



Melksham Town Council

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

Acting CEO/Town Clerk Miss Hayley Bell

To: Councillor S Rabey (Chair)
Councillor P Alford
Councillor P Aves
Councillor R Cleary
Councillor G Elson
Councillor A Griffin
Councillor C Stokes

24th June 2025

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Economic Development & Planning Committee** meeting of the Melksham Town Council.

The meeting will be held in the council chamber at the Town Hall, Market Place, Melksham, Wiltshire, SN12 6ES

On **Tuesday 1st July 2025**

Commencing at 19:00

Members of the public and press are welcome to attend the meeting in person or online and a period of public participation will take place during the meeting, limited to 3 minutes per person and no more than 30 minutes in total.

If you wish to ask a question online please join via Teams on this link <https://tinyurl.com/38ytdzb9>

The meeting will also be live streamed at <https://www.facebook.com/melksham.town> but you will not be able to interact.

Yours sincerely

Miss Hayley Bell

Acting CEO/Town Clerk

Melksham Town Council
Economic Development & Planning Committee

Tuesday 1st July 2025

At 19:00

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, Equality Act 2010.

AGENDA

1. Apologies

To receive apologies for absence.

2. Declaration 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 ceo@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. You should still attend the meeting, in person or online, to ask your question.

4. Minutes

To approve the Minutes of the Economic Development & Planning Committee meeting held on 10th June 2025

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).

7. Planning Applications

To comment on the following planning applications

7.1 PL/2025/04837

[PL/2025/04837](#) - Householder Application

Address: 30 CHURCHILL AVENUE, MELKSHAM, SN12 7JN

Proposal: Proposed First Floor Rear Extension

Respond By: 04 July 2025

7.2 PL/2025/03207

[PL/2025/03207](#) - Works to a Listed Building

Address: Melksham House, 27 Market Place, Melksham, SN12 6ES

Proposal: Installation of 4 x signage

Respond By: 18 July 2025

7.3 PL/2025/03643

[PL/2025/03643](#) - Advertisement Consent

Address: Melksham House, 27 Market Place, Melksham, SN12 6ES

Proposal: Installation of 4 x signage

Respond By: 18 July 2025

7.4 PL/2025/05097

[PL/2025/05097](#) - Full Planning Permission

Address: 1 Philip Close, Melksham, SN12 7AP

Proposal: Proposed 1 Bedroom Dwelling Adjacent No 1 Philip Close and Detached Garage to 1 Philip Close

Respond By: 14 July 2025

8. Planning Decisions

To note the following planning decisions

8.1 PL/2025/04140

[PL/2025/04140](#) - Householder Application

Address: 60A PORTMAN ROAD, MELKSHAM, SN12 8AW

Proposal: Erection of a conservatory to the rear elevation

Decision Date: 17 June 2025

Decision: Approve with Conditions

MTC Decision: No objection

9. Planning Application PL/2024/06908

To note the grant of conditional planning application. General Facilities Manager has confirmed he will ensure condition 2 is complied with.

[PL/2024/06908](#)

10. Local Highways and Footpaths Improvement Group (LHFIG) Issues

10.1 Fullers Close

11. Parish Steward

To consider jobs to be undertaken by the Parish Steward

Melksham Town Council
Minutes of the Committee
on Tuesday 10th June 2025

PRESENT: Councillor S Rabey Chair
Councillor P Alford
Councillor P Aves
Councillor R Cleary
Councillor A Griffin
Councillor C Stokes

IN ATTENDANCE Councillor Mark Harris, Melksham Without Parish Council (for general interest)
Councillor Nick Holder, Wiltshire Council (to speak on an item)

OFFICERS Andrew Meacham Committee Clerk

PUBLIC: two members of the public were present on behalf of Jarboom Ltd

21/25 Apologies

Apologies were received from Councillor G Elson.

22/25 Declaration of Interest

There were no declarations of interest.

23/25 Public Participation

Councillor Holder spoke regarding application PL/2025/04158, expressing his concerns that the timeline does not allow the correct planning procedure to be followed or give adequate opportunity for residents to comment.

One of the representatives of Jarboom Ltd spoke about the changes that had been put in place. Members of the committee asked questions and expressed their concerns.

24/25 PL/2025/04158

This item was advanced up the agenda.

Members were not opposed to the idea of the festival but had concerns on the timescale of the application, residents having to have permission to drive to their own homes and powers to impose restrictions on unadopted road. A view was expressed that if a housing planning application had similar issues with the timescale the decision would likely be to object.

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor Stokes and

UNANIMOUSLY RESOLVED to suspend Standing Orders to allow the 2nd representative of Jarboom to speak.

The representative addressed members concerns.

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor Griffin and

UNANIMOUSLY RESOLVED to re-instate Standing Orders.

There was discussion on whether a comment should be submitted.

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

RESOLVED to object to the application based on the lateness of the application and time constraints not allowing for an informed decision.

25/25 Minutes

The minutes of 20th May 2025 having been previously circulated, were approved as a correct record and signed by the Chair the Town Mayor Councillor Rabey.

26/25 Vice Chair

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

UNANIMOUSLY RESOLVED to appoint Councillor Cleary as Vice Chair of Economic Development & Planning.

27/25 PL/2025/04086

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

UNANIMOUSLY RESOLVED not to object to the application.

28/25 PL/2025/04387

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

UNANIMOUSLY RESOLVED not to object to the application.

29/25 PL/2025/04422

It was proposed by Councillor Alford, seconded by the Town Mayor Councillor Rabey and

UNANIMOUSLY RESOLVED to object to the application on the basis of size, scale and impact on neighbours and that there is potential for the building to be used as a permanent dwelling.

30/25 PL/2025/04454

It was proposed by Councillor Alford, seconded by the Town Mayor Councillor Rabey and

UNANIMOUSLY RESOLVED not to object to the application.

31/25 PL/2025/04473

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

UNANIMOUSLY RESOLVED not to object to the application.

32/25 PL/2024/07097

The application was noted. No comment was required.

33/25 PL/2025/03214

The decision was noted.

34/25 PL/2025/03491

The decision was noted.

35/25 PL/2023/11188

The decision was noted.

36/25 PL/2025/01306

The decision was noted.

37/25 PL/2025/02791

The decision was noted.

38/25 PL/2025/02622

The decision was noted.

39/25 PL/2025/02810

The decision was noted.

40/25 Joint Melksham Neighbourhood Plan

The item was noted.

41/25 Parish steward

Councillor Aves asked if grass growing over roads could be dealt with.

Committee Clerk updated on Town Bridge graffiti and bus shelters.

Meeting closed at: 20:25

Signed

Dated

The Planning (Listed Building and Conservation Areas) Act 1990

Listed building consent - Approve with Conditions

Application Reference Number: PL/2024/06908

Decision Date: 04/06/2025

Applicant:	Melksham Town Council Town Hall Market Place, Melksham, Wiltshire, United Kingdom, SN12 6ES
Particulars of Development:	Retention of stud partition wall within Avon Room.
At:	Town Hall, Market Place, Melksham, SN12 6ES

In pursuance of its powers under the above Act, the Council hereby **GRANT LISTED BUILDING CONSENT** for the above development to be carried out in accordance with the application and plans submitted (listed below), subject to compliance with the condition(s) specified hereunder:-

Conditions

- The development hereby permitted shall be carried out in accordance with the following approved plans:

Title	Description	Received Date
Location Plan	.	22 July 2024
Photos of Before and after in the Avon room	.	6 October 2024
Plan of Town Hall rooms and Avon room ref. new partition	.	6 October 2024
Statement of Heritage significance	.	6 October 2024
Floor plan - Avon room	.	24 October 2024

REASON: For the avoidance of doubt and in the interests of proper planning.

- 2** The end of the partition wall adjacent to the window within the Avon Room shall be painted white within 3 months of this decision notice, and maintained as such.

REASON: To minimise the visual impact of the stud partition wall within the window area, thereby aiding the preservation of the special interest of listed building and its appearance.

- 3** The stud partition wall that has been erected within the Avon Room shall be removed in its entirety and any disturbed surfaces made good, should the CCTV equipment be relocated in the future, or the room is no longer required for this function, within 3 months of its last use as a CCTV monitoring room.

REASON: To restore the room to its original plan form, thereby preserving the special interest of the listed building.

Parvís Khansari - Corporate Director, Place

NOTES

- 1 **Other Necessary Consents.** This document only conveys permission for the proposed development under Part III of the Town and Country Planning Act 1990 and the applicant must also comply with all the byelaws, regulations and statutory provisions in force in the area and secure such other approvals and permissions as may be necessary under other parts of the Town and Country Planning Act 1990 or other legislation.
 - 1.1 the need in appropriate cases to obtain approval under Building Regulations. **(The Building Regulations may be applicable to this proposal. Please contact the Council's Building Control team before considering work on site);**
 - 1.2 the need to obtain an appropriate order if the proposal involves the stopping up or diversion of a public right of way or other highway (including highway verge);
 - 1.3 the need to obtain a separate "Listed Building Consent" to the demolition, alteration or extension of any listed building of architectural or historic interest;
 - 1.4 the need to make any appropriate arrangements under the Highways Act 1980, in respect of any works within the limits of a highway. The address of the Highway Authority is County Hall, Trowbridge, BA14 8JD (It is the responsibility of the applicant to ascertain whether the proposed development affects any listed building or public right of way / other highway, including highway verge).
- 2 **Appeals.** If the applicant is aggrieved by the decision of the local planning authority to grant permission subject to conditions, he may appeal to the Secretary of State for the Environment in accordance with Section 78(1) of the Town and Country Planning Act 1990 within six months of the date of this decision. (Information and forms relating to the appeals process can be found at the Planning Portal - <https://www.gov.uk/appeal-planning-decision>).
- 3 **Climate Change.** Wiltshire Council acknowledges the climate emergency and is seeking to make the county carbon neutral. Adapting historic buildings for the future and making them energy efficiency is a challenge and unique solutions may need to be found. [Historic England](#) provide guidance on this, including practical guidance on draught-proofing, insulating and ways of generating energy. The [Energy Saving Trust](#) provides more general information and resources on energy in homes. Also, [Warm & Safe Wiltshire](#) offers all residents across the county free and impartial telephone advice on energy saving. The developer is encouraged to contact the climate team to discuss this further: climate@wiltshire.gov.uk

Highways Improvement Request Form

Contact Details

Name:		Date:	2/4/25
Address:			
Telephone No:			
Email Address:			

Issue Details

Location of Issue:	Turning point at end of Fullers Close Melksham	
Community Area:	Melksham	
Parish or Town Council:	Melksham	
Nature of Issue: (max 600 characters) Numerous cars park in the turning point and along Fullers close, on multiple occasions making it impossible for residents further past the turning point to get their vehicles out. It has also caused blockages for delivery vehicles and emergency services – mainly ambulances on multiple occasions. Due to some households gaining new drivers and vehicles, this issue is getting worse. It is even leading to threatening and antisocial behaviour over parking disagreements.		
How long has it been an issue?	3 years	
What would you like done to resolve this issue? (max 600 characters) Place signage and or stripe the road and turning point to disallow parking along it. This will keep the road clear for usage and prevent any reason for parking disagreements and the resulting antisocial and threatening behaviour.		
Have you been in touch with your local Wiltshire Councillor?	No	Choose an item.

***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>

Town or Parish Council Comments: (To be completed by Town or Parish Council only. Max 600 characters)

