



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

23 January 2023

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 30th January 2023** 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 30 January 2023
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/86752472868?pwd=T003bHdrS0VPRTYrVFo2cUJGRkZVdz09>

Meeting ID: 867 5247 2868

Passcode: 739015

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

AGENDA

1. Apologies

To receive the following question from a member of the public:

‘Please could the following be raised at the next appropriate meeting of the Town Council. We are told that we have an energy crisis and the government has asked us all to limit our use of power and switch off appliances when not required. Therefore why are the Christmas lights in the town, especially at the Town Hall, left on, not only through the night but also throughout the day?’

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

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Facebook: facebook.com/melksham.town

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. Questions from Councillors

To receive questions from Councillors.

4. Minutes (Pages 1 - 10)

To confirm as a correct record the draft minutes of the Full Council meeting held on 19 December 2022.

5. Town Mayor's Announcements

6. Police Report (Pages 11 - 18)

To note the Police Area Board Report for November 2022 (see attached).

7. Reports from Unitary Councillors

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

8. 2023/2024 Draft Budget (Pages 19 - 28)

To receive the notes of the Budget Working Group meeting held on 13 January 2023 and the Town Clerk's report.

Members are requested to consider the Draft Budget proposal for 2023/2024 and resolve to approve the level of precept for 2023/2024.

9. Lighting in East Ward (Pages 29 - 70)

To receive the report of the Town Clerk (see attached). Members are requested to consider approving the installation of lighting and for the project to be funded from Solar Farm monies.

10. Melksham Community Support - Age UK funded post, Service Level Agreement and Job Description

Members are requested to discuss the details in the Service Level Agreement and Job Description in line with the council's decision on 19th December, to support a post jointly with Melksham Without Parish Council, up to the value of £11,500.00 (to follow).

11. Interim Internal Audit Report 2022/2023 (Pages 71 - 86)

Members are requested to approve the Interim Internal Audit Report and to note the actions taken as a result of the recommendations contained therein.

12. Investment Strategy (Pages 87 - 90)

To approve the draft Investment Strategy for 2023, (see attached).

13. Authorities for Town Council Bank Accounts

To approve additional members to carry out bank reconciliations for the Town Council's bank accounts:

Unity Trust Bank

Lloyds Bank

Currently, Councillors Alford and Price are authorised to carry out bank reconciliations. Councillor Price is a signatory on both accounts and so cannot carry out reconciliations. Available members, who are not currently signatories on bank accounts, are Councillors J Crundell, Houghton, Hubbard, and Oatley.

14. Assembly Hall Survey (Pages 91 - 242)

To receive the findings' report from Community First regarding the Melksham Assembly Hall Community Survey and decide on next steps.

15. Wiltshire Council Surplus Property Procedure - Melksham House (Pages 243 - 250)

The Town Council is requested to consider whether it would like to utilise all or some of the space in the newly developed Melksham House and submit an expression of interest to Wiltshire Council; an expression of interest does not obligate the Town Council to take up occupation of all or part of Melksham House.

16. Accounts

To note all financial reports attached have been reviewed by the Finance, Administration and Performance Committee at the meeting held on 23 January 2023.

16.1 List of Payments to 31 December 2022 (Pages 251 - 270)

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 Months 5,6,7, 8, and 9 - 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 5,6,7, 8, and 9 - 2022/2023 (see attached).

16.2 Petty Cash to 31 December 2022 (Pages 271 - 280)

To approve the payments made by petty cash for months 5, 6, 7, 8 and 9 (see attached).

16.3 Monthly Financial Statements to 31 December 2022 (Pages 281 - 290)

To approve the monthly Financial Statements for months 5, 6, 7, 8, and 9 (see attached).

16.4 Cash Book Reports to 31 December 2022 (Pages 291 - 324)

To approve the Cash Book reports for the Town Council's Unity Trust Bank Account for Months 5,6,7, 8, and 9 - 2022/2023 (see attached).

To approve the Cash Book reports for the Town Council's Assembly Hall Lloyds Bank Account for Months 5,6,7, 8, and 9 - 2022/2023 (see attached).

16.5 Detailed Income & Expenditure Report as at 31 December 2022 (Pages 325 - 334)

To approve the year-to-date detailed Income and Expenditure report for Month 9 - 2022/2023 (see attached).

16.6 Earmarked Reserves to 31 December 2022 (Pages 335 - 336)

To approve the year-to-date detailed Earmarked Reserves report for Month 9 - 2022/2023 (see attached).

17. Committee Minutes

17.1 Asset Management and Amenities Committee (Pages 337 - 346)

To receive the minutes of the Asset Management and Amenities Committee meeting held on 17 October 2022 and the draft minutes of the meeting held on 5 December 2022.

17.2 Community Development Committee (Pages 347 - 350)

To receive the draft minutes of the Community Development Committee meeting held on 23 January 2023.

17.3 Economic Development and Planning Committee (Pages 351 - 382)

To receive the minutes of the Economic Development and Planning Committee meetings held on 10 October 2022, 14 November 2022, and 12 December 2022 and the draft minutes of the Economic Development and Planning Committee meeting held on 9 January 2023.

17.4 Finance Administration and Performance Committee (Pages 383 - 392)

To receive the minutes of the Finance and Administration and Performance Committee meeting held on 26 September 2022 and 28 November 2022.

17.5 Staffing Committee (Pages 393 - 402)

To receive the minutes of the Staffing Committee meeting held on 8 November 2022, 16 November 2022, and 29 November 2022 and the draft minutes of the Staffing

Committee meeting held on 13 December 2022.

18. Working Group Minutes

18.1 Assembly Hall Working Group (Pages 403 - 410)

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

18.2 Environment and Climate Working Group (Pages 411 - 416)

To receive the notes of the meeting of the Environment and Climate Working Group held on 19 October 2022 and the draft notes of the meeting of the Environment and Climate Working Group held on 18 January 2023.

18.3 Events Working Group (Pages 417 - 428)

To receive the notes of the Events Working Group meetings held on 6 October 2022 and 3 November 2022, and the draft notes of the meeting held on 12 January 2023.

19. Neighbourhood Plan (Pages 429 - 514)

To receive the draft notes of the Steering Group meeting held on 30 November 2022 and the Strategic Environmental Assessment Scoping Report (see attached).

19.1 Letter to Melksham Town Council from the Neighbourhood Plan Steering Group re green space designation (Pages 515 - 516)

Members to receive the request and decide whether to approve the areas of land identified below as suitable for Local Green Space designation as part of the Neighbourhood Development Plan:

Shurnhold Fields
King George V Playing Field
Forester Park Play Area

20. Items for Information

To receive the meeting notes from Groups who have representation from Melksham Town Council.

20.1 Wilts and Berks Canal Trust (Pages 517 - 534)

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

21. Confidential Session

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

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

21.1 Payment for HR Services

Members are requested to authorise payment of the invoice for HR services.

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Melksham Town Council

Minutes of the Full Council meeting held on Monday 19th December 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 Goodhind
Councillor C Houghton
Councillor J Oatley
Councillor T Price
Councillor S Rabey

OFFICERS:

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

PUBLIC PARTICIPATION: One member of the press was present. Six members of the public were present virtually.

Bruce Sanders wondered whether income received by the Council from the solar farm could be used to help provide a better education for primary school children in Melksham. He also asked if the Wiltshire Councillors present could provide earlier notification of grants available to enable applications to be made, citing late notification of closing dates for grants for SENs and Adult Maths Access as examples.

402/22 Apologies

Apologies were received from Councillors Forgacs, Hubbard, and Lewis.

403/22 Declarations of Interest

There were no declarations of interest.

404/22 Lighting for King George V Park

Richard Taylor, design consultant, provided a summary of the reports prepared by him regarding options for illuminating different areas of King George V Park. He explained

that he had been asked to compare solar LED with hardwired LED and had costed both options based on 4m and 6m column heights. He had done the same for a heritage option for columns and lanterns.

Members discussed the areas of the park which they considered needed lighting. It was noted that the areas under consideration were the inner ring of the park or two key routes across park – across from the Dog Bark and from Waitrose to the Adventure Centre across to the car park.

Concerns were raised about encouraging people to use the park in the evening and the fact that this may encourage anti-social behaviour. It was noted by Councillors Rabey and Mortimer that some residents were in favour of lighting the park and that some weren't.

The Town Mayor, Councillor S Crundell reminded members that the resolution to implement the scheme with the costs met from the major projects reserve had been made on 13 December 2021. He believed that It was imperative to make progress.

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

RESOLVED to purchase 15 6m lighting columns with swan necks to light up the inner circle of the park, being the main thoroughfare around the park, at a cost not exceeding £60,000 to be met from the major projects reserve.

A recorded vote was taken:

Councillor	Absent	For	Against	Abstain
Alford		X		
Aves		X		
Cooke		X		
Crundell J		X		
Crundell S		X		
Ellis				X
Forgacs	X			
Goodhind			X	
Houghton		X		
Hubbard	X			
Lewis	X			
Mortimer			X	
Oatley		X		
Price		X		
Rabey		X		
Totals	3	9	2	1

The Town Clerk confirmed that the vote was carried.

405/22 Major Grant Applications

405/22.1 Alzheimer's Support

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

UNANIMOUSLY RESOLVED to award £1,680 from the current £25,000 grants' budget.

405/22.2 Melksham Music and Drama

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

UNANIMOUSLY RESOLVED to award £1,200 from the current £25,000 grants' budget.

405/22.3 Trans Wilts

Members did not support this grant application.

405/22.4 Rainbow Day Centre

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

UNANIMOUSLY RESOLVED to defer consideration of the application until Rainbow Day Centre had liaised with Wiltshire Council about new sources of funding opportunities available for luncheon clubs.

406/22 Maintenance Building - King George V Park

Concerns were raised by members about the dramatic increase in the anticipated construction costs for the maintenance shed per the cost estimate report prepared by MEA Architects. However, It was recognised that a decision needed to be made to continue with the project or to put it on hold for the time-being, whilst considering other locations.

The Head of Operations provided an update about other options which had been considered and reported that these were no longer viable.

It was agreed that the derelict maintenance shed in King George V Park needed to be demolished as soon as possible. The Town Clerk confirmed that she was instigating an asbestos survey and a bat survey before the building could be demolished.

Councillor Mortimer reminded members that the idea had been to finance a Public Works Loan Board loan with the saving in rental payments. However, if the precept would now have to be increased to fund the build, a public consultation would have to take place.

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

UNANIMOUSLY RESOLVED to continue to rent the unit at Bowerhill and not to build a new facility at King George V Park, to demolish the existing building in King George V Park, to explore options for working with the owner of the unit at Bowerhill to adapt the rental unit to better meet the needs of the Amenities Team and to continue to monitor the market for a suitable property to purchase, a more suitable rental property and for options for sites to build a maintenance shed.

407/22 Minutes

The minutes of 28 November 2022, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

The Town Mayor, Councillor S Crundell, then reported the answers to the questions which Pam Wiltshire attempted to raise at the previous council meeting, but was prevented from doing so due to a technical issue with the Zoom link, as follows:

Question:

1. *Will the trees being offered to residents be available shortly or could you advise residents when they will be.*

Answer: An order was placed on 1 November and Ed from Landford Trees reported that the trees would be available at the end of the month. The delivery date is scheduled for 22nd December. The Community Development Officer will arrange a collection day for residents.

Question:

2. *Please could the council advise how much money has been spent on external consultants since May 2021 (this current council) and a breakdown of what projects the spending has been assigned to, plus the cost of HR consultants*

Answer: Consultants

Cricket Pavilion Consultation £3,000

HR Consultants - £13,750

Neighbourhood Plan - £12,810.07

Town Centre Master Plan - £3,160

Priority for People - £9,501.10

KGV Lighting - £1540

Maintenance Building KGV – Planning design - £3,124.80

Assembly Hall Consultation - £2000

Question:

3. *Please could you advise residents as to what the situation is regarding the Eco toilets for the park. Will they actually ever happen - how much expense has been spent on any work for this project.*

Answer: No expenses to date. Expected delivery February 2023.

Question:

4. *Could the council advise when the zip wire will be open – it was expected to be ready for the October school break.*

Answer: The Zip Wire was installed in November 2022. To allow the grass areas to establish, it will be opened for February half term 2023.

408/22 Questions from Councillors

Councillor Ellis requested an update regarding the resolution made at the meeting of Full Council on 3 October where it was resolved to change the opening hours of the Town Hall and to explore opening the Town Hall one evening a week.

The Town Mayor, Councillor S Crundell, advised that questions need to be submitted five days before the meeting and that a written response would be provided.

409/22 Reports from Unitary Councillors

Members received an update from Councillor Alford on the following matters affecting Melksham which had been discussed at Wiltshire Council meetings:

- The Area Board were provided with an update regarding the Parish Steward scheme at their last meeting, reporting that the scheme had received further funding from Wiltshire Council
- The Area Board had funded the purchase of electric blankets to be distributed by Melksham Community Dining. The idea was now also being explored to distribute more through the Food Bank
- Wiltshire Council had identified three sites in Melksham which could go through a disposals process for sites surplus to Wiltshire Council's requirements including:

Blue Pool
Melksham House, and

The library site including the building behind the library and the car park - car parking at the library would have to be maintained.

Wiltshire Council will now work with partners to explore future uses for the sites.

410/22 Draft Budget 2023-2024

The following queries and amendments were raised:

101/4040 – Information Technology/ Hardware - is it £20,000 plus £5,000 from Earmarked Reserves for hardware or £15,000 plus £5,000 from Earmarked Reserves for hardware?

115/4034 – Councillors' Training – there should be investment in training for councillors

201/1034 – Income Town Hall Bookings – as this had been reduced by £6,000, from £8,000 to £2,000, as some Assembly Hall income had been misanalysed, should the income figure under 501/1000 – Income – Assembly Hall Lettings – be increased by £6,000?

201/4261 – Building Condition Reps Works – it was noted that the provision of £70,000 related to all properties, not just the Town Hall, and would have to be met through the precept

202/4167 – Street Furniture and Signage – can expenditure on this wait until the following financial year? It was agreed that officers would review essential maintenance needed

215/4161 – Rates Unit at Bowerhill – is a duplicate of 215/4102 Non Domestic Rates

215/4160 – Leasing – should be reduced to the actual rent payable of £12,350

220/4158 – Replacement Play Equipment – the budget for the current year hasn't been spent and yet it is proposed to maintain the budget at the same level next year

220/4179 – Tree Planting – it was confirmed that the budget for the current financial year will be spent in its entirety

302/4078 – Community Projects – could be increased and renamed Community Events

302/4081 – Melksham Art Project – reduce to £1,000

302/4083 – Virtual Community Hub – reduce to £1,000

403/4354 – Parking Scheme – reduce to £500

403/4925 – Town Development – could the underspend from the current financial year be rolled forward to the 2023/2024 financial year to reduce the required budget?

405/1182 – Solar Money Received – should the budgeted figure be more accurate based on the amount received in the current financial year?

501/4923 – Management Information Systems – is the cost of such a system economical when compared to the income received from the Assembly Hall?

501/4929 – AIB – as costs were being separated from income, should the income figure under 501/1000 – Income – Assembly Hall Lettings – be adjusted?

501/4949 - Provision/ Hire Stage Lights - as costs were being separated from income, should the income figure under 501/1000 – Income – Assembly Hall Lettings – be adjusted?

501/4958 – Event Security - as costs were being separated from income, should the income figure under 501/1000 – Income – Assembly Hall Lettings – be adjusted?

901/9249 – Jubilee Celebrations – could this reserve be used to celebrate the coronation of King Charles III?

Councillor Houghton mentioned the importance of completing outstanding projects for which residents had already been taxed through previous precepts rather than add new projects, thereby increasing the precept for 2023/2024. The Town Clerk agreed to circulate her report regarding the use of earmarked reserves again. The importance of having a Strategic Plan with action plans for each committee was stressed.

The Town Mayor, Councillor S Crundell, confirmed that no legal limit to the amount that the precept could be raised by existed for parish councils. However, the desire to keep the increase to the precept to as modest a figure as possible was noted. He emphasised the need to create an ongoing sinking fund for the town's play areas.

Councillor Mortimer questioned whether the Town Council's reserves could be used to support the proposed budget rather than increasing the precept.

It was agreed to hold a meeting of the Budget Working Group on Friday 13 January 2023 at 6pm.

411/22 Calendar of Meetings 2023-2024

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

UNANIMOUSLY RESOLVED to adopt version two of the calendar of meetings for 2023/2024.

412/22 Accounts

It was agreed to defer consideration of the financial reports until the next meeting of Full Council.

413/22 Appointment of New Committee Member

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

UNANIMOUSLY RESOLVED to appoint Councillor Rabey and Councillor J Crundell to the Community Development Committee.

414/22 Items for Information

414/22.1 Suggested Location of Wildflower Area at Shurnhold Fields

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

UNANIMOUSLY RESOLVED to approve the location proposed by Wessex Water for a wildflower meadow in Shurnhold Fields, noting that there were no financial implications for the Town Council.

414/22.2 Wilts & Berks Canal Trust November 2022

The minutes of the Melksham, Calne and Chippenham and Foxham and Lyneham Branch meeting of the Wilts and Berks Canal Trust were received.

414/22.3 Wiltshire Swindon & Oxfordshire Canal Partnership

The draft notes of the Wiltshire, Swindon & Oxfordshire Canal Partnership meeting held in September 2022 and the actions from the October 2022 meeting were received.

414/22.4 Melksham & Melksham Without Housing Needs Assessment

The updated Melksham and Melksham Without Housing Needs Assessment was noted.

Meeting Closed at: 9.57 pm

Signed:

Dated:

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WILTSHIRE POLICE



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Community Report

Melksham Community Policing Team
November 2022



oud to serve and protect our communities

www.wiltshire.police.uk | [Facebook/wiltshirepolice](https://www.facebook.com/wiltshirepolice) | [Twitter @wiltshirepolice](https://twitter.com/wiltshirepolice) | [LinkedIn/company/wiltshirepolice](https://www.linkedin.com/company/wiltshirepolice)

Your CPT – Melksham

Inspector:

Andy Lemon

Neighbourhood Sergeant:

James Twyford

Neighbourhood Officers:

PC Al Paterson

PC Jennifer Miller

PCSOs:

Luke Hosken

Melissa Culliford

This Month's Focus

Shoplifting – Op Elf

It'll be no surprise to anybody that instances of Shoplifting increase around Christmas time. The cost of living crisis will only serve to make it more pronounced this year.

Last year, we recorded 274,999 Shoplifting Offences across England and Wales.

To combat this; we deployed Officers on foot, in plain clothes, into the shops, to try and identify offences as they were occurring. Staff were selected on days where they'd normally do some form of continuous professional development, but owing to the time of year they weren't.

We were data driven in how we chose locations to visit; selecting stores which have reported the most significant losses, or greatest number of offences over the last year.

Crime Exceptions

Crime Exceptions are described as a volume of offences outside of the normal range expected, based on the last two years worth of data.

Melksham Town

No current exceptions for this area. All are within normal ranges.

Melksham Rural North

Atworth, Broughton Gifford, Shaw, Whitley, Beanacre, Berryfield and Bowerhill

No current exceptions for this area. All are within normal ranges.

Melksham Rural South

Semington, Seend, Seend Cleeve, Great Hinton, Keevil, Bulkington, Steeple Ashton and Poulshot

One exceptional Low for Vehicle offences. No Vehicle offences were reported during the month.

Local Priorities & Updates

Priority	Update
<p>Melksham 'Boy Racers'</p> <p>Page 15</p>	<p>We will be looking to remove this from our Local Priorities from next month, as the reporting picture has changed. This is in line with our own observations.</p> <p>We'll continue to monitor this as part of our 'business as usual'.</p> <p>In addition to the enforcement action; we've spoken to a number of individuals involved in the car scene over the last few months, explaining the concerns of residents to them and pointing out their proximity to houses.</p>
Op Elf	<p>We deployed Officers in Plain Clothes to patrol shops and proactively target would-be Shoplifters. Shops were picked based on the number of offences during the year and Officers were made aware of repeat Shoplifters offending in the area, prior to this.</p>
ASB – Williams Close	<p>We've obtained a Closure Order for a Property in Williams Close, following incidents of Disorder, Anti-Social Behaviour and a successful Drugs Warrant at the same address a few weeks earlier.</p> <p>This lasts for the next three months and will be robustly Policed. It prohibits the Tenants from having any other visitors to the address, with the exception of Emergency Services and Housing Association Staff.</p> <p>This is just one tactic we're using to tackle ASB in this immediate area.</p>

Useful Links

For more information on Wiltshire Police's performance please visit:

- PCC's Website - <https://www.wiltshire-pcc.gov.uk/>
- HMICFRS Website - <https://www.justiceinspectorates.gov.uk/hmicfrs/police-forces/wiltshire/>
- For information on what crimes and incidents have been reported in the Trowbridge Community Policing Team area visit <https://www.police.uk/pu/your-area/wiltshire-police/>

Get Involved

Keep up to date with the latest news and alerts in your area by signing up to our **Community Messaging service** –

www.wiltsmessaging.co.uk

Follow your CPT on social media

- [Trowbridge Police Facebook](#)
- [Trowbridge Police Twitter](#)
- [Melksham Police Facebook](#)
- [Bradford on Avon Facebook](#)

Find out more information on your CPT area at: www.wiltshire.police.uk and here www.wiltshire-pcc.gov.uk

The screenshot shows the Wiltshire Police website. The top navigation bar is blue with the Wiltshire Police logo and a search bar. Below the navigation bar are five tabs: 'Report', 'Tell us about', 'Apply or register', 'Request', and 'Feedback'. The main content area is titled 'Trowbridge CPT'. The text below the title states: 'CPT Trowbridge covers the areas of Trowbridge, Melksham, Bradford-on-Avon and surrounding areas'. It then provides contact information: 'To contact your CPT about a community-related matter, such as a school visit, then please email TrowbridgeAreaCPT@wiltshire.pnn.police.uk. Please note that this mailbox is not monitored 24/7.' It also includes a note about reporting crimes: 'You are unable to report crimes of any type via email and please do not report any situations that require an urgent response. In the case of an emergency please contact 999 and for non-urgent crimes and incidents, please call 101 or [Report a crime here](#)'. Finally, it mentions a map: 'You see a map of crimes in the Trowbridge area [by](#) visiting www.police.uk'.

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Town Council Budget Meeting 13th December 2021

Budget 2022-2023

Report of the Town Clerk

1. Purpose of Report

To explain the background and the budget process; to present the draft budget for 2023-2024.

2. Background

Whilst the council has the power to discharge its functions to officers and committees; setting the precept is an important exception to this. The levying or issuing of a precept can only be discharged by the **Full** Council (LGA 1972 s101 (6)).

In accordance with section 25 of the LGA 2003, this report provides members with information concerning the recommended budget and adequacy of balances and reserves to meet the financial requirements of the next financial year.

The town council is required to set its precept in accordance with statutory requirements. This report sets out the implications of setting the council's precept for 2023-2024 and the impact it will have on the council's proportion of the council tax bill.

Each year, having regard to any advice received from the internal and external auditors, the council reviews its financial management arrangements and makes any changes necessary to facilitate the effective operation and efficient delivery of its services and responsibilities.

The budget must be ratified by full council at its meeting in January 2023 in order to provide adequate notice to Wiltshire Council for billing purposes.

The preparation of the annual budget is one of the key statutory tasks undertaken by the council, irrespective of its size.

The budget:

- Results in the council setting the precept for the year.
- Gives the Clerk and other officers overall authority to make spending commitments in line with decisions of the council.
- Enables progress monitoring during the year by comparing actual spending against planned spending.

It is important that councillors are involved in and understand how the budget is put together and how it should be used. The budget is an essential tool for controlling the council's finances and demonstrates that the council will have enough income to meet its objectives and carry out its activities.

3. 2023-2024 Precept

The precept is the amount of money to fund all activities that the town council carries out for the benefit of the community.

The billing authority Wiltshire Council collects these funds on the town council's behalf as a separate charge each householder's council tax bill.

Wiltshire Council has no say over how a town council sets its precept. This decision is made by the town council.

In previous years, the Government has not set a limit on how much a town council can increase its Band D council tax by before a referendum is triggered. The Government announced on 12 December that they are not looking to apply a limit for 2023-2024. The Government reserves the right to apply a limit in future years.

Work on the budget began in September. Each Committee discussed its budget before the budget was drafted.. Various iterations of the budget have been presented and discussed by Committees and Council. Full Council on 28 November and 19 December, to the Finance Admin and Performance Committee on 21 November and there have been two informal council budget working group meetings on 13 November and 13 January to discuss the budget.

The key stages in determining the draft budget are:

- Review of current year budget and spending.
- Determine the cost of spending plans.
- Assess levels of anticipated income.
- Provide contingencies and the need for reserves.
- Approve the budget.
- Set the precept.

4. Council Tax Base

The council tax base is defined as the number of band D equivalent properties in a local authority's area. This is not a monetary amount but an estimate of the number of properties liable for council tax.

4.1 What is the Tax Base used for?

The Tax Base is used to calculate the band D council tax charge for each town (or parish). This is done by dividing the total precept requirement by the Tax Base.

A common query is when the town (or parish) have set their precept at the same monetary amount as the previous year but find that their council tax charge per band D property has gone up. This is due to the tax base having gone down i.e. the number of properties we can collect from has gone down.

The tax base for the town council this year is **5915.88**.

Draft Budget 2023-2024 - Precept £1,131,090 Tax Base 5915.88 divided by precept amount means a Band D = £191.20.

Precept set for 2022-2023, £966,204, Tax base 5717.10 divided by precept amount, Band D = £169.00.

4.2 How is the Tax Base calculated?

All properties are valued by the Valuation Office (an Executive Agency of His Majesty's Revenue and Customs) in to 1 of 8 bands, A to H. The number of properties in each band after taking account of discounts, exemptions and the Local Council Tax Support Scheme in a particular area are converted to band d equivalents.

The council tax base is calculated annually based on data produced on 30 November, which is the statutory date. This data produces a listing of all the properties in each town/parish, it then adjusts this to take into account any discounts that are given, such as single occupancy, homes that are empty or exempt.

4.3 What might make the tax base change from one year to the next?

Not all properties are liable to pay the full amount of council tax as they may be entitled to a discount, exemption or help through the Local Council Tax Support Scheme. New build properties, demolitions, as well as changes in discounts exemptions and Local Council Tax Support, all affect the level of the Council Tax Base.

5. 2023-2024 Budget Analysis

The draft budget in the agenda tonight is out turning a precept of **£1,131,090** which equates to a Band D property being **£191.20**.

Detailed below are some of the budget cost centres which demonstrate the impact on a Band D property for the financial year 2023-2024 at this level of precept.

5.1 Finance & Admin

Cost Centre	Description	Overall Budget	Explanation	Impact on Band D Property per year £
101	Central Costs	381,750	Salaries and Administration costs, including the Age UK Wiltshire funding a post of £11,500, stationery, website, licences, insurance, training, IT, advertising, equipment etc	64.53
115	Civic & Ceremonial	8,800	Town Criers expenses, councillors training, mayors' allowance, civic & ceremonial, Remembrance Day	1.49
151	Grants	53,500	Grants to Organisations	9.05
201	Town Hall	110,500	Running Costs	18.68

5.2 Asset & Amenities

Cost Centre	Description	Increase	Explanation	Impact on Band D property
202	Asset & Amenities	307,800	Amenities and Grounds Services Admin and maintenance	52.03
204	KGV Pavilion & Car Park	4,250	Running costs and maintenance	0.72
205	Public Toilets – Market Place	5,300		0.90
206	Public Toilets – Bath Road	11,400		1.93
210	Corporate Properties	12,900	Income from rental and running costs, including £4000 for works to Roundhouse (see building condition survey)	2.18
211	Art House	1000	Gas	0.17
215	Depot (Bowerhill)	21400	Lease and utilities	3.62
220	Play Areas & Open Spaces	48,600	Maintenance, replacement equipment, tree planting, grass cutting	8.22
221	KGV	24,000	Maintenance, utilities, splashpad sports roadshows	4.06

5.3 Community Development

302	Projects	17,500	Environmental, Neighbourhood Plan, In Bloom competition, art project, switch on, coronation	2.96
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4.5 Economic Development and Planning

403	Events	39,700	Floral displays, Newsletter, town development, LHFIG, parking scheme	6.71
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5.6 Assembly Hall

501	Assembly Hall	104,000	Fig. is Less income from lettings, (50,000), running costs	17.58
510	Assembly Hall Events	300		0.05
520	Assembly Hall bar and catering	(30,250)	Fig. represents income after expenditure	
	Net costs of Assembly Hall after income	74,050		12.52

**6. Ear Marked
Reserves**

Budget Code		Amount B/F 01.04.2022	Changes 2022.2023	Balance 31.03.2023
9202	Unplanned Maintenance	65,780	9,993	55,787
9203	Recreation Fund	2,130		2,130
9204	Town Team Project IT	5,000		5,000
9205	Hardware	0		0
9218	Election Expenses	10,830	-2,000	12,830
9228	Office Equipment	4,275		4,275
9232	Street Furniture	0		0
9233	Equipment Replacement	21,000		21,000
9243	Green Spaces	10,743		10,743
9244	Major Projects Reserve	290,948	-1,000	291,948
9245	Solar Money	51,743	-44,190	95,933
9246	Precept Support Fund	45,000		45,000
9248	CIL (BF £51,091 less relating to NHP)	38,300		38,300
	CIL Receipts NHP	12,791	-1,160	13,951
	CIL Receipts - east of Melksham	0	-315,030	315,030
9249	Jubilee Celebrations	3,000		3,000
		<u>561,540</u>	<u>-353,387</u>	<u>914,927</u>

7. How can money from CIL be spent?

CIL is designed to contribute towards bridging the ‘funding gap’ between the total cost of new infrastructure required to support development and the amount of funding available from other sources. Wiltshire Council’s Infrastructure Delivery Plan (IDP) identifies a range of physical, community and ‘green’ infrastructure projects that will be required to support the level of development as set out in the Wiltshire Core Strategy. Informed by the IDP, a list (known as the Regulation 123 list) will identify and prioritise which infrastructure projects will be eligible to receive money from CIL. CIL regulations also propose to allow the council to allocate a share of the levy raised in a local area to deliver infrastructure that local communities want – although this ‘meaningful proportion’ is yet to be determined by Government.

7. Committed expenditure from the General Reserve

£ 5,000 – Pavilion Consultation, NVB Architects

£ 2,000 - Neighbourhood Plan

£10,000 – Sandridge Rd/Maple Close Highway improvement works (jointly funded by LHFIFG to £10,000)

£ 5,525 – Architects Fee, East of Melksham Community Hall

£10,000 – Xmas Fayre

£ 8,500 – Shurnhold Fields Car Park

Total Commitment £41,025 (excluding Sensory Garden)

8. Committed expenditure from the Major Projects

£50,000 - Bath Road Toilets

anticipated to come in under this budget

£75,000 - King George V Park Improvements

£20,000 - Other Parks

£20,500 - Roundhouse works

Sensory Garden – To be determined (was £80,000)

Total Commitment £165,500

9. Community Infrastructure Levy (CIL)

£30,000 Other Parks

£50,000 Lighting – Design and installation at KGV

9. Committed expenditure from the Solar Farm Funding

£50,000 – CCTV

10. Buildings Condition Survey and associated works

£70,000 has been set aside in the draft budget for 2023-2024.

Linda Roberts
Town Clerk

23 January 2023

Melksham Town Council – Full Council Meeting 30 January 2023

East Ward Lighting

Report of the Town Clerk

1. Purpose of Report

To seek approval to install lighting in East Ward following the motion submitted to council on 28 November 2022 from Councillor Louisa Lewis. (Ward Councillor)

2. Background

On 28th November 2022 Council made the following resolution:

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.

The motion was submitted by the Ward Councillor, Councillor Lewis following several meetings with residents who had raised their concerns about the lack of lighting in the area highlighted in the map attached in red and yellow. Appendix 1.

A resident's survey has been circulated  [Melksham East Residents.docx](#)

The scheme's ambition is to provide lighting for the safety of the school children, parents and residents; both of the highlighted pathways are unlit and at night they are pitch black. The footway demarked in yellow takes local residents to the local centre, shops and facilities.

2.1 Report in Melksham Independent News

Local residents reported:

"No lighting between the park and the Forest and Sandridge school I've got a few friends who live on the estate nearer to the school and it's pitch black from there by the school all the way up to the other end of the alley way where I live! Dreaded winter trips to the shop/seeing friends in not only the rain, but the pitch black with my 4 y/o!" – Charlotte Jade

"As residents of Snarlton Lane, I feel the pathway which runs parallel to the lane, should have lights, it's very dark at night, when walking to the shop, or to visit friends nearby on the other side of the school, on the Corncockle Estate in the dark the pathway is quite bad, as edge stones have moved, trees removed and big dips left in the ground. Recent events in the school evenings, would have eased the cars being used if paths were made safer and more user friendly. I have used a torch but given the choice I would prefer lights. Often you can feel unsafe in the dark, as a lone woman I feel vulnerable". – Janet Brooks

2.2 Comment from James Mead, Vice Principal, Forest and Sandridge School

'Outdoor lighting is an essential element in providing a safe environment for children, especially during the darker winter months when the lack of lights surrounding our school can cause an increased chance of incidents occurring. Installing more lights around the park and especially around local pathways will make travelling to and from school safer for our pupils. As well as

reducing the risk of accidents, additional lighting will also produce more visibility, deterring potential criminal activity.'

'Additional outdoor lighting will improve visibility for both pedestrians and drivers, which will help to prevent accidents within the vicinity of our school. This is specifically important as the roads surrounding our school grounds are busy in the mornings and afternoons. We believe that investing in improved lighting can significantly improve the overall safety of the pupils who attend Forest and Sandridge CE Primary School.'

Sergeant James Twyford, who has attended meetings when lighting has been discussed stated,

'Provision of street lighting is a tried and tested method of reducing crime and ASB by an average of 21% in an area. This is based on data supplied by the College of Policing having analysed 13 formal studies into it.'

There are two main reasons that are believed to be behind this. Increased visibility improves the natural surveillance over an area. Neighbours can see more of what's going on around them, so there's more chance of would-be offenders being witnessed. It demonstrates investment in the neighbourhood, which is believed to help create a sense of community pride.

Whilst this has to be balanced carefully against the financial and environmental issues that come with street lighting; it can be a valuable way of reducing crime and ASB during the hours of darkness. It can also provide users of these areas with reassurance whilst out and using these spaces.

Appendix 3; data from the Office for National Statistics, Perceptions of Personal Safety and experiences of harassment.

3. The Proposal for a Lighting Scheme

3.1 Phase I – Red Lined Route

Phase I shows 13 lights and covers along the footpath which stretches through the northern part of the estate travelling from the west to east. This route is used at all times of the day and is the main transit for school children heading to and from Forest and Sandridge school. You will see that in this report James Mead from Forest and Sandridge school has sent the council comment on this lighting motion. This is also the key walking route for any foot travellers travelling to and from the shops in Verbena Court to the northern part of the estate. Lighting in this area also will make it easier for children to transit safely to and from the main park in the estate.

Adding lighting in this area will support the council's directive to support walking to school initiatives and general walking and fitness locally alongside providing a safer environment for residents moving around the area.

3.2 Phase II – Yellow Lined Route

Phase II 2 will see 10 lights. These lights will predominantly cover the footpath running in the park west of Forest and Sandridge school and down towards Clackers Brook. This area is bereft any lights, and it is unusable after 5pm in the wintertime unless a torch is carried. Again, James Mead from Forest and Sandridge school has sent the council comment on this lighting motion. This is also the key walking route for any foot travellers travelling to and from the shops in Verbena Court to the

southern part of the estate. Lighting in this area also will make it easier for children to transit safely to and from the main park in the estate.

3.3 The Lights Suggested

The lighting being suggested for this scheme is PIR sensor, solar powered street light style lighting. Because they are PIR, this means the lights will detect movement and come on, they will stay on until movement stops and then switch off after a period (30 seconds for example). With the lights being solar, it means that there is no need for extensive groundworks to provide cabling to lights, therefore install costs are low and install footprint is low also. The lights run on a battery, which is changed roughly every 5-8 years at a small cost for the battery, however, with a manual, the town councils' amenities team would be able to change the batteries 'in house', in the same way they do the Speed Indicator Devices. Being solar, this will be a much more environmentally friendly approach to lighting, rather than standard cabled lighting.

3. Current Situation

Melksham East needs lighting on its footpaths. This is an issue that has been raised by residents many times. Unfortunately, the management company are not willing to take responsibility. Wiltshire Council have stated it is not an issue for them, as they do not maintain the area. Hence the approach to the town council for its consideration.

The Clerk has met with Councillor Lewis and Wiltshire Councillor Mike Sankey to establish the work they have done in bringing the proposal forward and to gain an understanding of the issue.

Wiltshire Wildlife have been requested to offer advice on the ecological impact to wildlife in the area for a lighting scheme also advice about mitigating any impact if lighting was installed. On the map attached (appendix 1) there are two areas which have been put forward for a lighting scheme. The Town Clerk suggested that the scheme be delivered in two phases; the scheme adjacent to Clackers Brook highlighted in yellow requires more careful consideration to local wildlife whereas the pathway highlighted in red (phase II) is adjacent to housing.

At the time of writing the report no advice has been received.

3.1 Permission

Permission for the installation of lights at the locations highlighted in the map has been granted by Greensquare. See below:

I can confirm that assuming that we would have no ongoing maintenance obligations then we're happy to allow these to be installed.

Thanks,

James Shackell - *Public Open Space Operations Manager*

It has been confirmed by Wiltshire Council's Development Control that the lights can be installed under permitted development. See below.

'An improved lighting project could be undertaken by the Council or Town Council under permitted development rights. These allowances are enshrined within Schedule 2 Part 12, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), which sets out the provisions available to unitary or town Councils as local authorities.'

Class A

Permitted Development

A. The erection or construction and the maintenance, improvement, or other alteration by a local authority or by an urban development corporation of—

(a) any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers;

(b) lamp standards, information kiosks, passenger shelters, public shelters and seats, telephone boxes, fire alarms, public drinking fountains, horse troughs, refuse bins or baskets, barriers for the control of people waiting to enter public service vehicles, electric vehicle charging points and any associated infrastructure, and similar structures or works required in connection with the operation of any public service administered by them.

Interpretation of Part 12

C. For the purposes of Part 12, "local authority" includes a parish council.

3.2 Power to Act

Whilst the town council has the General Power of Competence and under this power it can do anything subject to statutory prohibitions restrictions and limitations which include those in place before or after the introduction of the General Power of Competence. It is also defined in the Local Government and Rating Act 1997, s.31, Crime Prevention, power to spend money on crime detection and prevention measures in the council's area and the Parish Councils Act 1957, s.3; Highways Act 1980, s.301; power to light roads and public places in the council's area.

4. Biodiversity

The town council has a duty to consider biodiversity in everything it does. If the Town Council are minded to approve support for the scheme any measures which are identified as phase I and II of the lighting scheme will be adhered to and will be made clear to the successful contractor.

In considering biodiversity the council should:

- develop policies and strategies and put them into practice
- manage the planning system

- manage:
 - your land and buildings
 - woodlands and nature reserves
 - gardens, parks and public open space
 - community amenities e.g., sports grounds and cemeteries
 - waste and pollution
 - energy and water
 - wood and plant products
- develop infrastructure, such as roads, buildings or flood defences
- make decisions about procurement.
- implement economic, environmental and social programmes.

5. Crime and Disorder Implications

As stated in the report the lighting scheme will assist in crime prevention and reduce the fear of crime in the local area.

6. Financial Implications

There are three quotes attached to this report for solar lighting (entitled Quote1, Quote2, Quote3). A Quote summary is attached, Appendix 2.

Members are requested to decide whether to support the proposal to be delivered in two phases and if agreement is reached to approve Phase I and Phase II for the installation of lighting at the locations highlighted in the map, to approve the funding for Phase I and II; to appoint a successful contractor from the quotes provided. **NB** Phase II of the lighting installation will only go ahead once a detailed ecology report which advises of on any mitigations may be necessary for local wildlife. It is suggested that the income from solar farm monies is used to fund the project for which council approval is also required.

Financial Summary

There are three quotes attached.

	Phase I	Phase II
Quote 1	21,323	16,482
Quote 2	18,187	13,990
Quote 3	14,250	11,250

These figures are excluding VAT as the town council will claim back the VAT.

7. Recommendations

7.1 Members are requested to decide whether to support the installation of lighting as outlined in this report and to fully fund the proposed lighting scheme.

7.2 If members decide to support the scheme to appoint a contractor from the quotes supplied.

7.3 To approve a two-phase approach to allow time for a survey by Wiltshire Wildlife and to receive their advice should any mitigation be required for Phase II of the scheme.

7.3 To agree funding the project from the Solar Farm monies which currently has a balance of £95,933 (with £50,00 committed for CCTV) leaving a balance of £45,933.

Linda Roberts
Town Clerk

24 January 2023

Appendix 1



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Appendix 2

Motion Costings Cover Sheet								
STAGE 1								
Quote Number	Stage Number	Number of Lights	Cost Per Light	Cost Per Column 5m/6m	Cost of Install	Total Cost	Ongoing Costs	Warrenty
1	1 - Red Lined Route	13	1,095	199 (x7 Columns@5m) 225 (x6 Coloumns@6m)	4,225	21,323	Battery - every 5-8 years £275 per battery. Total every 5-8 years £3575 Led - every 11-13 years £45 per light Total every 11-13 years £585 Total ongoing costs over 15 years (based on maximum usage) £4,160	5 Years
Quote Number	Stage Number	Number of Lights	Cost Per Light	Cost Per Column 6m	Cost of Install	Total Cost	Ongoing Costs	Warrenty
2	1 - Red Lined Route	13	669	270	5981.43	18,187	Battery - every 5-6 years £184.20 per battery. Total every 5-6 years £2,394.60 LED costings not provided with quote	4 Years
Quote Number	Stage Number	Number of Lights	Cost Per Light	Cost Per Column 2m	Cost of Install	Total Cost	Ongoing Costs	Warrenty
3	1 - Red Lined Route	13	815	NA	3445	14,250	Battery - every 3-4 years £365 per battery. Total every 3-4 years £4745 LED costings not provided with quote but would be roughly costs quote 1	2 Years
STAGE 2								
Quote Number	Stage Number	Number of Lights	Cost Per Light	Cost Per Column 4m/6m	Cost of Install	Total Cost	Ongoing Costs	Warrenty
1	2 - Yellow Lined Route	10	1,095	181 (x2 Columns@4m) 225 (x6 Coloumns@6m)	3,250	16,482	Battery - every 5-8 years £275 per battery. Total every 5-8 years £2750 Led - every 11-13 years £45 per light Total every 11-13 years £450 Total ongoing costs over 15 years (based on maximum usage) £3,200	5 Years
Quote Number	Stage Number	Number of Lights	Cost Per Light	Cost Per Column 6m	Cost of Install	Total Cost	Ongoing Costs	Warrenty
2	2 - Yellow Lined Route	10	669	270	4601.1	13,990	Battery - every 5-6 years £184.20 per battery. Total every 5-6 years £1842 LED costings not provided with quote but would be roughly costs quote 1	4 Years
Quote Number	Stage Number	Number of Lights	Cost Per Light	Cost Per Column 2m	Cost of Install	Total Cost	Ongoing Costs	Warrenty
3	2 - Yellow Lined Route	10	815	NA	2650	11,250	Battery - every 3-4 years £365 per battery. Total every 3-4 years £3650 LED costings not provided with quote but would be roughly costs quote 1	2 Years

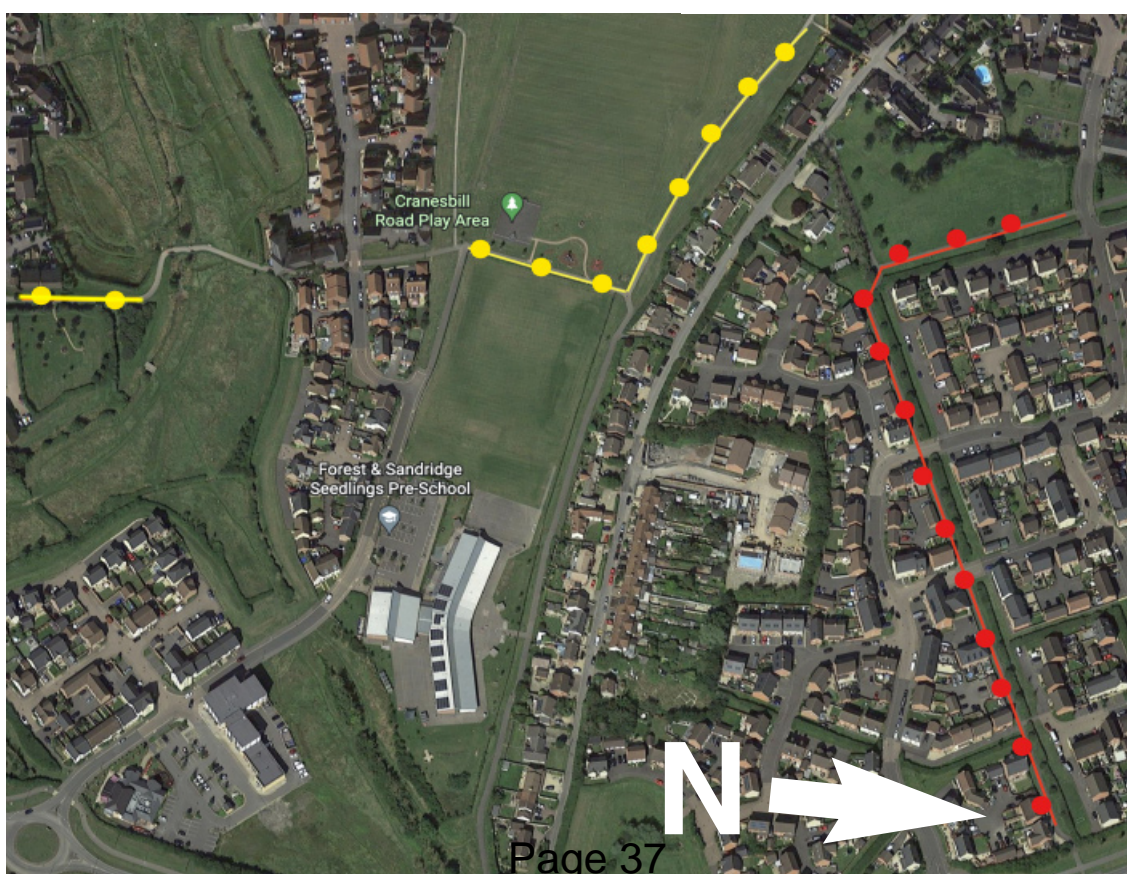
Notes:

1, Batteries for quote 1 and 2 can be changed by Amenities Team members.

2, Below map for illustration purposes on where each light is situated. The routes highlighted are the routes to be lit, light location may change slightly depending on company inputting lights. The winning quote will do a full site visit before work is commenced.

Stage 1 - Red Lined Path

Stage 2 - Yellow Lined Path



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Statistical bulletin

Perceptions of personal safety and experiences of harassment, Great Britain: 16 February to 13 March 2022

Perceptions of safety and experiences of harassment, by personal characteristics, based on the Opinions and Lifestyle Survey (OPN).

Contact:
Meghan Elkin
crimestatistics@ons.gov.uk
+44 207 5928695

Release date:
25 May 2022

Next release:
To be announced

Correction

13 July 2022 11:34

An update has been made to the first paragraph in section 3 which explains the differences in experiences of harassment compared to June 2021.

No data tables have been updated.

Table of contents

1. [Main points](#)
2. [Perceptions of personal safety](#)
3. [Experiences of harassment](#)
4. [Effects of perceived safety on behaviour](#)
5. [Perceptions of personal safety and experiences of harassment data](#)
6. [Glossary](#)
7. [Measuring the data](#)
8. [Strengths and limitations](#)
9. [Related links](#)

1 . Main points

In February to March 2022, the Opinions and Lifestyle Survey (OPN) asked people about their current perceptions of safety and their experiences of harassment in the last 12 months. The findings have been compared with those from June 2021, as detailed in [our previous release](#), the last time the questions were asked.

Consistent with our previous analysis, the latest data for February to March 2022 showed:

- people felt less safe walking alone in all settings after dark than during the day; with women feeling less safe than men in all settings after dark
- disabled people felt less safe in all settings than non-disabled people
- more women (27%) than men (16%) reported they had experienced at least one form of harassment in the previous 12 months

However, compared with June 2021, the latest data showed:

- more people felt unsafe “in a park or open space”; this increased from 7% to 11% during the day and from 60% to 63% after dark
- more people had stopped walking in quiet places such as “parks or open spaces” after dark in the last month because of feeling unsafe; an increase in both men (from 18% to 24%) and women (from 32% to 37%)
- a decrease in people reporting they had stopped going to “busy public spaces” during the day from 38% to 23%; this may be linked to changing attitudes to coronavirus (COVID-19) risks as well as feelings of personal safety

For the first time in February to March 2022, the OPN asked respondents how safe they felt using public transport. The data showed:

- people felt less safe using public transport after dark than during the day
- women aged 16 to 34 years felt the most unsafe of any age and sex group using public transport alone after dark

2 . Perceptions of personal safety

Questions asked on the Opinions and Lifestyle Survey (OPN) in June 2021 and February to March 2022 showed that perceptions of personal safety varied depending on setting and time of day (Figure 1). For the definition of “settings” used in this publication, see [Section 6](#).

Figure 1: During both time periods, adults felt less safe walking alone in all settings after dark than during the day

Proportion of adults who felt “very or fairly unsafe” walking alone by setting and using public transport, Great Britain, 2 to 27 June 2021 and 16 February to 13 March 2022

[Download the data](#)

[.xlsx](#)

In both time periods, adults felt less safe walking alone in all settings after dark than during the day. There was an increase in the proportion of adults reporting they felt unsafe in “parks or open space” both during the day and after dark, in February to March 2022 compared with June 2021.

As seen in June 2021, across all settings after dark, a higher proportion of women reported feeling very or fairly unsafe compared with men (Figure 2). The disparity was greatest “in a park or other open space”, where 82% of women reported feeling very or fairly unsafe, compared with 42% of men. In this setting, there was an increase in women reporting feeling unsafe in the day (from 11% to 16%) and for men after dark (from 39% to 42 %), when compared with June 2021.

Compared with June 2021, the proportion of adults reporting feeling very or fairly safe increased for “busy public spaces” from 85% to 88% during the day.

Figure 2: Women felt less safe than men in all settings after dark

Proportion of adults who felt “very or fairly unsafe” walking alone by setting and using public transport, by sex, Great Britain, 16 February to 13 March 2022

[Download the data](#)

[.xlsx](#)

Across all settings in the day and after dark, the latest data for February to March 2022 showed that disabled adults felt less safe than non-disabled adults (Figure 3). There was no change in disabled adults reporting feeling unsafe in any setting compared with the same data collected in June 2021. However, in “busy public spaces” there was an increase in the proportion of disabled adults reporting they felt very or fairly safe both during the day and after dark. For the definition of “disabled adults” used in this publication, see [Section 6](#).

Figure 3: Disabled adults felt less safe in all settings than non-disabled adults

Proportion of adults who felt “very or fairly unsafe” walking alone by setting and using public transport, by disability status, Great Britain, 16 February to 13 March 2022

[.xlsx](#)

Data relating to age, sex, ethnicity, disability, region, and deprivation can be found within [our related datasets](#).

For the first time in February to March 2022, the OPN asked respondents how safe they felt using public transport. During the day, 9% of adults felt unsafe, compared with 34% of adults after dark.

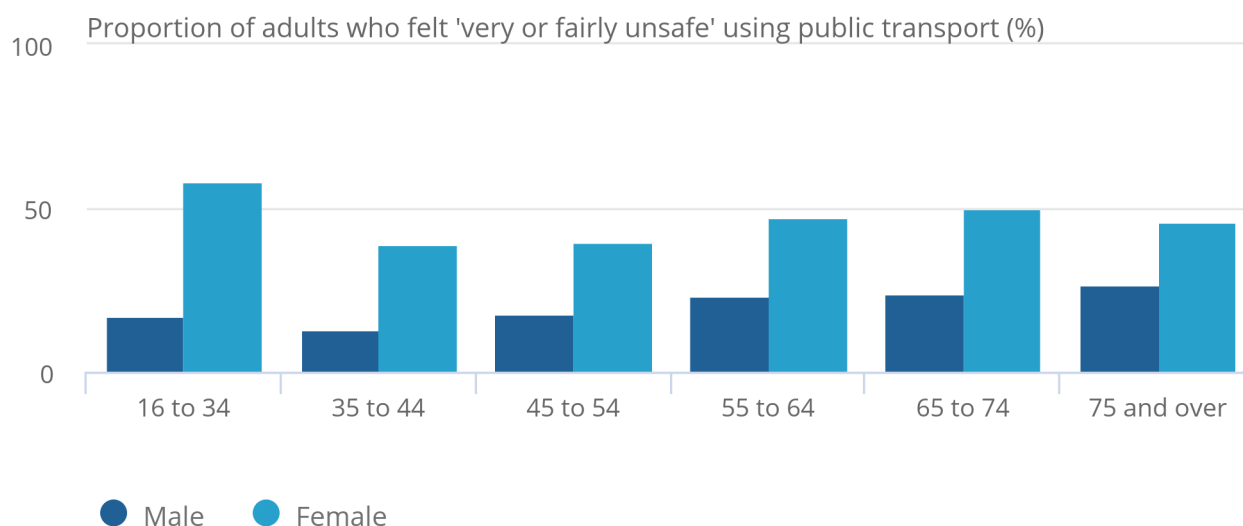
When looking at sex and age together, 58% of women aged 16 to 34 years reported feeling very or fairly unsafe using public transport alone after dark. This was the highest proportion of any age and sex group (Figure 4). A higher proportion of adults in London felt very or fairly safe alone on public transport after dark, compared with all other regions except Scotland and the South West.

Figure 4: Women aged 16 to 34 years felt less safe using public transport after dark than any other sex and age group

Proportion of adults who felt "very or fairly unsafe" using public transport on their own, by sex and age group, Great Britain, 16 February to 13 March 2022

Figure 4: Women aged 16 to 34 years felt less safe using public transport after dark than any other sex and age group

Proportion of adults who felt "very or fairly unsafe" using public transport on their own, by sex and age group, Great Britain, 16 February to 13 March 2022



Source: Office for National Statistics – Opinions and Lifestyle Survey

3 . Experiences of harassment

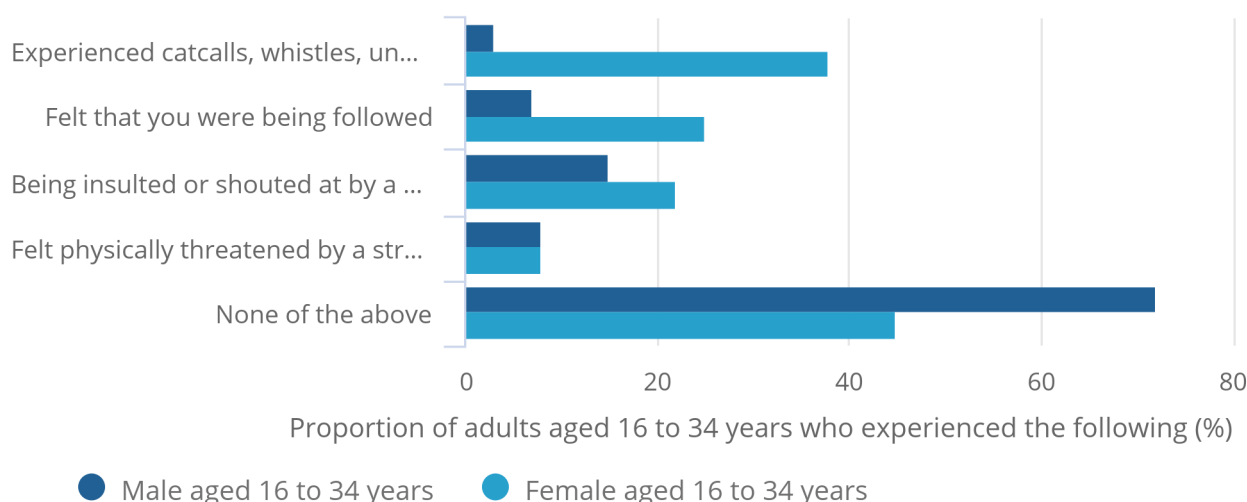
The latest Opinions and Lifestyle Survey (OPN) data showed that in the previous 12 months, 27% of women and 16% of men had experienced at least one form of harassment. One in two (50%) women aged 16 to 34 years had experienced at least one form of harassment; a decrease from 58% in June 2021. For the definition of “harassment” used in this publication, see Section 6. Between June 2021 and February to March 2022 there were no differences in experiences of the individual types of harassment asked about.

Figure 5: Experiences of catcalls, unwanted sexual comments, and whistles were the most common form of harassment for women aged 16 to 34 years

Proportion of adults aged 16 to 34 years who experienced types of harassment in the last 12 months, by sex, Great Britain, 16 February to 13 March 2022

Figure 5: Experiences of catcalls, unwanted sexual comments, and whistles were the most common form of harassment for women aged 16 to 34 years

Proportion of adults aged 16 to 34 years who experienced types of harassment in the last 12 months, by sex, Great Britain, 16 February to 13 March 2022



Source: Office for National Statistics – Opinions and Lifestyle Survey

There were differences between women and men in experiences of catcalling and feeling that you were being followed. More than two-thirds of women (38%) aged 16 to 34 years had experienced catcalling in the last 12 months, the highest of all age and sex groups (Figure 5).

The experience of being insulted or shouted at by a stranger in public was more likely to have been experienced by disabled adults than non-disabled adults.

Adults who experienced harassment in the previous 12 months were more likely to report feeling very or fairly unsafe in all settings compared with adults who had not (Figure 6). Differences observed were significant in all settings except for during the day in a “park or other open space” for both men and women, and during the day in a “quiet street near home” for men.

Figure 6: Adults who had experienced harassment in the previous 12 months were more likely to feel unsafe when walking alone and using public transport

Proportion of males and females who felt “very or fairly unsafe” by setting and experience of harassment, Great Britain, 16 February to 13 March 2022

[Download the data](#)

[.xlsx](#)

4 . Effects of perceived safety on behaviour

The Opinions and Lifestyle Survey (OPN) asked people who said they felt very or fairly unsafe in any setting, if they had stopped doing certain activities in the last month. For the definition of “activities” used in this publication, see [Section 6](#).

Compared with June 2021, the latest data for February to March 2022 showed an increase in both men (from 18% to 24%) and women (from 32% to 37%) reporting they had stopped walking in quiet places, such as parks or open spaces, after dark in the last month.

There was a decrease in the number of adults reporting they had stopped going to busy public spaces during the day. This fell from 38% to 23%, a decrease from 43% to 24% for men and 36% to 22% for women. Alongside people’s feelings of personal safety, attitudes to coronavirus (COVID-19) risks may also have influenced some of these changes.

5 . Perceptions of personal safety and experiences of harassment data

[Perceptions of personal safety and experiences of harassment, Great Britain](#)

Dataset | Released 25 May 2022

Data from the Opinions and Lifestyle Survey (OPN) on perceptions of personal safety in different settings, by personal characteristics, collected between 16 February and 13 March 2022. Also contains data on experiences of harassment in the previous 12 months.

6 . Glossary

Activities

People who reported feeling very or fairly unsafe in any setting were asked in the last month if had they stopped doing one of the following activities:

- leaving home alone
- going to streets or areas that they think are unsafe
- walking in quiet places such as parks or open spaces
- walking in a quiet street close to where they live
- going to busy public spaces on their own such as a high street or train station

Disabled adults

Those with a physical or mental health condition or illness that has lasted, or is expected to last, 12 months or more that reduces their ability to carry out day-to-day activities.

Harassment

In this publication, the term "harassment" refers to four types of harassment that were asked about in the survey. These were:

- being insulted or shouted at by a stranger in public
- experienced catcalls, whistles, unwanted sexual comments or jokes from a stranger in public
- felt that you were being followed
- felt physically threatened by a stranger in a public space

Settings

Respondents were asked how safe they felt when walking alone or using transport, both in the day and after dark, in the following locations:

- in a quiet street close to your home
- in a busy public space such as a high street or train station
- in a park or other open space
- using public transport on your own in or around your local area

In this publication, the term "settings" refers to the four locations, both in the day and after dark.

7 . Measuring the data

Differences between groups presented in this bulletin are significant at a 95% confidence level.

Opinion and Lifestyle Survey

This release contains data from a module undertaken through the Office for National Statistics' (ONS) Opinions and Lifestyle Survey (OPN).

Between 16 February 2022 and 13 March 2022, respondents of the OPN Survey were asked how safe they feel when walking alone both during the day and after dark in:

- a quiet street close to home
- a busy public space
- a park or open space
- using public transport on their own, in their local area

Those who reported feeling very or fairly unsafe in any setting were asked whether this had affected their behaviour. Respondents were asked about experiences of harassment in the previous 12 months.

Data collection is conducted by an online self-completion questionnaire. Telephone interviews are available if requested by a respondent, however the predominant mode of collection is online. At the time that these data were collected, around 4,500 adults were contacted in every period. The achieved sample for the OPN was approximately 3,000 to 3,500 individuals per fortnight, and, an average response rate of 69%, based on data collected since 25 August 2021. From March 2020, the OPN was adapted to become a weekly survey used to collect data on the impact of the coronavirus (COVID-19) pandemic on day-to-day life in Great Britain. As we have moved to a period where restrictions have been lifted across Great Britain, the OPN moved to a fortnightly data collection from 25 August 2021 onwards.

Sampling and weighting

This analysis is based on pooled data, which comprise two waves of data collection, covering the periods 16 to 27 February 2022 and 3 to 13 March 2022.

The waves included 6,213 adults aged 16 years and over in Great Britain. Pooling two waves of data together increases sample sizes, allowing us to analyse perceptions of personal safety and experiences of harassment for different groups of the population. Survey weights were applied to make estimates representative of the population (based on June 2021 population estimates).

Further information on the survey design and quality can be found in [our Opinions and Lifestyle Survey QMI](#).

8 . Strengths and limitations

The main strengths of the Opinions and Lifestyle Survey (OPN) include:

- it allows for a very quick turnaround of data: the OPN currently collects data fortnightly, over a twelve-day period
- it meets data needs: the questionnaire is developed with customer consultation and design expertise is applied in the development stages
- it is flexible and responsive, allowing new questions to be included at a fast pace
- it meets users' sampling needs: questions can be run for multiple weeks, with the data combined to increase the sample size for examining small sub-groups of the population
- its questions are straightforward and directed at the majority of the population, however it is also possible to include questions only relevant for sub-samples
- robust methods are adopted for the survey's sampling and weighting strategies to limit the impact of bias
- it is accurate and reliable; the questionnaire is rigorously tested and the data are quality assured

The main limitation of the OPN is that in-depth probing of topic modules is not possible because of the length of the questionnaire.

9 . Related links

[Perceptions of personal safety and experiences of harassment. Great Britain: 2 to 27 June 2021](#)

Bulletin | Released 24 August 2021

Data from the Opinions and Lifestyle Survey (OPN) on perceptions of personal safety in different settings by personal characteristics, collected between 2 to 27 June 2021. Also contains data on experiences of harassment in the previous 12 months.

[Social capital in the UK: April 2020 to March 2021](#)

Bulletin | Released 24 May 2022

How the UK is faring in the four domains of social capital: personal relationships, social network support, civic engagement, and trust and cooperative norms. The analysis covers April 2020 to March 2021 and includes historical comparisons with pre-April 2020 data where available. The bulletin includes data from the Crime Survey for England and Wales on how safe adults aged 18 years and over felt walking alone in their local area after dark in May 2020 to March 2021. Includes historical comparisons since 2015 to 2016.

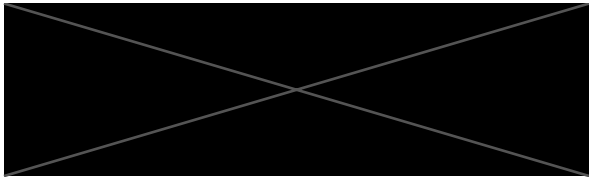
[Crime in England and Wales: year ending December 2021](#)

Bulletin | Released 28 April 2022

Crime against households and adults using data from police recorded crime and the new Telephone-operated Crime Survey for England and Wales. Includes the impact of the coronavirus (COVID-19) pandemic on crime and people's perceptions of crime during the January to December 2021 interview periods.

Quote 1

MELKSHAM EAST LIGHTING



Permanent Solar Lighting

Applications

- Street lighting
- Parks & recreation areas
- Public areas
- Bus stops and shelters
- Car parks and perimeters
- Marinas and harbours
- Footpaths

permanent AE3 and AE6 LED solar lights use world-class LEADSUN technology to provide high-quality, year-round, off-grid lighting.

We offer a full design supply and installation service for our solar street lights, which can be supplied with your specified lamp posts, or retrofitted to existing posts. With no need to dig trenches, install trunking for cables or additional DNO connection; installation costs can be halved compared to conventional mains power alternatives.

AE3 and AE6 LED are market leaders in solar lighting and were the first to introduce compact solar-only winter ready permanent street lights to the UK in 2011. and there are now more than 6,000; lighting up car parks, walkways and streets across the country.

Our many satisfied customers include leading national housebuilders, Ministry of Defence bases, Local Authorities, main infrastructure contractors and holiday parks.

NO MAINS POWER

No need for external electricity & DNO connection



ZERO MAINTENANCE

Easy installation and long operating life



LOW COST

No need for trenches or cabling & economic to operate



ZERO CARBON

No greenhouse gas emissions



Permanent Solar Lighting



World-beating Solar Lighting

██████████ are exclusive UK distributors of the LEADSUN solar lighting range for the UK. World-class solar power technology and Lithium LiFeP04 battery technology enables highly reliable performance even during winter months.

We use high lumen output LED, high efficiency lithium batteries and the latest solar technology.

The Intelligent Operators

Integrated Passive Infra-Red (PIR) sensors switch lights to 100% brightness when vehicles or people enter a pre-defined area, but save power and reduce light pollution when the area is unoccupied. This ensures the solar LED's lasts from dusk until dawn.

The lighting units each have an integrated charging unit that constantly monitors the state of the batteries' charging circuit to optimise power levels and ensure maximum efficiency.

Cost-Saving and Maintenance-Free

██████████ solar LED permanent lights are a popular choice with local authorities and housebuilders, where cost-effective lighting is important. A ██████████ light can be easily installed with 'root mounted' posts into excavated holes or onto a level concrete surface to provide power-free, maintenance-free lighting for many years.

Lighting Design Service

██████████ offers a full lighting design service. Our engineers can advise on lighting layout and report on the lux levels across your site. We use 'Lighting Reality' software as the lighting software of choice, when undertaking a review of your site details. Our lighting design will comply with BS5489.

Installation and Delivery

██████████ provides a full delivery and installation service. We are usually able to respond at short notice to fulfil your order.



AE3 55

The AE3 is the world's most compact and versatile solar

LED Light for small to medium spaces. Its lightweight design has been proven over many years of use worldwide. The AE3 55 is available with a 5 or 10 watt high-quality LED.



AE3 80

The AE3 80 series provides solar lighting for areas requiring

brighter lighting powered by a 80w sized solar panel. The AE3 80 is available with a 10 watt LED.



AE6

Our newest, brightest and most powerful solar light, the AE6 is an impressive performer

delivering outstanding lighting. The AE6 is available with a 10, 15 or 20 watt LED.

SOLAR STREET LIGHTS MODE OF OPERATION

AE₃/6 SOLAR LIGHTING PERFORMANCE – 6 SIMPLE STEPS

1. **The AE₃ /AE 6 Solar light automatically switches on at dusk.**
2. **The LED switches on to 30% power** – This ensures the lit area has safe ambient lighting
3. **When the PIR sensor is triggered the light mode switches from 30% to 100% brightness** – This ensures that when needed the area has maximum LUX levels
4. **After movement has stopped for a 30 second period the LED switches back down to 30% -** This ensures that the available charge in the battery is used to its maximum benefit.
5. **This first mode continues for 8 hours after the unit has been activated by dusk.** If dusk is 5pm then the light will perform as above until 1am – if dusk is 8pm then the light will continue in the above mode until 4am and so on
6. **Mode 2 - After 8 hours the light switches off and goes into standby** This standby mode will continue until dawn and if during this time any movement is detected by the PIR sensor the LED will instantly switch into 100% illumination. The LED will stay at 100% illumination until the movement has stopped. After a further 30 seconds of zero movement the light will go back into standby
7. **At Dawn the light turns off and back into charging mode**

Stage 1 - Red Lined Route

Valid Till: Jan 31, 2023
Quote Ref : MC140722-1

BILL TO:

SHIP TO:

Account Name: **Melksham Town Council**
Contact Name: **Louisa Lewis**

Quote Stage: **Budget Quote**

S.No.	Product Details	Qty	List Price	Total(ex vat)
1.	AE3 6005 Split Type Light AE36005 Split type light for north facing solutions comprising of LED Light complete with, 1 x 5W Batwing LED, 1 x 60W solar PV, 1 x 24Ah lithium battery and 1 x controller, all located in the split type above ground	13	£ 1,095.00	£ 14,235.00
2.	6m Standard Lighting Column 6MSCRM 6 metre Standard Root Mounted column	6	£ 225.00	£ 1,350.00
3.	Installation Column INS Subject to Ground Conditions. Scan ground to make sure safe to dig. Root mount column. Install, Test and Commission the Solar Lantern. Remove waste and make site good.	13	£ 325.00	£ 4,225.00
4.	5M Root Mounted Column POST5M	7	£ 199.00	£ 1,393.00
5.	Carriage CAR	1	£ 120.00	£ 120.00
			Sub Total	£ 21,323.00
			Adjustment	£ 0.00
			Grand Total	£ 21,323.00

Lead Time: TBC

Payment Terms: As Agreed

Terms and Conditions

Standard Terms and Conditions apply. Copies are available on request. EOE Prices quoted are exclusive of VAT

Stage 2 - Yellow Lined Route

Valid Till: Jan 31, 2023
Quote Ref : MC140722

BILL TO:

SHIP TO:

Account Name: **Melksham Town Council**
Contact Name: **Louisa Lewis**

Quote Stage: **Budget Quote**

S.No.	Product Details	Qty	List Price	Total(ex vat)
1.	AE3 6005 Split Type Light AE36005 Split type light for north facing solutions comprising of LED Light complete with, 1 x 5W Batwing LED, 1 x 60W solar PV, 1 x 24Ah lithium battery and 1 x controller, all located in the split type above ground	8	£ 1,095.00	£ 8,760.00
2.	6m Standard Lighting Column 6MSCRM 6 metre Standard Root Mounted column	8	£ 225.00	£ 1,800.00
3.	Installation Column INS Subject to Ground Conditions. Scan ground to make sure safe to dig. Root mount column. Install, Test and Commission the Solar Lantern. Remove waste and make site good.	8	£ 325.00	£ 2,600.00
4.	AE3 6005 Split Type Light AE36005 Split type light for north facing solutions comprising of LED Light complete with, 1 x 5W Batwing LED, 1 x 60W solar PV, 1 x 24Ah lithium battery and 1 x controller, all located in the split type above ground 3000k required	2	£ 1,095.00	£ 2,190.00
5.	4m Root mounted standard column	2	£ 181.00	£ 362.00
6.	Installation Column INS Subject to Ground Conditions. Scan ground to make sure safe to dig. Root mount column. Install, Test and Commission the Solar Lantern. Remove waste and make site good.	2	£ 325.00	£ 650.00
7.	Carriage CAR	1	£ 120.00	£ 120.00
			Sub Total	£ 16,482.00
			Adjustment	£ 0.00
			Grand Total	£ 16,482.00

Lead Time: TBC

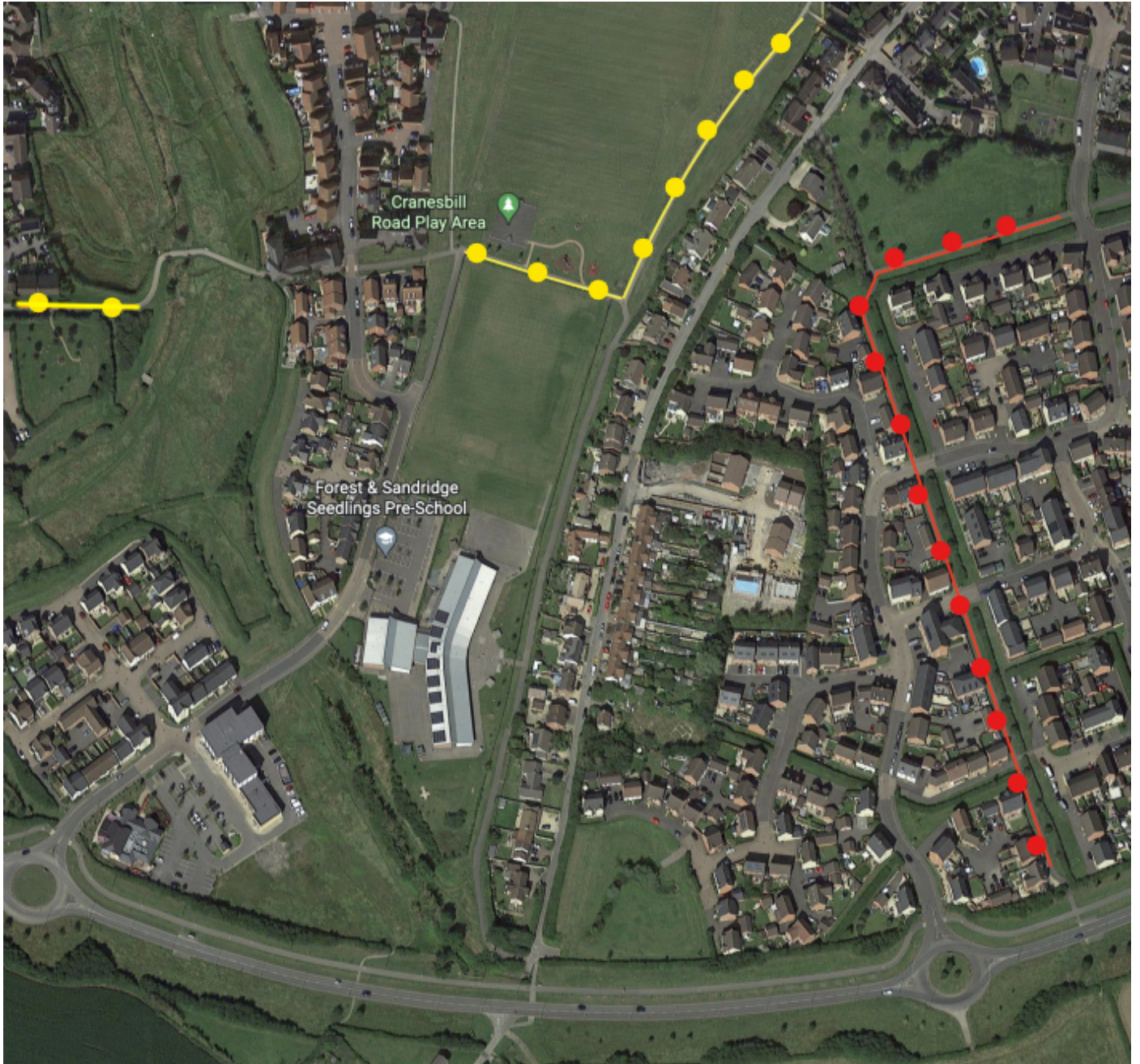
Payment Terms: As Agreed

Terms and Conditions

Standard Terms and Conditions apply. Copies are available on request. EOE Prices quoted are exclusive of VAT

Stage 1 - Red Lined Path

Stage 2 - Yellow Lined Path



Lighting Example



Quote 2

MELKSHAM EAST LIGHTING

SOLO-LITE iPOWER MAX

ALL IN ONE SOLAR STREET LIGHT

All in One Solar Street Lighting

The Solo series all in one solar LED street luminaire has a slim and fully integrated design for installation anywhere, for almost any application. Installing in areas with limited grid connection / infrastructure is an ideal solution. Powered by photovoltaic solar energy, the luminaire has its own power source, charge controller, batteries and LED board, all integrated into a single ultra-thin block that facilitates installation, maintenance and prevents vandalism.

With intelligent light detection system the luminaire automatically turns on at dusk and goes off at dawn, and is dimmed automatically through the motion sensor to further optimise the product's autonomy and efficiency. The standard factory setting is the brightness sits at 30% as standard and on any movement will reach 100% and after 1 minute go back down to 30%.

The **Solo-Lite iPower Max**, is an ideal solar lighting solution for the UK or any other countries that see darker days throughout the winter. With its larger solar panel and battery, the light can hold more charge throughout the winter months, helping it to continue to perform how it should even when there is a continuous set of darker days.

Models

SL703-20W
SL703-30W

*Specification
over the page*



Advantages & Applications

Four year warranty

Easy installation

Fully integrated solar technology

Top pole and wall option

Light and resistant

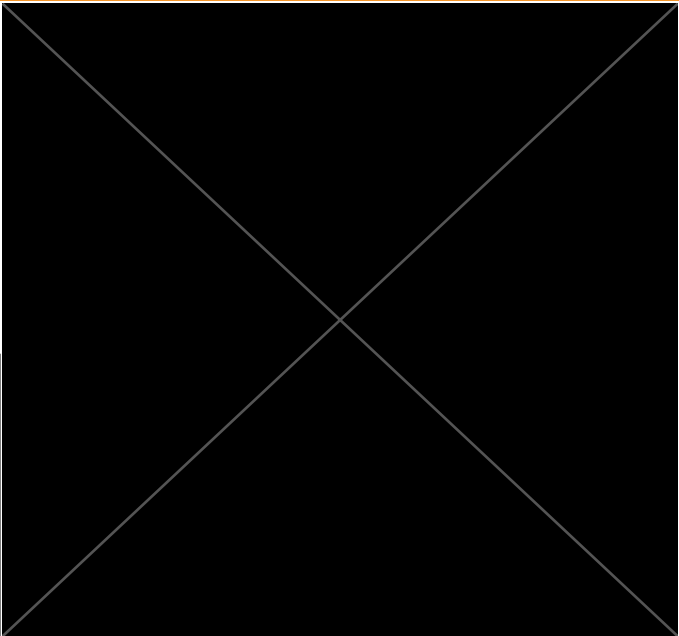
Solo-Lite iPower Lighting offers a totally off grid lighting solution and can cater for almost any application, such as:

- Council roads
- Adopted roads
- Residential areas
- Driveways and pathways
- Retirement villages
- Housing estates
- Business parks
- Storage areas
- Site offices
- Perimeter security
- Construction sites
- Car parks

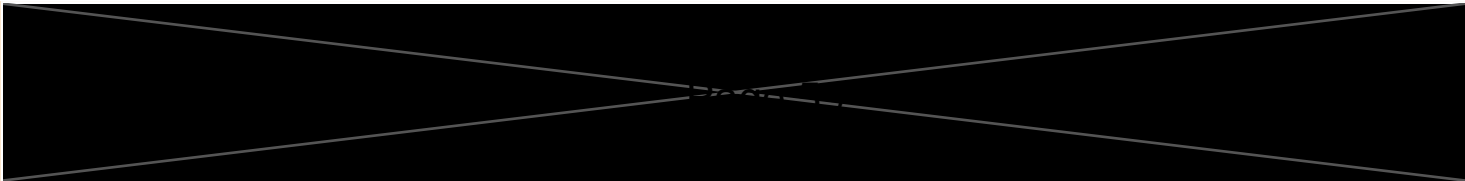
XXXX can recommend wattages and quantities based on information from the client and we can also offer full lighting designs if required.



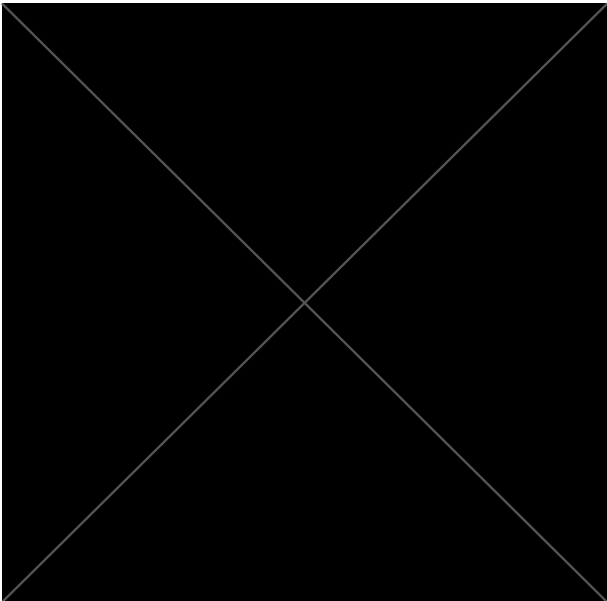
SPECIFICATION



Model No.	SL703-20W	
LED Power	20W	
Automatic Dimming	Factory set at 30% of Option from 10-50%	
Solar Panel Size	82W 18V Mono	
Lumen Flux	2,600lm	3,600lm
Battery Type	LifePO4 Battery Capacity	
Battery Size:	12.8V 54AH / 691Wh	12.8V 54AH / 691Wh
Lifetime	Solar Panel: 90% up to 10 years, 80% up to 25 years Battery: 5 Years	
Working Temperature	-15°C ~ +70°C	
Body Material	Steel and aluminium sheet	
Installation	Mounting for pole from 40mm to 75mm / wall bracket	
Protection grade	IP65	
Light Fixture size	1070 x 460 x 50mm	1070 x 460 x 50mm
Net Weight	18KG	18KG
Sensor	Microwave Sensor and PIR Sensor	
Operating Autonomy	Lights come on at 30% brightness at dusk and on movement reach 100% brightness, after 1 minute of no movement they go back down to 30% brightness. The lights turn off at dawn.	



Stage 1 - Red Lined Path



QUOTE

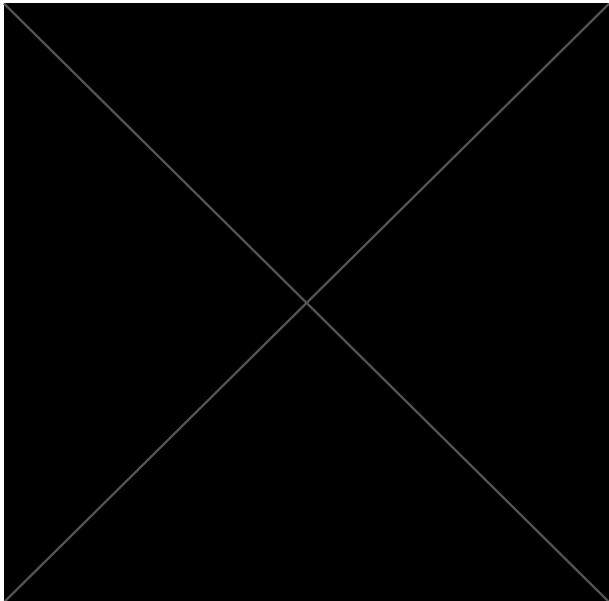
Melksham Town Council

Description	Quantity	Unit Price	VAT	Amount GBP
Model: Solo-Lite IPower Max 30W Lamp size: 1070*460*50mm LED power 30W Luminous flux: 3,600lm max Solar panel 82V 618V MONO LifePO4 battery 12.8V 54AH Solar controller MPPT with PIR sensor Warranty 4 years	13.00	668.89	20%	8,695.57
6M Vandal resistant & Root Light Column	13.00	270.00	20%	3,510.00
To install solar street lighting and columns and deliver equipment to site, plus access equipment to install street lighting	13.00	460.11	20%	5,981.43
Subtotal				18,187.00
TOTAL VAT 20%				3,637.40
TOTAL GBP				21,824.40

Terms



Stage 2 - Yellow Lined Path



QUOTE

Melksham Town Council

Description	Quantity	Unit Price	VAT	Amount GBP
Model: Solo-Lite IPower Max 30W Lamp size: 1070*460*50mm LED power 30W Luminous flux: 3,600lm max Solar panel 82V 618V MONO LifePO4 battery 12.8V 54AH Solar controller MPPT with PIR sensor Warranty 4 years	10.00	668.89	20%	6,688.90
6M Vandal resistant & Root Light Column	10.00	270.00	20%	2,700.00
To install solar street lighting and columns and deliver equipment to site, plus access equipment to install street lighting	10.00	460.11	20%	4,601.10
Subtotal				13,990.00
TOTAL VAT 20%				2,798.00
TOTAL GBP				16,788.00

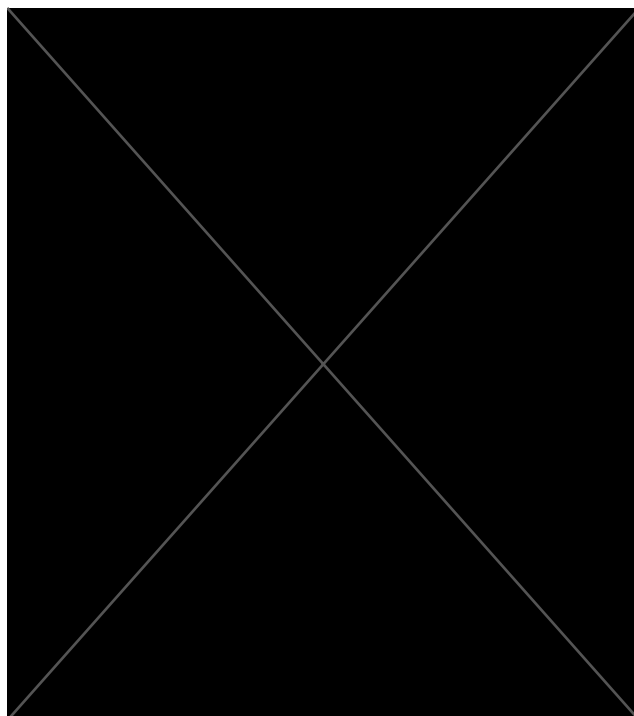
Terms



Battery
Replacement -
Every 5/6 Years

QUOTE

Melksham Town Council



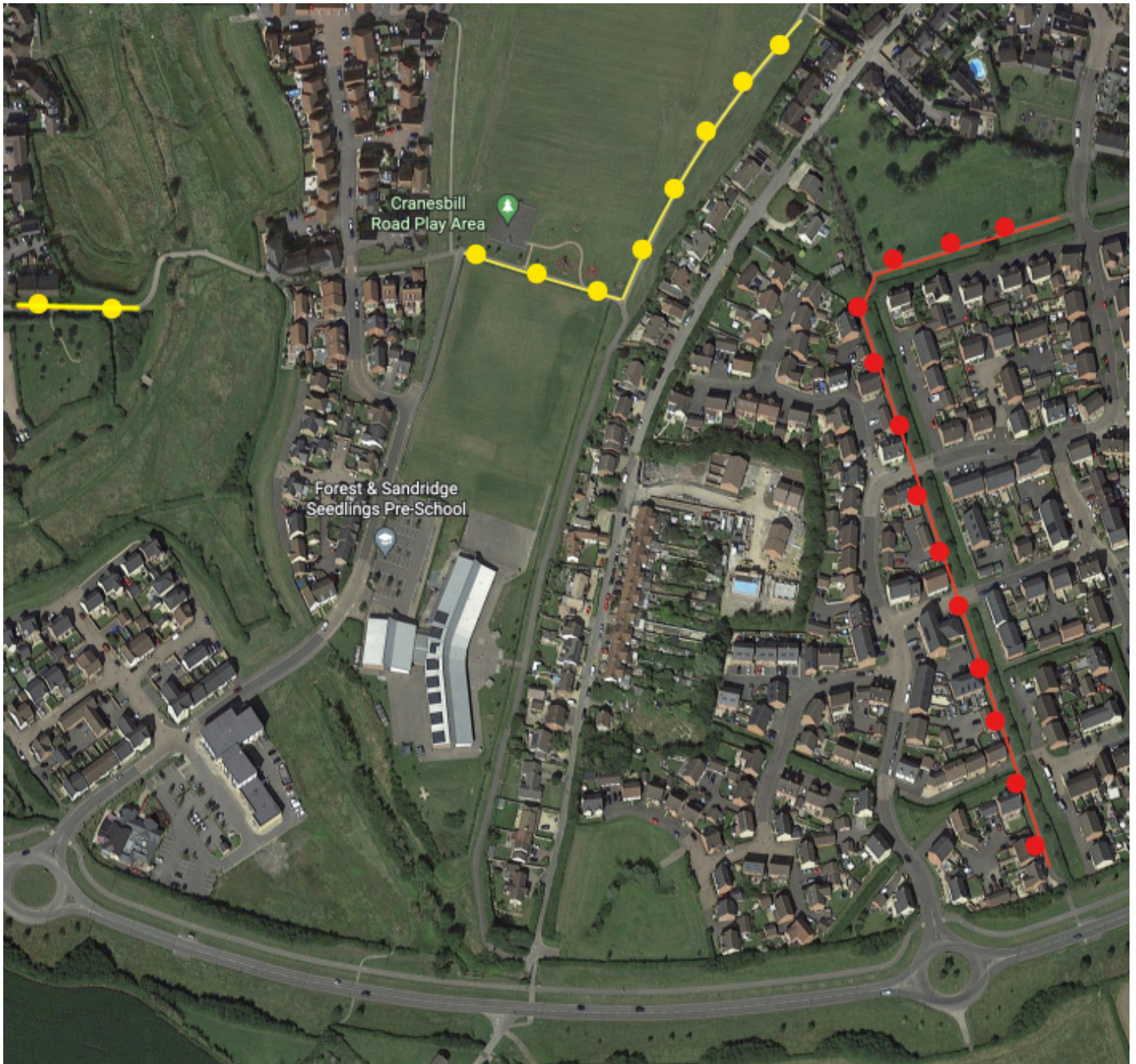
Description	Quantity	Unit Price	VAT	Amount GBP
Battery change after 5/6 years	21.00	184.20	20%	3,868.20
To remove lighting heads and replace batterys to 21 x Soar street lights 2 days to complete and carry out maintenance check				
Cherry picker/ access equipment	1.00	520.00	20%	520.00
			Subtotal	4,388.20
			TOTAL VAT 20%	877.64
			TOTAL GBP	5,265.84

Terms

DOMESTIC SOLAR AND/OR BATTERY INSTALLATION PAYMENT TERMS ARE ALWAYS:
25% DEPOSIT
75% ON DAY OF INSTALLATION

Stage 1 - Red Lined Path

Stage 2 - Yellow Lined Path



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Quote 3

MELKSHAM EAST LIGHTING

From:
To: "louisa lewis"
Sent: Tue, Jan 24, 2023 at 11:41
Subject: Re: Louisa Lewis Quotation

Hi Louisa

Attached are details of the solar post 200 - 2m high.

We recommend if you go for this option to use a sensor system so the light stays on low (30% brightness) and lights up to 100% brightness on approach by pedestrians.

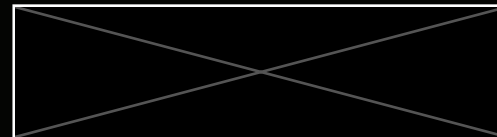
We offer a 2 yr warranty on this product. The only replacement you will need is a battery (typical life time 3/4 yrs) and these cost £365.00 each including labour to replace them)

The total price including installation for 13no red path will be £14,250.00 plus vat

The total price including installation for 10no yellow path will be £11,250.00 plus vat

Lead times are 12 weeks

solarpost 100, 200, 300



The solar post 100 /200/300 are 1m 2m and 3m high solar powered posts designed for both commercial and residential use, offering the very latest cutting edge solar technology backed up with the highest quality engineering the solar posts are ideal for parks, roads, campuses, drives, paths, housing developments and public spaces. Produced in stainless steel and powder coated the PV panels on 3 sides have enough PV wattage for the product to operate in any climate. Using a remote control on site the solar post can be set to different light levels and timings of 4 6 or 8 hrs enabling the post to operate at different settings depending on the season.

TECHNICAL FEATURES

Dimension	1000mm H x 150mm x 150mm Solar Post 100 2000mm H x 150mm x 150mm Solar Post 200 3000mm H x 150mm x 150mm Solar Post 300
Material	Stainless Steel
Finish	Powder Coated RAL 7016
Power	PV Panels Wattage Solar Post 100 54w Solar Post 200 54w Solar Post 300 54w
Battery	12v 10Ah
Lighting	LED 3w 300lm
Light Colour	6000k Cool White or 3000k Warm White
Activation	Remote control activation
Light Levels	Dim or brighten to required levels from off to 100%
Timing	4, 6, 8 hours then off







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MULBERRY & CO

Chartered Certified Accountants

Registered Auditors

& Chartered Tax Advisors

9 Pound Lane

Godalming

Surrey, GU7 1BX

t + 44(0)1483 423054

e office@mulberryandco.co.uk

w www.mulberryandco.co.uk

Our Ref: MARK/MEL004

Mrs L Roberts
Melksham Town Council
Town Hall
Market Place
Melksham
Wiltshire
SN12 6ES

16 December 2022

Dear Linda

Re: Melksham Town Council

Internal Audit Year Ended 31 March 2023 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 16 December 2022 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Melksham Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 12 years specialising in local government.

Engagement Letter

An engagement letter was previously issued to the council covering the 2022/23 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The interim audit was conducted on site with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). A list of information requested in advance of the visit was unfortunately not passed onto the Clerk, but the information was either located on the day or subsequently forwarded to me to complete my audit report later.

Other information was reviewed through discussion with the Clerk and a review of the council website www.melksham-tc.gov.uk which contains detailed information in support of agendas.

The council uses the Rialtas Business Solutions (RBS) software accounting package for recording the day-to-day financial transactions of the council. This is an industry specific accounting package and I make no recommendation to change. The system is used regularly to record transactions and produce management information reports for review at council meetings.

There are four users of the RBS system, each with their own individual log-in. I note the council has started using the sales and purchase ledger functions of the system, which are beneficial in identifying outstanding amounts and activity with individual supplier accounts. A review of the outstanding balances shows that there are good controls in place, with limited amounts outstanding at the interim audit date.

Financial Regulation 6.11 states 'Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.'

The council server is backed up remotely off-site daily, along with the Citrix platform which holds the accounting package.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

The External Auditor's Report for 2021/22 was qualified, with the External Auditor making the following comments – 'The AGAR was not accurately completed before submission for review. The figures in Section 2, Boxes 4, 6 and 9 of the prior year comparative column do not agree to the prior year final signed AGAR. The smaller authority has confirmed that Section 2, Boxes 4, 6 and 9 for the prior year should read £547,206, £642,179 and £5,910,718 respectively.'

The External Auditor's Report and Certificate has been published on the council website along with the Notice of Conclusion of Audit form. The conclusion of the audit and the Town Clerk's correspondence with the External Auditor were noted by council at the meeting held on 26 September 2022 (minute refs 364/22 and 365/22).

There is evidence within the minutes of council meetings of the receipt and consideration of Internal Audit Reports, with the interim report considered at the meeting held on 24 January 2022 (minute ref 240/21) and the final report considered at the meeting held on 20 June 2022 (minute ref 304/22).

Confirm by sample testing that councillors sign statutory office forms.

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of each councillor, and **although the Register of Members Interests forms are published on the Wiltshire Council site, there does not appear to be a link on the Town Council website, and I recommend this is added.**

Confirm that the council is compliant with the relevant transparency code.

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. A review of the council website shows the council is aware of the Code and has made efforts to comply through the provision of, for example, the payment lists showing expenditure over £500. Other information, such as grants awards, are included within minutes of the relevant meeting, and while the council is meeting the spirit of the Code, it may be more transparent by providing the information in one place on the website.

I recommend reviewing the way the information is published on the website of Upper Beeding Parish Council as a best practice example via this link www.upperbeeding-pc.gov.uk/finance-transparency

Confirm that the council is compliant with GDPR.

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year.

In addition to full council, the council has a committee structure in place. Details of future meeting dates are published on the council website along with historic agendas and minutes. I note that an agenda item for approval at the December 2022 council meeting is the meeting schedule for the next civic year.

The council has an adopted Scheme of Delegation, which includes outlining the delegated functions of the council's committees and key officer. This was adopted by council in March 2020 and is due for review in March 2023.

Check that agendas for meetings are published giving 3 clear days' notice.

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst I have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

With each agenda, there is a detailed pack of supporting information provided which conforms with the requirements of the Information Commissioner's Office (ICO).

Check the draft minutes of the last meeting(s) are on the council's website.

I was able to confirm that the draft minutes of the most recent council and committee meetings are available on the council website.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council at the Annual Council Meeting on 16 May 2022 (minute ref 288/22).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council at the Annual Council Meeting on 16 May 2022 (minute ref 287/22), with a further amendment adopted at the council meeting held on 20 June 2022 (minute ref 307/22). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 4.1. Expenditure (both revenue and capital) is categorised as follows:

- Small – contracts below £5,000.
- Medium – contracts between £5,000 and £9,999.
- Large – contracts between £10,000 and £24,999 and
- Very Large – contracts for £25,000 and over.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

FR 4.2. Revenue expenditure may be authorised up to the amounts included for that class of expenditure in the approved budget. Should the expenditure exceed the approved budget, authorisation must be provided by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

FR 4.4. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000.00. The Clerk shall report such action to the chair as soon as possible and to the council as soon as practicable thereafter

Based on the level of financial activity of the council, and through discussion with the Clerk, these authorisation thresholds appear appropriate.

I note that the council approved the use of direct debits for payments at the Annual Council Meeting on 16 May 2022 (minute ref 286/22).

Financial Regulation 5.2 deals with authorisation of payments and states 'The Town Clerk shall prepare a schedule of payments requiring authorisation, by two of the council's Authorised Signatories. The two Authorised Signatories shall review the schedule for compliance and, having satisfied themselves shall authorise payment by signing the schedule. This shall be deemed as authorisation for payment from the council's Lloyds Bank account by any two out of the Town Clerk, Deputy Town Clerk or Finance Officer. Authorisation of electronic payments from the council's Unity Bank account will be made by two Authorised Signatories using the council's Electronic Banking System. At every meeting of the council the Town Clerk shall present a full list of payments which have been authorised by members for formal ratification.'

I tested the council's payment process with the Clerk and am satisfied that the adopted Financial regulations are being followed, and an adequate audit trail exists for each payment.

I note that the council approved signatories for the bank accounts at the Annual Council Meeting on 16 May 2022 (minute ref 286/22).

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.82 per elector.

The council has adopted the General Power of Competence (GPC) and this was re-confirmed at the Annual Council meeting after the elections in May 2021.

Check receipt of VAT refund matches last submitted VAT return.

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 September 2022 which showed a refund amount due of £9,625.24. I confirmed receipt of this amount to the council's account on 20 October 2022.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

Financial Regulation 16.1 states *'The council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.'*

I reviewed the council's financial risk assessment, which is completed annually in January. This provides a breakdown of identified risks by category, and then looks at various risks, the monitoring and mitigation in place, and an overall measurement of whether the council considers each risk to be low/medium or high.

While this is a suitable method for risk assessment for a council of this size, I noted some anomalies with practices identified elsewhere in this report – i.e., the percentage of precept compared to the council's Reserves Policy (see section D of report) and the usage and control of debit cards (section F) and **recommend that these are aligned during the review of the risk assessment in January 2023.**

Financial Regulation 1.5 states *'At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.'*

I saw no evidence of this as part of the financial risk assessment and will review further at the final audit.

Financial Regulation 15.4 states *'All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.'*

I confirmed that the council has a valid insurance policy in place with Aviva. The policy includes Public Liability and Employers Liability cover of £10 million each and an Internal Crime (Fidelity Guarantee) level of £1 million.

Based on the balances held by the council, and through discussion with the Clerk, **I recommend the council reviews the level of the Internal Crime insurance to ensure it covers the maximum balance likely to be held by the council during the year.**

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £966,204 for 2022/23. With a tax base of 5,717.1, this equates to a band D equivalent of £169.00 (compared to the average in England of £74.81).

Financial Regulation 3.1 states *'Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.'*

The Clerk confirmed that the officers are working towards developing a five-year budget plan, but that there is no three-year forecast at present and this Financial Regulation is not currently being followed.

I confirmed that the 2023/24 budget setting process is underway. A draft proposal has been recommended by the Council Draft Working Group Meeting held on 14 December, and this is an agenda item for consideration at the council meeting scheduled for 19 December.

There is evidence within council minutes of regular reviews of financial information, including but not limited to payment lists, income and expenditure reports, petty cash information, monthly financial statements, earmarked reserves and cashbooks.

I am in no doubt that councillors are provided with sufficient financial information to make informed decisions.

The council holds circa £550,000 in earmarked reserves (EMR), including circa £52,000 in a Community Infrastructure Levy (CIL) EMR. Other amounts are split across a range of clearly identified projects. I tested the purpose of each of the EMRs with the Clerk and am satisfied they are all for future planned projects of the council.

The council has a Reserves Policy, which was re-adopted on 4 April 2022, and is published on the council website. Within the policy, the following is contained with regard to appropriate levels of general reserves *'As stated above there is no hard and fast rule governing the level of general reserve, using a ratio of Precept to income generated from activities, in this Council 60% Precept 40% other income, the cash flow risk is considered to be medium, based on this income mix the level of General Reserve should be between four- and six-months operating costs (excluding capital projects). If the General Reserve drops below four months operating costs it should be topped up by either contribution from the Precept or by virement of sufficient funds from the Earmarked or Major Projects Reserves to restore the General Reserve to an acceptable level. If the General Reserve exceeds six months operating costs, surplus funds should be carried into the Major Projects Fund, or a new Earmarked Reserve created to support future years Precept'*.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states *'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure'* (para 5.33).

The general reserve balance is maintained within the range identified within the council's adopted policy and the JPAG recommendation level.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council receives income from Assembly Hall hire fees, allotments, Town Hall income and market income, along with VAT refunds and bank interest. A review of the detailed RBS income reports shows that receipts are processed with sufficient narrative detail to identify the source of the funds, and appear to have been processed to the most appropriate nominal code.

Financial Regulation 9.3 states *'The council will review all fees and charges at least annually, following a report of the Town Clerk.'*

The Clerk confirmed that the hire fees were reviewed and approved by the council in May 2022.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

Financial Regulation 6.18 states *'The Town Clerk may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Town Clerk with a claim for reimbursement.'*

- a) The Town Clerk shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept substantiating the payment.*
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.*
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.'*

The council maintains a minimal petty cash float, which is used sparingly for minor incidental expenditure items. The petty cash is managed by the Finance Officer, with receipts provided for any expenditure items.

There is a petty cash cashbook established within RBS, with the cashbook reconciled monthly. I have no doubt that petty cash is properly managed.

Financial Regulation 6.16 states *'Any Debit Card issued for use will be specifically restricted to the Town Clerk and will also be restricted to a single transaction maximum value of £5,000 unless authorised by council or the Finance, Admin and Performance committee before any order is placed.'*

From discussion with the Clerk, it was established that both the Clerk and Deputy Clerk have a debit card, and that on occasions, the Clerk's debit card is used without her knowledge as it is held in the safe and accessible by other members of staff.

I recommend that the council updates its Financial Regulations to accurately reflect who is authorised to have a debit card, and that procedures are put in place to ensure that the card is only used by the named individual authorised to do so.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Financial Regulation 4.3 states *'The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chair of Council or relevant committee. The Town Clerk will inform committees of any changes impacting on their budget requirement for the coming year in good time.'*

There are fifteen employees plus casual staff as required. All employees have signed contracts of employment, with casual staff on zero hours contracts.

The council uses Wiltshire Council for processing payroll, who calculates the PAYE and pension deductions. The Clerk provided details of the monthly gross and net amounts, and I was able to confirm that deduction amounts appear to be correct.

I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There are no councillor allowances, with only a Mayor's allowance paid.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council maintains a fixed asset register in Excel format, which is published on the council website.

I reviewed the asset register, which includes detailed breakdowns of assets within each area of the council's business, with information including acquisition dates, condition, insurance value, supplier and original cost. Assets gifted/donated to the council are correctly listed with a nominal £1 value for the purpose of the asset register.

The register also includes a summary page showing the total of each area of the business, and the additions and/or disposals since the previous year.

A check of the register to ensure it is up to date and matches the AGAR information will be completed at the year-end audit.

The council has no PWLB borrowing, although I note that an agenda item for consideration at the council meeting scheduled for 19 December 2022 is to consider a potential PWLB loan for a new maintenance shed.

Financial Regulation 8.4 states *'The council's Investment Strategy and Policy shall be reviewed by the council at least annually.'*

The council has an adopted Investment Strategy and Policy which was most recently adopted by council On 24 January 2022 (minute ref 240/21).

The council has no long-term investments at present, pending the outcome of deliberations on the Diversification of Town Council Funds report.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2.2 states *'On a regular basis, at least once in each quarter, and at each financial year end, two members other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the Town Clerk. The member shall sign the reconciliations and the original bank statements or similar document as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council's Finance, Admin. and Performance committee.'*

I note that the council approved councillors to complete the bank reconciliations at the Annual Council Meeting on 16 May 2022 (minute ref 286/22).

The Deputy Town Clerk confirmed after my visit to the council that the **bank reconciliations have not been completed in accordance with the financial regulations for the current financial year, and I will need to see evidence of this practice having been reinstated for me to provide a positive sign-off for this control objective.**

As the council's budget exceeds the €500,000 threshold, there is no protection available from the Financial Services Compensation Scheme (FSCS). I note the Clerk prepared a Diversification of Town Council Funds report which the council considered initially at its meeting held on 20 June 2022. The outcome of the council's deliberations will lead to the opening of additional bank accounts and/or investments.

J. YEAR END ACCOUNTS**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final audit.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")

Audit findings

Testing to be conducted at final audit.

L: TRANSPARENCY**Internal audit requirement**

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Audit findings

Testing to be conducted at final audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2021/22 Actual
Date AGAR signed by council	20 June 2022
Date inspection notice issued	27 June 2022
Inspection period begins	28 June 2022
Inspection period ends	8 August 2022
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2021/22, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2021/22. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2022 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2021/22, approved and signed, page 4*
- *Section 2 - Accounting Statements 2021/22, approved and signed, page 5*

Not later than 30 September 2022 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of Audit and External Auditor Report and Certificate and the publication requirements for 2021/22 have been met.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	√		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	√		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	√		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	√		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	√		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√		
H	Asset and investments registers were complete and accurate and properly maintained.	√		
I	Periodic bank account reconciliations were properly carried out during the year.		√	
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	√		
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			√
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			√
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	√		
N	The authority has complied with the publication requirements for 2021/22 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			√

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams

For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	Although the Register of Members Interests forms are published on the Wiltshire Council site, there does not appear to be a link on the Town Council website, and I recommend this is added.	
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend reviewing the way the information is published on the website of Upper Beeding Parish Council as a best practice example via this link www.upperbeeding-pc.gov.uk/finance-transparency	
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I noted some anomalies with practices identified elsewhere in this report and recommend that these are aligned during the review of the risk assessment in January 2023.	
RISK MANAGEMENT AND INSURANCE	I recommend the council reviews the level of the Internal Crime insurance to ensure it covers the maximum balance likely to be held by the council during the year.	
PETTY CASH	I recommend that the council updates its Financial Regulations to accurately reflect who is authorised to have a debit card, and that procedures are put in place to ensure that the card is only used by the named individual authorised to do so.	
BANK AND CASH	Bank reconciliations have not been completed in accordance with the financial regulations for the current financial year, and I will need to see evidence of this practice having been reinstated for me to provide a positive sign-off for this control objective.	

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Interim Audit - Points Carried Forward Audit Point	Audit Findings	Council Comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	Although the Register of Members Interests forms are published on the Wiltshire Council site, there does not appear to be a link on the Town Council website, and I recommend this is added.	Website amended 4 January 2023 to incorporate link to Register of Members Interests forms on Wiltshire Council website.
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend reviewing the way the information is published on the website of Upper Beeding Parish Council as a best practice example via this link www.upperbeeding-pc.gov.uk/finance-transparency	Email to Town Clerk 09/01/2023 asking for her decision re amendment to the presentation of financial information on the website.
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I noted some anomalies with practices identified elsewhere in this report and recommend that these are aligned during the review of the risk assessment in January 2023.	Financial Risk Assessment, Scheme of Delegation, Investment Strategy Policy, Reserves Policy amended and emailed to Town Clerk for review 09/01/2023.
RISK MANAGEMENT AND INSURANCE	I recommend the council reviews the level of the Internal Crime insurance to ensure it covers the maximum balance likely to be held by the council during the year.	Email to the Town Council's insurers 09/01/2023 asking them to increase the maximum balance to £1.2mill.
PETTY CASH	I recommend that the council updates its Financial Regulations to accurately reflect who is authorised to have a debit card, and that procedures are put in place to ensure that the card is only used by the named individual authorised to do so.	2023 Financial Regulations amended – will be approved at the annual Full Council meeting on 15/05/2023.
BANK AND CASH	Bank reconciliations have not been completed in accordance with the financial regulations for the current financial year, and I will need to see evidence of this practice having been reinstated for me to provide a positive sign-off for this control objective.	Email to Councillors Alford and Price 04/01/2023 to recommence quarterly bank reconciliations.

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INVESTMENT STRATEGY

1. Introduction

Melksham Town Council (the Council) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. This strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioner's Guide.

The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment.
- For the purpose of prudent management of its financial affairs.

The council defines its treasury management activities as 'the management of the council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks'.

2. Policy

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the council's treasury management activities and the associated risks and should be read in conjunction with the council's Financial Regulations.

3. Investment Objectives

The council's investment priorities are:

- the security of its reserves, and
- the adequate liquidity of its investments, and
- the return on investment.

The council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. The council will ensure it has adequate though not excessive cash resources, or standby facilities to enable it at all times to have the level of funds available which are necessary for the achievement of its service objectives.

All investments will be made in sterling.

The Department of Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the council will not engage in such activity.

The council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The council will only invest in institutions of high credit quality – based on information from credit rating agencies.

Investments will be spread over different providers where appropriate to minimise risk.

4. Specified investments

Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short-term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Melksham Town Council will use:

- Deposits with banks and building societies.
- Other approved public sector investment funds.

The choice of institution and length of deposit will be at the recommendation of the Town Clerk/ Responsible Financial Officer (RFO).

The council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

5. Non specified investments

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the council will not use this type of investment.

6. Liquidity of investments

The Town Clerk/RFO will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

7. Long term investments

Long term investments are defined in the Guidance as greater than 12 months.

8. Investment strategy

The council will only invest in institutions of high credit quality – based on information from approved credit rating agencies (Moody's Investors Service Ltd, Fitch Ratings Ltd or Standard and Poor's). High credit quality is defined as a body or investment scheme with an 'A' or P1 rating.

When considering the investments to be made by the council, credit checks will be carried out and regard will be had to UK credit ratings as follows:

AAA - Extremely strong capacity to meet its financial commitments. AAA is the highest issuer credit rating.

AA - Very strong capacity to meet its financial commitments. It differs from the highest rated investment companies only in small degrees.

A - Strong capacity to meet its financial commitments but is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than investment companies in higher-rated categories.

BBB - Adequate capacity to meet its financial commitments. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the investment company to meet its financial commitments.

The council will monitor the risk of loss on investments by a periodic review of credit ratings and assess the risk of loss before entering into, and whilst holding, an investment.

Melksham Town Council aims to invest in companies/ investments with a AAA or AA credit rating.

9. Banking Arrangements

The council will periodically review its banking arrangements by a competitive process which balances returns, high street presence, accessibility of funds, service level, bank charges and ethical credentials.

10. Review and amendment of regulations

At the end of the financial year, the Town Clerk/RFO will report on investment activity to Full Council.

11. Review and amendment of regulations

The Investment Strategy and Policy must be reviewed annually by Full Council and revised if considered necessary.

The council reserves the right to make variations to the Investment Strategy and Policy at any time subject to the approval of Full Council. Any variations will be made available to the public.

12. Freedom of information

In accordance with the Freedom of Information Act 2000, the council's Investment Strategy and Policy will be published on the Town Council's website.

Reviewed and Adopted by Full Council on 24 January 2022

Reviewed and Re-adopted by Full Council DD/MM/YYYY

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Melksham Assembly Hall Community Survey

Findings from the public survey

7th November – 28th December 2022

This report was prepared by Community First for
Melksham Town Council.

Community First is a registered charity: 288117
www.communityfirst.org.uk

**COMMUNITY
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Summary of Findings

Response Rate

- 1,133 people visited the Melksham Assembly Hall Community Survey between survey launch (7th November) and survey closure (28th December).
- A total of 647 individuals or organisations submitted a response to the survey, which represents an overall response rate of 57%.
- There were 187 partial responses (including abandoned surveys) and 460 full responses.
- 93% of responses were from members of the public (individuals) and the remaining 3% of responses were from organisations.
- 72% of organisations who responded to the survey are based in Melksham and 86% of individual respondents are residents of Melksham. This suggests that promotion of the survey was highly effective at reaching local people and organisations.

Postcode Data and Demographics

- The majority of responses for the survey were from the SN12, SN15 and BA14 postcode areas. This was the case for both individuals and organisations.
- 71% of all responses from individuals were submitted by women, with 28% from men and 1% from 'Other' (including couples and non-binary/gender fluid people).
- The majority of individual survey respondents were aged between 46-75 years, with fewer responses from younger adults.

Feedback from Organisations

- 66% of responding organisations said they had made use of Melksham Assembly Hall. With the remaining 34% having never used the hall.
- Amongst those who had not used the hall, reasons included having use of their own facilities, the size of the hall being too large for their needs, the cost of hiring the hall and limited parking at the venue.
- Amongst respondents who had made use of the hall, 36% said they had used the hall in the last 12 months and 32% are regular hall users.
- Amongst recent and regular hirers, 41% said they book the hall yearly, with 24% who make use of the hall on a monthly basis.
- Amongst organisations who have used the hall, 92% said they like and value the size and shape of the hall. With 76% who like/value the seating availability, flexibility of layout and staff assistance.
- When asked whether there was any way the hall was not meeting their needs as an organisation, more than half (52%) suggested the hall met their needs perfectly. Suggestions for improvement included revised opening hours, modernisation of facilities and improved seating (to include tiered seating).
- Organisations were asked to rate the facilities, accessibility and location of the hall on a scale of 1-10 with 1 being 'poor' and 10 being 'excellent'. Facilities received an

average score of 8.61 (good), accessibility received an average score of 8.56 (good) and location received an average score of 8.96 (good).

- 72% of organisations feel the hire charges at Melksham Assembly Hall are reasonable.
- 28% of responding organisations do not feel the hire charges are reasonable, stating that current hire charges are too high or complicated.
- Responding organisations were asked about their ideal future vision for the hall. Key themes included modernisation, updates to the layout/ facilities and parking.

Feedback from Members of the Public

- 97% of responding members of the public said they had previously visited Melksham Assembly Hall.
- Amongst those who had not visited the hall, reasons given included recently moving to the area, not having had a chance to visit and not knowing about the hall.
- Amongst those who had visited the venue, 82% said they had seen a live act or band and 65% had attended a fair or festival at the hall.
- 60% of members of the public suggested the hall was currently meeting the needs of the community, with a further 28% who indicated this was partly the case. A variety of themes are explored in relation to this topic.
- Members of the public like the size and location of Melksham Assembly Hall, in particular its proximity to the town and local amenities. There was also a lot of crossover with this topic and the subject of events, indeed some respondents felt that the Assembly Hall was the only venue in Melksham which is suitable for larger events.
- Popular facilities and features at the hall include the bar, stage and staff team.
- When asked how the hall could be improved, many members of the public mentioned the keyword 'more' which was suggestive of a general theme that the venue was not meeting its potential for the community.
- Many residents feel the venue is in need of modernisation throughout, with specific mention of the toilets, bar, foyer and stage. The bar and foyer is felt to be too small and cramped during busier times.
- Members of the public were asked to rate the facilities, accessibility and location of the hall on a scale of 1-10 with 1 being 'poor' and 10 being 'excellent'. Facilities received an average score of 7.83 (good), accessibility received an average score of 8.54 and location received an average score of 9.08.
- 83% of individual respondents said there are a good selection of events and activities at the hall. 30% of respondents would like to see more live bands and music, 17% would like to see more film/cinema and 14% would like more live comedy.
- In their future vision for the hall, some members of the public would like to see the hall become a social/community hub as well as an entertainment venue.
- Members of the public would like to see a variety of events and activities at the hall to suit different age groups and tastes, as well as better promotion of what is on offer.
- In open-ended responses, 37% of individuals suggested the hall should be refurbished, 26% suggested no improvement was needed and 3% suggested relocating or rebuilding the hall.

Introduction

This report has been prepared for Melksham Town Council. The report presents the qualitative and quantitative findings from the 'Melksham Assembly Hall Community Survey' a public survey which gathered response from members of the public e.g. Melksham residents and local businesses, groups and organisations between 7th November – 28th December 2022.

Survey Design & Distribution

The purpose of the survey was to gather initial feedback and evidence for a needs analysis as it relates to the future of Melksham Assembly Hall. The survey questions were created by Community First and Melksham Town Council. The final version of the survey can be found in [Appendix 1](#) of this report.

The Melksham Assembly Hall Community Survey was designed to gather feedback from two different audiences: members of the public and organisations. In order to capture relevant information from these audiences, the survey was divided into two sections with relevant questions for members of the public and organisations. Upon visiting the survey, each respondent was asked whether they were submitting a response as an individual or on behalf of an organisation. Survey respondents were directed to Section 2 (Survey Questions for Organisations) or Section 3 (Survey Questions for Individuals), depending on the type of response they wanted to submit.

In addition, conditional logic was applied to survey questions for both individuals and organisations. This meant that, whilst feedback was welcome from those who had not used the Assembly Hall, only those who had visited or used the hall were able to feedback on specific questions which required prior experience of using the hall in order to answer objectively. This also meant that respondents who had not used the hall but wanted to take part in the survey, were not presented with a long list of questions which they were unable to answer or which were not relevant for them.

The survey was designed and built using cloud-based online survey software Zoho and co-branded with Community First and Melksham Town Council logos. The Council was keen to emphasise that the survey was being carried out by an independent organisation to reassure the community that findings from the survey (including analysis of comments) would be presented in an impartial and neutral way.

As part of the survey introduction, the Council was also keen to emphasise that the survey was the initial stage of a wider public consultation as it relates to the future of Melksham Assembly Hall. As such, the survey introduction clearly stated that the Council was concerned with improving the facilities for the future rather than removing the Assembly Hall entirely as a valued community space.

There were 39 questions in the Melksham Assembly Hall Community Survey. As previously mentioned, the questions were divided into sections which are included below:

- [Section 1](#): Introduction
- [Section 2](#): Survey Questions for Organisations
- [Section 3](#): Survey Questions for Individuals
- [Section 4](#): About You

PDF copies of the survey were available to print and complete using a pen and paper for those who did not wish to complete the survey online or were unable to do so. Responses from paper surveys were manually inputted into the online survey by a member of staff at Melksham Town Council so that the dataset was in one place for analysis purposes.

The Melksham Assembly Hall Community Survey was closed for responses at midday on Wednesday 28th December 2022. The initial survey deadline was 19th December 2022, however the Council wanted to extend the closing date until after Christmas to capture as many responses as possible for the survey during the festive period.

Response Rate

Survey Visits	Full Responses	Partial Responses	Total Responses
1,133	460 (71%)	187 (29%)	647

A total of 1,133 people accessed the Melksham Assembly Hall Community Survey between 7th November – 28th December 2022. Responses received through paper copies of the survey were manually entered into the online survey by a member of Melksham Town Council staff.

- There were 1,133 (full or partial) survey responses in total.
- This represents an overall response rate of 57% for the survey.
- 65% of respondents submitted a complete response*
- 29% submitted a partial response (including abandoned surveys)

*Please note: a 'complete response' for this survey is a response which answers all available questions presented to the survey respondent. It was not possible for a respondent to answer all 39 available questions due to conditional logic which presented Section 2 or Sections 3 and 4, depending on whether the respondent was answering for themselves (Sections 3 and 4) or on behalf of an organisation (Section 2.)

Actual response figures and (rounded) percentage breakdowns are provided for each survey question in this report. This represents the number of responses received as a proportion of all respondents answering each individual question. Not all of the

respondents provided answers to all of the questions available, therefore the figures presented for each question may not necessarily match the totals listed above.

There were a number of open-ended questions in the survey which are summarised in the report, along with a selection of verbatim quotes. A complete list of anonymised, open-ended responses for each question is included in [Appendix 2](#) of this report. Open-ended comments have been reproduced verbatim from submitted survey responses and thus, may contain spelling, grammatical and other errors.

Survey Respondents & Demographic Data

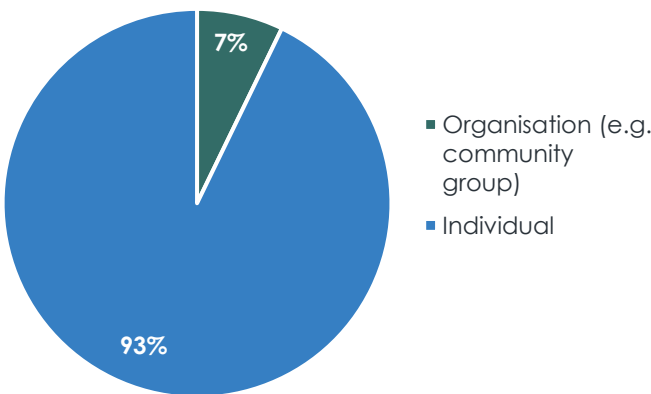
The survey contained introductory questions which were designed to identify respondent type (individual or organisation). The introductory questions also asked whether the responding individual or organisation was a resident of Melksham (for individuals) or based in Melksham (for organisations). Finally, each respondent was asked to provide their postcode. Individuals responding on their own behalf, were also asked to provide demographic information about gender and age group. The demographic information provided by respondents is summarised in this section, along with a summary of postcode information. Where a full postcode or partial was provided by responding individuals and organisations, this data has been plotted on a map. Individual maps are shown for organisation and individual respondent types.

Respondent Type

As part of the introductory questions, respondents were asked ‘Are you an organisation or an individual?’ This was a mandatory question.

Question 1: Are you an organisation or an individual? (598 responses)

	Count	Percentage
Organisation (e.g. community group)	43	7%
Individual	555	93%

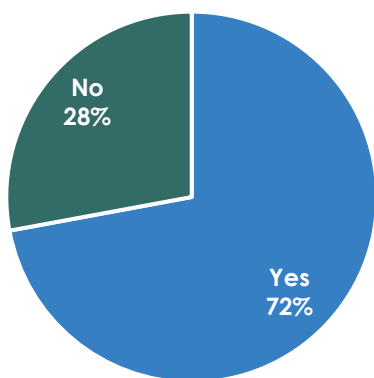


The vast majority of responses to the Melksham Assembly Hall Community Survey were from individuals e.g. Melksham residents. Individual responses made up 93% of all responses received through the online survey. The remaining 7% of responses (43 in total) were from organisations such as community groups.

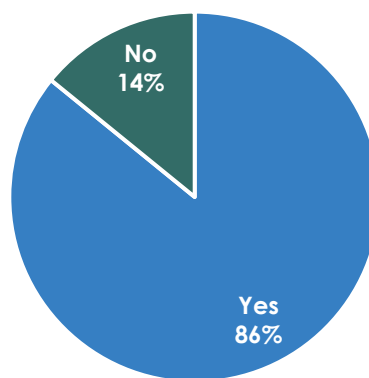
Respondent Location

Conditional logic was applied to Question 1 (see above). Responses to this question presented two different options for Questions 2 and 3. Respondents who selected 'Organisation (e.g. community group)' were asked whether they were based in Melksham and the postcode for their organisation. Respondents who answered 'Individual' were asked whether they were a resident of Melksham and for their postcode. Responses for organisations and individuals are summarised below.

Question 2: Is your organisation based in Melksham? (43 responses)



Question 2: Are you a resident of Melksham? (552 responses)



The majority of organisations who responded to the survey (72%) said they were based in Melksham, with 28% of responding organisations based outside Melksham. As with responding organisations, the majority of individual responses to the survey (86%) were from Melksham residents. The remaining 14% of responses were from non-residents.

On average, 79% of responses received through the Melksham Assembly Hall Community Survey were from organisations who are based in Melksham or from members of the public who are residents of Melksham. This suggests that local promotion of the survey from Melksham Town Council was highly effective at targeting local residents, businesses and community groups.

Postcode Data

Both organisation and individual survey respondents were asked to provide their postcode to establish whether the survey had reached all parts of the Melksham community. Individual postcode data is not included in this report for reasons of privacy, but a full list of postcodes is available in a separate file provided to the Council.

Postcode data has been summarised below as a table showing the first part of the postcode, all of the postcodes were plotted on a map to show the broad distribution of responses from the community. A copy of the postcode map is also included.

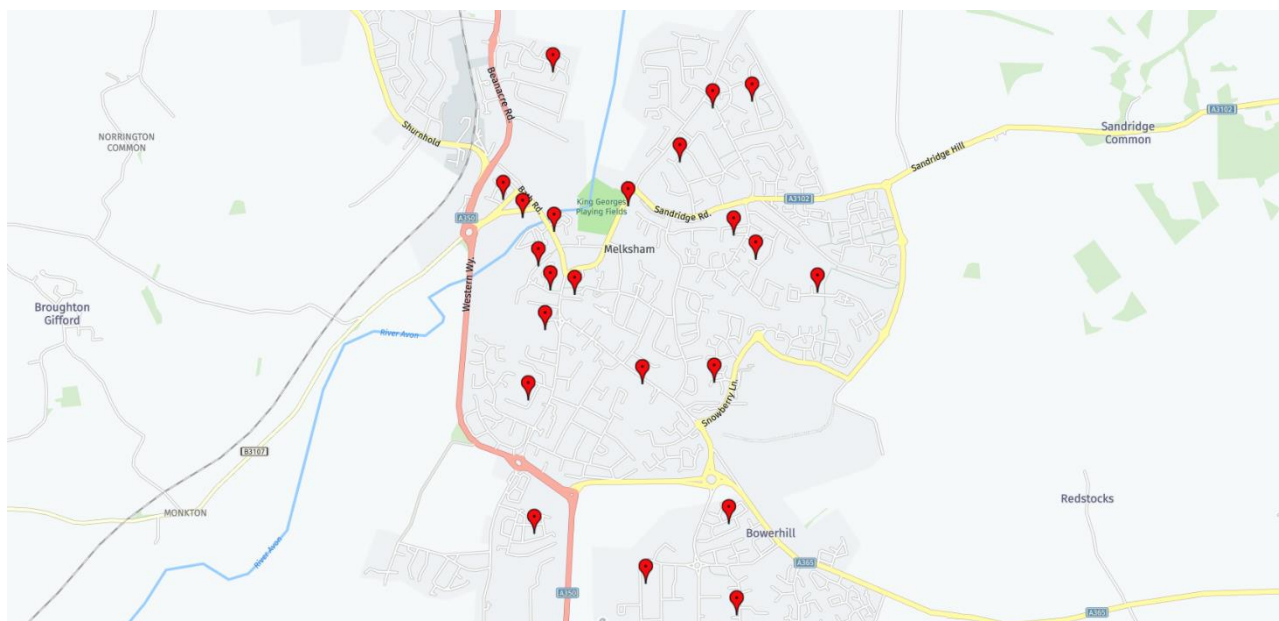
Question 3: What is the postcode for your organisation? (40 responses)

Question 3: What is your postcode? (543 responses)

Postcode Area	Count	Postcode Area	Count
BA14	4 (10%)	BA1	1 (0%)
BA15	2 (5%)	BA12	2 (0%)
SN10	2 (5%)	BA13	5 (1%)
SN11	1 (2%)	BA14	12 (2%)
SN12	31 (78%)	BA15	1 (0%)
<p>78% of organisations who responded to the survey were based in the SN12 postcode, covering Melksham, Bowerhill, Seend and Broughton Gifford. With a further 10% based in the BA14 postcode and 5% in the BA15 postcode area.</p> <p>88% of individuals who responded to the survey were also based in the SN12 postcode area, with 12 responses (2%) from members of the public who are based in the BA14 postcode area.</p>		BA21	2 (0%)
		BS34	1 (0%)
		SN1	1 (0%)
		SN10	8 (1%)
		SN11	1 (0%)
		SN12	476 (88%)
		SN13	13 (2%)
		SN14	5 (1%)
		SN15	11 (2%)
		SN5	1 (0%)
		SP11	1 (0%)
		SP47	1 (0%)
		TA10	1 (0%)

Postcode Map (Organisations)

Postcodes (including postcode areas) for organisation respondents were plotted onto a map which is included below.



Melksham area map (organisation respondent postcode data)

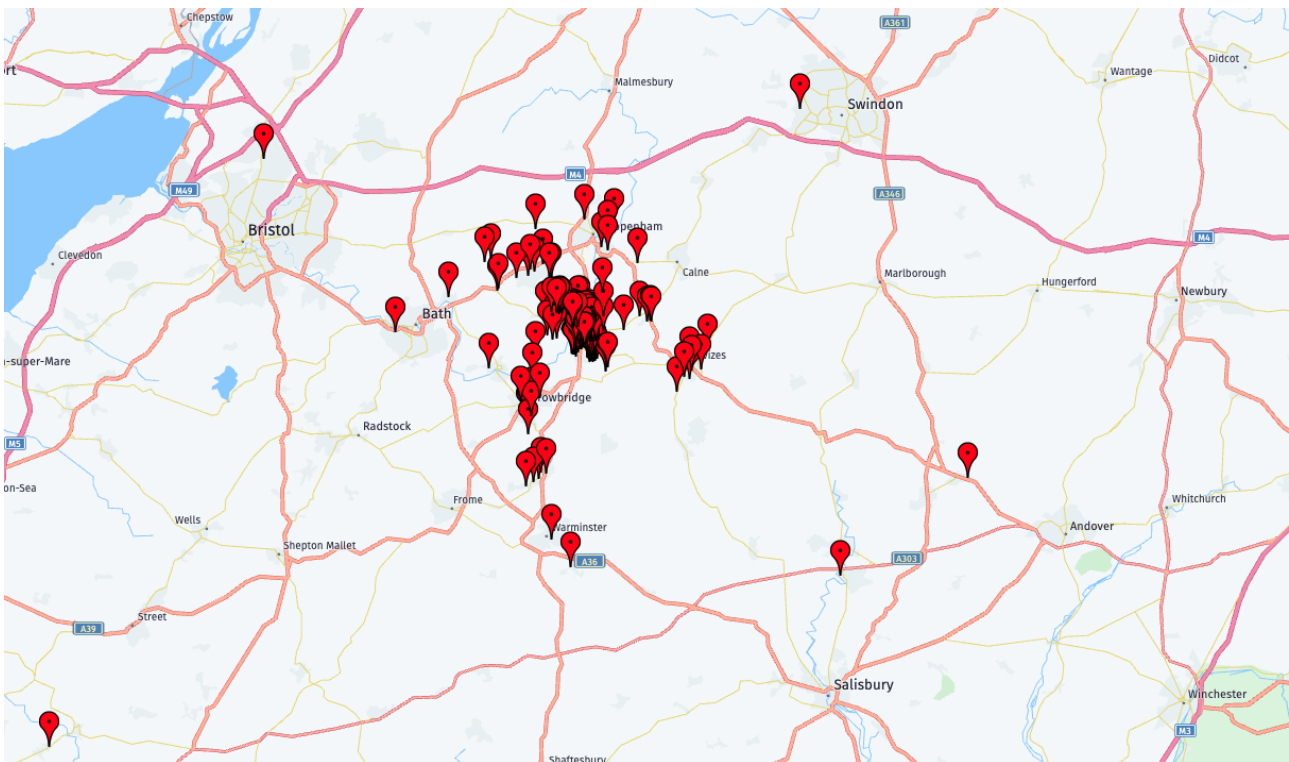
A link to view the organisation postcode map can be found at:

<https://www.doogal.co.uk/KmlViewer?url=https://www.doogal.co.uk/GeocodedKml/2a114afd-45ca-4997-b3ec-1a19403446f7.kml>

Although there were fewer organisation respondents when compared with members of the public, organisation respondent postcode data covers a range of locations within the Melksham area.

Postcode Map (Individuals)

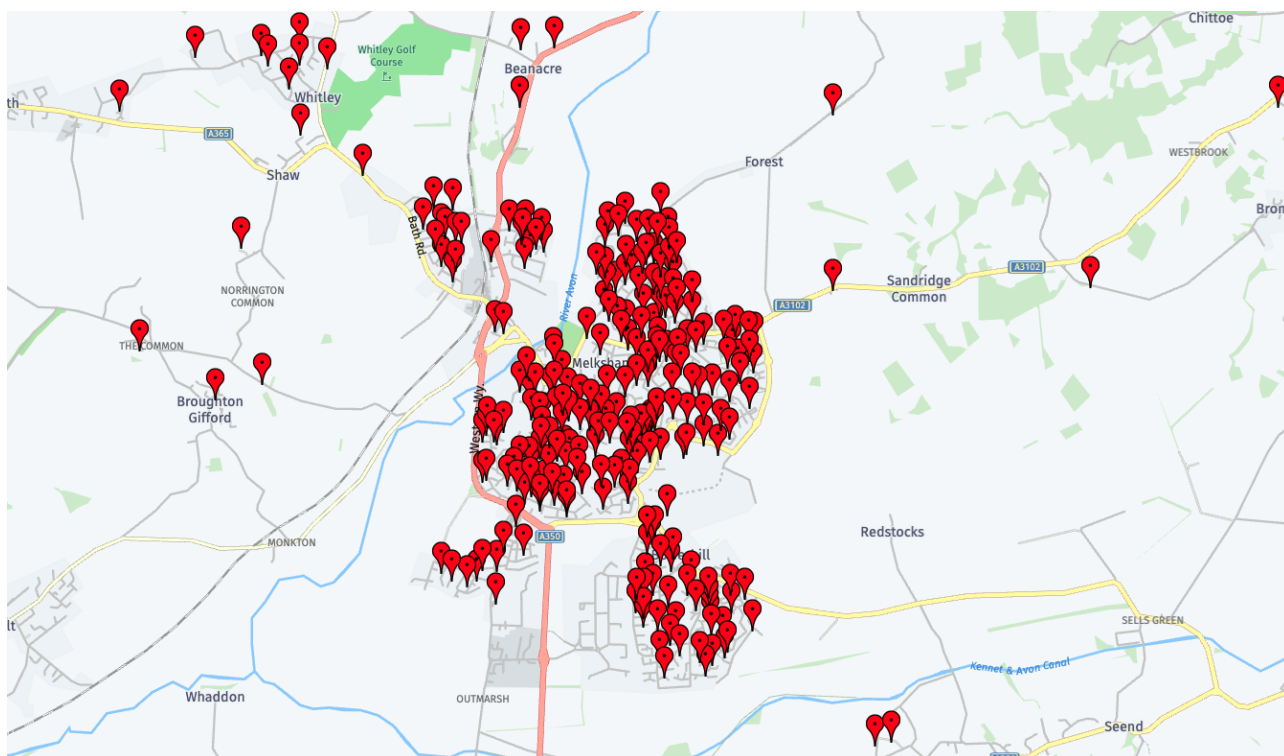
As with responses from organisations, postcodes provided by individual respondents were plotted onto a map which is included below. Two versions of the map are presented, the first view is of the South West region and the second view is of the Melksham area.



South West regional map (individual respondent postcode data)

Postcode data for individual survey respondents was spread across a wider area when compared with organisation respondent postcode data. Many of the postcodes for individual respondents were within the Wiltshire area (concentrated around Melksham) and distributed into Trowbridge, Chippenham, Corsham and Bradford on Avon. A small number of responses were also received from the Devizes, Westbury and Warminster postcode areas.

At the furthest edges of the postcode map for individuals were responses from the Taunton, Bristol, Salisbury and Swindon postcode areas.



Melksham area map (individual respondent postcode data)

The map above shows individual respondent postcode data for Melksham and the surrounding area. This is an approximate distribution of the responses received from the SN12 postcode area covering Melksham, Bowerhill, Seend and Broughton Gifford. As demonstrated on the map, responses were received from individuals across the whole of Melksham, with additional responses from settlements outside of the town but within the SN12 postcode area. As a result, we can be reasonably confident that the responses shared in the survey findings broadly represent the views of the community.

A link to view the individual postcode map can be found at:

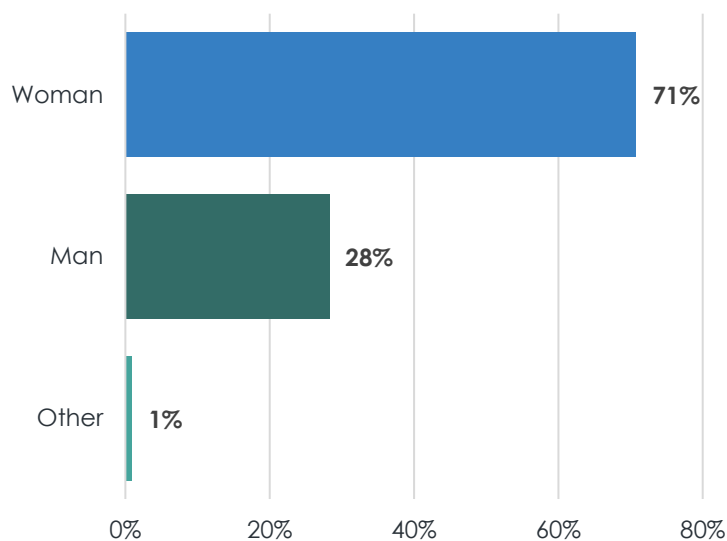
<https://www.doogal.co.uk/KmlViewer?url=https://www.doogal.co.uk/GeocodedKml/39588959-8289-4bbc-bacb-7349aeba83d5.kml>

Demographic Information (Individual Respondents)

Individual survey respondents were asked for basic demographic information to establish whether the survey reached a wide range of different people within the community.

Question 35: What is your gender? (421 responses)

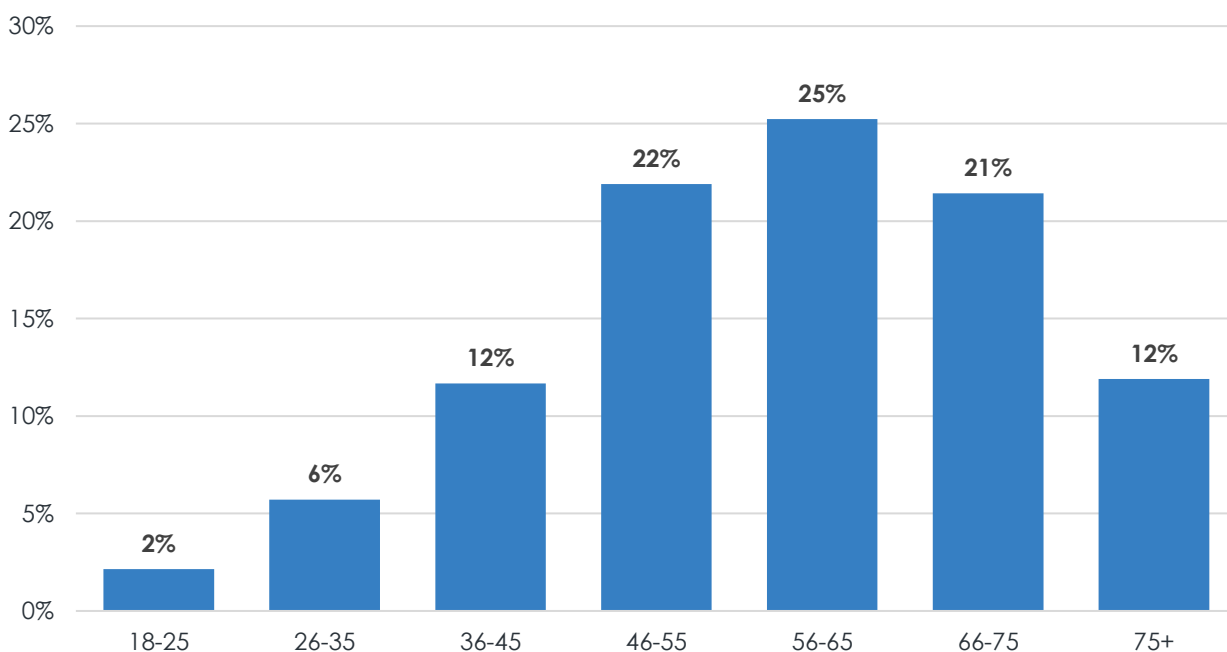
	Count	Percentage
Man	119	28%
Woman	298	71%
Other (Please Specify)	4	1%



The gender breakdown in responses from members of the public was strongly skewed towards women, making up over 71% of all survey responses. A further 28% of responses were from men. The remaining 1% of respondents selected 'Other', with 2 responses from couples (male and female) and a further 2 responses from non-binary or gender-fluid people.

Question 36: What is your age group? (420 responses)

	Count	Percentage
18-25 years	9	2%
26-35 years	24	6%
36-45 years	49	12%
46-55 years	92	22%
56-65 years	106	25%
66-75 years	90	21%
75+ years	50	12%



Responses were received from people across a broad range of age groups from aged 18-75+ years. Please note, that due to the need for a parent or guardian to give permission for persons aged under 18 years to take part in the survey, only persons aged 18 or over are represented in the dataset. In order to capture feedback from young people about the facilities at Melksham Assembly Hall, it may be worth considering outreach activity for youth clubs and other groups for young people* as part of the wider consultation process.

A quarter of all survey responses from the members of the public were from individuals in the 56-65 age group, with 22% of responses from people aged 46-55 and a further 21% of respondents in the 66-75 years age bracket. Overall, 69% of responses were from people aged between 46-75 years.

Overall there were fewer responses from younger adults. People aged under 45 years including those aged 18-25, 26-35 and 36-45 years made up just 20% of responses overall. This suggests that further consultation may be required to capture feedback from younger adults as it relates to the future of the Assembly Hall.

**Community First has a team of young listeners who are experienced in youth-led and peer-to-peer community engagement projects with children and young people. Please contact Harry Tipple: htipple@communityfirst.org.uk for more information.*

Survey Findings

The below analysis is based on all of the submitted responses to the Melksham Assembly Hall Community Survey between the 7th November – 28th December 2022. Open ended questions have been summarised headings and all of the anonymised, verbatim responses for each question are available in Appendix 2 of this report.

Feedback from Organisations

This section presents the findings from 43 organisations who submitted a response to the survey on behalf of their organisation e.g. a community group or local business. Overall there were fewer responses to the survey from organisations when compared to members of the public. As such, survey findings from organisations in the dataset may not be representative of all organisations who use (or have previously used) the hall. Additional feedback from local businesses, community groups and other organisations may be required as part of further consultation about the future of Melksham Assembly Hall.

Use of the Hall

Question 6: Has your organisation ever made use of Melksham Assembly Hall? (38 responses)

	Count	Percentage
Yes	25	66%
No	13	34%

66% of responding organisations who completed the survey said they had made use of Melksham Assembly Hall. The remaining 34% said they had never used the hall. As previously mentioned, conditional logic was applied to this question so that only those organisations who have used Melksham Assembly Hall were able to provide specific feedback on the facilities and pricing at the venue.

Organisations who had not used the hall were invited to feedback on why they had not made use of the facilities, their ideal vision for the future of the hall and whether or not they would like to be involved in future consultation about the future of the hall. Those who had prior experience of using Melksham Assembly Hall, either as a current hall user or previous hall user, were invited to offer more specific feedback about their use of the hall and the facilities on offer. This was in addition to their future vision for the hall and whether they would like to take part in future consultation.

Question 7: Is there a particular reason you have not made use of Melksham Assembly Hall (13 responses)

This question was an open-ended question which invited feedback from organisations who had never made use of Melksham Assembly Hall. There were 13 responses from organisations who offered feedback on why they had not used the facilities at the hall. Responses were analysed and are summarised below along with a selection of verbatim quotes. A complete list of anonymised responses to this question can be found in Appendix 2 of this report.

Several responding organisations who had not made use of the hall, said they had their own facilities e.g. a village hall and thus did not need to make use of an additional venue. Other responding organisations suggested the hall was too large to meet their needs, was cost prohibitive or that parking at the hall was insufficient to meet their needs. Some of the respondents also suggested they had not yet had an opportunity to use the hall because they were recently formed or did not hold face-to-face group meetings. Some additional respondents also said they did not currently hold events or meetings in Melksham as they are based in a different location.

"We haven't run events in Melksham and parking at the venue is not great."

"Have own space for weekly meetings. Have heard cost prohibitive if wanted to hire when holding a larger event."

"We have a very small studio in Chippenham and do not need to use any other venue, particularly a large one like the Assembly Hall."

"Probably too large for what we need and other more suitable spaces in the town. Also, more expensive than our budget allows."

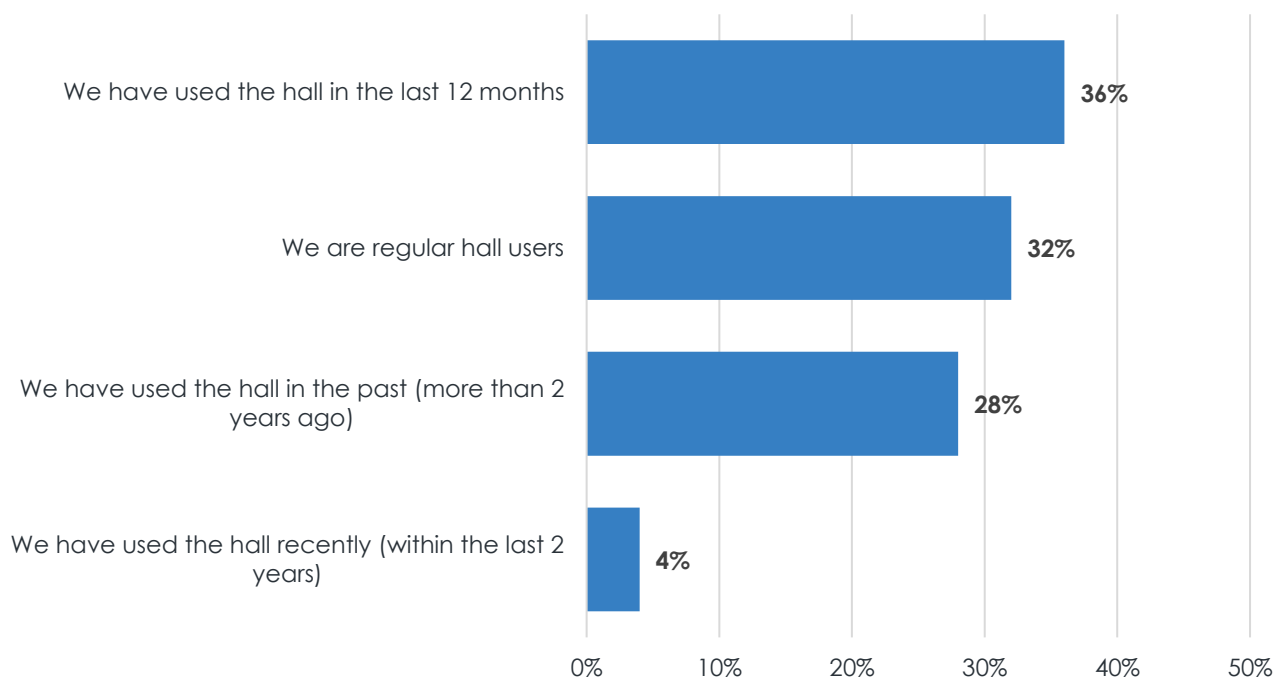
"We meet in Bowerhill Village Hall and have no reason to use the Assembly Hall."

Comments from organisations shared through the survey suggest that a smaller space e.g. a meeting room, at a lower rate and with more parking may be appealing to smaller organisations as part of any future plans for the hall.

Question 8: Which statement best describes your use of Melksham Assembly Hall? (25 responses)

This question was presented to organisations that said they had made use of the Assembly Hall either as a current hall user or in the past.

	Count	Percentage
We have used the hall in the last 12 months	9	36%
We are regular hall users	8	32%
We have used the hall in the past (more than 2 years ago)	7	28%
We have used the hall recently (within the last 2 years)	1	4%



When combined, 68% of responses from organisations who had used the hall were from regular hall users (32%) or organisations who had used the hall within the last 12 months (36%). 28% of responding organisations said they had used the hall more than 2 years ago, with the remaining 4% who have used the hall within the last 2 years. The higher response rate from current and recent hall users may be because these organisations are currently making use of the facilities or may intend to do so in the future. Thus these organisations may be more invested in the future of the hall.

Organisations who selected 'We have used the hall recently (within the last 2 years)' or 'We have used the hall in the past (more than 2 years ago)' were invited to comment on why they have not made a more recent booking.

Question 9: If your organisation used Melksham Assembly Hall more than 2 years ago or within the last 2 years, is there a particular reason you have not booked the hall again? (7 responses)

This question was an open-ended question. There were 7 responses from organisations who offered feedback on why they had not rebooked the hall. Responses were analysed and are summarised below along with a selection of verbatim quotes. A complete list of anonymised responses to this question can be found in Appendix 2 of this report.

Some of the halls who responded to this question said that Melksham Assembly Hall was too expensive, with one hall stating the facility had 'become too expensive' which suggests that a change in pricing had prevented them from rebooking the hall. Some organisations also said that they had issues with booking the hall, either because there was no availability for the date/time they wanted to book or because they found it difficult to make a booking.

Some halls mentioned Covid-19 as the primary reason for not rebooking, with a further hall who said they would like to rebook but tiered seating was not available so had chosen a different venue which offered tiered seating.

"Too expensive and booking was not easy. It would be nice to see what's on at the assembly hall at a glance or calendar. Even if it's a private booking - put private booking then the public can see what's on and booking people can see availability."

"We used to use the Melksham town hall for our dance shows but we would prefer a tiered seating option therefore have gone elsewhere. But we loved using the hall and would again if the seating changed."

"Tried to book the venue, however no availability for the time that we wanted."

"It became too expensive."

Comments from organisations who had previously used the hall but had not rebooked suggested an improved booking system (with the option to see booking availability online), reduced hire rates and tiered seating would encourage them to rebook the hall.

Question 10: How often does your organisation make use of Melksham Assembly Hall? (17 responses)

Organisations who are regular hall users or who had made a booking within the last 12 months, were asked how often they use the hall.

	Count	Percentage
Yearly	7	41%
Monthly	4	24%
Other (Please Specify)	3	18%
Twice a year	3	18%
3-4 times a year	0	0%
Weekly	0	0%

The majority 41% of responding organisations who used the hall on a regular or semi-regular basis said they booked the hall yearly, with a further 24% who had a monthly booking. 'Other' comments (see below) were also from hall users who made use of the facilities twice a months. 18% of organisations made a booking twice a year.

None of the responding organisations said they used the hall on a quarterly or weekly basis.

Amongst those who selected 'Other' the 3 responses were:

Bi-monthly

Yearly but may expand use

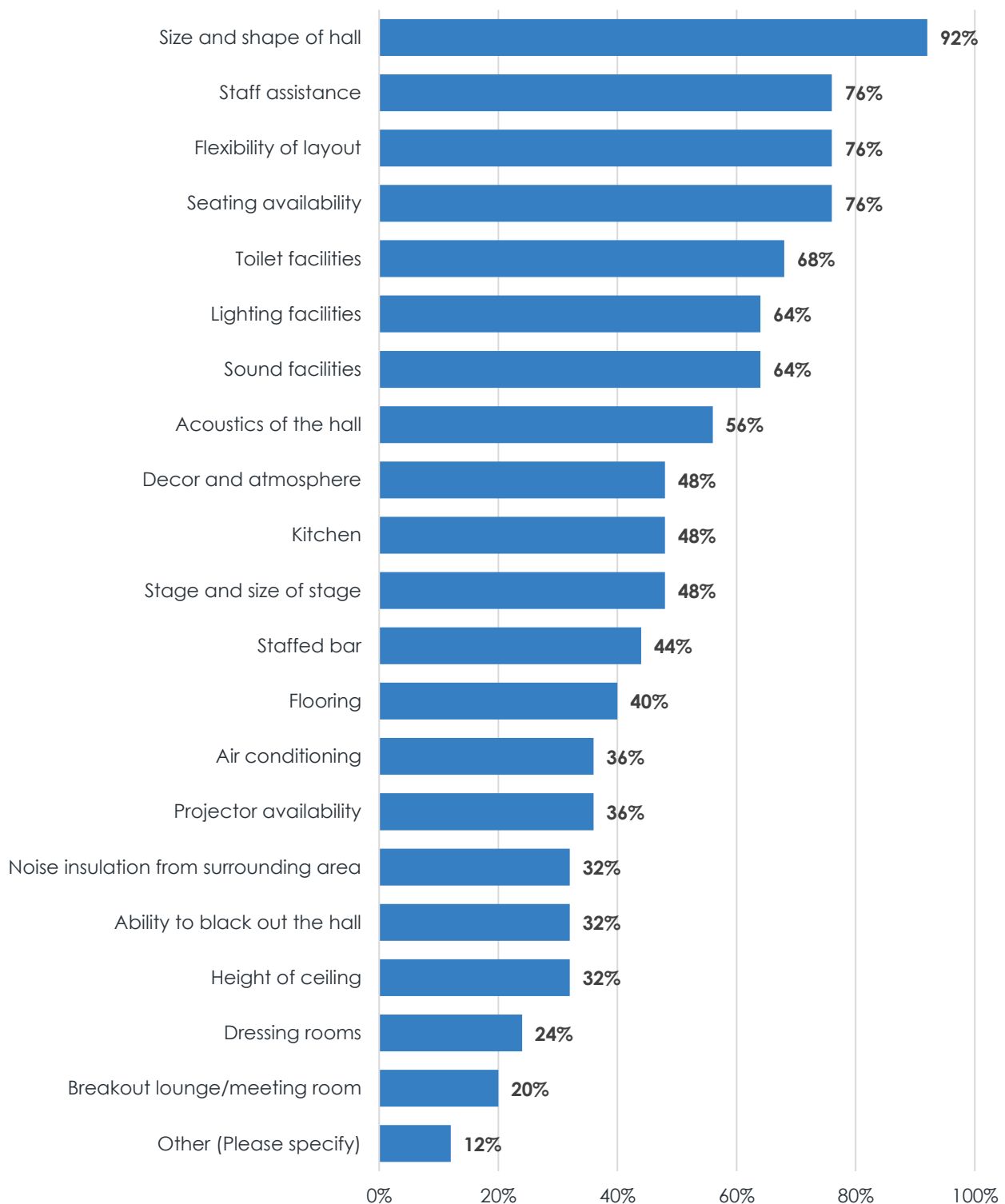
Twice a month for a community film

Feedback on Hall Facilities, Location and Accessibility

Question 11: What do you like and value about Melksham Assembly Hall? Please select all that apply. (25 responses)

Organisations who had previously booked the hall, either recently, within in the last 2 years or more than 2 years ago were asked to select hall features that they liked and valued. This was a multiple-choice question and organisations were able to select multiple facilities and features. The responses are summarised in the table below in order of most to least selected hall feature.

	Count	Percentage
Size and shape of hall	23	92%
Seating availability	19	76%
Flexibility of layout	19	76%
Staff assistance	19	76%
Toilet facilities	17	68%
Sound facilities	16	64%
Lighting facilities	16	64%
Acoustics of the hall	14	56%
Stage and size of stage	12	48%
Kitchen	12	48%
Decor and atmosphere	12	48%
Staffed bar	11	44%
Flooring	10	40%
Projector availability	9	36%
Air conditioning	9	36%
Height of ceiling	8	32%
Ability to black out the hall	8	32%
Noise insulation from surrounding area	8	32%
Dressing rooms	6	24%
Breakout lounge/meeting room	5	20%
Other (Please specify)	3	12%



92% of responding organisations said they liked/valued the size and shape of Melksham Assembly Hall. Over 75% of organisations said they valued the staff assistance at the hall (76%), the flexibility of the layout (76%) and the availability of seating at the hall (76%). Over 60% of organisations who responded said they valued the toilet (68%), lighting (64%) and sound (64%) facilities at Melksham Assembly Hall. A further 56% selected 'acoustics of the hall' as a featured they liked/valued.

Just under half (48%) of organisations like the stage and the size of the stage at the hall, 44% said they liked/valued the staffed bar and a further 40% cited the flooring as a feature they like and value.

Whilst the number of responding organisations was on the lower side when compared with members of the public, the facilities or features which were selected by less than 40% of responding organisations, can offer an outline on what could be improved. Just 20% of organisations who responded to this question said they liked the breakout room or meeting room facilities at the hall, 24% liked the dressing rooms and 32% said they liked/valued the height of the ceilings.

Question 12: Is there any way Melksham Assembly Hall is not meeting your needs as an organisation? For example, are there any features you think are missing from the hall? (17 responses)

This question was an open-ended question for organisations who currently use the hall or who have previously used the hall. There were 17 responses from organisations who offered feedback on how Melksham Assembly Hall is not currently meeting their needs and any additional features they feel are missing from the hall. Responses were analysed and are summarised below along with a selection of verbatim quotes. A complete list of anonymised responses to this question can be found in Appendix 2 of this report.

Of the organisations who responded to this question, 52% (9 organisations) suggested that the hall was currently meeting their needs and that no additional features were needed. The remaining responses included a suggestion that the hall should be open during daytime hours, a modernised kitchen and toilets, improved chairs/seating (including tiered seating) and an outside play area.

"The venue is fantastic, speaking from the owner of a children's organisation - having an area alongside the hall for big family events would be brilliant. An area where children can let off steam, run around etc. perhaps an outdoor area? This would also open up an opportunity to host weddings etc."

"The hall meets our needs perfectly."

"Not being open during the day can be a problem."

"The kitchen needs modernisation! The chairs are uncomfortable and need changing!"

We would love if the seating was tiered!

As part of the survey, organisations who had previously used the hall were invited to rate the facilities, accessibility and location of Melksham Assembly Hall on a scale of 1-10.

Average ratings, along with additional comments are presented below. For the purpose of analysis, a score of 1 is considered 'poor' (in need of significant improvement), a score of 2-4 is considered 'unsatisfactory' (in need of improvement), a score of 5-6 is considered 'average' (satisfactory), a score of 7-9 is considered 'good' (some minor improvements may be needed) and a score of 10 is excellent (no improvements required).

Question 14: On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the facilities at Melksham Assembly Hall? (25 responses)

Organisations were asked to rate the facilities at the hall on a scale of 1-10. The average score for the facilities at the hall was **8.61** which suggests that current/previous hall users rate the current facilities at the hall as good. 39% of organisations rated the facilities as 'excellent' overall, with one organisation who rated the facilities as '3' (unsatisfactory).

Poor	Unsatisfactory			Average		Good			Excellent
1	2	3	4	5	6	7	8	9	10
0 (0%)	0 (0%)	1 (4%)	0 (0%)	0 (0%)	1 (4%)	2 (9%)	5 (22%)	5 (22%)	9 (39%)

Additional comments:

As part of their rating for the facilities at the hall, organisations were also invited to leave an additional comment to help explain their rating. 19 organisations left an additional comment about the facilities at Melksham Assembly Hall. Responses were analysed and are summarised below along with a selection of verbatim quotes. A complete list of anonymised comments can be found in Appendix 2 of this report.

There were several comments from organisations who suggested that the hall fully met their needs and felt the facilities were excellent. Additional comments made suggestions for how the facilities could be improved, these suggestions included improved seating/tables and modernisation of the hall e.g. overall building, décor and kitchen.

"It would be a 10, but the building is in rather a poor state of repair."

"The hall is easy to access from town and from public transport. The bar is an excellent facility. The kitchen allows us to provide drinks for visitors, though it does need modernising. The projector allows us to show modern films and the hall can be darkened. These facilities are not available elsewhere."

"The kitchen could do with some updating."

"The seating we feel could be improved in order to see the stage better."

"Suitable but it is very dated."

Question 14: On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the accessibility of Melksham Assembly Hall? (25 responses)

Organisations were asked to rate the accessibility of the hall on a scale of 1-10. The average score for the facilities at the hall was **8.56** which suggests that current/previous hall users rate the accessibility of the hall as good. 40% of organisations rated the accessibility as 'excellent' overall. All rating scores for accessibility at the hall were between 'Average' (5) and 'Excellent' (10).

Poor	Unsatisfactory			Average		Good			Excellent
1	2	3	4	5	6	7	8	9	10
0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (4%)	2 (8%)	2 (8%)	7 (28%)	3 (12%)	10 (40%)

Additional comments:

As part of their rating for accessibility of the hall, organisations were also invited to leave an additional comment to help explain their rating. 19 organisations left an additional comment about hall accessibility. Responses were analysed and are summarised below along with a selection of verbatim quotes. A complete list of anonymised comments can be found in Appendix 2 of this report.

There were several comments from organisations which suggested accessibility of the hall had not been an issue for them. Parking is felt to be the main accessibility issue for organisations using the hall. There were several comments which suggested that parking was limited at the hall, including disabled parking and unloading. There were several queries around the accessibility of toilets at the hall and a requirement that access to the hall be step-free for the elderly.

Several comments suggested that parking had improved since Melksham Community Campus opened, however an additional comment expressed concern that parking at the Campus was not permitted for users of Melksham Assembly Hall. This suggests that hall users may need some clarity around parking at the Campus.

"Parking is now a problem since the Market Place was updated, especially for disabled members. If we were allowed to park at the Campus that would help."

"Not sure if the toilets are very accessible."

"Accessibility is a problem for our members for loading and unloading their plants for our show i.e. parking."

"Parking is good and indeed better now the campus is open. It's entrance and internal facilities are all on one level."

"Never had a problem with accessibility."

Question 15: On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the location of Melksham Assembly Hall? (25 responses)

Organisations were asked to rate the location of the hall on a scale of 1-10. The average score for the facilities at the hall was **8.96** which suggests that current/previous hall users broadly consider the location of the hall to be good. All rating scores for the hall location were between 'Good' (7) and 'Excellent' (10). Overall, the location of the hall received the highest average rating when compared to ratings for facilities and accessibility.

Poor	Unsatisfactory			Average		Good			Excellent
1	2	3	4	5	6	7	8	9	10
0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	4 (16%)	5 (20%)	4 (16%)	12 (48%)

As part of their rating for the hall location, organisations were also invited to leave an additional comment to help explain their rating. 18 organisations left an additional comment about the location of the hall. Responses were analysed and are summarised below along with a selection of verbatim quotes. A complete list of anonymised comments can be found in Appendix 2 of this report.

Many of the comments left by organisations who had rated the location of Melksham Assembly Hall cited the hall's central location as a factor in their rating choice. Organisations like the location and said it is within easy access of the town centre and accessible by public transport, on foot and by car e.g. taxi or links to local car parks. As with accessibility (above) were a couple of comments which suggested that parking at the venue was unsatisfactory.

One comment suggested putting up a notice board in the centre of town with information about events and activities at the hall.

"Great to have the venue in the middle of town."

"Central location with links to car parking, bus and taxi services."

"In the middle of Town - some notice boards at the Market Place would help to let people know what is going on."

"Parking is a problem."

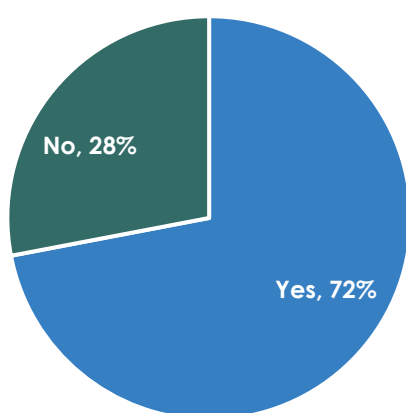
"Central to town, great footfall and close to other amenities."

Hire Charges

Organisations who had previous experience of using Melksham Assembly Hall were invited to comment on hire charges for the hall.

Question 16: Do you feel Melksham Assembly Hall hire charges are reasonable? (25 responses)

	Count	Percentage
Yes	18	72%
No	7	28%



The majority of responding organisations (72%) said that hire charges at Melksham Assembly Hall are reasonable. The remaining 28% felt that the current hire charges were unreasonable.

Organisations were also invited to leave a comment on hire charges at the hall. 14 organisations left a comment in relation to hire charges. Analysis of the comments is included below with a selection of quotes. A full list of verbatim responses can be found in Appendix 2 of this report.

Question 17: Do you have any comments to make about hire charges at Melksham Assembly Hall? (14 responses)

When asked to provide additional feedback on hire charges at Melksham Assembly Hall, some previous/current hall users who responded to this question felt the charges were too expensive. Two respondent organisations also suggested they felt hire charges were too high, even though they received a grant to cover the cost of hall hire.

Additional suggestions relating to hire charges included a discount or subsidy for local hall users e.g. local groups which could be paid for through Council Tax, a flat fee rather than a price per hour and less complicated hire rates/hiring conditions with a clear indication of current hire fees on the website.

"They've always been too complicated and too expensive. Venues around Melksham offer their space for free and make the revenue from the bar."

"I do not know what the current charges are. Having looked on the website I couldn't find an indication of the present charges."

"We are lucky as we get a grant for the hire, but from other people I think they are quite high."

"Everyone wants something for nothing, but generally I think a discount/subsidy for local users (much like Trowbridge museum or Parade Gardens in Bath) would be preferable with the Town paying a subsidy through Council Tax to guarantee its future existence and viability. Not all assets can be costed tangibly."

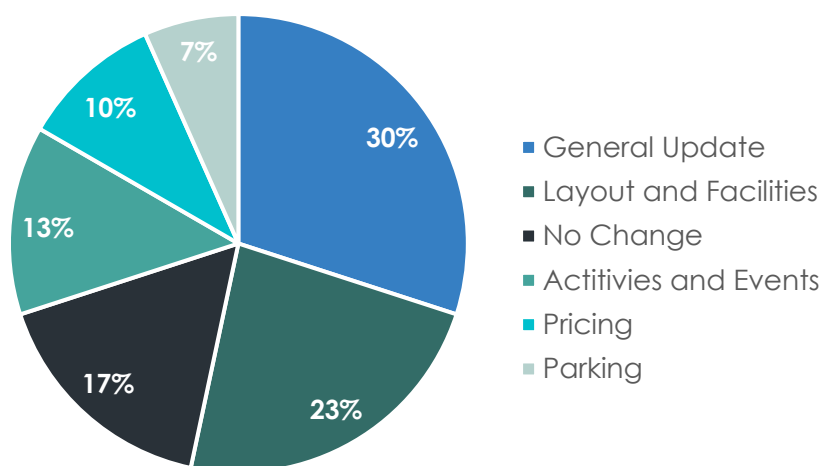
"Would be good to have a flat fee rather than a price per hour."

"Really expensive the last time we hired the venue."

Future Vision for the Hall

Question 18: What would be your ideal vision for Melksham Assembly Hall in the future? (30 responses)

This was an open-ended question which was open to all organisation respondents including those who had never used Melksham Assembly Hall. 30 responding organisations left a comment about their future vision for Melksham Assembly Hall. Analysis of the comments is included below with a selection of quotes. A full list of verbatim responses can be found in Appendix 2.



As there were a higher number of responses to this question, all comments were analysed and summarised by theme. A breakdown of themes is included in the chart (left), along with a summary of comments for each theme.

General Update (30%)

30% of responding organisations suggested a general update or refresh would be part of their future vision for Melksham Assembly Hall. Suggestions included general updates to the appearance of the hall e.g. redecoration/modernisation and investment in the building, without making substantial changes to the facilities or layout of the hall. Some respondents also said they would like to see the hall remain in exactly the same location without being moved, replaced or closed down.

"Keep it. Don't move or replace it. Update and refresh inside."

"The Hall needs decorating, modernising and some improvements. My vision is of a great, well used local resource that has many different functions to attract all ages."

"An injection of cash, to spruce up the building, but no changes to the feel of the place and the internal options on offer."

"A face lift would be an advantage."

Layout and Facilities (23%)

Amongst responding organisations, 23% of responses suggested more comprehensive changes to the layout and facilities would feature as part of their future vision for the hall. Several respondents suggested tiered seating and a change to the overall layout of the hall to accommodate meeting spaces (large and small), as well as retaining a large area for bigger gatherings. There was a general feeling that the space should be adaptable to different sized groups and events. Two respondents suggested screens or dividers to make the hall area more flexible for different needs. Other suggested changes included improved toilets and a more flexible bar area.

"A modern adaptable hall with tiered seating. Better toilet facilities."

"A more flexible space in the bar area - so you could book classes or parties in the day. The hall could have a room divider and split in to two areas."

"Could there be dividers to make smaller spaces for use in the day for community groups?"

"Tiered seating to combine a theatre as well as dance hall."

No Change (17%)

17% of responding organisations suggested that the hall should stay as it is, with no changes needed or did not make any suggestions for their future vision.

"It suits my needs as a dance hall with a superb floor."

"To stay as a venue."

"To stay as it is for local clubs to hire the venue."

"We feel that the Assembly Hall should continue to be a community hub and resource for use by any and all groups at a minimum rental/entry fee. It should be administered and maintained by the Town Council with County subsidies."

A further respondent said they would need time to consult about the future vision.

Activities and Events (13%)

Amongst organisations who responded to this question, 13% suggested improvements to activities and events as part of their future vision for the hall. Suggestions included community events organised with local charities, training sessions and meetings, community fairs or shows and music events for a younger audience.

"As per Neild Hall in Chippenham, regular community events organised with local charities, Council services etc involved."

"Hold training sessions or meetings."

"I believe it should be a facility that serves the community. Perhaps there could be more fayres of various descriptions on a regular basis so that, for example, once a month folk know there is an activity / show on that they could go to."

"More music events promoted, perhaps aimed at a younger audience."

Pricing (10%)

3 organisations (10%) suggested improvements or changes to pricing for the hall as part of their future vision. Comments included subsidised pricing for the benefit of Melksham residents and organisations, an increase in hall users to reduce rates for all hirers and a general suggestion that pricing should be affordable for local people and groups.

"As above a subsidised venue for the benefit of the town. Outside user paying a premium."

"More users bringing price down."

"Somewhere that the people of Melksham (Wiltshire as a whole) and groups can use and come together. It shouldn't be restrictive in price as often these places are. Trowbridge town hall and the civic centre are too expensive for small groups."

Parking (7%)

2 organisations (7%) suggested improved parking as part of their future vision for the hall.

"For our needs we need easy access for the public to park close by or the hall to be central to the commercial centre."

"Not sure - better free parking?"

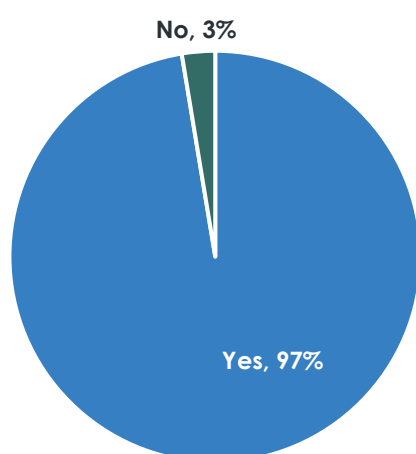
Feedback from Members of the Public

This section presents the findings from 555 individuals (members of the public) who submitted a response to the Melksham Assembly Hall Community Survey.

Use of the Hall

Question 22: Have you ever visited Melksham Assembly Hall? (421 responses)

	Count	Percentage
Yes	410	97%
No	11	3%



The vast majority (97%) of responding individuals who completed the survey said they had previous experience of using Melksham Assembly Hall. A small percentage (3%) said they had no previous experience of using the hall. Due to the high number of responses from members of the public who had prior experience of using the hall, responses from members of the public are likely to be more representative when compared with responses from organisations.

Question 23: Is there any particular reason you have not visited Melksham Assembly Hall? (10 responses)

This question was an open-ended question which invited feedback from members of the public who had never made use of Melksham Assembly Hall. There were 10 responses from individuals who offered feedback on why they had not used the facilities at the hall. Responses were analysed and are summarised below along with a selection of verbatim quotes. A complete list of anonymised responses to this question can be found in Appendix 2 of this report.

Some of the responses were from people who were new to the area, hadn't had a chance to use the hall yet or who did not know about the hall. Some additional responses

were from people who suggested they had no particular reason for not using the hall and just said 'no' or did not give a specific answer. Two respondents also suggested they had not used the hall because the events and activities on offer did not appeal to them.

"No interesting events."

"I only just moved to town last month, but from what I've heard it's a valuable resource for the town and one which encourages community spirit and coming together, as well as patronage of the Arts."

"There hasn't been a need for me too. I also don't really understand what it's for or who runs it. I see things advertising events at the hall in The Melksham Independent Newspaper every now and then."

"The events don't appeal to me."

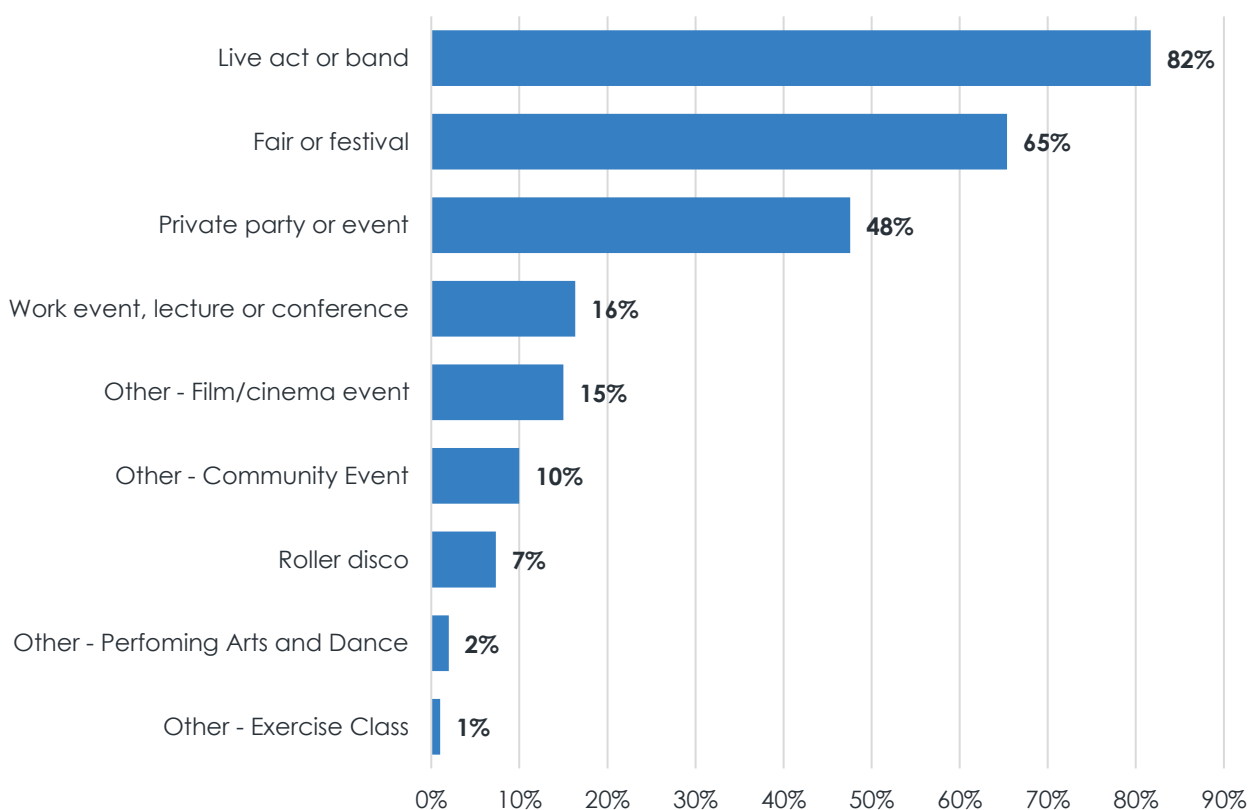
"Not a member of any of the community groups that use it and many events there appear aimed at those who like music from the 60s and 70s. Building is unprepossessing."

Question 24: For what reasons have you used Melksham Assembly Hall? Please tick all that apply (410 responses)

This question was for members of the public who said they had previous experience of using the Assembly Hall. This was a multiple-choice question and many respondents selected more than one type of hall use. In addition to the multiple-choice question, there was an 'Other' open-ended response type. All 'Other' responses were analysed and have been grouped under themed headings and added to the table and chart below. A complete list of anonymised responses to this question can be found in Appendix 2.

	Count	Percentage
Live act or band	335	82%
Fair or festival	268	65%
Private party or event	195	48%
Work event, lecture or conference	67	16%
Other – Film/cinema event	60	15%
Other – Community event	39	10%
Roller disco	30	7%
Other – Performing arts and dance	10	2%
Other – Exercise class	5	1%

Please note: There may be some overlap between 'Other' categories and suggested activities and events which featured in the multiple-choice options. Many of the respondents who answered 'Other' appeared to do so in order to offer more detail about the type of event or activity they had participated in at the Assembly Hall. For example there was some crossover between 'Fair or festival' and 'Other – Community event' e.g. a raffle or charity event. Similarly there may be some overlap between 'Other – Performing arts and dance' and 'Live act or band.' This could suggest that some survey respondents felt the category 'Live act or band' applied only to musical performances and not theatrical or dance performances. Please note also that 'Other – Performing arts and dance' includes those who said they had attended a dancing event at the hall.

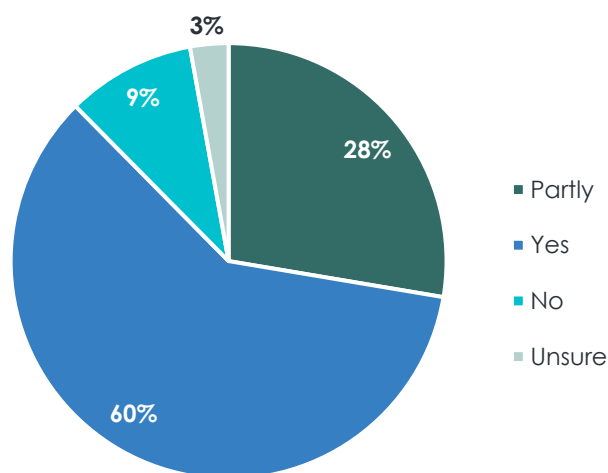


Over 80% of responding individuals said they had attended an event with a live act or band at the hall, with a further 65% who had attended a fair or festival. Just under half (48%) had also attended a private party or event at the hall.

Overall, there were a high number of 'Other' responses which made up 28% of all responses from members of the public. Amongst this group, 15% had attended a film or cinema night at the hall (including senior film night), 10% had attended a community event, 2% had visited the hall for a dance or performing arts event either as an attendee or a performing artist and 1% attended an exercise class.

Question 25: Do you think Melksham Assembly Hall is currently meeting the needs of the community? (387 responses)

This was an open-ended question for members of the public who said they had previously used or visited Melksham Assembly Hall. There were 387 responses to this question. Responses were analysed and summarised by theme. Responses were also analysed for sentiment and were categorised as either 'Yes' (meeting the needs of the community), 'No' (not meeting the needs of the community), 'Partly' (mostly meeting the needs of the community with some room for improvement) or 'Unsure' for those who did not give an indication or said they were unsure. A breakdown of themes is included in the chart below, along with a summary of comments for each theme grouped by expressed sentiment. All verbatim responses can be found in Appendix 2 of this report.



When responses are broken down by sentiment, 60% of respondents indicated they thought the hall was currently meeting the needs of the community and 28% of respondents suggested the hall was partly meeting the needs of the community (with suggestions for how to improve). The remaining 9% indicated the hall was not meeting the needs of the community and 3% were unsure.

A count of responses by theme and expressed sentiment can be found in the table below. Unsure responses (11) have been omitted from the table to avoid clutter. Please note, some respondents mentioned more than one theme in their comment.

Theme	Yes (60%)	No (9%)	Partly (28%)
General comment	176	18	17
Events and activities	31	10	44
Management	2	8	28
Space and facilities	10	2	14
Location	13	1	0
Publicity	3	1	16

Themes (Yes – The hall is meeting the needs of the community)

Amongst members of the public who felt the hall was currently meeting the needs of the community (60%), there were a large number of general comments about the hall which did not mention a specific theme. For example, the individual wrote 'fantastic venue' or just 'yes' without providing any additional detail. Overall, the highest number of responses

(176) from those who suggested the hall was currently meeting the needs of the community were general comments in favour of the hall.

Events and activities at the hall were also mentioned by 31 respondents as a reason the hall is currently meeting the needs of the community. These individuals feel there are a diverse range of events or activities at the hall which cater for all ages and tastes. Some people cited events they had attended which they enjoyed or commented that they had seen a range of different events advertised at the hall. Examples of events cited by individual respondents included bands, live acts or shows, markets or fairs and dances. Examples of comments included:

"Yes, it offers a range of different events and seem to have something to offer everyone."

"I believe that any live entertainment is a good thing to bring to local communities, and you do have a diverse selection."

"It provides a wide range of events to cater for the different interests of the community."

Space and facilities (10) and location (13) were also cited by survey respondents as reason why the hall is currently meeting the needs of the community. Amongst those who mentioned the location of the hall, respondents felt that the hall was ideally located to for the town and local amenities and transport links.

"I think it is a very good space, well placed in the centre of town."

"Yes, it is in a perfect location in the centre of town, with all the facilities that are needed."

"Yes definitely it's the best place where everyone can get to quite easily, situated in the Heart of the town."

For survey respondents who mentioned the hall space or facilities as a reason the hall is currently meeting the needs of the community, respondents mentioned the size of the venue as being ideal for larger gatherings and events. Indeed several respondents suggested that there was no other venue which was suitable for concerts and events for larger numbers of guests.

"We have nothing else to use for big events, so it is meeting those needs."

"Yes only concert venue in Melksham that's suitable."

"Yes it's easy to get to a great size and has some great events."

Management (2) and publicity (3) were also cited by some respondents as a reason the hall is meeting the needs of the community. These were general comments about having seen a variety of events publicised at the hall and the overall management of the hall.

"The events that I see advertised on social media (of which some I have attended) are some of the best in the area. I am referring to entertainment."

"I think it's very diverse and doing a good job under difficult times!"

Themes (Partly – The hall is partly meeting the needs of the community)

Amongst survey respondents who suggested the hall was partly meeting the needs of the community, the highest number of responses (44) were in relation to events and activities on offer at the hall. Many respondents said that they would like to see more variety in the types of events on offer at the hall, including events and activities aimed at a younger audience. Cinema/film events, streaming of live West End shows, community events and fairs were also mentioned as potential activities that respondents would like to see more of in the future. There was also some crossover with the theme of publicity, with some respondents suggesting more advertising of events on offer at the hall.

"The MAH has a variety of events currently. Live bands, fetes etc. It would be good to have some more up to date films showing and possibly live streaming. One event a good few years ago was War horse live streaming it was well attended. Would like other activities like games nights, bingo and big band acts. possibly some plays, theatre dining nights. I do not think the hall currently serves the teenage generation."

"Could do with more acts e.g. live music/bands/DJs that appeal to younger audiences. Frome Cheese & Grain is a successful similar venue that offers a variety of events."

"I think it meets the needs of the community to a certain extent. I wish there were more fairs held inside. Movies that are held there, need to be better publicised. Perhaps a regular email to subscribers and advertising through Facebook groups. There should be more events to entice younger people to use the facility. My daughter would like to see a rave or disco."

"I think there could be more events - cinema and fairs but what it does provide is very good."

"On the whole yes although it would be nice to have a bit more variety regarding the acts appearing. There are a lot of tribute acts."

There were 28 comments relating to management of the hall from people who felt the hall was partly meeting the needs of the community. These comments suggested that whilst the hall was beneficial space for the community, it is current underutilised and could

be put to better use. Some comments also indicated that management and use of the space had declined since Covid-19. In addition, there were several comments from respondents who felt the venue could be more affordable.

"It was better before Covid, so I would like to see it return to that level and more."

"It seems under used. In comparison to the Swindon Arts Centre which is even smaller than the Assembly Hall..."

"Not reached its full potential, needs to evolve to meet current and future needs of an ever-growing town."

"Yes. But hiring fees have increased very steeply now. Contacting the hall is very difficult at times too."

"Not all of them. There are so many more things that could be done to make it more of an Arts Centre."

As with comments from respondents who felt the hall is currently meeting the needs of the community, there were 17 general comments from those who felt the hall is partly meeting the needs of the community. These included vague responses such as 'mostly' or 'could do better' without elaborating on a particular theme.

Publicity (16) and space and facilities (14) were also mentioned by members of the public who feel the hall is partly meeting the needs of the community. Amongst those who mentioned publicity, there was a general feeling that the hall could be put to better use if the events and activities on offer were promoted more effectively, both within the local community and further afield.

"Needs more promotion. Other places like cheese & grain have tribute bands which are much more supported venues. People automatically look at what's on there..."

"Yes, there could be more held there if it was actively advertised."

"Assembly Hall should do more events advertise the fact that this is a venue that can have many uses."

"I think it needs to be promoted more."

For respondents who mentioned space and facilities, there was a general feeling that the hall was in need of modernisation to improve the facilities and décor. Some respondents also felt the space was too large or needed to be more flexible for different uses e.g. partitions for smaller groups/events. Other suggestions included improved seating, lighting and changes to the bar area.

"I think it is a good venue but is a bit run down and would benefit from a makeover."

"It could do with a bit of modernising but it meets the needs for the community."

"Probably. Could do with much better seating."

"Sadly it's a bit dated. The hall is too large and not flexible enough for modern needs. The staff are great and do their best. However without a massive facelift it will be in difficulty."

"Mostly. Be good if the hall could be partitioned for smaller gatherings."

Themes (No – The hall is not meeting the needs of the community)

Amongst respondents who suggested the hall is not meeting the needs of the community, the highest number of comments (18) were general, non-specific comments e.g. 'No' which did not discuss or mention a particular theme. There were 10 comments about events and activities at the hall, these were similar in nature to those who felt events at the hall were partly meeting the needs of the community (see above), but these respondents specifically stated 'no' as part of their response to this question. Feedback included a lack of live events and a lack of variety. A perceived lack of live music, film and comedy was mentioned by several respondents.

"No there needs to be more bands/singers for younger people. Also some comedy nights."

Get more weddings in there. Have a wedding fair."

"No. Needs more live events. Comedy, music and film."

"No, not enough activities."

"Not really. Less bands, comedy due to reductions imposed by Town Council. It is not fulfilling its potential."

Management of the Assembly Hall was mentioned by 8 respondents as a reason why they felt the hall is not meeting the needs of the community. These included comments about the hall being underused and the way the hall is managed.

"No or it would be in use more often."

"No, I think it could be used much more effectively, particularly if made bigger using the old 'blue pool' site which is adjacent."

"Badly managed."

Finally, there were a handful of comments on the themes of space and facilities (2), location (1) and publicity (1).

"I no longer receive emails advising what is on and I believed this was due to Covid. Therefore I am not aware of what is happening currently."

"No. Lack of parking and it's very dated. Also not easy to find if you haven't been before."

"No. It is a dated building - not enough goes on in there to make it pay currently."

Question 26: What do you like about Melksham Assembly Hall? 387 responses

This was an open-ended question for members of the public who said they had previously used the hall. Responses were analysed for key themes which are presented in the word cloud below and summarised with a selection of quotes. All verbatim responses to this question can be found in Appendix 2 of this report.



104 respondents cited the size of the venue as a feature they liked about Melksham Assembly Hall, a further 62 respondents used the keyword 'space' when answering this question. Size/space was frequently mentioned alongside the location of the hall relative to the town centre, with the keywords 'located' (73), 'town' (63) and 'central' (62)

frequently cited by members of the public as a positive feature. This suggests that the size and location of the hall is felt to be the most positive feature overall and members of the public would like to maintain the status of the hall as a large, centrally located space in Melksham. Comments included:

"A great hall that can be used for lots of different events it's also central in the town and a great size."

"Good size venue that lends itself to many different activities."

"The location is great! It's really central with good local carparking & transport very close by. The size is perfect for shows, dances, movies, parties, wedding receptions and everything else you can think of."

"It is a good-sized venue and situated perfectly in the town centre."

"The size and location are great. It can be used for so many varied events."

The keyword 'events' featured in 103 responses. There was a lot of crossover with the theme of 'size' and the keyword 'events' in responses to this question. Broadly, members of the public feel that the size of the Assembly Hall is a positive feature because it allows for a variety of different public and private events. Indeed, several responded felt there was no other comparable venue in Melksham that was able to host the type of events that the Assembly Hall could accommodate. The keyword 'events' also featured in responses from members of the public who like the events and activities on offer at the Assembly Hall. Comments included:

"Only place in Melksham that is big enough to hold events like tribute acts and live performances."

"A great hall that can be used for lots of different events it's also central in the town and a great size."

"It's a super venue, we are so lucky to have such a large space, with stage, and lighting, there isn't anything to compare or come even near this venue. It can hold over 400 people seated ..and can host virtually any event, show, or fayre. The hall has a good name on the theatrical circuit and is well known and highly regarded by well-known artists, especially those that have worked on stage there themselves...with many returning time and again over the years.. it is a wonderful asset to Melksham and will be for years to come..."

"Holds fantastic events with national and local performances and community daytime events."

"The size. Nowhere else in Melksham comes close for big events."

The most frequently mentioned word in relation to how the hall could be improved was 'more' which featured in 113 responses from members of the public. This relates to the general feeling that the hall is mostly/partly meeting the needs of the community but could do more to make the most of the space and offer a wide range of different events to suit a variety of audiences. The keyword 'more' also frequently featured alongside 'need' (19), 'use' (15) and 'better' (14) which suggests that the community feels the hall is underutilised and not meeting its full potential as a community venue.

Members of the public who responded to this question would like to see more seating/improved seating or tiered seating, improved toilets and advertising of events. Some comments also suggested the foyer, bar, kitchen and communal areas were in need of improvement and the venue itself is dated and in need of modernisation throughout. Comments included:

"Better seating, tiered seating for shows."

"Ladies toilets need redoing and there's very little room in there!"

"Collapsible tiered seating would be amazing."

"The gents toilets need improving, they are too small. It would be nice to have more comfortable seats."

"Spruced up and advertised more."

"Modernisation. Seating could be more comfortable. It has much to offer. Don't let it go to rack and ruin like Melksham House. The Council lost a lot of income from its events and room hire by closing it too early. Way before there was any sign of a brick being laid for the campus."

The keyword 'bar' was mentioned in 44 comments from survey respondents. Members of the public said they would like to see improvements to the layout of the foyer and bar as congestion during busy times is felt to be a problem.

"Bar and entrance could be made bigger, always congested there."

"Possibly updated internally; it looks a bit dated. Bigger bar as queuing can get a bit challenging."

"Foyer and bar area cannot cope with large numbers of people."

"The foyer is very small. The bar area could be extended."

The keyword 'more' was also used frequently alongside 'events' (64). Members of the public would like to see more live events/music, films, community events, events for a younger audience and comedy shows.

"More comedy events and popular films."

"Could be used more for groups, (discos for teenagers, dance nights for elderly, fund raisers, events for elderly), encourage local schools to put on events for local community (music, sing alongs, fund raisers, meet and greets getting younger community to mix with elder community)."

"More things for children (older), more shows/comedians/pantos. This town needs more for its residents and utilising the hall to the best of its ability will bring more people to the town."

"It would be great if it was bigger & refurbished to take bigger & better events (more concerts, comedy nights etc) with comfortable seating, bar & facilities. Maybe the campus would allow parking?"

Availability of parking was felt to be a problem for the hall amongst some respondents with the keyword 'park' or 'parking' featuring in 22 responses about how the hall could be improved. Some hall users said they would like to see improved car parking for the venue or parking discounts at other local car parks. Some respondents also said they would like clarity on whether they can use the Campus car park when using the Assembly Hall.

"Parking was poor. Would be improved if it was clear visitors could park in the new Campus parking area."

"The main bug barer is the limited parking. How do you fix this, I am not sure. It does need to be more versatile in what can be put on there to attract businesses for seminars etc. as well as local bands, talks and so on. It is not that you don't have parking spaces, the three car parks nearby can do the job but a lot of people who may go there from other towns find it difficult to find those car parks."

"Car parking close by would help."

"Parking discounts."

"Redecorated. Better toilet provision. Use of Campus parking."

Keywords relating to advertising and publicity were mentioned by 17 respondents who felt the events and activities on offer at the hall could be promoted more effectively and with a wider audience to encourage more people to attend.

"Advertising. Not always aware of what's on, until AFTER the event has happened."

"The advertising of events needs improving."

"I think it's a fab place but maybe it just needs more support and advertising."

"Advertise more than in the venue itself."

"Advertise and let people know about the place."

Feedback on Hall Facilities, Location and Accessibility

Question 28: On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the facilities at Melksham Assembly Hall? (399 responses)

Individuals who had previous experience of using Melksham Assembly Hall were asked to rate the facilities at the hall on a scale of 1-10. The average score for the facilities was **7.83** which suggests that members of the public rate the current facilities as good. Overall, 70% of individuals who responded to this question rated the hall facilities between 7-9 (good), with a further 15% who rated the facilities as 10 (excellent). Overall the facilities received a lower average rating when compared to location (9.08) and accessibility (8.54).

Poor	Unsatisfactory			Average		Good			Excellent
1	2	3	4	5	6	7	8	9	10
1 (0%)	1 (0%)	4 (1%)	8 (2%)	19 (5%)	26 (7%)	85 (21%)	125 (31%)	70 (18%)	60 (15%)

Additional comments:

After rating the hall facilities, members of the public were also invited to leave an additional comment to help explain their rating. 284 individuals left an additional comment about facilities at the hall. When the comments were analysed, feedback on hall facilities strongly echoed responses given for question 26 (what do you like about Melksham Assembly Hall) and question 27 (Is there any way you think Melksham Assembly Hall could be improved). To avoid unnecessary repetition these have been briefly summarised below with a selection of quotes. A complete list of anonymised comments can be found in Appendix 2.

Many of the comments in relation to facilities at the hall mentioned the bar. This is felt to be a positive feature of the hall which the community would like to retain. Whilst members of the public like the bar facility at the hall, some individuals felt the bar was overcrowded during busy times. Suggested improvements included changes to the layout and size of the bar as well as general refurbishment of the bar area. Overall the toilets were felt to be too small by some individuals, with some people also reporting that the toilet facilities were cold. There were several positive comments about the size of the dance floor and stage

facilities at the hall, although some respondents suggested improvements to the dressing rooms and backstage facilities.

Some respondents suggested that the kitchen was a positive feature for the hall but is in need of modernising. Indeed, there was a general feeling amongst survey respondents that the facilities at the hall are quite dated and could be improved with refreshed décor throughout the venue. Some respondents also said they would like to see improved seating at the hall e.g. tiered seating or more comfortable seating. Comments included:

"The bar is good; the kitchen area needs to be updated to help catering staff on site for different functions."

"When I have watched films or acts there, I found the chairs uncomfortable to sit on. The bar needs to be larger, as when the place is busy, it's hard to get to the bar."

"It is a fine place; the toilets are small and cold in winter."

"There are very few venues with a decent size dance floor, plus stage and licenced bar."

"Back stage facilities need improving, dressing rooms, storage etc...Perhaps all facilities would benefit from an update."

Question 29: On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the accessibility of Melksham Assembly Hall? (396 responses)

Individuals were asked to rate the accessibility of the hall on a scale of 1-10. The average score for the facilities at the hall was **8.54** which suggests that members of the public consider the hall to be good in terms of accessibility. Overall, 57% of individuals rated hall accessibility between 7-9 (good), with a further 34% who rated accessibility as excellent with a score of 10.

Poor	Unsatisfactory			Average		Good			Excellent
1	2	3	4	5	6	7	8	9	10
1 (0%)	0 (0%)	2 (1%)	7 (2%)	15 (4%)	13 (3%)	39 (10%)	84 (21%)	101 (26%)	134 (34%)

Additional comments:

After rating hall accessibility, members of the public were also invited to leave an additional comment to help explain their rating. 276 individuals left an additional comment about accessibility of the hall. Many of the responses were in line with feedback from question 26 and question 27 and there was considerable overlap between accessibility and location (see below), with many respondents mentioning 'easy access'

to the building from the centre of town rather than accessibility of the venue itself. Themes are summarised below along with a selection of verbatim quotes. A complete list of anonymised comments can be found in Appendix 2 of this report.

Feedback about accessibility for people with disabilities was generally favourable, with some positive comments about the availability of stair-free access and disabled toilets. Several disabled respondents took part in the survey and said they found the venue easily accessible. Some additional comments suggested that disabled parking and drop-off was limited and that disabled access (e.g. wheelchair access) at the entrance to the hall can be a challenge during busier times.

Approximately a third of all comments in relation to accessibility at the hall mentioned parking. Broadly many comments indicated that nearby parking was sufficient with local car parks and parking at the Campus. Some additional feedback about parking also suggested that access to the venue can be impacted by cars parking at the entrance of the hall for unloading e.g. on market days and equipment for live events.

"Access is good for wide accessibility, unless cars are parked immediately in front of the halls, such as on market days."

"Access is quite good into the venue. The 'disabled toilet in foyer can be difficult to get into due to the amount of traffic in the small foyer."

"As a disabled person I find accessibility excellent."

"Not very accessible for disabled drop off. Not much space for visiting groups to unload their gear."

"The accessibility is ok, but it may be hard for disabled people to access the front door when the venue is busy. Also it gets packed at the front door with pedestrians getting in the way of cars, driving up to the campus."

"Better now that car parking has improved due to the building of the Community Campus."

Access is good. There are no steps and all the doors are large enough for wheelchair access.

Question 30: On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the location of Melksham Assembly Hall? (396 responses)

Individuals were asked to rate the location of the hall on a scale of 1-10. The average score for the facilities at the hall was **9.08** which suggests that hall users consider the location of the hall to be good. Overall, 45% of respondents rated the location of the hall between 7-9 (good) and over 50% of respondents rated the location as 10 (excellent).

Indeed the current location of the hall is highly valued amongst this sample of respondents and scored higher on average than facilities (7.83) and accessibility (8.54).

Poor	Unsatisfactory			Average		Good			Excellent
1	2	3	4	5	6	7	8	9	10
3 (1%)	0 (0%)	2 (1%)	1 (0%)	4 (1%)	6 (2%)	19 (5%)	57 (14%)	101 (26%)	203 (51%)

As part of their rating for the hall location, members of the public were also invited to leave an additional comment to help explain their rating. 277 individuals left an additional comment about the location of the hall. As with feedback for hall facilities and accessibility, comments expressed similar themes to feedback shared in question 26 and question 27. A summary of responses is included below along with a selection of verbatim quotes. A complete list of anonymised comments can be found in Appendix 2 of this report.

Survey respondents like the location of Melksham Assembly Hall and feel it is ideally located for the town centre and local amenities. Respondents also said the hall is well connected by road (including car, bus and taxi) and on foot for residents of Melksham who live near the town centre. Some individuals also suggested the location of the hall relative to the new Community Campus was a positive factor in their overall rating for the location of the venue. Most people suggested that local car parking was sufficient to meet the needs of those visiting Melksham Assembly Hall, although some individuals suggested car parking could be improved along with signage for the venue and parking. Comments included:

"Being in the town center it's in the perfect location and easy parking helps."

"Good location, sign in market place saying it's there maybe? No parking."

"In the centre of the town near the new Community Hub and Gym, library, and Town Hall. Therefore easy to find and car parking nearby."

"Town centre. Loads of parking at the campus. Buses and taxis very close."

"It's very central, with direct access to the Town Hall, and short of rebuilding it on any spare land around the Campus, it's better to have it where it is than not at all!"

"Location is good BUT needs better signage for the entrance and the hall itself as it's hidden behind the town hall."

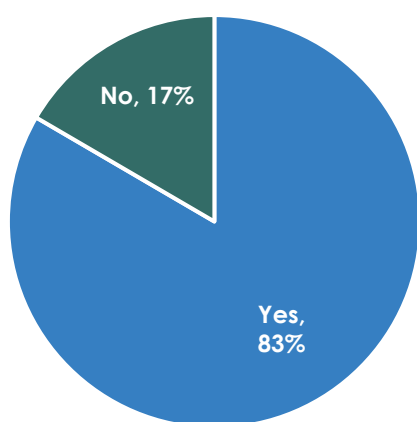
"Good that it's situated in the town centre but remains somewhat hidden. Better signage required including What's On promotion."

Events, Activities and Pricing

Please note: Question 31 onwards was for all individual survey respondents and was not restricted to those who had previous experience of using the hall.

Question 31: Do you think there are a good selection of events and activities at Melksham Assembly Hall? (410 responses)

	Count	Percentage
Yes	342	83%
No	68	17%



The majority (83%) of individuals who responded to this question said they felt there are a good selection of events and activities on offer at Melksham Assembly Hall. The remaining 17% said they did not think the selection of activities and events at the venue was good enough. This suggests that, whilst members of the public are broadly satisfied with current activities and events at the hall, there is some room for improvement.

Question 32: Are there any events or activities you would like to see at Melksham Assembly Hall? (284 responses)

This was an open-ended question inviting members of the public to make suggestions for events and activities at the hall. All responses were analysed and grouped under key themes which are summarised below. All verbatim responses can be found in Appendix 2.

	Count	Percentage
Bands and Music (e.g. touring bands, tribute acts)	86	30%
Cinema and Film	48	17%
Comedy Shows	41	14%
Live Shows and Theatre	37	13%
Activities for Young People (e.g. disco, kids film)	28	10%
Fairs (e.g. wedding fair, antiques, crafts)	17	6%
Dances and Dance Classes	12	4%

Exercise classes (e.g. yoga, pilates, Zumba)	10	4%
Art and Craft Events	8	3%
Roller Disco	7	2%
Markets (e.g. food market)	7	2%
Live Talks and Lectures	7	2%
Exhibitions	6	2%
Family Events (e.g. parent and toddler)	6	2%
Skittles & Short Mat Bowls	5	2%
Community Meals (e.g. lunches/dinners)	5	2%
Pantomime	5	2%
Bingo	4	1%
Gin Tasting Event	4	1%
Cheese and Wine Event	4	1%
Beer Festival	3	1%
Quiz Night	3	1%
Car Boot or Jumble Sale Event	3	1%
Comic cons	2	1%

Almost a third (30%) of members of the public who responded to this question said they would like to see more live bands and music at Melksham Assembly Hall. This included touring bands and tribute acts. However some respondents felt there are too many tribute acts at the hall which may not cater for all ages and would like to see a better variety of live music including more well-known bands to bring people into the town. 17% of respondents mentioned film/cinema at the hall (including a wider selection of films), with a further 14% who would like to see more comedy shows at the venue.

A variety of suggestions for events are included in the table above and respondents are keen to see a wider variety of events and activities at the hall to cater to all audiences including older people, families, young people and those with special interests including dance, exercise and craft. Suggestions for community events included the return of lunch/dinner events for the community, gin, beer and cheese/wine events, quiz and bingo nights and local food, art and craft fairs. Comments included:

"Talks by celebrities or sports icons. Book signings. More live music by 'named' bands. Live comics. Streamed performances from London Theatres."

"I would like to see a better mix of stage shows and not so many tribute acts..."

under-utilised and could be more adaptable and ambitious to meet the needs of the community in the future.

"Ideal vision to keep the hall and update as necessary. I would like this to be the heart of the community."

"For it to be the hub of Melksham life. For people to want to come to Melksham instead of writing us off and making jokes about how awful it must be to live here."

"A thriving hub for all kinds of events and community groups/classes. The heart of Melksham arts scene. A bit like The Pound."

"Let the Assembly Hall become the hub of Melksham. It could be a beautiful building let's look after our Melksham heritage!"

"A place residents can be proud of in the future. A fully fledged entertainment venue for all ages..."

In survey responses about the future vision for the hall, several references were made to the Cheese and Grain (Frome) and the Neeld Hall (Chippenham) as examples of venues of a similar size which are felt to host a wide variety of events, with suitable facilities and events. This may offer a useful starting point to explore how Melksham Assembly Hall could be adapted or redeveloped to meet the needs of the community.

"A more modern venue where it meets a variety of age groups and makes it more appealing for people to attend. Perhaps franchise it out and become Melksham's cheese and grain venue."

"The Cheese and Grain in Frome and The Komedia in Bath are similar sized venues and have earned a great reputation for live events. Melksham has the chance to emulate them if the will and backing is there to try."

"Be as popular as the Cheese and Grain."

"A reasonably priced venue hosting original musical acts and quality craft/artisan fairs. Something akin to Frome's Cheese and Grain or Chippenham's Neeld hall venues."

"Install stowable rake-seating (like in Neeld Hall, Chippenham) which gives enhanced viewing and quick conversion for non-concert events."

Many of the comments about the future vision for the hall were of a similar nature to those provided in other survey questions. Members of the public would like to see more events and activities at the hall which are suitable for a variety of different audiences. In addition respondents felt that advertising and promotion of the hall could be improved to attract

more people to the venue and make it easier to find out what events are taking place. One respondent suggested an improved website for the venue with a guide to upcoming events. Some people felt that pricing for the venue, including hire charges and event tickets should be considered as part of future plans for the venue and to ensure that the hall is affordable for those wanting to hire the space and for event attendees. Suggestions included subsidised pricing and membership options.

"My suggestion of one REGULARLY UPDATED & accurate website for all hall use & events, properly marketed, would increase hall usage."

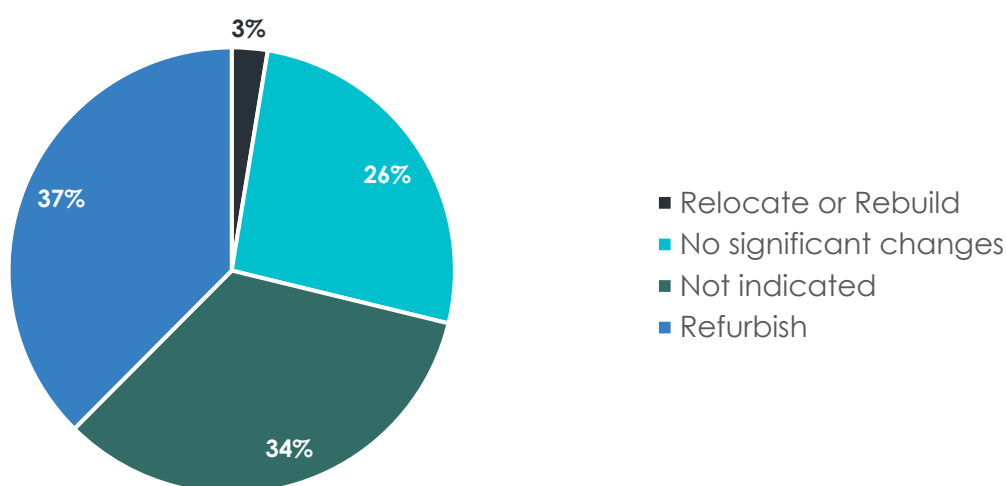
"It needs to be affordable for events to happen without charging silly prices..."

"Prices of hire are high and tickets could perhaps be subsidised for pensioners etc."

"Something on each weekend, maybe some weekdays/evenings, reasonably priced...and much better publicised. Hopefully better supported, that might come down to price. Maybe some sort of membership/regular user discounts?"

"More of the same with plenty of advertising and although it is probably the hardest hurdle, try to keep the hiring fees as low as possible."

As part of the analysis for comments relating to the future vision of the hall, feedback from members of the public was categorised according to suggested potential development options for the hall building and facilities. This included refurbishment, rebuilding/relocating and no significant changes/keep it as it is. Where a response did not indicate what should happen to the venue in terms of location, facilities or the building itself, the comment was classified as 'not indicated.'



Refurbish (37%)

37% of individual respondents suggested refurbishment of the venue was a key factor in their future vision for Melksham Assembly Hall. The hall facilities and décor are currently felt to be dated and in need of modernisation. Words like 'facelift', 'spruce' and 'redecorate'

featured in comments about refurbishment of the hall. Further suggestions included changes to the layout of the entrance, foyer and bar area, modernisation of toilets, stage and kitchen, tiered seating and improved access, frontage and signage. Some respondents also suggested changes to the layout of the hall space to make it easier to accommodate different sized groups e.g. with screening.

"More flexibility around how space is allocated. E.g. ability to divide main hall into smaller areas as required."

"For it stay in same location and building, just improve access and frontage."

"A lick of paint, new chairs, a new up to date stage and sounds, enlarge the bar and update the kitchen."

"I think it could do with a revamp as it is looking a bit tired."

"An updated version of the existing Melksham Assembly Hall with improved frontage, kitchen and bar. New lighting, sound and tiered seating options. Updated toilets. Versatile partitioning so that various groups can use smaller areas at a reasonable cost instead of having to hire the entire venue."

"Opening out foyer, extending bar to comfortable sitting lounge. Improve toilet access."

Not Indicated (34%)

34% of respondents did not indicate whether they felt the hall should be refurbished, relocated/rebuilt or kept mostly the same in terms of facilities, decor, location and layout. Amongst this group, comments were generally about the events and activities at the hall e.g. 'more live events' and did not state what (if any) changes were needed to the venue itself. Other comments were of a general and vague nature e.g. 'events for all', with additional feedback suggesting that the hall could generally be better utilised. In terms of vision, some respondents suggested the hall could become a focal point for community gatherings and activities in addition to entertainment and live events.

"More events aimed at all ages, it being used by more community groups - brownies, dance classes/ shows etc."

"A focal point for the town's events."

"To have a large variety of live shows, ability to host local events."

"A place for all to use with pride."

"A place people of all ages to enjoy."

No significant changes/Keep it as it is (26%)

There was concern amongst some members of the public that the venue might close altogether, some of these respondents left comments of a general nature e.g. 'to stay as it is' or 'don't close it' rather than specific suggestions for how the venue could be improved for the future. Most Melksham residents who responded to the survey are keen to retain the venue as a community space, albeit with refurbished and modernised facilities and a variety of events for the whole community.

"Keep going as the great hall it is."

"For it to never close."

"Keep it going for the town. Shame to lose it."

"To remain as a large venue for live music/acts, fairs and community events."

"Just stay open so Melksham has a local entertainment venue."

Some local residents are likely to be protective of the venue at this early stage of the public consultation process. These individuals may have more ideas for how the hall could be improved once sufficiently reassured that Melksham Assembly Hall will be retained for the benefit of the community.

Relocate or Rebuild (3%)

A small number (3%) of respondents suggested Melksham Assembly Hall should be relocated or rebuilt rather than refurbished. Some of these individuals felt the building should be knocked down and rebuilt to include more modern facilities and equipment. Others suggested that it should be relocated, with suggestions including the Cooper Tyres site, within the Campus area and an unspecified location which offers more parking. Two individuals mentioned the Melksham House venue as a possible suitable entertainment venue to replace Melksham Assembly Hall. Comments included:

"Probably a new build as I feel it is too far gone to be rescued as a building."

"Either at the location it's at now OR River side (Cooper Tires site). Same size and facilities or a little larger. But smarted up, maintenance caught up and managed day to day by the community - CIC or similar."

"When finances allow, it could be rebuilt within the Campus area to offer modern facilities."

"Relocate the facility. Melksham House was a fabulous venue. Is it possible the new building there could be used. It is off the main road but not too far, good parking."

"When the renovation of Melksham House is completed in late 2023/early 2024 is this not the time to evaluate the future of both community spaces? Both facilities will be competing for the same business and revenue..."

The Blue Pool

There were no specific questions relating to the Blue Pool in the Melksham Assembly Hall Community Survey, however there were 13 responses to the various open-ended questions which mentioned ideas for the Blue Pool site.

Some respondents felt that the Blue Pool offers a useful space for Melksham Assembly Hall to be extended to include the Blue Pool bathroom facilities as part of the main hall, remodelled to extend or move the entrance, foyer and bar area or knocked down to create additional parking spaces for the hall. One respondent suggested creating an open-space or park area in place of the current Assembly Hall and Blue Pool sites to complement the new Campus facilities and those at Melksham House. A further respondent suggested the Blue Pool site could be used for indoor bowls.

As there was no open-ended survey question relating to the Blue Pool, all of the responses which referenced the pool are included below, rather than in the appendices. Melksham Town Council may wish to obtain further, specific feedback from the community as it relates to the future of the Blue Pool site as part of any future public consultation.

"Make necessary improvements. With the closure of the Blue Pool, the Assembly Hall can incorporate the BP entrance and bathroom facilities. Parking can be added where the closed pool is now. The gym area can be a side venue for smaller events. In other words, increase the size and functionality of the Assembly Hall."

"Could it be enlarged to a bigger venue incorporating Blue Pool. Perhaps annexe the pool to create an ante-room."

"Facilities could be renovated but I understand the difficulty in securing finances. I personally believe that the site should now be extended to create a "super venue" now that the Blue Pool is no longer in use."

"No, I think it could be used much more effectively, particularly if made bigger using the old 'blue pool' site which is adjacent."

"To be extended/incorporating the blue pool."

"Could do with a car park, suggest Blue Pool site."

"I think the foyer and bar/lounge area could be more inspiring. When funds become available consideration could be given to constructing a new entrance foyer/bar area on redundant Blue Pool land. Tiered seating would be great for concerts/shows."

"Centre of Town. Close to bus stop for ease of travel. Central to activities in the Market Place. Access could be improved if entry could be considered from the other side of the building or from the Blue Pool area. The land is there to carry out the work."

"When the renovation of Melksham House is completed in late 2023/early 2024 is this not the time to evaluate the future of both community spaces? Both facilities will be competing for the same business and revenue. Should the focus be on making sure the new modern Melksham House facility thrives? When Melksham House opens should there be an inclusive plan allowing all current club/organisations, events and activities transfer to Melksham House at no increase in cost or hire charges? This would allow the assembly hall and blue pool space to be redeveloped as an open space complementing the Campus/Melksham House facility while being aware of the residents in Place Road and the parish church. There is the opportunity to create a 'park' or leisure area in the centre of Melksham New housing would be a distraction with access issues with pedestrians and vehicle access clashing around the Town Hall area. Prior to the Blue Pool development in the 1950's this area was part of Melksham House with the pool grounds being given to the people of Melksham for leisure or community use. A part leisure area would respect the wishes of the origin transfer of use. Not building is a little radical which is possible the reason my idea will be discarded."

"Make necessary improvements. With the closure of the Blue Pool, the Assembly Hall can incorporate the BP entrance and bathroom facilities. Parking can be added where the closed pool is now. The gym area can be a side venue for smaller events. In other words, increase the size and functionality of the Assembly Hall."

"Keep the hall, convert the old pool to indoor bowls."

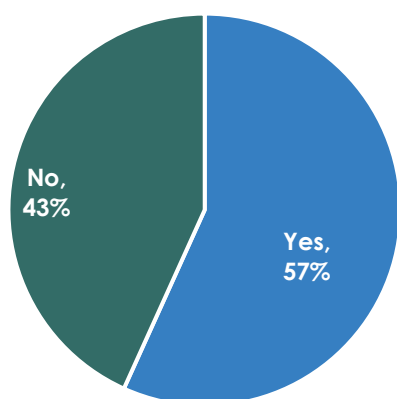
"The whole building is dated, it would need a lot of money spent on it, but it would put Melksham on the map. Can the old swimming pool be incorporated into improvements?"

"Knock it down along with the old swimming pool. Sell the site for development and use the money gained to provide more bins around the time and empty them more regularly."

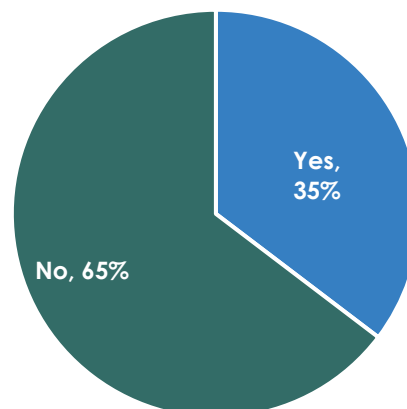
Future Consultation

All survey respondents were asked whether they would like to be involved in further consultation as it relates to the future of Melksham Assembly Hall.

Question 19: Would you like to be involved in any further consultation as it relates to the future of Melksham Assembly Hall?
(Organisations – 37 responses)



Question 37: Would you like to be involved in any further consultation as it relates to the future of Melksham Assembly Hall?
(Individuals – 416 responses)



	Count	%		Count	%
Yes	57%	21	Yes	147	35%
No	43%	16	No	269	65%

In total, 21 organisations (57%) who responded to the survey said they would like to be involved in future consultation. A total of 147 members of the public (35%) also said they would like to be involved.

Organisations and individuals who wished to be involved in future consultation about the Assembly Hall were asked to provide their name and a contact email address. For reasons of privacy, names and email addresses are not included in Appendix 2 and contact information has been provided to Melksham Town Council in a password protected file for future consultation follow-up.

Appendices

Appendix 1

Melksham Assembly Hall Community Survey

Welcome to the Melksham Assembly Hall Community Survey. This survey aims to understand what local people and hall users (e.g. community groups) think about Melksham Assembly Hall and how Melksham Town Council can improve the hall so that it better meets the needs of our community. We are working with independent charity Community First who will analyse the findings from the survey and report back to the Council.

This survey is the start of a wider consultation on the Assembly Hall. We know that the Hall is a valuable community space and we are keen to hear from as many local residents and hall users as possible. We would like to reassure residents and hall users that the purpose of the consultation to make the Assembly Hall better for the future rather than to get rid of the hall entirely.

This survey is open for responses for 6 weeks between:

7th November 2022 – 19th December 2022

As part of the survey, residents, community groups and other hall users will be invited to share their contact details if they would like to be part of additional consultation as it relates to the future of the Assembly Hall. This is entirely optional and survey respondents who indicate they want to be involved in future consultation about the Assembly Hall will be contacted by the Council at a later date. Contact information shared with us as part of the survey will not be used for any other purpose and your contact details will not be shared with anyone else. Any responses provided as part of this survey will be anonymised in reports and findings shared with the Council.

For more information about how the Council uses data, please see the Privacy Policy.

This is an online questionnaire which can be completed in your browser window by selecting the 'continue' button below. If you would like to request a paper copy of the questionnaire please email: assemblyhall@melkshamtown.co.uk

Survey Questions

*Are you an organisation or an individual?

- ☐ Organisation (e.g. community group) ☐ Individual

Organisation response:

Is your organisation based in Melksham?

- ☐ Yes ☐ No

What is the postcode for your organisation?

Open response

Individual response:

Are you a resident of Melksham?

- ☐ Yes ☐ No

What is your postcode?

Open response

Survey Questions for Organisations

These survey questions are for organisations who would like to take part in the Melksham Assembly Hall Community Survey. If you are not an organisation e.g. a community group or business and would like to submit a response as an individual or resident of Melksham, please return to the previous section.

Has your organisation ever made use of Melksham Assembly Hall?

- ☐ Yes ☐ No

Is there are particular reason you have not made use of Melksham Assembly Hall?

Open response

Which statement best describes your use of Melksham Assembly Hall?

- ☐ We have used the hall in the past (more than 2 years ago)
- ☐ We have used the hall recently (within the last 2 years)
- ☐ We have used the hall in the last 12 months
- ☐ We are regular hall users

If your organisation used Melksham Assembly Hall more than 2 years ago or within the last 2 years, is there a particular reason you have not booked the hall again?

Open response

How often does your organisation make use of Melksham Assembly Hall?

- ☐ Weekly
- ☐ Monthly
- ☐ 3-4 times a year
- ☐ Twice a year
- ☐ Yearly
- ☐ Other (Please specify)

Open response

What do you like and value about Melksham Assembly Hall? Please select all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Size and shape of hall | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Dressing rooms | <input type="checkbox"/> Sound facilities |
| <input type="checkbox"/> Breakout lounge/meeting room | <input type="checkbox"/> Projector availability |
| <input type="checkbox"/> Flooring | <input type="checkbox"/> Seating availability |
| <input type="checkbox"/> Acoustics of the hall | <input type="checkbox"/> Air conditioning |
| <input type="checkbox"/> Height of ceiling | <input type="checkbox"/> Décor and atmosphere |
| <input type="checkbox"/> Flexibility of layout | <input type="checkbox"/> Lighting facilities |
| <input type="checkbox"/> Toilet facilities | <input type="checkbox"/> Noise insulation from surrounding areas |
| <input type="checkbox"/> Staff assistance | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Ability to black out | |
| <input type="checkbox"/> Stage and size of stage | |
| <input type="checkbox"/> Staffed bar | |

Open response

Is there any way Melksham Assembly Hall is not meeting your needs as an organisation?
For example, are there any features you think are missing from the hall?

Open response

On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the facilities at Melksham Assembly Hall?

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Please explain your answer

Open response

On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the accessibility of Melksham Assembly Hall?

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Please explain your answer

Open response

On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the location of Melksham Assembly Hall?

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Please explain your answer

Open response

Do you feel Melksham Assembly Hall hire charges are reasonable?

☐ Yes

☐ No

Do you have any comments to make about hire charges at Melksham Assembly Hall?

Open response

What would be your ideal vision for Melksham Assembly Hall in the future?

Open response

Would your organisation like to be involved in any future consultation as it relates to the future of Melksham Assembly Hall?

☐ Yes

☐ No

What is the name of your organisation?

Open response

Please provide an email address so we can contact you about opportunities to take part in further consultation about Melksham Assembly Hall.

Open response

[Survey end page for organisations]

Survey Questions for Individuals

These survey questions are for individuals e.g. residents of Melksham who would like to take part in the Melksham Assembly Hall Community Survey. If you are not an individual and would like to submit a response on behalf of an organisation, please return to the previous section.

Have you ever visited Melksham Assembly Hall?

☐ Yes

☐ No

Is there any particular reason you have not visited Melksham Assembly Hall?

Open response

For what reason/s have you visited Melksham Assembly Hall? Please select all that apply:

☐ Private party or event

☐ Live act or band

☐ Roller disco

☐ Fair or festival

☐ Work event, lecture or conference

☐ Other (please specify

Open response

Do you think Melksham Assembly Hall is currently meeting the needs of the community?

Open response

What do you like about Melksham Assembly Hall?

Open response

Is there any way you think Melksham Assembly Hall could be improved?

Open response

On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the facilities at Melksham Assembly Hall?

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Please explain your answer

Open response

On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the accessibility of Melksham Assembly Hall?

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Please explain your answer

Open response

On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the location of Melksham Assembly Hall?

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Please explain your answer

Open response

Do you think there are a good selection of events and activities at Melksham Assembly Hall?

- ☐ Yes ☐ No

Are there any events or activities you would like to see at Melksham Assembly Hall?

Open response

Do you think events and activities at Melksham Assembly Hall are priced reasonably?

Yes

No

What would be your ideal vision for Melksham Assembly Hall in future?

Open response

About You

Finally, we would like to know a bit more about you so that we can understand whether we have received a broad range of responses from people in our community.

What is your gender?

- ☐ Man
☐ Woman
☐ Other (please specify)

Open response

What is your age group?

- ☐ 18-25
☐ 36-35
☐ 36-45
☐ 46-55
☐ 56-65
☐ 66-75
☐ 75+

Would you like to be involved in any further consultation as it relates to the future of Melksham Assembly Hall?

☐ Yes

☐ No

What is your name?

Open response

Please provide your email address so we can contact you about opportunities to take part in further consultation about Melksham Assembly Hall.

Open response

[Survey end page]

Survey End Page

Thank you for taking part in this survey, your responses will help us understand the needs of the community and how we can improve Melksham Assembly Hall for the future.

For more information about the Assembly Hall, please visit:

www.melkshamassembly.co.uk

Appendix 2

Open Ended Responses

Question 3: What is the postcode for your organisation?

Whilst question 3 was an open-ended question, postcode data is not summarised below for reasons of confidentiality. A full list of postcode data for organisations can be found in the password protected file sent to Melksham Town Council.

Question 5: What is your postcode?

As with question 3, this was an open-ended response requesting postcode information from members of the public who responded to the survey. A full list of postcode data for members of the public (individuals) can be found in the password protected file sent to Melksham Town Council.

Question 7: Is there a particular reason you have not made use of Melksham Assembly Hall? (Organisations)

- We haven't run events in Melksham and parking at the venue is not great.
- We are Melksham Talking Newspapers. Our listeners (apart from those living in four local care homes) are all blind or partially sighted and do not meet as a group, so we don't need a meeting place. However, some listeners and many volunteers will have attended functions at the Assembly Rooms in the past organised by other organisations.
- Probably too large for what we need and other more suitable spaces in the town. Also, more expensive than our budget allows.
- have own space for weekly meetings. have heard cost prohibitive if wanted to hire when holding a larger event.
- Not needed to add yet. We are a fledging group, so not yet up to speed with our activities
- We meet in Bowerhill Village Hall and have no reason to use the Assembly Hall.
- We are a charity providing a service to a specific sector of the community, namely the blind and partially sighted. We have a very small studio in Chippenham and do not need to use any other venue, particularly a large one like the Assembly Hall/
- Not really, just not had the opportunity
- We are based in Trowbridge, but have clients from Melksham and the surrounding areas
- People come to us for advice, and confidential discussion.
- Not invited to any events
- Lack of evening public transport to return people to other West Wilts Towns
- We are a community action group based in Shaw & Whitley and have little need to hold gatherings in a hall. Furthermore, there are several halls within our two villages

when we need to meet eg committee meetings and our AGM. As we have never used the Assembly Hall, we are not qualified to comment on the remainder of the survey.

Question 9: If your organisation used Melksham Assembly Hall more than 2 years ago or within the last 2 years, is there a particular reason you have not booked the hall again?

- Covid and a change to on-line meetings
- Too expensive and booking was not easy. It would be nice to see what's on at the assembly hall at a glance or calendar. Even if it's a private booking - put private booking then the public can see what's on and booking people can see availability.
- We used to use the Melksham town hall for our dance shows but we would prefer a tiered seating option therefore have gone elsewhere. But we loved using the hall and would again if the seating changed
- Covid Regulations
- When we went to book the venue. The venue was fully booked and could not fit us in.
- Tried to book the venue, however no availability for the time that we wanted
- It became too expensive

Question 11: What do you like and value about Melksham Assembly Hall? Please select all that apply ('Other' responses from organisations)

- Bi-monthly
- Yearly but may expand use
- Twice a month for a community film

Question 12: Is there any way Melksham Assembly Hall is not meeting your needs as an organisation? For example, are there any features you think are missing from the hall?

- "The kitchen needs modernisation! The chairs are uncomfortable and need changing!"
- No
- Community partnership. Getting the community groups involved in events.
- We would love if the seating was tiered!
- N/A
- no
- Toilets need a refurb.
- The hall meets our needs perfectly
- No we have used the Hall for our Show for the past 11 years - always meets our needs.
- The venue is fantastic, speaking from the owner of a children's organisation - having an area alongside the hall for big family events would be brilliant. An area where children can let off steam, run around etc. perhaps an outdoor area? This would also open up an opportunity to host weddings etc
- N/a
- No

- Current facilities meet our needs, particularly with the availability of Kevin, the Hall Manager
- More parking
- No
- No. We only hire it once a year for our celebration night for our swimmers
- Not being open during the day can be a problem.

Question 13: On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the facilities at Melksham Assembly Hall? Please explain your answer (organisations)

- The Hall fully meets our needs.
- The Assembly Hall is a good community hall and our film shows regularly have 30 to 70 older people attending. The hall is easy to access from town and from public transport. The bar is an excellent facility. The kitchen allows us to provide drinks for visitors, though it does need modernising. The projector allows us to show modern films and the hall can be darkened. These facilities are not available elsewhere.
- When we've had a drink from the bar the beer was flat. The hall could make a lot of money from the bar and have the hire reduced or free to community groups. The space is very tired and the decor very dated.
- The seating we feel could be improved in order to see the stage better
- Suitable but it is very dated
- The hall appears to be in good order.
- As above. Tables are the most important for our needs
- The kitchen could do with some up-dating
- No venue will ever rock all the boxes, but if you have a checklist of location and facilities, then on balance the venue is ideal for our purposes
- Great facility in an easily accessible location.
- Facilities are excellent for our requirements
- As above, it meets our needs for holding our monthly lectures - notably the size and facilities available in order to accommodate our regular membership of between 250 and 300 each month
- Flexible big space with plenty of equipment and support
- A great venue, loads of space. we only use it once a year for our celebrations awards and disco
- Excellent, enough room for all our members to attend the celebration night.
- It would be a 10, but the building is in. rather a poor state of repair.
- I have raised nearly 10k in the past 6 years hiring the venue for our annual charity pole show. The venue is fantastic and the staff are amazing! We cannot see this increase!! The whole show is non profitable all money raised goes to charity the only outgoings is the venue. We'd definitely have to go elsewhere if the prices were to increase
- It's a lovely hall
- The facilities are excellent

Question 14: On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the accessibility of Melksham Assembly Hall? Please explain your answer (organisations)

- Being all at ground floor level accessibility is never an issue.
- Easy access from town. Public transport stops outside the market place. Some disabled parking close to hall and parking available in the Campus car park. Toilets easily accessed and disabled toilets in the hall.
- Now you have the campus parking is much improved.
- Not sure if the toilets are very accessible
- It works for me.
- Accessibility is a problem for our members for loading and unloading their plants for our show. ie Parking
- Parking is now a problem since the Market Place was updated, especially for disabled members. If we were allowed to park at the Campus that would help.
- Parking is good and indeed better now the campus is open. It's entrance and internal facilities are all on one level
- Well positioned and within easy walking distance of multiple car parks
- No parking especially disabled
- Our membership tends to be made up of pensioners and hence absence of steps is important plus toilet facilities - as is nearby car parking
- Accessibility to the hall is good but parking outside is limited
- Great
- great
- Campus parking is great for access to the building and it's events.
- We are a local business the location and accessibility is fantastic!!
- Doors are heavy for the elderly
- Never had a problem with accessibility
- It's always, easy access

Question 15: On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the location of Melksham Assembly Hall? Please explain your answer (organisations)

- Being centrally located is a great plus for us. Being close to local hotels is also a big advantage. Parking is not an issue with a number of parking areas close to the hall.
- Close to town centre. Public transport stops close by.
- Parking is a problem
- Now that there is a car park behind and you can access from the campus it is good
- 5 minute walk from our school. The hall is also the only space large enough to accommodate our whole school for shows. It is also on our emergency plan should we have to evacuate the school due to bomb threat.
- Central location with links to car parking, bus and taxi services
- The town is gradually moving away from the hall leaving it isolated and not fully accessible by the public
- In the middle of Town - some notice boards at the Market Place would help to let people know what is going on

- Perfect - central location for all visitors
- Town centre location and easy access.
- Very central serve by bus service
- The town centre location is good and nearby car parking facilities are very important
- Close to the centre of town
- Great to have the venue in the middle of town.
- It's nice to have a venue in the centre of town.
- Central to town, great footfall and close to other amenities
- Parking for bands/artists can be a problem
- Now the camps car park is open its in the perfect place but needs to be more visible

Question 17: Do you have any comments to make about hire charges at Melksham Assembly Hall (organisations)

- Hire charges for local groups must be kept low to encourage the use of the hall.
- I do not know what the current charges are. Having looked on the website I couldn't find an indication of the present charges.
- They've always been too complicated and too expensive. Venues around Melksham offer their space for free and make the revenue from the bar.
- Would be good to have a flat fee rather than a price per hour
- I am sure it would be used more frequently if the rates were reduced.
- We are fortunate that we have been awarded grants for the full hire charge to put on our show for several years now
- We are lucky as we get a grant for the hire, but from other people I think they are quite high.
- Everyone wants something for nothing, but generally I think a discount/subsidy for local users (much like Trowbridge museum or Parade Gardens in Bath) would be preferable with the Town paying a subsidy through Council Tax to guarantee its future existence and viability. Not all assets can be costed tangibly
- We would like to use it monthly but costs are too high
- The charges are reasonable bearing in mind that we are a charity running on limited funds
- Really expensive the last time we hired the venue.
- Might make it cheaper to hire for local clubs in Melksham
- No
- The rates should be more flexible

Question 18: What would be your ideal vision for Melksham Assembly Hall in the future? (Organisations)

- A face lift would be an advantage.
- Keep it. Don't move or replace it. Update and refresh inside.
- The Hall needs decorating, modernising and some improvements. My vision is of a great, well used local resource that has many different functions to attract all ages.
- Not sure - better free parking?

- I'm sure our listeners and volunteers would all wish to see the Assembly Hall refurbished, upgraded and retained as a community facility. It is a well-known venue well beyond Melksham and brings people into Melksham from all surrounding towns and districts. If modernised it could attract even more and better events from the whole area.
- A more flexible space in the bar area - so you could book classes or parties in the day.
- The hall could have a room divider and split in to two areas. Better clarity of when it's available. An online calendar showing what's on and when it's booked. Better clarity on pricing structure - hourly rate - or block booking Main Hall Bar area (maybe name this space) Main Hall whole (inc stage, kitchen & bar)
- Could there be dividers to make smaller spaces for use in the day for community groups?
- I believe it should be a facility that serves the community. Perhaps there could be more fayres of various descriptions on a regular basis so that, for example, once a month folk know there is an activity / show on that they could go to.
- Updated to be a bit more homely as its quite a cold looking area
- More music events promoted, perhaps aimed at a younger audience.
- For our needs we need easy access for the public to park close by or the hall to be central to the commercial centre
- We feel that the Assembly Hall should continue to be a community hub and resource for use by any and all groups at a minimum rental/entry fee. It should be administered and maintained by the Town Council with County subsidies.
- To keep it and perhaps update. It is the only big building in Melksham for holding events.
- We have recently held a big screening of the England football games. With 250 attending it was a huge success. There is no other venue in the area that could accommodate such numbers. The staff are fantastic, they go above and beyond to help and the facilities such as the projector and sound are brilliant.
- Hold training sessions or meetings
- As above a subsidised venue for the benefit of the town. Outside user paying a premium
- To remain as a part of the towns facilities, and not be swallowed up or closed down. For a vast number of years the Assembly Hall has been a focal point for local events, and long may it remain so.
- Somewhere that the people of Melksham (Wiltshire as a whole) and groups can use and come together. It shouldn't be restrictive in price as often these places are. Trowbridge town hall and the civic centre are too expensive for small groups
- More users bringing price down
- The hall is ideal subject, as stated, to having Kevin, the Manager, on site, particularly to assist with the projection and sound facilities - which facilities need to be right up to date to accommodate the needs of the lecturers
- Maintain the facility and keep costs the same
- Need time to consult about that one.
- to stay as it is for local clubs to hire the venue
- to stay as a venue

- As per Neild Hall in Chippenham, regular community events organised with local charities, Council services etc involved
- An injection of cash, to spruce up the building, but no changes to the feel of the place and the internal options on offer.
- Large meeting hall so that our meetings through the year could nee suitable hosted one in each West Wilts Town
- A modern adaptable hall with tiered seating. Better toilet facilities.
- It suits my needs as a dance hall with a superb floor.
- Tiered seating to combine a theatre as well as dance hall

Question 20: What is the name of your organisation?

Question 21: What is your email address?

Organisations were asked to provide their details if they wished to be involved with future consultation about Melksham Assembly Hall. As this was an anonymous survey, organisation names and email addresses have been sent to Melksham Town Council in a password protected file for further contact relating to the future of the hall.

Question 23: Is there any particular reason you have not visited Melksham Assembly Hall? (Individuals)

- The Events don't appeal to me
- Not a member of any of the community groups that use it and many events there appear aimed at those who like music from the 60s and 70s. Building is unprepossessing
- Just moved to Melksham
- There hasn't been a need for me too. I also don't really understand what it's for or who runs it.. I see things advertising events at the hall in The Melksham Independent News paper every now and then
- Didn't realise it was there
- I only just moved to town last month, but from what I've heard it's a valuable resource for the town and one which encourages community spirit and coming together, as well as patronage of the Arts.
- no
- No
- No interesting events
- New to the area.

Question 24: For what reason/s have you visited Melksham Assembly Hall? Please select all that apply (Other responses – Individuals)

- | | |
|------------------------------|-------------------------------------|
| • rugby presentation | • Cinema |
| • Hosted public events there | • Markets |
| • Cinema | • Childrens halloween ball - cinema |

- Liaise with staff and helping out; finding out what's going on
- Political meeting
- Disco (2022) Community Christmas Day lunch (up to 2019)
- Christmas parties, conferences, films, community meals
- Skittles presentation, Gazza
- Cinema
- Friday night cinema
- film screening
- Films
- Jive classes
- Film shows
- Assembly Hall Sunday Lunches
- Xmas Fayre, Cactus Show, Garden Show
- Closure of Melksham Library
- Live streamed theatre events
- Film shows
- Area Boards, Shows, Films, etc.
- Mayor's reception, and a Michelle Donelan event
- Cinema and record fair
- Exercise class
- Garden show organiser
- Cinema
- Charity fund raising event
- melksham historical association, films, community lunches
- Casual staff
- Film
- Films
- Film showing
- Community event
- Live theatre streaming
- Exhibitions
- Pride
- Town Council event; Family of Churches event
- Wrestling
- Film Society films
- Yoga & Pilates classes
- Christmas Lights Switch On
- N.W. Arts Society, History Society, Monday Films,
- Film showings
- Over the years I have been to many events which spans every kind of events put on at the Assembly Hall. It is a much-needed hall.
- BCSS show
- show
- Seniors Movies
- Various functions in childhood
- Film
- Cinema
- Cinema
- Pauls Pops circa 1960, lunches, Films
- May Day celebration with Lowbourn Infant School, aerobics
- movies
- Classes. Cinema
- Cinema
- Exercise classes
- Charity fundraiser
- Taekwondo
- Second hand sales, bonny baby event
- Cinema
- Cinema
- Sunday lunches before they moved out
- Exercise class / film nights / garden produce show
- Movie Days
- Movies
- Films
- Films
- Performed with pole dance Wiltshire
- Cinema
- Films
- Skittles prize giving event
- Wedding reception, pantomime, so many different things over the years
- Pilates
- Market
- To view films, carnival royalty competition, gardening society,

- school performances, school prom, christmas fair
- Film, church events , free Christmas lunch
- Clothes give away for Ukrainian family (we host)
- My own band performance
- films, record fair, wrestling
- Area Board
- Remembrance Sunday also organised RAFA concert Band show
- Cinema
- Arts Society
- Dance / concert
- Films community fitness
- Remembrance Day after the parade and wreath laying. Also occasionally to watch a film.
- Movie and Christmas Market
- Films
- Rock n roll dance
- Melksham rock n roll club
- Model car racing

- Cinema
- Cinema
- Community meal
- Cinema
- Historical Society
- Cinema
- Dances
- Seniors Film Time
- Monday meetings of the film club. Monthly meetings of the Melksham Historical Society
- Film Shows, Garden Show
- Cinema
- Cinema films
- Film
- Film show, Christmas show
- School pantomime
- Have made and decorated the assembly hall for many years and supported them for many years also, have put many dances on for charity and was on the MEG committee which was a great success

Question 25: Do you think Melksham Assembly Hall is currently meeting the needs of the community? (Individuals)

- no
- No I think they could do more events at affordable prices.
- Not reached its full potential, needs to evolve to meet current and future needs of an ever growing town.
- It meets some but can be used for a variety of other events
- The hall provides good events , would like to see more live streaming of shows from west end. More up to date films. It is a fantastic resource and we need to advertise far and wide.
- Yes
- It was better before Covid, so I would like to see it return to that level and more
- Yes, mostly.
- Not completely
- Not since the regular film shows were stopped. I know the Senior citizens ones are still held but the evening ones were stopped
- Yes but it can improve
- Room for improvement.
- Yes
- Partly. There are things like Roller Disco, Tai Chi, Tai Quando that have been costed out and there is limited promotion of the hall. And seeing how so many event can fit the hall, there is scope for much more.
- Partly

- "Yes, I am not aware of any failings. How do you define "the needs of the community"?"
- Sadly it's a bit dated. The hall is too large and not flexible enough for modern needs. The staff are great and do their best. However without a massive facelift it will be in difficulty.
- "The MAH has a variety of events currently. Live bands, fetes etc. It would be good to have some more up to date films showing and possibly live streaming. One event a good few years ago was War horse live streaming it was well attended. Would like other activities like games nights, bingo and big band acts. possibly some plays, theatre dining nights.
- I do not think the hall currently serves the teenage generation."
- Yeah
- Yes to a certain degree, there are some great acts and shows, some not so great, the hall would hugely benefit from tiered seating..but that said does function relatively well without..
- Yes
- Partially, however that could be improved by holding additional events, particularly some for younger residents.
- I feel a greater variety of shows would attract a wider number of attendees.
- It seems under used. In comparison to the Swindon Arts Centre which is even smaller than the Assembly Hall it has too few groups playing and comic acts. The Assembly Hall has so much potential, When the likes of Andy Fairweather Low can raise the roof there, it is such a pity that more groups are not invited to play there, when there are so many Tribute Bands on tour who cover a vast wide music tastes.
- Yes
- More events would be good
- Yes
- Yes
- Yes, locals need to support the events
- It's a fantastic resource which sadly is extremely undervalued
- Yes
- Yes
- Yes and no. It is providing a large hall for live acts/bands which have been great to see However, there are not enough live acts being put on, or if they are they are a rotation of previous acts. Some are great, but need to attract other acts similar to those at The Civic in Trowbridge, Cheese & Grain in Frome, Neeld Hall, Chippenham or The Forum, Bath. All of which I have visited in order to watch live entertainment. From the point of view of other businesses in town they benefit from good shows being put on at the Assembly Hall. Have noticed a lot of people both before or after an event will visit other venues in town for food and/or drink and therefore boost the local economy. If there was no longer a venue such as the Assembly Hall, people will visit other towns and in turn boost their economy, with Melksham missing out.
- Yes
- "Not really. Less bands, comedy due to reductions imposed by Town Council.
- It is not fulfilling its potential"
- Partially
- I am not sure as I don't live in town but it was v popular on the occasions I have visited
- On the whole yes although it would be nice to have a bit more variety

regarding the acts appearing. There are a lot of tribute acts.

- Yes
- It certainly seems to be advertising lot of events every month. We used to use it most for school parties but in recent years for craft events and live shows, such as the big swing bands. And used it for voting in the elections.
- Yes!! Yes!! Yes!!
- Yes
- Could be used more
- Yes
- No
- There are a variety of events and clubs who use the hall The hall is the largest venue in the town and is in competition with a growing number of community halls which are smaller in size and capacity Should the Assembly Hall be closed replacing it with a hall similar to those that already exist within the community would be a mistake There seems no clear plan for the use of the hall in the renovation of Melksham House. In the 'old' Avon Melksham House the hall although not as large as the Assembly Hall could be a more cost effective alternative. Having two 'community' spaces with 100m of each other competing for the same business and revenue, both could possibly fail Based on my comments the Assembly Hall is meeting the community needs. However is the future with a modern Melksham House facility?
- Yes
- Mostly yes, but it could perhaps be used more
- I think it's very diverse and doing a good job under difficult times !
- Yes. It's a great asset to the town.
- Maybe a bit more entertainment that brings people together

- It's trying but could do better with the right backing and publicity.
- Yes
- Yes- used for a variety of events
- Possibly not because as a venue it is out- dated, and needs money spending to bring it into line with 21st century requirements.
- Mostly. Could reach out to younger generations more.
- I think the bar needs some work, could do with being bigger
- I like to think that there is somewhere that you can walk to and not worry about transport. The films are good and the live shows I have been to are really good.
- It is a valuable community asset. The building is an ideal location and venue for many types of events.
- I enjoy going to events at the Assembly Hall, There doesn't seem to that many at the moment
- It's very tatty not nice to visit. It's really cold so you don't want to stay very long. Nothing that goes on there really interest me and yet I have to pay for it in my council tax.
- It seems popular if you like the events it holds
- It has been an ideal venue for the purposes I have visited it for up until now.
- It's a great space in the centre of our town but would benefit from updating the stage, seating, lighting and bar.
- Yes
- "It depends on what the needs are.
- I feel there is a lot on offer....movies, used for fayres etc.
- bands and New Years party etc"
- No
- "Yes perhaps could be utilised more
- Miss the cinema and theatre transmissions"

- Yes
- Yes
- Not fully, it needs a wide and varied programme promoting
- Yes it's great
- Yea I think so, but I'm not an accurate representation of all people
- Yes for the functions I have been to
- I don't know
- "No there needs to be more bands/singers for younger people. Also some comedy nights.
- Get more weddings in there.
- Have a wedding fair."
- "It seems to be booked for entertainments, and for rock and roll dance nights and the like. As an older resident of Melksham I don't attend. However as this town has a rapidly expanding
- community of young families there will always be a need"
- yes
- Yes
- In many ways, yes
- Yes. Probably could obtain more interest if renting out was competitive and reasonable.
- Yes
- Yes
- Yes. But hiring fees have increased very steeply now. Contacting the hall is very difficult at times too.
- Have not visited since Covid so can't really answer this Q.
- Yes
- Needs to be used more
- I think it needs more promoting and more events could be held there. Monday-Friday daytime could be utilised more for business use/ Preschool children etc
- Needs more activities
- I feel it does but needs more advertising further a field. Need

support from outside melksham. Not sure it meets needs of teenagers. Perhaps cinema screening, make it a soft bar from under 18's with younger local bands. Need to look at the under 18 population.

- Yes
- Yes excellent venue and a panto, watch a choir
- Yes
- No. Lack of parking and it's very dated. Also not easy to find if you haven't been before
- No, I feel more could be done to meet the needs of the community on a more regular basis.
- "I think it is a very good space, well placed in the centre of town.
- I used to attend Discos back in the day, I have watched bands, attended the rock and roll club, and volunteered at the Christmas lunch. I do think it could do with an injection of cash to update the interior."
- No, it needs to focus on a variety of ages. (More inclusive of younger ages 3 years old - 25 years old)
- The events that I see advertised on social media (of which some I have attended) are some of the best in the area. I am referring to entertainment. Not being a Melksham resident I can't comment on local events as I am not aware of them.
- In most instances yes.
- I think it is a fantastic amenity and have never been disappointed on a visit
- "Yes, although it seems to no longer be on the comedy circuit.
- I fear that higher charges for non-locals threatens to reduce the.h variety and quality of events. Given that all events benefit the Melksham community, this makes little sense."

- It provides a meeting space for a large number of people and offers flexibility and a range of facilities. However I think it was a little expensive to hire.
- Yes and it's a vital element of the community.
- In general yes, more events of interest to the younger generations are needed though
- In short, yes I do.
- Yes although it should be utilised more.
- Yes, could do with a tidy up and make it cheap enough for people to consider booking.
- More or less, but more events would be good.
- Yes
- It does have a good list of events, covering all different interests /genre
- Yes, but microphone for meetings is sometimes not very clear until Kevin re adjusts it
- Yes . Centre of town, easy access
- It needs a good manager who would make the most of all kinds of events.
- Not quite.
- No. Needs more live events. Comedy, music and film.
- No, I think it could be used much more effectively, particularly if made bigger using the old 'blue pool' site which is adjacent
- Mostly
- Just , needs to do more
- I've attended many live bands that have been great. Would love to see more there!
- Could be better in providing local affordable live music. I think the space is currently under utilised
- Yes. It is necessary to many people in the community. We don't have a cinema in the town & very little else.
- Yes
- I think it is a good venue but is a bit run down and would benefit from a makeover.
- I think it is under used.
- I would love more live bands
- yes although it starting be be a bit dated now.
- I think the hall is important to the community - not sure events are varied enough.
- Yes I do, but new suggestions I guess are always welcome
- Yes
- Yes
- Yes
- Yes.
- Difficult to say as I am unsure of the needs of the community. It seems invaluable an asset for the community
- Yes but needs a revamp
- I think so only heard good things.
- More cinema would be great
- Probably. Could do with much better seating.
- No
- Yes
- Yes it is but could be used more if affordable,
- On the whole yes,
- hard to say. could screen more films as it did in the past.
- I think the assembly hall is a great function provider, but is not used as effectively as it could be. I also believe when there are events on open to the public the events need more advertising.
- No
- Yes
- Yes
- Unfortunately no.
- I think it's a great venue for live acts and shows. We moved into the area

Mar 21 and have attended at least 5 events.

- It could have more events and should be advertised well, it's a large popular venue and is not being used to its full potential
- Yes I do
- Yes
- It's a great place
- Yes! It is an essential part of the town & nothing else comes close.
- Yes
- Yes
- It is a great space and should be utilized more often
- Yes
- No probably needs to put on more live music events
- Yes
- Yes
- I no longer receive emails advising what is on and I believed this was due to Covid. Therefore I am not aware of what is happening currently.
- I think it could do more for the community
- Yes
- yes definitely
- Needs more promotion. Other places like cheese & grain have tribute bands which are much more supported venues. People automatically look at what's on there. Plus, where has the roller discos gone. Last one was June.
- Yes, valued amenity.
- Yes but has the potential to do more. The shows tend to be adult focused, I would like to see more for children and families. Film screenings are an excellent one but also some live shows for children would be great.
- I presume it is as I have had friends go there for some events. I personally haven't been there since Covid

- Mostly, could be used more often.
- Reasonably so.
- Yes
- I think more could be done to utilise the hall
- Yes
- Yes
- Yes
- Yeah I think it should stay as it is and make it more affordable for other events
- Yes. It's a great venue with disabled facilities and free car parking.
- I think it could do more for the community.
- Yes
- No
- Yes
- Events are regular & wide ranging catering for all tastes.
- Yes
- Yes definitely
- Yes. It provides a variety of events in a central location.
- No
- Yes
- It is a wonderful place. I have been to lots of events there and the facilities are fantastic. I am disabled and it is so accessible and right in the centre of town. Right near the campus as well. There is such a variety of entertainment available for all ages plus the bar and kitchen facilities. It is the only entertainment venue Melksham has so needs to be kept at all costs. No more houses, we have very few facilities as it is, we can't afford to lose this gem.
- Yes
- Yes, there is no other venue like this in Melksham.
- Absolutely- such a great venue!

- Yes it's a vital valuable asset to the town it's the only place In melksham you can see a film
- I think it's an amazing asset to our town, with lots of events being held there.
- Would be good to have more activities.
- Yes
- Yes, it offers a range of different events and seem to have something to offer everyone.
- Yes
- Yes, definitely!
- Yes brilliantly,good bands and entertainment
- Yes I Do and it has done for many years
- Yes always something for all ages,music tastes etc
- Yes, it has reasonable seating. Plenty of space, a bar. A good place to see films, live acts.
- Definitely,
- Yes, required a little updating but otherwise a fantastic venue
- Yes, provides a variety of shows - this is important as not everyone can travel out of town for entertainment due to poor public transport. The hall is also used by local organisations for fairs etc
- Yes, the times I have attended shows or fayres it has always been well supported. If this facility goes, the towns around us will gain from our loss.
- It is a great facility which if lost, would be a great blow to the community. Is the kitchen usable for functions?
- Yes
- Yes
- Yes
- Yes
- I think there could be more events - cinema and fairs but what it does provide is very good
- Yes it is a great place.
- Yes, but it would be good to get some more shows/live acts.
- Yes
- Yes
- Yes Definitely it's the best place where everyone can get to quite easily, situated in the Heart of the town
- It could do with a bit of modernising but it meets the needs for the community.
- Yes and has the potential for much more
- Yes - it's a wonderful space and I have seen several acts their that were great. It's a must for the community and Melksham at large.
- Yes
- Yes
- Yes it is why get rid of something so valuable to our community. There's nowhere in melksham to go out really anymore so this needs to be kept.
- Yes
- Yes
- Yes but it can do even more with support
- Yes
- Yes, it is a fantastic resource that we value deeply.
- Yes.
- Yes
- Yes
- Yes but. They could do a lot more
- Yes.it is used for entertainment...stalls.fayres.etc
- Yes
- We have nothing else to use for big events,so it is meeting those needs.
- It's a great venue and very accessible+

- Yes. It is a great large venue in the centre of town, which is accessible and good community asset.
- It's the towns only entertainment venue currently. The population has grown rapidly thanks to massive increases in housing development. Where can residents go to be entertained or watch a film We're rapidly becoming a dormitory town.
- Yes, I would like more but if they close it the town will miss out yet again
- Yes it brings lots of live acts and offers large groups to use it to host events
- Yes. Nice central meeting place and lovely room for events
- Absolutely
- No
- Yes
- Yes
- Yes, I think it is a perfect place for the community to go, meet and enjoy themselves.
- Some great events on in there
- Yes it's easy to get to a great size and has some great events
- Partly but it could be utilised a lot more.
- Probably, would say Melksham only has a couple of wedding venues which have good photo setting, it's a shame the hall couldn't be hired for such event as no place for a decent photo shot
- It provides a wide range of events to cater for the different interests of the community
- Yes
- Badly managed
- Yes
- I think it meets the needs of the community to a certain extent. I wish there were more fairs held inside. Movies that are held there, need to be better publicised. Perhaps a

regular email to subscribers and advertising through facebook groups. There should be more events to entice younger people to use the facility. My daughter would like to see a rave or disco.

- Yes - used for a variety of events. A great asset to our community.
- Yes, there could be more held there if it was actively advertised
- Yes
- Yes it supports the community
- Yesi
- Yes
- Not enough acts .
- Yes, perfectly. There are things put on for all age groups. It would be a great loss to Melksham if it were to close.
- Yes it is a valuable commodity to the community
- Yes, it is in a perfect location in the centre of town, with all the facilities that are needed.
- Could improve
- Yes
- Yes, the size and its position within our community.
- Yes
- Yes, it would be missed. We don't have many facilities in Melksham so this is valued
- Yes
- Not noticeably
- Yes
- I think so
- It's an essential part of our community.
- Yes
- "No
- It is a dated building - not enough goes on in there to make it pay currently"
- Yes
- Definitely
- I believe that any live entertainment is a good thing to bring to local

communities, and you do have a diverse selection

- Yes in the whole
- It fills my needs
- Needs to do much more be more accessible and used more
- Yes I do, I think that they cater for everyone needs.
- I think it is extremely important that spaces like this are not lost. The Pound in Corsham is such a valuable space for the town and I believe the Assembly Hall in Melksham is the same. It has a variety of different uses and should be promoted to reach even more people. I believe it does serve the community well but of course there is always room for improvement. A facility that should be invested in rather than gotten rid of.
- Yes I do
- I think it's very important to melksham
- Yes
- Yes.
- Yes
- Yes
- Yes but could be used more often
- Although there are events, it could do more. Eg for younger generation.
- Yes
- Yes
- It is a great venue
- Yes, but could be even more
- Yes
- I don't have enough knowledge of the activities there to say
- I think its an ideal building, situated centrally, that provides a base for many of the needs of the community
- Not fully
- I think it could be used more, or advertised more
- Unsure
- absolutely, yes

- What are the "needs of the community"?
- Yes
- Yes
- Generally yes but why not use the bar area for more small social events or make it a cafe to use more often
- Yes
- Yes
- More acts please
- Yes
- Yes and you should let them carry on the way they are
- It could be used more for films, live screenings etc.
- Yes. A much used asset for the community and the surrounding area.
- Yes
- Yes
- Yes only concert venue in Melksham that's suitable
- Yes, the pandemic stopped it,
- Yes
- Could do bett
- Yes it is very much so
- I think it could be used a lot more. It is a great venue and sadly under-utilised. Some of the tribute acts and cover bands seem rather over-priced though when you can go to Frome and watch nationally or internationally known acts for the same price.
- I think so, seems plenty of variety of movies, events etc that goes on in there throughout the year to suit all ages and interests.
- Yes but more events could be held here.
- It is fantastic and great benefit to the town x
- Mostly, but could do more.
- Not all of them. There are so many more things that could be done to make it more of an Arts Centre

- No or it would be in use more often.
- Could be used more
- probably not - don't really know
- Somewhat. Bring back Rich Hall and SMART-NOT SMUTTY- comedians like Rich. There was standing room only and the punters came from Som, Glos, and Berks. Great local from Bath are The Hot Potato Syncopaters.
- Yes and more
- I think it is a very valuable resource that is well used but could be used more for a greater variety of things
- Yes definitely
- Yes, although a lot more use like teenager activities in evenings and weekends
- Yes
- Yes
- Yes, but could do better
- Yes
- Ability to be used for more events if publicised and promoted.
- We have enjoyed going to the Rock N Roll club there most months for many years now. We would like it to continue to be available as a venue.
- Yes, despite what appears to be the Council's efforts to prevent it doing so.
- Yes, great place
- Yes , there are dances every month plus other entertainment through the year.
- Mostly. Be good if the hall could be partitioned for smaller gatherings.
- It needs to be affordable
- Unsure
- I would think so
- I guess so.
- No
- No not enough a activities
- Could do with more acts e.g. live music/bands/DJs that appeal to younger audiences. Frome Cheese &

Grain is a successful similar venue that offers a variety of events

- Yes
- Yes
- Yes but could have some things on a more regular basis like roller skating monthly and films more often
- I think the Assembly Hall is too large for most private events as most people have events for less than 200 . My guess is that average would be closer to 100 .there are now plenty of new halls and venues to accommodate residents needs.
- Yes, I think so, I don't use it regularly but I think we all appreciate it.
- Yes
- Yes
- Yes
- Yes
- Yes
- Yes
- No
- Yes
- Yes
- No
- No
- Don't know.
- Yes
- Yes
- Yes
- Yes
- Yes
- Yes although it would be good the see some more events there
- I think it needs to be promoted more
- More events for the whole community
- Yes I do and should continue doing so ,there are people that still attend the Assembly Hall for functions 50 years on
- Yes
- Yes, very good to have it in the town.

- Not totally, could definitely do more to include all of the age ranges in the town.
- It was pre-pandemic and could continue to do so. It was brilliant accessing the comedian circuit bringing big names to Melksham
- Yes
- Assembly Hall should do more events advertise the fact that this is a venue that can have many uses.
- Yes i do its local and easy walking distance

Question 26: What do you like about Melksham Assembly Hall? (Individuals)

- I don't like it but toilets are nice
- Staff are always friendly and happy to help.
- It's the only function hall of its size in the area.
- Heart of the community - only place to watch live band with bar and plenty of space
- I like that it is a good big space, good floor for dancing, it has a stage for acts and events. The space can be used in lots of different ways. It has a kitchen and bar facilities. The atmosphere is fabulous and welcoming.
- Wonderful local venue
- The size, the flexibility, the sentimental memories so many people have
- Convenient, local, value, variety of events
- The space
- Central, good space
- It's a lovely size hall. It holds different kind of events really well. It's at the heart of melksham.
- It's in town just off the high street. It's simple to get inside and outside of.
- Location
- Only community facility in Melksham big space/venue for events
- Size, friendliness of the dedicate staff, location, suitability for events
- Space, location, well looked after
- Its a focal point for the town to host community events.
- The staff are amazing. The bands are good and there is a great variety of events. However the age of the building is a huge disadvantage to the running of the event.
- I like the friendly atmosphere, the size of the hall and the fact that the space can be changed to suit the needs of the 'organization' for example, can be made smaller with partitions for private parties. The seating is moveable, and it has a stage for acts.
- Accessable and central
- "Its a super venue, we are so lucky to have such a large space, with stage, and lighting .there isn't anything to compare or come even near this venue.
- It can hold over 400 people seated ..and can host virtually any event, show, or fayre.
- The hall has a good name on the theatrical circuit and is well know and highly regarded by well known artists, especially those that have worked on stage there themselves...with many returning time and again over the years.. it is a wonderful asset to Melksham and will be for years to come..."
- Large floor area - plenty of room to dance
- "Easy access from town.

- Plenty of events to attend.
- The staff are friendly and helpful.
- The hall is generally clean.
- Toilets are good, including the disabled one."
- The hall is a good size to hold events with changing rooms, light and sound systems.
- Central location and ease of access
- It is very practical and informal, and no fuss. Plenty of room. Lots of parking. Being small it is a warm feeling place, and the staff are very friendly and welcoming.
- The size
- It's local and friendly
- Spacious
- "Convenient location, good size, good stage, excellent lighting rig, adequate sound facilities.
- Adequate bar."
- The size of the room and stage
- Friendly place for all sorts of events and most importantly it's local!
- It's accessible to all the community in the centre of town, it's a large open space that can be adapted to suit a variety of events
- In the centre of town, easily accessible. Good space. Good facilities.
- I like the Assembly hall for its live acts. When it is a full house, such as recently for Majesty, the atmosphere was fantastic. Since Covid a lot of people want to see live acts, as they missed this during lockdown.
- Location. Staff. Variety of events.
- Local. Good entertainment. Large venue with bar.
- Size, atmosphere
- Engaging staff, Room sizes inc bar area excellent , fully functional, warm, well lit, good acoustics, good facilities, easy to walk to.
- It's in a good central location. It is the only venue in Melksham large enough to host shows. There is parking nearby plus a taxi rank. The layout is good with a quieter area near the bar if needed.
- Convenient town centre location. Everyone knows it!
- It's central to the town and easily accessible.
- Size, location, facilities, stage, bar, kitchen
- The size, the accessibility, that it's central in town, the stage, the floor, the bar.
- Lovely inside and good facilities
- Good size hall. Good acoustics. Friendly staff.
- Lots of potential
- Range of events, space for large number events
- Large space to cater for a large variety of functions.
- Being able to see live music and other good events in my home town
- Nice size
- It's diversity
- It's a large venue and very central to the town.
- Its capacity is great for a large town
- Convenient place to meet up with friends

- It's in the centre of town and provides a fantastic space for all sorts of events.
- Spacious modern room and bar area.
- Flexible space. Accessible. Feels local not corporate
- Apart from the staff who have generally always been efficient and welcoming, the loos are OK, the bar is not too bad, and the small lounge is just that - small!
- Convenient to the town centre
- The main room is a very good size, everything on one level, really good for disabled.
- It is spacious and it is not over large.also there is a bar which if you wish to have a drink is great
- Located centrally in Melksham, close to public transport, taxis and car parking. It's a large spacious building which makes it essential for large groups and events.
- The size it can receive many people and sometimes have catering along with the bar
- I like the idea of a hall for the community. But when I am struggling to afford food I don't want to be paying for thing I don't use.
- Central location, spacious venue
- It has a reasonable capacity, although it could have been filled even more if there was room. Especially for live acts.
- Central location and parking nearby. Good Size, affordably priced tickets. Variety of events offered. Available to hire for events
- Central position and good size.
- Central location. Spacious
- A good sized hall.In town centre. Kitchen facilities. Bar.
- The size. Nowhere else in Melksham comes close for big events
- It's local, it's puts on amazing tribute bands, it's not expensive and it's a great night out
- As by far the largest hall in the town it can be used for shows and screenings as well as community events that need a larger hall than the others in town.
- The history and the potential
- Local to get to, great big hall, toilets, cafe/bar which is always reasonably priced and over the years they have put on some great events
- Diversity of events and nice staff
- The relaxed facilities and atmosphere it creates at the different events held there
- In centre of Melksham. close to bus stops, free parking in Melksham leisure campus next door. Has kitchen, bar and stage and screen
- Lots of space, for seating a large number of guests.
- yes
- It's a large flexible space convenient to the town
- Accessible,wide range of activities
- "Local large facility that can hold functions in middle of Town that potentially could bring trade to Town.
- Good car parking facilities now."
- It belongs to Melksham.
- Good size, not too big or too small.
- Looks great. Lots of space. Happy people gather there.
- Convenient to access with good parking in the Town's car parks.
- It feels accessible to the whole community & I see lots of events happening there.

- Friendly comfortable atmosphere
- Central location. Accessible for all. Community feel
- Close to town centre and local businesses
- Location is great in centre of town. Adaptable for multiple use. Great size, which could also be adapted for smaller parties, gigs, screening. Has a kitchen that can be used. Great lighting and stage. Bar area.
- Size, ease of access and a range of events to suit a wide spectrum of the community.
- "Good size, bar, good location, suitable for lots of different things. Acoustics fine. Supported by the community.
- Parking near by and bus stop close.
- Easy to walk to for me"
- Size and amenities
- Central location
- It is a good sized venue and situated perfectly in the town centre
- Location. Good size with a stage.
- Its easy to find, parking near by, normally reasonably priced.
- Central to the town. It's a good size but not too big. Excellent atmosphere with lighting that would make many top venues very envious! Nice bar area, kitchens and dressing rooms. All that a venue could need. Speaking as a musician who has played there many times over the years I would say that the stage is a great size, the sound is really good and the access is excellent. Not many venues can you load straight to the stage. All in all I would be very sad if things got changed.
- The fact that it has Bar and kitchen to support the main venue hall
- Accessibility, parking nearby for late night finishes, nice bar, good choice of events, friendly staff (volunteers?)
- "Size & variety of events, The fact that it has a bar. The fact that it's local.
- It's a very good and substantial community asset."
- I have always found it to be clean, well organised and the support staff were very helpful.
- A good size, good facilities, includes a stage, good dance floor, bar, has air conditioning, great location.
- Great capacity
- It's brings thr community together. Ots perfect location in the centre of Melksham. Very close to the town hall which I feel work well together.
- Well presented, very functional, relatively easy to access, spacious.
- Size, location, dance floor. Location, size of room and stage, bar.
- The size of the hall.
- The largest wooden dance floor in the region.
- The full size stage with lighting.
- The Central location.
- The quiet bar and friendly staff"
- The sense of community at events
- The space
- As above
- It is in the middle of town and easy to get to.

- It is clean, fairly modern, and in a convenient location.
- It's a good sized space and can be used for various events.
- Central to town, no traffic problems getting there, it's local, so supports local jobs and economy
- Proximity
- Locally run venue
- Great location. Nice size venue.
- Good space for events and music in a good location
- It caters for all ages & many different activities, without costing a lot to attend. It is easy to reach.
- Accessibility. Clean. Friendly
- intimate atmosphere and being close to the stage.
- Large venue
- easy to get to
- Central position and a welcoming atmosphere
- "Central
- Spacious"
- Its conveniently close and it belongs to Melksham. Dad would refer to it as The Drill Hall, so that tells how long and for what use its had in the past.
- Size of the venue, friendly staff
- It's great to have bands playing locally
- Convenient. Has good events on throughout the year. Value for money
- Good venue, local and easy to get to. Well organised.
- Central, good size, bar, parking close by.
- Central location size
- GOOD SHOWS get ABBAMANIA back
- I'm disabled so the chairs are perfect for me to sit comfortably
- Size of venue, helpful and friendly staff
- Easy to get to. Has had some great comedians in the past.
- Nothing
- Location. Accessibility. Friendly helpful staff. Good variety of live shows.
- Melksham House and the Assembly Hall covered all aspects of entertainment. We have lost the part that Melksham House played and that leaves the Assembly Hall. Melksham has a great following of people wanting to be entertained, they come from far and wide. The actual hall is a perfect venue, great size for bigger events, good size stage, wooden dance floor, great lighting, bar area, seating area, office and kitchen. Yes, it may need updating but it is still functioning and comfortable.
- "Good size,
- Only hall with proper stage
- Easily accessed on foot"
- it's local, invites individuals to shape it's future, it brings people together, local prices
- it's only 5mins walk from my house.
- "It's on the centre of the town
- It's a large accessiy space
- It can be booked for privat events.

- There have been some great public events on during the evening- comedians, discos, tribute acts.
- It was great when the sat cinema was open, especially having young children at the time
- There is an accessible bar and seating area as well as the main hall"
- Its a facility but not used as well as it should be
- Affordable ticket prices that brings live events into the community that a lot of people want to see.
- It is wheelchair friendly- which is important to us as a family as my son is powered wheelchair user - nice big disabled toilet . It also lputs on great and varied events at a reasonable price - a group of us go regularly - there are not any places in melksham like it. It is also very central.
- When it's at capacity it's great. When it's being used.
- It's close to where we live and the hall is a great size fir events, including the light switch on
- Central location, large hall
- There is a really friendly atmosphere. I've thoroughly enjoyed all the live acts/bands that I've gone to see. It's great that there is seating and an area for dancing. The bar is well stocked and not too expensive.
- The assembly hall is the only venue in town that is large enough to host big events. Its central position is ideal for town events. It's a pleasant venue inside.
- Local and good entertainment
- The location is great! It's really central with good local carparking & transport very close by. The size is perfect for shows, dances, movies, parties, wedding receptions and everything else you can think of.
- Size. Location. Facilities
- Easy to get to, park and has lots of variety to see or visit
- Size is good, and its layout with the ability to have live music and events is great
- Access to live entertainment
- Easy to get to great atmosphere
- Offers various activities and local
- Good facilities, good space.
- Small and friendly. The little bar area is great.
- Its local
- Good choice of events - Great sound system - Very well run
- it's location, size
- Venue is a fair size. Variety of events has been tried but I still think promotion is key. Alot of time I speak to local people and they don't know what's on therel
- Locaql, good size and suitable for a range oif events
- Easy access
- Accessible, close to where I live, value for money and has the capacity and versatility to be used for a wide range of activities including private hire events. It has a stage and lighting and audio that is an excellent asset for a town to have for live entertainment.

- I did like its' events that used to be on. I used to go to do fitness classes there. Nice big Hall
- Great size, accessible.
- It's a nice venue space with a decent bar area.
- It's local to me!
- I think it has a lovely atmosphere, the seating is comfortable. A good range of entertainment for all ages.
- It's a great venue for the town to have. The events held are wide ranging offering something for everyone.
- Local
- It eminety
- It's spacious, it has some good bands/entertainment on. It's central for everyone to enjoy and easily get to. It meets the needs of disabled people. Staff are very friendly.
- It's central so easily accessible to all, it's a large hall with many many possibilities.
- It's central
- Accessibility
- It's central and is used for a verity of things.
- Roomy, accessible, facilities including kitchen, stage & bar
- "Location .
- There is nothing in Corsham after the community centre was pulled down."
- Size, location, events on offer, adds to community spirit
- "Big room. Plenty of space.
- Easy access. Good facilities"
- It's central location. The venue is a good size and when it was up and running could provide food too. I did voluntary work there on Christmas Day for a few years it was a valued service. And could do a lot more.
- Fantastic venue for the tiwn and surrounding area.
- Locally able to see comics and groups and films
- Such a versatile space for all ages. Very accessible as I am disabled. Right in centre of town near campus and transport. Not all the residents of Melksham like football and rugby !!! but the council spent obscene amounts of money over budget for these facilities. The council need to provide what the residents want and they want the Assembly Hall.
- Venue, where it is and what is put on there
- Good community space in a central location.
- It's proximity to the town centre
- The space the variety of acts that come everything from Buddy Holly tribute to Story of Patsy Cline
- Communal space, with stage area, separate bar and kitchen; perfect for any event.
- It's easy access.
- Central location
- It's right in the heart of the town. It always has something to offer.
- The closeness to the town centre, the large open areas and the community
- The sence of community, how it brings us all together. I also love all the events held their

- Clean, tidy, great atmosphere and variety
- It's size and location
- Love the tribute band nights
- Being able to go to a venue that is within walking distance from my home. Access is easy for all
- It is central to the town, large enough for private functions and putting on shows or music events, it used as extra space for fetes, craft markets, community events, it is all on one level so everyone is able to use it, has the bar and kitchen facilities so able to provide refreshments suitable for the event taking place.
- Location, programme of events and the fact it is a real community space.
- Great sized space, friendly and layout is adaptable
- It is in the town, with easy access for people to walk to, or car parks are nearby. As a lady on my own, I feel very safe attending the venue.
- Central location, well maintained, clean and friendly helpful staff
- Good size and facilities
- Central large hall for all event's private and otherwise. Bar area toilets stage perfect
- Large venue and has lots of live bands and events on
- Location and size
- Large space, good for private parties. Getting more shows lately
- Local, convenient & great events
- Useful multi purpose space
- It's big so can hold large events, there's a bar and centre of town
- They always put on great bands and shows it is also a good size hall for events
- as I said before it's easily reached. it has bar facilities for every kind of occasion whether is a Wedding, a Show, Dances or as a Cinema. it has its own kitchen which is an added bonus for doing Sunday Lunches and any other functions that need hot food.
- Space of the hall and stage is a good size.
- Central location, excellent staff
- It's a great space and wonderful when events are on and the whole town comes out for them.
- It's local with easy access for all
- Being able to host lots of events
- Shows and my daughter does dance comps there
- Central. Big enough to hold most events. No others in the area
- Local good sized space central to town
- It's a community hub at the centre of the town, providing a vibrant and irreplaceable cultural resource
- It's convenient, we can walk there
- The facilities, it has a large hall, great bar a kitchen where food can be provided. Great sound system for all events. It's central location in Melksham is also very important.
- It's size, amenities and closeness to the town centre.
- Only place in Melksham that is big enough to hold events like tribute acts and live performances
- Location, great facilities, clean, variety of events. Very friendly and helpful staff.

- It's a lovely place for all sorts of entertainment
- Very comfortable...and great entertainment.
- Convenient location friendly atmosphere just right for community events and visiting events also has licensed bar for different events.
- A large hall which meets a lots of needs.
- Good size stage and good capacity. Bar fantastic
- Size, location. Flexibility.
- Locality. Offers a variety of entertainment for all ages. A good sized venue.
- It's local and friendly and reasonably price.
- It is a very large flexible venue that no other local site can come close to being able to offer the same facilities
- Great place for events like our charity pole show. Easy to get to
- Good events, good staff, central
- Location
- Brilliant venue, great shows
- Variety or uses, easy location with parking nearby in the form of various car parks. Size of venue. Bar on site
- The size, that there is a bar, the choice of events held there.
- A great hall that can be used for lots of different events it's also central in the town and a great size
- Easy to get to, great size and staff
- It's large enough for concerts, lectures and films and has a bar
- Location
- It's convenient, not too big or too small. Perfect for the occasions I've visited, love the live shows too.
- Location, variety of events
- The size of the space and potential
- Location, size
- Fabulous space, lovely staff
- I enjoyed the acts I saw. Its a good space to hold events and get the community together.
- Large community hall; focal point for community; some really good Tribute bands, comedians and events here..well attended by local people.
- My Pole Studio holds an annual show there and it's incredibly accessible, we train all year to perform here and it would be a shame to lose it.
- Its a larger facility than other places have, it has the facilities for many different types of events, its almost Iconic in Melksham
- Close to all amenities and very good for the community
- It's a great place for live entertainment
- The size and all one level. Plus it's central location
- Central ; good staffing . Easy access
- It's a great venue for shows etc. A place we regularly visit.
- It's size and accessibility, it is a large space for functions but is in the centre of town so easy to get too

- It has everything the town needs, central location. Multi purpose use for so many different events.
- Location, size and lots of memories
- Location, space, facilities
- Its position.
- It's a great space for lots of different things and the history surrounding the building
- Size, location, atmosphere
- Good value. Easy to get to
- Is in centre of town.
- It has a fantastic dance floor but is also large enough to accommodate a large crowd for concerts and for festivals etc.
- To my knowledge it is the only large space within the town to hold events
- It's the same space I went to as a child for events like roller disco...the highlight of my year is going to shows/evenings put put on there.
- Central location
- Everything
- What's not to like? Been using it as far back as the 1960's when the caretaker lived upstairs.
- I like the size of the auditorium. This enables the staff to limit/increase the number of seats available, without overfilling the room
- The size, stage, separate bar & lounge. A good range of events. Central to town
- I think it's a fantastic versatile venue for various occasions
- Capacity and location versatility
- Variety for everyone, good amenities. Well organised and reasonably priced.
- Good size venue that lends itself to many different activities
- The size and location are great. It can be used for so many varied events.
- I love the fact we have somewhere that is giving us great events
- Community spirit
- That it brings Melksham residents together.
- The size and convenience
- About the only thing that has been a part of melksham left and used by not only melksham people to come see the entertainment
- Great to have a local venue that put on events for the whole community ranging from babies right up to pensioners. Great size venue for big private parties. Lovely bar with competitive prices & location is perfect, in the middle of town so parking close by but also taxis if needed.
- Easy to get to, good quality and range of live music events.
- Love location, easy walk for me, but is accessible for bus, car and taxi etc. Great big space, so much potential
- The size of the hall the lighting. The ambience. In the centre of town. Easy to get too.
- Big space, kitchen, sound and projection facilities.all you need for a big event....better than any other local halll
- Location, size
- Good size and well equipped

- Central position. Friendly people. I have enjoyed several films there, it feels more of a shared experience than at the Odeon.
- Its central position, its size and the facilities it offers
- Locality
- Position in town, accessibility and its size.
- It is the only large capacity music venue in the town
- the sprung floor, the stage, the lighting, the bar
- Central location. Adaptability.
- Big enough, run by brilliant staff. Love coming to cinema there shows and markets
- Spacious, clean, stage, bar
- clean, tidy, warm and well presented.
- The range of events held there.
- That we have someone to see acts in Melksham. As well as our girls dancing shows when they hire the hall.
- You can see the stage from where ever yours sitting
- It's local. It's a good size
- Events and entertainment
- It can accommodate a large audience
- "It's by far the best hall in the area.
- It can be reached on foot by many of the Melksham residents so not having to rely on transport and subsequently less pollution."
- The size and space. Stage kitchen bar changing rooms. Events
- Easy to get in a central location
- As above
- its local and good for our community a large building, it must be kept.
- Good sized venue, with stage, so suitable for a variety of events. Sensibly priced bar and, overall, seems well managed.
- Large and convenient
- It brings the community together
- It's an excellent space for events such as live music, something the town centre is now sadly lacking since the Parson's Nose discontinued their weekly Friday evening live band spot. People used to travel to Melksham from around the area for those and bring money into the town. With the right bands and promotion it would attract people from outside the local area in the same way the Cheese and Grain in Frome does. It has a decent stage, lighting, and a good sound.
- Very spacious and easy accessible.
- Great 60s,70s,80s,90s events. Local .
- It's local
- Its roomy, spacious, clean and tidy. It has a decent size stage. Acoustics are good.
- The space, the stage, the fact that there is a bar area, though that could be massively improved.
- The size of the hall. The lounge area and bar.
- Central to the town
- It's in the centre of town, it's great size and the floor is superb.
- When it's full it doesn't look dreary.

- Proximity size space" It has a stage and plenty of space for seating and/or dancing or exercise classes. It has a screen for lectures or films and a bar and separate room. There is plenty of parking nearby.
- Holds fantastic events with national and local performances and community daytime events
- In town, easily accessible for everyone
- Excellent for concerts & events. Spacious, equipped and central with parking nearby.
- Large, central and holds excellent events
- It is a great space and central in Melksham . it could do with being updated.
- Large dance floor. Stage. Bar with separate quiet room.
- Good building, adaptable for different events, central, good parking and bus routes nearby. Good facilities. Staging good for shows, demonstrations etc. Welcoming and helpful staff, clean and comfortable.
- It works beautifully for what we want.
- It is an inclusive, accessible space.
- Friendly staff, lovely environment, beautiful place especially this festive seasonno
- Easy access and parking nearby.
- It's large. Looks good. Could be a bit warmer.
- Location is excellent as all transport links go to town centre.
- It is outdated but it is a central location and can accommodate a large number so it is a usable and necessary space for a range of events.
- It's in the centre of town, with reasonable facilities and would be a great pity to lose it
- It provides a local venue for events and live entertainment.
- Central, easy to get to
- Location and size
- Ample space, good lighting, stage & decent bar area. Central location. Lots going for it.
- It's size and location
- Central location. Right size for events
- Unfortunately there is nothing that I would list as a unique selling point other than its size , which is large. But the building is dated and tired. If I was looking for a venue for 200 , which implies I have a budget of several thousand pounds I would go for a private house with marquee
- It's obviously local.
- Central Stage - Good venue
- The good space - good acoustics, good catering area.Right in the centre of town.
- Good choice of films.
- It's local
- Always a nice friendly atmosphere a great place to hold functions.
- Good space. Well equipped
- Easily accessible from town centre and near to refreshment venues. Easy access to bus services.
- Needs to be open more regularly maybe with an onsite cafe. Maybe toddler group etc could use space during the day.
- A very good building, plenty big enough.

- Friendliness
- It's spacious, plenty of seating and close to all other amenities.
- Its central position and facilities.
- The size and accessibility now we have the campus car park
- Location. Friendliness. Space. Live music
- Right size and style of building for many types of events for example: stage, large projector and screen
- It is well supported by all ages
- It's a large open space in a good location
- The size and facilities
- Big hall
- Everything
- It has everything you need, kitchen, bar, stage toilets. The size of the hall is perfect there isn't another one in Melksham the same size
- It's a good size, level access and very conveniently situated in the town centre.
- The space is huge, the bar is always well stocked, well manned and always friendly..
- Central location great venue and should continue
- The hall coz it's nice and big
- Nice dance floor and plenty of room
- Centre of Melksham nice bar and great hall for lots Of various uses
- I enjoy going to the events they have on I love going to see the mediums

**Question 27: Is there any way you think Melksham Assembly Hall could be improved?
(Individuals)**

- yes show queen
- The cleanliness could be better. I been there recently and it looked like the toilet facilities had not been cleaned for a while.
- Greatly needs updating, or relocating, build a new one fit for purpose in 21 century, with adjacent parking.
- Use it for school nativity plays by encouraging schools to use it. Install skittle alley/alleys to ensure money put behind bar on regular basis and replaces Melksham house alleys that were lost. Use for parent groups and baby soft play etc. Hold big poker events with cash buy in occasionally or a general casino with variety of games
- I like how the hall is as it is multi functional. I think the toilet facilities could be updated and the foyer area modernised.
- Alteration of seating e.g similar to Neeld Hall Chippenham. Modernise the building
- Necessary structural repairs, better advertising of events
- Making it easier to work out costs for hiring it
- Cheaper rents so hall could be hired. More events for all areas of Community
- Yes it should be cheaper for local people and also better wifi.
- It's kind of tucked away so it's potential use and purpose can sometimes go unnoticed
- It would be great if it was bigger & refurbished to take bigger & better events (more concerts, comedy nights etc) with comfortable seating, bar & facilities. Maybe the campus would allow parking?

- Used more- adverts advertised better
- Thinks like the leaky room needs fixing, and the entrance with cars blocking the way puts people off. Also people don't want to come into the Town Hall to book. Better promotion - to individuals and organisation and the Friends could provide real help if enabled, bringing much more of a community spirit.
- More entertainment/events
- More events, bands and entertainment.
- Without a massive cash injection I think it's life is very limited.
- I think the layout in the foyer area could be changed as this area gets a bit crowded and difficult to pass if using the toilets and people coming in and out of the building. could open this area up a bit ?? The toilet facilities could do with updating.
- No
- Only in the way of tiered seating..The facilities in every other way are fine and work well...
- Kitchen needs modernising! New, comfortable chairs that are not locked together. Decorating.
- Holding extra and more varied events to cater for a wider audience.
- No we in Melksham are very fortunate to have a large hall with bar that offers a variety of functions
- The gents toilets need improving, they are too small. It would be nice to have more comfortable seats
- Better bar
- No
- Better projector for cinema events
- Foyer and bar area cannot cope with large numbers of people
- Possibly refreshed decor and refurbish the toilets.
- The decor could do with updating
- Refurbishment to make it look more modern.
- If I am honest it needs a complete refit or knocking down and starting again. If rebuilding it needs to be repositioned on its current site in order it is more prominent or it needs to be located elsewhere in the town with plenty of parking. If refurbishment is the only option, it needs tiered seating so everyone can get a good view of the stage. The bar also needs reconfiguring to enable more people to be able to to the bar at the same time. On full house evenings the queue for drinks can be too long. May be part of it partitioned off with a moveable wall that allows for both smaller and larger functions.
- Redecorated. Better toilet provision. Use of Campus parking.
- More bands and comedy, along with other ents. Seems that there are less events than there used to be pre-pandemic. Pricing for those wishing to put on events seems illogical, and designed to make the venue fail.
- Partition for smaller groups. Better back stage facilities and proper theatrical lighting for more theatre shows. Installation of removable raked seating
- Comfier chairs perhaps and as previously mentioned a bit more variety in the acts.
- Can parking close by would help.
- I think it's fine the way it is, unless you want to spend a lot of money!

- Caterers.. we struggled locally & brought in a national company at high cost
- It's great. I've heard the changing rooms aren't brilliant.
- Have more events there
- Bigger bar, perhaps at the end of the hall. Current bar gets congested.
- Updated and used more often for events.
- The catering facilities
- Could it be enlarged to a bigger venue incorporating Blue Pool. Perhaps annexe the pool to create an ante-room.
- Better chairs
- "With no current funding I do not see how you can make changes.
- It always feels to me cold and clinical no very welcoming at all."
- I'm happy with it as it is. Maybe a refresh.
- Can we see more tribute acts and dancing space we had a Zumba session in there that would be great to see that it was called (this girl can)
- My wife and I have discussed this and reckon that the bar is a bit user unfriendly. The Cheese and Grain in Frome and The Komedia in Bath have additional bar areas in the main auditorium. A bar running across the width at the rear of the room could have better access and maybe encourage more sales.
- Maybe have more local events, such as New Year's Eve party or more indoor markets
- Raked seating for some events
- How long have you got? The answer is 'yes', and I could give you a list. I'd start with the appalling catering facilities, dressing room accommodation, acoustics and go on from there! And that's only for starters!
- Collapsible tiered seating would be amazing.
- Maybe the seated area could be incorporated into the bar area to make the bar larger.
- Just keep putting on shows and live music plus the films.
- The hall is in need of updating with its decoration interior and facilities.
- Not without spending a lot of money
- Yes get a new better energy rated place. Somewhere that doesn't seep money out through every pour.
- More comedy events and popular films. More publicity on social media
- If it was possible, it would be better, if it was bigger.
- Yes tiered seating, improved lighting and sound system. Improve the bar and kitchen area which is very dated. Modernise the decor.
- More events for youngsters
- Reducing the rent.
- Used more but cost of hire can be prohibitive
- On tribute band nights ... less seating or seating that is put down the sides of the room as people want to dance and have fun!
- A better stage and more tierd seating for shows put on by local dance groups who currently have to hire The Arc or other towns halls for larger events meaning difficult for some people to travel to watch because buses are no longer appropriate times.
- Renewable energy sources to power the operation. Solar panels, ground and air source heat pumps.

- Parking
- Better seating and tables in room by the bar area. A more welcoming entrance area.
- "better advertising of events. Toilets are a bit small"
- Yes the cleanliness of the assembly hall, Toilets not very clean, mirrors always look dirty with water marks left on the them, main touch points on doors especially the men's.
- no
- Toilets and bar area could be improved
- Having ticket checking area inside entrance door creates people jams so customers have to wait outside longer than necessary and cannot easily main hall or, more importantly, the bar
- Managed by events team experienced in drawing in trade.
- No
- Not easy to get information about it. The website is very poor!
- Just a general update would be suffice.
- Invest some money in the building to make it more attractive and maintain it for future generations.
- Needs updating
- It could really do with an update internally
- More variety of activities for different age groups
- The foyer area can get very busy, blocking access to the toilets. All the toilets could do with updating and making easy access . The kitchen area could offer hot snacks etc.
- Apart from it's ugly brick facade, not really.
- Perhaps modernise a bit, bigger bar, improve toilets
- No
- Facilities could be renovated but I understand the difficulty in securing finances. I personally believe that the site should now be extended to create a "super venue" now that the Blue Pool is no longer in use
- Needs the interior up dating.
- Yes, the advertising of events could be improved and it could also look a little bit more modern.
- Not a lot, like everything else times change and things get a bit tired but other than a spruce up....no.
- Solely on the fact that I use the stage I think there should be handrails going up and down the stairs when entering from the side especially as is sloping when leaving the stairs and dark with no security light. An accident waiting to happen.
- I'd like to see it used more and better supported by the wider community
- More bands, perhaps slightly better decor, (it looks a bit tired, although for the most part I attend nighttime events, so this isn't particularly an issue for me). A larger team managing events and getting hold of new and varied performers.
- Use more often for bands/gigs ect
- For the number of people that could be accommodated, I think the kitchen facilities for providing meals were somewhat inadequate. Tea, coffee, biscuits not a problem.
- Just a bit of aesthetic maintenance to tidy it up a bit, something on the road and frontage to highlight it better to attract people to the venue. It doesn't look as appealing on the outside as it is a good venue on the inside.

- Parking, but otherwise no.
- Have one website that is KEPT UPDATED showing all hall usage & events & links to booking said events. More blue badge parking nearby.
- Refurbishment and made inexpensive.
- Draught beers
- "Some maintenance.
- Making its location known with more prominent signage near the main road."
- Microphone and IT would prefer the screen to be higher so people sitting further back can see the bottom of the screen
- Yes if there were ample funds.
- The chairs could be more comfortable but the stage is a good size .
- "The main bug barer is the limited parking.
- How do you fix this, I am not sure.
- It does need to be more versatile in what can be put on there to attract businesses for seminars etc. as well as local bands, talks and so on. It is not that you don't have parking spaces, the three car parks nearby can do the job but a lot of people who may go there from other towns find it difficult to find those car parks."
- A larger bar area and more toilets.
- Bring it up to date, assess how it could be used, and staff it adequately to run it properly
- Book more known acts
- Maybe a bit of general wear and tear / decoration is required!
- The bar could be greatly improved to make it more of a social and desirable venue for a night out rather than the current low end social club feeling it currently has with limited drinks offerings if you don't drink lager or cider. This would help with attracting new customers and users for both live music and other events. Follow the lead of the hugely successful cheese and grain in Frome and you could really have an amazing place here. The bones are here but it needs the vision and leadership to get there
- not really
- Have more live band and maybe lectures
- yes, I think the bar area and bar seating could be updated.
- seats not so close together
- Just needs fleshing up a bit otherwise leave it alone
- Different types of events for youths
- Maybe updated a bit, but why change that if its not necessary.
- Maybe a bit bigger but no it's great
- Possibly updated internally; it looks a bit dated. Bigger bar as queuing can get a bit challenging.
- Revamp to modernise it
- shows to younger generation
- Just wished that disabled people were near the front as people stand and then we can see the stage properly.
- More cinema, live acts (saw national comedians in the past which were great)
- More comfortable seating.

- The building is in a completely inconvenient place. It would be much more attractive to hold events in the new campus if that is possible. There is no tiered seating and the building feels bleak somehow.
 - More shows and films.
 - It may need updating but not urgently, its functioning and comfortable
 - Improve the kitchen and up date toilets. Possibly find a way to divide it for smaller events. Folding raked seating
 - more film and sport screening
- After events, keep the bar and lounge area open- you are losing money to those of us that head to the pub after an event. The hall needs to be used more during the day- assuming there would be a need if advertised. The advertising of events need improving. The toilets could do with a bit of a refurb.
- Needs to be used as a community facility
 - Toilet refurbished
 - More bands, something for the teenagers to do,
 - It is in need to a face lift but I'd rather keep it as it is than lose it all together if funding is tight. It's a universal space that offers so much to the community
 - Could we better advertised when events are taking place. Previously comedy nights a live music has sold out..... let's have more of that
 - Not really
 - Decor could be updated but otherwise ok.
 - No
 - I think it could do with the facilities updating like the toilets & bar area as well as decorating throughout. The floor is fabulous for dancing so definitely don't replace that!
 - Parking discounts. Attract bigger names to the bill. More frequent acts. Better marketing
 - Nothing major other than more live bands.
 - More live gigs
 - Facelift
 - Hides itself away I'm sure many people in Melksham don't know it's there
 - More live entertainment
 - No
 - More live acts/tribute bands.
 - The Bar could be extended
 - No
 - Bar is often busy but the hatch area could be utilised. Lots of venues have pop up bars for busy events with cans and bottles only and plastic glasses.
 - "Remove the Decibel meter, so concerts sound better. Have more concerts taking place. Plenty of rock & indie tribute bands would play and it'd stack up financially if two or three played in one night. I currently travel to Bath, Bristol, Frome and Swindon to watch bands. Trowbridge are about to convert a building to host music events - proving demand is there
 - Encourage more day time entertainment

- More variety. The roller discos are brilliant and film screening, I would like more like this that is family friendly.
- Have more recognisable comedian's on again
- More events going on.
- More live acts.
- More discos like 80s v 90s night
- Bar and entrance could be made bigger, always congested there.
- Perhaps the entry and the bar area could be modernised to make more room.
- Bigger bar area and possibly a little updating
- More affordable for local events
- Have more icons tributes from past decades eg Gary Numan, Kate Bush, Depeche Mode, The Cure. Some alternative tribute music like The Mission.
- More things for children (older), more shows/comedians/pantos. This town needs more for its residents, and utilising the hall to the best of its ability will bring more people to the town.
- It always needs more parking but I do understand the logistics!
- More live entertainment
- No
- Bar & tickets could do with an upgrade but it's fine as is
- Acoustics can be awkward when on stage. And raking of seats would help the audience see acts more clear.
- It could be updated and decorated which would encourage more acts to come. I went to a concert recently and the act said it was so cold back stage. You need to address things like this to encourage more acts to the hall.
- More live entertainment
- No
- No
- Advertising. Not always aware of what's on, until AFTER the event has happened.
- Maybe revamp
- No, I think as halls go it's very good compared to the competing halls in other towns.
- No
- I think the foyer and bar/lounge area could be more inspiring. When funds become available consideration could be given to constructing a new entrance foyer/bar area on redundant Blue Pool land. Tiered seating would be great for concerts/shows.
- Would love more alternative tribute bands
- Maybe the entrance way
- Could be used more for groups, (discos for teenagers, dance nights for elderly, fund raisers, events for elderly), encourage local schools to put on events for local community (music, sing alongs, fund raisers, meet and greets getting younger community to mix with elder community).
- A little updating required but otherwise fantastic size and location
- No
- No, it is a perfect venue for the use of the town.
- For a local amenity, it has good facilities. Greater use of the cooking/kitchen would bring more events. Beer festivals etc.

- Maybe more affordable for local groups or regular social meet ups
- No
- Just needs a lick of paint
- Improved bar.
- No
- Perhaps a lick of paint here and there
- Modernising, refurb of the toilets.
- Possibly a dining/kitchen function.
- More events
- Have more live events
- Not that I can think of
- Update toilets and sound system
- Toilets often at least one not working
- More investment from the council to enable it to build on its current success
- Maybe a bit of modernisation
- Maybe some investment to keep the place in good condition to ensure it doesn't go into disarray.
- No.
- General updating of the premises
- Not really.
- Yes do a lot more entertainment And events
- No
- Maybe to be run by people who actually care about Melksham.
- Modernise slightly but has a good feel
- Could the space be divided so it can be used by more people at one time. Tired seating.
- Modernisation. Seating could be more comfortable. It has much to offer. Don't let it go to rack and ruin like Melksham House. The Council lost a lot of income from its events and room hire by closing it to early. Way before there was any sign of a brick being laid for the campus.
- Not at this time
- Maybe modernised a bit
- I think it's brilliant
- Yes, replace with a different building such as Melksham house
- No
- Continue to provide what they are currently and a greater selection of events. Be affordable to attract these additional events to take place.
- It's pretty good as it is.
- Needs a make over advertising more for what's got to offer the stage cooking area and bar great size room to try to get useage up in weekdays must say there doing an excellent job
- No fine as it is
- The possibility of tiered seats so that it could be used as a theatre/cinema. Dance groups and various clubs could also be held there. It could also be used as a meeting place for coffee mornings/fund raising.

- Would say build a new hall that meet modern needs, especially for the younger generations, shame about Melksham House such a good place
- Money invested to out on more band nights
- Slightly modernised decorations
- Terrible management for several years, hard to get a positive response to ideas there as many staff seem stuck in old ways and unwilling to try new things
- Better signposting around the town for people to find the venue. Maybe it should have its own facebook group.
- Greater publicity of events...maybe in neighbouring towns and villages.
- More signage to show accessibility
- No
- No
- No
- More acts more events ,like the civic hall in Trowbridge
- None at all.
- It could do with updating
- I think it is just fine as it is. Why lose something already good? Or is it because it's in a prime location & worth a lot of money? Councils should stop being greedy and let people enjoy the good facility that we have enjoyed for years, for so many different purposes.
- More publicity for events. More things for the teenagers of the town
- It has all the facilities that any wanting hire it may need.
- No
- Just updated a bit
- A bit of modernisation
- Possibly a rebuild with better insulation and toilets
- Improve the bar area, increase the size of it and selection of beverages. Increase the size of the stage so that bigger productions could be held.
- Toilet facilities seem very cold/clinical
- Only if possible more investment to keep it amazing for generations to come
- Needs rebuilding - modernising ability to have smaller break out rooms - collapsible theatre like seating
- No
- More comfortable seating in Bar Lounge area
- Ladies toilets need re doing and there's very little room in there!! Outside could be more inviting.
- I think it's fine
- Lower costs. More events. Community engagement.
- Improvements can always be made in any given circumstance. Having never hired the hall myself I cannot comment on the ease of booking or quality of the infrastructure but when attending events I have been happy with the facilities.
- I think it's a fab place but maybe it just needs more support and advertising
- More comedian shows
- More use/ films shown
- Use it more

- Put more entertaining on and things going on at weekends for families
- Slightly bigger bar for busy events.
- Better advertising of events. Bar needs to be bigger for events when it is full or near full
- The foyer area is very small. The bar area could be extended
- No
- Haven't been for a while so don't know. Keeping sound etc up to date important
- Tiered seating like Neeld Hall, Chippenham
- Just a general update as looking a bit dated.
- "Removable tiered seating for films and plays/concerts. I had a long lasting neck problem after watching a film there!
- Improving the foyer as it's dated and dark."
- Any building can be improved but the facilities it offers at the moment are acceptable
- (Movable a la Melksham Oak) Raised seating for ease of viewing.
- Spruced up and advertised more.
- Yes, through modernising the building and making it a more attractive and more well signposted space.
- create a Mezzanine floor, move the bar and offices upstairs
- Don't know.
- Im not sure
- Seating and toilet facilities, if I want to be picky
- Use as cafe similar to that as the Srt cafe
- Don't know
- More acts and more variety for the whole family.
- No
- Yes be updated
- No, leave it as it is
- Better seating, tiered seating for shows.
- Yes by keeping it as an asset.
- More toilets
- No
- No
- Not sure, maybe advertised more for different activities.
- I think the entrance, both outside and inside could be improved and possibly made larger.
- Decor
- Better publicity and increase the size of the gents' toilets.
- More events
- Bigger gents toilets.
- The whole building is dated, it would need a lot of money spent on it, but it would put Melksham on the map. Can the old swimming pool be incorporated into improvements? We NEED a proper cinema, not just the odd showing of old films. We could ask Amateur Drama Companies to perform. If a smaller town like Corsham can do it, with The Pound, surely we can!

- The acoustics are not good. The kitchen needs redesigning. The toilets could be improved and (distant) memory tells me the dressing rooms are very small. Better parking.
- More events
- if more people would support it
- Bring in more memorable comedy and music. Advertise more than in the venue itself.
- Access parking
- I don't know about the energy efficiency or insulation but I expect they could be improved. Some areas could be updated.
- More daytime community use for all ages
- More events/activities could be introduced
- More concerts & events.
- Yes - loos - pretty pathetic by standards of today. Not large enough for larger events in the hall. No idea about the ladies mind! Doubt if they are much different
- refurbish it
- Keep it maintained & staffed. Some heating in the toilets, in winter, would be nice.
- Better promotion and advertising, should behold to more community events. Not used to capacity by not being promoted.
- Removal of threats of closure
- No, love it just the way it is
- Not really, it has all the facilities it needs.
- As above
- Furniture and flooring could be modernised. The toilet facilities could also be updated.
- It's appearance from the outside needs a lot of enhancing to make it more welcoming - including its approach from the market place
- Refurbishment.
- Cantilever seating for shows. Larger chairs with space between, it can feel very cramped
- Yes provide more activities at an affordable price
- Parking was poor. Would be improved if it was clear visitors could park in the new Campus parking area. More variety of events for the whole community- better advertising of events
- There is always room for improvement/investment but it's a great community space.
- Amenity's such as kitchen need updating
- The council or committee is not an effective management style for a social venue. It requires a flexible ,focused, reactive, decisive energy which has freedom and authority to deliver a goal. (which the council could set out the goal but the person delivering on that goal needs to be allowed to try his/ her strategy) With little interference/ a light touch on the tiller. It's something the council can' do as it is ultimately responsible financially and does not take risks or speculative action. Eg. The cinema showed some good films but the seating was/ is standard chairs with no arm rests so gets uncomfortable, (this was several years back, I have not been recently). Suggestion made was to invest in carver type chairs with arms or even retractable tiered seating , Anything! The proposal was to buy some cushions! The final action was to do nothing!

Cinema attendance has never really got going because it was never seriously backed.

- Not sure
- Bring back Sunday lunches
- Only pay for what your hire
- Cheaper lettings to community groups.
- Cannot think of any improvements currently
- Parking, cafe, improve toilets.
- Some kind of car park otherwise ok
- More staff behind the bar when bigger functions.
- More toilets for larger functions
- It could be used more
- Yes, sound system is not always reliable
- More promotion and more events
- Updating the hall, more advising of what can be held there
- As long as they carry on with the great entertainment they put on NO
- Tier seating which could be pulled out
- No
- More events for all age ranges, the hall is very much aimed at older people ie pensioners or small children. I'm not sure what functions but something other than films on a Friday.
- Keep costs affordable so that Local groups like western dance nights can access the venue
- Bigger car park
- If it's not broken don't fix it
- Advertise and let people know about the place.
- No u can get a lot of people in the hall it has everything you need

Question 28: On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the facilities at Melksham Assembly Hall? Please explain your answer (Individuals)

- it's a s**t hole
- Mainly cleanliness
- Facilities dated, look run down, needing much TLC, lack of parking, external facade does not look appealing.
- Could do with modernisation inside
- As previous stated the toilet facilities / foyer need updating.
- In need of improvement
- It has what it needs, but things can be improved, such as the entrance, more bathroom facilities, etc.
- Toilets could be improved. More comfortable seats
- There are some great events out there & this venue could bring more people to Melksham. Also in walking distance of some great pubs for pre/post food/drinks
- Many are tired and need an update; it's slipped behind under previous councils

- The staff make the most of the facilities however it is a struggle with such an inflexible building.
- As mentioned, the foyer area crowded, toilets need updating. Could put in easy access opening doors at the front of the entrance e.g., push button opening doors.
- It's able to hold a variety of events, always clean and tidy.
- Only dropped the points as the seating would be better tiered and would hopefully encourage more attendance, as with a full house, it's very difficult to see acts from far back in the Hall.. the chairs that are there now are very uncomfortable after sitting for a while.
- It would have been helpful if each facility was listed separately - toilets, bar area, hall - have I missed anything?
- "Lighting is very good.
- Bar is brilliant.
- Kitchen is alright but needs modernising.
- Projector is excellent."
- See previous answers.
- Offers all the facilities needed for a great night out
- The gents toilets need improving, they are too small. It would be nice to have more comfortable seats
- See previous answers
- Foyer and bar needs to be improved
- Facilities from an attendees view seem to be good!
- It's facilities are suitable for meeting the needs of the community
- Everything is there that is needed but needs an update.
- It is looking a bit tired. I think the way it looks puts people off from hiring it for a private function ie party/wedding reception venue for instance.
- Serves the community
- As above
- Room sizes inc bar area excellent, fully functional, warm, well lit, good acoustics, good/clean facilities
- It has a bar, kitchen, good lighting system. The raised stage provides a good view. Good parking nearby.
- Car parking needed.
- It does everything I need it for and what I think it's intended use is should be for.
- I love it, perfect for many different functions
- Its useful for do much in the town. So handy. Always packed at the events for Melksham.
- More toilets maybe
- Everything clean and tidy. Everything you need for a night out.
- Lots of potential but needs some tlc
- They are becoming dated
- Plenty of space.
- Just needs an update
- I think the layout is poor wasted space needs to be brought up to date.
- I've always found it more than adequate.

- Does not sell real ale in bar
- Could do with a face lift
- As above. The bar is rather small and, if a full house is expected, can get very crowded.
- Very nice area with very adequate heating and lighting.
- Bar is okay, good range of activities. Cheap events
- Four might seem mean, but there is so much wrong with the place, although it's saving grace is that it is at least THERE! Without it, where could large events be held? Nowhere, but that does not preclude making it better, particularly for smaller events.
- Looks a bit tired. Kitchen could do with updating.
- Easily accessible for everyone.
- I think that if people use it to its full potential it would give income to improve the acts you put on
- They are adequate but are in need of updating and modernising
- You can dress it up to make it look special.
- As I said before it is very tatty and really cold.
- Large venue with all the facilities to hold an event
- I have explained previously.
- Dated toilets, bar, stage, poor lighting and sound systems. Tiered seating is not available.
- Adequate
- It has a kitchen and toilet
- Everything I said before!
- Adequate
- They desperately need updating and sustainable investment made.
- The bar is good, the kitchen area needs to be updated to help catering staff on site for different functions
- see above
- Could do with spruce up.
- The Hall is a good size for holding events and easy for a access
- Some facilities could do with up dating. Access is sometimes crowded around the bar area.
- Bar area and toilets in need of upgrade/redesigning. Some means of sectioning off hall to make it more useful for smaller gatherings. Hire cost is high.
- Good for larger functions. Bar. Car parking close. In Town
- Seems OK
- Bar, toilets, stage. All good. Films sound good too.
- The best venue for miles.
- Have always found the staff pleasant and helpful.
- Overall good, just the bar area feels a bit pokey.
- They need updating
- Just a bit old inside. Needs redecorating/upgrading The bar area could be improved
- Large hall, licensed bar, clean toilets

- The entrance to building flow often impeded. Bar area gets very busy. The frontage of the hall is 'drab' and does not spark or get peoples attention of what is on offer. So better signage, eye catching display of events.
- It seems to have most of the facilities that one would need for most events. The only thing that it doesn't seem to suit is theatrical productions...
- Have never had any issues at any event
- 6
- Building could do with renovation / repainting to make it more attractive to a wider variety of users"
- It does look neglected.
- 8
- "It serves its purpose very well. I would say they The Assembly Hall is a gem and one of the best in the county
- Based on my usage so far. I've not used the loos!
- Some areas could do with sprucing up a little (kitchen & bar). It seems to have been left to run down over the past couple of years, (perhaps because Wiltshire want to use Melksham House instead).
- See comment above about the kitchen.
- It's got everything the community needs for a great live entertainment venue.
- No complaints
- Good
- Clean, spacious, very functional.
- Good but needs refurbishment.
- Pretty good
- As the hall is in the town centre (as opposed to on a large housing estate) it is ideal for hosting live entertainment. The full size stage, with lighting and dressing rooms is a great asset.
- The dance floor is the largest and best for miles around.
- We actually moved from Swindon to Melksham as a direct result of attending shows at The Assembly Hall.
- I sincerely believe it is the heart of Melksham which needs to be kept beating healthily at all cost."
- I think there has been a lack of care, I also think the sound insulation could be improved. We are close neighbours and cant sit in our garden on saturday nights in the summer. There is a lot of accommodation close by, mostly for the elderly and the music must be very irritating for them
- Useful hall, accessible to all
- The toilets are OK and the Bar could be bigger but on the whole the Hall is a good size
- It has a kitchen, lighting and I believe, Wifi and toilets which is a good starting point but there could be more.
- A larger bar area and more toilet facilities would improve things.
- It's just all a bit 'tired'. Needs a full update with new toilet facilities, accessibility improved, and some proper refreshments. Currently it is all a bit 'village hall venue' rather than local theatre venue
- they're ok.

- Just needs sprucing up!
- In severe need of an overhaul as described above to improve the atmosphere and bar offering, toilets are ok but need updating. Great space in the hall needs the support of these improvement to attract the revenue and new generation of customers to support its economic viability to then provide the low cost/free community events and services people want but cannot or will not support financially.
- For the size of the town, not necessarily including the new builds it is suitable for wide range of ages .
- As before it starting to be a bit dated
- Its always served the purpose I've attended.
- Not enough toilets
- Good seating, bar and easily booked.
- It's tired
- Every thing is available.
- Decent capacity, great bar staff. Great staff in general.
- The facilities are ok, toilets good, bar ok but no atmosphere.
- As already stated.
- Ss I said before, it needs updating but not urgently ss it functions perfectly well, the outside look isn't too good.
- Poor view at seated events. Kitchen needs updating
- the toilets are a little cramped
- Toilets
- The facilities are good just in need of cosmetic make over
- Toilets often not flushing, could do with a revamp
- The facilities are really good considering the size of community it serves. A couple more ladies toilets would be helpful.
- Facilities are good.
- The facilities are great! They just need updating and decorating. Nothing a good plumber & decorator can't sort.
- Nothing wrong with them
- Great facility but some features are a little tired
- Toilets and entrance require update
- Like the various acts and could have more live music
- The Bar is small and cramped and very limited. The Ladies Loos are dated.
- lovely venue for live music & events
- Bar area as above
- A better selection beer. Appreciate you need people to drink it, but more events = more sales
- It has everything my family needs.
- They do have good facilities within the hall, Bar, toilets, Kitchen etc
- Small bar.
- Decent bar, could do with bigger toilets.
- There is always a queue for the ladies
- Improvements can always be made, I have never used the kitchen so can't comment on that, but I think they are basically fine.

- Always room for improvement / allow disabled people to go into the hall prior to doors opening to get settled, as there is limited tables/chairs in the waiting area.
- Large & has all the necessary amenities
- Parking is the only issue but easy enough to drop people off
- All facilities are there and under utilised. It has easy access, good size stage, good changing rooms, bar and kitchen. It's space for large groups, dancing, fairs and roller discos is not found anywhere close to Melksham.
- I think maybe the bar area could be improved - access is always crowded when an event or show is on. Maybe a coffee bar could be a useful addition to catering.
- I have been to many events at the Hall and always felt it was a good venue. The staff are marvelous and very helpful. Melksham has no cinema and if you are not a sports fan, apart from pubs there is no other entertainment in the town. The council should be fighting to improve and keep this valued asset. Please listen to the public for once.
- Could do with a bit of updating
- Never had an issue
- Toilets are quite often out of order, or in a bit of a state; dependant on the event & who's attended.
- Plenty of variety and good to have this facility.
- Lots of multipurpose space, clean, heated,
- It's got everything you need, good size, good bar facilities
- Always clean and tidy and polite
- Clean and tidy and enviting
- Back stage facilities need improving, dressing rooms, storage etc. In the past I organised a few choir concerts in the hall and used the Town Hall for extra space. Perhaps all facilities would benefit from an update.
- Friendly staff hall always clean as are the toilets
- Could do with a better laid out entrance
- All is on one level, it can cater for all ages, it is large enough for weddings, private and public functions.
- The facilities are all there for shows etc.
- As above
- Both bar and kitchen available but small toilets
- Needs a bit of an upgrade. Particularly the bar
- Bar, dance floor, plenty of room, maybe just a bit it decorating needed
- As in my previous comments it's in the middle of town and getting to it is very easy by bus, taxi, those that use mobility scooters or even cycling there. Its near to a couple of car parks for those who prefer to drive
- It dose what it's meant to in providing a venue
- 10 a bar and a large venue for get togethers
- Improve the above then it will have 10
- Good for town of this size, could do with more fim events in the evening for working people and maybe for families as cinemas can be very expensive and difficult for some people to get to
- Everything you need
- I can't think of any facilities it's missing, and those that are there are in good condition.

- Everything is there that is needed.
- Meets all needs very well
- It's a lovely place to go but they could put more things on
- Overall a good venue and multiple uses
- Would have liked to give a 10 but it's not there yet.
- Toilets are a bit chilly and dated
- Could be improved but the potential is there to create a great venue for the Town.
- Could do with some modernisation but is ok as it is
- Want for nothing
- Facilities need modernising
- Could be modernised but is actually fully functioning in its current state.
- I feel the facilities meet all the need required.
- Bar kitchen stage great size room can hold lots of different types of events
- Everything you need in this hall
- Everything is there but could be improved by providing lunches/afternoon teas.
- Bar could do with improving /toilets not very good
- Everything was great, easy to access and user friendly
- Needs updating
- Great offer of facilities
- Potentially brilliant facilities rusted up by bad management
- When I have watched films or acts there, I found the chairs uncomfortable to sit on.
The bar needs to be larger, as when the place is busy, its hard to get to the bar.
- Clean, there's a bar, toilets. What's not to like.
- Bar is a plus!
- Toilets.....really good. Bar.....really good. Stage.....really good. Floor.....really good.
Kitchen facilities....good
- It ticks all the boxes
- It has lots of potential just needs to be used
- Ample ample and comfortable seating. Nice little bar area for pre show drinks.
- It's a large space with a bar, stage and toilets why more so you need
- It serves the purpose of everyone's needs.
- Large open space,bright,location
- Good facilities. Seperate bar area which works well
- It has has space....position....facilities for any size events from a music event or fayre to a smaller gathering.
- As above
- It has everything and brings people together
- 9
- As above
- Just needs a little updating, it's the best venue we have in the area for holding anything.
- Some modernisation could be done.
- More needs to be done as explained above

- Would be better if a coffee machine was installed as having to drive to events alcohol not drunk and there's only so many fizzy drinks one can consume. Also applies to water and squashes.
- Ladies toilets- not enough cubicles or space.
- I think it has everything you need for a community venue
- It's a great space but as with everything could probably do with some modernization in areas. Advertising of events happening to a wider audience would also be good.
- Never had a problem
- Great things in but not advertised in lots of places
- It is right in the middle of town and extremely convenient. Flat level access and the biggest hall in Melksham
- It has everything that's needed.
- As above
- When I last went whilst not a luxury venue, all seemed clean and adequate
- Has what's needed just needs updating.
- Good bar area and toilets. Very large space
- It's an oldish building and that in itself brings problems but for a town the size of Melksham I believe its facilities rate an 8
- Male toilets are small and cramped.
- Decent facilities, but tired.
- Never had a problem with events I've done there but always room for improvement
- Facilities provided
- Well presented tidy and clean
- We've always had great experiences at the assembly hall.
- I enjoy coming there for music
- Everything is working fine
- Could do with redecoration
- The toilets just need decorating.
- Bit slippery floor in cold weather
- Does everything it needs to
- Not sure what additional realistic expectations one could expect .
- It has every need
- If I compare it with the Neeld Hall in Chippenham it is, perhaps, a little outdated. Neeld Hall does have raked seating but this does limit opportunities for different types of event.
- Facilities not up to the size of the venue
- For one it's central for everyone, it's very clean and spacious
- I can't speak for the ladies' toilet but the gents' is rather cramped when there's a well attended event on. The bar has long queues too and I've missed parts of events trying to get a drink.
- Could be updated
- Improved refreshment area and bar come lounge area would be a boon.
- The facilities are there but outdated, no attractiveness to any of them
- See above
- Could do with a little updating

- don't know what all of the facilities are
- It is generally dreary: decor, loos and entrance hall. I bet it could look more welcoming without a huge amount of money spent on it.
- It's a great local venue
- Seating, bar and toilets all of good standard.
- By facilities I take it you mean the loos and kitchens. Have known worse but could definitely be improved. Foyer area could also be improved - a tad small and a bit of a wind tunnel when weather poor
- See above
- There are very few venues with a decent size dance floor, plus stage & licenced bar
- Clean, adaptable, accessible.
- It is a fine place, the toilets are small and cold in winter.
- They're very good
- What is there to explain, toilets are great, perfect venue, in the right place, great dance hall and also if you want a private chat there is space for that also
- It has all the facilities it needs.
- As above
- As above, it needs some refurbishment but it still fulfils a necessary function for community events and unless a new hall is being planned, we should retain it.
- The facilities on offer are quite basic. Asdie from the main event area, there's a bar and functioning toilets and that's about it. It's a little dated and tired.
- Bar is good but kitchen is limited
- Slightly outdated and the seats are hard
- Slightly lacking in toilet facilities
- Amazing space and location
- The kitchen facility should be available and utilised at events held in the hall.
- Good size has a good bar great location
- It has the essentials , but it's all just too old and dated.
- As I say haven't been on a regular basis but when we have it has been good.
- Need to improve sound system - microphones etc
- As question
- Facilities are adequate
- Toilets could do with a revamp. Good coffee.
- Easy access, flexible space allocation.
- Good space, central to town but costly to hire and needs updating.
- Very fine building for the town, very lucky.
- Has all that's needed for a Assembly Hall
- Unfortunately some public standards effect the facilities and make it hard for others to use, eg toilets. Bar is a good place, the layout is good with various exits if needed.
- All facilities near to hand
- More toilets would make it higher
- For the times I have used it for concerts/events it is fine.
- As above and toilet facilities good, kitchen lets it down slightly
- It is warm and cosy
- Up dating

- Can sometimes be cold in the assembly hall, otherwise it would have very been a 10
- Perfect everything you need
- It meets my needs.
- The space is huge and so much can be done with it. The staff are lovely and very helpful. And again the bar is always well stocked.
- All good
- It's clean and tidy even the toilets are looked after

On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the accessibility of Melksham Assembly Hall? Please explain your answer (Individuals)

- my paraplegic son could get in he plays rugby very well and gets many girls
- Location is great and it is accessible for all needs.
- Prime location being in the centre of the town and on the level. But tucked away behind the TH.
- Access is quite good into the venue. The 'disabled toilet in foyer can be difficult to get into due to the amount of traffic in the small foyer.
- Easily accessible
- Closer parking would be helpful
- No steps at entrance
- Would be good to be able to park at the new leisure centre and walk down to the hall.
- Gets blocked by parked cars at the entrance; within the hall is good.
- Parking is the only issue, largely due to Wiltshire Council's appalling attitude to car users.
- What do you mean by accessibility. I am not disabled so can't comment. Do you mean the visual accessibility in which case it's poor due to its location
- It is accessible, flat area for wheelchairs etc., however the access to the toilet facilities is hampered when the foyer / bar area is busy.
- Maybe automatic doors and a disabled drop off point could improve this
- Easy access, although there isn't a car park to speak of, there is a car park very close..
- I am reasonably able-bodied
- Good transport stops in the market place. Parking in the campus. Easy access for all users including disabled and elderly.
- Access is good for wide accessibility, unless cars are parked immediately in front of the halls, such as on market days.
- Centre of town, ideally situated for anyone who wishes to walk to an event or offers easy access to parking or taxis
- Plenty of parking, all on one level.
- I have no problems accessing the hall.
- Plenty of parking available in Campus and King St and near bus stops
- The hall is accessible to all as far as I can tell!
- It has good flat entrances and plenty of space inside for moving around
- Like it in the centre of town. Could do with more free parking.
- From my point of view it is easy as I can walk from where I live and there are no inclines, plus there are no steps into the hall. However for those who drive it may be

more difficult unless they can use The Campus car park for functions, particularly in the evening.

- No problems
- Central, easy to walk to, on the flat. Maybe some issues from a carpark to the rear but otherwise good all round
- Central location with bus stops, taxi rank and parking nearby.
- Car parking needed.
- As mentioned before, ideal central location.
- Super easy, parking at King's Street, taxi/bus out front
- Right in the middle of town and level access.
- Although not physically challenged, it appears to be easily accessible.
- Good accessibility for all
- Te variety of events and different club or organisation uses
- Easy to access for all.
- Now the campus is there, coupled with King Street, there I'd adequate evening parking
- Not being disabled I cannot give a positive scale here. But I would say okay improvements could be made.
- Obvious really. Single storey. Very accessible.
- Everything on the same level
- Very accessible I would say. Easy, level, access.
- I don't know as I've not had to access it with a disability
- Central to the town centre. Parking fine for car drivers
- Not the best but better now that the Campus Car Park is up and running - until they start charging for the privilege!
- Not very accessible for disabled drop off. Not much space for visiting groups to unload their gear.
- All on one level for mobility scooters, wheelchairs or people on crutches.
- I like it because it is easy to use and it is in walking distance
- Central location. Close to public transport etc.
- It's wheelchair friendly and on a bus route.
- For people walking to venue it's in an ideal location. Doesn't help that cars impede entrance sometimes
- Central Melksham is an ideal setting.
- It's accessible via the campus or Market square but is hidden from main view behind the Town Hall. Ample parking at the Campus but the entrance needs is overshadowed by the taller building and needs improving.
- Wheelchair friendly
- Central to town and parking
- Limited parking
- Could do with more parking. Should be allowed to share campus parking. More than enough spaces for both.
- Very central and easy to get to. Close to parking with the campus now.
- Ground floor level access, spacious, hearing loop.
- Limited parking for disabled people, despite good access by front doors

- see above
- Management and staff are always friendly.
- car parking can be used at new sports hall
- Entrance area quite small.
- Near bus routes, car parking. In walking distance for many residents. Access for bands unloading kit might be an issue. I suggest relocating main entrance.
- Toileting facilities for all need update.
- OK
- No parking.
- Parking not easy.
- Parking close by.
- Appears available to all
- Fairly easy access, car parking, and bus service close to hall
- I think it's reasonably ok. I'm not disabled so I don't feel I am suited to fully answer this
- Easy to get to. Hall is wheelchair friendly
- As described previously, can get congested due to toilets being in the foyer
- It's on the level and, now the campus car park is open, easy to get to for car owners.
- Never had any issues accessing
- 7- Accessibility is OK for disabled patrons. Although not much can be done due to the nature of the venue, the layout could be looked at for a better flow of people on arrival / exit
- In town centre. Used to have free parking at Melksham house, unsure if that is still the case.
- 10
- It is fairly close to two car parks, Central to the town and the access is flat.
- Difficult for loading and unloading when more than one group setting up. Access to stage as previously stated.
- It is in a central location, there are buses and local parking for those that need it.
- Good central location. On transport routes. Disabled access, with no stairs. Open aspect.
- Loading/unloading of equipment was difficult because of the limited space for vehicular access. Same applies to facilities for disabled access.
- I currently have no accessibility issues but it seems very accessible. In particular it's central town location.
- No complaints
- The parking could be a little better.
- Needs more blue badge parking.
- Good but parking not at same location but I don't find this an issue.
- No problems for me. Not sure for disabled people.
- We lost a considerable amount of parking as a result of the campus development
- There is plenty of nearby parking, a couple more disabled spots would be appreciated
- There is a car park close by .
- As previously mentioned, car parking and unloading.
- It's right in the town, so most residents could probably walk to it. Plenty of parking around too.

- Toilet facilities are cramped and not signposted very well. Otherwise ok.
- Great location but could be better promoted in a accessible way for those more social media lead and would have been a 9 if the parking hadn't been lost
- Parking may be the only problem, but it is close to bus stops
- very easy for disabled access
- Never had any real issues.
- Parking nearby is convenient and for myself I've never had any problems accessing it.
- Easy to get to
- Easy access for my wife and I as it is located centrally
- Parking close by and easy to reach.
- Central location flat entrance disabled friendly
- Good parking. Level access.
- Tucked behind the Town Hall it is an uninviting area.
- Easy access for y wheelchair.
- With the new Sports complex parking is excellent
- Unable to answer accessibility within the hall as I am have no access issues. As previously stated easy to access on foot
- very easy to travel to and leave.
- We are able bodied so I have answered this in location and ease not from a disability perspective
- Central location, easy access, no steps
- My mum who is disabled had no problems with access.
- All seems ok.
- It's brilliant! In the middle of town, right off the market place, good for car parks & public transport alike.
- Generally good, parking not great though
- Easy access
- No problem for me
- Better than many establishments, all on flat
- Parking area could be improved by closer disabled access
- Easy Access but wheelchair users have difficulty using the bar
- as above
- I don't see that accessibility is a problem
- Easy access. Now car park re-open next door, shouldn't be an issue
- It is accessible to all.
- All on one level, very accessible
- I don't have accessibility issues so not really for me to judge.
- As previous two answers
- Entrance and parking poor.
- Centralised easy to get to. No stairs to climb.
- Not enough disabled parking close enough
- Parking is only issue
- I don't have accessibility issues but have seen people who need easy access using it. If there was a change maybe make the foyer a bit larger to help further.
- N/a so cannot comment

- I am disabled with a blue badge and so it is easily accessible. For other visitors there is ample parking locally and right next to bus stops.
- Excellent
- With the exception of the stage area, most places within the assembly rooms, are accessible for disabled persons.
- As above
- Near the campus, parking available, close to town facilities
- Good amount of parking near by and everything on 1 level
- Easy to navigate a pram around
- Easy access and lots of parking around
- Built on level ground good access for disabled, perhaps more disabled parking close to the venue would be helpful
- My husband has a disability and has no problems accessing areas
- Access is good from what I have seen
- access is suitable for all local community, easy access over whole site as inside is all on one level, large enough to space out seating to cater for disabled, would of given a 10 but since disabled parking close by was removed it is harder for disabled, elderly to park nearby
- As I said previously, access is very good.
- Fine for me, but disabled parking is limited.
- I think pretty good but not an expert
- Right in the middle of town is a perfect location where it is
- Plenty of nearby parking & great for the town.
- Not sure. I haven't considered it from an accessibility point of view before.
- I have answered this in the section before
- Plenty of parking in nearby campus now
- Very good
- Doors wide enough for wheelchairs
- Accessibility is good
- It is accessible to all
- Couldn't be in a better place. Central to everything and public transport.
- Seems to be easy for everyone to get in and facilities are available for all abilities.
- Wheelchair friendly within walking distance also car parks nearby.
- Accessibility is ok.
- No issues with a push chair or pram
- Flat, near public transport.
- Centre of Town. Close to bus stop for ease of travel. Central to activities in the Market Place. Access could be improved if entry could be considered from the other side of the building or from the Blue Pool area. The land is there to carry out the work .
- Very easy
- Central location
- Central location in easy reach of numerous car parks. Wheelchair friendly access and parking.
- Parking was always a problem for the hall. But there is parking available close by as long as you can walk. Not great for disabled people tbh.

- Central in town there's parking not far from it easy to drop of disabled people. Taxis close by and bus stops
- Very accessible
- Not the easiest place to get to for the disabled.
- Bus links excellent
- I had no problems personally using the facilities, nor did a friend who is less mobile
- Very easy to get to
- Easy access and parking.
- Brilliant location for pretty much anyone to attend although frontage is usually clogged up by staffs own cars and looks scruffy
- The accessibility is ok, but it may be hard for disabled people to access the front door when the venue is busy. Also it gets packed at the front door with pedestrians getting in the way of cars, driving up to the campus.
- Car parking options nearby. Located in market place where buses and taxis are nearby. Residential areas also close by.
- More signage
- No problems of access
- Perfect as it's flat
- Very accessible
- Right in town with ample parking facilities close by.
- It's in the centre of town with parking nearby but also easy to walk too.
- The hall is in central location with car parks all around. Even someone with a disability is able to gain access to the hall easily. A lot of people will walk to the location from their home.
- Perfect
- On one level
- It is central with an area for drop off / set up etc.....
- It's very accessible
- One level
- 10
- Centre of town
- I think it pretty good for everyone.
- All flat easy to enter.ive attended with a baby in a pram and my 100 year old grandfather in a chair.
- Town centre location
- Not enough disabled parking now market place been pedestrianised.
- You could do with more disabled parking
- Hardly any disabled parking
- For my personal perspective I have no problems, I feel that disabled access is fair but not needing to use those facilities I am not qualified to comment.
- As a disabled person I find accessibility excellent.
- Centre of town
- As an able bodied person this isn't something I could personally comment on.
- Have attended with a disabled friend in the past with no issues
- Generally easy but foyer can be overcrowded making difficult to access toilets

- Flat entrance, accessible toilets. I'm not qualified to comment further .
- Once you know it's there and where to park it's great. But it's his away and not well known or advertised
- Things may have improved but when I went to a popular film and the hall was full, I was concerned about what would happen in the event of a fire, especially as many of the audience were elderly
- Its central position makes it very accessible
- Better now that car parking has improved due to the building of the Community Campus.
- Central. Good parking at Campus.
- Again never had a problem disabled seem to manage fine
- Never had access issues
- Parking for outsiders can be a problem
- I think it's all on one level so should be useable for a wheelchair user.
- Ow the campus is on site
- Everything is fine
- For people without mobility problems it is easy to walk from car parks
- It's accessible to nearly everyone including wheelchair access.
- Level access from town
- Easy to walk into.
- Local parking available ..flat access
- Car parks nearby .
- Entrance area quite small and parking used to be a problem - not so much now the Campus has free parking,
- Level access, car park some distance
- It's wheelchair friendly easy excess fo people who come by bus etc
- Although the entrance is rather tucked away, there is parking available and no steps to cause difficulties for those with mobility problems.
- Great
- Suits the needs of most.
- It's in the centre of town, with parking available in several locations. It's a crying shame that it can't be brought up to date. If money can be found for an underused market centre, why not for our Assembly Hall?
- It is central, close to bus stops but car parking is unclear unless campus can to be used
- Central to town
- With free parking in the Community Hub (needs advertising for those driving from far away) it should be a real winner.
- Parking and turning space for drop off is poor
- I don't know enough about this to rate it
- Easy access from the town centre
- Parking an issue, although they could now share with the campus
- Wheelchair access everywhere - all on the flat.
- Not too bad but could have a more inviting frontage
- very easy to access
- Is wheelchair accessible & has disabled toilet facility

- Parking and bus routes very near and walking distance of town.
- We park in the big car park behind the factory shop, and it's a short stroll across the road, so pretty accessible I would say.
- It is all level, and the doors are wide enough for wheelchairs.
- It is right there in the centre, easy to get to, large car park just across the road
- Access is good. There are no steps and all the doors are large enough for wheelchair access.
- No access problems
- It is central and has parking nearby. I cannot comment on how accessible it is for those with physical disabilities.
- I had absolutely no trouble gaining access to the place and I didn't witness anyone else struggling either.
- Hard to get disabled parking close by
- I see not issues with accessibility
- Car parking signage could be clearer - especially in the darker months
- All level so great accessibility for all
- Central in Melksham. Car parking nearby, but should be free when events held.
- "It is town centre and has parking at the Campus plus bus stops. it is also close to taxi rank.
- It is a single height venue ,so no disabled access issues as far as I am aware"
- Space for concerts/dances/meetings - adaptable
- Car parking can be a problem
- Good access, poor parking
- Near town centre with easy access to bus routes and refreshment facilities. Easy access to shops if needed.
- Centre of town.
- Excellent why do you want to knock it down lots of towns would like a building like this.
- Off main road, all flat.
- A little tucked away but otherwise very good.
- Easy to access from main street, easy parking
- Plenty of free parking nearby and good drop off points
- At events the entrance can get very congested when tickets have to be checked and folk use the toilets
- Good accessibility for the disabled
- I can walk but you can park in the new sports centre
- Easy to get into, poor parking
- Really easy to enter an having the 2 sets of double doors into the hall is good.
- Easy access.
- Everything is on the same level and the disabled toilet is more than big enough.. great for wheelchairs and parents of small children.
- Easy access
- Good access to the assembly hall and now with the campus open there's a large car park
- A lot of people in and around Melksham visit

Question 30: On a scale of 1-10 where 1 is 'poor' and 10 is 'excellent', how would you rate the location of Melksham Assembly Hall? Please explain your answer (Individuals)

- its in melksham
- Great location.
- Location is good being in centre of the town.
- Great location, easy to get to by public transport too.
- Perfect location as central to town
- It needs to stay in town centre
- Centre of town
- It's a right place - Town Centre, new (lots of new!) parking. Near public transport and walkable for most electorate. Let down again by poor visibility and a wall of cars!
- Where could be better than in the Market Place?
- Sadly a building behind another one is never going to be seen easily.
- Great location in the town, easy access close to other amenities, bus stop, taxi ranks.
- Very central
- In the Market place, easy to find by people from other towns, couldn't be in a better place
- I think the town centre location is perfect
- Very good location. Close to town centre.
- It is in the centre of town, next to the new campus. The campus carpark could also be used if terms could be arranged.
- As above ideal location
- Perfect
- Very convenient for town centre, bus stops. Good car park at Community Hub, now.
- In the centre of town
- Centre of town is an excellent location
- It's central located to benefit the whole town
- Right in the middle of town, accessible by public transport or if local can walk.
- Whilst it is in the centre of town. It is hidden and therefore, if you are new to the town or visiting you may not know it is there.
- Town Centre
- Central, easy to walk to, Near both bus & rail (ish) routes. Plenty of central parking
- As in previous answer.
- Ideal place in town centre.
- As above
- Perfect location
- Middle of town
- Good that it's central but didn't know it was there for ages, quite hidden/not advertised
- Right in the centre of town with plenty of local parking. Easy flat walk away.
- Near the market place in town but could be difficult to find the first time.
- Central with car parking either in the campus or King Street
- Location is good BUT needs better signage for the entrance and the hall itself as it's hidden behind the town hall.

- Centrally placed for all
- I think if you live locally it's excellent but if you are a car driver they would probably not agree. Where can you park?
- Already mentioned.
- Brilliant location in centre of town
- It is perfect for us. A mere five minute walk away. Also close to parking for those who need to drive.
- It is not far from car parks and bus stops.
- Central position
- It's very central, with direct access to the Town Hall, and short of rebuilding it on any spare land around the Campus, it's better to have it where it is than not at all!
- Easy for my family as within walking distance. Good for others as on bus route. Parking would be better if able to use Campus car park.
- Easy to do a drop off with parking not far away
- Again because it is in walking distance
- It's on a bus route.
- Town centre location
- I feel previous comment covers this. It has an ideal location.
- Central and with good parking at the campus. The entrance needs improving at the main door as access is restricted and dominated by the rear of the Town Hall.
- Central to town
- Good central location
- It's town central central location is very easy to get to and continue on after to a local pub
- Central
- Central with nearby parking
- By town Hall a central part of area easily accessible by both foot,public,motor transport.
- see above
- Ideal great spot.
- In the centre of the town near the new Community Hub and Gym, library, and Town Hall. Therefore easy to find and car parking nearby.
- it is central in the town and easy access
- See above
- Near to Town/ carparking/bus stops/taxi. Rail station is walkable if mobility good.
- OK
- Central to town but we don't live in town so a mile walk.
- Centre of town not stuck out on the outskirts like some other venues.
- Central for the Town.
- just the parking could be improved but great location in the centre.
- Right in the centre perfect
- Location is nice and central so available to all. Not great if you need to carry lots for an event, but can always unload outside then go and park. This is balanced up by the central location for public transport etc
- In middle of town

- Location great Town centre, access to public transport. Walking distance from bus stops, taxi ranks etc.
- It's near a large car park, there are bus stops metres away and there are several pubs and restaurants within a minute's walk...
- Centre of town spot on
- 9 - good location, accessible to people within the town as well as those arriving from further afield
- Good location in the centre of town. Can have a drink, meet friends, in perhaps the kings Arms before going into venue if seeing a band.
- 10
- It has worked well in this location for years.
- Good central position. Only drawback see previous answer.
- See above
- Good central location. On transport routes.
- Central, good proximity to bus stops. Better one-way traffic drop-off facility would be a further improvement (stewarded for busy events, ideally).
- Central town location is excellent.
- Its central
- Perfect
- Town central.
- Centre of town. Is parking at campus available for users?
- It is about as central as it could possibly be
- It is central and useful but it is close to housing which I have mentioned. I think sound insulation would improve that irritation
- It is in middle of town by the Town Hall.
- It is in a good location overall.
- Right in the centre of town. It's a great location.
- As above
- Close to centre of town
- it took me some time to find it when I first went there
- Good central position and close to public transport and reasonable car parking
- Where else could be more convenient than in the centre of town, to where it belongs.
- See above answer
- Central.
- Approximately 3 minutes walk from my home.
- Central
- Places for disabled
- See above.
- As above.
- Very good.
- Great location. Centre of town, easy to find, easy to park.
- Central, With campus parking now easier
- being in the town center it's in the perfect location and easy parking helps.
- Perfect for us we live in the new Acorns Est and can walk to the venue
- Very central

- It's easy to get to from anywhere and we can walk there from home.
- Brilliant position in the centre of town and just off the market place.
- As above, it's right in the centre but with good car parking & buses.
- Spot on
- Great especially with the free parking just behind it
- Middle of town, not far from parking
- Good location just needs to promote itself as hiding behind town hall
- It's very close but not in our village
- Its in the center of town accessible to taxis and public transport with good parking facilities
- very central
- It's in the heart of the town.
- Right in middle of town is perfect. Vast majority of attendees can walk - great for the environment and peoples health. Out/edge of town meand more driving
- Great central position in the middle of town.
- Central to the Town
- Bang centre of town.
- Easily accessible with car parks nearby
- The location is fine, right in the middle of town.
- As above
- Centre of town is great
- It's in the centre of the town
- Right in the middle of town close to pubs ect
- It's in town. It's in easy walking distance for a lot of people. There is parking nearby for those who need to drive.
- A little bit hidden away. People are not aware that it's there.
- It is right in centre of town close to car parks, buses and the campus. Also the taxi rank.
- Great location
- A bit out of the way and hidden by the Town Hall. Unless local, may struggle to find it.
- Central location
- Close to amenities
- Right in the heart of town!!
- So close to all local amenities and any town event
- It's in the centre
- In the heart of the town, who could ask more!!
- Very central, taxi ranks nearby, super location
- Location is reasonable, easy to walk to. Unable to comment about parking as I walk there.
- It is central for all of local community, and on level ground, it is close to bus stop,
- In the heart of the town
- As previously stated, good car parking nearby, and a bus stop outside if needed.
- Town centre. Loads of parking at the campus. Buses and taxis very close.
- Very central . But maybe hard for parking - again not an expert as I don't drive
- If parking is available and not too expensive
- As previous

- In a convenient location close to car parks
- and again I have also answered this in a previous section
- It's in the centre of Melksham
- Centre of town easy to get too
- Town centre. Parking at Campus or behind Factory Shop. Central for buses
- It's quite hidden away, maybe some better signage to make it more visible
- Central in Melksham.
- Nearby car parks and bus stop. Easy to get to if walking from most parts of the town.
- Good central location
- It's in a good position for everyone
- It's in the centre of town
- Very central, parking nearby.
- Perfect central location
- As above
- As previously stated above - central to Town. Close to campus. Offers areas of entertainment. Change of access would boost its accessibility. Link's well with events held in the Market Place.
- Very centrally sited.
- Central location in easy reach of numerous car parks
- Location is good except for the parking.
- Central in the town easy to get to parking near by taxis and bus stop outside
- In the heart of melksham
- As above. Not brilliant for disabled parking but this could be improved.
- It's in the perfect place to me. Most folk visit the town for things so this being right in town suits. Plus the bus stop is very close as are taxis
- Perfect town centre location
- Very central to melksham
- Same as last question
- I think it needs to stay central to the town and is ideally located by the new campus. It just needs to be modernised to make it more accessible for all.
- Centre of our town. In the market place. Perfect for visitors from afar and local residents as well.
- Very central to town
- Heart of the town, where it should be
- Ideal for the town so central
- In the town center
- Perfect. Close to parking areas and the bus stop.
- Couldn't be any better, right in the heart of the community
- Perfect
- Central to town,very accesible
- Centre of town
- Central with easy access...
- Bang in the heart of Melksham
- Car parks near by
- 10

- Centre of town
- It's very central.
- Centre of town. Couldn't be any easier
- Town centre location
- Easy to locate behind Town Hall
- It's easy to find, central to the town and there is quite a lot of parking available, although not enough disabled
- Great in town centre!
- It's in the town centre with plenty of parking nearby
- Great location
- The location is great, the only thing is sometimes finding a disabled parking space can be difficult.
- Central!!!
- Parking within walking distance. Taxi rank close by.
- Right in the town centre makes it easy to get to and helps other local venues which may be visited before or after a show
- Ease being in town access via taxi, car, bus and walking
- You can drop people close to the door if needed, and unload stuff. It's not the easiest access but could be a lot worse. There is parking in king street nearby.
- Location is great, knowledge of finding it makes it not great. As above.
- Central. Parking close by
- Its central position makes the location very good
- Centre of town.
- Good that it s situated in the town centre but remains somewhat hidden. Better signage required including What's On promotion.
- Central.
- Again its easy to get to central to local people
- Right in the town centre. Couldn't ask for a better location
- Location good in centre of town
- Fairly central and parking nearby.
- Everything is fine leave well alone
- In the centre of town
- It's very convenient for residents. Bus routes and the local taxi rank. Melksham train station is within walking distance.
- Central to Melksham town
- Close to bus stops.
- As above
- Excellent especially for local people and we have a rising population
- It is central to the town.
- Central
- Ideal location to get to for buses etc
- It is in the centre of the town, It's unfortunate that there are no notice boards with upcoming events that are visible to passers-by on the street, rather like a cinema would have.
- Central.

- Local
- Within easy reach of most.
- Please see the answer above
- See above
- Easy access
- it's in the centre of town
- Right in the centre of Melksham is good for all other business too like pubs, restaurants etc as long as revelry/music doesn't disturb neighbours.
- Central
- Plenty of parking and right by the campus and market place
- Perfect location in the town centre
- Centre of Town
- Easy to access and easy to park.
- Central 10. Tucked away 8!
- right in the middle of town where it needs to be
- Fairly close to car parks, near to taxi rank. In town centre for buses
- Central, near to local towns and villages.
- Once you know where it is, the location seems fine to me.
- Not obvious from the bus stop at night - more signage would solve this.
- Perfect
- It's in the centre of town and has parking close by.
- Right in the town centre. Very important
- Central and everyone knows where it is.
- Perfectly located in the centre of town, within easy walking distance from home. No need to drive there.
- Central
- Perfect location in the centre of town
- Fine
- Excellent location and within walking distance for Melksham residence as in town
- As above
- It is a bit hidden by the town hall. It could move its entrance to the side where the footpath accesses to the Campus is and make it a bright inviting foyer with a over doorway canopy . Although this would still be off the side it would be visible from the market place and may well work better as when thinking of re configuration of the interior.
- Perfect
- Near centre - near car parking
- In the town centre and by bus stops.
- Easy to get to.
- Already given easy access etc in Q10 above.
- Could do with a car park, suggest Blue Pool site.
- As above.
- A little tucked away but otherwise very good.
- Easily accessible
- Quite central for most of Wiltshire

- In centre of town car parks close by. Pay/Display - Free also
- Right in the middle of town centre, where a facility like that should be
- As above
- Good location, sign in market place saying it's there maybe? No parking
- In the centre really easy to get to.
- A good central location in the town
- Only issue I see, is that the hall is situated behind the town hall and is almost lost there.
- Easy access
- Great location between town hall and the campus
- It's been a lovely place to have parties and dancing

Question 32: Are there any events or activities you would like to see at Melksham Assembly Hall? (Individuals)

- yes a live performance by queen i love Freddy if he would die I will kms
- Maybe more fairs, craft or evening summer fair, like we had for the jubilee.
- General increase of current activities, try and get more live acts, turn it into a night club on a regular basis. More films, we don't have a cinema.
- Use it for school nativity plays by encouraging schools to use it. Install skittle ally/alleys to ensure money put behind bar on regular basis and replaces Melksham house alleys that were lost. Use for parent groups and baby soft play etc. Hold big poker events with cash buy in occasionally or a general casino with variety of games.
- As previously mentioned, up to date live streaming of shows. Would like to see armature dramatics / professional invited to put on plays. Bingo evenings, charity events. Perhaps something for young teens. ?
- (The previous question needs a text box.) As stated earlier, the events that were pre-Covid were amazing, especially the nationally known entertainers. I would like to see a return of pre-Covid-type events
- Family events
- Cinema
- Roller disco, car boot style event but with affordable prices... return of comic con
- Christmas dinner for the community. Enjoyed attending, pre pandemic
- Stand up comedy nights, theatre events. Craft events (I.e. Christmas wreath making is very popular)
- Good (or was pre-covid) but could be much better. Pantomime, Am Dram, comedians, touring companies, classical music, wedding fair, so much more could /should be done.
- More comedy nights and bands
- More Bands, shows etc
- as previously mentioned, games evening, bingo, theatre dinner nights, plays. as above
- More cinema, and plays
- I do attend shows 2 or 3 times a year at the hall, if something appeals to me, but I do also go along to other events that are held there as well, ie Melksham Pride, Gardeners annual show, cacti society...etc...I would like to see a better mix of stage shows and not so many tribute acts...

- Not sure
- Community meals again. Advice and support meetings. More concerts and events that interest locals.
- No
- Arts and crafts, maybe love drawing or something similar. Exercise classes. Live talks. Wedding fayre. More comedy.
- "More for younger residents. Additional bands/shows could be arranged if there was someone to organise then.
- I would like to see 70s groups playing Motown or tribute bands for that decade
"Loads more live music. Comic acts
- Boxing
- "Dance classes & workshops for adults. Level General to advanced. There no adult classes anywhere that I've seen so far. Food stalls like they have in Camden (London).I notice that there's scoff pop up. I think these are really popular & having an indoor area particularly during winter months would be great.
- More of them would be better! Too few and far between.
- There could be more events for younger people children and teenagers to give them more to do especially in the holidays and weekend.
- More live bands.
- Unsure, maybe more advertising for it, reminder of what it's there for, who runs it/deals with it, or just knowledge of where to find this info.
- More top comedians as it used to have a few years ago. More live acts not just 60s or 70s acts which appeals to an older audience.
- Return of comedy acts, beer festivals etc, along with more bands
- Amateur and professional theatre
- Maybe some more comedians. The Pound in Corsham gets some well known names.
- No
- Already a good variety of events. Maybe circuit training and fitness classes which don't require a gym. We used to go to the podium in Bath for circuit training and it was well supported.
- More live screenings please, I loved watching War Horse there a few years back
- More comedy
- Just more in general and advertised more
- Plays. More films. Live musicals. Talks with people who have written books / book signings.
- More concerts/entertainment events.
- More comedians
- More music events, comedy shows etc
- I think The Assembly Hall do a fantastic job of activities for all ages well done.
- Not sure but good publicity needed.
- "CAMRA Beer Festivals. Beer Festivals - contact Stealth Brewery. More cinema events. More live music (not tribute acts). Model train event, modelling events. Comedians"
- Tribute acts, Zumba just having theses especially for the middle age.
- Talks by celebrities or sports icons. Book signings. More live music by 'named' bands. Live comics. Streamed performances from London Theatres.

- As I said earlier - maybe a New Years Eve do or more markets.
- Panto?
- More verity regarding music events. Looking forward the Soul show you have coming up next year. Maybe discos like a traditional 70's disco. Not always tribute bands
- Loads, but in its current state some of them would be tricky! However, we've had some wonderful comedians in the past who loved Melksham. Go talk to Josh Widdecombe! Get 'em back! Live transmissions of West End shows. 'Billy Liar the Musical' and 'War Horse' were fabulous, to name but two!
- Tournaments. eg darts or table tennis
- Happy with what is provided
- The useful thing is flyers through the door which would help to plan evenings or day time activities
- No I can't afford to spend money on non-essentials.
- Comedy nights. An evening with' insert celebrity or similar. Psychic fayre
- More live acts. Comedy acts specifically. I have seen quite a few over the years.
- Talks and lectures to smaller interest groups would be useful where the various groups could be partitioned and sound proofed but not use the whole building thereby making it easier and cheaper to hire and offer more flexibility. A good bar and kitchen would make it more attractive for social events.
- Bigger selection of movies. Bingo nights and quiz nights.
- Daytime exercise classes.
- Miss the theatre transmission. Especially cultural events like ballet. Perhaps the Last night of Proms could be broadcast or similar
- More tribute bands
- More chances for local groups to hire or more film screenings
- Short mat bowls, parent and toddler activities, quiz nights, more local organic activity by the residents for the residents
- Cinema. Continue with other events
- More current films
- More monthly catering functions suitable for all.
- I don't know what all the vents are that are held at Assembly so can't answer the question
- Maybe more for younger generation, wrestling, boxing, bands, pantomime, roller disco.
- more films and musicals
- Bring back the dances that used to be in Melksham House. Skittles.
- Comedy/music/plays
- "Yes, strip shows for men. You have them for women. Dreamboys?
- More of the same. Maybe more for children, particularly in the holidays. Pantomime and other small theatre shows.
- more of the same please
- I think there's quite a good selection for most ages and different groups of people. Especially the events for older people. More use could be made of quieter days & times
- Children's theatre groups, Comedy nights

- Under 18's activities, concerts bands, soft bar. Up to date film showing. Live theatre streaming. Pantomime, plays. Cheese and wine tasting, murder mystery dinner evening.
- The music programme could do with some more 'cultural' events, as most of it seems to consist of tribute bands. It would be nice to see folk, jazz or classical content.
- More 80s/90s nights. Exhibitions. But overall happy with the shows
- More concerts
- Don't know what is on
- Yoga/Pilates. Art groups for older people etc
- More events aimed at a younger audience - there are a number of events such as rock and roll acts etc that won't appeal to the younger crowds which is a shame
- I would like to see more for younger people. It does need to promote itself better.
- Children's discos/shows.
- I cannot think of anymore than what is currently put on.
- Cinema for the general public.
- Maybe more films, we're not all available/eligible for the seniors showings and the film club (though welcome) can be a bit niche
- More bands. Would be good to reconnect with the comedy circuit.
- My answer is really "Don't know" but not offered. I don't pay much attention to things that don't interest me. It really depends on who applies. I would like to think no-one is turned away but realise it all depends on demand.
- More live entertainment would be good.
- More music, discos or sort of like club nights catering to the younger generations, dance music etc. that Melksham does not now cater to, what with Swish and the djs they have playing if they do anymore. Since the Taverns been totally changed into a up market eatery that is more suited to somewhere like bath theres nowhere for youngsters to go for a night out and a dance to good music.
- No I'm happy with all that's on offer
- More shows and music events but need to be advertised well to draw from the greater area.
- More films, more comedy and live or tribute acts, beer festivals, exhibitions, etc
- Regular live bands and dances to capitalise the excellent dance floor etc
- more modern films please
- More could be done with events both in the Day time and at night and at weekends
- Workshops on local and other activities.
- More live music and comedy acts.
- Try and attract some bigger acts, who may come if venue is updated and capacity improved
- More live concerts (less tribute bands)
- More named acts
- More live bands
- More live music from both touring and local bands.
- none that aren't there
- As above
- more live bands

- Maybe more of the better known celebrities if that's at all possible, rather than having to travel further afield, i.e. Frome/Cheese & Grain. I don't know how certain demonstrations would fare, i.e. cooking and the like? What about a monthly antiques fair similar to that held in the Cheese & Grain once a month?
- More live acts.
- ABBAMANIA
- Jive talking was amazing more like that
- As above
- More comedians like there used to be.
- No, not there.
- More tributes to sixties and seventies music.
- Cheese and wine evenings. Craft days. Gin tasting. Charity money raising events i.e. Macmillan coffee mornings.
- More films
- movie and sport screenings, maybe a skittle alley, activities for the young generation.
- Although I have said yes, I think there needs to be more events on. To include comedy, music etc.
- Community events for example weekly breakfasts, weekly cinema,
- More bands
- More bands,
- Not that I can think of I feel they offer a varied programme including films
- Comedy nights, bingo, live music regular events to support all areas of the community
- Possibly some comedy acts as we really enjoyed Rich Hall.
- More bands, comedy acts and general entertainment.
- More more live bands
- It's already got a great mix of events. Considering that the whole country is still recovering from the horrors of Covid which hit social centres most of all. It's recovered remarkably well!
- Local regional and national music- it's a great venue, it could do with some good bands or comedy and not third rate tribute acts
- More live music would be good
- Continue with live bands
- Need more music events
- More live music please including classical blues jazz and pop.
- As above - more live bands and tribute acts.
- A community kitchen for lunches and a warm space with crafting activities.
- More live music
- The weekend cinema could be retried. Adult cinema fri/sat night. Kids sat pm/sun am if no other event on. There is no local cinema and you can't reach Trowbridge by bus at night. By doing regularly, people would start to look at what's on more routinely and then see other events advertised at the same time. Personally would like the roller skating to return.
- Comedy evenings ?
- More entertainment for over 60s
- More for young people and children

- More of the former events that used to be on
- More events, dancing, bands, live theatre.
- More live bands, comedy and cinema.
- Quiz nights/bingo/antique fairs
- I can't think of anything else
- It would be great to see some regular dances (ballroom) held there.
- More famous people. More bands. More plays
- More 80/90's tributes. Eg Gary Numan, Kate Bush, Siouxsie and the Banshees. More alternative rock tributes like The Cure, The Mission.
- We need more.
- Honestly don't know
- More cinema/film events
- More live music and concerts - this has tailed off lately. Also think events could be advertised better, lots of people say they are unaware of what's going on.
- More comedy
- Anything would be wonderful to see the hall used. The staff are so enthusiastic. I am sure anything that could be put on would be welcomed and supported if facilities were given an update.
- More comedy, especially smaller comics
- Open Mic sessions, for both singing artists and poetry etc... maybe even an amateur author's night, where readings of current works could be aired?
- More family friendly events
- Nothing specific
- Pantomimes
- More preloved events!
- More bands
- I have attended Masonic meetings, Melksham & District Historical Association meetings. Dinner Dances, Concerts/shows, Cinema etc, there are already diverse activities held at the Assembly Hall.
- More alternative music would be great
- More evening films
- Regular activities for teenagers and younger people (roller disco, disco, meet and greet evenings for younger and elderly of community). Dance nights for older generations of community, craft displays where local artists, crafters can display their work, singalongs using local schools to put on events where people can go along and join in, era nights (50's 60's, 70's music and dress ect), fashion shows (local people can dress up and wear their clothes raise funds for local charities), Christmas Carols (with option of tea and mince pie, slice of cake)
- Careers fair for younger people. More younger people events. Liaison with youth work organisations in the town
- More film screenings, esp those for live concerts and plays
- More food and drink events with live music.
- More regular local groups
- Why not open for teen nights once or twice a month, somewhere for teens and kids to go off the streets where they can dance and socialise. More comedians.

- More comedy and local bands
- Concerts/gigs, community events such as markets and/or small business showcases (eg maker's stalls), theatre productions (AmDram or Pro), support and community events.
- Possible local amateur arts groups putting on shows.
- Currently it has a great selection, would just like more of them.
- More live music
- New yrs eve dinner
- Keep the entertainment
- More films
- More comedians again
- Just more of the same. I do miss the comic cons that used to be held years ago.
- Like the ones offered.
- Jumble sales.
- Already like the variety, so just more of that.
- More film nights
- Different bands, comedians film club
- More films.
- More children based events
- Evening cinema, place to advertise and recruit to voluntary groups, activities to encourage use of the centre and reduce loneliness and disconnection.
- More films. Live Theatre.
- Indoor market
- They have it covered
- All sorts
- More events aimed at children and more interactive events.
- More parties throughout the year
- Used to be more childrens school things like Christmas plays
- More music acts
- Cinema showing recent (not older) films. Drama/theatre. Encouragement of a variety of local musicians and art groups
- Suitable for lots of social activities and gatherings
- Perhaps more modern cover bands, or up and coming bands
- More community events like old days, charity balls etc that have been priced out yet would bring in decent takings on the bar -shortsighted management again
- I would like to see events targeted for younger people to use the facility as well as for those of my age.
- More of the same.
- Nothing in particular
- Maybe more for children, ie Talent contest
- Roller disco
- Wedding fair, bab fair, food festival. Events and acts
- There's a great variety as it is. Maybe film club for children.

- Melksham Assembly hall is a multi use hall. It has been used for so many different events over the years. There is no need to ruin a good venue that is a big asset to our town.
- More for the youngsters....it was central to our lives when we were younger with roller skating, dances. Attracted people from other towns. Meeting place for so many youngsters
- There are already a varied selection...
- Family events. Some indoor entertainment for children
- Wedding receptions, wakes, tea dances
- More concerts, pantos and comedy acts.
- More acts such as the Queen tribute/madness tribute
- Just more...and maybe New year's eve ball.again.
- More comedy
- Not particularly.
- There is a good selection of events
- Well known acts. More events in general
- Comedy shows
- Possible youth events
- Love the dancing and comedy
- More plays, choirs, live streaming.
- Much of the same. Maybe more for the younger generation(teens) youth club.
- Folk groups or ceilidh are missing from performances . The local churches haven't used the space for a while.. is that cost or covid?
- More comedians & films
- More comedy and sports speakers
- More films. More active children's activities
- Indoor car boot sales
- Touring original bands.
- Putting councillors in the stocks so that members of the public can throw eggs and vegetables at them
- No
- No
- Maybe more exhibitions
- Pantomime
- Eli is
- No all is great
- Theatre, films
- More comedy
- ?????
- Sorry I can't think of any but letting is better than closure.
- More concerts/ screenings
- I would like to see more opportunities for new, up and coming bands to use the space to get experience, encouragement, and recognition. They all have to start somewhere and without access to facilities like the hall we will eventually find ourselves with no live bands to watch which would be a terrible shame.

- Maybe more monthly markets, ie vegan market. Give the stage over to organisations like the various drama groups, so they can have more people attend their performances.
- More
- Indoor portable lawn bowls rinks would be massive. Be sure to make them full length.
- Plays, films, educational classes, more lectures.
- Films and live shows.
- Big exhibitions like 'national quilters day', auditions for audience participation TV programmes, Radio 4's 'Sorry I haven't a Clue' audience participation event.
- More activities for kids
- Perhaps art classes and exhibitions. Dance/yoga classes. Nature talks/lectures by groups like the Wildlife Trust. Acoustic music, e.g. string quartet, chamber orchestra, wind band
- Teenager activities
- More national celebrities & groups concerts, entertainment acts etc.
- More big bands / choirs
- More live events, more community use.
- We have been to a comedy night there, which was great, and a talk, more of both would be lovely to have.
- More of the same, really
- There are plenty of different things going on
- Nothing in particular.
- If partitioned, more smaller groups might come.
- No opinion.
- Community meal
- Wider range for ages
- Could be the West Wilts version of Frome Cheese & Grain - more variety of live bands/music for all ages. More indoor markets, esp if the weather's poor
- There is some good work with bands etc. but the costs run 7 days a week, every week, so more, much more. If your serious about making it both pay its way and be relevant to a broader part of the community other than current groups (which are not enough both in numbers and diversity.) Company or education day time courses,, ethnic cinema or social events, craft workshops, craft fairs focused on specific craft forms , such as a weavers ? art exhibitions, including art workshops for all skill levels in several art forms, trade fairs , games fairs, games tournaments. Model railway displays, children's theatres etc, etc
- Weekend craft fayres
- More guest speakers to Melksham Town giving interesting talks/presentations etc. More live shows and showing of films.
- But more different age groups.
- Should be open all the time part could be used as a cafe and warm spot.
- I may be in to discuss another possibility.
- There is a huge range of events that happen at the Assembly Hall, something for everyone.
- Live shows, films, community events

- There are many clubs/organisations in Melksham. It would be good if some were encouraged to use the hall more.
- I hear that many things take place
- There used to be fundraising curry banquets/buffet years ago which were good
- More cinema nights in the evenings
- More for children, roller disco back, indoor market monthly?
- We recently attended the polar Express as a family and enjoyed it, it would be great to have more family films with the cushions as we liked watching the film. Snuggled in our duvets
- Historically there have been first class entertainment and some very famous celebrities at the venue.
- Western dance nights / line dancing
- More mediums would be lovely

Question 34: What would be your ideal vision for Melksham Assembly Hall in the future? (Individuals)

- nothing its a s**t hole
- Cleanliness and maybe spruced up a bit.
- The current building needs money spent on it to make it fit for purpose or perhaps now is the time for a new build either on same site or another site within the town, seemingly there are locations coming up to consider. The town needs an Assembly Hall to cater for future generations to enjoy and use.
- A more modern venue where it meets a variety of age groups and makes it more appealing for people to attend. Perhaps franchise it out and become Melkshams cheese and grain venue
- Ideal vision to keep the hall and update as necessary. I would like this to be the heart of the community. It's a great facility that needs more advertising on radio, other towns etc. We need to have a variety of functions, events that are in keeping with what people want.
- As stated earlier it needs a facelift
- Make necessary improvements. With the closure of the Blue Pool, the Assembly Hall can incorporate the BP entrance and bathroom facilities. Parking can be added where the closed pool is now. The gym area can be a side venue for smaller events. In other words, increase the size and functionality of the Assembly Hall.
- Somewhere local groups could hire for fundraising events
- Events for all types of people in Melksham both young and old.
- Maybe as the Tuesday market grows vendors can have a spot in the hall.
- As above
- To keep hosting events for the town to enjoy
- Either at the location it's at now OR River side (Cooper Tires site). Same size and facilities or a little larger. But smarted up, maintenance caught up and managed day to day by the community - CIC or similar
- An event at least once per month
- Probably a new build as I feel it is too far gone to be rescued as a building.

- For the MAH to be a popular venue for other outside the town as well as the residents of Melksham. For the hall to remain where it is. For the hall to be the pride of Melksham. For the hall to be used to its full potential. More advertising of the events on radio, local news etc.to capture a wider audience.
- More cinema and plays ,
- I have promoted shows In the Hall in the past and would hope to maybe again in the future. I would like to see the hall pay its own way and not make the loses it has been. I feel that it is possible for that to happen...I have suggested that in order to address the deficit the hall should be run by permanent volunteers as is Frome Memorial...even their bar is volunteer run...there are many retired active people with ALL the skills needed to volunteer and run the hall...perhaps keep jus a paid manager, and then run soley with volunteers...if other venues like Frome can do it, then so can we...it really should be explored.
- Not sure
- A continuation of many events organised by local people. More concerts, more fairs.
- A hall which is modern and well used
- Knock it down along with the old swimming pool. Sell the site for development and use the money gained to provide more bins around the time and empty them more regularly
- A continuation , but extended version of the current arrangements.
- Think about the price, for one person current price ok however for a couple perhaps offer a discount. More variety on the bands.
- To have the opportunity to see locally a wide choice of live music, and not have to travel to Bristol (O2 or Arena(when it opens)), or Swindon (Wyvern and Arts Centre), or Bath (Forum) or Weston Supre Mare (Playhouse) or Basingstoke(Anvil).
- Option of Tiered seating like Neeld Hall in Chippenham
- Personally I'd LOVE to have a Pineapple dance style studio with regular classes of different styles to cater for ALL ages & abilities. It's gives young people & adults a place to express themselves, builds confidence, resilience, focus & improve over all health & wellbeing.
- More family based functions
- More of the same!
- To have a large variety of live shows, ability to host local events.
- More events which are so much better supported by the local community!
- To continue to a community spaces that can be utilised by a range of groups for the widest range of events then are for the communities benefit along side it's income generating activities
- To keep it known as the assembly hall. Updated and promoted as a venue for use for lots of different activities and clubs.
- Unsure, maybe more advertising for it, reminder of what it's there for, who runs it/deals with it, or just knowledge of where to find this info.
- A venue which has more of an open aspect and is a destination venue. Have seen acts like Toyah, Martin Kemp and George Ezra in Frome and Trowbridge respectively. Need to attract similar acts to Melksham. Would like to see a venue which people are proud to have their wedding reception in. It does not look very appealing at present.

- When finances allow, it could be rebuilt within the Campus area to offer modern facilities.
- Central venue for entertainment in Wiltshire area.
- As above
- Feels and looks fine as it is. Invest to keep it as good as it is or upgrade if malmanagement team feel necessary and run fund raising events.
- To maintain it and keep it as an asset to the town. We don't have much in the way of facilities in Melksham and it would be greatly missed.
- Just to leave well alone.
- A focal point for the town's events.
- It's great as it is, lots for the community at all levels. more teen friendly events please
- Loads of comedy, dancing, Melksham events, fayres
- Have more events, parties, cinema nights, concerts, competitions, shows etc.
- Plenty of variety of entertainment and packed audiences.
- A local entertainment hub with availability for all with versatile facilities.
- "When the renovation of Melksham House is completed in late 2023/early 2024 is this not the time to evaluate the future of both community spaces? Both facilities will be competing for the same business and revenue. Should the focus be on making sure the new modern Melksham House facility thrives? When Melksham House opens should there be an inclusive plan allowing all current club/organisations, events and activities transfer to Melksham House at no increase in cost or hire charges? This would allow the assembly hall and blue pool space to be redeveloped as an open space complementing the Campus/Melksham House facility while being aware of the residents in Place Road and the parish church. There is the opportunity to create a 'park' or leisure area in the centre of Melksham. New housing would be a distraction with access issues with pedestrians and vehicle access clashing around the Town Hall area. Prior to the Blue Pool development in the 1950's this area was part of Melksham House with the pool grounds being given to the people of Melksham for leisure or community use. A part leisure area would respect the wishes of the origin transfer of use. Not building is a little radical which is possible the reason my idea will be discarded
- A place for all to use with pride
- Bring it up to date and fill it every day with locals and business to cover costs. Let the Assembly Hall become the hub of Melksham. It could be a beautiful building let's look after our Melksham heritage!
- I can't see anything to change. Please don't get rid of it!
- Keeping the community together
- The Cheese and Grain in Frome and The Komedia in Bath are similar sized venues and have earned a great reputation for live events. Melksham has the chance to emulate them if the will and backing is there to try.
- More local get togethers and more things to do
- Like it as it is
- Internally restructured with more available space for small functions, better catering facilities, tied up with the bar and not as at present, better access, and more variety for a wider range of ages. Better publicity and press coverage.
- Be as popular as the Cheese and Grain

- Maybe a better stage, otherwise I think it's fab
- A place people of all ages to enjoy
- For it to continue to remain in Melksham with updated facilities and improved current up to date events. To ensure the events appeal to all ages.
- Multi function hall that can pay for itself.
- More use and for it not to be taken away from the town
- An updated version of the existing Melksham Assembly Hall with improved frontage, kitchen and bar. New lighting, sound and tiered seating options. Updated toilets. Versatile partitioning so that various groups can use smaller areas at a reasonable cost instead of having to hire the entire venue.
- An affordable event location accessible to all
- The Assembly Hall should be available for use by all groups in Melksham at a reasonable rate. At the moment it is too expensive for many local groups to use.
- Prices of hire are high and tickets could perhaps be subsidised for pensioners etc
- To continue to provide great evening entertainment at a cost that's achievable so everyone can enjoy.
- Could add more quality tiered seating so people can easily see with tall people in front of them.
- As above but modernise the facilities and make more of the licenced bar with better access rather than being tucked into a corner and reasonably priced events.
- More modern appeal for the existing hall
- I don't know what the price of all the events are. I don't know the cost of hiring the hall either. If the hall is underside maybe the price of hiring is too much. But it could be varied according to the size of the group hiring it.
- Offering a wider range of events, not just bands and singers.
- To be available for entertainments for all ages, and for film clubs, dance clubs and private functions.
- access for all occasions
- More flexibility around how space is allocated. Eg ability to divide main hall into smaller areas as required.
- Redesign access, open up reception, bar, toilet areas. Provide means of sectioning off the main hall when full area not needed.
- Bit of update in terms of toilet facility. Managed by team who advertise events.
- Inpertuity.
- Let more of the hundreds of new home owners coming into town know all about it. Have an open day at least every six months.
- Just an update of facilities.
- maintained and improved for the benefit of the local community.
- For it to become the hub of melksham
- A thriving, modern space that employs local people running clubs, events and entertainment & business use for local people. Making enough money to put back into the assembly hall to secure its future
- Plenty of shows. Improved seating(tiered), more advertising of events

- For it stay in same location and building, just improve access and frontage. For it to be a place that others from surrounding areas outside melksham would like to visit and bring more people into the town. Make melksham proud.
- Keep it open, but expand the programme.
- A bit of modernisation and continued venue
- I don't know what prices are but would be good to see events bringing community together, craft markets etc
- A super hub in which a wider variety of events can take place. These events will not cater to one particular demographic but will bring people of all ages etc to the assembly hall
- A much needed make over.
- To offer a safe, convenient place for my children to be able to have fun and learn in.
- More of the same with plenty of advertising and although it is probably the hardest hurdle, try to keep the hiring fees as low as possible.
- More uses during the day time.
- Something on each weekend, maybe some weekdays/evenings, reasonably priced...and much better publicised. Hopefully better supported, that might come down to price. Maybe some sort of membership/regular user discounts?
- To continue as a community asset, providing a variety of entertainment, fairs and local events. Better funding and more support from the Town Council.
- A reasonably priced venue, supported by grants, with a range of the latest audio/visual facilities that enables non-profit bodies as well as commercial entertainment organisations to communicate safely with a suitable number of guests, significantly more than any other venue in the local area.
- To remain as a community hub.
- To be supported more by late teens to say mid 20s to 30 year olds by the events be put on.
- ..
- No name change or other radical change needed. It is fit for purpose. My suggestion of one REGULARLY UPDATED & accurate website for all hall use & events, properly marketed, would increase hall usage.
- As is but more inexpensive to encourage local groups and public to use. Refurbishment without spending money on needless stuff.
- More events to keep it viable and hopefully reduce prices of live acts (although some events are reasonably priced, but there was no 1-10, or yes/sometimes/no on above!) (No point wasting money changing name)
- For it to be well promoted and maintained
- I think it should remain in a busy and popular central part of the town. I think there are several issues that need to be addressed to modernise the facilities
- A lick of paint, new chairs, a new up to date stage and sounds, enlarge the bar and update the kitchen.
- A second story for doing weddings etc. and other stuff including training workshops from Trowbridge college etc. A multi-media area with a coffee bar where people can come and use their laptops, and phones and even play games for a small fee.

- I'd like to see it modernised. It would be great to get some more famous acts on. People will come from miles around if you get it right. That would be great for the town.
- "See previous answers. Update everything. Consider future acts and capacity. Regular shows/acts that are more attractive to younger audiences. OR Turn into a local cinema.
- A reasonably priced venue hosting original musical acts and quality craft/artisan fairs. Something akin to Frome's Cheese and Grain or Chippenham's Neeld hall venues
- More live music. Prices for events and tickets would be reasonable and have better uptake if facilities were more up to par as a venue people would go to even if not for a specific act.
- To keep it much as it is
- Definitely stay but maybe when finances allow update a little
- A bright exciting venue for an entertainment event.
- Having a well supported venue with a wide range of activities with hire rates that are affordable for all groups.
- I would like to hope it stays where its always been and no unreasonable suggestion for use is turned down.
- To continue as it has been doing or improvements if possible
- Lighting and sound system kept up to date. Kept well decorated.
- A venue that competes with Frome's Cheese and Grain.
- Central hub for activities
- To get people to sit in their seats would make life much more enjoyable for the likes of me disabled.
- Variety of performances
- Just a bit of an update really.
- Relocate the facility. Melksham House was a fabulous venue. Is it possible the new building there could be used. It is off the main road but not too far, good parking.
- To supply extra of what has been mentioned. I think it could do with a revamp as it is looking a bit tired.
- An entertainment hub for the town
- Keep the hall, convert the old pool to indoor bowls. See previous suggestion
- Open day and night offering many and varied events that appeal to the rich and varied community. Affordably priced, with concessions for those who cannot afford to pay full prices. Offering a space for local people to show case their talent in addition to established national performances.
- to make the hall larger so it can host more activities for the town.
- To be brought up to date a little and for it to provide regular events day and night for a mix of age groups in the local community.
- To be the hub of the community
- More of the same they do a great job
- Regular events for a range of interests
- To continue to host a range of activities and events for the community. It would be great to have some more live acts/bands including comedians, pantomime, plays or theatre productions.

- A space for the whole community to come together to enjoy entertainment. A place for the use of community groups for different functions at a reasonable price.
- The hall stays as is but is refurbished & updated. It's got great acoustics & is fantastic for music & dance, keep fit & jumble sales, coffee mornings & movies. There's nothing to bear it anywhere in the area.
- Becoming like the pavilions or the forum in bath
- More live music and perhaps local events
- Ok as it is
- Go to music venue in local area
- More of the same. Various acts.
- A variety of events.
- To be update and used as a social hub in the day and continue to have the events/bands in the evenings
- All the talk of it closing seems like such a loss for the town in what could be a great venue. Regular cinema nights, bands, local groups, craft fairs etc with the right advertising, I can't see how it fails to be a success
- Use 5/6 days/nights a week. With a good selection of music / entertainment events in evening.
- The younger people of Melksham have nowhere locally to watch popular bands / acts. the two clubs (Con & Lib) cater almost exclusively for the 60+ age group"
- Much as it is but with more variety.
- A place that is used for various reasons, could be a good event holder again
- Regular venue for touring bands, comedians.
- To be extended/incorporating the blue pool
- Ideally modernise the entrance, but keep it going with all the activities for the community.
- Keeping it as a community hub offering a wide selection of events for everyone to enjoy. If money were no problem it would be great to see more specialised areas eg a large hall and separate theatre with permanent tiered seating.
- Keep it run locally for local people
- If it had better seating etc for the play
- Have gigs for all genres
- To still be open for the benefit of Melksham
- For it to never close
- Raked seating would certainly help. It needs to be advertised more for both events and as a flexible venue.
- More events for the younger generation
- That the hall is used everyday by all sections of the community. Having spent a lot of money on the campus the hall now needs money spent so the growing number of Melksham residents has the sort of facilities it deserves.
- Keep it going for the town. Shame to lose it.
- To remain open and available for guests/locals and businesses
- To keep it safe and not closed down!
- Community based events, art shows, crafting events,
- N/a

- Around and accessible to all future generations
- Bigger venue
- To further develop the facilities within the building in line with previous answers in this survey to provide a suitable venue for all types of activity in what is certainly a growing town.
- Alternative music night with selection of tribute bands
- To continue as a hall that hosts live shows and films. Perhaps more speakers
- For it to be used more for community events. Used more for younger community with things based on their wants and needs. Made more financially viable for schools, groups, fundraisers to use.
- Continue as is with a little modernisation. Would be detrimental to the community to lose such a valued space!!!
- To carry on providing services for the residents of Melksham, especially as the town keeps growing
- Leave it alone for the people of Melksham. If it is costing too much, perhaps cut the wage bill at the council.
- More cinema live theatre events.
- Local, Social hub for support and company
- Stay as it is and continue to offer all that it does now
- A regular social space for all.
- Continue as an event hall, live music, films etc
- Not to lose this very vital building for the town of Melksham, Its the best venue for miles around it must continue to provide a place where the community can come together at the events being held there.
- I think it's a vision for Melksham as a whole. Everything needs rejuvenating. Maybe get the the youth of the town involved, something for them to feel proud of.
- For it to continue and grow with a range of different events.
- To remain open to serve the community
- As it is now
- Same as now just updated a little
- I'm a member of the public. It's the councils job to invest in the management of the assembly rooms to answer this question. It's a bit silly that it's being outsourced tbh
- It carries on as it is, but with a little improvement to make it more appealing to a wider audience
- To continue as it is.
- To stay where it is.
- Show more up to date movies. More tribute acts and big name comedians
- That it continues as it is, and there is investment to ensure the building is kept fully functional.
- A lot more going on
- OK as it is.
- To continue to serve the people of Melksham. Hidden gem.
- A central meeting place with lots of events at reasonable prices.
- Some updating to make it more modern but keeping the prices reasonable for customers and performers

- A active community hub. Not a profit making place. Thinking of it as a indoor park, a place to meet, to do activities and bring entertainment to the people of Melksham. Could a charge be made to people outside the area to contribute to is use, as they also benefit???
- A place resident's can be proud of in the future. A fully fledged entertainment venue for all ages. Somewhere the youth want to visit for entertainment rather than the mindless vandalism on our streets.
- To bring even more opportunities for live events for the community
- More of the same as it's a hub for people to socialise
- Remain where it is with some modernisation. A wider variety of events that are affordable to the act which is therefore affordable to the customer.
- For it to continue being a place to go for quality entertainment. Somewhere for the community to get together, ie community Christmas dining
- More events taking place especially in the week days
- Keep going as the great hall it is
- The Hall should be the heart of Melksham where there is something for everyone. This is a golden opportunity for Melksham and people from surrounding villages would also want to visit.
- It needs to be twice the height for a cinema so you could show decent films at night with comfy stage seats which possible could fold away (same height as Melksham House Hall)
- To continue to serve and be available for use by the community. A space of this nature is a valuable asset to the town
- More of the same with some modernisation
- Spruce up, community directors or similar who actually have an idea of how to run events
- A hall that is all inclusive for people of all ages.
- A full programme of concerts and events; maybe used by clubs during the day - activities to bring in a good profit.
- More events advertised
- To continue as it is, but with increased number of events
- To stay as it is
- Used more
- To be like civic hall in Trowbridge
- To carry on putting on the amazing shows as they do now.
- The hall is multi use, either during the day or evening. It caters for everything that is needed in the town.
- Hub for everyone to enjoy,used far more
- Just to be as it is
- A buzzing social venue
- "For it to stay accessible to everyone
- Maybe move to a bigger and better location for parking and more rooms"
- More use
- The same but improved. It needs to be advertised more on social media etc
- Destination for a good night out with friends

- To keep the old but modernise a little to ensure young people continue to attend through the generations.
- "New modern building
- Fit for purpose
- Open as a bar more often
- Break out rooms as space if needed"
- Just to keep it open as it is
- Investment to make it more attractive & up to date. Continue with variety of live acts. Perhaps comedy nights? Quiz nights?
- Much of the same
- As with all types of spaces like this I would like a proactive manager/team that is committed to expanding the venues potential and making it a viable venue for long into the future.
- Keep it open keep it accessible and let people enjoy it
- Maximum use. Varying events on each month. Bringing everyone together
- More dancing and community events
- Keep it going
- More live music events and some comedy events too
- Opening out foyer, extending bar to comfortable sitting lounge. Improve toilet access
- Stay the same
- It continues as the best large local venue , perhaps with reduced rates for Melksham organisations or charities ?
- Community hub during the day & events in the evenings
- Updated and a regular comedy night
- One where it is used as much as possible providing a central place for all sorts of activities in Melksham
- Rebuild with state of the art facilities and seating. Proper storage for removable items (tables etc).
- Just more community events.
- A popular music venue on the touring 'circuit' for original acts, with support spots available for local bands.
- See above
- Crèche, sure start centre, clubs, support groups etc. somewhere for everyone.
- More events more shows like Neil Sands that's one we all look forward to summer then the christmas show is amazing more like that would be great
- No comment
- Certainly its continues existence, it is a wonderful asset
- No real need to do much . Decoration inside looks ok
- To carry on providing entertainment for all ages
- To be left to run as it is
- More cultural events to rival the Pound in Corsham.
- To remain as a large venue for live music/acts, fairs and community events.
- Events every weekend.
- Keep it as it is.
- As now

- To be let for further events and activities.
- For it to continue being available as a venue for Melksham residents and others from around the area. I think the entrance should be enlarged and perhaps made to look more welcoming.
- Better facilities
- More use and better advertising.
- More events.
- More events and updated modern look
- "The hall is under used. Set up a working party to explore possibilities. Portable bowls rinks already mentioned which would be tremendously popular.
- Melksham & District have lost 10 skittle alleys. This popular game is a Friday night money spinner in the remaining venues due to the amount of beer sold. Its a big hall. Build an alley. There is plenty of room adjacent to the bar.
- Ladies also play Mondays & Tuesdays but little alcohol sold so perhaps not a good idea to cover Assembly Hall costs."
- For it to be the hub of Melksham life. For people to want to come to Melksham instead of writing us off and making jokes about how awful it must be to live here
- Utilised more
- Diversify from all music events!
- A revamped place, possibly with small hot desk working spaces and a large social space. Available to hire but prioritising events that get different sections of the community together.
- "A thriving hub for all kinds of events and community groups/classes.
- The heart of Melksham arts scene. A bit like The Pound"
- To continue to run independently as it goes now - but subsidised by the council if necessary
- Make it a community fun place to come - events, activities, etc
- Install stoweable rake-seating (like in Neeld Hall, Chippenham) which gives enhanced viewing and quick conversion for non-concert events.
- As above - more inviting entrance way and facilities
- A lively venue for a wide range of events. A hall that could be adapted for small or large events
- To be used as a community space and also by local businesses, to be promoted properly and at a reasonable charge.
- Maybe it could be modernised a bit, but I think that it should be well used rather than extremely up market and less used.
- Very much as it has been before now, with people not put of by rumours of closure or other changes.
- To stay open for business, entertainment fun and laughter
- Just stay open so Melksham has a local entertainment venue.
- It needs to be affordable for events to happen without charging silly prices, perhaps better promotion of events
- To continue to be a venue which can be used flexibly for different purposes and by different users. It would be fantastic if it could be modernised so that it was more comfortable.

- An enhanced version of what is there at the moment and general modernisation.
- Just spruce the place up and book a varied selection of acts.
- Affordable for groups to put on events
- More variety, regular events at reasonable prices
- A venue on the map. Melksham's big enough for a decent multi-purpose venue. Just needs to go beyond the usual old 'rock n roll' bands and provide for all ages. Lots going for it - large capacity, next to the Campus - just needs championing
- To keep this community space for the ever expanding population of Melksham
- To stay available for activities, but some updating of existing facilities
- "I think the inability to significantly improve the offering and the fabric of the building in the past 10 years does not give me any confidence to support its future. Vast amounts of money would be needed to be spent with the serious risk that if the venue could not be run right it would continue to cost ratepayers at an accelerating rate due to the heavy dept that would be added to its already failing balance sheet
- However, if a private entrepreneur could be offered / tempted to take a lease off the council, with a peppercorn rent ,but an agreed facility investment by the tenant.
- Or a lease that returned to the council the money it would need to invest upfront to make it attractive to a tenant over a period of 20 years with the leases running / renewable every 5 years . Eg council spend £1,000,000 tenant pays £ 50,000 per annum that's £250,000 over first and each 5 year lease. That's still a hefty £1000 a week but if the venue was tidy it may be possible. The entrepreneur will drive that business to get the results he/she forecasts"
- Update toilet, bar and kitchen
- Used to be Sunday Lunches good if they returned. Well used - plenty of facilities to suit all ages.
- More day time entertainment for seniors.
- Stay as it is. More use to local crafters.
- A great centre for the residents of Melksham to access talks/presentations/live entertainment/showing of films/venue for more local group meetings etc. More than is already available.
- Keep with the times, very good, really not much to moan about.
- It's fair as it is, but with Melksham growing so rapidly the original concept of Town Assembly Rooms has already gone.
- To still be open for events/fair/entertainment to continue.
- To be continued to be used as it is now
- More of the same
- To be used every day of the week for local clubs, events, seminars, events, concerts etc
- Upgrade where necessary and leave it alone, it's where the townspeople need it!
- Keep going
- More events aimed at all ages, it being used by more community groups - brownies, dance classes/ shows etc
- More functions

- To keep all the events they have on as people come miles as best venue by far, people come to Melksham Assembly hall from Wales and further away for the Rock and Roll ,great night
- It would be nice to include some eco aspects to the hall, like solar panels, light tunnels from the ceiling into the bar/foyer areas and tier seating. I've heard hire prices are getting too high and pushing away events like roller discos which is sad. Christmas Panto would be good.
- More top comedians.
- More things for middle aged persons to attend.
- A venue which continues to attract big names with prices aligned to the type of activity. More activities reasonably priced so accessible to the people
- A musical venue a place to put on shows
- Its always packed in there and its a lovely atmosphere

Question 35: What is your gender? (Other responses – individuals)

- wolf
- Non binary
- We are a couple, male and female
- Husband and wife filled in jointly

Question 38: What is your name? (Individuals)

Question 39: Please provide your email address so we can contact you about opportunities to take part in future consultation about Melksham Assembly Hall (Individuals)

Members of the public were asked to provide their details if they wished to be involved with future consultation about Melksham Assembly Hall. As this was an anonymous survey, names and email addresses have been sent to Melksham Town Council in a password protected file for further contact relating to the future of the hall.

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MELKSHAM HOUSE

An exciting opportunity has arisen for a service looking for facilities located in the centre of the county.



The Opportunity

The Council has recently achieved planning permission for the development and refurbishment of Melksham House. This Grade II listed building is being enhanced to create modern multi-purpose spaces that could be used for a range of workplace, community activities, Council services


The facility is owned by the Council and could provide an exciting opportunity for a service that could benefit from space in the heart of the county.

We are interested in hearing from services that could utilise part or all of the facility.

The Site

The House is situated in Melksham town centre. The site is accessed via the town's market square.





Melksham House is situated within a wider site and conservation area. In addition to the House, the site is home to outdoor sports facilities (cricket, bowls and tennis) and open parkland. The council is also currently constructing a new Community Campus on the site which will deliver leisure, library, and cafe facilities.

Facilities

The project is seeking to create modern spaces that enhance the historic features of the existing building.

The layout of the building is largely dictated by the historic structure. However, construction work doesn't commence until Autumn 2022 so there is still scope for a service to shape the final scheme.

The current proposed facility offer is as follows:

Ground Floor

- Entrance lobby
- Foyer
- Large meeting room
- 3 bookable, multi-purpose activity spaces of different size, suitable for a range of uses such as functions, meetings, social events, etc.
- Large flexible workspace
- Toilets, including accessible facilities and shower facility
- Kitchenette
- Storage
- Cycle Store
- Community garden store

Second Floor

- 4 flexible workspaces
- Storage

Ancillary Facilities

- 47 car parking spaces – including 7 accessible bays and 2 electric charging bays
- Covered cycle bays
- Outdoor space/Community Garden
- Separate Bin Store

First Floor

- 5 flexible workspaces
- Meeting Room
- Kitchenette
- Breakout spaces
- Toilets including accessible facilities

(Floor plans can be found at the end of this document)

The gross internal floor space is 1,654m².

A lift is being installed to make the building more accessible, however, it was not possible to extend this provision to the second floor.

Whilst this is an old building the refurbished facility will be more environmentally sustainable, through the installation of air-source heat pumps and photovoltaic panels.

Site Context - Campus



Example Meeting Room



Indicative Workspaces



Artist Impression of refurbished hall



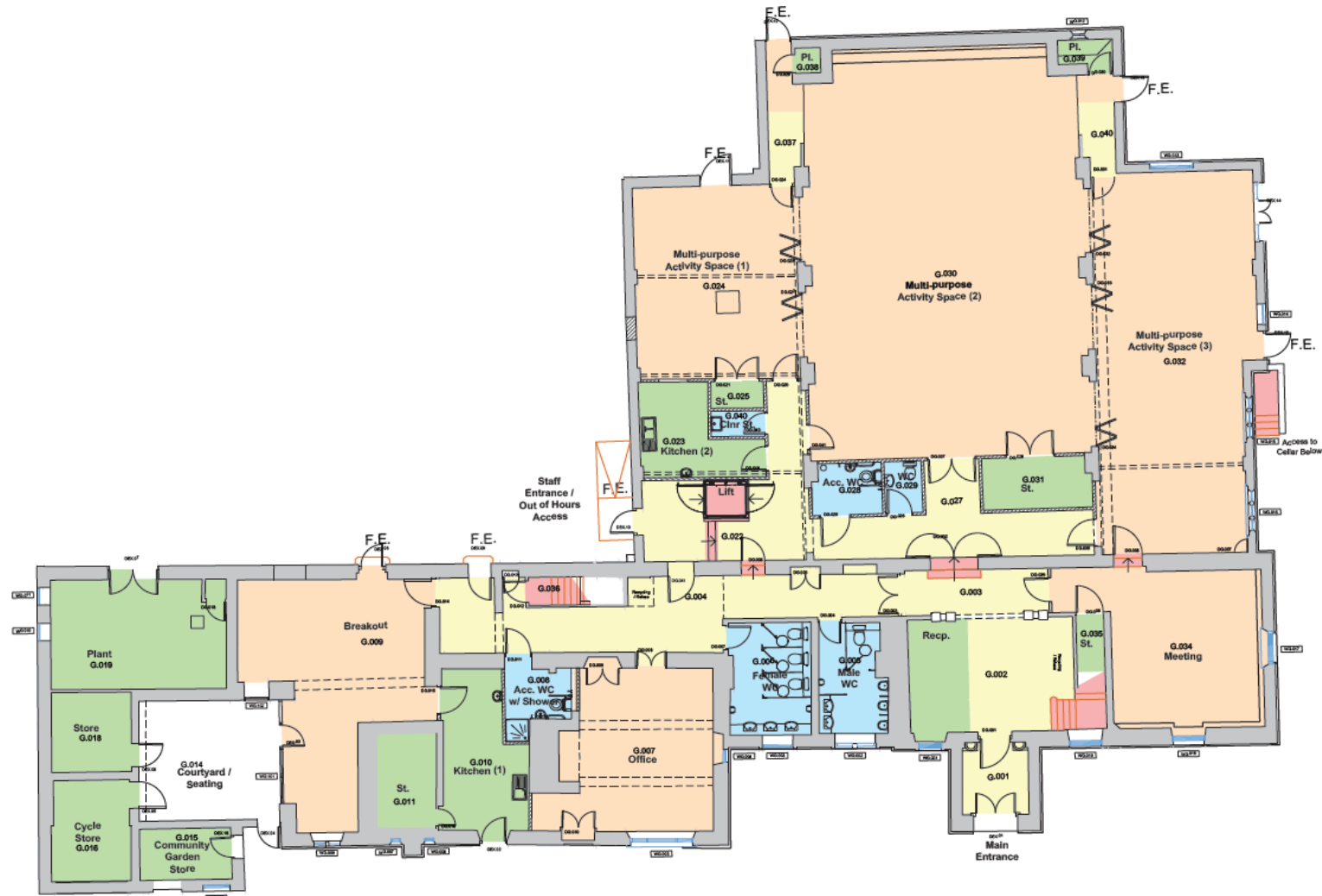
Availability

Planning permission for the facility has already been achieved and the project is currently tendering for the main contractor. Refurbishment works are expected to commence later this year.

The facility is due to be available in the Autumn of 2023.

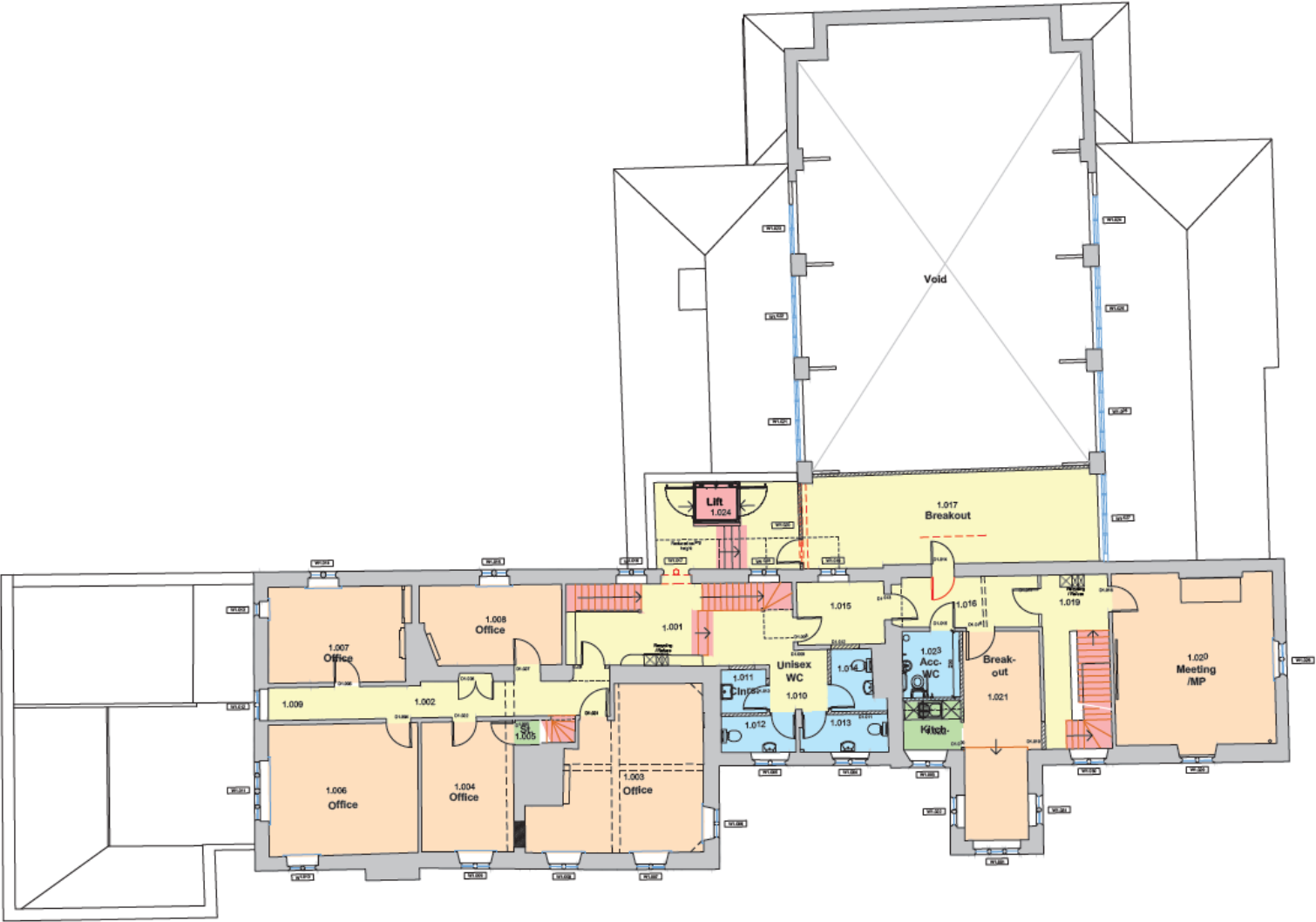
If you think your service could utilise some or all of the space please do get in touch to discuss this further.

Ground Floor Plan

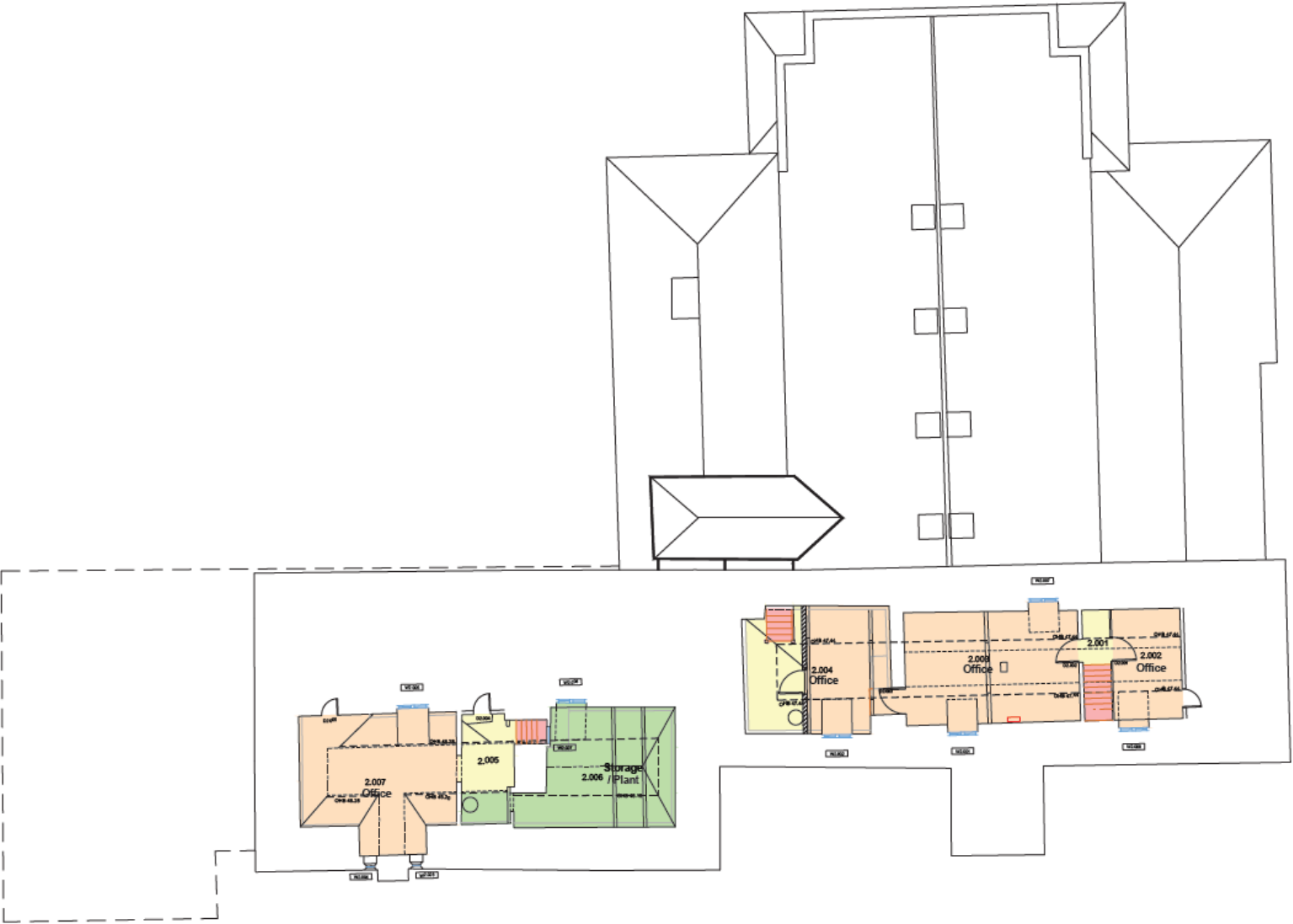




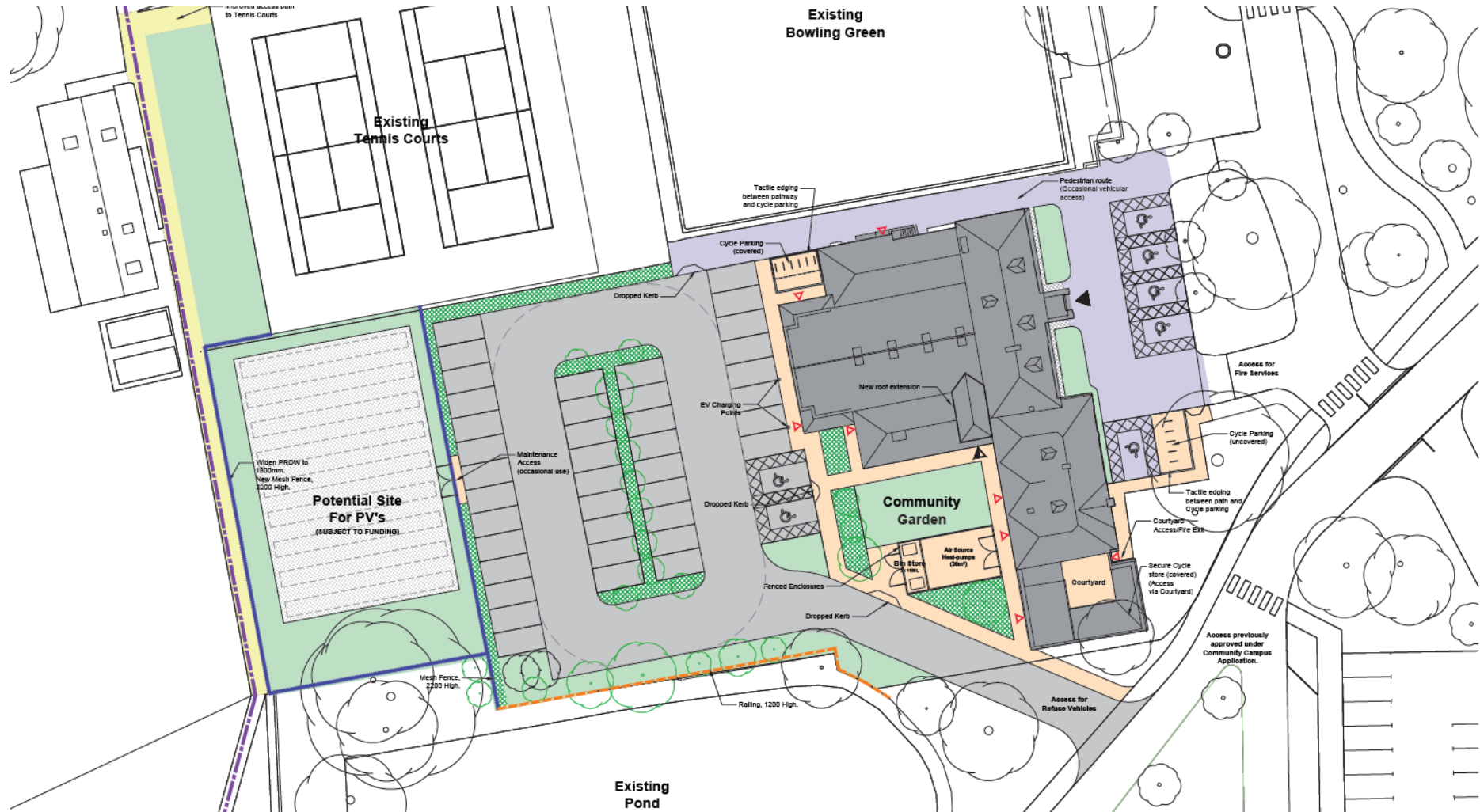
First Floor Plan



Second Floor Plan



Site Plan



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Date: 04/01/2023

Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/08/2022 and 31/08/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/08/2022	Zen	DDR	20.40		Wifi - Art House
01/08/2022	Water2Business	DDR	46.11		Water rates - Dorset Crescent
01/08/2022	Water2Business	DDR	20.05		Water rates - Addison Road
01/08/2022	Water2Business	DDR	15.00		Water rates - Bowerhill Unit
01/08/2022	Water2Business	DDR	110.38		Water rates - Mkt Pl toilets
01/08/2022	British Gas	DDR	357.07		Electricity - Pavilion
08/08/2022	Enterprise	DDR	562.90		Van lease
09/08/2022	Houseman Environmental Ltd	462297397	1,026.00		Water hygiene - TH
09/08/2022	Vinto (Out of Home) Ltd	61267767	250.42		Bar stock
09/08/2022	Ellis Whitlam Ltd	38970141	5,016.00		Consultancy - grievance
09/08/2022	Glasdon UK Ltd	860871925	1,041.86		Picnic table
09/08/2022	IDverde Limited	938967115	603.99		Cleaning - toilets
09/08/2022	Microshade Business Consultant	5100772325	920.10		Hosting services
09/08/2022	Rialtas Business Solutions Ltd	291368021	474.00		CB & PL annual support
09/08/2022	Trade UK	425286716	158.54		Foam applicator gun
09/08/2022	T H White Installation Ltd	302281158	634.87		Service - fire alarm TH
09/08/2022	Vysion Ltd	359168199	290.46		Online back-up (Jul-Sep)
09/08/2022	Wiltshire Publications Ltd	150651764	138.60		Advert - job vacancy
09/08/2022	Wiltshire Council	655110928	1,618.26		Right Choice - Apr-Aug
09/08/2022	AquaAid Southcoast	58214407	30.56		Water dispenser
09/08/2022	The Community Heartbeat Trust	542749523	924.00		Defibs - annual contract
09/08/2022	CP Fire Consultants Ltd	437917091	1,344.00		Fire risk assessments x 7
09/08/2022	DE Powell	61941481	285.00		Display energy certificate
09/08/2022	Mulberry & Co	615583566	42.00		Chairs & meetings cse (TP)
09/08/2022	James Hallam Council Guard	25013693	30,656.25		Commercial Insurance
09/08/2022	Industrial Door & Gate Solutio	794996841	744.00		Door - Bath Rd toilets
09/08/2022	J. H. Jones & Sons	605026784	4,224.00		Knotweed removal - Lych Gate
09/08/2022	Melksham Groundcare Machinery	687433402	437.60		Service - Linda HRX476
09/08/2022	Microsoft	534796012	290.40		Hosting services
09/08/2022	NPower (Yorkshire) Ltd	73646198	194.26		Electricity - KGV Jun 2022
09/08/2022	Paul Hulbert	740426681	350.00		Window cleaning
09/08/2022	phs Group	823732379	410.25		Annual sanitary - TH
09/08/2022	Pollet Pool Group UK Ltd	1	319.68		Splashpad - chemicals
09/08/2022	Rebuild Cost Assessment Ltd	76420832	2,160.00		Rebuild cost assessment
09/08/2022	Roman Glass Ltd	474323433	323.33		Glazing - TH
09/08/2022	Wolf Decorating	25547095	485.06		Redecoration - 31 Market Place
09/08/2022	WTTL	692097696	432.00		Driver trng (RC & RK)
09/08/2022	Prosec Consultancy Ltd	538021341	198.00		Security - AH
09/08/2022	phs Group	2	296.40		Air freshener - AH
09/08/2022	Water2Business	DDR	200.32		Water rates - Southbrook
09/08/2022	HMRC	BACS	11,353.85		Tax/NI
09/08/2022	British Gas	DDR	840.09		Electricity - Pavilion
12/08/2022	Office Evolution	DDR	156.55		Photocopying
12/08/2022	British Gas	DDR	223.27		Electricity - Pavilion
15/08/2022	Mainstream	DDR	546.79		Phones
15/08/2022	Daisy Communications	DDR	35.98		Phone - Pavilion
15/08/2022	Wiltshire Council	DDR	936.00		Rates - TH

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Date: 04/01/2023

Melksham Town Council Current Year

Page 2

Time: 10:47

Unity Bank

List of Payments made between 01/08/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/08/2022	Wiltshire Council	DDR	230.00		Rates - Bow erhill Unit
16/08/2022	Fuel Genie	DDR	481.59		Fuel
16/08/2022	Lloyds Bank	DDR	852.43		Corporate Card
16/08/2022	Lloyds Bank	DDR	84.00		Corporate Card
18/08/2022	West Mercia Energy	DDR	12.25		Electricity - KGV
18/08/2022	Oakwood	DDR	135.00		Container
19/08/2022	Wiltshire Council	BACS	27,029.86		Salaries
19/08/2022	British Gas	DDR	305.88		Electricity - TH
19/08/2022	British Gas	DDR	31.50		Gas - AH
22/08/2022	WPF	BACS	9,375.39		Pensions
22/08/2022	British Gas	DDR	1,954.88		Electricity - AH
24/08/2022	EE	DDR	182.34		Mobile phones
24/08/2022	Melksham Spiritualist Church	BACS	200.00		Grant
24/08/2022	HMRC	BACS	9,372.94		NITax
24/08/2022	HMRC	BACS	16.21		NITax (interest)
24/08/2022	Wiltshire Council	BACS	8,683.56		Pensions
30/08/2022	Zen	DDR	20.40		Wifi - Art House
31/08/2022	Enterprise	DDR	632.40		Van lease
31/08/2022	Credit/Debit Card Control Acco	Error	980.28		Incorrect CB
Total Payments			132,325.56		

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Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2022	Water2Business	DDR	112.52		Water rates - Methuen
01/09/2022	Water2Business	DDR	15.00		Water rates - Bow erhill Unit
01/09/2022	Water2Business	DDR	204.88		Water rates - Mkt Pl toilets
07/09/2022	IDverde Limited	29095328	2,817.83		Bath Road toilets - May
07/09/2022	Microshade Business Consultant	192771718	920.10		Hosting services
07/09/2022	Playsafety Ltd	251446563	474.00		Annual check - KGV slide
07/09/2022	Prosec Consultancy Ltd	143518840	216.00		SIA - Wedding
07/09/2022	Trade UK	325977986	201.87		Valved respirator
07/09/2022	Wiltshire Publications Ltd	106139079	138.60		Advertising - TH
07/09/2022	AquaAid Southcoast	29836960	81.50		Water dispenser
07/09/2022	Boels Rental Ltd	1397252	38.83		Hire - delivery eqpmt
07/09/2022	J. H. Jones & Sons	143601567	1,728.00		Grasscutting - KGV
07/09/2022	NPower (Yorkshire) Ltd	156304257	49.03		Electricity - KGV
07/09/2022	Paul Hulbert	189572883	185.00		Window cleaning
07/09/2022	Reece's Rentals Ltd	466473118	1,022.00		Road sweeping
07/09/2022	Smart Integrated Solutions Ltd	13996531	483.84		CCTV signage
07/09/2022	G. Milward-Oliver	575466101	1,200.00		Research - TC master plan
07/09/2022	Melksham TIC	BACS	4,000.00		Grant
07/09/2022	Melksham F&R	BACS	3,000.00		Grant
07/09/2022	Gompels	BACS	70.75		Parking redemption
07/09/2022	P. Clover	BACS	10.95		Refs
07/09/2022	Redhorn Holdings	BACS	3,739.96		Rent - Bow erhill (o/s)
07/09/2022	B. Burry	BACS	71.55		Bar stock/Eqmt
07/09/2022	Microsoft	BACS	423.10		Hosting services
07/09/2022	Microsoft	314501485	222.00		Licence
08/09/2022	Enterprise	DDR	562.90		Van leasing
14/09/2022	WPF	DDR	8,320.28		Pensions
14/09/2022	Mainstream	DDR	85.20		Phones
14/09/2022	Office Evolution	DDR	84.12		Photocopying
15/09/2022	Wiltshire Council	DDR	936.00		Rates - TH
15/09/2022	Wiltshire Council	DDR	230.00		Rates - Bow erhill Unit
15/09/2022	West Mercia Energy	DDR	112.78		Elec - KGV/BR toilets
16/09/2022	Fuel Genie	DDR	354.14		Fuel
16/09/2022	Lloyds Bank	DDR	494.26		Corporate card
16/09/2022	Lloyds Bank	DDR	495.06		Corporate Card
16/09/2022	Lloyds Bank	DDR	6.00		Card charges
19/09/2022	Oakwood	DDR	135.00		Container
20/09/2022	Wiltshire Council	DDR	26,423.04		Salaries
20/09/2022	Daisy Communications	DDR	35.98		Wifi - Pavilion
20/09/2022	British Gas	DDR	14.96		Gas - AH
21/09/2022	British Gas	DDR	260.56		Electricity - TH
22/09/2022	HMRC	DDR	7,806.10		NITax
22/09/2022	British Gas	DDR	82.88		Electricity - Bow erhill
23/09/2022	British Gas	DDR	1,592.73		Electricity - AH
26/09/2022	EE	DDR	187.85		Mobiles
30/09/2022	Enterprise	DDR	632.40		Van lease
30/09/2022	Zen	DDR	20.40		Wifi - Art House

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Unity Bank

List of Payments made between 01/09/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2022	British Gas	DDR	2,516.08		Electricity - Pavilion
30/09/2022	British Gas	DDR	74.09		Electricity - Bow erhill
30/09/2022	Melksham Christmas Lights	BACS	10,000.00		Grant
30/09/2022	J. Joseph	BACS	75.00		Refund - Cancelled performance
30/09/2022	Unity Bank	BACS	0.30		Handling charge
30/09/2022	Unity Bank	BACS	52.80		Bank charges
Total Payments			<u>83,018.22</u>		

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Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/10/2022 and 31/10/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/10/2022	Water2Business	DDR	15.00		Water rates - Unit
03/10/2022	Water2Business	DDR	181.20		Water rates - MP toilets
03/10/2022	Water2Business	DDR	32.29		Water rates - SB/AA allotments
05/10/2022	Grenke Leasing	DDR	177.98		Rental - Photocopier
07/10/2022	The Cobblers Bench	46106701	15.00		Keys
07/10/2022	Microshade Business Consultant	153906836	920.10		Hosting support
07/10/2022	NVB Landscape	732871905	3,600.00		Consultation - Pavilion
07/10/2022	Old Milestone Nursery	830723834	229.94		Compost
07/10/2022	T H White Installation Ltd	456626385	1,042.94		Service - TH fire alarm
07/10/2022	Travis Perkins Trading Company	272613373	80.33		Hazard tape
07/10/2022	Wiltshire Council	301508612	207.54		CATG contribution
07/10/2022	Alpha Rod Ltd	365864183	300.00		KGV - root removal
07/10/2022	AquaAid Southcoast	552532310	326.94		Annual rental/stock
07/10/2022	Boels Rental Ltd	184836698	24.62		Hire - anti climbing fence
07/10/2022	The Community Heartbeat Trust	9239498	132.00		Annual support - year 2
07/10/2022	Mulberry & Co	4311705	258.00		Course - Chairmanship - PA
07/10/2022	Institute of Swimming Ltd	71501673	897.00		3x Pool Plant courses
07/10/2022	Melksham Groundcare Machinery	28437735	25.00		Drive belt - Honda
07/10/2022	Midori Services	953103431	5,030.39		Splashpad - 60% service cont
07/10/2022	PKF Accountants & Business Adv	54163837	2,400.00		Audit - AGAR
07/10/2022	Place Studio Ltd	601522400	6,187.32		NP support
07/10/2022	Shred-it	59181115	237.95		Waste paper collection
07/10/2022	Wellers Law Group	102825312	765.00		Legal - Spiritualists Garden
07/10/2022	M. Zaccarelli	BACS	70.68		Proclamation expenditure
07/10/2022	S. Land	BACS	9.45		Refs
07/10/2022	K. Farrow	BACS	11.75		Bar stock
07/10/2022	C. Hunter	BACS	10.99		Refs
07/10/2022	Gompels	BACS	55.90		Parking redemption
07/10/2022	P. Clover	BACS	23.04		Proclamation refs
07/10/2022	Wiltshire Sight	BACS	500.00		Grant
07/10/2022	Independent Living	BACS	250.00		Grant
07/10/2022	Proud (Melksham)	BACS	320.00		Grant
07/10/2022	Melksham WI	BACS	200.00		Grant
07/10/2022	TIC/Historical Soc	BACS	881.50		Grant
07/10/2022	Meadow brook	BACS	500.00		Grant
07/10/2022	Help Counselling	BACS	260.00		Grant
07/10/2022	Talking New spaper	BACS	735.50		Grant
07/10/2022	Celebrating Age	BACS	1,000.00		Grant
07/10/2022	Midori Services	DDR	-5,030.39		Splashpad - 60% service cont
07/10/2022	Midori Services	953103431A	3,913.43		Splashpad - 60% service contra
10/10/2022	Enterprise	DDR	562.90		Van lease
14/10/2022	WPF	DDR	8,698.42		Pension
14/10/2022	Mainstream	DDR	25.99		Phones
14/10/2022	Office Evolution	DDR	82.21		Photocopying
17/10/2022	Daisy Communications	DDR	35.98		Wifi - Pavilion
17/10/2022	Wiltshire Council	DDR	936.00		Rates - TH
17/10/2022	Wiltshire Council	DDR	230.00		Rates - Unit

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Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/10/2022 and 31/10/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/10/2022	British Gas	DDR	440.04		Electricity - Pavilion
17/10/2022	Lloyds Bank	DDR	250.00		Debit card
17/10/2022	Lloyds Bank	DDR	1,241.29		Debit card
18/10/2022	West Mercia Energy	DDR	120.93		Electricity
18/10/2022	Fuel Genie	DDR	511.15		Fuel
18/10/2022	Oakwood	DDR	135.00		Container
20/10/2022	Wiltshire Council	DDR	26,728.90		Salaries
21/10/2022	British Gas	DDR	1,457.56		Electricity - AH
21/10/2022	British Gas	DDR	291.36		Electricity - TH
21/10/2022	Wiltshire Council	DDR	8,859.83		PAYE/NI
24/10/2022	EE	DDR	180.84		Mobile phones
28/10/2022	British Gas	DDR	73.62	Bow erhill	Electricity
31/10/2022	Zen	DDR	20.40		Wifi - Art House
31/10/2022	Enterprise	DDR	612.00		Van lease
Total Payments			78,292.81		

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Unity Bank

List of Payments made between 01/11/2022 and 30/11/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2022	Water2Business	DDR	15.00		Water rates - Bow erhill
01/11/2022	Water2Business	DDR	208.66		Water rates - MP toilets
07/11/2022	Padfield Porkies	BACS	100.00		Mayors Reception - deposit
07/11/2022	Melksham Free Dining	BACS	400.00		Grant
07/11/2022	Melksham Carnival	BACS	2,500.00		Grant
07/11/2022	CAB	BACS	5,000.00		Grant
07/11/2022	4Youth SW	BACS	10,000.00		Grant
08/11/2022	Houseman Environmental Ltd	46002794	570.00		Water hygiene - TH
08/11/2022	UK Media Solutions	762606093	58.46		Sign - Bloom winner
08/11/2022	The Cobblers Bench	136951325	54.00		Engraving
08/11/2022	IDverde Limited	426013287	2,683.86		Cleaning - BR toilets
08/11/2022	Microshade Business Consultant	223062480	197.70		Hosting services
08/11/2022	Peter J Dauncey	835699002	503.15		Tow n Cryer expenses
08/11/2022	Trade UK	95784284	30.58		Ceiling light
08/11/2022	SLCC Enterprises Ltd	701876968	445.00		National Conference - LR
08/11/2022	Stannah Lift Services Ltd	343805588	489.47		Lift maintenance
08/11/2022	T H White Installation Ltd	527684429	1,457.05		Alarm monitoring - AH
08/11/2022	Trow bridge Tow n Council	251462741	1,199.01		Sports Roadshow s
08/11/2022	Travis Perkins Trading Company	98278917	50.44		Graffiti
08/11/2022	Ultra Warm Ltd	510087130	288.00		Boiler maintenance
08/11/2022	Vysilion Ltd	92141604	290.46		Online back-up (Oct-Dec 22)
08/11/2022	1st Choice Skips Ltd	831958204	500.00		Skip hire - KGV
08/11/2022	AquaAid Southcoast	751228	20.38		Water refill
08/11/2022	Aquam Water Services Ltd	150915284	36.00		Standpipe - Mkt Pl
08/11/2022	Avon Industrial Doors Ltd	65129917	186.00		Door repairs - Bowerhill
08/11/2022	Boels Rental Ltd	497907594	362.16		Hire - ClimateFest scaffolding
08/11/2022	Drain Division Ltd	602584108	713.64		Drain clearance - Pavilion
08/11/2022	J. H. Jones & Sons	561806333	2,898.00		Grasscutting - Foresters
08/11/2022	NPow er (Yorkshire) Ltd	346721355	26.21		Electricity - KGV Aug
08/11/2022	Paul Hulbert	637840926	350.00		Window cleaning
08/11/2022	Pollet Pool Group UK Ltd	517930966	319.68		Splashpad - chemicals
08/11/2022	Royal United Hospital	116058211	260.00		OH services
08/11/2022	South West Auto Trimming Ltd	42087961	168.00		Seat repair - VW
08/11/2022	VK Graphics Ltd	739115267	192.00		Reflective - Flat Bed
08/11/2022	Wellers Law Group	75024945	354.00		Legal - SIDS
08/11/2022	Enterprise	DDR	562.90		Van lease
08/11/2022	C. Hunter	BACS	15.44		Refs
08/11/2022	B. Burry	BACS	3.55		Bar stock
08/11/2022	H. Davis	BACS	39.48		Various
08/11/2022	S. Land	BACS	85.13		Bar stock
08/11/2022	Clock Tower People	BACS	834.00		Clock controller
08/11/2022	P. Aves	BACS	26.48		Refs - ClimateFest
08/11/2022	M. Zacarelli	BACS	43.50		Plants/glue
10/11/2022	C. Hunter	BACS	18.40		Refs - Remembrance
10/11/2022	Microsoft	BACS	439.63		Licence - Oct/Nov
10/11/2022	L. Roberts	BACS	91.40		Oath/mileage
10/11/2022	D. Elms	BACS	109.80		Mileage - NEC

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Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/11/2022	Mainstream	DDR	408.23		Phones
14/11/2022	Mainstream	DDR	37.96		Phones
14/11/2022	Mainstream	DDR	256.43		Phones
14/11/2022	Daisy Communications	DDR	35.98		Wifi - Pavilion
14/11/2022	Office Evolution	DDR	174.62		Photocopying
14/11/2022	Wiltshire Council	DDR	936.00		Rates - TH
14/11/2022	WFF	DDR	8,308.73		Pensions
15/11/2022	Wiltshire Council	DDR	230.00		Rates - Unit
15/11/2022	British Gas	DDR	509.70		Electricity - Pavilion
16/11/2022	Lloyds Bank	DDR	-53.00		Debit card
16/11/2022	Lloyds Bank	DDR	146.32		Debit card
16/11/2022	Lloyds Bank	DDR	1,494.22		Debit card
16/11/2022	Fuel Genie	DDR	318.08		Fuel
16/11/2022	Lloyds Bank	BACS	0.01		Adjustment to VAT on card
17/11/2022	West Mercia Energy	DDR	172.74		Electricity - BR & KGV
18/11/2022	Oakwood	DDR	135.00		Container
18/11/2022	Wiltshire Council	DDR	42,736.60		Salaries
22/11/2022	Wiltshire Council	DDR	8,663.05		NIPAYE
24/11/2022	EE	DDR	180.84		Mobile phones
30/11/2022	Enterprise	DDR	632.40		Van lease
30/11/2022	Zen	DDR	20.40		Wifi - Art House
30/11/2022	Lloyds Bank	BACS	0.02		Adjustment to VAT on card
30/11/2022	Lloyds Bank	BACS	-0.04		Adjustment to VAT on card
Total Payments			100,540.91		

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Bank Assembly Hall A/c

List of Payments made between 01/08/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2022	Water2Business	DDR	193.39		Water rates - AH
15/08/2022	BTE Services	DDR	44.74		Sanitary cleaning
15/08/2022	Wiltshire Council	DDR	861.00		Rates - AH
17/08/2022	MarketPlace Merchants	DDR	25.16		Cash till
31/08/2022	Hills Waste	DDR	491.31		Waste collection
Total Payments			<u>1,615.60</u>		

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Melksham Town Council Current Year

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Bank Assembly Hall A/c

List of Payments made between 01/09/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2022	Water2Business	DDR	209.63		Water rates - AH
01/09/2022	Wiltshire Council	DDR	861.00		Rates - AH
09/09/2022	Tolchards	DDR	2,051.02		Bar stock
20/09/2022	Market Place Merchants	DDR	25.16		Cash till
20/09/2022	Rentokil	DDR	329.17		Vermin control
30/09/2022	Dave Phillips Music	3653	2,228.88		Show - Dire Straits
30/09/2022	United EPoS Solutions	3654	60.00		Software - AH till
30/09/2022	Hunt Management Solutions	3655	156.00		Stocktake - AH
30/09/2022	Paul Seemayer	3656	300.00		Lighting - DS:UK
30/09/2022	Sound Associates Ltd	3657	1,396.80		Annual service - projector
30/09/2022	TicketSource Ltd	3658	47.63		Blank tickets
30/09/2022	Hills	DDR	630.33		Waste collection
30/09/2022	Assembly Hall Bar A/c	Trans	1,338.46		Wrongly coded invoice
Total Payments			<u>9,634.08</u>		

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Bank Assembly Hall A/c

List of Payments made between 01/10/2022 and 31/10/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/10/2022	Water2Business	DDR	185.40		Water rates - AH
14/10/2022	Tolchards	DDR	1,224.54		Bar stock
17/10/2022	Wiltshire Council	DDR	861.00		Rates - AH
19/10/2022	Market Place Merchants	DDR	25.16		Cash till
28/10/2022	United EPoS Solutions	3659	60.00		Software - AH till
28/10/2022	Wired Publishing	3660	90.00		Advertising - AH
28/10/2022	Prosec Consultancy Ltd	3661	243.00		Security - AH function
28/10/2022	Tolchards	DDR	1,885.96		Bar stock
28/10/2022	Hills Waste	DDR	658.14		Waste collection
Total Payments			<u>5,233.20</u>		

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Bank Assembly Hall A/c

List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2022	Water2Business	DDR	209.63		Water rates - AH
15/11/2022	Wiltshire Council	DDR	861.00		Rates - AH
17/11/2022	Market Place Merchants	DDR	25.16		Cash till
18/11/2022	Tolchards	DDR	964.39		Bar stock
25/11/2022	Air Conditioning Services	3662	600.00		Air con maint - AH
25/11/2022	United EPoS Solutions	3663	60.00		Softw are - AH
25/11/2022	Handle With Care Productions	3664	1,013.10		Unravelling Wilburys
25/11/2022	Paul Seemayer	3665	225.00		Lighting - Pole de Cise
25/11/2022	Preston Underground Water Serv	3666	650.00		Tap/stopcock - AH
25/11/2022	RELEA Productions Ltd	3667	6,605.70		Majesty
25/11/2022	Wired Publishing	3668	90.00		Advert - AH
25/11/2022	Wiltshire Publications Ltd	3669	138.60		Advert - Hallow een
25/11/2022	Tolchards	DDR	1,015.51		Bar stock
30/11/2022	Hills Waste	DDR	852.70		Waste collection
Total Payments			<u>13,310.79</u>		

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Unity Bank

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2022	Water2Business	DDR	681.48		Water rates - TH
01/12/2022	Water2Business	DDR	15.00		Water rates - Unit
01/12/2022	Water2Business	DDR	58.43		Water rates - Roundhouse
01/12/2022	Water2Business	DDR	92.04		Water rates - Mkt Pl loos
02/12/2022	Grounds Maintenance	DDR	157.50		Subscription
09/12/2022	H. Davies	BACS	582.20		Xmas fayre
12/12/2022	Enterprise	DDR	562.90		Van lease
14/12/2022	Wired Publishing	843067902	178.80		Advert - Xmas
14/12/2022	Worknest Ltd	249129705	1,920.00		EAP renewal
14/12/2022	IDverde Limited	755266369	604.00		Cleaning - Mkt Pl loos - Nov
14/12/2022	Melksham Tyre Supplies	88953540	131.28		Tyre - Tipper
14/12/2022	Microshade Business Consultant	266247608	917.70		Hosting services
14/12/2022	Prosec Consultancy Ltd	756	842.40		Security - ClimateFest
14/12/2022	Rialtas Business Solutions Ltd	858883097	161.40		Omega licence upgrade
14/12/2022	RBL Poppy Appeal	769059345	90.00		Wreaths
14/12/2022	Trade UK	194686169	94.63		Spray paint
14/12/2022	S J Aplin Playgrounds Ltd	27770868	1,480.00		Repairs - KGV play eqpmt
14/12/2022	Trow bridge Town Council	467043243	316.01		Sports Roadshows - Jul 22
14/12/2022	Wiltshire Publications Ltd	70024234	933.91		Advert - Remembrance/Climate
14/12/2022	ADS Surveys Ltd	336542569	1,074.00		East Melksham - Topography
14/12/2022	Boels Rental Ltd	860740354	167.52		Hire - barrier
14/12/2022	The Community Heartbeat Trust	853168027	930.00		Cabinet - Beanacre Road
14/12/2022	Donna Wilson	26873539	350.00		Xmas fayre - singing
14/12/2022	Distant Thunder Fireworks	308851994	1,200.00		Xmas fayre - fireworks
14/12/2022	J. H. Jones & Sons	833455788	1,380.00		Grasscutting - Methuen
14/12/2022	Lazerlight Roadshow	745400441	650.00		Xmas fayre - lightshow
14/12/2022	Melksham Groundcare Machinery	723166435	40.00		Line
14/12/2022	Plan of Action	745400441/	150.00		Xmas fayre - music
14/12/2022	Reece's Rentals Ltd	852638501	1,164.00		Road sweeping
14/12/2022	Swindon Stilt Walkers	708680456	400.00		Xmas fayre - stilt walker
14/12/2022	VK Graphics Ltd	103126171	300.00		Xmas fayre - signs
14/12/2022	Wellers Law Group	503484857	720.00		Legal - BR Toilets
14/12/2022	Wicksteed Leisure Ltd	240559888	11,784.86		Play equipment
14/12/2022	Your Wiltshire	987710457	36.00		Advert - Xmas
14/12/2022	WPF	DDR	15,305.44		Pensions
14/12/2022	Mainstream	DDR	89.53		Phones
14/12/2022	Mainstream	DDR	37.96		Phones
14/12/2022	Mainstream	DDR	34.43		Phones
14/12/2022	Cambridge BS	Transfer	85,000.00		Tfr to savings account
15/12/2022	Leaffield Environmental Ltd	110276	1,896.00		Litter bin
15/12/2022	TH White Installation Ltd	299126856	368.40		Fire ext maint - R'House
15/12/2022	West Mercia Energy	DDR	91.73		Electricity - BR loos
15/12/2022	Wiltshire Council	DDR	936.00		Rates - TH
15/12/2022	Office Evolution	DDR	507.97		Stationery
15/12/2022	Office Evolution	DDR	145.95		Photocopying
15/12/2022	Wiltshire Council	DDR	230.00		Rates - Unit
15/12/2022	Parc Ponies	BACS	270.00		Carol singing - Donkeys

Continued on Page 2

Date: 13/01/2023

Melksham Town Council Current Year

Page 2

Time: 10:09

Unity Bank

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/12/2022	G. Delves	BACS	34.70		Xmas decs
15/12/2022	Youth Adventure	BACS	492.00		Grant
15/12/2022	Wessex MS Society	BACS	300.00		Grant
15/12/2022	Splash	BACS	650.00		Grant
15/12/2022	Music for Minis	BACS	700.00		Grant
15/12/2022	Melksham Remembers	BACS	350.00		Grant
15/12/2022	Melksham PHAB	BACS	430.00		Grant
15/12/2022	Melksham Free Dining	BACS	402.00		Grant
15/12/2022	Age (UK) Wilts	BACS	750.00		Grant
15/12/2022	2385 Squadron ATC	BACS	919.96		Grant
15/12/2022	M. Zacarelli	BACS	21.00		Temp Event Licence
15/12/2022	M. Zacarelli	BACS	12.00		Key/Xmas items
15/12/2022	S. Land	BACS	37.50		Xmas Fayre
15/12/2022	Charles Endirect	BACS	120.77		Elec box key - TH
15/12/2022	Midori	BACS	1,116.96		Light bulb - Splashpad
15/12/2022	M. Saunders	BACS	180.00		Banners - Climatefest
15/12/2022	B. Burry	BACS	122.55		PA system/bar stock
15/12/2022	S. Crundell	BACS	1,000.00		Mayors Allowance
15/12/2022	SJ Aplin	BACS	0.80		Maintenance - play eqpmt
16/12/2022	Daisy Communications	DDR	35.98		Wifi - Pavilion
16/12/2022	Fuel Genie	DDR	443.87		Fuel
16/12/2022	Lloyds Bank	DDR	1,075.63		Debit card
16/12/2022	Lloyds Bank	DDR	311.54		Debit card
19/12/2022	British Gas	DDR	81.32		Electricity - Unit
19/12/2022	British Gas	DDR	415.92		Electricity - TH
19/12/2022	British Gas	DDR	1,637.26		Electricity - AH
19/12/2022	Oakwood	DDR	135.00		Container
19/12/2022	Wiltshire Council	DDR	27,460.38		Salaries
21/12/2022	British Gas	DDR	524.11		Electricity - TH
21/12/2022	British Gas	DDR	1,781.22		Electricity - AH
22/12/2022	HMRC	DDR	18,805.43		NIPAYE
28/12/2022	EE	DDR	161.30		Mobile phones
30/12/2022	Enterprise	DDR	612.00		Van leasing
30/12/2022	Zen	DDR	20.40		Wifi - Art House
31/12/2022	Unity Bank	BACS	52.05		Service Charge
Total Payments			<u>196,273.12</u>		

Date: 13/01/2023

Melksham Town Council Current Year**Page 1**

Time: 10:11

Bank Assembly Hall A/c**List of Payments made between 01/12/2022 and 31/12/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2022	Water2Business	DDR	175.16		Water rates - AH
09/12/2022	Tolchards	DDR	1,107.41		Bar stock
15/12/2022	Wiltshire Council	DDR	861.00		Rates - AH
19/12/2022	Market Place Merchants	DDR	25.16		Till
23/12/2022	Tolchards	DDR	999.79		Bar stock
28/12/2022	Rentokil	DDR	329.17		Pest control
30/12/2022	Hills Waste	DDR	449.19		Waste
31/12/2022	A M Productions	3671	1,786.96		Through the Decades
31/12/2022	United EPoS Solutions	3672	60.00		Cash till
31/12/2022	Neil Sands Productions	3673	1,224.30		Christmas Memories
31/12/2022	Paul Seemayer	3674	310.00		Lighting - Unravelling Wilbury
31/12/2022	PPL PRS Ltd	3675	1,322.85		Music licence
31/12/2022	The Publishing House	3676	163.80		Advertising - AH
31/12/2022	Wired Publishing	3677	90.00		Advertising - AH
31/12/2022	Prosec Consultancy Ltd	3678	180.00		Security - function 101222
31/12/2022	T H White Installation Ltd	3579	359.16		Repairs - Intruder Alarm - AH
31/12/2022	Wiltshire Publications Ltd	3680	138.60		Advert - AH
31/12/2022	Mrs. L.J. Ellis	3681	556.00		Leaflets - AH
31/12/2022	MJ Elmes Electrical Services	3682	369.52		Replace lights - AH
Total Payments			<u>10,508.07</u>		

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Date: 04/01/2023

Time: 10:53

Melksham Town Council Current Year

Cashbook 9

Petty Cash

Page: 1

User: MEL

For Month No: 5

Receipts for Month 5

Receipt Ref

Name of Payer

£ Amnt Received

£ Debtors

£ VAT

A/c

Centre

£ Amount

Transaction Detail

Balance Brought Fwd :

28.99

28.99

Cash Banked: 01/08/2022

199.40

Cash Mayors Charities

199.40

4085

115

199.40

Mayors Charities

Total Receipts for Month

199.40

0.00

0.00

199.40

Cashbook Totals

228.39

0.00

0.00

228.39

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Date: 04/01/2023

Time: 10:53

Melksham Town Council Current Year

Cashbook 9

Petty Cash

Page: 2

User: MEL

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/07/2022	H. Davies	TRANS	10.00		1.67	4061	101	8.33	Coffee
08/08/2022	C. Hunter	TRANS	1.45		0.24	4061	101	1.21	Milk
26/08/2022	D. Davis	TRANS	1.00		0.17	4061	101	0.83	Sponge
Total Payments for Month			12.45	0.00	2.08			10.37	
Balance Carried Fwd			215.94						
Cashbook Totals			228.39	0.00	2.08			226.31	

Date: 07/11/2022

Melksham Town Council Current Year

Page: 1

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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

215.94

0.00

0.00

215.94

Continued on Page 2

Date: 07/11/2022

Melksham Town Council Current Year

Page: 2

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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	

Date: 04/01/2023

Melksham Town Council Current Year

Page: 1

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Cashbook 9

User: MEL

Petty Cash

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		195.61					195.61	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		195.61	0.00	0.00			195.61	

Continued on Page 2

Date: 04/01/2023

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Melksham Town Council Current Year

Cashbook 9

Petty Cash

Page: 2

User: MEL

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

Total Payments for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

195.61

Cashbook Totals

195.61

0.00

0.00

195.61

Date: 04/01/2023

Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		195.61					195.61	
Cash Banked: 30/11/2022		25.00						
Cash Melksham Scouts		25.00			4311	115	25.00	Wreath
Cash Banked: 30/11/2022		35.00						
Cash Xmas Stalls		35.00			4304	302	35.00	Xmas Stalls
Cash Banked: 30/11/2022		100.00						
Cash Xmas Stalls		100.00			4304	302	100.00	Xmas Stalls
Cash Banked: 30/11/2022		85.00						
Cash Xmas Stalls		85.00			1174	302	85.00	Xmas Stalls
Cash Banked: 30/11/2022		-25.00						
Cash Xmas Stalls		-25.00			4311	115	-25.00	Xmas Stalls
Cash Banked: 30/11/2022		25.00						
Cash Melksham Scouts		25.00			1174	302	25.00	Wreaths
Cash Banked: 30/11/2022		-35.00						
Cash Xmas Stalls		-35.00			4304	302	-35.00	Xmas Stalls
Cash Banked: 30/11/2022		35.00						
Cash Xmas Stalls		35.00			1174	302	35.00	Xmas Stalls
Cash Banked: 30/11/2022		-100.00						
Cash Xmas Stalls		-100.00			4304	302	-100.00	Xmas Stalls
Cash Banked: 30/11/2022		100.00						
Cash Xmas Stalls		100.00			1174	302	100.00	Xmas Stalls
Total Receipts for Month		245.00	0.00	0.00			245.00	
Cashbook Totals		440.61	0.00	0.00			440.61	

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Melksham Town Council Current Year

Cashbook 9

Petty Cash

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User: MEL

For Month No: 8

Payments for Month 8

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>
01/11/2022	D. Davis	TRANS	1.59		0.26	4061	101	1.33	Cloths
01/11/2022	C. Hunter	TRANS	5.99		1.00	4061	101	4.99	Tea
01/11/2022	S. Land	TRANS	1.00		0.17	4903	520	0.83	Bar stock
01/11/2022	Hales Vets	TRANS	20.00			4354	403	20.00	Parking redemption
01/11/2022	S. Land	TRANS	1.55		0.26	4061	101	1.29	Milk
01/11/2022	B. Burry	TRANS	1.55		0.26	4903	520	1.29	Milk
03/11/2022	P. Clover	TRANS	2.09		0.35	4061	101	1.74	Milk
11/11/2022	K. Farrow	TRANS	1.99		0.33	4903	520	1.66	Milk
22/11/2022	D. Davis	TRANS	1.59		0.26	4061	101	1.33	Cloths
26/11/2022	B. Burry	TRANS	7.30		1.22	4903	520	6.08	Bar stock
28/11/2022	P. Clover	TRANS	3.55		0.59	4061	101	2.96	Milk
Total Payments for Month			48.20	0.00	4.70			43.50	
Balance Carried Fwd			392.41						
Cashbook Totals			440.61	0.00	4.70			435.91	

Date: 13/01/2023

Melksham Town Council Current Year

Page 1

Time: 10:11

Petty Cash

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/12/2022	P. Aves	TRANS	8.45		Xmas Fayre refs
07/12/2022	G. Delves	TRANS	10.88		Stamps
13/12/2022	K. Farrow	TRANS	21.35		Bar stock
20/12/2022	M. Zacarelli	TRANS	88.40		Stamps
20/12/2022	D. Elmes	TRANS	2.75		Plumbing items
22/12/2022	K. Farrow	TRANS	3.95		Bar stock
23/12/2022	V. Bolley	TRANS	140.00		Xmas Fayre - singing
Total Payments			<u>275.78</u>		

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Melksham Town Council
Monthly Financial Statement 31 August 2022

Cash and Bank Balances:

Unity Bank	326,880	
Co-operative Current Account	0	
Assembly General Account	701,274	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	1,712	
Petty Cash	216	
Bar Float	1,100	
		1,083,117

Debtors (monies owed to council)

H M Customs - Vat recoverable	3,157	
Bar Stock	3,329	
Debtors and Prepayments	240	
		6,726
		1,089,843

Less: Creditors (monies owed by council)

Suppliers of goods and services	12,279	
Retention Due	8,065	
Other Creditors	5,557	
Salaries Control	0	
Paye, Ni and Pension Due	6,701	
Events Control	1,796	
		34,398

Net Cash Available 1,055,445

Represented by:

General Fund

Current Year Surplus	135,241	
Earmarked Reserves Used in year	8,994	
	<u>144,235</u>	
Contribution to Earmarked Reserves	1,268	142,967
General Reserve balance at beginning of year		356,664

Earmarked Reserves

Balance at 1st April 2022	460,706	
Plus; Added in Year	0	
	<u>460,706</u>	
Less: Used to Fund Expenditure	8,994	451,712

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

1,055,445

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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	
	531,454	
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	
	460,706	
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	
	52,359	
Less: Used to Fund Expenditure	0	52,359

Solar Farm

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

1,439,545

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Melksham Town Council
Monthly Financial Statement 31 October 2022

Cash and Bank Balances:

Unity Bank	663,431	
Co-operative Current Account	0	
Assembly General Account	715,195	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	-2,345	
Petty Cash	196	
Bar Float	1,100	
		1,429,512

Debtors (monies owed to council)

H M Customs - Vat recoverable	2,445	
Bar Stock	3,329	
Debtors and Prepayments	240	
		6,014
		1,435,526

Less: Creditors (monies owed by council)

Suppliers of goods and services	33,587	
Retention Due	8,065	
Other Creditors	5,557	
Salaries Control	0	
Paye, Ni and Pension Due	7,546	
Events Control	2,364	
		57,119

Net Cash Available

1,378,407

Represented by:

General Fund

Current Year Surplus	458,203	
Earmarked Reserves Used in year	12,113	
	<u>470,316</u>	
Contribution to Earmarked Reserves	2,901	467,415
General Reserve balance at beginning of year		356,664

Earmarked Reserves

Balance at 1st April 2022	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	2,901	
	<u>53,992</u>	
Less: Used to Fund Expenditure	0	53,992

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

1,378,407

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Melksham Town Council
Monthly Financial Statement 31 November 2022

Cash and Bank Balances:

Unity Bank	609,409	
Co-operative Current Account	0	
Assembly General Account	716,443	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	-1,503	
Petty Cash	392	
Bar Float	1,100	
		1,377,776

Debtors (monies owed to council)

H M Customs - Vat recoverable	4,795	
Bar Stock	3,329	
Debtors and Prepayments	240	
		8,364
		1,386,140

Less: Creditors (monies owed by council)

Suppliers of goods and services	33,022	
Retention Due	8,065	
Other Creditors	5,557	
Salaries Control	0	
Paye, Ni and Pension Due	24,685	
Events Control	2,809	
		74,138

Net Cash Available 1,312,002

Represented by:

General Fund

Current Year Surplus	391,798	
Earmarked Reserves Used in year	8,994	
	400,792	
Contribution to Earmarked Reserves	47,091	353,701
General Reserve balance at beginning of year		356,664

Earmarked Reserves

Balance at 1st April 2022	460,706	
Plus; Added in Year	0	
	460,706	
Less: Used to Fund Expenditure	8,994	451,712

Specific Reserves

CIL

Balance at 1st April 2022	51,091	
Plus: Received in Year	2,901	
	53,992	
Less: Used to Fund Expenditure	0	53,992

Solar Farm

Balance at 1st April 2022	51,743	
Plus Received in Year	44,190	
	95,933	
Less: Used to Fund Expenditure	0	95,933

1,312,002

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Melksham Town Council
Monthly Financial Statement 31 December 2022

Cash and Bank Balances:

Unity Bank	564,524	
Cambridge B S	85,000	
Assembly General Account	718,010	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	-1,596	
Petty Cash	284	
Bar Float	1,100	
		1,419,257

Debtors (monies owed to council)

H M Customs - Vat recoverable	9,564	
Bar Stock	3,329	
Debtors and Prepayments	240	
		13,133
		1,432,390

Less: Creditors (monies owed by council)

Suppliers of goods and services	26,511	
Retention Due	8,065	
Other Creditors	5,557	
Salaries Control	9,106	
Paye, Ni and Pension Due		
Events Control	1,546	
		50,785

0

Net Cash Available 1,381,605

Represented by:

General Fund

Current Year Surplus	461,401	
Earmarked Reserves Used in year	8,994	
	470,395	
Contribution to Earmarked Reserves	197,091	273,304
General Reserve balance at beginning of year		356,664

Earmarked Reserves

Balance at 1st April 2022	460,706	
Plus; Added in Year	0	
	460,706	
Less: Used to Fund Expenditure	8,994	451,712

Specific Reserves

CIL

Balance at 1st April 2022	51,091	
Plus: Received in Year	152,901	
	203,992	
Less: Used to Fund Expenditure	0	203,992

Solar Farm

Balance at 1st April 2022	51,743	
Plus Received in Year	44,190	
	95,933	
Less:Used to Fund Expenditure	0	95,933

1,381,605

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Date: 16/01/2023

Time: 12:02

Melksham Town Council Current Year

Cashbook 1

Unity Bank

Page: 1

User: MEL

For Month No: 5

Receipts for Month 5

Receipt Ref

Name of Payer

£ Amt Received

£ Debtors

£ VAT

A/c Centre

£ Amount

Transaction Detail

Balance Brought Fwd :

456,384.25

456,384.25

ME2 Banked: 01/08/2022

20.00

ME2 J. Wait

20.00

1045

203

20.00

Allotment rent

ME2 Banked: 01/08/2022

20.00

ME2 J. Wait

20.00

1045

203

20.00

Allotment rent

BACS Banked: 01/08/2022

839.00

BACS Wessex Water

839.00

1050

302

839.00

Grant - ClimateFest

BACS Banked: 01/08/2022

99.00

BACS Tiger Martial Arts

99.00

16.50

1000

501

82.50

Room hire - AH

BACS Banked: 01/08/2022

-99.00

BACS Tiger Martial Arts

-99.00

-16.50

1000

501

-82.50

Room hire - AH

ME35 Banked: 02/08/2022

20.00

ME35 L. Potter (Low ey)

20.00

1045

203

20.00

Allotment rent

Cheque Banked: 02/08/2022

62.00

Cheque M&H Hair

62.00

1027

202

62.00

Hanging baskets

BACS Banked: 03/08/2022

45.00

BACS Ticketsource

45.00

7.50

1004

510

37.50

Film club

BACS Banked: 03/08/2022

-45.00

BACS Ticketsource

-45.00

-7.50

1004

510

-37.50

Film Show

SB5A Banked: 15/08/2022

20.00

BACS J. Forw ard-Pow ell

20.00

1045

203

20.00

Allotment rent

BACS Banked: 19/08/2022

277.16

BACS S. Hillman

277.16

1030

403

277.16

Melksham Makers Market

BACS Banked: 26/08/2022

583.33

BACS Wiltshire Publications

583.33

1040

210

583.33

Rent - 31 Market Place

Banked: 31/08/2022

980.28

TFR Credit/Debit Card Control Acco

980.28

213

980.28

AIB card payments

Total Receipts for Month

2,821.77

0.00

0.00

2,821.77

Cashbook Totals

459,206.02

0.00

0.00

459,206.02

Continued on Page 2

Date: 16/01/2023		Melksham Town Council Current Year						Page: 2			
Time: 12:02		Cashbook 1						User: MEL			
		Unity Bank						For Month No: 5			
Payments for Month 5				Nominal Ledger Analysis							
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>			
01/08/2022	Zen	DDR	20.40		3.40	4175 210	17.00	Wifi - Art House			
01/08/2022	Water2Business	DDR	46.11			4200 203	46.11	Water rates - Dorset Crescent			
01/08/2022	Water2Business	DDR	20.05			4200 203	20.05	Water rates - Addison Road			
01/08/2022	Water2Business	DDR	15.00			4103 215	15.00	Water rates - Bow erhill Unit			
01/08/2022	Water2Business	DDR	110.38			4913 205	110.38	Water rates - Mkt Pl toilets			
01/08/2022	British Gas	DDR	357.07		59.51	4252 204	297.56	Electricity - Pavilion			
08/08/2022	Enterprise	DDR	562.90		93.82	4156 202	469.08	Van lease			
09/08/2022	Houseman Environmental Ltd	462297397	1,026.00	1,026.00		501		Water hygiene - TH			
09/08/2022	Vimto (Out of Home) Ltd	61267767	250.42	250.42		501		Bar stock			
09/08/2022	Ellis Whittam Ltd	38970141	5,016.00	5,016.00		501		Consultancy - grievance			
09/08/2022	Glasdon UK Ltd	860871925	1,041.86	1,041.86		501		Picnic table			
09/08/2022	IDverde Limited	938967115	603.99	603.99		501		Claning - toilets			
09/08/2022	Microshade Business Consultant	5100772325	920.10	920.10		501		Hosting services			
09/08/2022	Rialtas Business Solutions Ltd	291368021	474.00	474.00		501		CB & PL annual support			
09/08/2022	Trade UK	425286716	158.54	158.54		501		Foam applicator gun			
09/08/2022	T H White Installation Ltd	302281158	634.87	634.87		501		Service - fire alarm TH			
09/08/2022	Vysiion Ltd	359168199	290.46	290.46		501		Online back-up (Jul-Sep)			
09/08/2022	Wiltshire Publications Ltd	150651764	138.60	138.60		501		Advert - job vacancy			
09/08/2022	Wiltshire Council	655110928	1,618.26	1,618.26		501		Right Choice - Apr-Aug			
09/08/2022	AquaAid Southcoast	58214407	30.56	30.56		501		Water dispenser			
09/08/2022	The Community Heartbeat Trust	542749523	924.00	924.00		501		Defibs - annual contract			
09/08/2022	CP Fire Consultants Ltd	437917091	1,344.00	1,344.00		501		Fire risk assessments x 7			
09/08/2022	DE Pow ell	61941481	285.00	285.00		501		Display energy certificate			
09/08/2022	Mulberry & Co	615583566	42.00	42.00		501		Chairs & meetings cse (TP)			
09/08/2022	James Hallam Council Guard	25013693	30,656.25	30,656.25		501		Commercial Insurance			
09/08/2022	Industrial Door & Gate Solutio	794996841	744.00	744.00		501		Door - Bath Rd toilets			
09/08/2022	J. H. Jones & Sons	605026784	4,224.00	4,224.00		501		Knotweed removal - Lych Gate			
09/08/2022	Melksham Groundcare Machinery	687433402	437.60	437.60		501		Service - Hinda HRX476			
09/08/2022	Microsoft	534796012	290.40	290.40		501		Hosting services			
09/08/2022	NPow er (Yorkshire) Ltd	73646198	194.26	194.26		501		Electricity - KGV Jun 2022			
09/08/2022	Paul Hulbert	740426681	350.00	350.00		501		Wndow cleaning			
09/08/2022	phs Group	823732379	410.25	410.25		501		Annual sanitary - TH			
09/08/2022	Pollet Pool Group UK Ltd	1	319.68	319.68		501		Splashpad - chemicals			
09/08/2022	Rebuild Cost Assessment Ltd	76420832	2,160.00	2,160.00		501		Rebuild cost assessment			
09/08/2022	Roman Glass Ltd	474323433	323.33	323.33		501		Glazing - TH			
09/08/2022	Wolf Decorating	25547095	485.06	485.06		501		Redecoration - 31 Market Place			
09/08/2022	WTTL	692097696	432.00	432.00		501		Driver trng (RC & RK)			
09/08/2022	Prosec Consultancy Ltd	538021341	198.00	198.00		502		Security - AH			
09/08/2022	phs Group	2	296.40	296.40		502		Air freshener - AH			
09/08/2022	Water2Business	DDR	200.32			4200 203	200.32	Water rates - Southbrook			
09/08/2022	HMRC	BACS	11,353.85			520	11,353.85	Tax/NI			
09/08/2022	British Gas	DDR	840.09		140.02	4252 204	700.07	Electricity - Pavilion			
12/08/2022	Office Evolution	DDR	156.55		26.09	4026 101	130.46	Photocopying			
12/08/2022	British Gas	DDR	223.27		37.21	4252 204	186.06	Electricity - Pavilion			

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Date: 16/01/2023

Melksham Town Council Current Year

Page: 3

Time: 12:02

Cashbook 1

User: MEL

Unity Bank

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/08/2022	Mainstream	DDR	546.79		91.13	4027	101	455.66	Phones
15/08/2022	Daisy Communications	DDR	35.98		6.00	4250	204	29.98	Phone - Pavilion
15/08/2022	Wiltshire Council	DDR	936.00			4102	201	936.00	Rates - TH
15/08/2022	Wiltshire Council	DDR	230.00			4161	215	230.00	Rates - Bow erhill Unit
16/08/2022	Fuel Genie	DDR	481.59		80.26	4153	202	401.33	Fuel
16/08/2022	Lloyds Bank	DDR	852.43		142.07	4151	202	21.62	Scrapers
						4905	501	384.42	Cleaning products
						4175	210	32.30	Wifi - Art House
						4903	520	208.68	Bar stock
						4021	101	29.28	Stationery
						4029	101	6.66	Amazon Prime
						4085	115	27.40	Flow ers - PCSO
16/08/2022	Lloyds Bank	DDR	84.00			4050	110	6.00	Land Registry Search
						4017	110	6.00	Card charges
						4201	203	72.00	Methuen Allotments - wasp nest
18/08/2022	West Mercia Energy	DDR	12.25		2.04	4252	204	10.21	Electricity - KGV
18/08/2022	Oakw ood	DDR	135.00		22.50	4256	204	112.50	Container
19/08/2022	Wiltshire Council	BACS	27,029.86			520		27,029.86	Salaries
19/08/2022	British Gas	DDR	305.88		14.56	4101	201	291.32	Electricity - TH
19/08/2022	British Gas	DDR	31.50		5.25	4912	501	26.25	Gas - AH
22/08/2022	WPF	BACS	9,375.39			520		9,375.39	Pensions
22/08/2022	Britiah Gas	DDR	1,954.88		325.81	4911	501	1,629.07	Electricity - AH
24/08/2022	EE	DDR	182.34		30.39	4027	202	151.95	Mobile phones
24/08/2022	Melksham Spiritualist Church	BACS	200.00			4301	151	200.00	Grant
24/08/2022	HMRC	BACS	9,372.94			520		9,372.94	NI/Tax
24/08/2022	HMRC	BACS	16.21			520		16.21	NI/Tax (interest)
24/08/2022	Wiltshire Council	BACS	8,683.56			520		8,683.56	Pensions
30/08/2022	Zen	DDR	20.40		3.40	4175	210	17.00	Wifi - Art House
31/08/2022	Enterprise	DDR	632.40		105.40	4156	202	527.00	Van lease
31/08/2022	Credit/Debit Card Control Acco	Error	980.28			213		980.28	Incorrect CB
Total Payments for Month			132,325.56	56,319.89	1,188.86			74,816.81	
Balance Carried Fwd			326,880.46						
Cashbook Totals			459,206.02	56,319.89	1,188.86			401,697.27	

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Date: 16/01/2023

Melksham Town Council Current Year

Page: 1

Time: 12:03

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

Date: 16/01/2023		Melksham Town Council Current Year					Page: 2	
Time: 12:03		Cashbook 1					User: MEL	
		Unity Bank					For Month No: 6	
Payments for Month 6		Nominal Ledger Analysis						
<u>Date</u>	<u>Payee Name</u>	<u>Reference_£</u>	<u>Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT_</u>	<u>A/c_ Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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 - Bow erhill Unit
01/09/2022	Water2Business	DDR	204.88			4913 205	204.88	Water rates - Mkt Pl 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	AquaAid Southcoast	29836960	81.50	81.50		501		Water dispenser
07/09/2022	Boels Rental Ltd	1397252	38.83	38.83		501		Hire - delivery eqpmt
07/09/2022	J. H. Jones & Sons	143601567	1,728.00	1,728.00		501		Grasscutting - KGV
07/09/2022	NPow er (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 sw eeping
07/09/2022	Smart Integrated Solutions Ltd	13996531	483.84	483.84		501		CCTV signage
07/09/2022	G. Milw ard-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	4160 215	3,116.63	Rent - Bow erhill (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 - Bow erhill 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 - w asps 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	Oakw ood	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

Date: 16/01/2023

Melksham Town Council Current Year

Page: 3

Time: 12:03

Cashbook 1

User: MEL

Unity Bank

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amt	£ 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	N/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: 16/01/2023

Time: 12:04

Melksham Town Council Current Year

Cashbook 1

Unity Bank

Page: 1

User: MEL

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		728,823.87				728,823.87	
	BACS Banked: 05/10/2022	16.75					
	BACS HMCTS	16.75			1046 204	16.75	Arson - court costs
	BACS Banked: 07/10/2022	39.98					
	BACS Screw fix	39.98		6.66	4151 202	33.32	Refund - tools
	BACS Banked: 10/10/2022	487.21					
	BACS DJ Cooper	487.21			1027 202	487.21	Caretaking - Factory Shop
	BACS Banked: 13/10/2022	255.28					
	BACS S. Hillman	255.28			1030 403	255.28	Melksham Makers Market
	BACS Banked: 17/10/2022	25.00					
	BACS PJ Isaacs	25.00			4304 403	25.00	Xmas stall
	BACS Banked: 17/10/2022	35.00					
	BACS L. Woolford	35.00			4304 403	35.00	Xmas stall fees
	BACS Banked: 17/10/2022	10.00					
	BACS S. Land	10.00			4304 403	10.00	Xmas stall fees
	BACS Banked: 17/10/2022	10.00					
	BACS Proud (Melksham)	10.00			4304 403	10.00	Xmas stall fees
	BACS Banked: 17/10/2022	35.00					
	BACS D. Hobday	35.00			4304 403	35.00	Xmas stall fees
	BACS Banked: 17/10/2022	10.00					
	BACS Stepping Stones	10.00			4304 403	10.00	Xmas stall fees
	BACS Banked: 17/10/2022	20.00					
	BACS T. Curd	20.00			4304 403	20.00	Xmas stall fees
	BACS Banked: 20/10/2022	1,632.87					
	BACS Wiltshire Council	1,632.87			1180 901	1,632.87	CIL - tranche 1 of 1
	BACS Banked: 20/10/2022	9,625.24					
	BACS HMRC	9,625.24			105	9,625.24	VAT refund
	BCS Banked: 26/10/2022	583.33					
	BCS Wiltshire Publications	583.33			1040 210	583.33	Rent - 31 Market Place
	BACS Banked: 31/10/2022	114.00					
	BACS Eagle IT	114.00			1089 403	114.00	Hanging baskets
Total Receipts for Month		12,899.66	0.00	6.66		12,893.00	
Cashbook Totals		741,723.53	0.00	6.66		741,716.87	

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Unity Bank

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/10/2022	Water2Business	DDR	15.00			4103	215	15.00	Water rates - Unit
03/10/2022	Water2Business	DDR	181.20			4913	205	181.20	Water rates - MP toilets
03/10/2022	Water2Business	DDR	32.29			4200	203	32.29	Water rates - SB/AA allotments
05/10/2022	Grenke Leasing	DDR	177.98		29.66	4108	201	148.32	Rental - Photocopier
07/10/2022	The Cobblers Bench	46106701	15.00	15.00		501			Keys
07/10/2022	Microshade Business Consultant	153906836	920.10	920.10		501			Hosting support
07/10/2022	NVB Landscape	732871905	3,600.00	3,600.00		501			Consultation - Pavilion
07/10/2022	Old Milestone Nursery	830723834	229.94	229.94		501			Compost
07/10/2022	T H White Installation Ltd	456626385	1,042.94	1,042.94		501			Service - TH fire alarm
07/10/2022	Travis Perkins Trading Company	272613373	80.33	80.33		501			Hazard tape
07/10/2022	Wiltshire Council	301508612	207.54	207.54		501			CATG contribution
07/10/2022	Alpha Rod Ltd	365864183	300.00	300.00		501			KGV - root removal
07/10/2022	AquaAid Southcoast	552532310	326.94	326.94		501			Annual rental/stock
07/10/2022	Boels Rental Ltd	184836698	24.62	24.62		501			Hire - anti climbing fence
07/10/2022	The Community Heartbeat Trust	9239498	132.00	132.00		501			Annual support - year 2
07/10/2022	Mulberry & Co	4311705	258.00	258.00		501			Course - Chairmanship - PA
07/10/2022	Institute of Swimming Ltd	71501673	897.00	897.00		501			3x Pool Plant courses
07/10/2022	Melksham Groundcare Machinery	28437735	25.00	25.00		501			Drive belt - Honda
07/10/2022	Midori Services	953103431	5,030.39	5,030.39		501			Splashpad - 60% service cont
07/10/2022	PKF Accountants & Business Adv	54163837	2,400.00	2,400.00		501			Audit - AGAR
07/10/2022	Place Studio Ltd	601522400	6,187.32	6,187.32		501			NP support
07/10/2022	Shred-It	59181115	237.95	237.95		501			Waste paper collection
07/10/2022	Wellers Law Group	102825312	765.00	765.00		501			Legal - Spiritualists Garden
07/10/2022	M. Zaccarelli	BACS	70.68		11.78	4085	115	58.90	Proclamation expenditure
07/10/2022	S. Land	BACS	9.45		1.58	4061	101	7.87	Refs
07/10/2022	K. Farrow	BACS	11.75		1.96	4903	520	9.79	Bar stock
07/10/2022	C. Hunter	BACS	10.99		1.83	4061	101	9.16	Refs
07/10/2022	Gompels	BACS	55.90			4354	403	55.90	Parking redemption
07/10/2022	P. Clover	BACS	23.04		3.84	4085	115	19.20	Proclamation refs
07/10/2022	Wiltshire Sight	BACS	500.00			4301	151	500.00	Grant
07/10/2022	Independent Living	BACS	250.00			4301	151	250.00	Grant
07/10/2022	Proud (Melksham)	BACS	320.00			4301	151	320.00	Grant
07/10/2022	Melksham WI	BACS	200.00			4301	151	200.00	Grant
07/10/2022	TIC/Historical Soc	BACS	881.50			4301	151	881.50	Grant
07/10/2022	Meadow brook	BACS	500.00			4301	151	500.00	Grant
07/10/2022	Help Counselling	BACS	260.00			4301	151	260.00	Grant
07/10/2022	Talking New spaper	BACS	735.50			4301	151	735.50	Grant
07/10/2022	Celebrating Age	BACS	1,000.00			4301	151	1,000.00	Grant
07/10/2022	Midori Services	DDR	-5,030.39		-838.40	4199	221	-4,191.99	Splashpad - 60% service cont
07/10/2022	Midori Services	953103431A	3,913.43		652.24	4199	221	3,261.19	Splashpad - 60% service contra
10/10/2022	Enterprise	DDR	562.90		93.82	4156	202	469.08	Van lease
14/10/2022	WPF	DDR	8,698.42			520		8,698.42	Pension

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Unity Bank

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
14/10/2022	Mainstream	DDR	25.99		4.33	4027	101	21.66	Phones
14/10/2022	Office Evolution	DDR	82.21		13.70	4026	101	68.51	Photocopying
17/10/2022	Daisy Communications	DDR	35.98		6.00	4250	204	29.98	Wifi - Pavilion
17/10/2022	Wiltshire Council	DDR	936.00			4102	201	936.00	Rates - TH
17/10/2022	Wiltshire Council	DDR	230.00			4161	215	230.00	Rates - Unit
17/10/2022	British Gas	DDR	440.04		73.34	4252	204	366.70	Electricity - Pavilion
17/10/2022	Lloyds Bank	DDR	250.00			4073	302	85.00	Licence - ClimateFest scaffold
						4029	101	159.00	TV Licence (Funeral)
						4017	110	6.00	Card fees
17/10/2022	Lloyds Bank	DDR	1,241.29		206.88	4909	501	132.00	AH - wifi licence
						4101	201	80.54	Electricity - Market Place
						4100	201	163.08	Gas - TH
						4907	501	39.69	Ticket Source supplies
						4042	101	6.99	Krystal Hosting
						4029	101	-6.66	Amazon Prime refund
						4178	210	16.14	Electricity - Roundhouse
						4100	201	62.96	Gas - TH
						4101	201	30.83	Electricity - Market Place
						4042	101	11.99	Zoom
						4075	101	156.67	Refreshments - SLCC
						4080	403	340.18	Bloom gifts
18/10/2022	West Mercia Energy	DDR	120.93		5.76	4185	205	103.11	BR toilets
						4252	204	12.06	Pavilion
18/10/2022	Fuel Genie	DDR	511.15		85.19	4153	202	425.96	Fuel
18/10/2022	Oakwood	DDR	135.00		22.50	4252	204	112.50	Container
20/10/2022	Wiltshire Council	DDR	26,728.90			520		26,728.90	Salaries
21/10/2022	British Gas	DDR	1,457.56		242.93	4911	501	1,214.63	Electricity - AH
21/10/2022	British Gas	DDR	291.36		48.56	4101	201	242.80	Electricity - TH
21/10/2022	Wiltshire Council	DDR	8,859.83			520		8,859.83	PAYE/NI
24/10/2022	EE	DDR	180.84		30.14	4027	202	150.70	Mobile phones
28/10/2022	British Gas	DDR	73.62		3.50	4159	215	70.12	Electricity
31/10/2022	Zen	DDR	20.40		3.40	4175	210	17.00	Wifi - Art House
31/10/2022	Enterprise	DDR	612.00		102.00	4156	202	510.00	Van lease
Total Payments for Month			78,292.81	22,680.07	806.54			54,806.20	
Balance Carried Fwd			663,430.72						
Cashbook Totals			741,723.53	22,680.07	806.54			718,236.92	

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Unity Bank

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		663,430.72					663,430.72	
BACS Banked: 01/11/2022		188.00						
BACS Wiltshire SLCC		188.00			4075	101	188.00	Refreshments - meeting
BACS Banked: 01/11/2022		44,189.75						
BACS Sandridge Solar Farm		44,189.75			1182	405	44,189.75	Solar income
BACS Banked: 02/11/2022		16.75						
BACS HMCTS		16.75			1046	204	16.75	Arson - Court costs
BACS Banked: 04/11/2022		20.00						
BACS Avon Bowls Club		20.00			1174	302	20.00	Stall - Xmas Fayre
BACS Banked: 07/11/2022		40.00						
BACS Zippy Sweets		40.00			1174	302	40.00	Xmas Fayre
BACS Banked: 08/11/2022		175.00						
BACS Wiltshire College		175.00			4075	101	175.00	Refund - Apprentice
BACS Banked: 09/11/2022		20.00						
BACS West Necia		20.00			1174	302	20.00	Xmas Fayre
BACS Banked: 10/11/2022		15.00						
BACS Queensway Chapel		15.00			1174	302	15.00	Xmas Fayre
BACS Banked: 10/11/2022		25.00						
BACS M. Jones		25.00			1174	302	25.00	Xmas Fayre
BACS Banked: 14/11/2022		25.00						
BACS The Gour Brit		25.00			1174	302	25.00	Xmas Fayre
BACS Banked: 16/11/2022		291.75						
BACS S. Hillman		291.75			1030	403	291.75	Makers Market
BACS Banked: 17/11/2022		500.00						
BACS The Flemish Weaver		500.00			1174	302	500.00	Xmas Fayre
BACS Banked: 21/11/2022		25.00						
BACS H. Wallington		25.00			1174	302	25.00	Xmas Fayre
SB36B Banked: 21/11/2022		20.00						
BACS M. Stenner		20.00			1045	203	20.00	Allotment rent
BACS Banked: 22/11/2022		20.00						
BACS B. Clover		20.00			1174	302	20.00	Xmas Fayre
BACS Banked: 22/11/2022		40.00						
BACS SJ Norman		40.00			1174	302	40.00	Xmas Fayre
ME11A Banked: 22/11/2022		5.00						
ME11A J. Jarman		5.00			1045	203	5.00	Allotment rent
BACS Banked: 23/11/2022		25.00						
BACS S. Johnston		25.00			1174	302	25.00	Xmas Fayre

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Unity Bank

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amnt Received £ Debtors £ VAT A/c Centre £ Amount Transaction Detail

BACS Banked: 23/11/2022	40.00					
BACS V. Silva	40.00			1174 302	40.00	Xmas Fayre
BACS Banked: 24/11/2022	25.00					
BACS Y. Edwards	25.00			1174 302	25.00	Xmas Fayre
BACS Banked: 25/11/2022	10.00					
BACS E. Ellis	10.00			1174 302	10.00	Xmas Fayre
BACS Banked: 25/11/2022	100.00					
BACS A. Powell	100.00			1174 302	100.00	Xmas Fayre
BACS Banked: 28/11/2022	583.33					
BACS Wiltshire Publications	583.33			1040 210	583.33	Rent - 31 Mkt Pl
BACS Banked: 28/11/2022	20.00					
BACS MVOPC	20.00			4311 115	20.00	Wreath
BACS Banked: 29/11/2022	25.00					
BACS K. Mastrandrea-Dean	25.00			1174 302	25.00	Xmas Fayre
BACS Banked: 29/11/2022	20.00					
BACS Millie Jane Boutique	20.00			1174 302	20.00	Xmas Fayre
BACS Banked: 29/11/2022	10.00					
BACS L. Caine	10.00			1174 302	10.00	Xmas Fayre
BACS Banked: 29/11/2022	15.00					
BACS L. Caine	15.00			1174 302	15.00	Xmas Fayre
SB7A Banked: 30/11/2022	5.00					
SB7A S. Bennett	5.00			1045 203	5.00	Allotment rent
BACS Banked: 30/11/2022	25.00					
BACS A. Fouad	25.00			1174 302	25.00	Xmas Fayre

Total Receipts for Month 46,519.58 0.00 0.00 46,519.58

Cashbook Totals 709,950.30 0.00 0.00 709,950.30

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		Unity Bank					For Month No: 8	
Payments for Month 8		Nominal Ledger Analysis						
<u>Date</u>	<u>Payee Name</u>	<u>Reference_£</u>	<u>Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT_</u>	<u>A/c_Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/11/2022	Water2Business	DDR	15.00			4103 215	15.00	Water rates - Bow erhill
01/11/2022	Water2Business	DDR	208.66			4913 205	208.66	Water rates - MP toilets
07/11/2022	Padfield Porkies	BACS	100.00			4085 115	100.00	Mayors Reception - deposit
07/11/2022	Melksham Free Dining	BACS	400.00			4301 151	400.00	Grant
07/11/2022	Melksham Carnival	BACS	2,500.00			4317 151	2,500.00	Grant
07/11/2022	CAB	BACS	5,000.00			4302 151	5,000.00	Grant
07/11/2022	4Youth SW	BACS	10,000.00			4303 151	10,000.00	Grant
08/11/2022	Houseman Environmental Ltd	46002794	570.00	570.00		501		Water hygiene - TH
08/11/2022	UK Media Solutions	762606093	58.46	58.46		501		Sign - Bloom w inner
08/11/2022	The Cobblers Bench	136951325	54.00	54.00		501		Engraving
08/11/2022	IDverde Limited	426013287	2,683.86	2,683.86		501		Cleaning - BR toilets
08/11/2022	Microshade Business Consultant	223062480	197.70	197.70		501		Hosting services
08/11/2022	Peter J Dauncey	835699002	503.15	503.15		501		Tow n Cryer expenses
08/11/2022	Trade UK	95784284	30.58	30.58		501		Ceiling light
08/11/2022	SLCC Enterprises Ltd	701876968	445.00	445.00		501		National Conference - LR
08/11/2022	Stannah Lift Services Ltd	343805588	489.47	489.47		501		Lift maintenance
08/11/2022	T H White Installation Ltd	527684429	1,457.05	1,457.05		501		Alarm monitoring - AH
08/11/2022	Trow bridge Tow n Council	251462741	1,199.01	1,199.01		501		Sports Roadshow s
08/11/2022	Travis Perkins Trading Company	98278917	50.44	50.44		501		Graffiti
08/11/2022	Ultra Warm Ltd	510087130	288.00	288.00		501		Boiler maintenance
08/11/2022	Vysiion Ltd	92141604	290.46	290.46		501		Online back-up (Oct-Dec 22)
08/11/2022	1st Choice Skips Ltd	831958204	500.00	500.00		501		Skip hire - KGV
08/11/2022	AquAid Southcoast	751228	20.38	20.38		501		Water refill
08/11/2022	Aquam Water Services Ltd	150915284	36.00	36.00		501		Standpipe - Mkt Pl
08/11/2022	Avon Industrial Doors Ltd	65129917	186.00	186.00		501		Door repairs - Bow erhill
08/11/2022	Boels Rental Ltd	497907594	362.16	362.16		501		Hire - ClimateFest scaffolding
08/11/2022	Drain Division Ltd	602584108	713.64	713.64		501		Drain clearance - Pavilion
08/11/2022	J. H. Jones & Sons	561806333	2,898.00	2,898.00		501		Grasscutting - Foresters
08/11/2022	NPow er (Yorkshire) Ltd	346721355	26.21	26.21		501		Electricity - KGV Aug
08/11/2022	Paul Hulbert	637840926	350.00	350.00		501		Window cleaning
08/11/2022	Pollet Pool Group UK Ltd	517930966	319.68	319.68		501		Splashpad - chemicals
08/11/2022	Royal United Hospital	116058211	260.00	260.00		501		OH services
08/11/2022	South West Auto Trimming Ltd	42087961	168.00	168.00		501		Seat repair - VW
08/11/2022	VK Graphics Ltd	739115267	192.00	192.00		501		Reflective - Flat Bed
08/11/2022	Wellers Law Group	75024945	354.00	354.00		501		Legal - SIDS
08/11/2022	Enterprise	DDR	562.90		93.82	4156 202	469.08	Van lease
08/11/2022	C. Hunter	BACS	15.44		2.57	4061 101	12.87	Refs
08/11/2022	B. Burry	BACS	3.55		0.59	4903 520	2.96	Bar stock
08/11/2022	H. Davis	BACS	39.48		6.58	4024 101	11.25	Kettle
						4061 101	14.13	Parking - NEC
						4150 202	7.52	Suncream
08/11/2022	S. Land	BACS	85.13		14.19	4903 520	70.94	Bar stock
08/11/2022	Clock Tow er People	BACS	834.00		139.00	4106 201	695.00	Clock controller
08/11/2022	P. Aves	BACS	26.48		4.41	4073 302	22.07	Refs - ClimateFest
08/11/2022	M. Zicarelli	BACS	43.50		7.25	4073 302	7.08	ClimateFest

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Unity Bank

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
						4080 302	29.17	MIB plants
10/11/2022	C. Hunter	BACS	18.40		3.07	4311 115	15.33	Refs - Remembrance
10/11/2022	Microsoft	BACS	439.63		73.27	4042 101	366.36	Licence - Oct/Nov
10/11/2022	L. Roberts	BACS	91.40			4050 110	5.00	Oath - BR toilets
						4061 101	86.40	Mileage - SLCC
10/11/2022	D. Elms	BACS	109.80			4061 101	109.80	Mileage - NEC
14/11/2022	Mainstream	DDR	408.23		68.04	4027 101	340.19	Phones
14/11/2022	Mainstream	DDR	37.96		6.33	4027 101	31.63	Phones
14/11/2022	Mainstream	DDR	256.43		42.74	4027 101	213.69	Phones
14/11/2022	Daisy Communications	DDR	35.98		6.00	4250 204	29.98	Wifi - Pavilion
14/11/2022	Office Evolution	DDR	174.62		29.10	4026 101	145.52	Photocopying
14/11/2022	Wiltshire Council	DDR	936.00			4102 201	936.00	Rates - TH
14/11/2022	WPF	DDR	8,308.73			520	8,308.73	Pensions
15/11/2022	Wiltshire Council	DDR	230.00			4161 215	230.00	Rates - Unit
15/11/2022	British Gas	DDR	509.70		84.95	4252 204	424.75	Electricity - Pavilion
16/11/2022	Lloyds Bank	DDR	-53.00			4017 110	6.00	Monthly fee
						4029 101	-159.00	Refund - TV Licence (Funeral)
						4304 302	100.00	Premises Licence - Xmas
16/11/2022	Lloyds Bank	DDR	146.32		6.97	4178 210	18.70	Electricity - Roundhouse
						4100 201	75.78	Gas - TH
						4912 501	20.66	Gas - AH
						4101 201	24.21	Electricity - Market Place
16/11/2022	Lloyds Bank	DDR	1,494.22		249.04	4185 205	610.33	Electricity - MP toilets
						4042 101	289.99	Anti-Virus protection
						4029 101	0.83	Amazon Prime
						4919 510	11.98	Films (Amazon)
						4029 101	7.49	Amazon Prime
						4042 101	11.98	Zoom
						4903 520	312.58	Vinto
16/11/2022	Fuel Genie	DDR	318.08		53.01	4153 202	265.07	Fuel
16/11/2022	Lloyds Bank	BACS	0.01			4017 110	0.01	Adjustment to VAT on card
17/11/2022	West Mercia Energy	DDR	172.74		8.23	4185 205	79.36	Electricity - BR toilets
						4252 204	85.15	Electricity - KGV
18/11/2022	Oakwood	DDR	135.00		22.50	4252 204	112.50	Container
18/11/2022	Wiltshire Council	DDR	42,736.60			520	42,736.60	Salaries
22/11/2022	Wiltshire Council	DDR	8,663.05			520	8,663.05	N/PAYE
24/11/2022	EE	DDR	180.84		30.14	4027 202	150.70	Mobile phones
30/11/2022	Enterprise	DDR	632.40		105.40	4156 202	527.00	Van lease
30/11/2022	Zen	DDR	20.40		3.40	4175 210	17.00	Wifi - Art House
30/11/2022	Lloyds Bank	BACS	0.02			4017 110	0.02	Adjustment to VAT on card
30/11/2022	Lloyds Bank	BACS	-0.04			4017 110	-0.04	Adjustment to VAT on card
Total Payments for Month			100,540.91	14,703.25	1,060.60		84,777.06	
Balance Carried Fwd			609,409.39					
Cashbook Totals			709,950.30	14,703.25	1,060.60		694,186.45	

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Unity Bank

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		609,409.39					609,409.39	
BACS Banked: 01/12/2022		35.00						
BACS Melksham TIC		35.00			1174	302	35.00	Xmas Fayre
BACS Banked: 01/12/2022		40.00						
BACS J. Gomme		40.00			1174	302	40.00	Xmas Fayre
BACS Banked: 02/12/2022		40.00						
BACS A. Lawrence		40.00			1174	302	40.00	Xmas Fayre
BACS Banked: 02/12/2022		20.00						
BACS L. McCall		20.00			1174	302	20.00	Xmas Fayre
Cheques Banked: 09/12/2022		85.00						
Cheques Shed		10.00			1174	302	10.00	Xmas Fayre
Cheques Larder		10.00			1174	302	10.00	Xmas Fayre
Cheques Smith		25.00			1174	302	25.00	Xmas Fayre
Cheques Vince		25.00			1174	302	25.00	Xmas Fayre
Cheques WI		15.00			1174	302	15.00	Xmas Fayre
BACS Banked: 16/12/2022		109.42						
BACS Allens		109.42		18.24	4085	115	91.18	Refund - Mayors Reception
BACS Banked: 20/12/2022		474.70						
BACS S. Hillman		474.70			1030	403	474.70	Melksham Makers Market
BACS Banked: 22/12/2022		150,000.00						
BACS MWOPC		150,000.00			1180	901	150,000.00	CiL - East/Melksham
BACS Banked: 28/12/2022		583.33						
BACS Wiltshire Publications		583.33		97.22	1040	210	486.11	Rent - 31 Mkt Pl
Total Receipts for Month		151,387.45	0.00	115.46			151,271.99	
Cashbook Totals		<u>760,796.84</u>	<u>0.00</u>	<u>115.46</u>			<u>760,681.38</u>	

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Unity Bank

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/12/2022	Water2Business	DDR	681.48			4103 201	681.48	Water rates - TH
01/12/2022	Water2Business	DDR	15.00			4103 215	15.00	Water rates - Unit
01/12/2022	Water2Business	DDR	58.43			4178 210	58.43	Water rates - Roundhouse
01/12/2022	Water2Business	DDR	92.04			4913 205	92.04	Water rates - Mkt Pl loos
02/12/2022	Grounds Maintenance	DDR	157.50			4029 101	157.50	Subscription
09/12/2022	H. Davies	BACS	582.20			97.03 4304 302	30.00	Xmas fayre
						4061 101	17.12	Refs
						4903 520	438.05	Bar stock
12/12/2022	Enterprise	DDR	562.90			93.82 4156 202	469.08	Van lease
14/12/2022	Wired Publishing	843067902	178.80	178.80		501		Advert - Xmas
14/12/2022	Worknest Ltd	249129705	1,920.00	1,920.00		501		EAP renewal
14/12/2022	IDverde Limited	755266369	604.00	604.00		501		Cleaning - Mkt Pl loos - Nov
14/12/2022	Melksham Tyre Supplies	88953540	131.28	131.28		501		Tyre - Tipper
14/12/2022	Microshade Business Consultant	266247608	917.70	917.70		501		Hosting services
14/12/2022	Prosec Consultancy Ltd	756	842.40	842.40		501		Security - ClimateFest
14/12/2022	Rialtas Business Solutions Ltd	858883097	161.40	161.40		501		Omega licence upgrade
14/12/2022	RBL Poppy Appeal	769059345	90.00	90.00		501		Wreaths
14/12/2022	Trade UK	194686169	94.63	94.63		501		Spray paint
14/12/2022	S J Aplin Playgrounds Ltd	27770868	1,480.00	1,480.00		501		Repairs - KGV play eqpmt
14/12/2022	Trow bridge Town Council	467043243	316.01	316.01		501		Sports Roadshow s - Jul 22
14/12/2022	Wiltshire Publications Ltd	70024234	933.91	933.91		501		Advert - Remembrance/Climate
14/12/2022	ADS Surveys Ltd	336542569	1,074.00	1,074.00		501		East Melksham - Topography
14/12/2022	Boels Rental Ltd	860740354	167.52	167.52		501		Hire - barrier
14/12/2022	The Community Heartbeat Trust	853168027	930.00	930.00		501		Cabinet - Beanacre Road
14/12/2022	Donna Wilson	26873539	350.00	350.00		501		Xmas fayre - singing
14/12/2022	Distant Thunder Fireworks	308851994	1,200.00	1,200.00		501		Xmas fayre - fireworks
14/12/2022	J. H. Jones & Sons	833455788	1,380.00	1,380.00		501		Grasscutting - Methuen
14/12/2022	Lazerlight Roadshow	745400441	650.00	650.00		501		Xmas fayre - lightshow
14/12/2022	Melksham Groundcare Machinery	723166435	40.00	40.00		501		Line
14/12/2022	Plan of Action	745400441/	150.00	150.00		501		Xmas fayre - music
14/12/2022	Reece's Rentals Ltd	852638501	1,164.00	1,164.00		501		Road sweeping
14/12/2022	Swindon Stilt Walkers	708680456	400.00	400.00		501		Xmas fayre - stilt walker
14/12/2022	VK Graphics Ltd	103126171	300.00	300.00		501		Xmas fayre - signs
14/12/2022	Wellers Law Group	503484857	720.00	720.00		501		Legal - BR Toilets
14/12/2022	Wicksteed Leisure Ltd	240559888	11,784.86	11,784.86		501		Play equipment
14/12/2022	Your Wiltshire	987710457	36.00	36.00		501		Advert - Xmas
14/12/2022	WPF	DDR	15,305.44			520	15,305.44	Pensions
14/12/2022	Mainstream	DDR	89.53			14.92 4027 101	74.61	Phones
14/12/2022	Mainstream	DDR	37.96			6.33 4027 101	31.63	Phones
14/12/2022	Mainstream	DDR	34.43			5.74 4027 101	28.69	Phones
14/12/2022	Cambridge BS	Transfer	85,000.00			215	85,000.00	Tfr to savings account
15/12/2022	Leaffield Environmental Ltd	110276	1,896.00	1,896.00		501		Litter bin
15/12/2022	T H White Installation Ltd	299126856	368.40	368.40		501		Fire ext maint - R'House
15/12/2022	West Mercia Energy	DDR	91.73			15.29 4185 206	76.44	Electricity - BR loos
15/12/2022	Wiltshire Council	DDR	936.00			4102 201	936.00	Rates - TH

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Unity Bank

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/12/2022	Office Evolution	DDR	507.97		84.66	4021	101	423.31	Stationery
15/12/2022	Office Evolution	DDR	145.95		24.32	4026	101	121.63	Photocopying
15/12/2022	Wiltshire Council	DDR	230.00		4161	215		230.00	Rates - Unit
15/12/2022	Parc Ponies	BACS	270.00		45.00	4304	302	225.00	Carol singing - Donkeys
15/12/2022	G. Delves	BACS	34.70		5.78	4304	302	28.92	Xmas decs
15/12/2022	Youth Adventure	BACS	492.00			4301	151	492.00	Grant
15/12/2022	Wessex MS Society	BACS	300.00			4301	151	300.00	Grant
15/12/2022	Splash	BACS	650.00			4301	151	650.00	Grant
15/12/2022	Music for Minis	BACS	700.00			4301	151	700.00	Grant
15/12/2022	Melksham Remembers	BACS	350.00			4301	151	350.00	Grant
15/12/2022	Melksham PHAB	BACS	430.00			4301	151	430.00	Grant
15/12/2022	Melksham Free Dining	BACS	402.00			4301	151	402.00	Grant
15/12/2022	Age (UK) Wilts	BACS	750.00			4301	151	750.00	Grant
15/12/2022	2385 Squadron ATC	BACS	919.96			4301	151	919.96	Grant
15/12/2022	M. Zicarelli	BACS	21.00			4304	302	21.00	Temp Event Licence
15/12/2022	M. Zicarelli	BACS	12.00		2.00	4304	302	5.00	Xmas items
						4021	101	5.00	Key
15/12/2022	S. Land	BACS	37.50		6.25	4304	302	31.25	Xmas Fayre
15/12/2022	Charles Endirect	BACS	120.77		20.13	4151	202	100.64	Elec box key - TH
15/12/2022	Midori	BACS	1,116.96		186.16	4199	221	930.80	Light bulb - Splashpad
15/12/2022	M. Saunders	BACS	180.00			4073	302	180.00	Banners - Climatefest
15/12/2022	B. Burry	BACS	122.55			4916	501	120.00	PA system
						4901	520	2.55	Bar stock
15/12/2022	S. Crundell	BACS	1,000.00			4070	115	1,000.00	Mayors Allowance
15/12/2022	SJ Aplin	BACS	0.80		0.13	4165	220	0.67	Maintenance - play eqpmt
16/12/2022	Daisy Communications	DDR	35.98		6.00	4250	204	29.98	Wifi - Pavilion
16/12/2022	Fuel Genie	DDR	443.87		73.98	4153	202	369.89	Fuel
16/12/2022	Lloyds Bank	DDR	1,075.63		179.27	4178	210	18.00	Electricity - Roundhouse
						4311	115	202.79	Remembrance Day - catering
						4042	101	11.99	Zoom
						4029	101	7.49	Amazon Prime
						4021	101	105.98	Xmas cards
						4100	201	78.65	Gas - TH
						4101	201	20.55	Electricity - Market Traders
						4905	501	248.90	Cleaning items
						4185	205	202.01	Electricity - Mkt Pl toilets
16/12/2022	Lloyds Bank	DDR	311.54			4058	101	282.54	Insurance - Xmas Fayre
						4050	110	23.00	DPS - Xmas Fayre
						4017	110	6.00	Debit card fee
19/12/2022	British Gas	DDR	81.32		3.87	4159	215	77.45	Electricity - Unit
19/12/2022	British Gas	DDR	415.92		69.32	4101	201	346.60	Electricity - TH
19/12/2022	British Gas	DDR	1,637.26		272.88	4911	501	1,364.38	Electricity - AH
19/12/2022	Oakwood	DDR	135.00		22.50	4256	204	112.50	Container
19/12/2022	Wiltshire Council	DDR	27,460.38			520		27,460.38	Salaries
21/12/2022	British Gas	DDR	524.11		87.35	4101	201	436.76	Electricity - TH
21/12/2022	British Gas	DDR	1,781.22		296.87	4911	501	1,484.35	Electricity - AH
22/12/2022	HMRC	DDR	18,805.43			520		18,805.43	N/PAYE
28/12/2022	EE	DDR	161.30		26.88	4027	202	134.42	Mobile phones

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Unity Bank

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/12/2022	Enterprise	DDR	612.00		102.00	4156 202	510.00	Van leasing
30/12/2022	Zen	DDR	20.40		3.40	4175 210	17.00	Wifi - Art House
31/12/2022	Unity Bank	BACS	52.05			4017 110	52.05	Service Charge
Total Payments for Month			196,273.12	30,280.91	1,751.88		164,240.33	
Balance Carried Fwd			564,523.72					
Cashbook Totals			760,796.84	30,280.91	1,751.88		728,764.05	

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Bank Assembly Hall A/c

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amt Received £ Debtors £ VAT A/c Centre £ Amount Transaction Detail

Balance Brought Fwd : 701,494.30

701,494.30

BACS Banked: 01/08/2022	99.00						
BACS Tiger Martial Arts	99.00		16.50	1000	501	82.50	Room hire - AH
BACS Banked: 03/08/2022	45.00						
BACS Ticketsource	45.00		7.50	1004	510	37.50	Film Show
BACS Banked: 03/08/2022	500.00						
BACS Good New s Church	500.00			1048	210	500.00	Rent - Art House
BACS Banked: 04/08/2022	33.00						
BACS Wiltshire Mind	33.00			1034	201	33.00	Room hire - TH
BACS Banked: 05/08/2022	82.48						
BACS J. Pickett	82.48			1034	201	82.48	Room hire - TH
BACS Banked: 24/08/2022	32.25						
BACS N. Coleman	32.25			1034	201	32.25	Room hire - TH
BACS Banked: 25/08/2022	162.00						
BACS J. Woodman	162.00		27.00	1000	501	135.00	Room hire - AH
BACS Banked: 26/08/2022	24.75						
BACS J. Pickett	24.75			1034	201	24.75	Room hire - TH
BACS Banked: 31/08/2022	33.00						
BACS Wiltshire Mind	33.00			1034	201	33.00	Room hire - TH
BACS Banked: 31/08/2022	73.00						
BACS WBCT	73.00		12.17	1000	501	60.83	Room hire - AH
Banked: 31/08/2022	980.28						
TRF Credit/Debit Card Control Acco	980.28			213		980.28	AIB card payments

Total Receipts for Month	2,064.76	0.00	63.17	2,001.59
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Cashbook Totals	703,559.06	0.00	63.17	703,495.89
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Bank Assembly Hall A/c

For Month No: 5

Payments for Month 5**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/08/2022	Water2Business	DDR	193.39			4913 501	193.39	Water rates - AH
15/08/2022	BTE Services	DDR	44.74		7.46	4917 501	37.28	Sanitary cleaning
15/08/2022	Wiltshire Council	DDR	861.00			4914 501	861.00	Rates - AH
17/08/2022	MarketPlace Merchants	DDR	25.16		4.19	4917 501	20.97	Cash till
31/08/2022	Hills Waste	DDR	491.31		81.88	4917 501	409.43	Waste collection
Total Payments for Month			1,615.60	0.00	93.53		1,522.07	
Balance Carried Fwd			701,943.46					
Cashbook Totals			703,559.06	0.00	93.53		703,465.53	

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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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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	

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Bank Assembly Hall A/c

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amnt Received_ £ Debtors_ £ VAT_ A/c_ Centre_ £ Amount_ Transaction Detail

Balance Brought Fwd : 702,668.67 702,668.67

BACS Banked: 03/10/2022	500.00						
BACS Good New s Church	500.00			1048	210	500.00	Rent - Art House
BACS Banked: 03/10/2022	274.20						
BACS Wilts Building Rec	274.20			45.70	1000 501	228.50	Room hire - AH
BACS Banked: 10/10/2022	480.00						
BACS Heineken UK Ltd	480.00			80.00	1003 520	400.00	Refund - buy back
BACS Banked: 10/10/2022	468.00						
BACS M. Menghini	468.00			78.00	1000 501	390.00	Room hire - AH
BACS Banked: 10/10/2022	82.48						
BACS J. Pickett	82.48			1034	201	82.48	Room hire - TH
500649(B) Banked: 12/10/2022	2,625.80						
500649(B) Film	8.80			1.47	1001 520	7.33	Film
500649(B) Hen Party	14.50			2.42	1001 520	12.08	Hen Party
500649(B) Rock n Roll	786.60			131.10	1001 520	655.50	Rock n Roll
500649(B) Boxing	760.70			126.78	1001 520	633.92	Boxing
500649(B) DS:UK	373.50			62.25	1001 520	311.25	DS:UK
500649(B) Rock n Roll	343.00			57.17	1001 520	285.83	Rock n Roll
500649(B) Masons Dinner	281.40			46.90	1001 520	234.50	Masons Dinner
500649(B) ClimateFest	57.30			9.55	1001 520	47.75	ClimateFest
BACS Banked: 12/10/2022	153.72						
BACS Arts Society	153.72			25.62	1000 501	128.10	Room hire - AH
BACS Banked: 17/10/2022	209.00						
BACS Melksham TIC	209.00			34.83	566	174.17	Tickets
BACS Banked: 19/10/2022	195.92						
BACS Arts Society	195.92			32.65	1000 501	163.27	Room hire - AH
BACS Banked: 19/10/2022	41.25						
BACS Tiger Martial Arts	41.25			6.88	1000 501	34.37	Room hire - AH
BACS Banked: 25/10/2022	33.00						
BACS Wiltshire Mind	33.00			1034	201	33.00	Room hire - TH
BACS Banked: 26/10/2022	7,383.00						
BACS Ticketsource	7,383.00			1,230.50	1173 510	6,152.50	Majesty
Banked: 31/10/2022	5,313.19						
Xfer Credit/Debit Card Control Acco	5,313.19			213		5,313.19	AIB payments
Total Receipts for Month	17,759.56	0.00	1,971.82			15,787.74	

Cashbook Totals 720,428.23 0.00 1,971.82 718,456.41

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For Month No: 7

Payments for Month 7**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/10/2022	Water2Business	DDR	185.40			4913 501	185.40	Water rates - AH
14/10/2022	Tolchards	DDR	1,224.54		204.09	4903 520	1,020.45	Bar stock
17/10/2022	Wiltshire Council	DDR	861.00			4914 501	861.00	Rates - AH
19/10/2022	Market Place Merchants	DDR	25.16		4.19	4917 501	20.97	Cash till
28/10/2022	United EPoS Solutions	3659	60.00	60.00		502		Software - AH till
28/10/2022	Wired Publishing	3660	90.00	90.00		502		Advertising - AH
28/10/2022	Prosec Consultancy Ltd	3661	243.00	243.00		502		Security - AH function
28/10/2022	Tolchards	DDR	1,885.96		314.33	4903 520	1,571.63	Bar stock
28/10/2022	Hills Waste	DDR	658.14		109.69	4917 501	548.45	Waste collection
Total Payments for Month			5,233.20	393.00	632.30		4,207.90	
Balance Carried Fwd			715,195.03					
Cashbook Totals			720,428.23	393.00	632.30		719,402.93	

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For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		715,195.03					715,195.03	
500650(B)	Banked: 01/11/2022	4,937.70						
500650(B)	Private Party	1,426.60		237.77	1001	520	1,188.83	Private Party
500650(B)	Pole-de-Cise	1,384.90		230.82	1001	520	1,154.08	Pole-de-Cise
500650(B)	Model Flying Club	45.00		7.50	1001	520	37.50	Model Flying Club
500650(B)	Majesty	1,339.20		223.20	1001	520	1,116.00	Majesty
500650(B)	Rock n Roll	124.20		20.70	1001	520	103.50	Rock n Roll
500650(B)	Monster Ball	587.30		97.88	1001	520	489.42	Monster Ball
500650(B)	Film - Poltergeist	30.50		5.08	1001	520	25.42	Film - Poltergeist
500650(B)	Banked: 01/11/2022	-4,937.70						
500650(B)	Private Party	-1,426.60		-237.77	1001	520	-1,188.83	Private Party
500650(B)	Pole-de-Cise	-1,384.90		-230.82	1001	520	-1,154.08	Pole-de-Cise
500650(B)	Model Flying Club	-45.00		-7.50	1001	520	-37.50	Model Flying Club
500650(B)	Majesty	-1,339.20		-223.20	1001	520	-1,116.00	Majesty
500650(B)	Rock n Roll	-124.20		-20.70	1001	520	-103.50	Rock n Roll
500650(B)	Monster Ball	-587.30		-97.88	1001	520	-489.42	Monster Ball
500650(B)	Film - Poltergeist	-30.50		-5.08	1001	520	-25.42	Film - Poltergeist
500650/1	Banked: 01/11/2022	1,183.50						
500650/1	Christmas Memories	24.00		4.00	566		20.00	Christmas Memories
500650/1	Through the Decades	18.50		3.08	566		15.42	Through the Decades
500650/1	80s 90s Party	40.00		6.67	566		33.33	80s 90s Party
500650/1	Majesty	25.00		4.17	566		20.83	Majesty
500650/1	Film	10.00		1.67	566		8.33	Film
500650/1	Room hire - AH	1,066.00		177.67	1000	501	888.33	Room hire - AH
500650(B)	Banked: 01/11/2022	3,108.90						
500650(B)	Private Party	904.50		150.75	1001	520	753.75	Private Party
500650(B)	Pole-de-Cise	469.10		78.18	1001	520	390.92	Pole-de-Cise
500650(B)	Model Flying Club	17.30		2.88	1001	520	14.42	Model Flying Club
500650(B)	Majesty	814.60		135.77	1001	520	678.83	Majesty
500650(B)	Rock n Roll	602.50		100.42	1001	520	502.08	Rock n Roll
500650(B)	Monster Ball	300.90		50.15	1001	520	250.75	Monster Ball
BACS	Banked: 01/11/2022	61.86						
BACS	J. Pickett	61.86			1034	201	61.86	J. Pickett
BACS	Banked: 01/11/2022	57.75						
BACS	N. Coleman	57.75			1034	201	57.75	N. Coleman
BACS	Banked: 01/11/2022	30.00						
BACS	Ticketsource	30.00		5.00	1173	510	25.00	Film - Poltergeist
BACS	Banked: 03/11/2022	500.00						
BACS	Good New s Church	500.00			1048	210	500.00	Room hire - Art House
BACS	Banked: 09/11/2022	24.75						
BACS	Tiger Martial Arts	24.75		4.12	1000	501	20.63	Room hire - AH
BACS	Banked: 16/11/2022	548.72						
BACS	Bow ls Club	548.72		91.45	1000	501	457.27	Room hire - AH

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For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
500652	Banked: 16/11/2022	31.00						
500652	Unravelling Wilburys	21.00		3.50	566		17.50	Unravelling Wilburys
500652	Film	10.00		1.67	566		8.33	Film
500652(B)	Banked: 16/11/2022	1,497.90						
500652(B)	Unravelling Wilburys	247.60		41.27	1001	520	206.33	Unravelling Wilburys
500652(B)	Bow Is Dinner	1,250.30		208.38	1001	520	1,041.92	Bow Is Dinner
BACS	Banked: 16/11/2022	1,239.00						
BACS	Ticketsource	1,239.00		206.50	1173	510	1,032.50	Unravelling Wilburys
BACS	Banked: 22/11/2022	302.40						
BACS	Arts Society	302.40		50.40	1000	501	252.00	Room hire - AH
500653(B)	Banked: 28/11/2022	972.10						
500653(B)	WMFC	30.20		5.03	1001	520	25.17	WMFC
500653(B)	Free Dining Event	685.00		114.17	1001	520	570.83	Free Dining Event
500653(B)	Rock n Roll	256.90		42.82	1001	520	214.08	Rock n Roll
500653/4	Banked: 28/11/2022	374.00						
500653/4	History of Soul	240.00		40.00	566		200.00	History of Soul
500653/4	Through the Decades	74.00		12.33	566		61.67	Through the Decades
500653/4	Film	20.00		3.33	566		16.67	Film
500653/4	80s 90s Party	40.00		6.67	566		33.33	80s 90s Party
500653(B)	Banked: 28/11/2022	-972.10						
500653(B)	WMFC	-30.20		-5.03	1001	520	-25.17	WMFC
500653(B)	Free Dining Event	-685.00		-114.17	1001	520	-570.83	Free Dining Event
500653(B)	Rock n Roll	-256.90		-42.82	1001	520	-214.08	Rock n Roll
500653/4	Banked: 28/11/2022	-374.00						
500653/4	History of Soul	-240.00		-40.00	566		-200.00	History of Soul
500653/4	Through the Decades	-74.00		-12.33	566		-61.67	Through the Decades
500653/4	80s 90s Party	-40.00		-6.67	566		-33.33	80s 90s Party
500653/4	Film	-20.00		-3.33	1004	510	-16.67	Film
500653/4	Banked: 28/11/2022	1,073.00						
500653/4	Through the Decades	74.00		12.33	566		61.67	Through the Decades
500653/4	Room hire - AH	999.00		166.50	1000	501	832.50	Room hire - AH
500653(B)	Banked: 28/11/2022	1,431.85						
500653(B)	WMFC	31.50		5.25	1001	520	26.25	WMFC
500653(B)	Free Dining Event	435.20		72.53	1001	520	362.67	Free Dining Event
500653(B)	Rock n Roll	965.15		160.86	1001	520	804.29	Rock n Roll
	Banked: 30/11/2022	3,412.07						
Xfer	Credit/Debit Card Control Acco	3,412.07			213		3,412.07	AIB payments
BACS	Banked: 30/11/2022	56.00						
BACS	Robins	56.00		9.33	1000	501	46.67	Room hire - AH

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Melksham Town Council Current Year

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Total Receipts for Month	14,558.70	0.00	1,754.50	12,804.20
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Cashbook Totals	<u>729,753.73</u>	<u>0.00</u>	<u>1,754.50</u>	<u>727,999.23</u>
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For Month No: 8

Payments for Month 8

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>
01/11/2022	Water2Business	DDR	209.63			4913	501	209.63	Water rates - AH
15/11/2022	Wiltshire Council	DDR	861.00			4914	501	861.00	Rates - AH
17/11/2022	Market Place Merchants	DDR	25.16		4.19	4917	501	20.97	Cash till
18/11/2022	Tolchards	DDR	964.39		160.73	4901	520	803.66	Bar stock
25/11/2022	Air Conditioning Services	3662	600.00	600.00		502			Air con maint - AH
25/11/2022	United EPoS Solutions	3663	60.00	60.00		502			Softw are - AH
25/11/2022	Handle With Care Productions	3664	1,013.10	1,013.10		502			Unravelling Wilburys
25/11/2022	Paul Seemayer	3665	225.00	225.00		502			Lighting - Pole de Cise
25/11/2022	Preston Underground Water Serv	3666	650.00	650.00		502			Tap/stopcock - AH
25/11/2022	RELEA Productions Ltd	3667	6,605.70	6,605.70		502			Majesty
25/11/2022	Wired Publishing	3668	90.00	90.00		502			Advert - AH
25/11/2022	Wiltshire Publications Ltd	3669	138.60	138.60		502			Advert - Hallow een
25/11/2022	Tolchards	DDR	1,015.51		169.25	4901	520	846.26	Bar stock
30/11/2022	Hills Waste	DDR	852.70		142.12	4917	501	710.58	Waste collection
Total Payments for Month			13,310.79	9,382.40	476.29			3,452.10	
Balance Carried Fwd			716,442.94						
Cashbook Totals			729,753.73	9,382.40	476.29			719,895.04	

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Bank Assembly Hall A/c

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		716,442.94					716,442.94	
BACS Banked: 01/12/2022		82.48						
BACS J. Pickett		82.48			1034	201	82.48	Room hire - TH
BACS Banked: 05/12/2022		60.00						
BACS Tiger Martial Arts		60.00		10.00	1000	501	50.00	Room hire - AH
BACS Banked: 05/12/2022		18.00						
BACS FOSF		18.00			1034	201	18.00	Room hire - TH
BACS Banked: 05/12/2022		500.00						
BACS Good New s Church		500.00			1048	210	500.00	Rent - Art House
BACS Banked: 06/12/2022		1,572.50						
BACS Ticketsource		1,572.50		262.08	1173	510	1,310.42	Through the Decades
BACS Banked: 06/12/2022		110.00						
BACS Wiltshire Buildings		110.00		18.33	1000	501	91.67	Room hire - AH
BACS Banked: 08/12/2022		202.50						
BACS A. Freestone		202.50		33.75	1000	501	168.75	Room hire - AH
BACS Banked: 19/12/2022		61.86						
BACS J. Pickett		61.86			1034	201	61.86	Room hire - TH
BACS Banked: 21/12/2022		226.80						
BACS Arts Society		226.80		37.80	1000	501	189.00	Room Hire - AH
BACS Banked: 21/12/2022		54.00						
BACS Tiger Martial Arts		54.00		9.00	1000	501	45.00	Room hire - AH
BAC Banked: 21/12/2022		1,506.00						
BAC Ticketsource		1,506.00		251.00	1173	510	1,255.00	Unravelling Wilburys
500653(B) Banked: 23/12/2022		2,403.00						
500653(B) Future of Football		354.50		59.08	1001	520	295.42	Future of Football
500653(B) Through the Decades		330.00		55.00	1001	520	275.00	Through the Decades
500653(B) Xmas Fayre		413.00		68.83	1001	520	344.17	Xmas Fayre
500653(B) Private Party		188.70		31.45	1001	520	157.25	Private Party
500653(B) Christmas Memories		154.20		25.70	1001	520	128.50	Christmas Memories
500653(B) 80s 90s Party		422.50		70.42	1001	520	352.08	80s 90s Party
500653(B) Rock n Roll		540.10		90.02	1001	520	450.08	Rock n Roll
500655 Banked: 23/12/2022		600.50						
500655 Christmas Memories		24.00		4.00	566		20.00	Christmas Memories
500655 Through the Decades		55.50		9.25	566		46.25	Through the Decades
500655 80s 90s Party		20.00		3.33	566		16.67	80s 90s Party
500655 Room hire - AH		501.00		83.50	1000	501	417.50	Room hire - AH
BACS Banked: 29/12/2022		290.00						
BACS Ticketsource		290.00		48.33	1173	510	241.67	Pyjama Party
Banked: 31/12/2022		4,387.93						

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For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amnt Received £ Debtors £ VAT A/c Centre £ Amount Transaction Detail

TFR Credit/Debit Card Control Acco 4,387.93 213 4,387.93 AIB payments

Total Receipts for Month 12,075.57 0.00 1,170.87 10,904.70

Cashbook Totals 728,518.51 0.00 1,170.87 727,347.64

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For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/12/2022	Water2Business	DDR	175.16			4913 501	175.16	Water rates - AH
09/12/2022	Tolchards	DDR	1,107.41		184.57	4903 520	922.84	Bar stock
15/12/2022	Wiltshire Council	DDR	861.00			4914 501	861.00	Rates - AH
19/12/2022	Market Place Merchants	DDR	25.16		4.19	4917 501	20.97	Till
23/12/2022	Tolchards	DDR	999.79		166.63	4903 520	833.16	Bar stock
28/12/2022	Rentokil	DDR	329.17		54.86	4917 501	274.31	Pest control
30/12/2022	Hills Waste	DDR	449.19		74.86	4917 501	374.33	Waste
31/12/2022	A M Productions	3671	1,786.96	1,786.96		502		Through the Decades
31/12/2022	United EPoS Solutions	3672	60.00	60.00		502		Cash till
31/12/2022	Neil Sands Productions	3673	1,224.30	1,224.30		502		Christmas Memories
31/12/2022	Paul Seemayer	3674	310.00	310.00		502		Lighting - Unravelling Wilbury
31/12/2022	PPL PRS Ltd	3675	1,322.85	1,322.85		502		Music licence
31/12/2022	The Publishing House	3676	163.80	163.80		502		Advertising - AH
31/12/2022	Wired Publishing	3677	90.00	90.00		502		Advertising - AH
31/12/2022	Prosec Consultancy Ltd	3678	180.00	180.00		502		Security - function 101222
31/12/2022	T H White Installation Ltd	3579	359.16	359.16		502		Repairs - Intruder Alarm - AH
31/12/2022	Wiltshire Publications Ltd	3680	138.60	138.60		502		Advert - AH
31/12/2022	Mrs. L.J. Ellis	3681	556.00	556.00		502		Leaflets - AH
31/12/2022	MJ Elmes Electrical Services	3682	369.52	369.52		502		Replace lights - AH
Total Payments for Month			10,508.07	6,561.19	485.11		3,461.77	
Balance Carried Fwd			718,010.44					
Cashbook Totals			728,518.51	6,561.19	485.11		721,472.21	

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Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

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	20,980	199,889	225,000	25,111		25,111	88.8%
4021 Stationery	534	931	2,750	1,819		1,819	33.9%
4023 Advertising	0	231	1,750	1,519		1,519	13.2%
4024 Equipment/furniture	0	24	3,000	2,976		2,976	0.8%
4026 Photocopier/copying	122	1,315	1,200	(115)		(115)	109.6%
4027 Telephones and Mobiles	135	1,852	3,000	1,148		1,148	61.7%
4028 Postage	83	167	400	233		233	41.8%
4029 Subscriptions	165	1,984	4,000	2,016		2,016	49.6%
4040 Information Technology/Hardware	80	10,552	17,500	6,948		6,948	60.3%
4042 Licences/Software	1,471	7,434	4,500	(2,934)		(2,934)	165.2%
4058 Insurance	2,543	35,310	9,750	(25,560)		(25,560)	362.2%
4061 Travel	17	350	500	150		150	70.1%
4075 Training	426	2,508	5,000	2,492		2,492	50.2%
Central Costs :- Indirect Expenditure	26,557	262,548	278,350	15,802	0	15,802	94.3%

Net Expenditure **(26,557)** **(262,548)** **(278,350)** **(15,802)**

110 Corporate Costs

1176 Precept Received	0	966,204	966,204	0			100.0%
Corporate Costs :- Income	0	966,204	966,204	0			100.0%
4017 Bank account fees	58	321	500	179		179	64.2%
4043 HR consultancy	0	9,486	5,000	(4,486)		(4,486)	189.7%
4050 Legal	23	7,880	500	(7,380)		(7,380)	1576.1%
4057 Accountancy and Audit	1,200	7,275	12,000	4,725		4,725	60.6%
4076 Health & Safety	0	0	2,500	2,500		2,500	0.0%
Corporate Costs :- Indirect Expenditure	1,281	24,963	20,500	(4,463)	0	(4,463)	121.8%

Net Income over Expenditure **(1,281)** **941,241** **945,704** **4,463**

115 Civic and Democratic

4030 Town Crier's expenses	0	503	300	(203)		(203)	167.7%
4034 Councillors' training	0	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	1,000	1,000	1,000	0		0	100.0%
4085 Civic and Ceremonial	(91)	2,857	2,500	(357)		(357)	114.3%
4311 Remembrance Day	642	788	2,000	1,212		1,212	39.4%
Civic and Democratic :- Indirect Expenditure	1,551	5,399	9,800	4,401	0	4,401	55.1%

Net Expenditure **(1,551)** **(5,399)** **(9,800)** **(4,401)**

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
151 Grants							
4301 Grants	4,994	12,221	25,000	12,779		12,779	48.9%
4302 Grant CAB	0	5,000	5,000	0		0	100.0%
4303 Grant-4Youth	0	10,000	10,000	0		0	100.0%
4305 Grant Christmas Lights	0	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	0	3,000	3,000	0		0	100.0%
4317 Grant Carnival	0	2,500	2,500	0		0	100.0%
4330 Grant TIC	0	4,000	4,000	0		0	100.0%
Grants :- Indirect Expenditure	4,994	50,437	62,500	12,063	0	12,063	80.7%
Net Expenditure	(4,994)	(50,437)	(62,500)	(12,063)			
Finance, Admin & Performance :- Income	0	966,204	966,204	0			100.0%
Expenditure	34,383	343,347	371,150	27,803	0	27,803	92.5%
Movement to/(from) Gen Reserve	(34,383)	622,857					
Asset Management & Amenities							
201 Town Hall							
1034 Income Town Hall Bookings	162	7,297	1,000	(6,297)			729.7%
Town Hall :- Income	162	7,297	1,000	(6,297)			729.7%
4100 Gas	79	2,392	4,667	2,275		2,275	51.3%
4101 Electricity	804	2,881	3,334	453		453	86.4%
4102 Non Domestic Rates	936	8,650	10,000	1,350		1,350	86.5%
4103 Water Rates	681	1,486	1,800	314		314	82.5%
4104 Window Cleaning	0	1,070	1,600	530		530	66.9%
4106 Repairs and Maintenance	714	3,378	6,000	2,622		2,622	56.3%
4108 Service Contracts	0	4,250	10,240	5,990		5,990	41.5%
4109 Trade Waste	0	0	1,200	1,200		1,200	0.0%
Town Hall :- Indirect Expenditure	3,214	24,108	38,841	14,734	0	14,734	62.1%
Net Income over Expenditure	(3,052)	(16,811)	(37,841)	(21,030)			
202 Asset and Amenities							
1027 Income - Amenity Services	0	2,044	4,000	1,956			51.1%
1950 Sale of Assets	0	1,000	0	(1,000)			0.0%
Asset and Amenities :- Income	0	3,044	4,000	956			76.1%
4000 Salaries ENI & Pension	18,578	187,747	225,000	37,253		37,253	83.4%
4027 Telephones and Mobiles	134	1,351	1,800	449		449	75.1%

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4150 Uniform/PPE	132	838	2,400	1,562		1,562	34.9%
4151 Tools and Equipment	105	448	4,000	3,552		3,552	11.2%
4153 Vehicle Running Costs	370	4,562	7,000	2,438		2,438	65.2%
4156 Vehicle Leasing	979	8,897	13,000	4,103		4,103	68.4%
4163 Repairs and Maintenance	2	2,323	12,000	9,677		9,677	19.4%
4167 Street Furniture and Signage	110	3,625	10,000	6,375		6,375	36.2%
4177 Churchyard maintenance	0	340	1,500	1,160		1,160	22.7%
4186 Defibrillators	0	1,655	4,444	2,789		2,789	37.2%
4196 Container storage	0	900	0	(900)		(900)	0.0%
Asset and Amenities :- Indirect Expenditure	20,411	212,686	281,144	68,458	0	68,458	75.7%

Net Income over Expenditure **(20,411)** **(209,641)** **(277,144)** **(67,503)**

203 Allotments

1045 Income Allotments	0	410	5,000	4,590			8.2%
Allotments :- Income	0	410	5,000	4,590			8.2%
4200 Water Rates - Allotments	0	411	1,800	1,389		1,389	22.8%
4201 Maintenance - Allotments	0	72	1,000	928		928	7.2%
Allotments :- Indirect Expenditure	0	483	2,800	2,317	0	2,317	17.3%

Net Income over Expenditure **0** **(73)** **2,200** **2,273**

204 Pavilion and Car Park

1046 Income - Pavilion	0	550	1,500	950			36.7%
Pavilion and Car Park :- Income	0	550	1,500	950			36.7%
4250 Telephone - Pavilion	30	276	300	24		24	92.1%
4252 Electricity	401	(6,269)	2,300	8,569		8,569	(272.6%)
4254 Water - Pavilion	0	394	1,200	806		806	32.8%
4255 Fire Safety Checks	0	102	250	148		148	40.8%
4256 Maintenance - Pavilion	113	3,635	2,000	(1,635)		(1,635)	181.7%
4257 Insurance - Pavilion	0	0	1,200	1,200		1,200	0.0%
4258 Pavilion Development	0	0	3,000	3,000		3,000	0.0%
4260 Non Domestic Rates - Car Park	0	829	2,000	1,171		1,171	41.4%
Pavilion and Car Park :- Indirect Expenditure	543	(1,033)	12,250	13,283	0	13,283	(8.4%)

Net Income over Expenditure **(543)** **1,583** **(10,750)** **(12,333)**

205 Public Toilets - Market Place

1060 Contribution to running costs	0	0	7,500	7,500			0.0%
Public Toilets - Market Place :- Income	0	0	7,500	7,500			0.0%

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4106 Repairs and Maintenance	0	799	2,000	1,201		1,201	40.0%
4180 Cleaning	1,007	5,413	15,000	9,587		9,587	36.1%
4185 Electricity supply: Toilets	202	1,308	2,133	825		825	61.3%
4913 Water	92	(1,268)	2,500	3,768		3,768	(50.7%)
Public Toilets - Market Place :- Indirect Expenditure	1,301	6,253	21,633	15,380	0	15,380	28.9%
Net Income over Expenditure	(1,301)	(6,253)	(14,133)	(7,880)			
<u>206 Public Toilets - Bath Road</u>							
4106 Repairs and Maintenance	0	1,507	0	(1,507)		(1,507)	0.0%
4180 Cleaning	0	3,075	0	(3,075)		(3,075)	0.0%
4185 Electricity supply: Toilets	76	354	0	(354)		(354)	0.0%
Public Toilets - Bath Road :- Indirect Expenditure	76	4,936	0	(4,936)	0	(4,936)	
Net Expenditure	(76)	(4,936)	0	4,936			
<u>210 Corporate Properties</u>							
1040 Income 31 Market Place	486	5,625	6,900	1,275			81.5%
1048 Income Art House Cafe	500	3,083	6,000	2,917			51.4%
Corporate Properties :- Income	986	8,708	12,900	4,192			67.5%
4175 Costs Art House Cafe	17	593	1,000	407		407	59.3%
4178 Costs Roundhouse	76	282	4,000	3,718		3,718	7.1%
4191 Costs 31 Market Place	0	485	500	15		15	97.0%
Corporate Properties :- Indirect Expenditure	93	1,361	5,500	4,139	0	4,139	24.7%
Net Income over Expenditure	893	7,348	7,400	52			
<u>211 Art House Cafe</u>							
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)			
<u>212 Round House</u>							
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)			

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	135	250	115		115	54.0%
4106 Repairs and Maintenance	0	155	1,500	1,345		1,345	10.3%
4159 Electric - Unit	77	659	2,400	1,741		1,741	27.5%
4160 Leasing	0	3,896	10,850	6,954		6,954	35.9%
4161 Rates-Unit at Bowerhill	230	1,835	2,472	637		637	74.2%
4184 Fire security: Unit	0	88	300	212		212	29.3%
Depot :- Indirect Expenditure	322	6,768	17,772	11,004	0	11,004	38.1%
Net Expenditure	(322)	(6,768)	(17,772)	(11,004)			
220 Play Areas and Open Spaces							
4157 Grasscutting	1,870	12,505	18,000	5,495		5,495	69.5%
4158 Replacement Play Equipment	0	9,821	50,000	40,179		40,179	19.6%
4165 Maintenance play areas	1	1,898	5,000	3,102		3,102	38.0%
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	1,871	24,619	89,100	64,481	0	64,481	27.6%
Net Expenditure	(1,871)	(24,619)	(89,100)	(64,481)			
221 King George V Park							
4101 Electricity	0	40	0	(40)		(40)	0.0%
4106 Repairs and Maintenance	0	1,433	0	(1,433)		(1,433)	0.0%
4199 Chemicals	3,105	7,661	10,000	2,339		2,339	76.6%
4313 Sports Roadshow	0	1,263	5,000	3,737		3,737	25.3%
4913 Water	0	0	2,200	2,200		2,200	0.0%
King George V Park :- Indirect Expenditure	3,105	10,397	17,200	6,803	0	6,803	60.4%
Net Expenditure	(3,105)	(10,397)	(17,200)	(6,803)			
405 Solar Farm Projects							
1182 Solar money received	0	44,190	38,620	(5,570)			114.4%
Solar Farm Projects :- Income	0	44,190	38,620	(5,570)			114.4%

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	44,190	0	(44,190)			
Asset Management & Amenities :- Income	1,148	64,200	70,520	6,320			91.0%
Expenditure	30,936	290,577	528,400	237,823	0	237,823	55.0%
Movement to/(from) Gen Reserve	(29,788)	(226,377)					
Community Development							
<u>302 Projects</u>							
1050 Grants Received	0	10,839	0	(10,839)			0.0%
1174 Christmas Income	427	1,842	0	(1,842)			0.0%
Projects :- Income	427	12,681	0	(12,681)			
4073 Environmental Projects	180	1,957	1,000	(957)		(957)	195.7%
4074 Neighbourhood Plan	2,709	14,650	5,000	(9,650)		(9,650)	293.0%
4078 Community Projects	0	0	1,000	1,000		1,000	0.0%
4080 Melksham in Bloom Competition	0	502	1,000	498		498	50.2%
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%
4304 Switch on Event	6,308	9,450	1,500	(7,950)		(7,950)	630.0%
Projects :- Indirect Expenditure	9,198	26,559	12,700	(13,859)	0	(13,859)	209.1%
Net Income over Expenditure	(8,771)	(13,878)	(12,700)	1,178			
<u>310 East Melksham Community Hall</u>							
4050 Legal	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	427	12,681	0	(12,681)			0.0%
Expenditure	9,198	26,559	13,700	(12,859)	0	(12,859)	193.9%
Movement to/(from) Gen Reserve	(8,771)	(13,878)					

Economic Development403 Economic Dev. and Planning

1030 Income-Melksham Makers Market	475	2,043	1,000	(1,043)			204.3%
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Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1089 Income-Hanging Baskets	0	1,328	0	(1,328)			0.0%
Economic Dev. and Planning :- Income	475	3,371	1,000	(2,371)			337.1%
4071 Town Floral Displays	0	2,915	10,000	7,085		7,085	29.1%
4308 CCTV	0	2,448	12,500	10,052		10,052	19.6%
4309 Newsletter	0	3,696	4,000	304		304	92.4%
4327 Community Development Support	0	0	750	750		750	0.0%
4354 Parking Scheme	0	287	1,500	1,213		1,213	19.1%
4356 Highways projects CATG	0	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	0	10,754	53,250	42,496	0	42,496	20.2%
Net Income over Expenditure	475	(7,383)	(52,250)	(44,867)			
Economic Development :- Income	475	3,371	1,000	(2,371)			337.1%
Expenditure	0	10,754	53,250	42,496	0	42,496	20.2%
Movement to/(from) Gen Reserve	475	(7,383)					

Assembly Hall**501 Assembly Hall Central Costs**

1000 Income-Assembly Hall Lettings	1,041	12,936	38,000	25,064			34.0%
1020 Miscellaneous Income	0	30	0	(30)			0.0%
Assembly Hall Central Costs :- Income	1,041	12,966	38,000	25,034			34.1%
4000 Salaries ENI & Pension	6,435	59,548	78,000	18,452		18,452	76.3%
4900 Uniforms	0	0	625	625		625	0.0%
4905 Cleaning Materials	249	1,006	700	(306)		(306)	143.7%
4907 Stationery/Printing/Postage	0	82	600	518		518	13.7%
4909 Licences	1,102	1,633	3,600	1,967	3,500	(1,533)	142.6%
4911 Electricity	2,849	11,650	13,200	1,550		1,550	88.3%
4912 Gas	0	191	1,000	809		809	19.1%
4913 Water	175	2,058	2,400	342		342	85.8%
4914 Rates	861	7,747	9,000	1,253		1,253	86.1%
4915 Equipment	0	450	0	(450)		(450)	0.0%
4916 Maintenance-Equipment	170	2,075	10,000	7,925		7,925	20.8%
4917 Service Contracts	670	9,203	7,200	(2,003)		(2,003)	127.8%
4918 Maintenance	299	1,526	12,000	10,474		10,474	12.7%
4922 Publicity & Marketing	631	2,124	4,800	2,677		2,677	44.2%
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%

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4927 Stocktaking	0	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	150	698	2,400	1,703		1,703	29.1%
Assembly Hall Central Costs :- Indirect Expenditure	13,591	100,250	156,685	56,435	3,500	52,935	66.2%
Net Income over Expenditure	(12,550)	(87,284)	(118,685)	(31,401)			
<u>510 Assembly Hall Events</u>							
1004 Film shows	0	38	2,000	1,963			1.9%
1173 Live Entertainment	4,573	29,268	43,000	13,732			68.1%
Assembly Hall Events :- Income	4,573	29,305	45,000	15,695			65.1%
4919 Films: expenses and contract	0	12	2,000	1,988		1,988	0.6%
4954 PA and Lighting Costs	310	2,045	6,000	3,955		3,955	34.1%
4960 Live entertainment:	2,509	17,349	40,000	22,651		22,651	43.4%
Assembly Hall Events :- Indirect Expenditure	2,819	19,406	48,000	28,594	0	28,594	40.4%
Net Income over Expenditure	1,754	9,900	(3,000)	(12,900)			
<u>520 Assembly Hall Bar and Catering</u>							
1001 Income-Assembly Hall Bar	5,083	34,465	60,750	26,285			56.7%
1003 Income Food and Snacks	0	400	21,500	21,100			1.9%
Assembly Hall Bar and Catering :- Income	5,083	34,865	82,250	47,385			42.4%
4901 Catering Stock Purchases	3	11	10,752	10,741		10,741	0.1%
4903 Bar Stock Purchases	2,215	15,195	30,575	15,380		15,380	49.7%
Assembly Hall Bar and Catering :- Indirect Expenditure	2,218	15,206	41,327	26,121	0	26,121	36.8%
Net Income over Expenditure	2,865	19,659	40,923	21,264			
Assembly Hall :- Income	10,697	77,137	165,250	88,113			46.7%
Expenditure	18,628	134,862	246,012	111,150	3,500	107,650	56.2%
Movement to/(from) Gen Reserve	(7,931)	(57,726)					
<u>Earmarked Reserves</u>							
<u>901 Earmarked Reserves</u>							
1180 CIL Received	150,000	152,901	0	(152,901)			0.0%
Earmarked Reserves :- Income	150,000	152,901	0	(152,901)			
9202 Unplanned Maintenance	0	9,993	65,780	55,787		55,787	15.2%

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	(1,000)	290,948	291,948		291,948	(0.3%)
9245 Solar Money	0	0	95,933	95,933		95,933	0.0%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	203,992	203,992		203,992	0.0%
9249 Jubilee Celebrations	0	0	3,000	3,000		3,000	0.0%
Earmarked Reserves :- Indirect Expenditure	<u>0</u>	<u>8,994</u>	<u>760,631</u>	<u>751,637</u>	<u>0</u>	<u>751,637</u>	<u>1.2%</u>
Net Income over Expenditure	<u>150,000</u>	<u>143,907</u>	<u>(760,631)</u>	<u>(904,538)</u>			
Earmarked Reserves :- Income	150,000	152,901	0	(152,901)			0.0%
Expenditure	0	8,994	760,631	751,637	0	751,637	1.2%
Movement to/(from) Gen Reserve	<u>150,000</u>	<u>143,907</u>					
Grand Totals:- Income	162,747	1,276,493	1,202,974	(73,519)			106.1%
Expenditure	93,145	815,092	1,973,143	1,158,051	3,500	1,154,551	41.5%
Net Income over Expenditure	<u>69,602</u>	<u>461,401</u>	<u>(770,169)</u>	<u>(1,231,570)</u>			
Movement to/(from) Gen Reserve	<u>69,602</u>	<u>461,401</u>					

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Melksham Town Council
Earmarked Reserves 31 March 2023
Schedule E
31.12.2022

	Balance at 1.04.2022	Added in Year	Total Spent	Closing Balance
<u>Earmarked Reserves</u>				
Unplanned Maintenance	65,780		9,993	55,787
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		-1,000	291,948
Precept Contribution 20/21	45,000			45,000
Town Team Project	5,000			5,000
Jubilee Celebrations	3,000			3,000
	460,706	0	8,993	451,713
<u>Specific Reserves</u>				
CIL	51,091	152,901		203,992
Solar Money	51,743	44,190		95,933
	102,834	197,091	0	299,925
Total Reserves	563,540	197,091	8,993	751,638

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Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Monday 5th December 2022

PRESENT: Councillor G Cooke (Chair)

Councillor G Ellis
Councillor C Goodhind
Councillor C Houghton
Councillor J Hubbard
Councillor S Rabey

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

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

136/22 Apologies

Apologies were received from Councillors Forgacs, Oatley, and Price. Councillor Price was substituted by Councillor Rabey.

Councillor Ellis explained that he had received a request from a resident for the Church Street toilets to be re-opened, following an article in the Melksham Independent News in 2016, citing the issue of accessibility.

137/22 Declarations of Interest

There were no declarations of interest.

138/22 Minutes

Councillor Hubbard stated that if Members instructed the Town Clerk to bring items back to the next meeting of the committee, it was insulting to Members if she didn't report back or provide an update at that meeting. He was concerned that things which they had asked for were not happening, citing the following items per the minutes of 17 October 2022:

- King George V Park slide
- King George V Park maintenance shed
- Lighting for King George V Park

Updates were provided by the Deputy Town Clerk and the Head of Operations.

The minutes of 17 October 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Cooke.

139/22 King George V Park Pavilion Consultation

Councillor Rabey expressed her concern about the response rate which she felt was massively disappointing and did not create a wide enough survey base.

Information and ideas gleaned following visits undertaken by councillors to various other cafes in the area, run by the relevant council or as a franchise, were shared. It was agreed that it was imperative for the café to be open for the 2023 season. Any refurbishment work would be carried out in conjunction with the successful franchisee; however, the drainage work would have to be completed before the franchisee took over.

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

UNANIMOUSLY RESOLVED to instruct the Head of Operations to create and issue a simple tender document enabling the successful franchisee to take over the café by 1 April 2023 noting the following:

- The document should provide details of the current facility
- Potential franchisees should state whether they were prepared to accept the facility in its current condition
- If not, what refurbishments would they require
- Potential franchisees would be required to provide details of
 1. How the café would be operated and what would be offered
 2. What they would pay to run the facility
 3. What initial investment they would offer
 4. What initial investment would be required from the Town Council, if any
 5. What social benefit would be offered to the community – this would be measured against what people wanted from the cafe
- A five year lease would be offered with break clauses after one and two years
- The scoring matrix would be based 50% on price and 50% on social benefit.

140/22 Assembly Hall Roof Works Tender

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

UNANIMOUSLY RESOLVED to approve the tender document subject to the amendment of references to *replacement* to *repair*. All tenders received would be referred to the Asset Management and Amenities committee to make a recommendation to Full Council.

141/22 Memorial Stone to Rachel Fowler

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

UNANIMOUSLY RESOLVED to approve the request from the Trustees of the Melksham Almshouses to erect a memorial stone in the Friends Garden to Rachel Fowler, with the costs being met by the charity.

It was noted that requests for any other individual to be commemorated by way of a memorial could be made.

142/22 Allotments

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

UNANIMOUSLY RESOLVED to approve the proposed price increases to £25 for half a plot and £50 for a full plot for the 2024/2025 financial year.

Meeting Closed at: 7.52 pm

Signed:

Dated:

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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
Patsy Clover

Town Clerk
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 Community Development Committee meeting held on Monday 23rd January 2023

PRESENT: Councillor P Aves (Chair)
Councillor G Ellis (Vice-Chair)
Councillor J Crundell
Councillor C Houghton
Councillor S Mortimer
Councillor S Rabey

OFFICERS: Linda Roberts Town Clerk
Patsy Clover Deputy Town Clerk

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

64/22 Apologies

Apologies were received from Councillor Mortimer.

65/22 Declarations of Interest

There were no declarations of interest.

66/22 Minutes

The minutes of 5 September 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Aves.

67/22 Melksham Maypole

Councillor Aves recommended that, in view of the lack of enthusiasm from the groups/schools consulted, the idea of purchasing a community maypole was not to be pursued. She requested that the Community Development Officer and Communications and Events Officer liaise with Aloeric School regarding holding a maypole event at the coronation celebrations.

68/22 Events Working Group

The notes of the Events Working Group meetings held on 1 September 2022, 6 October 2022, 3 November 2022, and 12 January 2023 were received.

69/22 Community Arts Projects

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

RESOLVED to take the following projects forward:

Underpass
Yarn Bombing
Arts Festival

Grant funding is to be investigated for the underpass project as concerns were raised about the costs involved. Councillor Rabey emphasised that modern graffiti art should be embraced when working on the underpass. Councillor Aves said that she would arrange a meeting with the Community Development Officer to discuss the yarn bombing project and the Art Festival. Councillor Hubbard suggested that early promotion and publicity would be essential in making the project a success.

It was also noted that the Town Hall would be used as a location for the Peacock Arts Trail in the autumn.

70/22 Virtual Hub

Councillor Houghton explained that the Virtual Hub Working Group were considering quotes and options currently.

Councillor Hubbard was concerned that any quotes obtained now would be obsolete by the time that the Town Council had the budget to progress the project especially as complex projects, such as this, couldn't be developed overnight.
Need to be clearer re spec.

The issue of ensuring that the specification for the virtual hub was exactly what the Council wanted was raised by Councillor Aves.

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

RESOLVED to continue investigating possibilities for a virtual hub in the future and to investigate whether there was any grant funding available.

71/22 Coronation of King Charles III

Councillor Houghton explained that plans to celebrate the coronation of King Charles III were in the very early stages and that the Events Working Group were looking for more ideas.

Councillor Rabey suggested applying for a road closure notice for the Market Place, involving local businesses, and holding a street party. The 5k run proposed by the Town Clerk could lead into the street party.

Councillor Price thought that it would be a better idea to hold events on Sunday 7 May and screen the actual coronation on Saturday 5 May. He suggested that help could be provided to residents with their own road closure applications.

The Town Clerk explained that grant funding opportunities were available for coronation events, subject to any criteria specified, and that there may be more flexibility regarding road closure applications for the coronation.

The Community Development Officer recommended holding a small consultation with the community to make sure that the Town Council were delivering what the community wanted.

Councillor Hubbard suggested that the Town Council could hire Melksham Community buses for the day to bring people to the events. Those who were housebound could be brought to the Assembly Hall to watch the coronation on the big screen with afternoon tea.

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

UNANIMOUSLY RESOLVED to check the availability of Melksham Community buses and the hire costs.

When councillors were asked for their top five/ six ideas, the following were suggested:

- Screening the coronation on a big screen
- Street party
- 5k run
- Morris dancing
- Majorettes
- Shop windows competition
- Bunting

Councillor Houghton suggested asking councillors for their ideas at the Full Council meeting to be held on 30 January.

72/22 The Breastfeeding Welcome Scheme and Signage

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

UNANIMOUSLY RESOLVED to install breastfeeding welcome signage at all Melksham Town Council properties, land and facilities, and to contact every single business in town to encourage them to sign up to the Breastfeeding Welcome Scheme.

Meeting Closed at: 7.46 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Monday 12th December 2022

PRESENT:

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

IN ATTENDANCE: Councillor S Mortimer

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations

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

Councillor Cooke, as Vice Chair for the committee, assumed the Chair in the absence of Councillor Ellis.

328/22 Apologies

Apologies were received from Councillor Ellis.

329/22 Declarations of Interest

Councillor Cooke declared an interest in the planning application number [PL/2022/08504](#) Land South of Western Way, it was adjacent to his business. It was noted that the application fell outside of the town's boundary.

330/22 Minutes

The minutes of 14 November 2022, having previously been circulated, were approved as a correct record and signed by Councillor Cooke.

331/22 Planning Considerations

332/22 Planning Applications

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

[PL/2022/08636](#) 12 WOODSTOCK GARDENS, MELKSHAM, SN12 6AN

Two storey side & rear extension, front porch extension & loft conversion.

Consultation Deadline: 6 December 2022

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

UNANIMOUSLY RESOLVED to support the application.

[PL/2022/08370](#)

39 CRAYBOURNE ROAD, MELKSHAM, SN12 7DJ

Proposed 4 Bedroom ne dwelling in land adjoining

Consultation Deadline: 7 December 2022

It was proposed by Councillor Goodhind, seconded Councillor Rabey and

UNANIMOUSLY RESOLVED to support the application, requesting that a survey to check for the presence of newts be carried out, that any asbestos present be removed, and that access through the side gate be maintained.

[PL/2022/06070](#)

61 SPA ROAD, MELKSHAM, SN12 7NU

The installation of an Electric Vehicle Charging Hub with associated infrastructure, boundary fencing, lighting and CCTV, signage and an extension of existing railings at 61 Spa Road, Melksham

Consultation Deadline: 18 December 2022

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

UNANIMOUSLY RESOLVED to support the application.

[PL/2022/08914](#)

1 BURNT COTTAGES, BEANACRE ROAD, MELKSHAM, SN12 7PT
Access and parking area to frontage.

To Note: *whilst part of the application site is within the Town boundary, the majority of the application site is in Melksham Without. Melksham Without Parish Council will be considering the application at their Planning meeting on 19 December 2022.*

Consultation Deadline: 22 December 2022

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

UNANIMOUSLY RESOLVED to support the application.

[PL/2022/08913](#)

64 LOWBOURNE, MELKSHAM, SN12 7ED

Proposed ancillary accommodation extension.

Consultation Deadline: 22 December 2022

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

UNANIMOUSLY RESOLVED to support the application.

[PL/2022/09007](#)

2 ROPE WALK, MELKSHAM, SN12 7PW

Install black log burner flue to front elevation

Consultation Deadline: 28 December 2022

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

UNANIMOUSLY RESOLVED to support the application.

[PL/2022/09017](#)

46 FOREST ROAD, MELKSHAM, SN12 7AB

Amendment to approved planning PL/2022/03626 to include an additional bedroom and en-suite to loft.

Consultation Deadline: 28 December 2022

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

UNANIMOUSLY RESOLVED to support the application.

The Council **objected** to the following planning applications:

[PL/2022/08340](#)

7 LOWBOURNE, MELKSHAM, SN12 7DZ

Demolition of existing restaurant and erection of nine flats

Consultation Deadline: 9 December 2022

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

UNANIMOUSLY RESOLVED to object to the planning application, based on their previous objections to planning application PL/2020/08520 as follows:

1. The proposed development is in a conservation area.
2. The proposed development is not in keeping with the style of buildings within the area.
3. The proposed development indicates there are nine parking spaces with no evidence that 7 of those 9 parking spaces will be available in the future, if and when the remaining area of the site is developed.

[PL/2022/08504](#)

LAND SOUTH OF WESTERN WAY MELKSHAM, WILTS

Outline application (with all matters reserved except for access) for the erection of up to 210 residential dwellings (Class C3) and a 70 bed care home (Class C2) with associated access, landscaping and open space (Resubmission of 20/08400/OUT). (see attached decision notice from application ref: 20/08400/OUT)

Consultation Deadline: 23 December 2022

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

UNANIMOUSLY RESOLVED to object to the planning application for the reasons cited previously.

The Council **noted** the following planning application:

PL/2021/05391 Land to West of A350 (Beanacre Road)
Outline application for 150 dwellings etc.
Withdrawn by Applicant.

333/22 Planning Decisions

The following planning decisions were noted:

[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.
Decision: Approve with Conditions
MTC Response: Object as the render was not in keeping with the other houses on the street scene.

[PL/2022/06444](#) 39 LOWBOURNE, MELKSHAM SN12 7ED
Proposed external staircase to separate existing flat above the Osteopathy Clinic and removal of internal stairs.
Decision: Approve with Conditions
MTC Response: No Objection

[PL/2022/07225](#) 16 ST MARGARETS GARDENS, MELKSHAM SN12 7BT
Construction of front porch. Erection of single storey side and rear extensions, with overhang. Change of external materials to render, with composite cladding in between the bay windows. Change to the design of doors and fenestration.
Decision: Approve with Conditions
MTC Response: No Objection

[PL/2022/07622](#) Proposed Works to Trees in a Conservation Area
10 CANON SQUARE, MELKSHAM, SN12 6LX
T1 - Crown reduce Ceanothus tree (as pictured) by approximately 30%.
Decision: No Objection
MTC Response: No Objection

[PL/2022/00234](#) 2 SHERWOOD WALK, MELKSHAM SN12 7HR
Removal of existing lean to conservatory and construction of a garden room extension in replacement.
Decision: Withdrawn by Applicant
MTC Response: No Objection

[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.
Decision: Approve with conditions

MTC Response: No Objection

[PL/2022/04516](#)

PLOT ADJACENT 2 PEMBROKE ROAD, MELKSHAM, SN12 7NA
Erection of pair of single bedroom houses with off-street parking.

Decision: Refuse

MTC Response: Object

334/22 Neighbourhood Plan

The draft notes of the Neighbourhood Plan Steering Group meeting held on 28 September 2022 were received and noted.

335/22 Complaint Regarding Cycling on Pavements

It was noted that the absence of a cycle lane in the town led to cyclists using the pavement. It was suggested that a campaign via social media, Melksham Independent News and the local PCSOs could be carried out to educate cyclists about the dangers of cycling on the pavements. Consideration could be given to the use of S106 monies to fund a cycle route from Farmers Roundabout.

The Town Clerk suggested that at the same time as the audit, scheduled for the spring, to assess improving signage for cyclists on Farmers Roundabout, as part of the S106 agreement, is carried out, that the audit could be extended to identify better ways to direct cyclists safely through the town by clear and improved signage. Any improvements could be recorded on a 'Melksham Cycle Map' which could be promoted to raise awareness of the best routes to cycle into and out of town.

Members agreed with the suggestion.

336/22 Opening a Ukrainian Restaurant Request

The request to use the Assembly Hall on a short-term basis to open a Ukrainian Restaurant was considered. It was agreed to request more information regarding the proposal.

337/22 Sparkle Team and Parish Steward

Works to be added to the Sparkle Team and Parish Steward's Schedules of Works were as follows:

- Gutter clearance – Church Lane, and Lowbourne to Union Street
- King George V Park – clear leaves by the Adventure Centre
- Application to LHFIF to resurface the Millennium Bridge
- Graffiti removal – to be a standing item

The Head of Operations was asked to contact Wiltshire Council regarding the grass at Riverside Drive which had still not been cut.

Meeting Closed at: 8.05 pm

Signed:

Dated:

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 Economic Development and Planning Committee meeting held on Monday 9th January 2023

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

IN ATTENDANCE: Councillor S Mortimer

OFFICERS: Linda Roberts Town Clerk
Patsy Clover Deputy Town Clerk

PUBLIC PARTICIPATION: Three members of the public were present virtually.

338/22 Apologies

Apologies were received from Councillor Oatley.

339/22 Declarations of Interest

There were no declarations of interest. However, Councillor Goodhind mentioned that planning application PL/2022/09709 related to a property adjacent to his.

340/22 Minutes

The minutes of 12 December 2022, having previously been circulated, were approved as a correct record and signed by Councillor Ellis.

341/22 Planning Considerations

342/22 Planning Applications

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

[PL/2022/09518](#)

THE GRAPES INN, BANK STREET, MELKSHAM, SN12 6LE
T1 – Section fell conifer tree to as close to ground level as possible. T2 – Section fell elder tree to as close to ground level as possible.

Consultation Deadline: 6 January 2023 – extension requested

PL/2022/09523	1 MARTIGNY ROAD, MELKSHAM, SN12 7PG Conversion of a 2 storey dwelling into 2 flats Consultation Deadline: 13 January 2023
PL/2022/08706	5A & B HIGH STREET, MELKSHAM, SN12 6JR Internal alterations to form 2 extra unit addresses Consultation Deadline: 13 January 2023
PL/2022/09709	67 SEMINGTON ROAD, MELKSHAM, SN12 6DG Proposed single storey rear extension Consultation Deadline: 18 January 2023
PL/2022/09797	21 ADDISON ROAD, MELKSHAM, SN12 8DP 2 storey side extension following demolition of existing outbuilding with cosmetic alterations to existing conservatory Consultation Deadline: 25 January 2023

343/22 Planning Decisions

Members noted the following planning decisions:

PL/2022/06527	64 KENILWORTH GARDENS, MELKSHAM, SN12 6AP Proposed single storey front & rear extensions plus a two storey side extension to a dwelling. Decision: Approve with conditions MTC Response: No objection
PL/2022/07711	40 ADDISON ROAD, MELKSHAM, SN12 8DR Proposed Ancillary Accommodation Outbuilding. Decision: Approve with conditions MTC Response: No objection
PL/2022/08235	30 SAVERNAKE AVENUE, MELKSHAM, SN12 7HB Single storey side extension to provide a garage and kitchen extension. Decision: Approve with conditions MTC Response: No objection
PL/2022/08343	43 CHURCHILL AVENUE, MELKSHAM, SN12 7JN Proposed First Floor Rear Extension & Front Porch Decision: Approve with conditions MTC Response: No objection
PL/2022/07919	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.

Decision: Approve

MTC Response: No consultation for certificates of lawfulness

[PL/2022/08535](#)

32 CHURCH WALK, MELKSHAM, SN12 6LY

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

Decision: No objection

MTC Response: No objection

[PL/2022/06967](#)

4 UNION STREET, MELKSHAM, SN12 7PR

Proposed external and internal repairs to renovate dwelling, to include: repairs to chimney and roof structure; rebuild apex of end gable wall; replace timber front door; renew services/electrics.

Decision: Approve with conditions

MTC Response: No objection

[PL/2022/06070](#)

61 SPA ROAD, MELKSHAM, SN12 7NU

The installation of an Electric Vehicle Charging Hub with associated infrastructure, boundary wall and hedgerow, lighting, CCTV and signage at 61 Spa Road, Melksham.

Decision: Approve with conditions

MTC Response: No objection

[PL/2022/08370](#)

39 CRAYBOURNE ROAD, MELKSHAM, SN12 7DJ

Proposed 4 bedroom new dwelling in land adjoining

Decision: Approve with conditions

MTC Response: No objection with conditions

344/22 Local Highways and Footpath Improvement Group (LHFIG) Issues

Numerous solutions were identified by members to the problem of vehicular access to Melksham Community Campus from King Street and the Market Place.

It was proposed by Councillor S Crundell, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to:

- consult the Wiltshire Council Highways Officer regarding improved signage including:
 - a 'No Left Turn' sign outside Baileys Employment Agency
 - a 'No access to Crown House or Melksham Community Campus' at the entry to the access to the taxi rank
- consult the Wiltshire Council Highways Officer regarding traffic calming measures
- consult Melksham Community Campus regarding improved signage for traffic exiting the campus site.

345/22 Neighbourhood Plan

The Committee received a verbal update from the Town Clerk and members of the Neighbourhood Plan Steering Group regarding the public consultation on Neighbourhood Plan #2 which was due to begin in February 2023.

346/22 Sparkle Team and Parish Steward

Works to be added to the Sparkle Team and Parish Steward's Schedules of Works were as follows:

- Lowbourne to Ruskin Avenue – leaves on pavements
- Murray Walk – litter under bridges
- Lowbourne – litter in Clackers Brook

Meeting Closed at: 8.05 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 28th November 2022

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

IN ATTENDANCE: Councillor S Crundell
Councillor M Sankey – Wiltshire Council

OFFICERS: Linda Roberts Town Clerk
Patsy Clover Deputy Town Clerk

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

1/22 Apologies

There were no apologies for absence.

2/22 Declarations of Interest

There were no declarations of interest.

3/22 Minutes

The minutes of 26 September 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Mortimer, subject to an amendment to minute number 81/22 – the report referred to was the Income Received Report not the Earmarked Reserves Report.

4/22 Grants Awarded 2022/2023

4/22.1 2385 Squadron ATC

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

UNANIMOUSLY RESOLVED to award £919.96.

- 4/22.2 Age UK Wiltshire**
- It was proposed by Councillor Mortimer, seconded by Councillor Aves and
- UNANIMOUSLY RESOLVED** to award £750.00.
- 4/22.3 Melksham Community Money Advice**
- Members did not support this grant application.
- 4/22.4 Melksham Free Dining**
- It was proposed by Councillor Aves, seconded by Councillor J Crundell and
- UNANIMOUSLY RESOLVED** to award £402.00.
- 4/22.5 Melksham PHAB**
- It was proposed by Councillor Aves, seconded by Councillor Rabey and
- UNANIMOUSLY RESOLVED** to award £430.00.
- 4/22.6 Melksham Remembers**
- It was proposed by Councillor Aves, seconded by Councillor Hubbard and
- UNANIMOUSLY RESOLVED** to award £350.00.
- 4/22.7 Music for Miniatures**
- It was proposed by Councillor Hubbard, seconded by Councillor Rabey and
- UNANIMOUSLY RESOLVED** to award £700.00 on the condition that the proposed events took place at Melksham Oak or at primary schools in the town.
- 4/22.8 Rainbow Day Centre**
- Members did not support this grant application but acknowledged that the organisation provided an important service to the

community and recommended that the Community Engagement Officer liaise with Rainbow Day Centre regarding other funding streams.

4/22.9 Splash - Community First

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

UNANIMOUSLY RESOLVED to award £650.00, asking Melksham Without Parish Council to fund the balance of £350.00.

4/22.10 Suicide Prevention

Members did not support this grant application.

4/22.11 Wessex MS Therapy Centre

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

RESOLVED to award £300.00.

4/22.12 West Wilts Model Car Club

Members did not support this grant application.

4/22.13 Youth Adventure Centre

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

UNANIMOUSLY RESOLVED to award £492.00.

Meeting Closed at: 7.22 pm

Signed:

Dated:

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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 29th November 2022

PRESENT: Councillor S Crundell (Chair)

Councillor S Mortimer
Councillor P Aves
Councillor C Houghton
Councillor L Lewis

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

135/22 Apologies

Apologies were received from Councillor J Crundell, who was substituted by Councillor Lewis.

136/22 Declarations of Interest

There were no declarations of interest.

137/22 Minutes

The minutes of 16 November 2022, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

It was noted that the Deputy Town Mayor, Councillor Mortimer, had not been in attendance at the meeting of the Staffing Committee held on 5 August, despite the approval of minutes stating that she had attended the meeting.

138/22 Confidential Session

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

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

139/22 Staffing Matters

The Committee received representations from the officers involved in the grievance appeal.

Meeting Closed at: 8.15 pm

Signed:

Dated:

Melksham Town Council

**Minutes of the CommitteeName meeting held
on MeetingDateLegal**

PRESENT: ChairPresentShortCllrRolesList
ViceChPresentShortCllrRolesList
MembersPresentShortCllrRolesRows

IN ATTENDANCE: GuestInattendanceShortCllrRows

OFFICERS: OfficerInattendanceTitleCells

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

Meeting Closed at: MeetingActualFinishTime

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

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

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

Melksham Town Council Environment and Climate Working Group

Wednesday 19 October 2022

At 7.00 pm at the Town Hall

Present:

Councillor Rabey

Councillor Aves

Ian Cardy

Liz Jarvis

Shirley McCarthy

Mike Saunders

Patsy Clover

Miriam Zaccarelli

1. Apologies

Apologies were received from Councillor Crundell, Councillor Ellis, Councillor Oatley, Councillor Mortimer, Jonathan Seed

2. Notes

The notes of the previous meeting held on 17 August 2022 were agreed.

3. ClimateFest Follow-up

The group discussed ClimateFest and the following observations were made:

- The scaffold cube provoked a reaction
- People were not aware of the speakers upstairs – 8 is too many
- Stallholders did well
- 100 people took part in the water taste challenge
- A few hundred people attended out of a population of over 20,000
- The day was too long – people don't want to give up a Sunday
- ClimateFest is in its infancy – lots still to learn
- Need to work together
- 300 people is not a lot for the amount of work that went into the event, but next time it will be easier as lessons have been learned and a network has been created
- Need more help from Councillors and volunteers – it was a lot for the staff team
- Need to find stall-holders aligned with Climate issues

Email: towncouncil@melksham-tc.gov.uk Web: www.melksham-tc.gov.uk

Facebook: facebook.com/melksham.town

- Due to the climate emergency we have a responsibility to make it a regular event
- In order to reach people who are not already environmentally aware, it could be made into more of a fun festival, accessible to all.
- It could dovetail with something else
- Send a questionnaire to stallholders
- Look at saving a date for next year

6. Items for Discussion at next meeting

The Climate Action Plan that was agreed in February needs to be revisited. Due to ClimateFest, the rest of the plan was not progressed. The action plan can be considered at the next meeting and focused realistic priorities can be identified.

The Planting Strategy and ***Messaging*** both need to be revisited at the next meeting.

7. Date and time of next meeting

The next meeting would be held on Wednesday 16 November 2022 at 7pm in the Town Hall



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

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

**Melksham Town Council
Environment and Climate Working Group
Wednesday 18 January 2023
Notes**

Present:

Councillor P Aves
Councillor G Ellis
Councillor S Mortimer
Councillor S Rabey

Ian Cardy
Shirley McCarthy via Zoom
Mike Saunders
Patsy Clover
Miriam Zaccarelli

1. Welcome and Introductions

2. Apologies

Apologies were received from Councillor S Crundell and Liz Christie.

3. Declarations of Interest

There were no declarations of interest.

4. Notes

The notes of the meeting held on 19 October 2022 were approved.

5. Climate Action Plan

It was agreed that members of the Working Group would review the Action Plan and bring a reasonable number of achievable priorities to the next meeting.

6. Update re ClimateFest Survey

Email: towncouncil@melksham-tc.gov.uk Web: www.melksham-tc.gov.uk
Facebook: facebook.com/melksham.town

It was noted that the change of date was unavoidable.

It was agreed that Shirley and Mike would work with Extinction Rebellion to see if they could attend a meeting of the Working Group to discuss their attendance at ClimateFest 2023.

The level of attendance at ClimateFest 2022 was discussed. It was agreed that promotion on social media was essential and that the talks could be published online after the event.

ClimateFest 2023 will be held on 9 September 2023.

It was agreed to tie in ClimateFest 2024 with Big Green Week which was held in September 2022.

7. Update re Planting Strategy

After some discussion, it was agreed to recommend TW Landscapes as the preferred contractor for the 2022/2023 tree planting project to the Asset Management and Amenities committee at their meeting on 6 February.

Ian requested the use of tree guards only if absolutely necessary.

8. 'Food for the Planet' Grant

Miriam advised members that having attended a webinar, she had learnt that the grant had to be used to campaign for change by educating and influencing people but that it could be used towards peoples' time.

It was agreed that the grant should be applied for by the Town Council and could be used to obtain the services of a consultant or a speaker at ClimateFest, with the precise details to be confirmed once the grant had been awarded.

9. Repair Cafe

It was agreed to promote the idea of holding a repair café on social media to establish the level of interest in the town. Various possible locations were discussed.

10. Messaging

It was noted that Gloria was already promoting environmental topics more widely on social media. A request for articles was made.

11. Lighting in the Park

Ian expressed his dissatisfaction at the appalling decision made by the Town Hall to

install lighting columns in King George V Park in view of the lack of attention paid to environmental concerns.

Members were advised that the time for debating this topic had passed as a resolution of Council had already been made. It was noted that if members wished to revisit the decision, they would need to do so quickly before the order was placed.

It was recommended that any environmental issues be referred to the Working Group if they were going to be discussed by a Council committee.

.
12. Golf Course at Christie Miller

Ian explained that he had been told by Melksham Without Parish Council that the golf course at the former Christie Miller site had been designated as business land. He questioned whether it could be redesignated as a green space.

Saffi explained that this site fell within Melksham Without Parish Council and that Wiltshire council had responsibility for designation.

Graham reminded members that a consultation regarding Neighbourhood Plan #2 was being held on 9/10 February.

.
13. Next Meeting: 7pm, Wednesday 15 February.

End 20.10

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Melksham Town Council

Notes of the Events Working Group meeting held on Thursday 12th January 2023

PRESENT: Councillor Carl Houghton
Councillor Susan Mortimer
Councillor Pat Aves

OFFICERS:	Sara Land	Admin
	Miriam Zaccarelli	Community Development Officer
	Gloria Delves	Communications Officer

02 Apologies

Apologies were received from Councillors Price and Goodhind.

03 Notes of the Previous Meeting

The notes from the Events Working Group meeting held on 3 November 2022 were agreed as a correct record.

04 Reflection on Carols Event held on 16th December 2023

The following observations were made:

- The event was livestreamed thanks to Joe from the MIN
- The Ukrainian lady singing was powerful – could get a Ukrainian group to perform next time.
- Choice of carols need to be more inclusive and popular for singing along
- The choir was more of a performance than a sing-along.
- Need a mix of carols and Christmas songs
- The choir had different words than the printed sheets
- The religious element was more than expected
- Could advertise in the pubs – sing along then go back to the pub
- Could book a band for next time, maybe ask MMAD as they already sing at the Christmas Market
- Could have an instrument like a piano
- Dates suggested for this year – 15th or 16th December 2023
- Nice having the Carols event between the Switch On and Christmas

- Donkeys were very popular. Next time we could have more need enough space
- Get community groups involved.
- Could include an open mic session

05 Calendar of events for 2023

The draft calendar of events was considered, and the Hospital Fete added in. It was suggested that MTC could have a table at other community events and possibly have a float in the Carnival
Councillors could be invited to run the MTC stall at community events
Information needs to be sent to Councillors in advance, so they can choose which events to support throughout the year
Upcoming events could be presented before Council meetings so Councillors could be invited to get involved.
A draft schedule of Events Working Group meetings was agreed including which events to discuss at each meeting and which representatives of other groups to invite. **See attached calendar.**

06 Coronation 2023

A draft list of ideas for the Coronation was circulated and added to. **See attached draft report.** This would be sent to the Community Development Committee meeting on 23 January, at which Councillors could give a steer to the Events Working Group.
It would be good to see what Wiltshire Council are doing for the Coronation. Any event will need an information focal point

07 Date of Next meeting

The next EWG meeting will be held Friday 2 February and will cover reflections on the Christmas Market and Switch On and plans for the Coronation

Meeting Closed at: 06:45pm

Signed:

Dated:

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

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 Neighbourhood Plan

Steering Group Meeting

Date: Wednesday 30 November 2022

Start: 6.30 pm

Present:

Steering Group Members Present

Councillor David Pafford Chair (MWPC)
Councillor Alan Baines (MWPC Sub)
Councillor Graham Ellis (MTC)
Councillor Pat Aves (MTC)
John Hamley (MTUG)
Councillor Mike Sankey (WC)
Shirley McCarthy (Environment)
Mark Blackham (Bowerhill Residents Action Group)

Officers

Teresa Strange (MWPC)
Lorraine McRandle (MWPC)
Linda Roberts (MTC)

Task Group Members:

Councillor Mark Harris (MPWC)
Councillor Colin Goodhind (MTC)

Planning Consultants:

Vaughan Thompson (Place Studio)

MTC

Melksham Town Council

MWPC

Melksham Without Parish Council

WC

Wiltshire Council

MTUG

Melksham Transport User Group

MINUTES

1. Welcome & Housekeeping

Councillor Pafford welcomed everyone to the meeting and went through the fire evacuation procedures for the building and introduced new steering group member, Mark Blackham, Chair of Bowerhill Residents Action Group (BRAG).

2. To note apologies

The Parish Clerk informed the meeting that apologies had been received from Chris Holden, but had not heard from Colin Harrison. The meeting was informed Councillor Glover was on a leave of absence from the parish council and therefore Councillor Baines was in attendance as substitute.

3. Declarations of Interests & Register of Interests

There were no declarations of interest.

It was noted Mark Blackham had completed a Register of Interest Form prior to the meeting with everyone else present having previously signed a Declaration of Interest form.

4. Public Participation

There were no members of public present; other than Task Group members.

5. To agree Minutes of Meeting held on 28 September 2022

Resolved: To approve and for the Chair to sign the minutes of the meeting held on 28th September 2022.

6. a) To receive Progress and Programme Update Briefing and agreed next steps

Vaughan provided a progress update since the last Steering Group meeting explaining a new content page for the plan had been produced which had 7 updated policy areas and two new policies added and will start to draw down the work people have been undertaking in recent months and install in the new plan.

Vaughan explained there was no need to reinvent the wheel, but to update policies and background information, as things both locally and nationally have changed since the current plan was drafted.

Topic Areas:

Sustainable Development and Climate Change

Policy 1: Sustainable Design and Construction. Update

Policy 2: Local Renewable and Low Carbon Energy Generation Update

Vaughan explained a topic paper had been prepared to inform updates to policies 1 & 2 which had been circulated to the Steering Group, with good progress being made on this topic, which was keeping close to programme in terms of progress.

Housing and Infrastructure

Policy 6: Housing in Defined Settlements: Updated

Policy 7: Allocation(s) Updated

Policy 6: Housing in Defined Settlements

Vaughan explained Policy 6 would be updated and where necessary insert reference to the Housing Needs Assessment. The Housing Needs Assessment completed by AECOM is a key document in providing supporting

evidence to inform the update of the policy and link the delivery of housing in principle, regardless of where it is, back to housing that will respond to the identified local need. The document can now be used as evidence to inform on any proposals coming forward from developers.

The Parish Clerk explained that the Housing Needs Assessment was already being used by Planning Officers at Wiltshire Council as evidence for querying the housing size mix on large developments and was being passed to developers that they were meeting at pre-application stage.

Vaughan explained the housing site allocations process was currently underway and must be followed. Since the last meeting, AECOM has been progressing the assessment of all the sites which have been put forward as they were on the Strategic Housing & Employment Land Availability Assessment (SHELAA) list and/or had come forward following the Steering Group call for sites. The methodology used to shift through the various sites had been agreed with AECOM and the Steering Group at the last meeting.

The Parish Clerk explained it was hoped the initial sifting of the 90 sites would be finished later that week, with AECOM verifying their findings either before Christmas or just after. They hoped to have a draft report in February with their recommendation on those sites which had come through the sift.

Unfortunately, there were a few sites where it was hard to identify the exact landowner, therefore an application had been sent to the Land Registry seeking the relevant information and hopefully this would be received shortly. However, in the meantime those sites would remain on the list and assessed by AECOM until there is an opportunity to talk to the landowner and confirmed to proceed or removed from the list if they do not want the site to be considered.

Vaughan explained there had been a little bit of slippage on this process, as originally it had been hoped this would have been done by January 2023. When the report comes back, the steering group will need to assess the sites and therefore it was important at the next meeting to validate the document to allow the shortlisting process to begin. The report will give insight into the shortlisted sites by AECOM, with the Steering Group then undertaking the site selection process. This will include landowner consultation with those short listed to see if those sites are still available and to talk to them on their intentions in terms of meeting the community's policy aspirations and policy requirements on their sites.

Vaughan explained the Steering Group were updating the Neighbourhood Plan in order to re-establish National Planning Policy, Paragraph 14 protection¹ which only lasts for 2 years. Current protection can be enjoyed until July 2023, establishing plan led control of development in the

1

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

Neighbourhood Plan area, despite the fact there is no 5-year land supply in Wiltshire.

The only way to get the protection back is for the Neighbourhood Plan to allocate sites for housing in a meaningful number, which is about 10% of the total amount of housing which will come to Melksham through the Local Plan up to 2036.

Vaughan explained the only figure which has been published was 18 months ago in the Local Plan Review consultation and was the only number the steering group could work on i.e. an allocation of 2500 houses in Melksham and a separate allocation of 90 for Whitley and Shaw. Therefore, looking at an allocation of approximately 260 homes in the Neighbourhood Plan.

As the Local Plan is not allocating sites at Shaw & Whitley, only providing a housing allocation number, the Neighbourhood Plan has an opportunity to take the lead in whatever the whole number is for Shaw & Whitley and rural areas, so it's likely the Neighbourhood Plan is looking for in the region of 90 homes provided in Shaw & Whitley and other rural settlements and 10% of the figure which comes forward for Melksham.

Unfortunately, the final housing figure allocation will not be known until Summer 2023. Therefore, the Steering Group will have to work on a Melksham housing figure of 2,500 until the Regulation 14 draft plan. Unfortunately, Wiltshire Council officers are not mandated by their own Cabinet to inform the Neighbourhood Plan Steering Group what the figure is.

Councillor Pafford asked when in the formulation of the revised Neighbourhood Plan it would hold weight against subsequent housing planning applications.

Vaughan informed the meeting he would look further into whether protection disappeared completely or if it was a disintegrating amount of protection as time went on, but felt protection would not disappear completely, but would be a disintegrating amount of protection. It is all about how up to date the plan was, after two years a plan would not be completely out of date, just two years old, therefore would be able to look to Paragraph 14 protection beyond July to defend against unwanted planning applications.

Vaughan reminded the group there was already a made neighbourhood plan and local policies and therefore could still use this after July and still have the full weight of the neighbourhood plan. With regard to the new plan, it had limited planning weight until it was submitted successfully to Wiltshire Council after Regulation 14, in order for them to take forward. After Regulation 14 there would be evidence of community engagement and therefore would know how much objection there is to certain policies and those policies where there is no objection were therefore likely to pass through and would attain greater weight at this stage. Each stage provides greater weight i.e. the act of Wiltshire Council accepting the plan as a document fit for purpose to take

forward to the next stages of the process; the examination and what the Examiner says; the Referendum and finally the making of the plan.

The Parish Clerk asked if the fact that it was a current plan under review gave it more weight than a brand new plan.

Vaughan explained the plan had full weight now and still would in July and when the reviewed plan got through examination and referendum, the only thing dented, would be the ability to resist speculative housing development, due to Paragraph 14 protection running out.

Vaughan explained as the Steering Group were currently updating 7 policies, pushing them forward to 2036, the update would give a subtle uplift into the future and they would have full weight going forward. The housing allocation would have less weight, because no one can defend so fully against unsustainable development, whether Local Plan or Neighbourhood Plan. If the plan gets to examination, the Inspector gives less weight to things like design or quality of the development, which is nothing to do with the Neighbourhood Plan weight, but to do with not having a 5-year housing land supply after Paragraph 14.

Mark Blackham asked where the 2,500 housing figure came from and if it was an arbitrary figure or based on local needs.

Vaughan explained the housing figure came from Wiltshire Council and was a required figure for housing growth within the Local Plan and given by central Government. The figure being a combination of calculating population change in Wiltshire together with the Government target for national housing growth and therefore a formula for producing a housing figure. The figure is then divided into Housing Market Areas (HMAs), with Wiltshire being divided into several HMAs and worked out using population statistics for what the growth in these areas is and having done this arrive at a housing figure for each HMA, then divided between settlements in the HMA. In the draft Local Plan policy at present, the emerging strategy is to increase the proportion of growth in Melksham, as opposed to Chippenham, there is less growth in Trowbridge for instance, which is in the Trowbridge HMA.

Mark asked if it was known approximately what the proportion of 2,500 homes is to the current housing in Melksham.

Vaughan explained he did not know the figure, but would investigate.

Mark Blackham stated if there were approximately 1,000 homes in Bowerhill, which equated to 3,000 people for instance, an additional 2,500 homes would effectively be making a Bowerhill and a half, which seemed extreme and therefore was there an expectation the population of Melksham would grow this significantly.

Vaughan explained it was a strategic issue, as Wiltshire Council had a strategy where they have recognised in their opinion that Melksham is

suitable for a more strategic level of growth, which came down to the likelihood of a potential bypass and due to less constraints to the land around parts of Melksham to make it possible to accommodate larger amounts of development and agreed it was a substantial amount of growth up to 2036 and stressed this was not a Neighbourhood Plan issue but a Local Plan issue, as the Neighbourhood Plan could not change the housing figures quoted by having an alternative housing figure.

Council Baines stated he believed the new housing figure for Wiltshire up to 2036 was 42,000. Wiltshire Council having looked at the various HMAs in the County allocated housing figures to each including Chippenham HMA which includes Melksham, Calne, Malmesbury, Corsham and others. Wiltshire Council has determined Melksham has fewer constraints than other areas in the Chippenham HMA, such as quality of agricultural land and access to Melksham is better. The housing figure for Melksham up to 2036 was 4,000, however, with various commitments which have already been approved this figure came down to 2,500, with new sites having to be identified which will be a strategic issue, with the neighbourhood plan looking at smaller sites for 10% of this figure.

Councillor Ellis regarding the question of what proportion of housing compared to current, explained the current population of both Melksham and Melksham Without was approximately 25,000 (bearing in mind census figures for 2021 were due to be produced shortly this figure may change) therefore estimated 10,000 homes, with 2,500 additional homes providing an uplift of approximately 25%.

Shirley McCarthy explained in the Housing Needs survey it stated there were 9,151 households occupying 9,364 dwellings, therefore, the housing figure equated to an additional third and sought clarification having read somewhere if HMAs were being done away with and whether current activities at Government level would change the level of housing required.

Councillor Pafford stated the meeting needed to move on as it was all speculative and understood there were things happening at Government level which may change things.

John Hamley asked if the 2,500 housing figure was a given and could it be changed.

Councillor Pafford clarified the housing figure will be that which is allocated in the Local Plan and therefore would need to work on assumption the figure will not change at this stage. Unfortunately, it was not the remit of the Neighbourhood Plan to change the figure.

Vaughan confirmed it was not for the Neighbourhood Plan to make a representation on the number of houses Wiltshire's Local Plan is proposing, but for the town and parish council to make representations, which they have, with another opportunity to make representation as the Local Plan progresses.

Vaughan explained when the choices are made for potential sites to be allocated through the Neighbourhood Plan, as there is a need to get on with the plan in order to hold Paragraph 14 protection, the development allocation move to community consultation at the Regulation 14 stage (formal stage of consultation) once validated by the steering group and then put before the two councils. Given time constraints, Vaughan recommended there be no informal consultation, but move straight to formal, however, it was up to the steering group and this decision could be made at a future steering group meeting.

Working, Shopping and getting around

Policy 9: Town centre

Vaughan explained this was about Policy 9 and the town centre, with a commitment in the current Neighbourhood Plan, particularly in the Priority Statement about creating the town centre masterplan. Good progress had been made on this with a draft of the town centre masterplan coming forward, however, there was still a bit of fine tuning to be made. The Town Centre Masterplan group had secured some additional support for a car parking study to go with the masterplan.

The Town Clerk explained the car park owners have been written to and were awaiting to hear back, however, Wiltshire Council has written back giving permission.

Vaughan explained it was hoped to bring the draft masterplan to the next meeting for validation by the Steering Group and clarified it was not part of the Neighbourhood Plan, but a guidance and strategy document to support the delivery of Policy 9, with the Town Centre policy itself requiring a slight update.

Once the Steering Group had validated the Town Centre Masterplan stakeholder and community engagement will need to take place.

Policy 10 – Employment Sites

Vaughan explained only a minor update was required on this policy. It may be that an employment site is allocated in the plan, such as the Christie Miller site, which has come forward in the call for sites from Wiltshire Council for employment use. The Neighbourhood Plan has an opportunity to secure this as an employment site.

Community wellbeing and nature

Vaughan explained a new policy of local green space designations had been created.

Lorraine explained 49 sites remained after short listing with the various landowners being written to having until 18th December to respond. The majority of sites belonged to Wiltshire Council and they would be looking at the list on 12th December and reporting back. The Land Registry had been

contacting regarding the ownership details of one outstanding site and were currently waiting to hear back.

Vaughan explained the target was to bring final list to go into the plan at the next Steering Group meeting.

Natural built environment:

Vaughan explained a new Green Gap Policy would be included in this section, having been agreed at a previous meeting. In hindsight, there had been an omission in the current Neighbourhood Plan with not having a Green Gap Policy and whilst the Appeal was not lost because no policy had been included, if it had been included, it would have helped following the Appeal being allowed in Berryfield.

Vaughan explained whilst the policy itself was not difficult to write, the evidence of where the green gaps were needed to be done robustly by a professional, with a brief being approved at the last meeting. A significant amount of work had been done to get the work underway by a consultant and were now in a position where Locality are considering awarding free consultant technical support, but this has taken longer than anticipated. The Town Clerk explained both councils had allocated funding towards creating a policy, in case the free technical support was not forthcoming.

The Parish Clerk explained Locality had approved the technical support, however, the request was currently sat with the Department of Levelling Up, waiting to say Locality could have the money, which was frustrating, as previously AECOM had agreed to undertake the work, which was the speediest way to get the work done but unfortunately had subsequently stated they did not have capacity to undertake the work involved.

Councillor Aves asked if Michelle Donelan MP could chase this up on behalf of the Steering Group.

Vaughan felt it was perfectly reasonable to ask for something to be expedited in the public interest and whilst there was a delay on getting the work done on creating a Green Gap policy, it would not take as long as the Housing Policy, which would take longer.

The parish clerk asked if the response was going to be no from the Department of Levelling Up, or it was going to take an unreasonable amount of time to undertake the work, if delegated powers could be given to both Clerks to use the money allocated by both councils in order to appoint someone to undertake the Green Gap policy work, if necessary, prior to the next Steering Group meeting, which may be some time off.

Resolved: To give delegated powers to both Clerks to appoint a consultant to undertake the Green Gap Policy work, if Vaughan felt time was moving on and it was going to cause a significant delay in the time line of the Neighbourhood Plan Review.

Policy 18: Locally Distinctive Design, High Quality Design: Design Codes

Vaughan explained there would be a subtle update to this policy with the inclusion of character design codes. Whilst there was a snap shot character appraisal in the existing Neighbourhood Plan, the work undertaken on design codes will take the Policy further forward in a greater level of detail. The work undertaken on this had been undertaken as part of technical support by AECOM and a draft document reviewed by the task group and comments pulled together. It was not too late to add more information, if members of the Steering Group wished to add comments.

The Parish Clerk explained herself and the Town Clerk would look at it themselves too and forward to members of the Steering Group who had requested to see it, for comment.

It was explained Planning Authorities can turn down a planning application if something is not good design but it is hard to define what this is. Both the Parish Council and Urban Design Officer at Wiltshire Council, in commenting on proposals for 144 homes on Semington Road (PL/2022/02749) had said it was poorly designed. Once the Neighbourhood Plan had design codes included which stated in the various areas what is good design and what is not this provided the evidence to refuse an application if it did not match the design codes within the Neighbourhood Plan; removing the ambiguity of what “good design” was in the Melksham NHP area.

Vaughan explained the character and design code was not something which needed to wait for the updated Neighbourhood Plan to be made before it could be used, as the Neighbourhood Plan already had a design policy.

Vaughan suggested some training on the design codes in order both council’s planning committees were up to speed with the content.

Resolved: For the Design Codes to be sent to Melksham Without Parish & Melksham Town Council’s Planning Committees for review and validation, once approved by the Steering Group.

Policy 19: Local Heritage

Graham Ellis as lead on the Heritage Working Group, explained Heritage Assets were in addition to listed buildings, of which there were over 200 listed in Neighbourhood Plan area with 12-20 items included on the heritage asset list which had been thoroughly researched. There was still a little bit of work to be undertaken and then landowners could be contacted.

Graham thanked those who had been involved in providing research on this topic.

The Parish Clerk explained Paul Carter Jnr had joined the group, as Chair of the Historical Association. Graham explained it would be useful for him to have a look at the list of assets in order to provide a sanity check.

Priority Statements

Vaughan explained there were a few of these included in the current plan, which provided statements on how the community wanted to see things move forward, what it supports and what is being done by other people, with an opportunity to up-date these as things have moved on:

Priority Statement 1: Wiltshire Local Plan Review (which is progressing).

Priority Statement 2: Town centre regeneration

Priority Statement 3: Transport Infrastructure – Bypass.

Vaughan explained it had been debated whether to include this and whether it could be supported or not.

The Parish Clerk explained National Highways were currently looking at the best strategic route via the Western Gateway to Poole. If the A350 was shown to be the best route, this strengthened the business case for a bypass and would be out of Wiltshire Council's hands, as it would be a Government project. If the study found the A350 was not the best route, this would weaken the business case for a bypass, unfortunately, the report was not expected to be completed until Summer 2023. It was also unknown if there would be a protected route for the bypass in the Local Plan.

Priority Statement 5: Wilts & Berks Canal Restoration

It was explained it was unclear if there would be a protected route of the canal in the Local Plan, as there is in the current Core Strategy and whether it would be the same route as the 2012 planning application.

Vaughan explained proposals for the canal had issues, such as the levels of housing growth required as part of enabling development which would be of a strategically large level. Whether it came with a large amount of housing would be something dealt with by Wiltshire Council. At the moment the Steering Group is not in a position to amend this Priority Statement as there is not enough information.

Vaughan explained the Priority Statements needed to be up to date and not in conflict with the Local Plan, as by law a Neighbourhood Plan had to conform to a Local Plan and not be in conflict with a different strategy. Luckily, Priority Statements could wait until the end and could change again after Regulation 14 consultation, if circumstances changed before the plan is submitted to Wiltshire Council.

Strategic Environment Assessment (SEA)

This needed to be undertaken on the whole of the updated plan, particularly as it would include housing allocations, which may have a significant environmental impact. The SEA would look at the impact and mitigations the plan has in it, to remove or minimise these.

Vaughan explained the assessment work had already started through Locality technical support, thanks to the Link Officer at Wiltshire Council, with the work

currently ongoing and could not be completed until it was known how much housing was being allocated in the Neighbourhood Plan, which created a risk to the Neighbourhood Plan programme, as the work needed to be done by an external party towards the end of the review.

Vaughan informed the meeting that it was previously understood that a draft SEA had to be completed and then go to Regulation 14 consultation. However, there were some case studies, including Chippenham, where the SEA had not been finished but the Regulation 14 process started, which was good news as this sped up the process and David Way as the Link Officer at Wiltshire Council could work on this with the group.

Councillor Mike Sankey asked in terms of the SEA whether it could look at the implications of the bypass and the canal if they were to go ahead.

Vaughan explained unfortunately it could not, as these were not Neighbourhood Plan projects. Those responsible for these projects would have to undertake their own SEA.

Timeline

Vaughan went through the Gantt Chart on the timeline of the Neighbourhood Plan Review and explained the Regulation 14 consultation had slipped by 3 months from early in the new year to April/May/June time due to various factors as previously explained in the meeting, including the housing site allocation as currently waiting for AECOM to undertake the site selection assessment process prior to selection by the steering group. However, as long as the various evidence bases are available by the time the plan goes to consultation everything should be fine.

Vaughan explained stakeholder consultation would hopefully take place in February/March. Other informal consultation would need to be undertaken on local green spaces, with all landowners being given an opportunity in providing their comments on the designation. Also, all landowners needed to be consulted for housing allocations. This was also time to undertake community/trader/stakeholder engagement with regard to the town centre masterplan and get their input.

Vaughan explained during this time housing sites would be selected; however, it was difficult to put draft sites selections on the table informally, and made a recommendation to go straight to Regulation 14, however he suggested he could look at this if the steering group wanted to undertake some informal consultation on the housing allocations.

Councillor Pafford asked if there was a required period of consultation, or whether it was flexible.

Vaughan explained the formal Regulation 14 consultation had to be for at least 6 weeks, with informal consultation there was no requirement and was in the gift of the steering group. However, the strategy was to recoup as much slippage time as possible, in order to submit the draft plan to Wiltshire Council

after July when the period of Paragraph 14 protection ends and will keep pressure on to get the various aspects of work completed, such as housing site allocation work as soon as possible.

Vaughan explained unfortunately the Steering Group were still in the dark on the Regulation 19 housing allocation in the Local Plan but did not think it would undermine the content of the revised plan. After the Regulation 14 consultation period was when everyone including Wiltshire Council, land agents and the public had an opportunity to make representation and with big development interests in the plan.

Vaughan reminded the Steering Group not to under estimate the number of comments, which will come forward which would require a significant amount of work to get through the comments and make revisions, in order to submit a robust plan.

The Parish Clerk explained the current neighbourhood plan had at least 1000 individual comments from over 200 people all of which required a response.

bC) Policy 7 Whitley Housing Site Allocation review to be held in closed session

The item was discussed in closed session, with Councillor Pafford reminding those present of the confidentiality of the item as no decisions had been made.

It was agreed as both Councillors Harris and Goodhind were members of the Steering Group task groups and both councillors of the qualifying bodies, they could remain for this item.

The Parish Clerk explained members of the Housing Task Group and both Clerks had met with the landowners of the housing allocation in the current Neighbourhood Plan to discuss their proposals for the site which was allocated in Policy 7 in the current Plan, as part of the Review process.

However, during discussions with the landowner, it became clear proposals did not quite meet requirements in the policy with regard to:

- The number of houses proposed i.e. 22, with the plan stating approximately 18.
- The proposed number of affordable homes equated to less than 30%
- In order to preserve the setting of a listed building on Top Lane the policy stated no housing should be built North of Top Lane, however a few dwellings were proposed slightly North of Top Lane.

The Parish Clerk explained at the meeting those present had gone through the list of requirements it had to meet.

Vaughan explained it was not the job of the Steering Group to see if proposals met Policy 7, but when submitted as a planning application that was the time

to ascertain if it met the policy within the Neighbourhood Plan and not accept if it did not meet requirements of the policy.

The Parish Clerk explained in terms of Policy 7, Vaughan had given the following options as a way forward:

- Nothing changing and Policy 7 still holding in the review up to 2036.
- Some changes could be made to the housing allocation within the red line map in the Neighbourhood Plan, as part of the review.
- If a further housing allocation is made to adjacent land, as part of housing allocations in NHP#2 then the current site allocation could be looked at again as one bigger site. However, from what had been shown so far this was not the case.

Shirley queried if a reason had been given as to why they had only partially complied with the policy.

It was explained as the policy had provided an approximation of 18 homes, 22 had been proposed and given drainage issues on the site a large attenuation pond was required to the South, which had pushed development further North in the site, with some dwellings proposed beyond the Top Lane junction. It was noted another constraint on the site was buried services which had to be avoided on the North West and North East corners of the site.

Councillor Pafford explained at the meeting there was a concern various parts of the policy were not being met by the landowner as stated above and having lost some land to a larger attenuation pond than expected were proposing more than 18 dwellings. At the meeting it had been stated if 4 of the dwellings North of Top Lane junction were removed, the housing element would meet the policy.

Vaughan explained there was already a made policy and any proposals for the site should be judged against the policy. The policy had not changed and would not change until the Neighbourhood Plan review process had been completed.

The Town Clerk asked if there was a danger if the Steering Group revised a policy that this may undermine the Neighbourhood Plan as moving boundaries which had previously been set.

Vaughan advised not to amend the Neighbourhood Plan to facilitate the development. Wiltshire Council and the parish council's Planning Committee were the two public bodies that would be undertaking the review of the site against the Neighbourhood Plan and the Core Strategy, with the parish council's Planning Committee making a representation, who can hear from the Steering Group and be advised, but it is for the parish's Planning Committee to comment against the Neighbourhood Plan in existence at the time the application is submitted.

Councillor Pafford confirmed at the meeting, it had been reiterated several times the proposals did not confirm to Policy 7 in the Neighbourhood Plan.

Vaughan explained there was always slippage in a planning application in getting what is asked for, in this instance the need for an attenuation pond and flooding issues and when the Steering Group made the allocation it was with a higher level of assessment information, it was not with the deeper amount of information the applicant must undertake in submitting the application.

Vaughan advised to be ready for genuine evidence to come to light regarding the circumstances of the site, which may mean some of the criteria having to be considered in the light of those constraints. However, going from 18 to 22 dwellings was another matter which was an uplift in the number of homes stated in Policy 7, as the allocation says approximately 18.

Therefore, any planning application can come forward with more housing, if the developer thinks they have provided more housing and still meet the policy criteria. The creep in the number of dwellings proposed can be discussed at pre app and when the planning application comes forward. The developer would also be expected to deliver the percentage of affordable homes as stated in the Core Strategy i.e. 30%.

Vaughan explained as the Neighbourhood Plan had a housing allocation and a Housing Needs Assessment, the Steering Group can look to deliver the type of affordable housing and the market housing to meet the identified needs in Shaw & Whitley, also by the time the application is submitted could use the design code to look at the more detailed qualities in this proposal.

Vaughan explained the owners of the site, in the call for sites had submitted a bigger parcel of land, not related to the parcel of land in the housing allocation in the plan. At present, this site is being considered on its own merits and therefore, would have to wait for the report to see what it says about the relative sustainability and suitability of this additional parcel of this land. Clearly AECOM will be making recommendations with 'lights on' about it being next to an existing housing allocation.

There are opportunities if the additional piece of land comes forward for the Steering Group to decide not to allocate the site, allocate in whole or consider allocating parts of it, the Steering Group did not have to allocate all of the site.

7. To approve Community Communications

Vaughan explained this was part of an engagement process, linking in with informal engagement and then formal engagement and keeping people on message and giving them advanced warning of community engagement early next year.

The Town Clerk explained it was hoped to do some engagement on Saturday 3rd December at the Christmas Fayre, however it was felt there was not enough

time to do something constructive, such as town centre masterplan. Therefore, rather than let the opportunity go, a leaflet had been designed with the input of Melksham News (with 2,000 being printed) in order to raise awareness of what has taken place so far and what else will be taking place in the future, such as consultation on the plan. It was hoped this would generate interest and encourage as many people as possible to engage in the new year with the Neighbourhood Plan process.

Several volunteers were sought with several coming forward to help hand out leaflets from 12pm through to the end of the Christmas Fair and Lights Switch On event at 8pm.

Both Clerks thanked Melksham News in helping design the leaflet and others who had provided input on the design. A link to the leaflet would be provided on the Neighbourhood Plan website, as well as being available on both councils' websites.

8. To approve future spend, quotation for additional work by Place, latest invoices and note current financial report.

The Parish Clerk explained Vaughan had provided a summary of additional work required for approval by the Steering Group:

Final Draft comments and revisions:	£550
Library, Campus, edge of centre cluster site planning:	£550
Stakeholder/community engagement:	£1,100
Town Centre Masterplan engagement work:	£825
Car parking study:	<u>£275</u>
TOTAL	£3,300 (excl VAT)

Resolved: To approve for payment the following invoices, excluding VAT.

£250	Melksham News (for design work)
£488	Nettl (printing 2000 leaflets)
£2,709.35	Place (for work undertaken to date) via Locality Grant and agreed Parish & Town Council spend)

To approve the quotation of £3,300 from Place to undertake the extra work as stated.

9. To agree date and venue of Next Meeting of Steering Group

Vaughan explained some of the things hoped to be ready by 25th January for the Steering Group to go through may not be completed by this time and therefore suggested the Steering Group meet in February.

As it was hoped to undertake community engagement in the new year, it was suggested to hold a meeting in January to sign this off.

Resolved: A Steering Group meeting be held on 25th January at 6.30pm at the MWPC meeting venue in order to sign off on community engagement.

A Steering Group meeting be held on 22nd February at 6.30pm at MWPC meeting space to sign off on the various reports which should have been received by this time.

Meeting closed at 8.22

Signed
Chair, 25 January 2023

Strategic Environmental Assessment for the Joint Melksham Neighbourhood Plan

Scoping Report

Joint Melksham Neighbourhood Plan Steering Group

December 2022

Quality information

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Revision History

Revision	Revision date	Details	Authorized	Name	Position
V1.0	12 th September 2022	Initial version for neighbourhood group comment	30 th November 2022	Teresa Strange	Parish Clerk
V2.0	23 rd December 2022	Final for consultation	23 rd December 2022	Nick Chisholm- Batten	Technical Director

Prepared for:

Joint Melksham Neighbourhood Plan Steering Group

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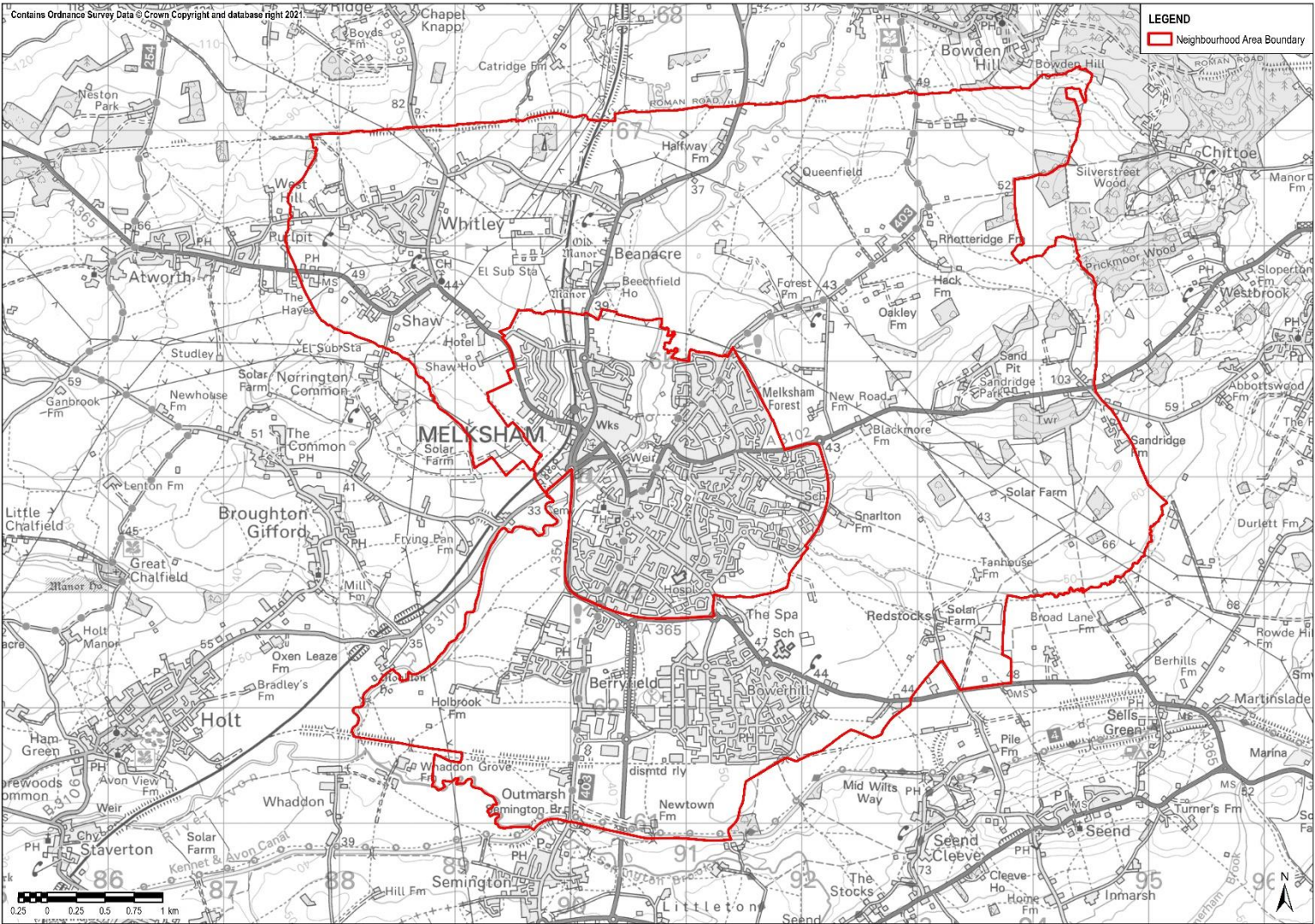


Figure 1.1: Neighbourhood area boundary covering the parishes of Melksham Town and Melksham Without

1. Introduction

Background

- 1.1 AECOM has been commissioned to undertake an independent Strategic Environmental Assessment (SEA) in support of the emerging Joint Melksham Neighbourhood Plan, hereafter referred to as the JMNP2.
- 1.2 In July 2021, the JMNP1 was 'made' for the period 2020-2026. However, the JMNP Steering Group are undertaking an early review and refresh of the 'made' JMNP1 in light of the latest national policy requirements (with respect to the updated National Planning Policy Framework which was published in July 2021) and emerging local policy requirements within Wiltshire's Local Plan Review process which is ongoing at present (including but not limited to housing numbers and the climate emergency).
- 1.3 The JMNP2 is being prepared under the Localism Act 2011¹ and the Neighbourhood Planning (General) Regulations 2012², and in the context of the Wiltshire Core Strategy 2015-2026³. Due regard is also given to the Wiltshire Local Plan Review⁴. The key information relating to the JMNP2 is presented in Table 1.1 below.

Table 1.1 Key information relating to the JMNP2

Name of Responsible Authority	Wiltshire Council
Title of Plan	Joint Melksham Neighbourhood Plan 2 (JMNP2)
Subject	Neighbourhood planning
Purpose	<p>The JMNP2 is being prepared as a neighbourhood plan under the Localism Act 2011 and Neighbourhood Planning (General) Regulations 2012. The JMNP2 is being prepared in the context of the Wiltshire Core Strategy 2012-2026. Due regard is also given to Wiltshire's emerging Local Plan Review.</p> <p>The JMNP2 will be used to guide and shape development within the neighbourhood area.</p>
Timescale	To 2036
Area covered by the plan	The neighbourhood area covers the civil parishes of Melksham and Melksham Without, located in Wiltshire, as shown in Figure 1.1 above.
Summary of content	The JMNP2 will set out a vision, strategy, and range of policies for the neighbourhood area.
Plan contact point	<p>Teresa Strange, Melksham Without Parish Council Clerk: clerk@melkshamwithout-pc.gov.uk</p> <p>Linda Roberts, Melksham Town Council Clerk: mailto:linda.roberts@melksham-tc.gov.uk</p>

¹ UK Government (2011) 'Localism Act 2011' can be accessed [here](#).

² UK Government (2012) 'The Neighbourhood Planning (General) Regulations 2012' can be accessed [here](#).

³ Wiltshire Council (2022) 'Wiltshire Core Strategy' can be accessed [here](#).

⁴ Wiltshire Council (2022) 'Local Plan Review' can be accessed [here](#).

Planning policy context

- 1.4 The Wiltshire Core Strategy 2015-2026 was adopted in 2015 and forms part of the development plan for the administrative area of Wiltshire. Within Core Policy 1, Melksham is identified as a 'market town'; this type of settlement *"has the ability to support sustainable patterns of living in Wiltshire through their current levels of facilities, services and employment opportunities"*. Market towns have the potential for significant development that will increase homes and jobs, allowing for the maintenance and enhancement of existing services and facilities. There are other large and small villages within the neighbourhood area, and development in these areas is expected to be more limited to reflect the role and function of these settlements.
- 1.5 Wiltshire Council are currently undertaking a Local Plan Review⁵. Regulation 18 consultation on the emerging spatial strategy was completed between January and March 2021, with the outcomes of this consultation informing the preparation of the draft Local Plan. With respect to housing numbers, the emerging Local Plan Review (within the 'Planning for Melksham' section of the Regulation 18 consultation document) provides an indicative housing target of 2,585 dwellings for the Melksham area during the plan period (up until 2036). The housing requirements are to be delivered through the following:
- existing commitments and completions (i.e., sites which have permission already, and are either currently under construction or are likely to commence in due course),
 - strategic scale site allocations to come forward through the emerging Local Plan Review (i.e., likely large greenfield sites which will be subject to detail assessment), and
 - a proportion of homes to be found through neighbourhood plan allocations.
- 1.6 Whilst the housing numbers are potentially subject to change as the emerging Local Plan Review progresses, Wiltshire Council have provided an indicative target of 150-250 homes to be delivered as allocations through the JMNP2. It is anticipated that the remaining housing targets will be met through existing completions and commitments and strategic allocations (as discussed).
- 1.7 Neighbourhood plans will form part of the development plan for Wiltshire, alongside, but not as a replacement for the Local Plan. Neighbourhood plans are required to be in general conformity with the Local Plan and can develop policies and proposals to address local place-based issues. In this way it is intended for the Local Plan to provide a clear overall strategic direction for development in Wiltshire, whilst enabling finer detail to be determined through the neighbourhood planning process where appropriate.

⁵ Wiltshire Council (2021): 'Local Plan Review Consultation', can be accessed [here](#)

SEA for the JMNP2

SEA screening for the JMNP2

1.8 In August 2022, Wiltshire Council advised that in their view an SEA process was likely to be required for the JMNP2. Which was later confirmed by the statutory consultees for SEA (Historic England, Natural England, and the Environment Agency) in their SEA Screening responses.

1.9 A Neighbourhood Plan requires SEA where it is likely to have significant environmental effects. The SEA Screening decision concludes:

“The draft JMNP2 “is exploring the potential to identify further site allocations with capacity to make a meaningful contribution to the identified community area housing requirement...it is likely that the neighbourhood plan review will consider allocation of land for between 150 to 250 homes.

“A schedule showing 89 potential development sites is attached. It is not known which sites will be allocated or for how many dwellings. The JMNP2 may exceed the figures stated. So, a precautionary approach is taken to the likelihood of significance of effects. There is the potential for significant effects on landscapes, biodiversity, flood risk, on designated and undesignated heritage assets and their settings and on various other areas of environmental importance.

“For this reason, it is considered likely that site allocations alone will have the potential to have significant environmental effects.”

1.10 Considering this screening outcome, an SEA process is being undertaken to meet the specific requirements prescribed by the Environmental Assessment of Plans and Programmes Regulations 2004 (the SEA Regulations).

SEA explained

1.11 SEA is a mechanism for considering and communicating the potential impacts of an emerging plan, and potential alternatives in terms of key environmental issues.

1.12 The aim of SEA is to inform and influence the plan-making process with a view to avoiding and mitigating potential negative impacts and maximising the potential for positive effects. Through this approach, the SEA for the JMNP2 seeks to maximise the emerging plan’s contribution to sustainable development.

1.13 Two key procedural requirements of the SEA Regulations are that:

- i. When deciding on ‘the scope and level of detail of the information’ which must be included in the Environmental Report there is a consultation with nationally designated authorities concerned with environmental issues;
- ii. A report (the ‘Environmental Report’) is published for consultation alongside the draft plan (i.e. the draft JMNP2) that presents outcomes from the environmental assessment (i.e. discusses ‘likely significant effects’ that would result from plan implementation) and reasonable alternatives.

SEA scoping explained

1.14 Developing the draft scope for the SEA as presented in this report has involved the following steps:

- Exploring the policy context for the JMNP2 and SEA to summarise the key messages arising.
- Establishing the baseline for the SEA (i.e. the current and future situation in the area in the absence of the JMNP2) to help identify the plan's likely significant effects.
- Identifying particular problems or opportunities ('issues') that should be a particular focus of the SEA; and
- Considering this information to develop an SEA Framework comprising SEA objectives and assessment questions, which can then be used as a guiding framework for the subsequent assessment.

1.15 The scope is explored and presented under a series of key environmental themes as follows:

- Air quality
- Biodiversity and geodiversity
- Climate change (including flood risk)
- Community wellbeing
- Historic environment
- Land, soil, and water resources
- Landscape
- Transportation

1.16 The selected environmental themes incorporate the 'SEA topics' suggested by Annex I (f) of the SEA Directive.⁶ These were refined to reflect a broad understanding of the anticipated scope of plan effects. The discussion of the scoping information for each theme is presented in **Chapters 2 to 9**, along with a summary of the key issues and the proposed SEA Framework of objectives and assessment questions. Each proposal within the emerging JMNP2 will be assessed consistently using this Framework.

⁶ The SEA Directive (Directive 2001/42/EC) is 'of a procedural nature' (para 9 of the Directive preamble) and does not set out to prescribe particular issues that should and should not be a focus, beyond requiring a focus on 'the environment, including on issues such as biodiversity, population, human health, fauna, flora, soil, water, air, climatic factors, material assets, cultural heritage including architectural and archaeological heritage, landscape and the interrelationship between the above factors'

2. Air Quality

Focus of theme

- 2.1 This chapter presents the policy context and baseline summary in relation to the air quality SEA theme. The theme focuses on air pollution sources, air quality hotspots, and air quality management within and surrounding the neighbourhood area. This information is used to identify key issues (both constraints and opportunities) before proposing a relevant SEA objective and supporting assessment questions.

Policy context

- 2.2 **Table 2.1** below presents the most relevant documents identified in the policy review for the purposes of the SEA.

Table 2.1: Plans, policies and strategies reviewed in relation to the air quality SEA theme

Document title	Year of publication
Environment Act	2021
National Planning Policy Framework (NPPF)	2021
The Clean Air Strategy	2019
A Green Future: Our 25 Year Plan to Improve the Environment	2018
UK plan for tackling roadside nitrogen dioxide concentrations	2017
Environment Act	1995
Wiltshire Council 2021 Air Quality Annual Status Report	2021
Wiltshire Council - Consultation report and next steps	2021
Wiltshire Council - Local Plan Review consultation	2021
Joint Melksham Neighbourhood Plan 2020-2026	2020
Wiltshire Council Air Quality Strategy 2019-2024	2019
Wiltshire Council Air Quality Action Plan	2015
Wiltshire Council - Wiltshire Core Strategy	2015

- 2.3 The key messages emerging from the review are summarised below:
- The JMNP2 will need to consider the principles outlined in the National Planning Policy Framework (NPPF), which seek to reduce or mitigate air quality impacts during development whilst simultaneously taking advantage of opportunities to improve air quality. Measures include, but are not limited to; sustainable transport solutions, limiting the need to travel, compliance with pollutant limits or objectives, and the enhancement of green infrastructure. Smaller-scale development should consider the potential for cumulative effects in relation to air quality. The NPPF also states that planning policies should contribute towards compliance with pollutant limit levels or national objectives; acknowledging air quality management areas, clean air zones and the cumulative impacts from individual sites in local areas. Moreover, the NPPF indicates that new and existing developments

should be prevented from contributing to, being put at unacceptable risk from, or being adversely affected by unacceptable levels of air pollution.

- The Clean Air Strategy outlines how the government will tackle all sources of air pollution. The strategy proposes goals to cut public exposure to particulate matter pollution and outlines required action to meet these goals. Furthermore, it seeks to recognise wider sources that cause poor air quality, such as diffuse sources and smaller contributors. The proposed measures include new legislation and local powers to act in areas with air pollution issues. The Air Quality Strategy for Wiltshire (2019-2024) seeks to reflect this strategy on a more localised scale.
- The 25 Year Environment Plan establishes how the government will expand net gain approaches to include air quality improvements, such as planting more trees in urban areas and changing fuel supplies. In particular, 'Goal 1 Clean air' and the policies contained within 'Chapter 4: Increasing resource efficiency and reducing pollution and waste' directly relate to the air quality SEA theme.
- The UK plan for tackling roadside nitrogen dioxide is focused on lowering nitrogen dioxide (NO₂) emissions to statutory limits as quickly as possible. The plan acknowledges that an improvement in air quality and a reduction in emissions is important and aims to position the UK at the forefront of vehicle innovation by making motoring cleaner.
- Local authorities are required to monitor air quality across the district, report regularly to Defra and act where nationally set levels and limits of pollutants are likely to be exceeded under Section 82 of the Environment Act (1995). Monitoring is undertaken to assess levels of nitrogen dioxide, sulphur dioxide, ozone, benzene, and particulates. Where exceedances exist, areas are declared as air quality management areas (AQMAs) and local authorities are required to produce an air quality action plan (AQAP) to improve air quality in the area. Under Schedule 11 in the Environment Act (2021), a local authority must identify any parts of its area in which it appears air quality standards or objectives are not likely to be achieved within the relevant period. Additionally, local authorities must also identify relevant sources of emissions that are considered partly or wholly responsible for failing to achieve air quality standards or objectives in the area. As such, the Wiltshire 2021 Air Quality Annual Status Report (ASR) is the last available report for the neighbourhood area; fulfilling the requirements of the local air quality management (LAQM) as set out in Section 82 of the Environment Act (1995).
- The Air Quality Action Plan for Wiltshire sets out "the strategic and locally generated actions that will be implemented to improve air quality and work towards meeting the air quality objectives." This plan builds off the Air Quality Strategy for Wiltshire (2019-2024) and identifies 17 strategic actions that will help to achieve the goal of reducing levels of nitrogen dioxide and fine particulate matter in Wiltshire. A sample of those strategic actions include:
 - Establish community air quality action plan groups under the Area Boards.

- Provide air quality data and information to Area Boards to assist with the production of Community Air Quality Action Plans and Community Neighbourhood Plans.
- Integrate air quality into wider policies and strategies within the council and the adoption of Core Policy 55 in the Wiltshire Core Strategy.
- Integrate green infrastructure considerations into Wiltshire Council policy and strategy and to adopt the Wiltshire Council Green Infrastructure Strategy to support Core Policy 52 of the Wiltshire Core Strategy.
- Integrate wider climate change policies that share common goals on carbon and nitrogen dioxide reduction into Wiltshire strategies and policies.
- Develop in conjunction with Public Health Wiltshire a text alert system which will be targeted at people with respiratory health issues.
- The JMNP2 will also need to consider the relevant policies that are outlined in the Wiltshire Council Core strategy. In particular, this includes:
 - Core Policy 52: Green Infrastructure.
 - Core Policy 55: Air Quality; and
 - Core Policy 60: Sustainable Transport.
- Due regard is also given to the emerging Wiltshire Local Plan Review, which works to improve air quality by promoting sustainable transport, active transport and general air quality improvements.

Baseline summary

Current baseline

- 2.4 According to the Wiltshire Council 2021 Air Quality ASR, there are no AQMAs within the neighbourhood area. However, new development in the neighbourhood area has the potential to indirectly impact on AQMAs within Wiltshire. These AQMAs are located within Salisbury (three in this settlement), Westbury, Calne, Marlborough and Bradford-on-Avon. Although it is expected that most residents in the neighbourhood area will travel to Melksham town centre to access facilities and services, indirect impacts on these AQMAs could be expected due to potential increases in traffic levels between the neighbourhood area and locations like Bradford-on-Avon, Westbury and Devizes.
- 2.5 Air quality monitoring in Wiltshire is undertaken for nitrogen dioxide (NO₂) and fine particulate matter (PM₁₀), the main source for these pollutants is local traffic emissions caused by traffic volume, road layout, topography and high concentrations of pollutants. The annual national objective for both NO₂ and PM₁₀ is 40 ug/m³ maximum. Data from pollutant monitoring undertaken in 2021 demonstrates the average NO₂ and PM₁₀ levels have been decreasing, which is concluded to be due to the COVID-19 pandemic and its associated lockdowns and restrictions. There were three exceedances of the 24 hour mean for PM₁₀ were reported, all in Devizes.

Future baseline

- 2.6 Future development in the neighbourhood area has the potential to increase traffic, congestion, and their associated emissions. In the absence of suitable planning and mitigation, this could lead to a deterioration in air quality. Therefore, mitigation measures should be incorporated into the design of new development areas to maintain (and where possible, improve) air quality. It is considered that the present shift towards the use of sustainable transportation, including active travel modes and electric vehicle use, has the potential to support longer term air quality improvements. Furthermore, as a response to the COVID-19 pandemic there has been a shift towards employees working from home, which also contributes to emissions reduction. Planning for these factors during development will have a positive impact on air quality.

Key issues

- 2.7 Considering the baseline information and policy context review, the following key issues:
- According to data from 2021, there are no AQMAs in the neighbourhood area. However, it could be expected that development in the neighbourhood area could increase traffic flows to nearby locations like Bradford-on-Avon, Devizes and Westbury, which could impact on AQMAs.
 - Designated biodiversity and geodiversity sites within and in proximity to the neighbourhood area are potentially sensitive to air pollution issues. The effects of the neighbourhood plan in relation to these concerns will be explored in the 'Biodiversity and Geodiversity' SEA theme in Chapter 3.
 - The JMNP2 could present opportunities to improve accessibility and support more local and sustainable journeys / connections. These opportunities will be explored in the 'Community Wellbeing' and 'Transportation' SEA themes in Chapter 5 and Chapter 9.
 - The effects of traffic and congestion will be explored in the 'Transportation and movement' SEA theme in Chapter 9.

Proposed SEA objective

- 2.8 Based on the key issues discussed above, it is proposed that the SEA should include the following objective:

SEA theme	SEA objective
Air quality	Deliver improvements in air quality in the neighbourhood area.

- 2.9 Supporting assessment questions include (will the option / proposal...):

- Reduce emissions of pollutants from transport?
- Promote the use of low emission vehicles?
- Promote enhancements in sustainable modes of transport, including walking, cycling, and public transport?
- Promote enhancements to green infrastructure networks to facilitate increased absorption and dissipation of NO₂, PM₁₀ and other pollutants?

3. Biodiversity and Geodiversity

Focus of theme

- 3.1 This chapter presents the policy context and baseline summary in relation to the biodiversity and geodiversity SEA theme. The theme focuses on nature conservation designations, geological sites, and habitats and species in the neighbourhood area. This information is used to identify key issues (both constraints and opportunities) before proposing a relevant SEA objective and supporting assessment questions.

Policy context

- 3.2 **Table 3.1** below presents the most relevant documents identified in the policy review for the purposes of the SEA.

Table 3.1: Plans, policies and strategies reviewed in relation to the biodiversity and geodiversity SEA theme.

Document title	Year of publication
Environment Act 2021	2021
National Planning Policy Framework (NPPF)	2021
A Green Future: Our 25 Year Plan to Improve the Environment	2018
UK Post-2010 Biodiversity Framework	2012
The Natural Choice: securing the value of nature (Natural Environment White Paper)	2011
Biodiversity 2020: A strategy for England's wildlife and ecosystem services	2011
Natural Environment and Rural Communities Act	2006
UK Biodiversity Action Plan	1994
Wiltshire Council - Consultation report and next steps	2021
Wiltshire Council - Local Plan Review consultation	2021
Joint Melksham Neighbourhood Plan 2020-2026	2020
Wiltshire Council - Wiltshire Core Strategy	2015
Wiltshire Biodiversity Action Plan	2008

- 3.3 The key messages emerging from the review are summarised below:
- The Environment Act makes provision for biodiversity gain to be a condition of planning permission in England, in addition to creating biodiversity gain site registers and biodiversity credits. It recognises there is a duty to conserve and enhance biodiversity and encourages the identification of suitable areas through biodiversity reports and local nature recovery strategies. Furthermore, habitat maps are expected to include recovery and enhancement areas which are currently, or could become, important for biodiversity.
 - The JMNP2 will need to consider the principles set out in the NPPF, which indicate that planning policies and decisions should protect and enhance

soils and sites of biodiversity and / or geological value. Plans should also identify, map, and safeguard components of wider ecological networks, promote positive action for priority habitats and species, and pursue opportunities to secure biodiversity net gains. The NPPF also states that if development causes substantial harm and cannot be avoided, adequately mitigated, or compensated, then planning permission should be refused.

- The NPPF also supports the establishment and enhancement of habitat networks and green infrastructure to allow for more resilience to current and future pressures for biodiversity.
- The 25 Year Environment Plan places importance on improvements to the natural environment, such as achieving clean air and water, reducing environmental hazard risk, and encouraging sustainable resource use. This will be accomplished through a variety of actions including implementing sustainable land management, engaging in nature recovery, and connecting people to the environment.
- The UK Biodiversity Action Plan (BAP) is a response to the Convention on Biological Diversity, which calls for the development and enforcement of national strategies and associated action plans to identify, conserve and protect existing biological diversity, and to enhance it wherever possible. In particular, the BAP identifies priority species and habitats that are most threatened and require conservation action. The UK BAP is succeeded by the UK Post-2010 Biodiversity Framework, which aims to ensure that biodiversity is valued, conserved, restored, and wisely used, and ecosystem services are maintained. This helps to sustain a healthy planet that delivers essential benefits for everyone.
- The Natural Environment White Paper (NEWP) sets out the importance of a healthy, functioning natural environment to sustaining economic growth, prospering communities, and personal wellbeing. It adopts a landscape approach to protect and enhance biodiversity and aims to create a green economy, whereby the economic growth and the health of natural resources sustain each other.
- Reflecting the commitments within the NEWP, Biodiversity 2020: A strategy for England's wildlife and ecosystem services aims to stop overall biodiversity loss, support healthy and well-functioning ecosystems, and establish coherent ecological networks.
- The Natural Environment and Rural Communities Act details nature protection in the UK, which includes wildlife, Sites of Special Scientific Interest (SSSIs), and National Parks. It extends the UK Government's duty to biodiversity and establishes the role of Natural England, which is responsible for safeguarding England's natural environment, making sure it is protected and improved whilst ensuring people enjoy, understand, and access it.
- The Wiltshire Biodiversity Action Plan contains habitat action plans for the variety of habitats found across the area. It sets out the following priorities for the area:
 - To prioritise action required to conserve Wiltshire's biodiversity.
 - To provide baseline information on our current knowledge.

- To coordinate and focus action for biodiversity by creating a cohesive local partnership.
- To raise awareness among all sectors in Wiltshire – conservation, public, private, local communities.
- To provide a framework for monitoring; and
- To identify current issues and set out targets to work towards.
- The JMNP2 will also need to consider the relevant policies that are outlined in the Wiltshire Council Core Strategy. In particular, this includes:
 - Core Policy 50: Biodiversity and Geodiversity; and
 - Core Policy 52: Green Infrastructure.
- Due regard is also given to the emerging Wiltshire Local Plan Review, which works to enhance biodiversity and geodiversity by enhancing blue and green infrastructure and biodiversity itself.

Baseline summary

Current baseline

Sites of Special Scientific Interest

3.4 Sites of Special Scientific Interest (SSSI) are protected to conserve their wildlife and / or geological value. Within the neighbourhood area there is one SSSI which partly overlaps with the neighbourhood area, with two additional SSSIs located within proximity to the boundary to the south of the neighbourhood area. The location of these designations is shown in **Figure 3.1** at the end of this chapter. Further information is provided below:

- Part of the Spye Park SSSI overlaps with the neighbourhood area to north-east within Upper Selves Wood and Lower Selves Wood. Covering a total area of 89.64 ha, it is designated for its extensive habitat mosaic and geology that creates a rich habitat for epiphytic lichens, breeding woodland birds and diverse insect communities. According to the latest condition survey, this SSSI was 100% in unfavourable-recovering condition⁷.
- Seend Cleeve Quarry SSSI is within 1 km of the neighbourhood area boundary to the south. Covering a total 3.05 ha, it is designated for its geology, which is an example of the Oxfordian Stage, and provides information on the Jurassic System. According to the latest condition survey, this SSSI was 100% in unfavourable-declining condition⁸.
- Seend Ironstone Quarry and Road Cutting SSSI is approximately 1.2 km south of the neighbourhood area. Covering a total of 2.3 ha, it is designated for its Lower Greensand geology and diverse fauna communities. According to the latest condition survey, this SSSI was 100% in favourable condition⁹.

3.5 SSSI Impact Risk Zones (IRZ) are a GIS tool/dataset that map zones around each SSSI according to their sensitivities. They specify the types of

⁷ Natural England (no date) 'Spye Park SSSI' can be accessed [here](#).

⁸ Natural England (no date) 'Seend Cleeve Quarry SSSI' can be accessed [here](#).

⁹ Natural England (no date) 'Seend Ironstone Quarry and Road Cutting SSSI' can be accessed [here](#).

development that have the potential to have adverse impacts at a given location, and thresholds of development which indicate a need to consult Natural England. In this respect, the north-east corner of the neighbourhood area (to the east of Hanging Wood, Frogditch Farm and Selves Farm) is likely to overlap with IRZs typical of the kind of development the neighbourhood plan may potentially bring forward (residential development of 100 units or more, and any residential development of 50 or more houses outside existing settlements / urban areas). In this respect, consultation with Natural England may be required for any applications that come forward in these locations.

Locally important sites

- 3.6 The Melksham Neighbourhood Plan Green Infrastructure Evidence Base Report¹⁰ identifies 14 local wildlife sites within the neighbourhood area, which includes areas of ancient woodland, as well as the River Avon and the Kennet and Avon Canal. Of note is Conigre Mead Nature Reserve, which was bought by local people and given as a nature reserve to Wiltshire Wildlife Trust in 1989. It is now a valuable habitat for a variety of wildlife, including wild meadow plant species, insects, birds and small mammals (woodmice and bats). These wildlife sites are shown in **Figure 3.2** overleaf.

¹⁰ Joint Melksham Neighbourhood Plan (2021) 'Green Infrastructure Evidence Base Report' can be accessed [here](#).

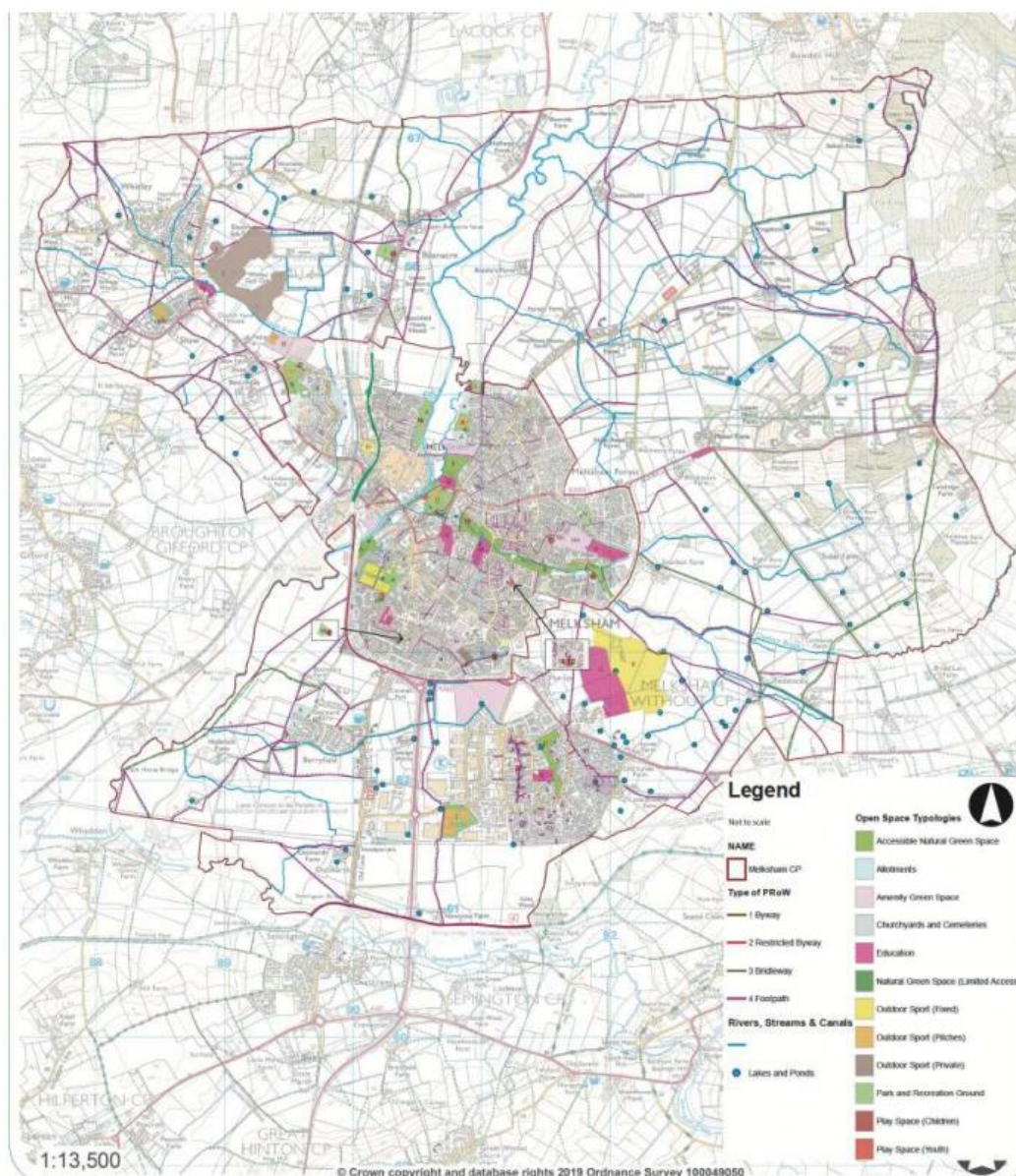


Figure 3.2: Green infrastructure assets and priorities (taken from the Melksham Neighbourhood Plan Green Infrastructure Evidence Base Report)

Priority habitats and species

- 3.7 There are a variety of Biodiversity Action Plan (BAP) Priority habitats within and in proximity to the neighbourhood area. This includes ancient woodland, deciduous woodland, traditional orchards, wood pasture and parkland, lowland fens, and good quality semi-improved grassland. The location of the habitats is shown in **Figure 3.3** at the end of this chapter.
- 3.8 Ancient woodland takes hundreds of years to establish. It is considered important for its wildlife (often including rare and threatened species), and soils. Ancient woodland includes land that has been wooded continuously since at least 1600 AD. This means the following is included under its designation:
- Ancient semi-natural woodland mainly made up of trees and shrubs native to the site, usually arising from natural regeneration; and

- Plantations on ancient woodland sites - replanted with conifer and broadleaved trees that retain ancient woodland features, such as undisturbed soil, ground flora and fungi¹¹.
- 3.9 Within the neighbourhood area there are five areas of ancient woodland - Daniel's Wood to the north-west of Beanacre, Upper Selves Wood and Lower Selves Wood to the north-east, Hanging Wood north of the A3102 Sandridge Hill and Morass Wood south of Sandridge Tower.
- 3.10 The national habitat network is a set of maps that work to help identify areas for future habitat creation and restoration at a landscape scale¹². In terms of the national habitat network, there are areas of Network Enhancement Zone 1 to the south of Shaw, to the north of Beanacre and in the north-east corner. Network Enhancement Zone 1 is deemed most suitable for habitat re-creation supporting the primary habitat. Additionally, there are areas of Network Enhancement Zone 2 running through Melksham and to the east of the neighbourhood area – Network Enhancement Zone 2 is most suitable for new habitats and green infrastructure. There is also a large area of Network Expansion Zone to the north – this is identified as a suitable location for connecting and linking up habitats across a landscape through new habitat creation.
- 3.11 The Wiltshire and Swindon Biological Records Centre (WSBRC)¹³ will contain archives of protected and notable species within Wiltshire and Swindon, including those species protected by the Wildlife and Countryside Act 1981¹⁴ and under Section 41 of the Natural Environment and Rural Communities Act 2006. The BAP Priority Habitats and ecological designations within and surrounding the neighbourhood area are likely to support populations of protected species.

Future baseline

- 3.12 Habitats and species will potentially face increasing pressures from future development within the neighbourhood area, with the potential for negative impacts on the wider ecological network. This may include a loss of habitats and impacts on biodiversity networks, which may be exacerbated by the effects of climate change. This has the potential to lead to changes in the distribution and abundance of species and changes to the composition of habitats.
- 3.13 The neighbourhood area presents an opportunity to maximise benefits for biodiversity by including consideration of important habitats, species, and designated sites at an early stage of planning for future growth. To maintain and improve the condition of biodiversity in the future, it will be important to not only protect and enhance important habitats, but also the connections between them. It will be crucial to effectively coordinate the delivery of new development to ensure that opportunities to improve green infrastructure and ecological corridors are maximised within the neighbourhood area.

¹¹ GOV.UK (2022) 'Ancient woodland, ancient trees and veteran trees: advice for making planning decisions' can be accessed [here](#).

¹² Natural England (2020) 'National Habitat Network Maps' can be accessed [here](#).

¹³ The Wiltshire and Swindon Biological Records Centre (WSBRC) website can be accessed [here](#).

¹⁴ UK Government (1981) 'The Wildlife and Countryside Act 1981' can be accessed [here](#).

Key issues

3.14 Considering the baseline information and policy context review, the following key issues are identified in relation to biodiversity and geodiversity:

- Nationally designated sites within and in proximity to the neighbourhood area include three SSSIs.
- Sections of the neighbourhood area overlap with SSSI IRZs for the types and scale of development which may come forward be brought forward, especially to the east of the neighbourhood area and the north-eastern sections. It is therefore likely that Natural England will need to be consulted if development is proposed in these areas.
- There are 14 identified locally important sites in the neighbourhood area, including Conigre Mead Nature Reserve.
- There are a variety of BAP Priority Habitats within and in proximity to the neighbourhood area.

Proposed SEA objective

3.15 Based on the key issues discussed above, it is proposed that the SEA should include the following objective:

SEA theme	SEA objective
Biodiversity and geodiversity	Protect and enhance biodiversity and geodiversity within and surrounding the neighbourhood area.

3.16 Supporting assessment questions include (will the option / proposal...):

- Avoid or, if not possible, minimise impacts on biodiversity and geodiversity, including nationally designated sites, and provide net gains where possible?
- Support the integrity of the designated sites for biodiversity and geodiversity located within proximity to the neighbourhood area?
- Protect and enhance habitats, semi-natural habitats, species, and the ecological network connecting them?
- Support the national habitat network, particularly Network Enhancement Zone 1 and identified restorable habitat?
- Achieve biodiversity net gains and support the delivery of ecosystem services and multifunctional green infrastructure services?
- Increase the resilience of biodiversity in the area to the effects of climate change, including through enhancements to ecological networks?
- Support and promote access to and interpretation and understanding of biodiversity and geodiversity?

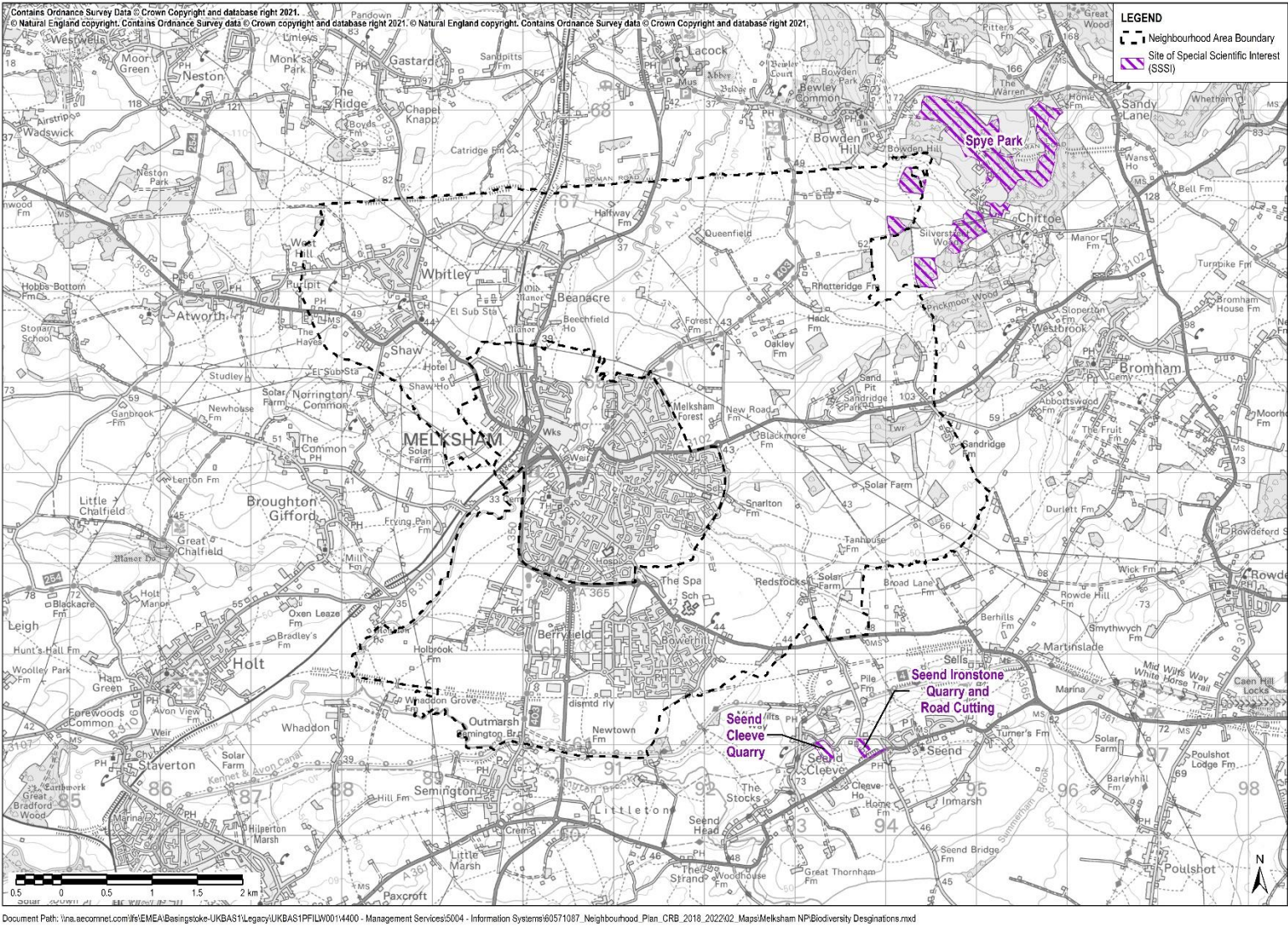


Figure 3.1: Biodiversity designations within the neighbourhood area

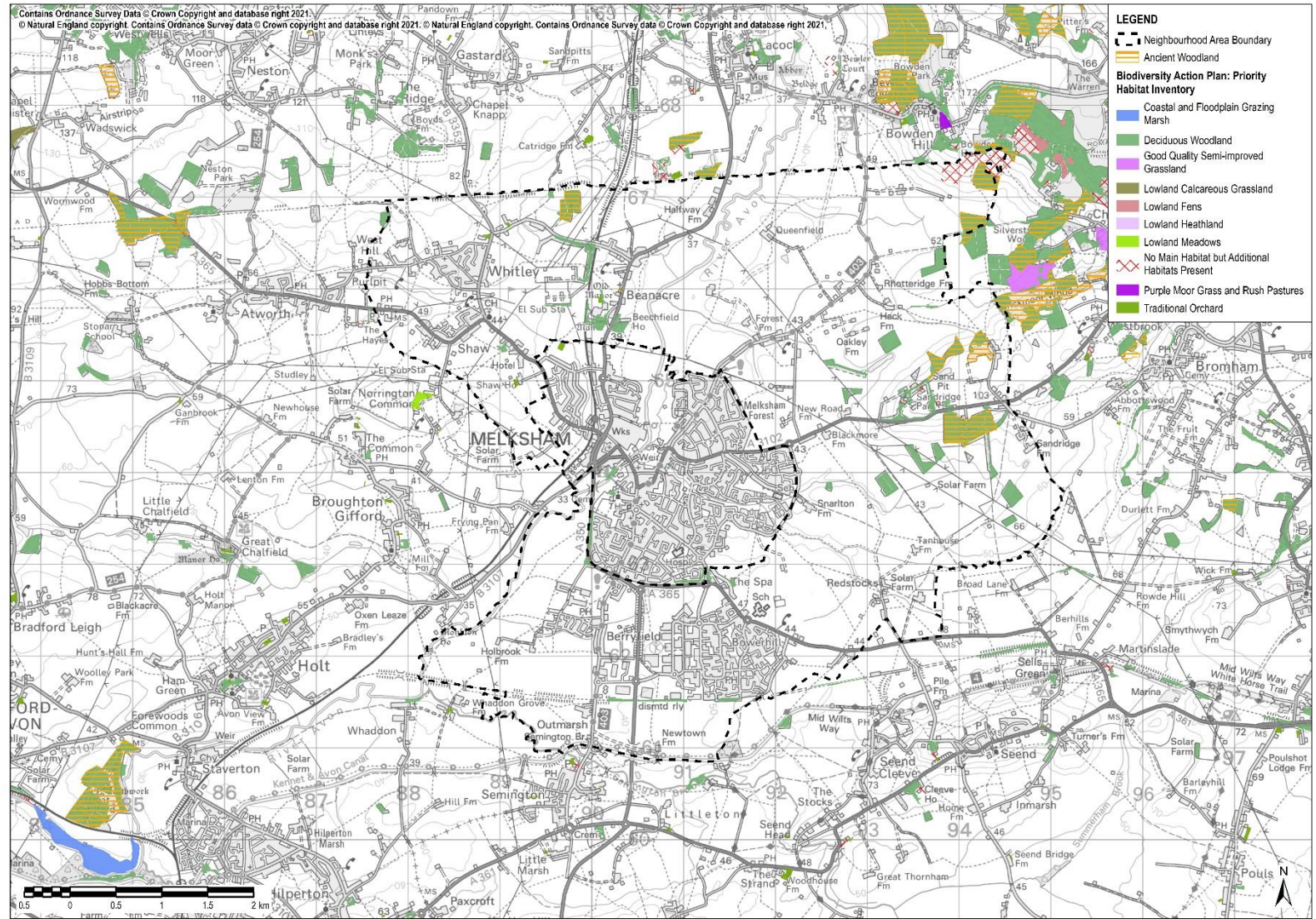


Figure 3.3: BAP Priority Habitats within the neighbourhood area

4. Climate Change

Focus of theme

- 4.1 This chapter presents the policy context and baseline summary in relation to the climate change SEA theme. The theme focuses on contributions to climate change, the effects of climate change, climate change adaptation, and flood risk in the neighbourhood area. This information is used to identify key issues (both constraints and opportunities) before proposing a relevant SEA objective and supporting assessment questions.

Policy context

- 4.2 **Table 4.1** below presents the most relevant documents identified in the policy review for the purposes of the SEA.

Table 4.1: Plans, policies and strategies reviewed in relation to the climate change SEA theme

Document title	Year of publication
National Planning Policy Framework (NPPF)	2021
Net Zero Strategy: Build Back Greener	2021
National Infrastructure Assessment	2021
The UK Sixth Carbon Budget	2020
The Clean Air Strategy 2019	2019
The National Adaptation Programme and the Third Strategy for Climate Adaptation Reporting	2018
A Green Future: Our 25 Year Plan to Improve the Environment	2018
The Clean Growth Strategy	2017
UK Climate Change Risk Assessment 2017	2017
Flood and Water Management Act 2010	2010
Climate Change Act 2008	2008
Anthesis Reports - Wiltshire Council (downloadable from here)	2022
Wiltshire Climate Strategy 2022-2027	2022
Wiltshire Council - Consultation report and next steps	2021
Wiltshire Council - Local Plan Review consultation	2021
Joint Melksham Neighbourhood Plan 2020-2026	2020
JBA Consulting - Wiltshire Council Level 1 Strategic Flood Risk Assessment	2019
Wiltshire Council - Wiltshire Core Strategy	2015

- 4.3 The key messages emerging from the review are summarised below:

- The JMNP2 will need to consider the principles set out in the NPPF, including adopting a proactive planning approach to both mitigate and adapt to climate change. Planning policies are expected to improve the

resilience of communities and infrastructure to climate change impacts, avoid inappropriate development in the flood plain zone, and support the move to a low carbon economy. The NPPF recognises the potential for planning to shape places to better contribute to reductions in greenhouse gas emissions and deliver long-term resilience.

- The Clean Growth Strategy, Clean Air Strategy and the Net Zero Strategy are a collection of documents seeking to progress the government's commitment to becoming net zero by 2050 under the UK Climate Change Act 2008. The documents outline how the government will tackle air pollution sources whilst maintaining an affordable energy supply and increasing economic growth. This parallels with the 25 Year Environment Plan, which seeks to manage land resources sustainably, recover and reinstate nature, protect soils and habitats, increase resource efficiency, improve water quality, and connect people with the environment. Of note in the 25 Year Environment Plan are the following: 'Chapter 1: Using and managing land sustainably', 'Chapter 6: Protecting and improving the global environment', 'Goal 4: A reduced risk of harm from environmental hazards such as flooding and drought' and 'Goal 7: Mitigating and adapting to climate change'.
- The National Infrastructure Assessment is published every five years and analyses the UK's long-term economic infrastructure needs to create a strategic vision and recommendations. The baseline report states that climate change will increase pressures on all sectors, including economic infrastructure.
- The National Adaptation Programme outlines the government's response to the second Climate Change Risk Assessment, demonstrating the actions the government is currently taking and actions it will be taking in the future. It outlines risks that fit within the priority areas identified by the UK Climate Change Risk Assessment 2017:
 - Flooding and coastal change risks to communities, businesses, and infrastructure.
 - Risks to health, well-being, and productivity from high temperatures.
 - Risk of shortages in the public water supply, and for agriculture, energy generation, and industry.
 - Risks to natural capital, including terrestrial, coastal, marine and freshwater ecosystems, soils, and biodiversity.
 - Risks to domestic and international food production and trade; and
 - New and emerging pests and diseases, and invasive non-native species, affecting people, plants, and animals.
- The Flood and Water Management Act 2010 provides for better and more comprehensive management of flood risk for people, homes, and businesses, in addition to aiding in safeguarding community groups from unaffordable rises in surface water drainage charges and protecting consumer water supplies. It also highlights alternatives to traditional engineering to flood risk management.
- The UK Climate Change Act 2008 establishes a framework to develop an economically viable emissions reduction path. The Climate Change Act

2008 (2050 Target Amendment) Order of 2019 put in place the legally binding target of achieving net-zero emissions by 2050. The Climate Change Act includes the following:

- The UK Government must reduce greenhouse gas emissions by a minimum of 100% of 1990 levels by 2050.
- The document requires the government to produce legally binding carbon budgets – a cap on the amount of greenhouse gases emitted in the UK over a five-year period.
- The Act requires the government to assess and prepare for the risks and opportunities linked to climate change for the UK.
- The Sixth Carbon Budget is the legal limit of UK net greenhouse gas emissions and requires the country to reduce emissions by 78% by 2035 relative to 1990 levels. This puts the country on track to achieve net-zero emissions by 2050 at the latest.
- Wiltshire Council declared a climate emergency in February 2019¹⁵; since this declaration, the council has sought to make the county of Wiltshire carbon neutral by 2030. A Global Warming and Climate Emergency Task Group was set up for gather evidence and suggest recommendations on achieving net zero. An update on the current situation in July 2021¹⁶ reinstated the following priorities:
 - Growing the economy.
 - Strong communities.
 - Protecting the vulnerable; and
 - Working with partners.
- Wiltshire Council have commissioned an independent consultant to provide a technical study of the area's climate ambitions in order to clearly see a way forward and to visualise progress. The Anthesis reports set out a plan for climate action across six areas:
 - Buildings
 - Improving energy efficiency.
 - Reducing gas heating systems; and
 - Low carbon and energy efficient cooking, lighting and appliances.
 - Transport
 - Travelling shorter distances.
 - Driving less.
 - Switching to electric vehicles; and
 - Improving freight emissions
 - Waste
 - Reducing the quantity of waste; and

¹⁵ Wiltshire Council (2022) 'Climate emergency' can be accessed [here](#).

¹⁶ Wiltshire Council (2021) 'Update on Council's response to the climate emergency' can be accessed [here](#).

- Increasing the recycling rate.
- Industry
 - Shifting away from fossil fuels; and
 - More efficient processes
- Natural environment
 - Increased tree coverage and tree planting.
 - Land use management; and
 - Livestock management.
- Energy supply
 - Increase solar photovoltaic (PV) capacity; and
 - Increase the capacity of other renewable technologies.

The reports also undertake an emissions analysis and recommend how changes to the carbon footprint can be achieved through a variety of activities, like decarbonisation efforts.

- The Wiltshire Climate Strategy builds on the current evidence base to outline how Wiltshire can reduce its impact on climate change and become climate neutral by 2030. The strategy is split into eight different sections:
 - Transport.
 - Homes and the Built Environment.
 - Natural environment, food and farming.
 - Energy.
 - Green economy.
 - Resources and waste.
 - Carbon neutral council; and
 - Strategies and targets timeline.

The strategy ensures the transition to a low carbon, climate resilient future is accessible and manageable for all, using the most up-to-date evidence to deliver benefits to the area.

- The Wiltshire Council Level 1 Strategic Flood Risk Assessment (SFRA) forms part of a comprehensive and robust evidence base for the Local Plan Review, which will set out a vision and framework for development in Wiltshire up to 2036. The SFRA will also be used to assess planning applications, and flood risk mapping information will be made available for developers for carrying out flood risk assessments.
- The Wiltshire Local Flood Risk Management Strategy has an overarching vision of ‘working together to manage local flood risk in Wiltshire.’ Several strategic measures are identified to address the following five objectives:
 - Improve knowledge regarding flood risk.
 - Improve protection from flooding.
 - Improve resilience to flooding.

- Improve the environment; and
- Improve communications and flooding issues.
- The JMNP2 will also need to consider the relevant policies that are outlined in the Wiltshire Council Core Strategy. In particular, this includes:
 - Core Policy 41: Sustainable construction and Low Carbon Energy.
 - Core Policy 42: Standalone Renewable Energy Installations.
 - Core Policy 52: Green Infrastructure.
 - Core Policy 60: Sustainable Transport.
 - Core Policy 67: Flood Risk; and
 - Core Policy 68: Water Resources.
- Due regard is also given to the emerging Wiltshire Local Plan Review, which works to combat climate change by:
 - Tackling flood risk and promoting sustainable water management; and
 - Delivering sustainable design and construction methods in the built environment.

Baseline summary

Current baseline

Contribution to climate change

- 4.4 The Climate Change Act 2008 (2050 Target Amendment) Order of 2019 requires carbon dioxide (CO₂) emissions from the built environment to be monitored and recorded at the local authority level. The CO₂ emissions shown in **Figure 4.1** and **Figure 4.2** below are derived from data supplied by the Department for Business, Energy, and Industrial Strategy¹⁷.
- 4.5 As demonstrated by **Figure 4.1** overleaf, the largest contributing sector with regards to CO₂ emissions in Wiltshire was the industry and commercial sector until 2011, where the transportation sector contributed more and has continued to do so. The transport sector has been decreasing in terms of CO₂ emissions since 2017 but still remains the biggest emissions contributor in Wiltshire.
- 4.6 The introduction and uptake of Ultra Low Emission Vehicles (ULEVs) will contribute positively towards the reduction of road transport related emissions. In line with assumptions made by the Department for Transport's 'Road to Zero' report (2018)¹⁸, it is assumed that ULEV uptake will increase rapidly in the coming decade. Therefore, all vehicles could be ultra-low emission (powered either by hydrogen or electricity) by 2030, thus the CO₂ emissions from the transport sector have the potential to decrease.

¹⁷ Department for Business, Energy and Industrial Strategy (2020) 'UK local authority and regional carbon dioxide emissions national statistics: 2005-2008' can be accessed [here](#). The data tables used to generate Figures 4.1 and 4.2 can be downloaded from this page.

¹⁸ Department for Transport (2018) 'The Road to Zero' can be accessed [here](#).

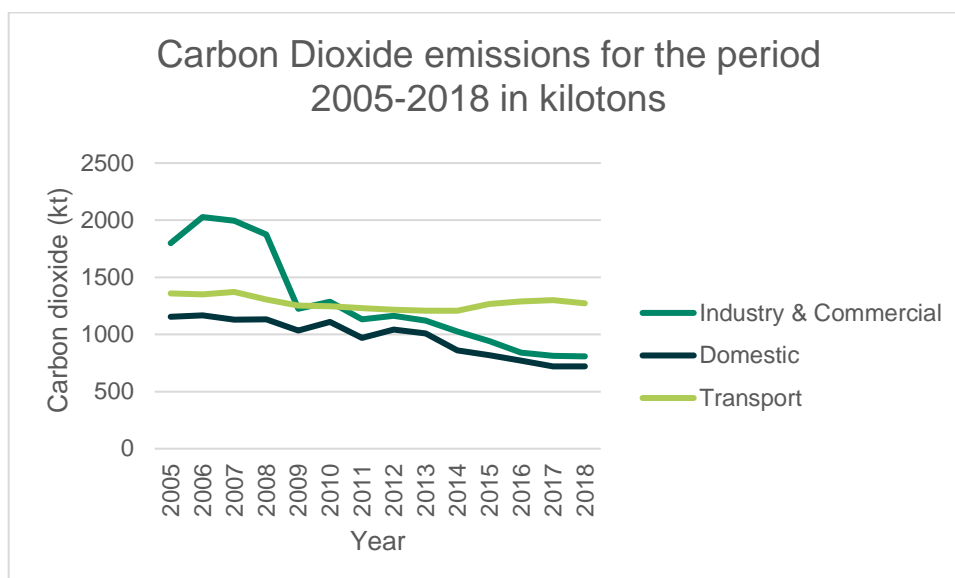


Figure 4.1: CO2 emissions in kilotons per year for each sector in Wiltshire (2005-2018)

- 4.7 **Figure 4.2** below indicates that CO₂ emissions per capita have been higher in Wiltshire than the average for South West England and the whole of England between 2005-2018. Wiltshire has experienced the greatest decrease in per capita emissions over the examined period; a decrease of 4.1 tons per capita. This is in comparison to an average of 3.2 tons per capita in South West England and 3.5 tons per capita for England.

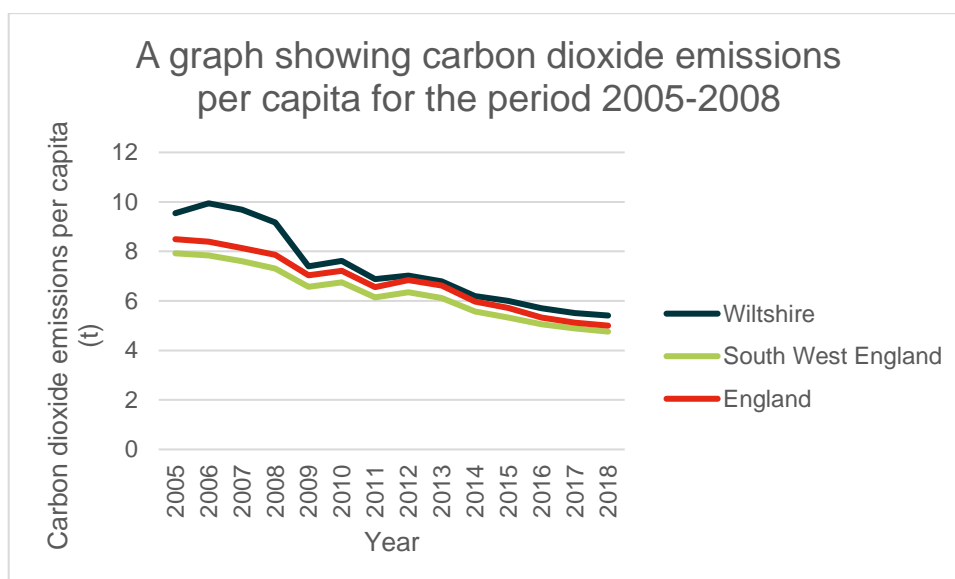


Figure 4.2: CO2 emissions per capita (in tons) for Wiltshire, the South West England region and the whole of England (2005-2018)

Potential effects of climate change

- 4.8 The UK Climate Projections (UKCP18) programme is a climate analysis tool that provides the most up-to-date assessment on potential future climatic changes in the UK based on climate model simulations¹⁹. Projections can be

¹⁹ Met Office (no date) 'UK Climate Projections (UKCP)' can be accessed [here](#).

downscaled to a regional level across the UK, allowing for specific evaluations of a selected area.

4.9 The UKCP18 projections conclude the effects of climate change for the South West, under the high emissions “worst case” scenario RCP8.5²⁰, are likely to be as follows (as compared to 1981-2000):

- 2021-2040:
 - An average 1.18 °C increase in mean winter temperatures;
 - An average 2.11 °C increase in mean summer temperatures;
 - An average 0.21 mm increase in mean winter precipitation rate; and
 - An average 0.35 mm decrease in mean summer precipitation rate.
- 2061-2080:
 - An average 2.95 °C increase in mean winter temperatures;
 - An average 5.07 °C increase in mean summer temperatures;
 - An average 0.86 mm increase in mean winter precipitation rate; and
 - An average 0.86 mm decrease in mean summer precipitation rate.

4.10 If these changes were to occur, the neighbourhood area would likely face a range of risks, including:

- Increases in cases of heat related illnesses and deaths during the summer period as well as illnesses and deaths related to exposure to sunlight;
- An increase in the risk of injuries and deaths caused by storm events, due to both the increase in quantity and magnitude;
- Changes to water resources, in terms of quality and quantity;
- An increased risk of flooding, including changes in vulnerability to 1 in 100-year floods, and a need to upgrade flood defences;
- Soil erosion due to flash flooding;
- Loss of species that are at the edge of their distribution, particularly their southern edge, and a spread of species at the northern edge of their distribution;
- Increased drought events, both in quantity and magnitude; and
- Heat related impacts to local infrastructure, e.g., road surfaces melting.

Flood risks

4.11 **Figure 4.3**²¹ overleaf indicates the areas within Flood Zones 2 and 3 within the neighbourhood area. The figure indicates that Whitley, Shaw, Melksham Town, Bowerhill and Beanacre are distinct communities within the neighbourhood area with differing flood risks due to the presence of the River Avon, its floodplains and its tributaries. A section of the A350 Western Way is also within

²⁰ The RCP 8.5 emissions scenario assumes there is a fast population growth (doubling the planet's population to reach 12 billion), the lowest rate of technological development, slow GDP growth, a massive increase in world poverty and high energy use and emissions. It is seen to be the 'worst case scenario' in which no climate change mitigation or adaptation techniques are engaged with.

²¹ GOV.UK (2021) 'Get flood risk information for planning in England' can be accessed [here](#).

Flood Zone 2 and 3 within Melksham and is in proximity to these flood zones to the north.

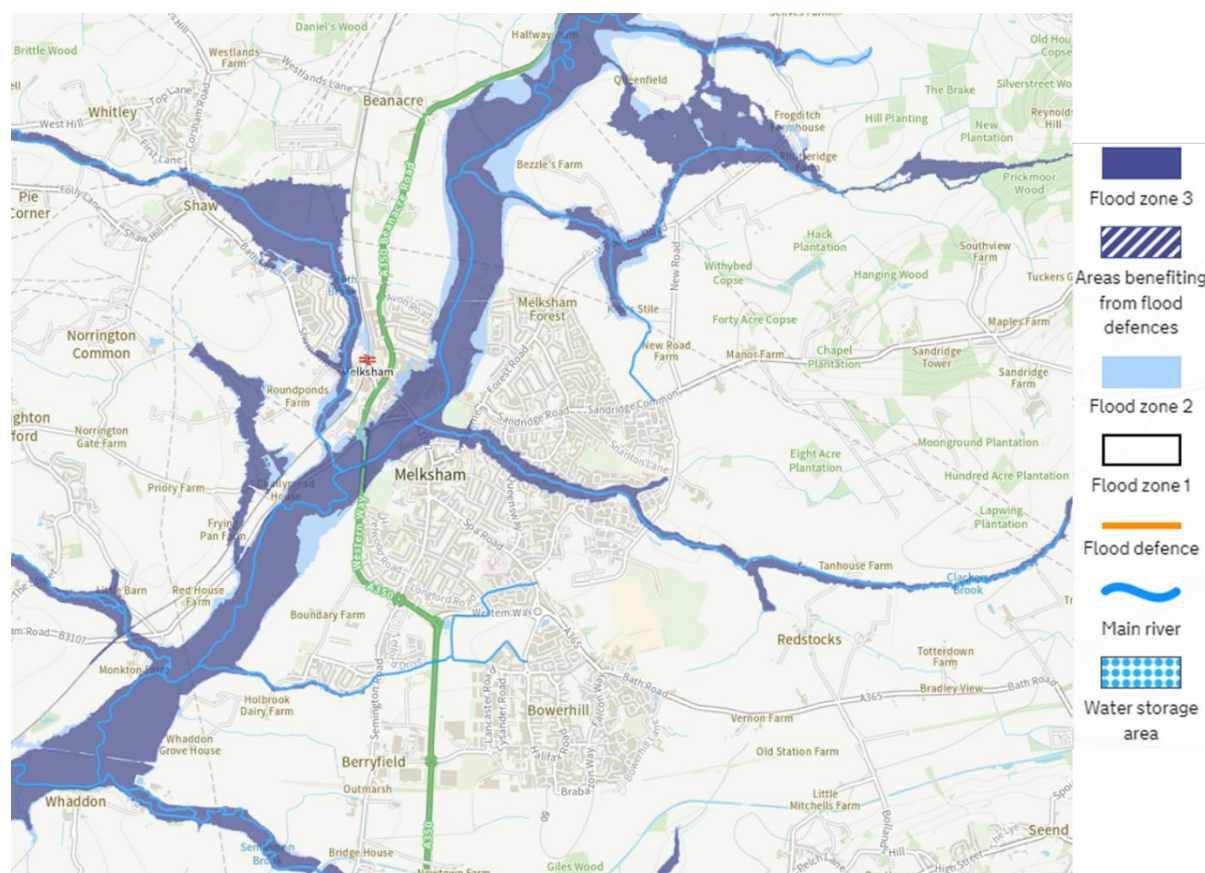


Figure 4.3: Fluvial flood risks within the neighbourhood area

4.12 **Figure 4.4**²² overleaf demonstrates that similar areas are at risk of surface water flooding. In particular, Melksham, Shaw and Whitley are at medium and high risk of surface water flooding - with houses in these settlements being subjected to internal flooding within properties due to surface water (this has occurred multiple times over the last decade). This may be due to drains in streets and paved areas becoming clogged or reaching capacity during heavy rainfall events. Additionally, the area around Woodrow Road in the north of the neighbourhood area is also at high and medium risk of surface water flooding.

²² GOV.UK (2019) 'Learn more about flood risk' can be accessed [here](#).



Figure 4.4: Surface water flood risks within the neighbourhood area

Future baseline

- 4.13 Climate change has the potential to increase the occurrence of extreme weather events in the neighbourhood area. In turn it is likely the neighbourhood area will experience an amplified level of risk associated with climate change and a subsequent increase in need for resilience and adaptation measures. New development has the potential to increase flood risk through changing surface and ground water flows, overloading existing inputs to the drainage and wastewater networks, and / or increasing the number of residents exposed to areas of existing flood risk.
- 4.14 In terms of climate change contribution, greenhouse gas emissions generated in the neighbourhood area may continue to decrease with the wider adoption of energy efficiency measures, renewable energy production, and new technologies. However, increases in the built footprint of the neighbourhood area would likely contribute to increases in the absolute levels of greenhouse gas emissions, and these increases are considered likely with or without the JMNP2.

Key issues

4.15 Considering the baseline information and policy context review, the following key issues are identified in relation to climate change and flood risk:

- Wiltshire Council declared a climate emergency in 2019 and is committed to making the authority area carbon neutral by 2030.
- The transport sector continues to be a key challenge in terms of reducing emissions. The JMNP2 provides opportunities to guide development towards the most accessible locations in the neighbourhood area and require local infrastructure (including walking and cycling infrastructure) improvements where appropriate. This could include the implementation of EV charging infrastructure.
- Opportunities to influence per capita emissions could be sought through the JMNP2 process, particularly by planning for integrated and connected development, which reduces the need to travel and supports opportunities to travel by more sustainable modes.
- The neighbourhood area is at risk of varying levels of surface water flooding and has areas of land in Flood Zone 2 and Flood Zone 3 – following the watercourses that are present. The settlements of Melksham Town, Shaw and Whitley are particularly susceptible to flooding – with internal flooding occurring in Shaw and Whitley due to surface water. Surface water run-off from development can exacerbate the risk of flooding by increasing the run-off from land to water courses.
- Opportunities to enhance the resilience of the neighbourhood area and its residents to the effects of climate change should be sought out in the JMNP2. This can include adaptation strategies, green infrastructure enhancement, flood betterment measures, infrastructure development, and increased renewable energy sources.

Proposed SEA objective

4.16 Based on the key issues discussed above, it is proposed that the SEA should include the following objectives:

SEA theme	SEA objective
Climate change	Reduce the contribution to climate change made by activities within the neighbourhood area and increase resilience to the potential effects of climate change, including flooding.

4.17 Supporting assessment questions include (will the option / proposal...):

- Reduce the number of journeys made and reduce the need to travel?
- Promote the use of more sustainable modes of transport, including walking, cycling, public transport, and EV infrastructure?
- Increase the number of new developments meeting or exceeding sustainable design criteria?
- Generate energy from low or zero carbon sources, or reduce energy consumption from non-renewable resources?

- Ensure that inappropriate development does not take place in areas at higher risk of flooding, considering the likely future effects of climate change?
- Improve and extend green infrastructure networks in the neighbourhood area?
- Sustainably manage water run-off, reducing runoff where possible?
- Increase the resilience of biodiversity in the area to the effects of climate change, including through enhancements to ecological networks?

5. Community Wellbeing

Focus of theme

- 5.1 This chapter presents the policy context and baseline summary in relation to the community wellbeing SEA theme. The theme focuses on population and age structure, deprivation levels, housing mix and affordability, community assets and infrastructure, and influences on health and wellbeing for residents in the neighbourhood area. This information is used to identify key issues (both constraints and opportunities) before proposing a relevant SEA objective and supporting assessment questions.

Policy context

- 5.2 **Table 5.1** below presents the most relevant documents identified in the policy review for the purposes of the SEA.

Table 5.1: Plans, policies and strategies reviewed in relation to the community wellbeing SEA theme.

Document title	Year of publication
National Planning Policy Framework (NPPF)	2021
Health Equity in England: The Marmot Review 10 Years On	2020
Healthy and Safe Communities Planning practice guidance	2019
Planning for Sport Guidance	2019
A Green Future: Our 25 Year Plan to Improve the Environment	2018
Wiltshire Council - Consultation report and next steps	2021
Wiltshire Council - Local Plan Review consultation	2021
Joint Melksham Neighbourhood Plan 2020-2026	2020
Wiltshire's Joint Health and Wellbeing Strategy	2019
Wiltshire Council - Wiltshire Core Strategy	2015

- 5.3 The key messages emerging from the review are summarised below:
- The JMNP2 will need to consider the principles outlined in the NPPF, which seek to retain and enhance access to community services and facilities. The NPPF recognises the benefits of having a range of local provision to support community needs. In addition, the NPPF recognises the benefits of creating cohesive communities in safe environments where the fear of crime (and crime itself) does not undermine resident quality of life.
 - The NPPF recognises the role of development plans in helping to deliver access to high quality open spaces and opportunities for sport and physical activity, therefore contributing to the health and wellbeing of communities. The health benefits of access to nature, green spaces and green infrastructure are further reiterated in the 25 Year Environment Plan. Additional guidance is available through the Healthy and Safe Communities Planning practice guidance.

- The 2020 Health Equity in England Report identifies a health gap between less and more deprived areas, which has grown in the last decade. This means an increased amount of people can expect to spend more of their lives in poor health with a stalled, or even declining, life expectancy.
- The Planning for Sport Guidance seeks to help the planning system provide formal and informal opportunities for everyone to take part in sport and be physically active, setting out twelve principles.
- Wiltshire's Joint Health and Wellbeing Strategy is a shared strategy which aims to improve the health and wellbeing of the local population, reduce inequalities, and promote the integration of services. The strategy has been developed based upon the evidence of need identified within The Wiltshire Health and Wellbeing Joint Strategic Needs Assessment (JSNA) which provides a summary of the current and future health and wellbeing needs of the people in Wiltshire.
- The JMNP2 will also need to consider the relevant policies that are outlined in the Wiltshire Council Core Strategy. In particular, this includes:
 - Core Policy 1: Settlement Strategy.
 - Core Policy 3: Infrastructure Requirements.
 - Core Policy 34: Additional Employment Land.
 - Core Policy 35: Existing Employment Land.
 - Core Policy 36: Economic Regeneration.
 - Core Policy 38: Retail and Leisure.
 - Core Policy 39: Tourism Development.
 - Core Policy 43: Providing Affordable Homes.
 - Core Policy 44: Rural Exception Sites.
 - Core Policy 45: Meeting Wiltshire's Housing Needs.
 - Core Policy 46: Meeting the Needs of Wiltshire's Vulnerable and Older People.
 - Core Policy 47: Meeting the Needs of Gypsies and Travellers.
 - Core Policy 48: Supporting Rural Life.
 - Core Policy 49: Protection of Rural Services and Community Facilities.
 - Core Policy 51: Landscape.
 - Core Policy 52: Green Infrastructure.
 - Core Policy 55: Air Quality.
 - Core Policy 60: Sustainable Transport.
 - Core Policy 66: Strategic Transport Network; and
 - Core Policy 68: Water Resources.
- Due regard is also given to the emerging Wiltshire Local Plan Review, which works to enhance community wellbeing by:
 - Enhancing blue/green infrastructure and biodiversity; and

- Promoting sustainable transport, active travel and improving air quality.

Baseline summary

Current baseline

Population and age structure

5.4 The JMPN2 area includes two parishes – Melksham Town and Melksham Without. A significant proportion of the population is located within Melksham Town and settlements surrounding Melksham Town, including Whitley, Shaw, Bowerhill and Beanacre.

5.5 According to the City Population website, which uses the 2011 Census data, the data for Melksham²³ indicates the area had a total of 15,229 residents in 2011; this is estimated to have increased to 16,416 in 2020. The estimated population for Melksham Town in 2020, categorised by age group, is shown by **Figure 5.1** below.

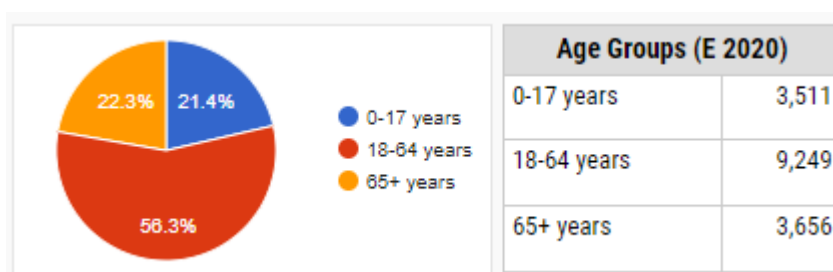


Figure 5.1: Age groups in Melksham²⁴

5.6 The data for Melksham Without²⁵ indicates the area had a total 6,678 residents in 2011; this is estimated to have increased to 7,701 in 2020. The estimated population for Melksham Without in 2020, categorised by age group, is shown by **Figure 5.2** below.

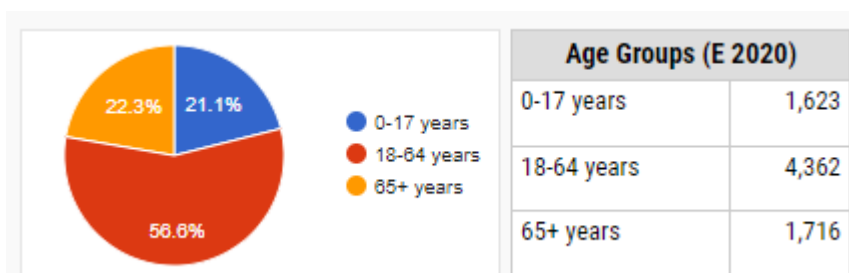


Figure 5.2: Age groups in Melksham Without²⁶

²³ City Population (2021) 'Melksham' can be accessed [here](#).

²⁴ Ibid.

²⁵ City Population (2021) 'Melksham Without' can be accessed [here](#).

²⁶ Ibid.

Index of Multiple Deprivation

5.7 The Index of Multiple Deprivation 2019 (IMD) is an overall relative measure of deprivation and is the combination of seven different domains as described below:

- **Income:** the proportion of the population experiencing a deprivation relating to low income. There are a further two subsets of this measure:
 - **Income deprivation affecting children:** the proportion of children aged 0-15 living in income deprived families; and
 - **Income deprivation affecting older people:** the proportion of all adults aged 60 and above that experience income deprivation.
- **Employment:** the proportion of the working-age population involuntarily excluded from the labour market, including those who want to work but cannot.
- **Education, skills, and training:** the lack of attainment and skills in the population.
- **Health deprivation and disability:** the risk of premature death and the impairment of quality of life through poor physical or mental health.
- **Crime:** the risk of personal and material victimisation at the local level.
- **Barriers to housing and services:** the physical and financial accessibility of housing and local services, split into 'geographical barriers' linked to physical proximity and 'wider barriers' linked to access to housing.
- **Living environment:** the quality of the local environment, categorised into 'indoors living environment' to measure the quality of housing and 'outdoors living environment' to measure indicators like air quality and road traffic accidents.

5.8 Lower super output areas (LSOAs)²⁷ are designed to improve the reporting of small area statistics in England and Wales. They are standardised geographies intended to be as consistent as possible, with each LSOA containing approximately 1,000 to 1,500 people. In relation to the IMD 2019, LSOAs are ranked out of the 32,844 in England and Wales, with 1 being the most deprived.

5.9 In this respect, the neighbourhood area overlaps with 14 LSOAs. **Table 5.2** below indicates which deprivation domain is more prevalent across the LSOAs overlapping the neighbourhood area. Reflecting on this information, clearly 'barriers to housing and services' and 'education, skills and training' are the main deprivation issues in the area.

²⁷ The Indices of Deprivation Explorer can be accessed [here](#).

Table 5.2: IMD rankings for the neighbourhood area

LSOA	Most deprived deprivation domain
Wiltshire 020A	Barriers to Housing and Services – 3,403 (amongst 20% most deprived neighbourhoods)
Wiltshire 020B	Education, Skills and Training – 767 (amongst 10% most deprived neighbourhoods)
Wiltshire 020C	Education, Skills and Training – 7,513 (amongst 30% most deprived neighbourhoods)
Wiltshire 020D	Education, Skills and Training – 7,000 (amongst 30% most deprived neighbourhoods)
Wiltshire 020E	Education, Skills and Training – 13,324 (amongst 50% most deprived neighbourhoods)
Wiltshire 021B	Barriers to Housing and Services - 12,484 (amongst 40% most deprived neighbourhoods)
Wiltshire 021D	Barriers to Housing and Services – 5,037 (amongst 20% most deprived neighbourhoods)
Wiltshire 021E	Barriers to Housing and Services – 5,694 (amongst 20% most deprived neighbourhoods)
Wiltshire 021F	Barriers to Housing and Services – 15,679 (amongst 50% most deprived neighbourhoods)
Wiltshire 022A	Education, Skills and Training – 2,272 (amongst 10% most deprived neighbourhoods)
Wiltshire 022B	Education, Skills and Training – 5,550 (amongst 20% most deprived neighbourhoods)
Wiltshire 022C	Crime – 11,638 (amongst 40% most deprived neighbourhoods)
Wiltshire 022D	Employment – 11,123 (amongst 40% most deprived neighbourhoods)
Wiltshire 022E	Education, Skills and Training – 12,525 (amongst 40% most deprived neighbourhoods)

Housing tenure

5.10 As reported by Zoopla²⁸, the average house price in Wiltshire is £317,935 – with flats selling for an average of £158,168, terraced houses for an average of £253,863, semi-detached houses for an average of £296,446 and detached houses for an average of £486,235. Furthermore, according to Zoopla²⁹, the average house price in Melksham is £285,745 – with flats selling for an average of £126,948, terraced houses for an average £239,151, semi-detached houses for an average of £256,131 and detached houses for an average of £428,834. This suggests that the neighbourhood area has lower than average house prices in comparison to the regional trends. However, the affordability of

²⁸ Zoopla (2022) 'House prices in Wiltshire' can be accessed [here](#).

²⁹ Zoopla (2022) 'House prices in Melksham' can be accessed [here](#).

housing for local residents is a key issue as identified by the IMD data, with 'barriers to housing and services' linked to the financial affordability of housing.

- 5.11 **Figure 5.2** below indicates housing tenure in the neighbourhood area. According to 2011 Census data, approximately 72.4% of the neighbourhood area households are owned outright or with a mortgage or loan, with an additional 0.5% under shared ownership. 14.4% of the neighbourhood area households are socially rented, 11.8% are privately rented and 0.9% of households live rent free.

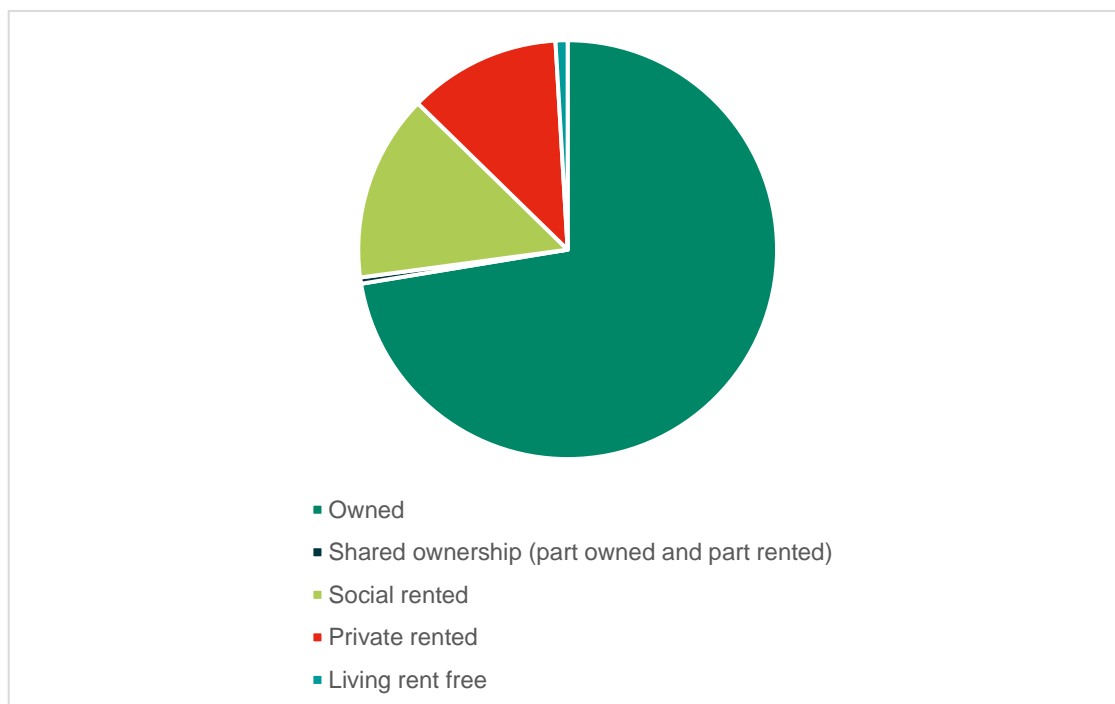


Figure 5.2: Tenure by household composition for the neighbourhood area (based on 2011 Census data)

Community assets and infrastructure

- 5.12 An overview of the services and facilities within the neighbourhood area is provided below^{30,31}:

- Melksham Town parish area:
 - Community centres like Melksham Town Hall and the Bangladeshi Centre.
 - Supermarkets, including (but not limited to) ASDA Melksham Superstore and Waitrose and Partners Melksham.
 - The Melksham Community Campus (including a leisure centre, library and community meeting rooms).
 - The Post Office.
 - Multiple restaurants, including Casa Restaurant and Bar, Refa Tandoori and the West End Inn.

³⁰ The review of the services, facilities and amenities was conducted via a high-level Google Maps search – focusing on each settlement in the neighbourhood area in turn and making a note of the different features present.

³¹ Joint Melksham Neighbourhood Plan (2020) 'Community Facilities Evidence Base Report' can be accessed [here](#).

- Multiple places of worship, including St. Michael's and All Angels' Church and the Queensway Chapel.
- King George V Park.
- Various primary schools and nurseries, including (but not limited to) Forest and Sandridge C of E Primary School and River Mead Nursery.
- Melksham Train Station.
- Allotments.
- Multiple health facilities, including a community hospital, a GP and dental practices.
- Hotels, including the Kings Arms Hotel.
- Small, local businesses.
- The Spencer Sports and Social Club; and
- Facilities for youth groups, such as the Scout Hut and Guide Centre.
- Melksham Without parish area:
 - Multiple village halls, including Bowerhill Village Hall, Shaw Village Hall and Berryfield Village Hall (it is noted a new village hall is being opened in Berryfield).
 - Places of worship, including Whitley Methodist Church.
 - A gym.
 - Independent businesses.
 - Shops like Tesco Express.
 - Primary schools like Bowerhill Primary School.
 - Whitley Golf Club.
 - Melksham Town Football Club and Rugby Club.
 - Nurseries like Rocking Horse Nursery.
 - Boomerang Play Centre.
 - The Melksham Oak Community School.
 - Travelodge Melksham.
 - A gymnastics school.
 - Bowerhill Sports Field.
 - Beanacre Community Park and Play Area.
 - Large industrial states in Bowerhill which include businesses like Screwfix, Melksham Motor Spares and Wiltshire School of Gymnastics.
 - Dick Lovett car showrooms.
 - Pubs, including the Pear Tree Inn, The Pilot and the Golden Fleece; and
 - The Melksham Squadron Air Training Corps (2385).

Green infrastructure networks

5.13 Access to gardens, parks, woodlands, and rivers have played a huge part in helping people through the COVID-19 pandemic. Almost nine in ten adults surveyed by Natural England reported that being in nature makes them feel happy, and nearly three quarters of adults were concerned about biodiversity loss in England³².

5.14 Within the neighbourhood area, green spaces include³³:

- Allotments.
- Whitley Golf Club.
- King George V Park.
- Bowerhill Sports Field.
- Accessible natural green space like Conigre Mead Nature Area and Clackers Brook Corridor.
- Blenheim Park.
- Riverside Walk.
- Forresters Park.
- Churchyards, including Melksham Cemetery, St Andrew's Churchyard and Christ Church Shaw Cemetery.
- Various parks and recreation grounds, like Primrose Play Area, Beanacre Community Park, Skylark Play Area and Shaw Play Area.

5.15 The JMNP2 is looking to designate new local green spaces, and evidence is being prepared to support the justification of these designations. Once finalised, this evidence will be a useful source of reference during the next stages of the SEA process.

5.16 Additionally, a priority of the JMNP1 was to support the restoration of the Wilts and Berks canal, as well as engage with the safeguarding of the future route of the canal. According to the Wilts and Berks Canal Trust website³⁴, the Melksham Link was not originally incorporated into the early canal restoration but is now being planned and two proposals should have been submitted by the time of writing this SEA Scoping Report. The proposed route uses the River Avon that runs through Melksham Town.

Future baseline

5.17 As the population of the neighbourhood area increases and ages, there is likely to be increasing pressure on services within the neighbourhood area. This highlights the need to support the retention of existing facilities in the area, including open green space, which has been increasingly used and valued through the COVID-19 pandemic. These factors are more likely to be appropriately considered and addressed through planned development rather than unplanned development.

³² Natural England (2020) People and Nature survey can be accessed [here](#).

³³ Joint Melksham Neighbourhood Plan (2021) 'Green Infrastructure Evidence Base Report' can be accessed [here](#).

³⁴ Wilts and Berks Canal Trust (2022) 'Melksham Link: 2006 – Present' can be accessed [here](#).

5.18 The suitability and affordability of housing for local requirements depends on the implementation of appropriate housing policies throughout the neighbourhood area. Unplanned development may have wider implications in terms of transport and access to infrastructure, or the natural environment.

5.19 The COVID-19 pandemic has also changed the way people work and shop. For many people, working from home is likely to continue to form part of a more flexible approach. The effects of increased levels of home working are further discussed under the 'Transportation' SEA theme in **Chapter 9**.

Key issues

5.20 Considering the baseline information and policy context review, the following key issues are identified in relation to community wellbeing:

- There is a large proportion of residents aged 18-64 in the neighbourhood area. The services, facilities, and amenities within the neighbourhood area serve this working population well, and also support the younger and older demographics well. In this way the neighbourhood area supports community vitality and the quality of life of all residents.
- Based on the 2019 IMD data, the neighbourhood area is most deprived in terms of 'barriers to housing and services' and 'education, skills and training', with LSOAs often being within the top 20% most deprived deciles for these sub-domains.
- As the requirements of the working population continue to change, particularly in response to the COVID-19 pandemic, there is likely to be a requirement for adaptable dwellings which can accommodate more flexible working practices.

Proposed SEA objective

5.21 Based on the key issues discussed above, it is proposed that the SEA should include the following objective:

SEA theme	SEA objective
Community wellbeing	Ensure growth in the neighbourhood area is aligned with the needs of all residents, improving accessibility, anticipating future needs and specialist requirements, reducing deprivation, and supporting cohesive and inclusive communities.

5.22 Supporting assessment questions include (will the option/proposal...):

- Provide everyone with the opportunity to live in good quality, affordable housing?
- Support the provision of a range of house types and sizes?
- Meet the needs of all sectors of the community?
- Provide flexible and adaptable homes that meet people's needs, particularly the needs of an ageing population?
- Improve the availability and accessibility of key local facilities, including specialist services for disabled and older people?

- Encourage and promote social cohesion and active involvement of local people in community activities?
- Facilitate green infrastructure enhancements?
- Promote the use of sustainable building techniques, including use of sustainable building materials in construction?
- Minimise fuel poverty?
- Maintain or enhance the quality of life of existing residents?

6. Historic Environment

Focus of theme

- 6.1 This chapter presents the policy context and the baseline summary in relation to the historic environment SEA theme. The theme focuses on designated and non-designated assets, the setting, special qualities, and significance of heritage assets, locally important heritage features, and the historic character of the neighbourhood area. This information is used to identify key issues (both constraints and opportunities) before proposing a relevant SEA objective and supporting assessment questions.

Policy context

- 6.2 **Table 6.1** below presents the most relevant documents identified in the policy review for the purposes of the SEA.

Table 6.1: Plans, policies and strategies reviewed in relation to the historic environment SEA theme.

Document title	Year of publication
National Planning Policy Framework (NPPF)	2021
National Model Design Code	2021
The National Design Guide	2019
Historic England: Heritage and Climate Change	2022
Historic England Advice Note 1: Conservation Area Appraisal Designation and Management	2019
A Green Future: Our 25 Year Plan to Improve the Environment	2018
Historic England Good Practice Advice in Planning: The Setting of Heritage Assets	2017
Historic England Advice Note 8: Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)	2016
Historic England Advice Note 3: The Historic Environment and Site Allocations in Local Plans	2015
Wiltshire Council - Consultation report and next steps	2021
Wiltshire Council - Local Plan Review consultation	2021
Joint Melksham Neighbourhood Plan 2020-2026	2020
Wiltshire Council - Wiltshire Core Strategy	2015

- 6.3 The key messages emerging from the review are summarised below:

- The key principles for the conservation and enhancement of the historic environment are as follows:
 - The historic environment is a shared resource;
 - Everyone should be able to participate in sustaining the historic environment;
 - Understanding the significance of places is vital;

- Important places should be managed to sustain their values;
- Decisions about change must be reasonable, transparent, and consistent; and
- Documenting and learning from decisions is essential³⁵.
- The significance of a place is the crucial element that supports the conservation and enhancement of the historic environment. Significance is the collective term for the sum of all the heritage values attached to a place, no matter what form the place takes. This means a singular building, an archaeological site, or a larger historic area, such as a whole village or landscape, can be important.
- The JMNP2 will need to consider the principles set out in the NPPF, which seek to conserve and enhance historic environment assets in a way that compliments and works with their significance. The NPPF pursues planning policies and decisions that are understanding to local character and history without preventing or discouraging appropriate innovation and change. The NPPF supports the use of area-based character assessments, design guides and codes, and masterplans to help ensure that land is used efficiently while also creating beautiful and sustainable places.
- The NPPF indicates proposed plans should ensure the design of streets, parking areas and other transport elements reflect current national guidance including the National Design Guide and the National Model Design Code. Design codes can set out a necessary level of detail in sensitive locations. In the case of the historic environment, they can indicate specific ways to maintain local character.
- The 25 Year Environment Plan and the National Design Guide recognise and reiterate the role of the historic environment in supporting healthy and thriving ecosystems, landscapes, and cultural values. Of note in the 25 Year Environment Plan is 'Goal 6: Enhanced beauty, heritage, and engagement with the natural environment'.
- Historic England's Heritage and Climate Change strategy document details the impacts climate change could have on heritage in the future, and highlights the role of heritage in climate action. The vision of the document is to ensure the role of heritage in the global fight to limit climate change and its impact on people and places by 2040 – working to mitigate, manage risk and adapt.
- Historic England's Advice Notes provide further guidance on the conservation and enhancement of the historic environment. Of relevance for the JMNP2 is the emphasis on the importance of:
 - Understanding the different types of special architectural and historic interest that underpin designations and the consideration of how settings and / or views contribute to the significance of heritage assets.

³⁵ Historic England (2008) 'Conservation Principles, Policies and Guidance for the sustainable management of the historic environment' can be accessed [here](#).

- Recognising the value of implementing controls through neighbourhood development plans, conservation area appraisals and management plans; and
- Appropriate evidence gathering, including the clear identification of any issues that threaten an area, asset character, or appearance that merit the introduction of management measures.
- The JMNP2 will also be required to be in general conformity with the policies of the Wiltshire Core Strategy. This includes:
 - Core Policy 57: Ensuring High Quality Design and Place Shaping.
 - Core Policy 58: Ensuring the Conservation of the Historic Environment.
- Due regard is also given to the emerging Wiltshire Local Plan Review, which works to safeguard the historic environment by delivering sustainable development and construction methods in the built environment.

Baseline summary

Current baseline

Listed buildings

- 6.4 Listed buildings are nationally designated heritage assets that are protected through the Planning (Listed Buildings and Conservation Areas) Act 1990³⁶. To assess the historic environment, the National Heritage List for England, provided by Historic England³⁷, has been utilised. According to this search engine, there are 225 listed buildings within the neighbourhood area: one Grade I, five Grade II* and 219 Grade II. The location of these assets is shown in **Figure 6.1** at the end of the chapter.
- 6.5 The Grade I listed building is Beanacre Old Manor – Historic England (HE) list number [1021755](#). The Grade II* listed buildings are as follows:
- Church of St Michael – HE list number [1021707](#).
 - Turner memorial in the churchyard about 45 metres south of Lady Chapel of the Church of St Michael – HE list number [1021708](#).
 - Woolmore Farmhouse – HE list number [1021762](#).
 - Christ Church – HE list number [1194686](#); and
 - Beanacre Manor with Dairy – HE list number [1364152](#).
- 6.6 There are a large number of listed buildings within Melksham, concentrated along King Street, Spa Road, Bank Street, Church Street, Church Walk, Cannon Square and the area around St Michael and All Angels' Church. Within Melksham Without, the listed buildings are mostly concentrated along Beanacre Road (A350) and the Old Road south of Beanacre, and in Whitley – along West Hill, Bath Road, First Lane, Folly Lane, Top Lane and Corsham Road.

³⁶ UK Government (1990) 'Planning (Listed Buildings and Conservation Areas) Act' can be accessed [here](#).

³⁷ Historic England (no date) 'National Heritage List for England – Search the List – Advanced Search' can be accessed [here](#). Select which heritage categories you'd like to view and enter 'Wiltshire' into the 'District/Unitary Authority/Borough' box and then 'Melksham' and 'Melksham Without' into the 'Parish (Civil / Non-civil)' box in turn and press the search button at the bottom of the page.

Conservation areas

- 6.7 Conservation areas are designated because of their special architectural and historic interest. Conservation area appraisals are a tool to demonstrate the area's special interest, explaining the reasons for designation and providing a greater understanding and articulation of its character - mentioned within the 'Conservation Area Designation, Appraisal and Management' advice note by Historic England.
- 6.8 Within the neighbourhood area there is one conservation area – Melksham conservation area, which can be viewed on the Wiltshire online mapping system³⁸. There is no appraisal or plan available for this conservation area

Registered parks and gardens

- 6.9 Historic England's 'Register of Parks and Gardens of Special Historic Interest in England', established in 1983, currently identifies over 1,600 sites assessed to be of significance.
- 6.10 The Grade II Spye Park³⁹ is immediately north-east of the neighbourhood area, located within Bromham parish. It is the remains of an early 18th century garden by Stephen Switzer, within a late 18th century pleasure grounds and landscape park. There is evidence of further late 19th century landscaping. There are two large lawns that offer wide views into the surrounding countryside, and three areas of park with a variety of tree species.

Locally important heritage features

- 6.11 It is noted that not all of the neighbourhood area's historic environment features are subject to statutory designations and non-designated features contribute a large part of what people interact with on a day-to-day basis. Although not designated, many buildings and areas are of historic interest and are important to local communities. It is noted the neighbourhood group are preparing a list of important heritage assets to contribute to the evidence base for the emerging JMNP2 which will inform the plan policy. This evidence, once completed, will be an essential source of reference during the next stages of the SEA process.
- 6.12 The Wiltshire and Swindon Historic Environment Record (HER) identifies important and distinctive structures or features that positively contribute to the local sense of place and distinctiveness of the county. Following a high-level review of the HER via the Heritage Gateway⁴⁰, there are 525 documented local records within the neighbourhood area – 99 in Melksham and 426 in Melksham Without, including enclosures, archaeological finds, ditches and banks, Bronze Age barrows and locally important infrastructure. During the subsequent stages of the SEA process, the Wiltshire and Swindon HER shall be explored in further detail to consider the potential impacts associated with the plan proposals on these assets.

Heritage at risk

- 6.13 Since 2008, Historic England has produced an annual Heritage at Risk Register, which highlights historic environment assets that are seen to be 'at

³⁸ Wiltshire Council (2021) 'Wiltshire Core Strategy' can be accessed [here](#).

³⁹ Historic England (2022) 'Spye Park' can be accessed [here](#).

⁴⁰ Heritage Gateway (2021) 'More Detailed Search' can be accessed [here](#). Open the link, change the tab from 'map' to 'admin location', type 'Melksham' into the administrative location search bar and press the search button at the bottom of the page. Then repeat the process for 'Melksham Without'.

risk'. According to the 2021 Heritage at Risk Register for the South West⁴¹, there is one heritage asset within the neighbourhood area that is considered to be at risk – the Grade II listed Church of St Andrew (HE number: [1286098](#)).

- 6.14 However, it is important to recognise that Heritage at Risk registers for areas outside of London do not contain information about the status of Grade II listed buildings. As such, it is currently not possible to determine whether any of the Grade II listed buildings within the neighbourhood area are at risk.

Future baseline

- 6.15 New development in the neighbourhood area has the potential to impact on the fabric and setting of heritage assets, for example, through inappropriate design and / or layout. It should be noted, however, that existing historic environment designations offer a level of protection to heritage assets and their settings. Additionally, the planning system has in place tools to offer a degree of protection to heritage assets and their settings, reducing the potential impacts of development to some degree.
- 6.16 It is recognised that planning for development could provide opportunities for positive effects for the historic environment. This may include new management plans for assets 'at risk', an updated evidence base to compliment information and data associated with conservation areas, public realm and access improvements, or opportunities to better reveal the significance of an asset or increase enjoyment of the historic environment.

Key issues

- 6.17 Considering the baseline information and policy context review, the following key issues are identified in relation to historic environment:
- There is a variety of designated heritage assets within and surrounding the neighbourhood area, including listed buildings, a registered park and garden and Melksham Conservation Area. Development of the JMNP2 provides an opportunity to deliver a spatial strategy that avoids or minimises impacts for the historic environment.
 - The JMNP2 provides an opportunity to develop the existing evidence base in relation to the historic environment. It also poses an opportunity to further heritage understanding in the neighbourhood area through exploring the heritage assets in the area.
 - There is an identified heritage asset 'at risk' within the neighbourhood area. Any opportunity to restore or support appropriate management plans for the conservation of this asset should be explored.
 - It will be important to ensure that future development avoids / minimises impacts upon the historic environment and maximises opportunities to improve the public realm and green infrastructure, to the indirect benefit of heritage settings.

⁴¹ Historic England (2021) 'Heritage at Risk Register 2021 – South West' can be accessed [here](#).

Proposed SEA objective

6.18 Based on the key issues discussed above, it is proposed that the SEA should include the following objective:

SEA theme	SEA objective
Historic environment	Protect, conserve, and enhance the historic environment within and surrounding the neighbourhood area.

6.19 Supporting assessment questions include (will the option / proposal...):

- Conserve and enhance buildings, structures, and areas of architectural or historic interest, both designated and non-designated, and their settings?
- Support access to and the interpretation and understanding of the historic environment?
- Support the undertaking of archaeological investigations and, where appropriate, recommend mitigation strategies?
- Protect the integrity and the historic setting of key finds of heritage interest as listed in the Wiltshire and Swindon HER?

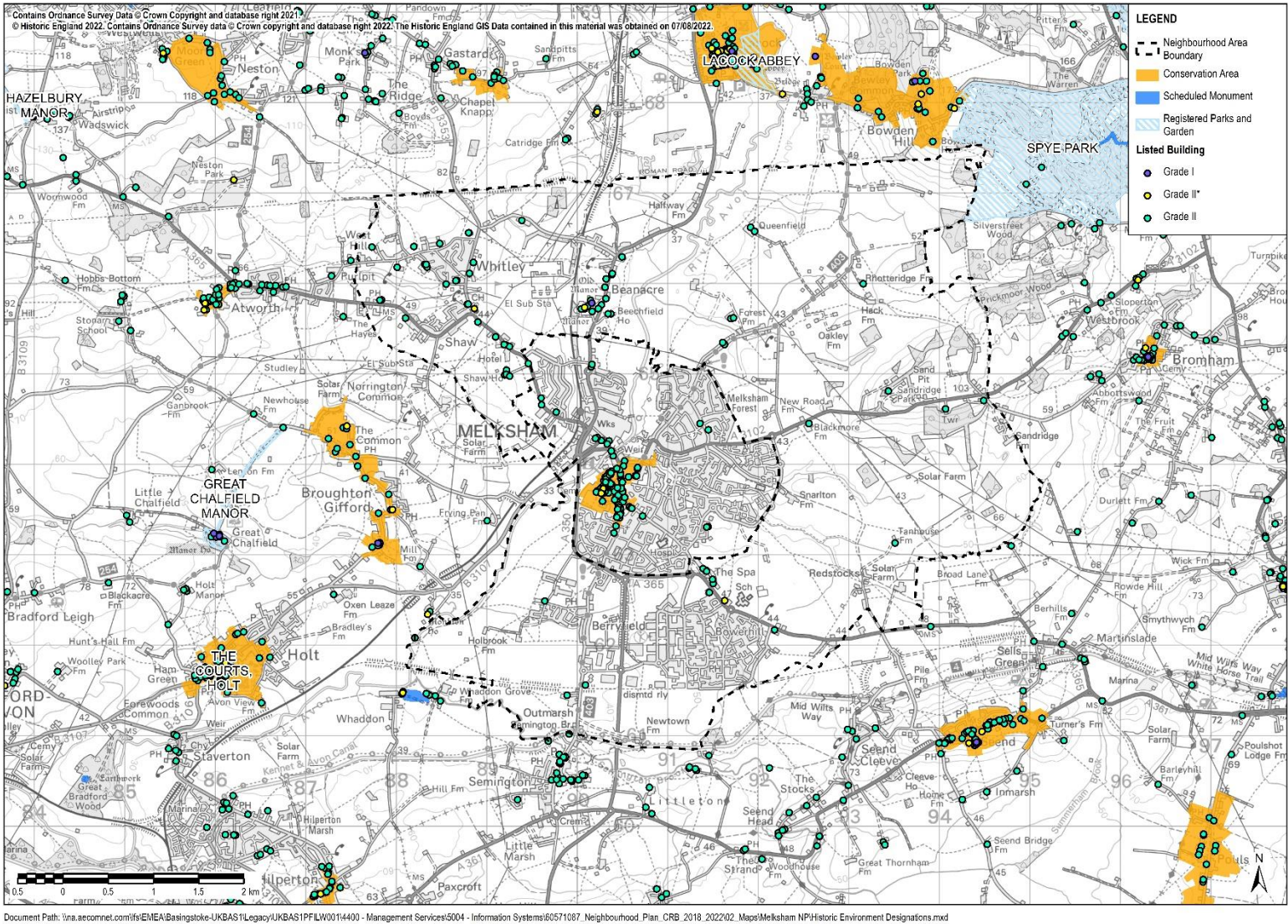


Figure 6.1: Historic environment assets in the neighbourhood area

7. Land, Soil, and Water Resources

Focus of theme

- 7.1 This chapter presents the policy context and baseline summary in relation to the land, soil, and water resources SEA theme. The theme focuses on quality of agricultural land, extent of mineral resources, and water resources and water quality. This information is used to identify key issues (both constraints and opportunities) before proposing a relevant SEA objective and supporting assessment questions.

Policy context

- 7.2 **Figure 7.1** below presents the most relevant documents identified in the policy review for the purposes of the SEA.

Table 7.1: Plans, policies and strategies reviewed in relation to the land, soil, and water resources SEA theme.

Document title	Year of publication
National Planning Policy Framework (NPPF)	2021
A Green Future: Our 25 Year Plan to Improve the Environment	2018
Waste Management Plan for England	2013
Future Water: The Government's water strategy for England	2011
Water for Life	2011
Safeguarding our Soils: A Strategy for England	2009
Wessex Water's Water Resource Management Plan	2019
Wiltshire Council - Consultation report and next steps	2021
Wiltshire Council - Local Plan Review consultation	2021
Joint Melksham Neighbourhood Plan 2020-2026	2020
Wiltshire Council - Wiltshire Core Strategy	2015
Wiltshire and Swindon Minerals Core Strategy 2006-2026	2009
Wiltshire and Swindon Waste Core Strategy 2006-2026	2009

- 7.3 The key messages emerging from the review are summarised below:
- The JMNP2 will need to consider the principles outlined in the NPPF which pursue the protection of high-quality soil resources and the improvement of the water environment. It recognises the wider benefits of natural capital and the need to consider the long-term implications of climate change and ways in which to build resilience in this respect. The NPPF encourages efficient land use, utilising brownfield land opportunities and land remediation schemes where appropriate and delivering environmental gains.
 - The 25 Year Environment Plan discusses measures to improve soil quality, restore and protect peatlands, use water more sustainably, reduce pollution, maximise resource efficiency and minimise environmental

impacts. Of note is 'Chapter 1: Using and managing land sustainably', 'Chapter 4: Increasing resource efficiency, and reducing pollution and waste', 'Goal 2: Clean and plentiful water', 'Goal 5: Using resources from nature more sustainably and efficiently' and 'Goal 8: Minimising waste'.

- Future Water: The Government's water strategy for England sets out how the water sector will look by 2030 for both people and wildlife. The vision also includes valuing and protecting water resources and delivering water to customers in a fair, affordable, and cost-reflective manner. Water for Life highlights the Government's vision for a more resilient water sector. It details the measures that will be deployed to tackle issues such as poorly performing ecosystems, and the combined impacts of climate change and population growth on stressed water resources.
- The Safeguarding our Soils: A Strategy for England policy paper seeks to ensure that all soils in England will be managed sustainably, and degradation threats minimised successfully by 2030. This policy paper also seeks to secure sustainable and resilient water resources in addition to the improvement in waterbody quality. The Waste Management Plan for England identifies measures being taken to move towards a zero-waste economy, which includes national waste plan which seeks to identify measures being taken to move towards a circular economy in which resources are kept in use for longer. To do this, there needs to be a maximisation in the value of resources used and a minimisation in the waste created.
- The neighbourhood area is serviced by Wessex Water. The Wessex Water Water Resources Management Plan (WRMP) outlines the issues the water provider faces, like climate change and supply problems, and outlines what measures will be taken to overcome these, including the installation of smart meters.
- The JMNP2 will also be required to be in general conformity with the policies of the Wiltshire Core Strategy. This includes:
 - Core Policy 56: Contaminated Land.
 - Core Policy 68: Water Resources.
- Due regard is also given to the emerging Wiltshire Local Plan Review, which works to safeguard and enhance land, soil, and water resources through:
 - Tackling flood risk and promoting sustainable water management; and
 - Enhancing blue/green infrastructure and biodiversity.
- The JMNP2 will be required to be in line with the Wiltshire and Swindon Minerals Core Strategy 2016-2026 which takes the overall approach to *"manage the availability, extraction and use of primary, secondary and recycled mineral resources whilst seeking to protect the interests of local communities and the wider environment through a series of strategic policies"*.
- The JMNP2 will also be required to be in general conformity with the Wiltshire and Swindon Waste Core Strategy 2016-2026 which *"sets out the strategic planning policy framework for waste management over the next 20 years"*.

Current baseline

Soil resources

- 7.4 The Agricultural Land Classification (ALC) classifies land into six grades (plus 'non-agricultural land' and 'urban'), where Grades 1 to 3a are recognised as being the 'best and most versatile' (BMV) land and Grades 3b to 5 are of poorer quality. In this context, there is a need to avoid loss of higher quality BMV agricultural land.
- 7.5 As shown in the left-hand image in **Figure 7.1** below, the majority of the neighbourhood area is underlain with Grade 3 'Good to Moderate' agricultural land, with areas of Grade 4 'Poor' land around Beanacre and to the east of Melksham Town. There are areas of Grade 2 'Very Good' land on the eastern boundary and along the A350 to the north of Melksham Town, as well as an area of Grade 1 'Excellent' land around Berryfield to the south. Melksham Town is classified as 'land predominantly in urban use'⁴².
- 7.6 **Figure 7.1** also shows the results of Natural England's 'Predictive Best and Most Versatile (BMV) Land Assessment' for the South West region in the right-hand image. It indicates the majority of the undeveloped land within the neighbourhood area has a low likelihood of being BMV land, with areas of moderate likelihood located towards the north, north-east and north-west of the neighbourhood area, and areas of high likelihood around Berryfield to the south and along the A350 to the west. Melksham, Berryfield, Bowerhill, Beanacre and Whitely are classified as 'urban / industrial'⁴³.

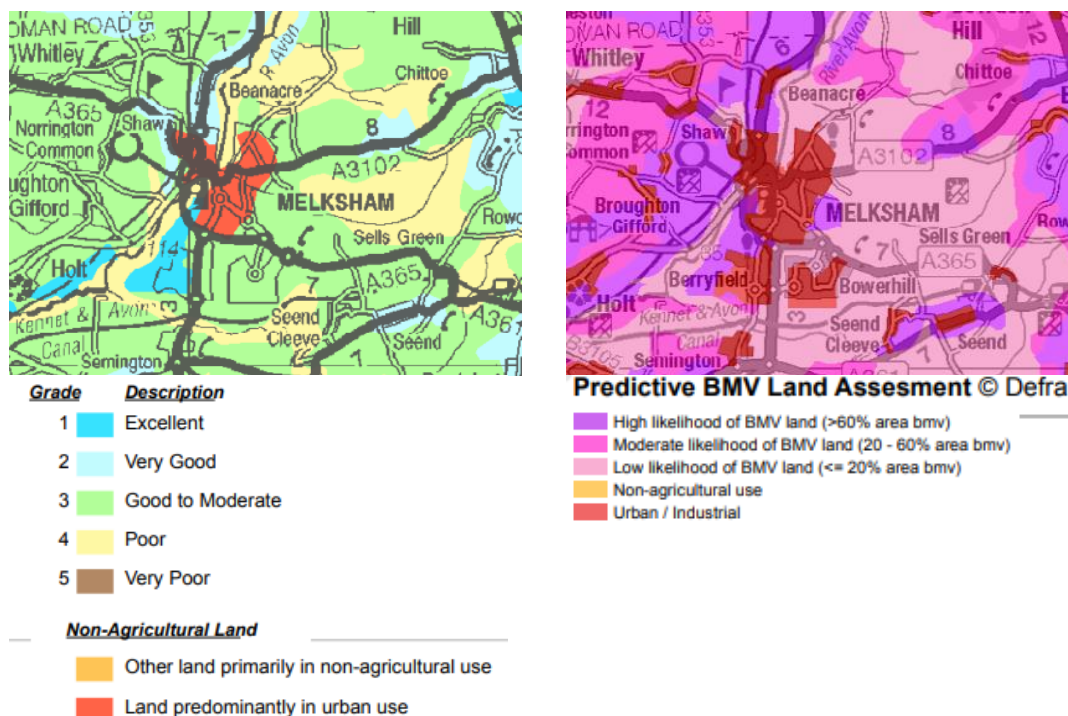


Figure 7.1: ALC and the likelihood of BMV land within the neighbourhood area

⁴² Natural England (2010) 'Agricultural Land Classification Map South West Region' can be accessed [here](#).

⁴³ Natural England (2017) 'Likelihood of Best and Most Versatile (BMV) Agricultural Land – Strategic scale map South West Region' can be accessed [here](#).

Mineral resources

- 7.7 Mineral resources are defined as natural concentrations of minerals or bodies of rock that have the potential to be of economic interest in the present or the future due to their inherent properties. As minerals are a non-renewable resource, minerals safeguarding is deployed as the process through which it is ensured that non-minerals development does not needlessly prevent the future extraction of mineral resources⁴⁴.
- 7.8 With regards to mineral resources, the western part of the neighbourhood area appears to be within a mineral resource zone⁴⁵. However, the Wiltshire and Swindon Minerals and Waste Development Framework Policies Map does not have the clearest resolution; as such, Wiltshire Council may need to be consulted for development in the neighbourhood area to ensure key areas for minerals are not negatively affected through development.

Water quality

- 7.9 The neighbourhood area is located within the Severn Basin District. Specifically, within the Avon Bristol and Somerset North Streams Management Catchment and the Avon Bristol Rural Operational Catchment. There are several waterbodies within the neighbourhood area (which can be viewed on the Catchment Data Explorer⁴⁶):
- South BK – source to conf R Avon (Brist) Water Body⁴⁷ is a tributary of the River Avon. It was awarded a good ecological status in 2019 but failed the chemical status test for the presence of priority hazardous substances including mercury and its compounds and polybrominated diphenyl ethers (PBDE).
 - Avon (Brist) conf R Marden to conf Semington Bk Water Body⁴⁸ is a section of the River Avon and a tributary located in Berryfield. It was awarded a moderate ecological status in 2019 but failed the chemical status test for the presence of priority hazardous substances including mercury and its compounds, perfluorooctane sulphonate (PFOS) and PBDEs.
 - Forest Brook Water Body⁴⁹ is a tributary of the River Avon. It was awarded a poor ecological status in 2019 and failed the chemical status test for the presence of mercury and its compounds and PBDEs.
 - Clackers Bk – source to conf R Avon (Brist) Water Body⁵⁰ was awarded a poor ecological status in 2019 and failed the chemical status test for the presence of mercury and its compounds and PBDEs.
- 7.10 Nitrate Vulnerable Zones (NVZs) represent areas at risk from agricultural nitrate pollution, identifying rules in relation to the use of fertilisers and manures as well as a requirement to prevent water pollution from farming areas⁵¹. According to the interactive map⁵² the north-western part of the neighbourhood

⁴⁴ UK Government (2014) 'Guidance: Minerals' can be accessed [here](#).

⁴⁵ Wiltshire Council (2013) 'Wiltshire and Swindon Minerals and Waste Development Framework: Policies Map' can be accessed [here](#).

⁴⁶ Environment Agency (2022) 'Catchment Data Explorer' can be accessed [here](#).

⁴⁷ Environment Agency (2022) 'South BK – source to conf R Avon (Brist) Water Body' can be accessed [here](#).

⁴⁸ Environment Agency (2022) 'Avon (Brist) conf R Marden to conf Semington Bk Water Body' can be accessed [here](#).

⁴⁹ Environment Agency (2022) 'Forest Brook Water Body' can be accessed [here](#).

⁵⁰ Environment Agency (2022) 'Clackers Bk – source to Conf R Avon (Brist) Water Body' can be accessed [here](#).

⁵¹ UK Government (2018) Nitrate vulnerable zones can be accessed [here](#).

⁵² UK Government (2021) Nitrate vulnerable zone designations and appeals 2021 to 2024 can be accessed [here](#).

area (west of the A350 and Beanacre) is within the Surface Water S559 – S bk – source to conf R Avon (Brist) NVZ.

7.11 Groundwater Source Protection Zones (SPZs) have been defined by the Environment Agency in England and Wales to protect groundwater sources such as wells, boreholes, and springs that are used for public drinking water supply⁵³. There is a small section of the neighbourhood area around Brittle Wood that is within Zone I – Inner Protection Zone and Zone II – Outer Protection Zone.

Future baseline

7.12 New development in the neighbourhood area has the potential to impact areas of BMV agricultural land. In this context there could potentially be opportunities to avoid developing Grade 3a agricultural land by directing development toward areas of Grade 3b land where this is available. Additionally, the regeneration of brownfield sites is encouraged, wherever possible.

7.13 Future development has the potential to affect water quality and availability through increased consumption and pollution, wastewater discharges, water runoff and modification. Wessex Water are likely to maintain adequate water services over the plan period; therefore, it will be important for new development to avoid negative impacts on water quality, and instead contribute to reducing consumption and improving efficiency.

Key issues

7.14 Considering the baseline information and policy context review, the following key issues are identified in relation to land, soil, and water resources:

- The provisional ALC and BMV data indicates the majority of the undeveloped land within the JMNP2 area has a low likelihood of being BMV land. Areas of high likelihood of BMV land are located around Berryfield and along the A350 to the west. Development should therefore minimise the loss of productive agricultural land, prioritising the redevelopment and regeneration of underutilised brownfield land wherever possible.
- There is a mineral resource zone within the western section of the neighbourhood area and as such Wiltshire Council may need to be consulted for development in this part of the neighbourhood area.
- The River Avon is the main waterbody in the JMNP2 area, with some of its tributaries running through the neighbourhood area. According to the Catchment Data Explorer, the River Avon has a varying ecological status, but has a failed chemical status in 2019. As the River Avon is the main waterbody it is more likely to be impacted by development, as Melksham Town is likely to be a focus area for growth during the plan period). It is acknowledged the tributaries of the River Avon may also be impacted by new development in some locations, particularly to the east of Melksham Town. Development should therefore avoid impacts to water quality for the River Avon and its tributaries and within the identified source protection zones and surface water safeguard zone.

⁵³ UK Government (2017) 'Groundwater Protection' can be accessed [here](#).

- Plan making should consider how local decisions affect water supply, such as water accessibility issues, and ensure that appropriate drainage infrastructure is in place to accommodate new development areas.

Proposed SEA objective

7.15 Based on the key issues discussed above, it is proposed that the SEA should include the following objectives:

SEA theme	SEA objective
Land, soil, and water resources	Ensure the efficient and effective use of land, and protect and enhance water quality, using water resources in a sustainable manner.

7.16 Supporting assessment questions include (will the option/proposal...):

- Promote the use of previously developed land, including the regeneration of underutilised brownfield land?
- Identify and avoid the development of the best and most versatile agricultural land?
- Support the minimisation, reuse, and recycling of waste?
- Avoid any negative impacts on water quality and support improvements to water quality?
- Ensure appropriate drainage and mitigation is delivered alongside proposed development?
- Protect waterbodies from pollution?
- Maximise water efficiency and opportunities for water harvesting and/or water recycling?
- Protect SPZs and NVZs in the neighbourhood area?

8. Landscape

Focus of theme

- 8.1 This chapter presents the policy context and baseline summary in relation to the landscape SEA theme. The theme focuses on nationally protected landscapes, landscape character and quality, and visual amenity in the neighbourhood area. This information is used to identify key issues (both constraints and opportunities) before proposing a relevant SEA objective and supporting assessment questions.

Policy context

- 8.2 **Table 8.1** below presents the most relevant documents identified in the policy review for the purposes of the SEA.

Table 8.1: Plans, policies, and strategies reviewed in relation to the landscape SEA theme

Document title	Year of publication
National Planning Policy Framework (NPPF)	2021
National Model Design Code	2021
The National Design Guide	2019
A Green Future: Our 25 Year Plan to Improve the Environment	2018
Wiltshire Council - Consultation report and next steps	2021
Wiltshire Council - Local Plan Review consultation	2021
Joint Melksham Neighbourhood Plan 2020-2026	2020
Joint Melksham Neighbourhood Plan - Community Character and Distinctiveness Statement	2020
Joint Melksham Neighbourhood Plan - Local Landscape Character Report	2020
Wiltshire Council - Wiltshire Core Strategy	2015

- 8.1 The key messages emerging from the review are summarised below:
- The JMNP2 should consider the principles outlined in the NPPF, which gives great weight to conserving and enhancing protected landscapes, landscape character, and scenic beauty. The scale and extent of development within these areas should be limited and development within their setting should be mindfully located and designed to avoid/minimise adverse impacts on the designated areas.
 - The NPPF also recognises the role of green infrastructure in landscape settings, as well as the positive contribution that land remediation can have on despoiled, degraded, derelict, contaminated, and unstable land.
 - The 25 Year Environment Plan and National Design Guide outline the same aims as one another, focusing on creating a cleaner, greener country that puts the environment first and celebrates the variety of natural landscapes and habitats present in the UK. Design is focused on creating beautiful,

enduring, and successful places, which respond to local character and provide a network of high quality and green open spaces. Of note is 'Chapter 2: Recovering nature and enhancing the beauty of landscapes' and 'Goal 6: Enhanced beauty, heritage and engagement with the natural environment'.

- The National Model Design Code states that all design codes should include a landscape and open space strategy that incorporates the existing natural features and new structural elements. It recognises that landscapes can be major drivers in the design process.
- The JMNP2 will also be required to be in general conformity with the policies of the Wiltshire Core Strategy. This includes:
 - Core Policy 51: Landscape.
 - Core Policy 57: Ensuring High Quality Design and Place Shaping; and
 - Core Policy 58: Ensuring the Conservation of the Historic Environment.
- Due regard is also given to the emerging Wiltshire Local Plan Review, which works to safeguard and enhance the landscape through enhancing blue and green infrastructure and biodiversity.

Baseline summary

Current baseline

Nationally protected landscapes

8.2 There are no nationally protected landscapes within the neighbourhood area. However, approximately 3.8km to the west of the neighbourhood area is the Cotswolds Area of Outstanding Natural Beauty (AONB), approximately 2.3km west is the Bristol and Bath Greenbelt, and approximately 4.6km to the east is the North Wessex Downs AONB. Although the proposals in the JMNP2 are unlikely to impact on the setting of these nationally important landscapes due to the distance between them and the JMNP2 area, it will be important for the plan to consider the special qualities of the surrounding landscape and how development could impact local landscape significance. Both AONB management plans should be referred to in order to ensure development works with the landscape effectively^{54,55}. The location of the AONBs in relation to the neighbourhood area is demonstrated in **Figure 8.1** at the end of the chapter.

National character areas

8.3 National Character Areas (NCAs) are areas that share similar landscape characteristics, and which follow natural lines in the landscape rather than administrative boundaries. This makes them valuable in creating decision-making frameworks for the natural environment.

8.4 The neighbourhood area overlaps with two NCAs – 117 Avon Vales⁵⁶ and 107 Cotswolds⁵⁷. The Avon Vales NCA is characterised by the underlying and

⁵⁴ Cotswolds AONB (2018) 'Cotswolds Area of Outstanding Natural Beauty Management Plan 2018-2023' can be accessed [here](#).

⁵⁵ North Wessex Downs AONB (2019) 'North Wessex Downs Area of Outstanding Natural Beauty Management Plan 2019-2024' can be accessed [here](#).

⁵⁶ Natural England (2014) 'NCA Profile: 117 Avon Vales (NE522)' can be accessed [here](#).

⁵⁷ Natural England (2013) 'NCA Profile: 107 Cotswolds (NE420)' can be accessed [here](#).

undulating clay vale with a mix of arable and pasture farming landscapes, transport corridors along roads and watercourses, large historic parks and mansions and numerous low ridges with local views over towns and villages. The Cotwolds NCA is characterised by its underlying geology of limestone scarp (influencing drainage, soils, vegetation, land use and settlement), locally quarried limestone that gives a sense of unity across the landscape, large areas of common land, arable farming and a rich history that includes Neolithic barrows, iron-age forts and Roman roads and villas, medieval structures and WW2 airfields.

- 8.5 The NCA profiles will be useful sources of reference during the following stages of the SEA process due to their management principles and detailed landscape sensitivities.

Local landscape, townscape and villagescape character

- 8.6 Landscape, townscape and villagescape character play an important role in understanding the relationship between people and place and identifying recognisable and distinct patterns in the landscape which make one area different from another. Landscape and villagescape character assessments can both help identify the value of landscapes and villagescapes, in terms of visual and amenity value.
- 8.7 According to the Melksham Neighbourhood plan Local Landscape Character report⁵⁸, four local landscape character areas overlap with the neighbourhood area, shown in **Figure 8.1** below and described as follows:
- Limestone lowland around Whitley and Shaw; characterised by a level and gently undulating landscape, extensive views and a distinct pattern of irregular fields enclosed by fragmented hedgerows.
 - Avon clay river floodplain runs from the north through Melksham and then to the southwest and the east; characterised by the River Avon, an intricate network of footpaths along an intimate river corridor and a sense of tranquillity throughout the area.
 - Open clay vale is the dominant landscape type in the neighbourhood area; characterised by a general sense of openness, a flat low-lying landscape with mixed use farmland, and a scattered settlement pattern with a comprehensive footpath network.
 - Wooded Greensand Hills is around Bowden Hill in the neighbourhood area; characterised by steeply rising western slopes that provide dramatic views, wooded parkland around Sandridge Park and a strong sense of tranquillity.

⁵⁸ Joint Melksham Neighbourhood Plan (2020) 'Local Landscape Character Neighbourhood Plan Evidence Base Report' can be accessed [here](#).

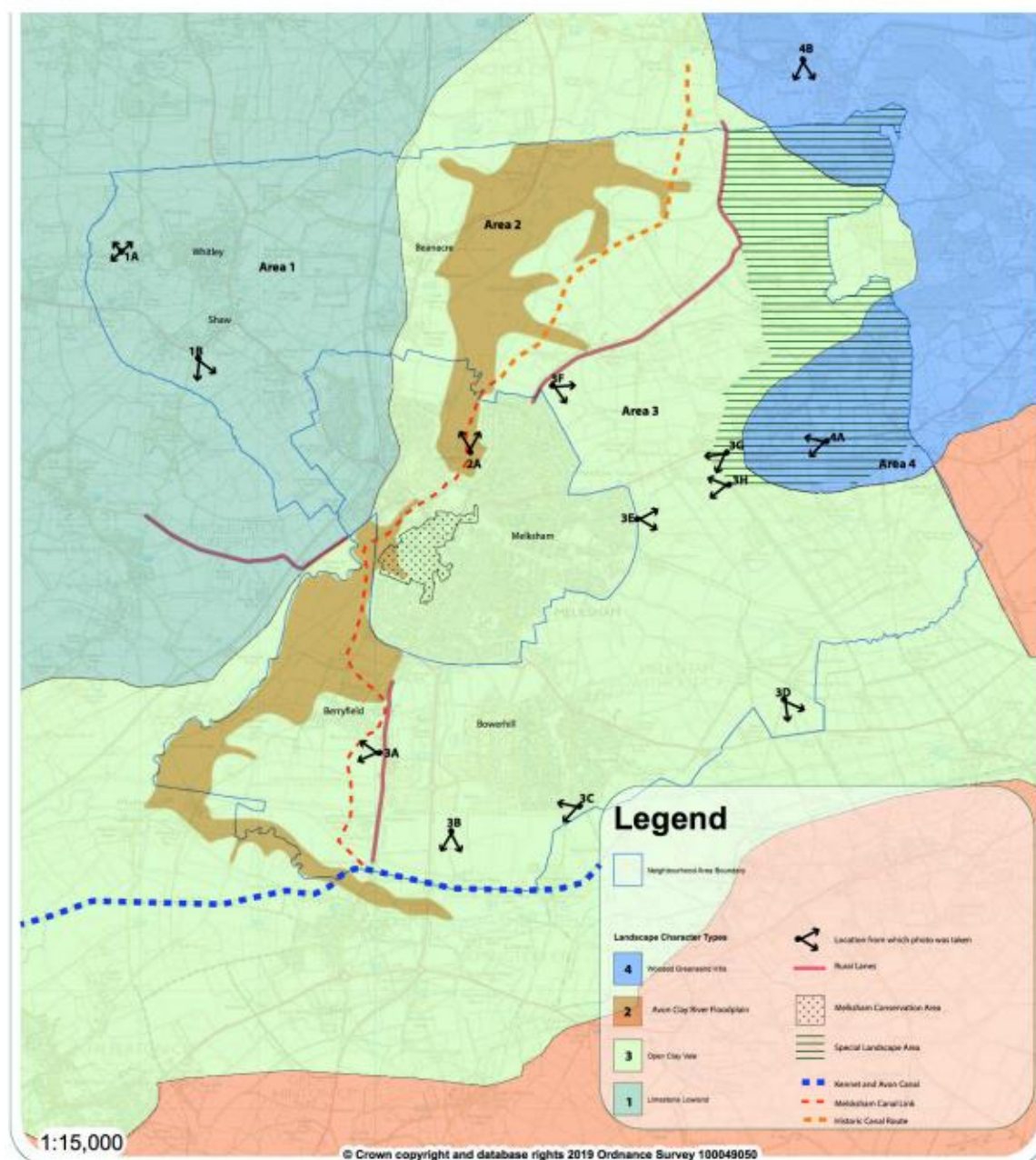


Figure 8.1: Local landscape character areas in the neighbourhood area

- 8.8 Additionally, according to the Local Landscape Character report⁵⁹, there is an area to the north-east of the neighbourhood area that is designated as a 'special landscape area' – an area of high landscape quality. This report will be an essential source of reference during the next stages of the SEA process, along with the Community Character and Distinctiveness Statement, which provides character area assessments for Melksham Town.
- 8.9 Additional evidence documents have recently been prepared, including a design codes package and a masterplanning package (with a focus on Melksham Town) – these documents will also be essential sources of evidence for the SEA to draw upon and will accompany the JMNP2 at Regulation 14 consultation.

⁵⁹ Ibid.

8.10 It is recognised that the neighbourhood group are completing a landscape gap assessment (with a view to designating gaps within the JMNP2), and, once created, this evidence will be a useful source of reference during the next stages of the SEA and will accompany the JMNP2 at Regulation 14 consultation.

Visual amenity

8.11 It is useful to note that views of and across the neighbourhood area are also an important factor to consider in the planning process, as the scale, height, and mass of development can ultimately impact on important views. Changes like development and landscape change can see these important views and vistas degraded overtime.

Future baseline

8.12 New development has the potential to lead to small, incremental, but cumulative changes in the landscape character and quality within the neighbourhood area. This includes the loss or damage of features and areas with an important visual amenity value. The JMNP2 can help guide development so that it does not negatively impact upon the landscape and visual features which contribute to the distinctive character of the area.

8.13 It should be noted that the planning system has tools in place to offer a degree of protection to the landscape. Therefore, new development will not necessarily result in harm. Furthermore, locally distinctive landscape features, characteristics and special qualities can be protected, managed, and enhanced through appropriate planning policies. It is further recognised that new development that is appropriately designed and landscape led could support the area's intrinsic landscape character and quality. This could include regeneration that improves the setting of the villages, delivering green infrastructure improvements and / or new recreational opportunities and the identification and / or enhanced framing of key views.

Key issues

8.14 Considering the baseline information and policy context review, the following key issues are identified in relation to landscape:

- The JMNP2 overlaps with two NCAs; additionally, there are four different local landscape character areas within the JMNP2 area. These areas contribute to the character and quality of the landscape.
- New development has the potential to lead to incremental change in landscape and villagescape character, and visual amenity.
- The relationship between the settlements and the open countryside is an important part of the character and special qualities of the neighbourhood area. As part of the evidence base, the neighbourhood group are completing a landscape gap assessment that will likely demonstrate this importance. It will be important to maintain the identity of the distinct communities within the JMNP2 area, including (but not limited to) Melksham Town, Bowerhill, Whitley, Shaw and Beanacre.
- It will be important for the SEA process to consider the latest and emerging evidence base documents as these are developed and published.

Proposed SEA objective

8.15 Based on the key issues discussed above, it is proposed that the SEA should include the following objective:

SEA theme	SEA objective
Landscape	Protect and enhance the character and quality of the immediate and surrounding landscape and villagescape.

8.16 Supporting assessment questions include (will the option / proposal...):

- Protect and enhance the local landscape, townscape and villagescape character, key sensitivities and features, and quality of place?
- Conserve and enhance local identity, diversity, and settlement character?
- Protect visual amenity and locally important views in the neighbourhood area?
- Support the integrity of the landscape in the neighbourhood area in accordance with current and emerging evidence base documents?



Figure 8.1: AONB locations in relation to the neighbourhood area

9. Transportation

Focus of theme

- 9.1 This chapter presents the policy context and baseline summary in relation to the transportation SEA theme. The theme focuses on transport infrastructure, transport use, traffic flows and congestion, accessibility, and active travel opportunities within and surrounding the neighbourhood area. This information is used to identify key issues (both constraints and opportunities) before proposing a relevant SEA objective and supporting assessment questions.

Policy context

- 9.2 **Table 9.1** below presents the most relevant documents identified in the policy review for the purposes of the SEA.

Table 9.1: Plans, policies, and strategies reviewed in relation to the transportation SEA theme

Document title	Year of publication
National Planning Policy Framework (NPPF)	2021
Decarbonising Transport: A Better, Greener Britain	2021
Transport Investment Strategy	2017
Wiltshire Council - Consultation report and next steps	2021
Wiltshire Council - Local Plan Review consultation	2021
Joint Melksham Neighbourhood Plan 2020-2026	2020
Wiltshire Council - Wiltshire Core Strategy	2015
Wiltshire Local Transport Plan 3 2011-2026	2011

- 9.3 The key messages emerging from the review are summarised below:
- The JMNP2 will need to consider the principles outlined in the NPPF, which influence plans and development proposals to ensure they consider transport issues from the earliest stages, address any known issues, and maximise opportunities to increase accessibility to sustainable transport. Larger developments are expected to limit the need to travel and offer a genuine choice of transport modes. However, it is recognised that sustainable transport solutions will vary between urban and rural environments.
 - Decarbonising Transport: A Better, Greener Britain sets out how the UK Government will deliver emission reductions and associated benefits in the country; presenting the path to net-zero transport in the UK and the commitments and actions necessary to make progress on this path.
 - The Transport Investment Strategy sets out investment priorities to improve the connectivity, effectiveness and reliability of transport network whilst simultaneously reducing impacts on the natural environment. Furthermore, the document places great emphasis on making cycling and walking the natural choice for shorter journeys, or as part of longer journeys.

- The Wiltshire Local Transport Plan 2011-2026 seeks the development of a transport system that supports economic growth, choice and opportunity across Wiltshire's communities whilst also being sensitive to the environment and considering climate emissions. The plan identifies the following five challenges in delivering a sustainable transport system for the area:
 - A largely rural county with many historic towns and villages.
 - Relatively high car ownership levels and small, isolated pockets of access deprivation.
 - The changing climate and the prospect of 'peak oil'.
 - Significantly lower funding for transport; and
 - Increasingly elderly population.

To address these challenges, the Wiltshire Local Transport Plan sets out several strategic objects to help achieve the following five goals:

- Support economic growth.
 - Reduce carbon emissions.
 - Contribute to better safety, security, and health.
 - Promote equality of opportunity; and
 - Improve quality of life and a healthy natural environment.
- The JMNP2 will also be required to be in general conformity with the policies of the Wiltshire Core Strategy. This includes:
 - Core Policy 60: Sustainable Transport.
 - Core Policy 61: Transport and Development.
 - Core Policy 62: Development Impacts on the Transport Network.
 - Core Policy 63: Transport Strategies; and
 - Core Policy 66: Strategic Transport Network.
 - Due regard is also given to the emerging Wiltshire Local Plan Review, which works to promote sustainable transport and active travel.

Baseline summary

Current baseline

Rail network

- 9.4 There is a rail station in the neighbourhood area – Melksham train station is operated by Great Western Railway and offers services to Swindon and Westbury⁶⁰, which also stop at Chippenham and Trowbridge. Swindon rail station⁶¹ and Westbury rail station⁶² offer services to a variety of locations including London Paddington, Bristol Temple Meads, Cardiff Central, Weston-super-Mare, Portsmouth Harbour, Paignton and Weymouth. It is also useful to

⁶⁰ GWR (2022) 'Melksham' can be accessed [here](#).

⁶¹ GWR (2022) 'Swindon' can be accessed [here](#).

⁶² GWR (2022) 'Westbury' can be accessed [here](#).

note that there are services from Chippenham and Trowbridge rail stations⁶³ to Bath Spa rail station, which are likely to be used regularly by JMNP2 residents (as Bath is approximately 10km to the west of the neighbourhood area). The service runs weekdays at approximately two hourly intervals, and there are slightly less services on a Sunday. For the service to be more viable for many of the JMNP2 residents, it is desirable to increase the frequency of services, provide better links to the local bus network, and provide an earlier start and later service in each direction.

Bus network

- 9.5 According to the Melksham Without website⁶⁵ and the Bustimes website⁶⁶, there are multiple bus services within the neighbourhood area. FromeBus⁶⁷ operates services 14, 15 and X69 in the neighbourhood area. Services 14 and 15 operate solely within the neighbourhood area, and X69 runs between Melksham and Frome. It is noted services X69 is an infrequent service that does not operate in the evenings or on Sundays.
- 9.6 Faresaver⁶⁸ offers services 68, 69, 271, 272, 273, 555 and X34. Services 68 and 69 provide access to Corsham, Bradford-on-Avon and Trowbridge, services 271, 272 and 273 provide access to Bath and Devizes, and X34 allows access to Chippenham, Trowbridge and Frome. Service 555 is a school bus service to Corsham. It is noted service X34 does not currently run in the evenings, which reduces its value as a core service for commuting or evening leisure activity. This is similar to services 68 and 69, which do not operate in the evenings or on Sundays. Additionally, services 271, 272 and 273 have very limited evening frequencies in the limiting use for evenings out in Bath.
- 9.7 Swindon's Bus Company runs one service in the neighbourhood area – service X76⁶⁹ provides access to Marlborough, Bath, Cherhill, Calne and Bathford.
- 9.8 The Bustimes website also notes there are two community bus schemes operating in the neighbourhood area – the Seend Shuttle⁷⁰ and the Urchfont Community Bus⁷¹.
- 9.9 All bus services are very limited on Sundays.

Road network and congestion

- 9.10 The main roads within the neighbourhood area are the A350, A3102 and A365 – the A350 allows for access to Chippenham and the M4 to the north and Westbury, Warminster and the A361 to the south. The A3102 allows access to Calne and the A342 to the east and the A365 allows access to the A361 to the south-east, which links Devizes to the A361 and A350.
- 9.11 The key routes that allow entry into Melksham Town are Bath Road (connecting Melksham Town to Whitley and Shaw), the A350 Beanacre Road / Semington bypass, Forest Road, Sandridge Road and the B3107 Bradford Road. The

⁶³ GWR (2022) 'Chippenham' can be accessed [here](#).

⁶⁴ GWR (2022) 'Trowbridge' can be accessed [here](#).

⁶⁵ Melksham Without Parish Council (no date) 'Local Transport' can be accessed [here](#).

⁶⁶ Bustimes (no date) 'Melksham' can be accessed [here](#).

⁶⁷ FromeBus (no date) 'Timetables' can be accessed [here](#).

⁶⁸ Faresaver (2022) 'Timetables' can be accessed [here](#).

⁶⁹ Swindon's Bus Company (2022) 'X76 Marlborough to Bath' can be accessed [here](#).

⁷⁰ Bustimes (no date) 'Seend Shuttle to Melksham' can be accessed [here](#).

⁷¹ Bustimes (no date) 'Urchfont Community Bus to Bath via Devizes' can be accessed [here](#).

Eastern Way and Western Way ring roads pass around the east and south of Melksham Town (connecting to Bowerhill and Berryfield).

- 9.12 Other important roads in the neighbourhood area include the B3353 that connects Melksham Town to Corsham, and Forest Road, Woodrow Road, Westlands Lane and Semington Road, which lead to both Melksham Town and Melksham Without.
- 9.13 The first JMNP⁷² indicates high levels of traffic congestion is a common occurrence on the A350. As such, it has been identified as a key issue for the two parishes of Melksham and Melksham Without.
- 9.14 The first JMNP referred to proposals to upgrade the A350 with a Melksham bypass with appropriate crossing points for cyclists, pedestrians and livestock. This bypass would allow for the A350 to avoid running through Melksham Town, therefore avoiding a critical pinch point, and improve north to south connectivity throughout the Western Gateway. It is noted that the discussion around the bypass in the first JMNP received a number of public comments, but that the bypass is an issue outside of the neighbourhood plan scope.

Public Rights of Way (PRoW)

- 9.15 According to the digital map available on the Wiltshire Council website⁷³, there are a multitude of PRoWs within the neighbourhood area. This includes footpaths, bridleways, restricted byways and byways open to all traffic.
- 9.16 Additionally, according to the LDWA website, there are a couple of long distance walking paths that cross over the neighbourhood area. This includes the Wilts and Berks Canal Towpath⁷⁴, the North Wiltshire Rivers Route⁷⁵ and the Kennet and Avon Canal Walk⁷⁶.

Future baseline

- 9.17 Given the multiple options for sustainable transport within the neighbourhood area and for travel outside of it (rail network and bus network), it is difficult to predict the volume of private vehicle usage. Although use of sustainable transport should be encouraged, for example by early provision of local bus services in new developments, allowance must be made for potential private vehicle use to avoid further traffic congestion. However, a minor increase could still have an impact on the traffic concerns related to the A350.
- 9.18 As discussed in previous chapters, considering the COVID-19 pandemic and changing working habits, the provision of infrastructure to facilitate working from home may contribute towards transport management, but it is difficult to predict the long term outcome. Whilst negative effects of new development on the transport network are likely to be mitigated in part by new infrastructure, there will be a continuing need for development to be situated in accessible locations.

⁷² Joint Melksham Neighbourhood Plan (2020) 'Joint Melksham Neighbourhood Plan 2020-2026 Referendum Version' can be accessed [here](#).

⁷³ Wiltshire Council (2021) 'Wiltshire Council Rights of Way Explorer' can be accessed [here](#).

⁷⁴ LDWA (2022) 'Wilts and Berks Canal Towpath' can be accessed [here](#).

⁷⁵ LDWA (2022) 'North Wiltshire Rivers Route' can be accessed [here](#).

⁷⁶ LDWA (2022) 'Kennet and Avon Canal Walk' can be accessed [here](#).

Key issues

9.19 Considering the baseline information and policy context review, the following key issues are identified in relation to transportation:

- There is a rail station in the neighbourhood area, offering links to various locations including London, Chippenham, Bristol, Bath and Portsmouth. In this sense, the JMNP2 is well connected. There is also a comprehensive bus network that runs within the neighbourhood area and externally to locations such as Trowbridge, Chippenham, and Frome.
- The JMNP2 area is well served by the road network, however it is noted there are issues with congestion on the A350. There are plans for the Melksham Bypass that will avoid the A350 running through the Melksham Town centre and therefore avoiding a critical pinch point.
- There is an extensive PRoW network in the neighbourhood area, and development should seek to connect with and where possible extend this PRoW network, thereby maximising pedestrian and cycling opportunities for leisure, working and shopping.
- The recovery from the COVID-19 pandemic has the potential to change travel patterns in the short, medium and (potentially) longer term.

Proposed SEA objective

9.20 Based on the key issues discussed above, it is proposed that the SEA should include the following objective:

SEA theme	SEA objective
Transportation	Promote sustainable transport use and active travel opportunities and reduce the need to travel.

9.21 Supporting assessment questions include (will the option/proposal...):

- Support the objectives within the Wiltshire Local Transport Plan to encourage the use of more sustainable transport modes?
- Encourage a shift to more sustainable forms of travel and enable sustainable transport infrastructure enhancements?
- Improve local connectivity and pedestrian and cyclist movement?
- Facilitate working from home to reduce the use of private vehicles to access workplaces outside of the neighbourhood area?
- Reduce the impact of the transport sector on climate change?
- Improve road safety?
- Reduce the impact on residents from the road network?

10. Proposed SEA Framework and Methodology

10.1 The proposed SEA objectives, established through the identification of key issues and environmental objectives as part of the scoping exercise, are brought together to create one framework, the SEA Framework, and are presented in **Table 10.1** below.

Table 10.1: Proposed SEA Framework

SEA theme	SEA objective
Air quality	Deliver improvements in air quality in the neighbourhood area.
Biodiversity and geodiversity	Protect and enhance biodiversity and geodiversity within and surrounding the neighbourhood area.
Climate change	Reduce the contribution to climate change made by activities within the neighbourhood area and increase resilience to the potential effects of climate change, including flooding.
Community wellbeing	Ensure growth in the neighbourhood area is aligned with the needs of all residents, improving accessibility, anticipating future needs and specialist requirements, reducing deprivation, and supporting cohesive and inclusive communities.
Historic environment	Protect, conserve, and enhance the historic environment within and surrounding the neighbourhood area.
Land, soil, and water resources	Ensure the efficient and effective use of land, and protect and enhance water quality, using water resources in a sustainable manner.
Landscape	Protect and enhance the character and quality of the immediate and surrounding landscape and villagescape.
Transportation	Promote sustainable transport use and active travel opportunities and reduce the need to travel.

10.2 The SEA Framework provides a methodology and consistent approach for the appraisal of the emerging JMNP2. The proposed SEA Framework will be used to appraise the options and proposals emerging for the draft plan, and findings will be fed back to the neighbourhood group to inform plan development.

11. Next Steps

Subsequent stages for the SEA process

- 11.1 The next stage will involve exploring reasonable alternatives for the JMNP2. The findings of this work will be fed back to the neighbourhood group so that they might be taken into consideration when finalising the neighbourhood plan. The draft version of the JMNP2 will then be subject to appraisal, and the SEA Environmental Report will be prepared for consultation alongside it.

Consultation on the Scoping Report

- 11.2 Public involvement through consultation is a key element of the SEA process. At this scoping stage, the SEA Regulations require consultation with statutory consultation bodies but not full consultation with the public.
- 11.3 The statutory consultation bodies are the Environment Agency, Historic England, and Natural England. This scoping report has been released to these three statutory consultees.
- 11.4 Consultees are invited to comment on the content of this scoping report, particularly the evidence base for the SEA, the identified key issues, and the proposed SEA Framework.
- 11.5 The consultation period runs from 23rd December 2022 to 3rd February 2023. Comments on the scoping report should be sent to:
- Ryan Putt, AECOM
- Email address: ryan.putt@aecom.com
- 11.6 All comments received on the scoping report will be reviewed and will influence the development of the SEA where appropriate.

Agenda Item 19.1

MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange



First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

Mrs Linda Roberts
Town Clerk
Melksham Town Council
Market Place
MELKSHAM SN12 6ES

16 November 2022

Dear Linda

Re: Melksham and Melksham Without Neighbourhood Plan: Local Green Spaces

As you may know, Melksham and Melksham Without Parish/Town Councils are working on a Neighbourhood Development Plan (NDP). Once formally in place, the NDP will inform and shape future development of our area, and become part of the statutory Development Plan which Wiltshire Council will use for determining planning applications in the area.

One aspiration for the Parish Council as part of this work is to identify and protect important green space within the neighbourhood area. One way that the NDP can do this is to identify 'Local Green Spaces' for protection by a planning policy. For a Local Green Space to be eligible for designation, it must be:

- in reasonably close proximity to the community it serves;
- demonstrably special to the local community and hold particular significance, for example, because of its beauty, historic significance recreational value (including playing fields), tranquility or richness of wildlife, and
- local in character and not an extensive tract of land.

Designation of land as a Local Green Space would mean that policies for managing development of the land would be consistent with that of land in the green belt i.e. inappropriate development of the space would not be allowed except for in very special circumstances (National Planning Policy Framework 2021, para 101-103)¹.

The NDP Steering Group has been working on an initial list of potential Local Green Spaces and with

¹
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf

support from their planning consultants have assessed the long list of suggestions against the national planning policy criteria outlined above.

We are writing to inform you that land has been identified during this initial process as potentially suitable for Local Green Space designation:

Shurnhold Fields: Map Reference: <https://www.google.com/maps/?q=51.3875,-2.15197>

King George V Playing Field: Map Reference: <https://www.google.com/maps/?q=51.3765,-2.13562>

Forrester Park Play Area: Map Reference: <https://goo.gl/maps/wc5QUHmBwGyC5ZGe7>

The map of greenspaces is available at the following link:

https://www.google.com/maps/d/edit?mid=1DJxLI6Z_l0hGyEv2OORjgGVDtSV6dfE&usp=sharing

Or by scanning this QR code:



Although an initial assessment has been undertaken on this land, a decision has not yet been made in relation to whether the spaces are suitable for designation.

Please get in touch with any comments or concerns about the potential designation of these spaces as a Local Green Space before 18 December. Your comments will be considered and included as part of the evidence base of the NDP. As mentioned, although an initial assessment has been undertaken on this land, a decision has not yet been made in relation to whether the spaces are suitable for designation.

Comments received from landowners and the wider community will be taken into account to decide on which Local Green Spaces will be proposed for designation in the draft Neighbourhood Plan. The draft NDP will be consulted on formally for 6 weeks (a stage known as Regulation 14 consultation), during which, should your land go forward as a proposed Local Green Space, you will be contacted again and given the chance to record your formal comments.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'George'.

Clerk
Melksham Without Parish Council



WILTS & BERKS CANAL TRUST

Patron: The former Duchess of Cornwall

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 Branch Reports for November 2022



Chair's Report



Training

Ray Canter became the second MCC volunteer to successfully complete the SSSTS course at the Dauntsey Lock Canal and Community Centre in November. We now have three qualified Site Safety Supervisors: Ray Canter, Dave Maloney and Fiona Rivers.

Naish Hill

A request to Wiltshire Council for an official to visit and discuss our plans for Naish Hill resulted in Ali Rasey attending the site, which she knew well as she had helped organise the first set of tree planting. Howard Yardy (Branch Wildlife Officer) and I discussed the creation of more woodland areas, meadow areas, great crested newt ponds and general maintenance. The meeting went well and our proposals were written up by Howard and shared with Ali.

Wilts & Berks Canal Trust: A Non-Profit-Distributing Company Limited by Guarantee

Registered Address: Dauntsey Lock Canal Centre, Chippenham, SN15 4HD
Registered in England and Wales No: 2267719
Registered Charity No: 299595
Office telephone: 08452 268567
E-mail: info@wbct.org.uk
Web Site: www.wbct.org.uk

Health & Safety documentation

John Goring continues with the massive job of creating the Pre-use Check Sheets needed by volunteers who use equipment as part of their restoration/maintenance work. I have been concentrating on Maintenance Schedules & Maintenance Sheets for everything from brush cutters to plant to trailers. Once we are happy we will share with other Branches.

Christmas Dinner

27 Branch members are currently signed up for the Branch Christmas dinner at the Bell Inn, Lacock on Wednesday 14 December. There are still places, and remember you don't have to be an active volunteer to join us. It's a Branch dinner so all Branch members are welcome. Contact me if you would like a menu

(dave.maloney@wbct.org.uk).

Meetings

I have attended a number of meetings on your behalf in the past weeks, including

- the Trust's Major Project Group;
- the Trust Executive;
- with Marsha Miles, our fundraising partner;
- a Project meeting regarding the Carpenters Workshop; and
- a meeting with Marilyn Trew from the Signage Group with regards to maps of our area that will be created and put at the entrances to sections to show the location and information on that particular section.

200 Club

Since 2019, 50% of the income from this licensed fundraiser has been allocated to Trust funding and 50% divided into 10 monthly draws including a bumper draw in December. Since 2012, through the efforts of two dedicated MCC members (Lynda and Jeff Daws), £19,000 has been raised for the Trust.

Applications from members to join the 200 Club for 2023 are now open at £20 per ticket, **applications close on 21st February 2023**. Visit the 200 Club page [here](#) for more info.

Health & Safety

I am pleased to report that no H&S incidents have been reported anywhere on the MCC line this month.

I saw a number of Melksham Food and River Festival volunteers having a fire extinguisher demonstration in September. On making some enquires, Steve Roberts informed me this was a group from Devizes Fire Protection. After a quick phone chat, Steve from Devizes Fire Protection came on site and inducted volunteers in the use of dry powder fire extinguishers. Fiona Rivers and Bob Howlett have continued with this induction and all active volunteers at Pewsham will soon have been inducted in the use of dry powder fire extinguishers. We also have two extinguishers on a trolley complete with fire bell that is available in the compound during work parties.

Top Lock Bridge

Work has started on the bullnose wall of Top Lock, and maintenance work is needed to the fore walls (those walls just before the lock gates at the entrance to the lock). Once both of these tasks are completed, work can start on the road bridge over Top Lock.

Volunteers required

Branch Temporary Works Supervisor

To work with Jon Coates, the Trust's Temporary Works Coordinator. This important role will be on site at Pewsham. With a number of projects moving forward, a keen volunteer is required for this post. Training will be made available.



bull-nose walls at Top Lock taking shape

Events Committee

Every year there are a multitude of events in our area that we could attend, whether to fundraise or to raise awareness or maybe simply a social for Branch members to let their hair down. None of these can happen without Events Committee members to organise and coordinate volunteers etc. Please consider joining this very rewarding clean shoes team.

Deputy Trailer Manger

Short term post to help identify, mark-up and gather information on servicing schedules required for on-road trailers.

Notes from the Trust Executive

My notes may be limited due to some degree of confidentiality and the need for clarity

Risk Consultant

Nahom Russom has joined the Trust as a Risk Consultant (and other roles). He has recently started a new role with the Bank of England. His main areas of focus for the Trust will be to develop our Risk Policies and Procedures; to maintain and ensure the relevance of our Risk Register; and to support Patricia Clements in ensuring that our insurance coverage is appropriate. These are key areas that have not really had the focus they deserve, in recent times.

M4 Crossing

National Highways (NH) cancelled a proposed follow up meeting with the Trust and, instead, issued an email indicating that their Investment Decision Committee had declined to fund the feasibility studies. Reasons given were that the scheme does not provide sufficient biodiversity gain, and that the entire scheme cannot be completed within the current roads programme (ending 31 March 2025). WBCT has requested clarification and is awaiting a response. My thanks to Jon Coates for this condensed explanation.

Water

A workshop was held on Wednesday 30 November to develop a strategy for water supply for the completed canal. Further contact has been made with the owners/operators of Wroughton Reservoir, and a meeting is being set up to discuss possibilities.

Fundraising

November 2022 was a satisfactory month for fundraising. Trust core funds raised totalled £30,000, so our position has improved on October. However, there are still concerns that monies coming into core funding are not steady enough, and the fundraising team continue to look for regular donations for core funding.

During the run up to Christmas if you are using Amazon, please consider buying via Amazon Smile and supporting the WBCT. You just go to the [Smile.Amazon](#) website, select WBCT as your charity (first visit only) and continue shopping as normal; no cost to you, but donations to the Trust.

Gordon Olson

It is with sadness that I report that Gordon Olson has decided to step down from his role as Trustee with the lead on Fundraising effective from 31 March 2023 (the end of our current financial year). We were all grateful for the extraordinary amount of work he put into the CEO role, and he brought the same enthusiasm and work ethic to the Trustee role. He will be sorely missed.



Although I might see some of you at the Branch Christmas Dinner on Wednesday 14 December, may I take this opportunity to wish you and your families
A very Merry Christmas and a Peaceful New Year.

We look forward to another successful year of restoration and progress along the
MCC line

Dave Maloney
Chair, MCC and F&L Branch
dave.maloney@wbct.org.uk
07809 374 754

Work Parties



Pewsham Locks

Despite the weather, it's been a busy month for the volunteers at Pewsham. A bit like buses, we have not one but two major construction projects taking place.

Top Lock

We now have the go-ahead to start work on the Accommodation Bridge over Top Lock. This will be a relatively slow affair as, before the actual bridge can be built, the lock walls have to be stabilised and the wing/bull-nose walls for the bridge built. However, we are all relieved that we can now start work.

During the month, footings were dug out for the bull-nose wall, part of the Top Lock Bridge, with concrete then poured giving us a firm base to build on. Measurements have been taken to ensure that the curve of the new bull-nose wall reflects the shape of the wall already built on the East side, and the first row of bricks have been laid.



bull-nose wall footings



Waiting Wall: the water bowser in its new position

Upper Pound Waiting Wall

Building of the extension of the Waiting Wall between Top and Middle Lock is now well under way.

The water bowser was relocated to just above the Waiting Wall, by Top Lock, to enable a supply of water for mortar/concrete mixing.

Boards have had to be placed in front of the new Waiting Wall to create a safe working environment, as the recent heavy rains have made it so muddy.

Two rows of concrete blocks have been laid with a concrete backfill behind.

We are now continuing to build the wall with concrete blocks, which once above 'water level' will have a brick facing.



WaitingWall: back-filling with concrete

Other Work

There have been plenty of other work going on too.

The canal bank was repaired in places where dogs had been entering the canal and eroding the bank. Wooden posts were driven into the canal bed, then hazel whips weaved through posts, and the gap then filled with clay and topped with soil.

Sand was laid on the newly widened towpath by the slipway to give a smoother finish.

Fiona Rivers and her team have been carrying out some excellent work on the hedging along the canal:



WaitingWall: taking shape



the trimmed hedge on the off-side bank at The Meadow

- whips in the hedge at the back of the Lower Pound were trimmed, and six dead ones replaced;
- the hedge on the far bank at the Meadow was trimmed;
- hedge laying was started by The Wharf; this hasn't been touched for many years, so many brambles had to be grubbed out of the 'hedge' with the remainder being layered; it's already looking much better and has given views across the fields.

Toolbox Talks

Additionally Fiona has given a number of Toolbox Talks to volunteers on Fire Safety, including information on how to use the newly acquired extinguishers. Bob Howlett gave a practical demonstration of the extinguishers with volunteers being able to use them to put out a pre-set 'fire'. A Fire trolley, including a Fire Bell, arrived. This is moved out of Cabin 1 and available for use on work days.

A fire blanket and extinguisher was fitted in Cabin 3. There is also a fire blanket in the Welfare Cabin and two 'portable' fire extinguishers which can be taken by volunteers when they are working away from the main compound.

Plant & Machinery

With the imminent arrival of the new tractor, the RUBB tent was tidied and space made so that the tractor could be stored under cover.

A damaged hydraulic cable on the WRG excavator was replaced.

The starter motor on one of the dumpers was replaced and the dumper greased

The small mixer was checked ready for use as required. The carburettor was replaced. However there still seems to be issues. Work is ongoing!

The Butty was pumped out and Bottom Lock pumped out. However, there has been so much rain this month that Bottom Lock is now full again, despite further attempts to pump it out. We will now probably leave it in water until we are able to start work on it next year.

Labels have been stuck on dumpers etc to help with identification during pre-use checks.

Howard Wilson
Work Party Organiser



Green Lane Farm & Pudding Brook

Harriet Balshaw is not only a volunteer with the Trust, but also a Squadron Leader with the Air Cadets. Knowing our need for more trees, she organised 300 from the Woodland Trust, and rustled up volunteer Air Cadets to come along and plant them on the Green Lane Farm section. Supervised by Fiona Rivers and Howard Yardy, the cadets planted the trees in areas prepared at previous work parties. Some slightly more mature trees, salvaged from the edge of the canal bed, were also planted. *Wiltshire Radio* came down and broadcast interviews they had with cadets and MCC volunteers.

Dave Maloney
Work Party Organiser

Projects



Carpenters Workshop

Dave Maloney and I have agreed on a Design & Build company that we think we can work with. After our first online meeting with them, some updates to our Statement of Requirements were made. Assuming that the review of their returned paperwork is satisfactory, we will instruct them to prepare the drawings needed for the construction of the Carpenters Workshop. We have the option to purchase pre-cut material from them too, and will be looking into this going forward.

Some active members of the Branch remember a brick floor being discovered in the area where the Carpenters Workshop is situated. Jeremy Brickell and I have started mini digs in that area in an attempt to find the floor.

Gary Tytherleigh
Project Lead Volunteer



Dry Dock

Permanent works design of the Dry Dock superstructure is being verified and documented by Jon Coates, the Trust's Chief Engineer. Once this is complete, the coping element can be worked on and a more detailed cutting list prepared.

Dave Maloney
Project Lead Volunteer



Melksham Link

Planning

The virtual meeting called by Wiltshire Council (WC) Planning was held on Thursday 10 November, with five Environment Agency (EA) Officers 'present' plus the Senior WC Ecologist. The following points were established:

- **River Levels**

The EA confirmed that their objection concerning possible fluctuations in downstream levels had been lifted. However, they advised us to gather flow and level data as this would be needed when it came to applying for an abstraction license to back-pump river water to replenish lockage.

- **Removal of a New Weir from our Plans**

The EA welcomed the removal of the new weir from our plans, but confirmed that they still had concerns regarding the ecology of the river when used by powered craft. Their objection remains. They also confirmed that they require an updated Water Framework Directive (WFD) assessment and Flood Risk Assessment for the revised design. The WFD specifies how the water quality of rivers is to be measured; any proposal that will alter a river must improve the quality. There was a discussion regarding the river-bed topography, and we confirmed that it was our intention to update the 1994 survey.

- **Biodiversity Net Gain (BNG)**

The WC ecologist reminded us that new legislation would require all developments to demonstrate a BNG of at least 10%. We confirmed that we had completed a BNG report for the land-based part of the Project and intended to update this for the whole Project.

- **Consultation**

WC Planning stated that because it had been over 10 years since the planning application was submitted, a new round of consultation would be necessary once we had overcome current objections.

Hydro Scheme

Melksham Town Council have agreed to fund a study to update the 2012 feasibility report in the light of technological advances and the energy market.

Paul Lenaerts

Project Manager, Melksham Link



Peterborough Arms

Secondary double glazing has arrived, and window frames will be prepared for its installation to the upper floor road-facing windows.

The external store roof area has been insulated.

Water mitigation project (stop water getting from the road to the cellar and porch areas) is delayed slightly whilst local pro-canal builder finishes off other works.

Dave Maloney

Refurbishment Team

Wildlife



On Saturday 19 November a group of Air Training cadets (1304 Squadron Chippenham) came to the towpath at Green Lane Farm and planted 120 hedgerow plants. The trees were donated by the Woodland Trust for the Queen's Jubilee year.



Air Cadets at Green Lane Farm ...

Squadron Leader Harriet Balshaw (WBCT volunteer) organised the event and arranged for it to be covered by BBC Radio Wiltshire. (recording available on BBC Sounds, Ben Prater Show 22 November, at 8:50 a.m.)



... and hard at work

WPO Fiona Rivers and myself gave instructions to the Cadets as to where and how the trees should be planted.

I've had a couple of sessions coppicing the hazels at Naish Hill and this has provided numerous stakes and binders for hedgelaying.



hazel stakes put to good use

Fiona has put some to good use at The Wharf and will utilise them laying the hedge up to The Compound.

Ray Canter and crew carried out some drainage work near the 'newt' pond at Naish Hill. This will help the water levels in the pond, which completely dried out this summer.



the dried out 'newt' pond

The tree cover will be coppiced and pollarded this winter to allow in a bit more light.

Howard Yardy
Wildlife Officer

Boats



As the canal level is up at maximum, our workboat Boswell is now floating properly for the first time since July.

Both petrol outboards have been checked and run, and the life jackets have been serviced.

Bob Howlett
Boats Officer

Events



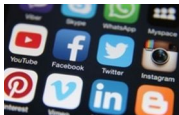
The only Events Committee activity at the moment is planning for the Children's Activity Day at Chippenham Museum on Thursday 16 February 2023. Malcolm Hitchinson and I had a good productive meeting with Elaine Davis, from the museum. We are still looking for more volunteers to help here please.

I am also looking for comments/ feedback on this year's events, what worked well, what didn't, new ideas, etc.

Please do get in touch (brian.wright@wbct.org.uk).

Brian Wright
Chair, Events Committee

Branch Webpages and Digital Comms



Website

Branch Webpages were updated during the month. They can be found at:
<https://www.wbct.org.uk/our-enthusiasts/mcc-fl>.

Social media

Posts to Facebook included:

- the overflowing spill-weir at Pewsham;
- hedge laying at the Green Lane Farm section; and
- promoting The Peterborough Arms.

I also started to put together the annual pictorial review of our work during 2022.

Howard Wilson
Branch Webpages and Digital Comms Officer

Public Relations



Our latest press release promoted the recent AGM and reflected on the progress made during the previous 12 months. It focusing on the work at Pewsham and Pudding Brook, and the grants from local and national organisations.

Branch Chair Dave Maloney was the spokesperson. He said: "Every member of the team should be proud of their achievements over the last year. Together, they've succeeded in uncovering and restoring even more of this wonderful piece of our industrial heritage."

The press release was accompanied by the photograph of work party volunteers at Pewsham, taken when we promoted the new equipment funded by a grant from Chippenham Borough Lands Charity.

The story was reported by the *Melksham News*.

Our next press release will promote the lease of Wiltshire Council land at Naish Hill and the potential extension of the re-watered stretch towards Reybridge.

JG
PR Officer

Membership



There was one new MCC membership and two new members in November. The current number of MCC/F&L memberships is 544/47 with 768/69 members. The total Trust memberships is 1,684 with 2,354 members.

This compares with 563/51 and 791/74 MCC/F&L memberships and members respectively, and 1,698/2,355 Trust memberships/members for the same period a year ago.

Micah Leitch
Membership Secretary

It's time to create an environment both we and our children can be proud of...
It's time to inspire and excite...
It's time to put our canal at the heart of everyday life...

Canal charity praises 'fantastic' volunteers



HARDWORKING volunteers have reflected on another successful year of restoring a former waterway through the local countryside.

The Melksham, Chippenham & Calne branch of the Wilts & Berks Canal Trust recently held its Annual General Meeting where it looked back over the previous 12 months.

The charity continued to make progress on several stretches and attracted significant grants from a variety of local and national organisations. Branch chairman Dave Maloney paid tribute to the dedication and commitment of volunteers. He said, "Every member of the team should be proud of their achievements over the last year. We have a fantastic group of all ages and backgrounds who help with so many jobs, from the physical toil of workparties to the equally vital work of fundraising, engineering, research and administration."

"Together, they've succeeded in uncovering and restoring even more of this wonderful piece of our industrial heritage."

Much of the activity has taken place along the stretch to the north of Lacock. At Pewsham Locks, the walls of the dry dock have been rebuilt and the site of the former carpenters workshop has been cleared in the hope that both structures can be restored as educational assets.

Improvements have also been made to the towpath, hedging and fencing.

Nearby, at Pudding Brook, a further stretch has been cleared and a habitat management plan has included the expansion of hedgerows.

Both sites also benefitted from the involvement of local businesses who arranged 'teambuilding' days for their staff to support the restoration effort.

Fundraising highlights included £15,000 from Wiltshire Community Foundation for the dry dock, £10,000 from Chippenham Borough Lands Charity for the carpenters workshop and £4,825 for training, tools and equipment, £9,500 from the National Lottery for a new

welfare unit for volunteers, and £4,892 from Chippenham Area Board for repairs to the bank and towpath.

Dave said, "We'd like to thank everyone who supported us with grants and donations over the last year. "Their generosity enables us to quicken the pace of restoration and brings us closer to our ultimate ambition of a fully navigable waterway linking our local towns."

"It would be a huge boost to tourism and employment, as well as creating a valuable amenity for

the whole community and vital new wildlife habitats. "We'd love to hear from anyone else who is interested in joining our exciting campaign."

Email dave.maloney@wbct.org.uk or visit www.wbct.org.uk

The aim of the Wilts & Berks Canal Trust is to restore the waterway from the Kennet & Avon Canal near Melksham to the Thames & Severn Canal near Cricklade and the River Thames near Abingdon, connecting Chippenham, Calne, Royal Wootton Bassett and Swindon.

NIGEL'S TAXI
SERVICE
MELKSHAM
07976 165910
Find me on

Finances



Income in November was:

- £305 donations for logs; and
- £22 at the Branch meeting.

Expenses were:

- £72 two service visits to the toilet in the Welfare Unit;
- £140 meeting room hire throughout 2022 (seven monthly meetings, £20 each);
- £156 plant repair items including a 12-volt battery;
- £110 four spades for tree planting;
- £35 fire alarm bell (cost covered by an earlier member donation);
- £26 chain oil; and
- £22 padlock for the Showell lock-up.

Taking into account Gift Aid, VAT, etc., our surplus for the financial year has increased by £214 to £3,922.

Steve Roberts
Treasurer



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 Hutchinson 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.