



Planning

Agenda for 25/08/26 @ 19:00

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Melksham
TOWN COUNCIL



Melksham
TOWN COUNCIL

18 August 2026

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

Ref: Planning Committee Meeting, Tuesday 25 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 25 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/2jmrh4kx> . 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

To receive and consider acceptance for apologies and absences

(Local Government Act, 1972 s.85)

2. Declarations of Interest

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

(Melksham Town Council Code of Conduct)

3. Minutes

To approve the minutes of the previous meeting 4 August 2026.

(Local Government Act 1972, s. 12)

4. Public Participation

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/2026/04796](#) - 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 refurbishment of existing main roof (front and rear).

Respond by: 28 August 2026



6.2 [**PL/2026/04807**](#) - 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 refurbishment of existing main roof (front and rear).

Respond by: 28 August 2026

6.3 [**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: 20 August 2026 (extension requested)

6.4 [**PL/2026/04624**](#) - Full planning permission

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

Proposal: Internal and external alterations to support the continued use of the building as a specialist school for children and young people. Internal works include the installation of reversible timber slatted screening and access-controlled gates to selected staircases in order to improve safeguarding, manage pupil movement between age groups, and enhance security. Additional acoustic panelling is proposed within the main hall. External works include the installation of three new canopies to provide sheltered outdoor areas for pupils and a new air conditioning unit is also proposed on the existing plant room roof.

Respond by: 4 September 2026

6.5 [**PL/2026/04955**](#) – Listed building consent (Alt/Ext)

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

Proposal: Internal works include the installation of reversible timber slatted screening and access-controlled gates to selected staircases in order to improve safeguarding, manage pupil movement between age groups, and enhance security. Additional acoustic panelling is proposed within the main hall.

Respond by: 4 September 2026



6.6 [**PL/2026/04747**](#) –Full planning permission

Address: 3 Granville Road, Melksham, SN12 8AN

Proposal: Change of use and subdivision of vacant ground floor commercial premises (formerly a hot food takeaway) to create two separate commercial units comprising a hair salon and hot food takeaway, including shopfront alterations to provide separate entrances, erection of a single-storey rear extension and associated internal alterations

Respond by: 10 September 2026

6.7 [**PL/2026/02835**](#) –Full planning permission

Address: 3 Lowbourne, Melksham, SN12 7DZ

Proposal: Variation of condition 2 (plans) of planning consent [**PL/2024/03424**](#) - This application seeks to vary the approved drawings (Condition 2) to remove the second floor accommodation, dormer windows, and rear Velux windows. These changes will result in a reduction in ridge height of 1.45m. There is also a proposed end gable window in plot nine. Removal condition 8 attached to the parent permission, as the Velux windows are no longer required to implement the development.

Respond by: 18 September 2026

Note – PL/2024/03424 is itself an application to vary condition 2 of [**PL/2023/05617**](#).

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/2026/03765](#) - Lawful development: Proposed use

[Address:](#) 9 Sandridge Road, Melksham, SN12 7BE

[Proposal:](#) Certificate of Lawfulness for Proposed Development of Single Storey Rear Extension.

[Decision date:](#) 7 August 2026

[Decision:](#) Refuse

[MTC decision:](#) Not consulted.

8. **Union Street Parking**

To receive the results of the consultation.

To note. Matter will be further considered by LHFIG at the September meeting. LHFIG remaining budget for 2026/27 is £17075.78. A 33% contribution would be required from Melksham Town Council if the scheme was to proceed. Melksham Town Council LHFIG budget for 2026/27 is £6500.

To consider further representations, if any, Melksham Town Council wish to make to LHFIG.

9. **Temporary Road Closure**

To note.

9.1 A361 (Part), Inmarsh Lane (Part) and C242 (Part), Seend (05.10.2026)

9.2 A342 (Part), Bromham (22.10.2026)

9.3 A350 (Part), Lacock

10. **Blue Pool**

To note that the transfer of the Blue Pool to Melksham Town Council has been completed.

11. **Gypsies and Travellers Development Plan**

To note the email from Wiltshire Council.

12. **Parish Steward**

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

Next in Melksham 9, 10 & 11 September.