



# 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

22 October 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 **Tuesday 29th October 2024** commencing at **7.00 pm**.

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

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

**Tuesday 29 October 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](mailto: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 - 4)

To approve the Minutes of the Economic Development and Planning Committee meeting held on 8<sup>th</sup> October 2024.

### 5. Economic Development & Planning Budget

#### 5.1 Budget 2024/25 (Pages 5 - 6)

To note the budget spent to date and available to spend.

#### 5.2 Budget 2025/26

To start discussions on Economic Development & Planning budget for 2025/26.

### 6. 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).

### 7. Planning Applications

To comment on the following planning applications

#### 7.1 PL/2024/01069

[PL/2024/01069](#) - Works to a Listed Building

Address: 59 King Street, Melksham, Wilts, SN12 6HE

Proposal: Removal of marine plywood to passageway arch and proposed replacement side passage door

Respond By 08-11-2024

#### 7.2 PL/2024/08989

[PL/2024/08989](#) Removal/variation of conditions

Address: Bloor Homes/David Wilson Homes, Basil Drive, Melksham, SN12 6ZJ

Proposal: Removal of condition 28 relating to application 14/10461/OUT - Outline application for up to 450 dwellings with associated access and engineering operations, land for extension of medical facilities or community facility, and extension to Eastern Relief Road from Thyme Road to The Spa - Snowberry Lane

Respond by: 12-11-2024

This application was also on the agenda of Melksham Without Parish Council on 21<sup>st</sup> October 2024.

**7.3 PL/2024/09235**

[PL/2024/09235](#) Householder planning permission

Address: 50 King Street, Melksham, SN12 6HG

Proposal: Proposed Replacement Conservatory Roof, Infill Porch Fenestration, Replacement Fenestration & Repairs to Dormers

Reply by: 14-11-2024

**7.4 PL/2024/09278**

[PL/2024/09278](#) Householder planning permission

Address: 10 Avon Road, Melksham, SN12 8AY

Proposal: Replace garage door with bay window, replace flat roof over garage porch with pitched roof and extend pitched roof to form canopy over front door.

Respond by: 15-11-2024

**7.5 PL/2024/09282**

[PL/2024/09282](#) Householder planning permission

Address: 11 Thames Crescent, Melksham, SN12 8BH

Proposal: Replacement Larger Single Storey Rear Extension

Respond by: 15-11-2024

**8. Planning Decisions**

To note the following planning decisions

**8.1 PL/2024/03366**

[PL/2024/03366](#) - Prior Approval Part 3, Class MA: Commercial, business and service uses to dwellinghouses

Address: Unit 6B, First Floor Office, The Fortress, Avonside Enterprise Park, New Broughton Road, Melksham, Wiltshire, SN12 8BT

Proposal: Prior Approval, Part 3, Class MA: Change of use of first floor office space to one self contained flat (No external changes to building)

Decision Date: 03-10-2024 Decision: Prior Approval Not Required

**8.2 PL/2024/07310**

[PL/2024/07310](#) - Removal or Variation of a Condition

Address: Land to the rear of King Street, Melksham, SN12 6HE

Proposal: Variation of condition 2 (approved plans) on PL/2023/08688 to allow for materials change from red face brickwork to render and stone work to match surrounding materials, reduce the ridge height and height by 700mm and alterations to front and rear fenestration.

Decision Date: 07-10-2024 Decision: Approve with Conditions  
MTC Decision: Support.

**9. Train Services (Pages 7 - 8)**

To review any response to open letter resolved 27<sup>th</sup> August 2024.

**10. Local Highways and Footpath Improvement Group (LHFIG) Issues**

**10.1 Clackers Brook (Pages 9 - 10)**

**11. Parish Steward**

To consider jobs to be undertaken by the Parish Steward.

The Parish Steward is next in Melksham 12<sup>th</sup>-14<sup>th</sup> November.

**12. Project Update (Pages 11 - 12)**

To note update on priority projects belonging to Economic Development & Planning.

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## Melksham Town Council

### Minutes of the Economic Development and Planning Committee meeting held on Tuesday 8th October 2024

**PRESENT:** Councillor S Rabey (Chair)  
Councillor A Griffin (Vice-Chair)  
Councillor P Alford  
Councillor P Aves  
Councillor G Ellis  
Councillor J Oatley

**IN ATTENDANCE:**

**OFFICERS:** Hayley Bell Deputy Clerk  
Andrew Meacham Committee Clerk

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

**115/24 Apologies**

Apologies were received from Councillor Stokes.

**116/24 Declarations of Interest**

There were no declarations of interest.

**117/24 Public Participation**

There was no public participation.

**118/24 Minutes**

The minutes of 16<sup>th</sup> September 2024 having previously been circulated, were approved as a correct record and signed by the Deputy Town Mayor Councillor Rabey.

**119/24 Planning Considerations**

**120/24 Planning Applications**

**121/24 PL/2024/08345**

50 King Street, Melksham, SN12 6HG – tree works.

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

**UNANIMOUSLY RESOLVED** to support the application.

**122/24 PL/2024/08960**

34 Lowbourne, Melksham, SN12 7DZ – tree work

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

**UNANIMOUSLY RESOLVED** to support the application.

**123/24 Planning Decisions**

**124/24 PL/2024/06919**

55 Ingram Road, Melksham, SN12 7JH – conservatory.

The decision was noted.

**125/24 PL/2024/03660**

5 Cotswold Close, Melksham, SN12 7RT – windows.

The decision was noted.

**126/24 PL/2024/03424**

3 Lowbourne, Melksham, SN12 7DZ – Removal of chimneys

The decision was noted.

**127/24 Town and Country Planning (Tree Preservation) (England) Regulations 2012**

The decision was noted.

**128/24 Planning Appeal**

The decision was noted.

**129/24 Local Highways and Footpath Improvement Group (LHFIG) Issues**

**130/24 Clackers Brook**

Members felt they needed more information before making a decision. Discussion was deferred to the next meeting with Councillor Sankey to be invited to attend.

**131/24 Temporary Road Closure Notifications**



**132/24    Various Locations**

The Temporary Road Closure Notifications were noted.

**133/24    Westlands Lane (Part), Melksham Without**

The road closure was noted.

**134/24    A350**

The road closure was noted.

**135/24    Parish Steward**

Members commended the work done by the Parish Steward in recent months.

Councillor Aves mentioned the walk through beside the Factory Shop to the King Street carpark. The Committee Clerk confirmed that this was already on the list but the land might be privately owned.

Usual requests on weeding, leave clearance and other general maintenance.

Meeting Closed at: 7.25 pm

**Signed:** .....

**Dated:**

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10/10/2024

Melksham Town Council Current Year

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15:13

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Economic Development</u></b>								
403 Economic Dev. and Planning								
1030 Income-Melksham Makers Market	198	0	0	0			0.0%	
1089 Income-Hanging Baskets	1,691	1,358	1,300	(58)			104.5%	
Economic Dev. and Planning :- Income	<b>1,889</b>	<b>1,358</b>	<b>1,300</b>	<b>(58)</b>			<b>104.5%</b>	<b>0</b>
4071 Town Floral Displays	6,119	5,761	6,000	239	5,036	(4,797)	179.9%	
4308 CCTV	3,445	18,217	0	(18,217)	1,560	(19,777)	0.0%	
4309 Newsletter	0	0	2,000	2,000		2,000	0.0%	
4354 Parking Scheme	1,516	436	1,000	564		564	43.6%	
4356 LHFIG	3,846	0	5,000	5,000		5,000	0.0%	
4925 Town Development	688	0	0	0		0	0.0%	
Economic Dev. and Planning :- Indirect Expenditure	<b>15,613</b>	<b>24,414</b>	<b>14,000</b>	<b>(10,414)</b>	<b>6,596</b>	<b>(17,010)</b>	<b>221.5%</b>	<b>0</b>
Net Income over Expenditure	<b>(13,724)</b>	<b>(23,056)</b>	<b>(12,700)</b>	<b>10,356</b>				
Economic Development :- Income	<b>1,889</b>	<b>1,358</b>	<b>1,300</b>	<b>(58)</b>			<b>104.5%</b>	
Expenditure	<b>15,613</b>	<b>24,414</b>	<b>14,000</b>	<b>(10,414)</b>	<b>6,596</b>	<b>(17,010)</b>	<b>221.5%</b>	
Movement to/(from) Gen Reserve	<b>(13,724)</b>	<b>(23,056)</b>						
Grand Totals:- Income	<b>1,889</b>	<b>1,358</b>	<b>1,300</b>	<b>(58)</b>			<b>104.5%</b>	
Expenditure	<b>15,613</b>	<b>24,414</b>	<b>14,000</b>	<b>(10,414)</b>	<b>6,596</b>	<b>(17,010)</b>	<b>221.5%</b>	
Net Income over Expenditure	<b>(13,724)</b>	<b>(23,056)</b>	<b>(12,700)</b>	<b>10,356</b>				
Movement to/(from) Gen Reserve	<b>(13,724)</b>	<b>(23,056)</b>						

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## Responses to Letter

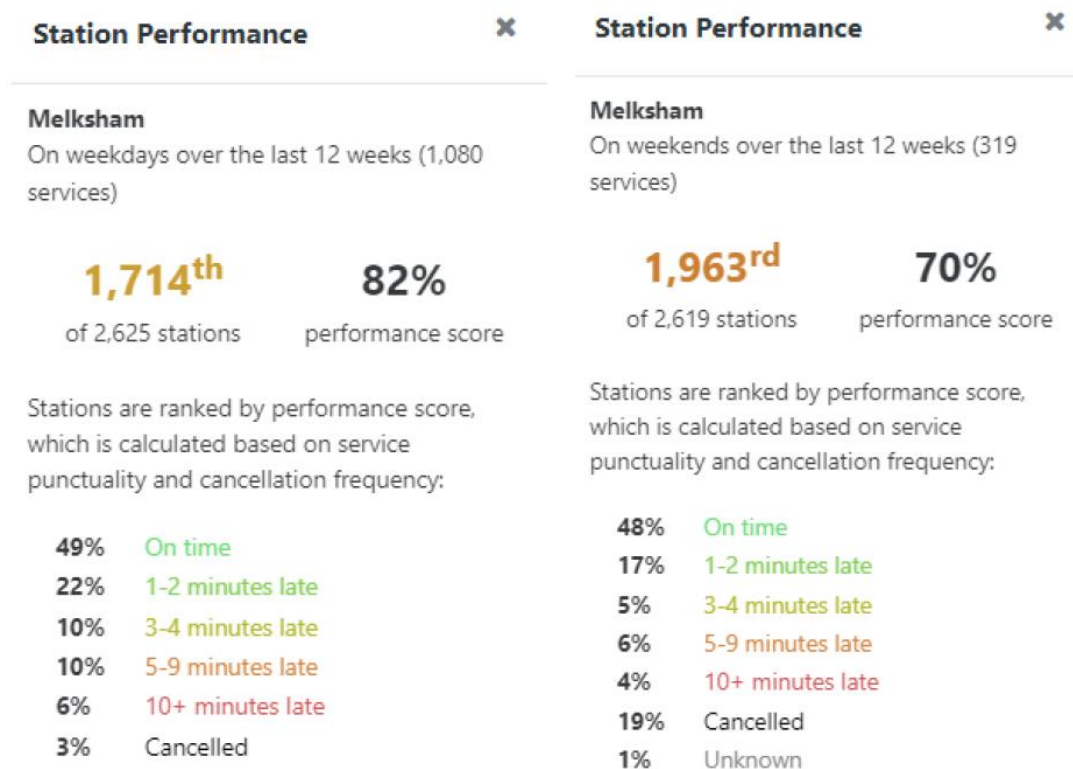
### TransWilts Community Rail Partnership

Thank you for copying me into your letter sent to Mark Hopwood on behalf of Melksham Town Council. The TransWilts CRP also notified GWR of our concerns over cancellations.

On 11 August, 8 out of 13 trains through Melksham were cancelled. Our Membership Secretary began receiving calls at 6:30 in the morning on the 17<sup>th</sup>. On that day, the first six TransWilts services were cancelled.

I contacted the Head of Regional and Welsh Development at GWR, Dan Okey, who is also a Director of the TransWilts Community Interest Company, to find out what were the reasons for the poor service. He did investigate it as promised and insufficient staffing was the issue on 11 August and also featured heavily on 17 August too.

We are tracking GWR performance across the area of TransWilts. The screenshot below shows the performance of Melksham Station's Trans Wilts services over the last 12 weeks. It includes the extremely poor service provided on 11 and 17 August as well as the weekdays and weekends when it was not as bad.



**West Wilts Rail Users Group**

Thank you for copying us in on your letter. Poor reliability of the train service at Meksham is nothing new unfortunately, all we can do is keep chipping away at those influential in improving things and it looks like your letter has gone to all the relevant people.

**Transport rep on Neighbourhood Plan Steering Group**

Many thanks Andrew,

Regards

No other replies have been received.

# Agenda Item 10.1

## Highways Improvement Request Form

### Contact Details

<b>Name:</b>	Mike Sankey	<b>Date:</b>	03/09/2024
<b>Address:</b>	1 Gregor Drive Calne SN11 8HT		
<b>Telephone No:</b>	07842 969069		
<b>Email Address:</b>	Sankey68@btinternet.com		

### Issue Details

<b>Location of Issue:</b>	Public ROW Union street crossing of Clackers brook into KGV Playing fields
<b>Community Area:</b>	Melksham
<b>Parish or Town Council:</b>	Melksham
<b>Nature of Issue:</b>	
Where the PROW reaches Clackers brook, it turns right and follows the bank of the brook. This bank is unstable and there is a risk of the footway being undermined and falling into the brook.	
<b>How long has it been an issue?</b>	Over a year
<b>What would you like done to resolve this issue?</b>	
I suggest that where the PROW reaches the bank of the brook, a new footbridge is installed to carry the PROW over the brook at that point, enabling the existing footway to be closed in the interest of public safety. A new section of footway will need to be constructed with a surface of Mendip dust, or hoggin within KGV playing field to join the existing circular route. This project could be funded by CIL held by MTC or as a substantive scheme through LHFIG.	
<b>Have you been in touch with your local Wiltshire Councillor? (Yes/No)</b>	Yes

***This form needs to be completed and e-mailed or sent to your local Town or Parish Council.  
Town and Parish contact details are available via the link below:***

<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

<b>Town or Parish Council Comments:</b> (To be completed by Town or Parish Council only)





PROJECT/WORK AREA/EVENT	STATUS	UPDATE	SUGGESTED NEXT ACTION	DATE OF LAST ACTION	DATE UPDATED
Avon War Memorial	Next Steps Required	Two coats of paint applied. To Asset Management to consider plaque.	Remedial work being carried out (filling in around base, repaint plinth, hook for wreath, rededication, inscriptions). HD "sourcing suitably qualified contractors to deal with refurbishing the names on the plaque." Rededication ceremony to be held- CS arranging. plaque to be discussed at AMA 21/10/2024.	13/10/2024	18/10/2024
Town Centre CCTV	Next Steps Required	All cameras fully operational. Policy before Full Council in November.	To be discussed.	30/09/2024	18/10/2024
Wiltshire Towns Programme Funding	Next Steps Required	Report from consultant before Asset Management Monday 21st October.	Full Council 19/08/2024, UNANIMOUSLY RESOLVED to delegate authority to the Clerk to appoint a consultant to work on the Wiltshire Towns Programme Activity Generation Grant Programme submission. To be discussed at AMA 21/10/2024.	10/10/2024	18/10/2024

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