



# 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

5 December 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 12th December 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 12 December 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

<https://us02web.zoom.us/j/85738939297?pwd=NLkwN01mVUpYNUJBejlsekZiVWNaQT09>

**Join Zoom Meeting**

**Meeting ID:** 857 3893 9297      **Passcode:** 050589

**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. Minutes (Pages 1 - 2)**

To approve the Minutes of the Economic Development and Planning Committee meeting held on 14 November 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 (Pages 3 - 8)**

To comment on the following planning applications:

[PL/2022/08636](#) 12 WOODSTOCK GARDENS, MELKSHAM, SN12 6AN  
Two storey side & rear extension, front porch extension & loft conversion.  
**Consultation Deadline:** 6 December 2022

[PL/2022/08370](#) 39 CRAYBOURNE ROAD, MELKSHAM, SN12 7DJ  
Proposed 4 Bedroom ne dwelling in land adjoining  
**Consultation Deadline:** 7 December 2022

[PL/2022/08340](#) 7 LOWBOURNE, MELKSHAM, SN12 7DZ  
Demolition of existing restaurant and erection of nine flats  
**Consultation Deadline:** 9 December 2022

[PL/2022/06070](#) 61 SPA ROAD, MELKSHAM, SN12 7NU  
The installation of an Electric Vehicle Charging Hub with associated infrastructure, boundary fencing, lighting and CCTV, signage and an extension of existing railings at 61 Spa Road, Melksham  
**Consultation Deadline:** 18 December 2022

[PL/2022/08914](#) 1 BURNT COTTAGES, BEANACRE ROAD, MELKSHAM, SN12 7PT  
Access and parking area to frontage.  
**To Note:** *whilst part of the application site is within the Town boundary, the majority of the application site is in Melksham Without. Melksham Without Parish Council will be considering the application at their Planning meeting on 19 December 2022.*  
**Consultation Deadline:** 22 December 2022

[PL/2022/08913](#) 64 LOWBOURNE, MELKSHAM, SN12 7ED  
Proposed ancillary accommodation extension.  
**Consultation Deadline:** 22 December 2022

[PL/2022/08504](#)

LAND SOUTH OF WESTERN WAY MELKSHAM, WILTS

Outline application (with all matters reserved except for access) for the erection of up to 210 residential dwellings (Class C3) and a 70 bed care home (Class C2) with associated access, landscaping and open space (Resubmission of 20/08400/OUT). (see attached decision notice from application ref: 20/08400/OUT)

**Consultation Deadline:** 23 December 2022

[PL/2022/09007](#)

2 ROPE WALK, MELKSHAM, SN12 7PW

Install black log burner flue to front elevation

**Consultation Deadline:** 28 December 2022

[PL/2022/09017](#)

46 FOREST ROAD, MELKSHAM, SN12 7AB

Amendment to approved planning PL/2022/03626 to include an additional bedroom and en-suite to loft.

**Consultation Deadline:** 28 December 2022

#### **To Note Only:**

PL/2021/05391

Land to West of A350 (Beanacre Road)

Outline application for 150 dwellings etc.

**Withdrawn by Applicant** (see attached explanation from the Planning Officer at Wiltshire Council).

#### **6. Planning Decisions**

To note the following planning decisions:

[PL/2022/07265](#)

14 CORFE ROAD MELKSHAM SN12 6BQ

Proposed external material change to use render to the extension granted under planning reference PL/2021/10296 and also the rear of the property.

**Decision:** Approve with Conditions

**MTC Response:** Object as the render was not in keeping with the other houses on the street scene.

[PL/2022/06444](#)

39 LOWBOURNE, MELKSHAM SN12 7ED

Proposed external staircase to separate existing flat above the Osteopathy Clinic and removal of internal stairs.

**Decision:** Approve with Conditions

**MTC Response:** No Objection

[PL/2022/07225](#)

16 ST MARGARETS GARDENS, MELKSHAM SN12 7BT

Construction of front porch. Erection of single storey side and rear extensions, with overhang. Change of external materials to render, with composite cladding in between the bay windows. Change to the design of doors and fenestration.

**Decision:** Approve with Conditions

**MTC Response:** No Objection

[PL/2022/07622](#)

Proposed Works to Trees in a Conservation Area

10 CANON SQUARE, MELKSHAM, SN12 6LX

T1 - Crown reduce Ceanothus tree (as pictured) by approximately 30%.

**Decision:** No Objection

**MTC Response:** No Objection

[PL/2022/00234](#)

2 SHERWOOD WALK, MELKSHAM SN12 7HR

Removal of existing lean to conservatory and construction of a garden room extension in replacement.

**Decision:** Withdrawn by Applicant

**MTC Response:** No Objection

[PL/2022/07511](#)

UNITS 3 AND 4 CHALLEYMEAD BUSINESS PARK, BRADFORD ROAD, MELKSHAM, SN12 8BU

Insertion of roller shutter and pedestrian access to unit 4.

**Decision:** Approve with conditions

**MTC Response:** No Objection

[PL/2022/04516](#)

PLOT ADJACENT 2 PEMBROKE ROAD, MELKSHAM, SN12 7NA

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

**Decision:** Refuse

**MTC Response:** Object

**7. Neighbourhood Plan (Pages 9 - 24)**

To receive the draft notes of the Neighbourhood Plan Steering Group meeting held on 28 September 2022.

**8. Complaint Regarding Cycling on Pavements (Pages 25 - 26)**

To consider the complaint from a Melksham resident regarding cycling on pavements. (see attached).

**9. Opening a Ukranian Restaurant Request (Pages 27 - 32)**

To consider the request received to use the Assembly Hall on a short-term basis to open a Ukranian Restaurant (see attached).

**10. Sparkle Team and Parish Steward**

To consider jobs to be undertaken by the Sparkle Team and Parish Steward.

## Melksham Town Council

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

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

**IN ATTENDANCE:** Councillor J Hubbard

**OFFICERS:** Linda Roberts Town Clerk  
Christine Hunter Committee Clerk

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

#### **308/22 Apologies**

Apologies for absence were received from Councillor Aves.

#### **309/22 Declarations of Interest**

Councillor Rabey declared an interest in relation to minute number 324/22 in respect of Extension/Alteration of No Waiting Any Time Restrictions on Portal Road Melksham. Councillor Rabey remained in the meeting and took part in the debate on this item.

#### **310/22 Minutes**

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

**UNANIMOUSLY RESOLVED** that the minutes of 10 October 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Ellis.

#### **311/22 Licensing Application - Ten Hides Distillery, 14 Avonside Enterprise Park Melksham SN12 8BT**

The Licensing Application for Ten Hides Distillery at 14 Avonside Enterprise Park Melksham SN12 8BT was considered.

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

**UNANIMOUSLY RESOLVED** to advise the Wiltshire Council Licensing team that the Town Council supported the application for Licensing Application submitted by Ten Hides Distillery.

## 312/22 Planning Applications

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

[PL/2022/07511](#) UNITS 3 AND 4 CHALLEYMEAD BUSINESS PARK, BRADFORD ROAD, MELKSHAM SN12 8BU  
Insertion of roller shutter and pedestrian access to unit 4.  
**Consultation Deadline:** 4 November 2022  
It was proposed by Councillor Rabey, seconded by Councillor Goodhind and

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/07711](#) 40 ADDISON ROAD, MELKSHAM SN12 8DR  
Proposed ancillary accommodation outbuilding  
**Consultation Deadline:** 10 November 2022  
It was proposed by Councillor Cooke, seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** to support the application subject to Wiltshire Council approval, with the condition that the unit would only be used as residential accommodation by friends or members of the family but could not be used as a rental property or sold as a residential unit.

[PL/2022/07738](#) 16 BREAM CLOSE, MELKSHAM SN12 7JX  
Conversion to side of property with a grey polycarbonate roof  
**Consultation Deadline:** 18 November 2022  
It was proposed by Councillor Oatley, seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/08235](#) 30 SAVERNAKE AVENUE, MELKSHAM SN12 7HB  
Single storey side extension to provide a garage and kitchen extension.  
**Consultation Deadline:** 28 November 2022  
It was proposed by Councillor Oatley, seconded by Councillor Cooke and

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/08197](#) 8 ROWAN COURT, MELKSHAM SN12 6HS  
Proposed replacement of concrete profile roof tiles with grey/anthracite concrete slay effect tile.  
**Consultation Deadline:** 29 November 2022



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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/08343](#)

43 CHURCHILL AVENUE, MELKSHAM SN12 7JN

Proposed first floor rear extension & front porch.

**Consultation Deadline:** 29 November 2022

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

**UNANIMOUSLY RESOLVED** to support the application

The Tree Warden Reports for planning applications PL/2022/07622 and PL/2022/08535 were noted.

PL/2022/07622

Proposed works to trees in a conservation area

T1 – Crown reduce Ceanothus Tree by approximately 30%

**Consultation Deadline:** 7 November 2022

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/08535](#)

32 CHURCH WALK, MELKSHAM SN12 7LY

Notification of proposed works to trees in a conservation area.

2 x Yew trees – reduce to form a hedge. Robinia tree- reduce canopy by 25%. Apple tree – prune.

**Consultation Deadline:** 25 November 2022

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

**UNANIMOUSLY RESOLVED** to support the application

The following Certificate of Lawfulness was noted.

PL/2022/07919

LAWFUL DEVELOPMENT CERTIFICATE FOR AN EXISTING USE

10 FIELDSVIEW, MELKSHAM SN12 8FF

Certificate of lawfulness for change of use from class C3(a)

Dwellinghouse to C4 House in Multiple Occupation for up to Six Persons to establish if it's considered Permitted Development.

**312/22.1**

**Planning Application PL/2022/06221 Land at Upside Melksham**

The extract from Melksham Without Parish Council's Planning Committee minutes of 17 October 2022 regarding Planning Application PL/2022/06221 were noted.

The Town Clerk confirmed that the management of the open spaces would be transferred to a management company to maintain. Liaison with the developers could enable more wetlands to be provided on the development.

### 313/22 Planning Decisions

The following planning decisions were noted:

- |                               |   |
|-------------------------------|---|
| <a href="#">PL/2022/04826</a> | 22 CORNFLOWER WAY, MELKSHAM, SN12 7SW<br>Extension to existing drop kerb to allow an extra car to be parked off road.<br><b>MTC Response:</b> No Objection<br><b>Decision:</b> Approve with Conditions  |
| <a href="#">PL/2022/06333</a> | 15-17 CHURCH STREET, MELKSHAM, SN12 6LS<br>Modification of rear louvre grille to allow for a new extraction system for (pizza oven business)- part retrospective.<br><b>MTC Response:</b> No Objection<br><b>Decision:</b> Withdrawn by Applicant |
| <a href="#">PL/2022/06253</a> | 57 ADDISON ROAD, MELKSHAM, SN12 8DR<br>Single storey rear extension to provide a family room/kitchen, utility & garage for a trike motorcycle.<br><b>MTC Response:</b> No Objection<br><b>Decision:</b> Approve with Conditions                   |
| <a href="#">PL/2022/06033</a> | 30 BANK STREET, MELKSHAM, SN12 6LG<br>Two storey rear extension with internal alterations<br><b>MTC Response:</b> No Objection<br><b>Decision:</b> Approve with Conditions  |
| <a href="#">PL/2022/06704</a> | 42 BARNWELL ROAD, MELKSHAM SN12 7DG<br>Proposed single storey rear extension<br><b>MTC Response:</b> No Objection<br><b>Decision:</b> Approve with Conditions   |
| <a href="#">PL/2022/07063</a> | 5 ASH GROVE, MELKSHAM SN12 6HZ<br>Single storey side extension<br><b>MTC Response:</b> No Objection<br><b>Decision:</b> Approve with Conditions   |
| <a href="#">PL/2022/06706</a> | 25 TRENT CRESCENT, MELKSHAM SN12 8BG<br>Proposed single storey rear extension<br><b>MTC Response:</b> No Objection<br><b>Decision:</b> Approve with Conditions  |

PL/2022/06749

14 SHERWOOD AVENUE (TO THE WEST OF EPPING WALK),  
MELKSHAM SN12 7HJ

Proposed detached 2 bedroom bungalow

**MTC Response: Object** on the following grounds:

- over development of the site.
- inadequate parking – there will be no allocated parking for the existing property once the development has taken place, car parking spaces will be lost and cars will be forced to park on the pavement.
- inadequate vehicular access.
- proposed parking is only accessed over a strip of land that does not belong to the applicant.
- there appears to be no Electric Vehicle Charging point as in the standard set out for all new builds.
- proximity to and impact on neighbouring properties.

The Committee requested that Councillor Oatley be asked to call-in the application at Wiltshire Council and that consideration be given to the Local Plan/Core Strategy regarding infill.

**Decision:** Refuse

PL/2022/06879

25 TRENT CRESCENT, MELKSHAM SN12 8BG

Proposed single storey rear extension

**MTC Response:** No Objection

**Decision:** Approve with Conditions

PL/2022/06565

2 LONGFORD ROAD, MELKSHAM SN12 6DH

Proposed timber summerhouse in garden area of property.

**MTC Response:** No Objection

**Decision:** Approve with Conditions

Councillor Goodhind stated the conditions were that it complied with the application.

Councillor Alford joined the meeting at 7.25 pm.

### **314/22 Draft Town Centre Masterplan**

The draft Town Centre Masterplan produced by AECOM was received.

The Town Clerk confirmed that:

- Place Studios had recommended that priority statements not policies relating the Town Centre Masterplan would be included in the Neighbourhood Plan.
- The Town Centre Masterplan would come to the Town Council before being approved.

- As part of the Neighbourhood Plan the Town Centre Masterplan should be community led and there will be an opportunity for residents to comment at the Christmas Lights switch on event.

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

**UNANIMOUSLY RESOLVED** to approve the recommendations made by Place Studio that the priority statements within the Town Centre Masterplan relating to the Masterplan be inserted into the Neighbourhood Plan at the appropriate stage.

### **315/22 Neighbourhood Plan**

The October 2022 Neighbourhood Plan review update was noted.

### **316/22 Local Highways and Footpath Improvement Group (LHFIG) Issues**

### **317/22 Coach Parking Suggestion - King Street Car Park Melksham**

Members noted the response from Wiltshire Council Highways Department regarding coach parking in car parks.

The Town Clerk confirmed that Wiltshire Council Highways department had stated that they would not fund works to car parks for coaches. Councillor Hubbard suggested that the Town Council consider how the coach and bus spaces are utilised as the town does not have a bus station, and that the Town Council could explore the possibility of utilising that space to provide a better facility for the town as part of the Town Centre Masterplan.

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

**UNANIMOUSLY RESOLVED** that AECOM consider the utilisation of coach and bus spaces when reviewing parking within the town, as part of the Town Centre Masterplan.

### **318/22 Farmers Roundabout Active Travel Scheme**

The request from Wiltshire Council Highways team regarding expanding the signage provisions relating to the Farmers Roundabout Active Travel Scheme was noted.

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

**UNANIMOUSLY RESOLVED** that Members would carry out a physical survey of the area in the spring of 2023 and members submit any further suggestions to the Town Clerk to forward to the Wiltshire Council Highways team.

### **319/22 Parking Restrictions Times (Double Yellow Lines)**

Members agreed that Skylark Road, Semington Road (opposite the petrol station), Cranesbill Road (near Forest and Sandridge School) would be submitted to Wiltshire Council Highways team as suitable locations for parking restrictions using double yellow lines.

Members agreed to forward further suggestions to the Town Clerk.

### **320/22 Electric Vehicle Charging Scheme for Melksham**

The report of the Town Clerk regarding the Electric Vehicle Charging Scheme for Melksham was received.

The Town Clerk asked the committee to consider whether the Town Council should apply for funding for an Electric Vehicle Charging scheme. Currently, a 60% government grant is available for contactless payment and a 40% Wiltshire Council grant is available for non-contactless. These units would require additional funding to accept contactless payment. If the Town Council chose the Wiltshire Council scheme it would have to provide the spaces and be liable for the infrastructure. King George V Park was suggested as a suitable place for units.

Councillor Hubbard urged the Council to explore other options available. Councillor Alford stated that non-contactless payment units were being addressed by the Wiltshire Council Cabinet and an extra cost is not preferred.

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

**UNANIMOUSLY RESOLVED** to agree to start the process with the Wiltshire Council scheme which could be reviewed in the future should additional costs be highlighted. Consideration needs to be taken of officer time available.

### **321/22 Reducing Traffic in the Town Centre**

The car park re-assignment report was noted.

Councillor Goodhind explained that the work suggested in the report was being considered as part of the Town Centre Master Plan due to traffic access problems caused by the location of the main car park in the town centre.

Councillor Alford stated that should the Church Street car park be closed the Town Council would have no control over future use of the land.

It was agreed to wait until the results of the Technical Survey being carried out by AECOM had been produced to discuss further.

### **322/22 Extension/Alteration of No Waiting Any Time Restrictions on Portal Road Melksham**

Members noted that the proposed yellow lines had already been painted in Portal Road.

It was proposed by Councillor Oatley seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** to contact Wiltshire Council confirming that the Town Council supported the painting of yellow lines on Portal Road.

**323/22 Taxi Overcharging in Melksham**

The complaint regarding alleged overcharging of customers by some local taxi companies was noted.

Councillor Hubbard confirmed that there are no fuel levies charged to taxi drivers and that Wiltshire Council was investigating the allegation.

It was agreed to post warnings to residents on the Town Council's social media confirming that this was an illegal act and any drivers charging such levies were in breach of their licence. Residents would be encouraged to report any additional charges for fuel levies in Bath paid to Wiltshire Council Licensing department.

Councillor Alford left the meeting at 8.25 pm

**324/22 Sparkle Team and Parish Steward**

The Town Clerk agreed to forward information regarding the use of anti-graffiti paint on the underpass to Councillor Hubbard.

Works to be added to the Sparkle Team and Parish Steward schedule of works were as follows:

- Confirm with the Sparkle Team/Parish Steward that the Town Council supports the use of anti-graffiti paint on the underpass. The Sparkle Team/Parish Steward would be asked to contact the Town Clerk should there be an issue of who would pay for the paint.

It was agreed that the following two items would remain permanently on the schedule of works for the Sparkle Team/Parish Steward:

- Removal of weeds and cutting back vegetation on the lane between the Church and Hazelwood Road.
- Removal of weeds in the underpass at the area towards the station.

**325/22 Draft Annual Budget 2023-2024**

The draft Annual Budget for 2023-2024 was received.

Members sought explanations to be provided on amendments of budget to the following areas:

- CCTV – Councillor Hubbard asked for full details of capital and running costs for the combined CCTV partnership to be setup with Warminster, Westbury, West Wilts Trading and the Town Council.
- Clarification of Business Networking budget – Councillor Rabey asked for an explanation of exactly what work this budget would cover.
- Publicity and Marking – Councillor Oatley stated this budget should not be decreased.
- Town Development – Councillor Hubbard asked for descriptions alongside the budget to document exactly what the expenditure is for.
- LHFIG expenditure – Councillor Hubbard asked that a reserve budget for works agreed to be set up for funds to be transferred into once LHFIG expenditure has been approved.

Councillor Hubbard requested a presentation to be given to the Committee by the Budget Working Group explaining the recommendations/changes.

The Town Clerk agreed to provide a more detailed explanation of expenditure and an anticipated out turn in the budget to councillors.

The Town Clerk confirmed that the budget would be considered at the Finance, Administration and Performance Committee meeting to be held on 21 November 2022 and then be considered by Full Council on 28 November 2022 for approval.

### **326/22 Confidential Session**

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

**UNANIMOUSLY RESOLVED** that the meeting be held in confidential session in view of the sensitive nature of the business to be transacted.

### **327/22 Neighbourhood Plan Update**

The discussion note prepared by Place Studios for the Joint Melksham Neighbourhood Plan Steering Group was received and the recommendations contained therein considered.

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

**UNANIMOUSLY RESOLVED** that the Town Clerk be asked to write to all Wiltshire Councillors on the Area board to request that the Town Council be invited to planning committee meetings and any other meetings regarding the subject under discussion.

It was agreed that Councillors Oatley, Rabey, Hubbard, Goodhind and the Town Clerk would meet with Melksham Without Parish Council to discuss the subject on Tuesday 22 November 2022.

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

**UNANIMOUSLY RESOLVED** that AECOM be asked to carry out initial works on the subject, keeping this confidential at the present time.

Meeting Closed at: 9.31 pm

**Signed:** .....

**Dated:**



### **The Town and Country Planning Act 1990**

### **Refusal of Outline Planning Permission (Some Matters Reserved)**

**Application Reference Number: 20/08400/OUT**

**Decision Date: 07 December 2021**

**Applicant:** Hallam Land Management  
c/o agent

**Particulars of Development:** Outline application (with all matters reserved except for access) for the erection of up to 231 residential dwellings (Class C3) and a 70 bed care home (Class C2) with associated access, landscaping and open space

**At:** Land South of Western Way, Melksham, Wiltshire

**In pursuance of their powers under the above Act, the Council hereby REFUSE TO GRANT PERMISSION for the development referred to in the above application and plans submitted by you, for the following reason(s):**

Refusal Reasons: (3)

- 1 The proposal is considered unacceptable with regard to the strategic and sustainable development principles enshrined within policies CP1, CP2 and CP15 of the Adopted Wiltshire Core Strategy and Policy 6 of the Joint Melksham Neighbourhood Plan, and given that the site is located outside any defined limits of development and within an area which has a made neighbourhood plan (confirmed in July 2021) that allocates land for housing to satisfy local housing requirements, this application conflicts with the plan led approach to delivering new housing at the local community level, and it would be contrary to the sustainable development principles set out within the National Planning Policy Framework and specifically to the provision of new housing, this application conflicts with NPPF paragraph 14 in its entirety.
- 2 The applicant has not demonstrated that the proposal could satisfactorily accommodate the quantum of development proposed. The Indicative Proving Layout (drawing reference 7611-A-01 Rev C), fails to satisfactorily illustrate that as many as 231 dwellings and the construction of a 70-bed care home could fit on the site, whilst accounting for high quality standard of urban design (including, in particular, an appropriate mix of dwelling types that would adequately respond to local need as expressed in the 2017 Strategic Housing Market Assessment, tree-lined streets and sensitively integrated parking). Thus, the proposal is not considered to create a well-designed, beautiful new place as directed by the Framework and the

applicant has not provided maximum clarity about design expectations. Therefore the proposal does not ensure high quality design and place shaping and would be contrary to policies CP45 and CP57 of the Adopted Wiltshire Core Strategy, Policy 6 of the Joint Melksham Neighbourhood Plan and to paragraphs 8b, 92, 126, 127, 130, 131, 132 and 134 of the National Planning Policy Framework.

- 3 The proposed development fails to provide and/or secure adequate provision for necessary on-site and, where appropriate, off-site infrastructure to make the application proposal acceptable in planning terms. Such infrastructure shall include (but not be limited to) affordable housing, educational facilities, public art, health care provision, public open space, footpath and cycle infrastructure, sustainable public transport provision, strategic transport infrastructure, travel plan, waste collection. The application is therefore contrary to policy CP3 of the adopted Wiltshire Core Strategy, Policy 8 of the made Joint Melksham Neighbourhood Plan, and the National Planning Policy Framework and specifically the central social and environment sustainable development objectives enshrined within paragraph 8.

Informatives: (2)

- 1 As this proposal is in clear conflict with the policies of the development plan including the 'made' neighbourhood plan for the reasons set out above and previously discussed directly with the applicant, the applicant is advised that the Council believes that any appeal against this decision would have no reasonable prospect of succeeding. Accordingly, the applicant is advised that if an appeal is submitted, the Council would make an application for a full award of its costs incurred in dealing with the appeal, based on substantive grounds. The applicant's attention is drawn to paragraph 053 Ref ID: 16-053-20140306 in Planning Practice Guidance which sets out government guidance on this matter.
- 2 Please note that reason for refusal 3 cited above could be satisfactorily addressed via a UU/s106 agreement.

*Sam Fox* - Corporate Director, Place

## NOTES

1. **Appeals.** If the applicant is aggrieved by the decision of the local planning authority to refuse permission, they 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 - <http://www.planningportal.gov.uk/planning/appeals>).

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**PL/2021/05391: Land to West of A350 (Beanacre Road) Melksham. Outline Planning Application for 150 dwellings etc.**

**28 November 2022**

This did not reach formal recommendation stage as it was withdrawn at the request of applicant and no reason was given for the application being withdrawn (this is not a requirement); however there were a number of issues with the proposals including those identified by consultees/representations made to the proposals (which can be viewed on the [website](#)), which would have likely resulted in a refusal of the proposals and these included:

- Insufficient information had been provided to demonstrate that the site is not at risk of flooding from other sources (in this case the site is identified to be at high risk of groundwater flooding in the Strategic Flood Risk Assessment) and a sequential test had not been submitted with the application demonstrating that there are no reasonably available sites appropriate for the proposed development in areas with a lower risk of flooding.
- The proposal did not accord with the strategy and pattern of development anticipated by the WCS and Joint Melksham Neighbourhood Plan and developing this site will have an adverse impact upon the landscape - the scheme coalesces the settlements of Melksham and Beanacre (contrary to WCS policies CP1, 2, 15, 51, 57 and the Joint Melksham Neighbourhood Plan 6, 17)
- Overdevelopment – the council’s urban designer advised that the high density of 43dph shown on indicative feasibility layout was considered unrealistic for an edge of town development and does not accommodate Affordable Housing requirements. Site capacity of only about 110-115 units is more appropriate
- Loss of Grade 3a (ALC) Agricultural Land Classification - which is also indicated as being an area where more than 60% of the land is likely to be ‘best and most versatile’ (BMV) agricultural land highlighted in the NPPF paragraph 174b
- Minerals - the proposal site is within the Minerals Resource Zone (MRZ) - Policy MCS1 and the Minerals Safeguarding Zone - Policy MCS6 (Bristol Avon Sand and Gravel). Policies MCS1 and MCS6 of the adopted Minerals Core Strategy aim to make provision of land in Wiltshire and Swindon sufficient to meet demand for sand and gravel in accordance with National and Regional policy and along with Policy MDC4 and the supporting text of the Wiltshire and Swindon Minerals Development Control Policies Development Plan Document requires an assessment in relation to non-minerals development to establish its significance.
- Required an archaeological site evaluation to demonstrate that the development will not have an adverse impact on heritage assets of archaeological interest.
- The proposals did not amount to a public benefit that would outweigh the less than substantial harm to Halfway Farmhouse (a designated heritage asset) identified by the conservation officer via the urbanising impact of development.

Senior Planning Officer (South Hub)  
Development Manager  
Wiltshire Council

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## Melksham Neighbourhood Plan

### Steering Group Meeting

Date: Wednesday 28 September 2022

Start: 6.30 pm

#### Present:

##### Steering Group Members Present

Councillor David Pafford (MWPC)  
Councillor Alan Baines (MWPC Sub)  
Councillor Graham Ellis (MTC)  
Councillor Pat Aves (MTC)  
John Hamley (MTUG)  
Chris Holden (MCAP)  
Councillor Mike Sankey (WC)  
Shirley McCarthy (Environment)

##### Officers

Teresa Strange (MWPC)  
Lorraine McRandle (MWPC)  
Linda Roberts (MTC)  
Patsy Clover (MTC)

#### Task Group Members:

Councillor Richard Wood (MWPC)  
Councillor Mark Harris (MPWC)  
Councillor Colin Goodhind (MTC sub until Councillor Pat Aves arrived)

#### Planning Consultants:

Vaughan Thompson (Place Studio)

**MTC**

**MWPC**

**WC**

**MTUG**

**Melksham Town Council**

**Melksham Without Parish Council**

**Wiltshire Council**

**Melksham Transport User Group**

## MINUTES

### 1. Welcome & Housekeeping

The MWPC Clerk pointed out the various fire escapes as this was a new venue for the Steering Group to meet in.

### 2. To note apologies

Apologies were received from Councillor John Glover (MWPC) who had a leave of absence from the parish council with Councillor Baines attending as substitute, Colin Harrison, and Wiltshire Councillor Mike Sankey, who was at another meeting and would attend later.

### **3. To elect new Chair & Vice Chair of Steering Group**

The MWPC Clerk sought nominations for Chair. Councillor Baines proposed Councillor Pafford as Chair; who was happy to stand. There were no other nominations.

Chris Holden arrived and joined the meeting.

The proposal was seconded by Shirley McCarthy.

**Resolved unanimously:** To appoint Councillor Pafford as Chair.

Councillor Pafford took the Chair.

Shirley McCarthy asked for it to be minuted that Councillor Richard Wood had been an exceptional and positive Chair for many years and been a cohesive and constructive influence on the Steering Group. The steering group agreed with this sentiment.

Nominations were sought for Vice Chair; there were none forthcoming and Councillor Pafford explained that there had been comment in the past that the Steering Group had always been chaired by a member of Melksham Without Parish Council and that had been because no one from the Town Council had either been nominated as Chair, or was prepared to accept a nomination as Chair, and therefore felt that it would be appropriate for a Town Council representative to come forward now, and if not, then a community/organisation representative.

Councillor Goodhind proposed Councillor Ellis as Vice Chair, and this was seconded by Chris Holden. Councillor Ellis accepted the nomination, and there were no others.

**Resolved:** To appoint Councillor Ellis as Vice Chair.

### **4. Declarations of Interests & Register of Interests**

There were no declarations of interest, with a reminder for those who had not already done so to complete a Register of Interest Form for interests in the whole of the Neighbourhood Plan area.

Councillor Aves arrived and joined the meeting, and Councillor Goodhind stepped down as substitute in her absence.

### **5. Public Participation**

There were no members of public present.



## **6. To agree Minutes of Meeting held on 29<sup>th</sup> June 2022**

**Resolved:** To approve and for the Chair to sign the minutes of the meeting held on 29 June 2022.

## **7. To receive update on Task Group work to date and approve briefs for Locality Technical Support packages**

Vaughan apologised for the lateness of his paper. He explained that he had followed the Area Board briefing prepared by the MWPC Clerk for the public, and had fleshed it out. Key documents needed to be approved and commented on in order to set the brief for the next few months.

Vaughan clarified that a lot had been produced over the spring and summer behind closed doors with AECOM and that a consultancy package had been secured. Some task groups had had active input, but others hadn't. Vaughan was happy for members of specific task groups to take the lead when discussing their work – green spaces, heritage, and design.

It was confirmed by Vaughan that NHP#2 was running about two months late as a result of work on site selection. It had been hoped that by November, the list of preferred sites to put forward would have been compiled. However, it is anticipated that the report will be received in November and that a shortlist of sites will be prepared after that. Vaughan explained that it had taken longer to get the technical support packages than anticipated, evidence gathering had been slower, and summer holidays had had an effect. He hoped that the Steering Group could catch up a bit but some of the processes are unavoidably set in terms of period of time and engagement required. Vaughan was aware that the aim was to have a plan made as close as possible to July next year to avoid speculative development when paragraph 14 protection from NHP#1 expired.

### **a) Assessment and Information to inform approach to housing (together with the Local Plan)**

#### **i. To review and approve site assessment methodology produced by AECOM**

Vaughan explained that the call for sites had identified about 90 sites to go forward for assessment, using the Site Suitability Assessment prepared by AECOM. Once the proposed methodology has been approved, AECOM will produce a shortlist of sites they consider to be most suitable to meet the NHP (Neighbourhood Plan) area's share of housing needs and targets. This will take approximately three months. The resulting shortlist will be passed to the Housing Task Group and the NHP Steering Group to narrow down the shortlisted sites for preferred options to be included in the NHP. Vaughan explained that the

methodology must be sound and robust to identify viable sites. Some of the sites will be on Wiltshire Council's list for the Local Plan Review but Wiltshire Council won't disclose their shortlist until Q2 of 2023. The Steering Group needs to minimise the chances of tripping over Wiltshire Council at this stage. Vaughan thought that Wiltshire Council would be looking at big ticket strategic sites with their main activity to the North East and East of Melksham plus an expectation on Shaw and Whitley, which gave the Steering Group an opportunity to lead on this.

Given the recent delay on the Local Plan Review, Chris Holden wondered whether it would be possible for the NHP Steering Group to take the lead on the strategic housing allocations rather than Wiltshire Council. Vaughan thought that it wouldn't be impossible for a NHP to take on board the entire housing liability, but that this would be an enormous ask due to the housing numbers involved and the complicated strategic site and therefore he wouldn't recommend it. He thought that it would be preferable to allocate the necessary amount to meet local needs and make a meaningful contribution to the overall target; which is about 10% of the Melksham & Bowerhill allocation, and perhaps the whole amount for the Shaw & Whitley allocation.

The suggested strategy was to look at previously developed/brownfield sites first; the Town Centre Master Plan would help with this. It had been agreed with Wiltshire Council that the Site Assessment would restrict itself to smaller greenfield sites attached to, and on the edge, of the Settlement Boundary. AECOM would therefore rule out divorced sites but may consider smaller components of the larger sites.

The MWPC Clerk cited the library, Upside/Station Yard and Merretts Yard as examples of brownfield sites.

Vaughan explained that a site has to be voluntarily put on the table by a developer to be allocated but sites can be identified as an aspirational site for regeneration, when preparing the shortlist.

**Resolved:** To approve the site assessment methodology produced by AECOM.

Vaughan advised that to obtain the best sites locationally and for community benefit, dialogue with landowners would be carried out. The best time for community engagement may be at the Regulation 14 consultation stage due to the tight timescales for the Plan review.

**ii. To approve for publication the Housing Needs Assessment undertaken by AECOM**

Vaughan advised that the Housing Needs Assessment (HNA) had been produced by AECOM. He explained that this was a desktop assessment to assess affordability of housing in the NHP area between Melksham, Melksham Without, and Shaw and Whitley and had examined type, tenure, size, and quality.

Shirley McCarthy was concerned that the HNA seemed to skip between the old core strategy and last year's local plan documentation and made a lot of assumptions based on the 2011 census. She wondered whether it could be updated for the 2021 census as this could influence numbers because of the Covid 19 pandemic. She also felt that there was a need to differentiate between national requirements and local needs and cited the example of the Chippenham HMA area where it had been estimated that an additional 20,400 dwellings would be needed.

Vaughan explained that this was symptomatic of an assessment being made when things which should have been published hadn't, for example, the Local Plan hadn't been published although some information in it had been published, and the 2021 Census material hadn't been published either. The HNA had to be written at a point in time using the evidence available. However, it wasn't set in stone and could be reviewed in the future when circumstances and needs would be different, but it wouldn't be possible to ask AECOM to do the work again. He queried whether this would make a material difference to the findings.

Vaughan ran through the headlines in the HNA that will have a direct impact on the policies in NHP#2:

- nobody on average income or below in the NHP area could afford to buy a house but a substantial amount of people on an average income will be able to afford a house if they are a subsidised or discounted market housing; which are typically shared ownership housing or under the Government's new "First Homes" scheme<sup>1</sup> and therefore a recommendation was made in the assessment that the equity share should start at 25% to enable residents to afford a Shared Ownership house; a policy that puts the Melksham NHP area different to the rest of Wiltshire.
- The Government has a default figure of 30% discount for First Homes with AECOM recommending a 40% discount for Melksham in their HNA and this is something else that the NHP can be different to the rest of Wiltshire. Depending on what affordable housing level that Wiltshire Council set in the Local Plan Review, say 30 or 40%; 25% of all the affordable housing will have to be under the "First Homes" scheme; the

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<sup>1</sup> <https://www.gov.uk/first-homes-scheme>

rest can be Shared Ownership. This will mean that discounted housing to buy should make up just over half of the Affordable Housing provision through the future housing provision, by developer contribution; which is higher than normal, its usually about 25%; and with that, there would be less affordable housing to rent, more like 45%. With the Local Plan Review currently considering a housing allocation in excess of 2,000 for the Melksham area for the Plan period; the 30 or 40% affordable housing allocation will probably meet the affordable housing need in the area; this doesn't mean that the NHP#2 can't contribute to this too

- It was noted by AECOM that there are a lot of four-bedroom houses in Melksham and Melksham Without (particularly in Melksham Without) which they believe needs to be balanced out a little with three and four bedroom houses but smaller units as well.
- It was also noted by AECOM that there has been a substantial growth in the population of older people in the NHP area meaning that there was a need for a more substantial number of supported living/extra care houses. These would be better placed in more accessible locations such as the town centre or on brownfield sites.
- AECOM had been asked to look at distinct requirements for Melksham & Bowerhill (principal settlement) and also Shaw & Whitley (large village) as these have separate designations in the Core Strategy/Local Plan. There is a greater proportion of owner occupation, and less affordable housing. in Shaw & Whitley.

Chris Holden was advised that developers can pay off Wiltshire Council to avoid having to build affordable housing but this was refuted, and was advised that developers may argue that a policy is not viable.

Shirley McCarthy asked whether it was common to suggest in a HNA that a town might like to take more older peoples' housing than needed. Vaughan explained that all strategic housing figures are driven by Government expectation towards meeting future Government growth targets, which applies to Melksham. There is no immediate answer regarding anticipated numbers of older people. However, it must be recognised that older people do fuel the economy and so needs must be balanced.

It was noted by Councillor Pafford that it would be necessary to bear in mind the pressure of demand for specialist care for older people when considering housing provision and that demand might come from outside the NHP area.

Vaughan reminded the Steering Group that the primary aim of the NHP would be to focus on what the community needed or on what would improve lives. Strategic issues would be Wiltshire Council's responsibility. The Steering Group needed to make sure that the NHP did its job by

taking account of local statistics and using an evidence-based approach from the HNA. In addition, the Local Housing Needs Survey had been undertaken and its result also reported in the HNA; which provided local feedback on what local housing needs were. He felt that Planning shouldn't be too parochial as people did move around meaning that new people would come to the town and add to its vitality. He explained that even AECOM's statistics would have to be extrapolated. Vaughan requested that the Steering Group approved the report with any requested amendments. Once approved, the report could be used as an evidence base for the needs of the NHP. It could also be published by MTC and MWPC as a response to speculative planning applications.

The MWPC Clerk put the matter into context by explaining that the current Reserved Matters planning application for Semington Road was for predominantly four and five bedroom houses. It had been explained that three bedroom houses were needed but this couldn't be proved; but now this evidence was available. Again, with the proposed development at Upside (Station Yard), the developers were asking about whether flats should be for older people or younger people, which the HNA could help to determine.

Councillor Richard Wood commented that the HNA may force Wiltshire Council to consider the need for bungalows on new developments such as Land East of Semington Road.

It was noted that the Housing Task Group had already reviewed and made comment on the HNA, with the resulting report as a result of amendments suggested.

**Resolved:**

1. To accept the Housing Needs Assessment report subject to an amendment to paragraph 61 stating that the housing numbers are a requirement on the area, and not a housing need/choice.
2. To publish the final HNA report, subject to the amendment above, as part of the evidence base, now, ahead of the Regulation 14 consultation.

**b) Protecting valued local green space**

Vaughan explained that Katie had been working with members of this task group.

John Hamley confirmed that the task group had been asked to identify 60/70 sites against five characteristics and measure their acreage. About 50% of the work had been completed. However, an understanding of the sites was needed, and no-one had put their names forward to look at the outstanding

sites on the list. Once all the sites had been considered, James from Place Studios would decide if more information was needed. A software issue also needs to be resolved.

The MWPC Clerk explained that 180 sites had been put forward by the public. These had been whittled down to about 55 as some hadn't met the required criteria. It was agreed that the two councils would coordinate work on the missing sites and identify the outstanding landowners.

Vaughan confirmed that the quality and robustness of the evidence gathering for these was imperative for sound designations in the NHP. Landowners will have a specific opportunity when they will be contacted to confirm or object to their land being designated, and will have that opportunity to do so all the way up to Examination stage. They also are able to make a legal challenge if they feel that the process has not been done properly, so it's important that the process and evidence assessments are done thoroughly at all stages of the process. The chosen sites would feed into draft Neighbourhood Plan at Regulation 14 consultation stage.

### **c) Green Gap Designation (new)**

#### **i) To review and approve brief to AECOM**

Vaughan explained that an opportunity to carry out this piece of work had arisen and good progress had been made since this new piece of work being brought on stream at the last Steering Group meeting. This was as a result of comments by the Planning Inspector for the appeal hearing for the site to the rear of Townsend Farm (Planning Application: 20/07334/OUT) that there was no Green Gap policy in NHP#1.

This policy is all about the prevention of coalescence of one distinct settlement with another. It gives land a "green belt" like quality, but doesn't stop the building of house extensions or small developments, or even farming, but does stop substantial changes. It's for very defined pieces of land.

The policy is not that difficult; however, the key is to get right evidence base undertaken meaning that the proposed brief needs to be sound and therefore the work must be completed by a qualified landscape architect. This service has been hopefully secured with AECOM via the Locality Technical Support. This is a bit of a windfall, as when the process with AECOM was started it was thought to be an add on, paid for, piece of work; there will be a small fee for the co-ordination work undertaken by Place Studio.

Members were directed to the Brief for the work by AECOM that was previously circulated in agenda packs; for validation this evening by the Steering Group. This did not include a set methodology as there are several ways to do this, and this is to be determined by AECOM undertaking the work. Various potential green gaps had been identified to inform process. The gaps would stop Melksham coalescing with Bowerhill, Berryfield, Beanacre, Semington, and also maintain separation between Shaw and Whitley.

Discussion took place about extending the proposed green gap between Bowerhill and Melksham into the site where an application had been made, and refused, for 240 houses (Planning application 20/08400/OUT Land South of Western Way).

It was also mentioned that the land to the east of the A350 between the A350 and the old Christie Miller site may be suitable for industrial development and has previously been submitted by MWPC and the Steering Group as such in previous Wiltshire Council consultations.

Councillor Ellis mentioned that any possible conflict between housing required for the Canal Link project and the landscape gap work mustn't be overlooked.

It was confirmed by Vaughan that the green gaps/ flood plain on either side of the river Avon wouldn't qualify as landscape gaps as they weren't situated between one defined settlement and another.

Vaughan reminded members that gathering evidence wouldn't force the Steering Group into a decision and that it would be advisable to consider more sites rather than less. AECOM would then assess all the proposed sites and decide which did and didn't qualify.

**Resolved:** to approve the landscape gap brief for AECOM with the amendment to include the two fields in between Bowerhill and Melksham in the scope of works.

#### **d) Further addressing climate change**

Shirley McCarthy provided an update on the task group's work explaining that the task group members had looked at other NHPs, adapted these appropriately and relooked at NHP#1. She explained that Cornwall was a very progressive county and that although their topography and types of renewables were slightly different, they had been useful to crib. Unfortunately, they couldn't wait for the Chippenham NHP to use some of their ideas as they had only just gone to consultation and so had not yet been through the Examination stage. She mentioned that Katie's research had unearthed an adventurous form of words meaning that it may be possible to go beyond building regulations.

Vaughan advised that good progress has been made on reviewing the Plan, with the policy updates currently being drafted by Katie at Place. This group was working to the programme and this was useful as many of the climate change policies were cross cutting against other aspects of the Plan review.

On being questioned about the validity of a policy insisting on the building of all houses with south facing roofs and solar panels Vaughan explained that this could be encouraged through design codes but may be restricted by building regulations and legislation depending on the location.

Wiltshire Councillor Sankey arrived at 19.59

#### **e) Planning for future vitality of the Town Centre**

##### **i) To review and approve the Town Centre Master Plan brief produced by AECOM**

The current NHP has a Town Centre policy to protect its vitality and character and includes edge of centre development within 300 metres. There is also a Priority Statement that has a commitment to produce a Town Centre Master Plan.

There had been significant change since NHP#1 was made, due to the opening of the Melksham Campus building. It was noted that the Blue Pool and the library were now empty, and that Melksham House would soon become available. Changes of land use and regeneration opportunities within the town centre could also be a possibility, with the Town Centre Master Plan the ideal vehicle for these. Vaughan advised that he was seeking the agreement of the Steering Group and MTC to advance the Master Plan, which was being undertaken by AECOM as part of the Locality Technical Support package; as detailed in the brief/contents page previously circulated in the agenda pack. This has been reviewed by the Town Centre Task Group.

Vaughan provided some background information advising that there were a distinct vision and objectives for the town centre. Different qualities were involved in town centre place making. Important factors were:

- vitality of the economy, ensuring that buildings and public spaces were used appropriately for the sustainable future of the town,
- culture and identity and the need to find out why people want to come to Melksham,
- townscape and heritage taking advantage of the fantastic conservation area.



- the need for sustainability and to minimise the need to travel – trying to achieve a maximum 20-minute journey
- ensuring quality of access, inclusion and safety for the elderly and disabled.

AECOM will produce a master plan comprising words and maps for planning and projects. The master plan will look at land uses, vacant sites, and under used spaces to stimulate the vitality of the town. Consideration will also be given to flexible and affordable workspace.

Decisions could be made re the library and the car park as these are on the Call for Sites list put forward by Wiltshire Council. The other important area for consideration is the “Cluster” area around the Campus – Blue Pool, the Assembly Hall, and Melksham House. AECOM will look at harnessing those buildings and sites in the ‘civic quarter’ of the town. The report will provide quick wins and longer-term opportunities. These options don’t have to be used; allocations don’t have to be made; it could just be recommendations/aspirations. It was noted that Vaughan and the MWPC & MTC Clerks had recently met with Wiltshire Council and they have agreed to collaborate with the NHP Group to bring forward the future and vision for their sites. Vaughan will be insisting that AECOM weave in community engagement as part of the Master Plan process.

Shirley McCarthy reminded members of the need to try and disturb the earth as little as possible when building as soil is a great carbon store. She commented that developers should try to adapt buildings rather than knock them down and start again. Vaughan agreed that this could be included under considerations for sustainability.

**Resolved:** to approve the brief produced by AECOM.

**ii) Car Park Review – To provide feedback on scope brief, to agree status of this review evidence document, to agree further consultation with stakeholders**

Vaughan explained that an important part of the town centre offer, and a large part of its land use, is car parking, and analysing the current and future needs of car parking, in the context of the town centre being attractive and increasingly more sustainable is an important part of the Master Plan.

Car parking was a controversial topic and therefore this piece of work has been ringfenced as a distinct piece of work. AECOM have agreed to complete the Car Park Study as a free bolt on to the Town Centre Master Plan.

Vaughan had put together a brief for this piece of work, which used examples of working car park studies elsewhere in the country, particularly for market

towns; and it was for the Steering Group to decide if they would like to proceed with a Car Park Study.

Discussion took place about the location of car parks in the town. The general consensus was that the main car park is in the wrong place for current times as it draws traffic into roads where the desire is for traffic to be reduced. It was agreed it would be preferable for the town's car parks to be on the outskirts of the town centre but accessible by public transport. It was suggested that the Lowbourne car park and library site could become the main car park for the town. The audit will be useful to see which car parks are underused etc.

Vaughan explained that this could be an opportunity for AECOM who can consult and engage with stakeholders and consider out of town car parking.

**Resolved:** to proceed with this piece of work and approve the Car Park Study brief produced for AECOM.

Members agreed an extension to the meeting for an additional 15 minutes; until 8.45pm.

#### **f) Protecting our local heritage**

A quick update was given on this work due to the limited time left in the meeting, with no decisions to be made by the Steering Group. The task group were looking in detail at the sites put forward by the public consultation in June on non-designated heritage assets. Some 14 sites were put forward, which are considered to have historic importance but are not Listed. Like the green spaces piece of work, an assessment process is being undertaken and landowners will need to be informed; the shortlisted sites will go into the draft Plan for the Regulation 14 formal consultation.

#### **g) Strengthening locally Distinctive Design Policy (Guide/ Code)**

##### **i) To review and approve brief produced by AECOM.**

In NHP#1 there are already design policies and a snapshot Character Appraisal statement which provided characteristics for different areas of town and the villages in Melksham Without. The design guide and code work for the whole NHP area will build on this with more detailed work. The next stage would be to take the brief forward to the next level involving more detailed consideration of national design guidance and criteria.

**Resolved:** to approve the brief produced by AECOM. Shirley McCarthy abstained and wished for that to be recorded.

**h) Ensuring that local priorities are addressed as the bypass project is developed**

Vaughan confirmed that the priority statements in the current NHP need to be brought up to date. Work will be undertaken through liaison with Wiltshire Council and the Wilts & Berks Canal Trust.

Following a meeting of the task group with Steve Wilson at Wiltshire Council, the MWPC Clerk confirmed that the Steering Group would have to wait for the Local Plan Review to see if Wiltshire Council intended to safeguard a route. No information had been forthcoming to enable consideration to be given to the M4 to Dorset A350 study being undertaken by Highways England. It was noted that therefore Wiltshire Council would not be submitting their Outline Business Case for this project until the Spring.

Steve Wilson had reviewed the Priority Statement, and felt it was fine moving forward, and could have most of the historic background information removed as no longer up to date for NHP#2.

**i) Ensuring that local priorities are addressed as the Melksham Canal Link project is developed**

It was confirmed that a meeting had been held with the local Wilts & Berks Canal Trust & Melksham Link Project Manager who were happy with the current priority statement. It was noted that a review of the draft policies would be carried out to ensure that all the policies complimented each other. They too were waiting the outcome of the Local Plan Review to see if their proposals were carried forward as Strategic Sites.

In answer to a query as to whether the NHP#2 housing allocation would include the Canal project's enabling development the MWPC Clerk advised that proposed developments to enable the Canal Link were numbering some 900 dwellings and so at that size of development would be a Strategic Site to be allocated by Wiltshire Council, and not the Melksham NHP.

**j) SEA (Strategic Environmental Assessment) – To review and agree the scoping document produced by AECOM**

Vaughan explained that any sites advanced through the NHP would have an environmental impact which would need to be mitigated. The best way of doing this would be to assess the sites through a strategic assessment which David Way had agreed was necessary. A scoping report had been prepared by AECOM with the purpose of looking at air quality, biodiversity, climate, flood, soil, landscape, and transport. AECOM would compare the current

situation with proposals and devise strategies to minimise impact. This would be needed before NHP#2 went to Regulation 14 consultation.

Councillor Pafford pointed out an error on page 64 where it was stated that Bath was approx. 10km to the east of the Neighbourhood area.

Shirley McCarthy reiterated her concern that any assessments should include reference to the need to avoid soil disturbance and agreed to provide the document referencing this to the MWPC Clerk.

Councillor Baines pointed out two errors on page 41 clause 6.6 where The Spa, Bath Road had been omitted and where it stated that Folly Lane was in Shaw not Whitley.

Vaughan confirmed that AECOM would review all the sites put forward and consider each site's environmental impact and mitigation strategies. This work needed to be done before the draft Plan can go out to consultation at Regulation 14 document. It was good that this work had commenced as policies can be fed into the process in a timely manner, with the site assessment work coming at the end of the programme.

**Resolved:** to approve the scoping document produced by AECOM with the amendments noted above.

#### **8. To agree next steps (work streams for Oct, Nov. Dec)**

All work streams would now be progressed following the approval of briefs this evening.

#### **9. To review Programme Dates**

The Steering Group noted the new dates published for the Local Plan Review, with the publication of the draft Plan at Regulation 19 stage delayed from Autumn 2022 to Quarter 2 2023.

#### **10. To approve Community Communications**

The MWPC Clerk explained that there was a lot of community engagement at the beginning of the Summer with several consultations undertaken, and that it would be useful to feedback to the public on the results of the engagement and the Next Steps. Councillor Sankey had fed back at the recent Area Board meeting and a written update had also been provided.

**Resolved:** to publicise the briefing prepared for the Area Board on the NHP mailing list, via social media, on the MWPC and MTC websites and in the Melksham Independent News.

**11. To consider policy request from Melksham Without Parish Council that annexes cannot be used as a separate dwelling in the future**

The MWPC Clerk requested the inclusion of the policy request in NHP#2 as MWPC ask for this as a condition in every planning application for a conversion/annexe.

Vaughan confirmed that to convert an annexe to a separate dwelling required new planning permission as a separate unit, but could look at putting something into NHP#2.

**12. To approve latest invoices and note current financial report.**

An invoice from Place for £5,156.00 (£6,187.20 including VAT) had been received and related to work undertaken on the Housing site selection and other work and included travel expenses. Apart from the travel expenses the rest of the invoice would come from the £10,000 Locality grant funding.

**Resolved:** to approve the payment of the invoice.

**13. To review Terms of Reference further to parish and town council review**

The MWPC Clerk stated that MWPC weren't happy with community organisation members being MTC and MWPC members as they believed that these members shouldn't be dual hatted as there could be a conflict of interest. She asked if this could be reviewed again and ratified by MTC.

**14. To review and approve Membership of the Steering Group**

The MWPC Clerk brought to members' attention that Colin Harrison was happy to continue as a Steering Group member, but to be transparent had pointed out that he represented the Chamber of Commerce which was no longer functioning. The Chair of BRAG had put himself forward to be a member of the Steering Group.

**Resolved:** to approve Mark Blackman, Chair of BRAG (Bowerhill Residents Action Group) and Colin Harrison of the former Melksham Chamber of Commerce as members of the Steering Group.

Councillor Baines wished his objection to a member of a residents' group being a member of the Steering Group to be noted.

**15. To agree date and venue of Next Meeting of Steering Group**

**Resolved:** The next Steering Group meeting to be held on 30 November at 6.30pm at the MWPC meeting venue.

Meeting closed at 8.50pm

Signed .....  
Chair, 30 November 2022

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**Sent:** 28 October 2022

**Subject:** Cycling in town - Health and Safety concerns

Dear Sirs,

There have been several letters in the MIN regarding cyclists on the pavements in Town. I don't know why this is a specific problem in Melksham but it appears to be. I know there are "dual use" pavements in Melksham, but these mostly stop as soon as cyclists get to Snowberry Lane. I have a copy of the "Connecting Wiltshire Cycle map" and it shows that none of the pavements in Town are dual use, except for a small section outside Coopers Tires, but this seems not to be known by cyclists, who continue to cycle on the very narrow pavement over the Town Bridge.

By far the most troubling spot is the High Pavement area where not only pedestrians, some perhaps partially sighted or elderly with mobility problems, have to negotiate street furniture they also have the added hazard of cyclists often coming up behind them at speed. I have indicated to several cyclists, young and old, that the pavement is restricted to pedestrians, only to be told on most occasions to F\*\*\* off.

I wonder if anything can be done. Perhaps for instance the Head of Oak School could advise his pupils that it is an offence to cycle on pavements that are not dual use. I completely avoid Spa Road between 3 and 4 p.m. unless I have a doctor's appointment, but why should pedestrians be made to feel like this. As we do not seem to have police patrols covering this, is it possible for Wiltshire or Melksham Council to have signs or white engravings on the pavements showing where dual cycling ends.

I fear if this is not done, there will be a serious accident one day.

Regards.

Resident  
Church Walk.

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# Agenda Item 9

Dear Town Council

I really need your help. I want to ask you to help me open a Ukrainian restaurant in Melksham. On Sunday I was at a wonderful parade and then we were invited for coffee. I saw a very beautiful and large room with a kitchen. I wanted to ask you to rent for 1 month (I know that this is a city building). because there are tables, chairs, a stove, a kitchen, an extractor hood, this is very important for a restaurant. I want to make a Ukrainian fast food family type restaurant there). Snacks and salads are on the table, and the buyer himself chooses what he wants to eat, and soup and hot dishes (meat, fish, porridge, potatoes) are issued on request. I want to order a big car with Ukrainian products and bring it to Melksham.

<https://youtu.be/69cAu63GfvY> please watch the video

A person enters a restaurant, takes a tray and puts the desired food on the tray. Opening hours of the restaurant: from morning to 16.00. To help Ukrainian refugees practice their English and make friends.

This is a fast food restaurant with natural food, there will also be cakes, drinks and alcohol

Home delivery of groceries. I have insurance and food safety certificate.

I saw a stage there, it will be possible to invite Ukrainian artists

if you follow the link you will be able to see a restaurant that operates in Ukraine

<https://instagram.com/baluvana.galia.kyiv?igshid=YmMyMTA2M2Y=>

In Ukraine, I have already concluded an agreement with a factory on the supply of frozen food to Great Britain. Ukraine and UK signed an agreement that goods do not need to be cleared at the border for 1 year.

With my sincere appreciation

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# Safer Food Handler

## Award **LV2**

[www.thesaferfoodgroup.com](http://www.thesaferfoodgroup.com)

This is to certify that

**Inna Tkachuk**

has been awarded

**Level 2 Award in Food Safety for Catering**

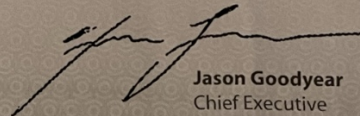
Awarded: **08/08/2022**

Grade: **Pass**

Centre: **EGB03032011**

Course reference: **SFHC**

Learner reference: **ES2HJ6RV**



**Jason Goodyear**  
Chief Executive  
Qualifi Ltd

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**Direct Line<sup>®</sup>**

## Confirmation of Public Liability Insurance

Policyholder: GALYA  
Business: Food / drink retail  
Policy number: 701486390  
Insurer: U K Insurance Limited  
Period of Insurance: From: 20 September 2022  
To: 1 September 2023

Indemnity Limit  
Public Liability £5m - for a single occurrence

Products Liability £5m - during a single Period of Insurance

Territorial limits Anywhere in the UK, Channel Islands and the Isle of Man

**Public Liability**

Cover operates anywhere in the Territorial Limits during the Period of Insurance.

**Products Liability**

Cover operates anywhere in the Territorial Limits during the Period of Insurance for any products supplied in or from Great Britain, Northern Ireland, the Channel Islands or the Isle of Man.

This document doesn't form part of the insurance contract between the policyholder and us. The insurance provided is subject to our policy terms, endorsements and conditions as set out in the policy booklet and schedule.

Correspondence Address: Direct Line Insurance, The Wharf, Neville Street, Leeds, LS1 4AZ. Direct Line insurance policies are underwritten by U K Insurance Limited. Registered office: The Wharf, Neville Street, Leeds LS1 4AZ. Registered in England and Wales No.1179980. U K Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registration number 202810. Calls may be recorded.

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