



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

Town Clerk Tracy Predeth BA(Hons) MPA, FLSCC

To: Councillor S Rabey (Chair)
Councillor A Griffin (Vice-Chair)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor G Ellis
Councillor J Oatley
Councillor C Stokes

9 September 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Economic Development and Planning Committee** meeting of the Melksham Town Council. The meeting will be held at the Town Hall on **Monday 16th September 2024** commencing on the rising of the Personnel Committee meeting.

A period of public participation will take place during the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs T Predeth BA(Hons), MPA, FSLCC
Town Clerk and RFO

**Melksham Town Council
Economic Development and Planning Committee**

**Monday 16 September 2024
At 7.00 pm at the Town Hall**

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

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

Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

[Join Zoom Meeting](#)

Meeting ID: 836 6987 6198 Passcode: 481965

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

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

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

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

3. Public Participation

Members of the public are invited to attend the meeting and address the council.

Members of the public are requested to send their question to locum@melksham-tc.gov.uk by noon on the working day before the meeting. This will make it more likely that we will be able to answer your question on the night.

4. Minutes (Pages 1 - 6)

To approve the Minutes of the Economic Development and Planning Committee meeting held on 27th August 2024.

5. Planning Considerations

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

6. Planning Applications

To comment on the following planning applications

6.1 PL/2024/07506

[PL/2024/07506](#) - Removal or Variation of a Condition

Address: Roundponds Farm, Melksham, Wiltshire, Melksham, Wilts, SN12 6EF

Proposal: Variation of condition 2 of 13/06707/FUL (Construction of a Solar Park including the installation of solar panels, security fencing and cameras, landscaping and other associated works and cable route/trenching) to bring about the cessation of use on site and deliver land restoration to its former condition on 8 June 2055 (rather than on the 25th year anniversary of the date following the first electricity generation).

Respond by: 20-09-2024

6.2 PL/2024/07097

[PL/2024/07097](#) - Outline planning permission: Some matters reserved

Address: Land South of Snarlton Farm, Snarlton Lane, Melksham, SN12 7QP

Proposal: Erection of up to 300 dwellings (Class C3); land for local community use or building (incorporating Classes E(b), E(g) and F2(b) and (c)); open space and dedicated play space and service infrastructure and associated works on land South of Snarlton Farm (Outline planning application with all matters reserved except for two pedestrian and vehicle accesses (excluding internal estates roads) from Eastern Way) - Resubmission of PL/2023/07107)

Respond by: 23-09-2024

This application is predominantly in Melksham Without Parish Council and was considered by their planning committee on Monday 2nd September 2024.

6.3 **PL/2024/07573**

[PL/2024/07573](#) - Full planning permission

Address: Forest and Sandridge Church of England Voluntary Aided Primary School, Cranesbill Road, Melksham, SN12 7GN

Proposal: Creation of an Artificial Grass Pitch (AGP) with perimeter fencing, hardstanding areas, storage container, and an access footpath

Respond by: 30-09-2024

6.4 **PL/2024/06462**

[PL/2024/06462](#) - Householder planning permission

Site Address: 62 Lowbourne, Melksham, SN12 7ED

Proposal: Proposed detached garage & gym & alterations to existing driveway

Respond by: 18-09-2024

6.5 **PL/2024/08126**

[PL/2024/08126](#) - Householder application

Site Address: 54 Churchill Avenue, Melksham, SN12 7JE

Proposal: Two storey extension and side access path, including removal of existing garage, shed and covered way. Provision of additional open car parking space. Associated works.

Respond by: 04-10-2024

7. **Planning Decisions**

To note the following planning decisions

7.1 **PL/2024/06220**

[PL/2024/06220](#) - Advertisement Consent

Address: FORESTERS ARMS, SANDRIDGE ROAD, MELKSHAM, SN12 7BN

Proposal: ERECTION OF ILLUMINATED AND NON-ILLUMINATED SIGNS TO THE EXTERIOR OF THE BUILDING: SIGN A - ONE X NEW DOUBLE SIDED DOUBLE LEGGED TOTEM SIGN . SIGN B - TWO X NEW SETS OF INDIVIDUAL HOUSENAME LETTERS COMPLETE WITH TROUGH LIGHT . SIGN C - TWO X NEW A1 LOCKABLE POSTER CASES. SIGN D - 30M FESTOON LIGHTING

Decision Date: 20-08-2024 Decision: Approve with Conditions

MTC Decision: Support.

7.2 **PL/2023/06725**

[PL/2023/06725](#) - Full Planning Permission

Address: Land at Longleaze Lane, Melksham, Wilts, SN12 6QJ

Proposal: Construction of elderly care home (Use Class C2) with associated access works, landscaping and drainage. Improvements to site access and Longleaze Lane/Snowberry Lane junction.

Decision Date: 21-08-2024 Decision: Approve with Conditions

MTC decision: Oppose with various concerns. If approved , request conditions to address the concerns.

8. Wiltshire Gypsies and Travellers Development Plan (Pages 7 - 20)

To note and decide on response.

9. Neighbourhood Plan

To note that the JMNP Steering Group will be meeting on Wednesday 25th September. Unless otherwise advised MTC Full Council will be meeting in Extraordinary session on Tuesday 8th October 2024 to approve JMNP2.

10. Parish Steward

To consider jobs to be undertaken by the Parish Steward. The next scheduled days for Melksham are Wednesday 9th, Thursday 10th & Monday 14th October.

This page is intentionally left blank

Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 27th August 2024

PRESENT:

Councillor A Griffin (Vice-Chair)
Councillor P Aves
Councillor G Ellis
Councillor C Stokes

IN ATTENDANCE: Councillor Pafford and Councillor Harris of Melksham Without
Parish Council

OFFICERS: Andrew Meacham Committee Clerk

PUBLIC PARTICIPATION: Two members of the public were present virtually.

77/24 Apologies

Apologies were received from Councillor Alford, Councillor Cooke and Councillor Rabey.

78/24 Declarations of Interest

There were no declarations of interest.

79/24 Public Participation

There was no public participation.

80/24 Minutes

The minutes of 27th August 2024, having previously been circulated, were approved as a correct record and signed by Councillor Griffin.

81/24 Presentation on Land at Upside, Melksham

A presentation was given by David Hambly and Jonathan Hambly.

Councillor Pafford and Councillor Harris were present from Melksham Without Parish Council.

The applicants have been working with the Environment Agency to address their concerns over flooding. The Environment Agency had now withdrawn their objection.

The development would be mostly residential, 15 flats and the remainder 2-4 bed houses. Carbon neutral and built to NDSS Standard. Would be working with a Housing Association to provide affordable housing. Wetlands, permeable paving, permeable parking spaces and large drains would alleviate flooding.

EV charging points would be provided to private parking spaces but would have to plan according to local network supply. 15 fast charging bays would be provided on site.

Members and the representatives from Melksham Without asked questions about

- Space for future provision of a 2nd rail line
- Provision of a bridge across the rail line
- Pedestrian crossing and the positioning of the bus stop opposite the development
- Play areas
- The single vehicle ingress/egress point and the potential difficulties of right-turn into the development from the direction of the town and right-turn out of the development towards Shaw and Bath
- Sustainability and the provision of local services
- Solar energy and battery storage

Suggestions were made to explore the possibility of a Community Store or GP/Dental Surgery in one of the commercial units and a bus route.

David and Jonathan agreed that all options could be explored.

82/24 Planning Applications

83/24 PL/2024/07087

1 Addison Road, Melksham, SN12 8DP.

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

UNANIMOUSLY RESOLVED to support the application.

84/24 PL/2024/06981

18 The Close, Melksham, SN12 6AG.

This application was considered at the last meeting.

85/24 PL/2024/07310

Land to rear of King Street, Melksham, SN12 6HE.

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

UNANIMOUSLY RESOLVED to support the application.

86/24 PL/2024/07097

Land south of Snarlton Farm, Snarlton Lane, Melksham, SN12 7QP.

It was noted that this application was predominantly in Melksham Without Parish Council who were considered it on 2nd September 2024.

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

UNANIMOUSLY RESOLVED to defer to the next meeting on 17th September 2024.

87/24 Planning Decisions

88/24 PL/2024/01673

14 Bank Street, Melksham, SN12 6LG.

The decision was noted.

89/24 PL/2024/05912

89 Sandridge Road, Melksham, SN12 7BW

The decision was noted.

90/24 PL/2024/06801

3 Church Walk, Melksham, SN12 6LY.

The decision was noted.

91/24 LCWIP consultation

Councillor Ellis summarised his statement and the matter was discussed. Members were positive about the Melksham Without Parish Council submission. It was agreed that the committee clerk would respond broadly in the terms set out by Councillor Ellis and expressing full support for the comments of Melksham Without. Councillor Ellis and Councillor Griffin both indicated an intention to submit personal comments. The Committee Clerk would reference this in his submission.

92/24 Local Highways and Footpath Improvement Group (LHFIG) Issues

Councillor Aves, as Melksham Town Council representative on LHFIG, updated members on the recent LHFIG meeting.

Maple Close – probate had now been granted and it was hoped work could start soon.

Bank Street – the high pavement had been discussed and possible solutions being considered. Councillor Aves had suggested the siting of several large planters.

93/24 Eastern Way Cycle Path

Councillor Stokes spoke to the item. A query was raised on the effect of the new road opening. Councillor Stokes felt that this would cause a drop in traffic in the short-term only.

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

UNANIMOUSLY RESOLVED to refer the request to LHFIG.

94/24 Barnwell Road

Members were advised that the applicant had hoped to attend via zoom but was not online.

The request was discussed.

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

UNANIMOUSLY RESOLVED to refer the request to LHFIG and that Councillor Aves would make a site visit and speak to the applicant.

95/24 Melksham Train Services

Councillor Ellis spoke to the item and provided statistics. He had sent suggested wording to the clerk which the committee clerk confirmed had been agreed.

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

UNANIMOUSLY RESOLVED to send an official letter from Melksham Town Council regarding train services through Melksham.

96/24 Traffic Survey

The relative benefits of a survey, SIDS and traffic calming were discussed.

It was proposed by Councillor Griffin, seconded by Councillor Stokes and

UNANIMOUSLY RESOLVED to request a traffic survey.

97/24 Temporary Closure of: B3109 (Part), Bradford on Avon, South Wraxall and

Box (Ref: TTRO 9771)

The closure was noted.

98/24 Parish Steward

Requests were made for the removal of graffiti on the Blackmore Road bus shelter and the clearing of leaves and other debris on Lowbourne, between Union Street and the High Street.

Meeting Closed at: 8.35 pm

Signed:

Dated:

This page is intentionally left blank

Planning and Compulsory Purchase Act 2004

The Town and Country Planning (Local Planning) (England) Regulations 2012 (Regulation 19)

The Environmental Assessment of Plans and Programmes Regulations 2004

Wiltshire Gypsies and Travellers Development Plan Document

Statement of the Representations Procedure and availability of documents

If you have a comment to make about the Wiltshire Gypsies and Travellers Development Plan Document ('the draft Plan'), it is important that we hear from you. To those not familiar with the planning system, the consultation and representation form can appear complicated and technical, so we have prepared this guide to provide explanation of the process and terms used alongside information on how to comment and where to find information.

This guidance document sets out the items described in 1) – 9) below:

1) Title of document

Title of the development plan document published for consultation.

2) Subject matter

What the development plan document published for consultation is about.

3) Period for submission of representations

When the period of consultation starts and closes.

4) Where to view the draft Plan and supporting documents (statement of fact)

Webpage link and list of locations where consultation documents can be found.

5) Things to consider when making a representation

Regarding 'soundness' and legal compliance.

6) How to submit your representation

Online, by email or by post.

7) Notification of next stages and what happens next

Tell us if you want to be notified.

8) Contact for more information

Email, phone, and postal address of the strategic planning policy team.

9) Representation form

Explanation and example of representation form.

1) Title of document

Wiltshire Gypsies and Traveller Development Plan Document.

This is the pre-submission draft published for the Regulation 19 consultation.

2) Subject matter

The Development Plan Document (hereafter referred to as 'the draft Plan') has been informed by the Regulation 18 consultation that took place in 2021 and replaces 'Core Policy 47: Meeting the needs of gypsies and travellers and travelling showpeople' of the adopted Wiltshire Core Strategy (2015). The draft Plan sets out Wiltshire Council's strategic planning policies for meeting the accommodation needs of gypsies and travelling showpeople, covering the period of 1st April 2024 to 31st March 2038. Consistent with national policy, the draft Plan seeks to address the accommodation needs of gypsies and travellers and travelling showpeople who meet the planning definitions as follows:

Gypsies and travellers - Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.

Travelling showpeople - Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily or permanently, but excludes Gypsies and Travellers as defined above.

It also sets out the approach to meeting needs for culturally appropriate accommodation for gypsies and travellers that do not meet the planning definition.

If adopted, the Plan will form part of the development plan for Wiltshire and guide decisions on future development.

The proposed submission documents include: the draft Plan; the draft Sustainability Appraisal Report (incorporating requirements of the Environmental Assessment of Plans and Programmes Regulations 2004); the draft Habitat Regulations Assessment, and various evidence base reports that form part of the evidence base for the draft Plan.

The role of this consultation is to provide the opportunity for representations to be made on the 'soundness' and legal compliance of the draft Plan before it is submitted to the Secretary of State for Examination. See Item 5 below for more information.

Following consultation, the Council will register and consider the comments received before submitting the draft Plan to the Ministry of Housing, Communities and Local Government.

3) Period for submission of representations

The period for submitting representations relating to the draft Plan begins at **9am Tuesday 20 August 2024** and closes at **5pm on Friday 4 October 2024**. Representations received beyond this date may not be considered.

4) Where to view the plan and supporting documents (statement of fact)

You can view and download the draft Plan and the supporting documents on the council's website here: www.wiltshire.gov.uk/planning-gypsy-travellers.

Hard copies of the draft Plan and supporting documents will be available to view during normal office hours at the Council's main offices:

- Monkton Park, Chippenham, Wiltshire, SN15 1ER (9am to 5pm, Monday to Friday)
- Bourne Hill, The Council House, Bourne Hill, Salisbury, Wiltshire, SP1 3UZ (9am to 5pm, Monday to Friday)
- County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN (9am to 5pm Monday to Friday)

The following documents: the draft Plan; the draft Sustainability Appraisal Report (incorporating requirements of the Environmental Assessment of Plans and Programmes Regulations 2004); the draft Habitat Regulations Assessment, and various evidence base reports, will be made available to view at the following libraries during normal opening hours:

- Amesbury Library, Smithfield Street, Amesbury, Wiltshire, SP4 7AL
- Bradford On Avon Library, Bridge Street, Bradford On Avon, Wiltshire, BA15 1BY
- Calne Library, The Strand, Calne, Wiltshire, SN11 0JU
- Chippenham Library, Timber Street, Chippenham, Wiltshire, SN15 3EJ
- Springfield Community Campus, Beechfield Road, Corsham, Wiltshire, SN13 9DN
- Devizes Library, Sheep Street, Devizes, Wiltshire, SN10 1DL
- Malmesbury Library, 24 Cross Hayes, Malmesbury, Wiltshire, SN16 9BG
- Marlborough Library, 91 High Street, Marlborough, Wiltshire, SN8 1HD
- Melksham Community Campus, Market Place, Melksham, Wiltshire, SN12 6ES
- Pewsey Library, Aston Close, Pewsey, Wiltshire, SN9 5EQ
- Royal Wootton Bassett Library, Borough Fields, Royal Wootton Bassett, Wiltshire, SN4 7AX
- Salisbury Library, Market Walk, Salisbury, Wiltshire, SP1 1BL
- Tidworth Library, Nadder Road, Tidworth, Wiltshire, SP9 7QA
- Tisbury Library, Nadder Community Campus, Weaveland Road, Tisbury, Wiltshire, SP3 6HJ
- Trowbridge Library, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN
- Warminster Library, Three Horseshoes Walk, Warminster, Wiltshire, BA12 9BT
- Westbury Library, Westbury House, 15 Edward Street, Westbury, Wiltshire, BA13 3BD

Information on library opening times can be found at:

<https://apps.wiltshire.gov.uk/librariesinformation>

Electronic access to all submission documents will be available at all Wiltshire Council libraries.

If you require the consultation documents in an alternative format, please contact strategicplanning@wiltshire.gov.uk.

Physical copies of documents can be provided to individuals if requested. The printing and postage costs will be incurred by those requesting additional copies. If you wish to make a purchase, please contact strategicplanning@wiltshire.gov.uk.

There will be a live webinar on Tuesday 3 September 2024 at 6:00pm to 7:30pm and five drop-in events held around the county where you can ask questions and gain further information about the consultation. More information on these events can be found at: www.wiltshire.gov.uk/planning-gypsy-travellers.

5) Things to consider when making a representation

The draft Plan has been published by the Local Planning Authority (LPA) (Wiltshire Council) for representations to be made on it before it is submitted for examination by an independent Planning Inspector. The Planning and Compulsory Purchase Act 2004, as amended, states that the purpose of the examination is to consider whether the draft Plan complies with the relevant legal requirements, including the duty to co-operate, and is sound. The Inspector will consider all representations on the draft Plan that are made within the consultation period set by the LPA.

Specifically, we are asking people to consider the following when making representations:

i) Legal compliance.

This encompasses whether the draft Plan complies with the relevant legislation and regulations in the way it has been prepared and its content. Things to consider include the following before making a representation of legal compliance:

- The draft Plan should comply with all relevant requirements of the Planning and Compulsory Purchase Act 2004 (as amended) and the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended.
- The draft Plan should be included in the LPA's current Local Development Scheme¹ (LDS) and the key stages set out in the LDS should have been followed. The LDS is effectively a programme of work prepared by the LPA, setting out the plans it proposes to produce. It will set out the key stages in the production of any plans which the LPA proposes to bring forward for examination.
- The process of community involvement for the draft Plan in question should be in general accordance with the LPA's Statement of Community Involvement² (SCI). The SCI sets out the LPA's strategy for involving the community in the preparation and revision of plans and the consideration of planning applications.

¹ Wiltshire Local Development Scheme (LDS), Wiltshire Council. For the latest Wiltshire local development scheme please visit: [Local Development Scheme - Wiltshire Council](#).

² Wiltshire Statement of Community Involvement, Wiltshire Council. For the latest Wiltshire statement of community involvement please visit: [Statement of Community Involvement - Wiltshire Council](#).

- The LPA is also required to provide a Sustainability Appraisal (SA) report when it publishes a plan. This should identify the process by which SA has been carried out, and the baseline information used to inform the process and the outcomes of that process. SA is a tool for assessing the extent to which the plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives.
- The Habitats Regulations Assessment (HRA) will also be available and needs to be carried out for the Plan, in order to protect the integrity of internationally important nature conservation sites.

To access these documents, alongside other supporting documents, please go to: www.wiltshire.gov.uk/planning-gypsy-travellers.

ii) Soundness.

The tests of soundness are set out in national policy (National Planning Policy Framework). Plans are sound if they are:

- (a) Positively prepared – providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
- (b) Justified – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- (c) Effective – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
- (d) Consistent with national policy – enabling the delivery of sustainable development in accordance with the policies in this Framework and other statements of national planning policy, where relevant.

If you think the content of the draft Plan is not sound because it does not include a policy on a particular issue, you should go through the following steps before making representations:

- Is the issue with which you are concerned already covered specifically by national planning policy?
- Is the issue with which you are concerned already covered by another policy in the draft Plan?
- If the policy is not covered elsewhere, in what way is the draft Plan unsound without the policy?
- If the draft Plan is unsound without the policy, what should the policy say?

iii) Complies with the Duty to co-operate.

Section 33A of the PCPA requires the LPA to engage constructively, actively and on an ongoing basis with neighbouring authorities and certain other bodies over strategic matters during the preparation of the Plan. The LPA will be expected to provide evidence of how they have complied with the duty.

6) How to submit your representation

Representations can be submitted via the following means:

- Online via the council's consultation portal accessible via this link: www.wiltshire.gov.uk/planning-gypsy-travellers.
- By email using the form available at: www.wiltshire.gov.uk/planning-gypsy-travellers and returned to strategicplanning@wiltshire.gov.uk; or
- By post in writing by using the form and sending this to: Strategic Planning, Planning Directorate, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

Representations should be made on the representation form. The use of the standard representation form is strongly recommended as this will ensure that comments are related to the matters relevant to the subsequent examination by a planning inspector. Further information on the representation form can be found in Section 9 below.

If you wish to make a representation seeking a modification to the draft Plan you should set out clearly in what way you consider the draft Plan or part of the draft Plan is legally non-compliant or unsound, having regard as appropriate to the soundness criteria in section 5(ii) above. Your representation should be as succinct as possible and supported by evidence wherever possible. It will be helpful if you also say precisely how you think the draft Plan should be modified.

You should concisely provide all the evidence and supporting information necessary to support your representation and your suggested modification. You should not assume that you will have a further opportunity to make submissions. Any further submissions after the Plan has been submitted for examination may only be made if invited by the Inspector, based on the matters and issues they identify.

Where groups or individuals share a common view on the draft Plan, it would be very helpful if they would make a single representation which represents that view, rather a large number of separate representations repeating the same points. In such cases the group should indicate how many people it is representing and how the representation has been authorised.

Please consider carefully how you would like your representation to be dealt with in the examination: whether you are content to rely on your written representation, or whether you wish to take part in hearing session(s). Only representors who are seeking a change to the draft Plan have a right to be heard at the hearing session(s), if they so request. In considering this, please note that written and oral representations carry the same weight and will be given equal consideration in the examination process.

Please note: all submitted representations will be made publicly available. To ensure an effective and fair examination, it is important that the Inspector and all other participants in the examination process are able to know who has made representations on the Plan. The LPA will therefore ensure that the names of those making representations can be made available (including publication on the LPA's website) and taken into account by the Inspector.

The council therefore cannot accept anonymous representations – you must provide us with your name and contact details. Address details will not be made publicly available. All personal data

will be handled in line with the council's Strategic Planning privacy policy. You can view the Council's privacy notice at <https://www.wiltshire.gov.uk/planning-privacy-notice>.

7) Notification of next stages and what happens next

When making your representations using the representation form you will have the option to request to be notified via email, or at a postal address, of any of the following stages of the Plan's process:

- the submission of the Wiltshire Gypsies and Travellers Development Plan Document for independent examination;
- the publication of the planning inspector's report following examination of the Wiltshire Gypsies and Travellers Development Plan Document; and
- the adoption of the Wiltshire Gypsies and Travellers Development Plan Document.

If you wish to be kept informed of the above stages please double check that the contact details you include with your representation are correct so we can contact you regarding this.

Once the Regulation 19 representation period has closed, updates regarding the status of the draft Plan will be published on the Council's planning policy webpages. Any person who makes a submission during the Regulation 19 representation period who wishes to be kept informed of its progress will automatically be added to the Strategic Planning team's database and will be provided with updates on the progress of the Plan. If you wish to be removed from this database, please contact Strategicplanning@wiltshire.gov.uk.

Following the end of the consultation period, the Council will summarise the main issues raised and submit the draft Plan, accompanying evidence and all submitted representations to the Secretary of State, who will appoint an Inspector to undertake an independent examination. The Inspector will assess whether the Plan meets the relevant legal requirements, complies with the Duty to Cooperate, and is sound. This submission is anticipated to take place in quarter one 2025 with the examination and hearings anticipated to take place following this.

8) Contact for more information

If you would like any further information on the draft Plan, proposed submission documents, or any of the supporting documents, please contact us via:

- Telephone: 01225 713223
- Email: Strategicplanning@wiltshire.gov.uk.
- Post: Strategic Planning, Planning Directorate, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

9) Representation form

The representation form is split into two parts. Part A (personal details) of the form is where you provide your personal details. Please fill out as many parts of this section of the form as you can. We need this information to ensure that we can keep you informed about the next stages in the draft Plan's preparation. When the draft Plan is examined, the government-appointed Inspector may also wish to ask you for more information relating to your comments, or invite you to attend hearing sessions - where you will be given the opportunity to put your views to the Inspector and contribute to the discussion on the issues that you have raised.

Part B of the form is where you provide details of the representation you are making. This should identify which draft Plan policy/section/paragraph and/or proposed submission document section/paragraph the representation refers to.

Wherever possible it is encouraged that you submit comments online via the council's consultation portal accessible via this link: www.wiltshire.gov.uk/planning-gypsy-travellers. The representation form can also be downloaded from the council's website www.wiltshire.gov.uk/planning-gypsy-travellers.

A copy of the representation form can be found overleaf.

Wiltshire Gypsies and Travellers Development Plan Document

Ref:

(For official use only)

Publication Stage Representation Form

Please return to Wiltshire Council, by 5pm on Friday 4th October 2024

By post to: Strategic Planning, Planning Directorate, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

By e-mail to: strategicplanning@wiltshire.gov.uk

For further information please visit: www.wiltshire.gov.uk/planning-gypsy-travellers
or Tel: 01225 713223

This form has two parts:

Part A – Personal details

Part B – Your representation(s). Please use a separate sheet for each representation.

Part A – Personal details

Please note the following:

- We cannot register your representation without your details.
- Representations cannot be kept confidential and will be available for public scrutiny, however, your contact details will not be published.
- All information will be sent for examination by an independent inspector.
- All personal data will be handled in line with the Council's Privacy Policy on Strategic Planning matters. You can view the Strategic Planning privacy notice at <https://www.wiltshire.gov.uk/planning-privacy-notice>.

**If an agent is appointed, please fill in your Title, Name and Organisation but the full contact details of the agent must be completed.*

	1. Personal details	2. Agent's details (if applicable)*
Title		
First name		
Last name		
Job title (where relevant)		
Organisation (where relevant)		
Address Line 1		
Address Line 2		
Address Line 3		
Address Line 4		
Postcode		
Telephone Number		
Email Address		

Part B – Please use a separate sheet for each representation.

Please note, in your representation you should set out **succinctly** and provide copies of all the evidence and supporting information necessary to support your representation and your suggested modification(s). You should not assume that you will have a further opportunity to make submissions.

After this stage, further submissions may only be made if invited by the Inspector, based on the matters and issues he or she identifies for examination.

3. To which part of the Wiltshire Gypsies and Travellers Development Plan Document does this representation relate?

Policy:	Paragraph:	Table:	Figure:
Site:		Other:	

4. Do you consider the Wiltshire Gypsies and Travellers Development Plan Document:

(i) Legally compliant	Yes:		No:	
(ii) Sound	Yes:		No:	
(iii) Complies with the duty to co-operate	Yes:		No:	
<i>Please indicate with an 'X' as appropriate</i>				

4b. If you think the Wiltshire Gypsies and Travellers Development Plan Document is not sound, please indicate the reason(s) why:

(1) Not positively prepared	
(2) Not justified	
(3) Not effective	
(4) Not consistent with national policy	
<i>Please indicate with an 'X' as appropriate</i>	

See the separate statement of representation procedure (guidance note) for further information on 'soundness'.

5. Please give details of why you consider the Wiltshire Gypsies and Travellers Development Plan Document is not legally compliant or is unsound or fails to comply with the duty to co-operate. Please be as precise as possible.

If you wish to **support** the Wiltshire Gypsies and Travellers Development Plan Document on the basis that you consider it is sound, legally compliant and meets the duty to cooperate, please also use this box to set out your comments.

--

(Continue on a separate sheet/expand box if necessary)

5a. If you wish to make a separate representation, relating to legal compliance, soundness or the duty to cooperate in relation to the accompanying Sustainability Appraisal (SA), please make them here.

(Continue on a separate sheet/expand box if necessary)

6. Please set out the modification(s) you consider necessary to make the Wiltshire Gypsies and Travellers Development Plan Document legally compliant and sound, in respect of any legal compliance or soundness matters you have identified at 5 above. (Please note that non-compliance with the duty to co-operate is incapable of modification at examination). You will need to say why each modification will make the Wiltshire Gypsies and Travellers Development Plan Document legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible.

(Continue on a separate sheet/expand box if necessary)

7. If your representation is seeking a modification to the plan, do you consider it necessary to participate in the examination hearing session(s)?

	No , I do not wish to participate in hearing session(s)		Yes , I wish to participate in hearing session(s)
--	--	--	--

8. If you wish to participate in the hearing session(s), please outline why you consider this to be necessary:

<i>(Continue on a separate sheet/ expand box if necessary)</i>
<i>Please note the Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate in hearing session(s). You may be asked to confirm your wish to participate when the Inspector has identified the matters and issues for examination.</i>

9. Do you wish to be notified of any of the following?

Please tick all that apply.

The submission of the Wiltshire Gypsies and Travellers Development Plan Document for Independent Examination	
The publication of the report of the Inspector appointed to carry out the examination	
The adoption of the Wiltshire Gypsies and Travellers Development Plan Document	

Please ensure that we have either an up-to-date email address or postal address at which we can contact you.

Signature:		Date:	
------------	--	-------	--

Wiltshire Gypsies and Travellers Development Plan Document

**Planning and Compulsory Purchase Act 2004
The Town and Country Planning (Local Planning) (England) Regulations 2012
(Regulation 19)**

The Environmental Assessment of Plans and Programmes Regulations 2004

Notice of Publication of the draft Wiltshire Gypsies and Travellers Development Plan Document

Notice is hereby given that Wiltshire Council has published the draft Wiltshire Gypsies and Travellers Development Plan Document ("the draft Plan") for a formal consultation period beginning on **Tuesday 20th August 2024** during which representations may be made.

Following consultation, the Council will register and consider the comments received before submitting the draft Plan to the Secretary of State for Housing, Communities and Local Government.

The draft Plan addresses the accommodation needs of Wiltshire's travelling communities to 2038 and updates Core Policy 47 'Meeting the needs of Gypsies and Travellers' of the Wiltshire Core Strategy. The draft Plan contains policies that collectively make provision for the permanent and temporary accommodation needs of the travelling community. These include policies allocating new sites and existing sites for additional pitches and plots. The draft Plan also safeguards existing sites so that they can continue to meet on-site needs in the longer term.

The proposed submission documents include: the draft Plan, the draft Sustainability Appraisal report (incorporating requirements of the Environmental Assessment of Plans and Programmes Regulations 2004), the draft Habitat Regulations Assessment and a number of other supporting documents that form part of the evidence base for the draft Plan.

The period for submitting representations relating to the draft Plan begins **9am Tuesday 20th August 2024** and closes at **5pm on Friday 4th October 2024**. Representations received beyond this date may not be considered. A statement of the representations procedure (guidance note) explaining how to comment can be viewed alongside the proposed submission documents. Please note that copies of all comments (including your personal details) will be made available for the public to view, and therefore cannot be treated as confidential. Anonymous comments cannot be accepted.

The proposed submission documents can be viewed on the Council's website at: www.wiltshire.gov.uk/planning-gypsy-travellers and during normal office hours at the Council's main offices: Monkton Park (Chippenham), Bourne Hill (Salisbury) and County Hall (Trowbridge).

The following documents: the draft Plan; the draft Sustainability Appraisal Report (incorporating requirements of the Environmental Assessment of Plans and Programmes Regulations 2004); the draft Habitat Regulations Assessment, and various evidence base reports will be made available to view at the following libraries during normal opening hours: Amesbury, Bradford on Avon, Calne, Chippenham, Corsham, Devizes, Malmesbury, Marlborough, Melksham, Pewsey, Royal Wootton Bassett, Salisbury, Tidworth, Tisbury, Trowbridge, Warminster, and Westbury.

Electronic access to all submission documents will be available at all Wiltshire Council libraries.

Representations can be submitted via the following means:

- online via the Council's consultation portal accessible via this link: www.wiltshire.gov.uk/planning-gypsy-travellers
- by email using the form available at: www.wiltshire.gov.uk/planning-gypsy-travellers and returned to <mailto:strategicplanning@wiltshire.gov.uk>; or
- by post in writing to: Strategic Planning, Planning Directorate, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

The form has an accompanying statement of the representations procedure (guidance note) to assist in its completion. Please use a separate form for each representation you wish to make.

Address details will not be made publicly available. All personal data will be handled in line with the council's Strategic Planning privacy policy. You can view the Council's privacy notice at <https://www.wiltshire.gov.uk/planning-privacy-notice>.

Any representation may be accompanied by a request to be notified at a specified address (email/postal) of any of the following: that the draft Plan has been submitted to the Secretary of State for independent examination; that the Inspector's Report (including any recommendations) into the draft Plan has been published; and that the draft Plan has been adopted.

There will be a general information live webinar on Tuesday 3rd September 2024 at 6:00pm to 7.30pm and five drop-in events held around the county where you can ask questions and gain further information about the consultation. More information on these events can be found at: www.wiltshire.gov.uk/planning-gypsy-travellers

If you require more information or would like to request copies of documents, please contact Strategic Planning via email (<mailto:strategicplanning@wiltshire.gov.uk>), phone (01225 713223) or post to Strategic Planning, Planning Directorate, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN. Please note that there will be a fee for providing any documents requested.

Nic Thomas

Director of Planning