

AGENDA

Meeting: Melksham Area Board
Place: [Join the On-Line meeting here](#)
Date: Wednesday 23 June 2021
Time: 7.00 pm

Including the Parishes of Atworth, Broughton Gifford, Melksham, Melksham Without, Steeple Ashton, Bulkington, Keevil, Great Hinton, Poulshot, Semington and Seend

The Area Board welcomes and invites contributions from members of the public in this online meeting.

[To join the meeting and be able to enter in the discussion, please use this link](#)

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All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114 / 713115

[Anyone who wishes to watch the meeting only can do so via this link – recording available for 6 months.](#)

Please direct any enquiries on this Agenda to Kevin Fielding (Democratic Services Officer), direct line 01249 706612 or email kevin.fielding@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114 / 713115

Wiltshire Councillors

Cllr Nick Holder - Bowerhill
Cllr Jonathon Seed - Melksham Without West & Rural
Cllr Jon Hubbard - Melksham South
Cllr Phil Alford - Melksham Without North & Shurnhold (Chairman)
Cllr Jack Oatley - Melksham Forest
Cllr Mike Sankey - Melksham East

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Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

Items to be considered	Time
<p>1 Chairman's Welcome, Introduction and Announcements (<i>Pages 1 - 10</i>)</p> <p>Announcements:</p> <ul style="list-style-type: none"> • Melksham Neighbourhood Plan Referendum on 1st July • Cleveland Bridge, Bath, closure for repairs from 28 June • Vice-Chairman of Area Board 	7:00pm
<p>2 Apologies for Absence</p>	
<p>3 Minutes (<i>Pages 11 - 12</i>)</p> <p>To confirm the minutes of the meeting held on Tuesday 18 May 2021</p>	
<p>4 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee</p>	
<p>5 Proposed A350 Melksham Bypass: launch of public consultation into shortlisted route options (<i>Pages 13 - 14</i>)</p> <p>Steve Wilson - Major Projects Highways Engineer, Wiltshire Council</p> <p>NOTE: WRITTEN QUESTIONS TO BE SUBMITTED IN ADVANCE to peter.dunford@wiltshire.gov.uk</p>	
<p>6 Melksham Community Campus (<i>Pages 15 - 20</i>)</p> <p>i) Build update ii) Archaeology and outreach programme iii) Future use of Melksham House</p> <p>Cllr Ian Blair-Pilling - Cabinet Member for Leisure, Libraries, Governance, Facilities Management and Operational Assets Louise Cary - Head of Community Development Natasha Gumbrell - Business Manager, Community Campus & Hubs Build Rory Bowen - Head of Service, Economic Regeneration</p>	

7 **Public Consultation by Melksham Without Parish Council on a potential Public Works Loan for a new village hall at Berryfield** *(Pages 21 - 22)*

Cllr Richard Wood

8 **Appointments of lead members to outside bodies and working groups** *(Pages 23 - 40)*

To make appointments to outside bodies and working groups for 2021/22 as follows:

- Community Area Transport Group (CAT-G)
- Melksham Health and Wellbeing Group
- Melksham Neighbourhood Plan
- CCTV Working Group
- Older Peoples Champion
- Member lead areas:
 - Cllr Alford
 - Cllr Holder
 - Cllr Hubbard
 - Cllr Oatley
 - Cllr Sankey
 - Cllr Seed

9 **Delegation to Community Engagement Manager** *(Pages 41 - 44)*

To agree policy on CEM Delegated Authority to award funding in between meetings

10 **Area Board Model and Dates of Future Meetings** *(Pages 45 - 46)*

- Area Board: Wednesdays 22 September, 8 December, 9 March
- Community Area Transport Group: Thursdays 9 September, 25 November, 24 February
- Health and Wellbeing Group: quarterly, dates TBC
- Special meeting on Older People – Autumn 2021

- Special meeting on Young People - Spring 2022

11 **Budget Allocations 2021/22: Melksham Area Board** *(Pages 47 - 52)*

Community Grants: £44,617 capital
Community Area Transport Group: £12,169 capital
Health and Wellbeing: £7,700 revenue
Youth Grants: £18,349 revenue

Total £82,835

Carry-forward from 2020/21:
Public Open Spaces budget: £11,791 capital
Young Carers Initiative: £2,750 revenue

12 **Applications for Grant Funding** *(Pages 53 - 78)*

- Melksham Station Hub requesting £5,000 towards a canopy in the piazza area
- Shaw and Whitley Community Hub requesting £5,000 towards the set up of a community shop
- Cllr Alford requesting £5,000 towards resurfacing the Millennium Riverside Walk
- Cllr Hubbard requesting £495 towards a defibrillator to be sited at the cricket pavilion at King George V Playing Fields

13 **Melksham Community Area Transport Group (CATG)** *(Pages 79 - 106)*

14 **Public questions**

Members of the public are invited to ask questions relating to Area Board business

15 **Close**

9:00pm



Joint Melksham Neighbourhood Plan

MINI GUIDE

June 2021



MELKSHAM
NEIGHBOURHOOD
PLAN



What is the Neighbourhood Plan?

The Melksham Neighbourhood Plan covers both the area of Melksham Town and the surrounding Parish of Melksham Without.

It addresses a range of issues, including climate change, rural housing needs, the town centre, business, transport and movement, green space and community facilities as well as landscape and biodiversity.

The Plan will be used when decisions are made by Wiltshire Council on proposed new developments.

The Neighbourhood Plan contains planning policies which have been tested through consultation and examination.

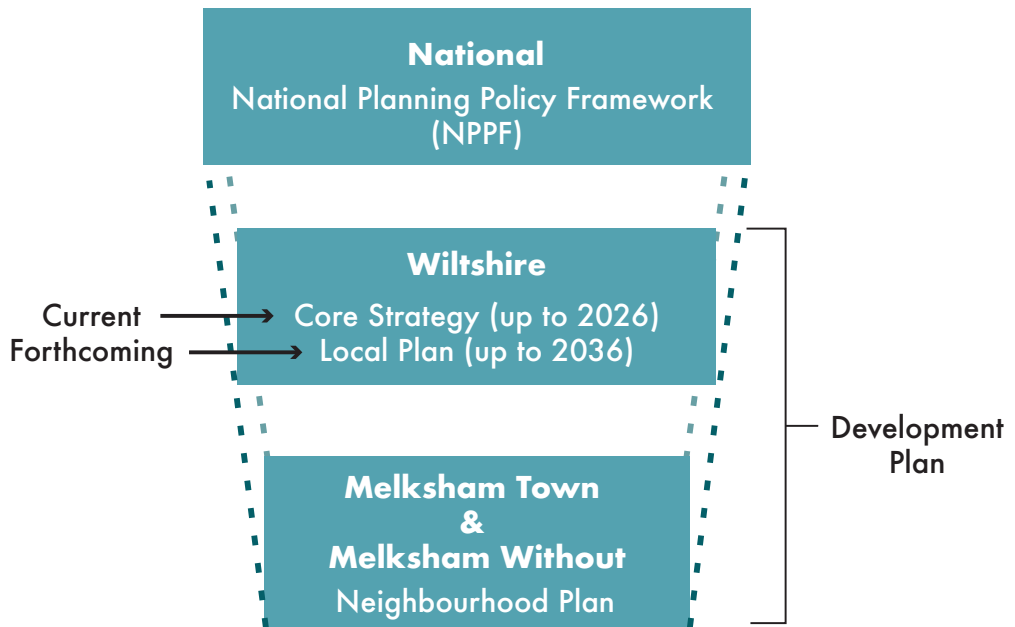


“The Neighbourhood Plan will provide the foundations for Melksham to grow sustainably for the benefit of those that live and work here.”



The Neighbourhood Plan works alongside existing legislation and policy by providing developers and assessors with criteria that must be met, and detail on what the local community wants and expects from development in their area.

These locally developed policies will guide and inform future change in the town and the rural areas.



This mini guide gives an overview of the Joint Melksham Plan, and the 19 planning policies that are presented in five sections through the Plan.

The full Plan can be found at: melkshamneighbourhoodplan.org



Policy Section 1: Sustainable Development and Climate Change

"The Neighbourhood Plan should encourage renewable energy production in ways that will deliver community benefits"

- 1. Sustainable Design and Construction**
- 2. Local Renewable and Low Carbon Energy Generation**
- 3. Flood Risk and Natural Flood Management**
- 4. Ultra Low Emission Vehicle Charging**

The first four policies of the Neighbourhood Plan set the context for development that are forward looking and proactively address the challenges of climate change - a key challenge for us locally is an increased risk of flooding and this is a significant issue in Whitley and Shaw.



Policy Section 2: Housing and Infrastructure

"It's vital that the Neighbourhood Plan supports diverse development that suits the needs of the community...which delivers real benefits for the local area"

- 5. Community Engagement**
- 6. Housing in Defined Settlements**
- 7. Housing Allocation at Middle Farm, Corsham Road, Whitley**
- 8. Infrastructure Phasing and Priorities**

This section reinforces the role of local people in future development, sets out where development will happen in the Plan period, including an allocation for housing and play provision in Whitley. The importance of making sure that necessary services and facilities, such as healthcare, education, green spaces and transport infrastructure, must be considered alongside housing, keeping pace with the needs of the community, is also reinforced in policy.

4 Melksham Neighbourhood Plan - Mini Guide



Policy Section 3: Shopping, working and getting around

"The Neighbourhood Plan aims to create a positive environment to encourage retail investment into Melksham delivering diversity and choice and making the town more self reliant"

- 9. **Town Centre**
- 10. **Employment Sites**
- 11. **Sustainable Transport and Active Travel**

In the rapidly shifting context for high streets and market towns, we want to enable our town to evolve positively in response to change, challenges and opportunities. Retention and increase of local jobs is also addressed through a policy on employment sites. Alongside this is a policy to extend accessible, safe and attractive ways for people to walk, cycle or use public transport to get to places where we work, learn, play, shop and relax.



Policy Section 4: Community Well-being and Nature

"I like wild areas - they are great for playing hide and seek in. I also enjoy playing with my brother and friends since none of us have big enough gardens to play in"

- 12. **Green Infrastructure**
- 13. **Biodiversity**
- 14. **Open Spaces**
- 15. **Community Facilities**

The role of nature and open spaces in the well-being and health of community is reinforced through policies in this section which seek to protect and enhance local assets. The importance of the role of our community facilities and services is also underpinned with policy that sets out criteria to protect these.



Policy Section 5: Natural and Built Environment

“We have the beautiful river Avon, meandering through the town with its riverside walks, stretching along fields through King George V Park and onto the wildlife reserve at Conigre Mead”

- 16. Trees and Hedgerows**
- 17. Landscape Character**
- 18. Locally Distinctive, High Quality Design**
- 19. Local Heritage**

We have much to be proud of in terms of our heritage and natural environments both within the town and in our rural areas. Policies in this section identify key features and set out clear criteria for respecting and enhancing the role of our built and natural heritage and environment.

Priority Statements

In addition to the planning policies included within the Neighbourhood Plan there are also some priorities identified.

Priority statements illustrate the commitment of the two Councils to bring their influence to bear on matters outside the remit and scope of this Neighbourhood Plan either because they are strategic in nature or address issues beyond this Neighbourhood Plan time period.





MELKSHAM

NEIGHBOURHOOD PLAN

The Neighbourhood Plan has been prepared by the Joint Melksham Neighbourhood Plan Steering Group.

Photographs by Linda DeSantiz. Aerial Photograph by Catherine Fallon Operations

Related information and the Plan evidence base can be found on the website: melkshamneighbourhoodplan.org

Questions and further information can also be directed at Melksham Without Parish Council or Melksham Town Council

Melksham Without Parish Council
clerk@melkshamwithout.co.uk | Telephone: 01225 705700

Melksham Town Council
townhall@melksham-tc.gov.uk | Telephone: 01225 704187

The qualifying body has received technical support during the preparation of the Neighbourhood Plan from [Place Studio](#), a Bristol based planning and design consultancy that specialises in engagement and community led planning.

This miniguide was created by Place Studio
www.placestudio.com



MELKSHAM NEIGHBOURHOOD PLAN

melkshamneighbourhoodplan.org

11th June

Cleveland Bridge repairs could push traffic through Wiltshire

By [Matthew McLaughlin](#) @matthew_wilts Local Democracy Reporter



Cleveland Bridge

Major repairs to Cleveland Bridge in Bath are due to start this month and could have an adverse impact on the county, according to Wiltshire Council.

From Monday, June 28, the A36 Cleveland Bridge will be closed as it undergoes a £3.8m repair project with works expected to last until September.

This means that much of the existing traffic across the bridge must be re-routed with the result being “potential adverse impact” on Wiltshire roads.

Wiltshire Council has said it has not agreed to the use of the county’s road network for any signed diversion routes.

Cabinet member for transport, Dr Mark McClelland said: “All of the existing 18t diverted traffic signage currently on our network will be removed by Bath and North East Somerset Council prior to the road closure.

“In order to discourage any unsuitable additional traffic, we have taken the decision to erect some temporary signage at a number of locations on our roads.

“These signs will be in place by Sunday, June 27, and will remain for the duration of the bridge closure.

“We will be monitoring the situation on our local roads throughout the Cleveland Bridge closure and may consider additional measures if this is deemed necessary.”

Around 17,000 vehicles pass over the bridge every day.

Despite regular maintenance, a spokesman for Bath & North East Somerset Council said the bridge “needs extensive major structural repairs for it to continue to function safely and preserve its heritage value.”

Mayor of Bradford on Avon, Sarah Gibson said: “Wiltshire Council Highways will place signage to try and deter motorists from using Bradford on Avon as a diversion.

“However this closure may push more traffic through the town, so it is worth considering other means of transport for that period.”

The B&NES spokesman said: “The bridge will close at one minute past midnight on Monday, June 28 and it is anticipated the work could take around three months before reverting to temporary signals.”

Renovation works on the Grade II listed bridge have continued since May with temporary signals used to allow for scaffolding to be put up.

Updates to the works can be found [here](#).

MINUTES

Meeting: Melksham Area Board
Place: Civic Centre, St Stephens Place, Trowbridge. BA14 8AH
Date: 18 May 2021
Start Time: 1.00 pm
Finish Time: 1.05 pm

Please direct any enquiries on these minutes to:

Kevin Fielding(Democratic Services Officer),(Tel): 01249 706612 or (e-mail)
kevin.fielding@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Phil Alford, Cllr Jon Hubbard, Cllr Jack Oatley and Cllr Mike Sankey

<u>Minute No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<u>Apologies for Absence</u> Apologies were received from Cllr Nick Holder and Cllr Jonathon Seed
2	<u>Election of the Chairman</u> Councillor Phil Alford was elected Chairman for the forthcoming year
3	<u>Election of the Vice-Chairman</u> Councillor Mike Sankey was elected Vice-Chairman for the forthcoming year

1 June 2021

For immediate release

Proposed A350 Melksham bypass: Cabinet agrees to second consultation

Wiltshire Council's Cabinet has today (Tuesday 1 June) agreed the next steps for the proposed A350 Melksham bypass.

The project was the subject of an initial consultation and engagement exercise, held from November 2020 to January 2021, on a long list of indicative route options. After considering the feedback from the 1,018 responses to the online survey and the 175 written and email responses during the consultation period, Cabinet has agreed that the project can move to the next stage, a second non-statutory consultation and engagement exercise on a shortlist of options.

The focus of the shortlist is Option 10c, the long route to the east of the town, and various alignments at the northern end of the proposed bypass. The forthcoming consultation will also look at improving cycling and walking facilities along the route, either in conjunction with the scheme or separately.

Cllr Dr Mark McClelland, Cabinet Member for Highways, said: "This Cabinet decision marks the next step towards a bypass for Melksham that, if approved by the Department for Transport (DfT), would create more reliable journeys and less congestion on the A350, improve safety and reduce emissions, and support economic growth in the area.

"It's really important that people get involved in the second consultation, which we'll launch at Melksham Area Board on Wednesday 23 June, as it will help to shape the Outline Business Case that we'll present to DfT.

"DfT will then review the Outline Business Case against its criteria and ensure the views of the local community have been properly considered, before deciding whether to proceed with the scheme.

"The first consultation was held predominantly online due to COVID restrictions, but as long as the Government's roadmap out of lockdown continues to progress, we

hope to hold both in-person and online events for this consultation, so that as many people as possible have the opportunity to have their say. We'll also put displays in Melksham Library so that people can come and find out more about the proposals.

"We'll be releasing more details soon on how people can have their say on the proposals ahead of the consultation launch at Melksham Area Board."

To find out more about the proposed A350 Melksham bypass project, people should see: www.wiltshire.gov.uk/highways-a350-melksham-bypass

Ends.

Notes to editors

For any enquiries please contact the communications team at communications@wiltshire.gov.uk.

For political comment:

Conservatives: Dr Mark McClelland: mark.mcclelland@wiltshire.gov.uk

Liberal Democrats: Ian Thorn ian.thorn@wiltshire.gov.uk

Labour: Ricky Rogers ricky.rogers@wiltshire.gov.uk

Independent: Ernie Clark ernie.clark@wiltshire.gov.uk

A350 Melksham Improvement Scheme

Melksham Area board 23rd June 2021

Advanced written questions / comments received ahead of 2nd consultation launch.

	Written question / submission:	Received from:	Response:
1	Why are we left with just the one choice 10c to go forward with?	Mr D Robinson	<p><i>The development of a solution for the A350 improvement scheme is being undertaken in accordance with DfT requirements and methodology, and is based on a number of factors including landscape, archaeology, ecology, air quality, flood risk, environment, cost and benefits and indeed how well options respond to the stated scheme objectives. Recent technical work has progressed sequentially and logically through the option assessment process.</i></p> <p><i>Option 10c is identified as the most viable route, although there are alternative alignments at the northern end, which are being consulted on.</i></p> <p><i>Other potential options have been discounted as the scheme has evolved for a range of reasons including not addressing the scheme objectives, design constraints, costs leading to limited value for money, technical deliverability matters, local impacts, and environmental matters.</i></p> <p><i>It is important that the scheme progressing through to the outline business case represents the best identified solution possible. If any of the other options had scored as well as Option 10c against the criteria, they would have been included in the second round of consultations.</i></p>
2	Why was 7a rejected when it had more support than any other route?	Mr D Robinson	<p><i>Option 7A was the improvement of the existing road north of Farmers Roundabout and the A365 Bath Road junction.</i></p> <p><i>Dualling the existing route south of Farmers Roundabout would be possible, but improvements to the existing road through Beanacre and at the northern end of</i></p>

			<p><i>Melksham to the standards required to meet the needs of the major road network would have extensive adverse impacts on the built up area.</i></p> <p><i>Compared to the likely scale of benefits that might be possible given the constrained nature of this section of the existing route, it was considered that 7A would offer lower overall value for money than other options and was not a viable option.</i></p>
3	<p>Will the traffic data be updated to take account of the new post COVID traffic flows and the enhancements to the Farmers roundabout?</p>	Mr D Robinson	<p><i>Yes. As part of the development of the Outline Business Case, the emerging scheme will be assessed in accordance with the Department of Transport's (DfT) Transport Analysis Guidance (TAG). This methodology and guidance are the standard approach to assessing major transport schemes of this type, and the information is regularly updated by DfT.</i></p> <p><i>The traffic assessment will include recent changes to the highway network.</i></p> <p><i>It is anticipated that the DfT will issue revised traffic and economic forecasts shortly, and additional work and analysis will be undertaken to reflect these.</i></p>
4	<p>Will you and your team engage and take account of the messages on the following Facebook groups 'Bowerhill', 'Melksham Discussions' and 'Stop the Melksham Bypass'? These sizeable groups provide a good insight into the strength of public opinion! Perhaps we could start with a formal invite to the Groups members to the upcoming Melksham Area Board Meeting on the 23/6.</p>	Mr D Robinson	<p><i>We welcome all feedback and responses to the consultations during the preparations for the Outline Business Case, and we would like to hear the views from members of these Facebook groups, along with all other viewpoints from the local community, to ensure we are capturing comments from as wide a demographic as possible.</i></p> <p><i>Anyone is welcome to attend the Area Board meeting and the upcoming webinars to hear more about the proposals, to ask questions about the project, and to take part in the consultation to let us know their views.</i></p> <p><i>We have also published all information on the scheme on our website at www.wiltshire.gov.uk/highways-a350-melksham-bypass</i></p>

5	Will the footfall data for the usage of the public paths from Bowerhill and through Giles Wood be revisited, given the only data used to date was that taken on a cold wet January day earlier this year!	Mr D Robinson	<p><i>As part of the scheme development works, a Walking, Cycling, and Horse riding Assessment (often referred to as WCHAR) has been undertaken. This is a piece of work which will be developed as the scheme moves forward through future design stages.</i></p> <p><i>The surveys undertaken in January 2021 supplement other information collected previously to reflect walking and cycling activity and to highlight key routes.</i></p> <p><i>It is expected that additional surveys will be needed to help inform the ongoing WCHAR study and these will be undertaken as appropriate.</i></p>
6	Will access via the existing footpaths to the Canal, Giles Wood and the picnic area be protected both during and after construction?	Mr D Robinson	<p><i>Yes</i></p> <p><i>We recognise the key linkage between the Bowerhill Area and the various facilities close to the Kennet & Avon Canal.</i></p>
7	What will be done to protect the wildlife? Our garden has nightly visits from Fox's, Badgers, Deers, Hares, Bats etc. I have hundreds of photos using our night camera to support this.	Mr D Robinson	<p><i>Any scheme coming forward will require a full Planning Application and Environmental Impact Assessment, which would consider impacts on the local environment and habitat.</i></p> <p><i>Mitigation measures may be required specifically in connection with local wildlife. It is not uncommon for features such as badger access tunnels and bat hop-overs to be included as part of the design on scheme such as this.</i></p> <p><i>In addition, drainage attenuation ponds are likely to be required and these will provide opportunities to develop and enhance the local wildlife habitat and environment combined with landscape planting areas.</i></p>
8	What assurances can be given to Bowerhill and Seend residents that significant additional house build will not be permitted on current green space, that currently falls	Mr D Robinson	<p><i>The recent consultation held between January – March 2021 on the Wiltshire Local Plan Review proposed a requirement of 3950 new homes at Melksham and Bowerhill for the plan period 2016 – 2036. When the number of homes already built and in the pipeline is deducted it leaves a further 2585 homes to be accommodated.</i></p>

	outside the village boundaries but will then border the new bypass?		<p><i>17 greenfield sites – including some adjacent to Bowerhill - were outlined which the Council will need to assess to find the most suitable locations for these homes and no decisions have yet been made on these.</i></p> <p><i>The Melksham neighbourhood plan will also be able to allocate sites for development in their neighbourhood area.</i></p> <p><i>For the village of Seend, there is a proposed housing requirement of 30 dwellings over the plan period 2016 - 2036. Sites for these will not be allocated in the Local Plan but can be allocated by the neighbourhood plan.</i></p> <p><i>As individual planning applications come forward, these will be decided against relevant planning policies in place at the time of the decision and it is not possible to give assurances on what decisions may be made on these in the future.</i></p>
9	Why did WC mislead everyone over its options process and waste so much time/money over a decision it had already made? The Route 10C was what it asked the DfT to fund as is shown in the submission form obtained by FOI, which only mentioned 3 options, with one discounted (B), effectively leaving A (10a) and C (10c). With C clearly identified as the only one that WC wanted to have funding to pursue.	Mr P Chipper	<p><i>The consultation and recent assessment work considered all options, and they were reviewed on the same basis. There was no preference for any of the options as it is important to identify the most suitable option that would meet the objectives and be likely to obtain funding.</i></p> <p><i>It is appreciated that there has been discussion about a potential eastern bypass of Melksham since at least the 1990s. The Strategic Outline Business Case prepared in 2019 identified a potentially viable long eastern route, and the viability of the route corridor has been confirmed by the options appraisal work carried out since.</i></p> <p><i>If any of the other options had scored as well as Option 10c against the criteria, they would have been included in the second round of consultations.</i></p> <p><i>A summary of the reasons why various options have not been taken forward is included in the current consultation information pack at Appendix A, and is further explained in the draft “Option Assessment Report” (OAR) which will be available through the project webpage. A350 Melksham bypass - Wiltshire Council</i></p>
10	What are the actual and specific benefits of such	Mr P Chipper	<p><i>Please refer to our FAQ “What benefits could the scheme bring?”, which is available through the project website www.wiltshire.gov.uk/highways-a350-melksham-bypass.</i></p>

	<p>scheme? A realistic high level cost/benefit analysis to justify the enormous expense of the project, and it's dramatically negative impact on Melksham and the surrounding area. NB an answer of "This will be answered in the Business Case", is not acceptable, as by now there should be a substantive and credible answer in order to make a decision to proceed.</p>	<p><i>We anticipate the scheme delivering a range of strategic benefits including:</i></p> <ul style="list-style-type: none"> • <i>Creating a more reliable, less congested, and better-connected transport network that works for the users who rely on it.</i> • <i>Providing a well-connected, reliable and resilient transport system to support economic and planned development growth at key locations.</i> • <i>Supporting and helping to improve the vitality, viability and resilience of Wiltshire's economy and market towns.</i> • <i>Providing transport infrastructure to support new housing in the western Wiltshire corridor.</i> • <i>Assisting the efficient and sustainable distribution of freight in Wiltshire to build a stronger, more balanced economy by enhancing productivity and responding to local growth priorities.</i> • <i>Supporting and promoting a choice of sustainable transport alternatives.</i> • <i>Reducing the level of air pollutant and climate change emissions from transport.</i> • <i>Improving safety for all road users and reducing the number of casualties on Wiltshire's roads.</i> <p><i>The local benefits are likely to include:</i></p> <ul style="list-style-type: none"> • <i>Improving access to the railway station from the town and residential areas.</i> • <i>Improving walking and cycling routes from the town to the south and Semington.</i> • <i>Improving air quality and reduced traffic noise on the existing A350 through Beanacre and Melksham.</i> • <i>Improving access to local services, shops, amenities and schools with the removal of through traffic.</i> • <i>Reducing severance impacts on communities in Beanacre and northern Melksham caused by high traffic volumes.</i> • <i>Creating opportunities for town centre regeneration</i> <p><i>A cost benefit analysis was undertaken in connection with the Strategic Outline Business Case, which established that the scheme could have economic benefits, and these are being refined for the Outline Business Case.</i></p>
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11	When will WC admit that the scheme is part of overall house building plans for the next twenty years? NB Because, as with the “route selection choice”, reality will catch up with WC, and confirm this anyway.	Mr P Chipper	<p><i>The scheme is an improvement of the strategically important A350 north-south route. It was one of nine priority schemes identified by the Western Gateway Strategic Transport Body, and development funding has been provided by the Department of Transport. It is an improvement to the Major Road Network.</i></p> <p><i>Traffic growth is expected as a result of economic and population growth within the A350 corridor. Growth is also expected from increased housing as a result of government targets and this is being considered in the Local Plan Review currently underway. There has been substantial growth in recent years especially at Chippenham and Trowbridge.</i></p>
12	Why are WC putting the safety and well-being of Bowerhill’s residents, and more, at risk?	Mr P Chipper	<p><i>One of the stated primary transport objectives for the scheme is to reduce personal injury accident rates and severity for the A350 and Melksham as a whole, to make the corridor safer and more resilient.</i></p> <p><i>The scheme will be designed and constructed in accordance with the appropriate highway standards and guidelines, and, as with all major schemes, will be the subject of a multi-stage Road Safety Audit process.</i></p>
13	Why is WC using a route that will place Melksham Oak School next to yet another main road?	Mr P Chipper	<p><i>The emerging bypass would be approximately 750m east of Melksham Oak School. Some of the options would have been closer and introduced severance between the town and the school and would have had greater impact on and access to and from the school. These options have now been discounted.</i></p> <p><i>The effect on the school and other sensitive areas will be considered in the environmental impact study to be undertaken.</i></p>
14	How can this be part of a WC green strategy?	Mr P Chipper	<p><i>The current emerging bypass scheme provides opportunities for complementary walking and cycling measures which would assist in Wiltshire Council continuing tackling the climate emergency. The following proposals would encourage the use of active travel measures and the use of public transport to promote opportunities for people to lead healthier, active lifestyles with a greater sense of wellbeing.</i></p>

			<ul style="list-style-type: none"> • Introduction of parallel walking cycling routes where viable and where appropriate • Increased opportunity for a pedestrian friendly Town Centre • Better access to Melksham Railway Station • Possible use of the existing A350 corridor to link Melksham and Lacock with active travel modes • Potential northern / southern connections to the wider cycle network • Accommodation of changes in flood levels from future climate change • Any potential scheme would seek to use low carbon alternative materials and low carbon construction plant to help reduce greenhouse gas emissions <p>The emerging bypass would align with Wiltshire Council's vision to support the natural environment and biodiversity within Wiltshire through the development of a Green and Blue Infrastructure Strategy.</p>
15	Why do we need the vast number of houses that this road will enable to be located in Melksham, etc?	Mr P Chipper	<i>The scheme is an improvement to the Major Road Network. It does not include or require the construction of houses or other developments.</i>
16	In projects it's important to understand the sponsors motivations, therefore what is/are the reason(s) for, those (WC etc), supporting the proposal?	Mr P Chipper	<p><i>Please refer to our FAQ "What are the objectives of the scheme?", which is available through the project website www.wiltshire.gov.uk/highways-a350-melksham-bypass.</i></p> <p><i>The transport objectives of the scheme were agreed by the council's Cabinet on 13 October 2020 and are to:</i></p> <p><i>(i) Reduce journey times and delays and improve journey reliability on the A350 through Melksham and Beanacre, improving local and regional north-south connectivity, and supporting future housing and employment growth in the A350 corridor.</i></p> <p><i>(ii) Reduce journey times and delays on and improve journey reliability on the following routes through Melksham and Beanacre:</i></p>

			<p>A350 South - A3102 A365 West - A365 East A350 South - A365 West</p> <p>(iii) Provide enhanced opportunities for walking and cycling between Melksham town centre and the rail station / Bath Road, and along the existing A350 corridor within Melksham and Beanacre, which will help reduce the impact of transport on the environment and support local economic activity.</p> <p>(iv) Reduce personal injury accident rates and severity for the A350 and Melksham as a whole, to make the corridor safer and more resilient.</p> <p>(v) Reduce the volume of traffic, including HGVs, passing along the current A350 route in northern Melksham and Beanacre to reduce severance, whilst avoiding negative impacts on other existing or potential residential areas.</p>
17	How many (just a number, no other details required) of all the council supporters of the project, live within 100 metres of the bypass route?	Mr P Chipper	<i>This information is not known. However, given that the emerging bypass route has, in part, been developed to avoid close proximity with residential areas wherever possible, we would anticipate this to be very small.</i>
18	Why is the Cleveland Bridge closure being mentioned?	Mr P Chipper	<i>The temporary closure of Cleveland Bridge in Bath is expected to cause some heavy goods vehicles to use the A350 as an alternative route</i>
19	We the residents of Bowerhill don't need a bypass! We have fresh air, green fields, picnic spots, canal walks and quality walks in the countryside.	Anonymous	<p><i>Thank you for your comment. Please could we encourage you to engage with the consultation process and complete the on-line questionnaire so that your views can be captured.</i></p> <p><i>We are aware of the importance of access to the countryside and on local facilities and amenities, and this is a matter that has, and will, help shape the scheme as it develops further.</i></p>

20	Whenever I drive from Chippenham to Melksham, I have no issues whatsoever with the time it takes.	Anonymous	<i>Thank you for your comment. Please could we encourage you to engage with the consultation process and complete the on-line questionnaire so that your views can be captured.</i>
21	We chose to live in Bowerhill, because it was a small village, away from busy roads and close to open fields.	Anonymous	<i>Thank you for your comment. We would encourage residents to complete the on-line questionnaire so that your views can be captured.</i>
22	<p>Those that are campaigning for the Bypass are predominantly</p> <p>A. Living on the Existing A350 (e.g. Residents of Beanacre), and chose to live there (yes, if you buy a house next to a busy road, that's your choice!) don't push your bad decision on us.</p> <p>B. Want to shorten their journey time, but don't live in the affected area.</p> <p>C. Likely to be getting back handers for pushing this through, and are completely unaffected by proposed changes.</p> <p>To that extent I would hope that a greater percentage of vote is taken into account for those that will be negatively impacted.</p>	Anonymous	<p><i>The scheme is a proposal to improve the Major Road Network and is predominantly intended to accommodate through traffic. There is likely to be reduced traffic for some residents along the existing road but that is only one of the benefits of the scheme.</i></p> <p><i>We would encourage you to complete the on-line questionnaire so that your views can be captured. All views received will be taken into account and included in the report on the consultation.</i></p> <p><i>It should be noted that the consultation is not a public 'vote' for the most popular route or option. A wide range of factors must be taken into account in determining the preferred solution. The scheme is likely to be the subject of a public inquiry where an independent inspector will consider the evidence before making a recommendation to the Secretary of State.</i></p>

23	<p>From what I have heard the Route option selected is in order to cram more houses into Melksham / Bowerhill. The rate of houses being put up is absurd, when there is little development to bring anything good into Melksham.</p> <p>Where are the shops, the entertainment and local jobs. Does Melksham / Bowerhill need more houses. Send them elsewhere! Melksham has just become one massive housing estate and is swallowing Bowerhill, is Seend Next?</p>	Anonymous	<p><i>The scheme is an improvement to the Major Road Network. It does not include or require the construction of houses or other developments.</i></p>
24	<p>Since the area planned is a flood plain area, that suggests that the road will not be sunken into the surroundings to lessen the impact. Please give full details on how you plan to stop the noise pollution, and conceal the view from residents of Bowerhill and Seend and for anyone else</p>	Anonymous	<p><i>This scheme will require planning consent, and as part of the planning application an Environmental Impact Assessment (EIA) will be undertaken to identify and assess the potential environmental impacts that could arise. The assessment will need to propose mitigation measures to minimise these impacts in order to inform the planning, design and construction process, and satisfy legal obligations.</i></p> <p><i>Considerations and full assessment will be completed for:</i></p> <ul style="list-style-type: none"> <i>• Air quality</i> <i>• Ecology and nature conservation</i> <i>• Landscape and cultural heritage</i> <i>• Noise and vibration</i> <i>• Other environmental subjects as required by relevant standard and laws</i>

	that will be negatively impacted for that matter.		<p><i>Key stakeholders such as the Environment Agency will be consulted throughout the development process.</i></p> <p><i>Where required, the proposed scheme will include design measures and landscaping to avoid and reduce any potential adverse effects. These will be designed in more detail as the scheme develops.</i></p>
25	What compensation will be given to those that will be impacted by proposed changes. To that effect, I mean those that live within sight and earshot, with regards to dropping in house prices, desirability of houses, and quality of life.	Anonymous	<p><i>Efforts will be made to minimise the impact of this scheme on the local community and those that live in close proximity. An Environmental Impact Assessment (EIA) will be undertaken to identify and assess the potential environmental impacts that could arise from the proposed scheme. The assessment will propose mitigation measures to minimise these impacts in order to inform the planning, design and construction process and satisfy legal obligations.</i></p> <p><i>Considerations and full assessment will be completed for:</i></p> <ul style="list-style-type: none"> <i>• Air quality</i> <i>• Ecology and nature conservation</i> <i>• Landscape and cultural heritage</i> <i>• Noise and vibration</i> <i>• Other environmental subject as required by relevant standard and laws</i> <p><i>If property prices are affected, in some circumstances it is possible to make a claim under Part 1 of the Land Compensation Act 1973 for the effects of physical factors such as noise, vibration, smell, fumes or artificial lighting caused by the use of a new bypass or road.</i></p>
26	Bring back the Bowerhill Villager newspaper and deliver to every house in Bowerhill, with a full article on the proposed so they know what is going on and can raise their concerns, this is largely only heard about on Facebook groups, and a lot	Anonymous	<p><i>The public are encouraged to give their views on the proposals. The first consultation was launched at the Melksham Area Board on 4 November 2020. An initial online presentation was given to Seend Parish Council on 27 October 2020 and to Melksham Town Council on 23 November 2020. Unfortunately, because of the Covid restrictions it was not possible to hold an exhibition at the library or town hall as would normally be the case.</i></p> <p><i>The consultation received coverage on local television and radio, and social media has been used to increase awareness of the scheme. An extension to the consultation</i></p>

	of people are being kept in the dark.		<p><i>period from the end of November to 17 January 2021 was made in view of the pandemic limitations, and to ensure that the local paper would be operating again so that it could report on the consultation and encourage participation.</i></p> <p><i>We are particularly keen to hear the views of all residents in the wider area to understand what concerns there might be about the proposals and how they could be mitigated. It should be noted that these are non-statutory consultations at this stage and there will be further opportunities to comment as the scheme develops.</i></p>
27	Why is option 10c the only option shortlisted and option 7a which received more public votes not even on the table now?	Ms G Stevens	<p><i>Please refer to our replies to items 1 and 2 above.</i></p> <p><i>The development of a solution for the A350 improvement scheme is being undertaken in accordance with DfT requirements and methodology, and is based on a number of factors including landscape, archaeology, ecology, air quality, flood risk, environment, cost and benefits and indeed how well options respond to the stated scheme objectives. Recent technical work has progressed sequentially and logically through the option assessment process.</i></p> <p><i>Option 10c is identified as the most viable route, although there are alternative alignments at the northern end, which are being consulted on.</i></p> <p><i>Other potential options have been discounted as the scheme has evolved for a range of reasons including not addressing the scheme objectives, design constraints, costs leading to limited value for money, technical deliverability matters, local impacts, and environmental matters.</i></p> <p><i>It is important that the scheme progressing through to the outline business case represents the best identified solution possible. If any of the other options had scored as well as Option 10c against the criteria, they would have been included in the second round of consultations.</i></p> <p><i>Option 7A was the improvement of the existing road north of Farmers Roundabout and the A365 Bath Road junction.</i></p>

			<p><i>Dualling the existing route south of Farmers Roundabout would be possible, but improvements to the existing road through Beanacre and at the northern end of Melksham to the standards required to meet the needs of the major road network would have extensive adverse impacts on the built up area.</i></p> <p><i>Compared to the likely scale of benefits that might be possible given the constrained nature of this section of the existing route, it was considered that 7A would offer lower overall value for money than other options and was not a viable option.</i></p>
28	How flexible is the northern part of the route 10c between the A350 and the A3102?	Mr T Nicholas	<p><i>The northern section of the emerging route is largely determined by the crossing point of Woodrow Road / Lower Woodrow and seeking a solution which avoids direct and significant impact on residential properties and businesses in that area.</i></p> <p><i>Three potential alternative route alignments are being considered at the northern end of the emerging route to the north of Woodrow Road / Lower Woodrow and how the bypass would tie in with the existing A350. There are various competing and conflicting constraints in this area which need to be carefully considered in determining the optimum solution - including the River Avon and its flood zone, potential impacts on the existing Roman Road, visual impacts, and potential impacts to individual properties in the vicinity of the existing A350.</i></p> <p><i>We are consulting on these potential alternative alignments and would be please to receive comments and views on these and will consider any alternative suggestions that may come forward.</i></p>

Welcome

Welcome to the latest edition of the Melksham Community Campus Newsletter. This edition provides you with an update on the construction of the Community Campus with lots of progress pictures. We are pleased to share with you an artist's impression of the finished building.



Construction progress

The construction has progressed significantly, most recent achievements include:

Steel installation phase 1 is complete and phase 2 is 50% complete.



Installation of the roof and wall cladding has commenced.



Both lift shafts are now in place



The pool shell construction, reinforcement and pipework installation is progressing well.



Significant deliveries

You may notice some large deliveries of materials. This is being managed well and we do not anticipate these causing any issues.

Stone wall and pillars

The reconstruction work on the Northern boundary wall and gate pillars has been completed and are looking fantastic!



Get in touch

You can contact the campus team by email:

melkshamcampus@wiltshire.gov.uk

You can now also see all the latest updates on our Facebook and Twitter pages, please visit:



[Melksham Community Campus](#)



[@CampusMelksham](#)

For immediate release

22 June 2021

Council bids for Government funding to support Melksham and Trowbridge

Wiltshire Council has submitted bids of more than £14m of Government funding to help support two projects in Melksham and Trowbridge that, if successful, will provide opportunities and improvements for both towns.

The bids are part of the Government's Levelling Up Fund, which aims to invest in infrastructure projects that improve everyday life across the UK. The £4.8bn fund will support town centre and high street regeneration, local transport projects, and cultural and heritage assets.

One of the bids, of around £5m, is to support the council's plans to refurbish Melksham House. The plan is to renovate Melksham House as a multifunctional hub for the local community, while ensuring the building's cultural and historical importance are maintained.

The provision of flexible workspaces will help support local businesses as the county emerges from the COVID-19 crisis. A new flexible workplace and community hub would also reduce the town's exposure to losses of local employment opportunities, reduce out of town commuting and provide a base for workers looking for a collaborative, co-working environment. The house would also include multi-purpose community space.

Set alongside the new Melksham Campus, this project would help that area become a centre of activity for the town, driving footfall and business opportunity to the area. Any plans would be subject to the normal planning process, with residents and stakeholders able to provide feedback and comments.

Money from this bid will also help fund active travel and sustainable measures in the town, which will make the area more accessible and improve connectivity.

The council's bid for this funding has the support of Michelle Donelan MP and Melksham Town Council.

Cllr Richard Clewer, Leader of Wiltshire Council and Cabinet Member for Economic Development, said of the Melksham bid: "We know the historic importance of

Melksham House and we believe this investment will ensure it continues to be a vital long-term part of the town's future and help support the local area to thrive.

“With Melksham Campus being built on the same site of the house, this area of Melksham will be a real focal point for the town, providing top-class facilities for residents and businesses alike. If we're successful, this will not only bring forward the plans we had for Melksham House, but also support travel and accessibility measures, which will really complement our overall vision.

“With the town lacking in office space and a likely shift in how people work following the pandemic, we believe the offer of flexible workspaces that cater to local businesses, that form part of our proposals could be an attractive proposition.

“Town centres have been hit hard by the pandemic but ambitious plans such as these will help to reinvigorate them. We look forward to sharing more information on the Melksham proposals in due course and we welcome people's thoughts.”

The second of the council's bids for the Levelling Up Fund is for around £9.4m for changes around Trowbridge Longfield Gyratory to improve capacity and allow for smoother journeys along the A361 and for easier access to central Trowbridge.

In addition to this, there is a network of walking and cycling improvements proposed, including improved crossings at the gyratory (for pedestrian and cyclists); a shared use path along County Way East; shared use paths connecting to advisory cycle lanes on Bythesea Road for connections to the station; and improved pedestrian connections between the Longfield residential area and Cradle Bridge Retail Centre and Trowbridge town centre.

The new connections would facilitate much easier access to the town centre for residents, improving their access to local facilities and services. This would also allow them to benefit from town centre improvements to be delivered as part of the Future High Streets Fund, ensuring that all residents can experience benefits from town improvements and levelling up in Trowbridge.

Commenting on the Trowbridge Longfield Gyratory bid, Cllr Dr Mark McClelland, Cabinet Member for Highways and Transport, said: “These proposals will really help provide much easier access to the town centre for residents, and therefore improve their access to local facilities and services.

“With the work we're planning as part of the Future High Streets Fund, if we're successful with this bid too, it means that more people will be able to benefit from the improvements we are planning in the town centre. We want our county town to be a thriving accessible area and these proposals will not only improve the lives of local residents, but also encourage businesses to invest.”

The council's bid for this funding has the support of Andrew Murrison MP and Trowbridge Town Council.

The council expects to hear the outcome of the bids by the autumn.

The Levelling Up Fund has other application windows and the council will consider future bids for further funding for different projects.

-Ends-

Notes to editors:

For more information, please contact the communications team at communications@wiltshire.gov.uk

For political comment:

Conservatives: Richard Clewer richard.clewer@wiltshire.gov.uk

Liberal Democrats: Ian Thorn ian.thorn@wiltshire.gov.uk

Labour: Ricky Rogers ricky.rogers@wiltshire.gov.uk

Independent: Ernie Clark ernie.clark@wiltshire.gov.uk



NOTICE OF PUBLIC CONSULTATION BY MELKSHAM WITHOUT PARISH COUNCIL REGARDING POTENTIAL PUBLIC WORKS LOAN FOR THE CONSTRUCTION OF A NEW VILLAGE HALL AT BERRYFIELD

Melksham Without Parish Council are undertaking a consultation regarding the possibility of obtaining a Public Works Loan to enable the commencement of the build of a new Village Hall at Berryfield this year.

The funding for the village hall will come from the



Existing village hall at Berryfield Park

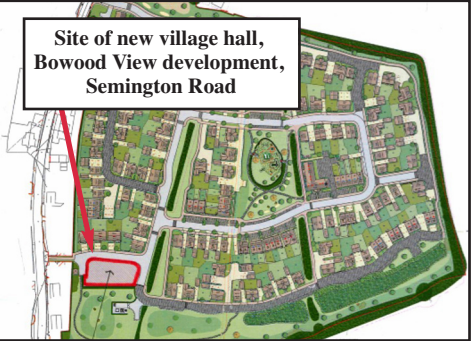
developers of nearby new housing, but as the timing of the funds is dependent on work starting on site, the building of houses as well as occupation levels, this is expected to come in several payments over the next few years.

The parish council would like to move forward with this project in 2021 for several reasons:

- To provide an effective community space for the existing residents of Berryfield and Semington Road as well as those that have, and will, move into the new housing development at Bowood View. The existing village

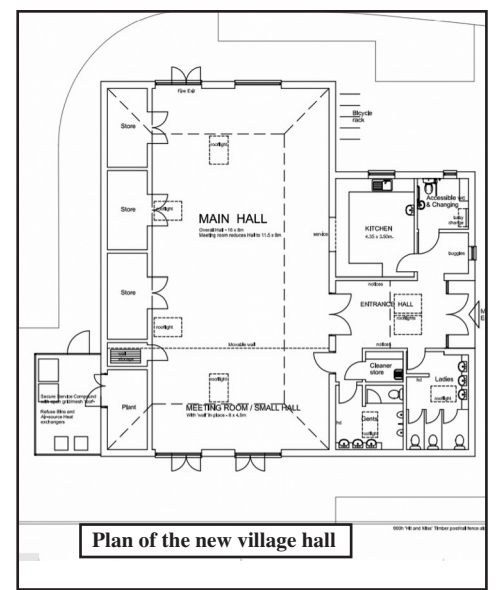
hall has always been envisaged as a temporary building, well past its life expectancy, small and not suitable for activities other than very small groups undertaking crafts and nothing more strenuous.

- To undertake the building works whilst the building of the houses is still being undertaken. The parish council do not want to return and disrupt residents in the future when all the building work has finished, but to complete now whilst the other work is taking place and the services are still easily accessible with road and pavement surfacing not completed.



Site of new village hall, Bowood View development, Semington Road

- To conduct the work whilst all the necessary planning permissions, building regulations and tenders are still valid. It was necessary to undertake these paperwork exercises to inform what the building would look like, and to find out what cost a building company is prepared to build it for. It was a necessary part of the project build process at this stage, and the parish council would like to move to the next stage without delay. Full details of the hall design and location are available to view on the planning application 20/03879/FUL on Wiltshire Council's website www.wiltshire.gov.uk/planning-building-control
- To move forward with the build in order to progress the project, without having to wait several years for the guaranteed funding to materialise, which is dependent on circumstances out of the parish council's control. The proposed Public Works Loan is to ease the cash-flow, and enable the works to take place at the timescales dictated by the parish council, working on behalf of the residents, rather than on the timescales dictated by the housing developers and their payment schedules. The parish council have waited until the new council is in place following the 6th May elections, to move to the next stage of the project to appoint the building company and commence the build once the funding is in place.



Plan of the new village hall

WHAT IS A PUBLIC WORKS LOAN?

The Public Works Loans Board lending facility is operated by the UK Debt Management Office (DMO) on behalf of HM Treasury and provides loans to local authorities, and other specified bodies, from the National Loans Fund.

This borrowing is for capital projects and is usually limited to a maximum

of £500,000 per council per year. The parish council will need to seek approval from the Secretary of State for the Ministry of Housing, Communities and Local Government (MHCLG) in order to borrow. Current fixed interest rates are very favourable and range between 1 & 2% dependent on the length of term of the loan.

HOW MUCH IS NEEDED AND FOR HOW LONG?

The estimated cost of the new village hall is approximately £832,000.

This is still an estimate as the parish council are yet to appoint the contractor to build the hall, following their tender process earlier in the year. It includes all the anticipated costs, apart from furniture and furnishings, plus a contingency fund. Of this amount, just over £32,000 has been spent to date; obtaining planning permission, building regulations, and a full set of draw-

ings and specification for the tender process. A separate £5,000 fund has been reserved to fund the removal and disposal of the temporary portacabin village hall in Berryfield Park.

The parish council has already received close to £400,000 for this project, with at least £375,000 to follow when the 112th house at Bowood View has been occupied, with approximately 90 dwellings occupied at the time of going to print.

INCOME FUNDS

The precise amount for a Public Works Loan is still to be confirmed by the parish council, and the comments against this public works consultation will form part of the decision making process.

However, it is expected to be approx. £440,000 which is the shortfall between the funds to finish the project, less the amount already in the bank. There is not expected to be any impact on the future Precept (proportion of the future Council Tax collected by Wiltshire Council on behalf of the Parish Council) as the funds will all come from the developers of adjacent housing developments; and as this amount is expected to exceed the build cost, it will cover the interest payments too; when the funding is finally received.

The Precept for the parish council this financial year 2021/22 is about £218,000, which means that an average Band D* household in

the parish contributes £82.11 to the running of the parish council services. It may be that you feel that parish residents should contribute towards the costs of the new village hall costs, that some of the CIL (Community Infrastructure Levy) from neighbouring developments should be used to fund other projects. This is what the parish council would like to hear from parish residents on. The cost of any Precept increase will be paid by residents of the parish as a whole through their Council Tax which is why it's important that you all have the opportunity to have your say. It is noted as a comparison that an average Band D household in Melksham Town parish contributes £164.08 to the Town Council.

* The cost per Band D household is used as a national standard to allow comparisons to be made across different councils with different precepts and populations.

Community Infrastructure Levy (CIL) from the Bowood View development from Bellway Homes housing developers	£107,056	Received
25% of £500,000 from Bellway Homes from the Section 106 agreement for the development, payable on occupation of the 76th house (£125,000 index linked)	£136,450	Received
75% of £500,000 from Bellway Homes from the Section 106 agreement for the development, payable on occupation of the 112th house (£375,000 index linked)	At least £400,000	Date of receipt not confirmed but approx. 90 dwellings occupied at time of going to print
Community Infrastructure Levy (CIL) from the Pathfinder Place development from Taylor Wimpey housing developers	£150,000	Received
Community Infrastructure Levy (CIL) from the housing development adjacent to Bowood View (144 dwellings) with planning approval agreed Jan 21 (estimated amount based on comparative amount of dwellings)	£95,000	Anticipated
	£393,506	Received
	£495,000	Anticipated
TOTAL PROJECT INCOME	£888,506	

HOW DO I LET THE PARISH COUNCIL KNOW WHAT I THINK OF THE PROJECT AND ITS PROPOSAL TO OBTAIN A PUBLIC WORKS LOAN?

Please send your comments to the Clerk, by email or by post to:

Teresa Strange, Clerk, Melksham Without Parish Council, Sports Pavilion, Westinghouse Way, Bowerhill Industrial Estate, Melksham, Wiltshire, SN12 6TL
Email: clerk@melkshamwithout.co.uk

(If you could provide your postcode in your response, this will provide evidence on how many people have responded from the various parts of the parish)

WHO CAN COMMENT?

The parish council is interested to hear from any interested parties and local residents.

However, it particularly wants to hear from those who are resident in Melksham Without Parish. That is, from ALL the parish residents as they contribute through the Precept to the

parish council for the activities it performs.

So, from Berryfield and Semington Road of course, but also from the other residents in the parish living in Bowerhill, Shaw, Whitley, Beanacre, Woodrow, Sandridge, Outmarsh, The Spa and Redstocks.

DEADLINE FOR COMMENTS?

Ideally the parish council would like to be in receipt of comments by the end of Thursday 24th June latest, to give time for the councillors to consider them before they meet to decide on how to proceed.

WHEN WILL A DECISION BE MADE?

At the full council meeting on Monday 28th June at 7pm, the parish council will meet to appoint the contractors for the build of the hall, and decide if they wish to apply for a Public Works Loan and for how much and for how long.

This will be dependent on the feedback they receive from residents of the parish, so do please send your comments in. All meetings of the parish council are open to the public, and you are welcome to attend either in person or remotely. Under the current covid restrictions, the parish council are still encouraging members of the public to attend remotely, by zoom, if possible. Full details of meetings, including their agendas, are published on the parish council website www.melkshamwithout.co.uk and on a numerous noticeboards in the parish. The parish council meeting venue is at 1 Swift Way, off Westinghouse Way, Bowerhill Industrial Estate. Please park at the car park at the Parish Council Sports Pavilion at Westinghouse Way and follow the A-boards to the meeting venue round the corner. Please contact the council office on 01225 705700 to make alternative parking arrangements if you have mobility constraints.



PROJECT BACKGROUND

Melksham Without Parish Council value village halls as a vital part of a community. In fact, they are the very hub and focal point for village life. They provide an important space for private events, social gatherings, activities and local services like community cafes and polling stations.

Supporting village halls that are run by the community is a model that the parish council has used for decades and has been really successful in other parts of the parish. Whitley Reading Rooms, Shaw Village Hall and Bowerhill Village Hall are all run by management committees from the local community, with membership including representatives from the local people, the groups that regularly use them and a local member of the parish council.

The parish council provides annual grant funding to the village hall committees for them to administer for maintenance and running costs to top up the income they receive from those renting the hall, and for larger capital expenditure projects. This model means that the rental charges to users are kept low, thus providing support to the community for the wide range of groups using the venue; from toddler groups to exercise classes and youth organisations to friendship lunch clubs for the elderly. The parish council also holds council meetings and consultation events at village halls to encourage participation and engage with the local community.

This model is the one planned for the new village hall at Berryfield and has successfully worked for the temporary portacabin village hall to date. The parish council will own the new permanent village hall but plan to lease it to a management committee that will be separate from the council, a charitable trust, so that it is run on a daily basis by those that live in the heart of the Berryfield and Semington Road community but with the support and financial backing of the parish council.

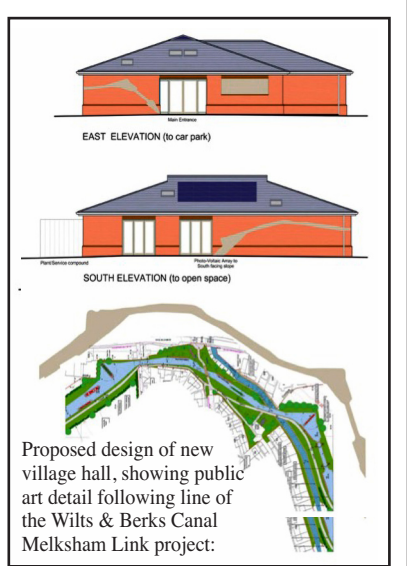
It has been a long held ambition of the parish council to have a permanent venue for the community of Berryfield and Semington Road, and they seized the opportunity to secure Section 106 funding from the new Bellway development "Bowood View" to fund the new build; along with funding from the CIL (Community Infrastructure Levy) payments from the new development and the parish council's own Reserves that it has been saving up to fund the future build project for some years now.

Melksham Without Parish Council have worked on this project with BASRAG (Berryfield & Semington Road Action Group) for a number of years, and undertook a joint consultation on the requirements for the new venue in November 2018. A questionnaire was delivered to every household in Berryfield and Semington Road, and regular

updates are provided in BASRAG's "Berryfield Buzz" free newsletter, also regularly delivered to every household, including those in the new development and the Bellway Sales Office.

In addition, in researching for input into the design of the new hall, representatives of the parish council and BASRAG visited village halls that have been recently built and met with the management committees of Shaw and Bowerhill halls to draw on their experience on requirements from a design perspective. Many of these have been built into the new hall design, such as the requirement for individually lockable storage for users, a place for pushchairs to be stored and a decent sized kitchen with a hatch to the main hall. Consultation was also undertaken with Community First and the Wiltshire Village Hall Association.

Melksham Without Parish Council are excited to be progressing to the next stage with the new village hall project, it combines their desire to provide a permanent venue for the existing community, coupled with a fantastic opportunity to provide facilities for those moving into the new development and integrating the two communities together with a lasting legacy of a permanent, purpose built, sustainable venue for all to use and enjoy for years to come.



Melksham Area Board
23 June 2021

Appointment to Outside Bodies and Working Groups

1. Purpose of the Report

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2021/22.

2. Background

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. The Area Board is also invited to reconstitute the Working Groups set out in **Appendix B**, with the Terms of Reference set out at **Appendix C**, and to make appointments to these groups.
- 2.3. Similarly, the Area Board is invited to appoint a named Champion to work with the Area Board and Health and Wellbeing Group for 2021/22 (if applicable).

3. Main Considerations

- 3.1. In 2010 all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in Appendix C.
- 3.2. Some Area Boards have a Local Youth Network (LYN) to facilitate positive activities for young people in the community area. Terms of Reference are set out in Appendix C.
- 3.3. Some Area Boards have also established working groups to consider and facilitate the development of Health and Wellbeing Centre proposals. Where these have Terms of Reference it is for the Area Board to determine and amend where required.
- 3.4. From 2015, Area Boards have been able to establish a local Health and Wellbeing Group to consider health and wellbeing priorities in their local area. These groups are sub-groups of the Area Board and their Terms of Reference can be found in Appendix C.
- 3.5. A key role within the Health and Wellbeing Group is that of the local 'Champion' who works with the Area Board to address priorities for older people and carers, further details on this role can be obtained on request from the officer named on this report.

- 3.6. Area Boards may have established other working groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

- 5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required. [Protocol 3](#) of the Council's Constitution sets out Guidance to Members on Outside Bodies.

6. Safeguarding Implications

- 6.1 Processes are in place to ensure Disclosure and Barring Service (DBS) checks are undertaken as appropriate.

7. Environmental Impact of the Proposals

- 7.1 None.

8. Equality and Diversity Implications

- 8.1 None.

9. Delegation

- 9.1 By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 9.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

10. Recommendation

- 10.1 The Area Board is requested to:

- a. Appoint Councillor representatives to Outside Bodies as set out at Appendix A;
- b. Agree to reconstitute and appoint to the Working Group(s) as set out in Appendix B; and

- c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.
 - d. To appoint a Carer and Older People's Champion for the Area Board.
-

Kevin Fielding
Democratic Services Officer

Appendices:

Appendix A – Councillor appointments to Outside Bodies and Working Groups
Appendix B – Working Group Membership
Appendix C – Terms of Reference for Working Group(s)

Unpublished background documents relied upon in the preparation of this report

None.

Melksham Area Board

Appendix A

Appointments of Lead Members to Outside Bodies 2021/22

Outside Body	Councillor Representative

Melksham Area Board

Appendix B

Appointments of Area Board Lead Councillors

To Themed Areas as set out in the JSNA and Working Groups of the Board:

Highways and Transport, including Community Area Transport Group (CATG):

Councillor

Children and Young People, including Local Youth Network

Councillor

Health and Wellbeing, including the Health and Wellbeing Group

Councillor

Economy and Employment

Councillor

Environment

Councillor

Older People

Councillor

Arts, Culture and Leisure

Councillor

Community Safety

Councillor

Housing and Development

Councillor

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

The CATG will normally be made up of not more than 10 members from the following groups:

- Members of the Area Board
- Town and Parish Council representatives
- Community representatives

Representatives should act as a conduit between their organisations and the CATG by putting forward the views of the body they represent and providing feedback to its members regarding the work of the CATG. The group members will also need to be mindful of the needs of the community area as a whole when making their recommendations, as not all councils and groups can be represented on the CATG.

Any recommendations of the CATG to the Area Board will usually be reached by consensus but if necessary these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire Councillor. Membership of the CATG will cease when a member ceases to hold the stated office as when first appointed.

The CATG may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Appointment of CATG Members

Appointment of members to the CATG will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the CATG (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However it is preferred that the same representative attends if possible to ensure consistency of membership.

Media Relations

Members of the CATG must not issue press statements on behalf of the Area Board.

Any press statements about the work of the CATG should be agreed between the Chairman of the CATG and the Chairman of the Area Board.

Meetings

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above, and is open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes. It should be noted that CATG is an advisory body, it does not exercise delegated decision making powers.

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary. Additional support will be provided outside of the meeting by the Corporate Office Business Support unit, as per Area Boards.

Terms of Reference

The CATG has no formal decision making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a full CATG meeting before being brought to the next Area Board for approval.

The CATG's terms of reference are set out at Appendix A:

Terms of Reference

1. Small scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Highways and Transport. The funding allocation is for capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management. It cannot be used to fund revenue functions such as maintenance schemes or the provision of passenger transport services. Schemes considered by the CATG should have first been raised through the community issues system and endorsed by the relevant town or parish council.

In choosing their local transport schemes Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is in excess of the total discretionary amount available.

(Cabinet Member Decision HT-026-11)

3. C & UC roads speed limit review

To make recommendations to the Area Board as to the priority routes for review on C Class and unclassified roads in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-027-11)

4. Waiting restrictions

To make recommendations to the Area Board regarding waiting restrictions in areas where the Town or Parish Councils do not wish to undertake this function.

(Cabinet Member Decision HT-031-11)

5. 20mph speed restrictions – review and implementation

To make recommendations to the Area Board as to the priority routes/areas for review and implementation of 20mph speed restrictions in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HSB-007-13)

6. Other decisions

To make recommendations to the Area Board regarding any other local highways issues when requested.

Community Area Health and Wellbeing Group Terms of Reference

1. Purpose

Definition of a Health and Wellbeing Group (HWG)

The Health and Wellbeing Group is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate well-being across the community area. People and organisations living and working in the community play a direct role in setting the agenda for this group.

HWGs will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for activities should be deployed.

2. Membership

The Health and Wellbeing Groups may include representatives of:

- Members of the Community Area Board,
- Older Peoples Champion,
- Carers Champion,
- People from the community,
- Town and Parish Councils,
- Health and social care commissioners,
- Community and voluntary organisations and groups,
- Community transport providers,
- Police,
- Fire and rescue services,
- GP Practices,
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older people.

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of people

People living in the community must play a central role in all aspects of the Health and Wellbeing Groups including the design, development, delivery and review of the local activities.

Health and Wellbeing Groups are encouraged to use a variety of methods to ensure people participate and are involved in decision-making processes. Existing groups may provide a useful forum for involving people, although the decision to retain these groups is for local determination.

Health and Wellbeing Groups must ensure that consultation with people is representative and takes into account the views and needs of under-represented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the Health and Wellbeing Groups

All members will be required to:

Community Area Health and Wellbeing Group Terms of Reference

- Take an active part in the development of the Health and Wellbeing Group and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the Health and Wellbeing Group relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on activities for older people and ensure that this is shared with the Health and Wellbeing Group.
- Champion the voice and influence of people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the Health and Wellbeing Groups activities.
- Respect all members of the Health and Wellbeing Group and invited representatives.
- Work to improve outcomes for people and ensure high quality safeguarding practice.

3. Structure

The Health and Wellbeing Groups should come together on a quarterly basis, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the Health and Wellbeing Groups activities. The Chair of the group will be decided locally and could be any member of the Group. The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of:

- The Chairperson
- Older Persons Champion/ Carers Champion
- Community Engagement Manager
- Commissioning representative (Community Commissioner)

The appointment of Councillors (excluding officers) to Health and Wellbeing Groups will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

Where required, the Chairperson and Community Engagement Manager may appoint additional people to the management group if it is felt their involvement would be important for the function of the group.

Alternative people can represent people at the management group, however, it is preferred that the same representative attends if possible to ensure consistency of membership.

4. Responsibilities of the Health and Wellbeing Groups

Key responsibilities for the Health and Wellbeing Groups include:

Community Area Health and Wellbeing Group Terms of Reference

- Recommending grants that support the priorities identified in the local Joint Strategic Needs Assessment (JSNA).
- Ensuring that any grants and activities take into account any applicable safeguarding implications.
- Making recommendations to the Community Area Board on how priorities for funding should be determined (to include evaluating opportunities for applying for grants)
- Monitoring and reporting on the quality and effectiveness of local activities and grants.

- Based on the JSNAs, local intelligence and Area Board priorities coordinating joint working to deliver these objectives.
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

5. Funding

Area Boards will have an annual revenue budget allocated to them. The Health and Wellbeing group will advise the Area Board on how these funds should be allocated. Health and Wellbeing Groups will be able to bid, apply for funding from other sources and would also be expected to feedback to commissioners on priorities for the Countywide contracts.

6. Media Relations

Members of the Health and Wellbeing Groups may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the Health and Wellbeing Groups should be agreed with between the Health and Wellbeing Groups and Chairperson of the Community Area Board.

7. Review

These terms of reference are subject to change and should be reviewed by the Cabinet Member for Adult Care and Health on an annual basis.

Local Youth Network (LYN) Terms of Reference

1. Purpose

Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate a range of positive activities across the community area.

Local Youth Networks will engage young people and support their voices being heard in order to help shape local decision making. LYNs will adopt an evidenced and need based approach for young people and will actively work with the local Area Board on the provision of positive activities for young people. The membership, aims and relationship with the local Area Board may vary slightly in each community area.

The obligations of the Area Board are set out in the *'Leaders Guidance for Area Boards on Positive Activities for Young People'*.

2. Membership

The LYN may include representatives of:

- Members of the Area Board
- Young people
- Schools
- Town and Parish Councils
- Community and voluntary organisations and groups
- Police
- Health organisations
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people

All representatives must be subject to appropriate safeguarding requirements.

Participation and involvement of young people

Youth networks are encouraged to use a variety of approaches to ensure young people participate and are involved in decision making processes.

LYNs must ensure that consultation with young people is representative and takes into account the views and needs of underrepresented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of the LYN

All members will be required to:

- Take an active part in the development of the LYN and its aims.

- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Make recommendations to the Area Board on how positive activities funding should be deployed.
- Take responsibility for sharing information with the LYN relevant to their organisation/stakeholders/sector.
- Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.
- Champion the voice and influence of young people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.
- Respect all members of the LYN and invited representatives.
- Work to improve outcomes for young people and ensure high quality safeguarding practice.

3. Structure and operation

The frequency, location and format of LYN meetings and activities should be determined locally, however it is recommended that the group meets at least two times per year.

The LYN may come together at events, workshops, youth fairs, meetings and consultations, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

The Chair of the group will be decided locally. The group will include a member of the Area Board, who will provide updates on progress at Area Board meetings and advise on recommendations where appropriate.

Each network will be supported by the local Community Engagement Manager, however, models that are independently run in the communities are also encouraged.

The appointment of members (excluding officers) to the management group will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

4. Media Relations

Members of the LYN may not issue media statements on behalf of the Area Board. Any media statements about the work of the LYN should be agreed with between the LYN, Community Engagement Manager and Chairperson of the Area Board.

5. Review

These terms of reference are subject to change and may be reviewed by the Leader on an annual basis.

Wiltshire Council

7 May 2021

Delegation to Community Engagement Manager

Summary

Wiltshire Area Boards have previously delegated authority to officers to grant funding from their delegated community, youth, health and wellbeing budgets in respect of urgent matters that may arise between meetings of the Area Board. It is proposed this delegation is updated for the new council term and extended to cover Community Area Transport Group recommendations.

In light of the Covid-19 pandemic, and due to Area Board engagements increasingly taking place outside of formal meetings, it is recognized that Area Boards now conduct their businesses with increased flexibility and according to community need. The proposed delegation will allow essential decision-making business to continue under such circumstances.

Under the proposed delegation, consultation will take place with the Chairman of the Area Board (or in their absence, the Vice-Chairman) by the Community Engagement Manager to determine urgent matters. It is recognized in urgent situations all members may not be contactable in the timescales required (for instance due to time off or sickness), however, where possible the views of all members should be sought.

Proposal

To consider passing the following resolution:

In order to expedite the work of the Area Board and to deal with urgent matters that may arise between meetings, the Community Engagement Manager, following consultation with the Chairman (or in their absence, the Vice-Chairman) of the Area Board, may authorise expenditure to support community projects (including youth, health and wellbeing and community area transport) from the delegated budget of up to £5,000 per application between meetings of the Area Board. The Community Engagement Manager should seek the views of all Area Board members to obtain a majority in support, prior to the expenditure being agreed.

Decisions taken between meetings will be reported in the funding report to the next meeting of the Area Board explaining why the matter was considered urgent or necessary to expedite the work of the Board. Where a significant number of urgent matters arise between meetings, a special meeting may be called, following consultation with the Chairman to determine such matters.

Reason for Proposal

In order to expedite the work of the Area Board and to deal with urgent matters that may arise between meetings.

Lisa Moore
Democratic Services Officer
lisa.moore@wiltshire.gov.uk

Chairman's Announcements

Subject:	Area Board model May 2021
Web /contact:	Rhys Schell, Specialist Manager - Community Engagement and Governance rhys.schell@wiltshire.gov.uk

The Area Board model was first introduced in 2009 and has delivered significant success in developing stronger communities since its inception. The overall aims of the Wiltshire Area Boards remain the same, however, an evolved framework has been created that builds on the strengths of the model and enables Area Boards to use more flexible, informal methods to engage with local residents.

Over recent years multiple Area Boards have piloted different approaches using events, workshops and surveys, with the data clearly showing that this varied approach to resident engagement reaches a wider cross section of the community. This leads to a more consultative and collaborative approach and one that promotes local intelligence gathering to inform decision making.

The new framework allows Area Boards to tailor their approach to their communities, considering what their local priorities are, the partners involved and the outcomes they wish to achieve. It will importantly offer more opportunities for our residents to engage with us on issues important to them. The model promotes each Area Board to develop its network of community led activity through business meetings, community engagements such as events, workshops and surveys and a wide range of sub-groups.

Figure 1 shows an example of how the annual Area Board cycle could look. Four Area Board business meetings, with multiple Area Board engagements taking place at other times during the year, which focus on specific local priorities. In addition, working groups of the board such as youth networks, health and wellbeing groups and community area transport groups will continue to meet and link with the Area Board.

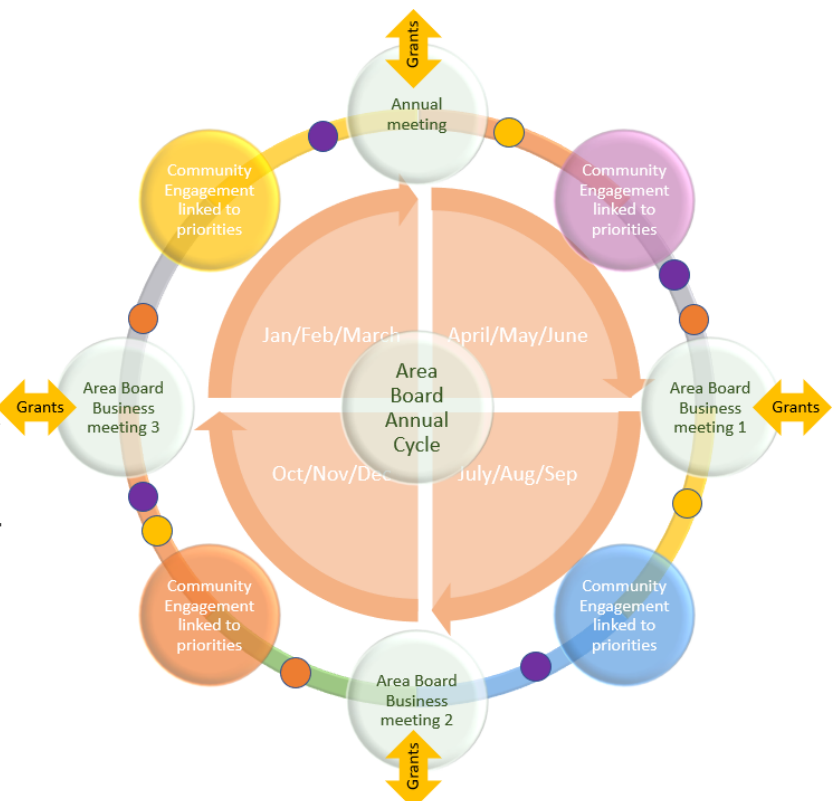
Figure 1 - The Area Board model

Area Board Example Model

4 business meetings scheduled evenly across the year. If additional business decisions are needed then meetings can be set or delegated decisions taken.

Informal engagement activities can be flexibly built into the Area Board programme, agreed between the Community Engagement Manager and Cllrs.

- Community Area Transport Group
- Health & Wellbeing Forum
- Local Youth Network



Area Board Budget Allocations 2021/2022

Area Board	Capital		Revenue		Total Area Board budget 20/21
	Discretionary Capital	CATG funding Capital	Health and wellbeing Revenue	Youth Revenue	
AMESBURY	£49,663	£16,803	£7,700	£22,414	£96,580
BRADFORD ON AVON	£28,320	£10,382	£7,700	£11,528	£57,930
CALNE	£41,741	£12,396	£7,700	£17,843	£79,680
CHIPPENHAM	£67,055	£17,403	£7,700	£30,500	£122,658
CORSHAM	£33,054	£10,819	£7,700	£13,816	£65,389
DEVIZES	£51,739	£15,984	£7,700	£22,320	£97,743
MALMESBURY	£34,438	£13,255	£7,700	£14,679	£70,072
MARLBOROUGH	£31,669	£12,623	£7,700	£17,786	£69,777
MELKSHAM	£44,617	£12,169	£7,700	£18,349	£82,835
PEWSEY	£33,487	£13,356	£7,700	£14,135	£68,678
ROYAL WOOTTON BASSETT & CRICKLADE	£49,278	£15,093	£7,700	£19,916	£91,988
SALISBURY	£63,306	£14,180	£7,700	£24,422	£109,608
SOUTHERN WILTSHIRE	£45,284	£16,172	£7,700	£19,321	£88,476
SOUTH WEST WILTSHIRE	£49,752	£17,291	£7,700	£21,148	£95,892
TIDWORTH	£32,705	£11,085	£7,700	£16,710	£68,200
TROWBRIDGE	£69,341	£15,629	£7,700	£30,464	£123,134
WARMINSTER	£43,118	£14,905	£7,700	£19,457	£85,181
WESTBURY	£31,433	£10,454	£7,700	£12,892	£62,479
TOTAL	£800,000	£250,000	£138,600	£347,700	£1,536,300

Report To	Melksham Area Board
Date of Meeting	Wednesday, 23 June 2021
Title of Report	Melksham Area Grant Report

Purpose of the Report

- To provide detail of the grant applications made to the Melksham Area Board. These could include; community area grants, health and wellbeing, young persons grants and Area Board initiatives.
- To document any recommendations provided through sub groups.

Area Board Current Financial Position

	Community Area Grants	Young People	Health and Wellbeing
Opening Balance For <u>2021/22</u>	<u>44,617.00</u>	<u>18,349.00</u>	<u>7,700.00</u>
Awarded To Date	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Current Balance	<u>44,617.00</u>	<u>18,349.00</u>	<u>7,700.00</u>
Balance if all grants are agreed based on recommendations	<u>34,617.00</u>	<u>18,349.00</u>	<u>7,700.00</u>

Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
ABG20	Area Board Initiative	Melksham Hub	Melksham Hub Canopy	£15000.00	£5000.00
<p>Project Summary: We have completed the initial phase of the Melksham Station Hub utilising the previous grant awards to deliver the car park, electric vehicle charging and café. This application is for a canopy in the piazza area. The café is small and in consequence of Covid-19 it is better operated as a takeaway using outside seating. A large canopy has planning permission and we are seeking funding to supply and install the canopy.</p>					
ABG73	Community Area Grant	Shaw and Whitley Community Hub	Shaw and Whitley Community Shop Set Up	£20740.00	£5000.00
<p>Project Summary: Shaw and Whitley Community Hub is a new community organisation set up to develop and run a community shop to serve the villages of Shaw and Whitley. The group is a registered Community Benefit Society, advised by the Plunkett Foundation (a national charity). The group has agreed to lease space at the site of the Old Toast Office (116 Top Lane Whitley) to run a small community shop. We plan to be operational by September 2021. This bid is to support the costs of essential equipment to run the shop as part of our set up costs. The specific items we are seeking to be covered by the Area Board contribution to the project are covered in the attached document "Hub Set up Costs". This is: EPOS Till with IPAD, 1 Fridge, 1 Freezer, Wood for Shelving. We have included two quotes for any items over £1000.</p>					

1. Background

Area Boards have authority to approve funding under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Funding and Grants Criteria. This document is available on the council's website.

Three funding streams are available to the Area Board, each with an annually awarded amount. These funding streams are as follows:

- Community Area Grants (capital)
- Young People (revenue)
- Health and Wellbeing (revenue)

The Area Board will be advised of the funding available prior to their first meeting of each financial year.

2. Main Considerations

2.1. Councillors need to be satisfied that the applications meet the requirements as set out in the Area Board Funding and Grants Criteria and that the health and wellbeing and young persons funding guidelines have been adhered to.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors need to consider any recommendations made by sub groups of the Area Boards.

3. Environmental & Community Implications

Grant funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

Councillors must ensure that the Area Board has sufficient funding available to cover the grants awarded.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community based projects and schemes where they meet the funding criteria.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

No unpublished documents have been relied upon in the preparation of this report.

Report Author

Peter Dunford, Community Engagement Manager, Peter.Dunford@wiltshire.gov.uk

Report To Melksham Area Board

Date of Meeting Friday, 02 July 2021

Title of Report Melksham Area Grant Report

Purpose of the Report

- To provide detail of the grant applications made to the Melksham Area Board. These could include; community area grants, health and wellbeing, young persons grants and Area Board initiatives.
- To document any recommendations provided through sub groups.

Area Board Current Financial Position

	Community Area Grants	Young People	Health and Wellbeing
Opening Balance For 2021/22	£ 44,617.00	£ enter figure	£ enter figure
Awarded To Date	£ 10,495.00	£ enter figure	£ enter figure
Current Balance	£ 34,122.00	£ enter figure	£ enter figure
Balance if all grants are agreed based on recommendations	£ 29,122.00	£ enter figure	£ enter figure

Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
ABG129	Area Board Initiative	Wiltshire Council	Resurfacing the Riverside Millennium Walk	£5429.00	£5000.00

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<p>Project Summary: The footpath between Murray Walk and the Adventure Centre, which runs beside the River Avon, was constructed as a Millennium project by West Wiltshire District Council and is a well-used route which is popular with the community and a key part of the parkrun circuit. See photograph below. Its condition has deteriorated over the years and the path has become eroded to the point that the surface is now below the surrounding area, therefore after rain large puddles form making it hard to keep feet dry. People then take to the grass turning it into a mess, so footwear becomes wet and muddy. The surface is also very uneven making it difficult for pushchairs and mobility scooters, and it is also painful on the feet. The path requires resurfacing before we get into another winter. However until recently its ownership has been unclear and so there has been no planned maintenance programme. The path is classed as an "unfunded asset" and as such there is no budget for its maintenance within the Rights of Way budget at WC. Paul Millard, Countryside Access Officer, has provided advice and costings for the remedial work on the path. His contractor recommends the 170 m length path be rolled with Mendip Grit Sand. The existing surface has lasted quite well up until recent years although will need topping up from time to time in the future. Quotation to clean all dirt, grass turf and weeds etc. Overlay path with Mendip Grit Sand and compact with Twin Roller. Leave Site Clean and Tidy. Total cost to carry out works: £5,429 Hoggin – a mix of gravel, sand and clay - has been considered but because of potential flooding would become muddy in places. As some of the hoggin material could be up to 40mm, the path would need more depth so that the bigger pieces of stone can be covered with clay and smaller gravel to bind it together. The cost of this solution would be around £8,000 To lay with Tarmac would be a more expensive solution at £13,971 and because of the location would risk being washed away in any future flood event. At this stage no other "match funding" has been sought pending approval in principle to proceed with the project. If the project is not to be fully funded, contributions could be sought from local commercial sponsors or from the Town Council.</p>					

1. Background

Area Boards have authority to approve funding under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Funding and Grants Criteria. This document is available on the council's website.

Three funding streams are available to the Area Board, each with an annually awarded amount. These funding streams are as follows:

- Community Area Grants (capital)
- Young People (revenue)
- Health and Wellbeing (revenue)

The Area Board will be advised of the funding available prior to their first meeting of each financial year.

2. Main Considerations

2.1. Councillors need to be satisfied that the applications meet the requirements as set out in the Area Board Funding and Grants Criteria and that the health and wellbeing and young persons funding guidelines have been adhered to.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors need to consider any recommendations made by sub groups of the Area Boards.

3. Environmental & Community Implications

Grant funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

Councillors must ensure that the Area Board has sufficient funding available to cover the grants awarded.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community based projects and schemes where they meet the funding criteria.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

No unpublished documents have been relied upon in the preparation of this report.

Report Author

Peter Dunford, Community Engagement Manager, Peter.Dunford@wiltshire.gov.uk



**SHAW WHITLEY
COMMUNITY HUB**

Shaw and Whitley Community Hub
trading as

Whitley Stores

Business Plan

1st June, 2021

Executive Summary

- Research undertaken locally has identified strong demand for a community shop and a new social hub
- The proposition for the shop is a community village shop that provides quality local produce and products, plus a range of convenience/top-up items at a competitive price
- Following a review of possible sites in the area, a space within the former shop and café building at 116 Top Lane has been offered by the new owners
- The total offering on Top Lane will be a bike shop, café and community store – a real sustainable village hub
- The shop will be a space in the proposed bike shop and café measuring 3.5 metres by 4.2 metres.
- The necessary set-up funding will be raised through a community share offer, with possibly some grant funding if needed
- A trading profit is projected from year one
- There is a well-resourced team in place with the necessary skills and experience to deliver the project
- The shop is projected to open for trade in the second half of 2021, subject to securing the necessary funding

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Modification Record

Version	Date	Notes
1.0	June 2021	Initial version published with Share Offer

1. The need for a community shop

In the Spring of 2020 the Whitley village shop, running predominantly as a high-end café at that point, closed its doors and the building was put up for sale. Disappointed by potentially losing the last remnants of a shop in the village, a group of residents formed the Shaw and Whitley Community Hub to look at options and viability of retaining a shop in the village using the Community Shop model.

A survey was carried out across two weeks in September 2020. 547 leaflets were delivered to every home in Shaw and Whitley to gauge the interest in retaining a shop in the village, to explore the services and produce villagers would like to see and to see if there might be an appetite to volunteer in such an enterprise.

Of the 547 delivered 366 (67%) were returned. Immediately apparent from the results were some facts and figures about our village demographic and shopping habits

- 51% of the households that returned a survey have at least 1 occupant over 65.
- 24% were families with children.
- 21% took the option to return the survey online.
- 10% said they currently did their grocery shopping online.

79% of respondents rated having a village shop as Important or Very Important. 10% said they would use it daily, 38% 2–3 times a week and 25% once a week. Only 1% said they would not use it at all.

The number one service requested from the Survey was a Post Office with 98% of respondents requesting this. An associated courier parcel-drop-off point came in at 58%. 61% said they would like to see a cash machine. 51% said they would like to see a café – although from the comments, a basic and reasonably priced one.

From the products listed on the survey, 73% would like to see Greetings Cards sold. Village shop basics such as Bread, Milk and Newspapers all figured highly at >65% each. 61% said they would like to see products from local producers. After these front runners, all the usual convenience staples were well represented in the results. As with the café, reasonable pricing was listed as a key request.

The survey also asked for if people might volunteer. 113 people ticked this option. 34 people offered to help with fundraising. 89 offered to be involved in running the shop. 33 people offered assistance with professional advice and services to get up and running. These offers included Carpentry, Electrical, Accountancy, Graphic Design, IT and Plastering.

When it came to possibly making a financial contribution, 128 people ticked at least one option. 58 people would consider a donation, 98 would consider buying a share and 13 would consider making a loan.

2. Market and Competition

Market

There are approximately 1000 people living in the villages of Shaw and Whitley. A radius of 1.5 miles from the proposed shop location takes in Atworth, Beanacre, Gastard, Norrington Common and the northern outskirts of Melksham. Within this area lie just 1 convenience store (at the Bear Garage, in Atworth), and the farm shop at Lowden Garden Centre. The nearest convenience store is on the outskirts of Melksham.

Shaw and Whitley are, in general, both affluent villages, with a population that consists largely of young families and the over 50s. Just under half fall into the 'Grey Perspective' category of pensioners in comfortable retirement and most of the remainder are families in comfortable homes and focussed on the local community. There are pockets of social housing within Whitley and any commercial enterprise needs a wide offering to appeal to the varied local demographic.

The thriving Shaw Primary School and three well-attended pre-school settings within the villages draw families from outside the immediate area into Whitley on a regular basis.

Competition

Nearby Melksham, 2 miles away, is well served by supermarkets with an Asda, Sainsburys, Waitrose, Aldi and Lidl. All are easily accessible by car and served by the infrequent bus service through the villages of Shaw and Whitley.

Lowden Farm Shop lies on the A365 between Shaw and Atworth, but within the Shaw village boundary. The walk there from the residential areas of Shaw is via a narrow pavement alongside the busy road. From Whitley, it's a hike across the fields or 1 mile drive. Lowden farm shop sells good quality farm produce, groceries and gifts and is part of the Lowden Garden Centre and Restaurant operation.

There is a Post Office counter in Atworth at the Bear Garage convenience store, again a car/infrequent bus ride away.

There is a proposal for a shop to be part of any potential residential development at Middle Farm, on Corsham Road. This development is still in the pre-planning stage and, we and the landowners estimate, at least three years away assuming all permissions are granted.

3. Work undertaken to date.

Shaw and Whitley Community Hub Steering Group was formed in Spring 2020 on the closure of the current shop to address the following questions:

- Would a Community Shop be viable in Shaw and Whitley?
- Would there be a way to secure the existing shop site, currently for sale?
- Is there a suitable alternative site?
- Can the necessary funding be secured?

The first question has been answered in section 1.

With the existing shop premises and upstairs flat offered for sale for £500,000, we looked at the viability of raising the money to buy the building outright and rent out the flat. This would have been a significant investment, enormous fundraising exercise and fraught with risks. We quickly homed in on establishing ourselves as the “Tenant of Choice” for any investor/purchaser and set about a series of marketing and communication initiatives to make sure this message was out in the open and clearly communicated to the estate agent marketing the property.

Not knowing who would purchase the building and whether a community store would feature in their plans, we started looking at alternative sites in the village. 12 sites were assessed for viability including the Reading Rooms, Shaw Village Hall and Church Farm. New build options assessed included sites at the Golf Club and Whitley Farm on First Lane.

The shop sold in January 2021 to Barbastelle Ltd with contracts exchanged in May. The new owners will be running a bike shop and repair service, bike building workshop and café. They are keen on community engagement and approached Shaw and Whitley Community Hub with the offer of making space available to run a community store in the premises. The combined proposal is a combination of bike shop, café and community store.

In terms of funding, a lot of the traditional grant routes for initiatives such as this were closed due to focussing on the COVID response at the time. The decision was taken to raise the majority of funds from a share offer with some local assistance from grants to cover some setup costs.

A new stand-alone legal entity has been set up for the shop, in the form of a Community Benefit Society called Shaw and Whitley Community Hub Limited. Plunkett Foundation research shows that this is the model used for the majority of community shops.

We have worked hard to get support from Melksham Without Parish Council and secured some start up monies in late 2020. We have met with numerous other community shops to learn of their journeys.

Throughout, the project has been supported by the independent Plunkett Foundation, who provide advice and guidance to community enterprise projects, and has been informally

mentored by members of the management teams at other successful community shops in the local area and beyond.

We have done as much community engagement as we could in the times of a pandemic. We have utilised leaflet drops, our village “Connect” magazine, Zoom meetings, articles in Melksham News, our website and Facebook page to keep members of the community engaged and informed throughout.

4. The proposed shop

Premises

The shop will occupy 15sq.m of the commercial premises at 116 Top Lane and sit alongside bike shop, workshop and café. The space will be rented from the premises owner, Barbastelle Ltd

Products and services to be offered.

In line with the shop's proposition, and in common with most community shops, Whitley Stores will stock a combination of convenience/top-up items and a range of quality products and produce from local farmers and suppliers; our research found this to be a top feature that would encourage people to use the shop.

Our survey also highlighted the desire for a Post Office and we are exploring options as to what we can offer in the limited space we have available. We have contacted the Post Office themselves for their advice and also a provider who runs a mobile Post Office in the area who may be able to add a regular Whitley stop to their round. We will be carrying out further community engagement to gain greater clarity around which Post Office services customers most want. At a minimum, we anticipate selling stamps, and could offer a letter weighing and pricing service. We are also exploring options for providing cash, parcel services and a top-up paypoint facility.

It is envisaged that the shop will attract café customers and vice versa, creating an exceptional social hub for the village that will benefit customers and volunteers alike.

Target market and marketing

The main target market will be the c.1000 residents living in the market area of Shaw and Whitley.

In addition, it may reasonably be expected that 'out-of-area' visitors to the bike shop and café may also use the store.

Marketing has been, and will continue to be, undertaken by a combination of activities and media. To date, marketing has been achieved across the target market area via:

- face-to-face meetings with established local groups plus shop volunteer forums
- periodic briefings in the Connect magazine and Melksham News
- posters at key sites
- door-to-door mailings
- periodic emailings
- social media

Going forward, we envisage continuing to utilise most of the above media. Social media, especially, will be important in terms of dynamic messaging to target audiences (for

example, to announce when an in-demand new product comes into stock). It will also be important to register the shop's proposition with cycling clubs and walking groups.

Valuable 'marketing capital' will also be generated through feedback mechanisms – for example, a comments book in the shop, and discussions held periodically both informally in the community and with established local groups.

Branding

The Steering Group undertook an exercise to develop visual identity for the shop communications. From this a design style template was developed and has been used through all marketing and communications. This style will be continued through further communications and in the shop itself. The shop will be named **WHITLEY STORES**

Opening Hours

The shop will open 7 days a week, on the same schedule as the other businesses within the premises. Opening hours will be: Monday–Saturday, 9am–5pm; Sunday, 10am–4pm.

Staffing

In common with other shops operating under the Community Shop model, Whitley Stores will be predominantly staffed by volunteers from the community, working shifts of 2 or 2½ hours, depending on the number of volunteers recruited and the number of shifts they are willing to work each week.

The team of volunteers in the shop will be supported by the café manager, who will be contracted to supply 1 hour a day as required to assist with ad hoc queries, shop management tasks, cashing up and other tasks as necessary.

Behind the scenes, further volunteers will support tasks such as managing the volunteer rota, ordering stock, managing the customer order process, repairs, maintenance, IT, marketing etc.

The Shaw and Whitley Community Hub Ltd Management Committee, appointed by vote at an Annual General Meeting, will oversee all activities and the running of the company.

5. Profitability and ‘community benefit’ objectives

The shop will carry on business for the benefit of the community, and it will be the intention to achieve a trading profit. Profits will initially be used to maintain prudent reserves and to maintain, improve and extend the shop’s facilities and services. Any excess profits will be used to support local community initiatives. We intend to involve members in deciding how excess profits will be used to support local community initiatives.

A Community Benefit Society does not pay a conventional financial dividend on its shares. Instead, it represents an opportunity to make a financial investment in a community enterprise with the expectation of receiving a ‘social dividend’. This ‘social dividend’ will be perceived differently by different people, depending on how they value personally the diverse benefits and opportunities that the shop will deliver – for example:

- enjoying easy and convenient access to a comprehensive range of local products and produce, and ‘convenience’/top-up items
- supporting those with reduced mobility via a telephone order and delivery service and easy access and proximity to a local shop
- helping to increase social integration and reduce isolation and social exclusion through the inter-generational volunteering opportunity, and the ‘community hub’/meeting place focus
- creating CV-enhancing training and development opportunities in the shop for young people, ‘work returners’ and those who are disadvantaged/have disabilities
- helping to sustain our rural community, by contributing to a new local enterprise, with increased spend within the community and potentially the creation of new local jobs
- supporting the rural economy by creating a new retail outlet for local farmers and suppliers of local produce and products
- achieving a positive environmental impact through fewer/shorter car journeys (ie reduced ‘food miles’)

Success measures

The project’s success will be measured in four ways:

- in commercial terms, by achieving turnover and margin targets on an ongoing basis
- in social/community terms, by bringing our community together on an enduring basis and improving quality of life through:
 - evident impact in engaging and retaining a group of volunteers of all ages/backgrounds, delivering the ‘volunteer hours’ required (also to include positive feedback regarding ‘CV-enhancement’)
 - reported impact in reducing social isolation across all ages and backgrounds through the ‘community meeting place’ focus
 - take-up of the telephone order and delivery service for people with reduced mobility

- in environmental terms, via observed experience and feedback from shop users in terms of transport used (we may collect data on this).

Sustainability of the enterprise

Project sustainability will be ensured through the effective delivery of the proposition articulated in section 1 – which will be achieved by:

- providing the products, services and facilities that are evidently most valued by the community
- attracting enthusiastic and committed volunteer staff by creating ‘a fun and rewarding workplace’
- maintaining a close focus on the management of costs.

We will continuously engage with the community through multiple media to secure ongoing feedback and comment, from both individuals and groups, on the appeal and value of the shop, and will review, modify and add to its range of products, services and facilities as required.

6. Financial data

Start-up costs and funding

We project the total set-up cost for the shop at £30,840. This includes site fitting-out, equipment, 12 months' rent to be held in reserve, and working capital. The total cost has been carefully identified based on both the experience of other community shops and item-by-item pricing for this project.

We aim to secure this by selling shares (at £1 each) to members of the community. We have also applied for Area Board funding towards the initial setup capital costs.

Community share sale

Community shares are a unique form of investment used by community groups to involve people in community projects. Anyone who purchases the minimum of £10 of shares will become a member of the Community Benefit Society, Shaw and Whitley Community Hub Ltd. Members will have a say in the running of the Community Benefit Society, its management and ultimately on how any profits are spent. We have deliberately set the minimum shareholding at a low level to be as inclusive as possible in our membership. More details about the share offer are set out in a separate Share Prospectus.

We believe this is a reasonable target, having regard to the level of interest and support expressed for this initiative to date and the experience of many other community shop projects in villages of varying sizes: in similarly-sized Bretforton in Worcestershire (1100 residents), £37,000 was raised through this approach in 2014, examples from further afield include Grampound in Cornwall (700 residents, £20,000 raised) and Oldbury-on-Severn near Bristol (850 residents, £15,000 raised).

Sales and margin forecasts

We have projected revenues for the shop in each of the first three years, based on shops in similar size villages and factoring in the relatively small size of our shop.

This gives a first-year turnover of £56,000. Similar sized villages support Turnover in excess of £100,000. Hudswell village in Yorkshire is a shop of 12 sq.m. (to our 15 sq.m.) in a village pub with 1/5th of our population and limited opening hours that has Turnover of £27,000. We believe the £56,000 is a good first year forecast and represents 20 customers a day spending £7.50 – the average convenience store spend.

We have projected the Turnover to grow by 10% year on year. Other shops have experienced much more than this but one limiting factor in our growth is our modest size.

Gross profit has been estimated at £12,320 in the first year (a gross margin of 22%), rising to £14,907 in Year 3. Community shops typically generate an average gross margin of between 20 and 24%, with individual items attracting gross margin of anything between 10% and 37% typically.

Projected Expenditure

Our tenancy agreement on the space includes all the following services at a rate of £450 per calendar month:

- Electricity and heating
- WiFi
- Fire officer and First aider on site
- Health & Safety and Fire Regulations policies and compliance
- Infrastructure (buildings insurance, WC, building security)
- Cleaning
- We have allowed for a rent increase to £500pcm from Year 2.

We will require some shop manager time to oversee and complement the work of our volunteer staff. To achieve this, we will be purchasing one hour a day of the coffee shop manager's time, in exchange for which he will be a point of contact for shop volunteers in the event of any untoward occurrences and will assist as required with the running of the shop and with cashing up at the end of the day. The cost to Shaw and Whitley Community Hub of this manager support will be £4,380 p.a.

Our projections allow for a modest salary increase in subsequent years and a 10% allowance on all other costs.

Profit

In the first year, we are projecting a small surplus of £817 rising to just over £2,000 in year 3

	Year 1	Year 2	Year 3
Shop turnover	£56,000	£61,600	£67,760
Cost of sales	-£43,680	-£48,048	-£52,853
Gross Profit (22%)	£12,320	£13,552	£14,907
Salary Costs	-£4,380	-£4,563	-£4,745
Rent	-£5,400	-£6,000	-£6,000
Insurance	-£400	-£440	-£484
Repairs, Service	-£500	-£550	-£605
Legal, Professional, Admin	-£500	-£550	-£605
Credit Card Costs	-£323	-£356	-£391
Surplus	£817	£1,094	£2,077

7. Risks

The table below identifies major potential risks to the project and how they would be mitigated.

Risks	How each risk can be addressed
Failure to finalise terms of lease with Barbastelle Ltd	A detailed lease is being drafted for review. Both parties are incredibly keen to work together as each business will complement the other
Shortfall in the level of set-up funding needed	Stronger promotion of the shop proposition to encourage fundraising Extension of fundraising period Consider other fundraising approaches
Difficulty in recruiting/ agreeing terms with suppliers	Initial indications of interest from suppliers are strong Consider other suppliers (there are many)
Failure to achieve projected turnover/margin	Continually review stock lines to ensure appeal to customers (and attractive pricing) Strong promotion of the shop's offerings Rigorous control of costs Build a strong mindset of community ownership and ultimately a "Use it or lose it" message
Shortfall in volunteers to work in the shop	Increase recruitment communication
Shortfall in Steering Group resource	Some complementary skills in Working Group Augment SG shortfalls by reaching out to the community Seek opportunities to appoint new members to the steering group and succession planning
Parking issues undermining community goodwill	We firmly believe the parking issues of the former eatery will be much alleviated by the current offering of a bike shop (with people encouraged to cycle) and a village convenience store where customers are more "In and Out" and hopefully walk there rather than driving from afar and having a long lunch. Nevertheless, we will encourage driving customers to park with consideration for our neighbours and other road users
New shop proposed in Middle Farm development in Corsham Rd	If this development goes ahead, we believe by the time it does we will be suitably established and offer a distinct "local and community" based offering that will allow both entities to exist and prosper

8. Timetable to opening

Below is a timetable for key milestones in the project

- June 2021– Share Offer open
- July 2021 – Fitting Out
- August 2021 – Shop Open

The above timetable assumes that the single share offer will achieve the desired funding

9. The project team

This project is being led by the Steering Group of Shaw and Whitley Community Hub Limited, supported by the Shaw and Whitley WhatsApp Working Group. The groups meet regularly to assign tasks and review progress on the project.

The five-strong Steering Group has a broad skill set embracing both commercial and management experience. Other key skills are provided by members of the Working Group.

The Steering Group comprises:



Nathan Hall: Chair

Nathan has lived in the Shaw & Whitley community with his wife Claire since 2004 and has seen his now teenage sons, Evan and Finn grow up here. He has previously been a Governor at Shaw Primary School, chaired the Board that established the Academy Trust of Melksham and has provided mentoring support to young people. He has worked in NHS Management since 1997, and currently leads national improvement programmes for NHS England. He has also recently been involved in planning the recovery of NHS services through the COVID-19 pandemic. Nathan was born and brought up in the South Wales valleys, where he developed his interests in sport, music and the outdoors.



Charlotte Yates: Vice Chair

Charlotte has lived in the village for 10 years with her husband and 2 daughters. Both daughters attended Daisychain nursery and then Shaw school where Charlotte was treasurer of the school PTA for a number of years. Charlotte enjoys living in Whitley and spends time appreciating her local area while on the school run or walking her dog. Charlotte is a keen supporter of the community attending local events and frequenting the Pear Tree and she feels strongly that a village shop should be at the heart of a village. Charlotte works for a local Pharmaceutical company in Chippenham where she leads the project management office.



Dominic Szanto: Treasurer

Dominic has lived in Shaw and Whitley for 13 years with his wife, a primary teacher in Wiltshire, and daughter. He works for an international climate change consultancy, managing investments in renewable energy projects. In addition, He is currently Chair of Governors at Shaw School and a Trustee of Wiltshire Citizens Advice. Away from work, Dom's interests are politics, football, and travelling. He describes himself as a keen musician whose enthusiasm is unencumbered by talent.



Alison Candlin: Secretary

The vibrancy of our village is extremely important to Alison. She'd been a city girl before moving to Whitley in 2008 to be close to family in Corsham, but has discovered a passion for the surrounding open spaces and for being part of a tight-knit and supportive community. Alison works from home as a freelance book editor and writer, so spends more or less all of her time in

the village or walking the family spaniel around it. She lives here with her three boys and husband, John. She was Chair of Shaw School PTA for three years, does her utmost to support local businesses and feels passionately that a good village shop is an essential part of the tapestry of rural life.

**John Lister**

Originally from Yorkshire, John spent many years living overseas and travelling all over the world with his work in construction and project management software before settling in Whitley, just 10 miles from his University town of Bath, 12 years ago. He now manages a software consultancy in Leeds from the office at the bottom of his garden. John is Group Scout Leader at 1st Broughton Gifford and Holt Scouts. In his spare time, John can usually be found in his woodworking shop or knocking up a tree house. He's the person all his friends turn to for DIY advice (and tool hire).

Area Board Projects and Councillor Led Initiatives Application Form 2019/2020

To be completed by the Wiltshire Councillor leading on the project

Please ensure that you have read the Funding Criteria before completing this form

PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

1. Contact Details

Area Board Name	Melksham		
Your Name	Councillor Phil Alford		
Contact number	07976 108737	e-mail	phil.alford@wiltshire.gov.uk

2. The project

Project Title/Name	Resurfacing the Riverside Millennium Walk
---------------------------	---

Please tell us about the project /activity you want to organise/deliver and why?

Important: This section is limited to 900 characters only (inclusive of spaces).

The footpath between Murray Walk and the Adventure Centre, which runs beside the River Avon, was constructed as a Millennium project by West Wiltshire District Council and is a well-used route which is popular with the community and a key part of the parkrun circuit. See photograph below.

Its condition has deteriorated over the years and the path has become eroded to the point that the surface is now below the surrounding area, therefore after rain large puddles form making it hard to keep feet dry. People then take to the grass turning it into a mess, so footwear becomes wet and muddy. The surface is also very uneven making it difficult for pushchairs and mobility scooters, and it is also painful on the feet.

The path requires resurfacing before we get into another winter. However until recently its ownership has been unclear and so there has been no planned maintenance programme. The path is classed as an “unfunded asset” and as such there is no budget for its maintenance within the Rights of Way budget at WC.

Paul Millard, Countryside Access Officer, has provided advice and costings for the remedial work on the path. His contractor recommends the 170 m length path be rolled with Mendip Grit Sand. The existing surface has lasted quite well up until recent years although will need topping up from time to time in the future.

Quotation to clean all dirt, grass turf and weeds etc. Overlay path with Mendip Grit Sand and compact with Twin Roller. Leave Site Clean and Tidy. Total cost to carry out works: £5,429

Hoggin – a mix of gravel, sand and clay - has been considered but because of potential flooding would become muddy in places. As some of the hoggin material could be up to 40mm, the path would need more depth so that the bigger pieces of stone can be covered with clay and smaller gravel to bind it together. The cost of this solution would be around £8,000

To lay with Tarmac would be a more expensive solution at £13,971 and because of the location would risk being washed away in any future flood event.

At this stage no other “match funding” has been sought pending approval in principle to proceed with the project. If the project is not to be fully funded, contributions could be sought from local commercial sponsors or from the Town Council.

Where is this project taking place?	Riverside Millennium Walk, between the Adventure Centre and Murray Walk
When will the project take place?	Summer 2021
What evidence is there that this project/activity needs to take place/be funded by the area board?	The path is badly pock-marked and dangerous to users which include the whole community, from parkrunners to walkers and those using pushchairs or mobility scooters. The land is maintained by Wiltshire Council under a legal agreement made with the landowner, the Cooper Tire and Rubber Company.

How will the local community benefit?	Improvements to this popular and well used route will benefit the whole community by providing a safer and more accessible path between the Forest estate and the King George V Playing Field, where the Town Council has invested in new and improved recreational facilities. The organisers of parkrun are very supportive of these improvements as this stretch of path is an integral section of the parkrun circuit.		
Does this project link to a current Community Issue? (if so, please give reference number as well as a brief description)	Members of the public have reported the poor state of the path.		
Does this project link to the Community Plan or local priorities? (if so, please provide details)	It promotes physical exercise and mental wellbeing.		
Is this project supported by the Local Youth Network or Community Area Transport Group? (if it relates to young people or highways and transport)	N/A		
What is the desired outcome/s of this project? A safer, more accessible path for all users			
Who will be responsible for managing this project? Paul Millard, Countryside Access Officer			
3. Funding			
What will be the total cost of the project?	£5, 429 for a Mendip Grit Sand surface		
How much funding are you applying for? Please note that only capital funding is available	Full or part contribution to costs		
If you are expecting to receive any other funding for your project, please give details	Source of Funding	Amount Applied For	Amount Received
Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to. (N.B. We cannot pay money into an individual's bank account)	Wiltshire Council, Rights of Way		
4. Declaration – I confirm that...			
<input type="checkbox"/> The information on this form is correct and that any grant received will be spent on the activities specified <input type="checkbox"/> Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application			
Name: Phil Alford		Date: 23 June	
Position in organisation: Wiltshire Councillor			
Please return your completed application to the appropriate Area Board Locality Team (see section 3)			



Report To Melksham Area Board

Date of Meeting Tuesday, 06 July 2021

Title of Report Melksham Area Grant Report

Purpose of the Report

- To provide detail of the grant applications made to the Melksham Area Board. These could include; community area grants, health and wellbeing, young persons grants and Area Board initiatives.
- To document any recommendations provided through sub groups.

Area Board Current Financial Position

	Community Area Grants	Young People	Health and Wellbeing
Opening Balance For 2021/22	£ 44,617.00	£ enter figure	£ enter figure
Awarded To Date	£ 15,000.00	£ enter figure	£ enter figure
Current Balance	£ 29,617.00	£ enter figure	£ enter figure
Balance if all grants are agreed based on recommendations	£ 29,122.00	£ enter figure	£ enter figure

Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
ABG130	Community Area Grant	Melksham Town Council	King George V Park new defibrillator for The Pavilion	£995.00	£495.00

Project Summary:

At present, the nearest defibrillator to the King George V Park is located at the Riverside Club. It is felt that this is too far given the number of people using the Park and that it would be of benefit to users of the Park to have an on-site defibrillator.

1. Background

Area Boards have authority to approve funding under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Funding and Grants Criteria. This document is available on the council's website.

Three funding streams are available to the Area Board, each with an annually awarded amount. These funding streams are as follows:

- Community Area Grants (capital)
- Young People (revenue)
- Health and Wellbeing (revenue)

The Area Board will be advised of the funding available prior to their first meeting of each financial year.

2. Main Considerations

2.1. Councillors need to be satisfied that the applications meet the requirements as set out in the Area Board Funding and Grants Criteria and that the health and wellbeing and young persons funding guidelines have been adhered to.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors need to consider any recommendations made by sub groups of the Area Boards.

3. Environmental & Community Implications

Grant funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

Councillors must ensure that the Area Board has sufficient funding available to cover the grants awarded.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community based projects and schemes where they meet the funding criteria.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

No unpublished documents have been relied upon in the preparation of this report.

Report Author

Peter Dunford, Community Engagement Manager, Peter.Dunford@wiltshire.gov.uk

[Type here]

	Item	Update	Actions and recommendations	Who
	Melksham CATG Notes of virtual meeting held on 10th June 2021 at 16:30 hrs			
1.	Attendees and apologies			
		<p>Attendees: Cllr Jon Hubbard (Chairman), Cllr Phil Alford, Cllr Jonathon Seed, Peter Dunford - Melksham Area Board Karen Haslewood, Katherine Webb – Broughton Gifford Parish Council David McKnight – Melksham Town Council Alan Baines - Melksham Without Parish Council Colin Wade – Semington Parish Council Malcolm Jones - Steeple Ashton Parish Council Mark Stansby, Andy Cadwallader – Wiltshire Highways</p>	Area Board to note.	AB
	<p>Apologies: Cllr Nick Holder, Cllr Jack Oatley, Cllr Mike Sankey, Graham Ellis</p>			
2.	Notes of last meeting			

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		The notes of the previous meeting held on 4 th March 2021 were considered by the Area Board on 10 th March 2021, passing all recommendations.	Area Board to note.	AB
3.	Financial Position			
		<p>All contributions for 2020/21 have been received and the closing balance is £29,310.10 (see Appendix 1). The underspend is rolled forward to 2021/22 and will cover ongoing commitments.</p> <p>The recent changes to the Community Area boundaries has resulted in a review of annual funding for each CATG. The full CATG budget allocation is £250,000 and this has been divided using a formula based on a combination of a fixed sum of £5,000 per group, plus percentages based on land area and population. The allocation for Melksham has been calculated at a reduced level, from £13,225 to £12,169.</p> <p>The current balance for 2021/22, less previous commitments, stands at £29,643.42 (see Appendix 2).</p>	Area Board to note.	AB
4.	Top 5 Priority Schemes			
a)	6048 – Melksham Lowbourne Rd and Church Lane – request for Bus Shelters	<p>This project is to be funded in full by the Town Council.</p> <p>Site work ongoing - to be completed by 11/06/21</p>	Highways to chase up provision of benches	Highways
b)	Issue 9-19-13 – Melksham Old Broughton Road – request for	Site work completed ahead of schedule resulting in savings on traffic management costs.	Final cost to be split 5/50 between CATG and Town Council.	

[Type here]

	drop kerbs at junction with The City	The final account has been settled at £2,885.68. CATG to agree final contribution from Town Council.	To recommend to the Area Board that this issue be closed	AB
c)	6055 – Broughton Gifford - Gateways and Traffic Management measures.	<p>A revised set of drawings and cost estimate has been produced following discussions earlier this year with the Parish Council. The original ball park estimate given approximately 2 years ago was £21,000 against which the CATG gave a commitment of £10,500.</p> <p>The revised estimate now stands at £24,920 and includes for a road closure to construct the carriageway narrowing feature at Site 4.</p> <p>Full details of the project are included as Appendices 3 to 8.</p> <p>Following a considered discussion about the choice of materials for Site 4 and the consequent uplift to the original estimate, it was agreed to proceed with this scheme without further amendments.</p> <p>Costs to be split 50/50 between the Parish Council and CATG.</p>	<p>A road closure will be required during construction and Highways will commence with programming the work</p> <p>To recommend to the Area Board the allocation of a further £2,000 to complete this project.</p>	<p>Highways</p> <p>AB</p>
d)	A365 Shaw Bath Road Footway improvements – funded by Section 106 monies from George Ward Gardens development.	<p>The Section 106 fund is set at £25,000.</p> <p>Highways have completed a design for improved pedestrian crossing point at Dunch Lane, (see Appendix 9).</p> <p>The estimate amounts to £6550.</p> <p>The CATG are happy to proceed with no amendments to the design.</p>	Highways to arrange construction.	Highways

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e)	Issue 9-20-9 – Melksham Sandridge Road – request to improve footway link to Maple Close	A ball park estimate to provide full width barrier across existing footway and create footway diversion (approx. 10m) to tie in with existing = £6,000. This includes for 2 way temporary lights and 20% uplift for restricted working hours. Melksham Town Council have provisionally allocated £3,000 towards this improvement. Highways awaiting results of CAT inspection.	Area Board to note	AB
5.	Other Priority schemes			
a)	Melksham Dunch Lane – funded by Section 106 monies from George Ward Gardens development	The Town Council to consult residents on full closure over rail bridge or one way operation from east to west and new parking controls.	Town Council to undertake consultation.	Town Council
b)	Active Travel Scheme - Melksham Town Bridge – drop kerbs and signs.	Highways to commence preliminary design work to produce ball park estimates when staff resources become available.	Area Board to note	AB
c)	Active Travel Scheme - Farmers Roundabout – signing to promote use of shared use cycle route to and from Holt Road and town bridge.	Scheme can be funded from a third tranche of Section 106 money available from George Ward Gardens development. Preliminary design work underway.	Area Board to note	AB
d)	Active Travel Scheme - Whitley West Hill to Top Lane – new footpath	Highways to commence preliminary design work to produce ball park estimates when staff resources become available.	Area Board to note	AB

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e)	Issue 9-21-2 – Melksham Bath Road corner with Union Street – request to install bollards to prevent parking on pavement	Issue concerns delivery vehicles operating on behalf of “Chicken Hut” take away outlet. Permanent bollards needed x4 at an estimated cost of £1,500. Town Council has agreed to part fund at 50%. Highways to commence design work when staff resources become available.	Area Board to note	AB
6.	Requests / Issues			
a)	Issue 9-19-9 – Bowerhill Falcon Way – Request for Bus Shelter near Kingfisher Drive for southbound travel.	The Parish propose to install a 3 bay shelter measuring 3.06 m x 1.3m which will be RTI compatible. The cost to construct a base (3.5m x 1.5m) complete with electrical ducting and connecting chamber is estimated in the region of £2,500 to £3,000, and the Parish has offered to pay a third of the cost. Preliminary search shows the land is owned by Heron Homes, not the Highway Authority.	Parish Council to seek clearance from Land Owner.	Parish Council
b)	Issue 9-19-11 – Bowerhill Portal Road – Request for Bowerhill nameplate and white gates	Parish Council to liaise with Dick Lovett who has purchased the site adjoining the path. Development work expected to commence on site soon.	Parish Council to monitor	Parish Council
c)	Issue 9-20-3 - A350 Western Way – Pedestrian safety at signal controlled crossing on dual carriageway section.	Crossing to be upgraded as part of Re-allocation of Road Space project and Section 106 funding. Safety notices have already been installed. A further consultation is to be held concerning the proposed cycle link between Melksham and Trowbridge.	Area Board to note	AB

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d)	Issue 9-21-4 – Steeple Ashton - Request for 2 x ground sockets and support post to enable SID deployment.	<p>New Issue submitted by Steeple Ashton Parish Council</p> <p>A ball park estimate is around £1,000.</p> <p>Highways have met with Parish Council representatives to agree locations and the Parish have offered a 50% contribution.</p>	To recommend to the Area Board that this issue is added to the Priority List and to allocate £500.	AB
e)	Issue 9-21-5 – Littlemarsh old section of A350 – Speeding, littering and anti-social behaviour	<p>New Issue submitted by Semington Parish Council</p> <p>The Parish raised various concerns, some of which are not highway related.</p> <p>It was suggested that Highways Officers meet with the Parish on site to discuss potential improvements to report back at the next CATG meeting.</p>	Highways to arrange site meeting.	Highways
7.	Other items			
a)	Pavement and Footway Improvement Schemes	<p>Area Highway Engineer gave the following updates:</p> <ul style="list-style-type: none"> • Footpath leading to King George V Playing Field from Union Street is being considered by the Major Maintenance team. • Funding for this year is extremely limited • Windor Avenue (Melksham) and Kennedy Avenue (Whitley) remain on the programme • Longford Road (driveways) to be considered as part of the footway patching programme. • The list for patching work is long but requests for work can be submitted direct to Andy Cadwallader. 	Area Board to note	AB

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b)	Submitting Requests and Issues to the CATG	<p>Information on submitting requests and issues to the CATG is given on the Area Boards page of the Wiltshire Council Website.</p> <p>From the homepage select “Council, Democracy and Elections” and then select “Area Boards”.</p> <p>This process must not be used to report Highway Defects (see Item 7d below).</p> <p>Forms should be submitted to our dedicated mailbox: catgrequests@wiltshire.gov.uk.</p>	To note	All
c)	Deadline for submitting CATG Requests.	<p>All requests are to be submitted two weeks prior to a meeting taking place. Requests received after the deadline will be held until the following meeting.</p> <p>The deadline for our next meeting is therefore 26th August 2021.</p>	To note	All
d)	Reporting Highway Defects	<p>Highway Defects should be reported using the “MyWilts” on line reporting system. Details can be found within the featured links at the top of the Wiltshire Council Website homepage.</p>	To note	All
e)	Requesting Traffic Surveys formerly known as metro counts	<p>Information on submitting requests for Traffic Surveys is given on the Area Boards page of the Wiltshire Council Website.</p>	To note	All

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		Forms should be submitted to our dedicated mailbox: trafficsurveys@wiltshire.gov.uk		
8.	Date of Next Meetings: 9th September 2021, 25th November 2021 and 24th February 2022, all commencing at 16:30 hrs			

Melksham Community Area Transport Group

Highways Officer – Mark Stansby

1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

2. Financial Implications

2.1. All decisions must fall within the Highways funding allocated to Melksham Area Board.
 2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Melksham Area Board will have a remaining Highways funding balance of **£25,836.26**

3. Legal Implications

3.1. There are no specific legal implications related to this report.

4. HR Implications

4.1. There are no specific HR implications related to this report.

5. Equality and Inclusion Implications

[Type here]

5.1 The schemes recommended to the Area Board will improve road safety for all users of the highway.

6. Safeguarding implications

6.1 There are no specific Safeguarding implications related to this report.

7. Recommendations to Melksham Area Board

7.1 To close the following Issues: 9-19-3

7.2 To add the following Issues (with funding) to the Priority Schemes Lists: 9-21-4 (£500)

7.3 To allocate funding to the following Issues already on the Priority List: 6055 (Additional £2,000).

Melksham CATG expenditure 2020 / 21 as of 01/06/21

Budget £13,225 + £18,171.11 c/fwd = £31,396.11

Scheme	Estimate	CATG Commitment	Expenditure	Projected Spend
Atworth Parking Restrictions	£3,000.00 (Ball Park)	£nil	£2,606.18 Final	£2,606.18
Beanacre – ground socket for SID device	£531.38	£265.69	£490.70 Final	£490.70
Seend New Buildings – nameplate and SLOW	£600.00 (Ball Park)	£600.00	£456.88 Final	£456.88
Seend Bell Hill – SLOW marking	£100.00	£100.00	£150.00 Final	£150.00
Seend Bollands Hill – warning signs	£600.00 (Ball Park)	£300.00	£358.26 Final	£358.26
Keevil Towmead – Unsuitable for motors signs	£400.00 (Ball Park)	£400.00	£521.80 Final	£521.80
Littleton Stoggy Lane – No through road signs	£400.00 (Ball Park)	£nil	£430.39 Final	£430.39
Seend High Street – access protection bars	£100.00 (Ball Park)	£100.00	£75.00 Final	£75.00
Keevil Seend Road Farm – Single Track Signs	£400.00 (Ball Park)	£400.00	£278.72 Final	£278.72
Totals	£6,131.38	£2,165.69	£5,367.93	£5,367.93

Budget £31,396.11

Projected Spend £5,367.93

Balance £26,028.18

Plus Contributions £3,281.92

Closing Balance £29,310.10

Contributions

Atworth Parking Restrictions	£2,606.18	Atworth Parish Council – invoice issued
Beanacre Ground Socket	£245.35	Melksham Without Parish Council – invoice issued
Littleton Stoggy Lane signs	£430.39	Highways Maintenance Fund
Total	£3,281.92	

Melksham CATG expenditure 2021 / 22 as of 01/06/21

Budget £12,169 + £29,310.10 c/fwd = £41,479.10

Scheme	Estimate	CATG Commitment	Expenditure	Projected Spend
Broughton Gifford Traffic Management Measures	£21,000 (Ball Park)	£10,500.00	£0,000.00	£21,000.00
Melksham Bus Shelters Lowbourne & Church Lane	£11,150.00	£nil	£0,000.00	£11,150.00
Melksham Old Broughton Road – drop kerbs	£5,500.00	£2,750.00	£2,885.68 Final	£2,885.68
Melksham Sandridge / Maple Footway CAT survey	£450.00 (Ball Park)	£450.00	£0,000.00	£450.00
Melksham Bath Road / Union St bollards	£1,500.00 (Ball Park)	£750.00	£0,000.00	£1,500.00
Totals	£39,600.00	£14,450.00	£2,885.68	£36,985.68

Budget £41,479.10

Projected Spend £36,985.68

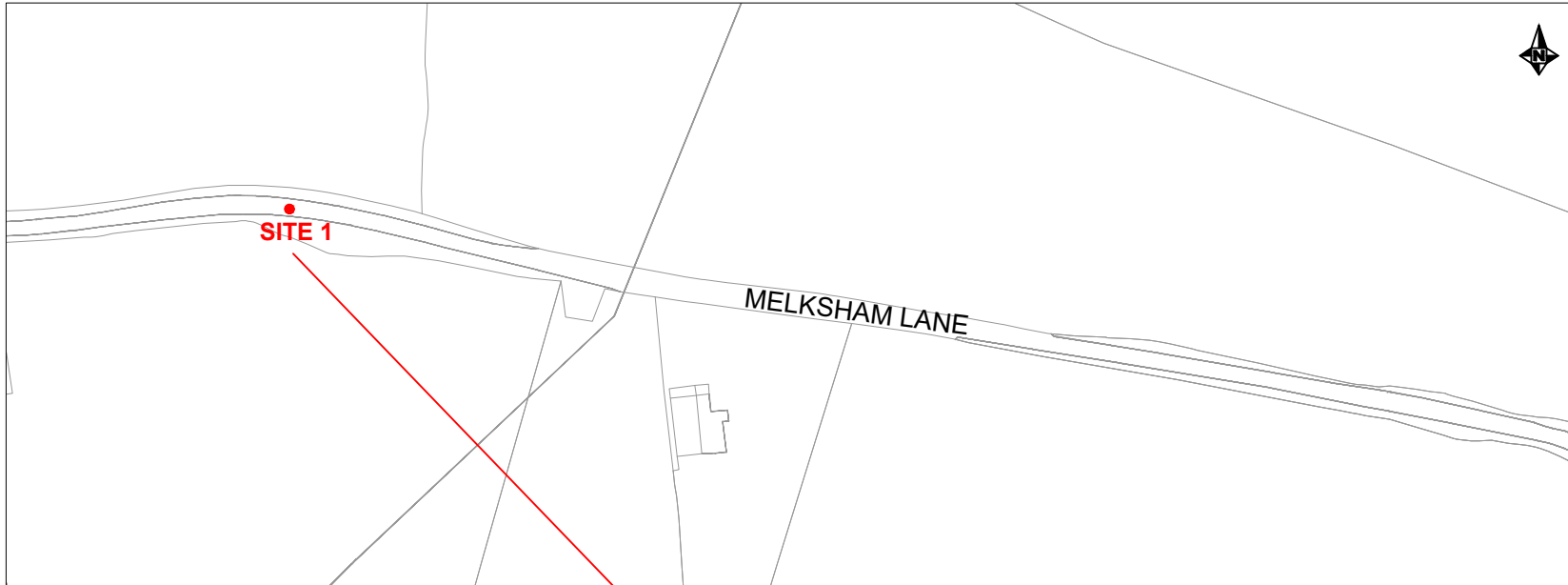
Balance £4,493.42

Plus Contributions £25,150.00

Current Balance £29,643.42

Contributions

Broughton Gifford TM Measures	£10,500.00	Broughton Gifford Parish Council – invoice upon completion
Melksham Bus Shelters	£11,150.00	Melksham Town Council – invoice upon completion
Melksham Broughton Rd drop kerbs	£2,750.00	Melksham Town Council – invoice upon completion
Melksham Bath Road bollards	£750.00	Melksham Town Council – invoice upon completion
Total	£25,150.00	



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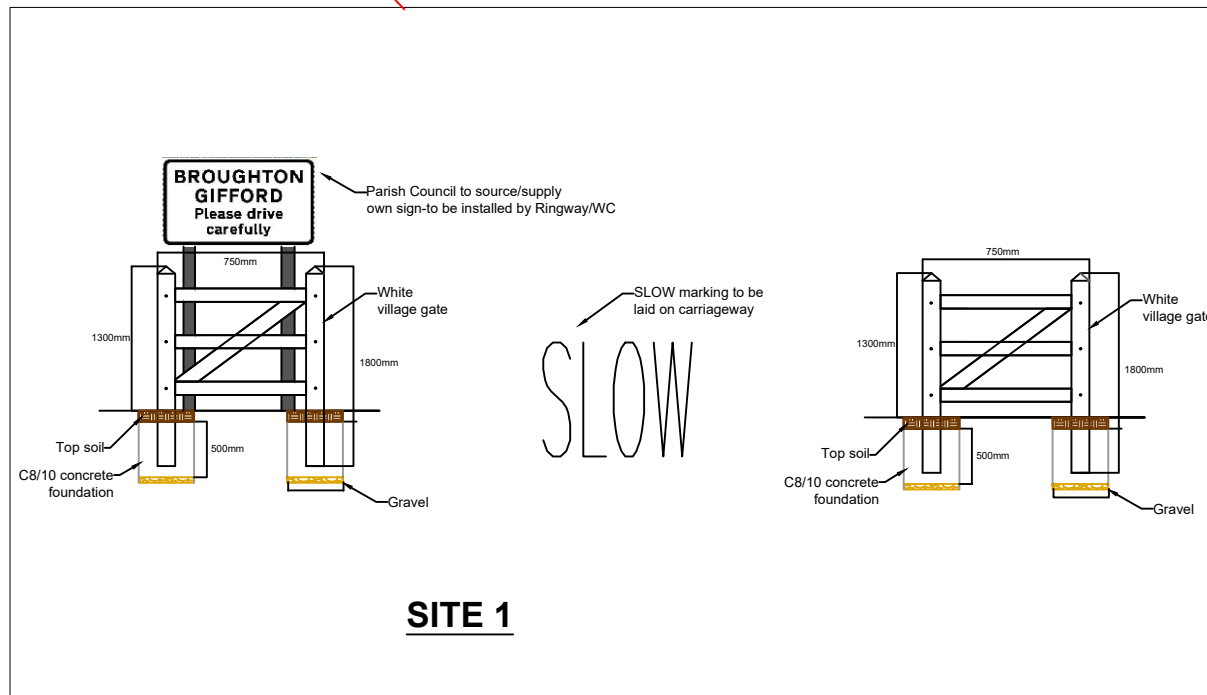
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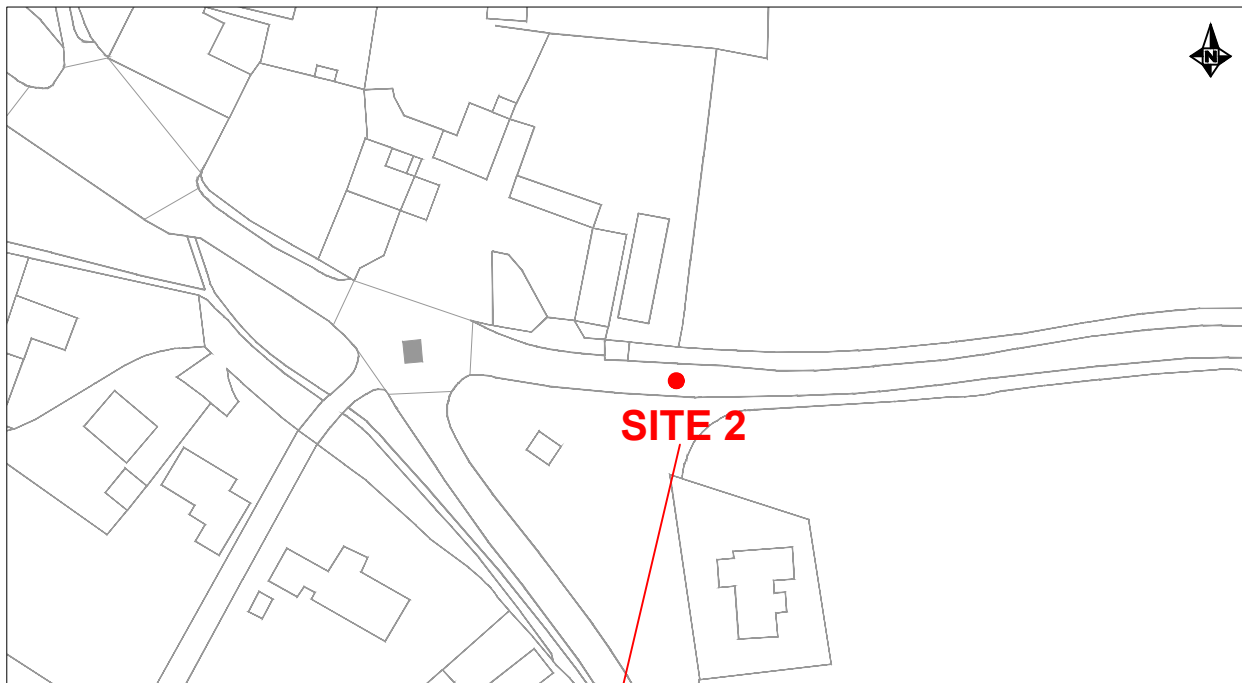
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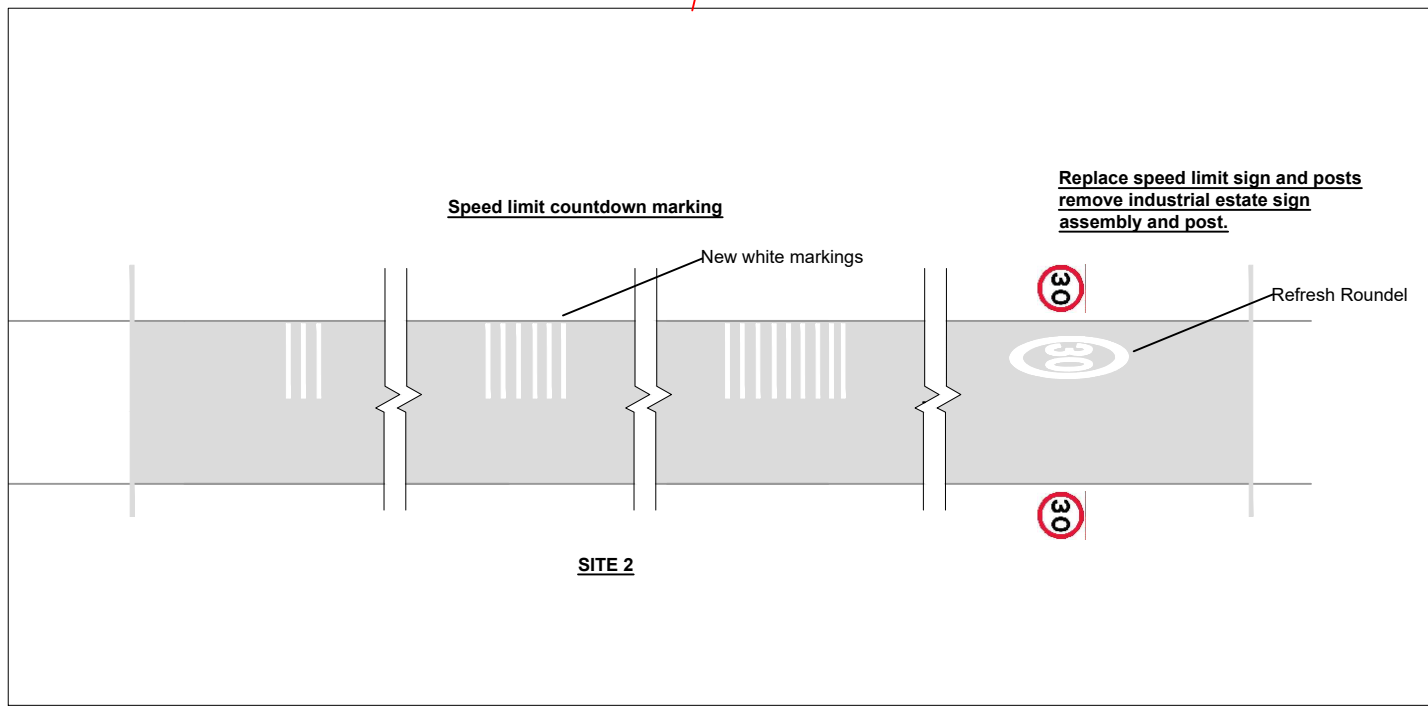
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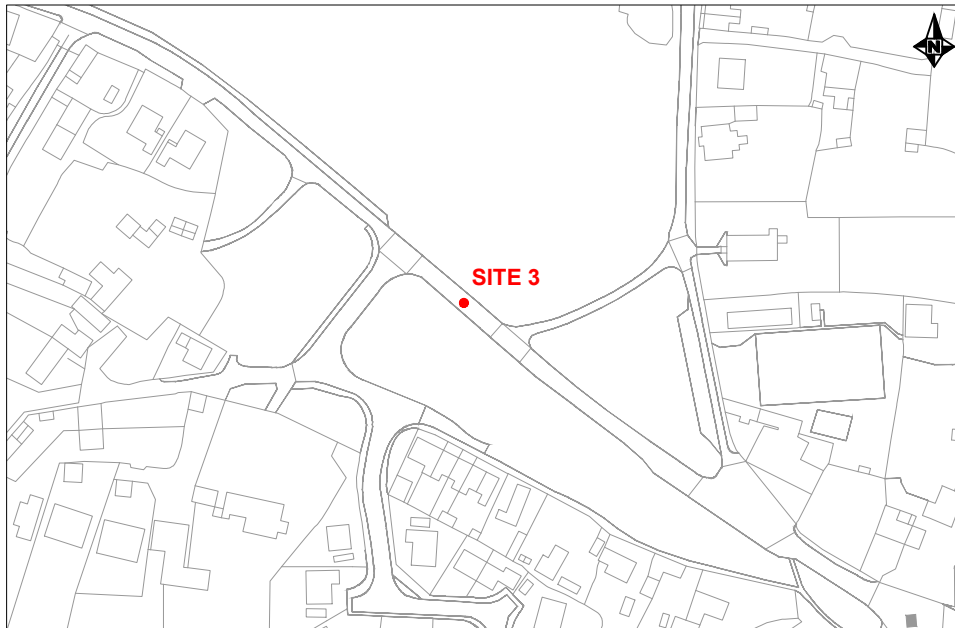
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A fantastic small tree, *Pyrus calleryana* 'Chanticleer' has glossy, dark-green foliage that creates a wonderful foil for the mass of white flowers in April-May. The flowers are popular with wildlife such as bees. 'Chanticleer' is one of the best ornamental pears for autumn colour, with the foliage turning vivid red before falling.

Pyrus 'Chanticleer' is a conical, flame shaped small ornamental pear tree that will grow to just 5 x 3 metres in 20 years. Worthy of being a feature tree, it is also perfect for avenue planting due to its slender form or for small urban gardens as it is also tolerant of pollution. Any moist, but well-drained soil will suit and where full sun is given, some exposure will be tolerated.

The word 'Chanticleer' is french for 'sing clear' and was given this name by the Scanlon Nursery after it was discovered in Ohio.



Parish Council to supply and fund 2x trees to be planted by WC

Parish Council to supply 2x tree boxed guards for installation by WC.
Costs to supply and installed to be shared.

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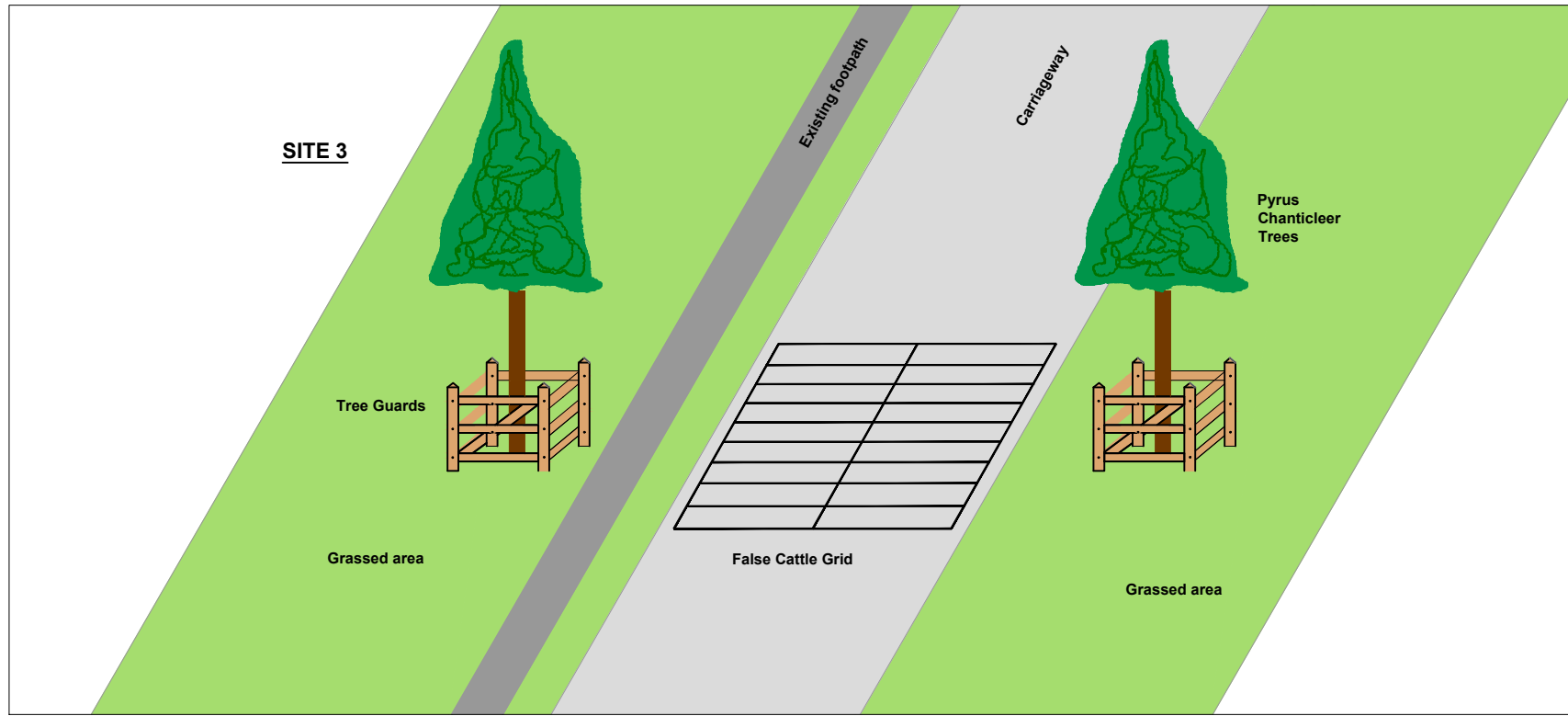
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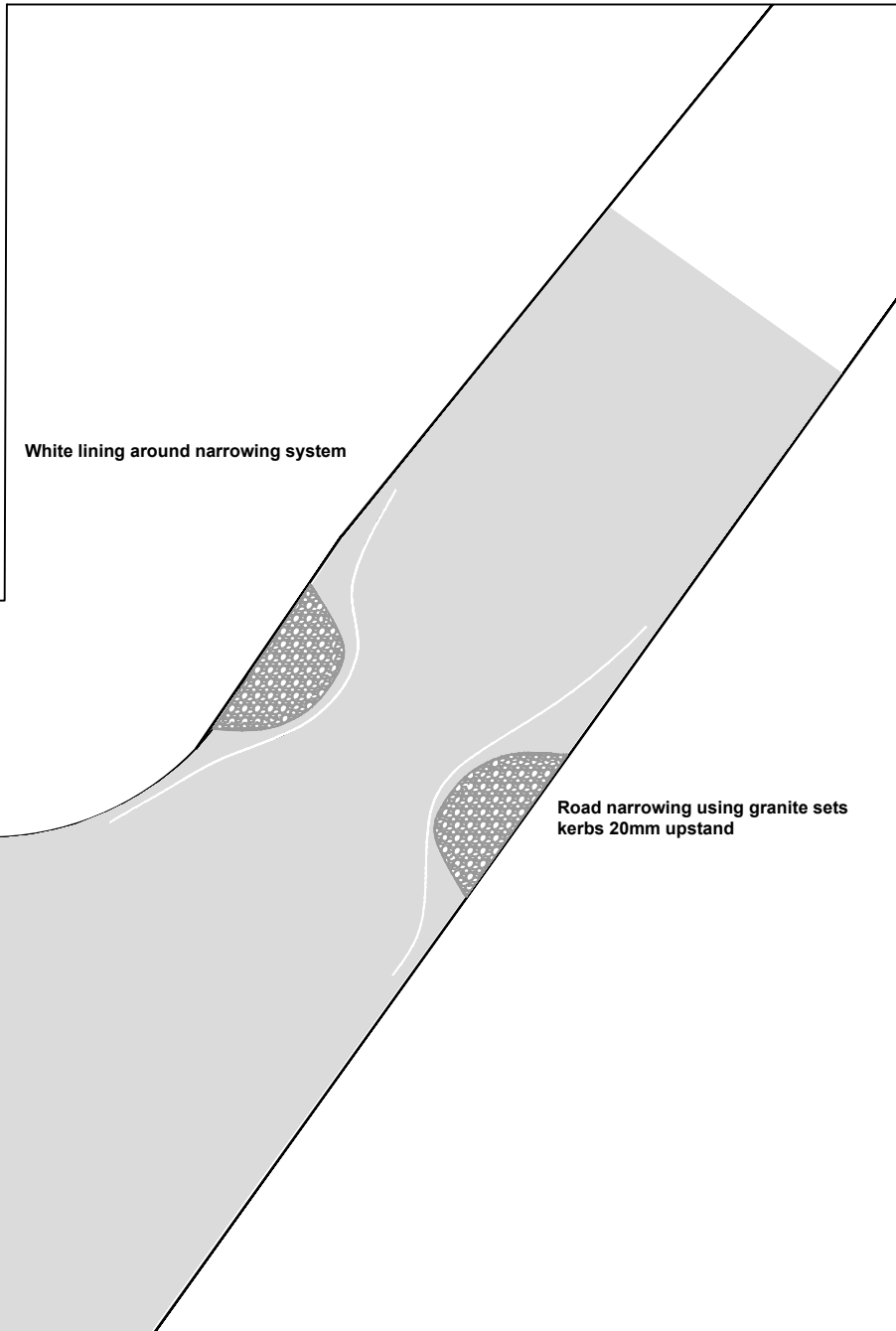
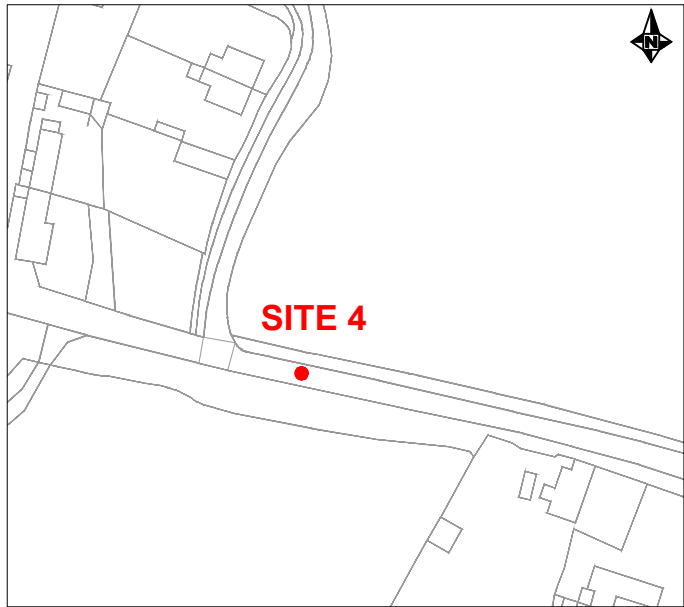
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PROJECT:
**BROUGHTON GIFFORD
TRAFFIC MANAGEMENT MEASURES**

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White lining around narrowing system

Road narrowing using granite sets
kerbs 20mm upstand

NOTES:

- Remove cattle sign assembly.
- Parish Council to consider placement of a safety notice on land not designated as public highway.
- Parish advised to discuss this with Wiltshire's Planning Department prior to installation.

PLEASE NOTE THESE WORKS WILL REQUIRE A ROAD CLOSURE TO INSTALL.

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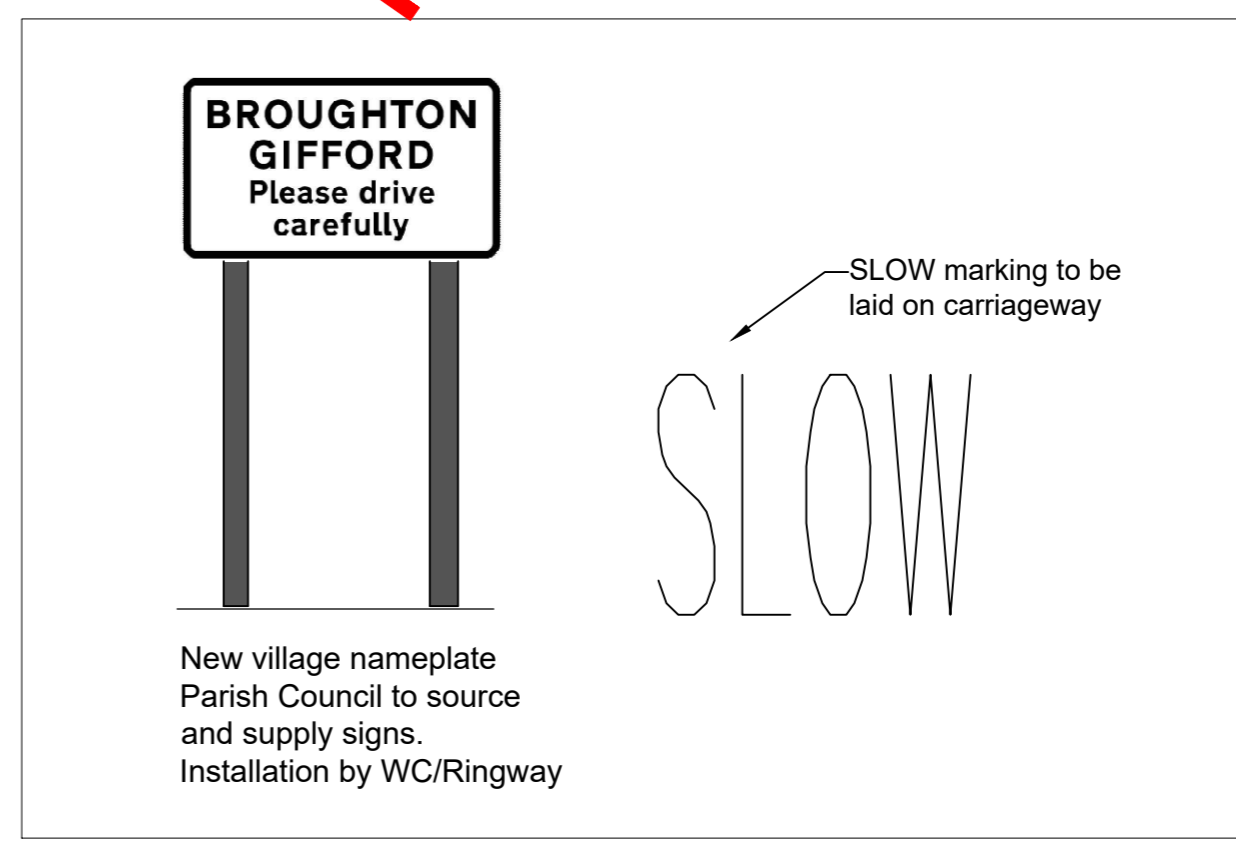
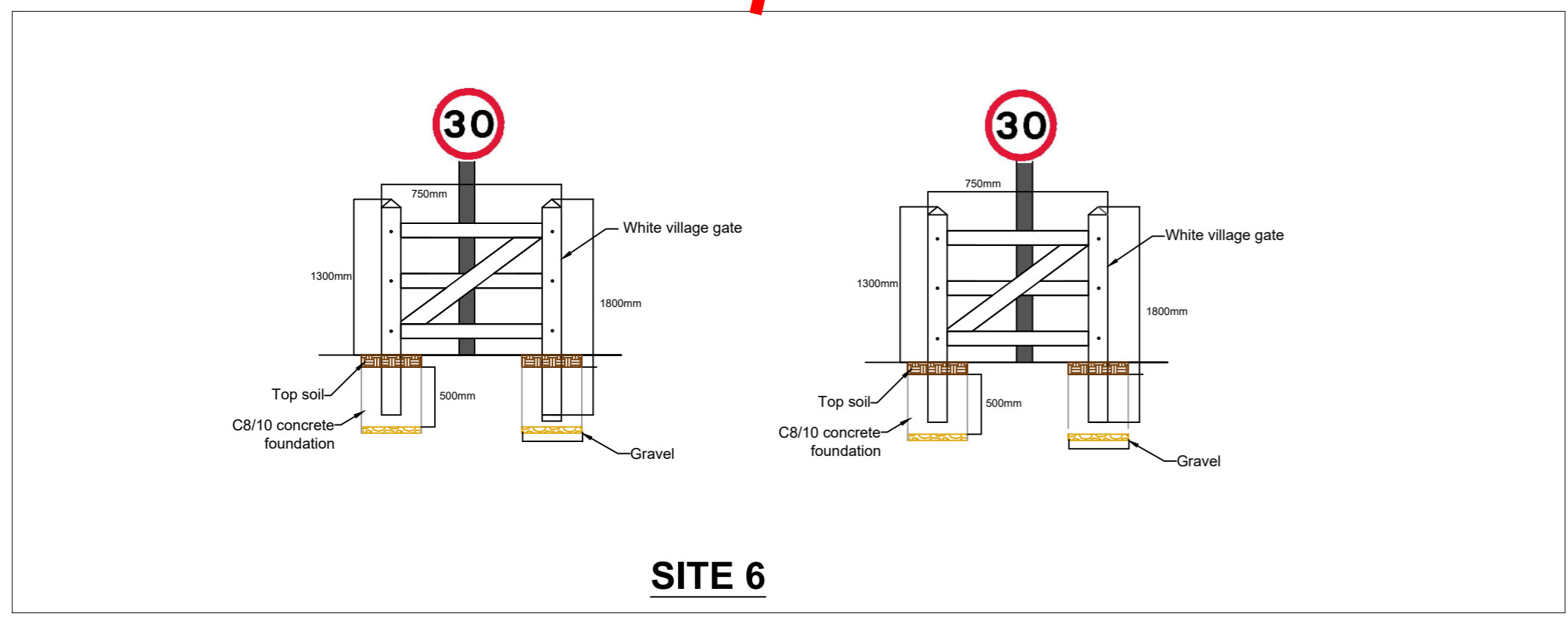
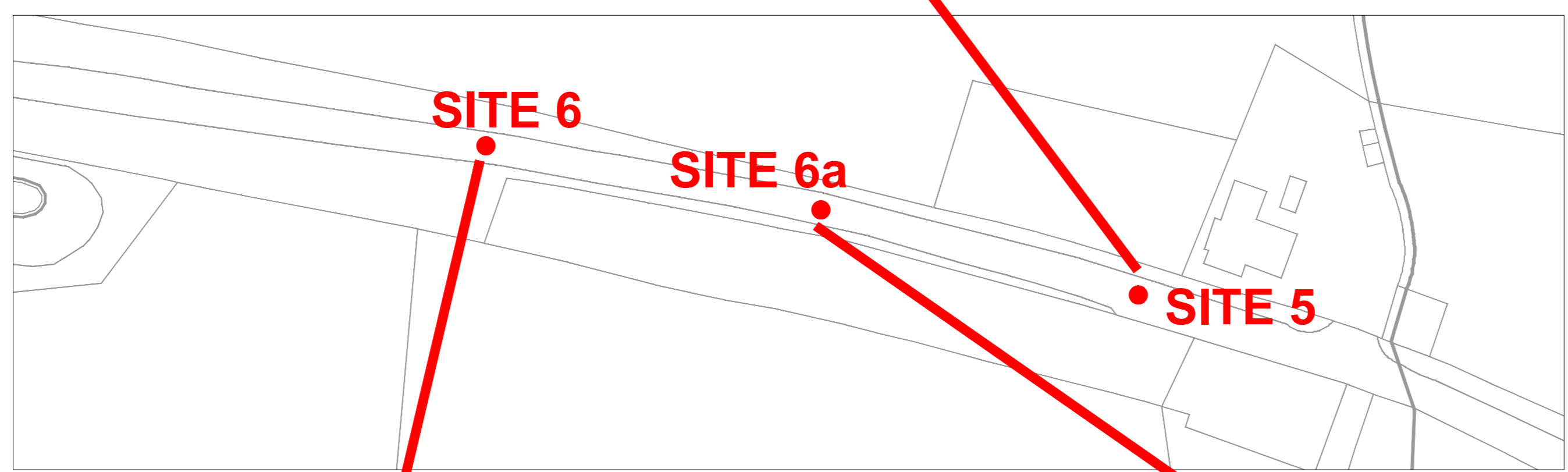
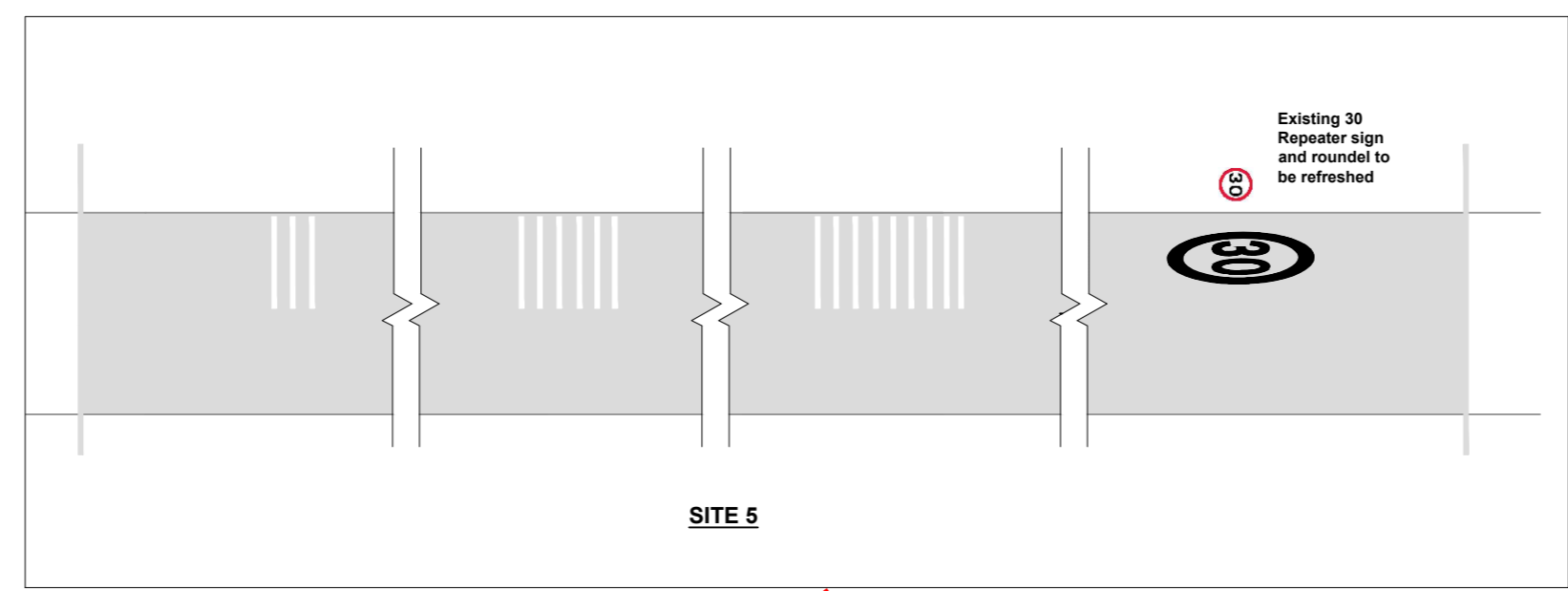
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TRAFFIC MANAGEMENT MEASURES**

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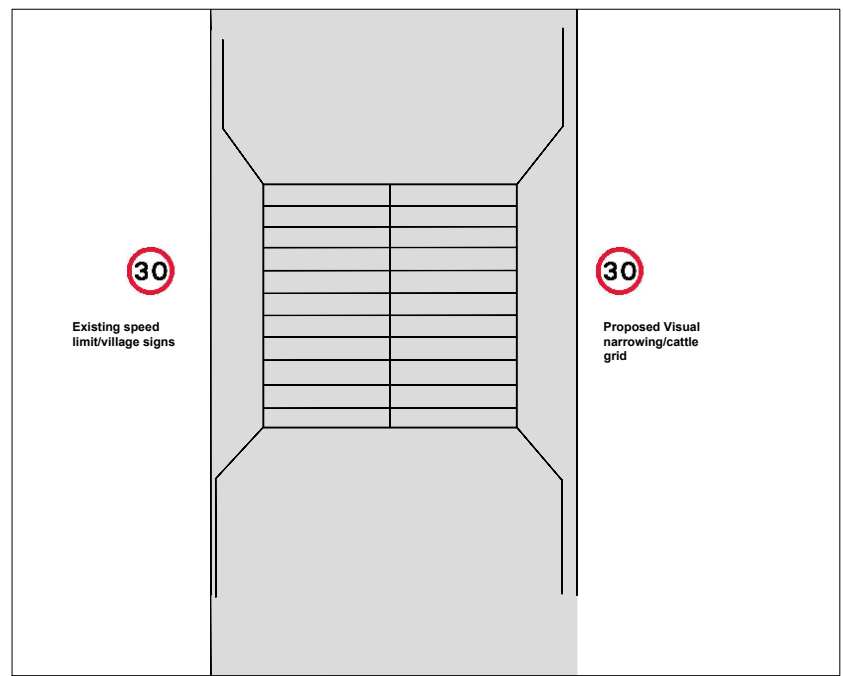
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PROJECT:
**BROUGHTON GIFFORD
 TRAFFIC MANAGEMENT MEASURES**

DRAWING TITLE:
SITE 7



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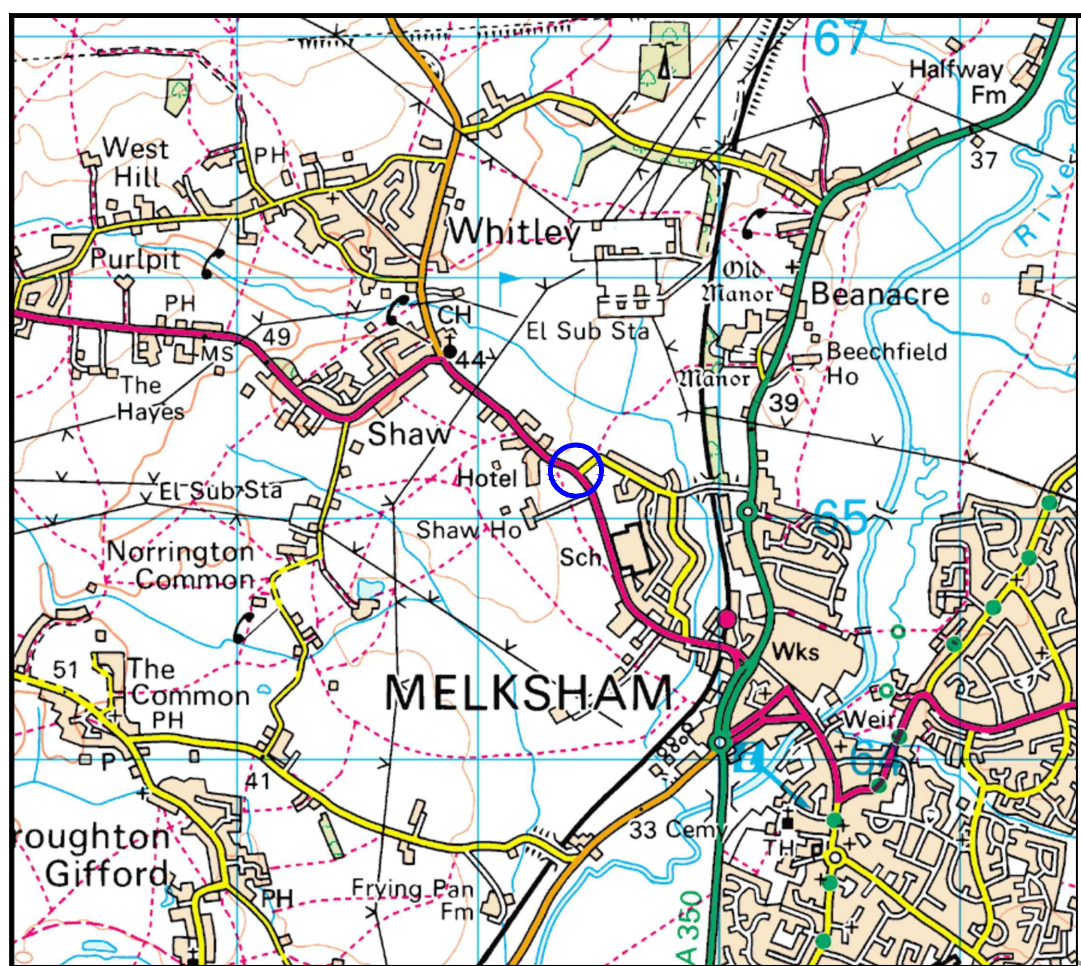
PROJECT:

MELKSHAM
A365 BATH ROAD/DUNCH LANE
FOOTWAY IMPROVEMENTS

DRAWING TITLE:

PROPOSED DESIGN

SCALES:	NOT TO SCALE	SHEET SIZE:	A3
DRAWING No.	2020-156/SLD/MELK/D002PD	REVISION:	0
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Widen existing narrow footway to approx 1.6-1.8M and resurface footway

Widen existing crossing point to 2m
New dropped kerbs

Replace damaged HB2 kerbs

Widen existing crossing point to 2m
New dropped kerbs and resurface footway

DUNCH LANE

A365 BATH ROAD

