



Planning

Agenda for 23/06/26 @ 19:00

melksham-tc.gov.uk/meetings



Melksham
TOWN COUNCIL



Melksham
TOWN COUNCIL

Tuesday 16 June 2026

Dear Councillors S Rabey, R Cleary, P Alford, P Aves, A Griffin, J Oatley and C Stokes

Ref: Planning Meeting, Tuesday 23 June 2026

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of the Planning Committee of Melksham Town Council for the transaction of the business shown on the agenda below.

Tuesday 23 June 2026, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 6ES.

The quorum for 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/n9nfx7ep> . 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 questions 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



Planning Committee Terms of Reference

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 and volunteers to enable events to be run, who have 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 been delegated 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

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 2 June 2026
(Local Government Act 1972, s. 12)
4. **Public participation** 19.05 – 19.25
To allow public participation, 3 minutes per person; 20-minute allocation.
(Local Government Act 1972, s. 12)
5. **Presentation on Proposed Development in Berryfields**
To receive a presentation from representatives of Bellway Homes.
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/2026/03005](#) – Full planning permission

Address: Project SEMH, Station Approach, Melksham, SN12 8BN

Proposal: Change of use from Class E (offices) to a combined use of class E(offices) and F1 (Learning and Non- Residential Institutions)

Respond by: 24 June 2026



- 7.2 [PL/2026/02966](#) – Outline planning permission: Some matters reserved

Address: Blackmore Farm, Sandridge Common, Melksham, SN12 7QS

Proposal: Outline planning application for the erection of up to 275 dwellings (including affordable housing), associated infrastructure, landscape and biodiversity enhancements, with all matters reserved except for the main access from Sandridge Common

Respond by: 26 June 2026
- 7.3 [PL/2026/02295](#) – Full planning permission

Address: 3 St Margarets Gardens, Melksham SN12 7BT

Proposal: Construction of an extension to children's nursery and alteration to front boundary fence to provide additional parking provision

Respond by: 30 June 2026
- 7.4 [PL/2026/02205](#)– Full planning permission

Address: Asda, Bradford Road, Melksham, SN12 8LQ

Proposal: Change of use of part of an existing car park associated with ASDA to car sales and the erection of a standalone office building for car purchasing.

Respond by: 3 July 2026
- 7.5 [PL/2026/02752](#)– Removal/variation of conditions

Address: Land North of Melksham Substation, Near Melksham, Wiltshire

Proposal: Variation of Conditions 3, 4, 5, 8, 10, 11, 12, 15, 16, 17, 18, 20 of 20/06840/FUL - Construction of a solar farm and battery storage facility together with all associated works, equipment and necessary infrastructure

Respond by: 2 July 2026
- 7.6 **PL/2026/03323**– Notification of proposed works to trees in a conservation area

Address: 3 Church Walk, Melksham, SN12 6LY

Proposal: T1 - Moribund Cherry tree - fell to ground level T2 - Maple tree - pollard at previous point to manage size due to proximity to building

Respond by: 23 June 2026



7.7 [PL/2026/01093](#) – Full planning permission

Address: Bowls Club, Melksham House, 27 Market Place, Melksham, SN12 6ES

Proposal: Erection of a 2-metre-high fence to the South, East and West perimeters with the construction of a concrete ramp to provide wheelchair access.

Respond by: 18 June 2026

8. Planning Decisions

To note the following planning decisions

8.1 [PL/2024/11426](#) – Outline planning permission: All matters reserved

Address: Land to the South of A365 Bath Road and West of Turnpike Garage, Melksham, Wilts

Proposal: Construction of warehouse with office space, parking and associated landscaping including site access

Decision date: 26 May 2026

Decision: Approve with Conditions

MTC decision: Sympathetic to concerns of residents but no objection on basis of employment benefits. Requested conditions to mitigate effect on residents.

8.2 [PL/2026/01021](#) – Listed building consent (Alt/Ext)

Address: 42 Shurnhold, Melksham, SN12 8DG

Proposal: Demolition of existing single storey rear lean-to extension and replacement with a new single storey extension. Inclusion of a first floor WC with conservation roof light and like-for-like refurbishment of existing main roof (front and rear).

Decision date: 4 June 2026

Decision: Withdrawn by applicant

MTC decision: No objection



8.3 [PL/2026/00859](#) – Householder planning permission

Address: 42 Shurnhold, Melksham, SN12 8DG

Proposal: Demolition of existing single storey rear lean-to extension and replacement with a new single storey extension. Inclusion of a first floor WC with conservation roof light and like-for-like refurbishment of existing main roof (front and rear).

Decision date: 4 June 2026

Decision: Withdrawn by applicant

MTC decision: No objection

8.4 [PL/2025/05862](#) – Listed building consent (Alt/Ext)

Address: Lavender House, 34 Church Walk, Melksham, SN12 6LY

Proposal: Proposed conversion of south side store to home office, new drain covers and connections, gutter replacement, replacement of windows, new timber shutters, stone infilling, chimney repairs, new timber gate in garden wall, lead flashing repairs

Decision date: 2 June 2026

Decision: Approve with conditions

MTC decision: No objection

8.5 [PL/2025/05388](#) – Householder planning permission

Address: Lavender House, 34 Church Walk, Melksham, SN12 6LY

Proposal: Proposed conversion of south side store to home office, new drain covers and connections, gutter replacement, replacement of windows, new timber shutters, stone infilling, chimney repairs, new timber gate in garden wall, lead flashing repairs

Decision date: 2 June 2026

Decision: Approve with conditions

MTC decision: No objection



8.6 [PL/2026/00855](#) – Full planning permission

Address: Land between 83/91 Bath Road , Melksham, SN12 8AD

Proposal: Erection of 4 dwellings, two semi-detached dwellings and gardens

Decision date: 4 June 2026

Decision: Approve with conditions

MTC decision: No objection. Pleased to note that this is the first application for part of former Cooper Avon site.

8.7 [PL/2026/01859](#) – Householder planning permission

Address: 41 Queesway, Melksham, SN12 7LB

Proposal: Formation of a vehicular access including dropped kerb and construction of a permeable gravel hardstanding to the front of the property.

Decision date: 11 June 2026

Decision: Approve with conditions

MTC decision: No objection

9. **Temporary Road Closures**

9.1 A350 (Part) and A365 (Part)

9.2 Snowberry Lane

10. **Items to Note**

10.1 Email from CEO to SSE

10.2 Briefing Note Five-year Housing Land Supply and Updated Gypsies and Travellers' Accommodation Assessment

10.3 School Street Pilot Consultation Decision

11. **Parish Steward**

To consider jobs for the Parish Steward and note work done in June visit.

Melksham Town Council

Minutes of the Planning Committee

Held at the Melksham Town Hall on Tuesday 2 June 2026

PRESENT:	Councillor S Rabey	Chair
	Councillor C Stokes	Vice Chair
	Councillor P Alford	
	Councillor P Aves	
	Councillor A Griffin	

IN ATTENDANCE

OFFICERS	Hayley Bell	CEO
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PUBLIC One member of the public was present and one member of the public was present virtually

26/26 Apologies

There were no apologies.

27/26 Declaration of Interest

There were no declarations of interest.

28/26 Minutes

The minutes of 19 May 2026, having been previously circulated, were approved as a correct record and signed by the Chair Councillor.

29/26 Public Participation

There was no public participation.

30/26 PL/2026/02835

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

UNANIMOUSLY RESOLVED to record that Melksham Town Council has no objection to the application.

31/26 PL/2026/01809

Members wished to make it clear that they did not want permission to establish a precedent for multiple events. It was noted that noise from last year's event travelled some distance. Concerns that Friday opening and parking may affect the school and the pathway from the school were noted.

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

UNANIMOUSLY RESOLVED to record that Melksham Town Council notes that the application is for a single event only, although the application form has not itself been amended and supports permission for a single event in 2026. Melksham Town Council requests that the applicants engage with the school regarding Friday event hours and that residents further afield be given contact details regarding possible noise issues.

32/26 PL/2026/02740

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

UNANIMOUSLY RESOLVED to support with concerns about the location affecting trees and visibility and to request any action be sympathetic to the trees.

33/26 PL/2026/02889

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

UNANIMOUSLY RESOLVED to record that Melksham Town Council supports but has concerns about the lack of allocated parking. Melksham Town Council asks that planning be mindful of pressure on parking in the area and raise this with the applicant.

34/26 PL/2025/06105

Standing Orders were suspended to allow Councillor Harris to informally advise on the discussions of Melksham Without Parish Council.

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

UNANIMOUSLY RESOLVED to comment as follows

- The application is speculative and does not accord with the Joint Melksham Neighbourhood Plan, Core Strategy or the intentions of the withdrawn local plan.
- Concerns about access, traffic and speeding. There are proposed developments in the area which will result in a number of new turnings, junctions etc with no controls on traffic or speeding. A holistic approach is needed by planning. Should the application be granted the s106 agreement should include a sum for speed management measures.
- Support the position of Melksham Without Parish Council.

35/26 Planning Considerations - Updates

Under the agenda heading of Planning Considerations the CEO read out a statement from Melksham Without Parish Council on the proposed Lime Down Development.

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

UNANIMOUSLY RESOLVED that the CEO was authorised to issue a statement from Melksham Town Council.

The CEO advised Melksham Town Council had not been given prior notice of work on the Semington Road roundabout.

The CEO advised that she had written to Wiltshire Council about A-frame advertising restricting access in the town. Will also be writing to local businesses about keeping the pavements clean and clear.

36/26 PL/2026/01884

The decision was noted.

37/26 Community Bus Information

The item was noted.

38/26 Road Safety Update

The item was noted.

Councillor Griffin advised the committee that traffic access and parking restrictions in St Michaels Road have been confirmed.

Councillor Stokes asked if contact could be made with contractors working on care home in Longleaze about problems with parking.

38/26 Wiltshire Local Plan

Councillor Alford requested that Wiltshire Council be asked for a timeframe on the new local plan and housing allocation numbers for Melksham.

The item was noted.

39/26 Parish Steward

Weeds.

King Street Carpark drains

Drain in pathway besides Factory Shop

Pavements overgrown with foliage. Wiltshire Council machine.

Ask MIN to remind residents to cut back hedges.

Utility Street Furniture. Permission requested for Melksham Town Council to repaint. CEO to chase.

Meeting closed at: 19:32

Signed

Dated

Development Management, Economic Development and Planning,
County Hall, Bythesea Road, Trowbridge, BA14 8JN
Tel: 0300 456 0114 Email: developmentmanagement@wiltshire.gov.uk



Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) and/or Notification of Proposed Works to Trees in a Conservation Area

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Tree Location

Please provide the address of the site where the tree(s) stands (full address if possible)

Number	3
Suffix	
Property Name	
Address Line 1	Church Walk
Address Line 2	
Address Line 3	Wiltshire
Town/city	Melksham
Postcode	SN12 6LY

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
390307	163856

If the location is unclear or there is not a full postal address, describe as clearly as possible where it is

(for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

Secondary number

16

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

07811019410

Secondary number

Fax number

Email address

johnsonsarborist@gmail.com

17

What Are You Applying For?

Based on the type of work proposed and the location and protected status of the trees involved, there are various details and supporting information that will need to be supplied in order for the Local Planning Authority to determine the application.

Are you seeking consent for works to tree(s) subject to a Tree Preservation Order?

☐ Yes

☒ No

Are you wishing to carry out works to tree(s) in a conservation area?

☒ Yes

☐ No

Documents and plans (for any tree)

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order.

A sketch plan is also advised when notifying the LPA of works to trees in a conservation area ([see guidance notes](#)).

It would also be helpful if you provided details of any advice given on site by an LPA officer.

Are you providing additional information in support of your application (e.g. an additional schedule of work for the question 'Identification of Tree(s) and Description of Works')?

☐ Yes

☒ No

Identification of Tree(s) and Description of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out

T1 Moribund Cherry, fell to ground level.

T2 Maple re pollard at previous point to manage size due to proximity to building.

You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work.

Where trees are protected by a Tree Preservation Order, please number them as shown in the First Schedule to the Tree Preservation Order where this is available. You should use the same numbering on your sketch plan (see below for sketch plan requirements).

Please provide the following information:

- Tree species

- The number used on the sketch plan; and
- A description of the proposed works.

Where trees are protected by a Tree Preservation Order you must also provide:

- Reasons for the work; and where trees are being felled
- Proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

e.g. Oak (T3) – Whole crown reduction to 12m above ground level, to provide sufficient clearance to property.

Sketch plan requirements

Your plan needs to show the precise location of the tree(s) in relation to nearby property/roads/boundaries. It should, therefore:

- indicate the main features of the site where the tree(s) stand and its surroundings; in particular, you should:
 - mark and name surrounding roads
 - sketch in buildings, including adjoining properties
 - add house numbers or names
- mark the position of the tree(s) to which you want to carry out work and identify them by the number shown in the Tree Preservation Order where possible; if you use a different number, please make sure that this can be matched with your description of the tree(s)
- if there are many trees on the site, make clear which tree(s) are included in this application by:
 - marking all trees on the plan, but only numbering those to which you want to carry out work
 - showing the approximate distance between the application tree(s) and buildings
 - adding other relevant features on the site (e.g. greenhouse, paths)

If it is impossible to identify the tree(s) accurately on the plan (e.g. because they are part of a woodland or group of trees), please identify their approximate location on the plan and provide details of how the tree(s) are marked on site (e.g. high visibility tape, tree tags, paint, etc); trees must not be marked by scarring or cutting into the bark.

Tree Ownership

Is the applicant the owner of the tree(s)?

- ☐ Yes
- ☒ No

If No, please provide the address of the owner (if known and if different from the tree location)

Name/Company

Title

First name

Surname

Company Name

Address

Number

Suffix

Property Name

Address line 1

3 church walk

19

Address line 2

Address line 3

Town/City

Postcode

Contact Details

Primary number

Secondary number

Fax number

Email address

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

☐ Yes

☒ No

Declaration

I/We hereby apply for Tree works: Trees in conservation areas/subject to TPOs as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.
I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.
I/We also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

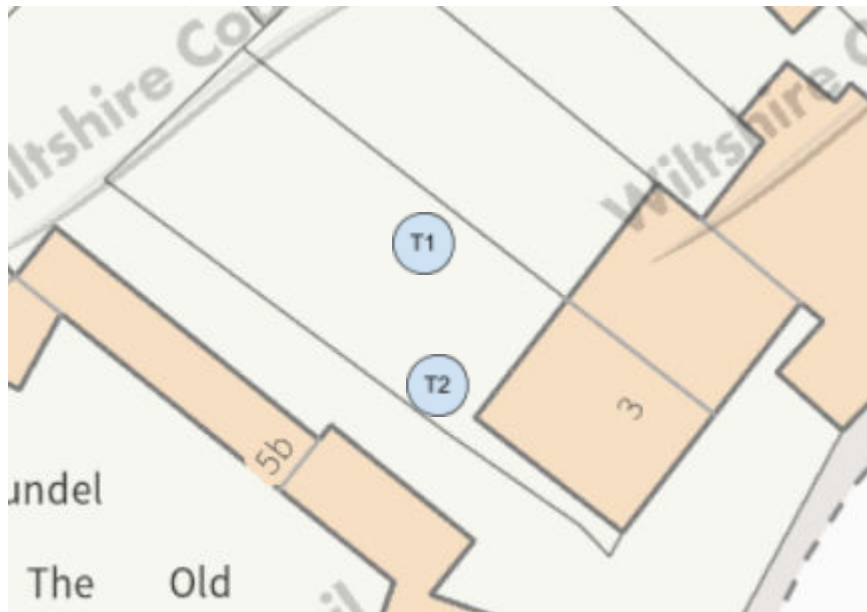
Signed

Steve Johnson

Date

25/05/2026

Location Of Trees



Wiltshire Council

Section 14(1) of the Road Traffic Regulation Act 1984

Temporary Closure of: C395 Southbound Carriageway (Part), Melksham Without and Temporary introduction of 30mph Speed Limit: A350 (Part) and A365 (Part), Melksham Without (Ref: TTRO 11591)

Notice is hereby given that the Wiltshire Council has made Orders to:

Close temporarily to all traffic:

A) **C395 Southbound Carriageway (Part), Melksham Without;** from its roundabout junction with A350 to its junction with Telford Drive.

And to temporarily introduce a 30mph speed restriction on the following lengths of roads:

B) **A350 (Part), Melksham Without;** from its roundabout junction with C395 to its roundabout junction with A365.

C) **A365 (Part), Melksham Without;** from its roundabout junction with A350 for a distance of approximately 65m in a north easterly direction.

To enable: Living Space Housing to carry out a new electric connection and other associated works.

Alternative route: via C395 (unaffected length) – A350 and vice versa.

The closure, speed restriction and diversion route will be clearly indicated by traffic signs.

This Order will come into operation as follows:

A) 01 September 2026 and the closure will be required until 22 September 2026.

B/C) 10 August 2026 and the speed restrictions will be required between the hours of 19:00 and 06:00 until 28 August 2026.

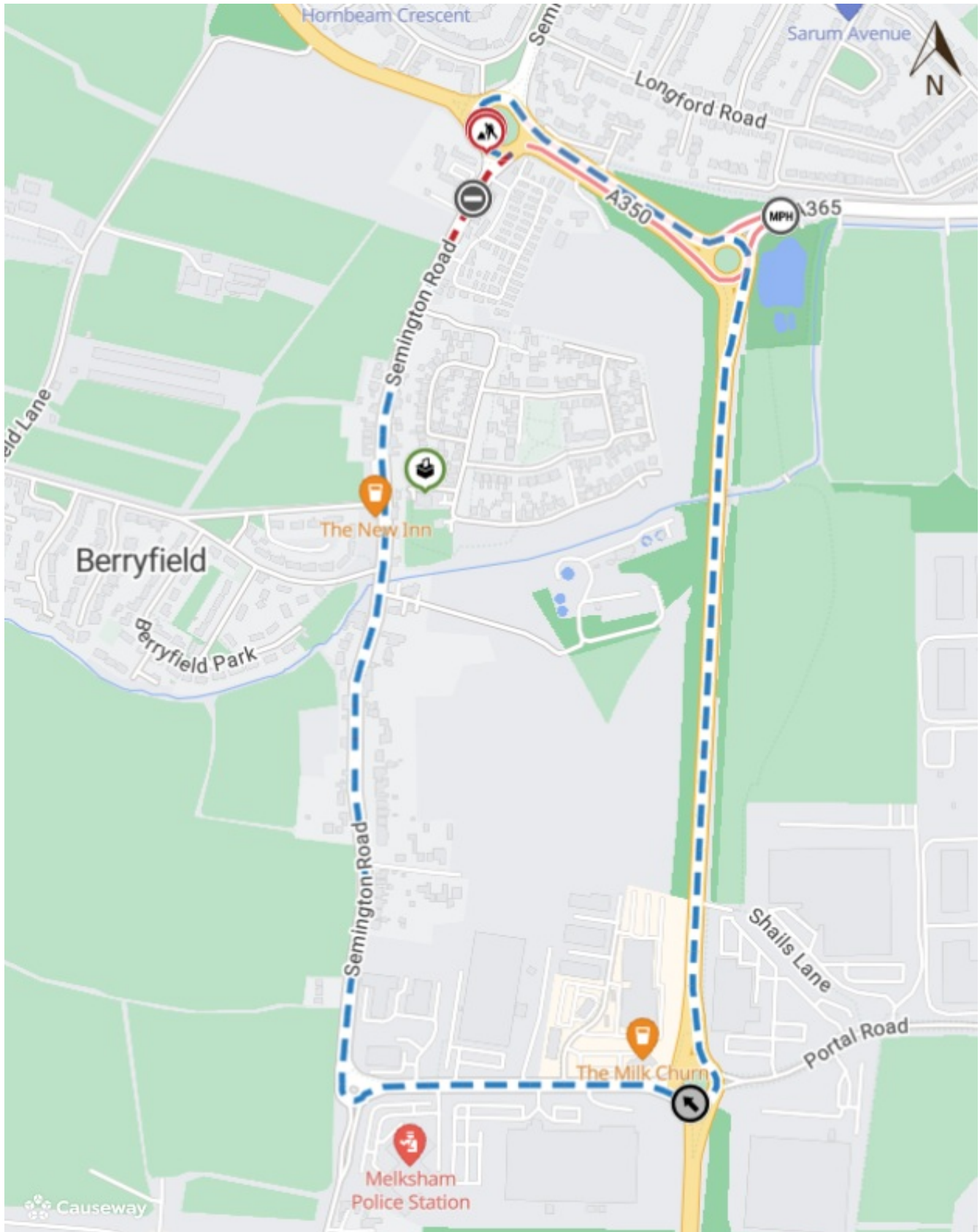
It is anticipated that the works will take the stated duration to complete depending upon weather conditions. Access will be maintained for residents and businesses where possible, although delays are likely due to the nature of the works. The Order will have a maximum duration of 18 months.

For further information please contact Wiltshire Council on 0300 456 0100.

Highways Assets and Commissioning, County Hall, Bythesea Road, Trowbridge BA14 8JN

07 August 2026

Indicative Plan : A350 (Part) & Semington Road (Part), Melksham WO



Wiltshire Council

Section 14(1) of the Road Traffic Regulation Act 1984

Temporary Closure of: Snowberry Lane (Part), Melksham (Ref: TTRO 11594)

Notice is hereby given that the Wiltshire Council has made an Order to close temporarily to all traffic:

Snowberry Lane (Part), Melksham; from its junction with Lavender Close to its junction with Saxifrage Bank.

To enable: F J Morris Contracting Ltd to carry out construction of 2 new manholes in the carriageway and associated works.

Alternative route: via Snowberry Lane (unaffected length) – Eastern Way – Melksham Relief Road – Spa Road – Snowberry Lane (unaffected length) and vice versa.

The closure and diversion route will be clearly indicated by traffic signs.

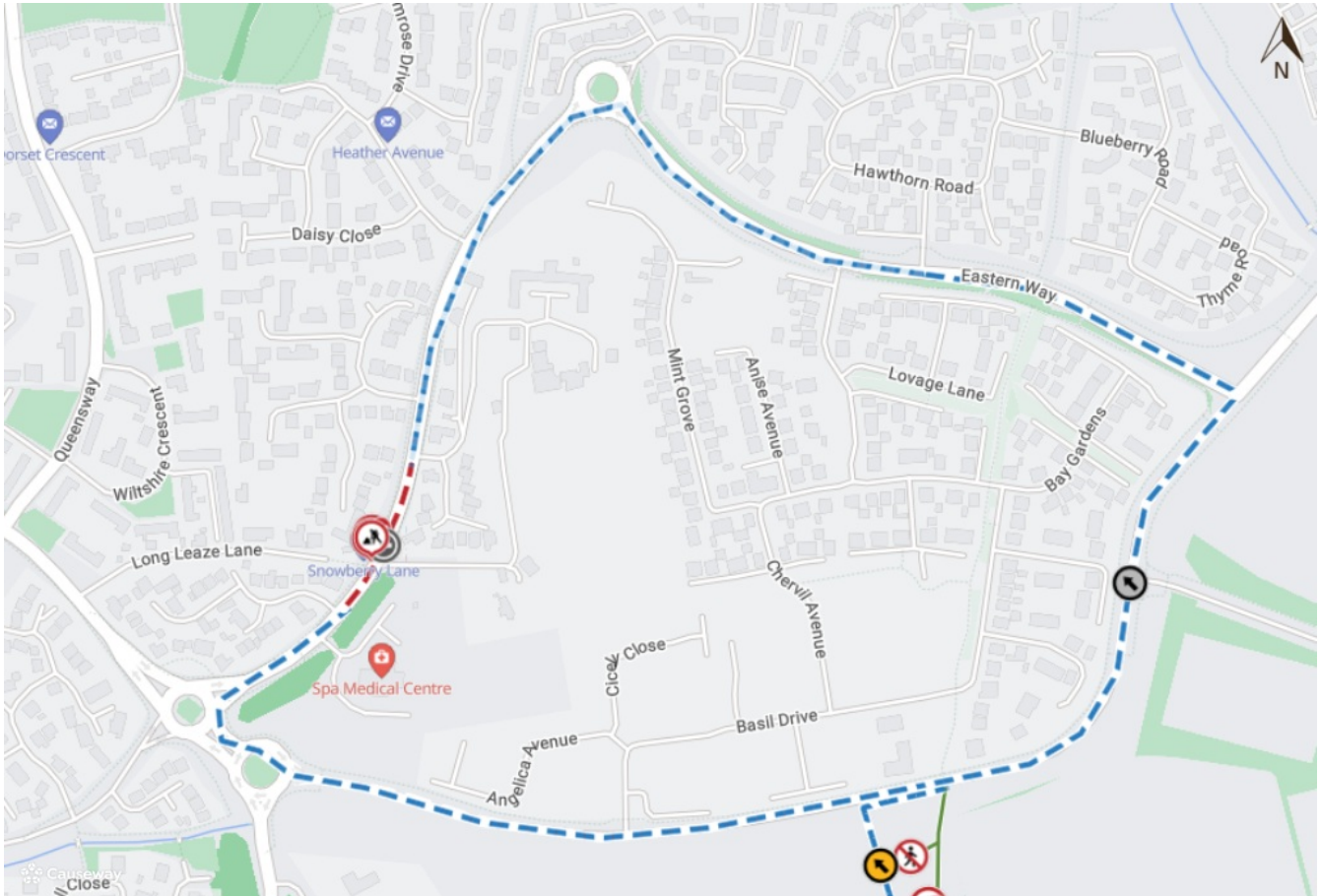
This Order which previously came into operation on 12 May 2025 will now recommence on 17 August 2026 and the closure will be required until 30 August 2026. It is anticipated that the works will take the stated duration to complete depending upon weather conditions. Access will be maintained for residents and businesses where possible, although delays are likely due to the nature of the works. The Order has a maximum duration of 18 months.

For further information please contact F J Morris Contracting Ltd on 01327 811513.

Highways Assets and Commissioning, County Hall, Bythesea Road, Trowbridge BA14 8JN

14 August 2026

Indicative Plan : Snowberry Lane (Part), Melksham



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Committee Clerk

From: [REDACTED]
Sent: 05 June 2026 09:27
To: [REDACTED]
Cc: Committee Clerk
Subject: Condition of Electricity Boxes in Melksham, Wiltshire

Dear SSE Team,

I am writing on behalf of Melksham Town Council regarding the current condition of a number of electricity boxes across Melksham, Wiltshire.

Many of these boxes are presently covered in graffiti or have been repeatedly “touched up” with patchy paint, which has resulted in a poor and inconsistent appearance. Unfortunately, this detracts from the look of the town and does not support our shared aim of keeping Melksham tidy. In some cases, the patchy repainting appears to encourage further graffiti in the surrounding area rather than deter it.

We would therefore like to request one of the following:

- A visit from SSE to Melksham to assess the electricity boxes and fully rectify the defects, including proper repainting where required; or
- Permission for Melksham Town Council to undertake the works ourselves, with SSE providing the appropriate paint specifications, materials, and written consent. Our Open Spaces team would then be happy to repaint the boxes to a consistent and acceptable standard.

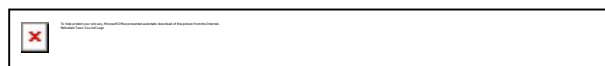
We are keen to work collaboratively with SSE to improve the appearance of these assets and help maintain pride in our town. Please let us know how you would prefer to proceed, or if you require any further information from us.

We look forward to your response.

[REDACTED]
 [REDACTED]
 [REDACTED]

Melksham Town Council

Town Hall, Market Place, Melksham SN12 6ES
 01225 704 187 melksham-tc.gov.uk



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Briefing Note

No. 26-07

Service: Planning
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Date Prepared: 5 June 2026

FIVE-YEAR HOUSING LAND SUPPLY

AND

UPDATED GYPSIES AND TRAVELLERS' ACCOMMODATION ASSESSMENT

Summary

This briefing note reports on the annual update to Wiltshire's five-year housing land supply, and an update on the latest need assessment for Gypsies and Travellers.

For five-year housing land supply, the updated position is a **2.8 years** supply using a base date of **1 April 2025**. It is an improvement on the 1 April 2024 position, which was 2.42 years. The updated position will inform decision-taking of planning applications and appeals for proposals for housing, but as it is still below 5 years the presumption in favour of sustainable development (or 'tilted balance') will continue to apply (see section 5). The five-year land supply is discussed further in sections 1 - 6 below.

The updated need assessment reflects recent changes in national policy to the definition of Gypsies and Travellers, which means that there is an increase in levels of need for pitches in the future. This is discussed in sections 7-10 below.

The Government requires that an adequate supply of land for housing and for Traveller accommodation is provided and uses five-year land supply as a measure for this. Supply can be replenished with new planning permissions and site allocations brought forward through the development plan to ensure that requirements in the future can be met. Where there is an insufficient land supply both for housing, or Travellers' accommodation over the next five years (for example, through allocated sites not being brought forward promptly or sufficient sites being permitted), the council can be exposed to unplanned, 'speculative' planning applications to help improve the land supply (see sections 5, 6, 9 and 10).

This briefing note provides information on the Government measures for assessing land supply for both housing and Gypsies and Travellers' accommodation, and what the implications are for decision-taking on planning applications.

FIVE-YEAR HOUSING LAND SUPPLY

1. Introduction

- 1.1 Government policy, as set out in the National Planning Policy Framework (NPPF), includes two measures that are designed to drive the delivery of housing:
- (i) the five-year housing land supply measures the level of ‘supply’ that can be expected to come forward over a five-year period of time i.e. the number of homes that it is anticipated **will be** built (see sections 2 and 3 below);
 - (ii) the Housing Delivery Test measures the number of homes that **have been** built over a set period (see section 4 below).
- 1.2 Both measures have established methodologies and assess the expected delivery of homes, and homes that have been delivered respectively, against the housing requirement for a local authority area. Many local authorities find themselves in the same position as Wiltshire, given the increases to housing required by the Government and national policy.

2. What is the five-year housing land supply?

- 2.1 The latest NPPF (December 2024) sets out how the five-year housing land supply operates. The housing requirement used in the five-year housing land supply calculation is the local housing need which is set using the Government’s standard methodology¹. This is calculated using data on existing housing stock and housing affordability in the local authority area. It has set inputs and is recalculated every year based on the latest data which is applicable at the base date of 1 April 2025.
- 2.2 The annual update for Wiltshire has now been completed and the results of the assessment, using a base date of 1 April 2025 is set out in the 2025 Housing Land Supply Statement (HLSS). This will be available shortly on the council website via this [link](#). Key points:
- The council cannot demonstrate the requisite five-year housing land supply. The current position indicates there is a **2.8 years’** supply.
 - The deliverable supply has increased from the previous position (2.42 years) due to a number of factors, including a slight reduction in the local housing need figure, an increase in the number of new housing planning permissions being granted, greater prospects of delivery at major strategic sites, and a limited number of housing completions in the past year (which means a greater number of dwellings are retained in the housing land supply).

¹ Planning Practice Guidance (MHCLG, December 2024) - <https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments>

3. How is the housing land supply calculated?

- 3.1 Housing land supply is calculated using a base date from which calculations are made to ensure a consistent position is established. An explanation is provided below:

Calculation at base date of 1 April 2025:

Elements of calculation	Value
(A) Local Housing Need as at 1 April 2025 (homes per annum)	3,488
(B) Local Housing Need over 5 years (2025-2030) = (A) x 5	17,438
(C) Add buffer (established from Housing Delivery Test results) to arrive at five-year housing requirement = (B) + 5%	18,310
(D) Deliverable housing land supply	10,268
(E) Calculate number of years housing land supply = (D) / (C) x 5	2.8

What can be included in the deliverable housing land supply?

- Sites with full planning permission at the base date. For small sites (less than 10 homes), a delivery rate is applied based on historic rates of lapsed permissions and delivery timescales. For large sites (10 or more homes) the delivery timescales and how many homes can be delivered in five years need to be taken into account, reflecting that some sites will not deliver in their entirety, or at all, in the five-year period.
- Sites with outline planning permission, a resolution to grant planning permission, or non-permitted sites which are allocated in the development plan² at the base date. Again, delivery timescales and homes that can be delivered within five years are taken into account. As these sites are less advanced through the planning process, the NPPF requires us to show clear evidence to demonstrate that sites at this stage are deliverable over the five-year period being assessed. This means that for large sites, which take time to deliver, we may only be able to include the early phases of development in the five-year housing land supply.
- A windfall allowance to include delivery from homes on new 'windfall' sites (sites that are not allocated in the development plan and do not have planning permission at the base date) over the five-year period from 1 April 2025 to 31 March 2030.

² Wiltshire Core Strategy, Chippenham Site Allocations Plan, Wiltshire Housing Site Allocations Plan, and allocations in Neighbourhood Plans which do not yet have planning permission.

4. What is the Housing Delivery Test (HDT)?

- 4.1 This measures net homes delivery (i.e. net homes built) in a local authority area, against the homes required (set by the local housing need) over the preceding three years. It uses local authority completions statistics and planning data to carry out the calculation.
- 4.2 The results are published for each local authority area by the Secretary of State annually, see [Housing Delivery Test \(www.gov.uk\)](https://www.gov.uk/government/publications/housing-delivery-test). The most up to date result, at the time of writing, is the 2023 results. These show that Wiltshire has performed well against the HDT and scored 135% against in the latest results. This means that only a 5% buffer needs to be added to the housing requirement in the calculation (5% is the usual buffer which all local authorities must apply as a minimum.)³ Where authorities score below 85% in the test then a 20% buffer will apply.

5. What are the implications of not having a five-year housing land supply?

- 5.1 The implications of not having an adequate housing land supply for decision-taking have been set out in previous briefing notes, for example in [No. 24-18](#) (September 2024) and [No. 24-20](#) (December 2024). These explain that the presumption in favour of sustainable development (often referred to as the 'tilted balance') applies when determining planning applications. This reflects the Government's approach to ensure that sufficient land is being released to meet its aspirations for housing growth as set out in paragraph 11(d) of the NPPF.

6. What can we do to improve the housing land supply?

- 6.1 Where applications are being considered for sites at settlements (including those outside the defined settlement boundaries), there may be the opportunity to improve housing supply by favourably considering housing development proposals, even where there may be some conflict with the development plan policies.
- 6.2 Since the base date of 1 April 2025, consents have continued to be granted permission on suitable sites (including just over 1,000 dwellings on large sites). While these do not currently contribute to the housing land supply because they were permitted after the base date of 1 April 2025, they will help to increase the housing land supply in the future. New permissions help replenish the housing land supply as it is reduced due to housing completions, planning permissions lapsing, and unexpected delays in delivery on large strategic sites, which are more complex to deliver.
- 6.3 Work will now start on the preparation of the next housing land supply position, which will have a 1 April 2026 base date. These statements take time to prepare, particularly for

³ Where delivery falls below the housing requirement over the three year period the local authority can be penalised, requiring it to (a) produce an Action Plan to set out steps to address the under-delivery, (b) apply a 20% buffer on the housing requirement in the calculation, and (c) the presumption in favour of sustainable development applying for housing proposals (irrespective of the five-year housing land supply position). Which of these penalties are applied will depend on the degree of under-delivery as set out in the HDT results.

authorities the size of Wiltshire, and typically take around nine months from the base date to publication.

UPDATED NEED ASSESSMENT FOR GYPSIES AND TRAVELLERS

7. Introduction

- 7.1 The Government's planning policy for Travellers is set out in the Planning Policy for Traveller Sites (PPTS), which was published in December 2024. This requires that local authorities use a robust evidence base to establish accommodation needs to inform the preparation of local plans and make planning decisions. The council has recently updated its need assessment in the [Gypsy and Traveller Accommodation Assessment \(GTAA\)](#), completed in March 2026.
- 7.2 For the purpose of determining planning applications, the targets for provision of Traveller accommodation are set out in the GTAA (March 2026). Accommodation is known as a 'pitch' for a Gypsy or Traveller, and a 'plot' for travelling showpeople. The terminology differentiates between residential pitches for "Gypsies and Travellers" and mixed-use plots for "travelling showpeople", which may / will need to incorporate space or be split to allow for the storage of show equipment.

8. What is the five-year land supply for Gypsies and Travellers?

- 8.1 As with housing (sections 2 and 3 above) the Government also requires that local authorities identify, and update annually, a five-year supply of specific deliverable sites against the local targets for pitches and plots.
- 8.2 The approach to five-year land supply for Gypsies and Travellers is similar to housing land supply with regard to assessing the deliverable supply against the housing need or requirement to be met in the forthcoming five-year period. However, it differs from the housing land supply as there is no Housing Delivery Test to assess past completions, and no buffer to be added to the requirement in the five-year calculation.
- 8.3 The current five-year land supply position, using a 2026 base date, is shown in the table below:

Elements of calculation	Gypsy and Traveller Pitches	Travelling Showpeople Plots
(A) 2026-31 Accommodation Need	205	11
(B) Completions	0	0
(C) Deliverable land supply (planning permissions)	41	0
(D) Calculate number of years supply $C / (A-B) \times 5$	1.0	0.0

- 8.4 At present the deliverable supply is wholly made up of planning permissions granted up to the base date of 1 April 2026, and includes 31 pitches granted permission since 1 April 2025. There are currently no site allocations for Gypsies and Travellers accommodation in the development plan.

9. What are the implications of not having a five-year land supply for Gypsies and Travellers?

- 9.1 As with housing land supply, where a five-year supply of pitches for Gypsy and Traveller accommodation cannot be demonstrated, the presumption in favour of sustainable development (often referred to as the 'tilted balance') applies when determining planning applications. This is set out in paragraph 28 of the PPTS which indicates that the provisions in paragraph 11(d) of the NPPF apply (see section 5).

This reflects the Government's approach to ensure that sufficient land is being released to meet its need for all members of the community, including Gypsies and Travellers.

For Wiltshire, as the supply for pitches or plots is well below five years (1 years land supply), the 'tilted balance' is engaged. For further advice please refer to the briefing notes on general housing supply and the application of the 'tilted balance' (see section 5 above), as the same considerations apply.

10. What can we do to improve the land supply for Gypsies and Travellers?

- 10.1 Core Policy 47 of the Wiltshire Core Strategy alongside national planning policies including the PPTS will inform the determination of planning applications for traveller sites to help meet identified need. The council has a track record of approving proposals for new traveller sites either by way of delegated officer decision or at Strategic Planning Committee. Officers will continue to advise, in their reports, how to apply planning policy requirements under the 'tilted balance'. Approving sustainable development forms an important plank of improving supply. This does not mean all proposals are acceptable, but that careful consideration needs to be given to the merits of sites put forward.
- 10.2 There are different ways to meet the accommodation needs in the updated GTAA and it is not anticipated that all of these will be on new sites. These are:
- **Intensification of existing sites:** some sites where there is a need for accommodation have potential to include additional pitches while maintaining reasonable living standards, this can involve reducing the size of existing pitches to make space for additional pitches to be added to the overall site or redesign of sites to accommodate additional pitches.
 - **Meeting need on existing pitches:** the GTAA has identified need from single adults and teenagers as they reach adulthood. There may be the opportunity for their need to be met through allowing additional touring caravans on existing pitches (a pitch is typically made up of a static home, touring caravan and dayroom), rather than a new pitch.
 - **New sites:** considering proposals for new sites in sustainable locations according to national policy set out in the PPTS.

- 10.3 In the past, officers have provided informal pre-planning advice at no cost to travellers because the community has poorer knowledge of the planning system. This can involve site visits, written correspondence and telephone conversations to discuss a possible proposal or site informally; and obtaining informal advice from internal specialists i.e. highways. This may assist in bringing sites forward that have potential and can be approved, improving the quality of proposals and planning applications.

Cabinet Member for Highways, Streetscene, and Flooding
Cllr Martin Smith

Highways & Transport

OFFICER CONTACT: Ruth Durrant Email: ruth.durrant@wiltshire.gov.uk

REFERENCE: HSSF-19-26

HSSF-19-26 APPROVED: School Street Pilot Consultation

Purpose of Report

To consider the outcome of the informal consultation at the five-pilot location for School Streets, and determine which, if any, should be progressed to implementation under an Experimental Traffic Regulation Order (ETRO).

Consultation

The following consultation has been undertaken:

- A briefing session for elected members on Microsoft teams was held on 14 October 2025;
- A briefing session for parish councils on Microsoft teams was held on 15 October 2025;
- Informal consultation took place over a six-week period from 2 November to 14 December 2026 involving local residents and businesses along with members of the school community. The primary method for gathering feedback was via the “Commonplace” digital platform. A total of 5528 leaflets were distributed across the proposed school street areas with information about the proposal and how to provide feedback;
- In-person pop-up events were held at schools during termtime to discuss the proposals with parents and carers, and to provide further opportunity for individual feedback;
- Additional meetings were arranged to discuss the proposals with Beeches Veterinary Centre on 11 November 2025 in Melksham and Nestlings Pre-School on 26 November 2025 in Staverton;
- Social media posts were distributed on Instagram, Facebook, X (Twitter) and LinkedIn providing information and updates about the proposal, along with opportunities to provide feedback.

Options Considered

To:

- (i) Implement a school street at each of the five sites with the proposed permissible exemptions.
- (ii) Implement a school street at each of those sites where the consultation results give a clear message of support with the proposed permissible exemptions.
- (iii) Implement a school street at none of the sites.

Reason for Decision

Many schools experience the inconvenience and risks associated with a high level of parking and vehicle manoeuvres at the beginning and end of the school day. It is considered that a school street could be an additional measure to assist schools in addressing these concerns to assist in developing a formal policy, it was considered a pilot should be undertaken to determine future methods of identifying suitable schools sites.

Three sites provided substantial support for a school street; these are Aloeric Primary School in Melksham, Fynamore Primary School in Calne and Minster Primary School in Warminster. It is considered that these should be progressed

At Queen's Crescent School in Chippenham, there has been a level of objection from those residents living outside the proposed extent of the school street, and the owner of the car park which is currently used as a park-and-stride location, and has been for an extended period of time, does not wish the car park to be promoted as part of the school street proposals. The school is currently researching alternative facilities to allay some of these concerns and should an alternative location be found by the end of June, it is proposed that Queen's Crescent is included in the pilot cohort. If a viable alternative is not identified, the location should be held in abeyance.

Substantive concerns were raised by residents in Staverton which centre around access for carers and deliveries. The Primary School have attempted to alleviate these and proposed a change in the extent of the school street so that it commences west of the entrance to the school car park, with those parents at it, and the neighbouring Emmaus School, who wish to continue to drive to school being able to drive through the car park to drop / collect their child(ren) from the schools. Upon review, it is considered this is contrary to the ethos of the key school street aim, which is to provide a significant reduction in vehicular traffic in the road(s) leading to a school site. School Streets are intended to provide environmental, safety and perceptual changes so that there is greater confidence in walking, wheeling and cycling to engrain positive attitudes to sustainable travel methods. Consequently, it is proposed that the Staverton site is not included in the initial cohort of school streets but that the feasibility of mitigating engineering measures is investigated as a first step through the Taking Action on School Journey initiative. This would not preclude reconsideration as future site, should the pilot be considered successful.

DECISION MADE

That

- School Streets be implemented under an ETRO in the locations specified in Melksham, Warminster, Calne.
- Queens Crescent be given further time to develop an alternative, supported Park and Stride location to alleviate local concerns.
- Consideration is given at a later date in Staverton and that prior to this investigation is made into potential highway improvement measures to improve the perception of road safety for those walking, wheeling and cycling to the two schools.

- Approve the list of legitimate exemptions, in addition to those statutory to a Traffic Regulation Order.

This decision was published on 10 June 2026 and will come into force on 18 June 2026.

The following report and appendices are attached:

HSSF-19-26 Report

Appendix 1 - School Streets Engagement Report

Appendix 2 -Preliminary design plans for each location

Appendix 3 - Comments officer comments

The following supporting documents are available from the officer named above:

Martin Smith

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Cllr Martin Smith

Cabinet Member for Highways, Streetscene, and Flooding

Date: 9 June 2026

Subject:

June parish steward visit

Work carried out this visit

Melksham

Town Bridge

Cut back brambles encroaching on to pavement from behind railings

Shurnhold

Bath Road

Face back hedges and clear vegetation from pavement both sides of the road from railway bridge to Roundpond

Roundponds junction

Cut grass

Crown raise trees above pavement

Melksham

Woodstock gardens

Take down road name sign for repainting

Scotland Road/Murray walk

Face back hedge and clear vegetation from footpath up to river bridge

Queensway Clackersbrook bridge

Crown raise trees above pavement

Cut back brambles encroaching on to pavement

A350 Beanacre Road duels

Clear vegetation from around signs for visibility x6

I hope to be doing some weed spraying in Melksham tomorrow Friday. I will let you know areas that I've done

Many thanks

Sent from [Outlook for Android](#)

[REDACTED]

[REDACTED]

Subject:

[REDACTED]

Weed spraying

[REDACTED]

I managed to get some of the weed spraying done on Friday and there is also some which i did in may
Hornbeam crescent linden Grove ash Grove laburnum drive Greenwood road
Bath Road the dead end part up to the underpass including the underpass was done in may the rest up
to town bridge i did on Friday
New Broughton Rd old Broughton Road
There is also a ticket for Roundponds and the roads around it that has come from a my wilts report which
i will do hopefully next Friday
Many thanks
[REDACTED]

Sent from [Outlook for Android](#)