



Planning

Agenda for 04/08/26 @ 19:00

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Melksham
TOWN COUNCIL



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TOWN COUNCIL

28 July 2026

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

Ref: Planning Committee Meeting, Tuesday 4 August 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 4 August 2026, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 6ES.

The quorum for the Planning Committee 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/2vtw2smm> . 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



Melksham
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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 14 July 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. **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/2026/04004](#) - Full planning permission
[Address:](#) Melksham Adventure Centre, Lowbourne, Melksham, SN12 7QU
[Proposal:](#) An infill extension, refurbishment for improved facilities and PV panels fitted to the roof
[Respond by:](#) 6 August 2026



- 6.2 [PL/2026/04205](#) - Lawful development: Existing use

Address: Unit 1, Kingsbury Square, Melksham, SN12 6HL

Proposal: Certificate of lawfulness for existing use of the premises as an MOT testing station and associated vehicle testing and repair workshop on a continuous basis

Respond by: 14 August 2026
- 6.3 [PL/2026/04164](#)- Consent to display an advertisement

Address: Town Hall, Market Place, Melksham, SN12 6ES

Proposal: Attachment of double sided White Ribbon Flag, Holocaust Memorial Day Flag, Progress Flag and Emergency Services Flag individually to existing flagpoles on building front on specific days or periods throughout the year

Respond by: 14 August 2026
- 6.4 [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: 10 August 2026
- 6.5 [PL/2026/03992](#) - Householder planning permission

Address: 22 Southbrook Road, Melksham, SN12 8DT

Proposal: Retrospective application for use of outbuilding as an annexe and retention of alterations from original plans; large velux window, double garage door, side ground floor window and the door at the rear of the garage changed to a window

Respond by: 18 August 2026
- 6.6 [PL/2026/04682](#) - Notification of proposed works to trees in a conservation area

Address: 5 Church Walk, Melksham, SN12 6LY

Proposal: Birch tree – fell

Respond by: 15 August 2026



7. Planning Decisions

To note the following planning decisions

7.1 **[PL/2026/02889](#)** - Householder planning permission

Address: 3 Coburg Square, Melksham, SN12 7EP

Proposal: Reconstruction of existing single-storey rear outbuildings to form habitable accommodation, part two-storey front/side extension, erection of a front porch, and internal alterations

Decision date: 23 April 2026

Decision: Approve with Conditions

MTC decision: Support but with concerns over the lack of allocated parking. Requested planning officer be mindful of the pressures of parking in the area and raise the issue with the applicant to see if there is a solution.

7.2 **[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.

Decision date: 17 July 2026

Decision: Approve with Conditions

MTC decision: No objection to ramp. Request consideration of fence more in keeping with setting.

7.3 **[PL/2026/02740](#)** - Consent to display an advertisement

Address: Bowerhill Lodge, 382 Longleaze Lane, Melksham, SN12 6QJ

Proposal: Brick plinth with sign identifying care home with up lighting for night time visibility

Decision date: 17 July 2026

Decision: Approve with Conditions

MTC decision: No objection but concerns about established trees.



7.4 [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)

[Decision date:](#) 22 July 2026

[Decision:](#) Approve with Conditions

[MTC decision:](#) No objection.

8. LHFIF

To consider approval of requests to refer to LHFIF..

8.1 Heather Avenue

9. Wayfinding

To note and provide feedback on proposed wayfinding signs.

10. Temporary Road Closure

To note.

10.1 Church Lane (Part), Melksham (07.09.2026)

10.2 B3107 (Part), Holt (07.09.2026)

11. Wiltshire Local Plan

To note email from Wiltshire Council.

For discussion and decision on how to proceed with putting forward sites.

12. Wiltshire Council Melksham Depot

To note the statement from Wiltshire Council

13. Stopping up order - 7 Pennycress Drive, Melksham

To note the order.

The application was considered and agreed by the Planning (then Economic Development & Planning) Committee on Tuesday 14th October 2025.

14. Parish Steward

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

Next in Melksham 9, 10 & 11 September.