



# 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 G Ellis (Chair)  
Councillor G Cooke (Vice-Chair)  
Councillor P Aves  
Councillor S Crundell  
Councillor C Goodhind  
Councillor J Oatley  
Councillor S Rabey

2 August 2022

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 Melksham Town Council. The meeting will be held at the Town Hall on **Monday 8th August 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**  
**Economic Development and Planning Committee**  
**Monday 8 August 2022**  
**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**

<https://us02web.zoom.us/j/87360610508?pwd=QINUODZNN3BkSEJIUWo0bTk4Q3k1dz09>

**Meeting ID:** 873 6061 0508

**Passcode:** 264314

**Participants will be directly let in the meeting by clocking 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. Minutes (Pages 1 - 6)**

**Email:** [towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk) **Web:** [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)  
**Facebook:** [facebook.com/melksham.town](https://facebook.com/melksham.town)

To approve the Minutes of the Economic Development and Planning Committee meeting held on 11 July 2022.

#### **4. 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).

#### **5. Planning Applications**

To comment on the following planning applications:

- |                                      |   |
|--------------------------------------|---|
| <a href="#"><u>PL/2022/05031</u></a> | Melksham Community Campus, Melksham SN12 6ES<br>Discharge of condition 19 of PL/2021/10087.<br>Consultation deadline: 27/07/2022 (an extension to the Consultation deadline has been requested)   |
| <a href="#"><u>PL/2022/05081</u></a> | 14 Corfe Road, Melksham SN12 6BQ<br>Change of material from brick to render for both the existing dwelling and extension as granted under planning reference: PL/2021/10296.<br>Consultation deadline: 04/08/2022 (an extension to the Consultation deadline has been requested)  |
| <a href="#"><u>PL/2022/05005</u></a> | Unit 1, Challemead Business Park, Bradford Road, Melksham, SN12 8BU<br>Insertion of rollers shutter in elevation.<br>Consultation deadline: 05/08/2022 (an extension to the Consultation deadline has been requested)   |
| <a href="#"><u>PL/2022/04969</u></a> | 8-12 Lowbourne Road, Melksham, Wiltshire, SN12 7DZ<br>Change of use from E Class retail (ground-floor) and C3 residential (first and second-floors) to C3 residential (5 no. apartments) and proposed alterations and extension required to facilitate the change of use.<br>Consultation deadline: 05/08/2022 (an extension to the Consultation deadline has been requested) |
| <a href="#"><u>PL/2022/04826</u></a> | 22 Cornflower Way, Melksham, Wiltshire, SN12 7SW<br>Extension to an existing drop kerb to allow an extra car to be parked off road.<br>Consultation deadline: 09/08/2022  |
| <a href="#"><u>PL/2022/00234</u></a> | 2 Sherwood Walk, Melksham SN12 7HR<br>Removal of existing lean to conservatory and construction of garden room extension in replacement.  |

Consultation deadline: 10/08/2022

[PL/2022/05097](#)

1 Thornbank, Melksham SN12 6JQ

Variation of condition 2 of PL/2021/08810 - Proposed increase in area of grass removed to allow for 6 no parking spaces rather than 3 no parking spaces and to show use of porous tarmac to improve drainage.

Consultation deadline: 12/08/2022

[PL/2022/05077](#)

8 Bath Road, Melksham SN12 6LP

Notification for Prior Approval under Class MA – Proposed Conversion of Offices to Residential to Form one dwelling.

Consultation deadline: 18/08/2022

[PL/2022/05376](#)

37 SARUM AVENUE, MELKSHAM, SN12 6BN

Single storey rear flat roof extension & single storey front lounge & porch extension.

Consultation deadline: 22/08/2022

[PL/2022/05564](#)

34 GOLDFINCH ROAD, MELKSHAM, SN12 7FL

Garage conversion with 2no Velux roof lights and new bi-fold doors.

Consultation deadline: 24/08/2022

[PL/2022/05597](#)

Advertisement Consent - Unit 2, Challemead Business Park, Bradford Road, Melksham, SN12 8BU

High level signs to front, rear and both side elevations.

Consultation deadline: 26/08/2022

## 6. Planning Decisions

To note the following planning decisions:

[PL/2022/03954](#)

Proposed Works to Trees in a Conservation Area

1 BATH ROAD, MELKSHAM, SN12 6LL Proposal: S1 - PYRACANTHA - FELL . T1- HAZEL COMMON – FELL.

The tree works are proposed to stop the influence of the tree(s) on the soil below building foundation level and provide long term stability.

**Decision:** No Objection

**MTC Response:** No Objection

[PL/2022/02903](#)

OLD STABLE HOUSE 12A HIGH STREET MELKSHAM SN12 6JU

Proposal: Permanent change of use of 2 buildings from use class E (commercial, business and service) to class C3 (dwellinghouses).

Construction of ground floor rear extension to one building (building A) to form kitchen. Replacement of all windows and external doors on all 3 buildings with upvc double glazed units. Internal works to all 3 buildings including new or reconfigured staircases, new kitchen and bathroom facilities. Installation of external air source heat pumps to all 3 buildings.

**Decision:** Approve with Conditions

**MTC Response:** No Objection

PL/2022/02900

22 SHURNHOLD, MELKSHAM, SN12 8DG

Conversion of existing garage into an annex and extension to the rear. New extension to the front of the main house, new single storey garage and storm porch to main house. Internal alterations.

**Decision:** Approve with Conditions

**MTC Response:** Object

PL/2022/03958

ALDI BEANACRE ROAD, SN12 8RP

Variation of condition 1 on 20/08157/VAR to allow extended delivery hours on Sundays and Bank Holidays to be between 09:00 and 18:00.

**Decision:** Approve with Conditions

**MTC Response:** Object

PL/2022/04244

5 CHURCHILL AVENUE, MELKSHAM, SN12 7JL

Single storey extension to form porch and toilet.

**Decision:** Approve with Conditions

**MTC Response:** No Objection

PL/2022/04971

1 THORNLEIGH, SPA ROAD, MELKSHAM, SN12 7NW

Conifers on the right boundary. Trim / cut the top growths level with the trimmed side and trim the lawn side.

Rear boundary over the stone wall. Cut back the overhanging material to the back of the wall, as high as we can practicably reach from our tallest steps (approximately 1.0m above the gutter level).

Dead Rowan at the front. Fell to near ground level.

The above was agreed when Nick Organ, Tech Cert (ArborA), TechArborA went to site and discussed required works with the scheme manager.

**Decision:** No Objection

**MTC Response:** Object

PL/2022/01218

3 TAMAR ROAD, MELKSHAM, SN12 8AZ

Annexe and Garage extension.

**Decision:** Approve with Conditions

**MTC Response:** No Objection

PL/2022/03922

6 REDWING ROAD, MELKSHAM, SN12 7GB

Install PVCu replica roof extension

**Decision:** Approve with Conditions

**MTC Response:** No Objection

**7. Local Highways and Footpath Improvement Group (LHFIG) (Pages 7 - 8)**

To note the update received from the Senior Traffic Engineer of Wiltshire Council regarding the Audible Traffic Signals at High Street Melksham. (See attached).

**8. Sparkle Team and Parish Steward**

To consider jobs to be undertaken by the Sparkle Team and Parish Steward, and to note that the next Sparkle Days will commence on Monday 29 August 2022.

## Melksham Town Council

### Minutes of the Economic Development and Planning Committee meeting held on Monday 11th July 2022

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

**OFFICERS:** Patsy Clover Deputy Town Clerk  
Christine Hunter Committee Clerk

**PUBLIC PARTICIPATION:** One members of the public was present virtually.

#### **270/22 Apologies**

No apologies were received.

#### **271/22 Declarations of Interest**

There were no declarations of interest.

#### **272/22 Minutes**

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

**UNANIMOUSLY RESOLVED** that the minutes of 6 June 2022 and 27 June 2022 having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Ellis.

#### **273/22 Planning Applications**

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

[PL/2022/04971](#)

1 THORNLEIGH, SPA ROAD, MELKSHAM, SN12 7NW

\* Conifers on the right boundary. Trim / cut the top growths level with the trimmed side and trim the lawn side. \* Rear boundary over the stone wall. Cut back the overhanging material to the back of the wall, as high as we can practicably reach from our tallest steps (approximately 1.0m above the gutter level).. \* Dead Rowan at the front. Fell to near ground level.. The above was agreed when Nick Organ, Tech Cert (ArborA), TechArborA went to site and discussed required works with the scheme manager.

**Consultation Deadline: 22/07/2022**

Councillor Ellis read out the tree warden's report, and the Town Mayor, Councillor S Crundell, thanked officers for obtaining the tree warden's reports.

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

**UNANIMOUSLY RESOLVED** to support the application with the recommendation that the conifer trees are lowered to the height of the existing old growth and trimmed back over the lawn in the Autumn, after the birds have finished nesting and that the dead Rowan tree at the front be felled to ground level.

[PL/2022/04946](#)

15 QUEENSWAY, MELKSHAM, SN12 7JZ

Single storey front extension.

**Consultation Deadline: 26/07/2022**

It was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Cooke and

**UNANIMOUSLY RESOLVED** to support the application.

The Council **objected** to the following planning applications:

[PL/2022/04904](#)

3A OAK HATCH, PLACE ROAD, MELKSHAM, SN12 6JN

T1 – Section fell Magnolia tree to aid nearby shrubs and to reduce risk to wall.

**Consultation Deadline: 22/07/2022**

Councillor Ellis read the tree warden's report.

Councillor Rabey suggested the as the tree was perfectly healthy it could be coppiced or crown lifted, rather than being completely removed.

It was proposed by Councillor Rabey seconded by Councillor Goodhind and

**UNANIMOUSLY RESOLVED** to object to the planning application to fell the tree but to recommend that the crown of the tree be lifted in the Autumn after the birds have finished nesting

[PL/2022/04516](#)

PLOT ADJACENT 2 PEMBROKE ROAD, MELKSHAM, SN12 7NA

Erection of pair of single bedroom houses with off-street parking.

**Consultation Deadline: 21/07/2022**



Councillor Ellis explained that two years ago this application had been refused by Wiltshire Council due to overdevelopment of the site.

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

**UNANIMOUSLY RESOLVED** to object to the planning application noting that whilst the Council would normally support this type of housing, the application received was against Policy 2 (lack of E.V. charging points) and Policy 14 (lack of green space) of the Joint Melksham Neighbourhood Plan. The application would be over develop the site and overlooked the neighbour's garden.

## **274/22 Planning Decisions**

The following planning decisions were noted:

[PL/2022/02877](#)

8 SANDRIDGE ROAD, MELKSHAM SN12 7BG

Internal and external alterations to existing dwelling, to include replacing existing rear conservatory with new rear extension, suspended decking area and minor layout changes to create wheelchair access between downstairs rooms.

**Decision:** Approve with conditions

**MTC Response:** No objection

[PL/2022/01259](#)

35 AWDRY 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.

**Decision:** Approve with conditions

**MTC Response:** No objection

[PL/2022/03626](#)

46 FOREST ROAD, MELKSHAM, SN12 7AB

Proposed two-bedroom dwelling with associated parking and works, adjacent to No.46 Forest Road, Melksham.

**Decision:** Approve with conditions

**MTC Response:** No objection

[PL/2022/04025](#)

1 WAVERLEY GARDENS, MELKSHAM, SN12 6AL

Creation of a vehicle access to new hardstanding at front of the property, includes removal of hedgerow at front of property boundary.

**Decision:** Approve with conditions

**MTC Response:** Objection

It was proposed by Councillor Rabey seconded by Councillor Cook and

**UNANIMOUSLY RESOLVED** to record in the minutes that the Town Council had expressed their strong objection to the approval of the planning application primarily on safety grounds and remained concerned that their objections had been overruled.

[PL/2022/03922](#)

6 REDWING ROAD, MELKSHAM, SN12 7GB

Install PVCu replica roof extension

**Decision:** Approve with conditions

**MTC Response:** No objection

[PL/2022/03689](#)

14 CORFE ROAD, MELKSHAM, SN12 6BQ

Proposal to render external walls in white, including the garage and first floor extension approved under PL/2021/10296.

**Decision:** Refuse

**MTC Response:** None

Councillor Ellis explained that a response had been received from the Planning department at Wiltshire Council stating that as the application related to a Lawful Development Certificate there was no obligation to consult with third parties.

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

**UNANIMOUSLY RESOLVED** to instruct the Deputy Town Clerk to write to the Wiltshire Council Planning Officer stating that whilst it is recognised that there is no obligation to consult, it would be good practice to consult with the Town Council in future as a matter of routine, as this would ensure better support by the public.

## **275/22 Local Highways and Footpath Improvement Group (LHFIG) Issues**

The notes of the LHFIG meeting held on 19 May 2022 were received.

Councillor Ellis confirmed that although the LHFIG had increased its financing and coverage the Town Council's budget remained the same. This year has been an exceptional year for applications due to Sandridge Road, and the Council should consider an increase to the LHFIG budget in 2022/2023.

The Town Mayor, Councillor S Crundell, stated that as the Council had to provide 50% match funding the Committee should be making the case for a larger budget for LHFIFG expenditure.

Councillor Goodhind asked the request to LHFIFG to re-introduce the audible crossing signals in the High Street was progressing as the lack of audible an audible warning was concerning. The Deputy Town Clerk explained that Wiltshire Council Highways have instructed their signals consultant to investigate and provide a progress report to the next LHFIFG meeting. The Deputy Town Clerk agreed to contact Mark Stansby of Wiltshire Council Highways Department to obtain an update.

## **276/22 Sparkle Team and Parish Steward**

Councillors Aves, Goodhind and the Town Mayor, Councillor S Crundell, requested the following jobs to be undertaken by the Sparkle Team and Parish Steward:

- Montague Place – removal of weeds between the pavement and the road.
- Roundabouts on Eastern Way – removal of weeds which are loosening brick works on the roundabouts.
- Roundabouts in Melksham – sweep road near roundabouts and at the triangles at the roundabouts.
- Murray Walk – general road sweep to be added to a future works schedule.

It was also agreed that the following members would provide number of the following properties to the Deputy Town Clerk who would write to residents requesting that they cut back of their hedges:

- Councillor Rabey – property on the footpath from the Church Street car park.
- Councillor Cooke – the house on the end of Hazelwood Road to Hornbeam.

## **277/22 Neighbourhood Plan**

Councillor Aves reported that the Task Groups had met on more than one occasion and were making good progress.

Councillor Cook reported that it had been agreed to defer the appointment of a Chair until the next Neighbourhood Plan Steering Group meeting in September.

Councillor Ellis updated members on work that had been undertaken by the By-Pass, Canal, Heritage and Green Space Task Groups.

The Deputy Town Clerk confirmed that following approval of grant funding the AECOM work can continue.

It was proposed by the Councillor Ellis, and seconded by the Town Mayor, Councillor S Crundell and

**UNANIMOUSLY RESOLVED** to thank officers for their hard work and the Deputy Town Clerk for her hard work in applying for funding.

Meeting Closed at: 8.00 pm

**Signed:** .....

**Dated:**

Received 01/08/2022 at 09:17

Hello,

RE: Audible traffic signals High Street Melksham

Thank you for your email and I apologise for this late response.

I have no update to pass on at this time. The matter is with our Signal Engineers for consideration. I will pass on their findings once I receive news.

Thanks.

**Senior Traffic Engineer**  
Highways

**Wiltshire Council**

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