do not cut until late July/August. Take a cut to 50mm and remove arisings.

Legend
Off Site Enhancement

Beanacre
First Time Sewerage
Off-Site Enhancement Plan (A3)

Grid Reference: 390405, 166295	Date: 29/11/2022	
Drawing Number: C00033/ENV/403/A	1:1,000	N

This map may be used for Wessex Water Projects only.

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County Wildlife Sites :The County Wildlife Site Project is provided by the Environmental Records Centre. Further information on these sites are available from the relevant Records Centre

Information in this plan is provided for identification purposes only. No warranty as to accuracy is given or implied. The precise route of pipe work may not exactly match that shown. Wessex Water does not accept liability for inaccuracies. Sewers and lateral drains adopted by Wessex Water under the Water Industry (Schemes for Adoption of Private Sewers) Regulations 2011 are to be plotted over time and may not yet be shown. In carrying out any works, you accept liability for the cost of any repairs to Wessex Water apparatus damaged as a result of your works. You are advised to commence excavations using hand tools only. Mechanical digging equipment should not be used until pipe work has been precisely located. If you are considering any form of building works and pipe work is shown within the boundary of your property or a property to be purchased (or very close by) a surveyor should plot its exact position prior to commencing works or purchase. Building on or near Wessex Water's apparatus is not normally permitted.

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WILTS & BERKS CANAL TRUST

PATRON: HRH THE QUEEN CONSORT

Restoring all 70 miles of the Wilts & Berks canal to create a tranquil public waterside park for walking, cycling, fishing and boating

Melksham, Calne & Chippenham and Foxham & Lyneham Branch

**Minutes of the Branch meeting
held at The Rachel Fowler Centre, Melksham SN12 6EX
on Tuesday 15 November 2022 at 19:45**

Present

Dave Maloney (Branch Chair)	Gary Tytherleigh	Malcolm Hitchinson
Barry Roberts	Gordon Spyer	Mark Harris (Melksham Without Parish Councillor)
Bob Howlett (Branch Boats Officer)	Graham Stroud	Martin Palmer
Brian Wright (Branch Events Committee Chair)	Howard Wilson (Branch Digital Comms Officer)	Ray Canter (Branch Work Party Management Group Chair)
Chris Gibson	Howard Yardy (Branch Wildlife Officer)	Sandy Wright
Christine Watt	Jeremy Brickell	Steve Roberts (Branch Treasurer)
Colin Fletcher	Kevin Murray	John Goring (Branch Secretary)
Fiona Rivers	Linda Howlett	

The meeting was quorate: four or more Eligible Branch Members (all those present, except Mark Harris) of whom at least one is a Principal Officer (Dave Maloney, Steve Roberts, John Goring) and one another Executive Member (Bob Howlett, Brian Wright, Howard Wilson, Howard Yardy, Ray Canter).

1 Welcome and apologies for absence

Dave Maloney welcomed everyone to the meeting.

Apologies for absence were received from Basil Raddy, Keith Vickery, Liz Holliss, Martin Holliss, Micah Leitch, Paul Lenaerts and Peter Holley.

2 Minutes of the previous meeting and matters arising

Dave Maloney asked whether those present had received the Minutes of the previous meeting. Everyone indicated that they had

2.1 Actions

Minute 5.8: *Dave Maloney to investigate whether we can sign up members at Festivals etc. using paper forms*

Dave said that there is no change to the situation, in that banks accepting paper DD instructions was still the problem.

Malcolm Hitchinson asked whether we could use iPads or similar so that potential new recruits could enter their details straight onto the Trust's system. Dave said that we have two iPads and that we could trial this at next year's Chippenham Folk Festival.

Minute 6: *Howard Wilson to update Branch webpages to give correct information about Branch meetings*

Howard confirmed that he had updated the wording on the Trust's webpages; he has also uploaded a map showing the location of the Rachel Fowler Centre.

Minute 6: *Dave Maloney to talk to Trust Comms Officer (Chris Barry) about making it easier for members to get information posted to the Trust's "official" Facebook pages*

Dave confirmed that he had raised this issue and had been assured that better processes would be put in place. We will monitor this.

2.2 Other Matters Arising not on the Agenda

Malcolm Hitchinson asked whether Dave could, given Dave's rather pessimistic view of the Trust's finances in the recent Officers Reports, provide some more information. Dave said that he would cover this in his announcements.

There were no other matters arising.

2.3 Sign off

Dave asked whether those present were content for him to sign the Minutes. The meeting indicated that they were, and Dave signed the Minutes.

3 Chair's Announcements

Thank You

Dave Maloney thanked the Branch Officers and other contributors who found the time to send in their monthly reports; our members love them ☐.

Meetings

Dave updated the meeting on the numerous meetings that he had attended since the October Officers' Report was published.

Wiltshire Council

With Howard Yardy, Dave had a positive meeting with Alison Rassey from Wiltshire Council to discuss Naish Hill. More information will in the November next report;

Trust Restoration Committee (restCom)

Dave is Chair of restCom, which is made up of Branch WPOs and advisors. Attending the November meeting from MCC were Fiona Rivers, WPO, and Andrew Fergusson, H&S Adviser for the West End of the canal. Training was discussed, and in particular with few Waterway Recovery Group (WRG) trainers, it's left to WRG member George Eycott to train volunteers on multiple bits of kit. This is not sustainable, and George and Dave are working together on a solution. As WRG issue tickets that cover us with our Inland Waterway Association (IWA) insurance, getting in external trainers is complicated.

Trust Major Projects and Programmes Team (MPP)

Dave also attended a MPP meeting, which discussed the need for attendees to prepare project briefs to inform other members of the major projects in their area. As Dave's area includes many major projects between Semington and the A4 at Chippenham, this is a mammoth paper for him to write. Although information already exists, it is held across many folders and will take some time to pull together.

Trust Executive

Dave attended the monthly meeting of the Trust Executive, but nothing of immediate importance for MCC Branch was discussed. I will give a roundup of what happened at that meeting in the next Officers Reports, which will continue to be published monthly even when there will be no physical meeting, as in December.

Carpenters Workshop

Gary Tytherleigh and Dave had a WhatsApp call with Ellie Pearl to discuss the design element of the Carpenters Workshop.

Melksham Link

Dave met others at the monthly Melksham Link (ML) meeting, and in that afternoon the Environment Agency (EA) attended a meeting arranged by Wiltshire Council (WC) which was attended by some of the Melksham Link team, members of the EA and the WC Ecologist. This saved us the cost of paying to talk to EA officers (at over £100 per hour per person). Unfortunately the EA still had a negative view of the project, and not much progress was made. The WC ecologist put some points forward that the Trust will have to look at, but the ML team are waiting until the official Minutes come out before commenting further.

Malcolm Hitchinson asked whether the EA had accepted there was no need to have a weir within the project, and that there is no other mitigating action needed from us. Dave said that was his understanding, but that we should wait for the official Minutes of the recent meeting.

Trust Finances

In answer to Malcolm Hitchinson's question about the Trust's finances, Dave said that the aim of the Trust was to cover core costs (leases; part-time staff; office costs etc.) by membership fees. He didn't want to spread any alarm, as the Trust is in a much healthier financial position than it has been for several years. However, covering core costs is proving to be a challenge. If they cannot be covered, the shortfall will have to be made up by fundraising. This will mean less funding for restoration work.

Events

Finally, Dave said that once again, and by popular demand, there will be a Branch Christmas Dinner, which will be at the Bell Inn, Lacock. Over 25 people have already booked.

He would like to see as many members there on **Wednesday 14 December** for our winter get-together and asked that anyone wishing to go should contact him (dave.maloney@wbct.org.uk).

As well as great food and company, Dave said that the Chair's **FREE** Christmas raffle will take place during the evening.

The menu was circulated to members around the time that the Officers Reports were sent out. If you don't have a copy, please contact Dave.

4 Update from Branch Officers

4.1 Health & Safety

Dave Maloney said that he had already mentioned that Andrew Ferguson will become H&S adviser for the West End of the canal. Andrew is a H&S professional and MCC is his local Branch.

There were no questions on Health & Safety.

4.2 Work Parties

4.2.1 Pewsham Locks

Howard Wilson reported that, following a visit by the Health & Safety Executive Inspector, we can now restart work on Pewsham Top Lock. He also reported that the second footings are about to go in for the Waiting Wall in the Upper Pound.

Dave Maloney said that we won't be starting work on Top Lock immediately as, in addition to the work on the Waiting Wall that Howard has mentioned, there is still some preparatory work to do before we can start on the Accommodation Bridge, which is the biggest part of that project.

There were no questions on Pewsham Locks work parties.

4.2.2 Other Sites

Dave Maloney reported that a "mini work party" had recently done some work on the Green Lane Farm section, including clearance work, preparing for hedging and salvaging saplings from the canal bed. Air Cadets will be on site there next week for tree planting.

Dave also reported that he is scheduling a discussion with Howard Yardy on wild flower management/encouragement at 7 Locks..

There were no questions on work parties at sites other than Pewsham Locks.

4.3 Projects

4.3.1 Melksham Link

There were no questions on the Melksham Link project.

4.3.2 Carpenters Workshop

There were no questions on the Carpenters Workshop project.

4.3.3 Dry Dock

Dave Maloney reported that Jon Coates, the Trust's Chief Engineer, had given us a cutting list, which allowed Dave and Bob Howlett, who will be leading on the timber work, to get a quote for supply of timber from a local source.

Dave said that in maintaining the historic nature of the structure, we were still able to use some modern strengthening techniques. Ray Canter said that the concern is about the wind catching the roof. Mini wire cages need to be made up (probably on site) to go into the coping and act as reinforcements between the steel uprights. This will need to be done before the roof can be erected.

There were no questions on the Dry Dock project.

4.3.4 Peterborough Arms

Dave Maloney reported that the small team were working on the outside storeroom, currently insulating it. The secondary double glazing for the road-facing rooms has been delivered.

Trade at the pub is still being badly affected by the local road closure.

There were no questions on the Peterborough Arms project.

4.4 Boats

There were no questions for the Branch Boats Officer.

4.5 Wildlife

Howard Yardy said that he had been thinking of how best to manage the Naish Hill site, which extends to six or seven acres. He set up a meeting with Alison Rassey of Wiltshire Council, which went very well. Alison was happy with Howard's proposals, which, Howard said, will also include managing the hazel and oak plantations.

There were no questions for the Branch Wildlife Officer.

4.6 Events

Brian Wright said that we had historically always contributed to the Chippenham Museum Activity Days, which before Covid, were held in the February half term. They are being revamped for this year, and the theme will be "working with the environment". The event might also be cut down to one day.

The activities that we traditionally put on might not all be relevant, but the target audience is still the same: children of primary school age. Brian asked that anyone who would be interested in helping at this event should contact him (brian.wright@wbct.org.uk).

Brian also pointed out that it won't be long before his committee will be considering which events to propose that the Branch undertakes in 2023. If anyone has any suggestions for 2023 or comments on events in 2022, please contact him (brian.wright@wbct.org.uk).

There were no questions for the Branch Events Committee Chair.

4.7 PR

Dave Maloney said that the *Melksham News* had been sent information about the Trust AGM and the Branch's success in gaining awards there.

Ray Canter said that Branch member Steve Court was active on YouTube and that Steve's videos about the canal were really good. His most recent is about Uffington Gorse, currently the subject of a fundraising appeal by the Trust. Ray said that the drone footage was particularly interesting and give a different perspective for anyone who has only visited the site on foot (as many did at the Trust's AGM).

Howard Yardy said that he had been invited by the local West Vale Branch to visit the site. Should the Trust be successful in raising enough funds to buy the site, there will be significant woodland management work to do there.

There were no questions on PR.

4.8 Digital Comms

Dave Maloney said that our volunteer from Southampton, who had been helping with revamping our signage and interpretation boards, is unable to continue. He has approached Marilyn Trew, who leads the Trust's Signage Team. She will be visiting our stretch to see how she can help.

There were no questions for the Branch Digital Comms Officer.

4.9 Membership

There were no questions on Membership.

4.10 Finances

Steve Roberts explained the purpose of the new table that appeared in his report. He said that it includes totals to date, not just the current month, and includes flows that don't hit our Branch bank account, such as VAT, Gift Aid, monies paid directly to HQ, and some temporary repayments. Overall, this shows that the Branch has generated a healthy balance over the year to date. He does not intend to publish this table every month, but it will probably appear every quarter.

There were no questions for the Branch Treasurer.

5 Any Other Business

Ray Canter asked for an update on the gabion walls at Studley Grange. Dave Maloney said that there was some evidence that Biffa might have overloaded their site; this might have been the cause of the landslip and the subsequent deformation of the gabion wall. The Trust is trying to engage with Biffa to resolve the question of who should pay for the repair.

Jeremy Brickell asked for an update on the position of Trust CEO. Dave Maloney said that the outgoing CEO had given a report to the Trust about why he thought that the Trust didn't need, and couldn't afford, a CEO. This doesn't exactly square with the huge impact that the two previous CEOs had made on the effectiveness of the Trust. The report is being considered by the Trustees and Executive. Meanwhile, the Trust Executive continues to operate successfully without a CEO.

6 Date of Next Meeting & Close

next meeting: Tuesday 17 January 2023

The meeting closed at 21:10.



MEETING Thursday 6th October 2pm
Online meeting via Microsoft Teams

Item	<u>Notes</u>	
	Attending	
JL	John Laverick (President)	
NN	Cllr Nabil Najjar Wiltshire Council (Chairman)	
GE	Cllr Graham Ellis (Melksham Town Council)	
MH	Cllr Mark Harris Melksham Without PC	
BS	Cllr Bill Scott Semington PC	
JA	John Allan Cotswold CC	
IE	Izzy Edwards Environment Agency	
MHo	Martin Hollis Wilts & Berks Canal Trust	
PH	Paul Harris Oxfordshire CC	
DM	Dick Millard Sustrans	
GO	Gordon Olson Wilts & Berks Canal Trust	
KO	Ken Oliver Wiltshire Council (Partnership Officer)	
RS	Richard Shackleton WBCT	
TW	Tim Wheeldon IWA	
1	Apologies Cllr Colin Goodhind Melksham Town Council; Cllr Gary Sumner Swindon BC; Chris Clark Wiltshire Council; Steve Petty Berryfield Residents, Cllr Duncan Enright OCC	
2	Notes from the last meeting 9th June 2022 (pre-circulated) were approved Introductions IE was introduced as new Upper Thames Catchment coordinator for Environment Agency	
3	Chairman's Announcements NN noted that the meeting was being recorded to aid accuracy of note taking	
4	Future Purpose of the Partnership Proposals received and proposed actions NN said that there had been 3 submissions following discussion at the June meeting. He intended to summarise the anonymised proposals and discuss the way forward for those proposals that could be accommodated. Several asked about a renewed commitment from Wiltshire Council to the Partnership and specific projects . NN said that the Leader of the Council Richard Clewer, Cabinet Member for Planning Nick Boterrill, Parvis Khansari – Corporate Director Place,Nic Thomas -Chief Planning Officer & Sarah Valdus-Assistant Director Environment and myself met the Melksham Link project team (John Laverick, Paul Lenaerts, Ian Briton) NN said that following this useful presentation KO had a further update . KO said that he had had a follow up meeting with Parvis to understand	

	<ul style="list-style-type: none"> • Further engagement with the wider Council network and Area Boards. NN said this would be actioned as soon as possible but this would be in the New Year as December agendas would already be set • Frequency of Partnership meetings – suggestions ranged from the status quo to monthly .NN asked for any reaction from the meeting. GO said that he would favour there being a ‘working part’ of the Partnership that met for regularly and executed action items. NN said that by observation political colleagues from other authorities struggled to attend even 3 monthly meetings. He said that setting up monthly working groups could be a good compromise. MHo said he would support this proposal where other Partners and perhaps WBCT engineers for instance could be invited to attend where they had specific input. Action: Partnership meetings to be retained quarterly and KO/NN to work out how the working groups could be set up • Levels of funding for a full time officer- NN said that Wiltshire Council's funding is already strained and the Authority is not in a position to contribute any further. He asked if Partners were able to suggest alternative funding sources. MHo noted that although the project officer work is very useful it is only one day a week as KO has other functions within the Wiltshire Council. This work is effectively funded by a WBCT annual contribution. MHo said that by observation other canal restorations like the Cotswold project fund four officer posts, and it is therefore difficult to see how progress can be made without such additional resource. KO noted that historically the post had been also funded by Swindon BC, Vale of White Horse DC, Canal & River Trust and other Partners from time to time. Over the years these funds have been cut as priorities have been re- assessed. KO also noted that such funding and resourcing from Local Authorities is much easier when, like the Cotswold project, substantial Lottery or other funding is in place. When the Wilts & Berks is in a similar position then it is very likely that the relevant Local Authority would reconsider what resource it could make available. GO noted that the WBCT volunteers recorded 32000 hours of work on the project equating to something like £620kp.a. He said that in view of this he would like to see some re-alignment of what the Partnership is doing to Wiltshire's green-blue infrastructure policy. To run the Wilts & Berks Canal Trust efficiently a paid CEO is required and WBCT is seeking funding from all three Local Authorities to make this happen. JL said that the key to obtaining funding for the Melksham Link is a determination of the planning application which left Wiltshire Council as the organisation which could make progress happen. NN said that when the application is determined it might be more appropriate then to return to the issue of funding. JL said that he hoped that the IWA Waterways for Today document circulated for this meeting could be made available to the senior members and officers at the recent Melksham link meeting. 	<p>NN</p> <p>NN/KO</p> <p>KO</p>
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	<ul style="list-style-type: none"> • Rotation of Chair between Local Authorities NN said that as host Authority for this role with associated financial commitments Wiltshire Council would not be able to support this idea unless the other Authorities would also take on the hosting responsibilities. 	
5	<p>Partnership Officer Report-</p> <ul style="list-style-type: none"> • M4 Crossing National Highways Designated Fund – further funding application : MHo reported that WBCT are still waiting on a decision from National Highways • Melksham Link- all matters were covered under Item 4 • IWA Report Waterways for Today (pre- circulated)-KO asked that members circulated this document within their own organisations. MHo suggested that pages 12 44/45 were ‘must read’ sections. DM noted that there was much emphasis on the use of the towpath particularly for cycling and how beneficial this had been to connect communities. JA noted that from earlier discussions at the Cotswold Canals Partnership this document crystallises they many community benefits of restoration 	ALL
6	<p>Projects update –</p> <ul style="list-style-type: none"> • Swindon Wichelstowe <ul style="list-style-type: none"> ▪ Canalside- KO noted that there was now rapid building progress on site. The next phase of build will include the linking section of canal from East Wichel and WBCT are currently commenting on designs before they are submitted to planning ▪ East Wichel- canal leak- contracts believe they are close to completion of repairs to the leaking sections of the canal. KO also noted early-stage discussions with Thames Water on the concept of using the redundant reservoir at Wroughton for canal water storage. ▪ Landowner issue- no further update and a section of the canal north of canalside remains closed. • Swindon New Eastern Villages- KO reported that the WBCT team continue to liaise with developers. The canal project should be cognisant of the delays being caused to the Southern Connector Road due to continuing archaeological finds during construction • Questions and other Partner updates MHo asked at what point would a Local Authority consider Compulsory Purchase for a section of canal where there was an uncooperative landowner. KO said the only example so far on the Wilts & Berks had been the Cricklade Country Way where North Wilts DC resolved to take CPO powers in the event of a successful capital bid. KO also noted that it was not just the LA that could apply for CPO powers as WBCT could achieve this with a successful Transport & Works Act Order. MHo also asked about how Chaddington Lane bridge project could be moved on regarding technical specification KO said that Chris Clark(his manager) is going to set up a further meeting with Wiltshire Council colleagues provided that there is an opportunity for compromise on the current required construction design. MHo thought that this was the kind of issue where perhaps the 	

	<p>Partnership might be able to influence and support</p> <p>MHo asked about the access to Pewsham Locks KO said it might be useful for a separate discussion about this issue- currently access is by foot or cycle via the cycleway from Pewsham Way. There is currently no public car access. This may change when/if the new southern bypass is constructed – there are active discussion between Wiltshire Council project team and WBCT about this issue.</p>	KO/MHo
7	<p>Partners Reports and Issues</p> <ul style="list-style-type: none"> • Proposal to form M.P.s group for the Wilts & Berks project- IWA has offered to make their Waterways for today presentation available . – A new date has yet to be confirmed. • Cotswold Canals –JA said that Phase 1b is progressing a bit more slowly than anticipated and that is providing a new set of challenges against a background of rising costs. At the eastern end Inglesham Lock was formally opened in the summer . JA noted that CCT had just acquired a mobile bookshop and they hoped to repeat the financial success of the static shops at the western end. 	KO
8	<p>Date and time and location of next meeting: 2pm Thursday 1st December 2022- Monkton Park/Online via Teams</p>	

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MEETING Thursday 6th October 2pm
This was an online meeting via Microsoft Teams

Item	<u>Summary of Action Items</u>	Action
	Attending	
JL	John Laverick (President)	
NN	Cllr Nabil Najjar Wiltshire Council (Chairman)	
GE	Cllr Graham Ellis (Melksham Town Council)	
MH	Cllr Mark Harris Melksham Without PC	
BS	Cllr Bill Scott Semington PC	
JA	John Allan Cotswold CC	
IE	Izzy Edwards Environment Agency	
MHo	Martin Hollis Wilts & Berks Canal Trust	
PH	Paul Harris Oxfordshire CC	
DM	Dick Millard Sustrans	
GO	Gordon Olson Wilts & Berks Canal Trust	
KO	Ken Oliver Wiltshire Council (Partnership Officer)	
RS	Richard Shackleton WBCT	
TW	Tim Wheeldon IWA	
1	Apologies Cllr Colin Goodhind Melksham Town Council; Cllr Gary Sumner Swindon BC; Chris Clark Wiltshire Council; Steve Petty Berryfield Residents, Cllr Duncan Enright OCC	
2	Notes from the last meeting 9th June 2022 (pre-circulated) were agreed	
3	Chairman's Announcements	
4	Future Purpose of the Partnership <ul style="list-style-type: none"> • Check with WC Spatial Planning about strengthening wording of route protection Core Policy 53 • Make contact with Melksham Officer Group • WBCT to consider alternative funding for Melksham Link • Engagement with Royal Wootton Bassett; Calne; Chippenham; Corsham; Melksham Area Boards • Investigate monthly meeting for Project Groups • Circulate IWA Waterways for Today to senior officers and Members • Circulate IWA Waterways for Today to Partner colleagues 	KO KO GO NN NN/KO KO All
5	Partnership Officer Report- <ul style="list-style-type: none"> • No Action items 	

6	Projects update – <ul style="list-style-type: none"> No Action Items- Questions and other Partner updates Meeting to discuss Pewsham	KO/MHo
7	Partners Reports and Issues <ul style="list-style-type: none"> Proposal to form M.P.s group for the Wilts & Berks project -new date 	KO
8	Date and time and location of next meeting: 2pm Thursday 1 st December 2022 Monkton Park/Online via Teams	

Melksham & Melksham Without

Housing Needs Assessment (HNA)

July 2022

Quality information

Prepared by	Checked by	Approved by
Olivia Carr Graduate Housing Consultant	Paul Avery Principal Housing Consultant	Paul Avery Principal Housing Consultant

Revision History

Revision	Revision date	Details	Authorized	Name	Position
1	June 2022	First Draft	OC	Olivia Carr	Graduate Housing Consultant
2	June 2022	Internal Review	PA	Paul Avery	Principal Housing Consultant
3	July 2022	Group Review	TS	Teresa Strange	Clerk Melksham Without PC
4	July 2022	Locality Review	HB	Hannah Barter	Urban Vision
5	July 2022	Final Report	OC	Olivia Carr	Graduate Housing Consultant

Prepared for: Melksham & Melksham Without Neighbourhood Plan Steering Group

Prepared by:

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List of acronyms used in the text:

DLUHC	Department for Levelling Up, Housing and Communities (formerly MHCLG)
HMA	Housing Market Area
HNA	Housing Needs Assessment
HRF	Housing Requirement Figure (the total number of homes the NA is expected to plan for, usually supplied by LPAs)
HLIN	Housing Learning and Improvement Network
HRP	Household Reference Person
LHN	Local Housing Need
LHNA	Local Housing Needs Assessment
LPA	Local Planning Authority
NA	Neighbourhood Area
NP	Neighbourhood Plan
NPPF	National Planning Policy Framework
ONS	Office for National Statistics
PPG	Planning Practice Guidance
PRS	Private Rented Sector
RQ	Research Question
SHMA	Strategic Housing Market Assessment
VOA	Valuation Office Agency

1. Executive Summary

1. The Office for National Statistics (ONS) mid-2020 population estimate for Melksham & Melksham Without is 24,117 people, showing an increase of 2,210 individuals since the 2011 Census.
2. There has been significant development in Melksham & Melksham Without since 2011, with Wiltshire Council providing dwelling completions data from 2011/12 to present which showed the development of 1,653 dwellings. Of these, it is estimated that 28.7% were delivered as Affordable Housing. The total quantity of dwellings using 2011 dwelling stock and completions data in the NA is estimated to be 11,017, with this further updated by Wiltshire Council's electoral services to 11,363 in June 2022.

Conclusions- Tenure and Affordability

Current dwelling stock

3. In 2011, the majority of households in Melksham & Melksham Without owned their own home at 72.4%, significantly above both local authority wide and national levels. The private rented sector is limited, with the levels of social/affordable rented housing also below national levels. Data provided by Wiltshire Council indicates that there were 1,653 net dwelling completions between 2011/2012 and 2020/2021 and 474 Affordable Housing completions. Of these Affordable Housing completions, 83.1% were for affordable/social rent, with 16.9% for affordable home ownership.
4. It is also helpful to look at the sub area tenure splits. Melksham Town & Bowerhill sub area has very similar proportions of tenures to the wider NA. The most notable differences to the NA area seen in the Large Village of Whitley/Shaw, where a significantly higher proportion of households own their own home, and a significantly lower proportion of households live in social rented housing. The wider countryside area's proportional tenure split generally lies between Melksham Town & Bowerhill and Whitley & Shaw. The tenure mix across the sub areas suggests that households with greater wealth are likely to reside in Whitley & Shaw, with owner occupation dominating and very little provision of Affordable Housing. The greatest proportion of Affordable Housing is located in the more urban sub area of Melksham Town & Bowerhill.
5. Median and lower quartile house prices in Melksham & Melksham Without rose relatively steadily between 2012 and 2021, with little fluctuation. The median increased by 47.1% in this time, with the lower quartile price increasing by 51.3%. These prices peak at £250,000 and £205,000 respectively. Semi-detached dwellings experienced the greatest house price growth, but house prices overall were highest for detached properties.

Affordability

6. Local households on average incomes are unable to access even entry-level homes in Melksham & Melksham Without unless they have the advantage of a large deposit. Private renting is generally only affordable to average earners, with households made up of two

lower quartile earners only able to afford the given rental thresholds for entry-level (1-bedroom) private rented housing.

7. Turning to affordable home ownership, it is recommended that First Homes in the NA are delivered at a 40% discount, which extends ownership accessibility to households on below average (mean) incomes. Shared ownership appears to be similarly affordable to First Homes and is broadly accessible to the same groups. Shared ownership at 25% equity is considered to be marginally affordable to households with two lower quartile earners, with 10% equity also accessible to this group.
8. Affordable rented housing is generally affordable to households with two lower earners. However, households with a single lower earner appear unable to afford any of the tenures considered including the smallest socially rented units.

Affordable Housing need

9. AECOM have calculated an estimate of the total need for Affordable Housing in Melksham & Melksham Without over the plan period. This study estimates that the NA over the plan period would meet the need for affordable rented housing through turnover of existing homes, and that there is the demand for around 882 units of affordable home ownership. The report suggests that both forms of Affordable Housing appear to be valuable in meeting the needs of people on various incomes, and the potential surplus of affordable rented units does not mean that affordable housing for rent should not be brought forward.
10. In order to balance the needs of the significant number of households currently on the Housing Register in need and take into account the fact that modelling suggests the need for affordable rented housing generated in the NA would be met over the plan period, it is suggested that 45% of new Affordable Housing is affordable rented tenures, either affordable or social rent. It is suggested that the remaining 55% is delivered as affordable home ownership in the following split:
 - 25% First Homes (at 40% discount); and
 - 30% shared ownership (at a flexible range between 25% and 10% equity).
11. This mix should be viewed as a starting point, based primarily on secondary evidence, which should be reconsidered in light of considerations explored further in the report, the potential variation in need and demand in the sub-areas, and in particular the views and objectives of the community.
12. Table 4-10 summarises Melksham & Melksham Without's position with regards to the expected delivery of Affordable Housing, and how this might ideally be apportioned among sub-categories of tenure to meet local needs over the Plan period. This exercise simply applies the housing requirement figure for the area to the Local Plan policy expectation and shows the quantities of affordable housing for rent and sale that would be delivered if the tenure mix proposed in this HNA were to be rigidly enforced. In this sense it is hypothetical, and the outcomes in practice may differ, either as a result of measures taken in the neighbourhood plan (e.g. if the group plan for more housing (and therefore more affordable housing) than the local plan, or if the group decide to influence the tenure mix in other ways), or as a result of site-specific constraints.

13. In addition to the expected delivery in the NA as a whole, the sub-areas of Melksham & Bowerhill and Whitley & Shaw are also considered as they have individual housing requirement figures in the emerging Local Plan. This therefore gives an indication of the level of delivery that could be expected in these two sub-areas.
14. This expected level of delivery does not meet the quantity of demand identified in estimates for affordable home ownership due to the high demand identified. However, as previously discussed in the report, the need for affordable home ownership is not as acute as for affordable rented housing as it is assumed that on the whole these households are adequately housed elsewhere, such as in the private rented sector. Whilst the expected delivery of affordable rented housing exceeds the need identified in modelling, delivery will help to contribute to the significant backlog of need identified by the local Housing Register for the NA.
15. If the community wish to encourage further delivery of Affordable Housing, it is recommended that the policy requirement be met wherever possible, and for further avenues for delivering greater quantities of Affordable Housing (such as exception sites) to be explored. If the group considered exceeding the Local Plan policy requirement in the neighbourhood plan then it must be noted that an extremely high standard of justification is required which goes beyond the scope of this HNA, in particular around the issue of what level of Affordable Housing delivery can be financially viable in the NA. Raising the percentage of Affordable Housing required could have the effect of discouraging new building from coming forward altogether. Should the group wish to consider such an option, it is advisable to discuss this with the LPA in the first instance.
16. Affordable housing is typically provided and made financially viable by its inclusion as a proportion of larger market developments, as guided by Local Plan policy. However, if the community wishes to boost the supply of affordable housing, there are other, more proactive routes available for its provision. For example, using community development orders, identifying exception sites or developing community land trusts are all ways of boosting the supply of affordable housing.

Conclusions- Type and Size

17. This study provides an indication of the likely need for different types and sizes of homes based on demographic change. It is important to remember that other factors should be considered in determining the dwelling mix that is desirable in the parish or on any particular site. These include the specific characteristics of the nearby stock of housing (such as its condition and design), the role of the NA or site within the wider housing market area (linked to any Local Authority strategies or plans) and site-specific factors which may justify a particular dwelling mix.

Current dwelling mix

18. The greatest proportion of dwellings in the NA in both 2011 and 2021 was semi-detached dwellings, followed by detached dwellings. Dwelling completions data from 2011/12 to 2020/21 showed that 13.1% of completions were flats, with the vast majority (86.9%) being houses. The proportion of bungalows in Melksham & Melksham Without is above

levels for England but below Wiltshire. The proportion of terraced dwellings in the NA is below national levels whilst the proportion of semi-detached and especially detached dwellings, is significantly higher in Melksham & Melksham Without than nationally.

19. Looking at sub-areas, the most notable difference to the NA average is the fact that the vast majority of dwellings in Whitley & Shaw in 2011 were detached, at 60.4% compared to 29.1% across the NA as a whole. This is indicative of a settlement lacking smaller more affordable properties, with detached dwellings often the largest and the most expensive. It could therefore be surmised that a large amount of the wealth in the NA is concentrated in this sub-area and there is a clear lack of Affordable Housing here.
20. It is also important to look at dwelling sizes. In 2011, 3-bedroom dwellings dominated the NA, followed by smaller 2-bedroom dwellings. The majority of development in the last decade, at 33.2%, was for larger 4-bedroom dwellings. In 2021, the majority of dwellings were still 3-bedroom, although at a lower proportion than in 2011. The proportion of smaller dwellings remained similar to 2011 levels but there was an increase in the proportion of 4-bedroom dwellings. The proportion of smaller dwellings in the NA is significantly below national levels, and more in line with Wiltshire as a whole.
21. The proportion of mid-sized dwellings is relatively even across all comparator areas whilst the proportion of larger 4-bedroom dwellings is significantly above the proportion across England. The size mix for Melksham & Bowerhill closely aligns with the NA as a whole. Larger dwelling sizes are considerable in Whitley & Shaw, significantly above the levels of the other sub areas and the wider NA. The Wider Countryside Area has a greater proportion of 2-bedroom dwellings and a smaller proportion of 3-bedroom dwellings than the NA, and the sub areas of Melksham & Bowerhill, and Whitley & Shaw.

Demographics

22. The overall NA population is estimated to have grown from 21,907 in 2011 to 24,117 in 2020. In 2011 the majority of the population was aged 45-64, followed by those aged 25-44, indicative of a predominance of family households. Looking to 2020, the proportion of the population aged 45+ grew in all categories. The population structure of Melksham & Melksham Without closely aligns with the population breakdown of the wider Wiltshire local authority area. The proportion of the population aged 45 and over is greater in the NA and local authority area than England, indicative of a more rapidly aging local population than nationally. Population growth to the end of the plan period can be expected to be driven by the oldest households, with 72% growth expected in households with a household reference person aged 65 and over.
23. Looking at the sub-areas, whilst Melksham & Bowerhill aligns with the NA, there is more significant variation when looking at Whitley & Shaw and the wider countryside area. The Whitley & Shaw sub-area is characterised by an older population than the NA as a whole. Melksham & Bowerhill had the largest proportion of young people. It may be that younger people and families tend to reside in the Market Town whilst those with older families or looking to retire live in Whitley & Shaw or the wider countryside.
24. Under-occupancy is relatively common in the NA, with 77.0% of households living in a dwelling with at least one extra bedroom in relation to their expected needs. This is most

common in family households aged 65+ and family households under 65 with no children, suggesting that larger housing is being occupied by households with the most wealth or by older people who have not chosen to or been able to move to smaller properties.

Future size mix

25. AECOM modelling suggests that the target mix at the end of the plan period should remain dominated by mid-sized 3-bedroom dwellings, but to a lesser extent than in 2011. It is also suggested that this is followed by 2-bedroom dwellings and then 4-bedroom dwellings. This mix may require some adjustment for the sub-areas based on the existing dwelling mixes and populations in these areas. For example, the Steering Group may prefer to adjust the size mix when looking Whitley & Shaw, increasing the proportion of smaller dwellings. In order to reach the target mix shown in the model, it is suggested that new development is brought forward in a relatively even split for 2-bedroom, 3-bedroom, and 4-bedroom dwellings. As discussed, depending on what the Steering Group wish to achieve in each sub-area, this will likely need to be adjusted to account for the already existing imbalances in the size mix throughout the NA.
26. It would be unwise for any new housing that does come forward to be delivered in an unbalanced way. Those wishing to move within or relocate to the area will have a range of circumstances and preferences, and they should be offered a range of choices. As such, it is recommended that priority is given to mid-sized homes but that this is done to a degree that aligns with the wider objectives of the community and does not limit choice or threaten viability. The evidence in this section represents a starting point for further thought and consultation.

Conclusions- Specialist Housing for Older People

27. The existing stock of specialist older persons housing in Melksham & Melksham Without consists entirely of retirement housing, with no provision for extra-care. Just over half of this provision is for social rent, with the rest a mix of leasehold purchase, shared ownership, and market rent.
28. It is projected that there will be an increase of 1,768 individuals in the 75+ age category between 2011 and 2026 in Melksham & Melksham Without, increasing the proportion of those aged 75+ in the population from 8.6% to 14.5% by the end of the plan period, in line with the existing and projected proportions across Wiltshire.
29. The potential need for specialist housing with some form of additional care for older people can be estimated by bringing together data on population projections, rates of disability, and what tenure of housing the current 55-75 cohort occupy in the NA. This can be sense-checked using a toolkit based on national research and assumptions.
30. These two methods of estimating the future need in Melksham & Melksham Without produce a range of 444 to 616 specialist accommodation units that might be required during the Plan period. These estimates are based on the projected growth of the older population, thereby assuming that today's older households are already well

accommodated. If this is found not to be the case, it would justify aspiring to exceed the range identified here.

31. It is important to take into consideration the breakdown of levels of care and tenure within the need for specialist housing for older persons. When considering the AECOM calculation outlined in Table 6-6, the majority of the need, at 73.1%, is identified for market specialist housing. Slightly more need is identified for sheltered housing at 55.8% compared to 44.2% extra-care. The greatest sub-category of need was identified for market sheltered housing at 43.5% of the total need.
32. However, this need is for individuals with less severe mobility limitations and market housing is considered the most appropriate for adaptations, so at least some of this need could be met through adaptations or through ensuring that all new housing is accessible and adaptable for people with lower support needs. It is worth noting that the adopted Local Plan for Wiltshire expects proposals for extra-care schemes in the local authority area to provide an Affordable Housing contribution in line with other forms of development.
33. Given that there is unlikely to be a large volume of additional specialist supply during the Plan period, another avenue open to the Neighbourhood Planning groups is to discuss the standards of accessibility and adaptability in new development to be met in the Local Plan with the LPA. Groups could also explore site allocations or promoting this type of residential development. The local level evidence supplied in this report could be used to influence local authority level policies. Groups may also be able to encourage the adaptation of existing properties through grant schemes and other means (though it is acknowledged that Neighbourhood Plans may have limited influence over changes to the existing stock).
34. The adopted Local Plan Core Policy 46 (Meeting the needs of Wiltshire's vulnerable and older people) provides explicit encouragement for development to accommodate specific groups such as older people. However, it does not set specific targets for the proportion of new housing that might be required to meet national standards for accessibility and adaptability (Category M4(2)), or for wheelchair users (Category M4(3)). The evidence gathered here would appear to justify the Steering Group approaching the LPA to discuss setting requirements on accessibility and adaptability at a local authority level. It is unclear whether Neighbourhood Plans can set their own requirements for the application of the national standards of adaptability and accessibility for new housing and so discussions with the LPA are advised if this is a key priority.
35. It is relatively common for Local Plans to require that all or a majority of new housing meets Category M4(2) standards in response to the demographic shifts being observed nationwide, and the localised evidence gathered here would further justify this. The proportion of new housing that might accommodate those using wheelchairs might be set with reference to the proportion of affordable housing applicants in the local authority area falling into this category.

36. While it is important to maximise the accessibility of all new housing, it is particularly important for specialist housing for older people to be provided in sustainable, accessible locations, for a number of reasons, as follows:
- so that residents, who often lack cars of their own, are able to access local services and facilities, such as shops and doctor's surgeries, on foot;
 - so that any staff working there have the choice to access their workplace by more sustainable transport modes; and
 - so that family members and other visitors have the choice to access relatives and friends living in specialist accommodation by more sustainable transport modes.
37. Alongside the need for specialist housing to be provided in accessible locations, another important requirement is for cost effectiveness and economies of scale. This can be achieved by serving the specialist elderly housing needs arising from a number of different locations and/or Neighbourhood Areas from a single, centralised point (i.e. what is sometimes referred to as a 'hub-and-spoke' model).
38. It is considered that Melksham & Melksham Without is, in broad terms, a suitable location for specialist accommodation on the basis of the accessibility criteria and the considerations of cost-effectiveness above. As such, there is potential for such accommodation to be provided within the Neighbourhood Area (while noting there is no specific requirement or obligation to do so if there is potential to meet need arising from Melksham & Melksham Without in other suitable locations near to but outside the Plan area boundaries). Where it is considered for any reason desirable to meet some of the specialist need outside the Neighbourhood Area, there will be a degree of overlap between the number of specialist dwellings to be provided and the overall dwellings target for the Neighbourhood Area itself.
39. It is important to note the differences in the settlements of Melksham & Melksham Without. Whilst the provision of specialist housing for older persons would likely be appropriate in Melksham & Bowerhill due to public transport links and access to amenities, it would likely be less appropriate in the smaller settlements of Beanacre and Berryfield. Therefore, it may be appropriate that specialist older persons housing is focussed on the more built-up areas of Melksham & Bowerhill, and potentially at a smaller scale in Whitley & Shaw. Due to the greater suitability of Melksham Town for the provision of specialist older persons housing, the need figures have not been pro-rated for the sub areas as it is likely that regardless of the location of need, the provision would be delivered in the larger settlement.
40. Wherever specialist housing is to be accommodated, partnership working with specialist developers is recommended, so as to introduce a greater degree of choice into the housing options for older people who wish to move in later life.

2. Context

Local context

41. Melksham & Melksham Without is a Neighbourhood Area located in Wiltshire, in the South West of England. The Neighbourhood Area (NA) aligns with the boundary of the parish of Melksham and the parish of Melksham Without in their entirety. This was designated and then amended in November 2017 due to a Community Governance Review. This led to several changes to the boundary between Melksham and Melksham Without, with no changes to the NA as a whole. In addition, there was an external change to the boundary between Melksham Without and Broughton Gifford, although there were no dwellings recorded within this area so there is no effect on the data in this report.
42. The NA is split into three main sub-areas for the purposes of this report, the main urban settlement of Melksham & Bowerhill, the villages of Whitley & Shaw, and the wider countryside area, which is comprised of the small villages of Beanacre and Berryfield as well as smaller hamlets and clusters of dwellings. Melksham Town is located around 13 miles east of Bath and c. 25 miles south-west of Swindon.
43. In terms of transport links, there are regular bus links in the NA locally as well as the National Express to London. Melksham also has a train station which provides connection to Swindon, Chippenham, Bristol, and London. The A350 runs north/south through the NA whilst the A3102 runs east/west. Melksham & Bowerhill are home to the majority of the amenities in the NA, including a secondary school, multiple primary schools, and a variety of high street shops. The Steering Group are however aware of a lack of some amenities such as GPs and dentists. It is also important to note that parts of the NA are not connected to mains gas and therefore tend to rely on oil, with potential cost of living implications.
44. The proposed Neighbourhood Plan period starts in 2022 and extends to 2036, therefore comprising a planning period of 14 years. The evidence supplied in this report will look forward to the Plan end date of 2036, but where possible will also provide annualised figures which can be extrapolated to a different term if the Plan period changes.
45. For Census purposes, the Neighbourhood Area is made up, like the rest of England, of statistical units called Output Areas (OAs). These make up Lower Layer Super Output Areas (LSOAs), which in turn make up Middle Layer Super Output Areas (MSOAs). The Plan area equates to the following areas, which have been used throughout as a statistical proxy for the NA boundary and which can be interrogated for data from both the 2001 and the 2011 Censuses:
 - MSOA E02006680
 - MSOA E02006678
 - LSOA E01032044
 - LSOA E01032070
 - LSOA E01032071

- LSOA E01032072

46. The statistics show that in the 2011 Census the NA had a total of 21,907 residents, formed into 9,151 households and occupying 9,364 dwellings. The Office for National Statistics (ONS) produces mid-year population estimates. The mid-2020 population estimate for Melksham & Melksham Without is 24,117 – indicating population growth of around 2,210 individuals since 2011. It is worth noting that this figure is an estimate only, based on data which is mostly available at local authority level such as administrative registers of births and deaths, data on moves between local authorities, small-area population estimates and official population projections, and not based on a survey count.
47. Data provided by Wiltshire Council indicated 1,653 net dwellings completions between 2011/12 and 2020/21, bringing the estimated total number of dwellings in 2021 to 11,017. This increase is broadly in line with the population growth between 2011 and 2020 outlined above.
48. A map of the Neighbourhood Area appears below in Figure 2-1.

Figure 2-1: Map of the Melksham & Melksham Without Neighbourhood Area¹



Source: Wiltshire Council

49. The Steering Group are also aware that there is some variation in the housing market and demographics within the Melksham & Melksham Without Neighbourhood Area. Therefore, throughout this report, in appropriate places, the data has been

¹ Available at <https://www.wiltshire.gov.uk/media/900/Designation-of-Melksham-Neighbourhood-Area-decision-notice/pdf/sppnp-melksham-2017-area-designation-report.pdf?m=637105533813030000>

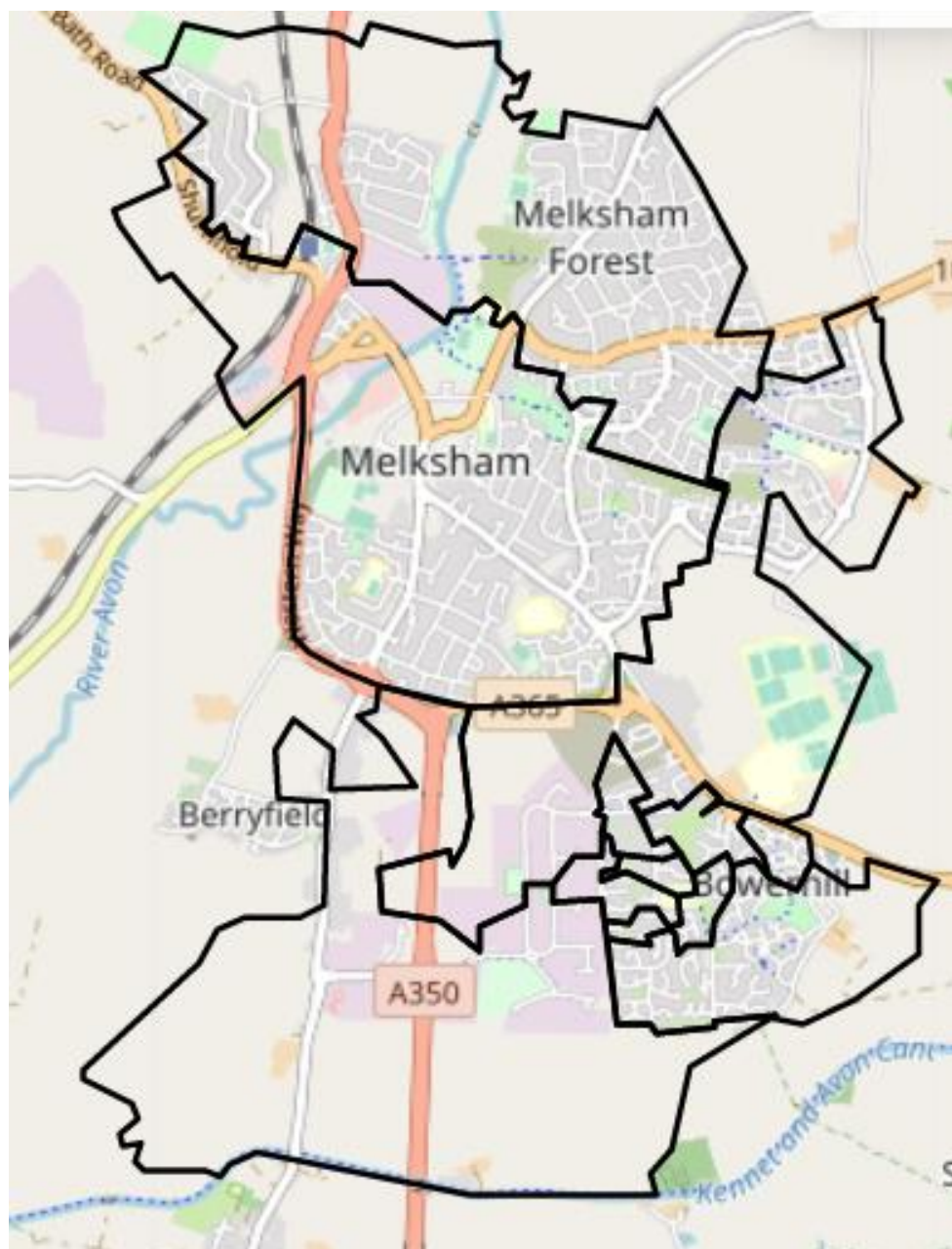
disaggregated into three key sub areas. These sub-areas, as agreed with the Steering Group and broadly based on the Local Plan settlement categorisation, are:

- Melksham Town & Bowerhill;
- Whitley & Shaw; and
- Wider Countryside Area (covering the areas not included in the above two categories. This includes the settlements of Beanacre and Berryfield).

50. There are some limitations to how the sub-areas can be broken down using the Census and so the best proxy areas have been used. For example, the two built-up areas on the right of Figure 2-2 cannot be included in the sub-area for Melksham & Bowerhill as including this area would also include a large area of open countryside, not fitting to the area. A similar issue arises when looking at splitting Berryfield from Bowerhill. Therefore, the best-fit approaches have been taken here and this should be taken into consideration when looking at sub-area data.

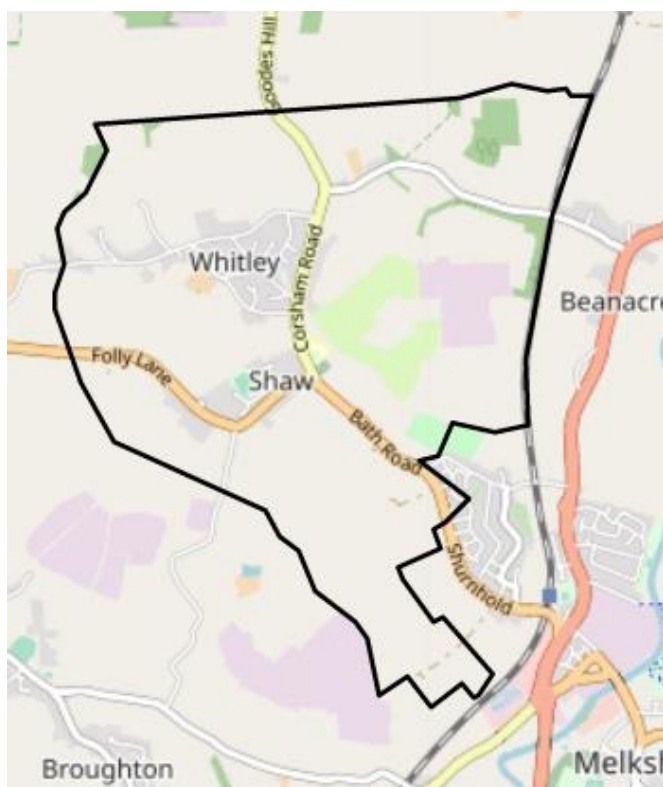
51. These areas being used for data collection in relation to these sub-areas are outlined in Figures 2-2, 2-3, and 2-4.

Figure 2-2: Map of Melksham Town & Bowerhill sub-area



Source: ONS

Figure 2-3: Map of Whitley & Shaw sub-area



Source: ONS

Figure 2-4: Map of Wider Countryside Area sub-area



Source: ONS

The Housing Market Area Context

52. Whilst this HNA focuses on Melksham & Melksham Without neighbourhood area it is important to keep in mind that neighbourhoods are not self-contained housing market areas. Housing market areas are usually wider than local authority areas and often stretch across a number of districts or boroughs. This is because housing market areas are inherently linked to the labour market, employment patterns and travel to work areas. In the case of Melksham & Melksham Without, the parishes sit within the Chippenham Housing Market Area which covers a range of settlements within the Wiltshire Unitary Authority including Chippenham, Devizes, Calne, and Malmesbury. This means that when households who live in these authorities move home, the vast majority move within this geography.
53. The housing market area also has links to other neighbouring areas however, including Trowbridge HMA. The 2019 Swindon Borough Council & Wiltshire Council LHNA identifies that whilst Melksham and Melksham Without fall within the Chippenham HMA, Melksham Rural falls within the Trowbridge HMA. It is therefore expected that there are close links between these housing market areas and movement between the two is likely to be relatively common.
54. At the neighbourhood scale it is not possible to be definitive about housing need and demand because neighbourhoods, including Melksham & Melksham Without, are closely linked to other areas. In the case of Melksham & Melksham Without, changes in need or demand in settlements nearby is likely to impact on the neighbourhood.
55. In summary, Melksham & Melksham Without functions within a wider strategic area. As well as fostering good working relationships with the local planning authority (Wiltshire Council), it is therefore useful to think about the *role* of the neighbourhood within the wider area. This HNA can provide evidence to understand this role and the specific features of the neighbourhood within this wider context. Neighbourhood Plans can have a significant impact in shaping their neighbourhoods, enhancing the positive role the neighbourhood play within the wider housing market, or developing policies to change entrenched patterns and improve housing outcomes in the neighbourhood and wider area.

Planning policy context

56. Neighbourhood Plans are required to be in general conformity with adopted strategic local policies.² In the case of Melksham & Melksham Without, the relevant adopted and emerging Local Plans for Wiltshire Council are outlined below.
57. The adopted Local Plan for Wiltshire is the Wiltshire Core Strategy 2006-2026, adopted in 2015³. The settlement of Melksham & Bowerhill is identified in the adopted Local Plan as a Market Town, with Whitley/Shaw jointly identified as a Large Village and the smaller settlements of Beanacre and Berryfield individually identified as Small Villages.

² A description of the Basic Conditions of Neighbourhood Planning is available at <https://www.gov.uk/guidance/neighbourhood-planning--2#basic-conditions-for-neighbourhood-plan-to-referendum>

³ Available at: <http://www.wdwtplan.org.uk/Documents/data/Wiltshire%20adopted-local-plan-jan16.pdf>

58. The Wiltshire Housing Site Allocations Plan⁴, adopted in February 2020, sits alongside the Core Strategy to support delivery. The Melksham Community Area is identified as within the North and West Wiltshire Housing Market Area. It is outlined in the report that the anticipated levels of growth at Melksham & Bowerhill have been exceeded over the first half of the adopted plan period. It also suggests that scales of development in many rural areas have also exceeded those anticipated by the Core Strategy but does not specify whether these relate to the rural areas within the Melksham Community Area.
59. The emerging Local Plan is due to run to 2036 and underwent consultation between January and March 2021, with over 3,500 responses received. The consultation responses⁵ were published once the consultation was complete but a full draft plan reflecting those responses is yet to be published. The consultation documents relevant to housing policy Melksham & Melksham Without are the Emerging Spatial Strategy⁶, Empowering Rural Communities⁷, and Planning for Melksham⁸. The next stage is for Wiltshire Council to produce a draft Plan which will once again be consulted on.

Policies in the adopted local plan

60. Table 2-1 below summarises adopted Local Plan policies that are relevant to housing need and delivery in Melksham & Melksham Without.

Table 2-1: Summary of relevant adopted policies in the Wiltshire Core Strategy (adopted 2015)

Policy	Provisions
Core Policy 1 – Settlement Strategy	<p>This Settlement Strategy identifies the settlements where sustainable development will take place in Wiltshire.</p> <p>Melksham is defined as a Market Town. Market Towns are settlements that have the ability to support sustainable patterns of living in Wiltshire. They have the potential for significant development.</p> <p>The other settlements within the NA are not defined within this Policy. Core Policy 15 identifies Melksham & Bowerhill together as a Market Town, Whitley/Shaw as a Large Village, and the settlements of Beanacre and Berryfield as Small Villages.</p> <p>The full Settlement Hierarchy is as follows:</p> <ul style="list-style-type: none"> Principal Settlements – Chippenham, Trowbridge, and Salisbury. These strategically important centres are a primary focus for development;

⁴ Available at: [Wiltshire Housing Site Allocations Plan: Adopted February 2020](https://www.wiltshire.gov.uk/media/7226/Local-Plan-Review-consultation-statement-2021-final/pdf/LPR_2021_consultation_statement_lpr_jan_mar_2021.pdf?m=637673811404070000)

⁵ Available at: https://www.wiltshire.gov.uk/media/7226/Local-Plan-Review-consultation-statement-2021-final/pdf/LPR_2021_consultation_statement_lpr_jan_mar_2021.pdf?m=637673811404070000

⁶ Available at: https://www.wiltshire.gov.uk/media/5623/Emerging-Spatial-Strategy/pdf/Wiltshire_Local_Plan_Emerging_Spatial_Strategy_FINAL.pdf?m=637471655274170000

⁷ Available at: https://www.wiltshire.gov.uk/media/5624/Empowering-Rural-Communities/pdf/WLP_Empowering_Rural_Communities_FINAL_28-01-2021_.pdf?m=637474434248530000

⁸ Available at: https://www.wiltshire.gov.uk/media/5638/Planning-for-Melksham/pdf/WLP_Market_Town_Planning_for_Melksham_FINAL.pdf?m=637459664963130000

Policy	Provisions
	<ul style="list-style-type: none"> • Market Towns – including Melksham; • Local Service Centres; • Large and Small Villages – large villages have a limited range of employment, services, and facilities. Small villages have a low level of services and facilities, and few employment opportunities.
Core Policy 2 – Delivery Strategy	<p>The Core Strategy seeks to deliver at least 42,000 homes between 2006 and 2026 across Wiltshire.</p> <p>There is the presumption in favour of sustainable development at the Principal Settlements, Market Towns (such as Melksham & Bowerhill), Local Service Centres, and Large Villages (such as Whitley/Shaw).</p> <p>The limits of development may only be altered through the identification of sites for development through subsequent Site Allocations Development Plan Documents and Neighbourhood Plans.</p> <p>To limit the need for development on Greenfield sites, approximately 35% of development will take place on previously developed land.</p>
Core Policy 15 – Spatial Strategy: Melksham Community Area	<p>The spatial strategy outlines the following settlement hierarchy:</p> <ul style="list-style-type: none"> • Market Towns – Melksham & Bowerhill village. • Large Villages – Atworth, Seend, Semington, Whitley/Shaw, and Steeple Ashton. • Small Villages – Beanacre, Berryfield, Broughton Gifford, Bulkington, Great Hinton, Keevil, Poulshot, and Seend Cleeve. <p>Over the plan period approximately 2,370 new homes will be provided of which about 2,240 should occur at Melksham. Approximately 130 homes will be provided in the rest of the Community Area.</p> <p><i>The settlements of Melksham & Bowerhill, Whitley/Shaw, Beanacre, and Berryfield are relevant to this HNA.</i></p>
Core Policy 43 – Providing Affordable Homes	<p>On sites of 5 or more dwellings, affordable housing provision of at least 30% (net) will be provided within the 30% affordable housing zone. Outside of the policy, Melksham is identified as within the 30% affordable housing zone.</p> <p>Only in exceptional circumstances, where it can be proven that on-site delivery is not possible, will a commuted sum be considered.</p> <p>The provision of affordable housing may vary on a site-by-site basis taking into account evidence of local need, mix of affordable housing proposed and, where appropriate, the viability of the development.</p>

Policy	Provisions
Core Policy 44 – Rural Exception Sites	<p data-bbox="406 259 1394 338">Tenure will be negotiated on a site-by-site basis to reflect the nature of the development and local needs.</p> <p data-bbox="406 367 1394 613">At settlements defined as Local Service Centres, Large and Small Villages (including Whitley/Shaw, Beanacre, and Berryfield), and those not identified within the settlement strategy, a proactive approach to the provision of affordable housing will be sought in conjunction with parish councils and working with local communities and other parties.</p> <p data-bbox="406 636 1394 714">This exception policy allows housing for local need to be permitted, solely for affordable housing, provided that:</p> <ul style="list-style-type: none"> <li data-bbox="437 736 1310 770">i. the proposal has clear support from the local community; <li data-bbox="437 792 1394 871">ii. the housing is being delivered to meet an identified and genuine local need; <li data-bbox="437 893 1394 972">iii. the proposal is within, adjoining or well related to the existing settlement; <li data-bbox="437 994 1394 1072">iv. environmental and landscape considerations will not be compromised; <li data-bbox="437 1095 1161 1128">v. the proposal consists of 10 dwellings or fewer; <li data-bbox="437 1151 1278 1184">vi. employment and services are accessible from the site; <li data-bbox="437 1207 1394 1285">vii. the scale and type is appropriate to the nature of the settlement and will respect the character and setting of that settlement; <li data-bbox="437 1308 1394 1431">viii. the affordable housing provided under this policy will always be available for defined local needs, both initially and on subsequent change of occupant. <p data-bbox="406 1453 1394 1621">In exceptional circumstances a proportion of market housing may be considered appropriate where it can be determined that the site would be unviable, as an exception site that meets the above criteria, without cross-subsidy.</p>
Core Policy 45 – Meeting Wiltshire’s Housing Needs	<p data-bbox="406 1644 1394 1800">New housing, both market and affordable, must be well designed to address local housing need incorporating a range of different types, tenures, and sizes of homes to create mixed and balanced communities.</p> <p data-bbox="406 1823 1394 1946">Housing size and type, including any distinction between flats and houses, will be expected to reflect that of the demonstratable need for the community within which a site is located.</p> <p data-bbox="406 1968 1394 2047">The Wiltshire Strategic Housing Market Assessment identifies the housing needs of Wiltshire. Any variation to this will need to be justified</p>

Policy	Provisions
	through the production of new, sound evidence from either an updated Strategic Housing Market Assessment or other credible evidence source. In relation to affordable housing, other sources of credible evidence include the council's housing register and local housing needs surveys.
Core Policy 46 – Meeting the Needs of Wiltshire's Vulnerable and Older People	<p>The provision, in suitable locations, of new housing to meet the specific needs of vulnerable and older people will be required.</p> <p>Housing schemes should assist older people to live securely and independently within their communities. Residential development must ensure that layout, form, and orientation consider adaptability to change as an integral part of design at the outset.</p> <p>The provision of sufficient new accommodation for Wiltshire's older people will be supported, including extra-care facilities. Proposals for extra-care accommodation will be expected to provide an affordable housing contribution in line with Core Policy 43.</p>

Source: Wiltshire Council

Policies in the emerging local plan

61. As the emerging Wiltshire Local Plan has not yet published a draft, there are no policies available yet. However, these documents outline some of the key ideas that may form the policies in the draft plan. The key content includes:

Emerging Spatial Strategy⁹:

- Forecasts that “Wiltshire will need between 40,840 and 45,630 new homes over the plan period (2016-2036)”¹⁰.
- “Outside of the main settlements, the focus will continue to be on protecting the countryside and only development that meets local needs”¹¹.
- The Settlement Hierarchy will not change as part of the review, but Small Villages will be considered ‘non-strategic’. This will change the status of both Beanacre and Berryfield.
- Chippenham Housing Market Area (which includes the NA) is estimated to “need”¹² between 17,410 and 20,400¹³ additional dwellings between 2016 and 2036. Of all the HMAs, Chippenham HMA is forecast to have by far the largest additional housing figures.

⁹ Available at https://www.wiltshire.gov.uk/media/5623/Emerging-Spatial-Strategy/pdf/Wiltshire_Local_Plan_Emerging_Spatial_Strategy_FINAL.pdf?m=637471655274170000

¹⁰ Quoted from emerging Local Plan (Spatial Strategy). The lower figure of 40,840 is the minimum required by Government using its current standard method.

¹¹ Quoted from emerging Local Plan (Spatial Strategy).

¹² Quoted from emerging Local Plan (Spatial Strategy).

¹³ “Housing need has been calculated in two ways, providing a minimum and higher figure. The lower figure in the range of housing need assessed by the Council represents the minimum that results from using a national standard method (Standard Method)”.

- In the Emerging Strategy (2016-2036), Melksham has an overall housing requirement figure of 3,950, with a residual amount (after completed and pipeline homes are deducted) of 2,585 as of 1st April 2019. The other settlements are assumed to fall into the 'Rest of HMA' for Chippenham, with an overall housing requirement figure of 2,805 and a residual figure of 1,270 as of 1st April 2019.

Empowering Rural Communities¹⁴:

- This section focuses on the strategy and needs for rural settlements, including Small Villages (such as Beanacre and Berryfield), Large Villages (such Whitley/Shaw), and Local Service Centres.
- Within Chippenham HMA, Market Towns are expected to deliver 8,370 dwellings (already noted above as 3,950 for Melksham specifically), Large Villages (which includes Whitley/Shaw) are expected to deliver 1,435 dwellings, and 'Elsewhere' (which is assumed to include Beanacre and Berryfield) is expected to deliver 1,265 dwellings between 2016 and 2036.
- Furthermore, Table 2.4 outlines the baseline indicative housing requirement for 2016 to 2026 for Whitley/Shaw as 95 dwellings. It is also stated that completions (2016-19) and commitments (as of 1st April 2019) total 6 homes.
- It is suggested that in the rural area, the Council will seek 40% Affordable Housing on all schemes of more than 5 dwellings where possible.
- Core Policy 44 from the Core Strategy is suggested to be updated, with the key points as follows:
 - Rural exception sites - at rural settlements, development proposals will be supported where their primary purpose is to provide affordable housing to meet local needs. Proposals must consist of 20 dwellings or fewer and be no greater than 5% of the size of the settlement.
 - The inclusion of up to 25% open market housing on rural exception sites (that would otherwise be for affordable housing only) will only be considered where it can be demonstrated that the site would otherwise be unviable.
 - At rural settlements, proposals brought forward by a Community Land Trust (CLT) will be considered with the inclusion of up to 50% market housing where it can be demonstrated that it would meet an identified local need.

Planning for Melksham¹⁵:

- This document outlines the priorities and growth for Melksham specifically.
- It outlines, as above, that the residual housing requirement to be accommodated up until 2036 for Melksham is 2,585. Both the Local Plan and the Neighbourhood Plan can allocate sites for development.

¹⁴ Available at https://www.wiltshire.gov.uk/media/5624/Empowering-Rural-Communities/pdf/WLP_Empowering_Rural_Communities_FINAL_28-01-2021_.pdf?m=637474434248530000

¹⁵ Available at: https://www.wiltshire.gov.uk/media/5638/Planning-for-Melksham/pdf/WLP_Market_Town_Planning_for_Melksham_FINAL.pdf?m=637459664963130000

- The document outlines potential proposed sites for development around Melksham & Bowerhill.

Quantity of housing to provide

62. The NPPF 2021 (paragraphs 66 and 67) requires Local Authorities to provide neighbourhood groups upon request with a definitive or an indicative number of houses to plan for over the Neighbourhood Plan period.
63. Wiltshire Council has fulfilled that requirement by providing Melksham & Melksham Without with an indicative figure of 2,674 dwellings to be accommodated within the Neighbourhood Area by the end of the Plan period¹⁶. This is the combination of the residual housing requirements in the emerging Local Plan for Melksham & Bowerhill and Whitley/Shaw. The Steering Group are aware that this figure may be subject to change. It is unknown at this stage in the Local Plan process whether there will be separate housing requirements for the Small Villages of Beanacre and Berryfield.

¹⁶ As per emerging Local Plan. Group have 2,585 pencilled in as of 18/05/2022 inception call (this is the figure for Melksham specifically).

3. Approach

Research Questions

64. The following research questions were formulated at the outset of the research through discussion with the Melksham & Melksham Without Neighbourhood Plan Steering Group. They serve to direct the research and provide the structure for the HNA.

Tenure and Affordability

65. The Steering Group would like to understand the needs of the community for housing of varying tenures, as well as the relative affordability of those tenures that should be provided to meet local need now and into the future.
66. This evidence will allow Melksham & Melksham Without to establish the right conditions for new development to come forward that is affordable, both in the broader sense of market housing attainable for first-time buyers, and as Affordable Housing for those who may be currently priced out of the market.

RQ 1: What quantity and tenures of Affordable Housing should be planned for over the Neighbourhood Plan period?

Type and Size

67. The Steering Group is seeking to determine what size and type of housing would be best suited to the local community. The Steering Group identified that although no prevalent need group has been identified as of yet, it is expected that adult children living at home are in need of housing options.
68. The aim of this research question is to provide the Steering Group with evidence on the types and sizes needed by the local community. This will help to shape future development so that it better reflects what residents need.
69. While this study is not able to advise on space standards or home configurations, it may reveal imbalances between the available stock and demographic trends.
70. Note, however, that the evidence gathered here takes the current population as its starting point and projects forward trends that exist today. It therefore risks embedding features of the housing stock and occupation patterns that the community may actually wish to change. In that sense, the findings in this report might be viewed as the baseline scenario on top of which the community's objectives and primary evidence should be layered to create a more complete picture and vision for the future.

RQ 2: What type (terrace, semi, bungalows, flats and detached) and size (number of bedrooms) of housing is appropriate for the Neighbourhood Area over the Neighbourhood Plan period?

Specialist Housing for Older People

71. This chapter supplements the demographic evidence relating to Type and Size, including the potential demand for downsizing, to consider the quantity and characteristics of need for housing for older people with some form of additional care.

RQ 3: What provision should be made for specialist housing for older people over the Neighbourhood Plan period?

Relevant Data

72. This HNA assesses a range of evidence to ensure its findings are robust for the purposes of developing policy at the Neighbourhood Plan level and is locally specific. This includes data from the 2011 Census and a range of other data sources, including:

- Other Office of National Statistics (ONS) datasets providing more up-to-date demographic information;
- ONS population and household projections for future years;
- Valuation Office Agency (VOA) data on the current stock of housing;
- Land Registry data on prices paid for housing within the local market;
- Rental prices from Rightmove.co.uk;
- Local Authority housing waiting list data; and
- Swindon Borough Council & Wiltshire Council Local Housing Needs Assessment (LHNA) 2019¹⁷.

73. More recent data sources for the population and existing housing stock will be used wherever possible in this report. However, Census datasets providing, for example, the breakdown of households (as opposed to individuals) by age and the tenure of dwellings, cannot be accurately brought up to date in this way. Such patterns are instead generally assumed to persist to the present day.

¹⁷ Available at: https://www.wiltshire.gov.uk/media/5688/Swindon-and-Wiltshire-Local-Housing-Needs-Assessment-April-2019/pdf/Swindon_Wilts_Local_Housing_Needs_Assessment_April_2019.pdf?m=637459763804370000

4. RQ 1: Tenure, Affordability and the Need for Affordable Housing

RQ 1: What Affordable Housing (e.g. social housing, affordable rented, shared ownership, discounted market sale, intermediate rented) and other market tenures should be planned for in the housing mix over the Neighbourhood Plan period?

Introduction

74. This section approaches the question of affordability from two perspectives. First, it examines what tenure options are currently available in the NA and which of them might be most appropriate going forward, based on the relationship between how much they cost and local incomes. Second, it estimates the quantity of Affordable Housing that might be required during the Neighbourhood Plan period. The scale of need for these homes can justify planning policies to guide new development.
75. Tenure refers to the way a household occupies their home. Broadly speaking, there are two categories of tenure: market housing (such as homes available to purchase outright or rent from a private landlord) and Affordable Housing (including subsidised products like social rent and shared ownership). We refer to Affordable Housing, with capital letters, to denote the specific tenures that are classified as affordable in the current NPPF. A relatively less expensive home for market sale may be affordable but it is not a form of Affordable Housing.
76. The definition of Affordable Housing set out in the NPPF 2021 makes clear the Government's commitment to home ownership by broadening the definition to include a range of low-cost housing opportunities for those aspiring to own a home. As part of this effort, the Government has recently introduced a new product called First Homes.¹⁸
77. Because the First Homes product is new and expected to be an important part of the strategy for improving access to home ownership, it is worth summarising its key features and implications:
- First Homes should be available to buy with a minimum discount of 30% below their full market value (i.e. the value of an equivalent new home);
 - The discount level can be set higher than 30% – at 40% or 50% – where this can be suitably evidenced. The setting and justifying of discount levels can happen at neighbourhood as well as local authority scale;
 - After the discount is applied the initial sale price must not exceed £250,000 (or £420,000 in Greater London), and lower caps can be set locally;

¹⁸ The shape that the new First Homes product will take is set out in a Ministerial Statement issued in May 2021, available here: <https://questions-statements.parliament.uk/written-statements/detail/2021-05-24/hlws48>. The relevant update to PPG is available here: <https://www.gov.uk/guidance/first-homes#contents>.

- Purchasers must be first-time buyers with an income less than £80,000 (or £90,000 in Greater London), and First Homes can be prioritised for local people and/or key workers;
- They will be subject to legal restrictions ensuring the discount is retained for future occupants, and renting out or sub-letting will not normally be permitted;
- In addition to setting the discount level, local authorities and neighbourhood planning groups can apply additional criteria, such as a lower income cap, local connection test or prioritisation for key workers through adopted plans, emerging policy or Supplementary Planning Documents.
- 25% of all homes delivered through section 106 developer contributions on sites enabled through the planning process should be sold as First Homes. In simpler terms, 25% of all subsidised Affordable Housing on mainstream housing developments should be First Homes. This is likely to mean that First Homes will take the place of shared ownership housing in many circumstances, and in some cases may also displace social or affordable rented homes.

Current tenure profile

78. The current tenure profile is a key feature of the Neighbourhood Area (NA). Patterns of home ownership, private renting and affordable/social renting reflect demographic characteristics including age (with older households more likely to own their own homes), and patterns of income and wealth which influence whether households can afford to rent or buy and whether they need subsidy to access housing.
79. Table 4-1 presents data on tenure in Melksham & Melksham Without compared with Wiltshire and England from the 2011 Census, which is the most recent available source of this information. It shows that the majority of households owned their own home at 72.4%, significantly above both local authority wide and national levels. This has an impact on the proportion of rented and affordable housing in the NA. This is most notable in the private rented sector, with 11.8% of households living in the private rented sector in Melksham & Melksham Without compared to 16.8% across England. The proportion of households living in social rented dwellings is relatively similar in the NA and across Wiltshire, but both of these figures are below national levels.
80. Data provided by Wiltshire Council indicates that there were 1,653 net dwelling completions between 2011/2012 and 2020/2021 and 474 Affordable Housing completions, with 28.7% of completions being affordable. Based on the levels of Affordable Housing in 2011, it can be assumed that the overall proportion has grown in the NA as a result of recent development. Of these Affordable Housing completions, 83.1% were for affordable/social rent, with 16.9% for affordable home ownership (mainly shared ownership). In addition to this Affordable Housing delivered, a further 46 were noted as schemes such as First Buy and Home Buy which allow access to home ownership but do not necessarily create a new unit.
81. There is no current data on the proportion of housing that is rented because the choice to let out a property does not require planning permission or other changes that would

be recorded centrally. The 2021 Census will provide the most robust and up-to-date picture of this when the results are released in the coming months. However, it is interesting to observe the change recorded between the 2001 and 2011 Census: in Melksham & Melksham Without the private rented sector expanded by 130.9% in that period, a rate of growth that was significantly greater than national increases of 82.4%. Despite this, the 2011 private rented sector in the NA was smaller than across England.

Table 4-1: Tenure (households) in Melksham & Melksham Without, 2011

Tenure	Melksham & Melksham Without	Wiltshire	England
Owned	72.4%	67.5%	63.3%
Shared ownership	0.5%	0.8%	0.8%
Social rented	14.4%	14.7%	17.7%
Private rented	11.8%	15.4%	16.8%

Sources: Census 2011, AECOM Calculations

82. It is also helpful to look at the NA tenure split in 2011 compared to the sub-areas discussed earlier in the report. Due to the NA being mainly comprised (in terms of population and dwelling stock) of the Melksham Town & Bowerhill sub-area, the proportions of different tenure types are similar between these two areas. The most notable differences to the NA area seen in the Large Village of Whitley/Shaw, where a significantly higher proportion of households own their own home, at 84.9% compared to 72.4% across the wider NA. This has a knock-on impact on the remaining tenures, with a significantly lower proportion of social rented housing in Whitley & Shaw compared to the whole NA and the other comparator areas. This is also well below both Wiltshire and national levels at just 7.2%. The wider countryside area's proportional tenure split generally lies between Melksham Town & Bowerhill and Whitley & Shaw. However, the proportion of households living in shared ownership dwellings is higher than any of the other areas, in line with national levels. The tenure mix across the sub areas suggests that households with greater wealth are likely to reside in Whitley & Shaw, with owner occupation dominating and very little provision of Affordable Housing. The greatest proportion of Affordable Housing is located in the more urban sub-area of Melksham Town & Bowerhill, which is not unusual when looking at the provision of Affordable Housing nationally.

Table 4-2: Tenure (households) in NA compared to sub-areas, 2011

Tenure	NA	Melksham Town & Bowerhill	Whitley & Shaw	Wider Countryside Area
Owned	72.4%	71.3%	84.9%	75.3%
Shared ownership	0.5%	0.5%	0.2%	0.8%
Social rented	14.4%	15.1%	7.2%	12.1%
Private rented	11.8%	12.2%	6.8%	10.6%

Sources: Census 2011, AECOM Calculations

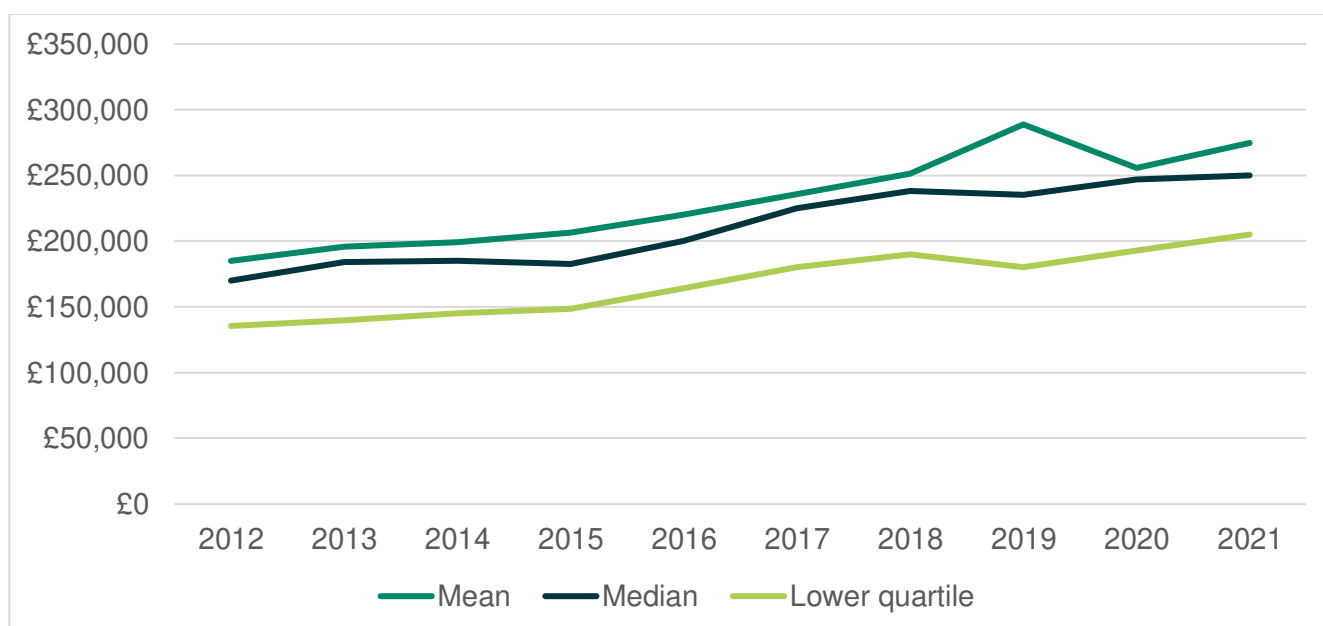
Affordability

House prices

83. House prices provide an indication of the level of demand for homes within an area. The relationship between house prices and incomes determines whether housing is affordable to local households and, to a large extent, what tenure, type and size of home they occupy. Changes in affordability over time can indicate pressures in the housing market. As such, it is useful for the evidence base for plans to examine trends in prices and consider what this reveals about the local housing market.

84. Figure 4-1 looks at the average and lower quartile house prices in Melksham & Melksham Without based on sales price data published by the Land Registry. It shows that median and lower quartile house prices in Melksham & Melksham Without rose relatively steadily between 2012 and 2021, with little fluctuation. The mean, which captures the average of all house prices (high and low) with outlying datapoints causing it to increase, shows a peak in 2019 but this is not noticeable in the median as this is the middle number when all the data is sorted from smallest to largest. The median increases by 47.1% between 2012 and 2021, from £170,000 to £250,000. The lower quartile house prices follow the same trends as the median but sees slightly greater growth, at 51.3%, to a peak of £205,000 in 2021.

Figure 4-1: House prices by quartile in Melksham & Melksham Without, 2012-2021



Source: Land Registry PPD

85. Table 4-3 breaks down house prices by type, presenting the median within each type. It shows that semi-detached dwellings experienced the greatest house price growth at 52.0% between 2012 and 2021. House prices overall are highest for detached dwellings, increasing from £236,000 in 2012 to £337,500 in 2021. These prices rose steadily, with a slight decline in 2019. Semi-detached and terraced prices also experienced very little fluctuation, likely due to substantial sample sizes. There was more significant fluctuation

in the prices of flats, peaking in 2018 at £175,414, likely due to variation within a smaller sample, such as the size of the flat, location, and condition of the property.

Table 4-3: Median house prices by type in Melksham & Melksham Without, 2012-2021

Type	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Growth
Detached	£236,000	£249,998	£250,000	£271,250	£284,995	£291,995	£320,000	£312,000	£323,498	£337,500	43.0%
Semi-detached	£159,000	£167,500	£177,725	£179,975	£200,000	£224,995	£230,000	£235,000	£232,500	£241,750	52.0%
Terraced	£135,000	£141,000	£145,000	£155,000	£173,000	£182,000	£188,768	£185,500	£190,000	£205,000	51.9%
Flats	£87,500	£81,500	£75,000	£95,000	£124,500	£112,950	£175,414	£113,250	£120,000	£123,750	41.4%
All Types	£170,000	£183,995	£185,000	£182,500	£200,000	£225,000	£237,995	£235,000	£247,000	£250,000	47.1%

Source: Land Registry PPD

Income

86. Household incomes determine the ability of households to exercise choice in the housing market, and consequently the level of need for affordable housing products. Two sources of data are used to examine household incomes in the NA.
87. The first source is ONS's estimates of incomes in small areas. This is locally specific but limited to the overall average income (i.e. it does not provide the average income of lower earners). The average total household income before housing costs locally was £42,533 in 2018. A map of the area to which this data applies is provided in Appendix A.
88. The second source is ONS's annual estimates of UK employee earnings. This provides lower quartile average earnings (i.e. the income of the lowest 25% of earners). However, it is only available at the Local Authority level. It also relates to individual earnings. While this is an accurate representation of household incomes where there is only one earner, it does not represent household income where there are two or more people earning. Wiltshire's gross individual lower quartile annual earnings were £13,788 in 2020. To estimate the income of households with two lower quartile earners, this figure is doubled to £27,576.
89. It is immediately clear from this data that there is a large gap between the spending power of average earning households and those earning the lowest 25% of incomes, particularly where the household in question has one earner only.

Affordability Thresholds

90. To gain a clearer understanding of local affordability, it is useful to understand what levels of income are required to afford different tenures. This is done using 'affordability thresholds': the estimated amount of annual income required to cover the cost of rent or a mortgage given local housing prices.
91. AECOM has determined thresholds for the income required in Melksham & Melksham Without to buy a home in the open market (average and entry-level prices), and the income required to afford private rent and the range of Affordable Housing tenures as set out in the NPPF. These calculations are detailed and discussed in more detail in Appendix A.

92. The key assumptions made in assessing the affordability of different tenures are explained alongside the calculations, but it is worth noting here that we have assumed that the maximum percentage of household income that should be spent on rent is 30% and that mortgage financing will be offered at a maximum of 3.5 times household income. These are standard assumptions across housing needs assessments at neighbourhood and local authority scale although different approaches are sometimes taken and a case can be made for alternatives.
93. The mortgage multiplier is particularly variable, with multipliers up to 4.5 or even above 5 times income increasingly available, although the actual average in practice tends to be lower, particularly where applicants are dual earning. The Financial Conduct Authority uses 3.5 or more as its standard assumption for single applicants and 2.75 or more for dual applicants.
94. The percentage of income to be spent on rent also varies considerably for individuals, and it is increasingly common for households to dedicate a larger proportion of their earnings to rent. When considering affordability, it is considered good practice to be conservative, and the 30% benchmark is used as ONS's current standard assumption.
95. While larger mortgages and higher rents may be feasible for individuals, this creates vulnerability to changing economic circumstances and may not be a possibility for many people with the most acute housing needs. Different assumptions would, however, alter the picture of affordability that emerges here. This is another reason to interpret the findings with a degree of flexibility.
96. Although not a factor in the calculations to assess affordability locally below, it is also important to take into consideration the rising cost of living, in particular in relation to fuel. Household costs, whether this is in relation to heating, electricity, car fuel, or food, have an impact on housing affordability, with the rising cost of living meaning that households are required to spend a greater proportion of their income on these necessities and may therefore have smaller budgets for rent or mortgages. This will most likely have the greatest impact when looking at households that may be able to 'marginally' afford different tenures as outlined in Table 4-4.
97. When looking at the different tenures, 2020 statistics¹⁹ show that 13.2% of households nationally were fuel poor. This was by far the highest in the private rented sector at 25.0% of households considered to be fuel poor, followed by the social rented sector at 18.7%, and the owner occupied sector at 8.4%. It may be initially surprising that fuel poverty is lower in the social rented sector than the private rented sector but it may be that households in the social rented sector have greater access to benefits and support with household bills. Additionally, their housing costs are lower and if they are in receipt of housing benefit, they may be spending a smaller proportion of their income on direct housing costs (e.g. rent).

¹⁹ Available here - <https://www.gov.uk/government/statistics/fuel-poverty-detailed-tables-2022>

98. Fuel costs are currently a key issue for households. The Annual Fuel Poverty Statistics in England (2022)²⁰ assess fuel poverty across the country in 2020. Whilst this is the most recent set of reporting, the data refers to 2020. The past 6 months have seen a significant spike in utilities costs (especially fuel) and the situation continues to evolve rapidly. It is therefore safe to assume that the current picture of fuel poverty is significantly worse than 2020. The trends across household and dwelling types may however remain largely the same. Some key findings from the report include:
- Households living in end terraces have the highest likelihood of living in fuel poverty, with households living in detached properties having the lowest likelihood. Despite this, those that are in fuel poverty in detached dwellings are likely to have the largest fuel poverty gap. This is due to factors such as larger floor areas and more exposed walls. Other factors such as the age of the property and the energy efficiency will also impact this.
 - The report categorises households' main fuel into electricity, gas, and other, with oil and coal falling into the 'other' category. This latter category has the highest average fuel poverty gap of the fuels at £585 (although households reliant on electricity as their main fuel have the highest likelihood of being in fuel poverty). Additionally, it notes that of households living off the gas grid, 19.4% are fuel poor, compared to 12.3% with access to mains gas.
 - This is important to note as the Steering Group are aware that a number of settlements within the NA are not on the gas mains and therefore rely on alternative fuels, mainly oil. The group note that the small pockets in the NA without main gas include parts of Woodrow, parts of Beanacre, Lopes Close, Sandridge Lane, and Redstocks. These areas also tended to not have access to mains drainage. This is not uncommon in rural areas and may mean that the cost of living has a greater impact on housing affordability in the rural sub areas of the NA compared to the main town.
 - The South West in 2020 had the largest average fuel poverty gap at £287.
99. Table 4-4 summarises the estimated cost of each tenure, the annual income required to support these costs within the NA, and whether local incomes are sufficient. The income required column assumes the household already has access to a deposit (which we have assumed to be 10% of the value to be purchased) but does not reflect the possibility that households may already hold equity from an existing property. Although the factors discussed above may be crucial to whether housing will be affordable, they are highly dependent on individual circumstances that cannot be anticipated here.
100. The same information is presented as a graph in Figure 4-2 on a subsequent page, with selected measures from the table presented for clarity.

²⁰ Available here - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056777/annual-fuel-poverty-statistics-lile-report-2022-2020-data.pdf

Table 4-4: Affordability thresholds in Melksham & Melksham Without (income required, £)

Tenure	Mortgage value (90% of price)	Annual rent	Income required	Affordable on average incomes? £42,533	Affordable on LQ earnings (single earner)? £13,788	Affordable on LQ earnings (2 earners)? £27,576
Market Housing						
Median House Price	£225,000	-	£64,286	No	No	No
NA Median New Build House Price	£238,500	-	£68,143	No	No	No
NA LQ New Build House Price	£202,183		£57,767	No	No	No
LQ/Entry-level House Price	£184,500	-	£52,714	No	No	No
Average Market Rent	-	£8,972	£29,906	Yes	No	No
Entry-level Market Rent	-	£6,846	£22,820	Yes	No	Yes
Affordable Home Ownership						
First Homes (-30%)	£141,528	-	£40,437	Yes	No	No
First Homes (-40%)	£121,310	-	£34,660	Yes	No	No
First Homes (-50%)	£101,091	-	£28,883	Yes	No	Marginal
Shared Ownership (50%)	£101,091	£2,808	£38,244	Yes	No	No
Shared Ownership (25%)	£50,546	£4,212	£28,482	Yes	No	Marginal
Shared Ownership (10%)	£20,218	£5,055	£22,625	Yes	No	Yes
Affordable Rented Housing						
Affordable Rent	-	£6,682	£22,251	Yes	No	Yes
Social Rent	-	£5,261	£17,519	Yes	No	Yes

Source: AECOM Calculations

101. Before considering each tenure category in turn, it is important to stress that these affordability thresholds have been calculated to give a sufficiently robust indication of the costs of various tenures to inform Neighbourhood Plan policy choices. These figures rely on existing data and assumptions, and it is not possible to estimate every possible permutation. The income figures also disguise a large degree of variation. For simplicity the analysis below speaks in terms of tenure products being 'affordable' or 'not affordable' for different groups, but individual circumstances and the location, condition and other factors of specific properties in each category have a large impact. These conclusions should therefore be interpreted flexibly.

Market housing for purchase and rent

102. Thinking about housing for purchase on the open market, it appears that local households on average incomes are unable to access even entry-level homes unless they have the advantage of a large deposit. Market housing, even with the benefit of a higher than average income, is likely to remain out of reach to most. The median house price would require an annual income 51.1% higher than the current average.

103. Private renting is generally only affordable to average earners. Households made up of two lower quartile earners can afford the given rental thresholds for entry-level (1-

bedroom) private rented housing. Affordability is improved if households are able or willing to dedicate a larger proportion of their incomes to rental costs, although this has repercussions for other quality of life aspects and cannot be assumed to suit all individuals' circumstances.

Affordable home ownership

104. There is a relatively large group of households in Melksham & Melksham Without who may be able to afford to rent privately but cannot afford home ownership. They are typically earning between around £22,820 per year (at which point entry-level rents become affordable) and £52,714 (at which point entry-level market sale homes become affordable). This 'can rent, can't buy' cohort may benefit from the range of affordable home ownership products such as First Homes and shared ownership.
105. First Homes are to be offered at a discount of at least 30% on equivalent market prices (i.e. new build, entry-level properties). Local authorities and neighbourhood plan qualifying bodies will have discretion to increase the discount on First Homes to 40% or 50% where there is evidence to suggest this is appropriate.
106. This report has estimated the income required to afford First Homes and tested the implications of 30%, 40% and 50% discount levels. If First Homes in Melksham & Melksham Without are delivered at a 30% discount then the product becomes accessible to households on mean incomes. Increasing the discount to 50% would make First Homes marginally affordable to households with two lower quartile earners. However, this may have adverse impacts on the viability of sites and the ability to deliver social/affordable rented dwellings. It is therefore recommended that First Homes is delivered at 40% as although this discount level does not make home ownership accessible to households on two lower quartile incomes (who could benefit from other products such as shared ownership), it does increase the opportunity for ownership past households on mean incomes (to those earning over £34,660).
107. Table 4-5 shows the discount required for First Homes to be affordable to the three income groups. Alongside using the 2021 lower quartile new build house price, which has been used to calculate the First Homes and shared ownership purchase thresholds, it is helpful to look at additional price benchmarks. To get a complete picture locally, alongside this price benchmark, median and entry-level (lower quartile) house prices are used. The discount levels required for these alternative benchmarks are given below.

Table 4-5: Discount on sale price required for households to afford First Homes

House price benchmark	Mean household income	Single LQ earner	Dual LQ earning household
NA median house price	34%	79%	57%
NA LQ new build house price	26%	76%	52%
NA entry-level house price	19%	74%	48%

Source: Land Registry PPD; ONS MSOA total household income

108. Shared ownership appears to be similarly affordable to First Homes, and is broadly accessible to the same groups, with those on mean incomes able to access all shared ownership equity levels analysed. Shared ownership at 25% equity is considered to be marginally affordable to households with two lower quartile earners. Government has recently announced that the minimum equity share for shared ownership will fall to 10% of the property value.²¹ If this is delivered in the NA, it will make shared ownership easier to access for more people, with it accessible to households with two lower quartile earners. However, while the income threshold for a 10% equity shared ownership home is lower, this product may not necessarily be more attractive than the alternatives (such as shared ownership at higher equity shares and First Homes) for those who can afford them.
109. The transition from 10% to 100% ownership would be long, and during this period the rent on the 90% unsold value would not be subsidised, meaning that monthly costs for occupants will remain relatively high and the build-up of equity will be relatively slow. This product would therefore only be a realistic route to full ownership for households prepared to take a long-term view.
110. The income required to access Rent to Buy, a product designed to allow residents to transition from renting to ownership by allowing a discount on the market rent to be used to save a deposit, is assumed to be the same as that required to afford market rents. On that basis, First Homes at 50% discount and shared ownership at 25% and 10% equity are more affordable options.
111. These three products need to be considered in relation to what they offer occupants in the long term beyond simply being affordable to access or not.
- First Homes allow for a greater ownership stake in the property, enabling occupants to benefit from price appreciation over time. Monthly outgoings are also limited to mortgage costs alone, which tend to be cheaper than renting.
 - Shared ownership at high equity shares performs a similar function to First Homes, but there are additional costs associated with the rented portion.
 - Shared ownership at low equity shares can usually be accessed by lower earning households (than First Homes) and requires a smaller deposit. However, this is a potentially less attractive route to eventual ownership because monthly outgoings remain high. The occupant has to pay a significant monthly rent as well as service charges and other costs, so it can be harder for them to save funds to buy out a greater share in the property over time.
 - Rent to Buy requires no deposit, thereby benefitting those with sufficient incomes but low savings. It is more attractive than renting but results in a much slower accumulation of the funds that can provide an eventual route to ownership than the other tenures discussed above.

²¹ The previous minimum equity share was 25%. This change took effect from 28 June 2021 and transitional arrangements are in place for planning policy documents that are prepared during the implementation timeframe. Changes are also introduced to make the process of staircasing to full ownership more gradual with lower minimum increments of 1%. The ministerial statement confirming and detailing the changes is available here: <https://questions-statements.parliament.uk/written-statements/detail/2021-05-24/hws48>.

112. In conclusion, all of these products would provide value to different segments of the local population, with shared ownership at a 25% equity share and lower potentially allowing lower earning households to get a foot on the housing ladder, while Rent to Buy is helpful to those with little or no savings for a deposit, and First Homes may provide a better long-term investment to those who can afford to access it.

Affordable rented housing

113. Affordable rented housing is generally affordable to households with two lower earners depending on their household size (average earning households are unlikely to be eligible). However, households with a single lower earner appear unable to afford any of the tenures considered including the smallest socially rented units. Many such individuals will, if unable to secure a social rented dwelling require additional subsidy through Housing Benefit to access housing.
114. The evidence in this chapter suggests that the affordable rented sector performs a vital function in Melksham & Melksham Without as the only option for a large segment of those in the greatest need. Social rents are cheaper and would therefore leave households on lower earnings better off and better able to afford their other living costs, such as food and fuel etc. Where households are supported by housing benefit the difference in the cost of affordable and social rents may be irrelevant as the level of housing benefit flexes according to the rent. This mean that households supported by housing benefit may be no better off in social rented accommodation because they receive a lower rate of housing benefit to cover their rent.

Community Opinion

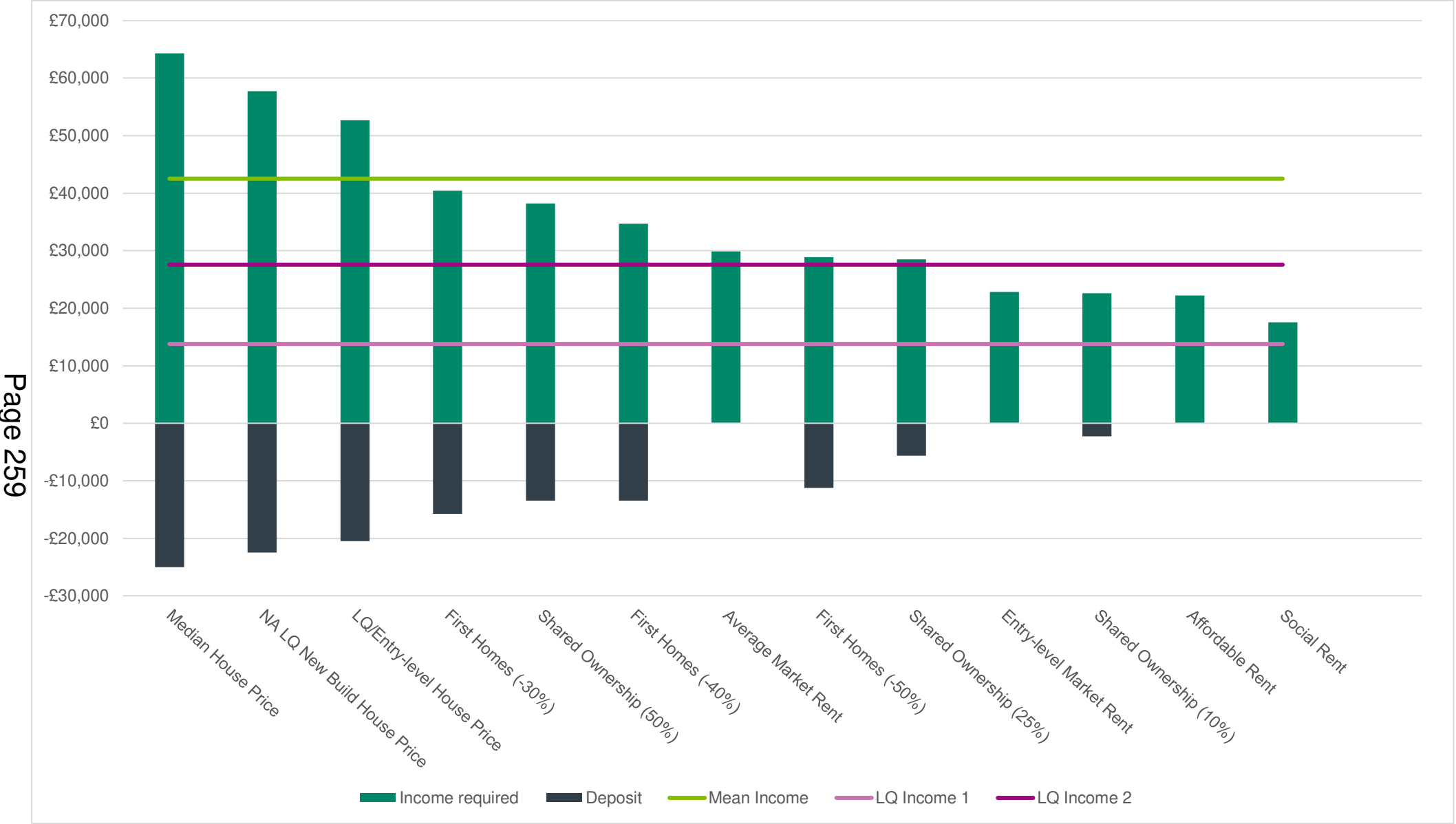
115. It is important to take into consideration community opinion, with the Steering Group undertaking community consultation in May and June 2022 via a housing survey. It is necessary to caveat that although community surveys provide valuable and useful evidence in relation to the local wants and needs, they only represent a segment of the population. For example, of the respondents that provided information on their current housing status, 79% indicated that they owned their own home, with 7% indicating that they live in housing association or local authority rented dwellings (social and affordable rent). Comparing this to the tenure split in the NA in 2011, 72% of households owned their own home, with 14% living in social rented accommodation. This suggests that a smaller proportion of those in the greatest need of Affordable Housing answered the survey, a factor that should be kept in mind when interpreting the findings.
116. When looking at the findings of the survey, only 35% of respondents indicated that they were 'satisfied' or 'very satisfied' with existing housing provision in Melksham & Melksham Without, suggesting a clear need for a review of the stock and needs of the NA. When looking at reasonings for their responses to this question, 26% recorded that housing in the NA is too expensive to buy, with 25% suggesting that there is a shortage of availability to buy or rent. This indicated shortage may be further worsening affordability issues if there is a greater demand than supply of stock available on the market. Therefore, some provision of housing being brought forward in the plan period may help to address this.

117. The community was asked what type of housing they felt would best meet local needs. The five most common responses are as follows:

- Discounted open market / First Homes – 40%
- Bungalows – 33%
- Open market family homes – 28%
- Shared ownership – 25%
- Housing association & local authority rented jointly with community-led & co-ops – 24%

118. This shows that the community is aware of and concerned about the affordability challenges in the NA relating to home ownership specifically, with both First Homes and shared ownership identified as key areas of need for local people. It is also noted that almost a quarter of respondents answered that there is a need for housing association or local authority rented housing, as well as a potential desire for community-led schemes within the NA.

Figure 4-2: Affordability thresholds in Melksham & Melksham Without, income required (additional cost of deposit in black)



Source: AECOM Calculations

Affordable housing- quantity needed

119. The starting point for understanding the need for affordable housing in Melksham & Melksham Without is the Local Housing Need Assessment (LHNA). An LHNA was undertaken for Swindon Borough Council and Wiltshire Council in 2019²². This study updated the overall housing figure for the Housing Market Area (HMA) determined in the 2017 Swindon & Wiltshire Strategic Housing Market Assessment (SHMA)²³ in line with updated NPPF and PPG requirements but does not estimate the need for affordable housing in the area. Whilst the LHNA updates the SHMA, it also states that the analysis within the 2017 SHMA may continue to provide useful evidence. This report therefore estimates the affordable housing need in Melksham & Melksham Without based on the 2017 SHMA findings as a starting point.
120. The SHMA estimates the need for affordable housing in the local authority area based on analysis of the Council's waiting list and analysis of other data sets in line with Planning Practice Guidance at the time. The SHMA identifies a need for 718.8 additional affordable homes each year in Wiltshire as a whole. When the SHMA figures are pro-rated to Melksham & Melksham Without based on its fair share of the population (4.78% of the LPA's population (based on mid-2020 population estimates)) this equates to 34.4 affordable homes per annum or 481.0 affordable homes over the Neighbourhood Plan period 2022-2036. Local authority level figures are likely to represent higher needs in the urban areas of the area where there is a large social housing stock and larger numbers of households living in the private rented sector on housing benefit. Both of these factors tend to generate higher needs. By contrast, in rural villages, the lack of social housing means there is no need generated from households already living in the sector. Due to Melksham & Melksham Without covering both rural areas and more built-up settlements, this method of providing an estimate of affordable housing need in the NA could be considered appropriate. It is also worth noting that the SHMA indicates that the figures provided should be considered a minimum for affordable housing need as the assessment focusses only on those with the most acute housing needs.
121. Due to the 2017 SHMA for Wiltshire and Swindon being relatively dated, and the fact that it has in part been updated by the 2019 LHNA, AECOM have also undertaken calculations to determine the quantity of affordable housing need in the NA. The methodology and results are outlined below. The AECOM figures are used in this report as the most up to date. They also provide estimates for housing need split between affordable rent and affordable home ownership.
122. In Table 4-6 we have calculated, using PPG as a starting point,²⁴ an estimate of the total need for affordable rented housing in Melksham & Melksham Without over the Plan period. It should, however, be noted that the accuracy of

²² Available here: [Swindon Wilts Local Housing Needs Assessment April 2019.pdf \(wiltshire.gov.uk\)](#)

²³ Available here: https://www.swindon.gov.uk/downloads/file/5010/swindon_and_wiltshire_strategic_housing_market_assessment_shma_report_2017

²⁴ Paragraphs 024-026 Reference ID: 2a-026-20140306, at <https://www.gov.uk/guidance/housing-and-economic-land-availability-assessment>

the findings generated by the model is only as strong as the evidence we have available to us. For example, Census 2011 data is increasingly out-of-date. However, given the test of proportionality for evidence supporting neighbourhood plans, and the need to be in general conformity with Local Authority strategic policies, the calculations set out here are considered a reasonable basis for understanding and planning for neighbourhood-level affordable housing need.

123. It should also be noted that figures in Table 4-6 are largely dependent on information provided by Wiltshire Council in its capacity as manager of the local housing waiting list. The current backlog of need on the Housing Register for households identifying Melksham & Melksham Without as their first preference, as of May 2022, is 201 households. The vast majority of this need, at 198 households, is related to Melksham parish. It is worth noting that there is likely to be further hidden housing need within the NA, of households who are either not considered eligible or have not applied based on low expectations of being housed.
124. Although not included in the Affordable Housing calculations, it is also interesting to note that the Wiltshire Open Market Register identified 40 households not currently in need in Melksham & Melksham Without but that may be eligible for intermediate housing (affordable home ownership such as shared ownership).
125. The table shows that there are currently about 201 households in Melksham & Melksham Without unable to access affordable rented homes suitable to their needs. The table also suggests that, over the Plan period, 196.0 additional households in the Neighbourhood Area will fall into need. However, the total estimated need for affordable rented homes is -23.1 dwellings per annum, indicating that the need for affordable rented housing in Melksham & Melksham Without specifically would be met by the current stock when looking to the end of the plan period.
126. The result, which suggests that there is estimated to be little outstanding need in future years, may initially be surprising since there is understood to be a current backlog of need (in the region of 201 households). The reason for the apparent surplus over the long-term is that model assumes a rate of turnover in the existing affordable housing stock of 3.0%. So, of the 1,715 assumed units of affordable rented accommodation existing currently, it can be expected that around 51.5 will come vacant in any given year as their current occupants move to a new location, pass away or cease to be eligible as their circumstances change. This satisfies the projected newly arising need as well as some of the backlog, which is effectively spread out over the plan period to produce an annualised figure.
127. An important caveat to this finding is that there are almost certainly households currently in need in the NA, and to 'spread them out' over the Plan period suggests that some of them can be accommodated in ten or fifteen years' time once a sufficient surplus has been built up through new supply and turnover of the existing stock. While possible, this is not favourable to the individuals

involved. In practice, it would be better to frontload any future affordable rented provision to meet those needs as soon as possible, leaving newly arising need in future to be met by turnover in the existing stock.

128. A further caveat worth emphasising is that one unit of Affordable Housing does not necessarily service one household worth of need, since the unit might have 2-bedrooms while the applicant household might require 4-bedrooms, may be located in an inappropriate location, or be otherwise unsuitable.
129. As such, it is recommended that Melksham & Melksham Without considers encouraging the delivery of some affordable rented housing, particularly early in the Plan period, with the understanding that if this results in oversupply in future years, the vacancies created when existing occupants leave their properties may need to satisfy new need from elsewhere in Wiltshire.
130. It is worth considering the role of the affordable rented housing sector in Melksham & Melksham Without in relation to the wider local authority area. Due to the NA including the Market Town of Melksham, this may be a preferred location for the Council to provide social/affordable rented housing (as opposed to in small rural villages). It is therefore likely that the town provides affordable rented housing for those in the rest of the parish, Melksham Without, and potentially outside of the NA. It is likely that the NA not only caters for the need generated locally but also some of the need of surrounding parishes or areas within Wiltshire where the development of affordable rented housing may not be possible or appropriate for the residents (e.g. poor public transport or access to amenities). The role of the NA within the Council area may be a further a reason to continue to ensure delivery of social/affordable housing within the plan period. Discussions with Wiltshire Council would be required to determine to what extent Melksham & Melksham Without plays this role.

Table 4-6: Estimate of need for Affordable Housing for rent in Melksham & Melksham Without

Stage and Step in Calculation	Total	Description
STAGE 1: CURRENT NEED		
1.1 Current households in need	201.0	Waiting list data provided by Wiltshire Council. List for Melksham & Melksham Without as of 04/05/2022. Households with either of the parishes as their first preference.
1.2 Per annum	14.4	Step 1.1 divided by the plan period to produce an annualised figure.
STAGE 2: NEWLY ARISING NEED		
2.1 New household formation	971.1	DLUHC 2018-based household projections for the LA between start and end of plan period. % increase applied to NA.
2.2 Proportion of new households unable to rent in the market	20.2%	(Steps 1.1 + 2.2.1 + 2.2.2) divided by number of households in NA.
2.2.1 Current number of social renters in parish	1715.0	2011 Census social rented stock + social/affordable rented completions 2011/12 – 2021/22.
2.2.2 Number of private renters on housing benefits	154.9	Housing benefit caseload May 2018. Pro rata for NA.
2.3 New households unable to rent	196.0	Step 2.1 x Step 2.2.
2.4 Per annum	14.0	Step 2.3 divided by plan period.
STAGE 3: TURNOVER OF AFFORDABLE HOUSING		
3.1 Supply of social/affordable re-lets (including transfers) %	3.0%	Assumed proportion of stock re-let each year.
3.2 Supply of social/affordable re-lets (including transfers)	51.5	Step 3.1 x NA social rented stock (2.2.1).
NET SURPLUS OF RENTED UNITS PER ANNUM		
Overall surplus per annum	23.1	Step 1.2 + Step 2.4 - Step 3.2

Source: AECOM model, using Census 2011, English Housing Survey 2018, DLUHC 2018 based household projections and net additions to affordable housing stock. 2018 is the latest reliable data for some datasets so is used throughout for consistency. Figures may not sum due to rounding.

131. Turning now to Affordable Housing providing a route to home ownership, Table 4-7 estimates the potential demand in Melksham & Melksham Without. This model aims to estimate the number of households that might wish to own their own home but cannot afford to – the ‘can rent, can’t buy’ group described in the previous section. The model is consistent with methods used at Local Authority scale in taking as its starting point households currently living in or expected to enter the private rented sector who are not on housing benefit.

132. There may be other barriers to these households accessing home ownership on the open market, including being unable to save for a deposit, or being unable to afford a home of the right type/size or in the right location. The model also discounts 25% of households potentially in need, assuming a proportion

will be renting out of choice. This assumption is based on consistent results for surveys and polls at the national level which demonstrate that most households (typically 80% or more) aspire to home ownership.²⁵ No robust indicator exists for this area or a wider scale to suggest aspirations may be higher or lower in the NA.

133. The result of the calculation is 63 households per annum who may be interested in affordable home ownership (or 882 for the entirety of the Plan period).
134. Again, this assumes a rate of turnover in the existing stock will satisfy some need, though this is extremely minimal because of the lack of shared ownership in the NA currently.
135. It is important to keep in mind that the households identified in this estimate are, by and large, adequately housed in the private rented sector, Affordable Housing, or living in other circumstances. They do not necessarily lack their own housing but would prefer to buy rather than rent. They have been included in the national planning definition of those in need of Affordable Housing, but their needs are less acute than those on the waiting list for affordable rented housing.

²⁵ <http://www.ipsos-mori-generations.com/housing.html>

Table 4-7: Estimate of the potential demand for affordable housing for sale in Melksham & Melksham Without

Stage and Step in Calculation	Total	Description
STAGE 1: CURRENT NEED		
1.1 Current number of renters in parish	1,311.6	Census 2011 number of renters x national % increase to 2018.
1.2 Percentage renters on housing benefit in LA	11.8%	% of renters in 2018 on housing benefit.
1.3 Number of renters on housing benefits in parish	154.9	Step 1.1 x Step 1.2.
1.4 Current need (households)	867.5	Current renters minus those on housing benefit and minus 25% assumed to rent by choice. ²⁶
1.5 Per annum	62.0	Step 1.4 divided by plan period.
STAGE 2: NEWLY ARISING NEED		
2.1 New household formation	971.1	LA household projections for plan period (2018 based) pro rated to NA.
2.2 % of households unable to buy but able to rent	9.7%	(Step 1.4 + Step 3.1) divided by number of households in NA.
2.3 Total newly arising need	93.8	Step 2.1 x Step 2.2.
2.4 Total newly arising need per annum	7.2	Step 2.3 divided by plan period.
STAGE 3: SUPPLY OF AFFORDABLE HOUSING		
3.1 Supply of affordable housing	124.0	Number of shared ownership homes in parish (Census 2011 + completions 2011/12 – 2021/22).
3.2 Supply - intermediate resales	6.2	Step 3.1 x 5% (assumed rate of re-sale).
NET SHORTFALL PER ANNUM		
Overall shortfall per annum	63.0	(Step 1.5 + Step 2.4) - Step 3.2.

Source: AECOM model, using Census 2011, English Housing Survey 2018, DLUHC 2018 based household projections and net additions to affordable housing stock. 2018 is the latest reliable data for some datasets so is used throughout for consistency.

136. There is no policy or legal obligation on the part either of the Local Authority or Neighbourhood Plan to meet affordable housing needs in full, though there are tools available to the Steering Group that can help ensure that it is met to a greater extent if resources permit (e.g. the ability to allocate sites for affordable housing).

137. It is also important to remember that even after the Neighbourhood Plan is Made, the assessment of need for Affordable Housing, the allocation of

²⁶ The assumption of approximately 25% preferring to rent and 75% preferring to buy is AECOM's judgement, based on national level polls which consistently reveal that most households who prefer home ownership eg <http://www.ipsos-mori-generations.com/housing.html> and informed by our experience across numerous neighbourhood level HNAs. The assumption is based on the fact that some households choose to rent at certain stages in their life (e.g. when young, when needing flexibility in employment market, or when new migrants move into an area). While most households prefer the added security and independence of owning their own home, private renting is nevertheless a tenure of choice at a certain points in many households' journey through the housing market. The actual percentage of preference will differ between areas, being higher in large metropolitan areas with younger households and more new migrants, but lower in other areas. 25% is used as a reasonable proxy and for consistency across HNAs and similar assumptions are used in some larger scale assessments such as LHNAs and SHMAs. If the neighbourhood planning group feel this is not an appropriate assumption in their particular locality they could use the results of a local residents survey to replace or confirm this calculation.

affordable rented housing to those in need, and the management of the housing waiting list all remain the responsibility of the Local Authority rather than the neighbourhood planning group.

Additional SHMA findings

138. The Swindon & Wiltshire Strategic Housing Market Assessment (SHMA) 2017 highlights a number of findings relevant to tenure and affordability in the Neighbourhood Area. These are outlined below:

- House prices across Wiltshire were consistently higher than England (2001-2015). For Chippenham HMA in particular (where the NA is located), the lower quartile house prices were below the overall level for Wiltshire but higher than the neighbouring Swindon HMA. This pattern is also seen when looking at the private rented sector. Rents have however increased at a faster rate than across the local authority area.
- In terms of affordability, the report identifies that Wiltshire has been consistently less affordable than the England average.

Affordable Housing policy guidance

139. Wiltshire's adopted policy on this subject Policy 43 (Providing Affordable Homes) requires 30% of all new housing (on sites of 5 or more dwellings) to be affordable. Given that affordable/social rented housing and dwellings for affordable home ownership made up 28.7% of new housing in Melksham & Melksham Without over the last decade according to Wiltshire's completions figures, it is understood that this target is not quite met on sites in the NA.

140. The overall proportion of housing that must be affordable is not an area of policy that a Neighbourhood Plan can usually influence, but it is worth emphasizing that the HNA finds there to be robust evidence of need for Affordable Housing in the NA, and every effort should be made to maximise delivery where viable.

141. How the Affordable Housing that comes forward through mainstream development sites is broken down into specific tenures – such as the balance between rented tenures and routes to home ownership – is not specified in the adopted or emerging Local Plan. The adopted Local Plan for Wiltshire specifies that tenure is to be negotiated on a site by site basis. This HNA can supply more localised evidence, and this section summarises the factors that might be taken into account before proposing a suggested Affordable Housing tenure mix that might be suitable for Melksham & Melksham Without specifically.

142. The following evidence and considerations may be used as a starting point in the development of policy concerning the Affordable Housing mix:

- A. **Evidence of need for Affordable Housing:** This study estimates that Melksham & Melksham Without may have an excess of affordable rented housing based on the calculations above demonstrating that the need specifically in the NA for social/affordable rent is estimated to be met over the plan period. The study also estimates that the NA could require around

63 units of affordable home ownership per annum, or 882 over the Plan period (2022-2036). Both forms of Affordable Housing appear to be valuable in meeting the needs of people on various incomes, and the surplus of affordable rented units to meet needs within the NA does not mean that no affordable housing for rent should be brought forward.

The figures from both models combined give an estimated overall Affordable Housing need of 558.6 dwellings over the plan period. As a sense check, these can be compared to the somewhat dated 2017 SHMA figures. When the local authority need in the SHMA was pro-rated to the population of Melksham & Melksham Without, it gave an estimated need for 481.0 dwellings, not hugely dissimilar to the AECOM calculation, although they refer to different types of need. This method of pro-rating also does not take into account local housing stock, present day local Housing Register figures, or the fact that Melksham & Melksham Without may satisfy some of the Affordable Housing need of the wider local authority area.

Table 4-8 considers the potential demand for Affordable Housing in the NA's sub areas per annum. This has been calculated by pro-rating the NA figures above based on 2011 population figures, with Melksham & Bowerhill accounting for 87.2% of the NA population, Whitley & Shaw 6.3% of the population, and the Wider Countryside Area 6.5%. It is important to note that this is not calculated on individual need for these sub-areas as a number of the datasets used above could be disaggregated to a smaller level and is simply a pro-rating exercise. Other factors, such as Affordable Housing stock (which was notably low in Whitley & Shaw in 2011) should also be taken into consideration when determining the location of future Affordable Housing.

Table 4-8: Estimate of the potential demand for Affordable Housing in the NA per annum, pro-rated to sub-areas

Area	Affordable Rented Housing (per annum)	Affordable Rented Housing (2022-2036)	Affordable Home Ownership (per annum)	Affordable Home Ownership (2022-2036)
NA	-23.1	-323.4	63.0	882.0
Melksham & Bowerhill	-20.1	-281.4	54.9	768.6
Whitley & Shaw	-1.5	-21.0	4.0	56.0
Wider Countryside Area	-1.5	-21.0	4.1	57.4

Source: Census 2011, AECOM Calculations

The relationship between the AECOM calculated figures suggests that most new Affordable Housing should offer a route to home ownership. However, as noted above, these figures are not directly equivalent: the former expresses the identified need of a group with acute needs and no alternative options; the latter expresses potential demand from a group who are generally adequately housed in rented accommodation and may not be able to afford the deposit to transition to ownership.

- B. Can Affordable Housing needs be met in full?** How far the more urgently needed affordable rented housing should be prioritised in the tenure mix depends on the quantity of overall housing delivery expected.

If the adopted Local Plan target of 30% was achieved on every site (based on the NA's indicative HRF of 2,674), up to around 802.2 affordable homes might be expected in the NA. It is likely that in the wider rural area, at least some of the HRF will come forward in the form of small infill developments, which may not be large enough to meet the threshold of 5 dwellings, above which the Affordable Housing policy applies. If that is the case, the potential delivery of Affordable Housing is likely to be lower. It is important to note that in June 2022, planning permission was granted for a development between Melksham and Berryfield which is expected to deliver 50 affordable dwellings (the entirety of the site) within the plan period, which will go some way to addressing local needs.

This level of delivery is not sufficient (even with the 50-dwelling site in the pipeline) to satisfy the potential demand for Affordable Housing identified here, especially when considering the demand for affordable home ownership. However, as discussed above, this is a less acute need than for affordable rented housing as it is assumed that these households are already adequately housed in the private rented sector.

- C. Government policy (e.g., NPPF) requirements:** current NPPF policy requires 10% of all homes to be delivered for affordable home ownership. For 10% of all housing to be affordable ownership in Wiltshire, where 30% of all housing should be affordable, 1/3 of Affordable Housing should be for affordable ownership. The Local Plan does not specify a tenure split so whilst it does not explicitly comply, there is nothing to prevent the 10% requirement being met.

There can be exceptions to this requirement if it would prevent the delivery of other forms of Affordable Housing. Based on the findings of this HNA, there is no evidence that meeting the 10% threshold in Melksham & Melksham Without would prejudice the provision of affordable rented homes.

- D. Local Plan policy:** As noted above, the adopted Local Plan does not seek a specific tenure split, instead negotiating the split on a site-by-site basis.
- E. First Homes policy:** the Government recently concluded a consultation on the introduction of First Homes (to provide at least 30% discount on new build home prices). The proposals have now been enacted through a

ministerial statement. A minimum of 25% of all Affordable Housing secured through developer contributions are now required to be First Homes.

This new minimum requirement may have the effect of displacing other products in any established tenure mix and will reduce the amount of social or affordable rent if this was proposed to be more than 75% of Affordable Housing. This does not appear to be an issue currently in Wiltshire as the adopted Local Plan does not specify a specific tenure split on sites.

National policy dictates that after the 25% First Homes requirement has been met, the remaining 75% of Affordable Housing units should as a first priority protect the provision for social rent set out in the relevant Local Plan, with any remaining units allocated to other tenure products in the relative proportions set out in the Local Plan.

AECOM is aware that some Local Planning Authorities are considering 'top slicing' their affordable housing quota to provide 25% First Homes and then allocating the remaining proportion according to their existing policy tenure split. If this approach is taken, all other things being equal, it would reduce the provision of rented forms of affordable housing since it would effectively protect the provision of other forms of affordable home ownership alongside First Homes. Some LPAs are considering this approach because of the existing business models of registered providers which have relied on shared ownership to cross subsidise affordable rented housing and uncertainty over whether First Homes could replace this model.

This guidance generally applies to district-level policy, and there may still be potential for a neighbourhood plan tenure mix to deviate from how the other tenures are rebalanced if appropriate.

- F. **Viability:** HNAs cannot take into consideration the factors which affect viability in the neighbourhood area or at the site-specific level. Viability issues are recognised in the Local Plan and it is acknowledged that this may affect the provision of affordable housing, the mix of tenures provided and the discounts that can be sought on First Homes properties.
- G. **Funding:** the availability of funding to support the delivery of different forms of Affordable Housing may also influence what it is appropriate to provide at a particular point in time or on any one site. The neighbourhood planning group may wish to keep this in mind so that it can take up any opportunities to secure funding if they become available.
- H. **Existing tenure mix in Melksham & Melksham Without:** As of 2011, Affordable Housing, whether this is social/affordable rent or shared ownership, accounted for just 19.1% of housing in Melksham & Melksham Without, despite adopted policy requiring 30% of housing to be delivered as Affordable Housing. Data provided by Wiltshire Council from 2011/12 to present shows the development of 474 affordable dwellings (and an additional 46 dwellings made available for affordable ownership). Of these 474 dwellings, 83.1% were for affordable/social rent and 16.9% for affordable home ownership (shared ownership). Some additional provision

of Affordable Housing would offer a wider choice of homes for local residents and, importantly, may allow those on lower incomes including newly forming households and younger families to remain in or move to the area.

I. **Views of registered providers:** It is not within the scope of this HNA to investigate whether it would be viable for housing associations (registered providers) to deliver and manage affordable rented homes in the parish. The funding arrangements available to housing associations will determine rent levels.

J. **Wider policy objectives:** the neighbourhood planning group may wish to take account of broader policy objectives for Melksham & Melksham Without and/or the local authority area. These could include, but are not restricted to, policies to attract younger households, families or working age people to the NA. These wider considerations may influence the mix of Affordable Housing provided.

143. On the basis of the considerations above, Table 4-9 proposes an indicative Affordable Housing tenure mix that might be sought through Neighbourhood Plan policy.

144. This indicative mix is chiefly a response to the demand for affordable home ownership and the affordable rented housing need potentially already being met over the length of the plan period. However, it also takes into account the significant backlog of need in Melksham & Melksham Without of 201 households from the Wiltshire Council Housing Register. This list includes households with an immediate need for rented accommodation that have indicated the NA as their preferred location. In this context, it is important that there is still substantial provision of affordable rented tenures to meet the needs of those in the present day and those most in need of Affordable Housing. The adopted Local Plan does not suggest a guideline mix so AECOM provides an indicative mix which also complies with the various minimum requirements mandated nationally.

145. In order to balance the needs as mentioned above, it is suggested that 45% of new Affordable Housing is affordable rented tenures, either affordable or social rent. It is suggested that the remaining 55% is delivered as affordable home ownership in the following split:

- 25% First Homes (at 40% discount); and
- 30% shared ownership (at a flexible range between 25% and 10% equity).

It is recommended that First Homes are delivered in line with national requirements, at 25% of Affordable Housing delivery. It is suggested that these are delivered at a 40% discount as this makes the product accessible to households on mean incomes. This also protects viability for the delivery of other forms of Affordable Housing. In terms of shared ownership, it is recommended that this product is delivered at both 25% and 10% equity, with both affordable to households on mean incomes. The former is marginally accessible to households with two lower quartile earners, with the latter more

comfortably affordable to this group. Rent to Buy does not feature in this recommended mix as the two shared ownership products are more affordable options.

146. This mix should be viewed as a starting point, based primarily on secondary evidence, which should be reconsidered in light of considerations F to J above, and in particular the views and objectives of the community.
147. Where the neighbourhood planning group wish to develop policy that deviates from that outlined in the Local Plan – either by differing from the headline split between renting and ownership or by specifying a greater level of detail around sub-tenures, it is important that they liaise with Wiltshire to gather more detailed income and viability information, and to ensure that departures from the local policy context have their support.
148. Another option when developing Neighbourhood Plan policies on tenure splits is to add caveats to the policy in question, to the effect that the precise mix of affordable housing will be considered on the basis of site-by-site circumstances in addition to this evidence.

Table 4-9: Indicative tenure split (Affordable Housing)

Tenure	Indicative mix	Considerations and uncertainties
Routes to home ownership, of which	55%	
First Homes	25%	Product untested so uncertainties around viability, developer, lenders and buyer appetite etc.
Shared ownership	30%	Recently confirmed changes to the model to allow purchases of 10% share - impact on viability unknown. RPs business plans currently reliant on shared ownership model. Impact of displacement by First Homes unknown.
Rent to Buy	0%	Emerging product with popularity and effectiveness as yet unknown. Impact of displacement by First Homes unknown.
Affordable Housing for rent, of which	45%	
Social rent	To be set by Registered Providers	Uncertain how much funding available to support this tenure in local area. Uncertain whether RPs willing to own/manage stock in this area.
Affordable rent	To be set by Registered Providers	Uncertain whether RPs willing to own/manage stock in this area.

Source: AECOM calculations

Conclusions- Tenure and Affordability

Current dwelling stock

149. In 2011, the majority of households in Melksham & Melksham Without owned their own home at 72.4%, significantly above both local authority wide and national levels. The private rented sector is limited, with the levels of social/affordable rented housing also below national levels. Data provided by Wiltshire Council indicates that there were 1,653 net dwelling completions between 2011/2012 and 2020/2021 and 474 Affordable Housing completions. Of these Affordable Housing completions, 83.1% were for affordable/social rent, with 16.9% for affordable home ownership.
150. It is also helpful to look at the sub area tenure splits. Melksham Town & Bowerhill sub area has very similar proportions of tenures to the wider NA. The most notable differences to the NA area seen in the Large Village of Whitley/Shaw, where a significantly higher proportion of households own their own home, and a significantly lower proportion of households live in social rented housing. The wider countryside area's proportional tenure split generally lies between Melksham Town & Bowerhill and Whitley & Shaw. The tenure mix across the sub areas suggests that households with greater wealth are likely to reside in Whitley & Shaw, with owner occupation dominating and very little provision of Affordable Housing. The greatest proportion of Affordable Housing is located in the more urban sub area of Melksham Town & Bowerhill.
151. Median and lower quartile house prices in Melksham & Melksham Without rose relatively steadily between 2012 and 2021, with little fluctuation. The median increased by 47.1% in this time, with the lower quartile price increasing by 51.3%. These prices peak at £250,000 and £205,000 respectively. Semi-detached dwellings experienced the greatest house price growth, but house prices overall were highest for detached properties.

Affordability

152. Local households on average incomes are unable to access even entry-level homes in Melksham & Melksham Without unless they have the advantage of a large deposit. Private renting is generally only affordable to average earners, with households made up of two lower quartile earners only able to afford the given rental thresholds for entry-level (1-bedroom) private rented housing.
153. Turning to affordable home ownership, it is recommended that First Homes in the NA are delivered at a 40% discount, which extends ownership accessibility to households on below average (mean) incomes. Shared ownership appears to be similarly affordable to First Homes and is broadly accessible to the same groups. Shared ownership at 25% equity is considered to be marginally affordable to households with two lower quartile earners, with 10% equity also accessible to this group.
154. Affordable rented housing is generally affordable to households with two lower earners. However, households with a single lower earner appear unable to afford any of the tenures considered including the smallest socially rented units.

Affordable Housing need

155. AECOM have calculated an estimate of the total need for Affordable Housing in Melksham & Melksham Without over the plan period. This study estimates that the NA over the plan period would meet the need for affordable rented housing through turnover of existing homes, and that there is the demand for around 882 units of affordable home ownership. The report suggests that both forms of Affordable Housing appear to be valuable in meeting the needs of people on various incomes, and the potential surplus of affordable rented units does not mean that affordable housing for rent should not be brought forward.
156. In order to balance the needs of the significant number of households currently on the Housing Register in need and take into account the fact that modelling suggests the need for affordable rented housing generated in the NA would be met over the plan period, it is suggested that 45% of new Affordable Housing is affordable rented tenures, either affordable or social rent. It is suggested that the remaining 55% is delivered as affordable home ownership in the following split:
- 25% First Homes (at 40% discount); and
 - 30% shared ownership (at a flexible range between 25% and 10% equity).
157. This mix should be viewed as a starting point, based primarily on secondary evidence, which should be reconsidered in light of considerations F to J previously, the potential variation in need and demand in the sub-areas, and in particular the views and objectives of the community.
158. Table 4-10 summarises Melksham & Melksham Without's position with regards to the expected delivery of Affordable Housing, and how this might ideally be apportioned among sub-categories of tenure to meet local needs over the Plan period. This exercise simply applies the housing requirement figure for the area to the Local Plan policy expectation and shows the quantities of affordable housing for rent and sale that would be delivered if the tenure mix proposed in this HNA were to be rigidly enforced. In this sense it is hypothetical, and the outcomes in practice may differ, either as a result of measures taken in the neighbourhood plan (e.g. if the group plan for more housing (and therefore more affordable housing) than the local plan, or if the group decide to influence the tenure mix in other ways), or as a result of site-specific constraints.
159. In addition to the expected delivery in the NA as a whole, the sub-areas of Melksham & Bowerhill and Whitley & Shaw are also considered as they have individual housing requirement figures in the emerging Local Plan. This therefore gives an indication of the level of delivery that could be expected in these two sub-areas. Due to the affordability analysis being for the NA as a whole, steps D and F remain the same.

Table 4-10: Estimated delivery of Affordable Housing in Melksham & Melksham Without

	Step in Estimation	Expected delivery (NA)	Expected delivery (Melksham & Bowerhill)	Expected delivery (Whitley/Shaw)
A	Provisional capacity figure (emerging Local Plan)	2,674	2,585	89
B	Affordable housing quota (%) in adopted Local Plan	30%	30%	30%
C	Potential total Affordable Housing in NA (A x B)	802.2	775.5	26.7
D	Rented % (e.g. social/affordable rented)	45%	45%	45%
E	Rented number (C x D)	361.0	349.0	12.0
F	Affordable home ownership % (e.g. First Homes, Rent to Buy)	55%	55%	55%
G	Affordable home ownership number (C x F)	441.2	426.5	14.7

Source: AECOM estimate based on LPA's affordable housing policies, AECOM's indicative tenure mix

160. This expected level of delivery does not meet the quantity of demand in estimates for affordable home ownership due to the high demand identified. This is the case even when a recent pipeline wholly affordable scheme of 50 dwellings is included in addition to Step C in the table. However, as previously discussed in the report, the need for affordable home ownership is not as acute as for affordable rented housing as it is assumed that on the whole these households are adequately housed elsewhere, such as in the private rented sector. Whilst the expected delivery of affordable rented housing exceeds the need identified in modelling, delivery will help to contribute to the significant backlog of need identified by the local Housing Register for the NA.
161. If the community wish to encourage further delivery of Affordable Housing, it is recommended that the policy requirement be met wherever possible, and for further avenues for delivering greater quantities of Affordable Housing (such as exception sites) to be explored. If the group considered exceeding the Local Plan policy requirement in the neighbourhood plan then it must be noted that an extremely high standard of justification is required which goes beyond the scope of this HNA, in particular around the issue of what level of Affordable Housing delivery can be financially viable in the NA. Raising the percentage of

Affordable Housing required could have the effect of discouraging new building from coming forward altogether. Should the group wish to consider such an option, it is advisable to discuss this with the LPA in the first instance.

162. Affordable housing is typically provided and made financially viable by its inclusion as a proportion of larger market developments, as guided by Local Plan policy. However, if the community wishes to boost the supply of affordable housing, there are other, more proactive routes available for its provision. For example, using community development orders, identifying exception sites or developing community land trusts are all ways of boosting the supply of affordable housing.

5. RQ 2: Type and Size

RQ 2: What type (terrace, semi, bungalows, flats and detached) and size (number of bedrooms) of housing is appropriate for the Neighbourhood Area over the Neighbourhood Plan period?

Introduction

163. The evidence in this chapter is intended to give a snapshot of the existing dwelling stock in Melksham & Melksham Without in terms of type and size, as well as some of the population characteristics that tend to influence housing needs. From this, it is possible to develop an understanding of what sort of housing would be appropriate going forward.
164. It is worth emphasising that this evidence assumes that existing demographic and occupation patterns will persist into the future. It can therefore be thought of as the baseline or default scenario, into which the community may wish to intervene – for example to attract a different or more balanced demographic. The recommendations in this chapter, particularly the final suggested size mix, are a starting point that may be adjusted in light of other community objectives and primary evidence.

Existing types and sizes

Background and definitions

165. Before beginning to explore issues of dwelling type and size, it is important to note that the demand for housing by size and type tends to be determined primarily by wealth – with those having more buying power choosing to occupy larger homes, and often preferring detached properties to denser types, such as flats.
166. This study is concerned primarily with need rather than demand. Need for homes of different sizes is chiefly determined by the number of people occupying the home. In the strict sense, there is no ‘need’ for dwellings of any particular type, other than the specific needs of those with certain disabilities for level access properties, for example.
167. The best proxy for the number of people in a household is age or ‘life stage’, with younger and then older households tending to have one or two people, and those in between these poles more likely to have larger families including children. Life stage is therefore a main indicator considered here for the size of housing needed. But it is worth pointing out that wealth is also correlated with age, so it is not possible to attain a pure view of what is needed from the secondary data alone.
168. It is also useful to clarify the terminology around dwellings and households. Dwellings are counted in the Census by combining address information with Census returns on whether people’s accommodation is self-contained. As such,

all dwellings are classified as either shared or unshared dwellings. Households are groups of people who live together as a coherent unit (such as a family), and a dwelling is shared where there is more than one household occupying it (e.g. two families or a group of individual students). Hence, there is usually a different number of households and dwellings in any given area. The number of dwellings can also exceed that of households in areas with large numbers of holiday or second homes.

169. As noted in the Context section of this report, there is no perfect data source for the current mix of dwellings in the NA. For some aspects, such as the size mix of homes, adding together Census figures and completions data for the intervening period is highly accurate. For others, such as the type mix of homes, this method is not available and Valuation Office Agency (VOA) must be used. The most appropriate combination of approaches is used in this section. It is important to note that because the NA is made up of MSOAs and LSOAs, VOA data has been collated for an area that precisely matches the Melksham & Melksham Without Neighbourhood Area.

Dwelling type

170. Table 5-1 shows the dwelling type split in 2011 and 2021. The data cannot be used to fully understand the changes in this time period as 2011 Census data counts bungalows within each of the other categories as opposed to independently.
171. The table shows that the proportions of flats and terraced dwellings remained relatively stable over the decade, whilst the changes in the detached and semi-detached dwellings is likely due to the inclusion of bungalows as a separate category in the VOA data. Despite this apparent decline, the greatest proportion of dwellings in both time periods was semi-detached dwellings, followed by detached dwellings. Dwelling completions data from 2011/12 to 2020/21 provided by Wiltshire Council did not break the data down fully into dwelling type but did give an indication of the split between flats and houses. It showed that in this time frame, 13.1% of completions were flats, with the vast majority of dwelling completions, at 86.9%, being houses.

Table 5-1: Accommodation type, Melksham & Melksham Without, 2011 and 2021

Dwelling type	2011 (Census)		2021 (VOA)	
Bungalow	-	-	1,190	10.7%
Flat	1,010	10.8%	1,290	11.6%
Terrace	2,087	22.3%	2,510	22.6%
Semi-detached	3,502	37.4%	3,260	29.3%
Detached	2,722	29.1%	2,740	24.7%
Unknown/other	-	-	120	1.1%
Total	9,364		11,110	

Source: ONS 2011, VOA 2021, AECOM Calculations

172. Table 5-2 looks at the sub-areas of the NA and how the dwelling type varies across these. 2011 Census data is relied upon here as VOA is not broken down

to a small enough level to separate the sub-areas. As mentioned previously in the report, the housing stock is relatively similar between the NA and the Melksham & Bowerhill sub area due to the majority of the housing in the NA being located here.

173. Table 5-2 shows that whilst Melksham & Bowerhill has a greater proportion of flats than the NA, the proportion is significantly lower in the more rural Whitley & Shaw and the Wider Countryside Area. Most notable is the fact that the vast majority of dwellings in Whitley & Shaw in 2011 were detached, at 60.4% compared to 29.1% across the NA as a whole, even significantly higher than the wider countryside (at 44.0%). This suggests that Whitley & Shaw may therefore lack other types of housing, particularly terraced dwellings according to the table. This is indicative of a settlement lacking smaller more affordable properties, with detached dwellings often the largest and the most expensive. It could therefore be surmised that a large amount of the wealth in the NA is concentrated in this sub-area and, as shown in Table 4-2, there is a clear lack of Affordable Housing here. The Wider Countryside Area is also dominated by detached dwellings, although to a lesser extent, followed by semi-detached dwellings at 36.4%, just below NA overall levels. There is also seemingly a lack of terraced dwellings here, again indicative of affordability challenges as there would be fewer entry-level properties available.

Table 5-2: Accommodation type, NA and comparator areas, 2011

Dwelling type	NA	Melksham & Bowerhill	Whitley & Shaw	Wider Countryside Area
Bungalow	-	-	-	-
Flat	10.8%	12.0%	2.8%	2.5%
Terrace	22.3%	24.1%	7.2%	11.7%
Semi-detached	37.4%	38.0%	29.5%	36.4%
Detached	29.1%	25.7%	60.4%	44.0%

Source: ONS 2011, AECOM Calculations

174. It is interesting to compare the mix with the wider local authority area and the country. Table 5-3 uses VOA data to allow for accurate comparison of dwelling types. This shows that the proportion of bungalows in Melksham & Melksham Without is above levels for England but below Wiltshire. The dominant proportion in the NA is, as discussed above, semi-detached dwellings, whilst detached dwellings dominate in Wiltshire and terraced dwellings are the largest category across England. The proportion of terraced dwellings in the NA is therefore below national levels whilst the proportion of semi-detached and especially detached dwellings, is significantly higher in Melksham & Melksham Without than nationally. As expected, due to the rural nature of the NA, the proportion of flats is below levels for the country, relatively in line with the local authority area as a whole.

Table 5-3: Accommodation type, various geographies, 2021

Dwelling type	Melksham & Melksham Without	Wiltshire	England
Bungalow	10.7%	11.7%	9.2%
Flat	11.6%	12.2%	23.7%
Terrace	22.6%	23.4%	26.1%
Semi-detached	29.3%	24.8%	23.7%
Detached	24.7%	26.1%	15.8%
Unknown/other	1.1%	1.8%	1.4%

Source: VOA 2021, AECOM Calculations

Dwelling size

175. It is also important to look at dwelling sizes, with Table 5-4 showing the 2011 dwelling size mix alongside the net completions between 2011 and 2021 provided by Wiltshire Council. In 2011, 3-bedroom dwellings dominated the NA at 45.1% of all dwellings, followed by smaller 2-bedroom dwellings. Development in the last decade indicates that the majority of development, at 33.2%, was for larger 4-bedroom dwellings. There was also significant development of 2-bedroom and 3-bedroom dwellings, with limited development of the smallest and largest dwellings. Looking specifically at the 2021 size mix, the majority of dwellings were still 3-bedroom, although at a smaller proportion than in 2011. The proportion of 1-bedroom and 2-bedroom dwellings remained very similar to 2011 levels but there was an increase in the proportion of 4-bedroom dwellings from 19.1% to 21.3%.

Table 5-4: Dwelling size (bedrooms), Melksham & Melksham Without, 2011 and 2021

Number of bedrooms	2011 (Census)		Completions 2011-2021 (Wiltshire Council)	2021 total (Census + completions)	
Studio	15	0.2%	-	15	0.1%
1	617	6.7%	109	726	6.7%
2	2,293	25.1%	469	2,762	25.6%
3	4,131	45.1%	498	4,629	42.9%
4	1,748	19.1%	548	2,296	21.3%
5+	347	3.8%	27	374	3.5%
Total	9,151		1,651	10,802	

Source: ONS 2011, VOA 2021, AECOM Calculations

176. Table 5-5 again considers the dwellings size mix of the NA against the sub areas selected. As with the dwelling type mix, the size mix for Melksham & Bowerhill closely aligns with the NA as a whole. Both Whitley & Shaw and the Wider Countryside Area have a smaller proportion of 1-bedroom dwellings and a larger proportion of 5+ bedroom dwellings than the other two comparator areas. Larger dwelling sizes are more common in Whitley & Shaw, with 39.8% of

dwelling having 4 or more bedrooms, significantly above the levels of the other sub areas and the wider NA. This is in line with the findings in Table 5-2, with Whitley & Shaw characterised by larger, detached, executive dwellings. The Wider Countryside Area has a greater proportion of 2-bedroom dwellings and a smaller proportion of 3-bedroom dwellings than the NA, Melksham & Bowerhill, and Whitley & Shaw. This may suggest that families favour living in the Market Town or Large Village with easier access to amenities such as schools.

Table 5-5: Dwelling size, NA and comparator areas, 2011

Dwelling size	NA	Melksham & Bowerhill	Whitley & Shaw	Wider Countryside Area
Studio	0.2%	0.2%	0.2%	0.0%
1	6.7%	7.2%	1.6%	5.6%
2	25.1%	25.2%	16.8%	30.6%
3	45.1%	46.2%	41.6%	34.8%
4	19.1%	18.1%	30.8%	22.1%
5+	3.8%	3.2%	9.0%	7.0%

Source: ONS 2011, AECOM Calculations

177. Again, it is useful to look at the percentage breakdown of dwelling sizes in comparison with the wider district and country. Table 5-6 shows that the proportion of smaller 1-bedroom and 2-bedroom dwellings in the NA is significantly below national levels, and more in line with Wiltshire as a whole. The proportion of mid-sized 3-bedroom dwellings is relatively even across all comparator areas whilst the proportion of larger 4-bedroom dwellings is significantly above the proportion across England.

Table 5-6: Dwelling size (bedrooms), various geographies, 2021

Number of bedrooms	Melksham & Melksham Without (Census & Completions)	Wiltshire (VOA)	England (VOA)
1	6.7%	7.4%	12.6%
2	25.6%	25.6%	28.4%
3	42.9%	43.6%	43.0%
4	21.3%	18.4%	12.1%
5+	3.5%	4.8%	3.3%

Source: VOA 2021, AECOM Calculations

Age and household composition

178. Having established the current stock profile of Melksham & Melksham Without and identified recent changes to it, the evidence gathered below examines the composition and age structure of households living in the NA. Many of these indicators have a bearing on what housing might be needed in future years.

Age structure

179. Table 5-7 shows the most recent estimated age structure of the NA population, alongside 2011 Census figures. The overall population is estimated to have grown from 21,907 in 2011 to 24,117 in 2020. The table shows that in 2011, the majority of the population was aged 45-64, at 27.0%, followed by those aged 25-44 at 24.6%, indicative of a predominance of family households. Looking to 2020, the proportion of the population aged 45+ grew in all categories. This was most noticeable in the 65-84 age category, with the proportion of the population in this category increasing from 16.1% to 19.2%. Also of note is the decline from 10.0% to 8.0% of the proportion of people aged 16-24 in the NA. This could be indicative of a lack of affordable housing and increasing house prices as young people leaving home may have to move to more affordable areas or for reasons of employment.
180. Note that ONS advises exercising caution with population estimates by single year of age (from which this 2020 data has been derived), as patterns of variance and bias make it relatively less accurate compared to Census data.
181. It is also worth noting that only the age structure of the population (individuals) can be brought up to date in this way. The life stage of households, which forms the basis of the subsequent analysis of future dwelling size needs, is not estimated each year. The 2011 Census therefore remains the most accurate basis to use in those areas, and the brief comparison here demonstrates that the change from 2011-2020 has not been so significant as to invalidate the 2011 household data used in modelling later in this chapter.

Table 5-7: Age structure of Melksham & Melksham Without population, 2011 and 2020

Age group	2011 (Census)		2020 (ONS, estimated)	
0-15	4,320	19.7%	4,627	19.2%
16-24	2,201	10.0%	1,918	8.0%
25-44	5,396	24.6%	5,405	22.4%
45-64	5,924	27.0%	6,795	28.2%
65-84	3,535	16.1%	4,641	19.2%
85 and over	531	2.4%	731	3.0%
Total	21,907	-	24,117	-

Source: ONS 2011, ONS mid-2020 population estimates, AECOM Calculations

182. Table 5-8 compares the NA 2011 population structure to the three sub areas of Melksham & Bowerhill, Whitley & Shaw, and the wider countryside area. This has to be presented using 2011 Census data due to the ONS population projections not being available at a small enough scale to determine populations for the sub-areas.
183. This shows that whilst Melksham & Bowerhill aligns with the NA, there is more significant variation when looking at Whitley & Shaw and the wider countryside area. This is most clear when looking at the population structure of Whitley & Shaw. This sub-area is characterised by an older population than the NA as a whole, with 29.6% of the population aged 65 and over compared to 18.5%

across the wider NA. Also notable is the proportion of the population aged 25-44 in Whitley & Shaw, at 14.8% compared to 24.6% in Melksham & Melksham Without. This may be due to the perceived affordability challenges discussed previously in the Large Village due to a dominance of larger, detached properties. Melksham & Bowerhill had the highest proportion of young people in 2011 at 20.4%, likely due to the public transport links and amenities associated with a larger settlement. It may be that younger people and families tend to reside in the Market Town whilst those with older families or looking to retire (and therefore likely to have greater existing equity) live in Whitley & Shaw or the wider countryside.

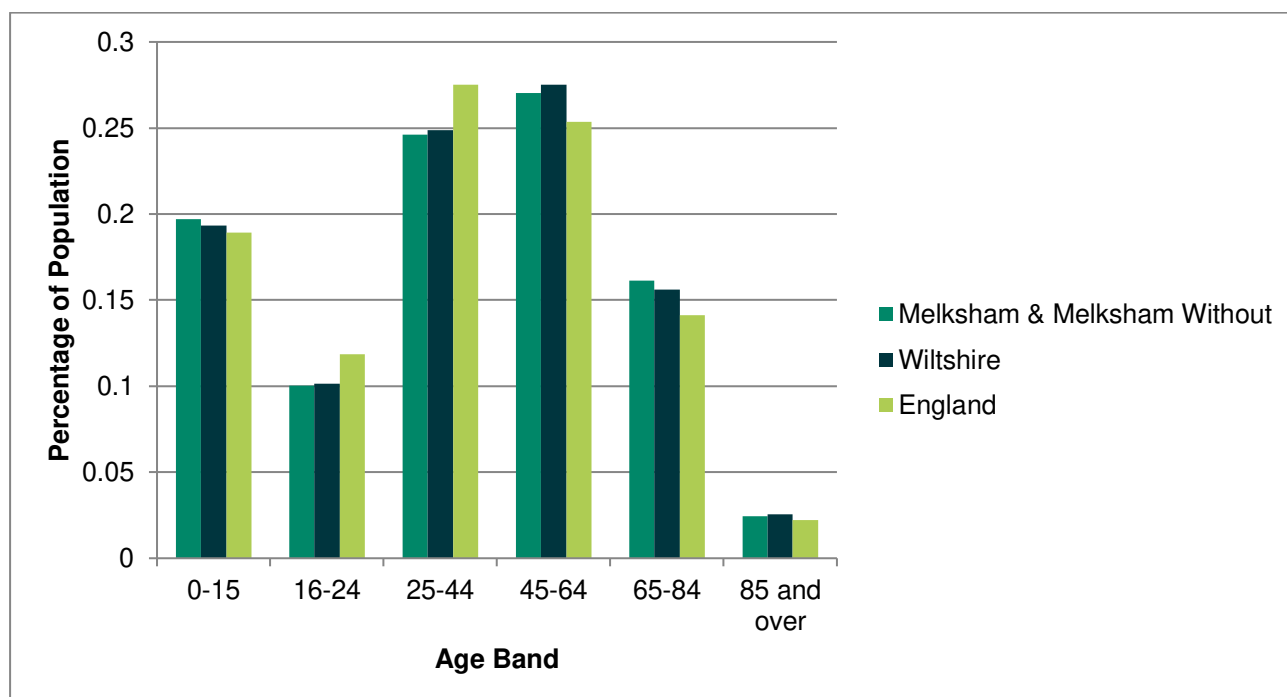
Table 5-8: Age structure of the NA and sub-areas, 2011

Age group	NA	Melksham & Bowerhill	Whitley & Shaw	Wider Countryside Area
0-15	19.7%	20.4%	14.8%	15.9%
16-24	10.0%	10.3%	8.6%	8.5%
25-44	24.6%	25.5%	14.8%	22.2%
45-64	27.0%	26.4%	32.2%	30.8%
65-84	16.1%	15.2%	24.4%	21.2%
85 and over	2.4%	2.3%	5.2%	1.4%

Source: ONS 2011, ONS mid-2020 population estimates, AECOM Calculations

184. For context, it is useful to look at the NA population structure alongside that of the local authority area and country. Figure 5-1 (using 2011 Census data) shows that the population structure of Melksham & Melksham Without closely aligns with the population breakdown of the wider Wiltshire local authority area. The graph shows that both the NA and Wiltshire have a greater proportion of the population aged 0-15 than the country, but a smaller proportion aged 16-24 and 25-44, perhaps indicating that young people leave the area when looking for their own home, potentially due to affordability challenges. The proportion of the population aged 45 and over is however greater in Melksham & Melksham Without and Wiltshire than England, indicative of a more rapidly aging local population than nationally.

Figure 5-1: Age structure in Melksham & Melksham Without, 2011



Source: ONS 2011, AECOM Calculations

Household composition

185. Household composition (i.e. the combination and relationships of adults and children in a dwelling) is an important factor in the size (and to an extent, the type) of housing needed over the Neighbourhood Plan period. Table 5-9 shows that the NA had a smaller proportion of single person households than Wiltshire, and to a greater extent, England. Despite this, there was a greater proportion of single person households aged 65 and over in Melksham & Melksham Without than the comparator areas, indicative of an older skew to the population. The proportion of family households in the NA was significantly above national levels, with this trend also seen in families aged over 65, families with dependent children, and to the greatest extent, families with no children. The greater proportion of family households in the NA may suggest the need for a greater proportion of mid-sized and larger dwellings than nationally.
186. Although the data is relatively dated at this point, it is interesting to look at the changes in household composition between 2001 and 2011. Notably, the proportion of single persons aged 65 and over and of families aged 65 and over grew by 3.1% and 10.7% respectively whilst these proportions fell by 7.3% and 2.0% nationally in this time. This is indicative of a more rapidly aging population in Melksham & Melksham Without than across the country.

Table 5-9: Household composition, Melksham & Melksham Without, 2011

Household composition		Melksham & Melksham Without	Wiltshire	England
One person household	Total	27.1%	26.7%	30.2%
	Aged 65 and over	13.1%	12.7%	12.4%
	Other	14.0%	14.0%	17.9%
One family only	Total	67.5%	68.1%	61.8%
	All aged 65 and over	10.1%	10.1%	8.1%
	With no children	20.1%	21.3%	17.6%
	With dependent children	28.0%	28.0%	26.5%
	With non-dependent children ²⁷	9.3%	8.7%	9.6%
Other household types	Total	5.4%	5.2%	8.0%

Source: ONS 2011, AECOM Calculations

Occupancy ratings

187. The tendency of households to over- or under-occupy their homes is another relevant consideration to the future size needs of the NA. A person is considered to under-occupy their home when there are more bedrooms in their home than a family of their size and composition would normally be expected to need. This is expressed as an occupancy rating of +1 or +2, indicating that there is one surplus bedroom or at least two surplus bedrooms (respectively). Over-occupancy works in the same way, with a rating of -1 indicating at least one bedroom too few.

188. Under-occupancy is relatively common in Melksham & Melksham Without, with 77.0% of households living in a dwelling with at least one extra bedroom in relation to their needs. This is most common in family households aged 65+, at 96.4% under-occupancy, and family households under 65 with no children, at 96.1% under-occupancy. This may suggest that larger housing in the NA isn't therefore being occupied by households with the most family members, but by households with the most wealth or by older people who have not chosen to or been able to move to smaller properties. There is also some over-occupancy in the NA, with 5.4% of family households under 65 with dependent children living in a dwelling with too few bedrooms for their needs. Overall, 20.4% of households are considered to be living in a dwelling of appropriate size based on their household size.

²⁷ Refers to households containing children who are aged under 18, students or young working people living at home.

Table 5-10: Occupancy rating by age in Melksham & Melksham Without, 2011

Household type	+2 rating	+1 rating	0 rating	-1 rating
Family 65+	69.5%	26.9%	3.6%	0.0%
Single person 65+	44.8%	38.7%	16.6%	0.0%
Family under 65 - no children	71.3%	24.8%	3.9%	0.0%
Family under 65 - dependent children	18.7%	41.1%	34.8%	5.4%
Family under 65 - adult children	23.8%	46.1%	27.8%	2.4%
Single person under 65	43.6%	35.9%	20.5%	0.0%
All households	41.5%	35.5%	20.4%	2.6%

Source: ONS 2011, AECOM Calculations

Dwelling mix determined by life-stage modelling

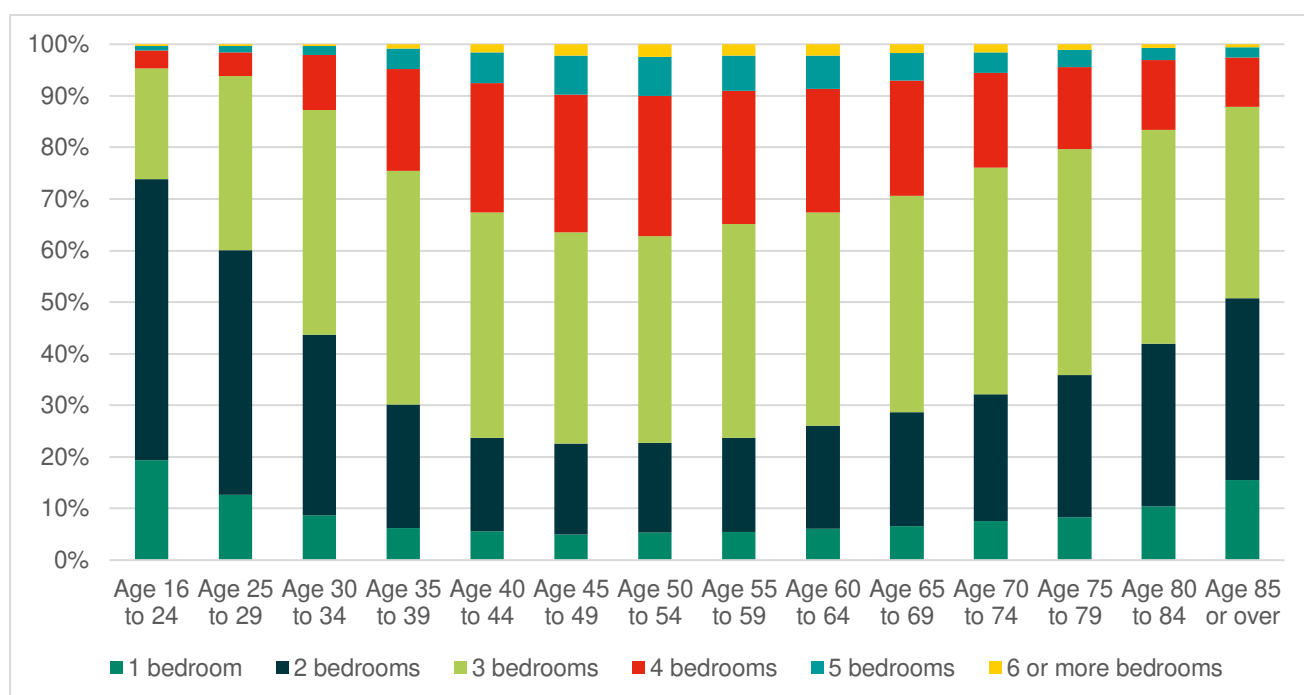
Suggested future dwelling size mix

189. As noted above, there is a strong link between the life stage of a household and the size of dwelling that household can be expected to need. The final part of this chapter presents the results of a model that aims to estimate the dwelling size needs of the NA at the end of the Neighbourhood Plan period. The steps involved in this model are not presented in full, but can be summarised – along with the underpinning assumptions and some limitations – as follows:

- The starting point is the age distribution of Melksham & Melksham Without households in 2011.
 - The life stage of a household is determined by the age of the household reference person (HRP), a more modern term for the head of household.
 - As noted above, household life stages are not estimated annually, so the older Census data must be used.
- This life stage data is then projected forward to the end of the Plan period by applying the growth rates for each household age group as suggested by the latest household projections. This allows for an estimate of how the parish population might evolve in future.
 - ONS household projections are produced every two years but are only available at Local Authority level. The growth rates are therefore applied to the 2011 starting household age profile of the NA.
- Next, we turn to a Census dataset that shows the occupation patterns or preferences of each household life stage (e.g. what proportion of households aged under 24 tend to live in 1 bedroom homes as opposed to 2, 3 or 4 bedroom homes). This data is mapped to the distribution of the projected NA population for each life stage and each dwelling size category to form a picture of what mix of homes might be appropriate in future.
 - This occupation data is again only available at Local Authority scale, so it does risk embedding any unusual characteristics present in the area.

- The model also assumes that today's occupation patterns persist into the future, which is not a given, particularly with the change in preferences for home working space and other features arising from the Covid-19 pandemic. However, there is no better indication of what those patterns might look like. It is considered more appropriate to adjust the end mix that results from this model to reflect such trends than to build further speculative assumptions into the model.
 - Finally, this 'ideal' future mix of dwelling sizes can be compared to the current stock of housing in the NA. From this we can identify how future development might best fill the gaps.
 - The 2011 dwelling size mix is used for consistency, so any imbalances in new development since then may justify adjustments to the final results.
190. It is important to keep in mind that housing need is not an exact science and this exercise provides an estimate based on demographic trends and occupancy patterns alone. It does not take into account income and wealth, other than in an indirect way through the tendency of households to occupy more or less space than they 'need'. It also does not anticipate changes in how people may wish to occupy their homes in response to social and technological change.
191. The approach therefore embeds existing patterns of occupancy which may or may not be desirable. As such, it is appropriate for the result of this model to be taken as a baseline scenario – what would occur if current trends persisted. It may well be the intention of the community to intervene to produce a different outcome more in line with their interpretation of emerging trends and their place- and community-shaping objectives. Layering these factors on top of the indicative picture provided by this model is considered entirely appropriate for the purpose of drafting neighbourhood plan policy.
192. Before presenting the results of this exercise, it may be interesting to review two of the inputs described above.
193. The first, given as Figure 5-2, sets out the relationship between household life stage and dwelling size for Wiltshire in 2011. This shows how the youngest households occupy the smallest dwellings, before rapidly taking up larger homes as their families expand, and then more gradually downsizing to smaller homes again as they age.

Figure 5-2: Age of household reference person by dwelling size in Wiltshire, 2011



Source: ONS 2011, AECOM Calculations

194. The second dataset of note is the result of applying Local Authority level household projections to the age profile of Melksham & Melksham Without households in 2011 and the updated estimates of household numbers described in the bullets above. Table 5-11 makes clear that population growth can be expected to be driven by the oldest households, with the greatest growth expected to be in households with a household reference person aged 65 and over, with this category increasing by 72% in the plan period. In this circumstance, households with a household reference person aged 65 and over would increase from 29.1% of households in 2011 to 41.1% of households in 2036. There is also expected to be an increase in the proportion of households with a household reference person aged 55 to 64 of 12%. There is little change in the proportion of households with a household reference person aged 25-54 and a decline in the proportion of households with a household reference person aged under 24. This is indicative of an aging population alongside a decline in families with dependent children.

Table 5-11: Projected distribution of households by age of HRP, Melksham & Melksham Without

Year	Age of HRP 24 and under	Age of HRP 25 to 34	Age of HRP 35 to 54	Age of HRP 55 to 64	Age of HRP 65 and over
2011	249	982	3,638	1,619	2,663
2036	214	1,048	3,493	1,817	4,584
% change 2011-2036	-14%	7%	-4%	12%	72%

Source: AECOM Calculations

195. The final result of this exercise is presented in Table 5-12. The model suggests that the target mix at the end of the plan period should remain dominated by mid-sized 3-bedroom dwellings, but to a lesser extent than in 2011. It is also suggested that this is followed by 2-bedroom dwellings at 25.2% of the mix, and then 4-bedroom dwellings at 19.6% of the mix.
196. This suggested mix is for the whole Melksham & Melksham Without NA and it is therefore also important to take into consideration the existing dwelling mixes and populations in the sub-areas. Some adjustment to the mix outlined in Table 5-12 will likely be necessary when creating policy for the sub areas, particularly the Large Village of Whitley/Shaw. As discussed earlier in the report, the dwelling mix in Whitley & Shaw is weighted towards larger dwellings at 39.8% of dwellings having 4 or more bedrooms, with the lowest levels of 1 and 2-bedroom dwellings. Therefore, the Steering Group may prefer to adjust the size mix when looking at this sub-area specifically, increasing the proportion of smaller dwellings. The population in Whitley & Shaw is also more heavily dominated by older persons and so the demand for downsizing may be greater here.
197. In order to reach the target mix shown in Table 5-12, it is suggested that new development is brought forward in a relatively even split for 2-bedroom, 3-bedroom, and 4-bedroom dwellings, at 25.4%, 23.7%, and 21.5% respectively. Delivery in these size categories would likely serve a large proportion of the population and household types, including older persons looking to downsize, young couples purchasing their first home, and growing families. As discussed, depending on what the community wish to achieve in each sub-area, this will likely need to be adjusted to account for the already existing imbalances in the size mix throughout the NA.
198. Table 5-12 looks at the suggested size mix of all dwellings in the NA, both market and affordable. It may therefore be helpful to also look at the current Housing Register waiting list size mix, even though this is a snapshot of present day affordable rented housing need as opposed to projecting to the end of the plan period. The data provided by Wiltshire Council indicates that the majority of need for affordable rented housing in Melksham & Melksham Without is for 1-bedroom dwellings, at 34.8%, emphasising the need for increased delivery of smaller dwellings in the NA. This is followed closely by 3-bedroom dwellings at 32.3%, indicating a significant demand from family households. The smallest need, as expected within this tenure, is in the larger dwellings with 4, 5, and 6+ bedrooms. It is likely that social and affordable rented dwellings would be delivered in the more built-up sub-area of Melksham & Bowerhill as there is greater access to amenities and public transport, as well as a higher likelihood of larger developments over the Affordable Housing threshold.

Table 5-12: Suggested dwelling size mix to 2036, Melksham & Melksham Without

Number of bedrooms	Current mix (2011)	Target mix (2036)	Balance of new housing to reach target mix
1 bedroom	6.7%	7.8%	12.4%
2 bedrooms	25.1%	25.2%	25.4%
3 bedrooms	45.1%	41.3%	23.7%
4 bedrooms	19.1%	19.6%	21.5%
5 or more bedrooms	3.8%	6.2%	17.1%

Source: AECOM Calculations

199. The result of this model is a relatively blunt measure of what could be beneficial given population change and existing imbalances in housing options. It is a starting point for thinking about how best to address the more nuanced needs of the future population.
200. Once again, it is important to consider the community consultation undertaken in May and June 2022. This found that, in line with Table 5-12, the greatest need is for 2-bedroom dwellings in Melksham & Melksham Without, followed by 3-bedroom dwellings. AECOM modelling suggests a greater need for larger dwellings than found in the survey but as mentioned in the previous chapter, surveys such as this only represent a segment of the population, and it is important to still deliver some larger dwellings to meet the needs of family households in the NA and households that may require larger affordable dwellings.
201. While the provision of Affordable Housing (subsidised tenure products) is one way to combat affordability challenges, another is to ensure that homes come forward which are of an appropriate size, type and density for local residents' budgets. Continuing to provide smaller homes with fewer bedrooms would help to address this situation, as demonstrated by the Housing Register size mix.
202. Variety should be sought within the mid-sized homes that come forward in future to attract both newly forming households on lower budgets and older households with substantial equity from their existing larger homes. Facilitating downsizing among older households may release those larger homes for use by families who need more bedrooms. However, it may not be realistic to expect growing families to be able to afford the larger detached homes that are currently under-occupied in the parish. Reducing the issue of dwelling size to a number of bedrooms is potentially unhelpful in this case. There may be a strong justification to continue supplying larger homes despite their abundance in some areas because a different kind of larger home is needed to accommodate growing families with less buying power. This is too speculative to quantify in a percentage size mix but is among the good reasons not to inhibit any size of dwelling entirely.

The SHMA findings

203. The Swindon & Wiltshire Strategic Housing Market Assessment (SHMA) 2017 highlights a number of findings relevant to the type and size of dwellings:

- It was identified that most of the market housing need is for houses, with the need for flats at just over 2%. However, when looking at Affordable Housing, flats accounted for around 28% of need.
- Overall, the findings suggest that the majority of housing needed (specifically for houses) is 3-bedroom at 58.8%, followed by 1/2-bedroom at 19.5%. When looking at flats specifically, over half (51.1%) of the need is for 1-bedroom dwellings.
- The Chippenham HMA was identified as having the lowest levels of overcrowding of the HMAs, at less than half the national average. This may be indicative of larger dwellings in the NA.

Conclusions- Type and Size

204. This study provides an indication of the likely need for different types and sizes of homes based on demographic change. It is important to remember that other factors should be considered in determining the dwelling mix that is desirable in the parish or on any particular site. These include the specific characteristics of the nearby stock of housing (such as its condition and design), the role of the NA or site within the wider housing market area (linked to any Local Authority strategies or plans) and site-specific factors which may justify a particular dwelling mix.

Current dwelling mix

205. The greatest proportion of dwellings in the NA in both 2011 and 2021 was semi-detached dwellings, followed by detached dwellings. Dwelling completions data from 2011/12 to 2020/21 showed that 13.1% of completions were flats, with the vast majority (86.9%) being houses. The proportion of bungalows in Melksham & Melksham Without is above levels for England but below Wiltshire. The proportion of terraced dwellings in the NA is below national levels whilst the proportion of semi-detached and especially detached dwellings, is significantly higher in Melksham & Melksham Without than nationally.

206. Looking at sub-areas, the most notable difference to the NA average is the fact that the vast majority of dwellings in Whitley & Shaw in 2011 were detached, at 60.4% compared to 29.1% across the NA as a whole. This is indicative of a settlement lacking smaller more affordable properties, with detached dwellings often the largest and the most expensive. It could therefore be surmised that a large amount of the wealth in the NA is concentrated in this sub-area and there is a clear lack of Affordable Housing here.

207. It is also important to look at dwelling sizes. In 2011, 3-bedroom dwellings dominated the NA, followed by smaller 2-bedroom dwellings. The majority of development in the last decade, at 33.2%, was for larger 4-bedroom dwellings. In 2021, the majority of dwellings were still 3-bedroom, although at a lower

proportion than in 2011. The proportion of smaller dwellings remained similar to 2011 levels but there was an increase in the proportion of 4-bedroom dwellings. The proportion of smaller dwellings in the NA is significantly below national levels, and more in line with Wiltshire as a whole.

208. The proportion of mid-sized dwellings is relatively even across all comparator areas whilst the proportion of larger 4-bedroom dwellings is significantly above the proportion across England. The size mix for Melksham & Bowerhill closely aligns with the NA as a whole. Larger dwelling sizes are considerable in Whitley & Shaw, significantly above the levels of the other sub areas and the wider NA. The Wider Countryside Area has a greater proportion of 2-bedroom dwellings and a smaller proportion of 3-bedroom dwellings than the NA, and the sub areas of Melksham & Bowerhill, and Whitley & Shaw.

Demographics

209. The overall NA population is estimated to have grown from 21,907 in 2011 to 24,117 in 2020. In 2011 the majority of the population was aged 45-64, followed by those aged 25-44, indicative of a predominance of family households. Looking to 2020, the proportion of the population aged 45+ grew in all categories. The population structure of Melksham & Melksham Without closely aligns with the population breakdown of the wider Wiltshire local authority area. The proportion of the population aged 45 and over is greater in the NA and local authority area than England, indicative of a more rapidly aging local population than nationally. Population growth to the end of the plan period can be expected to be driven by the oldest households, with 72% growth expected in households with a household reference person aged 65 and over.
210. Looking at the sub-areas, whilst Melksham & Bowerhill aligns with the NA, there is more significant variation when looking at Whitley & Shaw and the wider countryside area. The Whitley & Shaw sub-area is characterised by an older population than the NA as a whole. Melksham & Bowerhill had the largest proportion of young people. It may be that younger people and families tend to reside in the Market Town whilst those with older families or looking to retire live in Whitley & Shaw or the wider countryside.
211. Under-occupancy is relatively common in the NA, with 77.0% of households living in a dwelling with at least one extra bedroom in relation to their expected needs. This is most common in family households aged 65+ and family households under 65 with no children, suggesting that larger housing is being occupied by households with the most wealth or by older people who have not chosen to or been able to move to smaller properties.

Future size mix

212. AECOM modelling suggests that the target mix at the end of the plan period should remain dominated by mid-sized 3-bedroom dwellings, but to a lesser extent than in 2011. It is also suggested that this is followed by 2-bedroom dwellings and then 4-bedroom dwellings. This mix may require some adjustment for the sub-areas based on the existing dwelling mixes and populations in these areas. For example, the Steering Group may prefer to

adjust the size mix when looking Whitley & Shaw, increasing the proportion of smaller dwellings. In order to reach the target mix shown in the model, it is suggested that new development is brought forward in a relatively even split for 2-bedroom, 3-bedroom, and 4-bedroom dwellings. As discussed, depending on what the Steering Group wish to achieve in each sub-area, this will likely need to be adjusted to account for the already existing imbalances in the size mix throughout the NA.

213. It would be unwise for any new housing that does come forward to be delivered in an unbalanced way. Those wishing to move within or relocate to the area will have a range of circumstances and preferences, and they should be offered a range of choices. As such, it is recommended that priority is given to mid-sized homes but that this is done to a degree that aligns with the wider objectives of the community and does not limit choice or threaten viability. The evidence in this section represents a starting point for further thought and consultation.

6. RQ 3: Specialist housing for older people

RQ 3: What provision should be made for specialist housing for older and disabled people over the Neighbourhood Plan period?

Introduction

214. This chapter considers in detail the specialist housing needs of older and disabled people in Melksham & Melksham Without. The level of care associated with specialist housing products can vary widely, and is broadly categorised, in descending order from highest to lowest care level, as follows

- Specialist schemes that have 24-hour onsite care and support, typically including onsite catering (e.g. extra care, flexicare, and enhanced care);
- Specialist housing that is designed with the relevant group in mind. This may be suitable for receiving care or support, but this is not typically provided onsite or at all times of day (e.g. sheltered housing); and
- Mainstream housing that is adapted or capable of adaptation so that the inhabitant can live independently and care or support can be provided in the home.

215. People experience ageing differently. Much depends on their health, lifestyle and relationship with work. Some people live healthy and active lives into advanced old age while others may need support and care much earlier in their lives. Some will be interested in moving to a suitable home closer to services while for others ageing independently in place will be key to their wellbeing.

216. Because of the wide variation in the level of support needed, as well as the financial capabilities of those affected, the estimates of need presented here should be viewed with caution – as an idea of the broad scale of potential need rather than an obligatory target that must be met.

217. The specialist housing needs of older people (75+) are assessed below using two methods. The first is a tenure-led projection, based on rates of mobility limitation among this age group and the tenure of housing they currently occupy. The second, included for the purposes of comparison, is based on the Housing Learning and Improvement Network (HLIN) Strategic Housing for Older People (SHOP) tool,²⁸ which is based on best practice nationally and sets a recommended level of provision per 1,000 head of population.

218. It is important to note that the need for housing for particular groups of people may well exceed, or be proportionally high in relation to, the total housing need or requirement. This is because the needs of particular groups will often be calculated having consideration to the whole population of an area as a baseline

²⁸ Available at <https://www.housinglin.org.uk/Topics/browse/HousingExtraCare/ExtraCareStrategy/SHOP/SHOPv2/>

as opposed to the projected new households which form the baseline for estimating housing need overall.²⁹

219. This study covers the need for housing, i.e. buildings that the planning system classifies as Use Class C3 (private dwellings).³⁰ Residences that fall into Use Class C2 (institutions including prisons, boarding schools and some care homes for the elderly) are not within the scope of this research. Unfortunately, however, the dividing line between care homes for older people that fall into use class C2 and those where accommodation is counted as C3 is blurred. As such, the findings of this chapter may justify the provision of extra-care C3 housing and/or C2 care home units, but it is not possible to state definitively how much of each would be required.

Current supply of specialist housing for older people

220. When determining a final target for the need for specialist dwellings, it is necessary first to take account of current supply. Information on the current stock is collated manually using the search function on the Elderly Accommodation Counsel's Website: <http://www.housingcare.org>.
221. Table 6-1 counts a total of 447 units of specialist accommodation in the NA at present, around half of which (52.6%) are available for social rent for those in financial need. Around 40.7% are available for leasehold market purchase, with the remaining 6.7% available for leasehold market purchase, shared ownership, and market rent, with no clear split between these tenures. It is important to note that all of these schemes are for retirement housing, with no extra-care housing currently available in the NA.
222. ONS 2020 population estimates suggest that there are currently around 2,591 individuals aged 75 or over in Melksham & Melksham Without. This suggests that current provision is in the region of 173 units per 1,000 of the 75+ population (a common measure of specialist housing supply).

²⁹ See Paragraph: 017 Reference ID: 2a-017-20190220, at <https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments>)

³⁰ For a full description of Planning Use Classes, please refer to <https://www.planningportal.co.uk/info/200130/common-projects/2/change-of-use>

Table 6-1: Existing specialist housing for the elderly in Melksham & Melksham Without

	Name	Description	Units	Tenure	Type
1	Crown House	Mix of 1-bedroom and 2-bedroom flats, accepting residents from 55 years of age.	42	Leasehold	Retirement Housing
2	Dorset Crescent	2-bedroom bungalows.	30	Rent (social landlord)	Retirement Housing
3	Giffords Court	Mix of 1-bedroom and 2-bedroom flats.	43	Leasehold	Retirement Housing
4	Kestrel Court & Dowding Court	A mix of 1-bedroom, 2-bedroom, and 3-bedroom flats and bungalows.	61	Rent (social landlord)	Retirement Housing
5	Ludlow Hewitt Court	1-bedroom and 2-bedroom flats. Accepts residents from 55 years of age.	23	Rent (social landlord)	Retirement Housing
6	Meadowsweet Place	1-bedroom and 2-bedroom flats accepting residents from 60 years of age.	30	Leasehold, rent (market), and shared ownership	Retirement Housing
7	Orchard Gardens	Mix of 1-bedroom and 2-bedroom bungalows.	34	Rent (social landlord)	Retirement Housing
8	Rowley Place	Mix of 1-bedroom and 2-bedroom flats and bungalows.	57	Rent (social landlord)	Retirement Housing
9	Thornbank	1-bedroom and 3-bedroom studios.	30	Rent (social landlord)	Retirement Housing
10	Thornleigh	Mix of 1-bedroom and 2-bedroom flats and bungalows. Accepts new residents from 55 years of age.	21	Leasehold	Retirement Housing
11	Wharf Court	2-bedroom flats including mobility standard properties.	76	Leasehold	Retirement Housing
Total		-	447	-	-

Source: <http://www.housingcare.org>

Tenure-led projections

223. Turning to determining future need for specialist housing, the first step is to review data on the tenure of households aged 55-75 across Wiltshire, as this is

the most recent and smallest geography for which tenure by age bracket data is available.

224. The 2011 55-75 age bracket is considered the best proxy for the group likely to fall into need for specialist accommodation during the Plan period to 2036. It is assumed that those currently occupying their own home will wish to do so for as long as practicably possible in future, even where downsizing or moving into specialist accommodation. Equally, those who currently rent, either in the private or social sectors, are projected to need affordable rented specialist accommodation.
225. According to Table 6-2, the majority of households aged 55-75 in Wiltshire in 2011 owned their own home at 80.2%, with 19.8% renting their home. It is important to note that of the older households renting in Wiltshire, the majority lived in social rented dwellings, at 11.7% of all households. It may be surmised that the existing stock of specialist older persons housing in the NA does not cater enough for the owner occupied sector based on the tenure split in Table 6-2. However, this is before taking into consideration mobility limitations specific to the NA and the fact that home adaptations may be more suitable for households that own their own home than those living in the social rented or private rented sector.

Table 6-2: Tenure of households aged 55-75 in Wiltshire, 2011

All owned	Owned outright	Owned (mortgage) or Shared Ownership	All Rented	Social rented	Private rented	Living rent free
80.2%	56.2%	24.1%	19.8%	11.7%	6.6%	1.4%

Source: Census 2011

226. The next step is to project how the overall number of older people in Melksham & Melksham Without is likely to change in future, by extrapolating from the ONS Sub-National Population Projections for Wiltshire at the end of the Plan period. The figure must be extrapolated from the Local Authority level data because such projections are not available at neighbourhood level. The results are set out in Table 6-3. The table shows that in both 2011 and 2036, the NA and Wiltshire have the same proportion of the population aged 75+. This is projected to increase significantly in this time from 8.6% of people aged 75+ to 14.5% by the end of the plan period.

Table 6-3: Modelled projection of elderly population in Melksham & Melksham Without by end of Plan period

Age group	2011		2036	
	Melksham & Melksham Without	Wiltshire	Melksham & Melksham Without	Wiltshire
All ages	21,907	470,981	25,167	541,068
75+	1,875	40,418	3,643	78,539
%	8.6%	8.6%	14.5%	14.5%

Source: ONS SNPP 2020, AECOM Calculations

227. A key assumption for the next stages of the calculation is that the older people living in the NA currently are already suitably accommodated, either because they occupy the existing stock of specialist accommodation, have made appropriate adaptations to their own homes or do not require support or adaptations. This is unlikely to be completely true, but it is not possible to determine how many such individuals are inadequately housed without evidence from a household survey (which itself may not give a complete picture).

228. The people whose needs are the focus of the subsequent analysis are therefore the additional 1,768 individuals expected to join the 75+ age group by the end of the Plan period. This figure should also be converted into households with reference to the average number of people per household with a life stage of 75+ in Wiltshire in 2011 (the smallest and most recent dataset to capture households). In 2011 there were 40,418 individuals aged 75+ and 28,655 households headed by a person in that age group. The average household size is therefore 1.41, and the projected growth of 1,768 people in Melksham & Melksham Without can be estimated to be formed into around 1,253 households.

229. The next step is to multiply this figure by the percentages of 55-75 year olds occupying each tenure (shown in Table 6-2). This is set out in Table 6-4. This provides a breakdown of which tenures those households are likely to need.

Table 6-4: Projected tenure of households aged 75+ in Melksham & Melksham Without to the end of the Plan period

Owned	Owned outright	Owned (mortgage) or shared ownership	All rented	Social rented	Private rented	Living rent free
1,006	704	302	248	147	83	17

Source: Census 2011, ONS SNPP 2020, AECOM Calculations

230. Next, rates of disability by tenure are considered. The tendency for people in rented housing to have higher disability levels is well established. It arises partly because people with more limiting disabilities tend to have lower incomes. It also reflects the fact that as people develop support and care needs they may find that the only suitable and affordable option to them is available in the social

rented sector. Table 6-5 presents this data for Melksham & Melksham Without from the 2011 Census. Note that the closest proxy for the 75+ age group in the Census is the 65+ age group. This shows, as expected, that the greatest proportion of those with their day-to-day activities limited a lot falls within the social rented sector at 38.4% compared to 18.1% for those that own their home.

Table 6-5: Tenure and mobility limitations of those aged 65+ in Melksham & Melksham Without, 2011

Tenure	Day-to-day activities limited a lot		Day-to-day activities limited a little		Day-to-day activities not limited	
All categories	831	21.2%	1,073	27.3%	2,025	51.5%
<i>Owned Total</i>	593	18.1%	872	26.6%	1,808	55.2%
Owned outright	520	18.2%	768	26.9%	1,572	55.0%
Owned (mortgage) or shared ownership	73	17.7%	104	25.2%	236	57.1%
<i>Rented Total</i>	238	36.3%	201	30.6%	217	33.1%
Social rented	196	38.4%	168	32.9%	147	28.8%
Private rented or living rent free	42	29.0%	33	22.8%	70	48.3%

Source: DC3408EW Health status

231. It is now possible to multiply the projected number of 75+ households occupying each tenure by the rates of mobility limitation for that tenure to arrive at the final tenure-led estimate for specialist housing needs. The number of households falling into potential need for specialist accommodation over the Plan period is 616.

232. These findings are set out in the table, based on the assumption that those whose day-to-day activities are limited a lot may need housing with care (e.g. extra care housing, with significant on-site services, including potentially medical services), while those with their day to day activities limited only a little may simply need adaptations to their existing homes, or alternatively sheltered or retirement living that can provide some degree of oversight or additional services. However, it is important to note that, even those people who have high support or care needs can often be supported to live in their own homes. This is often reflected in policy of local authorities, with explicit aim to reduce the need to commission increasing numbers of care home beds.

Table 6-6: AECOM estimate of specialist housing need in Melksham & Melksham Without by the end of the Plan period

Type	Affordable	Market	Total (rounded)
Housing with care (e.g. extra care)	Multiply the number of people across all rented tenures (not just social rent as those aged 65+ who need to rent are overwhelmingly likely to need Affordable Housing) by the percent of occupiers in that tenure who have day to day activity limitations limited a lot	Multiply the number of people across all owner-occupied housing by the percent of occupiers in that tenure who have day to day activity limitations limited a lot	272
	90	182	
Adaptations, sheltered, or retirement living	Multiply the number of people across all rented housing by the percent of occupiers in that tenure who have day to day activity limitations limited a little	Multiply the number of people across all owned housing by the percent of occupiers in that tenure who have day to day activity limitations limited a little	344
	76	268	
Total	166	450	616

Source: Census 2011, AECOM Calculations

Housing LIN-recommended provision

233. It is worth comparing these findings with the recommendations of the Housing Learning and Improvement Network (HLIN), one of the simplest and widely used models estimating for the housing needs of older people. Table 6-7 reproduces the key assumptions of HLIN's Strategic Housing for Older People (SHOP) toolkit. The table serves as a guide to the numbers of specialist dwellings for older people that should be provided given the increase in their numbers over the Plan period, and how these should be split into the different tenures.

234. It is worth highlighting that the HLIN model suggests that the level of unmet demand for specialist housing for older people of all kinds is approximately 251 units per 1,000 of the population aged 75+.

Table 6-7: Recommended provision of specialist housing for older people from the SHOP toolkit

FORM OF PROVISION	ESTIMATE OF DEMAND PER THOUSAND OF THE RELEVANT 75+ POPULATION
Conventional sheltered housing to rent	60
Leasehold sheltered housing	120
Enhanced sheltered housing (divided 50:50 between that for rent and that for sale) ³⁶	20
Extra care housing for rent	15
Extra care housing for sale	30
Housing based provision for dementia	6

Source: Housing LIN SHOP Toolkit

235. As Table 6-3 shows, Melksham & Melksham Without is forecast to see an increase of 1,786 individuals aged 75+ by the end of the Plan period. According to the HLIN tool, this translates into need as follows:

- Conventional sheltered housing to rent = $60 \times 1.768 = 106$
- Leasehold sheltered housing = $120 \times 1.768 = 212$
- Enhanced sheltered housing (divided 50:50 between that for rent and that for sale) = $20 \times 1.768 = 35.4$
- Extra care housing for rent = $15 \times 1.768 = 26.5$
- Extra care housing for sale = $30 \times 1.768 = 53.1$
- Housing based provision for dementia = $6 \times 1.768 = 10.6$

236. This produces an overall total of 444 specialist dwellings which might be required by the end of the plan period.

237. Table 6-8 sets out the HLIN recommendations in the same format as Table 6-6. It is important to stress that the SHOP toolkit embeds assumptions that uplift the provision of specialist accommodation compared to current rates.

Table 6-8: HLIN estimate of specialist housing need in Melksham & Melksham Without by the end of the Plan period

Type	Affordable	Market	Total
Housing with care (e.g. extra care)	Includes: enhanced sheltered housing for rent + extra care housing for rent + housing based provision for dementia	Includes: enhanced sheltered housing for sale + extra care housing for sale	126
	55	71	
Sheltered housing	Conventional sheltered housing for rent	Leasehold sheltered housing	318
	106	212	
Total	161	283	444

Source: Housing LIN, AECOM calculations

SHMA findings

238. The Swindon & Wiltshire Strategic Housing Market Assessment (SHMA) 2017 highlights a number of findings relevant to older persons specialist housing:

- The modelled demand for older persons housing suggests a need for 2,010 extra-care dwellings, 900 sheltered dwellings, 270 dementia dwellings, and 5,340 leasehold schemes for the elderly within Wiltshire Unitary Authority over the plan period. This totals 8,520. If this figure is pro-rated to the NA based on mid-2020 population estimates, it suggests a need for 407.3 units of older persons housing in the NA between 2016 and 2036, not dissimilar to the HLIN figure calculated above specifically for Melksham & Melksham Without. The pro-rated figure does not consider local factors such as the projected age profile of the NA specifically or the mobility limitations experienced by residents but is a good benchmark for comparison.

Conclusions- Specialist Housing for Older People

239. The existing stock of specialist older persons housing in Melksham & Melksham Without consists entirely of retirement housing, with no provision for extra-care. Just over half of this provision is for social rent, with the rest a mix of leasehold purchase, shared ownership, and market rent.

240. It is projected that there will be an increase of 1,768 individuals in the 75+ age category between 2011 and 2026 in Melksham & Melksham Without, increasing the proportion of those aged 75+ in the population from 8.6% to 14.5% by the end of the plan period, in line with the existing and projected proportions across Wiltshire.

241. The potential need for specialist housing with some form of additional care for older people can be estimated by bringing together data on population projections, rates of disability, and what tenure of housing the current 55-75

cohort occupy in the NA. This can be sense-checked using a toolkit based on national research and assumptions.

242. These two methods of estimating the future need in Melksham & Melksham Without produce a range of 444 to 616 specialist accommodation units that might be required during the Plan period. These estimates are based on the projected growth of the older population, thereby assuming that today's older households are already well accommodated. If this is found not to be the case, it would justify aspiring to exceed the range identified here.
243. It is important to take into consideration the breakdown of levels of care and tenure within the need for specialist housing for older persons. When considering the AECOM calculation outlined in Table 6-6, the majority of the need, at 73.1%, is identified for market specialist housing. Slightly more need is identified for sheltered housing at 55.8% compared to 44.2% extra-care. The greatest sub-category of need was identified for market sheltered housing at 43.5% of the total need.
244. However, this need is for individuals with less severe mobility limitations and market housing is considered the most appropriate for adaptations, so at least some of this need could be met through adaptations or through ensuring that all new housing is accessible and adaptable for people with lower support needs. It is worth noting that the adopted Local Plan for Wiltshire expects proposals for extra-care schemes in the local authority area to provide an Affordable Housing contribution in line with other forms of development.
245. Given that there is unlikely to be a large volume of additional specialist supply during the Plan period, another avenue open to the Neighbourhood Planning groups is to discuss the standards of accessibility and adaptability in new development to be met in the Local Plan with the LPA. Groups could also explore site allocations or promoting this type of residential development. The local level evidence supplied in this report could be used to influence local authority level policies. Groups may also be able to encourage the adaptation of existing properties through grant schemes and other means (though it is acknowledged that Neighbourhood Plans may have limited influence over changes to the existing stock).
246. The adopted Local Plan Core Policy 46 (Meeting the needs of Wiltshire's vulnerable and older people) provides explicit encouragement for development to accommodate specific groups such as older people. However, it does not set specific targets for the proportion of new housing that might be required to meet national standards for accessibility and adaptability (Category M4(2)), or for wheelchair users (Category M4(3)). The evidence gathered here would appear to justify the Steering Group approaching the LPA to discuss setting requirements on accessibility and adaptability at a local authority level. It is unclear whether Neighbourhood Plans can set their own requirements for the application of the national standards of adaptability and accessibility for new housing and so discussions with the LPA are advised if this is a key priority.

247. It is relatively common for Local Plans to require that all or a majority of new housing meets Category M4(2) standards in response to the demographic shifts being observed nationwide, and the localised evidence gathered here would further justify this. The proportion of new housing that might accommodate those using wheelchairs might be set with reference to the proportion of affordable housing applicants in the local authority area falling into this category.
248. While it is important to maximise the accessibility of all new housing, it is particularly important for specialist housing for older people to be provided in sustainable, accessible locations, for a number of reasons, as follows:
- so that residents, who often lack cars of their own, are able to access local services and facilities, such as shops and doctor's surgeries, on foot;
 - so that any staff working there have the choice to access their workplace by more sustainable transport modes; and
 - so that family members and other visitors have the choice to access relatives and friends living in specialist accommodation by more sustainable transport modes.
249. Alongside the need for specialist housing to be provided in accessible locations, another important requirement is for cost effectiveness and economies of scale. This can be achieved by serving the specialist elderly housing needs arising from a number of different locations and/or Neighbourhood Areas from a single, centralised point (i.e. what is sometimes referred to as a 'hub-and-spoke' model).
250. It is considered that Melksham & Melksham Without is, in broad terms, a suitable location for specialist accommodation on the basis of the accessibility criteria and the considerations of cost-effectiveness above. As such, there is potential for such accommodation to be provided within the Neighbourhood Area (while noting there is no specific requirement or obligation to do so if there is potential to meet need arising from Melksham & Melksham Without in other suitable locations near to but outside the Plan area boundaries). Where it is considered for any reason desirable to meet some of the specialist need outside the Neighbourhood Area boundaries, there will be a degree of overlap between the number of specialist dwellings to be provided and the overall dwellings target for the Neighbourhood Area itself.
251. It is important to note the differences in the settlements of Melksham & Melksham Without. Whilst the provision of specialist housing for older persons would likely be appropriate in Melksham & Bowerhill due to public transport links and access to amenities, it would likely be less appropriate in the smaller settlements of Beanacre and Berryfield. Therefore, it may be appropriate that specialist older persons housing is focussed on the more built-up areas of Melksham & Bowerhill, and potentially at a smaller scale in Whitley & Shaw. Due to the greater suitability of Melksham Town for the provision of specialist older persons housing, the need figures have not been pro-rated for the sub areas as it is likely that regardless of the location of need, the provision would be delivered in the larger settlement.

252. Wherever specialist housing is to be accommodated, partnership working with specialist developers is recommended, so as to introduce a greater degree of choice into the housing options for older people who wish to move in later life.

7. Next Steps

Recommendations for next steps

253. This Neighbourhood Plan housing needs assessment aims to provide Melksham & Melksham Without with evidence on a range of housing trends and issues from a range of relevant sources. We recommend that the neighbourhood planners should, as a next step, discuss the contents and conclusions with Wiltshire Council with a view to agreeing and formulating draft housing policies, bearing the following in mind:
- All Neighbourhood Planning Basic Conditions, but in particular Condition E, which is the need for the Neighbourhood Plan to be in general conformity with the strategic policies of the adopted development plan;
 - The views of Wiltshire Council;
 - The views of local residents;
 - The views of other relevant local stakeholders, including housing developers and estate agents; and
 - The numerous supply-side considerations, including local environmental constraints, the location and characteristics of suitable land, and any capacity work carried out by Wiltshire Council.
254. This assessment has been provided in good faith by AECOM consultants on the basis of housing data, national guidance and other relevant and available information current at the time of writing.
255. Bearing this in mind, it is recommended that the Neighbourhood Plan steering group should monitor carefully strategies and documents with an impact on housing policy produced by the Government, Wiltshire Council or any other relevant party and review the Neighbourhood Plan accordingly to ensure that general conformity is maintained.
256. At the same time, monitoring on-going demographic or other trends over the Neighbourhood Plan period will help ensure the continued relevance and credibility of its policies.

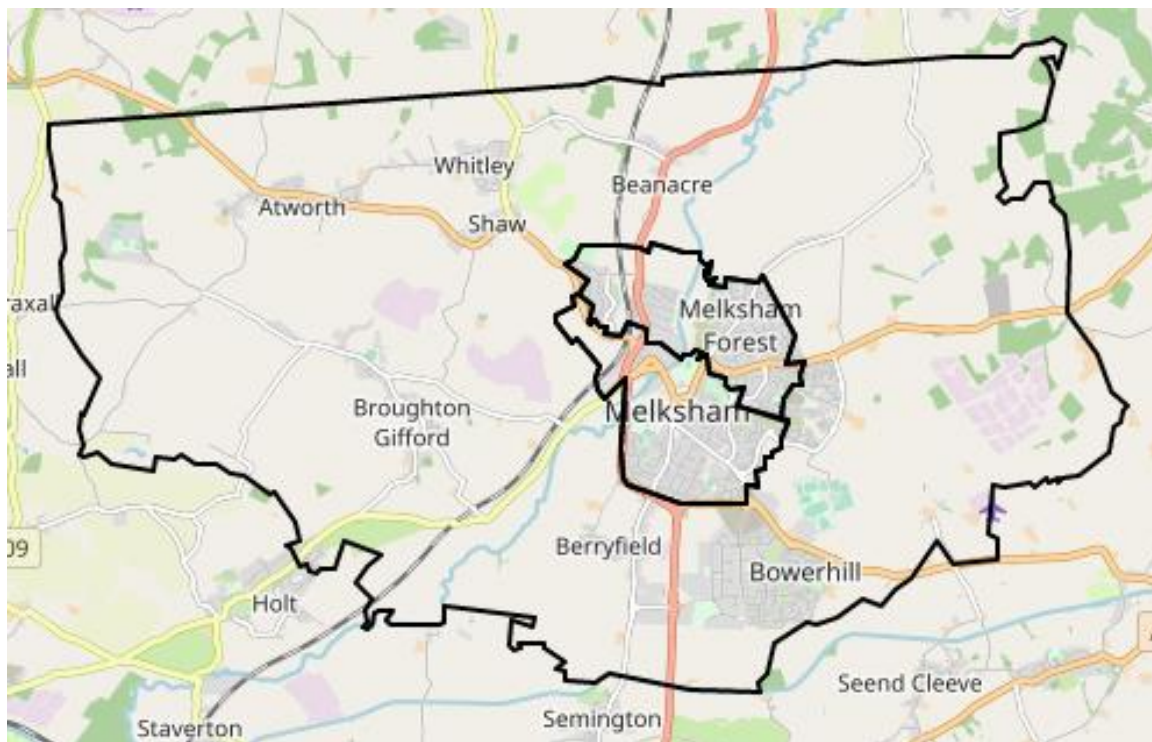
Appendix A : Calculation of Affordability Thresholds

A.1 Assessment geography

257. As noted in the Tenure and Affordability chapter above, affordability thresholds can only be calculated on the basis of data on incomes across the Neighbourhood Area. Such data is available at MSOA level but not at the level of Neighbourhood Areas.

258. As such, when calculating affordability thresholds, an MSOA needs to be selected that is a best-fit proxy for the Neighbourhood Area. In the case of Melksham & Melksham Without, it is considered that the MSOAs of E02006680, E02006678, and E02006679 are the closest realistic proxy for the Neighbourhood Area boundary when looking at income data, and as such, this is the assessment geography that has been selected. A map of these appears in Figure A-1. It is worth noting that MSOAs E02006680 and E02006678 are wholly part of the NA, covering most of the built-up town of Melksham, with MSOA E02006679 covering Melksham Without as well as the settlements of Atworth and Broughton Gifford which are outside of the NA. However, this area is the best geographical proxy that can be used for income data.

Figure A-1: MSOA E02006680, MSOA E02006678, and MSOA E02006679 used as a best-fit geographical proxy for the Neighbourhood Area



Source: ONS

A.2 Market housing

259. Market housing is not subsidised and tends to be primarily accessible to people on higher incomes.
260. To determine affordability in market housing, this assessment considers two primary indicators: income thresholds, which denote the maximum share of a family's income that should be spent on accommodation costs, and purchase thresholds, which denote the standard household income required to access mortgage products.

i) Market sales

261. The starting point for calculating the affordability of a dwelling for sale (i.e. the purchase threshold) from the perspective of a specific household is the loan to income ratio which most mortgage companies are prepared to agree. This ratio is conservatively estimated to be 3.5.
262. To produce a more accurate assessment of affordability, the savings required for a deposit should be taken into account in addition to the costs of servicing a mortgage. However, unlike for incomes, data is not available for the savings available to households in Melksham & Melksham Without, and the precise deposit a mortgage provider will require of any buyer will be determined by their individual circumstances and the state of the mortgage market. An assumption is therefore made that a 10% purchase deposit is required and is available to the prospective buyer. In reality it is possible that the cost of the deposit is a greater barrier to home ownership than the mortgage costs.
263. The calculation for the purchase threshold for market housing is as follows:
- Value of a median NA house price (2021) = £250,000;
 - Purchase deposit at 10% of value = £25,000;
 - Value of dwelling for mortgage purposes = £225,000;
 - Divided by loan to income ratio of 3.5 = purchase threshold of £64,286.
264. The purchase threshold for an entry-level dwelling is a better representation of affordability to those with lower incomes or savings, such as first-time buyers. To determine this threshold, the same calculation is repeated but with reference to the lower quartile rather than the median house price. The lower quartile average in 2021 was £205,000, and the purchase threshold is therefore £52,714.
265. Finally, it is worth assessing the purchase threshold for new build homes, since this most closely represents the cost of the new housing that will come forward in future. Land Registry records 67 sales of new build properties in the NA in 2021. The lower quartile (entry-level) new build house price in the NA in 2021 was £224,648, with a purchase threshold of £57,767. Additionally, the median new build house price in the NA in 2021 was £265,000, with a purchase threshold of £68,143.

ii) Private Rented Sector (PRS)

266. Income thresholds are used to calculate the affordability of rented and affordable housing tenures. It is assumed here that rented housing is affordable if the annual rent does not exceed 30% of the household's gross annual income.
267. This is an important assumption because it is possible that a household will be able to afford tenures that are deemed not affordable in this report if they are willing or able to dedicate a higher proportion of their income to housing costs. It is becoming increasingly necessary for households to do so. However, for the purpose of planning it is considered more appropriate to use this conservative lower benchmark for affordability on the understanding that additional households may be willing or able to access housing this way than to use a higher benchmark which assumes that all households can afford to do so when their individual circumstances may well prevent it.
268. The property website Rightmove.co.uk shows rental values for property in the Neighbourhood Area. According to Rightmove.co.uk, there were 23 properties for rent at the time of search in May 2022, with an average monthly rent of £748. There were 10 one-bed properties listed, with an average price of £571 per calendar month.
269. The calculation for the private rent income threshold for entry-level (1-bedroom) dwellings is as follows:
- Annual rent = £571 x 12 = £6,846;
 - Multiplied by 3.33 (so that no more than 30% of income is spent on rent) = income threshold of £22,820.
270. The calculation is repeated for the overall average to give an income threshold of £29,906.

A.3 Affordable Housing

271. There are a range of tenures that constitute the definition of Affordable Housing within the NPPF 2021: social rent and affordable rent, discounted market sales housing, and other affordable routes to home ownership. More recently, a new product called First Homes has been introduced in 2021. Each of the affordable housing tenures are considered below.

i) Social rent

272. Rents in socially rented properties reflect a formula based on property values and average earnings in each area, resulting in substantial discounts to market rents. As such, this tenure is suitable for the needs of those on the lowest incomes and is subject to strict eligibility criteria.
273. To determine social rent levels, data and statistical return from Homes England is used. This data is only available at the LPA level so must act as a proxy for Melksham & Melksham Without. This data provides information about rents and

the size and type of stock owned and managed by private registered providers and is presented for Wiltshire in the Table A-1.

274. To determine the income needed, it is assumed that no more than 30% of income should be spent on rent. This is an assumption only for what might generally make housing affordable or unaffordable – it is unrelated to the eligibility criteria of Affordable Housing policy at Local Authority level. The overall average across all property sizes is taken forward as the income threshold for social rent.

Table A-1: Social rent levels (£)

Size	1 bed	2 beds	3 beds	4 beds	All
Average social rent per week	£86.42	£98.54	£108.83	£120.82	£101.17
Annual average	£4,494	£5,124	£5,659	£6,283	£5,261
Income needed	£14,964	£17,063	£18,845	£20,921	£17,519

Source: Homes England, AECOM Calculations

ii) Affordable rent

275. Affordable rent is controlled at no more than 80% of the local market rent. However, registered providers who own and manage affordable rented housing may also apply a cap to the rent to ensure that it is affordable to those on housing benefit (where under Universal Credit the total received in all benefits to working age households is £20,000).
276. Even an 80% discount on the market rent may not be sufficient to ensure that households can afford this tenure, particularly when they are dependent on benefits. Registered Providers in some areas have applied caps to larger properties where the higher rents would make them unaffordable to families under Universal Credit. This may mean that the rents are actually 50-60% of market levels rather than 80%.
277. Data on the most realistic local affordable rent costs is obtained from the same source as social rent levels for Wiltshire. Again, it is assumed that no more than 30% of income should be spent on rent, and the overall average is taken forward.
278. Comparing this result with the average 1-bedroom annual private rent above indicates that affordable rents in the NA are in line with the maximum of 80% of market rents at 79.2%. This feature is necessary to make them achievable to those in need.

Table A-2: Affordable rent levels (£)

Size	1 bed	2 beds	3 beds	4 beds	All
Average affordable rent per week	£104.25	£123.75	£148.93	£182.59	£128.50
Annual average	£5,421	£6,435	£7,744	£9,495	£6,682
Income needed	£18,052	£21,429	£25,789	£31,617	£22,251

Source: Homes England, AECOM Calculations

iii) Affordable home ownership

279. Affordable home ownership tenures include products for sale and rent provided at a cost above social rent, but below market levels. The three most widely available are discounted market housing (a subset of which is the new First Homes product), shared ownership, and Rent to Buy. These are considered in turn below.
280. In paragraph 65 of the NPPF 2021, the Government introduces a recommendation that “where major housing development is proposed, planning policies and decisions should expect at least 10% of the homes to be available for affordable home ownership.” The recently issued Ministerial Statement and updates to PPG state that 25% of all Affordable Housing should be First Homes – the Government’s new flagship discounted market sale product. When the NPPF is next updated, it is expected that the 10% affordable home ownership requirement referenced above may be replaced by the First Homes requirement.

First Homes

281. Whether to treat discounted market housing as affordable or not depends on whether discounting the asking price of new build homes of a size and type suitable to first time buyers would bring them within reach of people currently unable to buy market housing.
282. The starting point for these calculations is therefore the average cost of entry level new build housing in Melksham & Melksham Without, noted above of £224,648.
283. For the minimum discount of 30% the purchase threshold can be calculated as follows:
- Value of a new home (NA LQ) = £224,648;
 - Discounted by 30% = £157,253;
 - Purchase deposit at 10% of value = £15,725;
 - Value of dwelling for mortgage purposes = £141,528;
 - Divided by loan to income ratio of 3.5 = purchase threshold of £40,437.
284. The income thresholds analysis in the Tenure and Affordability chapter also compares local incomes with the costs of a 40% and 50% discounted First Home. This would require an income threshold of £34,660 and £28,883 respectively.
285. All of the income thresholds calculated here for First Homes are below the cap of £80,000 above which households are not eligible. All of the discounted prices are also below the £250,000 cap.
286. Note that discounted market sale homes may be unviable to develop if the discounted price is close to (or below) build costs. Build costs vary across the country but as an illustration, the build cost for a 2-bedroom home (assuming

70 sq. m and a build cost of £1,500 per sq. m) would be around £105,000. This cost excludes any land value or developer profit. This may be an issue with First Homes at a 50% discount in Melksham & Melksham Without, with the discounted value of £112,324.

Shared ownership

287. Shared ownership involves the purchaser buying an initial share in a property, typically of between 25% and 75% (but now set at a minimum of 10%), and paying rent on the share retained by the provider. Shared ownership is flexible in two respects, in the share which can be purchased and in the rental payable on the share retained by the provider. Both of these are variable. The share owned by the occupant can be increased over time through a process known as 'staircasing'.
288. In exceptional circumstances (for example, as a result of financial difficulties, and where the alternative is repossession), and at the discretion of the provider, shared owners may staircase down, thereby reducing the share they own. Shared equity is available to first-time buyers, people who have owned a home previously and council and housing association tenants with a good credit rating whose annual household income does not exceed £80,000.
289. To determine the affordability of shared ownership, calculations are again based on the average cost of new build housing as discussed above. The deposit available to the prospective purchaser is assumed to be 10% of the value of the dwelling, and the standard loan to income ratio of 3.5 is used to calculate the income required to obtain a mortgage. The rental component is estimated at 2.5% of the value of the remaining (unsold) portion of the price. The income required to cover the rental component of the dwelling is based on the assumption that a household spends no more than 30% of the income on rent (as for the income threshold for the private rental sector).
290. The affordability threshold for a 25% equity share is calculated as follows:
- A 25% equity share of £224,648 is £56,162;
 - A 10% deposit of £5,616 is deducted, leaving a mortgage value of £50,546;
 - This is divided by the loan to value ratio of 3.5 to give a purchase threshold of £14,442;
 - Rent is charged on the remaining 75% shared ownership equity, i.e. the unsold value of £168,486;
 - The estimated annual rent at 2.5% of the unsold value is £4,212;
 - This requires an income of £14,041 (annual rent multiplied by 3.33 so that no more than 30% of income is spent on rent).
 - The total income required is £28,482.
291. The same calculation is repeated for equity shares of 10% and 50% producing affordability thresholds of £22,625 and £38,244 respectively.
292. All of the income thresholds are below the £80,000 cap for eligible households.

Rent to Buy

293. Rent to Buy is a relatively new and less common tenure, which through subsidy allows the occupant to save a portion of their rent, which is intended to be used to build up a deposit to eventually purchase the home. It is therefore estimated to cost the same as private rents – the difference being that the occupant builds up savings with a portion of the rent.

Help to Buy (Equity Loan)

294. The Help to Buy Equity Loan is not an affordable housing tenure but allows households to afford market housing through a loan provided by the government. With a Help to Buy Equity Loan the government lends up to 20% (40% in London) of the cost of a newly built home. The household must pay a deposit of 5% or more and arrange a mortgage of 25% or more to make up the rest. Buyers are not charged interest on the 20% loan for the first five years of owning the home.
295. It is important to note that this product widens access to market housing but does not provide an affordable home in perpetuity.

Appendix B : Housing Needs Assessment Glossary

Adoption

This refers to the final confirmation of a local plan by a local planning authority.

Affordability

The terms 'affordability' and 'affordable housing' have different meanings. 'Affordability' is a measure of whether housing may be afforded by certain groups of households. 'Affordable housing' refers to particular products outside the main housing market.

Affordability Ratio

Assessing affordability involves comparing housing costs against the ability to pay. The ratio between lower quartile house prices and the lower quartile income or earnings can be used to assess the relative affordability of housing. The Ministry for Housing, Community and Local Governments publishes quarterly the ratio of lower quartile house price to lower quartile earnings by local authority (LQAR) as well as median house price to median earnings by local authority (MAR) e.g. income = £25,000, house price = £200,000. House price: income ratio = $\frac{£200,000}{£25,000} = 8$, (the house price is 8 times income).

Affordable Housing (NPPF Definition)

Housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:

a) Affordable housing for rent: meets all of the following conditions: (a) the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).

b) Discounted market sales housing: is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households.

c) Other affordable routes to home ownership: is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low-cost homes for sale (at a price equivalent to at least 20% below local market value) and

Rent to Buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision or refunded to Government or the relevant authority specified in the funding agreement.

Affordable rented housing

Rented housing let by registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is not subject to the national rent regime but is subject to other rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable). The national rent regime is the regime under which the social rents of tenants of social housing are set, with particular reference to the Guide to Social Rent Reforms (March 2001) and the Rent Influencing Regime Guidance (October 2001). Local market rents are calculated using the Royal Institution for Chartered Surveyors (RICS) approved valuation methods³¹.

Age-Restricted General Market Housing

A type of housing which is generally for people aged 55 and over and the active elderly. It may include some shared amenities such as communal gardens but does not include support or care services.

Annual Monitoring Report

A report submitted to the Government by local planning authorities assessing progress with and the effectiveness of a Local Development Framework.

Basic Conditions

The Basic Conditions are the legal tests that are considered at the examination stage of neighbourhood development plans. They need to be met before a plan can progress to referendum.

Backlog need

The backlog need constitutes those households who are eligible for Affordable Housing, on account of homelessness, over-crowding, concealment or affordability, but who are yet to be offered a home suited to their needs.

Bedroom Standard³²

The bedroom standard is a measure of occupancy (whether a property is overcrowded or under-occupied, based on the number of bedrooms in a property and the type of household in residence). The Census overcrowding data is based on occupancy rating (overcrowding by number of rooms not including bathrooms and hallways). This tends to produce higher levels of overcrowding/ under occupation. A detailed definition of the standard is given in the Glossary of the EHS Household Report.

³¹ The Tenant Services Authority has issued an explanatory note on these methods at <http://www.communities.gov.uk/documents/planningandbuilding/pdf/1918430.pdf>

³² See <https://www.gov.uk/government/statistics/england-household-survey-2011-to-2012-household-report>

Co-living

Co-living denotes people who do not have family ties sharing either a self-contained dwelling (i.e., a 'house share') or new development akin to student housing in which people have a bedroom and bathroom to themselves, but share living and kitchen space with others. In co-living schemes each individual represents a separate 'household'.

Community Led Housing/Community Land Trusts

Housing development, provision and management that is led by the community is very often driven by a need to secure affordable housing for local people in the belief that housing that comes through the planning system may be neither the right tenure or price-point to be attractive or affordable to local people. The principal forms of community-led models include cooperatives, co-housing communities, self-help housing, community self-build housing, collective custom-build housing, and community land trusts. By bringing forward development which is owned by the community, the community is able to set rents and/or mortgage payments at a rate that it feels is appropriate. The Government has a range of support programmes for people interested in bringing forward community led housing.

Community Right to Build Order³³

A community right to build order is a special kind of neighbourhood development order, granting planning permission for small community development schemes, such as housing or new community facilities. Local community organisations that meet certain requirements or parish/town councils are able to prepare community right to build orders.

Concealed Families (Census definition)³⁴

The 2011 Census defined a concealed family as one with young adults living with a partner and/or child/children in the same household as their parents, older couples living with an adult child and their family or unrelated families sharing a household. A single person cannot be a concealed family; therefore one elderly parent living with their adult child and family or an adult child returning to the parental home is not a concealed family; the latter are reported in an ONS analysis on increasing numbers of young adults living with parents.

Equity Loans/Shared Equity

An equity loan which acts as a second charge on a property. For example, a household buys a £200,000 property with a 10% equity loan (£20,000). They pay a small amount for the loan and when the property is sold e.g. for £250,000 the lender receives 10% of the sale cost (£25,000). Some equity loans were available for the purchase of existing stock. The current scheme is to assist people to buy new build.

³³ See <https://www.gov.uk/guidance/national-planning-policy-framework/annex-2-glossary>

³⁴ See http://webarchive.nationalarchives.gov.uk/20160106090802/http://www.ons.gov.uk/ons/dcp171776_350282.pdf

Extra Care Housing or Housing-With-Care

Housing which usually consists of purpose-built or adapted flats or bungalows with a medium to high level of care available if required, through an onsite care agency registered through the Care Quality Commission (CQC). Residents are able to live independently with 24 hour access to support services and staff, and meals are also available. There are often extensive communal areas, such as space to socialise or a wellbeing centre. In some cases, these developments are included in retirement communities or villages - the intention is for residents to benefit from varying levels of care as time progresses.

Fair Share

'Fair share' is an approach to determining housing need within a given geographical area based on a proportional split according to the size of the area, the number of homes in it, or its population.

First Homes

The Government has recently confirmed the introduction of First Homes as a new form of discounted market housing which will provide a discount of at least 30% on the price of new homes. These homes are available to first time buyers as a priority but other households will be eligible depending on agreed criteria. New developments will be required to provide 25% of Affordable Housing as First Homes. A more detailed explanation of First Homes and its implications is provided in the main body of the HNA.

Habitable Rooms

The number of habitable rooms in a home is the total number of rooms, excluding bathrooms, toilets and halls.

Household Reference Person (HRP)

The concept of a Household Reference Person (HRP) was introduced in the 2001 Census (in common with other government surveys in 2001/2) to replace the traditional concept of the head of the household. HRPs provide an individual person within a household to act as a reference point for producing further derived statistics and for characterising a whole household according to characteristics of the chosen reference person.

Housing Market Area

A housing market area is a geographical area defined by household demand and preferences for all types of housing, reflecting the key functional linkages between places where people live and work. It might be the case that housing market areas overlap.

The extent of the housing market areas identified will vary, and many will in practice cut across various local planning authority administrative boundaries. Local planning authorities should work with all the other constituent authorities under the duty to cooperate.

Housing Needs

There is no official definition of housing need in either the National Planning Policy Framework or the National Planning Practice Guidance. Clearly, individuals have their own housing needs. The process of understanding housing needs at a population scale is undertaken via the preparation of a Strategic Housing Market Assessment (see below).

Housing Needs Assessment

A Housing Needs Assessment (HNA) is an assessment of housing needs at the Neighbourhood Area level.

Housing Products

Housing products simply refers to different types of housing as they are produced by developers of various kinds (including councils and housing associations). Housing products usually refers to specific tenures and types of new build housing.

Housing Size (Census Definition)

Housing size can be referred to either in terms of the number of bedrooms in a home (a bedroom is defined as any room that was intended to be used as a bedroom when the property was built, any rooms permanently converted for use as bedrooms); or in terms of the number of rooms, excluding bathrooms, toilets halls or landings, or rooms that can only be used for storage. All other rooms, for example, kitchens, living rooms, bedrooms, utility rooms, studies and conservatories are counted. If two rooms have been converted into one they are counted as one room. Rooms shared between more than one household, for example a shared kitchen, are not counted.

Housing Type (Census Definition)

This refers to the type of accommodation used or available for use by an individual household (i.e. detached, semi-detached, terraced including end of terraced, and flats). Flats are broken down into those in a purpose-built block of flats, in parts of a converted or shared house, or in a commercial building.

Housing Tenure (Census Definition)

Tenure provides information about whether a household rents or owns the accommodation that it occupies and, if rented, combines this with information about the type of landlord who owns or manages the accommodation.

Income Threshold

Income thresholds are derived as a result of the annualisation of the monthly rental cost and then asserting this cost should not exceed 35% of annual household income.

Intercensal Period

This means the period between the last two Censuses, i.e. between years 2001 and 2011.

Intermediate Housing

Intermediate housing is homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition above. These can include shared equity (shared ownership and equity loans), other low-cost homes for sale and intermediate rent, but not affordable rented housing. Homes that do not meet the above definition of affordable housing, such as 'low-cost market' housing, may not be considered as affordable housing for planning purposes.

Life Stage modelling

Life Stage modelling is forecasting need for dwellings of different sizes by the end of the Plan period on the basis of changes in the distribution of household types and key age brackets (life stages) within the NA. Given the shared behavioural patterns associated with these metrics, they provide a helpful way of understanding and predicting future community need. This data is not available at neighbourhood level so LPA level data is employed on the basis of the NA falling within its defined Housing Market Area.

Life-time Homes

Dwellings constructed to make them more flexible, convenient adaptable and accessible than most 'normal' houses, usually according to the Lifetime Homes Standard, 16 design criteria that can be applied to new homes at minimal cost: <http://www.lifetimehomes.org.uk/>.

Life-time Neighbourhoods

Lifetime neighbourhoods extend the principles of Lifetime Homes into the wider neighbourhood to ensure the public realm is designed in such a way to be as inclusive as possible and designed to address the needs of older people, for example providing more greenery and more walkable, better connected places.

Local Development Order

An Order made by a local planning authority (under the Town and Country Planning Act 1990) that grants planning permission for a specific development proposal or classes of development.

Local Enterprise Partnership

A body, designated by the Secretary of State for Communities and Local Government, established for the purpose of creating or improving the conditions for economic growth in an area.

Local housing need (NPPF definition)

The number of homes identified as being needed through the application of the standard method set out in national planning guidance (or, in the context of preparing strategic policies only, this may be calculated using a justified alternative approach as provided for in paragraph 61 of this Framework).

Local Planning Authority

The public authority whose duty it is to carry out specific planning functions for a particular area. All references to local planning authority apply to the District Council, London Borough Council, County Council, Broads Authority, National Park Authority or the Greater London Authority, to the extent appropriate to their responsibilities.

Local Plan

This is the plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies form part of the Local Plan and are known as 'Development Plan Documents' (DPDs).

Lower Quartile

The bottom 25% value, i.e. of all the properties sold, 25% were cheaper than this value and 75% were more expensive. The lower quartile price is used as an entry level price and is the recommended level used to evaluate affordability; for example, for first time buyers.

Lower Quartile Affordability Ratio

The Lower Quartile Affordability Ratio reflects the relationship between Lower Quartile Household Incomes and Lower Quartile House Prices, and is a key indicator of affordability of market housing for people on relatively low incomes.

Market Housing

Market housing is housing which is built by developers (which may be private companies or housing associations, or Private Registered Providers), for the purposes of sale (or rent) on the open market.

Mean (Average)

The mean or the average is, mathematically, the sum of all values divided by the total number of values. This is the more commonly used "average" measure as it includes all values, unlike the median.

Median

The middle value, i.e. of all the properties sold, half were cheaper and half were more expensive. This is sometimes used instead of the mean average as it is not subject to skew by very large or very small statistical outliers.

Median Affordability Ratio

The Lower Quartile Affordability Ratio reflects the relationship between Median Household Incomes and Median House Prices and is a key indicator of affordability of market housing for people on middle-range incomes.

Mortgage Ratio

The mortgage ratio is the ratio of mortgage value to income which is typically deemed acceptable by banks. Approximately 75% of all mortgage lending ratios fell below 4 in recent years³⁵, i.e. the total value of the mortgage was less than 4 times the annual income of the person who was granted the mortgage.

Neighbourhood Development Order (NDO)

An NDO will grant planning permission for a particular type of development in a particular area. This could be either a particular development, or a particular class of development (for example retail or housing). A number of types of development will be excluded from NDOs, however. These are minerals and waste development, types of development that, regardless of scale, always need Environmental Impact Assessment, and Nationally Significant Infrastructure Projects.

Neighbourhood plan

A plan prepared by a Parish or Town Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).

Older People

People over retirement age, including the active, newly-retired through to the very frail elderly, whose housing needs can encompass accessible, adaptable general needs housing for those looking to downsize from family housing and the full range of retirement and specialised housing for those with support or care needs.

Output Area/Lower Super Output Area/Middle Super Output Area

An output area is the lowest level of geography for publishing statistics, and is the core geography from which statistics for other geographies are built. Output areas were created for England and Wales from the 2001 Census data, by grouping a number of households and populations together so that each output area's population is roughly the same. 175,434 output areas were created from the 2001 Census data, each containing a minimum of 100 persons with an average of 300 persons. Lower Super Output Areas consist of higher geographies of between 1,000-1,500 persons (made up of a number of individual Output Areas) and Middle Super Output Areas are higher than this, containing between 5,000 and 7,200 people, and made up of individual Lower Layer Super Output Areas. Some statistics are only available down to Middle Layer Super Output Area level, meaning that they are not available for individual Output Areas or parishes.

Overcrowding

There is no single agreed definition of overcrowding, however, utilising the Government's bedroom standard, overcrowding is deemed to be in households where there is more than one person in the household per room (excluding kitchens, bathrooms, halls and storage areas). As such, a home with one bedroom and one

³⁵ See <https://www.which.co.uk/news/2017/08/how-your-income-affects-your-mortgage-chances/>

living room and one kitchen would be deemed overcrowded if three adults were living there.

Planning Condition

A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

Planning Obligation

A legally enforceable obligation entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

Purchase Threshold

Purchase thresholds are calculated by netting 10% off the entry house price to reflect purchase deposit. The resulting cost is divided by 4 to reflect the standard household income requirement to access mortgage products.

Proportionate and Robust Evidence

Proportionate and robust evidence is evidence which is deemed appropriate in scale, scope and depth for the purposes of neighbourhood planning, sufficient so as to meet the Basic Conditions, as well as robust enough to withstand legal challenge. It is referred to a number of times in the PPG and its definition and interpretation relies on the judgement of professionals such as Neighbourhood Plan Examiners.

Private Rented

The Census tenure private rented includes a range of different living situations in practice, such as private rented/ other including households living “rent free”. Around 20% of the private rented sector are in this category, which will have included some benefit claimants whose housing benefit at the time was paid directly to their landlord. This could mean people whose rent is paid by their employer, including some people in the armed forces. Some housing association tenants may also have been counted as living in the private rented sector because of confusion about what a housing association is.

Retirement Living or Sheltered Housing

Housing for older people which usually consists of purpose-built flats or bungalows with limited communal facilities such as a lounge, laundry room and guest room. It does not generally provide care services, but provides some support to enable residents to live independently. This can include 24 hour on-site assistance (alarm) and a warden or house manager.

Residential Care Homes and Nursing Homes

Housing for older people comprising of individual rooms within a residential building and provide a high level of care meeting all activities of daily living. They do not usually

include support services for independent living. This type of housing can also include dementia care homes.

Rightsizing

Households who wish to move into a property that is a more appropriate size for their needs can be said to be rightsizing. This is often used to refer to older households who may be living in large family homes but whose children have left, and who intend to rightsize to a smaller dwelling. The popularity of this trend is debatable as ties to existing communities and the home itself may outweigh issues of space. Other factors, including wealth, health, status and family circumstance also need to be taken into consideration, and it should not be assumed that all older households in large dwellings wish to rightsize.

Rural Exception Sites

Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. Small numbers of market homes may be allowed at the local authority's discretion, for example where essential to enable the delivery of affordable dwellings without grant funding.

Shared Ownership

Housing where a purchaser part buys and part rents from a housing association or local authority. Typical purchase share is between 25% and 75% (though this was lowered in 2021 to a minimum of 10%), and buyers are encouraged to buy the largest share they can afford. Generally, applies to new build properties, but re-sales occasionally become available. There may be an opportunity to rent at intermediate rent level before purchasing a share in order to save/increase the deposit level

Sheltered Housing³⁶

Sheltered housing (also known as retirement housing) means having your own flat or bungalow in a block, or on a small estate, where all the other residents are older people (usually over 55). With a few exceptions, all developments (or 'schemes') provide independent, self-contained homes with their own front doors. There are many different types of scheme, both to rent and to buy. They usually contain between 15 and 40 properties, and range in size from studio flats (or 'bedsits') through to 2 and 3 bedroomed. Properties in most schemes are designed to make life a little easier for older people - with features like raised electric sockets, lowered worktops, walk-in showers, and so on. Some will usually be designed to accommodate wheelchair users. And they are usually linked to an emergency alarm service (sometimes called 'community alarm service') to call help if needed. Many schemes also have their own 'manager' or 'warden', either living on-site or nearby, whose job is to manage the scheme and help arrange any services residents need. Managed schemes will also

³⁶ See <http://www.housingcare.org/jargon-sheltered-housing.asp>

usually have some shared or communal facilities such as a lounge for residents to meet, a laundry, a guest flat and a garden.

Strategic Housing and Economic Land Availability Assessment

A Strategic Housing and Economic Land Availability Assessment (SHELAA) is a document prepared by one or more local planning authorities to establish realistic assumptions about the availability, suitability and the likely economic viability of land to meet the identified need for housing and economic needs over the Plan period. SHELAA's are sometimes also called SHLAAs (Strategic Housing Land Availability Assessments), LAAs (Land Availability Assessments), or HELAA's (Housing and Economic Land Availability Assessments) so as to integrate the need to balance assessed housing and economic needs as described below.

Strategic Housing Market Assessment (NPPF Definition)

A Strategic Housing Market Assessment (SHMA) is a document prepared by one or more local planning authorities to assess their housing needs under the 2012 version of the NPPF, usually across administrative boundaries to encompass the whole housing market area. The NPPF makes clear that SMAs should identify the scale and mix of housing and the range of tenures the local population is likely to need over the Plan period. Sometimes SMAs are combined with Economic Development Needs Assessments to create documents known as HEDNAs (Housing and Economic Development Needs Assessments).

Specialist Housing for the Elderly

Specialist housing for the elderly, sometimes known as specialist accommodation for the elderly, encompasses a wide range of housing types specifically aimed at older people, which may often be restricted to those in certain older age groups (usually 55+ or 65+). This could include residential institutions, sometimes known as care homes, sheltered housing, extra care housing, retirement housing and a range of other potential types of housing which has been designed and built to serve the needs of older people, including often providing care or other additional services. This housing can be provided in a range of tenures (often on a rented or leasehold basis).

Social Rented Housing

Social rented housing is owned by local authorities and private registered providers (as defined in Section 80 of the Housing and Regeneration Act 2008.). Guideline target rents for this tenure are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with Homes England.³⁷

³⁷ See <http://www.communities.gov.uk/documents/planningandbuilding/doc2980960.doc#Housing>

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