



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

10 July 2023

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 17th July 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 17 July 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/83669876198?pwd=WlAvY1ZsYVNyUIM3VktqajFzOHhtdz09>

Meeting ID: 836 6987 6198

Passcode: 481965

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

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

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

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

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Facebook: facebook.com/melksham.town

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 - 6)

To confirm as a correct record the minutes of the Full Town Council meeting held on 26th June 2023.

5. Town Mayor's Announcements

6. Police Report (Pages 7 - 18)

To note the Melksham Police Report for June/July 2023

7. Reports from Unitary Councillors

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

8. Melksham Gate - Hydropower System Feasibility Study (Pages 19 - 48)

To receive the report funded by the Town Council. Please see link to decision of council in November 2022.

[Meeting: 28/11/2022 - Full Council \(Item 398\)](#)

[398 Motion regarding funding for an update on the feasibility of Hydro-Generation on the River Avon PDF 185 KB](#)

To consider the Motion from Councillor Goodhind regarding funding approval for a update on the feasibility of Hydro-Generation on the River Avon (see attached).

Minutes:

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

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

9. Local Plan (Pages 49 - 126)

To receive Wiltshire Council's Local Plan (Melksham pages attached). To Note

10. Motion to update CCTV (Pages 127 - 130)

To consider and vote on a motion to update existing CCTV in a proposal put forward by Councillor Goodhind. Full details in the attached paper.

11. Blue Pool Update (Pages 131 - 142)

To receive a presentation from the Friends of Melksham Assembly Hall.

12. Policy Review and Adoption (Pages 143 - 146)

12.1 Social Media and Electronic Communication Policy (Pages 147 - 150)

To review and adopt a Social Media and Electronic Communication Policy.

12.2 Grants Application Policy (Pages 151 - 154)

To review and adopt the updated Grant Application Policy.

12.3 Awarding Freedom of Town Policy (Pages 155 - 158)

To review and adopt Awarding Freedom of the Town Policy.

13. Committee Minutes

13.1 Asset Management and Amenities Committee (Pages 159 - 168)

To receive the minutes of the Asset Management and Amenities Committee meeting held on 11 April 2023 and the draft minutes of the meeting held on 5 June 2023.

13.2 Community Development Committee (Pages 169 - 172)

To receive the draft minutes of the Community Development Committee meeting held on 12 June 2023.

13.3 Economic Development and Planning Committee (Pages 173 - 188)

To receive the minutes of the Economic Development and Planning Committee meetings held on 9 May 2023 and 30 May 2023 and the draft minutes of the meeting held on 20 June 2023.

13.4 Staffing Committee (Pages 189 - 194)

To receive the minutes of the Staffing Committee meeting held on 10 May 2023 and the draft minutes of the meeting held on 15 June 2023.

14. Working Group Minutes

To receive the notes of the meetings held on

14.1 Assembly Hall Working Group (Pages 195 - 196)

To receive the minutes of the Assembly Hall Working Group minutes from the meeting held on 20 April 2023.

14.2 Environment & Climate Working Group (Pages 197 - 204)

To receive the minutes from the Environment & Climate Working Group meeting on 19 April 2023 and the draft minutes from the meeting on 21 June 2023.

14.3 Events Working Group (Pages 205 - 210)

To receive the minutes of the Events Working Group meeting on 1 June 2023.

15. Neighbourhood Plan

Update from Town Council representatives on the group.

15.1 Local Green Space designation (Pages 211 - 216)

To note and discuss the letter from The Joint Neighbourhood Plan Group of 8th June 2023.

Wiltshire Council comment/response.

Dorset Crescent – No restrictions on title, but currently lease to MWTC. Not supportive.

Heather Avenue – Title is restricted to open space. Supportive in part.

16. Confidential Session

Members are requested to discuss the following items in Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings. In view of the sensitive nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

17. Allocations by the Steering Group for approval

To consider and approve allocations made by the Steering Group. Details to follow.

18. Lease - Cricketers Cafe (Pages 217 - 220)

There has been a temporary lease in place for refreshment provision at KGV for the last few months, which has proved successful.

This new lease is to supersede the temporary arrangement and details of the financials are to be discussed in closed session, due to commercial sensitivity.

Report and figures attached.

For Decision.

Melksham Town Council

Minutes of the Full Council meeting held on Monday 26th June 2023

PRESENT:

Councillor S Crundell (Town Mayor)
Councillor S Mortimer
Councillor P Alford
Councillor P Aves
Councillor G Ellis
Councillor C Goodhind
Councillor J Hubbard
Councillor J Oatley

IN ATTENDANCE: One member of the press was present and two members of the public were present virtually

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations
	Andrew Meacham	Committee Clerk

PUBLIC PARTICIPATION

Joe McCann asked for an update on mobile CCTV. When is the report due, when will the CCTV be operational, what protocols will be in place and who will monitor. Councillor Goodhind advised he hoped the report would be ready by the end of the week. The Town Mayor, Councillor S Crundell advised that a written reply would be provided.

528/23 Apologies

Apologies were received from Councillor Cooke, Councillor J Crundell, Councillor Forgacs, Councillor Houghton, Councillor Price and Councillor Rabey.

529/23 Declarations of Interest

There were no declarations of interest.

530/23 Questions from Councillors

Councillor Hubbard referred to a matter he had previously raised about written submissions to the meeting. The Town Clerk will provide a written reply by the end of next week (7th July).

Councillor Hubbard referred to a matter where he had previously written to the Town Mayor, Councillor S Crundell about an action which needed to be addressed, to which

he had received no formal reply. The Town Mayor, Councillor S Crundell advised that an update would be provided and policy would be updated.

531/23 Minutes

The minutes of 15 May 2023 having previously been circulated, were amended by hand by the Town Mayor, Councillor Crundell, approved as a correct record and signed by The Town Mayor, Councillor S Crundell.

The minutes of 22 May 2023 having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

532/23 Town Mayor's Announcements

The Town Mayor, Councillor S Crundell, thanked Richard and Miriam for their work on the Market Place roundabout display. He went on to thank Richard, Terri, Councillor Mortimer and all the volunteers planting the flowers throughout the marketplace and noted that next year was an anniversary year for Melksham in Bloom.

Melksham Pride took place on Saturday last and was bigger and better than last year.

533/23 Reports from Unitary Councillors

Members received updates as follows.

Councillor Alford. Meeting of the Area Board. Jonathan Seed is new Chair, and areas of responsibility are, Councillor Alford Economy & Deprivation, Councillor Hubbard Children & Young People. Councillor Oatley Health & Wellbeing.

Mike Sankey, Chair of Local Highways, Footways Improvement Group (LHFIG)
Local Plan Review going to Cabinet early July.

Tennis Court Management working with leisure team so announcement expected soon.

Councillor Oatley. There is a petition for a 20 mph speed limit outside Melksham Oak Community School. Details and QR code on Councillor Nick Holder's facebook page.

Councillor Hubbard. The company supplying holiday activities has gone bust but majority of placements will continue.

Local Government Association (LGA) Working Group were looking at placements for young people coming into care.

He will be attending LGA Conference and invited members to email him with any areas of interest.

534/23 Cheque Signatories and Payment Authorisation

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

UNANIMOUSLY RESOLVED to appoint Councillor Alford and Councillor Aves to sign cheques and make payment authorisation.

535/23 Detailed Income & Expenditure Report - Year End 31.3.2023

Councillor Hubbard raised increases in insurance, HR Consultancy, Legal Fees and Civic & Ceremonial. It was noted that Council had approved overspend

There was discussion on General Balance, reserves, the use, naming and allocation of surplus.

The report was noted. The Town Clerk to circulate papers, give a different name to the reserve and refer to Finance, Administration and Performance Committee.

536/23 Internal Auditor's Report 2022 - 2023

The question of Assembly Room Ticketing and VAT was discussed.

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

RESOLVED to adopt the Internal Auditor's Report and note that the recommendations therein have been acted upon.

537/23 External Audit 2022 - 2023 - Approval of the Annual Governance Statement and Accounting Statements

538/23 Annual Governance and Accountability Return 2022-2023

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

RESOLVED to approve the Governance Statement.

There was a recorded vote on this item as follows.

Councillor Alford – For
Councillor Aves – For
Councillor Cooke – Absent
Councillor J Crundell – Absent
The Town Mayor, Councillor S Crundell – For
Councillor Ellis – For
Councillor Forgacs – Absent
Councillor Goodhind – Abstain
Councillor Houghton – Absent
Councillor Hubbard – For
Councillor Mortimer – Against

Councillor Oatley – For
Councillor Price – Absent
Councillor Rabey – Absent

Totals. For 6, against 1, abstain 1.

539/23 Accounting Statements 2022-2023

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

RESOLVED to approve the accounting statement.

There was a recorded vote on this item as follows.

Councillor Alford – For
Councillor Aves – For
Councillor Cooke – Absent
Councillor J Crundell – Absent
The Town Mayor, Councillor S Crundell – For
Councillor Ellis – For
Councillor Forgacs – Absent
Councillor Goodhind – Abstain
Councillor Houghton – Absent
Councillor Hubbard – Against
Councillor Mortimer – Against
Councillor Oatley – For
Councillor Price – Absent
Councillor Rabey – Absent

Totals. For 5, against 2, abstain 1.

540/23 The Clerk is setting the commencement date for the exercise of public rights as Wednesday 28 June 2023 and ending on Tuesday 8 August 2023.

Noted.

541/23 Asset Register 2023

The Asset Register and how the figures were calculated was discussed.

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

RESOLVED to note the Asset Register, refer to Finance, Administration and Performance for clarification and return to Full Council.

542/23 Insurance Policy Renewal

Noted.

543/23 Proposed lighting for Bowmans Court to Forest Community Centre Access Road

Councillor Oatley outlined his proposal, advising that this walkway is much used and some residents had asked for lighting.

There was a wide ranging discussion

- privacy of neighbouring gardens
- the question of vandalism of the low level lights
- seeking permission from Wiltshire Council, owners of the track
- funding and possible alternative sources of funding
- whether the solar panels would receive enough daylight
- that it was intended the lights would be intermittent rather than constantly on
- whether the matter should come back to council for decision or to note only
- the effect on wildlife

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

RESOLVED to delegate the Town Clerk authority to purchase low level solar lighting up to the value of £8000 to be taken from the solar farm funding. Subject to Councillor Oatley talking to resident's in Bowman's Court, obtaining permission from Wiltshire Council, ensuring resident's privacy is not invaded, and bringing the matter back to council to note what is being installed.

544/23 Remit of Melksham Assembly Hall Working Group

Councillor Ellis set out the details of his proposal. There was general support for the proposal but some concern over the make-up and voting rights of the working group. It was suggested that the Working Group be open to all councillors and that members of the public be invited to give input. There was discussion of the scope of the project, Wiltshire Council's position on the Blue Pool and the remit of the Working Group, with some feeling the options outlined were too narrow. Some amendments were suggested and accepted by Councillor Ellis as friendly amendments

The 10pm cut off was reached during the discussions. It was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Oatley, and

UNANIMOUSLY RESOLVED to suspend Standing Orders and extend the meeting by a further 15 minutes.

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

UNANIMOUSLY RESOLVED

- that the Assembly Hall Working Group (AHWG) Terms of Reference be amended so the group sits under the Full Council and not Asset and Amenities Committee.
- That the AHWG would be open to all council members, with a quorum of 5 elected members.
- That, within a time limit of three months, the AHWG will consider at least 3 options including but not limited to Repurpose, Redevelop and Do Not Take Project On.
- That the AHWG will explore and provide “Ball Park Figures”.
- That a budget of £10000 be allocated from The Major Projects Earmarked Reserves for professional fees.

545/23 Christmas Light and Fair Event

There was discussion on whether the agreed increase had been £4000 or £5000.

The previous extension having expired, it was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Mortimer, and

RESOLVED to suspend Standing Orders and extend the meeting by a further 10 minutes or to the conclusion of this item if earlier.

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

UNANIMOUSLY RESOLVED to increase the Christmas Event budget by £5000, to be met from the general reserve.

Remaining items on agenda were not reached and have been deferred to next meeting.

Meeting Closed at: 10.20 pm

Signed:

Dated: 17 July 2023

WILTSHIRE POLICE



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Melksham Police Report

Melksham Community Policing Team
June-July 2023



Agenda Item 6

Your CPT – Melksham

Inspector:

Andy Lemon

Neighbourhood Sergeant:

Gemma Rutter

Neighbourhood Officers:

PC Ben Coombs

PC Jennifer Miller

PCSOs:

Luke Hosken

Melissa Culliford

Vic Rolph

Melksham Town Centre;

PC BEN COOMBS @

Ben.coombs@wiltshire.police.uk

PCSO LUKE HOSKEN @

Luke.Hosken@wiltshire.police.uk

Melksham Town Outer;

PCSO Vicky ROLPH@

Victoria.Rolph@wiltshire.police.uk

Melksham Rural North & South;

PC Jen MILLER@

Jennifer.miller@wiltshire.police.uk

PCSO Mel CULLIFORD@

melissa.culliford@wiltshire.police.uk

Please email the team at

TrowbridgeAreaCPT@wiltshire.police.uk

Forcewide Statistics

- Up to the 6th July 2023.... Already a busy summer for us!
- 3,453 Crimes Reported
- 5,290 Incidents Reported
- 1,392 Violence against the person crimes reported
- 627 Thefts reported
- 437 reports of criminal damage



What's happening in Melksham?

Melksham Town ED11:

- 85 Crimes reported
- 98 Incidents reported
- 40 reports of violence- this category also includes text message sent and verbal arguments, not just physical acts of violence.
- 20 reports of theft and 1 burglary
- ASB- highest percentage is currently in the south west section of town which includes Lowbourn- Roundponds. 8 reports of ASB in the last 6 weeks. 7 were nuisance reports and 1 recorded as personal ASB. Beanacre and Bowerhill come second with 4 reports of ASB.
- Community Speedwatch- Berryfields have reported 0.8% of monitored vehicles speeding.

Melksham Rural North- ED12:

Beenacre, Berryfields, Bowerhill, Seend, Atworth, Whitley and Shaw areas

- 32 crimes- 13 violence crimes (includes malicious comms etc)
- 55 incidents reported- this includes 10 domestic incidents, 7 concerns for safety
- Incidents of note:
 - Atworth- 29/06/23 Unknown person has stolen the IPs quad bike and 2 x 10 litre containers of unleaded petrol.
 - Beanacre- 21/06/23 Two males arrested for shoplifting. Value £468. The two males are linked to other thefts OFA.
- There have been 4 bicycle thefts- one in Melksham East, one in Bowerhill, two on the outskirts of Melksham town.

Melksham Rural South–ED13

Seend, Great Hinton, Poulshot, Bulkington, Keevil, Steeple Ashton

- 29 Crimes Reported – 14 classified as violence (includes malicious comms), 7 criminal damages
- 16 incidents Reported- 3 ASB 2 of which are neighbour related

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- Incidents of note:
- Steeple Ashton- 25/06/23- Dwelling burglary, forced entry, cash & jewellery taken
- Post Office Seend- 05/07/23- Unknown suspect has put a screw in the back gate leading to a Post Office and Cafe from the outside of the gate, screwing it shut and preventing it from being opened. Thought to be related to a local dispute.
- Lower Foxhangers Marina- 25/06/23- Electric bike stolen
- Greenacres, Semington- Police car tyres deliberately punctured whilst dealing with an incident
- Seend- 04/07/23- Sash window tried- potential attempt burglary

What have we been up to?

- x3 drug warrants executed
- X1 Cannabis farm located in Melksham, suspects arrested, charged and remanded.
- 82 intelligence submissions submitted for June (Total for 2023 so far being 386)
- X2 Melksham addresses linked to ASB and drugs have had their tenants removed through multi agency working with Housing.
- We have worked with Year 5/6 pupils on our area for Junior Good Citizens teaching the children all about safety in emergency situations and life skills.
- We have undertaken OP AIDENT- against Modern Human Slavery with 30 sites visited in Melksham Bradford on Avon and Trowbridge

Careers Fair & Rural Patrols

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Next Steps...

Over the coming month SGT RUTTER will be working alongside Melksham Town Centre businesses to promote a new working initiative- Shop Watch; driving down business crime and theft by closer clearer communications.

Page 15 PC COOMBS and PC HOSKEN are focusing on Town Centre ASB around Greggs and Costa Coffee.

PC COOMBS and PCSO ROLPH are focusing on speeding and road safety in Bowerhill

PC MILLER and PCSO CULLIFORD are focusing on rural police presence, ASB in Poulshot and a drug warrant.

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, which Melksham is part of, 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


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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



 **WILTSHIRE
POLICE**

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Trowbridge CPT

CPT Trowbridge covers the areas of Trowbridge, Melksham, Bradford-on-Avon and surrounding areas

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.

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](#)

You see a map of [crimes in the Trowbridge area](#)  by visiting www.police.uk 

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Melksham Gate

Hydropower System Feasibility Study



Ref:	Issue:	Date:	Written by:	Reviewed by:
MELKS_HFS	01	28/03/2023	Richard Spurr	Phil Davis



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Renewables First Ltd
The Mill, Brimscombe Hill
Brimscombe

Phone +44 (0)1453 88 77 44
Fax +44 (0)1453 88 77 84
Email info@renewablesfirst.co.uk
www. renewablesfirst.co.uk

2 Summary

The report summarises our feasibility assessment of a hydropower system situated in the River Avon in Melksham. It found a hydropower system could be developed within the land boundary with a rated power of 96 kW generating an average of 268,192 kWh per year. The hydropower system is estimated to cost £936,911. The simple payback is in the order of 12 years and would give an internal rate of return (IRR) of 9.9%. This assumes 90% of the generated electricity is consumed via a private wire at a rate of 39 p per kWh. The financial calculations are based on a 25-year period.

3 Site Details and Resource

3.1 Introduction

This feasibility study has been commissioned by Wiltshire and Berks Canal Trust to re-assess the suitability of a hydropower system at Melksham Gate (historically, a feasibility study was completed by Potential Energy over 10 years ago). The site layout is shown in Figure 1.

The River Avon flows from the northeast to the southwest passing over a 14 m long weir. A pool and traverse fish pass is located adjacent to the weir on the north side. Next to this is a sluice gate, used to control flood waters. There is also an abstraction point upstream of the weir, although it has been noted that this is likely not to continue as the site is going to be developed into housing.

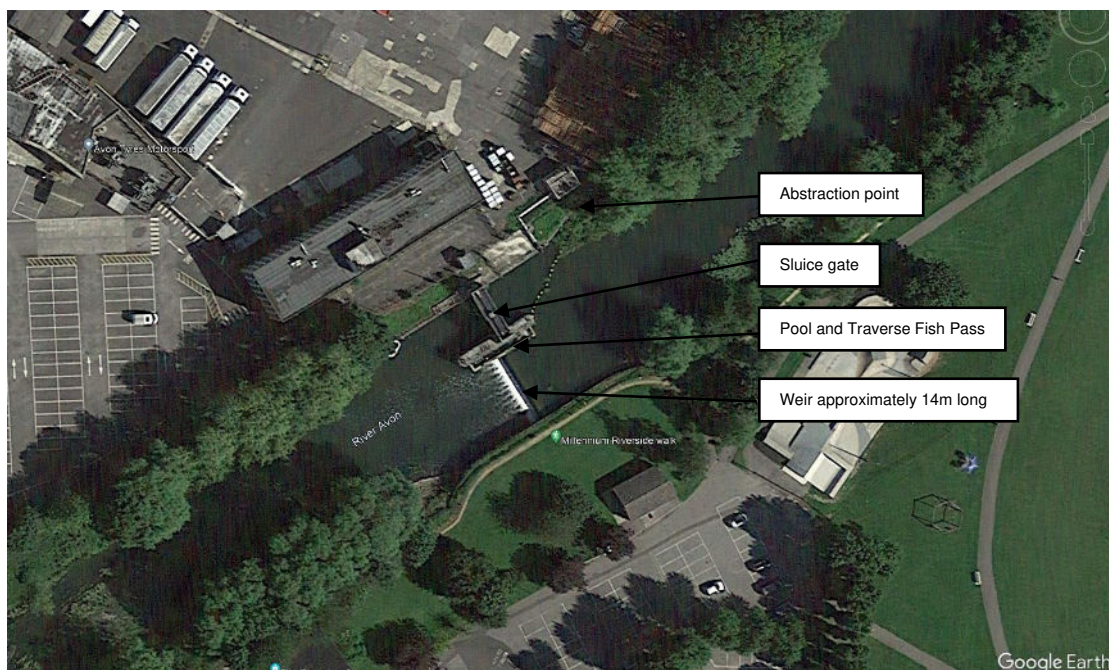


Figure 1. Site layout.

3.2 Location

Site address	Melksham Gate, Millenium Riverside Walk, Melksham
Nearest postcode	SN12 6LP
OS X (Eastings)	364654
OS Y (Northings)	243776
Lat (WGS84)	N52:05:28 (52.09119329110934)
Long (WGS84)	W2:31:02 (-2.517317850354829)
Nat Grid	SO646437 / SO6465443776

3.3 Existing Infrastructure

The following pictures show the site as-is with relevant comments.



Figure 2. Bridge crossing if accessing the site from the north. The loading capacity of the bridge may need to be checked if accessing the site from the north. Note the site can be accessed from the south without a bridge crossing.



Figure 3. Access to the site from the A3102 is along a wide and flat tarmacked road. The road leads to a large car parking area adjacent to the proposed turbine location.



Figure 4. Access to the site, looking towards the car park.

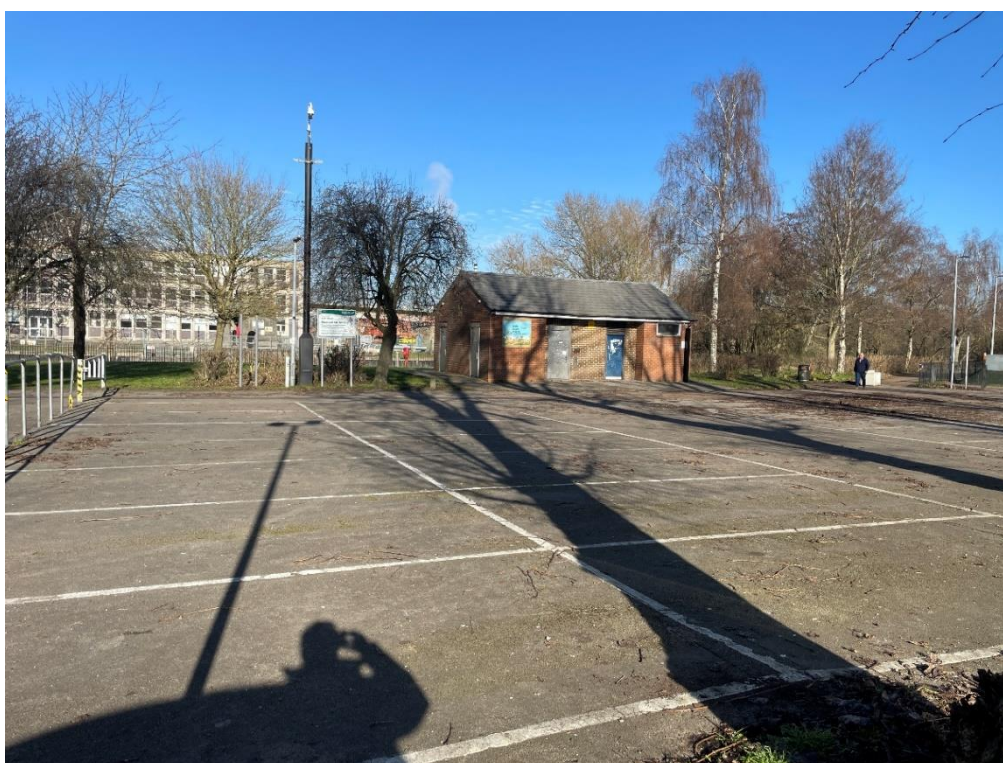


Figure 5. Car parking area adjacent to the proposed turbine location. The building at the end of the car park could be used to house the control panel, switchgear and electric car charging points.



Figure 6. The proposed area for a new lock with a channel to the side of it housing the proposed turbine. The building to the right of the picture is the building at the end of the car park as shown in Figure 5.



Figure 7. Downstream of Melksham Gate looking upstream at the sluice gate (left), fish pass and weir (right). The bank to the right is a sheet-piled wall with concrete capping.



Figure 8. Upstream of Melksham Gate, looking downstream at the weir (left), fish pass (middle) and sluice gate (right). The bank to the left is a sheet-piled wall with concrete capping.



Figure 9. Melksham Gate, the proposed hydropower scheme would be located to the left adjacent to the weir.



Figure 10. Pool and traverse fish pass located between the weir and sluice gate



Figure 11. Pool and traverse fish pass located between the weir and sluice gate

3.4 Gross Hydraulic Head

The gross hydraulic head is the difference in water levels between the intake and discharge sides of the proposed hydropower system. It was measured across the weir. The flow on the day was $5.654 \text{ m}^3/\text{s}$. This flow is less than the mean flow which is estimated at $7.021 \text{ m}^3/\text{s}$.

The net head (after hydraulic losses) is discussed below in the 'Proposed System Design' section.

Table 1. Gross head data

Gross head (m)	Location
1.869	Across the weir

3.5 Flow at the Site

The closest Environment Agency gauging station to the site is the Melksham gauge which was decommissioned in 1980. The next closest gauge is at Bradford Upon Avon with records commencing in 2005 to the present day.

For the energy modelling, the data from the gauge at Bradford Upon Avon has been utilised providing 18 years' worth of daily mean flow readings. The catchment area at Melksham weir is 652.06 km² and the catchment area at the gauge is 1011.51 km², giving a catchment area correction factor of 0.645. The flow readings have been adjusted by this correction factor to allow for the smaller catchment area. The long-term dataset should capture long-term weather cycles and provide a reasonably accurate understanding of future flows. However, the data is historical and future flows could differ particularly due to climate change.

A flow-duration curve, shown in Figure 12, is a cumulative frequency curve of the percentage of time specified flows were equalled or exceeded during the 18-year dataset. It combines in one curve the flow characteristics of the River Avon throughout a range of flows, without regard to the sequence of occurrence. So for example, reading from Table 2, a Q60 of 2.624 m³/s means that this flow is expected to be equalled or exceeded for 60% of the 18-year record period.

Flow rates between Q0 and Q10 are considered high flow rates, and Q0 to Q1 are extreme flood events. Hydropower systems should be designed to cope with such extreme flows.

The hydropower system should operate efficiently through the normal flow range which occurs between Q10 to Q70. Flows from Q70 to Q100 are low flows. The hydropower system is likely to be operating at a very low power output, and as flows approach Q80, the hydropower system is likely to shut down. The average flow, Q_{mean} is 7.021 m³/s, and is exceeded 29% of the time.

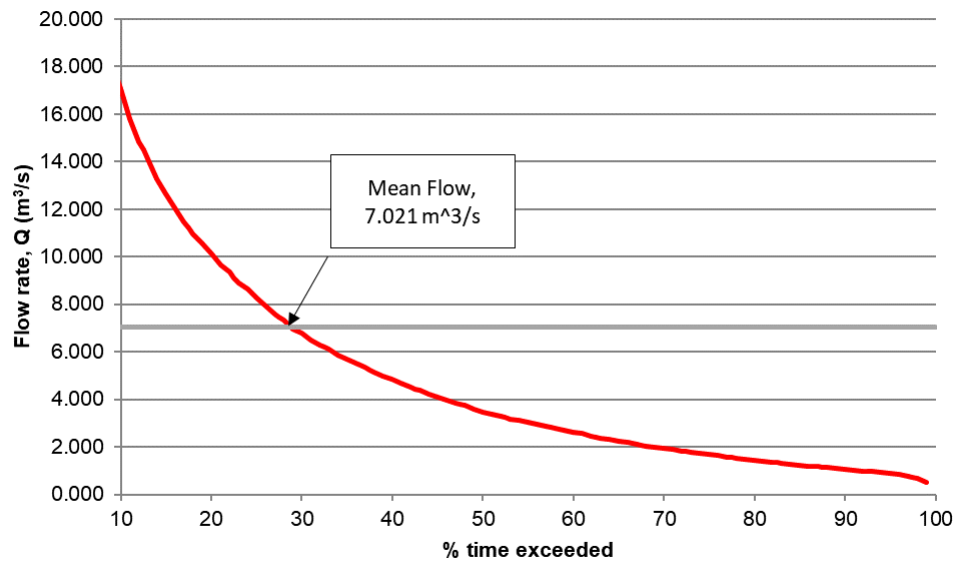


Figure 12. The flow duration curve at the proposed hydropower system location.

Flow Exceedance %	Gross Flowrate m ³ /s
Q ₁₀	17.083
Q ₂₀	10.121
Q ₃₀	6.769
Q ₄₀	4.828
Q ₅₀	3.475
Q ₆₀	2.624
Q ₇₀	1.934
Q ₈₀	1.438
Q ₉₀	1.051
Q ₉₅	0.877
Q _{mean} (Q _{28.9})	7.021

Table 2. Flow exceedance at the proposed hydropower system location.

3.6 Environmental Designations

The section of river at Melksham is part of the River Avon from the confluence at River Marden to the confluence of Seminton Brook, and is in abstraction sensitivity band 2 (water body ID: GB109053027440).

The River Avon is designated a main river by the Environment Agency. This means an Environmental Permit is required for temporary and permanent works within 8 m of the river banks. No other environmental designations were found that could affect the construction of a hydropower system.

3.7 Grid Infrastructure

The site has several 3-phase 11 kV underground cables running through the proposed turbine location. It is unclear from Scottish and Southern Electricity Networks distribution maps, shown in Figure 13, how the public convenience building is supplied. This will be a low-voltage supply either a single-phase 230 Vac supply or a three-phase 400 Vac supply.

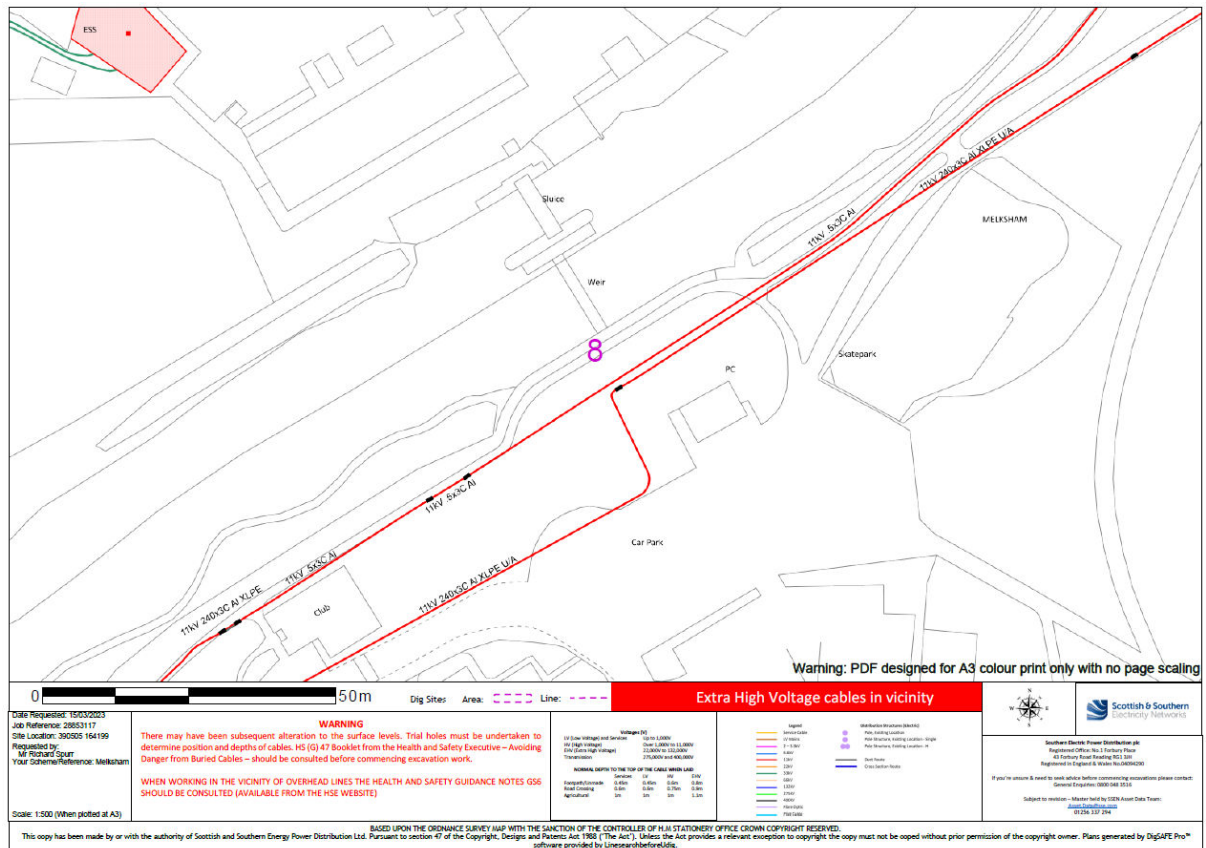


Figure 13. SSEN distribution map

3.8 Access

The route from the nearest motorway, the M4, is via the A350 single-carriageway and then the A3102. A bridge has to be crossed on the A3102. The grade II listed bridge is shown in Figure 2. It is likely to take the loading of the turbine delivery vehicle but this will need to be confirmed. The entrance to the site is off the A3102, which leads into a car park. The access road is a reasonably wide tarmac road. The car park provides space for turning and a building compound. Trees line the border between the car park and the strip of grass towards the bank of the river, where the proposed turbine will be located. They should not hinder lifting activities. Overall access to the site is very good.

4 Proposed Hydropower System

4.1 Design flow rate

The maximum flow rate that can pass through a hydropower system is a compromise between maximising the peak power output while ensuring that the flow rate required to achieve this is available for a significant proportion of the year. At the same time, the system will need to still generate efficiently for the rest of the year with a lower flow rate and power output and then shut down on low flows during very dry periods. There is an optimum maximum flow rate (and therefore maximum power output) which produces the highest annual energy production.

Generally speaking, the maximum flow rate through the hydropower system is close to or slightly above the annual mean flow rate in the watercourse. The optimum varies a bit depending on the type of turbine specified, with turbines that can operate over wider ranges of flows allowing a higher maximum flow rate and vice versa.

For the head and flow characteristics at the site, an Archimedean Screw turbine would be most appropriate because it is fish-friendly so fine screens to exclude fish and minimum approach velocities are not needed.

The Environment Agency are likely to consent to $1.3 \times Q_{\text{mean}}$ abstraction flow. As an Archimedean Screw turbine has a reasonably wide operating flow range and relatively flat efficiency curve, it could be designed to operate best at a flow rate of $1.3 \times Q_{\text{mean}}$ because the efficiency and power output remains good even at lower flows.

$$\begin{aligned}\text{Hydropower system maximum flow rate} &= 1.3 \times Q_{\text{mean}} \\ &= 1.3 \times 7.021 \text{ m}^3/\text{s} \\ &= 9.1273 \text{ m}^3/\text{s}\end{aligned}$$

4.2 Hands-off Flow

The 'hands-off flow' (sometimes abbreviated by Regulators to HOF) is the flow in any depleted river section. A depleted river section is any stretch of river which sees a smaller flow than it would otherwise because water has been diverted elsewhere, such as through a hydropower system. The Hands-off Flow keeps a minimum flow in the depleted channels to maintain the ecology and look visually attractive.

The size of the Hands-off Flow is generally defined in the relevant water regulator's guidance for licensing hydropower systems. The water regulator for England is the Environment Agency. Based on their guidance and our experience with similar sites we would expect the Hands-off Flow to be a fixed flow rate equal to the Q95 flow rate. This equates to a hands-off flow of $0.890 \text{ m}^3/\text{s}$. If the weir pool is not environmentally sensitive the EA may accept a lower hands-off flow. Note the smaller the HoF the larger the energy yield from the hydropower system.

If the broad crested weir equation is considered and using a discharge co-efficient of 1.5 (as per BS3680:Part 4B), the head of water over the weir is 118 mm.

Regarding drawing number WBCT/10/025 Revision 2, the weir crest level is at 32.61 mAOD. Therefore the typical upstream water level during turbine operation which would be utilised for navigation is 32.728 mAOD.

The Q95 Hands-off Flow has been used in the performance estimates that follow.

4.3 Fish Pass Flow

The standard Environment Agency guidelines on hydropower developments on weirs that obstruct upstream fish passage is that the discharge from the turbine may attract migrating fish to the discharge area. It is recommended that the fish pass discharge at the hands-off flow is between 5% to 10% of the maximum turbine discharge. The larger percentage applies at smaller facilities and those where the location of the fish pass entrance does not follow best practices and is not optimally located.

In this case, the fish pass is optimally located and so the fish pass flow is taken as 5% of the maximum turbine flow and has been used in the performance estimates that follow.

4.4 Other Reserve Flows

The abstraction by Avon Cooper tyres has not been considered because the abstraction will be no longer used when the hydropower system is built.

4.5 Net Head

The net head is the actual head of water that the hydropower system can use once all of the hydraulic and friction losses in the system have been taken into account. It is good practice to design a hydropower system to limit the head losses to a maximum of 10% of the gross head, and this is assumed to be the case for this project, therefore:

$$\begin{aligned}\text{Net head at the mean flow} &= 1.869 \text{ m Gross head} \times 0.9 \\ &= 1.682 \text{ m}\end{aligned}$$

The head backs up at the site and so we would recommend installing level sensors to fully understand the stage-discharge.

4.6 System Layout

The hydropower scheme and fish pass would be located on the south side bank adjacent to the weir in a new channel. The civil works for the scheme would form part of a new lock that will be located adjacent to the hydropower scheme. The existing fish pass would be closed off and a new, more efficient fish pass installed in an optimum position adjacent to the screw. A small housing could be placed over the mechanical drive system at the upstream end of the screw turbine and the main control equipment located in the old public convenience building next to the car park.

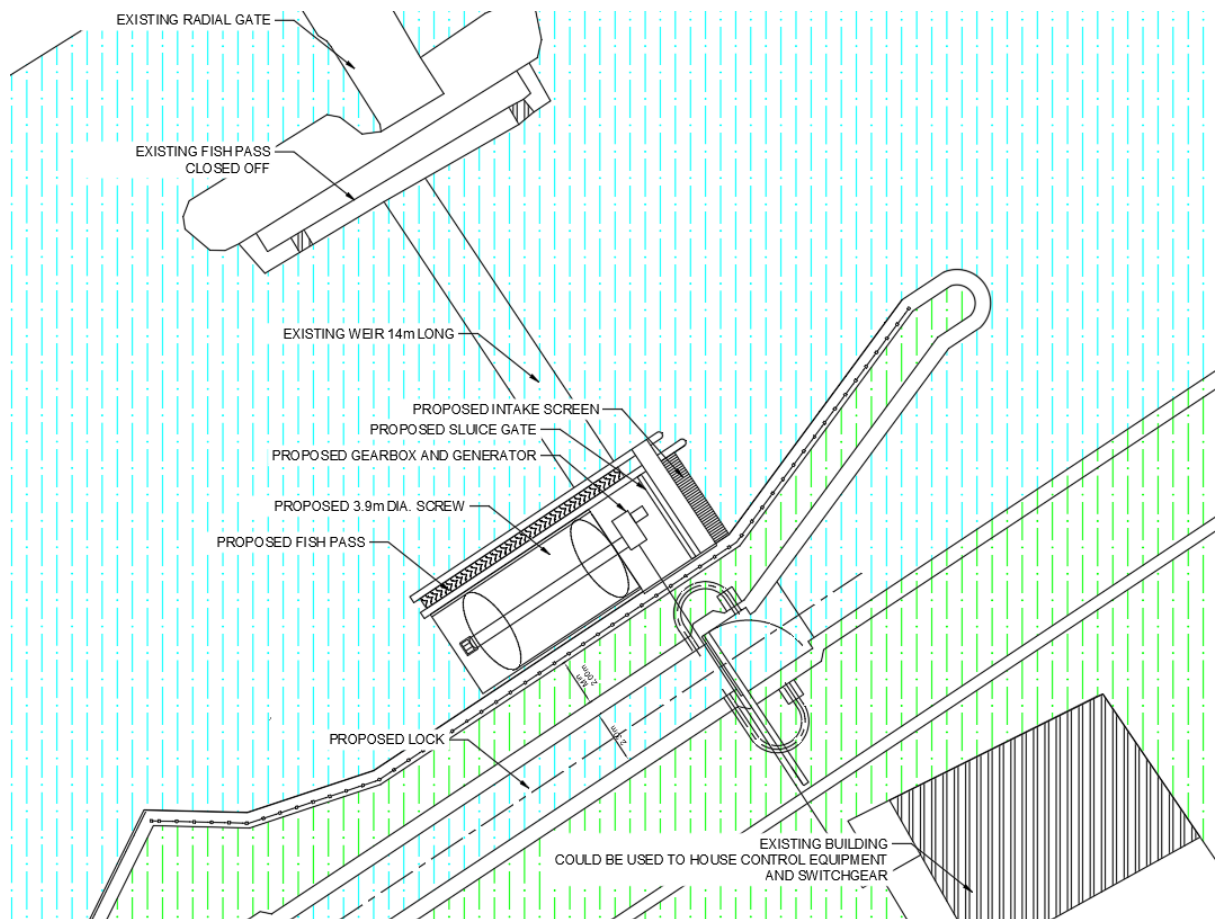


Figure 14. Proposed System Layout

4.7 Sluice Gate, Intake Screen and Channel

The intake screen, which would normally be a 100 mm bar-spaced screen to keep large debris out (smaller debris can safely pass through Archimedean screws), would be located just upstream of the screw. A walkway would be placed at the top end of the screen so that the screen can be cleaned as required. A sluice gate is located just downstream of the intake screen and is used to partly control the flow into the screw.

4.8 Turbine House

Typically a turbine house would be a weatherproof building to house the gearbox, generator and hydro control system in a secure location. In this case, the gearbox and generator could be left in the open. The control system and grid connection could be housed in the old public convenience building. The controller may also have a PC connected to it to allow remote access for monitoring. Ideally, the whole turbine house would be above the worst-case floodwater level, or if that wasn't possible, at least the sensitive electrical components would be.



Figure 15. Example Archimedean Screw turbine during construction. The screw is a 3.6m diameter screw, spanning a head of 1.8m and discharging 7.8 m³/s. This is almost identical to the screw specified at Melksham Gate.



Figure 16. The Archimedean Screw installation once completed.

4.9 Turbine and Related Hardware

Some typical Archimedean screw systems are shown in Figure 17. They can discharge a large proportion of flow whilst allowing safe fish passage and therefore avoid using fine intake screens. The water enters the screw at the top and the weight of the water pushes on the helical flights, allowing the water to fall to the lower level and causing

the screw to rotate. This rotational energy can then be extracted by an electrical generator connected to the main shaft of the screw.

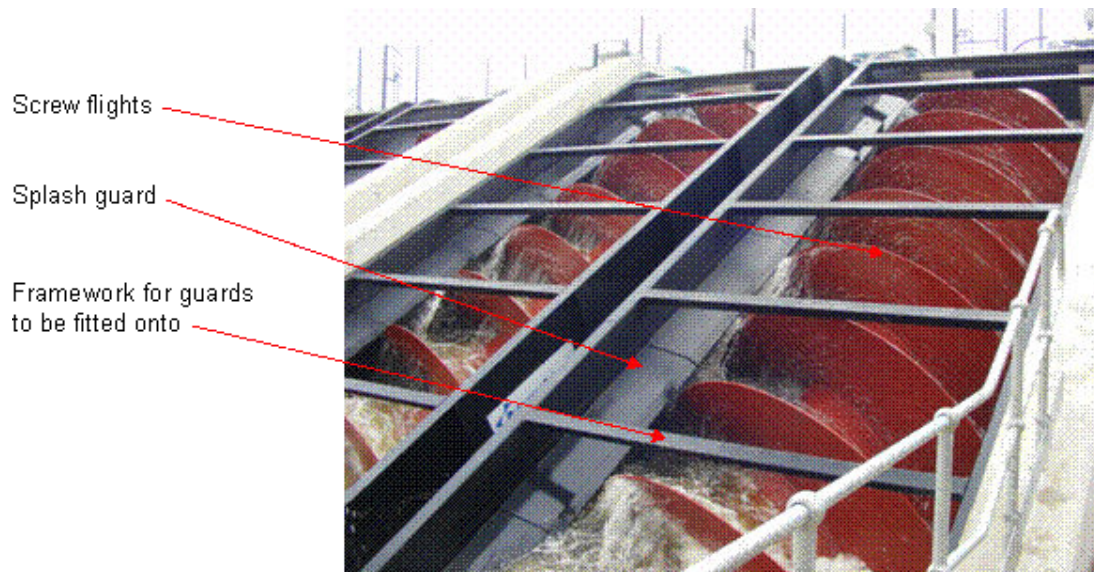


Figure 17. Archimedean Screw system.

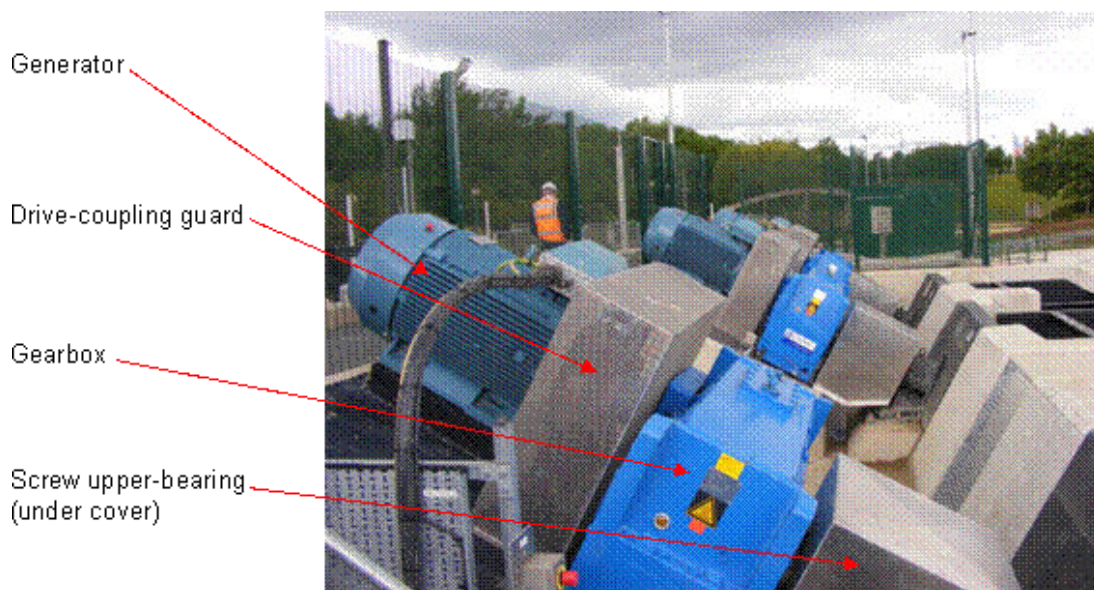


Figure 18. Archimedean Screw drive system

4.10 Screening and Debris Handling

A significant advantage of an Archimedean Screw is its safe fish passage ability. Due to the relatively large dimensions of the screw's flights and slow rotational speed, fish and eels can pass safely through the screw, provided the blades are fitted with fish bumpers. This means that fine screens and limits to the maximum approach velocity upstream of the screen are not required and a coarse screen can be used. The

advantage is less debris build-up and head losses to relatively modest amounts of debris build-up and removes the requirement for (expensive) automatic intake screen cleaners which are normally required on larger low-head hydropower systems.

4.11 Electrics and Grid Connection

4.11.1 Generator

The hydropower system uses a grid-excited asynchronous (induction) generator, which is a standard three-phase motor. When it is connected to the turbine, the turbine rotates in the same direction that the motor is rotating, thus the two forces are working in unison. The motor is therefore not working to rotate something, as is normally the task of a motor, and so with no resistive force the motor rotation speed increases. As the rotation speed increases however, the motor begins to experience a resistive force in the opposite direction due to the interaction of electromagnetic fields on the cage connected to the rotor and the windings on the stator. This creates a reverse power flow and the motor is now generating electricity. The speed is approximately fixed just above the synchronous speed which is the grid frequency, 50Hz. The more force the turbine applies to the rotor the greater the resistive force and the larger the power output created. Note the speed of the motor remains approximately constant even as the power output changes. It can be advantageous to interface the motor via an inverter. The inverter converts the grid frequency into a desired frequency and therefore enables the motor to operate at variable speeds. The rotation speed of the screw can now be adjusted so that the turbine operates at its optimum speed at part flow rates, improving efficiency.

4.11.2 Control System

The control system manages the turbine and generator so that they operate within the limits specified by the environmental consent and technical design. It also controls the system during start-up and grid connection. At each site, the system is tailored to maximise energy production whilst maintaining the upstream water level and 'Hands-off-Flow' requirements. The control system also protects mechanical and electrical components from overload.

The control system adjusts the flow rate through the turbine based on the upstream water level. A falling upstream water level will cause the flow through the turbine to be reduced to allow it to recover and vice versa. The level is monitored constantly so that the upstream water level is effectively maintained at a constant level up to the turbine's maximum flow rate, at which point the upstream level will increase and the surplus flow will flow over the weir, as it does now. The flow would be controlled by adjusting the rotation speed of the screw and the sluice gate.

4.11.3 Grid Connection

The output from the generator is metered at the total generation meter, which records everything that is generated. This is then connected to the site distribution board in the same way that a load is connected. The power fed to the distribution board from the

generator will feed any local loads first and any excess power will be exported to the grid and metered as an export on the import/export meter. If there is insufficient power from the generator to meet local loads, the additional power needed would be imported from the grid and metered as an import on the import/export meter. No active control of energy flows is needed – electricity is like water and will always ‘flow’ to the nearest load. The diagram below shows a schematic of a typical grid connection arrangement.

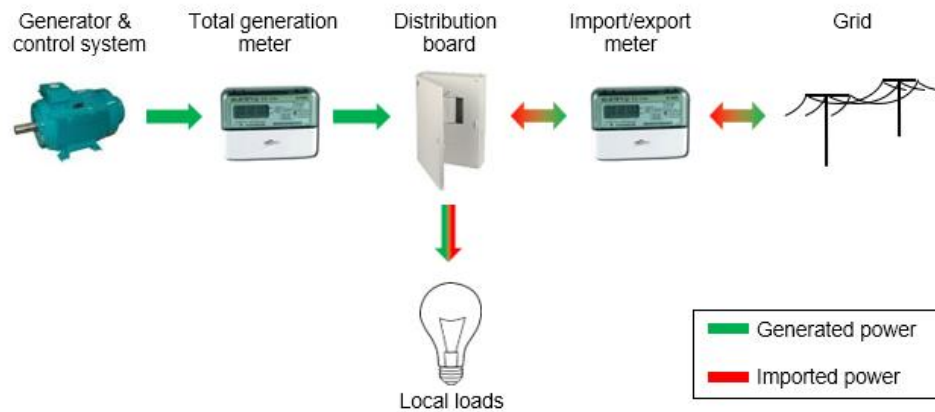


Figure 19. Typical generator grid connection arrangement.

4.12 Power Output and Energy Capture

Using the site head and flow characteristics, the system has been modelled to calculate the power output and annual energy production. The results are shown in Table 3.

Table 3. Archimedes screw modelled system performance summary.

Site Parameters - Fixed		
Mean Flow (Q_{mean})	7.021	m^3s^{-1}
Q_{95}/Q_{mean}	0.12	
Gross Head at System Rated Flow	1.8345	m
Net Head at System Rated Flow	1.7845	m
System Parameters - Variable		
Turbine Type	Archimedes Screw VSD	
Turbine Rated Flow	8.2	m^3s^{-1}
Turbine Rated Efficiency	72%	
Drive Efficiency	100%	
Generator Rated Efficiency	96%	
Rated Electrical Power Output	96.2	kW
System Downtime	5	days
Maximum Hourly Abstraction	29,520	m^3
Maximum Daily Abstraction	708,480	m^3
Annual Abstraction	106,253,930	m^3
Energy Capture		
Annual Energy Capture	268,192	$kWh/year$
CO _{2e} emissions savings	134,096	$kg CO_{2e}/year$
UK homes powered*	92	homes

* Ofgem estimates the typical household in Britain uses 2,900 kWh of electricity and 12,000 kWh of gas in a year.

4.13 Planning, Legal and Environmental Licenses and Permissions

An Abstraction License would be required to pass the water through the turbine. It should be noted that no annual charge is levied by the Environment Agency for water abstracted for hydropower systems of this size.

Any Environment Agency license would almost certainly include a maximum bar spacing for the intake screen. The Environment Agency recognises an Archimedean Screw as fish friendly and would allow 100 mm to 150 mm bar spacing.

An Environmental Permit (formally a Flood Risk Activity Permit) would be required from the Environment Agency before construction could commence.

Planning permission would also be required. Planning permission is normally concerned with visual aspects, noise impacts and the issues already mentioned for abstraction licensing. Hydropower systems are relatively low impact with only the intake structure just about visible and the turbine house being the only substantial structure.

5 Cost Estimates, Benefits and Returns

5.1 Capital Cost Estimate

The prices below are estimates, based on the experience of real installations. The prices have taken into consideration that the hydropower scheme would be constructed in conjunction with the new lock and so some costs have been omitted as they would be required as part of the lock works. The costs assume the system would operate in parallel with the grid.

Table 4. Estimated cost for the single screw system.

<u>Item</u>	<u>Description</u>	<u>Price</u>	<u>Notes</u>
A	<u>Planning Permission, Environmental Consents and Grid Connection</u>		
1	Outline design	11,058	Valid for 30 days
2	Site visit allowance, 1 engineer 1 day	745	Estimate
3	EA abstraction license	11,387	Estimate
4	Planning permission	6,083	Estimate
5	Grid connection	1,428	Estimate
	<u>Third Party Items and Fees</u>		
6	Topo	1,000	Estimate
7	Phase 1	1,000	Estimate
8	EA abstraction license fee	7,332	Estimate
9	EA abstraction license advertising fee	864	Estimate
10	EA Environmental Permit fee	720	Estimate
11	Planning permission application fee	277	Estimate
A	Total price to complete the consenting process:	41,895	
B	<u>Detailed Design and Procurement</u>		
12	Detailed design for construction	29,281	Valid for 30 days
13	Procurement allowance 10 days	6,222	Estimate
14	Site visit allowance, 1 engineer 1 day	745	Estimate
B	Total price to complete detailed design and procurement:	36,249	
C	<u>Civil Works and Materials</u>		
15	Installation phase management	54,328	Estimate
16	Site attendance during - civil works (5 site visits for 1 engineer)	3,724	Estimate
	<u>Third Party Items and Fees</u>		
17	Civil contractor supervision	34,586	Estimate
19	Typical labour and plant provisions	37,376	Estimate
21	Sheetpiling - to create hydraulic cutoff	81,077	Estimate
22	Excavation - 21 tonne excavator	13,847	Estimate
23	Excavation - Disposal (inert material)	59,756	Estimate
24	Excavation - Grading	248	Estimate
25	250mm hardcore	6,987	Estimate
26	50mm blinding	2,709	Estimate
27	Formwork	11,025	Estimate
28	Reinforcement	28,462	Estimate

29	Concrete	43,690	Estimate
30	Trench works for generator cable - allow 100m	13,000	Estimate
C Total price to complete civil works:		390,816	
D <u>Mechanical and Electrical Equipment Supply and Installation</u>			
31	Generator cable (4x Waveform) to PoC (assumed 400m)	41,358	Estimate
Third Party Items and Fees			
32	Screw turbine system inc. drive, generator, sluice, control system and installation	391,600	Estimate
E <u>Mechanical and Electrical Installation and Commissioning Phase</u>			
33	Sluice gate installation	4,350	Estimate
34	Intake Screen and Supporting Frame	1,450	Estimate
35	Private wire installation	2,900	Estimate
36	Remote monitoring installation	2,900	Estimate
37	Site attendance - turbine installation phase	3,724	Estimate
38	Site attendance - commissioning phase	3,724	Estimate
Third Party Items and Fees			
39	Electrician works outside of the turbine supply	15,945	Estimate
DE Total price to complete mechanical and electrical works:		467,952	
Total estimated project price		936,911	

5.2 Annual Operating Costs

Renewables First Ltd offers a routine service visit each year for £1,800 + materials + VAT, though these works could be undertaken by any competent person familiar with large machines and control systems.

Renewables First Ltd could also offer remote monitoring to check the system was operating every (working) day and notify the site contact of any issues. This costs £2,256 + VAT per year.

The operating costs shown in Table 5 have been used in the financial analysis. The price to maintain the asset is divided by the interval period to give a yearly amount. Assets with a maintenance interval greater than 25 years are shown for completeness but are not applicable because the financial analysis is based on a 25-year lifetime.

Table 5. Annual Operating Costs

<u>Asset</u>	<u>Interval (yrs)</u>	<u>Price, £</u>	<u>Annual, £</u>
Fish Pass Baffles	50	3,500	n/a
Emergency Brake	50	5,631	n/a
Gearbox and Coupling	50	48,450	n/a
Generator	10	30,000	3,000
1 x Lower Bearing	3	8,250	2,750

1 x Upper Bearing	10	7,250	725
1 x Control System Electronic Components Only	10	3,000	300
1 x Inverter System (ABB)	10	30,000	3,000
Sluice gate, actuator and hydraulics	25	30,000	n/a
Upstream level sensor	10	1,500	150
Downstream level sensor	10	1,500	150
Gearbox Oil Change	3	4,000	1,333
Coupling rubber replacement	5	1,500	300
Brake pad or disc replacement	5	1,500	300
Rubber on fish bumpers	5	3,000	600
System monitoring / control system issues	1	2,256	2,256
Intake screen cleaning	1	1,000	1,000
Adhoc maintenance	1	3,600	3,600
Total Estimated Annual Operating Costs:			19,465

5.3 Onsite Energy Use

All energy is to be exported.

5.4 Private Wire

A private wire is where the generator is connected to a nearby property. The property then consumes the electricity as required and excess generation is exported via the properties grid connection point.

There are several options to connect a private wire including Sainsbury's, River Mead School and Nursery and the new housing development where presently Avon Tyres are located. For the financial analysis, it has been assumed the private wire would be linked to Sainsbury's by laying the cable along the river and then along a small section of woodland to the supermarket. The approximate length is 400 m and approximately 100 m of the 400 m is in a trench from the river to the supermarket. It has been assumed Sainsbury's would consume 90% of the electricity at a rate of 39 p per kWh. The rate is based on the latest electricity prices for large businesses. The exact rate would need to be agreed upon with Sainsbury's.

5.5 Electricity Price Forecasts

Cornwall Insight is an independent energy research, analytics and consulting company and is well respected in the industry. They publish quarterly electricity wholesale price forecasts.

Their latest forecast is shown in Figure 20. It shows the recent quarterly wholesale electricity price forecast. The forecast compares averaged pre-2021 prices to wholesale averaged electricity prices from 2022 to 2030. If prices from 2025 onwards are considered (because the project would not be operational at an earlier date) a PPA price is attained by multiplying the wholesale price by 1.84. The retail price is attained by multiplying the wholesale price by 2.84. These multiplying factors are based on the

historical average PPA and retail prices to the average wholesale price. For prices beyond 2030 prices are increased by inflation, set at 3%.



Figure 20. Cornwall Insight Electricity Price Forecast.

5.6 Financial Analysis

The financial analysis takes the energy production estimate and applies the most appropriate export rate and likely private wire rate to produce a realistic income estimate. The capital cost estimate and operating and maintenance cost estimate are then used in conjunction with the income estimate to build a cash flow model. Table 6 summarises the parameters. The resulting cash flow forecast is shown in Table 7. It assumes that no interest is payable on capital expenditure.

Table 6. Parameters used in the financial analysis

Parameters		
Estimated Capex	936,911	£
Estimated Annual Opex	19,465	£
OPEX Inflation Rate	2%	
Private Wire Rate	0.39	£ per kWh
Imported Electricity Inflation Rate	3.00%	
Export Rate	0.21	£ per kWh
PPA inflation rate	3.00%	
NPV Discount Rate	3.00%	
Annual Energy Capture	268,192	kWh
Electricity Consumed Onsite	90%	
Electricity Exported	10%	

Table 7. Cashflow forecast.

Cash Flow Forecast

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Electricity Revenue (export)	0	7,509	6,303	5,712	5,391	5,337	5,122	6,927	7,134	7,349
Electricity Revenue (private wire)	0	94,136	96,960	99,868	102,864	105,950	109,129	112,403	115,775	119,248
Gross Expenditure	936,911	19,465	19,854	20,251	20,656	21,070	21,491	21,921	22,359	22,806
Annual P&L	-936,911	82,180	83,408	85,329	87,599	90,218	92,760	97,409	100,550	103,790
Balance	-936,911	-854,731	-771,323	-685,994	-598,395	508,177	415,417	318,008	217,458	-113,668
	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Electricity Revenue (export)	7,569	7,796	8,030	8,271	8,519	8,775	9,038	9,309	9,588	9,876
Electricity Revenue (private wire)	122,825	126,510	130,306	134,215	138,241	142,388	146,660	151,060	155,592	160,259
Gross Expenditure	23,262	23,728	24,202	24,686	25,180	25,684	26,197	26,721	27,256	27,801
Annual P&L	107,132	110,579	114,133	117,799	121,580	125,479	129,501	133,647	137,924	142,334
Balance	-6,536	104,043	218,176	335,975	457,555	583,035	712,535	846,183	984,107	1,126,441
	Year 21	Year 22	Year 23	Year 24	Year 25					
Electricity Revenue (export)	10,172	10,477	10,792	11,115	11,449					
Electricity Revenue (private wire)	165,067	170,019	175,120	180,373	185,785					
Gross Expenditure	28,357	28,924	29,502	30,092	30,694					
Annual P&L	146,882	151,572	156,409	161,396	166,539					
Balance	1,273,324	1,424,896	1,581,305	1,742,701	1,909,240					



Renewables First Ltd	Phone	+44 (0)1453 88 77 44
The Mill, Brimscombe Hill	Fax	+44 (0)1453 88 77 84
Brimscombe	Email	info@renewablesfirst.co.uk
Stroud, Glos, GL5 2QG	www.	renewablesfirst.co.uk

A summary of the financial analysis is shown in Table 8.

Table 8. Financial analysis summary

Financial Analysis Summary		
Average Annual Revenue	82,180	£
Payback Period	12	years
Cash Balance (25 year)	1,909,240	£
Internal Rate of Return (25 year)	9.90%	
Net Present Value with 3% discount rate (25 year)	955,063	£

5.7 Sensitivity Analysis

There can be significant differences between years during wetter and dryer periods, which means the revenue will vary from year to year and from season to season.

The historical annual energy capture is shown in Figure 21. It approximately varies between extremes of 150,000 kWh and 390,000 kWh which represents an annual income of £55,800 and £145,080 respectively.

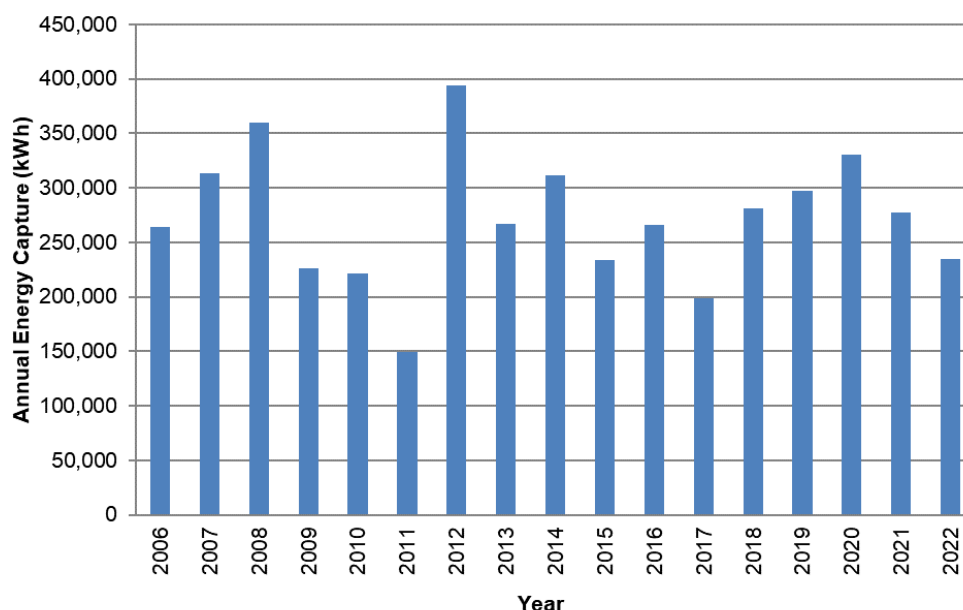


Figure 21. Annual energy capture year-on-year.

The historical average quarterly energy capture is shown in Figure 22. The revenue varies, as shown in Table 9, from a high of £5,747 in the first quarter to a low of £381 in the third quarter.

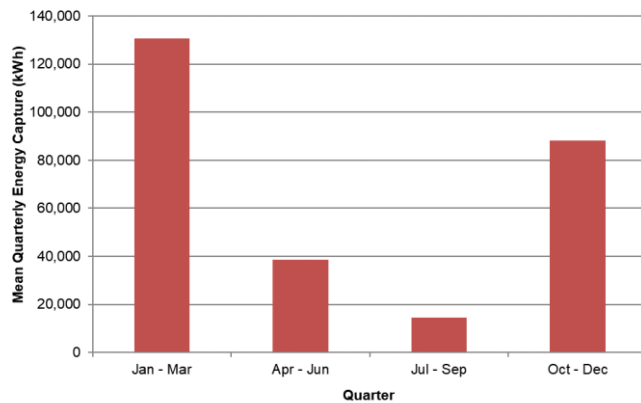


Figure 22. Mean seasonal energy capture

Table 9. Seasonal revenue variation

Seasonal Variation Summary		
Quarter	Average Energy Yield, kWh	Average Revenue, £
Q1	130,769	48,646
Q2	38,519	14,329
Q3	14,612	5,436
Q4	88,193	32,808

The financial analysis results are based on various estimations. Figure 23, plots changes in the IRR (vertical axis) against percentage changes to the estimated values used in the financial model (horizontal axis). It shows that the project is most sensitive to changes in capital expenditure (green line), annual energy yield (yellow line) and the private wire electricity rate because a small percentage change creates the largest change to the IRR.

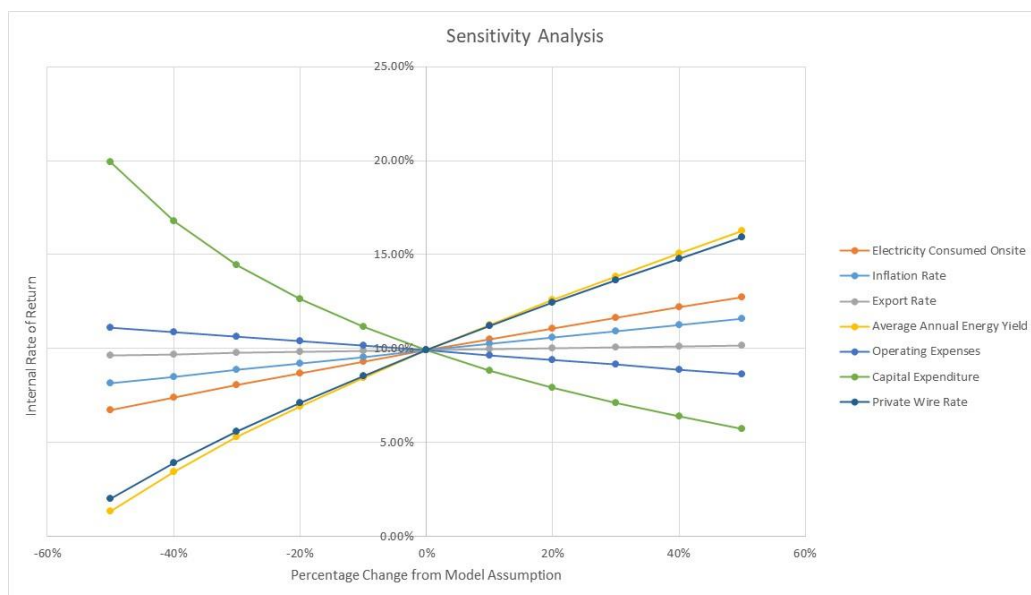


Figure 23. Sensitivity analysis, project variables

6 Conclusion, Next Steps and Project Timescales

In conclusion, a new hydropower system at Melksham gate has the potential to achieve a peak power output of 96 kW. In an 'average flow' year, this would produce 268,192 kWh of electricity, enough to power 92 homes and save 134 tonnes of CO_{2e} emissions.

An Archimedean screw is the most suitable turbine technology because it is recognised by the Environmental Agency as Fish and Eel friendly and suitable on low heads.

The hydropower system is estimated to cost in the region of £936,911, with a payback in 12 years and an IRR of 9.9%. The scheme is most sensitive to changes in capital cost, the private wire rate and annual energy yield.

Next Steps

1. Install level sensors downstream and upstream of the weir to determine the stage-discharge, then re-assess the financial analysis.
2. Complete the outline design
3. Apply for an EA abstraction license and permit
4. Apply for planning permission
5. Apply for a grid connection agreement
6. Complete the detailed design
7. Procure equipment and third parties. Firm up capital cost estimations.
8. Construction phase

Approximate project timescales are given in Table 10. The project would be expected to take at least 24 months from the initial decision to progress through to operation. However, the consenting process in particular is taking longer than normal due to Environment Agency delays, so this duration could be extended by 6 months.

Table 10. Project timescales

Description	Month
Install level sensors to determine the stage-discharge of the weir	0-7
EA pre-application and initial discussions with relevant authorities	0-2
Outline design, environmental consents, planning and grid connection permission	3-7
Ground investigation works and construction design	8-11
Generating equipment supply	12-19
Civils construction	18-22
DNO grid connection works	22
M&E installation	23
Commissioning	24
Timescale to completion	24 months

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Planning For Melksham

July 2023

1. Introduction

‘Planning for Melksham’ is a guide to how the Local Plan Review (‘the Plan’), which will replace the Wiltshire Core Strategy, will affect the town over the coming years. It sets out the evidence and processes that have informed the policies of the Plan that relate to Melksham, as follows:

Policy	Title
Policy 17	Melksham Market Town
Policy 18	Land east of Melksham
Policy 19	Land off Bath Road
Policy 20	Land north of A3102

A table of the current planning policies for Melksham and their status is included in Appendix 1.

The Plan sets what local priorities will shape development and future growth in Melksham (‘place shaping priorities’). They include taking opportunities to improve the town for the local community and protect important assets. The Plan also sets a scale of growth, as part of a wider spatial strategy for Wiltshire, by which the town will expand over the plan period (2020-2038). This is expressed in additional homes and land for new businesses. It then identifies land to be built on, not just for new homes and business, but also for supporting infrastructure.

This document explains the context and rationale for these decisions. It summarises what significant change has taken place recently, what protections and constraints upon growth will continue and what is already set to take place. Local priorities need to be seen in this context. Shaping the town’s future, to help deliver these priorities, this document explains what role growth will play; why some areas have been earmarked for development and others not; the direction for the town centre; and how the Plan supports the services and facilities the community requires. Altogether it tells how the Plan moves forward the existing planning framework for the town to meet fresh challenges and additional needs.

This document therefore combines many strands of evidence gathered over the preparation of the Plan. It pulls together the comments and advice received from, amongst others, local residents, landowners, business, and service providers who also influenced the Plan content through consultation. All this information is available to read and is referenced so this further detail can also be examined.

2. Melksham - Context and challenges

Population	18,100 ¹	6th largest of the County's 16 main settlements
Strategic role	Market Town	Potential for significant development to help sustain, and where necessary enhance, their services and facilities, promoting better levels of self-containment and viable sustainable communities

Environment

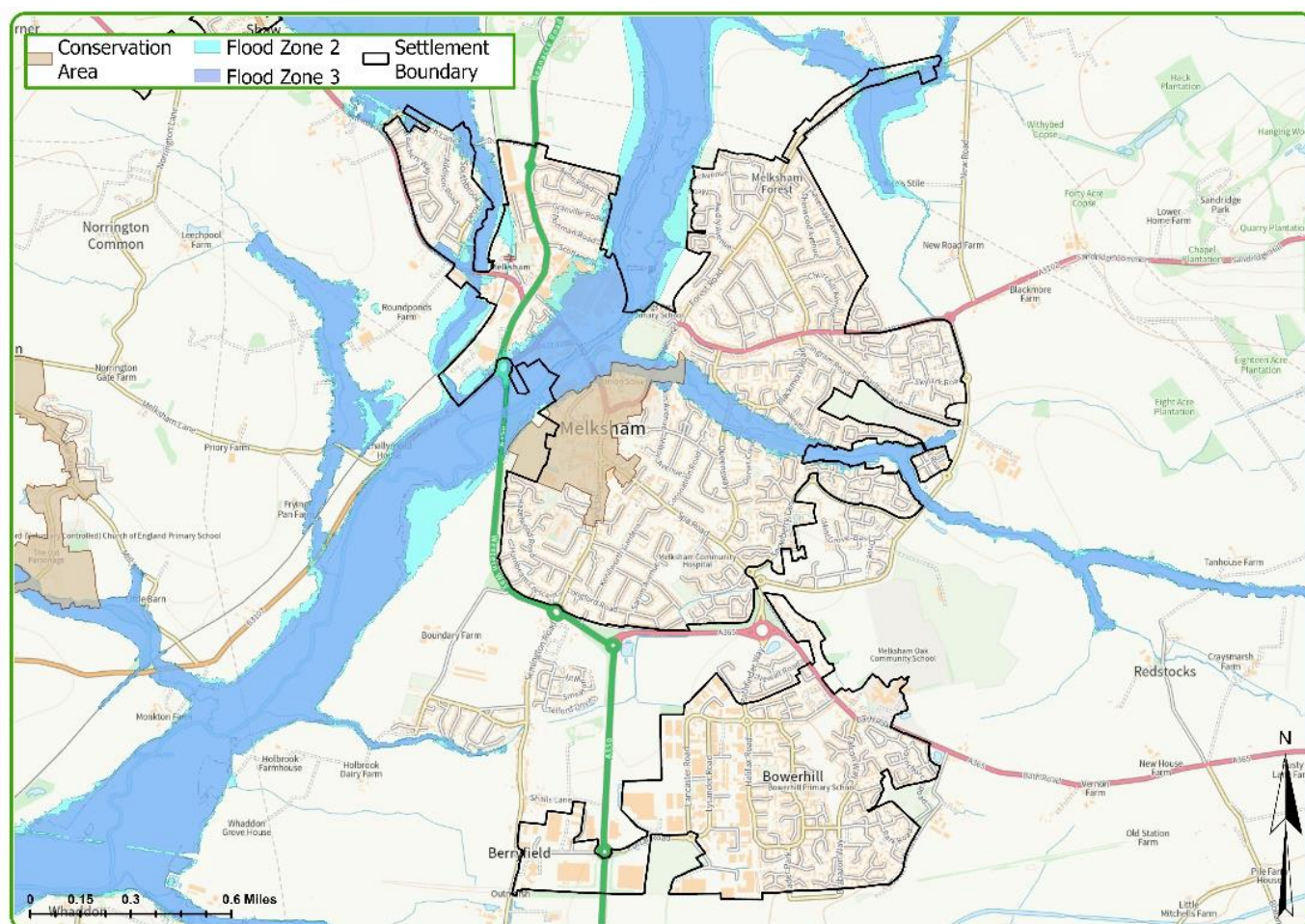


Figure 1. Environmental constraints and designations at Melksham.

Melksham is located approximately 7km northeast of Trowbridge and approximately 10km south of Chippenham. The town is situated on the Bristol River Avon, which is the main environmental feature through the town and where development should avoid flood risk areas (zones 2 and 3 shown above). Melksham is a true market town, having a Royal Charter

¹ [Census 2021, ONS](#)

awarded in 1219. It provides an attractive and important centre for the surrounding area. The River Avon has potential as a significant Green and Blue Infrastructure asset.

The route of the Kennet & Avon canal is within approximately 1km to the south of the town and there are current proposals to provide a canal link from Semington to the River Avon as part of the restoration of the Wilts & Berks canal. This has the potential to deliver significant environmental, social and economic benefits for the town.

Melksham occupies a strategic location on the A350 road from the M4 motorway, junction 17 near Chippenham to Poole on the south coast. Currently, a bypass to the east of the town is under consideration to relieve traffic pressures on the A350 through the town centre. By rail, Melksham is directly linked to Trowbridge & Westbury and Chippenham & Swindon where connections to the rest of the rail network are possible.

Melksham has an abundance of historical buildings including many Grade II listed buildings with some unique architecture, reflecting the town's historical past. The town centre is within an identified conservation area. The town is not significantly affected by any landscape designations, with the Cotswold AONB and North Wessex Downs AONB some distance away to the west and east respectively.

How has Melksham developed?

The most significant housing development to be completed during the Wiltshire Core Strategy (WCS) plan period was the eastern Melksham urban extension which was on land allocated in the West Wiltshire District Plan (2004). This substantially increased the size of the town, and included approximately 670 new homes, a primary school, local centre, and a distributor road called Eastern Way, which now forms the eastern boundary of Melksham.

The following diagram shows how much housing has been delivered in Melksham from 2006 to 2022.

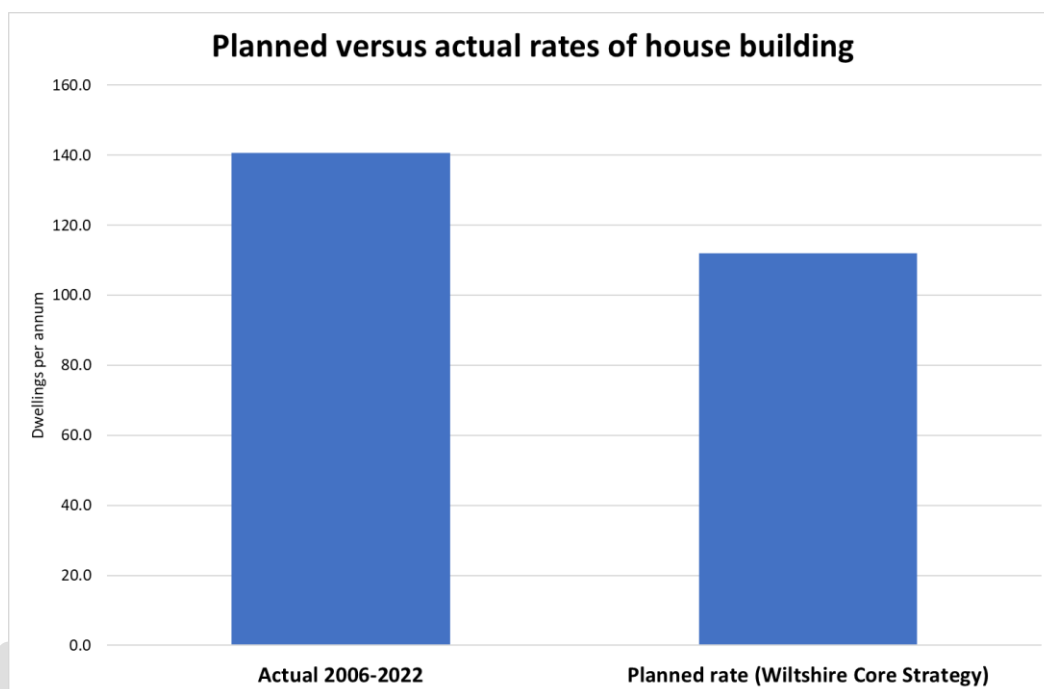


Figure 2. Wiltshire Core Strategy planned growth versus actual rates of housing building in Melksham from 2006 to 2022

Melksham has continued to see significant housing growth, particularly to the south of the town, including developments east of Snowberry Lane, at Pathfinder Place and to the east of Berryfield. Melksham is not significantly constrained in environmental terms when compared with other towns in Wiltshire, but the diagram above shows that housing growth from 2006 to 2022 has significantly exceeded that envisaged by the WCS. This is accompanied by concerns over the adequacy of local infrastructure, with the A350 recognised as particularly constrained at peak times, leading to traffic congestion. Melksham is identified as having an important strategic employment role. It is located on the A350 and forms part of the key A350 employment growth area. The town has a reasonably broad economic base and has historically been able to attract large employers.

Melksham has a strong specialisation in the manufacturing sector and its concentration of employment in that sector is considerably higher than the national average. The wholesale & retail trade sector is also an important sector. The employment profile of the town has shifted in recent years from an industrial economy, dominated by one large international employer, to a mixture of industrial, service and retail businesses. In October 2022, the Cooper Tire & Rubber Company Europe announced their intention to cease manufacturing at their town centre site in December 2023. It is expected that 350 jobs will be affected by the closure.

Larger businesses in Melksham, reflecting a concentration in manufacturing, are concentrated at the Principal Employment Area (PEA) of Bowerhill Industrial Estate, although there are a

number of other smaller PEAs² in the town. They will continue to be designated as PEAs. Land and premises are protected from alternative uses by designation as a PEA. However, there is still pressure on some PEAs in Melksham to change use from employment to residential with a current planning application³ at Upside Business Park PEA for 112 dwellings.

The 6ha employment allocation in the Wiltshire Core Strategy, at Hampton Business Park, has been largely developed, with incoming businesses including Great Bear Distribution, Herman Miller, Dick Lovett auto dealerships, hotel and food outlets, with the Wiltshire Air Ambulance airbase and HQ built on land adjoining Hampton Park West. Major investments at Bowerhill Industrial Estate have included consolidation of Herman Miller's UK HQ offices into its factory, Gompels Healthcare expansion and more recently, refurbishment of several large former hangars for new logistics uses.

The findings of an Employment Land Review⁴ has stated that businesses and agents report significant demand for expansion space in the area against a shortage of available sites and premises. This review has recommended that new employment sites are allocated to ensure there is a sufficient supply of employment land to meet forecast demand over the Local Plan period.

Melksham town centre is relatively compact and easily accessible by a number of transport routes. There are around 155 businesses operating in the town centre and a good number of shops comprising a mix of independent traders, supermarkets and national retail brands. The prime shopping area, around the intersection of Church Street and High Street, is busy but activity declines down Bank Street toward the river. Consultation on the Melksham Neighbourhood Plan, linked to the town centre, highlighted that people were concerned about the poor retail offer, unattractive 1960's buildings and heavy traffic flows which are all perceived to detract from the shopping experience.

The Wiltshire Retail and Town Centres Study (WRTCS)⁵ concludes that, overall, Melksham has a limited shopping catchment due to its location close to Chippenham and Trowbridge, particularly in relation to comparison goods shopping. The town is, however, able to retain a large majority of main and top-up food shopping trips with the town centre Sainsburys supermarket achieving the largest market share of main food shopping trips. Between 2012 and 2020 the town centre has followed the national trend in terms of falling comparison goods retailers and an increasing amount of service uses. Vacancies have fallen slightly since 2012 and remain below the national average.

² Hampton Business Park, Avonside Enterprise Park, Intercity Industrial Estate, Upside Business Park, Chalchymead Business Park and Bradford Road Employment Area

³ PL/2022/06221

⁴ Wiltshire Employment Land Review, paragraph 6.3.12 (Hardisty Jones Associates, 2023)

⁵ Wiltshire Retail and Town Centres Study (Avison Young, 2020)

In recent years there have been improvements to the public realm in front of the town hall and the opening of Melksham Community Campus, a new state-of-the-art leisure and community facility for Melksham, in August 2022. Melksham Community Campus is a key milestone in the overall strategy of the town, which has seen significant investment in recent years, including the opening of Oakfields football and rugby facility, the provision of a new skate park and the development of a new cricket pavilion, all in 2017.

However, further opportunities for regeneration remain and further development in Melksham should be focussed on supporting investment in services and improvements in the town centre. Competition from other centres and changing retail trends means it is important that the town's vitality and viability is maintained and, where possible improved. It is also important that Melksham town centre remains at the heart of the community, including its wider rural hinterland.

As part of the commitment to maintaining and enhancing the town centre, the Town Council is preparing a masterplan for the town centre, including areas for potential expansion that will inform future development opportunities, such as the Cooper Tires site. This masterplan will also inform the review of the Melksham Neighbourhood Plan currently underway. The map below illustrates the Wiltshire Core Strategy land use policies along with significant development sites at the town.

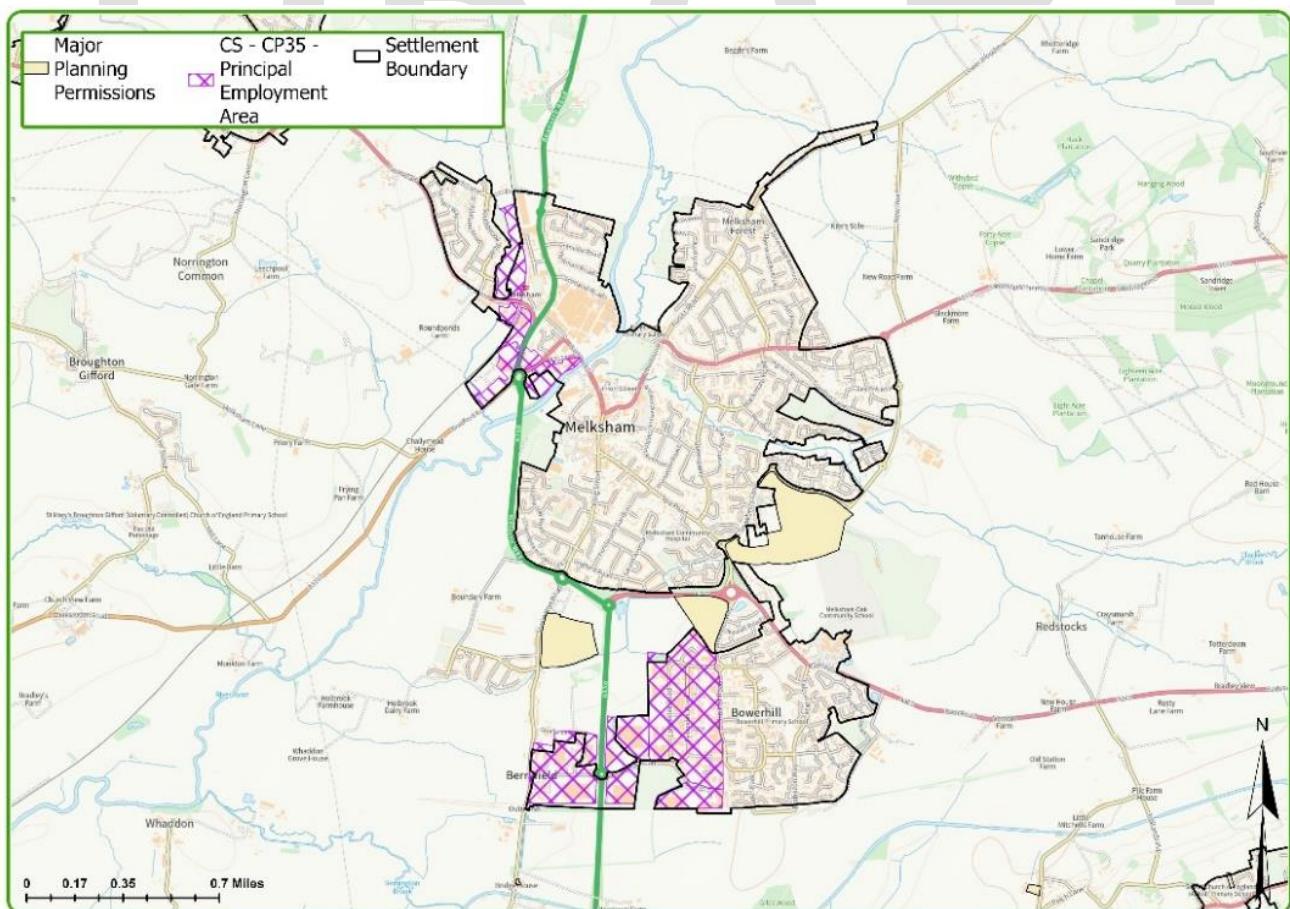


Figure 3. Current major planning permissions and development plan commitments at Melksham

Planning to 2038

Looking ahead, against the backdrop of its environmental context, the strategic direction that flows from how Melksham has developed over recent years is in summary:

Melksham is not significantly constrained in environmental terms but there are concerns over the adequacy of local infrastructure to be able to support future growth with the A350 recognised as particularly constrained at peak times leading to traffic congestion. Recent house building needs to be balanced with additional investment in business, services and facilities for the local community and a stronger town centre.

A set of Place Shaping Priorities (PSPs) addresses matters first highlighted in the Wiltshire Core Strategy and new issues that now also need to be tackled as set out above. They result from working with Melksham Town Council and wider consultation with the community and other stakeholders carried out in 2021.

They are as follows:

PLACE SHAPING PRIORITIES

PSP1 Town centre regeneration: Ensure town centre regeneration through continued investment in the town centre, maximising use of brownfield land and encouraging employment opportunities.

PSP2 Reducing out-commuting: Reduce out-commuting through an improved employment offer, including delivery of new employment land to allow existing businesses to expand and to attract inward investment.

PSP3 A350 Bypass: Safeguard a route for an A350 bypass to the town by not undermining its delivery, which will improve the efficiency of the transport network and lead to other social, environmental and economic benefits for the town.

PSP4 Railway station improvements: Increase levels of train passenger transport and help reduce traffic congestion through improvements to railway station parking facilities, together with improved facilities for public transport, pedestrian and cycle access that have strong links with the town centre.

PSP5 Infrastructure: Ensure sufficient healthcare facilities, schools and transport infrastructure are delivered.

PSP6 Education provision: Ensure a town-wide approach to future education provision, with sufficient early years, primary and secondary school places provided to meet the needs of all new housing development.

PSP7 Wilts and Berks canal: Continue to safeguard a future route of the Wilts and Berks Canal and enable its delivery to provide significant economic, environmental and social benefits for Melksham.

PSP8 Green and Blue Infrastructure: Deliver improvements to the town's green and blue infrastructure networks, optimising their accessibility and ecological capital, connecting communities and contributing to mitigating and adapting to climate change.

PSPs sit alongside the spatial strategy for Melksham. One of their purposes is to describe what growth intends to help deliver and how change should be managed. They form the basis for an overarching planning policy for Melksham that guides development and the direction of growth.

PSPs therefore provide a succinct strategic context within which to better understand the spatial strategy for the main settlements. They also set a framework to co-ordinate the high level and strategic role of the Local Plan, with the function of neighbourhood plans, prepared by town and parish councils, that set more detailed visions for the future of each community. The two sets of plans therefore work in harness.

PSPs are also used to influence how, and more precisely where, development will take place as an important part in the selection of sites for new development. Some priorities apply equally everywhere, notably the need to address climate change and achieve carbon reduction. Others are more specific to a particular place. PSPs aim to address unresolved issues that were previously highlighted in the Wiltshire Core Strategy plus new issues that need to be tackled during the next plan period.

Scales of growth at the town, as set out in the Revised Spatial Strategy⁶, respond to concerns about the population increasing more than anticipated rates, coupled with the need to provide new employment land to help meet continuing needs for expanding businesses and inward investment.

Providing new employment land would provide an opportunity to address the continuing needs from business and would help meet PSP 2 in terms of potentially reducing out-commuting through increased employment opportunities. The Wiltshire Employment Land Review (ELR)

⁶ Wiltshire Local Plan Review Revised Spatial Strategy (Wiltshire Council, October 2023)

states that *'there is potential for new employment land allocations at...Melksham...because there is forecast demand but insufficient supply'* and *'new allocations should be considered in... Melksham, where the highest forecast demand scenario is more than double the currently available supply...'*. There are very few available sites left in the town for business expansion or inward investment and there is ongoing demand for more employment. The spatial strategy for Melksham identifies a requirement for approximately 5ha of employment land at the town.

The spatial strategy also identifies a requirement of 2160 homes for the plan period 2020 to 2038 and commits to further work to consider the longer term pattern of growth in light of a proposed bypass, and growth intended to come forward later in the plan period and beyond 2038. Taking account of the fact that growth at Melksham has exceeded planned rates in the Wiltshire Core Strategy, there is a sense that the town would benefit from a period of consolidation. It is also clear that work on providing a bypass to the town is progressing slower than envisaged. This adds uncertainty to what rate of growth is realistic and suggests a more cautious approach. A reduction in rates of house building at Melksham, compared to the Wiltshire Core Strategy, is therefore considered justified moving forwards.



Figure 4. Wiltshire Core Strategy planned growth from 2006 -2026 versus Wiltshire Local Plan planned growth from 2020 – 2038.

The growth planned for Melksham will help to support the vitality and viability of the town centre, increasing the available pool of local spending. Where development takes place is also a consideration. If it can be located as near to the centre as possible this will help it to capitalise on growth. If there are opportunities to improve connections, to and between the centre and sites for new development, this can also help. Improvements to footpaths, cycleways and public transport can be provided in conjunction with new developments.

Growth can be guided to ensure continued investment in the town centre, in accordance with PSPs 1 and 2 (above) that seek these outcomes.

The evidence suggests there will not be strong demand to develop additional retail floorspace. Opportunities for investment in the town centre may need to be driven by other sectors.

3. Local Plan Proposals

Protecting the environment

Melksham is not significantly constrained in environmental terms when compared with other towns in the area. The presence of the River Avon and its associated flood plains is the main environmental constraint to outward expansion and development should avoid flood risk areas (zones 2 and 3 shown on previous map).

Traffic congestion on the A350 through Melksham, especially at peak times and through residential areas, has led to increasing concerns about the ability of local transport infrastructure to cope with increasing amounts of residential development. For a significant level of new housing to take place, significant new transport infrastructure e.g. an A350 bypass is required. Further evidence will be required to establish exactly how many new homes could be delivered before a bypass is in place.

The Government announced funding support to progress an A350 Melksham bypass but the progress of this project has been slower than expected. A final scheme has yet to be finalised and it is currently uncertain if future funding for a scheme will be available. Proposals for a Melksham bypass could play an important role in helping to mitigate the impacts of strategic development in the town. This planned Major Road Network (MRN) scheme will tackle congestion in the town and provide new capacity to accommodate traffic from new development.

Careful consideration has been given to the potential impacts of any new development on traffic congestion along the A350. For these environmental reasons, as well as benefits for town centre trade (see above), development proposals are as well connected to the town centre as possible, allied to scope for provision for sustainable transport and active travel routes to the town centre, such as new and improved bus routes and pedestrian and cycling routes.

How many more homes?

From the reduced scale of growth over the plan period (see above) can be deducted homes already built and those already in the pipeline. What is left, and necessary to plan for, is called the residual requirement. When the number of homes built and in the pipeline is deducted it leaves a further 1,170 homes to be accommodated at Melksham up until 2038.

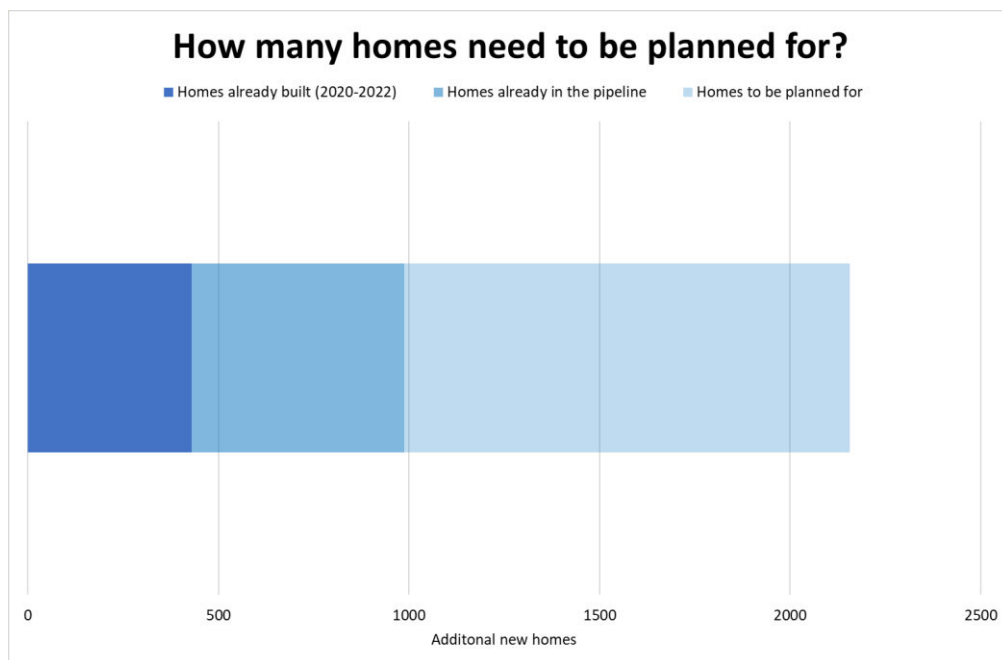


Figure 5. Calculating how many homes need to be planned for at Melksham

Selecting sites

Seventeen sites were considered reasonable alternatives for new homes and assessed through sustainability appraisal. (See map below)

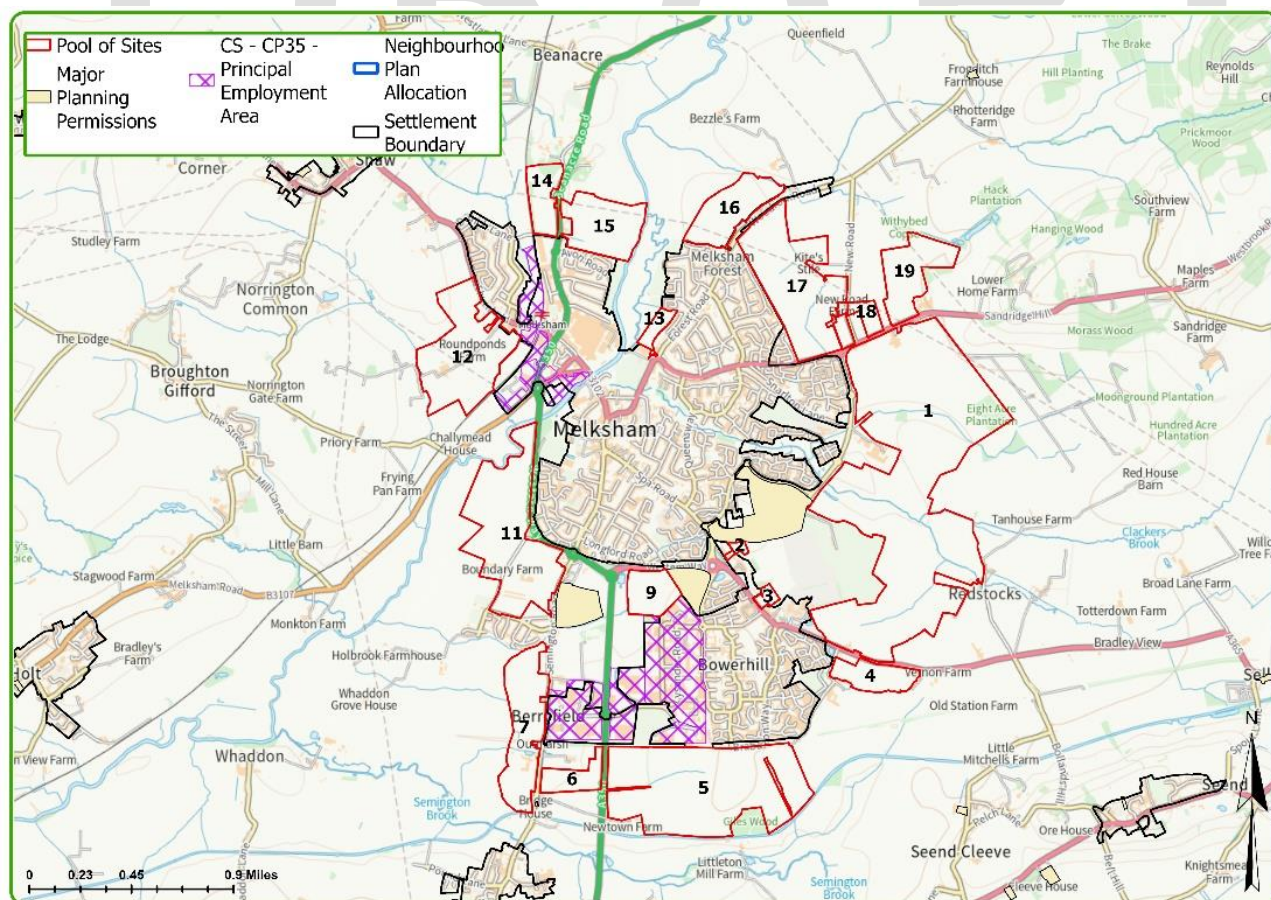


Figure 6. The pool of sites for sustainability appraisal at Melksham.

These sites resulted from a two-stage sifting process that removed land incapable of being developed without unacceptable impacts. Sustainability appraisal (SA) assesses what likely significant effects development of a site would incur, both positive and negative. Those sites that performed better, in sustainability terms, were those that were considered likely to have fewer significant adverse environmental effects and greater social and economic benefits. Sustainability Appraisal ranked sites by their social, environmental and economic effects.

Following this the sites were assessed by their performance against the Place Shaping Priorities. Preferred sites were identified through a combination of assessment against the Sustainability Appraisal and the Place Shaping Priorities.

SA showed that all the sites had a range of likely negative environmental effects – some more significant than others. They are all greenfield sites, predominantly in agricultural use, and the range of likely environmental effects depended on a site's size, location and proximity to sensitive environmental receptors. Four sites – site 2, site 3, site 12 and site 15 – were considered likely to have major adverse effects on heritage assets whereby mitigation would be unachievable. It was recommended that these four sites were not considered further in the site selection process.

Balancing the likely social and economic benefits of developing each site, against likely environmental effects, Site 9 (Land south of Western Way) performed better than all other sites in the SA. Site 1 (Land to the east of Melksham) ranked second in its overall sustainability performance and Site 17 (Land to the north of A3102) ranked third.

All the sites were then evaluated according to how well they could support the PSPs. Looking at the top three better performing sites from the SA (Sites 9, 1 and 17) these also performed strongly against the PSPs, with Site 1 performing better than all other sites and Sites 9 and 17 joint second strongest. Sites 6, 7 and 11 also performed strongly (joint second) against the PSPs but they did not perform as strongly in the SA, as Sites 1, 9 and 17.

Sites that performed consistently better in both sustainability terms and against the PSPs were Sites 1, 9 and 17. These three sites are considered likely to have some moderate adverse effects against some of the environmental objectives, but these effects can be effectively reduced through mitigation measures. In terms of benefits, all three sites were considered likely to have either moderate or major positive effects in terms of social inclusion, housing provision and for the local economy.

However, Site 9 has been subject to a recent planning application that was refused. The proposal was considered unacceptable with regard to the strategic and sustainable development principles enshrined within policies CP1, CP2 and CP15 of the Adopted Wiltshire

Core Strategy and Policy 6 of the Joint Melksham Neighbourhood Plan, and given that the site is located outside any defined limits of development and within an area which has a made neighbourhood plan (confirmed in July 2021) that allocates land for housing to satisfy local housing requirements, this application conflicts with the plan led approach to delivering new housing at the local community level, and it would be contrary to the sustainable development principles set out within the National Planning Policy Framework and specifically to the provision of new housing, this application conflicts with NPPF paragraph 14 in its entirety. The site is therefore removed at this stage as it will be considered by the Planning Inspectorate in due course.

The methodology and detailed assessments made in the site selection process are all explained in the appendix. The SA process and its results are contained in a separate report⁷.

What development is proposed?

Sites 1 and 17 are considered more than capable of meeting the scale of residual requirements for both new homes and employment that should be planned for.

In due course, a review of the Joint Melksham Neighbourhood Plan is intending to allocate additional land for development. Neighbourhood planning lends itself to identifying small to medium sized sites for housing and other forms of development. Smaller sites in the neighbourhood plan will supplement proposals of the Local Plan Review. The overall amount of land earmarked for development will provide a good degree of contingency and flexibility, as well as a wider choice, in order to best ensure development needs are met.

The Local Plan Review, however, proposes the central, strategic, development proposals. They are explained below.

Site 1: Land to the east of Melksham

Use	Scale/Area
Residential	Approximately 425 dwellings
Employment	5.0 ha
Education	2.0 ha (2 FE primary school) to include 60 early years places

⁷ Wiltshire Local Plan Review Sustainability Appraisal Report (Wiltshire Council, October 2023)

Retail/Service	Local centre
Green space	Approximately 19ha
<p>Vehicular access is possible from both Eastern Way and A3102 Sandridge Common</p> <p>Greenspace would include a range of children's play areas, public open space and allotments.</p>	

The main role of the site is to provide additional homes and land for employment over the plan period. There will be a variety of dwelling types, including a significant proportion of affordable homes.

It is intended that approximately 425 additional homes and 5 ha of employment will be delivered in the development.

This number of homes on Site 1 creates a new neighbourhood of the town that should include a local centre to include services and facilities to serve them. A small retail element in the local centre would provide convenience without undermining the primary role of the town centre.

Evidence shows that this scale of development will create a shortfall in nursery and primary school places. Land for new nursery provision of around 100 places and land for provision of a new 2FE primary school with 60 early years places is necessary within the development to enable development to go ahead. This may be situated at the local centre and/or co-located with new employment land. The primary school is required to not only support this development but also new residential development on Site 17 'Land north of A3102'.

Land for an extension to secondary school provision has been secured at the town and contributions will be required towards additional secondary school places.

An aim of the Plan is also to provide opportunities for business. This site will provide 5ha of employment land, separate to existing industrial estates and with easy access onto Eastern Way. There is an ongoing high demand for employment land in the town and few available sites. This will help broaden the town's economic base and accord with PSPs.

The site is reasonably well connected to the town centre; approximately 1.6km for walking and cycling and there are already regular bus services (Frome Bus 14 & 15) running along Eastern Way which provide a Melksham town circulatory service. However, a development of this size may also be served by a dedicated bus route. A mobility hub will be required, including bus

and cycle infrastructure provision. Residents would be able to easily visit the town centre through sustainable transport modes, which would help to increase footfall and boost local trade. The proposals support Place Shaping Priorities for town centre regeneration, provision of employment, provision of educational facilities to meet the needs of the development and delivering improvements to the town's green and blue infrastructure network.

Green and blue infrastructure will need to be provided through the development, that incorporates new and existing woodland and protect and enhances existing hedgerows and hedgerow/field trees. Water infrastructure that runs through the site will need to be safeguarded with appropriate buffers to allow for access and maintenance.

Lower density development will be required in the east of the site to prevent coalescence with and retain the rural character and separate identity of outlying rural settlements.

Evidence establishes potential for a range of negative effects that will be mitigated as follows:

- A number of tributary watercourses flow through the site. Significant buffers should be provided to these to create GI corridors and assist net gain for biodiversity. Protection, maintenance and enhancement should be provided for habitats such as hedgerows, trees and water features within and along the boundaries of the site alongside other ecologically valuable habitat/features. Appropriate mitigation and compensation for protected species, such as great crested newts.
- All development can be located within Flood Zone 1 but a more detailed Flood Risk Assessment will ensure there is no flood risk to the site and that development of this site will not exacerbate flood risk elsewhere
- Water infrastructure running through the site will need safeguarding through appropriate buffers to allow for access and maintenance.
- It is possible that significant off-site water infrastructure reinforcement will be required. Melksham has been identified by Wessex Water as a settlement which might encounter issues with water pumping stations if a site to the east of Melksham is brought forward for development
- The site is in close proximity to a multi-use games area (MUGA) – Melksham Football and Rugby Club. Developer will need to carry out a noise impact assessment in order to determine whether any noise impacts are likely to be significant
- The site has some medium to high value archaeological features including the former medieval settlement of Snarlton. Further investigation is likely needed across the site

during a planning application process to identify the extent and significance of potential remains

- Development could impact on the Grade II Listed Blackmore Farmhouse. Significant buffers are likely to be required to maintain the setting of the farmstead
- Green and blue infrastructure through the development that incorporate new and existing woodland and protect and enhances existing hedgerows and hedgerow/field trees.
- Development should be lower density in the east of the site to prevent coalescence with and retain the rural character and separate identity of outlying rural settlements.
- A mobility hub, including bus and cycle infrastructure provision.

How the site may be developed is shown on the draft framework plan below. This illustrates one treatment of the site that meets mitigation requirements and the homes, open space, access and other uses envisaged.

Broad Locations for Growth

The plan commits to planning for a longer-term pattern of growth for the town. This would include consideration of a significant urban extension. Further work will define where and what scale, type, mix and form of development it may deliver, enabling a lengthy lead in to identify and Plan for the co-ordination of major infrastructure and extensive community engagement to shape their form. They are intended to be delivered toward the end of the plan period and beyond its end date.

Land East of Melksham

Concept Plan

NB. ALL AREAS ARE APPROXIMATE!

Boundary	41.3 Ha
Residential*	11.5 Ha = 425 homes @ 37dph(average)
16m Bus Street	2.75Ha (~1720m)
Employment	5.0 Ha
Local centre*	1.0 Ha
Primary school	2.0 Ha
Nursery	0.4 Ha
(Total)	22.65 Ha)
Remaining GI	18.7 Ha (45% gross area)
Indicative SUDs	1.0 Ha (~4% of dev. area)

* there is potential for some additional dwellings above Ground Floor

* inc. 21 plots (5%) self build (~0.84 Ha@25dph)

	Vehicular Access
	Foot/Cycle access
	Existing PROW/bridleway
	Proposed diversion
	Proposed main street / Bus route
	Indicative Melksham Bypass corridor

NOTE

This Framework Plan demonstrates the area of land which has been assessed to have potential for development, based on the known site constraints and Core Policy requirements.

The design concept assumes a landscape-led approach, i.e. conserving natural features and creation of multi-use green infrastructure.

The exact location & shape of different land uses may vary, although divergence from what has been indicated is expected to be limited by constraints imposed by the site's natural features and Policy requirements to conserve and enhance them.

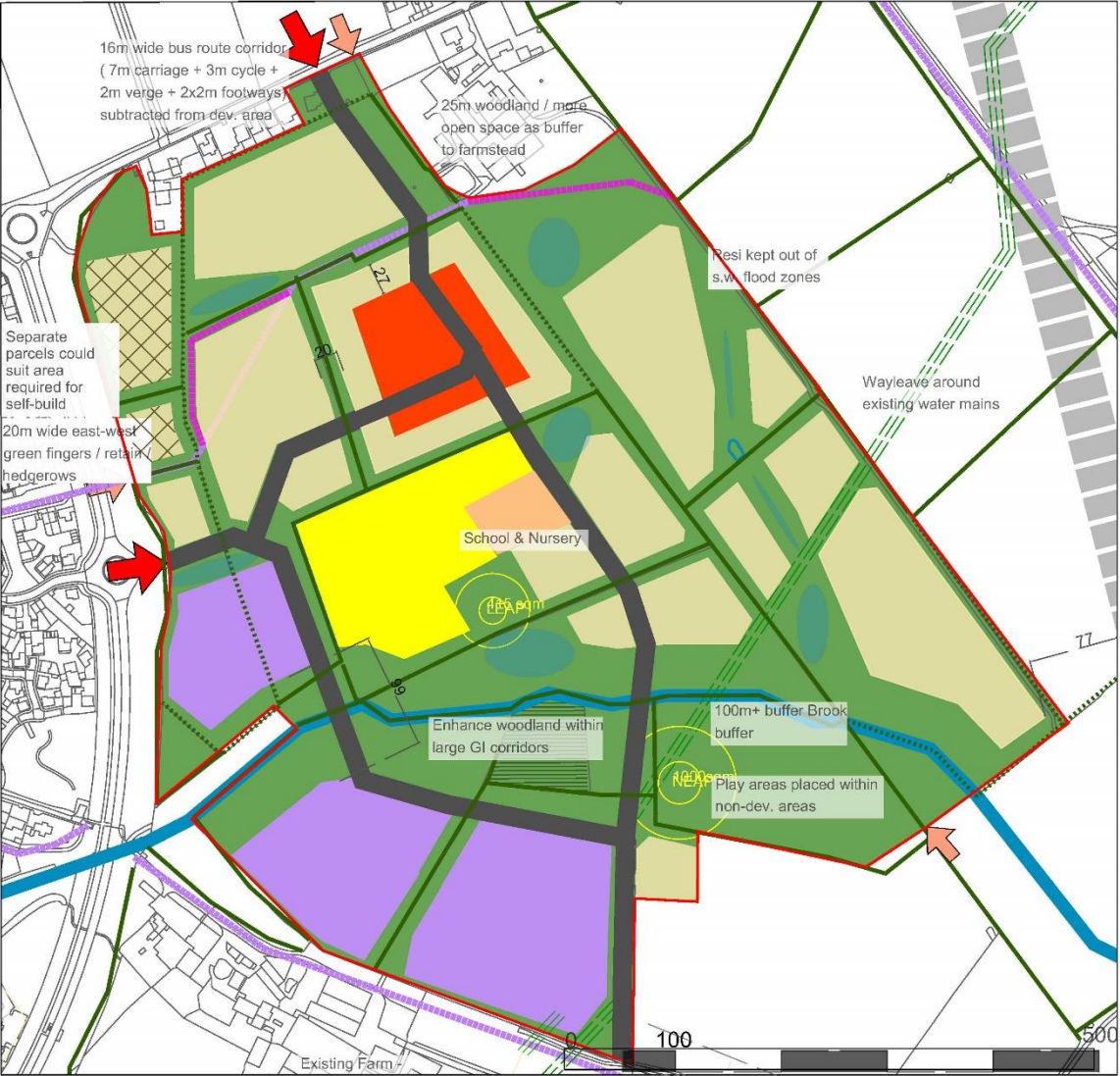


Figure 7. Concept plan for Land east of Melksham

Site 9: Land off Bath Road

Use	Scale/Area
Residential	Approximately 135 dwellings
School expansion	Approximately 2ha land for expansion of Melksham Oak Academy
Vehicular access is possible from the A365 Bath Road.	

The main role of the site is to provide additional homes and land for Melksham Oak School expansion over the plan period. There will be a variety of dwelling types, including a significant proportion of affordable homes.

A new primary school has been secured at the town and contributions will be required towards that school for both early years and primary places.

In terms of secondary education needs, expansion of Melksham Oak School will be required. The school has already been expanded on its current site to meet the demands of current housing growth and is not able to be expanded further on that site. There are currently some surplus places but land adjacent to the school is required to allow for the expansion from a 10FE to a 12FE i.e. 300 additional places. A 12 FE secondary school is the maximum size that could be considered.

In order to provide these 300 additional places, a new teaching block will need to be built, along with more game's courts and extra parking. The new teaching block and hard play areas will need to be built on land that is currently playing field. Sport England have confirmed that any loss of playing field would need to be replaced. This means that additional land adjacent to the school will be required and this land needs to be of a shape and size to accommodate replacement pitch/es. This site is allocated to allow for school expansion (2ha).

The amount of housing provides good scope to provide a mix of housing types, including a proportion of affordable homes.

The development will need to provide high quality public open space within the development, with the main recreational area located in eastern part of the site. Green and blue infrastructure through the development will be needed, to incorporate new and existing woodland and protect and enhance existing hedgerows and trees. Measures will also be needed to protect and enhance watercourses within the site.

Measures to positively support walking, cycling and public transport use will be needed between the site, Melksham town centre and Melksham Railway Station. Funding contributions will also be required towards Melksham Transport Strategy.

Evidence establishes potential for a range of negative effects that will be mitigated as follows:

- Public Open Space within the development and as the main recreational area in eastern top of site.
- Measures to positively support walking, cycling and public transport use between the site and Melksham town centre and Melksham Railway Station.
- Measures to protect and enhance watercourses within the site.
- Development can be located within Flood Zone 1 but a more detailed Flood Risk Assessment will ensure there is no flood risk to the site and that development of this site will not exacerbate flood risk elsewhere.
- The site lies within a wider area which supports a metapopulation of great crested newts. Protection, maintenance and enhancement should be provided for habitats such as mature hedgerows, trees and water features within and along the boundaries of the site alongside other ecologically valuable habitat/features.
- Implementation of ecological buffer zones alongside habitats to be retained and protected within the scheme layout, and wildlife sensitive lighting design in order to minimise adverse effects on light sensitive and intolerant wildlife, particularly bats.
- Lower density development in the east of the site to prevent coalescence with and retain the rural character and separate identity of outlying rural settlements.
- Green and blue infrastructure through the development that incorporate new and existing woodland and protect and enhance existing hedgerows and trees.
- The development will have to have regards for infrastructure across the site. Water infrastructure running through the site will need safeguarding through appropriate buffers to allow for access and maintenance.
- It is possible that significant off-site water infrastructure reinforcement will be required. Melksham has been identified by Wessex Water as a settlement which might encounter issues with water pumping stations if a site to the east of Melksham is brought forward for development.

- According to Scottish and Southern Electricity Network's (SSEN) Network Capacity (demand) Map, the substations in Melksham are partially constrained, and therefore could potentially struggle to withstand further significant demand. Further conversation with SSEN would be required to ensure connectivity to the grid.
- Design and layout that safeguards high value archaeological features.
- Provision of potential crossing facilities on the A365 if achievable.

How the site may be developed is shown on the draft framework plan below. This illustrates one treatment of the site that meets mitigation requirements and the homes, open space, access and other uses envisaged.

DRAFT

Land off Bath Road, Melksham

Concept Plan

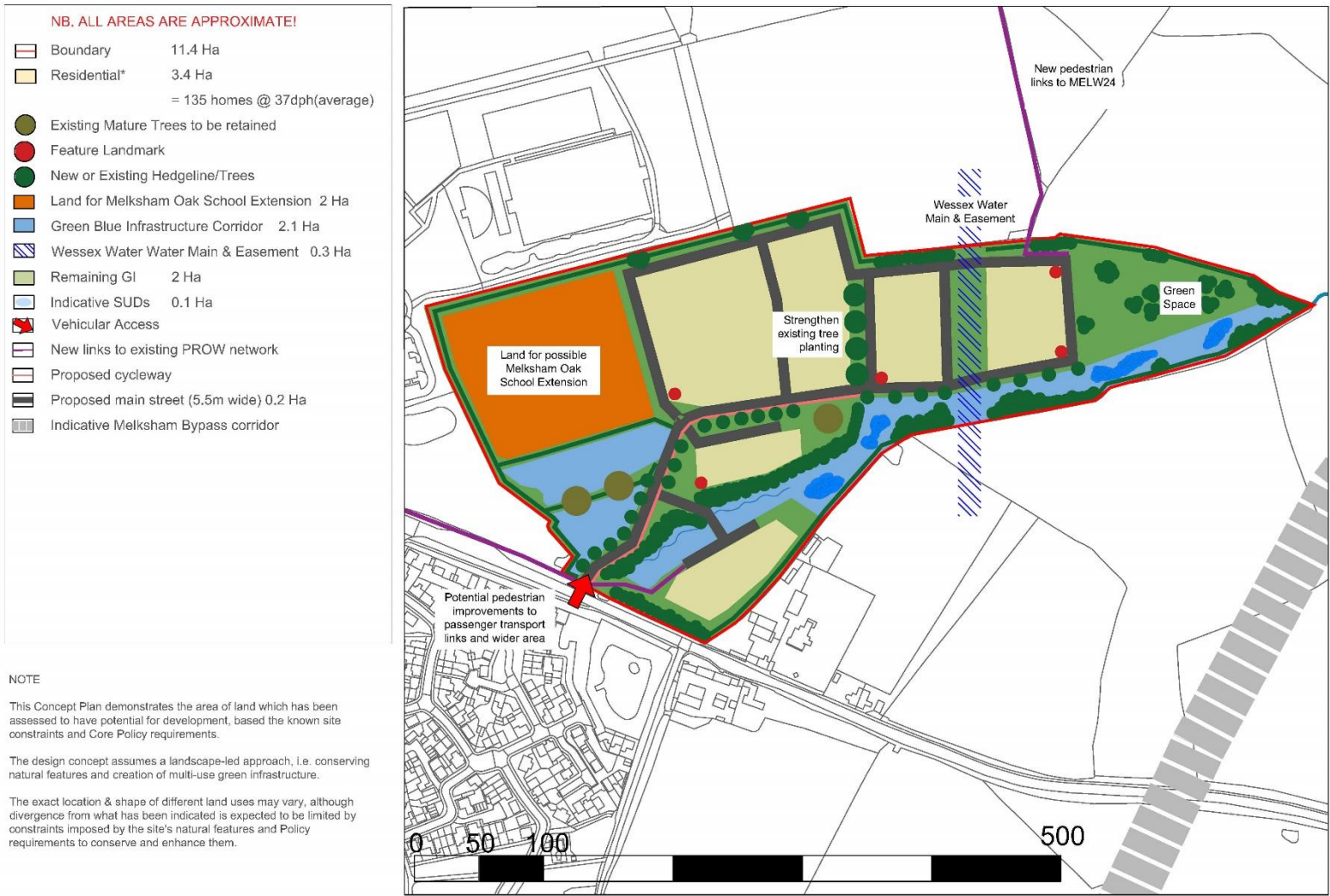


Figure 8. Concept plan for Land off Bath Road

Site 17: Land north of A3102

Use	Scale/Area
Residential	Approximately 285 dwellings
Education	0.4ha of land for a 100 place nursery
Green space	Approximately 5.8ha
Vehicular access is possible via a fourth arm off the existing roundabout on A3102 Greenspace would include a range of children's play areas and allotments.	

The main role of the site is to provide additional homes over the plan period. There will be a variety of dwelling types, including a significant proportion of affordable homes.

Contributions will be required towards primary places at the new primary school on Site 1 and the new primary school at Pathfinder Place. An expansion of Melksham Oak School will be required therefore contributions would be required towards that. Land area of 0.4ha will also be required for the delivery of a 100-place nursery.

The site is reasonably well connected to the town centre; approximately 1.4km for walking and cycling. There is an existing shared use path along the A3102 adjacent to the site. The site is currently poorly served by bus services but there are bus stops along the A3102 and existing services within adjacent residential areas which could potentially be extended to serve this site.

Residents would be able to easily visit the town centre through sustainable transport modes, which would help to increase footfall and boost local trade. Measures to positively support walking, cycling and public transport use between the site, Melksham town centre and Melksham Railway Station will be needed along with funding contributions towards Melksham Transport Strategy.

Introduction of new green and blue infrastructure through the development will be required, incorporating new woodland and/or tree planting.

The amount of housing provides good scope to provide a mix of housing types, including a proportion of affordable homes.

Evidence establishes potential for a range of negative effects that will be mitigated as follows:

- All development can be located within Flood Zone 1 but a more detailed Flood Risk Assessment will ensure there is no flood risk to the site and that development of this site will not exacerbate flood risk elsewhere.
- Measures to positively support walking, cycling and public transport use between the site and Melksham town centre and Melksham Railway Station.
- The site contributes to the separation of Melksham from the distinctive wooded, greensand hills to the east and north-east. Hedgerows and trees should be retained and enhanced as part of a mature landscape framework and landscape buffers should form an appropriate, transitional settlement edge to the rural landscape.
- The site contains a tributary watercourse flowing from the south of the site north towards the River Avon. A sufficient buffer should be allowed either side of this watercourse and protection, maintenance and enhancement should be provided for habitats such as hedgerows, trees and water features within and along the boundaries of the site alongside other ecologically valuable habitat/features.
- The site is located close to a working commercial farm/industrial units. As such there is a potential for adverse noise. The developer will need to carry out a noise impact assessment in order to determine whether the noise impacts are significant. It is likely that there will need to be adequate physical separation of residential and commercial areas during the design phase.
- Significant offsite infrastructure for the foul water network may be required to enable the development.
- According to Scottish and Southern Electricity Network's (SSEN) Network Capacity (demand) Map, the substations in Melksham are partially constrained, and therefore could potentially struggle to withstand further significant demand. Further conversation with SSEN would be required to ensure connectivity to the grid.

How the site may be developed is shown on the draft framework plan below. This illustrates one treatment of the site that meets mitigation requirements and the homes, open space, access and other uses envisaged.

Land North of A3102, Melksham

Concept Plan

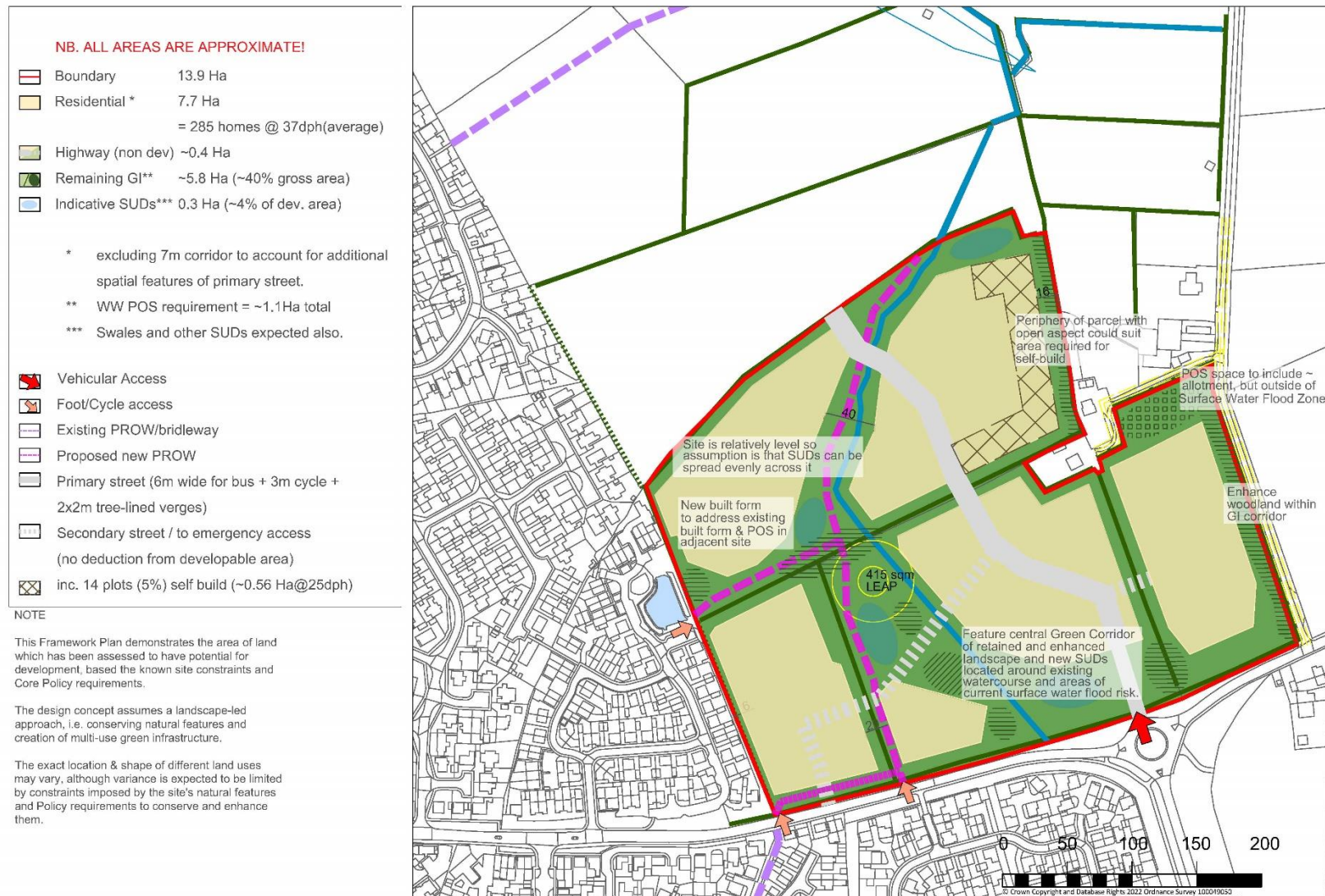


Figure 9. Concept plan for Land North of A3102

Supporting the Town Centre

The Local Plan contains a framework that describes how all the different uses found in the central area function together. It provides context and certainty to business and services. It indicates how the area will operate over the plan period.

The Local Plan Review defines a hierarchy of town centres and the extent of town centres and primary shopping areas. The town centre hierarchy is largely consistent with the settlement hierarchy set out in policy 68 Managing Town Centres. The role of each centre correlates to the role of the wider settlement within the settlement hierarchy. The town centre hierarchy defines Town Centres Boundaries and Primary Shopping Areas within Principal Settlement, Market Towns and Local Service Centres. Within this hierarchy, Principal Settlements provide strategic centres; Market Towns are large shopping and service focused centres with smaller catchments; and Local Service Centres provide a range of shops and services for the local population, thus serving a village centre function.

The Town Centre Boundaries and Primary Shopping Area Boundaries were identified in the 2015 Retail Review. The 2020 Wiltshire Retail and Town Study reviewed these boundaries and found them to be up to date.

Melksham is defined as a Market Town in the town centre hierarchy. The town centre boundary and primary shopping area can be found on the policy map.

The Local Plan aim is to strengthen the town centre.

Melksham is Wiltshire's fifth largest settlement after Swindon, Salisbury, Chippenham and Trowbridge. Melksham provides an important centre for the surrounding area, although the town centre has a limited shopping catchment, particularly in relation to comparison goods shopping, due to its location close to Chippenham, Bath and Trowbridge. The River Avon runs to the north of the town centre and Melksham Railway Station is within walking distance. The town centre is within a conservation area and the area around Canon Square, in particular, has several Grade II listed houses and cottages, among them a former vicarage dating from the late 17th century and a small two-storey roundhouse, built in the late 18th century for the wool industry. Melksham Community Campus, a new state-of-the-art leisure and community facility located in the Market Place at the heart of the town centre, opened in August 2022.

The Wiltshire Town Centre and Retail Study does not forecast a need to allocate any sites for additional retail floorspace, based on shopping trends and growth in catchment spending. Further regeneration initiatives would boost service, tourism, and hospitality sectors, as well as including elements of residential development. This would include the night-time economy.

Improving the attractiveness of the environment, such as the public realm, can also help induce better investment confidence.

Melksham is considered to have a healthy town centre and is able to attract a large majority of main and top-up food shopping trips from residents of the town and the surrounding area. There are around 155 businesses operating in the town centre and a good number of shops comprising a mix of independent traders, supermarkets and national retail brands.

The opening of the Community Campus in August 2022 and consequent closure of facilities such as the library and Blue Pool mean there are vacant brownfield sites in the town centre available for redevelopment. There are also opportunities for redevelopment/improvement of some later 20th century buildings in the town centre which are seen as unattractive and in poor condition.

The Retail and Town Centres Study 2020 indicates that there is a sufficient level of convenience retail floorspace up to 2035. The good range of supermarkets in a central location is a strength for the town and the retention of this supply will be supported throughout the plan period. There is a small capacity for comparison goods retail floorspace up to 2035. Existing supply is modest although covers a good range of stores. Due to competition with larger centres at nearby Chippenham and Trowbridge, there is an emphasis on differentiating the comparison offer of the town to meet the retail needs of the local community over the plan period.

The Joint Melksham Neighbourhood Plan contains a specific town centre policy that seeks to enhance the range and quality of shopping provision and the vitality and viability of the town centre. This is to enable the centre to change and evolve in response to challenges, changes and opportunities. Melksham's priority is to hold onto, and maintain, the core town centre offer in order to retain the important sense of place and arrival that this confers.

As part of the commitment to maintaining and enhancing the town centre, the town council are preparing a masterplan for the town centre as part of the review of the neighbourhood plan. This will include areas for potential expansion that will inform future development opportunities. Expansion of the town centre is something that the Town Council will be actively considering, particularly in terms of the future of commercial sites on the edge of the town centre.

The part played by the Local Plan is to position site allocations for homes and business that help to increase footfall due to their location and through good footpath, cycle and public transport connections.

4. How will growth be delivered?

Landowners, business and housebuilders are the main drivers of development over the plan period. Service providers will also come forward with proposals to invest in new facilities that support growth in new homes and local business. The Council as local planning authority determines their planning applications in accordance with the Local Plan. It also determines them in accordance with policies of a neighbourhood plan that serves to guide the shape and form of non-strategic aspects of development, such as developing locally distinctive policies on design.

Role of Neighbourhood planning

The Local Plan sets the overarching context for neighbourhood planning in Wiltshire. Strategic policies of the Local Plan are high level and limited to those necessary to address strategic priorities in Wiltshire. At a local level, communities can play an important role in shaping their areas by producing neighbourhood plans which direct where new development should take place, and how it should look. Neighbourhood plans must be in general conformity with the strategic policies set by the Local Plan but can add further locally specific requirements that reflect the wishes of the local community.

The Local Plan sets out a series of Place Shaping Priorities for Melksham that have been devised in consultation with Melksham Town Council. The Place Shaping Priorities set a range of outcomes for the town over the lifetime of the Local Plan to 2038. The Place Shaping Priorities also provide a context that can influence the direction of neighbourhood plans.

In order to assist in the production of neighbourhood plans, Wiltshire Council is also required to provide a scale of housing to plan for, for each one. Sites allocated through neighbourhood plans contribute towards meeting the overall of scale of growth set by the Local Plan, as well as meeting local needs identified through the evidence gathering process for the neighbourhood plan. An element of the Local Plan strategy is therefore to be delivered by neighbourhood plans.

To set an appropriate scale of growth to be planned for through neighbourhood plans at the main settlements (Principal Settlements and Market Towns), a range of factors have been considered:

- Neighbourhood planning lends itself to identifying small to medium sized sites for housing development; and national planning policy sets a target of 10% of overall requirements to be met on sites no larger than a hectare.
- The stage a neighbourhood plan has reached in its preparation, the community's appetite to plan for new homes and its focus all affect the degree to which neighbourhood planning can contribute. The neighbourhood plan can help to meet housing needs in a form that matches local needs.

- The nature and extent of the area designation and what scope there is to identify sites for housing development may be limited, for example, if boundaries are drawn tight to the built-up area and most opportunities will be windfall and difficult to identify.

The Joint Melksham Neighbourhood Plan (JMNP) was 'made' on 7th July 2021. It sets out the vision, objectives and policies to ensure that Melksham and Melksham Without maintain their distinctiveness over the period 2020 to 2026. It seeks to enhance the natural environment, support and encourage high quality housing, local jobs and improved retail and leisure facilities in a healthy, green and attractive town and series of villages. It is now being updated to take account of the Local Plan's preparation.

There are likely to be opportunities for the neighbourhood planning process to identify small to medium scale sites to deliver a modest level of growth over the Local Plan period. This could include brownfield sites or land within the built edges of the settlement where potential impacts on the historic environment are likely to be reduced.

Ten per cent of the scale of growth identified at Melksham suggests a neighbourhood area requirement for Melksham of approximately 200 dwellings. The neighbourhood plan is being reviewed and there is an appetite to allocate sites. The neighbourhood area designation includes Melksham Without and the environs to the town. The neighbourhood area designation provides scope within and on the edge of the urban area to allocate suitable sites. 200 dwellings are considered appropriate for the town.

The neighbourhood area also includes the Large Village of Shaw/Whitley, which is subject to a separate housing requirement of 73 dwellings for the purpose of neighbourhood planning⁸. This will also need to be accommodated in planning for the designated neighbourhood area.

The neighbourhood area requirement should be considered in combination with other evidence of local needs as determined by the neighbourhood planning group. The neighbourhood area requirement is for the Local Plan period up to 2038, and therefore may be delivered over one or more iterations of a neighbourhood plan within this period.

Joint Melksham neighbourhood area requirement (2020 to 2038)	270
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Local Infrastructure

The growth of Melksham needs to be supported by the correct infrastructure, services and facilities. When planning for growth, it is important to consider the characteristics of the town in terms of key services and infrastructure (e.g. community facilities, green infrastructure, health, education, transport and utilities), as well as housing need and the local economy. The following summarises the key measures required to be put in place to address growth

⁸ Neighbourhood area requirements for the rural parishes are calculated separately, as set out within the Rural Housing Requirements Methodology paper.

proposals for Melksham as well as known infrastructure issues and their timing, what additional provision is necessary to support growth and what other opportunities there may be.

Education

Evidence shows that the scale of development proposed will create a shortfall in nursery and primary school places. In order to meet the demand for places generated by the proposals for new housing 2 ha of land to accommodate a new 2 FE primary school will be required in the northern part of Site 1 Land to the East of Melksham and 0.4ha of land for a 100 place nursery will be provided at Site 17 Land North of A3102. These new facilities, alongside the new primary school at Pathfinder Place will be sufficient to meet the demand for places. Developer contributions will also be required towards funding these new places.

Melksham Oak secondary school has already been expanded and is no longer able to be expanded on its current site. Expansion of Melksham Oak will be required to meet the demand for places generated by the proposals and 2 ha of land for expansion on adjoining land is provided within Land off Bath Road.

Sustainable transport

Melksham is well served by the A350 primary route which provides a direct link to Chippenham (and the M4 at Junction 17) and the south coast. Other key routes provide access to Bath (A365), Calne (A3102), Devizes (A365) and Bradford on Avon (B3107). Bus routes provide regular services to Bath, Chippenham, Trowbridge and Devizes with most services accessed from the Market Place in the town centre.

Melksham railway station has seen improvements in local rail services in recent years with an increase to eight trains in each direction daily. Trains from the station run approximately every two hours each way between Westbury and Swindon. The plan is for the doubling of this service to every hour in the future. Working with GWR and Wiltshire Council, the Trans Wilts Community Rail Partnership has developed an ambitious and detailed Master Plan for the station site to encourage improvements to rail services which would increase investment in Melksham and allow for more sustainable travel.

Current constraints/local concerns

- Confluence of A350 and other radial routes (A365, A3102 and B3107) causes significant peak hour congestion and delays particularly in the central section of the A350 through the town

- Future development growth may increase pressure on the A350 through Melksham and at congestion hot spots such as Farmers Roundabout. This in turn may lead to further rat running through residential and rural roads
- While the TransWilts train service has been significantly improved over the past few years, it is still only a two-hourly service between Westbury and Swindon
- Currently there is a poor environment around Melksham rail station and walking routes to the town centre

Opportunities

- An agreed Melksham rail station masterplan that facilitates joint working between TransWilts Community Rail, Network Rail, Great Western Railway and Wiltshire Council to develop and enhance Melksham rail station, forecourt, parking and facilities
- Further development and delivery of an A350 Melksham bypass could relieve peak time congestion and delays
- Bypassing Melksham could also reduce severance between the town centre and areas adjacent to the A350 (including the rail station and recent supermarket developments), create an opportunity to re-design the existing A350 corridor through the town, and support efforts to regenerate the town centre

Highway connectivity, reducing the need to travel and making it easier for people to use sustainable modes of transport are essential in supporting the scale of growth at the town. The Place Shaping Priorities also seek to reduce out-commuting by improving the employment offer in the town, give support for an A350 bypass to improve the efficiency of the transport network and support improvements in train passenger transport to help reduce traffic congestion, together with improved station facilities for public transport, pedestrian and cycle access that have strong links with the town centre.

To help realise the opportunities presented by the locations chosen for development, and necessary for their development, funding contributions will be sought to a Melksham Transport Strategy.

Health and social care

Melksham is subject to a negative GP capacity gap and this has been forecast to increase by 2026. Closure of St Damian's surgery means that since March 2020 there are only two surgeries operating in the town. A new facility at Melksham Campus struggled to find an operator and so did not come to fruition.

Utilities

The electricity infrastructure is constrained across much of Wiltshire. The Grid Supply Points in Wiltshire, located in Minety, Melksham and Mannington are all constrained. The Bulk Supply Points across Wiltshire are also constrained.

With the uptake of low carbon technology and the move towards net zero, there are estimates that energy demand could almost treble by 2050. This increased pressure on the system is something Scottish and Southern Electricity Network (SSEN), as Distribution Systems Operator, is working on to manage new capacity. Solutions may include flexible connections, renewable energy, and further investment to reinforce the current infrastructure.

According to SSEN's generation availability map, the substations in Melksham are unconstrained, therefore could withstand additional energy generation connections to the grid. However, according to SSEN's network capacity (demand) map, the substations in Melksham are partially constrained, therefore could potentially struggle to withstand further significant demand. Further conversation with SSEN would be required to ensure connectivity to the grid.

With regards to water infrastructure, the Melksham area is within the responsibility of Wessex Water. Evidence from Wessex Water with regards water supply suggests it is likely that significant infrastructure reinforcement would be required to serve significant new development at Melksham. The area covered by Wessex Water has been classed by the Environment Agency as 'seriously water stressed' and steps will need to be taken to ensure the efficient use of water through the development and occupation of proposed housing sites. With regards to foul network capacity, it is likely that significant infrastructure reinforcement would be required. Melksham has been identified by Wessex Water as a settlement which might encounter issues with water pumping stations and additional investment might be needed to build an additional pumping station - this is infrastructure that would need to be identified in Wessex Water's new business plan 2025 - 2030.

Appendix 1 Policy Context

Policy	Title	Retained, Replaced or Deleted
Wiltshire Core Strategy: Core Policy 15	Spatial Strategy for the Melksham Community Area Principal Employment Areas: Bowerhill Industrial Estate, Hampton Business Park, Avonside Enterprise Park, Intercity Industrial Estate, Upside Business Park, Challemead Business Park and Bradford Road Employment Area.	Replaced with Policy 17 Melksham Market Town
Wiltshire Core Strategy: Core Policy 16	Melksham Link Project	DELETE and REPLACE with Policy 94 Wiltshire's Canals and the Boating Community
West Wiltshire District Plan 2004 Policy T8	Melksham Railway Station	DELETE and REPLACE with Policy 75 Strategic Transport Network
West Wiltshire District Plan Policy SP1	Town Centre Shopping	DELETE and REPLACE with Policy 68 Managing Town Centres
West Wiltshire District Plan 2004 Policy SP4	Primary Retail Frontages	DELETE and REPLACE with Policy 68 Managing Town Centres
West Wiltshire District Plan 2004 Policy SP5	Secondary Retail Frontages	DELETE and REPLACE with Policy 68 Managing Town Centres
West Wiltshire District Plan Policy SP6	Local Shopping in Towns and Villages	DELETE and REPLACE with Policy 68 Managing Town Centres

West Wiltshire District Plan Policy TC1	Upper Floor Uses in Town Centres	DELETE and REPLACE with Policy 68 Managing Town Centres
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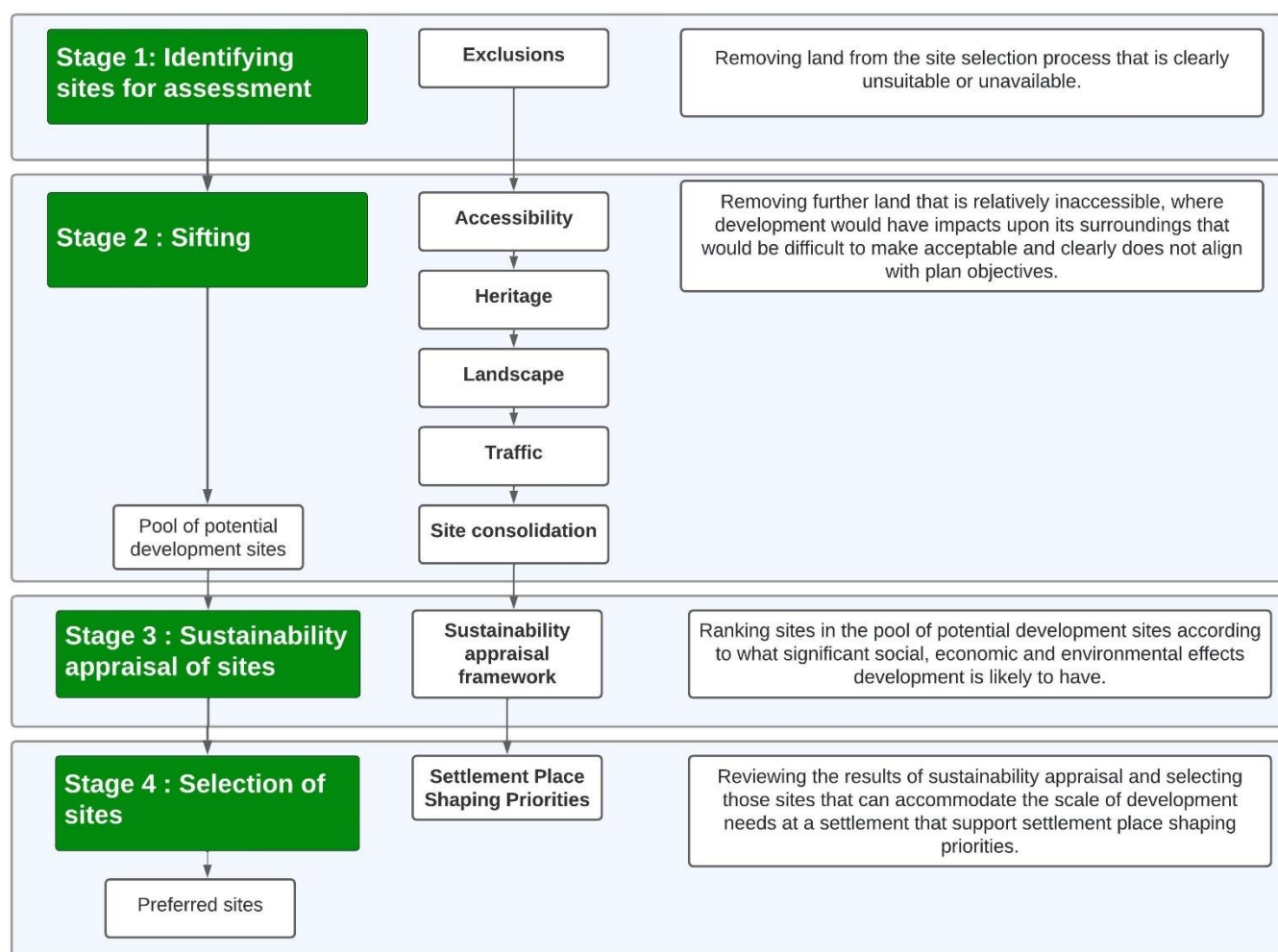
Appendix 2 Site Selection

Site Selection: Melksham

The purpose of this appendix is to explain the site selection process at Melksham, which takes place over a number of stages, as illustrated in the flow diagram below. The full methodology can be found in the supporting Site Selection Methodology report.

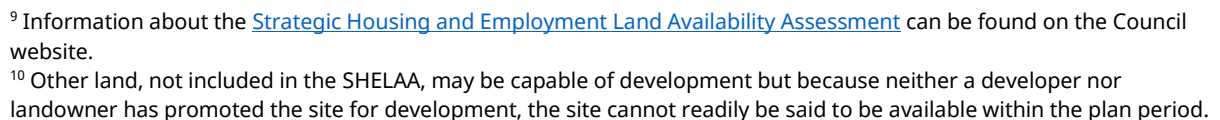
This appendix briefly describes the methodology, and explains the outputs that emerge from Stages 1-4, with the concluding stages set out within the main body of this paper.

Summary of the site selection process



The Strategic Housing and Economic Land Availability Assessment⁹ (SHELAA) provides the initial pool of land from which sites may be selected. The SHELAA is a register of land promoted for development by landowners and prospective developers. Parcels of land are submitted to Wiltshire Council for consideration as potential allocations in the Local Plan, as well as Parish and Town Council neighbourhood plans¹⁰. Plan preparation and not the SHELAA determines what land is suitable for development through a process of selecting the most appropriate sites.

Wiltshire Council – Local Plan Pre-Submission Consultation (July 2023)



Wiltshire Council – Local Plan Pre-Submission Consultation (July 2023)

The following paragraphs summarise the stages of assessment undertaken through the site selection process.

Stage 1 – Identifying Sites for Assessment

The initial stage excluded SHELAA sites from further consideration that constitute unsuitable land for development if they are unavailable, separated from the built-edge or clearly unsuitable for development for a range of other reasons, as described within the Site Selection Methodology.

Twenty-six sites at Melksham were excluded at Stage 1.

Site ref.	Reason for removal at Stage 1
182	Unavailable. Site built out.
186	Unavailable.
264	Unavailable. Principal Employment Area.
265	Unavailable. Site has planning permission.
266	Unavailable. Site built out.
267	Unavailable. Site has planning permission.
280	Unavailable. Grounds of football and rugby club.
286	Unavailable. Principal Employment Area.
313	Unavailable. Partly Principal Employment Area.
607	Unsuitable. Under site size threshold.
648	Unavailable. Site built out.
699	Unavailable.
707	Unsuitable. Site entirely within Flood Zone 3.
720	Unavailable. Site built out.
1031	Unsuitable. Linear narrow site.
1035	Unsuitable. Under site size threshold.
1036	Unsuitable. Under site size threshold.
2089	Unsuitable. Under site size threshold.
3103	Unavailable. Site built out.
3333	Unsuitable. Site entirely within Flood Zone 3.
3334	Unavailable. Principal Employment Area.
3335	Unavailable. Principal Employment Area.
3733	Unsuitable. Site entirely within Flood Zone 2/3.

3738	Unsuitable. Under site size threshold.
3747	Unavailable. Site built out.
3758	Unavailable.

Stage 2 – Site Sifting

Using the land that passed through Stage 1, a second assessment stage used a limited set of strategic criteria (proportionate evidence¹¹) to further refine the list of sites to a set of *reasonable alternatives* for further assessment using sustainability appraisal. The criteria considered at Stage 2 were related to **Accessibility and Wider Impacts**, and **Strategic Context**, and can be summarised as follows:

- **Accessibility and Wider Impacts**

The merits of each site were assessed to understand strengths and weaknesses in terms of how accessible a site location may be and what wider impacts could result from their development. Sites deemed to be inaccessible, for example if no reasonable means of access to the site could be secured without third party land, were excluded from further consideration. This is further detailed in the Site Selection Methodology.

In addition to accessibility, the following strategic considerations were tested through Stage 2:

1. **Landscape:** A site that was highly likely to lead to landscape or visual harm, that was unlikely to be possible to be mitigated, was rejected.
2. **Heritage:** A site that contained or was within the setting of a heritage asset, that was likely to lead to significant and unmitigable harm was rejected.
3. **Flood Risk:** A site that was wholly within an area at risk from flooding (e.g. in Flood Zones 2 or 3 or other high-risk source of flooding) was rejected.
4. **Traffic:** A site that was likely to lead to an unacceptable degree of harm in terms of traffic and congestion impacts was rejected.

The outcomes from this element of Stage 2 were categorised as high risk of harm (red), medium risk of harm (amber) and low risk of harm (green).

- **Strategic Context**

This part of the Stage 2 assessment considered the pool of sites in relation to the strategic context of the settlement, having regard to:

- Long-term patterns of development
- Significant environmental factors
- Scale of growth and place shaping priorities

¹¹ To meet national requirements, plans must be sound, justified by having an appropriate strategy, considering reasonable alternatives, and based on proportionate evidence.

- Future growth possibilities for the urban area

This part of the assessment made a judgement on what pool of possible sites constitute a set of reasonable alternatives for further consideration. This does not pre-judge more detailed testing through Sustainability Appraisal but enables sites that are clearly at odds with the strategic context for the settlement to be ruled out.

Strategic Context – Salisbury:

Context criteria	Detail
Long-term pattern of development	<p>The River Avon flows through the town. The A350 and railway line form a firm boundary to the south and west of Melksham. The A350 passes through residential areas in the north.</p> <p>In recent years, Melksham and Bowerhill have seen a large amount of new development located to the east and south. There has also been new housing built on the former George Ward school site in the north-west. The West Wilts District Plan (2004) allocated a new eastern urban extension to the town of 750 dwellings, including a new primary school. The new Melksham Oak secondary school and Melksham Football & Rugby Club are located just to the south of that.</p> <p>Recent developments have been located to the east and south of the town and around Berryfield.</p>
Significant environmental factors	<p>The main environmental feature of Melksham is the River Avon which flows through the north and west of the town. There are extensive flood plains associated with the river which provide visual and amenity areas into the town centre and restrict development opportunities. The river corridor is important for biodiversity also.</p> <p>The town is not significantly affected by landscape designations, However, rising land to the east around Sandridge is part of a special landscape area.</p> <p>The A350 has become increasingly congested in recent years with worsening local air quality and a business case is being worked up for a possible future bypass to the town to try to reduce these issues.</p> <p>There is a large town centre conservation area located mainly along and to the west of King St, High St and Bank St with a number of important listed buildings also at The Spa.</p>
Scale of growth and strategic priorities	<p>The scale of growth is on a par with the current Core Strategy housing requirement but with a reduced amount of employment land required. A significant amount of the housing requirement has already been met through developable commitments.</p> <p>Strategic priorities include the need to ensure town centre regeneration, reducing out-commuting through an increased and improved employment offer at the town and reducing high levels of traffic congestion on the A350</p>

	through provision of a new bypass. Particularly important will be the need to ensure sufficient education and healthcare facilities at the town.
Future growth possibilities for the urban area	<p>There are SHELAA sites available all around the town which will require further assessment of their likely impacts. Some sites have the potential to increase coalescence with surrounding villages. Others have significant areas of flood risk. Other sites are located to the south and west of Bowerhill and Berryfield, some distance from the town centre.</p> <p>There are SHELAA sites outside the broad extent of the urban area, separated by the A350 and/or railway line that would set possible precedents and a significant departure from past patterns of growth.</p> <p>There are several possibilities for future growth at Melksham. Further assessment will be required as to what extent the level of growth can be accommodated within the existing highways network and if some future growth will be dependent on a future bypass to the town.</p>

Table X : Stage 2 assessment conclusions

SHELAA Reference	Site Address	Accessibility	Flood Risk	Heritage	Landscape	Traffic	Stage 2A and Stage 2B – Strategic context and overall judgement	Taken Forward
187	Nortree Motors Ltd						<p>This is a brownfield site with a functioning garage (BP and Nortree Motors Ltd) and a Subway meaning that landscape impacts associated with redevelopment of this site are unlikely to be significant. It is unknown whether this site is available for development, but it could be developable in the long term.</p> <p>Take forward for further assessment as there do not appear to be any overriding significant impacts that justify rejecting the site at this stage.</p>	Y
699	Land South of Berryfield Brook and Treatment Works						<p>This site is adjacent to the settlement boundary. From a landscape perspective, the site may cause coalescence between Melksham and the village of Berryfield. The site is adjacent to 648 which has planning permission for 150 dwellings. Constraints include its proximity to Sewage Treatment Works and Hampton Business Park.</p> <p>The site should go forward for further assessment as there do not appear to be any overriding significant impacts that justify rejecting the site at this stage.</p>	Y

SHELAA Reference	Site Address	Accessibility	Flood Risk	Heritage	Landscape	Traffic	Stage 2A and Stage 2B – Strategic context and overall judgement	Taken Forward
715	Woodrow House Farm						This site is adjacent to the settlement boundary and to sites 1027 and 3479. There do not appear to be any overriding significant impacts that justify rejecting the site at this stage. The site should go forward for further assessment.	Y
728	Land to North of Berryfield (Area 3)						This site is adjacent to the settlement boundary. From a landscape perspective, the site may contribute to coalescence between Melksham and the village of Berryfield. However, there do not appear to be any overriding significant impacts that justify rejecting the site at this stage. The site should go forward for further assessment.	Y
1000	Land to rear of Lowbourn Infants School						This site is adjacent to the settlement boundary. There do not appear to be any overriding significant impacts that justify rejecting the site at this stage, although constraints include an area of flood zone 2 and 3 along the western boundary. Take forward for further assessment.	Y
1001	Land rear of Woodrow						This site is adjacent to 3107 which is adjacent to the settlement boundary. There do not appear to be any overriding significant impacts that justify rejecting the site at this stage. The site should go forward for further assessment.	Y
1002	Land rear of 588, 592 & 594 Semington Road						This site is adjacent to 1003 which is adjacent to the settlement boundary. The site partly covers the alignment of the Melksham Link under Wiltshire Core Strategy (WCS) Core Policy 16 and land would need to be safeguarded to allow for the restoration of the Wilts & Berks canal. There do not appear to be any overriding significant impacts that justify rejecting the site at this stage. The site should go forward for further assessment.	Y
1003	Land to South of Berryfield (Area 1) Outmarsh Farm						This site is adjacent to the settlement boundary. There do not appear to be any overriding significant impacts that justify rejecting the site at this stage, although a particular concern is the possible coalescence with the Small Village of Berryfield which has its own character and is separate from Melksham. The site partly covers the alignment of the Melksham Link under WCS Core Policy 16 and land would need to be safeguarded to allow for the restoration of the	Y

SHELAA Reference	Site Address	Accessibility	Flood Risk	Heritage	Landscape	Traffic	Stage 2A and Stage 2B – Strategic context and overall judgement	Taken Forward
							Wilts & Berks canal. The site should go forward for further assessment.	
1004	Land South of Hampton Park						This site is adjacent to the settlement boundary at Hampton Business Park. From a landscape perspective, the site may contribute to coalescence between Melksham and the village of Semington. The northern part of the site is now the home of Wiltshire Air Ambulance which separates the rest of the site from the urban area and which may have noise concerns for residential or other sensitive uses so more likely to be suitable for a compatible employment use. The site is also adjacent to the A350. There do not appear to be any likely significant impacts, however, that justify rejecting the site at this stage. The site should go forward for further assessment.	Y
1005	Land South of the Sports Ground						This site is adjacent to the settlement boundary. Potential constraints to developing this site include the proximity of the A350 and businesses at Bowerhill Industrial Estate. Given the business/industrial context, this site would be better suited to an employment use rather than residential. There do not appear to be any likely significant impacts, however, that would justify rejecting the site at this stage. The site should go forward for further assessment.	Y
1006	Land South of Falcon Way, Bowerhill						This site is adjacent to the settlement boundary. This site is close to the A350 and businesses at Bowerhill Industrial Estate but also the residential area at Bowerhill which may be accessible via Brabazon Way. Potential constraints to development include the proximity of the Kennet & Avon canal to the south. There do not appear to be any likely significant impacts, however, that would justify rejecting the site at this stage. The site should go forward for further assessment.	Y
1019	Land to South of Berryfield (Area 7) Outmarsh Farm						This site is adjacent to 1003 which is adjacent to the settlement boundary. From a landscape perspective, the site may contribute to coalescence between Bowerhill and the village of Semington. There do not appear to be any overriding significant impacts that justify	Y

SHELAA Reference	Site Address	Accessibility	Flood Risk	Heritage	Landscape	Traffic	Stage 2A and Stage 2B – Strategic context and overall judgement	Taken Forward
							rejecting the site at this stage. The site should go forward for further assessment. However, the site partly covers the alignment of the Melksham Link under WCS Core Policy 16 and land would need to be safeguarded to allow for the restoration of the Wilts & Berks canal.	
1025	Land South of Western Way						Site is adjacent to the settlement boundary. It is adjacent to a new housing development to the east and Bowerhill Industrial Estate to the south. From a landscape perspective development of this site could cause the coalescence of Bowerhill Industrial Estate with Melksham, however the site is large enough that some degree of separation could be maintained. There do not appear to be any overriding significant impacts that justify rejecting the site at this stage. The site should go forward for further assessment.	Y
1027	Land rear of Savernake Avenue						Site is adjacent to the settlement boundary. There do not appear to be any overriding significant impacts that justify rejecting the site at this stage. The site should go forward for further assessment.	Y
1034	Land adjacent to Woolmore Manor						Site is adjacent to the settlement boundary. There are concerns about the impact of developing this site on the Grade II* listed Woolmore Manor but the site can proceed to Stage 3 Sustainability Appraisal where more detailed comments on possible impacts will be sought.	Y
3105a	Land to North of Berryfield (Area 2)						This site is adjacent to site 728 which is adjacent to the settlement boundary. From a landscape perspective, the site may contribute to coalescence between Melksham and the village of Berryfield. There do not appear to be any overriding significant impacts that justify rejecting the site at this stage. Land would need to be safeguarded to allow for the restoration of the Wilts & Berks canal.	Y
3105b	Land to North of Berryfield (Area 4)						This site is adjacent to site 3105a which is adjacent to new housing development underway on site 648 to the east. There do not appear to be any overriding significant impacts that justify rejecting the site	Y

SHELAA Reference	Site Address	Accessibility	Flood Risk	Heritage	Landscape	Traffic	Stage 2A and Stage 2B – Strategic context and overall judgement	Taken Forward
							at this stage. However, the site is adjacent to the Small Village of Berryfield and development of the site would be more an extension to the village which has few services and facilities, rather than to Melksham.	
3105c	Land to North of Berryfield (Area 5)						This site is adjacent to site 728 which is adjacent to the settlement boundary. From a landscape perspective, the site may contribute to coalescence between Melksham and the village of Berryfield. There do not appear to be any overriding significant impacts that justify rejecting the site at this stage. The site partly covers the alignment of the Melksham Link under WCS Core Policy 16. Land would need to be safeguarded to allow for the restoration of the Wilts & Berks canal.	Y
3105d	Land to North of Berryfield (Area 6)						This site is adjacent to site 3645 which is adjacent to the settlement boundary. From a landscape perspective, the site may contribute to coalescence between Melksham and the village of Berryfield. There do not appear to be any overriding significant impacts that justify rejecting the site at this stage. The site partly covers the alignment of the Melksham Link under WCS Core Policy 16. Land would need to be safeguarded to allow for the restoration of the Wilts & Berks canal.	Y
3107	North-west of Woodrow Road						This site is adjacent to the settlement boundary. There do not appear to be any overriding significant impacts that justify rejecting the site at this stage.	Y
3123	Tan House Farm, Redstocks, Seend, Melksham						This site is adjacent to site 3525 which is adjacent to the settlement boundary. There is a section of Flood Zone 2 and 3 in the centre of the site and to the north. This site adjoins Melksham football and rugby club to the west which forms an undeveloped area made up of playing pitches extending out into the countryside. In landscape terms, this site is remote from the urban edge of Melksham, development may contribute to coalescence with the hamlet of Redstocks and could only be developed alongside site 3525. Take site forward for further assessment.	Y

SHELAA Reference	Site Address	Accessibility	Flood Risk	Heritage	Landscape	Traffic	Stage 2A and Stage 2B – Strategic context and overall judgement	Taken Forward
3219	Woolmore Manor Field						Site is adjacent to 1034 which is adjacent to the settlement boundary. There are concerns about the impact of developing this site on the Grade II* Woolmore Manor but the site can proceed to Stage 3 Sustainability Appraisal where more detailed comments on possible impacts will be sought. Take site forward for further assessment.	Y
3243	Land north of Dunch Lane						Site is adjacent to the settlement boundary. From a landscape perspective the site's location would mean possible coalescence of Melksham with the village of Beanacre. However, the site may be large enough to retain some separation. From a heritage perspective there are potentially harmful impacts on the settings of Beanacre Manor and Beechfield House and mitigation may be difficult. The site should go forward for further assessment.	Y
3249	398a The Spa						Site is adjacent to the settlement boundary. Developing this site would have potential impacts on Grade II listed dwellings at The Spa. These are high status dwellings constructed as speculative 'spa' development to rival Bath and the rural setting was important as part of selling point for development. Mitigation would be very difficult. However, at this stage, the site can proceed to Stage 3 Sustainability Appraisal where more detailed comments on possible impacts will be sought.	Y
3310	Land west of Shurnhold Road						Site is adjacent to the settlement boundary. Developing this site would have potential heritage and landscape impacts. The site has open views from Shurnhold Road and mitigation may be required to the west to reduce the impact of urban encroachment into the rural setting. Possible harmful impacts on settings of listed buildings. However, at this stage, the site can proceed to Stage 3 Sustainability Appraisal where more detailed comments on possible impacts will be sought.	Y
3331	Land South of Bath Road						Site is adjacent to site 3345 which is adjacent to the settlement boundary. From a landscape	Y

SHELAA Reference	Site Address	Accessibility	Flood Risk	Heritage	Landscape	Traffic	Stage 2A and Stage 2B – Strategic context and overall judgement	Taken Forward
	(A365) West of Carnation Lane						perspective the site would be an urban encroachment into the rural setting between Bowerhill and Seend / Seend Cleeve which could prove difficult to mitigate. It could only come forward with site 3345. There are no overriding significant impacts that would justify rejecting the site at this stage. The site should be taken forward for further assessment.	
3345	Old Loves Farm, Bowerhill Lne, Melksham, SN12 6RB						Site is adjacent to the settlement boundary at Bowerhill. At this stage, there are no overriding significant impacts that would justify rejecting the site. The site should be taken forward for further assessment.	Y
3352	Roundponds Farm						Site is adjacent to the settlement boundary. Developing this site would have potential heritage and landscape impacts. There are also areas of flood zone 2 and 3 to the east, south and west. The site is in close proximity to Sewage Treatment Works and is separated from the rest of the urban area by the railway line. However, at this stage, there are no overriding significant impacts that would justify rejecting the site. The site should be taken forward for further assessment.	Y
3405	Land at Halfway Farm						Site is adjacent to the settlement boundary. Developing this site would have potential heritage and landscape impacts. There are also areas of flood zone 2 and 3 to the east. However, the site is large and development may be able to mitigate such impacts. At this stage, there are no overriding significant impacts that would justify rejecting the site. The site should be taken forward for further assessment.	Y
3455	Land at Lonsdale Farm						Site is adjacent to the settlement boundary. This is a small site that is adjacent to the A350 in the north and east and to a new housing development at 648 to the south. From a landscape perspective, the site may contribute to coalescence between Melksham and the village of Berryfield. At this stage, there are no overriding significant impacts that would justify rejecting the site. The	Y

SHELAA Reference	Site Address	Accessibility	Flood Risk	Heritage	Landscape	Traffic	Stage 2A and Stage 2B – Strategic context and overall judgement	Taken Forward
							site should be taken forward for further assessment.	
3478	Land North of A3102						Site is adjacent to the settlement boundary. At this stage, there are no overriding significant impacts that would justify rejecting the site. The site should be taken forward for further assessment.	Y
3479	Land north-west of 242/243 New Road						Site is adjacent to the settlement boundary. At this stage, there are no overriding significant impacts that would justify rejecting the site. The site should be taken forward for further assessment.	Y
3525	Land at Snarlton Lane						Site is adjacent to the settlement boundary. The site is adjacent to Melksham football and rugby club to the south. There is an area of flood zone 2 and 3 associated with Clackers Brook running through the centre of the site. At this stage, there are no overriding significant impacts that would justify rejecting the site. The site should be taken forward for further assessment.	Y
3552	Land at Blackmore Farm						Site is adjacent to the settlement boundary. From a landscape perspective this is a very large site that is exposed to views across from Sandridge Hill along with wider rural views to the east. However, being a large site, there is potentially scope for mitigation. At this stage, there are no overriding significant impacts that would justify rejecting the site. The site should be taken forward for further assessment.	Y
3603	Land south of Bowerhill, Melksham						Site is adjacent to site 1006 which is adjacent to the settlement boundary. Possible constraints include the sites' separation from the urban area and proximity to the Kennet & Avon canal. The site should only come forward with 1006. At this stage, there are no overriding significant impacts that would justify rejecting the site. The site should be taken forward for further assessment.	Y
3645	Land west of Western Way, Melksham						This site is adjacent to the settlement boundary. There do not appear to be any overriding significant impacts that justify rejecting the site at this stage. However, flood zones 2 and 3 cover a large proportion of the site in the north and	Y

SHELAA Reference	Site Address	Accessibility	Flood Risk	Heritage	Landscape	Traffic	Stage 2A and Stage 2B – Strategic context and overall judgement	Taken Forward
							west which would rule out development in that area. And land would need to be safeguarded to allow for the restoration of the Wilts & Berks canal.	
3678	Land east of Eastern Way, Melksham						This site is adjacent to the settlement boundary. The site is located in a peripheral location in respect of accessibility. The site is judged to be lower risk in respect of flood risk, landscape and heritage. Site to go forward for further assessment.	Y
3683	Land east of Snarlton Farm						This site is adjacent to SHELAA sites that adjoin the settlement boundary. The site is located in a peripheral location in respect of accessibility. The site is judged to be lower risk in respect of flood risk, landscape and heritage. Site to go forward for further assessment.	Y
3692	Land north of Bath Road, Melksham						This site is adjacent to the settlement boundary. The site is located in a peripheral location in respect of accessibility. The site is judged to be lower risk in respect of flood risk and heritage. The openness of the site could lead to landscape impacts, which would require further consideration. Site to go forward for further assessment.	Y
3701	Land to the east of Eastern Way, Melksham						This site is adjacent to the settlement boundary. The site is located in a peripheral location in respect of accessibility. The site is judged to be lower risk in respect of flood risk, landscape and heritage. Site to go forward for further assessment.	Y
3704	Loves Farm, Melksham						This site is adjacent to a SHELAA site which adjoins the settlement boundary. The site is located in a peripheral location in respect of accessibility. The site is judged to be lower risk in respect of flood risk. The openness of the site could lead to landscape impacts, and the site could form part of the setting to a listed building, which would require further consideration. Site to go forward for further assessment.	Y

SHELAA Reference	Site Address	Accessibility	Flood Risk	Heritage	Landscape	Traffic	Stage 2A and Stage 2B – Strategic context and overall judgement	Taken Forward
3712	Land to the north and west of Manor Farm						Site is adjacent to SHELAA sites that adjoin the settlement boundary, albeit the opposite side of the A3102. The site is large and extends out into open countryside, hence the 'red' landscape score. However, development could be limited to the southern part of the site. Site to go forward for further assessment.	Y
3742	Land south of New Road Farm, Melksham						This site is adjacent to the settlement boundary. The site is located in a peripheral location in respect of accessibility. The site is judged to be lower risk in respect of flood risk and heritage. The openness of the site could lead to landscape impacts, which would require further consideration. Site to go forward for further assessment.	Y
3743	Land north of New Road Farm, Melksham						This site is adjacent to A SHELAA site that adjoins the settlement boundary. The site is located in a peripheral location in respect of accessibility. The site is judged to be lower risk in respect of flood risk and heritage. The openness of the site could lead to landscape impacts, which would require further consideration. Site to go forward for further assessment.	Y
3744	Land northwest of Blackmore Farm						This site is adjacent to A SHELAA site that adjoins the settlement boundary. The site is located in a peripheral location in respect of accessibility. The site is judged to be lower risk in respect of flood risk and heritage. The openness of the site could lead to landscape impacts, which would require further consideration. Site to go forward for further assessment.	Y
3752	Land north of A365						This site is adjacent to a SHELAA site which adjoins the settlement boundary. The site is located in a peripheral location in respect of accessibility. The site is judged to be lower risk in respect of flood risk.	Y

SHELAA Reference	Site Address	Accessibility	Flood Risk	Heritage	Landscape	Traffic	Stage 2A and Stage 2B – Strategic context and overall judgement	Taken Forward
							The openness of the site could lead to landscape impacts, and the site could form part of the setting to a listed building, which would require further consideration. Site to go forward for further assessment.	

Of those sites that are taken forward, it was appropriate in some cases to combine sites for the purpose of assessment, where this created more sensible or logical land parcels for further consideration.

Sites combined	Reason
3123, 3525, 3552, 3678, 3683, 3692, 3701, 3704, 3752	The sites abut and have no strong physical barriers between them.
3219, 1034	The sites abut and have no strong physical barriers between them.
3345, 3331	The sites abut and have no strong physical barriers between them.
1005, 1006, 3603	The sites abut and have no strong physical barriers between them.
1003, 1019, 1002	The sites abut and have no strong physical barriers between them.
3105a, 3105b, 3105c, 3105d, 728, 3645	The sites abut and have no strong physical barriers between them.
3552, 3310	The sites abut and have no strong physical barriers between them.
3405, 187	The sites abut and have no strong physical barriers between them.
3107, 1001	The sites abut and have no strong physical barriers between them.
715, 1027, 3479, 3478, 3742, 3743	The sites abut and have no strong physical barriers between them.

In preparation for Stage 3, the remaining sites were relabelled for ease of understanding, as follows:

Site no.		SHELAA reference
1	Land to the east of Melksham	3123, 3525, 3552, 3678, 3683, 3692, 3701, 3704, 3752
2	398a The Spa	3249
3	Land adjacent to Woolmore Manor	3219, 1034

4	Land to the east of Bowerhill	3345, 3331
5	Land to the south of Bowerhill	1005, 1006, 3603
6	Land South of Hampton Park	1004
7	Land to the south of Berryfield	1003, 1019, 1002
9	Land south of Western Way	1025
11	Land to the west of Melksham	3105a, 3105b, 3105c, 3105d, 728, 3645
12	Land to the west of Shurnhold	3552, 3310
13	Land to rear of Lowbourn Infants School	1000
14	Land north of Dunch Lane	3243
15	Land to the north of Melksham	3405, 187
16	North-West of Woodrow Road & Land Rear of Woodrow	3107, 1001
17	Land to the north of A3102	715, 1027, 3479, 3478, 3742, 3743
18	Land northwest of Blackmore Farm	3744
19	Land to the north and west of Manor Farm	3712

Stage 3 – Sustainability Appraisal

At Stage 3, each of the remaining sites in the pool of sites (reasonable alternatives) was examined through Sustainability Appraisal, by assessing the likely significant effects of potential development under a set of twelve objectives covering social, economic and environmental considerations. A full explanation of the Sustainability Appraisal methodology is provided in a separate report¹², which also includes the detailed assessments made for each site.

Sustainability Appraisal enables sites to be scored by their respective sustainability benefits and disadvantages. It also identifies where it may be possible to mitigate adverse effects, as well as measures which could increase the benefits of development. Stage 3 enabled sites to be ranked in order of most sustainable to least sustainable, based on the Sustainability Appraisal criteria used.

The table below shows the Sustainability Appraisal conclusions for the reasonable alternative sites that were assessed. The overall Sustainability Appraisal score is shown in column 3 of the table.

The Sustainability Appraisal weights all ‘objectives’ (shown in the top row, below) equally. There are more environmental objectives than others – scores against this

¹² Wiltshire Local Plan Review Sustainability Appraisal Report (Wiltshire Council, July 2023)

type of objective typically tend to be negative. The overall score resulting from the potential development of greenfield sites generally yield a negative value.

Reasonable alternatives are rejected at Stage 3 where the Sustainability Appraisal concludes that development would result in one or more 'major adverse effect' (highlighted in red with a triple negative).

All sites assessed through Sustainability Appraisal at Stage 3, were taken forward for further consideration at Stage 4:

- Site 1 - Land to the east of Melksham
- Site 2 - 398a The Spa
- Site 3 - Land adjacent to Woolmore Manor
- Site 4 - Land to the east of Bowerhill
- Site 5 - Land to the south of Bowerhill
- Site 6 - Land South of Hampton Park
- Site 7 - Land to the south of Berryfield
- Site 9 - Land south of Western Way
- Site 11 - Land to the west of Melksham
- Site 12 - Land to the west of Shurnhold
- Site 13 - Land to rear of Lowbourn Infants School
- Site 14 - Land north of Dunch Lane
- Site 15 - Land to the north of Melksham
- Site 16 - North-West of Woodrow Road & Land Rear of Woodrow
- Site 17 - Land to the north of A3102
- Site 18 - Land northwest of Blackmore Farm
- Site 19 - Land to the north and west of Manor Farm

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Key to likely significance of effects:					
+++	Major positive effect = +3 points	0	Neutral effect = 0 points	---	Major adverse effect = -3 points
++	Moderate positive effect = +2 points			--	Moderate adverse effect = -2 points
+	Minor positive effect = +1 point			-	Minor adverse effect = -1 point

Melksham: Table showing summary of assessment scores listed in order of site sustainability performance (More ▢ Less)

SITE	Overall site score (sustainability rank)	SA obj 1 (Biodiversity) overall score	SA obj 2 (Land + soil) overall score	SA obj 3 (Water) overall score	SA obj 4 (Air/poll'n) overall score	SA obj 5 (Climate) overall score	SA obj 6 (Energy) overall score	SA obj 7 (Heritage) overall score	SA obj 8 (Landscape) overall score	SA obj 9 (Housing) overall score	SA obj 10 (Inc comms) overall score	SA obj 11 (Transport) overall score	SA obj 12 (Economic) overall score
Site 1	-3 (=1 st)	-	--	--	-	-	0	-	--	+++	+++	--	+++
Site 9	-3 (=1 st)	-	-	--	-	-	+	-	-	++	++	--	++
Site 17	-4 (3 rd)	-	--	--	-	-	0	-	-	+++	++	--	++
Site 15	-5 (=4 th)	-	--	--	--	-	0	-	--	+++	++	--	+++
Site 16	-5 (=4 th)	-	--	--	-	-	0	--	-	+++	++	--	++
Site 2	-6 (=6 th)	-	-	-	-	-	+	---	-	+	+	-	+
Site 4	-6 (=6 th)	-	-	--	-	-	+	--	--	++	++	--	+
Site 11	-6 (=6 th)	-	--	--	-	--	0	-	--	+++	++	--	++
Site 13	-6 (=6 th)	--	--	-	-	-	+	-	-	+	+	-	+
Site 3	-7 (=10 th)	--	-	-	-	-	+	---	-	+	+	-	+
Site 6	-7 (=10 th)	-	-	--	--	-	+	-	-	+	+	--	+

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SITE	Overall site score (sustainability rank)	SA obj 1 (Biodiversity) overall score	SA obj 2 (Land + soil) overall score	SA obj 3 (Water) overall score	SA obj 4 (Air/poll'n) overall score	SA obj 5 (Climate) overall score	SA obj 6 (Energy) overall score	SA obj 7 (Heritage) overall score	SA obj 8 (Landscape) overall score	SA obj 9 (Housing) overall score	SA obj 10 (Inc comms) overall score	SA obj 11 (Transport) overall score	SA obj 12 (Economic) overall score
Site 7	-7 (=10 th)	-	--	--	--	--	0	-	--	+++	++	--	++
Site 15	-7 (=10 th)	-	--	--	-	-	0	---	--	+++	++	--	++
Site 18	-7 (=10 th)	-	-	--	-	-	+	-	--	+	+	--	+
Site 19	-7 (=10 th)	-	--	--	-	-	0	-	--	+++	+	--	+
Site 12	-9 (16 th)	-	--	--	--	--	0	---	--	+++	++	--	++
Site 14	-9 (16 th)	--	--	--	--	--	+	--	--	++	++	--	++

Stage 4 – Selection of Sites

Stage 4 enabled the results of the Sustainability Appraisal outcome to be qualitatively examined by consideration of sites in terms of their capability of supporting the Local Plan's objectives for each community – in particular the identified 'Place Shaping Priorities' that are listed in Section 2 of this report. Stage 4 also provides discussion and analysis of the scale of growth that would be required to be drawn from the pool of the most sustainable site options, in or to meet the identified housing and employment needs for the settlement.

The outcome of Stage 4 refined the results of the Stage 3 Sustainability Appraisal and identified preferred sites that are more sustainable and support the Local Plan objectives.

The sites were evaluated against the Place Shaping Priorities, looking at their strengths, weaknesses, opportunities and threats (SWOT). This enabled decisions to be made between sites options where Stage 3 outcomes were finely balanced.

The SWOT assessment concluded the following outcomes for each site and Place Shaping Priority:

	Significant strength and/or opportunity
	No significant SWOTs
	Significant weakness and/or threat

Broad proposals were then developed for each of the preferred sites. Proposed uses were identified, including the infrastructure and mitigation necessary to enable development to proceed.

Potential sites at Melksham were assessed against the Place Shaping Priorities, which is set out in the following table:

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Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Site 1	Strength	Strength	Strength	Neutral	Strength	Strength	Neutral	Strength
	<p>The town centre is approx 1.6km to the west of this site. It may not provide direct regeneration benefits, but the number of dwellings this site could deliver may significantly indirectly benefit the town centre through increased footfall.</p> <p>This large site is likely to be served by dedicated bus and active travel</p>	<p>This large site is capable of delivering a significant employment element as part of a mixed-use development.</p> <p>This could help reduce out-commuting.</p> <p>Employment in this location could easily be made accessible by sustainable forms of transport, including active travel, as a site of this size would be served by public</p>	<p>The proposed eastern bypass route goes through the far eastern part of this site. This site could accommodate a safeguarded route and development would not prejudice its delivery.</p> <p>Because the route is proposed in the far east of the site it would not significantly reduce the capacity of the site.</p>	<p>This site is not considered likely to have direct benefits for sustainable transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would likely use the railway station.</p> <p>It will be important for this development to have strong</p>	<p>This site could provide for sufficient healthcare, education and transport infrastructure through S106 and/or CIL payments.</p>	<p>The site is sufficiently large enough to be able to provide onsite primary schools and potentially new secondary premises if the Melksham Oak site cannot be further expanded. Land and contributions would be required to support new education provision.</p>	<p>Given this site's location to the east of Melksham, it would not affect the safeguarding of the canal route but would also be unlikely to help enable its delivery.</p>	<p>This large site comprises a mixture of pastoral and arable fields with field boundaries largely consisting of low hedgerows with scattered hedgerow trees. Clackers Brook and a number of tributary watercourses flow through the site. Given the size of the site there is potential to provide biodiverse open space and biodiversity enhancement. There is scope for significant house building alongside a landscape scale nature recovery scheme, including a focus on wetland habitats. A minimum of 20% net gain for biodiversity will be required and the overall</p>

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Page 405	routes to the town centre. Any provision of retail units on site must not adversely affect town centre businesses.	transport services to all parts of the site, and walking and cycling routes could link with development to the west and to the town centre. This employment would complement other nearby existing employment at Bowerhill and Hampton Park West which are easily accessible via Eastern Way.		public transport links to the railway station.				layout and design of this site should ensure that habitat creation provides connectivity to adjacent or nearby habitat areas.
Site 2	Neutral	Neutral	Neutral	Neutral	Strength	Strength	Neutral	Neutral
	This site is located approx.	This site is relatively small and is	This site is not on the proposed	This site is not considered likely to have	This site could provide for sufficient	A site of this size would be unlikely to	Given this site's location, it would not affect	A minimum of 20% net gain for biodiversity will be required within the

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Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Page 408	1.2km from the town centre. The site is relatively small and unlikely to provide direct town centre regeneration benefits. However, residents will still likely access the town centre which would increase footfall/ patronage and vibrancy.	considered unlikely to include any employment land. It is unlikely to have any significant benefits or adverse effects on out-commuting from the town.	bypass route and would not prejudice the delivery of a future route.	direct benefits for sustainable transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would likely use the railway station.	healthcare, education and transport infrastructure through S106 and/or CIL payments.	provide education facilities on site but would be required to make contributions to meet the needs arising from the site.	the safeguarding of the canal route but would also be unlikely to help enable its delivery.	site and the overall layout and design of this site should ensure that habitat creation provides connectivity to adjacent or nearby habitat areas. The requirement for buffers against the northern and eastern hedgerows will reduce the housing capacity at the site significantly, as will the requirement for biodiversity net gain.
Site 3	Neutral	Neutral	Neutral	Neutral	Strength	Strength	Neutral	Neutral
	This site is located approx. 1.5km from the town centre.	Site is unlikely to include any employment land. Impact on out-commuting	This site is not on the proposed bypass route and would not	This site is not considered likely to have direct benefits for sustainable	This site could provide for sufficient healthcare, education and	A site of this size would be unlikely to provide education	Given this site's location, it would not affect the safeguarding of	The site is located on generally flat, low-lying land comprising farmland. The site is located immediately

Planning For Melksham

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Page 409	The site is unlikely to provide direct town centre regeneration benefits. However, residents will still likely access the town centre which would increase footfall/ patronage and vibrancy.	from Melksham likely to be negligible.	prejudice the delivery of a future route.	transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would likely use the railway station.	transport infrastructure through S106 and/or CIL payments.	facilities on site but would be required to make contributions to meet the needs arising from the site.	the canal route but would also be unlikely to help enable its delivery.	adjacent to land in Council ownership which is allocated for informal public open space and ecology compensation. The pond on site is a high value great crested newt pond. The pond must be retained and significantly buffered with new habitat to protect it from recreational pressure. The site is likely too small to provide effective mitigation for the great crested newt pond. The requirement for significant mitigation will reduce the housing capacity at the site significantly, as will the requirement for biodiversity net gain.
	Neutral	Neutral	Neutral	Neutral	Strength	Strength	Neutral	Strength

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Site 4	<p>This is a comparatively small site and is on the eastern edge of Bowerhill village, approx. 2.5km from the town centre.</p> <p>The site is unlikely to provide direct town centre regeneration benefits. Residents would be able to access the town centre by bus but the distance from the town centre makes active travel less likely.</p>	<p>This site is considered unlikely to include employment land given its size and location at Bowerhill village, and also given the proximity to Bowerhill Industrial Estate to the west. However, the proximity to Bowerhill Industrial Estate would allow residents to easily access local jobs by walking and cycling.</p>	<p>The proposed bypass route will go through this site. This site could safeguard the route. However, the capacity to deliver development will be significantly reduced.</p>	<p>This site is not considered likely to have direct benefits for sustainable transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would likely use the railway station.</p>	<p>This site could provide for sufficient healthcare, education and transport infrastructure through S106 and/or CIL payments.</p>	<p>This site could provide for sufficient education facilities through S106 and/or CIL payments. The site is unlikely to provide facilities onsite.</p>	<p>Given this site's location, it would not affect the safeguarding of the canal route but would also be unlikely to help enable its delivery.</p>	<p>The site comprises small fields bound by hedgerows with occasional trees. Development of the site could deliver some multi-functional Green Infrastructure and improve habitat connectivity. A minimum of 20% net gain for biodiversity would be required within the site and the overall layout and design of this site should ensure that habitat creation provides connectivity to adjacent or nearby habitat areas.</p>

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
		Effects on out-commuting are considered to be neutral.						
Site 5	Neutral	Strength	Neutral	Neutral	Strength	Strength	Neutral	Strength
Page 469	<p>This site is located to the south of Bowerhill village, approx. 2.5km from the town centre.</p> <p>The site is unlikely to provide direct town centre regeneration benefits. Residents will still likely access the town centre</p>	<p>This large site is capable of delivering an employment element as part of a mixed-use scheme.</p> <p>This could help reduce out-commuting.</p> <p>The site also has very good accessibility to both Bowerhill and Hampton Park West</p>	<p>The proposed bypass route will go through the north of this site. This route will need to be safeguarded and this is possible. But the bypass would act as a significant barrier between any development to the south of this</p>	<p>This site is not considered likely to have direct benefits for sustainable transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some</p>	<p>This site could provide for sufficient healthcare, education and transport infrastructure through S106 and/or CIL payments.</p>	<p>This site could provide for sufficient education facilities through S106 and/or CIL payments. A site of this size could possibly provide a new primary school onsite but secondary provision would also be required</p>	<p>Given this site's location, it would not affect the safeguarding of the canal route but would also be unlikely to help enable its delivery.</p>	<p>The site comprises relatively large, arable fields with three smaller, pastoral fields in the east around a small woodland (Giles Wood). The Kennet and Avon (K&A) canal is likely to be of significant ecological value, with opportunities present to enhance this corridor.</p> <p>Development of the site could deliver multi-functional Green Infrastructure and improve habitat</p>

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Page 450	but travel by sustainable transport modes will be difficult because the bypass route will separate the site from existing bus services in Bowerhill and the location approx. 2.5km from the town centre would reduce the likelihood of walking and cycling.	employment areas. Although an extension to Bowerhill Industrial Estate will likely not be possible because the proposed bypass route will act as a significant barrier.	site and Bowerhill. It would also significantly reduce the capacity of this site. A neutral score is given as the route can be accommodated but it will significantly reduce the capacity and act as a significant barrier to Bowerhill.	residents would likely use the railway station.		to meet the needs arising from this site.		connectivity. An essential pre-requisite will be retention of the valued habitat (K&A canal corridor / hedgerows). A minimum of 20% net gain for biodiversity is required within the site and the overall layout and design of this site should ensure that habitat creation provides connectivity to adjacent or nearby habitat areas.
Site 6	Strength	Strength	Neutral	Neutral	Strength	Strength	Neutral	Strength
	This site is located approx.	This site could possibly include some employment	This site is not on the proposed bypass route	This site is not considered likely to have direct benefits	This site could provide for sufficient healthcare,	A site of this size would be unlikely to provide	Given this site's location, it would not affect the	The site is bound by a combination of substantial hedgerows and tree belts. The

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Page 453	2.5km from the town centre. The site is unlikely to provide direct town centre regeneration benefits. However, residents will still likely access the town centre which would increase footfall/ patronage and vibrancy.	land as an extension to Hampton Park West which would enable people to live and work locally. The site may be unsuitable for residential given proximity to the Air Ambulance HQ.	and would not prejudice the delivery of a future route.	for sustainable transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would likely use the railway station.	education and transport infrastructure through S106 and/or CIL payments.	education facilities on site but would be required to make contributions to meet the needs arising from the site.	safeguarding of the canal route but would also be unlikely to help enable its delivery.	former canal runs along the western side and is likely to be of ecological significance. A minimum of 20% net gain for biodiversity will be required within the site. The overall layout and design of this site should ensure that habitat creation provides connectivity to adjacent or nearby habitat areas.
Site 7	Strength This site is located approx. 2.5km from the town centre. The site is unlikely to	Neutral This site could possibly include some employment land as an extension to	Neutral This site is not on the proposed bypass route and would not prejudice the	Neutral This site is not considered likely to have direct benefits for sustainable transport	Strength This site could provide for sufficient healthcare, education and transport	Strength A site of this size could possibly provide a new primary school onsite but secondary	Strength This site could safeguard the canal route and help enable its delivery.	Strength The site comprises a variety of field types and sizes generally bound by low hedgerows and limited tree cover within the site. The embanked

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Page 452	provide direct town centre regeneration benefits. However, residents will still likely access the town centre which would increase footfall/ patronage and vibrancy.	Hampton Park West. However, it is more likely to be used for residential uses as enabling development for the canal.	delivery of a future route.	facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would likely use the railway station.	infrastructure through S106 and/or CIL payments.	provision would also be required to meet the needs arising from this site.		route of a dismantled railway is a distinctive feature within the site. Protection, maintenance and enhancement should be provided for habitats such as mature hedgerows, trees and water features within and along the boundaries the site alongside other ecologically valuable habitat/features. A minimum of 20% net gain for biodiversity will be required within the site. The overall layout and design of this site should ensure that habitat creation provides connectivity to adjacent or nearby habitat areas.
	Strength	Strength	Neutral	Neutral	Strength	Strength	Neutral	Strength

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Site 9	The town centre is less than 1km to the north of the site. Although the site may not provide direct regeneration benefits, residents would likely access the town centre which would increase footfall/ patronage and vibrancy.	This site could include some employment land as an extension to Bowerhill Industrial Estate which would enable people to live and work locally. It is adjacent to Bowerhill Industrial Estate and also in close proximity to Hampton Park West. The site's location could help reduce out-commuting from the town.	This site is not on the proposed bypass route and would not prejudice the delivery of a future route.	This site is not considered likely to have direct benefits for sustainable transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would likely use the railway station.	This site could provide for sufficient healthcare, education and transport infrastructure through S106 and/or CIL payments.	This site could provide for sufficient education facilities through S106 and/or CIL payments. The site is unlikely to provide facilities onsite. The adjacent site includes a new primary school which may have capacity.	Given this site's location, it would not affect the safeguarding of the canal route but would also be unlikely to help enable its delivery. This site is within approx. 600m of the proposed canal route which would likely be used by residents of this site.	Development of this site could protect, maintain and enhance habitats such as hedgerows, trees and water features within and along the boundaries of the site. A minimum of 20% net gain for biodiversity would be required. The overall layout and design of this site could ensure that habitat creation provides connectivity to adjacent or nearby habitat areas.
Site 11	Strength	Neutral	Neutral	Neutral	Strength	Strength	Strength	Strength
	This site is located approx.	This site is more likely to be	This site is not on the	This site is not considered	This site could provide for	A site of this size could	This site could safeguard the	The site comprises of arable and pastoral fields

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Page 456	600m from the town centre. The site is unlikely to provide direct town centre regeneration benefits. However, residents will still likely access the town centre which would increase footfall/ patronage and vibrancy.	residential uses as enabling development for the canal, rather than employment.	proposed bypass route and would not prejudice the delivery of a future route.	likely to have direct benefits for sustainable transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would likely use the railway station.	sufficient healthcare, education and transport infrastructure through S106 and/or CIL payments.	provide a new primary school onsite but secondary provision would also be required to meet the needs arising from this site.	canal route and help enable its delivery.	of varying sizes predominantly bound by substantial hedgerows in places that are interspersed with hedgerow trees. Protection, maintenance and enhancement should be provided for habitats such as mature hedgerows, trees and water features within and along the boundaries the site alongside other ecologically valuable habitat/features. A minimum of 20% net gain for biodiversity will be required within the site. The overall layout and design of this site should ensure that habitat creation provides connectivity to adjacent or nearby habitat areas.

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Site 12	Strength	Neutral	Neutral	Neutral	Strength	Strength	Neutral	Strength
Page 455	<p>This site is located approx. 900m from the town centre.</p> <p>The site is unlikely to provide direct town centre regeneration benefits. However, residents will still likely access the town centre which would increase footfall/ patronage and vibrancy.</p>	<p>Site is large enough to potentially include an element of employment but impact on out-commuting from Melksham likely to be negligible.</p>	<p>This site is not on the proposed bypass route and would not prejudice the delivery of a future route.</p>	<p>This site is not considered likely to have direct benefits for sustainable transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would likely use the railway station.</p>	<p>This site could provide for sufficient healthcare, education and transport infrastructure through S106 and/or CIL payments.</p>	<p>A site of this size could possibly provide a new primary school onsite but secondary provision would also be required to meet the needs arising from this site.</p>	<p>Given this site's location, it would not affect the safeguarding of the canal route but would also be unlikely to help enable its delivery.</p>	<p>The site comprises of irregularly shaped fields that are characteristic of the limestone lowland, these fields largely bound by hedgerows that contain a number of hedgerow trees. Given the size of the site there would be the potential to make suitable provision for buffers to protect any biodiversity features and the provision of biodiverse open space which may give opportunities for biodiversity enhancement.</p> <p>A minimum of 20% net gain for biodiversity will be required within the site. The overall layout and design of this site</p>

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Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
								should ensure that habitat creation provides connectivity to adjacent or nearby habitat areas.
Site 13	Strength	Neutral	Neutral	Neutral	Strength	Strength	Neutral	Weakness
Page 458	This is a comparatively small site within approx. 500m of the town centre. The site is unlikely to provide direct town centre regeneration benefits. However, residents will still likely access the town centre which would increase footfall/	This site is likely to be residential only and would not have a significant effect on out-commuting levels in Melksham given the small size of the site.	This site is not on the proposed bypass route and would not prejudice the delivery of a future route.	This site is not considered likely to have direct benefits for sustainable transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would likely use the railway station.	This site could provide for sufficient healthcare, education and transport infrastructure through S106 and/or CIL payments.	This site could provide for sufficient education facilities through S106 and/or CIL payments. The site is unlikely to provide facilities onsite. River Mead primary school and nursery is adjacent to this site. Alternatively, The Manor primary school is within 450m	Given this site's location, it would not affect the safeguarding of the canal route but would also be unlikely to help enable its delivery.	The site consists of rough grassland forming part of a green finger through the north of Melksham, along the River Avon. The historic line of the Wilts & Berks Canal runs along the eastern edge of the site. The rough grassland and unmanaged hedges provide ecological value, potentially for foraging bats. The public right of way with overgrown hedges and former canal are similarly potentially of value for commuting bats.

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
	patronage and vibrancy.					along Lowbourne.		Given the ecological value of this site and requirement for a minimum of 20% net gain for biodiversity, the capacity is likely to be much reduced.
Site 14	Strength	Neutral	Neutral	Neutral	Strength	Strength	Neutral	Strength
Page 459	This site is located approx. 1.7km from the town centre. The site is unlikely to provide direct town centre regeneration benefits. However, residents will still likely access the town centre which would increase	Site is unlikely to include any employment land. Impact on out-commuting from Melksham likely to be negligible.	This site is not on the proposed bypass route and would not prejudice the delivery of a future route.	This site is not considered likely to have direct benefits for sustainable transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would	This site could provide for sufficient healthcare, education and transport infrastructure through S106 and/or CIL payments.	A site of this size would be unlikely to provide education facilities on site but would be required to make contributions to meet the needs arising from the site.	Given this site's location, it would not affect the safeguarding of the canal route but would also be unlikely to help enable its delivery.	The site comprises two small fields that are bound by substantial trees and a small woodland to the north. A substantial tree belt forms the west edge of the site, along the railway cutting. Mature trees, old hedgerows, proximity to older properties and high connectivity across the site confer high ecological value. A minimum of 20% net gain for biodiversity will

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Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
	footfall/ patronage and vibrancy.			likely use the railway station.				be required within the site. The overall layout and design of this site should ensure that habitat creation provides connectivity to adjacent or nearby habitat areas.
Site Page 468	Strength This site is located approx. 1.5km from the town centre. The site is unlikely to provide direct town centre regeneration benefits. However, residents will still likely access the town centre which would increase	Neutral Site is large enough to potentially include an element of employment but impact on out-commuting from Melksham likely to be negligible.	Neutral This site is not on the proposed bypass route and would not prejudice the delivery of a future route.	Neutral This site is not considered likely to have direct benefits for sustainable transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would	Strength This site could provide for sufficient healthcare, education and transport infrastructure through S106 and/or CIL payments.	Strength A site of this size could possibly provide a new primary school onsite but secondary provision would also be required to meet the needs arising from this site.	Neutral Given this site's location, it would not affect the safeguarding of the canal route but would also be unlikely to help enable its delivery.	Strength The site comprises arable fields, which are bound by generally low hedgerow boundaries with some gaps and occasional trees. The River Avon flows along the eastern boundary of the site and through a green corridor between the norther suburbs of Melksham. Protection, maintenance and enhancement should be provided for habitats such as hedgerows, trees and water features within

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Site 16	footfall/ patronage and vibrancy.			likely use the railway station.				and along the boundaries the site alongside other ecologically valuable habitat/features. A minimum of 20% net gain for biodiversity will be required within the site. The overall layout and design of this site should ensure that habitat creation provides connectivity to adjacent or nearby habitat areas.
	Strength	Neutral	Neutral	Neutral	Strength	Strength	Neutral	Strength
	The town centre is approx 1.5km to the south-west of the site. The site may not provide many direct regeneration benefits but residents would	This site is unlikely to incorporate employment land given it would need to be accessed via Woodrow Rd which is not suited to HGVs.	This site is not on the proposed bypass route and would not prejudice the delivery of a future route.	This site is not considered likely to have direct benefits for sustainable transport facilities at the railway station. However, development of	This site could provide for sufficient healthcare, education and transport infrastructure through S106 and/or CIL payments.	A site of this size could possibly provide a new primary school onsite but secondary provision would also be required to meet the	The former line of the Wilts and Berks canal runs along the western boundary of this site. Development would not prejudice future	The site contains hedgerows (historical) with occasional trees, these hedgerows connecting offsite. The safeguarded route of the Wilts and Berks Canal would provide a feature in proximity to the site while a watercourse runs

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Page 100	likely use the town centre which would increase footfall/patronage and vibrancy.	It is likely to be residential only and would not have a significant effect on out-commuting levels in Melksham.		the site would provide CIL payments which could be used for that purpose and some residents would likely use the railway station.		needs arising from this site.	reinstatement of the canal route as it is on the site boundary.	<p>along the northern boundary that holds records for Water vole with potential for otter.</p> <p>Development of the site could deliver multi-functional Green Infrastructure and could help enable delivery of part of the canal route.</p> <p>Given the size of the site there could be provision of biodiverse open space which may give opportunities for biodiversity enhancement.</p> <p>A minimum of 20% net gain for biodiversity is required within the site and the overall layout and design should ensure that habitat creation provides connectivity to</p>

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
								adjacent or nearby habitat areas.
Site 17	Strength	Strength	Neutral	Neutral	Strength	Strength	Neutral	Strength
	The town centre is approx 1.2km to the south-west of the site. The site may not provide many direct regeneration benefits but residents would likely access the town centre which would increase footfall/patronage and vibrancy.	This large site is capable of delivering an employment element as part of a mixed-use scheme. This could help reduce out-commuting. Employment in this location could easily be made accessible by sustainable forms of transport, including active travel, as a site of this size would likely be	This site is not on the proposed bypass route and would not prejudice the delivery of a future route.	This site is not considered likely to have direct benefits for sustainable transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would likely use the railway station.	This site could provide for sufficient healthcare, education and transport infrastructure through S106 and/or CIL payments.	A site of this size could potentially provide new primary and secondary facilities onsite.	Given this site's location, it would not affect the safeguarding of the canal route but would also be unlikely to help enable its delivery. The canal route is proposed to go to the north of Woodrow Rd.	The site consists of predominantly pastoral fields with some arable and contains a tributary watercourse of the River Avon. The development of the site could deliver multi-functional Green Infrastructure and improve habitat connectivity, for example through the retention of hedgerows/trees and addition of new greenspace. Given the size of the site it could provide biodiverse open space which may give opportunities for biodiversity

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Page 102		served by dedicated bus routes and walking and cycling routes. The existing large employment areas are to the south of Melksham and a new employment area here in the north could also reduce cross town commuting.						enhancement. A minimum of 20% net gain for biodiversity will be required on site.
Site 18	Strength	Neutral	Neutral	Neutral	Strength	Strength	Neutral	Strength
	This site is located approx.	This site is relatively small and is considered	This site is not on the proposed bypass route	This site is not considered likely to have direct benefits	This site could provide for sufficient healthcare,	A site of this size would be unlikely to provide	Given this site's location, it would not affect the	The site comprises of a single field and forms part of a mixed arable and pastoral fieldscape.

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Page 403	2km from the town centre. The site is relatively small and unlikely to provide direct town centre regeneration benefits. However, residents will still likely access the town centre which would increase footfall/ patronage and vibrancy.	unlikely to include any employment land. It is unlikely to have any significant benefits or adverse effects on out-commuting from the town.	and would not prejudice the delivery of a future route.	for sustainable transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would likely use the railway station.	education and transport infrastructure through S106 and/or CIL payments.	education facilities on site but would be required to make contributions to meet the needs arising from the site.	safeguarding of the canal route but would also be unlikely to help enable its delivery.	Protection, maintenance and enhancement should be provided for habitats such as hedgerows, trees and water features within and along the boundaries of the site alongside other ecologically valuable habitat/features. A minimum of 20% net gain for biodiversity is required on site and the overall layout and design of this site should ensure that habitat creation provides connectivity to adjacent or nearby habitat areas.
Site 19	Strength	Neutral	Neutral	Neutral	Strength	Strength	Neutral	Strength
	This site is located approx. 2.3km from the town centre.	Site is large enough to potentially include an element of	This site is not on the proposed bypass route and would not	This site is not considered likely to have direct benefits for sustainable	This site could provide for sufficient healthcare, education and	A site of this size could possibly provide a new primary school onsite	Given this site's location, it would not affect the safeguarding of	The site comprises several small to large fields and forms part of the mixed arable and pastoral fieldscape that

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Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
Page 400	The site is unlikely to provide direct town centre regeneration benefits. However, residents will still likely access the town centre which would increase footfall/ patronage and vibrancy.	employment but impact on out-commuting from Melksham likely to be negligible.	prejudice the delivery of a future route.	transport facilities at the railway station. However, development of the site would provide CIL payments which could be used for that purpose and some residents would likely use the railway station.	transport infrastructure through S106 and/or CIL payments.	but secondary provision would also be required to meet the needs arising from this site.	the canal route but would also be unlikely to help enable its delivery.	extends northeast of Melksham. The site is bound to the north, south and west by generally robust hedgerows with occasional trees. Blocks of woodland and tree belts form parts of the north and east site boundaries. Woodland links along hedgerows and tree belts to the east, into Sandridge Park. Protection, maintenance and enhancement should be provided for habitats such as hedgerows, trees and water features within and along the boundaries of the site alongside other ecologically valuable habitat/features. A minimum of 20% net gain for biodiversity will be required within the

Site	PSP1 Town centre regeneration	PSP2 Reducing out-commuting	PSP3 A350 Bypass	PSP4 Railway station improvements	PSP5 Infrastructure	PSP6 Education provision	PSP7 Wilts and Berks canal	PSP8 Green and Blue infrastructure
								site. The overall layout and design of this site should ensure that habitat creation provides connectivity to adjacent or nearby habitat areas.

The outcome of Stage 4 of the site selection process for Melksham is summarised under the ‘What development is proposed’ section earlier in this paper; concluding that three sites emerged as the preferred sites at Melksham:

- Land to the east of Melksham
- Land off Bath Road
- Land north of A3102

The maps below illustrate the outcome of the site selection process (Stages 1-4) at Melksham.

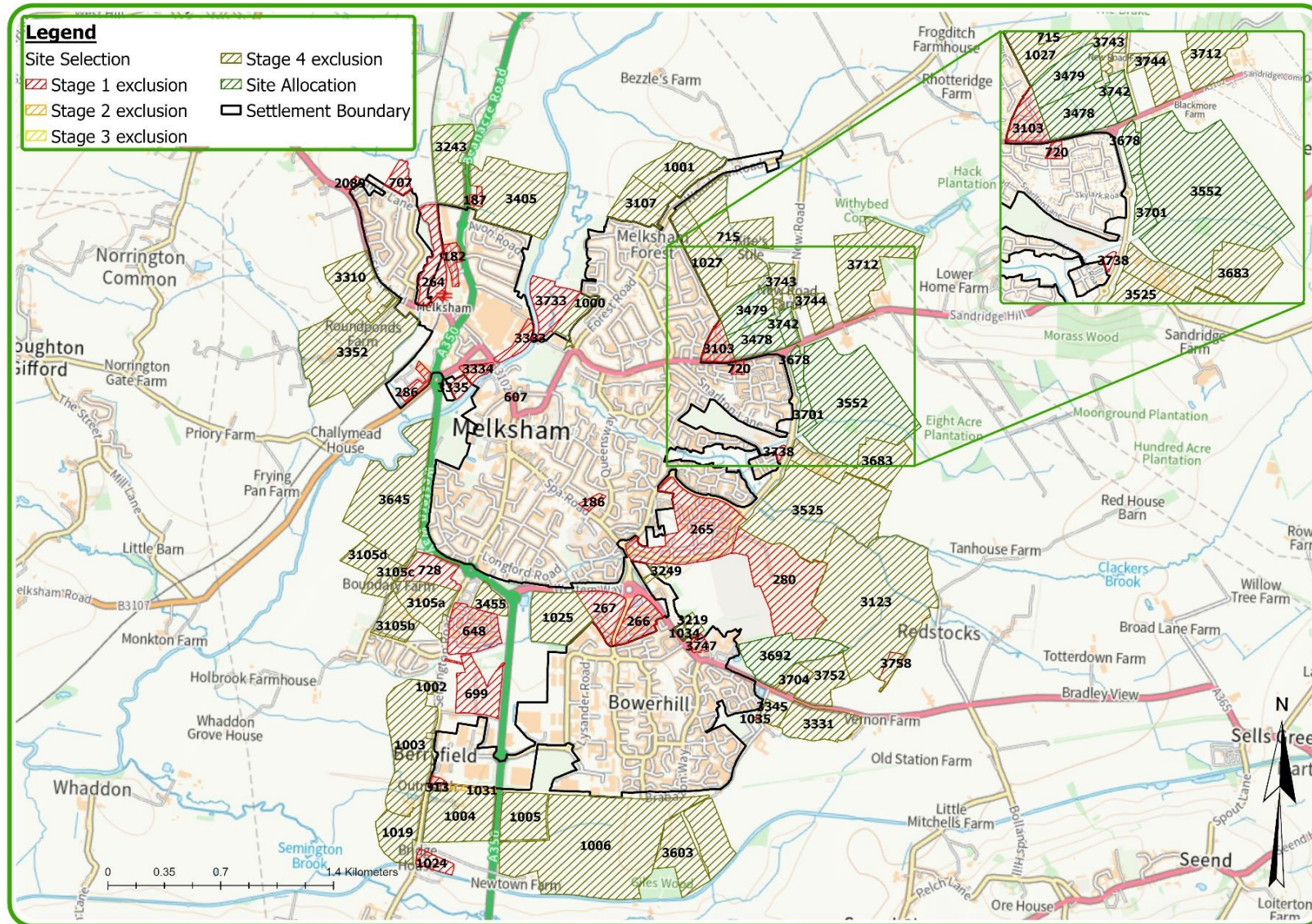


Figure 11. The results of the site selection process at Melksham

MELKSHAM TOWN COUNCIL

Notice of Motion to next full Council on 17/7/2023

Upgrade of existing Town CCTV system

Proposed by: Councillor Colin Goodhind

Seconded by: Councillor Sue Mortimer

Dated: 10th July 2023

- **Purpose of the motion**

To achieve agreement to upgrade the existing CCTV system covering the Market Place and Lowbourn, High Street and Bank Street to provide higher-quality images, more effective coverage of the area and more disk storage space in the existing recorder.

- **Background (Including previous resolution/s made and date/s if applicable)**

My Motion on 28/11/2022 to agree in principle to join the new Warminster Partnership, subject to further information on costings etc. was rejected. This rejection also included the commissioning of a consultant (£2,000 max.) to determine compatibility of existing equipment. This has resulted in the system stagnating.

- **Current Situation**

The areas mentioned above are covered by two remotely-moveable (PTZ) cameras which were installed as part of our original scheme back in 2013. These have proved useful on several occasions but without operators their automatic 'patrols' are often frustratingly inadequate. They still work but need some attention. This upgrade improves coverage that has already proved its usefulness and doesn't restrict or preclude strategic expansion of the system in consultation with the police and the community in general.

- **What financial implications are there?**

Our Director of Operations already has a quotation of £2,995 for this work and may of course want to seek others. I would suggest that adding on another say £250 would get these serviced and could then remain as a backup to the proposed upgrade. Total would therefore be **£3,245**.

- **How does the motion link to Town Council policies and core values?**

Council is committed to providing effective and proportionate CCTV coverage in and around Melksham to make people feel safer and help the police to do their job effectively.

- **What risks are there? (Provide a risk assessment)**

These will be addressed as and when appropriate during the planning process and with installer prior to commencing work.

- **What crime and disorder implications are there?**

More effective prevention and/or reduction, generally in conjunction with the Police.

- **What environmental and biodiversity considerations are there?**

Disturbance during installation and any additional lighting required to be kept to a minimum along with power required to run the system. Modern technology reduces all these issues by design.

- **What safeguarding concerns are there?**

Several, all comprehensively addressed by CCTV legislation and codes of conduct which will be overseen and adhered to by suitably trained and qualified system managers and operators.

- **Motion**

To upgrade that part of the existing CCTV system that has already proved its worth to increase image and therefore evidential quality by carrying out the following:

1. Supplement each of the two existing PTZ cameras with three fixed high-definition turret-type cameras with improved night illumination and using the existing wireless links.
2. Install an additional high-definition camera to the left-hand side wall of the Town Hall to cover the area around the Bike Maintenance Station and a similar camera in the entrance porch to cover the main entrance door.
3. Upgrade the existing CCTV recorder hard disk to 6TB capacity to provide additional recording time.
4. Service existing PTZ cameras within the constraints of the age of these units.

- **Does the motion impact/ support any previous decisions of council?**

Yes, indirectly. Increased hard disk space will help with storage of data from existing cameras including the two recently-purchased Rapid Deployment Cameras (RDCs). Storage of data is controlled by the Safeguarding mechanisms referred to above.

- **Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?**

It has not.

- **Please summarise any specific recommendations you have in relation to next steps**

Go ahead with the upgrade as detailed in the motion as a matter of urgency.

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting for motion:

Date/s of relevant resolutions:

(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

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*Some of our important choices have a time line.
If we delay a decision, the opportunity is gone
forever. Sometimes our doubts keep us from
making a choice that involves change.
Thus an opportunity may be missed.*

— James E. Faust

The opportunity for Melksham Town Council to acquire the Blue Pool premises opens a town-wide discussion over the merits of either following through or walking away. If it's decided that keeping the site for the town is preferred, should it be demolished and the land used for something related to the Assembly Hall, or something completely different? Or, perhaps the building is sound enough to make minor adjustments and incorporate it into the Assembly Hall and add other community resources.

These are questions that will be examined over the next few months, with a report back to full Town Council by 25 September, 2023.

HISTORY

It's important to lay a foundation to this decision by learning the history of the Blue Pool. While for ages, bathing in the river was the only offering, discussions about building a proper facility was an item agenda for quite a while. There were concerns about accidental drownings and females feeling unsafe in an unsupervised environment; a proper place to learn how to swim was reasoned by others. Still others wanted a bathing pool for the sake of those who had no other means to wash properly, yet didn't know how to swim well enough to be able to manage the currents of the Avon.

RIVER SWIMMING

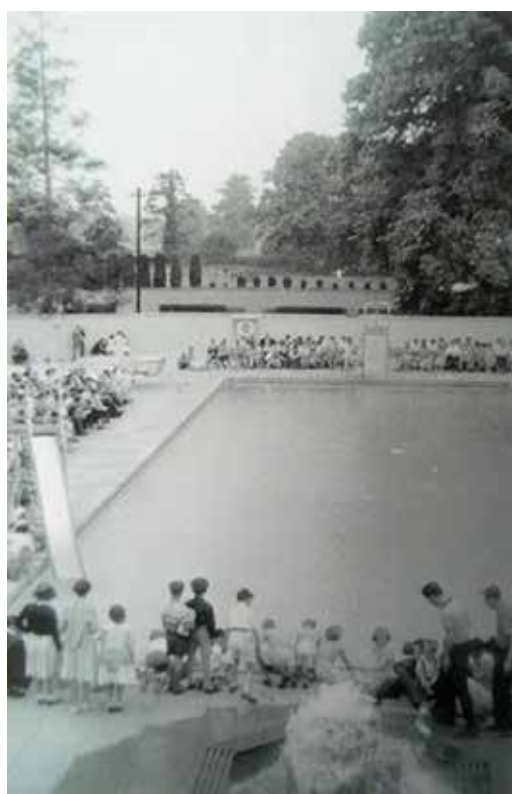
When Avon took on Melksham House in 1920, they soon established a lido in the river in the grounds beyond. It was supervised and co-ed. Melksham Urban District



Swimming in the river - July 1916



Program for the official opening of the Blue Pool on 13 June, 1959



Residents attend the official opening of the Blue Pool in 1959

Council approached the Avon Sports and Social Club asking if the town residents could use these facilities. They were turned down. Then earnest talk began about the town establishing their own “Melksham Lido” in the town side of the Avon bridge, which wasn’t maintained, and ended up being condemned in 1936.

FINANCIAL PROBLEMS

Because such a venture was going to cost money that would have to be raised through an increase in rates, it was decided, following the closure of the lido, to put the vote to the rate payers. A postcard ballot asking if they would accept a rate increase to build a swimming pool for the town was sent out. A total of 154 ballots were returned. 67 were in favour, 87 against and the remaining few were spoilt.

The desire was there, the money behind it wasn’t.

TOO MANY DECISIONS

The discussions for a properly built pool went on for decades with no resolution, with the exception of ideas put forward that were never followed through. Should it be a shallow pool or one that youths could dive into? Should it be constructed as a war memorial? Where should it be sited? Should it be heated by the burn waste from Avon India Rubber?

THINKING OUTSIDE THE BOX

A few Town Councillors who were involved in various other social organisations took up the cause, and through donations made by the Boy Scouts and the Melksham Carnival, they raised enough funds to then be fund-matched. It took around five years to raise the cash.

A POOL IS BORN

On 24 February, 1959, Avon India Rubber Company Limited conveyed a portion of their property to the Urban District Council for £10.

Four months later, a gala was held to celebrate the opening of the Blue Pool on that piece of land. Within the first eight weeks more than 25,000 people paid admission, totalling £1,570.

THE MONEY PIT

Swimming pools are notorious money pits. Wiltshire County Council had taken over operations of the Blue Pool and other area swimming pools by contracting to

West Sports Centres. In 1978, the charges didn't match the spending, and the county had lost £35,000 for staff and £18,000 for utilities. Spiralling costs were threatening to kill off centres county-wide.

THE TIDE HAS CHANGED

Less than 10 years later, tides, or perhaps opinions, apparently turned.

The occasion is something I have not been able to pin down yet, but for X Reason, Wiltshire Council decided to keep swimming and closed the Blue Pool for two years for it to undergo a massive facelift costing a half million pounds.

AS WE KNOW IT NOW

The re-opening day on 15 August, 1988 started with a dash and ended with a crash. The Blue Pool was closed again for several weeks after 50 people suffered cuts to their feet.

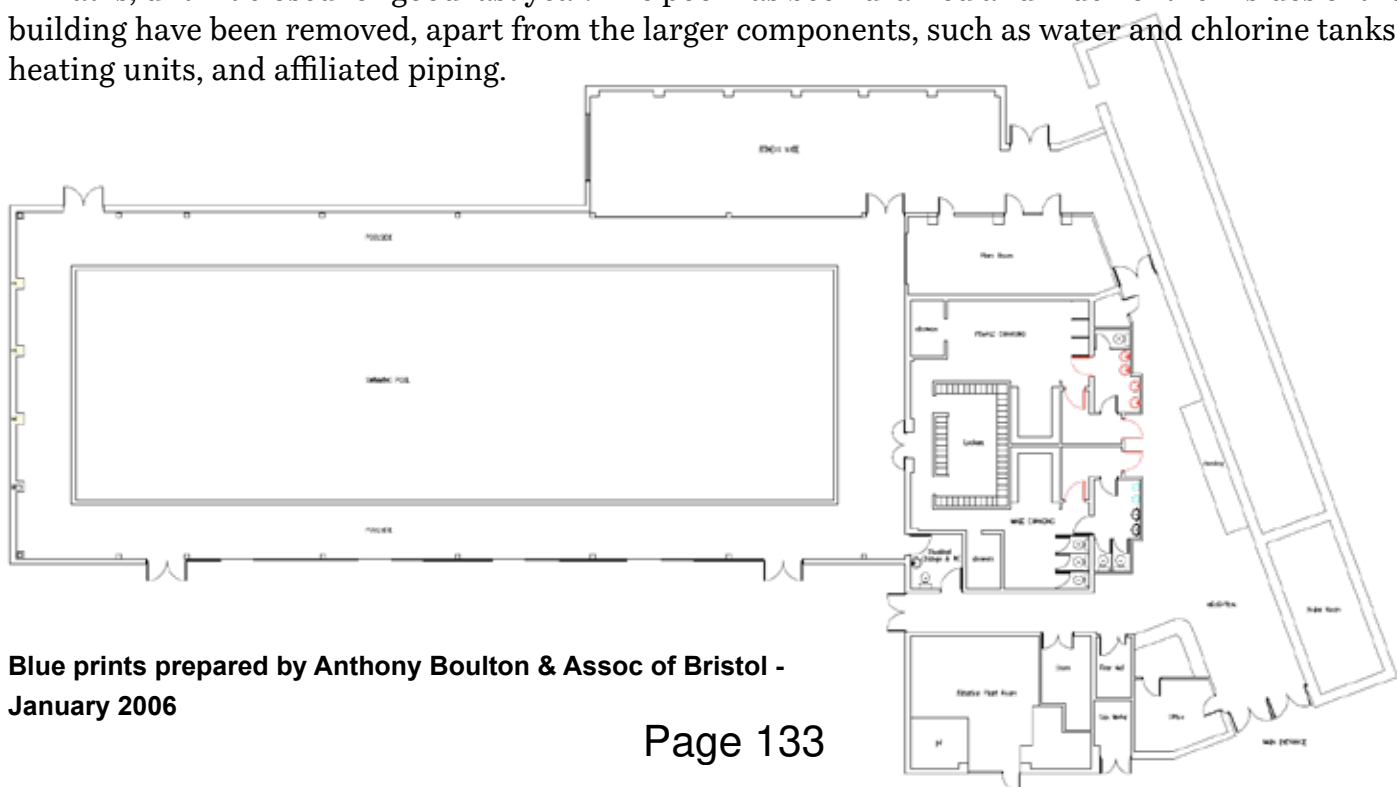
Having fixed the problems, not much has been done to the Blue Pool since 1988 except adding the roof and modifying the men's and women's changing rooms too slightly to even notice.

CLOSED FOR GOOD

That is, until it closed for good last year. The pool has been drained and much of the insides of the building have been removed, apart from the larger components, such as water and chlorine tanks, heating units, and affiliated piping.



Blue Pool in 1979; the fountain is replaced by a shallow pool for toddlers, and the slide has been removed; ladders added at the corners (photo by Tony Seager)



Blue prints prepared by Anthony Boulton & Assoc of Bristol - January 2006

Timeline of Swimming Facilities in Melksham

date	date type	regarding	location	summary	comment
28/5/1895	date of meeting	swimming club	river	public meeting held at National Schoolroom for the purpose of forming at swimming club and to ascertain the feeling in reference to the erection of a dressing room on the river bank.	use part of the upper river as the bathing place, and to invite tenders for the erection of sheds, etc. Subscriptions starting at a donation 5 guineas.
30/9/1894	transfer	parishes	Melksham Within, Melksham Without	By Local Government Board Order No. 31,684, dated 30th September, 1894, the ancient parish of Melksham was divided into two parishes, known as Melksham Within and Melksham Without	the former being the area of the Urban District, the latter, Rural District
5/8/1899	newspaper publish date	swimming club	river	Melksham is fortunate in possessing a capital site for such a purpose (of holding competitive swimming events), the river being wide and the water sufficiently deep to allow scope for good diving.	With practice, there is no reason why the Melksham Swimming Club should not turn out a number of competitors who will be able to hold their own against other from any part of the country
27/06/1903	date of incident	safety	river	In response to the death of an 8-year-old boy who drowned: It is a pity that a town of the size of Melksham, and which is growing rapidly, and has so many industries, cannot boast of a proper public bath, where children could bathe in safety, and be taught to swim	Perhaps the authorities will now devote a little time and consideration to the important question of providing a public bath.
10/08/1907	newspaper publish date	swimming and bathing	river	Now with a swimming club, there should be bathing facilities, especially for persons learning to swim	
04/01/1919	newspaper publish date	War Memorial	somewhere in town	Letter to the Editor by J W C Ferrebee, Secretary and Treasurer Melksham Swimming Club: Suggests a public war memorial to honour those who died or were wounded during WWI for Melksham should take the form of Public Baths. To be covered in the winter and used for meetings, lectures, dancing, gymnasium, etc.	At the time, the only provision for swimming was "Melksham Lido" in Avon with primitive dressing sheds and some diving appliances placed at the bank of the river adjoining Scotland Road. No accommodation for women or younger learner swimmers : too deep and too dangerous.
14/04/1921	meeting date	Avon Sports and Social Club Lido	pool in the river at the rear of Melksham House	J W C Ferrebe request anyone interested in swimming to attend meeting	attention members of Melksham Swimming Club
29/06/1923	newspaper publish date	Melksham Lido	in Avon at end of Scotland road	Spencer's Aquatic Section improved bathing station in Scotland Road: concrete paths laid round various dressing rooms, modern quay edge has been made the whole length of the river frontage; two lawns of substantial size laid where bathers may sun bathe or use a medicine ball. New chute of last year improved. dimensions of backwater reduced and covered	On 3 July, 1935, visitors to gala will be able to see Miss Cecilia Couzens, champion diver of England, who will give an exhibition
22/07/1932	opening day	Avon Sports and Social Club Lido	pool in the river at the rear of Melksham House	Grand opening. Mixed swimming introduced; now open 7 days a week; properly organised swimming club	swimming costumes must be worn, changing room huts
12/08/1935	date of letter	bathing place	somewhere in the area	Letter to the Editor by "Deep End": concerned about reports of drownings; stressing a bathing place is needed in the area; mentions George Ward seems to be the only one pushing for it	
20/08/1935	date of letter	Spencers Lido	in Avon at end of Scotland road	Letter to the Editor responding to "Deep End" by Reginald W Trowbridge, Hon Secretary Aquatic Section Spencers Sports Club: For 10 years now, maintained a bathing and boating station at Scotland Road	30-40 children each year taught to swim; membership fee nominal, around 150 members (Personally, I don't think Trowbridge understood the point of Deep End's letter.)
15/09/1936	public debate	swimming pool	meeting at New Hall, Market Place	George Ward, Urban District Council, argues that Melksham needs its own pool and not one that's in a river on the town side of Avon Bridge; realised it may be in opposition to Ratepayers, but with increasing population, there may not be a need to raise rate to obtain the funds; prefers pool to be placed at King George V Playing field; river Melksham Lido had been condemned by medical officer some time ago	In the past, Major Fuller offered to sell 17.5 acres of land near Melksham House, but offer turned down because they could not find £200 to build a roadway. Suggestion that Mr Fuller be re-approached about offer. Postal ballot to be sent out to get rate payers reaction to pool idea
14/11/1936	newspaper publish date	swimming pool	proposed somewhere in Melksham	Results of postcard ballot: 67 in favour; 87 against. Total received 154; a few spoilt	returns noted as being disappointing and voting cannot be taken as an official opinion of the Association as a whole

Timeline of Swimming Facilities in Melksham

12/04/1937	meeting date	swimming pool	somewhere in Melksham	No provision has been made in the current budget for a public recreation ground or swimming pool, about which much has been said and written in recent months.	the prospect of a swimming pool will not be forgotten, but when circumstances permit, full and generous consideration would be given
02/07/1938	gala date	Spencers Lido	in Avon at end of Scotland road	photos of Rover Scouts enjoying Spencer Swimming Pool at swimming rally	
08/05/1945	correct year	Spencers Lido	in Avon at end of Scotland road	Spencer's pool closed to public since end of WWII	
01/01/1949	correct year	proposed open-air swimming pool	King George's Field, near Avon Factory	Melksham Urban District Council surveyor's sketch [412036]	proposed swimming pool that was never built
12/03/1952	meeting date	Spencers Lido	in Avon at end of Scotland road	Strong possibility that River Avon bathing station of Messrs Spencer may be reopened this year, stated in meeting at Sports Club. It's been closed since the end of the war (8/5/1945).	marked improvement shown in recent river analysis
06/09/1952	newspaper publish date	swimming pool	somewhere in Melksham	Melksham Urban district Council carnival float tableau reminds spectators the carnival was in aid of the town's Swimming Pool Fund	"Please contribute generously" - bring the seaside to Melksham
29/03/1954	meeting date	swimming pool	somewhere in Melksham	F B Day, Chairman of Urban District Council, calls public meeting to discuss fundraising for swimming pool	also to hear a report of the Fund Raising Committee
22/09/1954	event date	swimming pool	somewhere in Melksham	Whist Drive held in Assembly Hall in aid of the Swimming Pool.	fund-raising
10/02/1955	date of letter	swimming pool	somewhere central in Melksham	Letter to the Editor by J H Marti: Development plan must be accepted; it will be possible to have the long-wanted swimming pool, and in a central position.	from a diagram in another article he wrote, it appears he was using the pond by Melksham House as the swimming pool location
27/06/1955	meeting date	swimming pool	somewhere in King Georges Playing Field	Two sites found for swimming pool, children's paddling pool plans going ahead and should be complete by next summer	once they have a definite site, it would give an added incentive to raise money for it
30/07/1955	newspaper publish date	swimming pool	King George Field, by north-eastern boundary	Site for swimming pool fixed at King George Field at north-eastern boundary (where skate park is now)	since site is fixed, now time to start fund raising efforts - A J Mortimer
06/08/1955	newspaper publish date	Melksham Lido	Lowbourne House	Letter to the Editor, A G Dodimead: River polluted and councillors warn summer bathers not to swim there. Writer asks if councillors won't find source, and no one gets far with a pool scheme, why not take Dr Rumbold's Lowbourne House and turn that into a park?	all talk and not action
15/10/1955	newspaper publish date	swimming pool	somewhere in town	Letter to the Editor from Francis Day: questions sincerity of fundraising for new pool by Mr Greenman, Secretary of the Swimming Pool Fund Raising Committee	the only group showing interest in raising money is Carnival Committee
28/04/1956	newspaper publish date	paddling pool	King George Field	Tender accepted of Messrs A Mortimer & Sons of £728 10s 6d for construction of children's paddling pool	
02/06/1956	newspaper publish date	paddling pool	King George Field	Contracts for erection of park shelter and paddling pool said to be proceeding satisfactorily	
07/07/1956	newspaper publish date	paddling pool	King George Field	Photo of children splashing in new paddling pool	not grand opening but near to opening date
14/07/1956	newspaper publish date	paddling pool	King George Field	Paddling pool polluted after only three days of use	Council authorises Sanitary Inspector to treat the water and purchase testing equipment; council to approach various district schools for their co-operation in preventing misuse of the pool
14/11/1956	meeting date	bathing pool	somewhere in town	Trades Council requests Melksham Urban Council examine possibilities of providing a bathing pool for the town, using direct labour methods; spec suggested by Edmund Aldridge estimated to cost £801 16s	"This is not an attempt to embarrass the Council in any way; it is an idea for obtaining a pool for this town by a different method, one which we believe has not been considered before."

Timeline of Swimming Facilities in Melksham

20/12/1956	meeting date	swimming pool	somewhere in town	A J Mortimer, Chairman of Melksham Urban Council announced at meeting that a further £175 had been received for the Swimming Pool Fund as a result of the 1956 carnival, bringing total to £2,199 13s.	Although not as high as previous year, Council pleased with respectable sum
01/01/1959	correct year	social club		Melksham Amateur Swimming Club formed in 1959	
24/02/1959	conveyance date	land	Market Place (current site of BP)	conveyance of the land in this title made between the Avon India Rubber Company Limited and The Urban District Council of Melksham for £10	contains restrictive covenants; possibly having to do with the roof mentioned in 1985
13/06/1959	opening gala	Blue Pool	Market Place (current site of BP)	Blue Pool grand opening; Smith & Lacy, Ltd, of Corsham, were the contractors; the pumps, chlorinator and filter were provided by Gilliam & Co of Length - 33 1/3 metres Width - 35 feet Depth - 3 feet, 6 inches to 7 feet, 6 inches Within the first eight weeks, more than 25,000 people paid admission, which totalled £1,570.	Messrs Avon India Rubber Co Ltd made the site available for a nominal fee; with the help of Councillor A J Mortimer (Chairman), the Melksham Carnival Committee raised £5,011 in funds; and the purchase was made complete by the Melksham Urban District Council; pictures [475760] and [161527] shows diving board and life guard seat at far end, and slide at close end, with shallow fountain in front of pool; changing rooms on the left
24/07/1962	gala date	Blue Pool	Market Place (current site of BP)	photo of swimmer Jennifer Jones winning senior girls breast-stroke at Shurnhold School annual gala at Blue Pool	seems to be random leisure photo
22/02/1966	meeting date	swimming club		Melksham Amateur Swimming Club formed in 1959 are to carry on despite recent fears that they would have to wind up through lack of support. Meeting only attended by 17 people.	Urban Council charges £31 10s for use of pool or 36s a night. On a public night the council probably takes six times less than on our club nights.
27/06/1975	newspaper publish date	Blue Pool	Market Place (current site of BP)	Photo of family enjoying Blue Pool outdoors in summer sun	seems to be random leisure photo
01/01/1979	correct year	Blue Pool	Market Place (current site of BP)	Photo by Tony Seager [586052]	photo shows diving board and life guard seat at far end; no slide, but in/out ladders at all four corners; fountain replaced by shallow pool; dressing rooms as before
06/07/1979	newspaper publish date	leisure centres	various	West sports centres confessed today that they are losing a fortune. The biggest drain on cash are the swimming pools. Experts estimate that it would cost nearly £2 a swim to make a profit. Spiralling heating costs are now threatening to kill off centres, which are often a town's community focal spot.	Melksham: the Wiltshire County Council-run centre lost £35,000 last year. "The charges don't match the spending--it's as simple as that," said spokesman Tony Darby. The biggest outlays are £35,000 for staff and £18,000 for heating, light and water. (This is probably Blue Pool and Christie Miller combined)
05/02/1985	newspaper publish date	swimming pool	Market Place (current site of BP)	Town to splash out on new fun pool. West Wiltshire District councillors have set aside £245,000 to turn Melksham's swimming pool into a fun pool for youngsters. Subcommittee chairman Councillor Graham Payne said research showed shallow pools were most popular and pointed out that serious swimmers already stopped using the Blue Pool.	they were criticised for ignoring the wishes of townspeople, who want a more expensive project to include a practice pool for serious swimmers in the scheme. Councillor Ian Drew told the Environmental committee the fun pool with an overall depth of no more than three feet, was useless without another deeper pool. He stated there could be a serious accident with teenagers diving into a shallow pool.
20/02/1985	meeting date	Blue Pool	Market Place (current site of BP)	Plans to turn Melksham swimming pool into a fun pool for youngsters have been sunk. Originally the intension was to make the blue pool into a free form swimming pool on a riverside theme. But instead last night's meeting of West Wiltshire District Council's Environment Committee decided to refurbish the present pool.	A plea by councillor Ian Drew (Lab, Melksham) to deflect the matter for more discussion was turned down.

Timeline of Swimming Facilities in Melksham

17/10/1985	newspaper publish date	new swimming pool	to be built near Avon factory on council-owned King George V playing fields	West Wiltshire district council Councillor Harry Johnson (Conservative Melksham) last night asked a full meeting of the council investigate the feasibility of building a at King George V Playing Fields But council chairman Mrs Mary Pearce (Conservative Trowbridge) moved that the matter should be referred the next meeting of the council environment committee Meeting And councillors agreed suggestion by Melksham Labour councillor Mary Salisbury that any feasibility study should given least three months.	The idea building a pool and using the waste heat that currently pumped into the river was first suggested at a meeting of Melksham town council committee two weeks ago. The plan for a covered pool and outdoor fun area had been forward by the local Chamber Commerce But the scheme had with opposition from town council chairman Mr Maurice O'Gorman because the district council are already considering extensive renovation plans for the town's outdoor Blue Pool
31/10/1985	newspaper publish date	new swimming pool	to be built near Avon factory on council-owned King George V playing fields	Waste heat from Avon Rubber may be used to warm the water in a new swimming pool; could be run cheaply with the waste factory heat, claimed Councillor Harry Johnson. Councillor Maureen Weston said there was a big demand for a covered swimming pool and fun pool for all-year use.	Melksham's present Blue Pool is outdoor and a covenant on the building prevents any proposals to roof it
01/09/1986	month and day correct	swimming pool	Market Place (current site of BP)	Swimming Pool closed for two years for a facelift costing more than half a million pounds.	
27/01/1988	newspaper publish date	Blue Pool	Market Place (current site of BP)	Leisure Centre advert for "Indoor pools at Warminster, Westbury, Bradford-on-Avon, and this summer the new blue pool opening in Melksham. Heated outdoor pool in Trowbridge, Leisure Centre at Castle Place Trowbridge, Sport Centre at Warminster"	indication that there is a roof over Blue Pool
20/04/1988	date of rights granted	deeds	Market Place (current site of BP)	The land is subject to the right granted by a deed made between West Wiltshire District Council and Bailey Employment Service Limited	possibly dealing with right of access?
15/08/1988	opening day	refurbished swimming pool	Market Place (current site of BP)	Former Melksham Mayor Maurice O'Gorman opened the refurbished swimming pool after it had been closed for two years. Then quickly closed it again because 50 swimmers scratched their feet on the bottom of the pool; closed until further notice. Pool had closed in September 1986 for a facelift costing more than half a million pounds.	swimming baths have been plagued by setbacks since they closed for modernisation two years ago; had to shut again only hours after reopening; the problems that delayed the opening turned out to be worse than they thought
15/08/1988	opening day	new swimming pool	Market Place (current site of BP)	Swimmers were celebrating the opening of a new pool today.	Pool, closed since 1986, dogged by delays, will not be completed until October. But West Wiltshire District Council decided to open early for the rest of the school holidays
18/08/1988	planned date	swimming pool	Market Place (current site of BP)	Work on renovating the council swimming pool has been dogged by delays, but closure to be suspended for 2-3 weeks so children can enjoy a dip during school holidays, to make most of good summer weather	from wording, it doesn't sound like they have enclosed the pool yet
01/04/2001	date of title	transfer	Market Place (current site of BP)	A transfer of the Town Hall, Market Place made between West Wiltshire District Council and Melksham Town Council contains vendors restrictive covenants.	
01/01/2006	month and year correct	addition to locker room	Market Place (current site of BP)	Blue prints prepared by Anthony Boulton & Assoc of Bristol to add two basins to men's facility and four basins to women's facility; also a total of five entrances to these facilities	instead, two basins and two urinals in men's installed; two basins and one toilet for the women's. Other than this, the Blue Pool remains almost exactly as the 2006 blue prints indicate
01/04/2009	date of council change	transfer	all	The new unitary authority, Wiltshire Council, comes into being. Wiltshire County Council, Kennet District Council, North Wilts District Council, Salisbury District Council and West Wilts District Council cease to exist	
14/05/2009	title	title	Market Place (current site of BP)	Proprietor: Wiltshire Council per Land Registry	



Official copy of register of title

Title number WT275105

Edition date 15.05.2009

- This official copy shows the entries on the register of title on 01 JUN 2023 at 12:29:46.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 01 Jun 2023.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- This title is dealt with by HM Land Registry, Weymouth Office.

A: Property Register

This register describes the land and estate comprised in the title.

WILTSHIRE

- 1 (02.10.2008) The Freehold land shown edged with red on the plan of the above title filed at the Registry and being Melksham Blue Pool, Market Place, Melksham (SN12 6ES).
- 2 (02.10.2008) The land has the benefit of the rights reserved by but is subject to the rights granted by the Transfer dated 1 April 2001 referred to in the Charges Register.

B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title absolute

- 1 (14.05.2009) PROPRIETOR: WILTSHIRE COUNCIL of Bythesea Road, Trowbridge, Wiltshire BA14 8JN and of DX116892, Trowbridge 3.

C: Charges Register

This register contains any charges and other matters that affect the land.

- 1 (02.10.2008) A Conveyance of the land in this title dated 24 February 1959 made between (1) The Avon India Rubber Company Limited and (2) The Urban District Council Of Melksham contains restrictive covenants.

NOTE: Copy filed.

- 2 (02.10.2008) The land is subject to the rights granted by a Deed dated 20 April 1988 made between (1) West Wiltshire District Council and (2) Bailey Employment Services Limited .

NOTE: Copy filed.

- 3 (02.10.2008) A Transfer of the Town Hall, Market Place dated 1 April

Title number WT275105

C: Charges Register continued

2001 made between (1) West Wiltshire District Council and (2) Melksham Town Council contains vendors restrictive covenants.

NOTE:-Copy filed under WT201248.

End of register

These are the notes referred to on the following official copy

The electronic official copy of the title plan follows this message.

Please note that this is the only official copy we will issue. We will not issue a paper official copy.

This official copy was delivered electronically and when printed will not be to scale. You can obtain a paper official copy by ordering one from HM Land Registry.

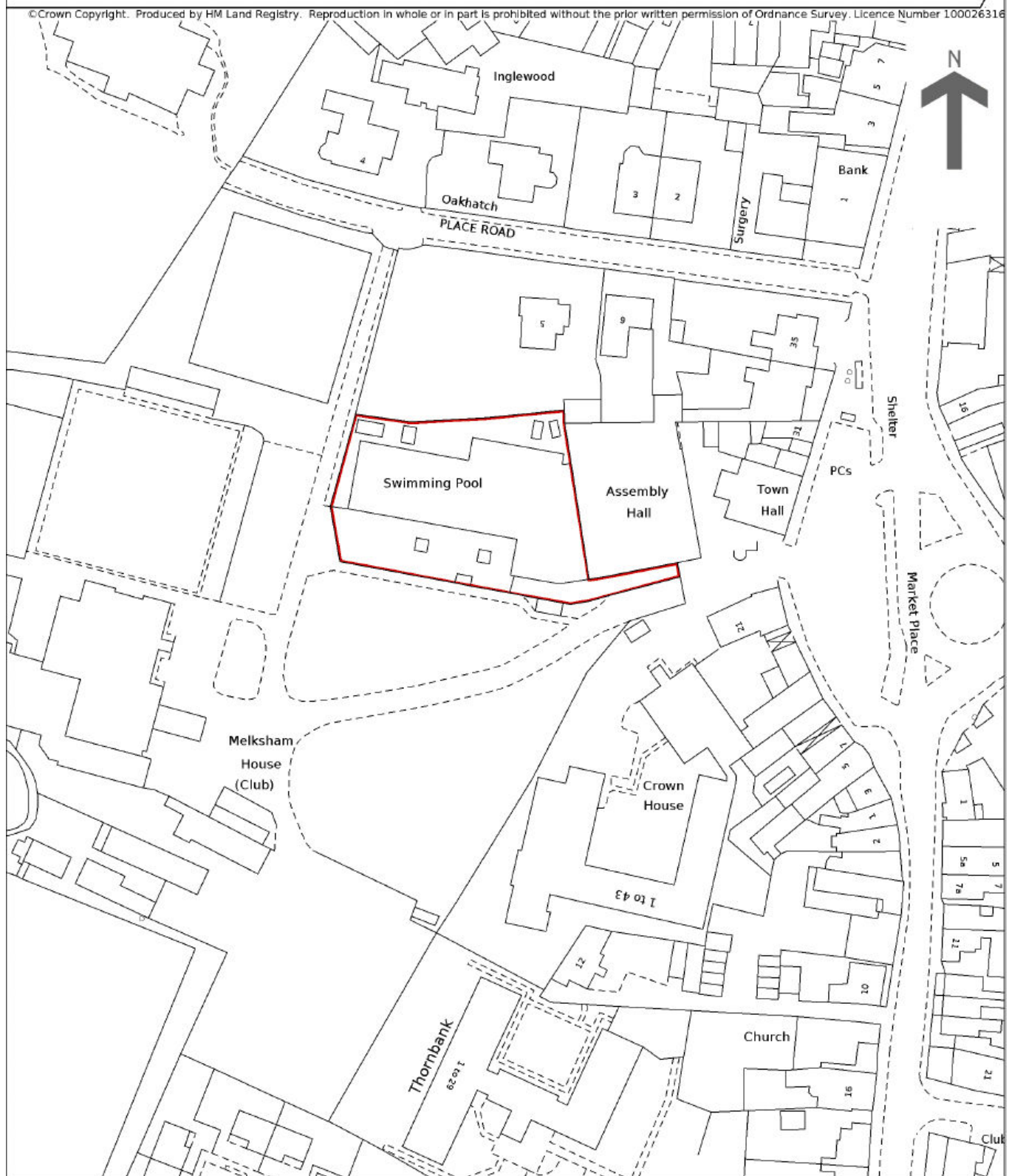
This official copy is issued on 01 June 2023 shows the state of this title plan on 01 June 2023 at 12:29:46. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002). This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. This title is dealt with by the HM Land Registry, Weymouth Office .

HM Land Registry
Official copy of
title plan

Title number **WT275105**
Ordnance Survey map reference **ST9063NW**
Scale **1:1250 enlarged from 1:2500**
Administrative area **Wiltshire**



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SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY

1. Introduction

The use of digital and social media and electronic communication enables Melksham Town Council to interact in a way that improves communication within the Council and between the Council and the community, businesses, and partners it works with and serves.

2.

The Council maintains communication via a website (www.melksham-tc.gov.uk), Facebook, Twitter, Instagram and email.

3.

The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

4.

The Facebook page is available to provide information and updates regarding activities and opportunities within the town and promote our community positively. The site is not monitored 24 hours a day. We will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message or posting via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Please make direct contact with officers and/or members of the council by sending an email (towncouncil@melksham-tc.gov.uk) or letter. email accounts are monitored mainly during office hours, and we will reply to all questions sent as soon as possible. An 'out of office' message is used when appropriate.

Communications from the Council will meet the following criteria:

- be civil, tasteful and relevant
- not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive
- not contain content knowingly copied from elsewhere, for which we do not own the copyright
- not contain any personal information
- if it is official Council business, it will be moderated by the Town Clerk to the Council
- not be used for the dissemination of any political advertising.

5.

In order to ensure that all discussions on the Council Facebook page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- be considerate and respectful of others - vulgarity, threats or abuse of language will not be tolerated
- differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted
- share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due
- stay on topic
- refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products.

6.

We retain the right to remove comments or content that includes:

- obscene or racist content;
- personal attacks, insults, or threatening language;
- potentially libellous or defamatory statements;
- plagiarised material; any material in violation of any laws, including copyright;
- private, personal information published without consent;
- information or links unrelated to the content of the forum;
- commercial promotions or spam;
- allegations of a breach of a Council's policy or the law;

Repeated violation of this policy will result in the user being blocked.

7.

Individual Councillors are at liberty to communicate directly with people in relation to their own personal views, if appropriate, copy to the Clerk. Any emails sent to the Clerk or Councillors in their official capacity will be subject to The Freedom of Information Act 2018 and The Data Protection Act 2018. For this reason, councillors are encouraged to use their melksham-tc.gov email addresses to protect their own privacy.

These procedures will ensure that a complete and proper record of all correspondence is kept.

- 8.** Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council and uphold the Civility and Respect Pledge of 10th October 2022.

9.

As more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to

share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

10.

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

11.

This policy was adopted at a meeting on 17th July 2023 and will be reviewed in two years or sooner should legislation dictate.

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SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY

1. Introduction

The use of digital and social media and electronic communication enables Melksham Town Council to interact in a way that improves communication within the Council and between the Council and the community, businesses, and partners it works with and serves.

2.

The Council maintains communication via a website (www.melksham-tc.gov.uk), Facebook, Twitter, Instagram and email.

3.

The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

4.

The Facebook page is available to provide information and updates regarding activities and opportunities within the town and promote our community positively. The site is not monitored 24 hours a day. We will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

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MELKSHAM TOWN COUNCIL GRANT APPLICATION POLICY 2023-2024

1. Introduction

Melksham Town Council allocates part of its annual budget to give money back into the local area through grants. The purpose of the grants is to bring real improvements to the local community and the lives of the people living there.

2. Process

In order to make the process as clear and fair as possible, applications will be accepted quarterly throughout the year, rather than during a restricted period.

The application form is available from the Town Council Offices or can be downloaded from the Town Council's website. There is no guarantee that grant applications will be successful.

There are three grant types:

- **Room hire grants** enable the Town Council to fund room hire in both the Town Hall and the Assembly Hall for a specified number of events
- **Regular grants** are for applications for less than £ 1,000, which can be applied for quarterly.
- **Major Grants** are awarded annually for up to four years at a time; this offers financial assurance to larger organisations operating within Melksham town. Applications for major grants must be received by 30 September of each year in order to be considered in the Town Council's budget for the following financial year. Major grants will only be awarded to organisations based in the town.

The Finance, Administration and Performance Committee are given delegated authority to approve smaller grants at each meeting throughout the year with a cap of up to £ 1,000 per application.

Each quarter's agreed expenditure would be up to 25% of the total grant fund. Any unspent funding would be carried forward to the next quarter.

Regular grants will be decided by the Town Council's Finance, Administration and Performance Committee, while Major grants will be decided by Full Council in November.

Applications for Regular Grants will be eligible to apply for a second grant in any 12-month period provided the projects are separate.

All applications which meet the eligibility and content requirements will be reviewed by Town Council officers, reporting formally to the Finance, Administration and Performance Committee for a decision. The application form will have personal and sensitive information redacted before it becomes a public document as part of the agenda for the Council meeting.

3. Eligible organisations

Below are examples of types of organisations to which grants may be given:

- Charitable Organisations
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the disabled
- Minority Groups
- Community buildings
- Community events
- Health/transport/safety groups

4. Eligibility criteria

To be eligible for funding, applicants must:

- Have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed).
- Have at least three members on the management committee/board.
- Have a bank or building society current account in the name of the organisation.
- Be a community, voluntary or charitable organisation that works with local communities.
- Have an appropriate safeguarding policy – if working with children and young people or vulnerable adults.
- Have an adopted equal opportunities policy or statement.
- Show evidence that the service provided is needed by the community and that it has community support.
- Show that the grant will benefit people in the area covered by Melksham Town Council or will contribute positively to the Melksham area. The Town Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service. Grant money must be ringfenced for Melksham residents.
- Be match funded if over £250 (voluntary time can be counted as benefit in kind).

5. Ineligibility

Grants will not be awarded to:

- Private organisations operated as a business to make a profit or surplus.
- “Upward funders”, i.e., local groups whose fund raising is sent to their central Head Quarters for redistribution.
- Organisations who wish to pass on any grant received to other individuals or groups.
- Individuals.
- Organisations whose function is primarily undertaken by the health authority or Wiltshire Council’s Social Services.
- Political organisations or projects.
- Activities that are completely funded from another funding source.
- Organisations that discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy, or any disability.
- Any expenditure incurred or committed before confirmation of the grant.
- Loans or interest payments.
- Grant applications originating from national organisations or charities
- Schools
- Religious organisations where the grant will be used for religious purposes
- For ongoing running costs. Whilst the Committee will not normally consider applications that cover salaries or rents applications, this will be looked at in exceptional circumstances. The Committee would not support the funding of salaries on a year-on-year basis.

6. Content of grant application

Applicants for grants are required to supply a completed application form, accompanied by the documentation requested below:

- Governing document.
 - Evidence that the grant will benefit people in the Melksham area, according to the attached map showing the Melksham Town boundary.
 - Evidence that the project/service is needed.
 - Evidence of adverse effect on the town if the applicants were unable to continue or were hampered by lack of funds.
 - Current resources of the organisation, including a trading account and balance sheet for the last financial year, including existing bank/building society statements. (Organisations just starting up must submit basic financial information to the satisfaction of the Town Council.)
 - Evidence that other sources of funding have been secured or are being sought for the project (benefit in kind of voluntary time can be counted as match funding).
 - Evidence of environmentally responsible and sustainable practices of the organisation.
- The Town Council reserves the right to request any additional information to aid determination of the grant.

Applicants for major grants are required to supply the above in their initial application, as well as the following:

- the last three years' accounts (where available), certified by an independent examiner or registered at Companies House.
- a business plan for the duration of the grant period.

Each year, major grant applicants are also required to supply details of how the major grant received in the last financial year has been spent. Recipients of major grants are to note that the next grant award will not be paid until the above information is submitted to the council.

7. Bid outcome and conditions

All applicants will be informed in writing of the outcome of their bid. If a bid is unsuccessful, the applicant will be given an explanation of why their bid did not meet the required criteria. If there is a more appropriate source of funding, the organisation will be redirected, thus relieving the demand on the Town Council's resources.

If applicants are unsuccessful, help can be requested from Melksham Town Council to assist in the application process for a subsequent round.

The following conditions must be satisfied by successful applicants:

- The Town Council will request a receipt from the organisation for any grant received.
- Where a group operates in an area wider than Melksham, grant money must be ringfenced for Melksham residents.
- Recognition of the Town Council's support must be given on printed and electronic material produced by the organisation.
- The grant should be spent within six months (12 in exceptional circumstances). A six-month interim report will be required if the money has not been spent.
- A Monitoring Form will be required at the end of the financial year to show how the grant money was spent. The organisation must be able to provide receipts, invoices, and other evidence, if requested. Should the evidence not be received the Town Council can request the return of the funds. In the event of a project/scheme/venture not taking place the grant should be returned to the Town Council for redistribution to other organisations.

8. Grant Rounds 2022-2023

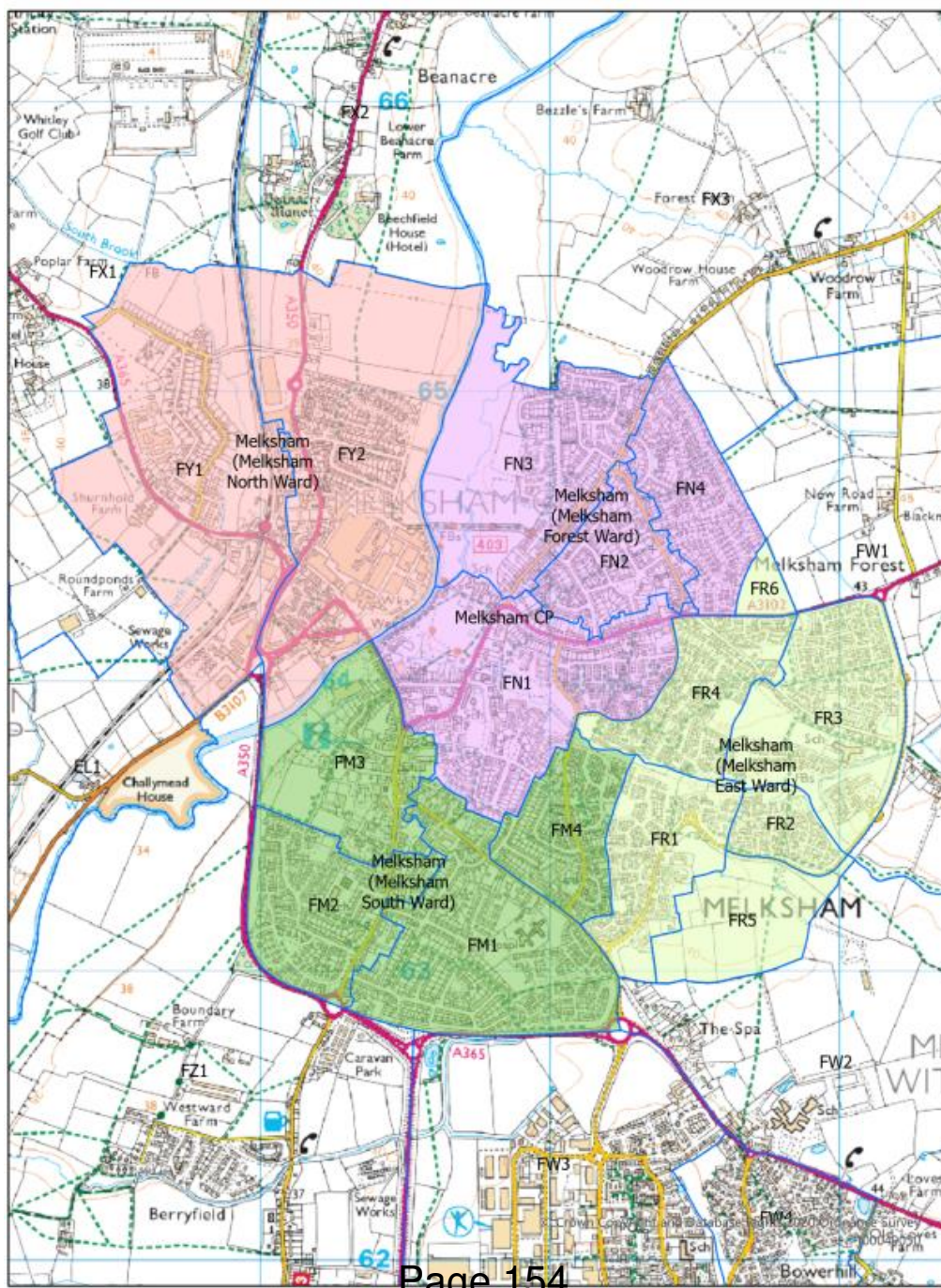
Round	Open	Deadline	Finance, Admin and Performance Meeting Date
2	8 July	21st August	4th September
3	18 th September	30 th October	20th November
4	8 th January 2024	19 th February	11 th March 2024

Please send completed application forms by email to

grants@melksham-tc.gov.uk or by post to Melksham Town Hall, Melksham, SN12 6ES.

Map of Melksham Town Boundaries.

Everything inside of the four shaded areas counts as Melksham Town.





AWARDING THE FREEDOM OF THE TOWN POLICY

1. Introduction

The origins of Freemen in England go back in history to the guilds of the medieval merchants and craftsmen whose influence helped to found and stabilise urban communities. Freemen enjoyed a special status in boroughs which usually included the right to trade and vote at elections for, and sitting on, the Borough Council. The power to vote at parliamentary elections was usually confined to Freemen - the right to become a Freeman being dependent upon birth, purchase or by apprenticeship to a master craftsman who was himself a Freeman. The Municipal Corporations Act 1835 removed these privileges.

The Honorary Freedom of Boroughs Act 1885, (now replaced by the Local Government Act of 1972, section 249), permitted Councils to give the title of Honorary Freeman to 'persons of distinction and any persons who have rendered eminent services to the Borough'. This is the authority for the election of such Honorary Freemen today.

The title of Honorary Freeman is the highest honour that a Council can bestow although it carries no privileges and is purely an honour to recognise the significant and valuable services rendered to the Town by that person. However, those successful will be able to use the title of 'Freeman' and receive invitations to major civic events. Their name will also be displayed on a roll of honour in a prominent position in a civic building.

2. Procedure

- 2.1 A nomination can be made by a councillor or any resident of Melksham by sending notification to the Town Clerk. Nominations can be submitted by post or email.
- 2.2 Councillors will be notified of the nomination and asked to advise if they are in agreement and if they will be attending the special meeting.
- 2.3 Nominee to be contacted to make sure they would accept the honour.
- 2.4 A special meeting of the full council will be arranged, far enough ahead for a scroll to be ordered.
- 2.5 Agenda will be advised in the normal way through Modern.Gov
- 2.6 The nominee will be invited to attend the meeting.

3. At the meeting

- 3.1 The Town Mayor or Deputy Mayor will read out the motion and seek a proposer and seconder.
- 3.2 Members will vote on the proposal in the usual way.

- 3.3 Once approved, the scroll will be signed by the Mayor and the Town Clerk and presented to the nominee.
- 3.4 Pictures can be taken following the presentation for publication on the Council's social media and, if appropriate, releasing to the press.

Application form attached as Appendix A

Appendix A

MELKSHAM TOWN COUNCIL

Freedom of the Town Nomination Form

Nominators Details

Name & Full Address:

Telephone

email

Nominees Details

Name & Full Address:

Other Details

Category of nomination (charity/voluntary/former councillor etc) and dates of service:

Are you related to the person you are nominating? Y/N

Reasons for Nomination

Please explain, in as much detail as possible, why you feel the nominee should receive this honour. Please complete on a separate sheet and attach to the completed application form.

Submit the form to Melksham Town Council, The Town Hall, Melksham SN12 6ES

Email: linda.roberts@melksham-tc.gov.uk

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Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Tuesday 11th April 2023

PRESENT: Councillor G Cooke (Chair)
Councillor C Forgacs (Vice-Chair)
Councillor G Ellis
Councillor C Goodhind
Councillor J Hubbard
Councillor T Price

IN ATTENDANCE: One member of the public and one member of the press were present

OFFICERS: Linda Roberts Town Clerk

PUBLIC PARTICIPATION:

151/22 Apologies

Apologies were received from Councillors Houghton Oatley, Councillor Houghton was substituted by Councillor Rabey.

152/22 Declarations of Interest

There were no declarations of interest.

153/22 Minutes

The Town Clerk advised that the minute agenda item showed the date of the minutes incorrectly, 6/3/2023, the agenda should have stated 6/2/2023.

The minutes of the Asset Management and Amenities Committee meeting held on 6 February 2023, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Cooke.

154/22 Eco Loos - Presentation by Piers Dibben - Healthmatic

Piers Dibben of Healthmatic was present to give members an update on the installation of the Eco Loos.

Piers advised that they were zero composting toilets and would be the first of this type to be installed in the UK adding that Healthmatic were extremely grateful for the opportunity to use Melksham as a showcase. To reflect the gratitude a 50% discount has been offered to make the project work for the Town Council and Healthmatic.

The Eco loos are wooden, fire resistant, up to a point (Piers agreed to check this point for length of time). They are comprised of a galvanised steel frame, with astro cladding on the inside; they are composting toilets developed in France and built to enable a number of uses per day.

The installation date was confirmed as 28 April 2023.

It was **RESOLVED** to suspend Standing Orders to allow Ian Cardy to address the Committee.

Mr Cardy asked how often the toilets needed emptying and is this a cost that will have to be met by the Town Council. Piers replied every two weeks, however Piers advised that Healthmatic would be actively managing the toilet for some considerable time in the future.

Standing Orders were reinstated.

Councillor Hubbard stated this was the first he had heard about an emptying charge and thought it was a composting toilet which did not need emptying. Councillor Hubbard reminded members that the council had been let down so many times over the installation and council was now learning there would be an ongoing cost for emptying. Councillor Hubbard asked how long Healthmatic would be managing the emptying and what is the likely cost of emptying the toilets when it becomes the council's responsibility? Councillor Hubbard asked if there were any other maintenance costs, accepting that there may be some from vandalism and fair wear and tear.

Piers explained that Healthmatic will manage the emptying but an exact cost was unknown.

155/22 Eco Loos - Report of the Head of Operations

The report from the Head of Operations was noted.

Members considered the merits of charging 20-50p for using the Eco Toilets. In answer to a question from Councillor Hubbard it was confirmed that to install charging units in both toilets the cost would be £1200 per unit adding that installation retrospectively would be more.

Councillor Hubbard stated that charging people to use toilets does not stop people setting up camp in them overnight; Councillor Price added his concerns that charging might discourage use by the people the town council are trying to provide the service for and they should be free.

Members then considered locking the units on a timer.

It was proposed by Councillor Hubbard seconded by Councillor Goodhind and

UNANIMOUSLY RESOLVED that Healthmatic procure on the Council's behalf two time lock units, at cost no more than £600.00 per unit.

156/22 Shambles Festival

The Chair, Councillor Cook requested that the agenda item on the Shambles Festival be discussed next as James Wilkins the organiser of the Shambles was present.

The Shambles Festival would take place at King George V park on Saturday 20th May. The Head of Operations requested volunteer support from members at the event which could be done on a rota basis.

Councillors Ellis, Forgacs, Hubbard, Price and Rabey agreed to go on the rota which would commence at 12 noon.

157/22 Sensory Garden - Tender Specification

The specification was noted.

158/22 Review of Sensory garden Tender Document

There was a wide-ranging discussion on aspects of the plan.

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

UNANIMOUSLY RESOLVED to request Expressions of Interest in year one for an initial concept design including examples of what could be added, with the possibility of a contract in year two for such additional works. Year One budget of up to £25000, as previously agreed by Council.

159/22 Good News Church - Lease of Former Art House Cafe

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

RESOLVED to approve a new lease at a rate of £500 per month including taxes.

160/22 KGV Lighting - Returned Tenders

Discussion of item 10 on the agenda was brought forward.

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

RESOLVED that Councillor Hubbard, Councillor Rabey and Councillor Price be appointed to the tender Review Working Group with a meeting scheduled for Monday 17 April 2023.

161/22 1870 KGV Lighting Tender comparison names removed

162/22 KGV Maintenance Building

Discussion of item 12 on the agenda was brought forward. Standing Orders were suspended to allow Ian Cardy to address the meeting. Ian Cardy shared his experience in ecology concerning the presence of bats in the building.

Standing Orders were reinstated.

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

UNANIMOUSLY RESOLVED to proceed with the demolition of the maintenance shed, subject to the Town Clerk referring to the Bat Conservation Trust website for clarification of the law.

163/22 Town Hall as a Wedding.Civil Partnership venue

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

RESOLVED the matter be investigated further with more information on the business case for the proposal and that any decision is deferred until that information is available.

164/22 Health & Safety - Appointment of Councillor/Officer Working Group

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

UNANIMOUSLY RESOLVED to appoint Councillor Cooke, Councillor Ellis and Councillor Forgacs to the Health & Safety Working Group.

Meeting Closed at: 9.30 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Monday 5th June 2023

PRESENT: Councillor T Price (Chair)
Councillor C Goodhind (Vice-Chair)
Councillor P Aves
Councillor S Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor J Hubbard
Councillor J Oatley

IN ATTENDANCE: Councillor S Mortimer

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations
	Andrew Meacham	Committee Clerk

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

165/23 Apologies

No apologies were received.

166/23 Declarations of Interest

There were no declarations of interest.

167/23 Minutes

Councillor Hubbard asked that it be recorded that a guarantee was secured from Piers Dibben of Healthmatic that no charges would ever be made to the Council for emptying the toilets.

Subject to above the minutes of 11 April 2023 having previously been circulated, were approved as a correct record and signed by Councillor Price.

168/23 Shambles Festival

It was proposed by Councillor Price, seconded by Councillor Oatley and **RESOLVED UNANIMOUSLY** to advance this item up the agenda.

A verbal report was received from Head of Operations that the event went well, finished on time and received only one complaint. Several Councillors echoed the sentiment. Councillor Mortimer provided some context for the complaint, advising that the complainant lives next door to a house that is currently being renovated and the

weekend is his respite from the noise. She also stated that some people in Church Walk and Sandridge Road would have appreciated advance notice.

Standing orders were suspended to allow the event organiser, James Wilkins, to speak. He thanked the Council for its support and felt that the event had gone well. He gave special thanks to Hugh Davies and Councillor Goodhind. He advised that the permitted noise limit at nearest residential property was 75db and the maximum recorded at the event was 50db. He also stated that notification had been given to Lowbourn residents. Councillor Crundell stated that any lessons for future events were for the Council to worry about, not the organiser. Councillor Goodhind advised that Wiltshire Council would be happy to send an officer to advise on noise levels for future events.

It was proposed by Councillor Hubbard, seconded by Councillor Crundell and **RESOLVED UNANIMOUSLY** to give a Vote of Thanks to James Wilkins for delivering this event for the community.

169/23 Public Owned Assets in and around the Town Hall

It was proposed by Councillor Price, seconded by Councillor Oatley and **RESOLVED UNANIMOUSLY** to advance this item up the agenda.

Councillor Ellis went over his proposal and advised that Wiltshire Council are willing to open a dialogue on the future ownership of Blue Pool site with the Town Council.

The following matters were discussed:

- The appropriate forum to take this matter forward and the involvement of outside groups. Some felt that this was such a big issue that it should be dealt with by Full Council. Some felt more appropriate for a smaller group to do the initial work.
- The possibility of the site being used as an open-air lido.
- The possibility of involving The Town Hall and former Art Café in the project
- The costs and financing of the project
- Amendment would be required to the Assembly Hall Working Group Terms of Reference which will need approval of Full Council
- Arrange a site visit of the Blue Pool
- Request FoMAH to come up with proposals, and note this is not the council's only route
- the Assembly Hall Terms of reference do not cover the redevelopment of the Assembly Hall, this would mean a radical change to those terms of reference
- Full Council should determine who is best to work on the project

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

UNANIMOUSLY RESOLVED that the town council register its interest in the Blue Pool site with Wiltshire Council, establish a timeline and find out whether any potential

procurement would be pre or post demolition, enquire about access to the site from the Campus end of the site.

That the Assembly Hall Working Group Terms of reference are amended at the next Full Council meeting which will enable input from volunteers in the community on potential proposals for the site which will include the Town Hall, 31 Market Place and the Art House Cafe.

That the Friends of Melksham Assembly Hall are asked to come up with proposals.

That the matter be referred to Full Council to decide on the remit of the working group.

170/23 King George V Park

171/23 KGV Lighting

There was a full and frank discussion with some members wishing to explore alternatives to the current plans and others feeling there had been sufficient discussion and the project needed to be advanced.

Standing Orders were suspended to allow Paul Weymouth to address the committee. He expressed his view that the current plans should not be proceeded with.

It was proposed by Councillor Price, seconded by Councillor Crundell and RESOLVED by a vote of 4 in favour, 1 against and 3 abstentions that the project proceed with funding of £8000 from the Major Project Reserve, with a working budget of £3000 and £5000 contingency reserve, with the reserve to fall back into the Major Project Reserve if not used.

Councillor Goodhind asked that his vote against the proposal be recorded.

172/23 KGV Maintenance Building

R&D Report submitted to the three potential contractors bidding for the contract. There will be one more Bat Survey and The Town Clerk is preparing a section 80 demolition notice to be registered with Wiltshire Council. Subject to the Bat Survey, ready to go and hoped to be completed before the Food & River Festival. Wiltshire Council to cover half the costs, including Bat Survey.

173/23 KGV Fencing

The KGV fencing deposit has been signed off. There is an additional deposit for the knee railing. Work should be commencing shortly to secure the park, dog area and replace rotten knee rail.

173/23.1 ECO Loos

These have now been installed, soft launched and final handover this week. Usage has been high, saving approximately 6000l of water. Head of Operations noted that the situation has not been without problems due to underestimate of usage.

Councillor Goodhind expressed concerns about the departure of the installation from original expectations. Head of Operations advised there had been a site visit from Healthmatic today and he would report back on the way forward. Councillor Hubbard expressed his view that no additional costs should be allowed.

Standing Orders were suspended to allow the public to address the meeting.

Joe McCann asked how much power the Eco -Loos used and, with the ecological effects in mind, how often they were emptied. Head of Operations confirmed it was a 12 volt system, collections would need to be more frequent than anticipated and Healthmatic used electric vehicles He would report back on power usage.

Paul Weymouth expressed his concerns on the process.

174/23 Good News Church - Lease of Former Art House Cafe

Members were advised that the Good News Church would be signing a new 2 year lease on Wednesday. Councillor Crundell asked if a two year lease was appropriate, in view of the earlier discussions on redevelopment. The Town Clerk advised the lease included 6 month break clauses.

175/23 Town Hall as a Wedding & Civil Partnership venue

Head of Operations advised that there had been no progress on this as yet.

176/23 Awdry Avenue Play Area

Broad support for the proposal was expressed and the question of funding was discussed.

Councillor Hubbard suggested extending the motion to include appointing an outside consultant to report on a plan for all play areas in the town.

Councillor Crundell suggested the Amenities Team be asked for their input.

Councillor Goodhind asked that the safety aspect be considered. The Town Clerk confirmed that play areas are inspected yearly and the Amenities Team visit weekly.

Councillor Ellis asked for confirmation that the question of what items were installed would come back to the committee. Councillor Price and The Town Council confirmed it would be a tender process and the matter would come back to committee.

Councillor Mortimer raised the question of inclusivity. The Town Clerk confirmed that all new installations must comply with DDA and include elements of inclusivity.

It was proposed by Councillor Price, seconded by Councillor Oatley and **RESOLVED UNANIMOUSLY** to set aside £50000 from Major Projects to fund the project, with upto £5000 allocated to the consultant's report.

177/23 Goal posts for Foresters Park

Councillor Price advised that the projected cost for removal of the existing goalpost and installing 2 complete goalposts was £1610 + VAT.

It was proposed by Councillor Price, seconded by Councillor Crundell and **UNANIMOUSLY RESOLVED** to take the project forward, to be funded from the Major Project Reserve.

178/23 Resurfacing of Hazelwood Court

Councillor Price noted that Councillor Hubbard has been working on a similar proposal. At Councillor Price's request the item was deferred pending the report in 176/23.

179/23 Confidential Session

179/23.1 Work Stream and Priorities

This item was deferred to the next Asset Management and Amenities meeting on 7 August 2023. The item will not be in confidential session.

Meeting Closed at: Time Not Specified

Signed:

Dated:

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Melksham Town Council

Minutes of the Community Development Committee meeting held on Monday 12th June 2023

PRESENT: Councillor C Houghton (Chair)
Councillor S Rabey (Vice-Chair)
Councillor P Aves
Councillor J Crundell
Councillor C Goodhind
Councillor J Oatley

IN ATTENDANCE: Councillor S Crundell

OFFICERS: Linda Roberts Town Clerk

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

73/23 Apologies

There were no apologies.

74/23 Declarations of Interest

There were no declarations of interest.

75/23 Minutes

The minutes of Community Development Meeting held on Monday 23rd January 2023, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Houghton.

76/23 Melksham in Bloom

The report of the Community Development Officer was noted.

The Chair, Councillor Houghton stated that it is a great event and would not want to see it go, the council should investigate what sponsorship can be attracted to the event. We should take up the offer from Terri Welch to work alongside the working group Terri has established.

The judging day would be Wednesday 19 July 2023, the week prior to the Open Gardens weekend.

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

UNANIMOUSLY RESOLVED to run the Melksham in Bloom event in conjunction with the Bloom Working group. Councillors Aves, Rabey and Mortimer were appointed to work with the Bloom group.

77/23 Community Arts Projects

78/23 Action on Underpass

The report on actions and ideas back to 2020 on the Underpass project was noted.

79/23 Presentation from Natalie Remington

Natalie Remington presented to the committee some fledgling ideas about artwork in the underpass; Natalie suggested one idea which was to involve the local schools, each pupil would decorate a tile which would build a lovely mural. Natalie advised that to float ideas a public consultation/survey could be conducted to see what residents would like to see, it would be important to include as many young people as possible in the consultation. Workshops could be organised which may be funded from sponsorship. Councillor Mortimer advised that she believed the Coop had pledged money some time ago. It was then suggested that the local nursing and care homes could get involved.

Councillor Aves reminded members that artists worked with residents on the George Ward estate and there are several art installations around the estate.

Councillor Rabey suggested that Natalie and the Town Clerk meet up to discuss moving the idea forward and to also investigate sponsorship for the workshops and art work.

RESOLVED to suspend Standing Orders to allow the press (Joe McCann) to address the committee.

Joe suggested approaching house building companies and some of the larger employers on Bowerhill Industrial Estate.

Standing Orders were reinstated.

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

UNANIMOUSLY RESOLVED that the Town Clerk starts negotiations with Natalie Remington to move the project forward.

80/23 Events Working Group

The notes of the Events Working Group meetings held on 2 February, 2 March 2023, 21 March 2023, 6 April 2023, 4 May 2023 and 1 June 2023 were noted.

81/23 Christmas Market Stall Prices

It was proposed by the Chair Councillor Houghton, seconded by Councillor Aves and to approve the recommendation from the Events Working Group to increase stall prices at the Christmas Fayre.

It was noted that Evie's Mac & Cheese, the proprietor working outside of the pavilion in KGV would have a pitch on a 10% percentage of receipts on the day.

81/23.1 Events Strategy - Appointment of Bricks

The letter of appointment to Bricks was noted. Members felt it would be good to build events around what the community wants.

The Town Clerk advised that the first draft of the survey had been received and once finalised would be circulated to all members and community groups.

82/23 Christmas Event

The draft of the itinerary for the Christmas Event was noted and the importance of the event for Melksham.

It was proposed by Councillor Oatley seconded by Councillor Rabey and

RESOLVED to recommend to Full Council an increase in the Christmas Event budget of no more than £5000 to be met from the General Reserve.

Members discussed arrangements for the Christmas Grotto and several ideas suggested including, the Assembly Hall Stage, Assembly Hall dressing rooms and to revisit the Art House Café.

Officers and the Events Working Group would bring back some firm plans to the next meeting.

Meeting Closed at: 7.50 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 9th May 2023

PRESENT: Councillor G Ellis (Chair)

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

IN ATTENDANCE:

OFFICERS:	Linda Roberts	Town Clerk
	Andrew Meacham	Committee Clerk

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

392/22 Apologies

Apologies were received from Councillor Cooke. Councillor Ellis expressed his good wishes to Councillor Cooke for his recovery.

393/22 Declarations of Interest

There were no declarations of interest.

394/22 Minutes

The minutes of the meeting held on 17 April 2023 and the meeting held on 24 April 2023 having previously been circulated, were approved as a correct record and signed by Councillor Ellis.

395/22 Planning Considerations

Members had due regard to the Melksham Joint Neighbourhood Plan, the Wiltshire Core Strategy and the National Planning Policy Framework (NPPF) when considering the following planning applications.

396/22 Planning Applications

Members made the following comments on the planning applications listed below:

397/22 PL/2023/02986

PL/2023/02986 - Works to a Listed Building

Address: 17 CHURCH WALK, MELKSHAM, SN12 6LY

Proposal: New glazed canopy over rear door. . Changing one ground floor window to pair of double doors.. Replacing garden shed with garden room / home office.

The Town Mayor, Councillor Crundell expressed concern about the canopy being attached to bath stone wall.

Councillor Aves expressed the opinion that the committee needed to consider the balance between listed buildings and modern living.

Approved, subject to the concern regarding canopy

Proposed Councillor Aves

Seconded Councillor Rabey

Unanimously approved

398/22 PL/2023/02647

PL/2023/02647 – Householder Application

Address: 17 CHURCH WALK, MELKSHAM, SN12 6LY

Proposal: New glazed canopy over rear door. . Changing one ground floor window to pair of double doors.. Replacing garden shed with garden room / home office.

The Town Mayor, Councillor Crundell expressed concern about the canopy being attached to bath stone wall.

Councillor Aves expressed the opinion that the committee needed to consider the balance between listed buildings and modern living.

Approved, subject to the concern regarding canopy

Proposed Councillor Aves

Seconded Councillor Rabey

Unanimously approved

399/22 PL/2023/02074

PL/2023/02074 -Householder planning permission

Single storey annexe to the rear of the house.

16 St Margarets Gardens, MELKSHAM, SN12 7BT

Councillor Crundell noted that there was nothing in Planning Law on which to base an objection. The committee expressed its concern regarding the possible commercial letting of the annex.

Approved, subject to concern re letting.

Proposed Councillor Crundell
Seconded Councillor Oatley
Unanimously approved

400/22 Planning Decisions

Members noted the following planning decisions:

401/22 PL/2023/02507

Councillor Rabey commented that she was not aware of having seen details of the application previously. Councillor Ellis advised that the committee is not notified of Lawful Development Certificate applications. The committee expressed concern on this point.

402/22 PL/2023/02499

Noted.

403/22 PL/2023/00919

Noted

404/22 PL/2023/02021

Noted.

404/22.1 PL/2023/01624

Noted.

404/22.2 PL/2022/08504

It was noted that the Joint Melksham Neighbourhood Plan was referred to in refusing this application.

405/22 Local Highways and Footpath Improvement Group (LHFIG) Issues

Councillor Aves asked for an update on Maple Close. The Town Clerk confirmed nothing had been heard and she would chase.

The Committee noted that the questions of the high pavement and waiting restrictions were ongoing.

Councillor Crundell requested that there be a chase up on redesignating the one-way in the Market Place.

406/22 Neighbourhood Plan

The Town Clerk gave a verbal report covering the following points.

Regulation 14: An extension is not likely, but on target for July.

Town Center Masterplan: A summary and action plan will be produced.

Site Allocation: Being analysed. There will be consultation when made public. It was noted that Wiltshire Council are not sharing Site Allocation details.

The Town Clerk will update members by email as and when.

Councillor Ellis stated that the work done by The Town Clerk was impressive.

407/22 Market Towns Initiative

Members noted the funding obtained and expressed their thanks to The Town Clerk for her work on the application.

Ideas for Gateway Signage were requested.

408/22 Temporary Road Closure Notifications

It was noted that there were no Temporary Road Closure Notifications.

409/22 Sparkle Team and Parish Steward

Councillor Rabey asked that the walkway at the back of the Campus and passed the Cricket Pavilion be cleared.

Councillor Aves asked that the dead leaves on Lowbourne be cleared.

Councillor Goodhind asked that the rotting leaves by the skate park be cleared.

Councillor Crundell asked if the previous two items could be dealt with by the roadsweeper.

Councillor Crundell asked if the bath stone slabs could be pressure-washed.

Councillor Oatley mentioned the grass leading to Forest Community Centre.

It was suggested that councillors take ownership of the issues they raise.

Meeting Closed at: 8.25 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 30th May 2023

PRESENT: Councillor S Rabey (Chair)

Councillor P Aves
Councillor G Ellis
Councillor S Mortimer

IN ATTENDANCE: Two members of the public were present, and one member of the public was present virtually. Councillor Goodhind was present as a guest.

OFFICERS:	Linda Roberts	Town Clerk
	Andrew Meacham	Committee Clerk

PUBLIC PARTICIPATION

The Chair invited members of the public to address the committee

Annie Benham-Taylor asked if the bowser purchased with money from Sainsburys was still in use. The Town Clerk will check with Head of Operations as to its whereabouts.

Annie Benham-Taylor and Councillor Goodhind raised the matter of planting and maintenance in the campus. It was agreed that the Town Clerk would follow up with Wiltshire Council.

410/23 Apologies

Apologies were received from Councillor Oatley and Councillor Cooke.

411/23 Declarations of Interest

There were no declarations of interest.

412/23 Minutes

The minutes of 9th May 2023, having previously been circulated, were approved as a correct record and signed by Councillor Rabey, the chair.

413/23 Planning Considerations

Members had due regard to the Melksham Joint Neighbourhood Plan, the Wiltshire Core Strategy and the National Planning Policy Framework (NPPF) when considering the following planning applications.

414/23 Planning Applications

Members made the following comments on the planning applications listed below:

415/23 PL/2023/03807

PL/2023/03807 - Householder application.
Address: 2 Martigny Road, Melksham, SN12 7PG
Proposal: 2 storey side extension
Respond By 12/06/2023

Approved., and the committee noted and agreed with the Highway Department's comments.

Proposed Councillor Aves
Seconded Councillor Ellis
Unanimously approved.

416/23 Planning Decisions

Members expressed concern that they were not getting notification of some applications. Clerk to check with Wiltshire Council.

417/23 PL/2023/01859

Noted.

418/23 PL/2023/02537

Noted.

418/23.1 PL/2023/01919

Noted.

419/23 PL/2023/01854

Noted.

420/23 PL/2023/03284

Noted.

421/23 PL/2023/01721

Noted.

422/23 PL/2023/02519

Noted.

423/23 Local Highways and Footpath Improvement Group (LHFIG) Issues

Maple Close. The Town Clerk advised the legals were nearly finalised and there was some tree work that needed to be done. Hoped to have more information for the next meeting.

Market Place. The Town Clerk advised this had not been followed up yet.

Pedestrian Crossing. The Town Clerk will check the situation.

424/23 Neighbourhood Plan

The Town Clerk advised that the next meeting of the Steering Group was Wednesday 6th June and it was hoped the first draft plan would be ready for approval at the meeting.

425/23 Temporary Road Closure Notifications

The Temporary Road Closure Notification for A350 (part), Melksham; from its junction with Avon Road to its junction with A350 Lackham College to Lackham Roundabout was noted.

426/23 Sparkle Team and Parish Steward

Councillor Rabey asked that the walkway at the back of the Campus and passed the Cricket Pavilion be cleared.

Councillor Rabey asked that the area around the Unicorn pub and Cooper Tyres be cleared.

Councillor Mortimer asked that the nettles on the walkway from Union Street to the park be cleared.

Councillor Ellis asked that tree debris in Orchard Gardens be cleared.

Councillor Aves asked that Lowbourne be tidied.

Councillor Rabey suggested that a list of regular requests be compiled to be put on the agenda as permanent items. Councillors to submit their suggestions to her or the Town Clerk.

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

UNANIMOUSLY RESOLVED that Standing Orders be suspended to allow Joe Reece to address the committee on the subject of street cleaning.

After a brief discussion it was agreed that the proposal details would be forwarded to the Town Clerk and the matter put on the agenda for the next meeting on 20 June 2023.

Meeting Closed at: 7.30 pm

Signed:

Dated: 20 June 2023

Public Document Pack

Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 20th June 2023

PRESENT: Councillor S Rabey (Chair)
Councillor J Oatley (Vice-Chair)
Councillor P Aves
Councillor G Cooke
Councillor G Ellis

IN ATTENDANCE: One member of the public was present

OFFICERS: Andrew Meacham Committee Clerk
Hugh Davies Head of Operations

PUBLIC PARTICIPATION:

Wiltshire Councillor Mike Sankey spoke on the question of land at Verbena Court. Agreement currently stipulates land must be used for recycling or medical facilities. Local GP surgeries have indicated they do not need the site. The Council needs to ask if they still wish to use the site for a Community Hall. Councillor Sankey offered to call the application in if the Melksham Town Council so wished. He stated that a compromise was available. Melksham Town Council and the developers could work together to redesign the nursing home to incorporate community facilities. If an accord is reached the Council's objection could be withdrawn before the matter comes before the Western area Planning Committee.

427/23 Apologies

There were no apologies.

428/23 Declarations of Interest

There were no declarations of interest.

429/23 Minutes

The minutes of 30th May 2023, having previously been circulated, were approved as a correct record and signed by The Chair Councillor Rabey.

430/23 Planning Considerations

431/23 Gillings Planning - Presentation on proposals for Care home on land at Verbena Court

Did not take place. Representatives unable to attend.

432/23 PL/2023/03797

Address: Land at Verbena Court, Melksham, SN12 7GS

Proposal: Application to modify obligations contained within the S106 agreement relating to marketing land within the Local Centre pursuant to consented outline planning permission 04/01895/OUTES

Councillor Cooke noted there was nothing new from the previous application and there was no community benefit. Councillor Rabey asked if the committee felt this was the appropriate site for a Community Hall. It was agreed it was appropriate. Councillor Oakley also expressed his agreement with the comments of Melksham Without Parish Council.

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

UNANIMOUSLY RESOLVED to, object to the application, note that the Council still wants a Community Centre on that land and ask Councillor Sankey to call the application in.

433/23 PL/2023/03875

PL/2023/03875 - Householder Application

Address: 110 FOREST ROAD, MELKSHAM, SN12 7AE

Proposal: Rear Extension

Proposed by Councillor Oatley, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to approve the application.

434/23 Planning Decisions

Members noted the following planning decisions.

435/23 PL/2023/03896

Noted.

436/23 PL/2023/02536

Noted.

437/23 PL/2023/01622

Noted.

438/23 Neighbourhood Plan

439/23 Minutes of the Neighbourhood Plan Steering Group Meeting held on 3 May 2023

The minutes of the Neighbourhood Plan Steering Group meeting held on 3 May 2023 were received.

440/23 Town Centre Masterplan

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

UNANIMOUSLY RESOLVED to accept the Town Centre Masterplan with the amendments highlighted by Councillor Baines and Councillor Harris of Melksham Without Parish Council.

441/23 Sparkle Team and Parish Steward

Councillor Rabey advised that the quickest way to deal with one off items was to report online via MyWilts.

Councillor Oatley asked for the bushes to be trimmed and the grass cut on the track leading to the Forest Community Centre. He noted that the area is maintained by Wiltshire Council.

Councillor Aves commented on pavements being obscured by bushes from private gardens.

Councillor Rabey commented that the area around Weavers Cross and the Unicorn Pub is looking untidy and needs weeding.

Councillor Aves commented on the number of weeds around the town. The Committee Clerk confirmed Wiltshire Council had advised they had no weed spraying programme this year.

It was suggested that a campaign be launched to encourage residents to trim bushes and voluntarily take ownership of weeds near their property.

442/23 Road Sweeping in Melksham - Report of the Head of Operations

Head of Operations gave a verbal report. There was discussion on budget, the historical situation, what is required, the feasibility of road sweeping in areas with on street parking, the Amenities Team and the use of the "Nunu" sweeper owned by the Council.

It was suggested a small working group be formed to identify roads key roads. Councillor Oatley asked if this should be referred to Full Council. Councillor Rabey felt that only one meeting would be required and it was pointed out that the time limit for publication of next weeks agenda had passed.

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

UNANIMOUSLY RESOLVED that Hugh Davis, Councillor Rabey, Councillor Aves and Councillor Oatley meet to identify roads.

443/23 Five-year Housing Land Supply and Housing Delivery Test - Briefing Note 23-15 -

Item was noted.

444/23 Local Plan Review - Housing Numbers briefing Note 23-16

The item was noted.

445/23 Local Plan Review

The item was noted.

446/23 Wiltshire Bus Review Stakeholder Survey

Councillor Ellis gave a verbal report on the survey and his views on the current service.

Councillor Oatley raised the possibility of real time departure boards. Councillor Ellis advised that the cost would be £6000 per bus stop, or £12000 if there is currently no electricity supply to the stop. It was noted that this cost would be prohibitive for all bus stops in Melksham. Councillor Ellis mentioned Wiltshire Council's online system accessed by QR codes.

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

UNANIMOUSLY RESOLVED that Councillor Ellis and the Committee Clerk meet with a view to the survey completed by Councillor Ellis, subject to distribution to the committee, being submitted as Melksham Town Council's response.

447/23 Confidential Session

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

UNANIMOUSLY RESOLVED that 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.

448/23 Neighbourhood Plan Confidential notes 3 May 2023

Councillor Ellis gave a verbal summary of the information. The confidential notes were received.

Meeting Closed at: 8.10 pm

Signed:

Dated: 11 July 2023

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Melksham Town Council

Minutes of the Staffing Committee meeting held on Wednesday 10th May 2023

PRESENT: Councillor S Crundell (Chair)

Councillor S Mortimer

Councillor P Aves

OFFICERS: Linda Roberts Town Clerk

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

6/22 Apologies

Apologies were received from Councillor J Crundell.

7/22 Declarations of Interest

There were no declarations of interest.

8/22 Minutes

The minutes of meetings held on 12 January 2023, 10 March 2023, 17 March 2023, 27 March 2023, and 12 April 2023 having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

9/22 Confidential Session

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

UNANIMOUSLY RESOLVED that in view of the confidential nature of the business to be transacted that the press and public be instructed to withdraw.

10/22 Staffing Matters

The results of the investigation were noted. Confidential Papers Investigation - 10 May 2023 refer.

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

UNANIMOUSLY RESOLVED to delegate the matter to the Town Clerk and that the Town Clerk reports back to the Committee at key stages.

Confidential Papers dated 10 May 2023 refer.

Meeting Closed at: 7.45 pm

Signed:

Dated:

Melksham Town Council

**Minutes of the Staffing Committee meeting held
on Thursday 15th June 2023**

PRESENT: Councillor S Crundell (Chair)

Councillor P Aves
Councillor J Crundell
Councillor J Oatley
Councillor T Price

IN ATTENDANCE:

OFFICERS: Linda Roberts Town Clerk

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

11/23 Apologies

There were no apologies.

12/23 Declarations of Interest

There were no declarations of interest.

13/23 Minutes

The minutes of the meeting held on 10 May 2023 having previously been circulated were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

14/23 Confidential Session

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

UNANIMOUSLY RESOLVED that in view of the sensitive nature of the business to be transacted that the press and public be excluded and instructed to withdraw.

15/23 Action Plan - Progress

The Town Clerk advised on progress from the Action Plan.

- Mental Health First Aid Training – providers currently being researched.

Councillor Oatley advised that Wiltshire First Aid Training do a one day Mental Health First Aid course. Town Clerk would seek a quotation.

- HR policies, documents and staff handbook – work has begun updating and reviewing all HR documentation. All documents will be loaded up onto Worknest's Peoplenest page; staff will have access to all documents from this site. The site will also be used to keep records of annual leave and sickness
- The staff family tree had been completed. The Town Clerk advised that the roles of vacant posts were currently being evaluated.
- Supervision of Team members – one to ones are still going ahead and more formal supervision meetings will take place once there is a full complement of staff
- Team Meetings are scheduled and occurring regularly
- Town Clerk booked onto a Management in Action Conference as part of her continuing professional development
- Team building event – a theme has been chosen now to arrange a date around everyone's annual leave.
- Audit of Staffing Committee – quotations sought
- Role based emails – not yet implemented would introduce for new staff. Town Clerk to establish whether it can be done with Outlook without increasing licences so each member of staff can have a personal email address and a role based email address
- Audit of the induction process to be done two recent employees. All staff will be given the opportunity to comment on the process.
- Counselling Service – Currently a service which the town council funds through Worknest, it is a telephone service. It was suggested that face to face counselling could be arranged on a case by case basis. Keep under review.

16/23 Staffing Matters

Amenities Team/Town Hall Team Recruitment

The Town Clerk updated the Committee on the recruitment process and the interim plan to ensure the business of the town council continues. Roles based at the town hall were currently being evaluated.

Members did offer their services to assist the Amenities Team where possible; offers of help will now be included in a work plan.

The committee commended Councillor Ellis who had volunteered to work one day a week at the Splashpad and previously for the sterling efforts of Councillor Mortimer and Goodhind who had litter picked around the skatepark and removed the dead leaves.

A progress report on other staffing matters was made, the actions and advice were noted. (Confidential notes dated 15.6.2023 refer)

Meeting Closed at: 8.50 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Assembly Hall Working Group meeting held on Thursday 20th April 2023

PRESENT: Councillor G Ellis (Chair)

Councillor P Aves
Councillor S Mortimer
Councillor J Oatley

IN ATTENDANCE:

OFFICERS: Hugh Davies Head of Operations
Linda Roberts Town Clerk

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

29/22 Apologies

Apologies for absence were received from Councillor Cooke

30/22 Declaration of Interest

There were no declarations of interest.

31/22 Notes of Previous Meeting

The notes of the meeting held on 21st February 2023 having previously been circulated were approved as a correct record.

The proposal for off peak pricing structure was also approved.

32/22 Review of the Needs Analysis (Consultation)

This was discussed but no detailed discussion points were considered.

33/22 Town Centre Masterplan

The Town Clerk advised that the results of the recent public engagement exercise were currently being analysed and would form the basis of any amendments to the current draft town centre masterplan

34/22 Tender Report and Update from Head of Operations - Assembly Hall Roof

It was confirmed by the Head of Operations that the Assembly Hall roof was part of the scope of works of the external consultant that was due to start next month.

35/22 Events and Hirer Report - Head of Operations

The Head of Operations took the group through 3 recent events at the Hall as to the costs involved, income derived and also the bar takings. It was discussed that the net contribution to the hall from the General reserve was falling year on year as the business was improving. The expectation was that the target of an £80k subsidy would be beaten. Cllr Ellis thanked the officers for providing the information.

Comments from those present included:

- a) Better signage and noticeboards along the wall to the campus as it was a captive audience to promote to.
- b) Ensure all hirers are completing booking forms.
- c) Better use of market research to inform us of how our customers heard about us

Meeting Closed at: 8.30 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Environment and Climate Working Group meeting held on Wednesday 19th April 2023

PRESENT:

Councillor P Aves
Councillor S Crundell
Councillor G Ellis
Councillor S Mortimer

IN ATTENDANCE:

OFFICERS:	Linda Roberts	Town Clerk
	Miriam Zaccarelli	Community Development Officer

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

1/22 Appointment of Interim Chair

Councillor Crundell was appointed as Interim Chair, proposed by Councillor Aves and seconded by Councillor Mortimer.

2/22 Welcome and Apologies

Apologies were received from Councillor Seed.

3/22 Declarations of Interest

There were no declarations of interest.

4/22 Notes

The Notes of 15 February 2013 having previously been circulated.

An amendment was made: 'It became evident that no members of the working group had considered the Action Plan' – this was considered an opinion, not a fact, and was deleted.

It was noted that the date of the next Climatefest had not been put to the following Asset Management Committee as had been planned: see Item 8 to follow.
Subject to amendments, the notes were accepted, proposed by Councillor S Crundell, seconded by Councillor Mortimer.
Agreed unanimously.

5/22 Climate Action Plan

5.1 Annual Melksham Environmental Award – regarding measures taken by a group or individual to improve the environment. After much discussion it was decided that, subject to defining the criteria for judgement, an annual Melksham Environment Climate Champion Award would be put forward to the Community Development Committee to be included as part of the Mayors Reception.

Proposed by Councillor Ellis and seconded by Mr. M. Saunders.

Agreed unanimously.

5.2 Item 0.3: Carbon Footprint of the Town Hall: it was suggested that in order to do this effectively, a review of the carbon footprint of the whole Town Hall estate was needed and that this was probably best done by a professional for which there may be a grant available.

Proposed by Councillor Crundell and seconded by Mrs McCarthy.

Agreed unanimously to put this to the Town Council for consideration.

Hugh Davies: I have included a biodiversity audit on the action plan – perhaps these could be done together?

5.3 Item 0.4: To hold a ‘Crisis Day’ or ‘Climatefest’ as it was called last year, but to amend it to a more focussed, targeted and manageable form after reviewing the previous year’s event. It was decided to discuss with Liz Alstrom of Chippenham Town Council the success or otherwise of their own Climate Awareness event of the previous weekend to compare with our own event October 2022. Cllr Crundell and Cllr P. Aves to report back.

5.4 Item 1.1: To create a sustainable estate (see item 0.3) Aspirational

5.5 Item 1.2: Install solar panels on Melksham Town Hall Estate – Aspirational

HD: Yes, this would be worthwhile, and for the Assembly Hall too.

5.6 Item 1.3: date of next Climatefest – (see Item 8 to follow)

5.7 Item 1.4: to collect rainwater from roofs of Town Hall property – for use on plants – considered unrealistic at current time but to be borne in mind for future. Aspirational.

HD: It wouldn’t generate enough water for the planting and baskets for a worthwhile period. We would need a huge amount of storage.

5.8 Item 2.2 : Smart meters in Council buildings – manageable and imminent – to check with Amenities manager Hugh Davies as these may already be in place.

HD: I will do a schedule but I will be getting smart meters across the whole estate, so that I don’t have to rely on staff to read the meters.

5.9 Item 4.2: Heat Pumps for Town Council buildings – up to date advice needed. Aspirational – (Town Hall has recently acquired a new boiler) – carbon audit needed then apply for grant if necessary. Aspirational.

HD: *I would recommend commando sockets fitted to the lamp columns that we wish to use SID's on, so that they are powered on an unmetered supply, rather than rely on batteries. We incur the same electricity cost but save on the staff time changing the batteries, so overall, this is more cost effective.*

(HD did not comment re heat pumps.)

5.10 Item 3.1: To explore work with local businesses and residents – Solar Streets – ongoing.

5.11 Item 5.4: To encourage car sharing, use of public transport, walking etc. Manageable.

5.12 Item 5.5: Walking and Cycling Map for residents: need to remind people and review sources - TIC, Climatefest, Food and River Festival, Coronation Events etc. Ongoing.

5.13 Item 5.6: Scooters, electric bikes, legislation not complete as these are 'motor vehicles', insufficient guidance for Police, needs of deaf and blind people. Aspirational.

5.14 Item 6.1: Switch Council vans and other vehicles to electric, as and when need arises. Ongoing and aspirational.

5.15 Item 10.4: Review all Council practices and procedures e.g to manage waste. A recommendation to Community Development to buy an industrial wood chipper and build our own compost site(s). Wood chipper could be used by public in Spring and Autumn (Chipping Weekend, as Seed Swaps and Apple Pressing). To consult with Amenities Manager Hugh Davies.

HD: *re wood chipper: Hills don't collect wood chippings. Rich B C championed an initiative to improve our biodiversity and to build up the margins of the riverbank. While I was off the team took it upon themselves to drive to Calne to tip green waste (a practice which I frown on) at a cost of £100 per tonne minimum charge. They deemed the sustainable river bank as 'fly tipping' and pointed the finger at me, saying Hugh said 'No one will ever know'. This is of course a blatant lie, in an attempt to defame my character. Some of the tips were a mere 60kgs but we had to pay full rate for 1 tonne, the diesel to get to Calne and back, and 2 staff for 2 hrs. Not at all cost efficient. If the Council is minded to use a wood chipper, it is better to hire one for a week.*

See the link:

https://www.sepa.org.uk/media/219450/bank_protection_guidance.dfp#

HD: *We use Hills to empty bins at the TH/AH and a rear end loader at KGV, costs to follow when I have a spare moment.*

Item 10.5: Dual Recycling Litter bins: Need to explore the way waste is collected and what exactly ends up in landfill. Start with Hugh Davies to see how this might feed into the arrangements that the Town Hall has with Wilts Council or Hills.

HD: We do have dual recycling litter bins, but however much you try, owners of dogs still use them for dog poo bags.

5.16 Item 10.8: Work towards becoming a plastic free town – this is ongoing.

Item 10.9.1: Install Eco loos – this is currently ongoing and hopefully will be complete by the end of April.

5.17 Item 13.1: Develop a joined up sustainable system (water, waste etc). Check with Linda Roberts regarding Wetlands Trust Representative since ours left the area?

LR: Wetlands Trust Rep: no information – will need to enquire.

5.18 Item 13.2: Planting of saplings – completed.

5.19 Item 13.3: The Melksham Goes Wild Project and Blue Heart Project – check progress with LR and Ian Cardy.

LR: Melksham Goes Wild has disbanded, but will need to check Blue Heart Project with Ian Cardy.

6/22 Mechanism for Input to Council Meetings

A proposal was put forward by Councillor Elliis and seconded by Councillor Crundell to ask Community Development Committee to nominate a Councillor from Community Development, Economic Development, and Asset Management to share agendas as they arise, with interested parties to ensure that all aspects of how their actions might affect the Environment and Climate in Melksham.

Proposed by Councillor Ellis and seconded by Councillor Crundell,

Agreed unanimously.

7/22 Proposed appointments of non Town Councillor members

It was decided that invitees would be considered to advise or speak about specific topics as needed or required.

Proposed by Councillor Ellis and seconded by Mrs S. McCarthy.

Agreed unanimously.

8/22 Climate Fest 2023

It was decided to confer with Liz Alstrom at Chippenham Town Council but to amend some activities offered e.g. provide speakers online rather than in person, and to offer activities and experiences that are fun, interactive and more specific, aimed at what anyone can do in their own homes and gardens to help both themselves and the Environment and Climate.

Proposed by Councillor Crundell and seconded by Mr. M. Saunders.

Agreed unanimously.

9/22 Repair Cafe

This was discussed thoroughly at the last meeting, but due to staff commitments, there was no update available. The item was deferred to the next meeting.

10/22 Next Meeting

It was agreed that the next meeting of the Environment and Climate Working Group would be on 17 May at 19.30pm. Attendees were asked to note the later start time.

Meeting Closed at: 9.00 pm

Signed:

Dated:

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Public Document Pack

Melksham Town Council

Notes of the Environment and Climate Working Group meeting held on Wednesday 21st June 2023

PRESENT: Councillor P Aves
Councillor G Ellis
Mr M Saunders
Mrs S McCarthy

IN ATTENDANCE:

OFFICERS:

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

1/23 Welcome and Introductions

2/23 Appointment of a Chair

In view of the small number no appointment was made at this meeting.

3/23 Apologies

There were no apologies.

4/23 Declarations of Interest

There were no declarations of interest.

5/23 Notes

The Notes of 19 April 2023 having previously been circulated, were approved as a correct record and signed by Councillor Ellis.

6/23 Dissemination of Information

There was a discussion of what other staff resources were or could be made available in order to pursue the working groups agenda.

It was the considered opinion that the Environment should be a consideration in the work of other committees in the same way that the Neighbourhood Plan or Local Plan etc are and that there should be a member of the Environment Committee on every Committee to advise on Environmental issues.

7/23 Climatefest

The Climatefest will go ahead on September 9th at the Assembly Hall.

To date the Bike Shop and Extinction Rebellion have been booked, and other speakers are under consideration.

There was a discussion on inviting Arianne Crampton from Wilts Council and Nick Holder as Portfolio Holder for Waste Management to give presentations, and be part of a panel to answer questions from the public. Mike Saunders will approach Oak School.

8/23 Spreadsheet

9/23 Neighbourhood Plan

Ms McCarthy questioned how the Environment is being taken into consideration by the Neighbourhood Plan, in light of the latest scientific findings, eg. The Design Code, that dormers, which are very popular, but are very difficult to insulate and therefore unecological, or sleeping policeman, which have been proven to increase pollution from vehicles.

Mrs McCarthy volunteered to write to the Town Clerk, Linda Roberts, for an interview, in order to discuss how and where the ECWGp can be serviced by the Town Council, and how its work can be fitted in to the Town Plan.

Meeting Closed at: 8.45 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Events Working Group meeting held on Thursday 1st June 2023

PRESENT:

Councillor T Price
Councillor C Houghton
Councillor P Aves
Councillor C Goodhind
Councillor S Mortimer

IN ATTENDANCE:

OFFICERS:	Linda Roberts	Town Clerk
	Gloria Delves	
	Hugh Davies	Head of Operations
	Sara Land	Events Assistant
	Dave Elms	Amenities Team Manager

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

1/23 Electing a Chair

Chair – Carl Houghton
Vice Chair- Tom Price
Unanimously appointed.

2/23 Apologises

There were no apologies.

3/23 Declaration of Interest

There were no Declarations of Interest

4/23 Notes of previous Meeting

Notes of the previous meeting were approved and signed.

5/23 Presentation by BRICKS

Bricks work with South West based creatives and social enterprise communities to programme collaborative activities and secure permanent spaces for those communities to embed creativity and build sustainable futures.

We believe in the civic role of artists and that through collaboration, artists and local people can have a strong collective voice to influence the growth of where they live.

Our practice focuses on public art producing artist development, creative infrastructure and community led creativity.

Bricks is a registered charity and Bricks public art services are delivered by our trading company Bricks Trading Limited and profits from the business are asset locked and re-invested in local cultural activity.

Bricks are formulating an events survey for circulation to councillors and community groups.

6/23

Events to Discuss

- **Town Crier contest 2023 OR 2024?**

To be done before the remembrance service this year.

Advertise for a Town Crier

Linda – reach out to Peter to be judged etc

Sue – Do as a part of an event like the Mayor's Picnic in the Park.

Carl – can do it as part of the Christmas Light Switch On.

Tom – Christmas event is already packed.

Dave – Afternoon

Sue – Small event out in front of Town Hall.

Linda – best to make it small.

- **Climate Fest 2023**

Colin – This climate event not an event – ECGW should communicate to EWG if needed on this event.

Pat- drop certain aspects of the event Pat can't remember which aspects

.

Pat – Proposed date by ECGW is 9th Sept 2023 – not agreed or confirmed by

Com Dev.

Tom-Saffi would know as ECGW is planning this.

Carl – ECGW should have come to EWG with a proposal unless that happens EWG can't discuss this.

Carl – events are being planned without the knowledge of officers.

Linda-If there's officer implication or involvement that would be difficult as there's no need for officers to attend the ECGW meetings. No officers will be attending.

Sue – Are you asking Ian to communicate with the officers directly?

Sue – Ian has a proposal for Climate that he will share with the ECGW group.

Tom- I haven't seen ECGW requesting for funds. If there's no resolution, we shouldn't be discussing this.

Carl -Ian can't change the name of this event.

Carl – in that case, we will await an update from ECGW.

Colin- it's an event with a view to reaching a decision and plan, put time into getting a decision.

- **Melksham in bloom 2023**

Carl – this Melksham in Bloom can't go ahead this year due to the low number of staff. Can the ECWG take this on just this year?

Sue -the Melksham Bloomers may also be able to take it on.

Carl – only if the ECWG can't it on.

Linda- It would also be good to have a change.

Pat – reinvent it for the younger generation.

Tom- Focus on invest which events are valuable to the community.

Colin- Hopefully the Melksham Bloomers will be stronger next year to take on the event.

7/23 Christmas Event

Christmas lights Switch On

DATE- 2ND Dec 2023

2:00 pm – 7:00 pm

Switch on – 6:00 pm

Road Closure – 12:00 pm – 8:00 pm

Stall set up – from 12:00 pm

Stall finish – 7:00 pm

Action Plan – make this a live document that all members can do tasks and tick them off.

Carl – no let's Gloria edit the Action Plan will be confusing if everyone changes it.

Linda – Check the signs we have a complaint with Wiltshire Council.

No lights traders allowed.

Tom – Have banners up, speak to Prosec.

Paul – advertise in Melksham News

Tom/Carl – Set the expectation from the start.

Paul / Carl – can we have 1 point of contact on the day for security.

Colin – communicate with the police

Tom – Prosec should be able to do it with ease.

Paul – Grotto on a different day or use a different room.

Paul Can we use the Art Café

Carl – Reduce stalls in the Assembly Hall.

Art Café grotto

Stall Prices-

Melksham Charities – Free

National Charities – £20 outside £30 inside

Commercial – £50 outside £60 inside

Food £300

Mac and Cheese – 10%

No BAR at the Switch on

No Alcohol stalls at switch on

Stall booking forms, ticket system and time slots to setup for all stall holders.

Check insurance for stall holders.

Tom – Budget £6000 – can we ask for more? – ComDev to approve

Paul – Paul to give contacts for PA for the next meeting.

Carl – get options.

Colin – no Scaffolding

Paul – use trailer – cost about £1000

Linda- Check Kevin Wiltshire for weight restrictions for Market place

Paul to put lights on the lorry.

Entertainment

Free entertainment apart from:-

- Plan of action – headliner
- Andy – Dj

Paul – Fireworks – yes

Paul to confirm the firework display

Christmas real tree – Memorial tree -

Paul to put up pictures and notes of loved ones.

Town Council to buy ribbons.

Carl – Can we have an interactive digital tree?
Paul – Yes – timings and programming required.
Paul – Christmas lights budget – do all the lights

8/23 Date of next meeting

First Thursday of every month – next normal Events Working Group meeting on
Thursday 6th July at 6pm.

Meeting Closed at: Time Not Specified

Signed:

Dated:

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Agenda Item 15.1

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

Linda Roberts
Town Clerk
Melksham Town Council
Market Place
MELKSHAM SN12 6ES

8 June 2023

Dear Linda

Re: Melksham and Melksham Without Neighbourhood Plan: Local Green Spaces

As you 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 Steering Group, 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 Dorset Crescent play area and green, as well as Heather Avenue play area and green (on the attached plan), and believed to be maintained by the Town Council, have been identified as potentially suitable for Local Green Space designation.

Although an initial assessment has been undertaken on this land, a decision has not yet been made in relation to whether the space is suitable for designation.

Please get in touch with any comments or concerns about the potential designation of this space as a Local Green Space before 7 July 2023. 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 space is suitable for designation.

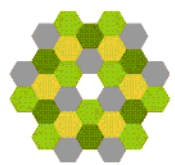
Comments received from landowners and the wider community will be taken into account to decide on which Local Green Spaces will be proposed for designation in the draft Neighbourhood Plan. The draft NDP will be consulted on formally for 6 weeks (a stage known as Regulation 14 consultation), during which, 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,

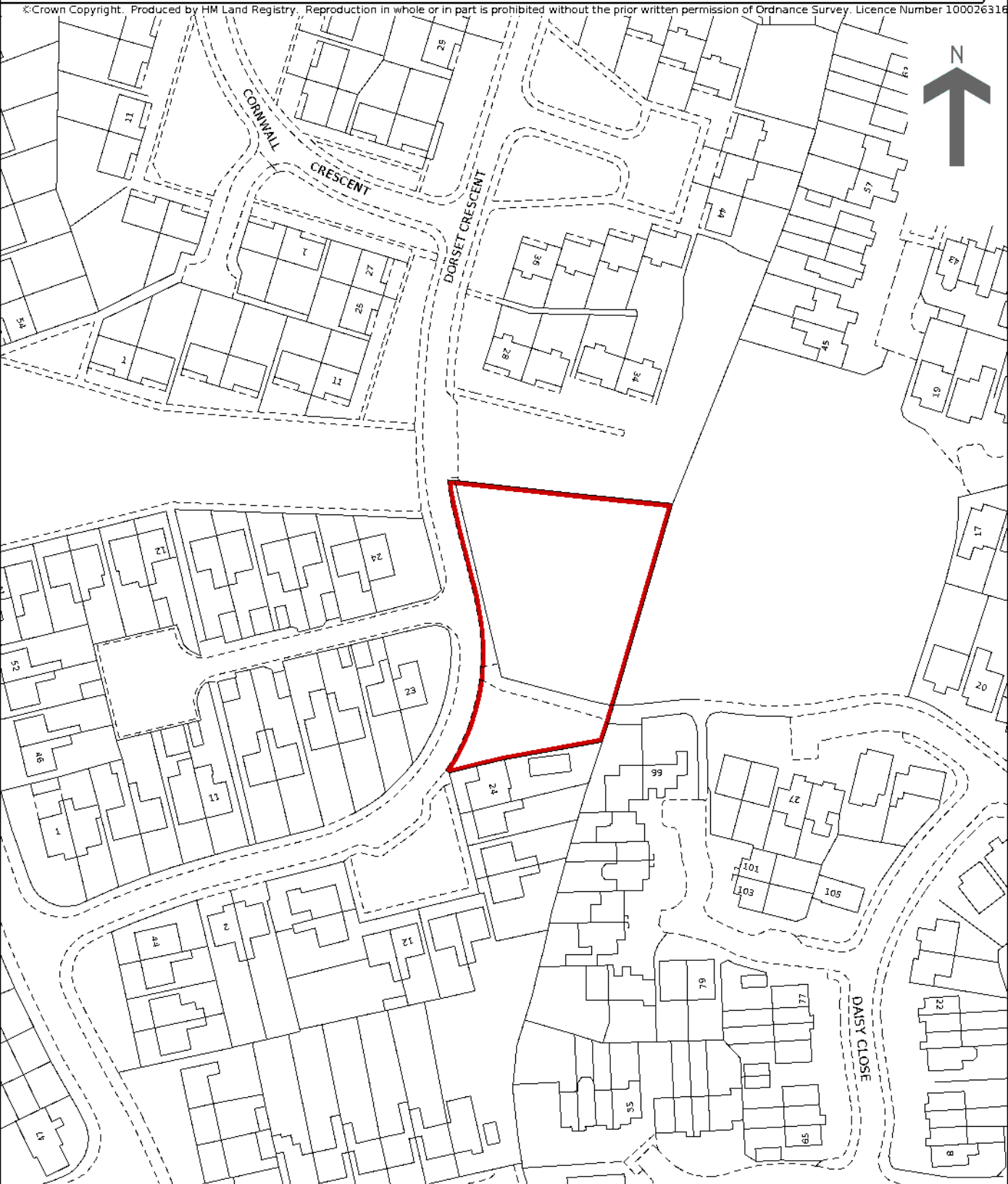


Clerk

Melksham Without Parish Council



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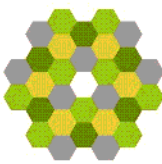
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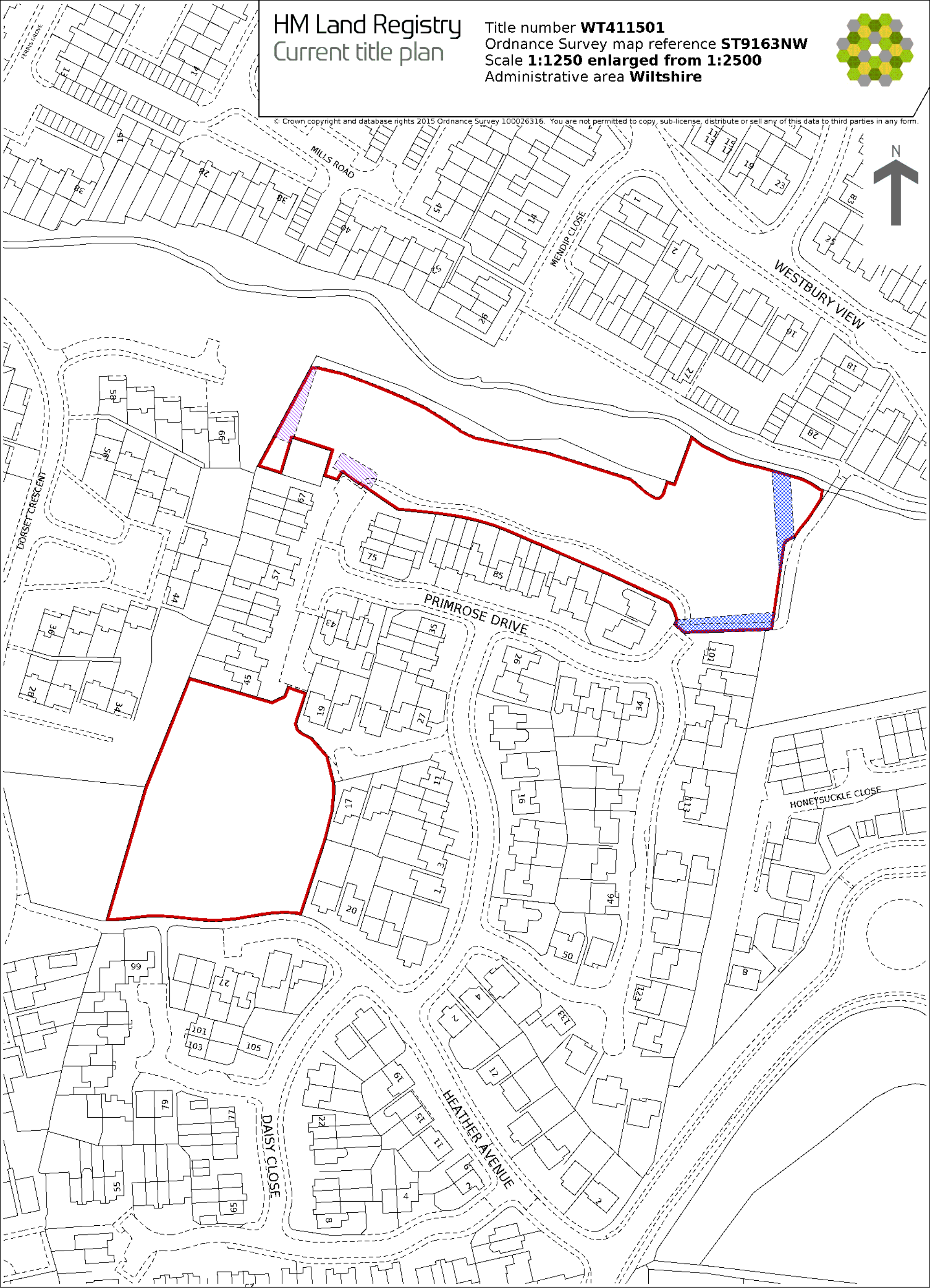
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