2025

MELKSHAM
TOWN COUNCIL

Economic Development & Planning Agenda

Tuesday 14th October 2025

Town Hall,
Market Place,
Melksham,
Wiltshire
SN12 6ES

01225 704187
towncouncil@melksham-tc.gov.uk
www.melksham-tc.gov.uk

MELKSHAM TOWN COUNCIL

Town Hall,
Market Place,
Melksham,
Wiltshire
SN12 6ES

CEO Miss Hayley Bell, Assoc CIPD, CertHE, FSLCC

01225 704187
towncouncil@melksham-tc.gov.uk

7th October 2025

Dear Councillors S Rabey, R Cleary, P Alford, P Aves, G Elson, A Griffin and C Stokes,

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of Economic Development & Planning Committee of Melksham Town Council for the transaction of the business shown on the agenda below.
Tuesday 14th October 2025, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 7ES.

The quorum for Economic Development & Planning is 4.

Public Participation.

Members of the public and the press may attend this meeting in person or join the meeting on teams via the following link https://tinyurl.com/4m8s7fkt . Public participation will take place near the start of the meeting.

Each speaker is limited to three minutes, with a total public session of 20 minutes. Members of the public are requested to send their question to CEO@melksham-tc.gov.uk by noon on the working day before the meeting. You should still attend the meeting, in person or online, to ask your question.

No decisions will be made on matters not already on the agenda. The Council may ask the public and press to leave if confidential matters need to be discussed.

The Seven Principles of Public Life.

All members are reminded of their duty under the code of conduct to uphold the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Yours sincerely,

Miss Hayley Bell – CEO

Economic Development & Planning Committee

The Committee will meet to consider all planning applications in the town.

Comments will be sent to Wiltshire Council as part of their consultation procedure. The aim is to use guidance contained in the National Planning Policy Framework, the Joint Melksham Neighbourhood Plan, planning legislation, Wiltshire Council's Core Strategy and Local Plan, Policy and Periodic Planning Guidance notes to preserve and enhance the town's character, whilst encouraging its commercial and social vitality. It will also consider the contents and desires laid out in the Neighbourhood Plan and Local Plan.

Where appropriate, planning applications submitted in the Parish of Melksham Without may also be discussed and commented on if relevant to the Town Council.

Highway issues raised for the Local Highways and Footpath Improvement Group (LHFIG), Emergency Planning and Flood Plans will also be managed by this Committee.

1. Membership: Seven elected members.

1.1. Invited officers relevant to planning and economic development, who will have no voting rights.
1.2. No business may be transacted at a meeting unless at least 50% of the whole number of members of the Committee, rounded up, are present.
1.3. Substitution of Members - Substitutes should be nominated by the Member of the Committee planning to be absent and notified to the Proper Officer in writing by 3pm on the day of the meeting.

2. Delegated Business: The Committee has delegated authority to deal with the following matters on an ongoing basis or to conclusion:

Planning

2.1 At meetings to consider all planning applications sent for consultation by Wiltshire Council.

2.2 To comment on behalf of the Town Council on planning applications having due regard to Town Council policy.

2.3 To delegate the power to the Town Clerk in discussion with the Town Mayor or Deputy Town Mayor, to make recommendations to Wiltshire Council on minor revisions

to applications for which there is insufficient time to call a planning committee meeting. The exercise of this power should be consistent with established practice and policy of the committee, where defined, and shall be reported to the next planning committee meeting.

2.4 To deal with requests for street naming.

2.5 To deal with consultation requests for street trading licences.

2.6 To deal with any matters pertaining to the Licensing Act 2003.

2.7 To refer all highway Issues through the relevant portal for the Local Highways and Footpaths Improvement Group (LHFIG).

2.8 To develop and manage all Emergency Plans.

2.9 To deal with Rights of Way, Bridle Ways, and Footpath matters.

2.10 To prepare draft comments for any consultations received by the Council.

2.11 To engage in pre-application consultations with developers.

2.12 To manage equipment within the area of its responsibilities and not under the control of any other committee.
2.13 To receive petitions and deputations from the public or any organisation.

Economic Development

2.14 To be responsible for recommending to Council key decisions and actions required in relation to the economic development of the town.

2.15 Approving and overseeing the delivery of any relevant service strategies which affect:

- economic development;
- investment in the town centre;
- to oversee and implement the Town Centre Master Plan;
- the establishment of external partnerships where they are relevant to the economic development of the town.

2.16 Approving and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of economic development.

Budget

2.17 To prepare, scrutinise and monitor the budget for the committee.
2.18 To approve expenditure within budget and to refer any requests for expenditure over budget to Full Council.
2.19 To approve expenditure within Ear Marked Reserves available to relevant projects for this committee.

3. Referred Business: To consider and make recommendations to the Town Council on the following matters:

3.1 Any other matters referred to the Committee by the Town Council.
3.2 All planning applications of a major strategic nature.
3.3 Consultations on any strategic plans produced by the Principal Authority, Wiltshire Council, such as Boundary Reviews, Local Development Framework, Local Plans or any such documents relevant to the town.
3.4 Budget estimates, to be prepared no later than October each year and submitted to the Finance, Administration and Performance Committee.

AGENDA

Economic Development & Planning

1. Apologies. **19.00 – 19.01**

To receive and consider acceptance for apologies and absences

(Local Government Act, 1972 s.85)

2. Declaration of interests. **19.01 – 19.02**

To declare an interest relating to the business of the meeting.

(Melksham Town Council Code of Conduct)

3. Minutes **19.02 – 19.05**

To receive the minutes of the previous meeting, 23rd September 2025

(Local Government Act 1972, s. 12)

4. Public participation **19.05 – 19.25**

To allow public participation, 3 minutes per person, 20 minutes allocation.

(Local Government Act 1972, s. 12)

5. Lowbourne Development **19.25 – 19.45**

To receive a presentation from Wiltshire Council

6. Planning Considerations

Planning Considerations Members to note that when responding to planning applications consideration should be given to the Melksham Joint Neighbourhood Plan, the Wiltshire Core Strategy and the National Planning Policy Framework (NPPF).

7. Planning Applications **19.45 – 20.00**

7.1 PL/2025/07423

PL/2025/07423 - Full planning permission
Address: Oakwood Van Hire, Bath Road, Melksham, SN12 6LP
Proposal: Change of Use of site for use as container storage (Use Class B8) (retrospective)
Respond By: 17 October 2025

7.2 PL/2025/07083

PL/2025/07083 - Full planning permission
Address: Beanacre Road Service Station, 84 Beanacre Road, Melksham, SN12 8AU
Proposal: Removal of existing jet wash, and air & screen wash machines, erection of jet washes, and associated forecourt works.
Respond By: 17 October 2025

7.3 PL/2025/07391

PL/2025/07391 - Approval of reserved matters
Address: Land South of Western Way, Melksham, Wiltshire
Proposal: Reserved Matters (appearance, landscaping, layout and scale) for 210 residential dwellings (Use Class C3), along with associated open space, landscaping, and parking, pursuant to Condition 2 of Outline Planning Permission ref. PL/2022/08504.
Respond By: 24 October 2025

7.4 PL/2025/07413

PL/2025/07413 - Householder planning permission
Address: 5 Farmhouse Court, Melksham, SN12 6FG
Proposal: Installation of 29 Solar Panels on Front and Rear Roof
Respond By: 28th October 2025

8. Planning Decisions 20.00 -20.05

8.1 PL/2025/05429

PL/2025/05429 - Wiltshire Council R3
Address: Melksham Community Campus, Market Place, Melksham, SN12 6ES
Proposal: Installation of a car park solar PV canopy located within Melksham Campus' customer car park
Decision Date: 08 September 2025
Decision: Approve
MTC Decision: No objection

8.2 PL/2025/03269

PL/2025/03269 - Lawful development: Existing use
Address: Oakwood Storage, Old Gasworks, Melksham, Wiltshire, SN12 6LP
Proposal: Certificate of lawfulness for existing use of site for open storage
Decision Date:26 September 2025
Decision: Refuse
MTC Decision: No objection

8.3 PL/2025/06820

PL/2025/06820 - Householder planning permission
Address: 14 PHILIP CLOSE, MELKSHAM, SN12 7AP
Proposal: Proposed single storey side extension
Decision Date:29 September 2025
Decision: Approve with Conditions
MTC Decision: No objection.

8.4 PL/2025/07169

PL/2025/07169 - Prior notification: Demolition
Address: COOPER TIRE AND RUBBER COMPANY EUROPE LTD, BATH ROAD, MELKSHAM, SN12 8AA
Proposal: Demolition of existing buildings at the former Cooper Tire and Rubber Company Site, with the exception of Avon House and its associated listed assets such as gate posts and railing which are to be retained
Decision Date:30 September 2025
Decision: Prior Approval Granted

9. Proposed application under section 116, Highways Act 1980 20.05 -20.15

To consider a response to a request for Wiltshire Council to apply to extinguish highway rights.

10. Temporary Road Closure 20.15 -20.20

10.1 A342 (Part) and C250 (Part), New Road, Bromham (07.12.2025)

To note

11. Parish Steward **20.20 -20.30**

To consider jobs for the Parish Steward.

Next due in Melksham 11th-13th November 2025.

12. PL/2024/10345 **20.30 – 20.40**

For discussion and decision on proposals in the application affecting Melksham Town.

13. Items to Note **20.40 -20.50**

13.1 Road Signage.

To note the following email exchange between the CEO/Town Clerk and Wiltshire Highways.

CEO/Town Clerk 22nd September 2025

I am writing to kindly request that the trees and white rose bushes near the entrance signage into Melksham be cut back. The overgrowth is currently obstructing visibility of the sign, which is important for both visitors and general traffic awareness.

We would really appreciate your support in arranging for this maintenance to be carried out at your earliest convenience to help keep the area safe and welcoming.

Thank you in advance for your attention to this matter.

Highways 22nd September 2025

In your mail below you make mention of trees and white rose bushes currently obstructing an entrance sign into Melksham. Please can you let me know the location of that sign, if it is a single unit. If it is the welcome to Melksham sign on the Semington bypass (heading North) then our tractor is currently clearing that vegetation.

One of our tractors is currently working through visibility corridors for a number of directional signs, across the entire Melksham Area Board, and this includes those shown in the photo's that were attached to the mail. The single weight limit sign is only marginally obstructed and you could task the Parish Steward with pole sawing off that branch during his three, or four, day visit to Melksham Town.

13.2 Licencing Application

To note that the application for a premises licence at the former Avon Tyres site has been withdrawn.

13.3 Public Telephone Box

To note that the CEO has contacted BT about the condition of the Market Place Telephone Box and received the following reply.

“I have raised a job for the engineer to attend and repair the two broken cross members and replace the glass, the paint condition doesn’t look to be that bad but while on site he will take extensive photos and send these to the regional field officer for review.”