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Melksham Town Council

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

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To: Councillor J Hubbard (Chair)
Councillor G Cooke (Vice-Chair)
Councillor P Aves
Councillor S Crundell
Councillor G Ellis
Councillor C Goodhind
Councillor S Mortimer
Councillor J Oatley
Councillor S Rabey

29 June 2021

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 Assembly Hall on **Monday 5th July 2021** commencing at **7.00 pm**. A period of public participation will take place in accordance with Standing Order 3(F) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

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

**Monday 5 July 2021
At 7.00 pm at the Assembly 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.

AGENDA

1. Apologies

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. Minutes (Pages 1 - 4)

To approve the Minutes of the Economic Development and Planning Committee meeting held on Monday 14 June 2021.

4. Planning Applications

To comment on the following planning applications:

[PL/2021/06261](#)

48 KING STREET, MELKSHAM, SN12 6HG
Two cypress trees – Fell.
Consultation Deadline: 12/07/2021

[PL/2021/05340](#)

4 WINDSOR AVENUE, MELKSHAM, SN12 6BE
Proposed Replacement Pitched Roof
Consultation Deadline: 12/07/2021

[PL/2021/05032](#)

62 Sandridge Road, Melksham, SN12 7BS
Replace existing conservatory with rear single storey extension
Consultation Deadline: 14/07/2021

[PL/2021/05172](#)

23 WESTBURY VIEW, MELKSHAM, SN12 7JJ
Front, rear and side extensions.
Consultation Deadline: 08/07/2021

[PL/2021/05215](#)

70, Longford Road, Melksham, SN12 6AU
Proposed demolition of attached garage to habitable space of No.70 Longford Road. Erecting proposed 2 bedroom new dwelling with associated parking for property. Allowing for drop kerbs to existing and proposed dwelling. Parking increased to existing No.70 Longford Road to front of dwelling.
Consultation Deadline: 21/07/2021

5. Planning Decisions

To note the following planning decisions

[20/11038/FUL](#)

23 Semington Road, Melksham, SN12 6DF
Creation of a vehicular access and hardstanding to front of property.
Decision: Approved with conditions
MTC Consultee Response: No Objection

[PL/2021/03106](#)

17 THE CLOSE, MELKSHAM, SN12 6AG
Proposed demolition of rear Conservatory and erection of single storey rear extension.
Decision: Approved with conditions
MTC Consultee Response: No Objection

[21/02100/LBC](#)

1 Halfway Farm, Beanacre Road, Melksham, SN12 8BL
Replace existing crittal metal windows with slimline aluminium double glazed windows.
Decision: Approved with conditions
MTC Consultee Response: No Objection

[PL/2021/04757](#)

Land East of Spa Road, Melksham, Wilts
Temporary installation of housing development marketing signs including flagpoles and totem signs.

Decision: Approved with conditions

MTC Consultee Response: No Objection with Conditions

[PL/2021/04513](#)

Spencers Sport and Social Club, Beararce Road, Melksham, SN12 8AG

Proposed Container For Storage & New Fencing for Bin store to serve sports and social club

Decision: Approved with conditions

MTC Consultee Response: No Objection

[PL/2021/03007](#)

MELKSHAM HOUSE, 27 MARKET PLACE, MELKSHAM, SN12 6ES

A twin lane non turf cricket practice area. A 27m x 9.32m secure fenced area, with double gates opening up with batting practice cricket nets within. Located on an open space within a cricket ground.

Decision: Approved with conditions

MTC Consultee Response: No Objection

[PL/2021/03860](#)

15 HAZELWOOD ROAD, MELKSHAM, SN12 6HP

Proposed garage conversion & replacement flat roof and rear conservatory.

Decision: Approved with conditions

MTC Consultee Response: No Objection

[PL/2021/03382](#)

36 ROUNDPOND, MELKSHAM, SN12 8DL

Proposed two storey side extension with single storey rear extension to dwelling.

Decision: Approved with conditions

MTC Consultee Response: No Comment

[PL/2021/04956](#)

5A CHURCH WALK, MELKSHAM, SN12 6LY

Yew tree – fell

Decision: No Objection

MTC Consultee Response: Object - No clear reason for felling the tree, it is not clear if the tree is protected and it could be a registered bat roost

[PL/2021/0389225](#)

25 CORONATION ROAD, MELKSHAM, SN12 7PE

Proposed front porch

Decision: Approved with conditions

MTC Consultee Response: No objection

[PL/2021/03183](#)

Station Approach, Melksham, SN12 8BN
Proposed advertising sign at the entrance to Station Approach and illuminated cafe sign at the gable end of the cafe building facing the station platform.

Decision: Approved with conditions

MTC Consultee Response: No objection

[PL/2021/04477](#)

16 BREAM CLOSE, MELKSHAM, SN12 7JX
Single storey utility extension

Decision: Approved with conditions

MTC Consultee Response: No objection

6. Community Area Transport Group (CATG) Issues (Pages 5 - 10)

To consider the Highways Improvement Notices for the following Locations:

- footway between Heather Avenue and Dorset Crescent
- Bowden Crescent.

6.1 Murray Walk Lighting

To receive the report of the Economic Development Manager. Members are requested to consider the recommendations therein.

Report to follow.

6.2 Heather Avenue Anti-Social Behaviour (Pages 11 - 12)

To Receive the report of the Economic Development Manager. Members are requested to consider the recommendations therein.

6.3 Blenheim House Bus Shelter (Pages 13 - 16)

To receive the report of the Economic Development Manager. Members are requested to consider the recommendations therein.

7. Land East of Spa Road - Response to Planning Concerns Raised (Pages 17 - 18)

To receive the report of the Economic Development Manager. Members are requested to consider the recommendations therein.

7.1 Consideration of the two Planning Applications by the Western Area Planning Committee

An opportunity for Economic Development and Planning Committee Members to attend the meeting of the Western Area Planning Committee on 7 July 2021 at

3:00pm.

[20/11601/REM](#) - Land East of Spa Road,
Melksham

[21/01111/REM](#) - Land East of Spa Road,
Melksham

8. Traffic Surveys in Wiltshire Procedure

To approve the report from the Economic Development Manager and Councillor Goodhind for use when requesting traffic surveys from Wiltshire Council.

Report to follow.

9. Parish Steward (Pages 19 - 24)

To receive a report from the Economic Development Manager outlining the work of the parish steward and online reporting using the MyWilts App.

10. Temporary Closure of Woodrow Road

To note that the Temporary Closure of Woodrow Road has now been extended to 23 August 2021.

11. Bus services Consultation

To receive the report of the Economic Development Manager. Members are requested to consider the recommendations therein.

Report to Follow.

Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Monday 14th June 2021

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

OFFICERS: David McKnight Economic Development Manager
Christine Hunter Committee Clerk

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

71/21 Declarations of Interest

There were no declarations of interest.

72/21 Apologies

There were no apologies.

73/21 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of 25 May 2021 having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

74/21 Neighbourhood Plan

It was noted that the referendum for the Neighbourhood Plan would be held on 1 July 2021.

The Town Mayor, Councillor Hubbard confirmed that Councillor S Crundell had been elected as Vice Chair of the Neighbourhood Plan Steering Group. Councillors were asked to actively encourage the residents of Melksham to vote on the Neighbourhood Plan on 1 July 2021.

The Town Mayor, Councillor Hubbard confirmed that a drop-in session regarding the Neighbourhood Plan is being held on Thursday 24 June 2021 between 2.00 pm and 7.00pm at the Assembly Hall. This is an opportunity for residents to question Steering Group members regarding the Neighbourhood Plan. All Councillors are welcome to attend.

75/21 Planning Applications

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

UNANIMOUSLY RESOLVED that the Council had **no objection** to the following planning application:

[PL/2021/04456](#) UNIT 2, 122 FOREST ROAD, MELKSHAM, SN12 7AE
Variation of condition 7 of W/10/02668/FUL (amendments to opening hours)
Consultation Deadline: 5 July 2021

Council noted the following planning application withdrawal.

[21/01629/OUT](#) Land South of Woodrow Road, Melksham
Outline application with all matters reserved for residential development (up to 150 dwellings), associated works and infrastructure, ancillary facilities, open space, landscaping with vehicular and pedestrian access from Woodrow Road
MTC Consultee Response: Object
Application was withdrawn

76/21 Planning Decisions

Members noted the following planning decisions:

[PL/2021/03304](#) 119 CRANESBILL ROAD, MELKSHAM, SN12 7GH
Loft conversion with Velux roof lights
Decision: Approved
MTC Consultee Response: Not required as this was a Certificate of Lawfulness only.

[PL/2021/03028](#) 7 CRAYBOURNE ROAD, MELKSHAM, SN12 7DH
Proposed single storey rear extension
Decision: Approved with conditions
MTC Consultee Response: No Objection

[21/02490/FUL](#) 37 Conway Crescent, Melksham, SN12 6BD
Proposed single storey rear extension
Decision: Approved with conditions

MTC Consultee Response: No Objection

[21/01324/FUL](#)

14-18 Bank Street, Melksham, SN12 6LG
External alterations to include replacement windows at first floor front elevation and insertion of two roof lights and new delivery door and replacement door on rear elevation.

Decision: Approved with conditions

MTC Consultee Response: No Objection

[21/00549/FUL](#)

Berkeley House, Longleaze Lane, Melksham, SN12 6QJ
3 bay oak framed detached garage and home office

Decision: Approved with conditions

MTC Consultee Response: No Objection

[PL/2021/03201](#)

River Mead Primary, Lowbourn, Melksham, SN12 7ED
Renewal of planning permission to retain the single mobile building with toilets on site - used as a curriculum space for children in school.

Decision: Approved with conditions

MTC Consultee Response: No Objection

[PL/2021/03245](#)

Melksham Forest Community Centre, The Shed, Bowmans Court, Melksham, SN12 7FF
Use of existing hardstanding for a temporary construction compound to support the installation of new sewers which will alleviate sewer flooding in the local area

Decision: Approved with conditions

MTC Consultee Response: No Objection

77/21 Community Area Transport Group (CATG) Issues

.1 Murray Walk Lighting

The Economic Development Manager confirmed that the issue had been raised by Councillor Price after receiving a complaint regarding poor lighting levels on the footpath, from a resident. Murray Walk footpath and bridges are public highways owned by Wiltshire Council.

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

UNANIMOUSLY RESOLVED to ask the Economic Development Manager to contact the Wiltshire Council Street Lighting team for potential solutions/options to improve the lighting in Murray Walk, and for a proposal with options and costings to be brought to the

next Economic Development & Planning Committee meeting for consideration.

78/21 Wildlife and Countryside Act 1981 s.53 Rights of Way Modification Order 2020

Councillor Oatley confirmed that the proposed Right of Way Modifications had been discussed at the Wiltshire Council Western Area Planning Committee meeting held on 9 June 2021. When published the decisions from the meeting will be circulated to Committee members.

79/21 Traffic Surveys in Wiltshire

The Economic Development Manager confirmed that due to the backlog of traffic survey requests caused by Covid-19, it is likely that the traffic survey requests outstanding will be completed in the late summer/autumn 2021. Currently the Town Council has traffic survey requests outstanding for Union Street and Forrest Road.

The Deputy Town Mayor, Councillor Goodhind reported on previous issues which arose when Melksham Town Council requested traffic surveys. It was agreed that the Deputy Town Mayor, Councillor Goodhind and the Economic Development Manager would create a procedure to decide the actual locality and frequency of the traffic surveys requested from Wiltshire Council.

Meeting Closed at: 7.29 pm

Signed:

Dated:

Agenda Item 6

Highways Improvement Request Form

Contact Details

Name:	Mike Sankey	Date:	09/06/2021
Address:	32 Barnes Wallis Close SN12 6UJ		
Telephone No:	07842 969069		
Email Address:	Sankey68@btinternet.com		

Issue Details

Location of Issue:	Footway between Heather avenue / Dorset crescent
Community Area:	Melksham
Parish or Town Council:	Melksham Town Council
Nature of Issue:	
<p>Resident has raised concerns about motorcycles pedal cycles and e scooters travelling from Dorset Crescent past play area at excessive speed.</p> <p>Resident has requested a kissing gate, but I have advised this would be an impediment to users of mobility aids and those with pushchairs.</p>	
How long has it been an issue?	Several years but increasing
What would you like done to resolve this issue?	
<p>Propose investigating the installation of two barriers two meters apart, on opposite sides of the footway, possibly adjacent to the access gate to play area.</p> <p>This would slow down cyclists whilst not impeding pedestrians or mobility scooter users.</p>	
Have you been in touch with your local Wiltshire Councillor? (Yes/No)	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>

Town or Parish Council Comments: (To be completed by Town or Parish Council only)

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Highways Improvement Request Form

Contact Details

Name:	Janina Venables	Date:	14/06/2021
Address:	14 Bowden Crescent, Melksham		
Telephone No:	07961792677		
Email Address:	venablesjanina@yahoo.com		

Issue Details

Location of Issue:	Bowden Crescent
Community Area:	Melksham
Parish or Town Council:	Melksham Town Council
Nature of Issue: Blocked road a danger for emergency access	
<p>There are only 3 houses in our little cul-de-sac that have drive ways. We have had bins missed twice due to obstructions, I even struggle to get into the street. I have reported this issue to Selwood Housing and Wiltshire Council.</p> <p>All these vehicles have drive ways and one even has two, but yet they choose to park in the entrance to the cul-de-sac which leaves us with very poor visibility when trying to leave or enter. Any support or advice would be greatly appreciated.</p> <p>The photos (see below) were taken over two evenings, as you can see the van is very close to the entrance which means you "sneak" out. There are also vans and cars parked on the curb when you turn left so you are on the wrong side of the road till you come to little John. I have nearly knocked a kid off his bike and had a head-on with an ambulance, both no one's fault, but I wouldn't want that on my conscience. We are concerned that if the bin men can get in to empty our bins what if, God forbid, we would need the fire brigade? They would not be able to enter the street. The van at the end belongs to the property with two drives. They won't use the back one, next to mine, because they can't always get out, the silver car is blocking the drive, sometimes I struggle too, but they have their car in the front drive. The dark car person is an ambulance call handler so should know better, has an open back garden but doesn't use it as a drive, but had a sign up telling people not to park in front of it as access required. The small silver car in the first photo has a drive but picks and chooses when to use it. We as residents would like nothing more than to get yellow lines so our little road stays clear and safe for all to use.</p>	
How long has it been an issue?	
What would you like done to resolve this issue?	
Yellow line waiting restrictions.	
Have you been in touch with your local Wiltshire Councillor? (Yes/No)	No

***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)







MELKSHAM TOWN COUNCIL

MEETING – COMMITTEE

5 JULY 2021

**Report: ANTI-SOCIAL BEHAVIOUR – FIELD NEXT TO PRIMROSE DRIVE PLAY AREA,
HEATHER AVENUE**

1 BACKGROUND

- 1.1 At the meeting of the Economic Development and Planning Committee of 25 May, the issue of anti-social behaviour at the field next to Primrose Drive play area, Heather Avenue was discussed.
- 1.2 It was resolved to ask the Economic Development Manager to investigate possible solutions with Wiltshire Council Highways and Wiltshire Police and bring the findings to this committee for consideration of the potential for a submission for the Community Area Transport Group.
- 1.3 The work outlined in 1.2 above has been completed.

2 ISSUE UNDER CONSIDERATION

- 2.1 It has been reported that young people on scooters are accessing the field next to Primrose Hill Play Area and their gathering is resulting in anti-social behaviour.
- 2.2 Drug use has been reported at this site.
- 2.3 The pathways between Heather Avenue, Daisy Close and Dorset Crescent are the reported access/egress routes to and from the site for scooters.
- 2.4 A solution to inhibit access for scooters is requested – an accessible gate has been suggested, similar to that in Snarlton Lane.

3 WILTSHIRE POLICE COMMENT

- 3.1 Wiltshire Police have confirmed they are well aware of this issue. They say it's a problem every summer and it's not just from scooter riders. The problem also embraces people arriving by cycle, cannabis users, and results in anti-social behaviour in the more general sense.
- 3.2 The issues are more focussed on the Nature Reserve than this Heather Avenue location.
- 3.3 Some of the reports received by the police are known to concern legitimate users of the road/path to get to the field.
- 3.4 The police are aware of a drug dealer who occasionally uses the area, but this will be dealt with as a standalone issue.
- 3.5 In terms of crime prevention; there's already a lot of natural surveillance – there's lighting; the space is open; the environment is generally tidy and there's already an informal Neighbourhood Watch and plenty of private CCTV.

- 3.6 Wiltshire Police don't think that a 'design out' solution can be achieved at this location without disadvantaging legitimate users.
- 3.7 Where problem individuals do keep cropping up, the police are identifying them and steering them onto Early Intervention Schemes, or to the Youth Offending Team, to try and tackle the issues from that angle. Their view is that this seems to be quite an effective solution and it works on a much larger geographical area.

4 WILTSHIRE HIGHWAYS COMMENT

- 4.1 The Economic Development Manager met the Senior Traffic Engineer for Melksham on site to view the problem location.
- 4.2 Wiltshire Highways understand the problem but confirm that the pathway under discussion is a designated cycle way. It is signed as such and, as therefore we cannot install a gate which would obstruct cyclists.
- 4.3 If a gate installation was possible, it was also thought that users would simply leave it open, defeating the object.
- 4.4 A number of ground installation options were also discussed but the overall conclusion was that a 'highways' solution to the issue was not possible or practical at this location.
- 4.5 Compounding the issue is the number of access points (at least 5, plus access via the nature reserve) and successfully impeding one would simply divert users to access via another.
- 4.6 An option would be to leave the paths as they are and simply fence the field. However, this would be costly, would impede machine access for maintenance and would involve increased hand machine work to cut and trim grass around the fence. And as the senior traffic engineer pointed out, users would likely just leave gates open, defeating the object of the work.

5 CONCLUSION

- 5.1 Wiltshire Police and Wiltshire Council Highways conclude that there is no effective and safe means to impede the access by scooter riders without disadvantaging and inconveniencing legitimate users of the routes and facilities.
- 5.2 Fencing off the field itself is not a practical or effective solution. This would also involve incurring additional ongoing maintenance costs.
- 5.3 Wiltshire Police also suggest that the issue is wider ranging than scooter riders and is occurring over a wider geographic area. They have solutions in place which they say are working.

6 RECOMMENDATION

- 6.1 To note this report.
- 6.2 To note the conclusions of Wiltshire Council's senior traffic engineer and of Wiltshire Police.
- 6.3 To encourage local residents to keep reporting occurrences of anti-social behaviour to the police so they build up a picture of instances of anti-social behaviour and the locations where they occur.
- 6.4 To consider this location as a possibility for future deployment of CCTV.

7 CONTACT

David McKnight

Economic Development Manager

david.mcknight@melksham-tc.gov.uk

07759 284 266



MELKSHAM TOWN COUNCIL

MEETING – COMMITTEE

5 JULY 2021

Report: CONDITION REPORT FOLLOWING INSPECTION – BUS SHELTER OPPOSITE BLENHEIM HOUSE CARE HOME

1 BACKGROUND

- 1.1 At the meeting of the Economic Development and Planning Committee of 25 May, the Economic Development Manager was asked to inspect the condition of the bus shelter opposite the entrance to Blenheim House Care Home and report findings to this committee.
- 1.2 The inspection outlined in 1.1 above has been completed.

2 ISSUE UNDER CONSIDERATION

- 2.1 See the location plan in Appendix 1. The bus shelter is located within Melksham Town.
- 2.2 The condition of the bus shelter is poor. It has no roof and, as such only offers limited shelter from weather from a north-easterly direction. The basic seating provision is still in place. A photograph of the condition of the shelter is in Appendix 2. The structure would appear to have originally been of an open fronted design providing basic shelter.

3 CONCLUSION

- 3.1 The shelter is in very poor condition, is not currently fit for purpose, and requires substantial refurbishment or replacement.

4 RECOMMENDATIONS

- 4.1 To note this report.
- 4.2 To consider a funding request to the Community Area Transport Group for the provision of a replacement shelter.
- 4.3 To note that the Melksham Town Council budget, which provides financial match funding for Community Area Transport Group projects, is fully committed in 2021/22.

5 CONTACT

David McKnight
Economic Development Manager
david.mcknight@melksham-tc.gov.uk
07759 284 266



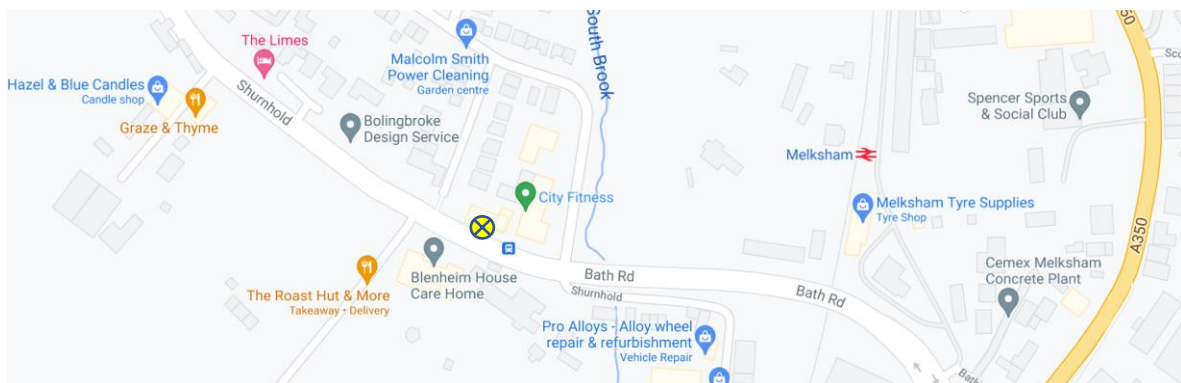
MELKSHAM TOWN COUNCIL

MEETING – COMMITTEE

5 JULY 2021

**Report: CONDITION REPORT FOLLOWING INSPECTION – BUS SHELTER OPPOSITE
 BLENHEIM HOUSE CARE HOME**

Appendix 1 Location Plan





MELKSHAM TOWN COUNCIL

MEETING – COMMITTEE

5 JULY 2021

**Report: CONDITION REPORT FOLLOWING INSPECTION – BUS SHELTER OPPOSITE
 BLENHEIM HOUSE CARE HOME**

Appendix 2 Photographic evidence of condition – June 2021



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MELKSHAM TOWN COUNCIL

ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE

5 JULY 2021

Report: Land East of Spa Road – response to planning concerns

1 BACKGROUND

- 1.1 At the meeting of the Economic Development and Finance Committee on 16 February 2021, following representations from local residents, concerns were raised regarding the housing development at Land East of Spa Road, Melksham - 14/10461, 18/04644 and 20/11601.
- 1.2 The concerns raised involved:
 - 1.2.1 the levels of the new development, particularly the level of the feeder road adjacent to 2-5 Farmhouse Court – which appears to be approximately 1m above that indicated on the plans;
 - 1.2.2 new flooding problems at the site;
 - 1.2.3 that the ecological survey carried out by the site developers apparently failed to investigate the pond in the grounds of Berkeley House, some 35m west of the development. It is thought that this site may host a colony of Great Crested Newts, a protected species.
- 1.3 The written response to the issues raised, from the Wiltshire Council Planning Enforcement Team was received 24 June 2021.

2 WILTSHIRE COUNCIL PLANNING ENFORCEMENT RESPONSE – DRAINAGE

- 2.1 The drainage at the site has now been signed off by the Wiltshire Council drainage team who have visited the site on a number of occasions; they are satisfied all drainage is in accordance with the approved plans.

3 WILTSHIRE COUNCIL PLANNING ENFORCEMENT RESPONSE - ECOLOGY

- 3.1 The developers instructed an ecologist to look at the newts photographed by a complainant after claims that Great Crested Newts were found dead near by the site. An ecologist from the Council also viewed these photos and both were satisfied that they were not Great Crested Newts.
- 3.2 This matter was also reported to the Wildlife Crime Officer at Wiltshire Constabulary. The Wiltshire Planning Enforcement Officer does not have an update regarding the conclusion to their investigations.
- 3.3 The ecologist employed by the developer has taken time to go onto the site and ensured all works are being carried out sensitively and minimising disturbance.

4 WILTSHIRE COUNCIL PLANNING ENFORCEMENT RESPONSE – SITE LEVELS

- 4.1 Concerns were raised by this committee, following representations from nearby residents, that the level of this development was higher, by around 1m, than the plans indicated. This related particularly to the feeder road constructed between 2-5 Farmhouse Court.
- 4.2 Wiltshire Council Planning Enforcement was informed of this concern, but to date, has not offered a specific response.

5 RECOMMENDATIONS

- 5.1 To note this report featuring responses from Wiltshire Council Planning Enforcement to some of the concerns raised by this council.
- 5.2 That the author should request a response from Wiltshire Council Planning Enforcement regarding the levels of the developments on the site.
- 5.3 That the author should contact the Wildlife Crime Officer at Wiltshire Constabulary to request the conclusion of their investigation regarding ecology.

6 CONTACT

David McKnight

Economic Development Manager

david.mcknight@melksham-tc.gov.uk

07759 284 266



MELKSHAM TOWN COUNCIL

ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE

5 JULY 2021

**Report: WORK OF PARISH STEWARDS IN MELKSHAM
ONLINE REPORTING USING THE MY WILTS APP**

1 PARISH STEWARD WORKS

- 1.1 The Parish Steward scheme delivers a special highway trained operative(s) to deliver small scale, discretionary, local highway priority works to town and parishes in Wiltshire. In essence if one man and a van can undertake the work without mechanical assistance, it is within scope. If mechanical assistance is required, it is out of scope.
- 1.2 Whilst the local Highways discretionary service is delivered by the Parish Steward Scheme, statutory and safety works are undertaken through the MyWiltshire System – see section 2.0 below.
- 1.3 The scope of works commonly undertaken by the Parish Steward is detailed in Appendix 1. This list is not exhaustive but gives an indication of common tasks.
- 1.4 The Parish Steward visits Melksham periodically. The proposed schedule of visits in summer 2021, by the team to the town, is outlined in Appendix 2. The schedule of the Parish Steward visits to a particular settlement in Wiltshire is based upon the geographical size of the parish or town.
- 1.5 Any works requested in Melksham should be notified to Taylor Robinson (taylor.robinson@melksham-tc.gov.uk) a week prior to the start of the scheduled visit.
- 1.6 On occasion, the work of the Parish Steward can be focussed solely on a priority area for a period of time, according to need.

2 MY WILTS ONLINE REPORTING

- 2.1 My Wilts is the new way to report issues to Wiltshire Council and replaces the MyWiltshire app.
- 2.2 The Parish Steward Scheme is only for discretionary works. Any statutory work (potholes, damaged statutory signs, etc.) should be entered on to the My Wilts System for Wiltshire Council to inspect and assess the appropriate response. This is because leaving statutory or safety work to the next Parish Steward visit could slow the response time and could put the safety of highway users at risk.
- 2.3 You can use the My Wilts app to report issues in Wiltshire, for example:
 - 2.3.1 Abandoned vehicles
 - 2.3.2 Fraud
 - 2.3.3 Weather emergencies
 - 2.3.4 Fly Tipping
 - 2.3.5 Dog mess

- 2.3.6 Graffiti
- 2.4 Over time Wiltshire Council will be adding more services to MyWilts, making it simpler, quicker and easier to access Wiltshire Council services digitally, when you choose to.
- 3 DOWNLOADING THE NEW MY WILTS APP**
- 3.1 You can download the new app from the App Store (Apple) / Google Play (Android) by searching for 'My Wilts'.
- 4 MY WILTS ONLINE REPORTING - USING THE APP**
- 4.1 Open the app.
- 4.2 Sign in to My Wilts by clicking on the icon on the right-hand side and selecting the Sign in/Register option.
- 4.3 If you don't already have an account you will need to register before you can sign in.
- 4.4 To find out more about how to use the portal, and to register, check out the YouTube video tutorials. <http://www.youtube.com/watch?v=IORZpNF9f70&feature=youtu.be>
- 4.5 For further help, download the Wiltshire Council pdf FAQs document for more information. https://www.wiltshire.gov.uk/media/4747/MyWilts-FAQ/pdf/MyWilts_FAQ.pdf?m=637363229530030000
- 4.6 Please note, Wiltshire Council uses a Microsoft authentication tool that is not compatible with Internet Explorer. If using a web browser rather than the mobile app, My Wilts will work with other browsers such as Microsoft Edge or Google Chrome.**
- 5 RECOMMENDATIONS**
- 5.1 Load the My Wilts app onto your mobile device if possible and create an account.
- 5.2 Report statutory issues in Wiltshire, quickly and directly to Wiltshire Council using the app. The use of an account with the app allows feedback directly to those who submit the issue.
- 5.3 Submit details of appropriate, discretionary highways works to Taylor Robinson at the town hall for the Parish Stewart team to attend to.
- 6 CONTACT**
- David McKnight**
Economic Development Manager
david.mcknight@melksham-tc.gov.uk
07759 284 266



MELKSHAM TOWN COUNCIL
ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE

5 JULY 2021

Report: WORK OF PARISH STEWARDS IN MELKSHAM
ONLINE REPORTING USING THE MY WILTS APP

Appendix 1: SCOPE OF PARISH STEWARD WORKS COMMONLY UNDERTAKEN

Parish Steward Work Sheet											
Parish/ Town	MELKSHAM		Date	insert							
Activity	Hand clearing and cutting of growth from drainage grips and drain gully covers	Hand clearing of blocked drainage gullies, grips, culverts, pipes and pits (unable to jet system)	Clearing storm debris from the roads and footways	Pedestrian barriers preparation and painting	Cleaning and straightening of small road signs, street nameplates and bollards	Securing of existing small road signs, verge marker posts and supplied street name plates	Removal of limited graffiti from road signs, bollards and street nameplates	Hand cutting of grass and vegetation in visibility areas	Hand treatment of weeds	Hand clearance of encroaching growth and soils from footways	Repair of small potholes in roads and on footways
Please write the location against the activity to be completed in that area											
Please write the location against the activity to be completed in that area											
Please write the location against the activity to be completed in that area											
Please write the location against the activity to be completed in that area											
Please write the location against the activity to be completed in that area											
Please write the location against the activity to be completed in that area											
For Top Five Please Indicate with a 'Y'											



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Appendix 2: SCHEDULE OF PARISH STEWARD VISITS - SUMMER 2021

July 2021 – 8, 12, 13, 14

August 2021 – 5, 9, 10, 11

Autumn/winter dates to be confirmed.

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