2025

MELKSHAM
TOWN COUNCIL

Economic Development & Planning Agenda

Tuesday 13th January 2026

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

6th January 2026

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 13th January **2026,** 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/5rxk8y2z 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 approve the minutes of the previous meeting, 16th December 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. 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).

6. Planning Applications

To comment on the following planning applications

6.1 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: 26/01/2026

7. Planning Decisions

To note the following planning decisions

7.1 PL/2025/08689

PL/2025/08689 Consent under Tree Preservation Orders
Address: Berkeley House Longleaze Lane Melksham SN12 6QJ
Proposal: T001. Turkey Oak. Reduce lowest branch to east over Cicely Grove gardens by 1-2 metres to good growth points as feasible.
Decision Date: 10 December 2025
Decision: Approve with Conditions
MTC Decision: No objection

7.2 PL/2025/08849

PL/2025/08849 - Householder planning permission
Address: Butlers Quarter, Longleaze Lane, Melksham, Wiltshire, SN12 6QJ
Proposal: Proposed pair of garden pergolas
Decision Date: 19 December 2025
Decision: Approve with Conditions
MTC Decision: No objection.

7.3 PL/2025/08584

PL/2025/08584 - Householder planning permission
Address: 8 Gladstone Road, Melksham, SN12 7GZ
Proposal: Installation of air source heat pump to side elevation of dwelling
Decision Date: 16 December 2025
Decision: Approve with Conditions
MTC Decision: No objection

7.4 PL/2025/08572

PL/2025/08572 - Listed building consent (Alt/Ext)
Address: 4 Farmhouse Court, Melksham, Wiltshire, SN12 6FG
Proposal: Rebuilding of a collapsed section of curtilage-listed garden wall, along with repointing and repair of standing sections of the same wall
Decision Date: 19 December 2025
Decision: Approve with Conditions
MTC Decision: No objection

7.5 PL/2025/08573

PL/2025/08573 - Householder planning permission
Address: 4 Farmhouse Court, Melksham, Wiltshire, SN12 6FG
Proposal: Rebuilding of a collapsed section of curtilage-listed garden wall, along with repointing and repair of standing sections of the same wall
Decision Date: 19 December 2025
Decision: Approve with Conditions
MTC Decision: No objection

8. Local Highways and Footpaths Improvement Group (LHFIG) Issues

8.1 Union Street (Speed Review)

8.2 Union Street (Parking)

8.3 Market Place and Crown House

9. Temporary Road Closure

9.1 C212 (Part), Broughton Gifford (02.02.2026)

9.2 Dunch Lane (Part), Melksham (12.01.2026)

10. Proposed extinguishment of footpath MELK103-Initial consultation

To consider making a submission. An extension of time to reply has ben agreed.

11. Notification of Date and Venue for Appeal

To note the appeal in PL/2024/10674

12. Parish Steward

To consider jobs for the Parish Steward.