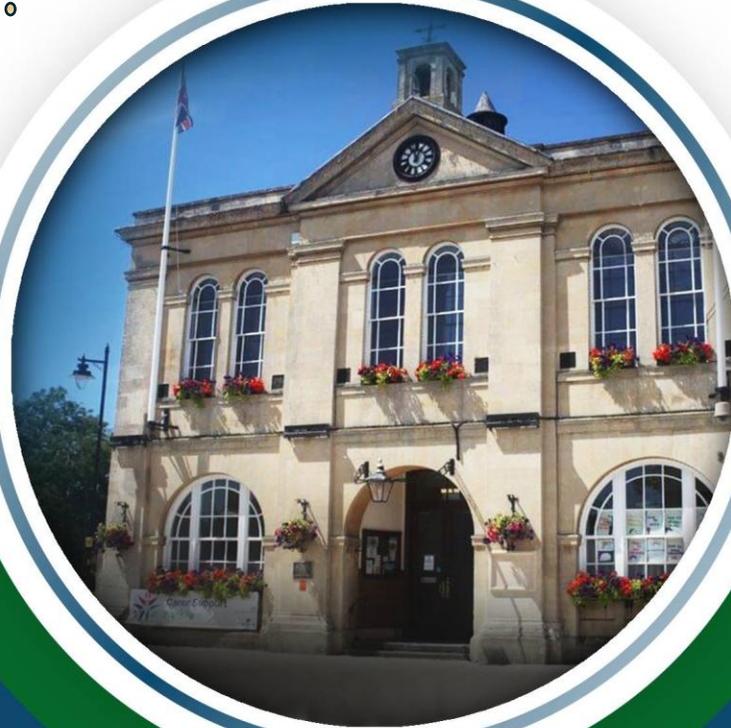


2025



MELKSHAM TOWN COUNCIL

o



Economic Development & Planning Agenda

Tuesday 3rd February 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

Wednesday 28th 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 3rd February **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/3fnmtavx> . 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, Tuesday 13th January 2026

(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. Bus Shelters

For decision.

To receive Initial Bus Shelter Condition Report.

To discuss next steps.

To further discuss the request for a new shelter on Lowbourne originally requested and considered in May 2025.

[Link to agenda 20th May 2025](#)

[Link to minutes 20th May 2025](#)



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

To comment on the following planning applications

7.1 PL/2025/09561

[PL/2025/09561](#) - Full planning permission

Address: Antico Cafe, 6a Littlebrook Centre, Bath Road, Melksham, SN12 6LP

Proposal: Retrospective application for the erection of an open covered platform for outdoor seating area

Respond By: 13 February 2026

7.2 PL/2026/00259

[PL/2026/00259](#) - Consent under Tree Preservation Orders

Address: 46 King Street, Melksham, SN12 6HG

Proposal: Atlas Cedar - Reduce by 10-15%

Respond By: 5 February 2026

7.3 PL/2026/00500

[PL/2026/00500](#) - Notification of proposed works to trees in a conservation area

Address: 9 Church Walk, Melksham, SN12 6LY

Proposal: T1 Cherry - Reduce by 1/1.5m to suitable pruning points. T2 Fig - Reduce by 1/1.5m to suitable pruning points.

Respond By: 18th February 2026

7.4 PL/2026/00501

[PL/2026/00501](#) - Notification of proposed works to trees in a conservation area

Address: 7 Church Walk, Melksham, SN12 6LY

Proposal: T1 Hazel - Coppice at 3m ABL. T2 Cherry - Reduce by 1/1.5m to suitable pruning points.

Respond By: 18th February 2026

7.5 PL/2025/09780

[PL/2025/09780](#) - Outline planning permission: Some matters reserved

Address: Land to north of the A3102, Melksham, Wiltshire

Proposal: Outline planning application for the construction of 295 homes; public open space including formal play space and allotments; sustainable drainage systems and associated infrastructure; a 100 place nursery and access points for pedestrians and cyclists. All matters are reserved except for access, the principal point of access is to be provided from a new northern arm onto an improved arrangement of the Eastern Way/A3102 roundabout junction and an emergency access onto the A3102.

Respond By: 27th February 2025

8. Planning Decisions

To note the following planning decisions

8.1 PL/2025/05841

[PL/2025/05841](#) - Full planning permission

Address: 28 Church Walk, Melksham, SN12 6LY

Proposal: Removal of existing unauthorised rear extension and installation of a 4 metre wide sliding vehicle gate to the rear garden, retaining the existing pedestrian gate. Creation of a permeable gravel hard standing parking area within the rear garden.

Decision Date: 8 January 2026

Decision: Approve with Conditions

MTC Decision: No objection.

8.2 PL/2025/09137

[PL/2025/09137](#) - Householder planning permission

Address: 22 Church Walk, Melksham, SN12 6LY

Proposal: Proposed new single storey garage in location of former garage.

Decision Date: 7 January 2026

Decision: Approve with Conditions

MTC Decision: No objection.

8.3 PL/2025/07875

[PL/2025/07875](#) - Householder planning permission

Address: 31 Methuen Avenue, Melksham, SN12 7AJ

Proposal: Front and rear ground floor extensions

Decision Date: 9 January 2026

Decision: Approve with Conditions

MTC Decision: No objection.

8.4 PL/2025/09135

[PL/2025/09135](#) - Removal/variation of conditions

Address: Shurnhold Farm Business Park, Shurnhold, Melksham, SN12 8DF

Proposal: Variation of condition 4 of W/07/01369/FUL to amend the approved opening hours

Decision Date: 14 January 2026

Decision: Approve with Conditions

MTC Decision: No objection

9. Parish Steward

To note and discuss. Wiltshire Council's proposed budget includes an £800000 reduction in Parish Steward funding.

For decision. Requests to the Parish Steward.



Melksham Town Council

Minutes of the Economic Development & Planning Committee

on Tuesday 13th January 2026

PRESENT: Councillor S Rabey
Councillor P Alford
Councillor P Aves
Councillor G Elson
Councillor A Griffin
Councillor C Stokes

IN ATTENDANCE

OFFICERS Andrew Meacham Committee Clerk

PUBLIC 5 members of the public were present and 1 member of the public was present virtually

The meeting was late starting due to members being involved in other meetings that started at 18:00.

218/25 Apologies

There were no apologies

219/25 Declaration of Interest

There were no declarations of interest.

220/25 Minutes

The minutes of 16th December 2025, having been previously circulated, were approved as a correct record and signed by the Chair Councillor Rabey.

221/25 Public Participation

Members of the public spoke on the history and issues that they wished the committee to take into account when considering items 8.1 and 8.2. giving some history and commenting on the current situation, including increased car ownership, use of the road and resident parking fees.

222/25 LHFIG Union Street (Parking)

This item was advanced up the agenda. Standing Orders were suspended to allow a resident to speak and then reinstated.

It was agreed, with the agreement of the requestor Councillor J Westbrook, to extend the request to include those residential properties on Lowbourne that do not have access to off-street parking.

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

UNANIMOUSLY RESOLVED to support the request and refer it to LHFIG.

223/25 LHFIG Union Street (Speed Review)

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

UNANIMOUSLY RESOLVED to support the request and refer it to LHFIG.

224/25 Proposed Extinguishment of Footpath MELK103

Standing Orders were suspended to allow the applicant to speak and then reinstated.

It was the view of the meeting that there were alternative, safer routes and the footpath was no longer needed. There was some concern about how and by who the area would be maintained if the footpath is extinguished.

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

UNANIMOUSLY RESOLVED not to object to the application for the reasons stated.

225/25 PL/2025/07083

It was noted that there had been an increase in planting.

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

UNANIMOUSLY RESOLVED to make no further comment.

226/25 PL/2025/08689

The decision was noted.

227/25 PL/2025/08849

The decision was noted.

228/25 PL/2025/08584

The decision was noted.

229/25 PL/2025/08572

The decision was noted.

230/25 PL/2025/08573

The decision was noted.

231/25 LHFIG Market Place and Crown House

It was agreed, with the agreement of the requestor Councillor Griffin, that items 5 & 6 be removed from the proposal.

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

UNANIMOUSLY RESOLVED to support the request and refer it to LHFIG.

232/25 Temporary Road Closures

The closures were noted.

233/25 Appeal Against Planning Decision in PL/2024/10674

The date and venue was noted.

234/25 Parish Steward

A350 underpass.

Councillor Stokes raised the issue of empty Salt Bins.

Meeting closed at: 20:30

Signed

Dated

Bus Shelter Condition Report 2026

This report provides a professional assessment of bus shelter conditions across the inspected locations. Each section corresponds to a photographed shelter and includes observations on structural condition, cleanliness, amenities, and any recommended attention.

Eastern Way North

what3words: packet.kidney.unionists

The bus shelter at Eastern Way North is in good overall structural condition. The shelter is intact and serviceable, with timetable information clearly displayed for passengers. However, there is no litter bin provided, which may contribute to future cleanliness issues. Additionally, the shelter is not equipped with lighting or a notice board, limiting passenger comfort and access to service information during low-light conditions.

Church Lane Forest

what3words: narrowest.sushi.spokes

This shelter remains structurally sound and functional. The perspex panels have become opaque over time, likely due to weathering and cleaning processes, which reduces visibility and overall appearance. There is no bin or lighting present, which detracts from passenger convenience. Despite these issues, the shelter remains usable and undamaged.

Lowbourne Buds

what3words: awards.confronts.daydream

The shelter at Lowbourne Buds is in good condition with no visible damage to the structure or panels. Seating and shelter components appear well maintained. No litter bin is installed at this location, which may lead to waste accumulation if not monitored.

Spa Road West

what3words: dwarf.locating.sharpens

The perspex panels at this shelter have become opaque, affecting transparency and visual appeal. With appropriate polishing or treatment, the panels may improve significantly. There is currently no litter bin or notice board provided. Structurally, the shelter appears sound and fit for continued use.

Snowberry Lane East

what3words: statement.labels.copes

This shelter shows signs of surface wear, with perspex panels that are opaque and marked with adhesive residue. The residue should be removed to improve appearance and cleanliness. No bin is present at this location. The structure itself remains intact and functional.

Market Place North

what3words: lows.manly.reception

The Market Place North shelter is in good condition and well equipped. The structure is undamaged, and the real-time information board is operational. A litter bin is provided and appears adequate for the location. No immediate maintenance issues were identified.

Market Place South

what3words: trees.sadly.orbited

This shelter is structurally sound and benefits from both a real-time information display and a litter bin. Notices and stickers are present and should be removed to improve appearance. Aside from minor cosmetic attention, the shelter is in good working order.

Bath Road North

what3words: changes.articulated.proclaims

The shelter requires cleaning to address graffiti and sticker residue on surfaces. A litter bin is provided, which supports site cleanliness. Structurally, the shelter is in acceptable condition, but cosmetic maintenance is recommended to restore a professional appearance.

Bath Road South

what3words: cliff.snippet.lamplight

This shelter is in good overall condition with no visible damage. A litter bin is provided, and no graffiti or significant cleanliness issues were observed. No immediate maintenance actions are required.

Avon Side

what3words: forensic.snowballs.medium

The perspex panels at Avon Side are heavily weathered, opaque, and generally dirty, with widespread adhesive residue across surfaces. The shelter appears grimy and would benefit from a thorough deep clean or potential panel replacement. There is no litter bin provided at this location.

Round Ponds

what3words: steamers.doctor.snatched

The shelter at Round Ponds is in good condition, with no structural damage noted. Seating and panels are intact and serviceable. No litter bin is present, which may impact cleanliness over time.

George Ward, Dunch

what3words: classmate.cobras.creamed

The shelters in this location are structurally undamaged. However, the perspex panels have become opaque due to repeated use of graffiti removal products and general weathering. There is also evidence of algae growth on the seating, which should be cleaned to maintain hygiene and appearance.

Granville Road

what3words: attend.ooze.movement

This shelter is in poor condition compared to other inspected sites. Two perspex panels are missing, while the remaining panels have become opaque. Graffiti is present, two seat covers are missing, and there is visible weed growth around the shelter. Multiple maintenance actions are required to restore functionality and appearance.

Longford Road

what3words: swordfish.global.disbelief

The shelter at Longford Road is in good condition with no apparent damage. All components are intact and serviceable. No litter bin is installed at this location.

Blackmore Road

what3words: spans.hails.slowly

This shelter is in good overall condition and appears well maintained. No graffiti or damage was noted during inspection. A litter bin is not provided at this site.

Old Broughton Road

what3words: selection.younger.duplicate

This is an older-style shelter without seating and is located on private property. Despite its age and limited facilities, the shelter is in good overall condition and remains structurally sound.



Eastern way North



Church lane Forest



Lowbourne Buds



Spa Road West



Snowberry lane East



Market place north



Market place south



Bath road north



Bath road south



Avonside



Roundponds



George ward Dunch



Granville road



Longford road



Blackmore road



Old Broughton road