



# Public Document Pack

## 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 (Town Mayor)  
Councillor C Goodhind (Deputy Town Mayor)  
Councillor P Alford  
Councillor P Aves  
Councillor G Cooke  
Councillor J Crundell  
Councillor S Crundell  
Councillor G Ellis  
Councillor C Forgacs  
Councillor C Houghton  
Councillor L Lewis  
Councillor S Mortimer  
Councillor J Oatley  
Councillor T Price  
Councillor S Rabey

17 March 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 21st March 2022** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all town council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations

Yours sincerely

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

**Melksham Town Council**  
**Full Council**

**Monday 21 March 2022**

*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.*

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

**AGENDA**

**8.4 Economic Development and Planning Committee** (Pages 1 - 8)

To receive the minutes of the Economic Development and Planning Committee meetings held on 31 January 2022, 14 February 2022 and the draft minutes of the Economic Development and Planning Committee meeting held on 14 March 2022 (to follow).

**8.5 Finance, Administration and Performance Committee** (Pages 9 - 12)

To receive the draft minutes of the Finance, Administration and Performance Committee meeting held on 14 March 2022 (to follow).

**8.6 Staffing Committee** (Pages 13 - 14)

To receive the draft minutes of the Staffing Committee meeting held on 28 February 2022. Members are requested to approve the revised Terms of Reference as recommended by the Staffing Committee (see attached).

# Public Document Pack Agenda Item 8.4

## Melksham Town Council

### Minutes of the Economic Development and Planning Committee meeting held on Monday 14th March 2022

#### PRESENT:

Councillor P Aves  
Councillor S Crundell  
Councillor G Ellis  
Councillor C Houghton  
Councillor C Goodhind  
Councillor S Mortimer  
Councillor S Rabey

#### IN

Councillor J Crundell

#### ATTENDANCE:

Councillor C Forgacs arrived at 7.35 pm

#### OFFICERS:

Linda Roberts

Town Clerk

Christine Hunter

Committee Clerk

In the absence of the Chair and Vice Chair

It was proposed by Councillor Mortimer, seconded by Councillor S. Crundell and

**UNANIMOUSLY RESOLVED** that the Deputy Town Mayor, Councillor Goodhind, would Chair the meeting.

**PUBLIC PARTICIPATION:** Two member of the public were present and one member of the press was present virtually.

Amy Hallett spoke to Agenda Item 7.1 explaining that she was a representing the applicant from 2 Queensway, Melksham who wished to purchase an electric vehicle. Planning permission had been granted for the creation of a driveway which required a painted 'H bar' to ensure the driveway would not be blocked by parked cars and would allow for off street parking and car charging facilities. Amy confirmed that the landowner had agreed to sell the land to the applicant to accommodate the parking.

#### 38/22 Apologies

Apologies were received from the Town Mayor, Councillor Hubbard, Councillor Cooke and Councillor Oatley who was substituted by Councillor Houghton.

#### 39/22 Community Area Transport Group (CATG) - Issues

##### 39/22.1 Highways Improvement form - 2 Queensway, Melksham

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Mortimer and

**UNANIMOUSLY RESOLVED** to take agenda item 7.1 after apologies for the benefit of the representative present.

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

**UNANIMOUSLY RESOLVED** to recommend to the Community Area Transport Group (CATG), the installation of a painted 'H Bar' outside the driveway of 2 Queensway, Melksham.

#### **40/22      Declarations of Interest**

There were no declarations of interest.

#### **41/22      Minutes**

It was proposed by Councillor Rabey, seconded by Councillor S Crundell and

**UNANIMOUSLY RESOLVED** that the minutes of 21 February 2022, having previously been circulated, were approved as a correct record and signed by the Chair, the Deputy Town Mayor, Councillor Goodhind.

#### **42/22      Neighbourhood Plan**

The Town Clerk explained why an immediate review of made the Joint Melksham Neighbourhood Plan was necessary referring to the protection afforded with a five year housing land supply. Legislation had changed meaning this protection only lasts two years from the date a Neighbourhood Plan is made. She reported that:

- at a recent Neighbourhood Plan workshop the attendees were tasked with identifying which green spaces required preserving.
- there is an new website of the Joint Melksham Neighbourhood Plan.
- an edition of the Melksham Independent News would have a large article on the Joint Melksham Neighbourhood Plan.

#### **43/22      Planning Applications**

The Council had **no objection** to the following planning applications:

[PL/2022/01113](#)

99 PRIMROSE DRIVE, MELKSHAM, SN12 6GD  
Second storey extension to provide an extra bedroom  
**Consultation deadline:** 17/03/2022

It was proposed by Councillor S Crundell, seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** to support the planning application.

[PL/2022/01218](#)

3 TAMAR ROAD, MELKSHAM, SN12 8AZ

Annexe and Garage extension

**Consultation deadline:** 18/03/2022

It was proposed by Councillor Houghton, seconded by Councillor S Crundell and

**UNANIMOUSLY RESOLVED** to support the planning application.

[PL/2022/01219](#)

53 FOREST ROAD, MELKSHAM, SN12 7AB

Proposed Single Storey Rear Extension and Landscaping.

**Consultation deadline:** 18/03/2022

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

**UNANIMOUSLY RESOLVED** to support the planning application.

[PL/2022/01259](#)

35 AWDREY AVENUE, MELKSHAM, SN12 7AG

Conversion of existing two storey extension into a three-bedroom house with front & rear gardens and parking area. Minor alterations internally including changing an existing window into a front door and introducing a staircase. With access to the rear gardens using a pathway shared by both properties.

**Consultation deadline:** 22/03/2022

It was proposed by Councillor Rabey, seconded by Councillor Houghton and

**UNANIMOUSLY RESOLVED** to support the planning application.

[PL/2022/01280](#)

5 ST ANDREWS ROAD, MELKSHAM, SN12 7DB

Single storey front porch extension to provide a down stairs bathroom.

**Consultation deadline:** 23/03/2022

It was proposed by Councillor S Crundell, seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** to support the planning application.

[PL/2022/00945](#)

39 CHURCHILL AVENUE, MELKSHAM, SN12 7JN

Removal of existing conservatory and erection of side two storey extension and rear single storey extension.

**Consultation deadline:** 28/03/2022

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

**UNANIMOUSLY RESOLVED** to support the planning application with the proviso that approval is sought from Wiltshire Council Highways department.

[PL/2022/01505](#)

11 PRIMROSE DRIVE, MELKSHAM, WILTS, SN12 6GD  
Two storey side extension, over and in front of the existing garage.

**Consultation deadline:** 30/03/2022

It was proposed by Councillor Houghton, seconded by Councillor S Crundell and

**UNANIMOUSLY RESOLVED** to support the planning application.

[PL/2022/01874](#)

19 WOODSTOCK GARDENS, MELKSHAM, SN12 6AN  
Proposed Single Storey Extension.

**Consultation deadline:** 02/04/2022

It was proposed by Councillor S Crundell, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to support the planning application.

[PL/2022/01600](#)

82 DUNCH LANE, MELKSHAM, SN12 8DX  
Proposed alterations to Rear Single Storey Extension.

**Consultation deadline:** 04/04/2022

It was proposed by Councillor S Crundell, seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** to support the planning application.

#### **44/22 Planning Decisions**

Members noted the following planning decisions:

[PL/2021/09503](#)

29 METHUEN AVENUE, MELKSHAM, SN12 7AJ  
Rear enclosure to cover hot tub (retrospective).

**Decision:** Approve with Conditions

**MTC comment:** No objection

[PL/2021/09598](#)

13 AVONSIDE ENTERPRISE PARK, MELKSHAM, SN12 8BT

Proposal: Brand logo 'The Good Loaf Cafe' painted directly onto brick on East elevation in white and onto South elevation in black on light grey.

**Decision:** Approve with Conditions

**MTC comment:** No objection

[PL/2021/10087](#)

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

Proposal: Variation of conditions 6 (surface water), 7m (landscape mound), 10 (hard & soft landscaping), 12 (hard landscape materials), 13 (external lighting), 14 (cycle parking) & 26 (approved plans) on 20/09353/VAR to allow for design change.

**Decision:** Approve with Conditions

**MTC comment:** No objection

[PL/2021/09549](#)

83 SANDRIDGE ROAD, MELKSHAM, SN12 7BL

Demolition of existing side extension and relocation of access to highway.

**Decision:** Approve with Conditions

**MTC comment:** No objection

[PL/2021/09685](#)

39 DAISY CLOSE, MELKSHAM, SN12 6FZ

Single storey side extension to provide disabled facilities.

**Decision:** Approve with Conditions

**MTC comment:** No objection

[PL/2021/10607](#)

28 CHURCH WALK, MELKSHAM, SN12 6LY

Single storey rear utility extension.

**Decision:** Approve with Conditions

**MTC comment:** No objection

[PL/2021/10759](#)

28 CHURCH WALK, MELKSHAM, SN12 6LY

Listed Building Consent

Single storey rear utility extension.

**Decision:** Approve with Conditions

**MTC comment:** No objection

[PL/2021/11637](#)

MCDONALDS, BEANACRE ROAD, MELKSHAM, SN12 8RP

Proposed installation of one rapid electric vehicle charging station. One existing parking spaces will become an EV charging bay, along with associated equipment.

**Decision:** Approve with Conditions

**MTC comment:** No objection. The Council suggested two parking spaces should be earmarked for the charging of electric vehicles rather than one space.

[PL/2021/11811](#)

5 SKYLARK ROAD, MELKSHAM, SN12 7

Single storey side extension and associated alterations.

**Decision:** Approve with Conditions

**MTC comment:** No objection

[PL/2021/10953](#)

KING GEORGE V PLAYING FIELD, BATH ROAD, MELKSHAM, SN12 7ED

Demolition of existing derelict maintenance building and the formation of a new maintenance building on the same site.

**Decision:** Approve with Conditions

**MTC comment:** No objection

[PL/2021/11811](#)

5 SKYLARK ROAD, MELKSHAM, SN12 7FP

Single storey side extension and associated alterations.

**Decision:** Approve with Conditions

**MTC comment:** No objection

[PL/2021/11100](#)

45 CHURCHILL AVENUE, MELKSHAM, SN12 7JN

Erection of first floor extension over the existing ground floor extension.

**Decision:** Approve with Conditions

**MTC comment:** No objection

[PL/2021/10677](#)

48 ADDISON ROAD, MELKSHAM, SN12 8DR

Proposed erection of a two storey side extension.

**Decision:** Approve with Conditions

**MTC comment:** No objection

#### **45/22     Repeated Traffic Survey - Forest Road Melksham**

The results of the repeated traffic survey on Forest Road, Melksham were noted.

#### **46/22     Community Area Transport Group (CATG) - Updates**

##### **46/22.1     Union Street, Melksham**

The Town Clerk confirmed that CATG had considered the request to make Union Street, Melksham a 20mph zone. The Town Clerk advised that as Union Street was such a small stretch another section or road could be considered. Members suggested either Hazelwood Road, Skylark Road or Lowbourne.

##### **46/22.2     Sandridge Road - Maple Close, Melksham**

The Town Clerk confirmed that:

- she had spoken to the owner who had agreed to transfer ownership of the land.
- Wiltshire Council Highways team had agreed to draw up the



plans and legal documents.

- Melksham Town Council would pay for the owner's replacement wall and split the legal costs with Wiltshire Council
- Wiltshire Council would be liable for the cost of the pavement.

Councillor Aves thanked the Town Clerk for all her work to make the path safer for pedestrians.

**46/22.3 Hazelwood Road - St Michaels Road, Melksham**

The Town Clerk confirmed that CATG had approved the installation of a lighting column.

**47/22 Sparkle Team and Parish Steward**

Members asked for the following jobs to be undertaken by the Sparkle Team/Parish Steward:

- Ruskin Avenue – leaves on the road to be cleared near the Manor School.
- Lowbourne and Union Street Car Parks – hedges to be trimmed back where they impinge on car parking spaces.

Meeting Closed at: 8.07 pm

**Signed:** .....

**Dated:**

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# Public Document Pack Agenda Item 8.5

## Melksham Town Council

### Minutes of the Finance, Administration and Performance Committee meeting held on Monday 14th March 2022

**PRESENT:** Councillor S Rabey (Chair)  
Councillor J Crundell (Vice-Chair)  
Councillor C Goodhind  
Councillor C Forgacs  
Councillor C Houghton  
Councillor S Mortimer

**IN ATTENDANCE:** Councillor P Aves

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Miriam Zaccarelli	Community Development Officer
	Christine Hunter	Committee Clerk

**PUBLIC PARTICIPATION:** Three members of the public were in attendance.

Chris Pickett representing the Riverside Club spoke to the grant application and advised that works had already been carried out to update the club and that this application would purchase cutlery and dining ware.

Tim Just from the Bowerhill Scouts Group advised that if successful the grant would be used for camping equipment, toilet facilities and hammocks.

Christine Thomson of Read Easy as secretary and fund raiser, reported to the committee that they were receiving many enquiries and that the group were continuing to encourage and support people to read.

#### **53/22 Apologies**

Apologies were received from the Town Mayor, Councillor Hubbard.

#### **54/22 Declarations of Interest**

- Councillor Houghton declared an interest in agenda item number 5.5. - Celebrate Melksham. Councillor Houghton remained in the meeting and took part in the debate.
- Councillor Aves declared an interest in agenda item number 5.3. – British Cactus and Succulent Society. Councillor Aves remained in the meeting and took part in the debate.

#### **55/22 Minutes**

The minutes of the meeting held on 17 January 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Rabey.

**56/22      Finances**

**56/22.1      Monthly Financial Statement Year to Date to 31 January 2022 (Month 10)**

The monthly Financial Statement was noted.

**56/22.2      Detailed Income and Expenditure Report as at 31 January 2022 (Month 10)**

The Income and Expenditure report was noted.

**56/22.3      Earmarked Reserves Year to Date to 31 January 2022 (Month 10)**

The Earmarked Reserves report was noted.

**56/22.4      List of Payments to 31 January 2022 (Month 10)**

It was proposed by Councillor Houghton, seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** to approve the list of payments made from the Town Council's Co-op Bank Account for the period from 01/01/2022 to 31/01/2022.

It was proposed by Councillor Houghton, seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** to approve the list of payments made from the Town Council's Lloyds Bank Account for the period from 01/01/2022 to 31/01/2022.

**56/22.5      Income Received to 31 January 2022 (Month 10)**

The Income Received report was noted.

**56/22.6      Bank Reconciliation Signatories - February 2022.**

The February 2022 approval of the bank reconciliations for April 2021, June 2021 and September 2021 was noted.

**57/22      Grants 2021/2022**

Councillor Rabey confirmed that the budget remaining was £7,850, however a total of £23,302.60 had been requested. The Committee agreed that the remaining 2021/2022 grant funding of £2,237.80 would be carried forward to next year.

It was proposed by Councillor Rabey, seconded by Councillor J Crundell and

**RESOLVED** to award the grants as stated:

- 58/22      2385 (Melksham) Squadron - £500**
- 59/22      Bowerhill Scout Group - £500**
- 60/22      British Cactus and Succulent Society - £367.20 for Room Hire**
- 61/22      Carnival Jubilee Tea**

It was proposed by Councillor Houghton, seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** that £800 of the 2021/2022 budget earmarked grant funding allocated to Melksham Carnival be allocated to the Carnival Jubilee Tea event, with the caveat that the carnival committee make it a free entry event.

- 62/22      Celebrate Melksham - £1,520**
- 63/22      Read Easy North & North West Wiltshire - £500**
- 64/22      Riverside (Community Hall) - £600**
- 65/22      Friends of Shurnhold Fields - £375**
- 66/22      That Meeting Space - Good News Church - £1,000**
- 67/22      Transwilts CIC - £250**

Meeting Closed at: 9.33 pm

**Signed:** .....

**Dated:**

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## Melksham Town Council

### Minutes of the Staffing Committee meeting held on Monday 14th March 2022

**PRESENT:** Councillor C Goodhind  
Councillor P Alford  
Councillor J Crundell  
Councillor C Houghton

**OFFICER:** Linda Roberts Town Clerk

**63/21 Apologies**

Apologies were received from the Town Mayor, Councillor Hubbard, and from Councillor Price, who was substituted by Councillor Houghton.

**64/21 Declarations of Interest**

There were no declarations of interest.

**65/21 Minutes**

The minutes of 28 February 2022, having previously been circulated, were approved as a correct record and signed by the Chair, the Deputy Town Mayor, Councillor Goodhind.

**66/21 Confidential Session**

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

**UNANIMOUSLY RESOLVED** that in view of the sensitive nature of the business to be transacted the press and public were requested to withdraw.

**67/21 Head of Operations**

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

**RESOLVED** to confirm the scale point for the Head of Operations' role at SCP40, through to SCP44.

Meeting Closed at: 6.40 pm

Signed: .....

Dated: