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MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 9th May 2023

To all members of the Council Planning Committee: Councillors Richard Wood (Chair of Committee), Alan Baines (Vice Chair of Committee), John Glover (Chair of Council) David Pafford (Vice Chair of Council), Terry Chivers, Mark Harris and Peter Richardson

You are invited to attend the Planning Committee Meeting which will be held on **Monday, 15 May 2023 at 7.30pm** at **Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below:

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**
Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout.co.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

YOU CAN ACCESS THE AGENDA PACK HERE

Yours sincerely,

Teresa Strange, Clerk



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AGENDA

1. **Welcome, Announcements & Housekeeping**
2. **To receive Apologies and approval of reasons given**
3. **Declarations of Interest**
 - a) **To receive Declarations of Interest**
 - b) **To consider for approval any Dispensation Requests received by the Clerk and not previously considered.**
 - c) **To note standing Dispensations relating to planning applications.**
4. **To consider holding items in Closed Session due to confidential nature**

*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business item **12(a)(iii)**, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
5. **Public Participation**
6. **To consider the following new Planning Applications:**

[PL/2022/08893](#): Land Rear of 523 Semington Road. Certificate of lawfulness for material start made for implementation of W/10/03428/S73 (Erection of detached dwelling). Applicant Lucy Rainbow (**Comments by 12 May – extension on comments granted by Wiltshire Council**)

[PL/2023/02752](#): 1 & 2 Sunderland Close, Bowerhill. Proposed Front Extension. Applicant Alan Jenkins (**Comments by 15 May**)

[PL/2023/02741](#): 41 Lysander Road, Bowerhill. Detached freezer/storage unit. Applicant Tim Walden, Ashton Farm Foods (**Comments by 16 May**)

[PL/2023/02304](#): Shaw Court, Bath Road, Shaw. Installation of photovoltaic panels to both roof slopes of existing garage. Applicant Stefano Patacchiola (**Comments by 19 May**)

[PL/2023/02689](#): 40 Newall Road, Bowerhill. Modifying half of existing carport into home office. Applicant Carl Wood (**Comments by 24 May**)

[PL/2023/03257](#): 89 Corsham Road, Whitley. Proposed side extension. Applicant Nathan Hall (**Comments by 23 May**)

[PL/2023/02893](#): Kays Cottage, 489 Semington Road. Certificate of Lawfulness for existing separate annex (Resubmission of PL/2022/08476). Applicant Paul Williams (**Comments by 30 May**)

7. Planning Decisions

- a) To note Wiltshire Council have refused proposals for 210 dwellings and 70 bed care home on land South of Western Way (PL/2022/08504).
- b) Reserved Matters application for 144 dwellings on land at Semington Road (PL/2002/02749). To note outcome of Western Area Planning Committee meeting held on 10 May.
<https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=149&MId=14891&Ver=4>

8. Revised Plans: To comment on any revised plans on planning applications received within the required **timeframe (14 days):**

PL-2023-00808: Land West of Semington Road. Outline planning permission for up to 50 dwellings and formation of access and associated works (Outline application to consider access with all other matters reserved).
(Comments by 30 May)

9. Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

- a) To note Planning Enforcement contacted following concerns by a resident of HGVs using Westlands Lane to access the Battery Storage Facility (17/04110) on Westlands Lane.
- b) New Inn, Semington Road. To note update from Public Protection following concerns raised by a resident.

10. Pre Application, Whitley Store in car park of The Pear Tree, Top Lane, Whitley. To note response from Wiltshire Council following the parish council submitting the application on Whitley Hub's behalf and consider next steps.

11. Application for Goods Vehicle Operator's Licence. To consider making a representation to the Traffic Commissioner to proposals by Broughton Transport Solutions, Norrington Lane, Broughton Gifford to apply to use Hangar 7, Lancaster Road, Bowerhill as an operating centre for 15 goods vehicles and 30 trailers.

12. Planning Policy

a) Neighbourhood Planning

- i) To note minutes of Steering Group Meeting held on 3 May 2023 (if available)
- ii) Update on the Neighbourhood Plan Review and to consider any time critical requests before the next Steering Group meeting.
- iii) Update on Neighbourhood Plan Site Selection following Steering Group meeting held on 3 May 2023.
- iv) To note Guidance for Neighbourhood Planning within Wiltshire: Integrating High Quality Design.
- v) To approve listing of Pathfinder Way Public Art as Heritage Asset in the revised Melksham Neighbourhood Plan.

b) Infrastructure Levy. To consider submitting comments on the consultation (deadline 9 June). <https://www.gov.uk/government/consultations/technical-consultation-on-the-infrastructure-levy/technical-consultation-on-the-infrastructure-levy>

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- c) **Permitted Development Rights consultation.** To note submission from the National Association of Local Councils (NALC)
<https://www.gov.uk/government/consultations/permitted-development-rights-supporting-temporary-recreational-campsites-renewable-energy-and-film-making-consultation>
- d) To consider and approve including the following in the **List of Requests to Developers**:
- Provision of convenience store with free cash point.
 - Ground source heat pumps to be included in proposals
 - To include capacity for hydrogen heating in the future within proposals
- e) To note **Planning Advisory Service led Planning Peer Review** will be held on Tuesday 23 May and consider submitting response (Clerk booked to attend).

13. **S106 Agreements and Developer meetings:** (*Standing Item*)

- a) **To note update on ongoing and new S106 Agreements**
- Hunters Wood/The Acorns:**
 - To note any updates on footpath to rear of Melksham Oak School.
 - Bowood View:**
 - Update on play area adoption and works to be undertaken
 - Pathfinder Place:**
 - To note latest update from Wiltshire Councillor Nick Holder/Taylor Wimpey on outstanding issues following site visit.
- b) **To note any S106 decisions made under delegated powers**
- c) **Contact with developers.**
- Public Consultation Re: Proposals for c300 dwellings on land at Snarlton Farm.** To consider response to the consultation
<https://www.catesbystates.co.uk/land/land-south-of-snarlton-farm-melksham>

Copy to all Councillors

Town & Country Planning Act 1990

Notice of Approval of Reserved Matters

Application Reference Number: 18/04477/REM

<p>Agent Pegasus Group Pegasus House Querns Business Centre Whitworth Road Cirencester GL7 1RT</p>	<p>Applicant Mr Ian Drew 730 Waterside Drive Aztec West Almondsbury Bristol BS32 4UE</p>
<p>Particulars of Development: - Reserved Matters Application Pursuant to 16/01123/OUT and 17/06285/REM (Access). Erection of 213 Dwellings and Associated Works at Land South of Western Way, Bowerhill, Melksham</p>	
<p>At: Land South of Western Way, Melksham, Wiltshire, SN12 6TJ</p>	

In pursuance of their powers under the above Act, the Council hereby PERMIT the above development to be carried out in accordance with the details of the RESERVED MATTERS submitted by you, and subject to compliance with the conditions specified hereunder:-

- The development hereby permitted shall be carried out in accordance with the following approved plans listed in the approved schedule (subject to any alteration or variation agreed within any subsequent discharge of conditions):

P17-1496_01 Rev AF by Taylor Wimpey, dated 10/10/2018
P17-1496_03 Rev K by Taylor Wimpey, dated 11/10/2018
P17-1496_06 Rev D by Taylor Wimpey, dated 29/08/2018
P17-1496_07-1 Rev C by Taylor Wimpey, dated 29/07/2018
P17-1496_07-2 Rev A by Taylor Wimpey, dated 02/05/2018
P17-1496_07-3 Rev D by Taylor Wimpey, dated 05/09/2018
P17-1496_07-4 Rev A by Taylor Wimpey, dated 02/05/2018
P17-1496_08 Rev C (Housetype Pack) by Taylor Wimpey, dated September 2018
P17-1496_10 Rev D by Pegasus Design, dated 10/10/2018
P17-1496_11 Rev D Sheet 1 by Pegasus Design, dated 16/10/2018
P17-1496_11 Rev D Sheet 2 by Pegasus Design, dated 16/10/2018
P17-1496_11 Rev D Sheet 3 by Pegasus Design, dated 16/10/2018
P17-1496_11 Rev H by Taylor Wimpey, dated 11/10/2018
P17-1496_14-1 by Taylor Wimpey, dated 03/05/2018
P17-1496_14-2 by Taylor Wimpey, dated 03/05/2018
P17-1496_14-3 by Taylor Wimpey, dated 03/05/2018
P17-1496_15 by Taylor Wimpey, dated 02/05/2018

P17-1496_16 Rev F by Taylor Wimpey, dated 08/10/2018
P17-1496_18 Rev B by Taylor Wimpey, dated 11/10/2018
P17-1496_19 Rev E by Taylor Wimpey, dated 08/10/2018
P17-1496_20 Rev E by Taylor Wimpey, dated 08/10/2018
P17-1496_22 Rev F by Taylor Wimpey, dated 10/10/2018
06-01 Rev C by Taylor Wimpey, dated 05/10/2018
06-02 Rev C by Taylor Wimpey, dated 05/10/2018
06-03 Rev C by Taylor Wimpey, dated 05/10/2018
06-04 Rev C by Taylor Wimpey, dated 05/10/2018
101 Rev D by Taylor Wimpey, dated 05/10/2018
200-01 Rev F by Taylor Wimpey, dated 05/10/2018

REASON: For the avoidance of doubt and in the interests of proper planning.

- 2 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), the garages and car ports hereby permitted shall not be converted to habitable accommodation.

REASON: To secure the retention of adequate parking provision, in the interests of highway safety.

- 3 INFORMATIVE:
Your attention is also drawn to the conditions imposed on the outline planning permission reference 16/01123/OUT and dated 23 March 2017. Furthermore this permission shall be read in conjunction with an Agreement made under Section 106 of the Town and Country Planning Act, 1990 and dated the 21 March 2017.

Signed

Tim Martienssen

Director

Economic Development and Planning

Dated: 26 October 2018

NOTES

1. **Other Necessary Consents.** This document only conveys permission for the proposed development under Part III of the Town and Country Planning Act 1990 and the applicant must also comply with all the byelaws, regulations and statutory provisions in force in the area and secure such other approvals and permissions as may be necessary under other parts of the Town and Country Planning Act 1990 or other legislation.

In particular the applicant is reminded of the following matters:-

- 1.1 The need in appropriate cases to obtain approval under Building Regulations. **(The Building Regulations may be applicable to this proposal. Please contact the Council's Building Control team before considering work on site);**
- 1.2 The need to obtain an appropriate order if the proposal involves the stopping up or diversion of a public right of way or other highway (including highway verge)
- 1.3 The need to obtain a separate "Listed Building Consent" to the demolition, alteration or extension of any listed building of architectural or historic interest;
- 1.4 The need to make any appropriate arrangements under the Highways Act 1980, in respect of any works within the limits of a highway. The address of the Highway Authority is County Hall, Trowbridge, BA14 8JD (It is the responsibility of the applicant to ascertain whether the proposed development affects any listed building or public right of way / other highway, including highway verge).

2. **Appeals.** If the applicant is aggrieved by the decision of the local planning authority to grant permission subject to conditions, he may appeal to the Secretary of State for the Environment in accordance with Section 78(1) of the Town and Country Planning Act 1990 within six months of the date of this decision. (Information and forms relating to the appeals process can be found at the Planning Portal – www.planningportal.gov.uk/planning/appeals). The Secretary of State has the power to allow a longer period for the giving of a notice of appeal but he will not normally be prepared to exercise this power unless there are special circumstances which excuse the delay in giving notice of appeal. The Secretary of State is not required to entertain an appeal if it appears to him that permission of the proposed development could not have been so granted otherwise than subject to the conditions imposed by the local planning authority, having regard to the statutory requirements, to the provisions of the development order, and to any directions given under the order. He does not in practice refuse to entertain appeals solely because the decision of the Local Planning Authority was based on a direction given by him.

If the applicant wishes to have any further explanation of the reasons for the conditions imposed on this permission it will be given on request and a meeting arranged if necessary.

3. **Purchase Notices.** If permission to develop land is granted subject to conditions, whether by the local planning authority or by the Secretary of State for Communities and Local Government, and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably beneficial use by the carrying out of any development which has been or would be permitted, he may serve on the District Council a purchase notice requiring the Council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.
4. **Compensation.** In certain circumstances, a claim may be made against the local planning authority for compensation, where permission is refused or granted subject to conditions by the Secretary of State on appeal or on a reference of the application to him. The circumstances in which such compensation is payable are set out in Section 114 of the Town and Country Planning Act 1990.
5. **Discharge of Conditions.** The Government introduced new fees for the discharge of planning conditions from 6th April 2008. The fee is payable per request and not per condition. The fee chargeable is £25 per request for householder development and £85 per request for all other types of development. The fee must be paid when the request is made, and cannot be received retrospectively. It does not matter when the permission was granted as long as it remains extant. The request, identifying the permission (with reference number) and the conditions concerned, should be made by using the 1 APP forms which are available on the Councils Website or the Planning Portal.

You are advised that the as local planning authority has up to 12 weeks to consider the request, that you apply well in advance of when you intend to start work

6. If this permission relates to the creation of new dwellings/commercial units or conversion of buildings into dwellings/commercial units, you are required to apply for street naming and numbering to ensure that the new buildings are allocated accurate addresses and registered with the Royal Mail. Relevant application forms, guidance notes and fee sheets are available to download at <http://www.wiltshire.gov.uk/planninganddevelopment/streetnaming> or you can contact the Address Information Team on 01225 770508 or by email at streetnaming@wiltshire.gov.uk

- 7 **Informative** There is a legal duty of care incumbent on the customer and contractor that all commercial waste generated as a result of the works hereby authorised is safely contained, transported and disposed of lawfully in line with the Environmental Protection Act 1990 and Environmental Permitting Regulations 2016 (as well as any other related legislation). Failing to do so can lead to individuals or organisations being prosecuted for unlawful waste management.

Melksham Without Parish Council's comment

- Planning Application

[PL/2022/08476](#)

Comments

Melksham Without Parish Council's comment

The Planning Committee do not oppose this application, provided the tenant has a designated parking space for the annexe. There is a lack of parking for the site as a whole resulting in vehicles having to park on the road, which is having an impact on the highway. It is assumed Council Tax has been paid since the annexe was occupied. Members made a general comment at the over development of the site in general, given the various applications submitted over the years.

Date Created

22/12/2022

The Town and Country Planning Act 1990
Refusal of Outline Planning Permission (Some Matters Reserved)

Application Reference Number: PL/2022/08504

Decision Date: 27 April 2023

Applicant:	Hallam Land Management C/O Agent
Particulars of Development:	Outline application (with all matters reserved except for access) for the erection of up to 210 residential dwellings (Class C3) and a 70 bed care home (Class C2) with associated access, landscaping and open space (Resubmission of 20/08400/OUT)
At:	Land South of Western Way, Melksham, Wilts

In accordance with paragraph 38 of the National Planning Policy Framework (NPPF), this planning application has been processed in a proactive way. However, due to technical objections or the proposal's failure to comply with the development plan and/or the NPPF as a matter of principle, the local planning authority has had no alternative other than to refuse planning permission.

In pursuance of their powers under the above Act, the Council hereby REFUSE TO GRANT PERMISSION for the development referred to in the above application and plans submitted by you, for the following reason(s):

Refusal Reason(s): (2)

- 1 The proposal is considered unacceptable with regard to the strategic and sustainable development principles enshrined within policies CP1, CP2 and CP15 of the Adopted Wiltshire Core Strategy and Policy 6 of the Joint Melksham Neighbourhood Plan, and given that the site is located outside any defined limits of development and within an area which has a made neighbourhood plan (confirmed in July 2021) that allocates land for housing to satisfy local housing requirements, this application conflicts with the plan led approach to delivering new housing at the local community level, and it would be contrary to the sustainable development principles set out within the National Planning Policy Framework and specifically to the provision of new housing, this application conflicts with NPPF paragraph 14 in its entirety.
- 2 The proposed development fails to provide and/or secure adequate provision for necessary on-site and, where appropriate, off-site infrastructure to make the application proposal acceptable in planning terms. The application is therefore contrary

to policy CP3 of the adopted Wiltshire Core Strategy, Policy 8 of the made Joint Melksham Neighbourhood Plan, and the National Planning Policy Framework and specifically the central social and environment sustainable development objectives enshrined within paragraph 8.

Informatives: (1)

- 3 Please note that reason for refusal 2 cited above could be satisfactorily addressed via a s106 agreement.

Parvis Khansari - Corporate Director, Place

Teresa Strange

From: Teresa Strange
Sent: 05 May 2023 10:28
To: Melksham News
Cc: Graham Ellis (graham.ellis@melksham-tc.gov.uk); Linda Roberts (linda.roberts@melksham-tc.gov.uk)
Subject: Quotes for 210 houses

Hi Laura

A bit of fine tuning and some more words.....

Melksham Without Parish Council: will be either Cllr Richard Wood, Chair of Planning Committee or Cllr John Glover, Chair of Council

"We are delighted to hear the news that this application for speculative development has been refused again by Wiltshire Council. The parish council have had objections to residential development at this site due to its poor access, eroding the rural buffer/green gap between Melksham and Bowerhill and the impact that being adjacent to the busy industrial estate will have on any residents that would move in. Its poor access would be compounded by the number of vehicles accessing the proposed development, as the plans included a 70-bed care home too, which would have an additional burden of staff and visitors accessing the home, as well as medical staff including ambulances.

The Melksham Neighbourhood Plan policies have been instrumental in the decision made by Wiltshire Council, and it is ensuring that future development in the Melksham area is plan led, and not developer led. Whilst it is Government policy that dictates housing numbers to Wiltshire Council who in turn allocate a proportion of that growth amongst the towns and large villages, using a Neighbourhood Plan is the way that local people can have a say and influence what the development in their area looks like, and what it brings with it."

Councillor David Pafford, Chair of Melksham Neighbourhood Plan Steering Group:

"We have worked hard to get a Neighbourhood Plan that local people voted to bring into legal force and it's heartening to see that it's a living document that the Wiltshire Council planners are using to make decisions about large planning applications in the area. It's reinforced our view that it is so important to keep our Neighbourhood Plan bang up-to-date; this is an important document and we need to respond to a changing context and make sure that our Plan remains as strong as possible. Our Neighbourhood Plan is a powerful document which will ensure that any development in Melksham is plan led, comes with the correct infrastructure and complements the vitality and sustainability of our community.

Please look out for the consultation of the draft Neighbourhood Plan in the coming months, as this will give you the opportunity to comment on the proposed small, and medium housing site allocations in the review of the Neighbourhood Plan – your chance to say where development in the town and surrounding area should be. Wiltshire Council's draft Local Plan is also out for consultation later this year which will give you the opportunity to comment on the large strategic sites for housing development, and the infrastructure that it brings."

Graham Ellis (Melksham South Ward Councillor and vice chair of the Melksham Neighbourhood Plan Steering Group)

"I am delighted that plans for 210 homes and a 70 bed care home just across the road from Melksham Town have been turned down. We are in need of additional housing, but it needs to be built in line with neighbourhood and county plans, providing enhanced and integrated infrastructure as part of project for both current residents and business as well as new ones we look forward to welcoming.

"This decision shows the value of our current neighbourhood plan. House building companies are businesses looking to maximise their profit and without such active plans will build unguided towards that objective. On the other hand, with such an active plan the developers are guided towards building in line with Melksham and county plans to the benefit of ensuring the new housing fits in properly. These days, Melksham Without Parish Council and Melksham Town Council meet ahead of application with house builders so that we can help each other tune plans in partnership to fit in with the design codes and our future plans to help Melksham continue to be a town that people want to live in".

Teresa Strange
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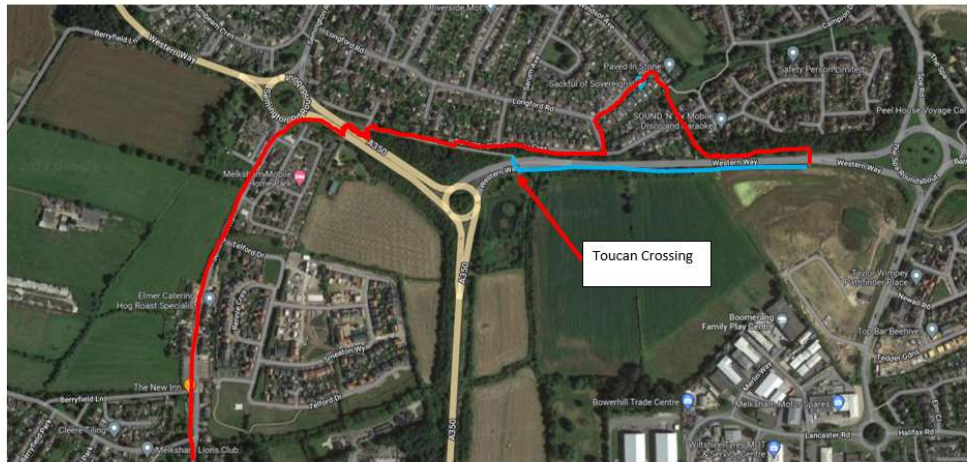
Melksham Without Parish Council's list of outstanding concerns/requests for conditions at the Western Area Planning Committee on Wednesday 10th May 2023 at 3pm.

PL/2022/02749 Land at Semington Road, Melksham, Wiltshire

Reserved matters (following Outline Permission 20/01938/OUT) for development comprising the erection of 144 dwellings with informal and formal open space, associated landscaping and vehicular and pedestrian accesses off Semington Road

Condition request A: Safe walking route to schools/Highways s106 contribution

In section 10 of the Officer report for the Committee meeting, it refers to the £200,000 s106 contribution to upgrade the pelican crossing on the A350 and that this work has already been undertaken by Wiltshire Council as part of the Active Travel route from Melksham to Hilperton. The parish council feel very strongly that this money should be used for a new footway and toucan crossing to enable the children from the new development (and those that have moved into the adjacent new Bowood View with 150 dwellings 15/12454/OUT & 17/01096/REM) and the approved outline application (now at Reserved matters) for the other side of Semington Road (20/07334/OUT & PL/2023/0080 50 dwellings) and behind that site if WC minded to approve (PL/2022/08155 53 dwellings). **The officer report states that the council's highways team are reviewing other relevant highway projects but the parish council feel strongly that this needs to be addressed now, and be a condition of the planning application to ensure that it actually happens.** Concerns are raised as despite the s106 funding being paid to WC on another local application, WC are still not progressing with the building of a safe route to the rear of Melksham Oak school despite occupation. The drawing below shows the route in red that children would need to take to access the new primary school to be built at Pathfinder Place, and onwards to Melksham Oak secondary school. The parish council feels strongly that residents will be tempted to walk the blue line, on the grass verge of the busy A365.



Walking route for those children coming from development (144 dwellings) East of Semington Road (PL/2022/02749) to access proposed new school at Pathfinder Place in **RED**.

Request for Section 106 Funding to be used to provide Toucan Crossing and create footpath along Western Way to proposed Pathfinder Place School in **BLUE**

The parish council have tried several times to engage with the WC Highways team on this route with no luck. WC's draft school places strategy out for consultation in March 23 states:

“Page 21 Location of new schools:

The fundamental aim in planning school places is to provide places near to where children live, to meet parental preferences as far as possible; to locate schools at the heart of their communities and to minimise travel to school distances. Wiltshire Council believes that where additional school places are needed because of new housing development, as far as possible.

The costs should fall on the landowners and/or developers, by way of contributions falling within the concept of planning obligations. Wiltshire has an agreed methodology for calculating the infrastructure needs arising from new development. A policy for requesting contributions from developers and for the use of such funding is in place.

It is Wiltshire Council policy that where significant number of new places are needed, new primary schools should be provided, wherever possible, within major new housing developments.

The site should ideally be within walking distance of most the development and Wiltshire Council will seek, through the planning processes, to provide for safe routes to school for pedestrians and cyclists. Sites of a suitable size to enable future expansion will be sought where the school can provide a natural focus for the local community, possibly in association with other local facilities such as shops or other community buildings”.

There was also a provision in the £200k 106 funding for “measures to reduce the attractiveness to pedestrians of the pedestrian route on the western side of the roundabout between Old Semington Road and Melksham” and again, the parish council feel strongly that this should be nailed down to ensure it happens before occupation as it the route that residents will use to access town, and in particular Aloeric primary school and the Campus as they have direct access from that side of the road through the Hazelwood Road estate.

Condition 11: Notwithstanding the submitted plans and prior to the first occupation of the development hereby approved details of the proposed gate (to be no lower than 2 metres in height) to the Shails Lane/sewage works access shall be submitted to and approved in writing by the Local Planning Authority.

Residents of the **private** Shails Lane and the Parish Council have felt strongly since the onset of this proposed development that there should be **no access** from the development to Shails Lane but understand that this is required due to services easement. They welcome the condition and are keen that the parish council/residents will be able to comment on the proposals put forward by David Wilson Homes in due course before the Local Authority give approval.

Condition request B: Construction management plan

The parish council can see no submitted Construction Management Plan. Despite assurances to the contrary by DWH, construction vehicles have been accessing the site via the private Shails Lane, including since the main access onto Semington Road has been knocked through.

The parish council request that there should be a **condition that no construction traffic can use access site via Shails Lane**, and a management plan detailing working hours etc.

Condition request C: Physically close access from Shails Lane to A350

The access from Shails Lane to the A350 was closed by the Coroner following a fatality from a resident using the Shails Lane route from Berryfield to Bowerhill. This development will place 144 dwellings adjacent to Shails Lane, who may be tempted to use Shails Lane to access Bowerhill on foot/cycle rather than the longer circuitous route and the parish council feels strongly that there should be a **condition to ensure that the route is physically blocked up and that access cannot be made before occupation**. Photos from google show the grass is trampled in this area, and the path is not overgrown, and not physically blocked off. The parish council understand that a fence of at least 2.4m high has been proposed by DWH and is with Wiltshire Council for approval. DWH have also proposed that they would do these works prior to any homes being occupied on this site. This is detailed in the s106 as “A350 pedestrian safety works”. From previous experience with other

developers in the area, highway safety works that were detailed in the s106 for “before occupation”, did not happen until a year or more after occupation - how can this be nailed down to ensure that it does happen?

Shails Lane route across the A350 to access Bowerhill:



Shails Lane access onto the A350 (closed by Coroner):



Opposite side of A350, access to Bowerhill opposite Shails Lane:



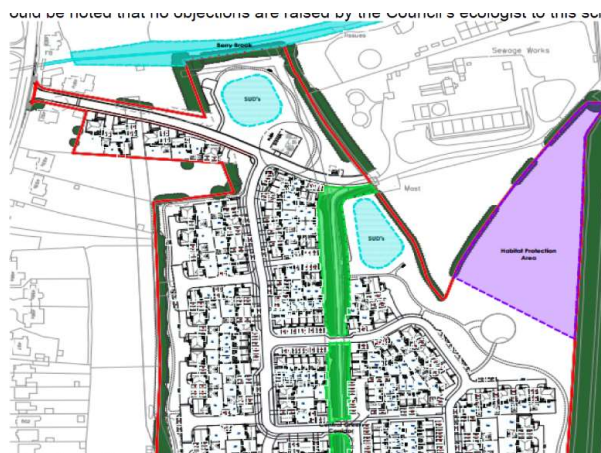
Condition 1: The development hereby permitted shall be carried out in accordance with the following approved plans.

The parish council still feels that the LEAP play area is in the wrong location, it is isolated and not overlooked; they still believe it would be better placed more central to the proposed development.

In terms of the housing mix, whilst welcoming 4 x 1 bed ground floor “adaptable” maisonettes, the parish council still do not understand why there are not 2 x bungalows as per the s106 agreement. The officer report states that this was not identified as a requirement at s106 stage, but page 28 of the s106 details 2 x 2 bed accessible bungalows under Schedule 3: Affordable housing mix. The parish council would still like to see the provision of bungalows.

Condition 9: All soft landscaping comprised in the approved details of landscaping for each plot shall be carried out

The parish council request that there are some areas of open space where the grass is cut to allow areas of informal play – otherwise if all the open space is of a “wildflower cut” there is nowhere to kick a ball about and therefore this tends to happen inside the equipped play area causing conflict and perceived anti-social behaviour. Whilst there is a lot of open space, most of it is SUDS/Attenuation basin or Habitat Protection area (meadow/wetlands grass). **The parish council request more amenity grass areas for informal play.**



Condition request D: Footbridge across brook to new village hall

The parish council recognise and welcome that DWH are offering a Unilateral Undertaking to them to establish a footbridge from this proposed development to the

new village hall built by the parish council last year but want to see that there are no hitches in terms of planning that should be addressed at this reserved matters timing. They welcome the layout plan that shows a footpath to the potential bridge, but at this time don't know where the bridge will "land" this side of the brook and so are seeking a condition to ensure that this can happen and that there are no hitches as the route across the brook is yet to be determined.



20/07334/OUT: Land West of Semington Road, Melksham. Outline planning permission for up to 50 dwellings and formation of access and associated works (outline application to consider access with all other matters reserved). Applicant Terra Strategic

Extract from the Minutes of 5 October 2020:

Members had raised a number of concerns at the meeting with the developers on 30 September as follows:

- Highway safety with regards to pedestrians crossing the A350 both on the light-controlled crossing to the East and the informal crossing to the West of this site, both of which are dangerous. With various near misses, some involving children, being reported to the Parish Council.
- Loss of Grade 2 Agricultural land.
- The unsustainability of the site.
- Outside the settlement boundary.
- The need for proposed affordable housing to be tenant blind.
- Impact traffic calming measures will have on vehicles accessing/egressing the site.
- The impact this application would have on proposals for the Wilts & Berks canal "Melksham Link" project.
- Increased traffic using the A350, particularly since the temporary closure of Cleveland Bridge, Bath to HGVs with the potential for this application to exacerbate this further.
- That further development could take place on the piece of land currently in the developer's ownership adjacent this site, if this application were approved.
- It was noted that some residents of Townsend Farm accessed their properties to the rear and used the 'green' lane adjacent to gain access and it would appear this may be hindered by proposals for this site.

Councillor Pafford raised a concern at the impact of Wiltshire Council allowing planning approval for the Pathfinder Way development in Bowerhill, which had set a precedent for development in inappropriate locations and allowed for opportunistic applications by developers.

Councillor Pafford also felt some of the comments in the report provided by the developer were over optimistic with regards to the level of facilities available within Melksham at the current time.

Members reiterated concerns regarding the safety of pedestrians crossing the busy A350 to access Aloeric School and the town centre and the impact these plans would have on the Wilts & Berks Canal project. It was noted that the access road to this site may impact proposals for an access road to Berryfield which was included in the canal plans, with potential for two roads to be adjacent to one another.

It was understood that any significant development on the West side of Semington Road would have to contribute towards the canal, however, if this development were to go ahead this could set a precedent for future development taking place and therefore not contributing towards the canal, given the current delay in the plans.

Members felt the site was unsustainable for various reasons, including the lack of public transport serving this area.

It was noted some parents may wish to send their children to St George's, Semington and be tempted to go through the 'bus gate' rather than via the A350.

Discussion ensued on what Members would like to see included on the site, if Wiltshire Council were minded to approve the application.

Concern was raised at some inaccuracies within the Design & Access Statement ie.

1.3.20: Further to the West is the River Avon, which forms part of the Wilts & Berks Canal. As part of the Council's Melksham Link project.

The Melksham Link has not been created yet, however, it is anticipated that the River Avon will form part of the canal link. The project is also not a project of 'the Council'.

Whilst page 30 shows an indicative layout of the plans to be submitted, on page 35 it shows a site layout similar to that submitted previously for 160 dwellings on the whole site.

The Clerk informed the meeting Wiltshire Council had refused another application on this site by Terra Strategic (17/01095/OUT) in May 2017 for 160 dwellings on the following grounds:

- 'The site is located in open countryside outside the limits of development defined for Melksham in the Core Strategy.
- The proposal conflicted with the Council's plan-led approach to the delivery of new housing sites outside of the identified limits of development, as set out in Core Policy 2 of the Wiltshire Core Strategy, which seeks to provide new housing sites to deliver the identified needs in Melksham Community Area through a Site Allocations DPD and/or Neighbourhood Plan.
- The proposal would create a large block of housing isolated from other development by surrounding fields.
- The application would result in the loss of Grade II Best and Most Versatile Agricultural land where the loss of land is not considered to be necessary.
- Increase in pedestrians crossing the Western arm of the A350 roundabout where there is no formal crossing and such a crossing facility could not be safely provided due to the proximity of the roundabout.
- The various constraints on the site and the impact on the character of the locality.
- The proposal does not provide for the delivery of the necessary infrastructure (eg affordable housing, education provision, and open space) required to mitigate the direct impacts of the development.'

Comment: To Object to this application on the following grounds:

- The proposal is outside of the settlement boundaries for both the village of Berryfield and Melksham Town, and as such would be development in the open countryside which would erode the rural buffer between these two settlements.
- This is an inappropriate site for development and could possibly prejudice some of the enabling development required for the Wilts & Berks Canal Link. The route of the canal is protected under Core Policy 16 of the Core Strategy.

This application threatens any road access into Berryfield as proposed in the Wilts & Berks Canal Plans and could result in two roads adjacent to one another.

- The proposed site entrance is very close to the entrance to the Mobile Home Park, and in addition to the road calming measures already in place this could lead to congestion and traffic issues, especially on the Semington Road roundabout on the A350. The A350 is a primary route with 20,000 vehicles a day using it.
- The site is considered to be inaccessible from Town. There are concerns over how children would get to primary schools, such as Aloeric Primary, St Georges in Semington, Bowerhill and any new school forming part of the Pathfinder Way application and to secondary school - Melksham Oak.
- Highway safety. Several near misses on the light-controlled crossing on the A350 have been reported to the Parish Council, some of these near misses have involved children attending Aloeric School.
- This development would result in the loss of Grade 2 agricultural land.
- The unsustainability of the site and lack of public transport.
- The reasons planning application 17/01095 was refused by Wiltshire Council in May 2017 for a development of 160 dwellings still stand.
- In the Case Officer's report for another application in Berryfield, 16/11901/OUT, which was approved on 23 March, 2017, under the Assessment of the Principle Development, the Officer stated the following:

“Appendix F of the Wiltshire Core Strategy sets out that Berryfield is a Small Village with no settlement boundary therefore a judgement has to be made as to whether the application site is “within the existing built area” of Berryfield.

Berryfield is considered to form a large group of dwellings located mainly to the West of Semington Road leading to the A350.

The application site is located on the northeast edge of the village forming part of a spur of residential development that extends North out of the village. Residential development is located to the South and North of the application site

(489A Semington Road and 490 Semington Road) and opposite (West) is a public house.

To the East lie open fields however this site has outline permission for 150 dwellings (16/00497/OUT). The application site is therefore bordered by development on three sides and proposed development on the fourth. Due to the location of the site between existing development it is considered that the application site lies within the existing built area of Berryfield. Due to the location of the application site between existing residential development it is also considered that the development would be considered infill development. The proposed development therefore complies with Core Policy 2 of the Wiltshire Core Strategy”.

The Council therefore considers, taking into account the evidence for the approval of application 16/11901/OUT, that this application does not fall “within the existing built area” of Berryfield, having only a small area of development to the East of the application site, open fields to the South and West of the site and the A350 to the North; neither does it fall within the settlement boundary of Melksham Town.

This application therefore does not comply with Core Policy 2 of the Wiltshire Core Strategy, in that it is outside of the defined limits of development and has not been brought forward through the Site Allocations DPD or the emerging Melksham Neighbourhood Plan.

Should Wiltshire Council be minded to approve this application the Parish Council would like to see the following conditions included in the Heads of Terms for the S106 Agreement:

- The development is tenant blind.
- There are practical art contributions.
- A LEAP (Local Equipped Area of Play) is provided which includes bins and benches as well as public open space and the regular emptying of bins to be reflected in any future maintenance contribution.
- The Parish Council wish to enter into discussions on being the nominated party for any equipped play area for the site, and the associated maintenance contribution.
- Bus shelters to be provided in Semington Road with WiFi connectivity to provide Real Time Information.
- The road layout is such that there are no dead ends in order that residents and refuse lorries do not need to reverse out of roads.
- There is a visible delineation between the pavement and the road.
- As no community facility is being provided from this application, that a contribution is made towards the running costs of the new village hall being provided as part of planning application 16/00497/OUT on Semington Road.
- A contribution is made to public transport.
- A contribution towards the canal scheme.
- Equipment is provided for teenagers, such as a teen shelter with WiFi connectivity.

- The provision of circular walking routes with the provision of benches and bins.

Councillor Holder following the comments raised above stated he would 'call in' this application to be considered at Committee.

In order to give context, the comments raised by residents under Public Participation are below:

Two residents of Townsend Farm and one resident of Berryfield attended the meeting to voice their objections to proposals for 50 dwellings on land West of Semington Road by Terra Strategic. The objections raised were as follows:

- The red line indicating the extent of the application appeared to take in an area of land around Townsend Farm which residents had a right of way over.
- Proposed parking for the site was adjacent to Townsend Farm boundary.
- The plans appeared to include the access road for Townsend Farm.
- The fields within the site often flooded, particularly this time of year, which did not appear to be taken into consideration in the Flood report, with regards to what measures would be put in place to mitigate against this.
- Loss of part of Grade 2 agricultural land.
- The loss of farmland in general.
- Melksham has met its housing allocation.
- Lack of infrastructure, such as schools and health care.
- Whilst this application is for half the site, once approved the rest of the site could be put forward for development and the extra impact this would have on current facilities within the town.
- Road safety – The nearest primary school would be Aloeric School. People would be tempted to cross the A350 using the crossing to the West rather than the light-controlled crossing to the East of the site, both crossings are dangerous however. There have been several near misses, on the East crossing, some of which have involved children where vehicles have not stopped on a red light.
- Impact on Berryfield and the destruction of the area due to inappropriate development.
- Impact on local wildlife, adders, which are a protected species are known to inhabit areas of the site.
- Impact the extra traffic will have on Semington Road.
- The lack of a holistic approach to development in the area, resulting in the lack of new infrastructure being delivered.
- Lack of a footpath along the A350, particularly for students wishing to access Melksham Oak or other primary schools in the area.
- Traffic is already busy on the A350, particularly at rush hour and the impact this development will have on traffic.
- The impact this development will have on the Right of Way residents of Townsend Farm have to the rear of their properties.

Councillor Wood stated that current development taking place in Berryfield would not have taken place, if it had not been for a previous lack of 5 year land supply by Wiltshire Council.

Regarding the Right of Way currently enjoyed by residents, he felt it was important to draw this to the attention of the developers and asked that the Clerk contact the developers regarding this.

Also at the same meeting, a Road Safety Report relating to a planning application in Semington Road (20/01938) was also discussed therefore, I am forwarding an extract of the minutes referring to this item, as Members' concerns regarding road safety will be relevant to this application:

A copy of the Road Safety Report relating to the proposed development for 144 dwellings off Semington Road, Berryfield had been forwarded to the Parish Council, following a concern raised when discussing this application previously, at the safety of children having to cross the A350 to access education facilities.

Councillor Baines raised concern there appeared to be several omissions from the report as it did not refer to several other roads having to be crossed to access Aloeric School, such as Longford Road and Lewington Close. He also noted that the footpath between Peel Court and Lewington Close was often obstructed by vehicles parking on the footpath.

Other observations:

- *Reference had been made by the Road Safety Officer that whilst undertaking the assessment they witnessed an unaccompanied child travelling by scooter to Aloeric Primary School waiting at the barriered central refuge at the double toucan crossing, pressing the wait button and then not wait for the 'green flashing safe to walk lights' as there were no oncoming vehicles.*
- *Poor visibility when approaching the toucan crossing via vehicle from the East due to an overgrown hedge, with the writer of the report noting this had obscured their view of several cyclists waiting at the crossing.*

It was noted the Parish Council had made several requests for this hedge to be cut back due to poor visibility.

- *The shortest direct route crossing the A350 is via the West informal crossing, which the Road Safety Officer felt was not a safe option.*

It was noted the Parish Council had also raised this as a concern.

Members also raised a concern at the safety of pedestrians using the light-controlled crossing to the East, which was felt to be very dangerous. Having received several reports of near misses whereby vehicles had not stopped at a red light, the Parish Council had asked at a recent Community Area Transport meeting (CATG) that extra safety measures be installed at this crossing.

- *The report only referenced children accessing Aloeric School, however, children from this development could attend other primary schools in the area such as Bowerhill, St George's in Semington and the proposed new school at Pathfinder Way.*

- *The report stated the walk to Aloeric School from this site was safe if accompanied by an adult, however, older primary school children often walked and cycled to school on their own.*

It was noted there is no preschool provision at Aloeric School and therefore, it needed to be borne in mind where preschool children would attend and what walking route would be used.

Standing Orders were suspended to allow Members of public to speak to this item.

A resident of Berryfield expressed their concern at how dangerous crossing the A350 is and stated they had previously made the Parish Council aware of a near miss when attempting to cross the Eastern crossing when traffic was on a red light.

Another resident reiterated concerns regarding crossing the A350 and stated adults were more aware of their surroundings, however, children often were not and expressed a concern at the potential dangers of unaccompanied children crossing the A350.

Standing Orders were reinstated.

Recommendation: *To forward the above comments to the Wiltshire Council Road Safety Team and to remind them that a report on safe walking routes to other schools in the vicinity had also been requested and to ask that they bear in mind where preschool children would attend in their report.*

EXTRACT FROM PLANNING COMMITTEE MINUTES 27 FEBRUARY 2023

PL/2023/00808: Land West of Semington Road. Approval of Reserved Matters following outline application 20/07334/OUT approved under Appeal Ref: APP/Y3940/W/21/3285428 for up to 50 dwellings, (appearance, scale, layout and landscaping). Applicant Living Spaces

Comments: Whilst welcoming the following aspects of the proposals:

- Smaller units which had been highlighted as a need for Melksham in the recent Housing Needs Survey completed as part of Melksham's Neighbourhood Plan Review.
- Each property will be fitted with air source heat pumps
- The inclusion of electric charging points to each property.
- Maximum of two storey dwellings within the development.
- The layout is garden to existing garden.
- Preference for local contractors

Members made the following observations:

- The areas set aside for bin collection do not appear to be large enough, particular as 2 bins can often be collected on the same day. Therefore, the Parish Council ask that these areas are large enough for 2 bins each to be stored.
- With the current layout and several dead ends, concern was raised whether refuse vehicles would be able to negotiate the road layout satisfactorily.

It was noted on the swept path analysis plan, it assumed no vehicles would be parked on the side of the road and therefore, a refuse lorry may have difficulties negotiating some areas.

Members noted that with a different layout two circular routes could be created within the design, eliminating several of the dead ends and making maneuverability of refuse vehicles in particular easier.

- The parish council were disappointed to note no play area was proposed for the site as discussed previously with the applicant. Whilst it had been noted during discussions with the applicant one was not required for a development of 50 dwellings, it was noted if the development adjacent to their site were to be approved (PL/2022/08155 - Phase 2) a play area could be located to the North West of this site.

Members felt it was important to request a play area or at least leave space for one if Phase 2 were approved, including some space for a ball to be kicked about.

- Reassurances are sought there is an effective management of water run off for the site and query where it is proposed to pump surface water to, particularly given the concerns of residents of Townsend Farm. It is noted Wiltshire Council's Drainage Team is to be consulted on the proposals which was welcomed.

- Whilst welcoming the provision of air source heat pumps, Members noted there was no mention of solar panels being installed. However, at a meeting with the applicant it had been suggested these would be included.

Therefore, Members ask for solar panels to be included in the design, at least on those properties with South facing roofs and the provision of battery storage facilities as well, in order to make dwellings more energy efficient and sustainable. Those dwellings facing East/West should be provided with air source heat pumps.

Concern was raised at a number of inaccuracies in the Design and Access Statement dated October 2022 as follows:

- 5.2.1 Mentions local amenities, including a cinema, however, there is no cinema in Melksham and there has not been one for several decades.

It also mentions a hospital, but it has no Minor Injuries offering, and is used for very specific services like wheelchair repair, limited Xray and physiotherapy.

Unfortunately, on page 10 it shows a photo of the old Library. A new Library opened as part of Melksham Community Campus in August 2022.

- 5.2.4 Mentions preschools and convenience stores within 800m.

There is only one small shop attached to the petrol station on Semington Road. The next nearest convenience stores being located some distance away in the town centre.

The nearest preschools are more than 800m away.

- 5.3.2 States the railway station is approximately 1 mile away from the application site, taking 10 minutes to walk. Whilst the railway station might be 1 mile way if using the A350 via a vehicle, there is no footpath along this route. People will have to walk via the town centre, making the walk to the railway station more than 1 mile away.

- 5.4 Conservation Area Analysis shows a map highlighting **Browerhill** Conservation area. However, **Browerhill** is not within a conservation area and only parts of the town centre are within a Conservation area.

- 5.7.2 States King George V playing field lies to the South, which is not the case it lies to the North.

References a nature reserve of Melksham Forest, situated within a short walk of the site. This statement is confusing as the area known as Melksham Forest is located some distance away from the site to the North and there is no forest in Melksham unless this is a reference to Conigre Mead Nature Reserve.

6.3.3 States opportunities to link and enhance the existing residential development to the East with further high quality homes. This statement is confusing. There are proposals for a new development to the West of this site (PL/2022/08155 - Phase 2 for 53 dwellings), however, this has not been approved as yet.

10.2.2 It is queried whether the principle facing materials of red brick and render and roofing materials of blue and red tile to be in keeping with the local vernacular was actually in keeping with the area and draw the developer's attention to the Melksham Neighbourhood Plan emerging Design Code.

8.3.1 To ensure properties are prioritised for local people, priority will be given to people with a local connection to the parish through family or work.

It was felt this statement needed clarifying as this implied Melksham Town residents would not qualify and queried whether this went against Wiltshire Council policy.

It was noted within one of the reports it mentions a hangar converted to a sports centre, however, Christie Miller was demolished some time ago and a new sports centre built i.e. Melksham Community Campus.

It was noted some of the investigation holes relating to archeology and water often referred to the adjacent field to the West which is subject to a different planning application.

Members request the inclusion of the following if this application is approved:

- The provision of bird, bat and bee bricks, reptile refugia and hibernacula within the development, in order to increase biodiversity.
- All private patio surfaces are permeable to allow for sufficient surface water run off.
- The installation of an impermeable fence to the rear of properties on the boundary with Townsend Farm.
- The installation of a gate at the access to the 'green lane' to the rear of Townsend Farm to stop residents of the development from accessing it but allow access for residents of Townsend Farm in order to maintain the rear of their properties as was offered at a pre-application meeting with the applicants.
- If the current layout is approved, Members request knee rails be installed on verges where refuse vehicles will be maneuvering, in order to protect them from being mounted. Members noted a similar request had been made at a nearby new development (Bowood View) following refuse lorries repeatedly damaging verges.

For context please see below comments made by members of public during public participation regarding this application:

Several residents of Townsend Farm were in attendance to voice their concerns at proposals for 50 dwellings to the rear of Townsend Farm; which was a Reserved Matters planning application ([PL/2023/00808](#): Land West of Semington Road)

Concern was raised at the level of flooding already experienced in the fields to the rear of Townsend Farm on a regular basis throughout the Winter, in particular, and the impact this development would have in dispersing water run off potentially towards Townsend Farm. Residents therefore queried if any water management proposed for the site would be adequate to cope. Residents highlighted the latest flooding which had taken place in the fields in January of this year and provided photographic evidence for Members to view.

Concern was expressed that the GeoRisk Desk Top study report submitted as part of the application had stated the water levels were low, however, the report was dated August 22, following a very dry period of weather which had lasted several months, with residents stating the water table in the area was relatively high.

Concern was also expressed that the 'green lane' between Townsend Farm and the proposed development, which some residents had a right of way over, was included within the red line of the application site. Part of the access into Townsend Farm also appeared to be included within the red line. Title Deeds had been sent to the applicant showing they had a right of access. Concern was expressed this right of way could be blocked off. A resident had contacted the developer who had asked if the right of way was required and offered an alternative right of way.

Clarification was sought from Councillor Glover if the residents owned the land within the red line or just had a right of access and explained that unfortunately issues with regard to rights of access were a private matter.

A resident confirmed they did not own the land but had a right of access since 1978 and felt it was very important to maintain the rear access to Townsend Farm as this allowed a digger for instance access to their septic tanks if there was an issue.

Another resident expressed concern there was nothing to stop residents of the new development parking in Townsend Farm, which is a private road.

Councillor Wood stated it would be for residents of Townsend Farm to make it clear it was a private road and that this should be raised in any comments residents made to Wiltshire Council regarding the proposals.

A resident raised a concern if fencing was proposed to the rear of the properties of the proposed development, there was nothing stopping them installing a gate in the future, in order to access the 'green lane' to the rear of Townsend Farm and therefore wished to see something more secure, such as a walled boundary installed.

Concern was expressed on where surface water would drain to, noting in one of the plans it had stated the site was unsuitable for soakaways.

Councillor Baines noted at outline stage it had been suggested the surface water would be pumped away from the site, with the Drainage Team at Wiltshire Council being content with this. Councillor Baines expressed a concern if the pump system failed there could be flooding, noting it was unusual for surface water to be pumped away and it was unclear where the surface water would be pumped to.

Members noted the Drainage Team were a consultee for the application and therefore the concerns with regard to surface water drainage and the site being unsuitable for soakaways could be raised with them.

It was understood by one of the residents that there used to be a ditch between Townsend Farm and the proposed development, however, this had been filled in some time ago.

A resident noted that whilst the GeoRisk report stated the pond in the South Eastern corner of the site was no longer present, most Winters it did appear.

Residents expressed confusion in reading some of the reports as they often referenced the adjacent field, to the West and not the field this application was for.

Councillor Glover reminded residents such local knowledge was important to include in responses to Wiltshire Council.

Teresa Strange

From: Teresa Strange
Sent: 09 May 2023 16:51
To: Developmentmanagement; Ruaridh.O'Donoghue@wiltshire.gov.uk
Cc: Lorraine McRandle
Subject: FW: 20/07334/OUT : Land west of Semington Road Melksham Wiltshire

Dear Ruaridh

Just wanted to double check on these revised plans that have been sent out, as this outline application has been approved at Appeal, should they have been uploaded to the reserved matters application which is PL/2023/00808?
Many thanks, Teresa

Teresa Strange
Clerk
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire, SN12 6TL
01225 705700
clerk@melkshamwithout.co.uk
www.melkshamwithout.co.uk

Want to keep in touch?

Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news

On twitter: @melkshamwithout

On Instagram: melkshamwithoutpc

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From: Wiltshire Council <planning@sf.wiltshire.gov.uk>
Sent: 09 May 2023 10:56
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: 20/07334/OUT : Land west of Semington Road Melksham Wiltshire

The logo for Wiltshire Council, featuring the words "Wiltshire Council" in a green, sans-serif font. Below the text is a stylized green wave graphic.

Application No:	20/07334/OUT
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Application Type:	Outline planning permission: Some matters reserved
Proposal:	Outline planning permission for up to 50 dwellings and formation of access and associated works (Outline application to consider access with all other matters reserved).
Site Address:	Land west of Semington Road Melksham Wiltshire
Applicant:	Terra Strategic

AMENDED PLANS/ADDITIONAL INFORMATION

Further to our previous notification, please note we have now received amended plans and/or additional information for the above proposal.

These can be viewed on the website by clicking on this link

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000014ev8h>

If you wish to make any further comments please do so by **30/05/2023**. You can make your comments via the online facility on our website.

If you do not own the property, which you occupy, please forward this letter to the owner.

Please quote the planning application number shown above on all correspondence to the planning department.

Yours faithfully,

Head of Development Management

[ref:a0i3z000014ev8hAAA;215e0d511f54442ee270f538c7abc24e:ref]

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Lorraine McRandle

From: Rivans, Natalie <Natalie.Rivans@wiltshire.gov.uk>
Sent: 02 May 2023 10:39
To: Lorraine McRandle
Subject: RE: 17/04110/FUL LAND TO THE SOUTH OF MELKSHAM SUBSTATION, WESTLANDS FARM, WESTLANDS LANE, WHITLEY,

Hello,

Yes I will email them, If this does not help let me know and I will pass to highways.

Thanks

Natalie Rivans

Planning Enforcement Officer
Planning Enforcement Team
Wiltshire Council
Internal Tel: 15502
External Tel: 01225 770502
E-mail: natalie.rivans@wiltshire.gov.uk
Website: www.wiltshire.gov.uk

The views expressed in this e-mail represent an officer's opinion only and are not binding on any future decisions made by elected members of the Council or under powers delegated to officers.

From: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Sent: 28 April 2023 11:28
To: Rivans, Natalie <Natalie.Rivans@wiltshire.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: FW: 17/04110/FUL LAND TO THE SOUTH OF MELKSHAM SUBSTATION, WESTLANDS FARM, WESTLANDS LANE, WHITLEY,

You don't often get email from office@melkshamwithout-pc.gov.uk. [Learn why this is important](#)

Hi Natalie

We have had reports today from residents of Westlands Lane, Beanacre that at least 4 HGVs today were using Westlands Lane from the A350 via the bridge to access the Battery Storage site on Westlands Lane.

I have found an email trail below between Teresa and yourself when this was raised with the Council last year.

Are you able to reiterate to the site agent that deliveries should be from Corsham Road as per Construction Plan attached.

Thank you for your help.

Lorraine

Lorraine McRandle

Lorraine McRandle

From: SWCH Chair <chair@shawandwhitleycommunityhub.org>
Sent: 05 May 2023 16:38
To: Teresa Strange
Cc: alisoncandlin; Lorraine McRandle
Subject: RE: Whitley Stores Pre Application

Hi Teresa,

yes I was aware and have spoken with them. Thanks.

On the other issue - any update? I'm happy to speak to anyone to help try and progress this?

Nathan Hall

Chair
Shaw and Whitley Community Hub
<https://whitleystores.org/>
chair@shawandwhitleycommunityhub.org



----- On Fri, 05 May 2023 16:32:44 +0100 Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote

Hi Nathan

Me again.... Just to let you know that the Melksham News has picked up the story about your pre application (not the issue below) from our meeting the other day when MWPC considered it, and are running an article next week. I had put your proposal in the public agenda pack and they are wanting to see if there is an image/map there that they can use... just wanted to keep you in the loop.

You might have a comment about the plans for the paper?

Have a good weekend, Teresa

From: Teresa Strange
Sent: 04 May 2023 18:07
To: "SWCH Chair" <chair@shawandwhitleycommunityhub.org>
Cc: alisoncandlin <alison.candlin@me.com>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: RE: Whitley Stores Pre Application

Hi Nathan

So sorry I missed you, and then couldn't call back as we had an early evening Neighbourhood Plan meeting.

Its the bit about "on behalf of" that they have the problem with.

Their reply was:

I can advise the pre-app will be free if the following applies:- "The advice to the parish council relates to development they will commission/undertake". It will not apply to a Parish Council simply submitting an enquiry on someone else's behalf and asking us to communicate directly with them. Please confirm how the parish council relates to the development and how they will commission/undertake the work, or if this is nothing to do with the Parish Council and it should be dealt with by the applicant directly, not via the parish council in which case a fee will be due.

I will give them a call in the morning and see if I can enlist the help of Cllr Phil Alford....

Let's see what I can do tomorrow.

All the best, Teresa

From: "SWCH Chair" <chair@shawandwhitleycommunityhub.org>
Sent: 03 May 2023 17:08
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: alisoncandlin <alison.candlin@me.com>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: RE: Whitley Stores Pre Application

Hi Teresa,

Just called for a chat on this.

Is there someone I can talk to in Wiltshire Council about this decision to try and persuade them? I would say that it is highly appropriate for a Parish Council to submit on our behalf like this - its a small but meaningful thing that a parish council (and Wiltshire Council) can do to support projects such as ours. Obviously If I dont get anywhere we'll have no choice but to bite the bullet and submit-ourselves and pay full cost.

thanks

Nathan

Nathan Hall

Chair

Shaw and Whitley Community Hub

<https://whitleystores.org/>

chair@shawandwhitleycommunityhub.org



----- On Wed, 03 May 2023 13:07:19 +0100 **Teresa Strange** <clerk@melkshamwithout-pc.gov.uk> wrote ---

Hi Nathan and Alison

I am really sorry, Wiltshire Council have queried the submission by the parish council. We have also found out the costs involved.

“The pre-app will be free if the following applies:- *“The advice to the parish council relates to development they will commission/undertake”*.

Please confirm how the parish council relates to the development and how they will commission/undertake the work, or if this is nothing to do with the Parish Council and it should be dealt with by the applicant directly, not via the parish council in which case a fee will be due.”

“The proposal would fall within the category below with a fee of £747 for a proposed community shop with a floor space of under 500 sqm.

PUBLIC NOTICE

Goods Vehicle Operator's Licence

**Broughton Transport Solutions
of Norrington Gate,
Broughton Gifford,
Melksham, Wilts, SN12 8LW**

is applying to use:

Hangar 7, Melksham, SN12 6SS

as an operating centre for
15 goods vehicles and **30** trailers

Owners or occupiers of land (including buildings) near the operating centres who believe that their use or enjoyment of that land would be affected, should make written representations to the **Traffic Commissioner at Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF**, stating their reasons, within 21 days of this notice. Representors must at the same time send a copy of their representations to the applicant at the address given at the top of this notice. A Guide to Making Representations is available from the Traffic Commissioner's office.

[Home](#) > [Object, complain or make representations: HGV operator licences](#)

[Traffic Commissioners
for Great Britain](#)

Guidance

Office of the Traffic Commissioner - A Guide to making representations, objections and complaints

Updated 11 March 2022

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Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available at <https://www.gov.uk/government/publications/a-guide-to-making-representations-objections-and-complaints-goods-vehicle-operator-licensing/office-of-the-traffic-commissioner-a-guide-to-making-representations-objections-and-complaints>

1. OFFICE OF THE TRAFFIC COMMISSIONER

1.1 Guidance Document

2. A GUIDE TO MAKING REPRESENTATIONS, OBJECTIONS AND COMPLAINTS

2.1 GOODS VEHICLE OPERATOR LICENSING

3. Foreword

The main aim of this guide is to help individuals and organisations with a statutory right to oppose an application for or to vary a goods vehicle operator's licence, as well as to lodge complaints against the use of existing operating centres, to:

- understand the main purposes of the goods vehicle operator licensing system;
- answer many of the questions about 'making statutory opposition' against the grant of a licence or to change an existing licence; and
- assist with lodging opposition against applications

This guide is not intended to provide legal advice.

The information contained in this guide is also intended to explain the process of opposing applications for those who are applying for and to vary operator's licences, as well as outlining the complaints process for current licence holders.

More general information can be found at: [Being a goods vehicle operator - GOV.UK \(www.gov.uk\)](https://www.gov.uk/being-a-goods-vehicle-operator) (<https://www.gov.uk/being-a-goods-vehicle-operator>)

This Guide also gives advice on how to make 'complaints' about the use of an operating centre and how to report to the traffic commissioner any possible breaches of licensing conditions or unauthorised activities by operators.

Annex 2 gives details of relevant legislation, copies are available online.

This guide and other information concerning operator licensing are available on the website <https://www.gov.uk/being-a-goods-vehicle-operator/apply-for-a-licence> (<https://www.gov.uk/being-a-goods-vehicle-operator/apply-for-a-licence>).

Also available on-line is the publication "Applications & Decisions" which gives details of all Heavy Goods Vehicle licensing applications received by the traffic commissioner and the decisions taken on the applications. Check out the website

at: <https://www.gov.uk/government/organisations/traffic-commissioners/series/traffic-commissioner-applications-and-decisions>
(<https://www.gov.uk/government/organisations/traffic-commissioners/series/traffic-commissioner-applications-and-decisions>)

For general queries, please contact the Office of the Traffic Commissioner – enquiries@otc.gov.uk

4. Goods Vehicle Operator Licensing – Environmental Provisions

4.1 What is Goods Vehicle Operator Licensing and who needs a licence?

Goods vehicle operator licensing is a system of licensing aimed at ensuring the safe and proper use of goods vehicles and the protection of the environment around operating centres (i.e. the place where an operator normally keeps his/her vehicles when they are not being used).

Most users of commercial vehicles that weigh over 3.5 tonnes (i.e. the maximum permitted total weight when loaded, including any trailer) require a licence.

In addition, users of light goods vehicles (LGV) over 2.5 tonnes also require an operator's licence when carrying goods for hire or reward on an international journey. Operators holding LGV operator licences (i.e. those authorising the use of vehicles (and trailers) over 2.5 tonnes, and up to and including 3.5 tonnes) are not required to specify an operating centre and are, therefore, not subject to the environmental provisions described in this guide. They are, however, subject to objections on other statutory grounds. For the purpose of this guide any reference to the need for an operating centre and environmental provisions refers to vehicles used under an HGV operator's licence (i.e. usually those over 3.5 tonnes).

The holder of a licence is the 'operator'. A licence will authorise an operator to use up to a maximum total number of motor vehicles and trailers, and to use a specific operating centre or centres, except in the case of LGVs as set out above.

4.2 How does an operator obtain a licence?

An operator must hold a licence in each Traffic Area where he/she has an operating centre or centres. Licences can authorise the use of more than one operating centre.

Licence applications are made to traffic commissioners. Each traffic commissioner is a separate public body and, whilst appointed by the Secretary of State, each is independent of any Government department regardless of whether they are exercising judicial functions or not. There are eight traffic areas and eight traffic commissioners (Details of the traffic areas are at Annex 1).

The suitability of a proposed operating centre is just one of a number of matters which a traffic commissioner must consider before granting an application. Other matters include an applicant's fitness to hold a licence; the financial resources available for, and arrangements in place, to maintain his/her vehicles; and, where appropriate, professional competence.

Once a licence has been issued an operator can apply to amend (vary) it.

4.3 Who can oppose the grant of an application?

Owners and occupiers of land or buildings near an operating centre who feel that the use or enjoyment of their own land would be adversely affected by the proposed operating centre have a right to make their views known to a traffic commissioner. They are called representors; representations can be made only on environmental grounds.

Objections can be made by statutory objectors such as local authorities, planning authorities, the police, and certain Trade Associations and Trade Unions. They may object to the grant of an application on the grounds of repute or fitness to hold a licence, finance and the professional competence of the operator as well as on the environmental and general suitability of an operating centre.

Objectors and representors have different rights. This Guide deals with the rights of each separately.

4.4 How are representors told about applications?

An applicant for a new licence, or for a change to a licence which would affect an operating centre, must advertise the proposed use in a local newspaper circulating within the locality of the operating centre. The advertisement should give the name of the operator, the address of the operating centre and how many authorised, or additional, lorries and trailers will or are intended to be kept there if the application is granted. It will also show the address of the office where representations must be sent.

The advertisement gives potential representors the opportunity to respond within a certain period of time (within 21 days after the advertisement appears in a newspaper) and for other people who have an interest in the use of the site as an operating centre to consider drawing the application to the attention of statutory objectors to encourage them to make an objection. Details of how to lodge a representation are given in Part 3 of this guide. Please note that the statute only requires that an applicant for a licence must advertise in one or more local newspapers circulating in the vicinity of a proposed operating centre. The traffic commissioner has no legal authority to stipulate which newspaper is used. It is up to the applicant however to satisfy the traffic commissioner that they have met the requirements.

4.5 How are objectors told about applications and is the proposed use of an operating centre advertised in any other way?

A traffic commissioner must also publish details of most applications. This is done by using a publication called “Applications and Decisions” (As & Ds), which is issued every week. Statutory objectors must respond within a certain period following the publication of application details if they wish to object, but anyone can subscribe to As & Ds as it is a good way of being kept informed.

Copies of Applications & Decisions are available free of charge at the website: <https://www.gov.uk/government/organisations/traffic-commissioners/series/traffic-commissioner-applications-and-decisions>
(<https://www.gov.uk/government/organisations/traffic-commissioners/series/traffic-commissioner-applications-and-decisions>)

It is also possible to subscribe to the publications for a fee. Further information on subscribing to As & Ds can be obtained from the Office of the Traffic Commissioner.

4.6 What happens next?

A traffic commissioner will consider all objections and representations received provided that they are “duly made” (please see ‘How is a representation made?’ below). A traffic commissioner will also consider any other relevant information known about the proposed site and the applicant before making a decision on the application.

If a traffic commissioner decides to grant the application, he/she can impose:

- environmental conditions on the use of an operating centre if he/she feels they are necessary to prevent or reduce adverse effects, and/or
- road safety conditions if he/she considers they are necessary to prevent authorised vehicles causing danger to the public at any point where vehicles first join a public road on their way to and from an operating centre, and on any private approach road.

It is a criminal offence to break licence conditions and an operator faces penalties if he does so.

4.7 What environmental conditions can be put on a licence?

These can cover:

- the number, type and size of authorised vehicles, including trailers, kept at the operating centre for maintenance or parking;
- the parking arrangements for authorised vehicles, including trailers, at or in the vicinity of the operating centre;

- the times when the centre may be used for maintenance or movement of authorised vehicles;
- how authorised vehicles enter and leave the operating centre.

4.8 What are the limits to a traffic commissioner's powers?

Conditions on the use of an operating centre can apply only to the licence holder concerned and the use of vehicles authorised under the licence. A traffic commissioner cannot place restrictions on any vehicles which are visiting the site or are using it for other purposes.

It is important to recognise that the commissioner's powers are quite separate and different from those of highway, planning and local authorities. A commissioner cannot control the use of the premises for other purposes. That is the responsibility of the local planning authority.

A traffic commissioner cannot take into account the non-environmental suitability, including safety, of the public highway leading to the operating centre or the road network. These are matters for the highway authorities.

5. Representations

5.1 Who or what is a representor?

Owners and occupiers of land or buildings near (within the vicinity, see 'Who or what is a representor?', of an operating centre who feel that the use or enjoyment of their own land would be "prejudicially" affected by the proposed operating centre can make a representation against the grant of an application and are called "representors". Representations can be made only on environmental grounds and in response to an advertisement placed by an applicant (see 'How are representors told about applications?'). A Representor must be directly affected by environmental nuisance emanating directly from the operating centre and not as a result of traffic on public highways.

A traffic commissioner may consider that some people who respond to an advertisement live too far away from the operating centre to be affected by it and may not accept the representation as valid.

The traffic commissioner's decision on whether a representation is acceptable or not is final.

Parish Councils, residents associations and action groups cannot make representations unless they are owners or occupiers of affected land in the vicinity of an operating centre and can demonstrate that their use of that land or buildings will be prejudicially affected by environmental nuisance. Groups of residents, Parish Councils, or others who cannot be accepted as representors can consider the merit of approaching statutory objectors, such as local authorities, in order to put their case forward and ask them to consider making an objection.

5.2 How is a representation made?

For a representation to be valid it has to:

- be made in writing to the address shown in the advertisement. There is no set form but the grounds must be clearly stated;
- be made within 21 days of the date the advertisement appeared in the newspaper;
- be signed. If an individual makes a representation it must be signed by that person. If it is made by a firm or by any other group of persons it must be signed by one or more persons authorised to sign by that group of persons. A solicitor acting on behalf of a representor, be it individual, firm or other group may sign on their behalf. Anyone thinking of presenting a petition should read the notes below in paragraphs 3.3.1 and 3.3.2;
- state relevant grounds; and
- be copied to the applicant on the same day, or next working day, as the representation is made to the traffic commissioner

Please also refer to 'What grounds are relevant to a traffic commissioner's consideration?'

Unless there are exceptional circumstances which would justify him/her doing otherwise, a traffic commissioner must refuse to accept a representation as 'duly made' (valid for the purposes of the traffic commissioner's considerations) unless it is made by the required date and in the required manner.

When submitting a representation it is helpful to:

- indicate in the letter of representation whether a copy has been sent to the applicant/operator and, if not, the reason for not doing so;
- submit a sketch map showing the distance from your property to the operating centre.

5.3 Is it worth getting a petition together?

It is often difficult to determine from petitions whether all the people named are owners/occupiers of property within the vicinity of the proposed operating centre and parts of a petition may refer to matters outside the traffic commissioner's jurisdiction. A petition might therefore have limited value.

If it is decided to proceed with a petition then one person should be nominated as the contact point for dealing with a traffic commissioner's staff. The full name and address, including post code, should be given by all signatories who will usually be contacted on an individual basis by the Office of the Traffic Commissioner. The original of the petition should be made available to the traffic commissioner.

5.4 What grounds are relevant to a traffic commissioner's consideration?

A representation can only be treated as valid if it is about the adverse environmental effects that the use of an operator's vehicles at an operating centre is expected to have on the use or enjoyment of the property owned or occupied by the representor.

In considering the environmental impact an operating centre may have, the traffic commissioner will consider the proximity of the site to a representor's property and the suitability of the site for its intended use.

A traffic commissioner can take into account:

- the nature or use of any other land in the vicinity of the operating centre and the effect which the issue of the licence would be likely to have on the environment;
- if the site has been used as an operating centre before, the extent to which the grant of the application would result in a change which would adversely affect the environment of its vicinity;
- if it has not been used as an operating centre before, any information known to him/her about planning permission relating to the operating centre or other land in the vicinity of the operating centre;
- the number, type and size of authorised motor vehicles and trailers;
- the arrangements, or proposed arrangements, for the parking of motor vehicles or trailers;
- the nature and the times of use of the land as an operating centre;
- the nature and times of use of equipment installed (or proposed to be installed) at the operating centre in connection with its use as an operating centre;
- the means by which, and frequency of, vehicles authorised by the licence entering and leaving the operating centre.

Generally speaking a traffic commissioner will consider the effects of:

- Noise – from the applicant's vehicles moving in and out of, and while at, the operating centre. This may be intrusive in the neighbourhood, bearing in mind the use of other land in the surrounding area and the intended hours of operation;
- Visual Intrusion – the effect the parking of vehicles at the operating centre may have on the outlook from a representor's property or land;
- Vibration – the effect vehicle movements may have, either at the operating centre or on their way to or from the operating centre;
- Fumes/Pollution – the effect of fumes from the applicant's vehicles on the use or enjoyment of property.

NB. A traffic commissioner can consider the impact of only those vehicles to be operated by the applicant. If the site is already being used by other goods vehicle operators it is possible to make a complaint (see Complaints).

In order to assist you in lodging opposition to an application, a model template can be found at Annex 3 of this guide. Whilst there is no requirement for a representation to be submitted using this template, it is intended as a useful guide

which sets out matters which the traffic commissioner may and may not take into consideration.

5.5 What happens after a representation has been submitted?

Representations are acknowledged and sometimes supplementary information is sought. If representors do not reply to correspondence, the traffic commissioner may assume that they do not wish to pursue their opposition.

The applicant will normally be asked for his views on the matters raised by any representors and, where appropriate, he will be asked to liaise direct with representors to see if any differences can be resolved without formal intervention by the traffic commissioner.

The traffic commissioner may also ask for one of the Driver and Vehicle Standards Agency's (DVSA) Traffic Examiners to visit and report on an operating centre's suitability insofar as his/her jurisdiction extends.

The traffic commissioner will then consider if he/she needs to hold a Public Inquiry to hear the evidence before reaching a decision or whether he/she already has sufficient evidence to make a decision.

On making a decision the traffic commissioner can grant the application as applied for, or with modifications, he/she can attach conditions or refuse the application.

5.6 Are representors told of the traffic commissioner's decision?

If it is decided to hear the application at Public Inquiry representors will be invited to attend and, in the case of "valid" representors, to put their case forward.

If the decision can be made on the basis of the written evidence before him/her the traffic commissioner will advise representors of the final decision in writing; this will include details of any special conditions or undertakings attached to the licence.

5.7 Is the traffic commissioner's decision final?

An operator or statutory objector may appeal to the Upper Tribunal against the decision of a traffic commissioner. Representors have no such right. If an appeal is lodged representors are told and have 14 days from date of notification to apply to the Upper Tribunal to be made party to the appeal. Representors may however, where they feel that a legal procedural requirement has not been complied with, request that the traffic commissioner reviews a decision. This may only be done however where proper procedure has not been followed.

Although representors cannot appeal to the Upper Tribunal against a traffic commissioner's decision they can apply to the High Court for a judicial review.

6. Objections

6.1 Who can make an objection?

The following organisations have a statutory right to object to an application for a goods vehicle operators licence or an application to vary a licence once issued:

- a Chief Officer of Police;
- a Local Authority (but not a Parish Council);
- a Planning Authority;
- the British Association of Removers;
- Logistics UK, formerly the Freight Transport Association;
- GMB, formerly the General and Municipal Workers Union;
- the National Union of Rail, Maritime and Transport Workers;
- the Road Haulage Association;
- Unite the union, formerly the Transport and General Workers' Union, before its merger with Amicus;
- the Union of Shop, Distributive and Allied Workers;
- the United Road Transport Union;
- a prescribed trade union as defined in the Trade Union and Labour Relations (Consolidation) Act 1992. [See prescribed trade unions \(https://www.gov.uk/government/publications/public-list-of-active-trade-unions-official-list-and-schedule\)](https://www.gov.uk/government/publications/public-list-of-active-trade-unions-official-list-and-schedule)

6.2 How are statutory objectors notified of any application?

A publication known as 'Applications and Decisions' is regularly produced for each traffic area which contains details of all the applications for a licence made in that area during a given period. The publication is emailed on request to Statutory Objectors in the region covered by the traffic area. The list of recipients is kept as up to date as possible but if you feel that you should be receiving a copy and are not please contact the Office of the Traffic Commissioner.

6.3 On what grounds can objections be made?

Objections can be made on environmental or non- environmental grounds or both.

6.4 Environmental grounds

Environmental objections may be made under the provisions of Section 12(1) (applications for) and Section 19(2)(a) & (4)(a) (variations to) of the Goods Vehicles (Licensing of Operators) Act 1995.

The environmental factors that result from the use of land as an operating centre and which can be considered relevant to an objection may include:

- noise;
- fumes;
- pollution;
- vibration;
- visual intrusion.

Please see 'What grounds are relevant to a traffic commissioner's consideration?' for further details.

6.5 Non-environmental

Non-environmental objections may be made on one or more of the following grounds on the basis that the requirements of Section 13 of the Goods Vehicles (Licensing of Operators) Act 1995 cannot be met. They can relate to:

a) the suitability of the applicant to hold an operator's licence on the grounds that he/she cannot meet the requirements to be:

- of good repute (for standard licences only); or
- fit to hold a licence (for restricted licences only); or
- of appropriate financial standing (for standard licences only); or
- professionally competent (for standard licences only).

b) the suitability of the operating centre in relation to:

- size for the number of vehicles and trailers proposed to be parked there;
- the safety of the entrance and exit arrangements from the site onto the public highway; or
- parking facilities in or around the site.

6.6 Making an objection

An objection to an application for or variation to an operator's licence must:

- be made in writing to the traffic commissioner at the Office of the Traffic Commissioner and should wherever possible quote the legislation under which the objection is being made;
- be signed by an authorised signatory from the organisation making the objection;
- be received at the Office of the Traffic Commissioner no later than 21 days after the date that notice of the application is published in 'Applications and Decisions';
- be copied to the applicant on the same day, or next working day, as the objection is made to the traffic commissioner;

- state specific grounds and give sufficient particulars so that the applicant knows the case he/she has to answer to.

If any of the above criteria are not met the traffic commissioner will not accept the objection as duly made unless there are exceptional circumstances.

In order to assist you in lodging opposition to an application, a model template can be found at Annex 4 of this guide. Whilst there is no requirement for an objection to be submitted using this template, it is intended as a useful guide which sets out matters which the traffic commissioner may and may not take into consideration.

6.7 What happens next?

In the case of a valid objection the Office of the Traffic Commissioner will usually write to the operator asking for further information about the proposed use of the operating centre and seeking comments on the matters contained in the objection. The applicant and the objector will also be encouraged to try to resolve any possible differences between them through direct liaison.

The traffic commissioner will then decide if he/she is able to make a decision on the application or whether it is necessary to hold a Public Inquiry to hear evidence from both parties before reaching a decision. Where the traffic commissioner considers that it may be possible to resolve matters without a Public Inquiry he/she will seek the comments of the relevant parties on any proposed way forward before deciding whether or not the application can be determined at that stage, or whether it is necessary to proceed to a hearing.

6.8 What range of decisions are available to the traffic commissioner?

There are a number of options available to the traffic commissioner, the more usual are:

- grant the application as applied for;
- grant the application but attach conditions or record undertakings regarding the use of the operating centre;
- grant the application for a reduced number of vehicles and/or trailers;
- refuse the application.

6.9 Is the traffic commissioner's decision final?

Any decision not to grant an application in full, to attach conditions or record undertakings regarding the use of an operating centre or not to meet the wishes of a statutory objector can be challenged by appeal to the Upper Tribunal - Administrative Appeal Chamber (Transport).

Forms and guidance are available from:

Upper Tribunal (Administrative Appeals Chamber),

5th floor,
7 Rolls Buildings,
Fetter Lane,
London,
EC4A 1NL.
Tel: 020 7071 5662

<https://www.gov.uk/administrative-appeals-tribunal> (<https://www.gov.uk/administrative-appeals-tribunal>)

7. Complaints

7.1 What are complaints?

Unlike representations and objections which are made in response to applications, complaints can be made at any time by anyone.

In general, complaints can be about the use of an existing operating centre or about breaches of any of the terms, for example conditions, under which a licence was issued, including parking.

Where possible a traffic commissioner would encourage those parties involved to resolve any problems between themselves on a one-to-one basis. Quite often a direct approach to the operator can result in a satisfactory solution without substantial involvement by the commissioner, which may save time and money for all those involved.

7.2 On what grounds can complaints be made?

A complaint about an authorised operating centre can be on either environmental or road safety grounds.

7.3 How does someone make a complaint?

Complaints should be made in writing to the Office of the Traffic Commissioner at: Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF. It should clearly:

- state who the complaint is from;
- state the grounds for complaint;
- identify the operating centre concerned giving the full address of the operating centre and the name(s) of the operator(s) using the operating centre to which the complaint relates, and if possible, details of the vehicles, and movements giving cause for concern.

In order to assist you in making a complaint about an existing operating centre, a model template (form GVenv05) can be found at Annex 5 of this guide.

7.4 What happens when the complaint is made?

Complaints will be acknowledged and the person making the complaint will be sent further information about the complaints procedure. If they have not already done so they will be asked to fill in form GVenv05 which can be found at Annex 5 of this guide. This is needed in order to provide the traffic commissioner with the further information he/she will need to consider the views put forward.

The relevant part of the form may be copied to the operator(s) concerned. This will give him/her the opportunity to comment on the matters raised and to rectify any problems of which he/she may not have been aware.

7.5 What happens next?

Although a complaint may be made at any time against an operating centre specified on a licence, the traffic commissioner can only take immediate action if it is considered that the operator concerned is operating outside the terms of his/her licence. Otherwise, the time at which the traffic commissioner can act is determined by what is known as the 'Review Date' (see 'Review of Operating Centres').

Unless an operator applies to vary the use of his/her operating centre, the traffic commissioner has the opportunity to review the suitability of that centre only at five yearly intervals. Upon receipt, a complaint will be registered against the relevant operator's licence. If it is not a complaint that indicates an operator is operating outside the terms of his/her licence, the complaint will be brought forward and taken into consideration at the operator's licence review stage. If the complaint relates to operating outside of the licence terms, the details will be passed to the Driver and Vehicle Standards Agency for investigation.

Further complaints can be made by the same person at any time before the review date.

People who make complaints will be advised when the next review date is due and all reasonable steps will be taken to inform them of the traffic commissioner's decision at that time.

If in the meantime an operator applies to vary his/her licence in a way which would affect an operating centre the application will be published in As and Ds. Those who have made complaints can make representations or objections against the grant of the variation. The complaints already made will not be treated as representations or objections. Separate opposition will have to be made in accordance with Parts 3 and 4 of this guide.

8. Review of Operating Centres

What is a review?

The complaints procedure (as outlined in Part 5), is linked to the traffic commissioner's ability to review the suitability of the operating centre(s) on an operator's licence. The traffic commissioner may conduct such a review every five years commencing with the date when a goods vehicle operator's licence came into force.

The review is not however automatic and is at the traffic commissioner's discretion. In making his/her decision whether or not to review he/she will take into account any complaints received against an operating centre in the preceding five years.

8.1 How will people know if a review is to take place?

In most circumstances a person or organisation who has made a complaint against an operating centre will have been told when the operating centre(s) is due for review. Near to the review date the Office of the Traffic Commissioner may write to them again asking if the points made in the original letter are still relevant and if the writer still wishes them to be considered.

8.2 What happens next?

The traffic commissioner will consider all the evidence before him/her and decide if it justifies a review of the operating centre concerned. As soon as the decision whether or not to review the operating centre has been made, anyone who has complained will be notified.

This does not mean that the operator is free to do as he/she pleases for five years.

The review procedure does not affect the traffic commissioner's powers to act and take disciplinary action at any time if a licence holder is operating outside the terms of his/her licence, for example by breaking any condition of use that appears on the operator's licence.

8.3 What happens if a review is to take place?

The traffic commissioner will consider:

- whether the operating centre continues to be suitable for the purposes for which the operator's licence authorises it to be used;
- whether, if it is considered to be no longer suitable, conditions for environmental or road safety reasons could be attached or changed which would make it suitable; or
- whether it is incapable of being made suitable by the imposition or changing of conditions.

On a review the traffic commissioner has the power to remove an operating centre from the licence or to attach conditions or vary existing conditions.

The traffic commissioner can attach conditions for environmental reasons, such as the times vehicles use the operating centre, or for non-environmental reasons such as road safety.

The traffic commissioner can remove an operating centre from a licence for both environmental and non-environmental reasons; but in the case of environmental reasons the operating centre can be removed in only limited circumstances.

8.4 Is the traffic commissioner's decision final?

Only the operator has a right of appeal to the Upper Tribunal against any decision made on review and then only if conditions have been varied or placed on the licence or if an operating centre has been removed. Complainants can only challenge the traffic commissioner's decision by seeking a judicial review of that decision through the High Court.

9. ANNEX 1 - Traffic Areas

See attached [ODT file](#)

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060356/Annex_1_-_Traffic_Areas.odt).

10. Annex 2 – Relevant Legislation

The Goods Vehicles (Licensing of Operators) Act 1995

The Goods Vehicles (Licensing of Operators) Regulations 1995 (SI 1995/2869)

The Goods Vehicles (Licensing of Operators) (Fees) Regulations 1995 (SI 1995/3000)

The Goods Vehicles (Licensing of Operators) Act 1995 (Commencement and Transitional Provisions) Order 1995

Regulation (EC) No 1071/2009 (Access to the occupation of road transport operator) – as retained in UK legislation

Regulation (EC) No 1072/2009 (common rules for access to the international road – as retained in UK legislation haulage market)

11. Annex 3 – Template for making representations

See attached [ODT form](#)

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060357/Annex_3_Template_for_making_representations.odt).

12. Annex 4 – Template for making objections

See attached [ODT form](#)

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060358/Annex_4_Template_for_making_objections.odt).

13. Annex 5 – Template for making complaints

See attached [ODT form](#)

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060359/Annex_5_Template_for_making_complaints.odt).

[↑ Back to top](#)

OGL

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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

Sports Pavilion, Westinghouse Way,
Bowerhill, Melksham,
Wiltshire, SN12 6TL
Tel: 01225 705700

Email: clerk@melkshamwithout.co.uk

Web: www.melkshamwithout.co.uk

Traffic Commissioner
Hillcrest House
386 Harehills lane
LEEDS
LS9 6NF

9 February 2022

Dear Traffic Commissioner

APPLICATION FOR GOODS VEHICLE OPERATOR'S LICENCE BY BROUGHTON TRANSPORT SOLUTIONS FOR USE OF HANGAR 7, LANCASTER ROAD, BOWERHILL INDUSTRIAL ESTATE, MELKSHAM, SN12 6SS

At a Planning Meeting of Melksham Without Parish Council on 7 February, Members, having been made aware of the Public Notice placed in Melksham Independent News on 3 February, considered the application for a Goods Vehicle Operator's Licence, to use Hangar 7 as an operating centre for **5** goods vehicles and **20** trailers by Broughton Transport Solutions.

As the owners of Bowerhill Sports Field and Pavilion on Westinghouse Way, which is in the vicinity of the application site, the Parish Council have no objection to the application, as long as safe access and egress to/from the site for HGVs and trailers is maintained at all times and vehicles and trailers do not overspill onto the highway and park.

The Council also wish to draw your attention, to an on-going issue with trailers (unclear from which business/es) parked not just on Lancaster Road, but elsewhere on Bowerhill Industrial estate, including Westinghouse Way, outside our premises, causing issues. Advice has been sought from both Wiltshire Council and the Police on how to deal with this in the best way possible. There are also issues with drivers parking up overnight, sleeping in their cabs in and around Bowerhill Industrial estate with no facilities for them.

The Council have also submitted a request to Wiltshire Council for waiting restrictions along Lancaster Way on the entrances to businesses, in order to ease access and egress, following complaints from businesses having difficulties manoeuvring their vehicles, due to parked trailers along the road. We have also made other applications for elsewhere on Bowerhill Industrial Estate, which also suffers from similar issues and are awaiting the review of these requests by Wiltshire Council.

Yours faithfully

Teresa Strange
Clerk

COPY TO: Broughton Transport Solutions, Norrington Gate, Broughton Gifford, SN12 8LW
Councillor Nick Holder (Wiltshire Councillor for Bowerhill)

Serving rural communities around Melksham



Date: Wednesday 3rd May 2023

Start: 6.30pm

At: Melksham Without Parish Council, First Floor,
Melksham Community Campus, Market Place,
Melksham, SN12 6ES

Remote access via Zoom also available

To Join Zoom Meeting:

Meeting ID: 279 181 5985

Passcode: 070920

Click link below:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVVWU54UW1YWWE4NkNrZz09>

Melksham Neighbourhood Plan Steering Group AGENDA

1. **Welcome & Housekeeping**
2. **To note apologies**
3. **Declarations of Interests**
4. **Public Participation**
5. To approve agenda item 16 to be held in closed session due to confidentiality (still draft plans/thoughts)
6. To agree **Minutes of Meeting** held on 22nd February 2023
7. To receive report following the **public consultation** events and survey in Feb/March.

Katie Lea & James Essery from Place Studio:

8. **Local Green Spaces (LGS)**
 - a) To review the consultation feedback on the LGS questions
 - b) To note some outstanding landowner engagement in progress
 - c) To agree shortlist (with potential additions)

Melksham Neighbourhood Plan Steering Group

Contact for more information:

Melksham Town Council

01225 704187

linda.roberts@melksham-tc.gov.uk

Melksham Without Parish Council

01225 705700

clerk@melkshamwithout-pc.gov.uk

9. Heritage Assets

- a) To review the consultation feedback on the Heritage Assets questions
- b) To note some outstanding landowner engagement in progress
- c) To agree shortlist (with potential additions)

10. Sustainability/Climate Change:

- a) To note topic paper and draft new policy

11. Landscape Buffer/Green Gap/Green Wedge evidence base

- a) To note AECOM Green Gap and Wedge Study revised (see Appendix A) and now published and actively being used as evidence base for planning applications
- b) To note meeting held with Semington Parish Council/NHP steering group for collaborative working and approach made to Seend Parish Council

Vaughan Thompson from Place Studio:

12. Town Centre Master Plan (TCMP)

- a) To review the consultation feedback in relation to the TCMP
- b) To agree changes to the emphasis/sections of the TCMP as a result of the consultation feedback
- c) To agree next steps (suggestion of revised maps and schedules against main topics and an Action Plan)
- d) To agree how/when to feedback to stakeholders and the wider community
- e) To agree further engagement with Wiltshire Council representatives from different policy areas (planning, economic regeneration etc)
- f) To note lack of progress with Car Park audit and agree next steps

13. Design Code/Guide

- a) To review the consultation feedback in relation to the Design Guide
- b) To note draft Design Guide still to be finalised with some outstanding items to confirm/complete
- c) To consider request from Melksham Without Parish Council for their revised list of requests for new developments to be included in the Design Guide
- d) To note new Wiltshire Council guide to Design Codes for Neighbourhood Plans
- e) To note plans for a Wiltshire County county wide Design Code to follow later in the year

14. Plan Drafting:

To note the following documents and to agree next steps for seeking approval at next Steering Group meeting (review through working groups with feedback for next meeting?)

- a) Revised objectives
- b) Revised policies
- c) Revised priority statements

15. Programme Update

- a) To review current variables that could influence the current programme:
 - i) End of current NPPF Paragraph 14 protection in July
 - ii) Levels of current speculative development applications
 - iii) Potential changes to the NPPF (National Planning Policy Framework) due in the Spring
 - iv) Local Plan Review regulation 19 consultation due in Qtr 3

- b) To note current progress against Programme and agree timescale for Regulation 14 consultation
- c) To agree date and venue of **Next Meeting of Steering Group**
Suggested date Weds 7th June

In Closed Session

16. Site Selection

- a) To note update following SEA (Strategic Environment Assessment) meeting with AECOM re: reasonable alternatives
- b) To receive update on current sites/housing task group work and meeting with Officers/Place with AECOM Tues 2nd May
- c) To agree next steps

In Public Domain

17. Finance:

- a) To approve future spend, quotation for additional work by Place/AECOM if appropriate, latest invoices and note current financial report (to year end 31/3/23).
 - b) To note no visibility of future Locality funding or Technical Support for 2023/24
18. To approve the revised **Terms of Reference** as approved by both qualifying bodies
19. To note resignation of Colin Harrison, Business representative, from Steering Group and agree next steps
20. To note comments submitted to the Government's current **NPPF (National Planning Policy Framework) consultation** by Steering Group & Wiltshire Council

Guidance for Neighbourhood Planning within Wiltshire: Integrating High Quality Design Briefing Note No. 23-10

Service : Natural and Historic Environment
Further Enquiries to: LandscapeAndDesign@wiltshire.gov.uk
Date Prepared: March 2023

Summary of the project

To ensure that Wiltshire's communities have early access to user-friendly, locally relevant, guidance on how to produce and integrate local design guidance into their draft Neighbourhood Plan or a Village Design Statement.

The reason for this project

'Guidance for Neighbourhood Planning within Wiltshire: Integrating High Quality Design' (the "guide") has been produced to assist community groups to explore and consider all aspects of design as they begin to produce their own design policies and/or design guidance usually through a Neighbourhood Plan. It is not a supplementary planning document (SPD) but will sit below the Wiltshire Design Guide (WDG) as unadopted local guidance.

The guide will assist local communities (in particular those in Neighbourhood Planning Groups (NPGs)) to identify what is special about their area and to write their own guidance to help plan for change, with a particular regard to design outcomes. It will also assist them to consider creative options for wide and inclusive community engagement.

At present, the first opportunity for council design officers to support communities in this process is at the Regulation 14 stage, when they have already produced a draft Neighbourhood Plan. Due to the amount of time already invested by this point, a community's vision may already be 'fixed' and it can effectively be 'too late' to substantially influence their design policies and/or guidance. It is hoped that by making the information in this guide publicly available on Wiltshire's Neighbourhood Planning webpage and where needed as a hard copy, local residents can access and use it as they commence their projects and before they present a draft NP to the Local Planning Authority.

The draft Wiltshire Design Guide (which is currently in the process of being signed off for Statutory Public Consultation in the Summer) includes reference to this guide and explains how the two are intended to sit together.

Process and consultation

This project commenced in parallel to the production of the draft Wiltshire Design Guide, both of which have been produced in partnership with LDA design consultancy.

A stakeholder workshop event took place in April 2022, with approximately 12 representatives from different sized NPGs. Participants were invited to share their experience to date, to help understand how they have approached the topic of design, using policies or guidance.

We learned that particular concerns were;

- getting and sustaining community engagement;
- the challenge of producing guidance without professional assistance;
- recognising that achieving high quality design means thinking of the bigger picture over the next 15-20 years, and
- how to do character assessments in the largest settlements.

Based on this feedback, we produced a graphic guide aimed primarily at Neighbourhood Planning Groups which focuses on;

- setting out the context for local design guidance;
- being visionary;
- developing skills to understand the built environment; and
- providing toolkits for engaging inclusively with residents.

The draft, Guidance for Neighbourhood Planning within Wiltshire: Integrating High Quality Design, was then shared with four of the NPGs who had attended the workshop and their further feedback was incorporated. A draft of the guide was also shared with other internal colleagues in Landscape, Spatial/Neighbourhood Planning and Sustainable Transport.

Conclusion

A final version of the guide has now been completed and is publicly available on the Wiltshire Council website, here: <https://www.wiltshire.gov.uk/planning-neighbourhood-what>

[Home](#) > [Planning and building control](#) > [Neighbourhood planning](#)

What is Neighbourhood planning?

[Neighbourhood planning](#) gives communities more control over the future of their area by giving local people the chance to have their say on what happens where they live.



The proposals are founded on the principles of localism, which means more involvement by planning authorities, local people, businesses, house builders and developers rather than central government. The neighbourhood planning process has to be led by the town or parish council.



The reforms are outlined in the [Localism Act 2011](#), which seeks to:



- reduce the volume, complexity and number of applications the current system generates
- Make sure developments are more beneficial to the community, for example new homes are matched by jobs and investment




Overview +

Planning guidance +

 [Parish and town council guide \(PDF\) \[350KB\]](#) 

 [SEA Guidance note \(PDF\) \[524KB\]](#) 

 [SEA Guide \(PDF\) \[506KB\]](#) 

 [Guidance for Neighbourhood Planning within Wiltshire - Integrating High Quality Design \(PDF\) \[20MB\]](#)  

Approaches to Neighbourhood Planning +

Hard copies have been produced and sent to libraries across the county, and a number will be stored within the council to be sent to communities upon request.

End

Appendix 1 - *Guidance for Neighbourhood Planning within Wiltshire: Integrating High Quality Design*

Guidance for Neighbourhood Planning within Wiltshire

Integrating High Quality Design



My Place, Your Place, Our Place

Wiltshire Council

Contents

The guide is set out in five parts:

1	Setting the scene: Introducing the guide, design and the planning system	2
2	Your pathway to the future: Being visionary and thinking big	14
3	The skills to understand your place: Guidance on engaging with the local community, local analysis and creating design principles	20
4	Toolkit A: How to develop a vision	38
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	Toolkit C: How to undertake a character study	46
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1. Setting the scene

So you're writing local design guidance for your local area

Who is the document for?

This guide is for all those preparing local design guidance to improve the quality of design in their area. This local design guidance might be included within a Neighbourhood Plan or a Village Design Statement. Within Wiltshire, good design is valued - it adds significant social, environmental and economic value to our communities and goes far beyond what a building looks like.

National planning policy is increasingly focused on improving the quality of design in new development, and local design guidance is seen at both a national and local level as an important tool in protecting and enhancing Wiltshire's unique character. Local design guidance will help to ensure that new development meets the aspirations of local communities, while also helping Wiltshire to tackle the big challenges of our times. This includes combating climate change; and creating healthy, green and sustainable communities while ensuring that we have decent homes and thriving towns and villages.

This guide will help you think about the future and enable you to plan for change within your local communities.

What is the document for?

Creating local design guidance within a Neighbourhood Plan or other document is a significant commitment. This guide aims to provide simple and practical ways to do so. It aims to help you find inspiration, to encourage visionary thinking and to create locally-led design principles which can steer future development.

The ambition is to bring together knowledge and ideas from the community, and to set this out so it is easily understandable for anyone preparing a planning application. This guide sets out how local design guidance can allow developers and applicants to quickly grasp the context and character within which they are designing and set expectations for their designs and how they can contribute positively to the local area.



Looking to the future - what is your ambition for your community?
What might it be like in 15 to 20 years from now?

“Neighbourhood Planning gives communities the power to develop a shared vision for their area. Neighbourhood Plans can shape, direct and help to deliver sustainable development, by influencing local planning decisions as part of the statutory development plan.”

(Paragraph 29, National Planning Policy Framework)

What does 'design' mean?

It is easy to have a narrow view of what design is. In the Neighbourhood Plan context this might mean the focus ends up being on specifics such as brick colour or type of porch. While in some settlements these features may well be worth including in a section on design, it is important to also consider some of the broader aspects of design.

When thinking about design, it is helpful to consider the terms 'placemaking' and 'placeshaping'. In considering how we create or consider 'place', a much broader set of elements can be understood to be part of 'design' and these have a big impact on the day-to-day life of people.

While not exhaustive this could include:

- The relationship of one building to another
- Open spaces and places between buildings
- How we move about
- Existing natural and landscape features (e.g. topography and water)

- Important landmarks and wayfinding elements (finding one's way to a particular place)
- Heritage assets, and their contribution to present character
- Important views
- How a local area functions well and safely
- Accessibility and inclusivity
- Inclusion of nature and biodiversity
- Possibility for change over time – adaptability and resilience
- Enabling healthy lifestyles
- Enabling sustainable lifestyles (a lifestyle that attempts to reduce the use of Earth's natural resources)

Many of these elements overlap - often we hear the phrase 'a sense of place', or mention of the unique character of a place. This is often hard to define; the exercise of 'getting under the skin' of a place and analysing its unique qualities is however an important part of understanding an existing place in order to inform priorities going forward.





It's also important to note that place can be perceived differently by different people (e.g. age / ethnicity / cultural background) and therefore it is important that the wider community is always involved to get the best overall understanding of a place.

The overarching principles of placemaking that need to be encouraged through the development of designs are:

- Positive Processes - ones that encourage 'design thinking' and allow adequate time to design
- Positive Outcomes - a design process that is focussed on achieving positive outcomes (e.g. aesthetically, spatially, in terms of integration, social value, inclusivity, nature recovery, resilience, adaptability, adoption of ownership and maintenance)
- Responsibility and Accountability - a design process that considers its impact on future generations



Why is design important?

When we see design more widely through the lens of 'placemaking' it highlights how important it is to 'think big' when creating local guidance. Neighbourhood Plans and other local design guidance documents are completely tied into thinking about change, and while that can be challenging, it is also an opportunity to think about making a better place for future generations. 'Thinking big' is important because well-designed places (or conversely poorly designed places) impact on everyone going about their day-to-day lives.

First it is important to properly understand and appreciate the existing context and character of the local area, its positive aspects as well as any problems or challenges. Designing is the process of problem solving, and when we look at the

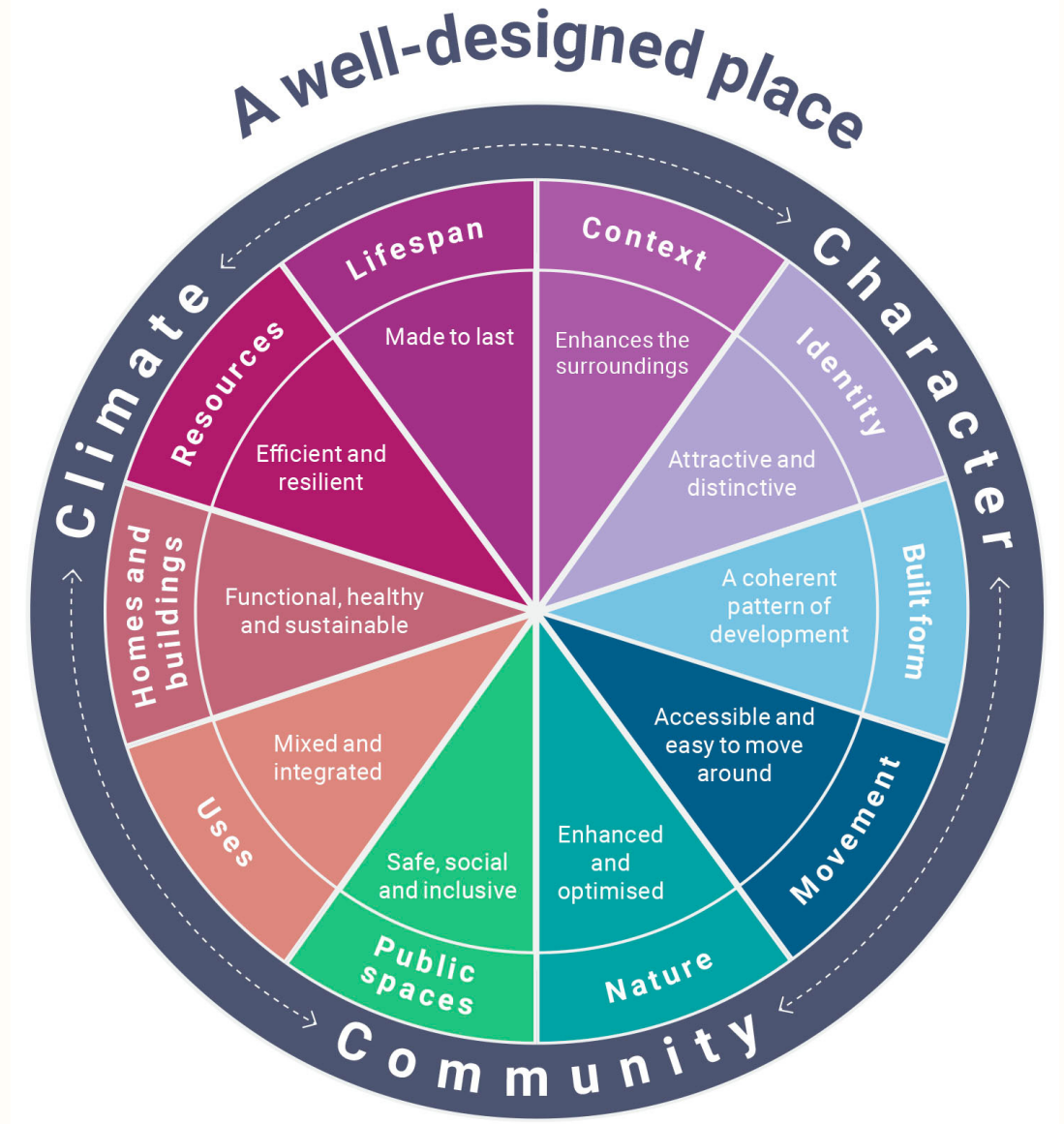
entirety of what 'placemaking' is we can see how important it is to get these things right. While it's often not a straight-forward process (and often a very long one), which will involve prioritising and compromise along the way, an ambition to make your local area the best it can be for the next generations is about as rewarding as it can get.

In the absence of local design guidance there is no 'steer' from the local community. Applicants, landowners and developers may then pursue their own vision instead, perhaps justifying this with reference to broad design guidance which is available. This could be positive or negative for the local area. This vision might simply be an ambition for maximum profit using ready-made designs and maximum site coverage, it could be all

affordable housing, a low density gated community of executive housing targeted at a non-local market or an eco village leaving a legacy to the community. This highlights the importance of setting out your own vision and expectation of design quality. This should be done through local design guidance.

While it is true that there can often be concerns about design being a subjective topic, with varying opinions on what is 'good' or 'in-keeping', national guidance on the subject has evolved to provide a really useful framework to consider - the ten characteristics of well-designed places which are included in the National Design Guide.

- Context** - enhances the surroundings.
- Identity** - attractive and distinctive.
- Built form** - a coherent pattern of development.
- Movement** - accessible and easy to move around.
- Nature** - enhanced and optimised.
- Public spaces** - safe, social and inclusive.
- Uses** - mixed and integrated.
- Homes and buildings** - functional, healthy and sustainable.
- Resources** - efficient and resilient.
- Lifespan** - made to last.



National Design Guide: The ten characteristics of well-designed places

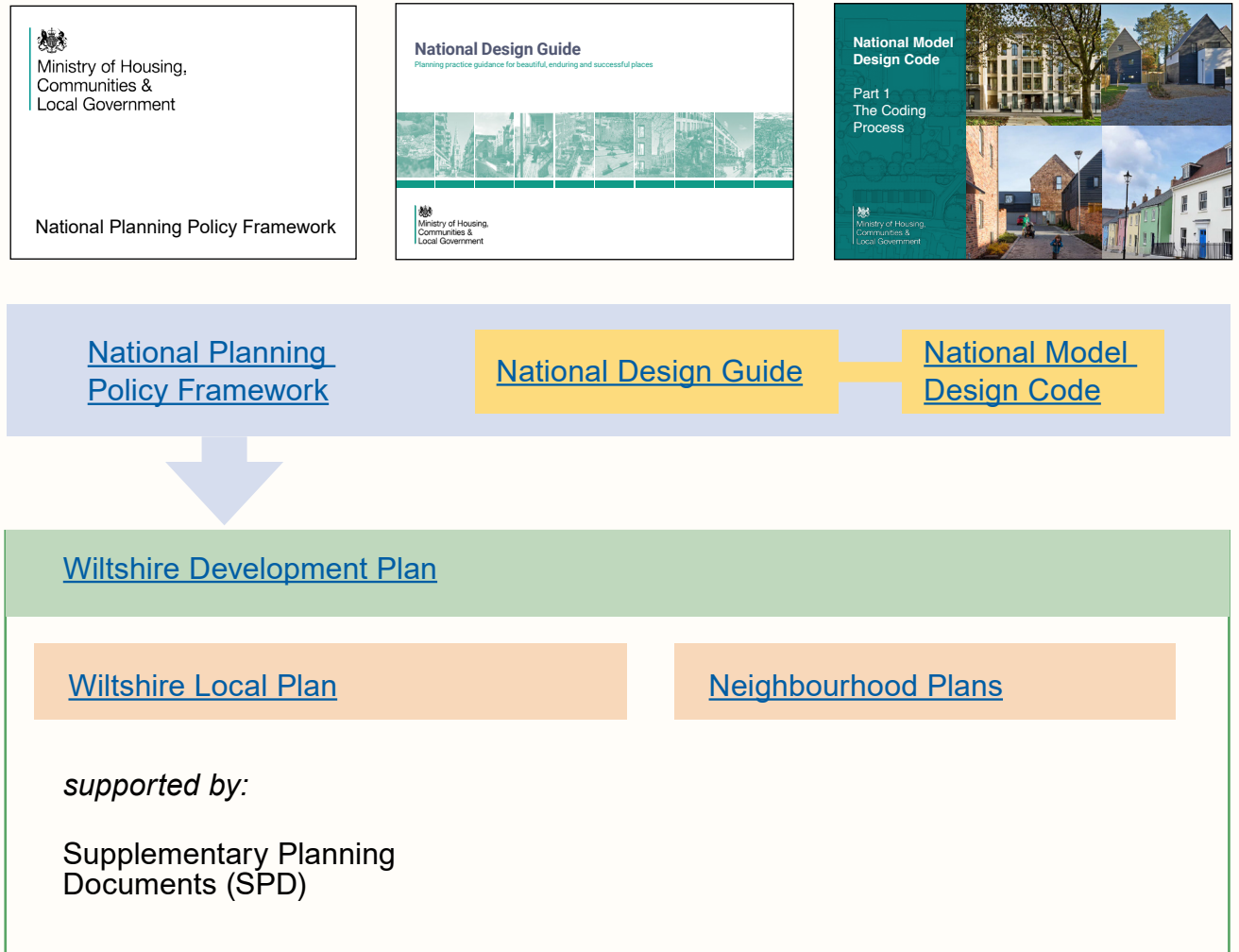
Policy - how does it fit?

The planning system and planning policy can appear as a maze of documentation to those unfamiliar with its organisation. A brief overview here sets out the hierarchy and interaction of the national and local part of policy and how the Neighbourhood Plan sits within this system, with a focus on design.

National

In 2021 the National Planning Policy Framework (NPPF) was updated to place a stronger emphasis on good design. A full chapter (Section 12) considers 'Achieving well designed places' and this now sets the tone, and ambition, for quality of design.

In support of this the government produced the National Design Guide, which addresses the question of how we recognise well-designed places, by outlining and illustrating the government's priorities for well-designed places in the form of 10 characteristics.



Additionally the recently published National Model Design Code provides detailed guidance on the production of design codes, guides and policies to promote successful design. It expands on the ten characteristics of good design set out in the National Design Guide, which reflects the government's priorities and provides a common overarching framework for design.

Paragraph 134 of the National Planning Policy Framework states that:

“Development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes.

Conversely, significant weight should be given to:

a) development which reflects local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes; and/or

b) outstanding or innovative designs which promote high levels of sustainability, or help raise the standard of design more generally in an area, so long as they fit in with the overall form and layout of their surroundings.”

In the absence of local design guidance, local planning authorities will be expected to defer to the National Design Guide, National Model Design Code and Manual for Streets which can be used as material considerations in planning decisions.

So while national policy has become stronger, demanding better quality design, it also puts the emphasis on local communities to set their own requirements and design principles that will lead to well designed and beautiful places.

It is worth noting that Neighbourhood Planning Groups may choose to produce their own design codes or guides as part of the Neighbourhood Plan process.

Local Plan

The Local Plan is developed by Wiltshire Council and alongside made Neighbourhood Plans, it forms the Development Plan for Wiltshire. It comprises a number of plans and is subject to periodic review to keep it up to date.

Local Plans must be compliant with the NPPF, be based on clear evidence and assessment of needs and are subject to public participation and engagement. This plan-led system places Wiltshire Council at the heart of decision making.

The Local Plan, as a key component of the Development Plan, will be the basis against which planning applications are determined and Neighbourhood Plans developed. It is a legally required document containing planning policies and site allocations to deliver the council's strategic priorities.

Drawn up by the local planning authority in consultation with the community, the Local Plan provides a platform for local people to shape their future surroundings.

Wiltshire Design Guide

The Wiltshire Design Guide will provide information for any applicant or assessor of planning applications and design proposals. It is being taken forward as a Supplementary Planning Document (SPD) which means it will be a material consideration in any planning decision.

The aim of this guide is to help ensure that the continued growth of the built environment in Wiltshire is always appropriate to the local context; planned and designed to be beautiful, well-functioning and sustainable, and with careful consideration given to public health impacts and the environmental impacts of decisions.

This guidance elaborates on the ten characteristics of design as recognised in the National Design Guide, and is structured around these characteristics. The intention is that this shall help ensure that due consideration and weight are given to local priorities on the design of new development.

The Wiltshire Design Guide includes numerous examples regarding expectations of 'good practice' across all these areas. This means that when local design guidance is produced, for example in a Neighbourhood Plan, it need not repeat this broader guidance, and may instead focus more specifically on local design issues and guidance.

Local Design Guidance

Local Guidance

Local design guidance can be included in a range of types of documents; for example Neighbourhood Plans, Village Design Statements, Local Design Guides and Codes.

Historically settlement growth and housing design has rarely happened 'by accident', and has not always held the interests of the eventual occupants and community as the main priority.

Neighbourhood Planning provides a unique opportunity for local people to influence how and where new housing and other development is located, who it is for and how it is designed. Neighbourhood Plans were introduced as part of the UK government's 'localism' agenda introduced by the Localism Act in 2011. The intention was that it would empower local communities to have a say in important decisions about their local area.

Local design guidance can reinforce expectations about design quality at a local level and emphasise the importance of responding specifically to the local area and character.

More weight is given to design guidance that relates to a policy in a Neighbourhood Plan. Without a Neighbourhood Plan and a design policy it may not be possible to enforce full adherence, but it can still be beneficial to the community to set out clearly what local design expectations are - demonstrating consensus on the matter. This then gives applicants and assessors the best chance of responding to them positively rather than only discovering local design preferences long after applications have commenced.

'Where else to find information' on page 64 of this document gives some examples of documents that include local design guidance, for reference - including Neighbourhood Plans and Design Guides.

Wider impact

While the focus of this document is on providing tools that help when producing local design guidance to include in published documents, this is not its only use. Having undertaken the steps outlined within this document you will have gained valuable knowledge that can be used to inform other processes related to development and planning.

There will be value in using the work you have done (such as developing a vision and design principles) to inform discussions or collaboration with any prospective applicants or interested developers, ideally at an early stage in the design and planning process.

Overall your community will be better informed about your local area and design, and better equipped to engage in planning applications whenever they do come in, through usual public engagement procedures.

Neighbourhood Plans

Neighbourhood Planning can be taken forward by two types of body - town and parish councils or 'neighbourhood forums'. Neighbourhood forums are community groups that are designated to take forward Neighbourhood Planning in areas without parishes. Neighbourhood Planning in Wiltshire is generally undertaken by town and parish councils.

Neighbourhood Planning provides an opportunity to change attitudes towards development through positive engagement with local communities which enables local people to help influence the type and form of development that might occur, benefiting the place overall.

Put simply, a Neighbourhood Plan can:

- Establish general planning policies for the development and use of land in a particular area.
- Plans can include local priorities, planning policies, proposals for improving an area or providing new facilities or infrastructure and allocation of sites for development.

Neighbourhood Planning is a tool to promote sustainable growth and will not be able to prevent development in an area.

Neighbourhood Plans can only include proposals for an equal (or greater) amount of growth than is set out in the local plan.

They must also accord with national planning policy (therefore accord with the NPPF).

A Neighbourhood Plan must be in general conformity with the strategic policies of the local plan.

Wiltshire Council supports communities in preparing their plans and provides advice to ensure Neighbourhood Plan policies fit with strategic policies of the Local Plan and national policy. It is important that communities work with Wiltshire Council when developing plans.

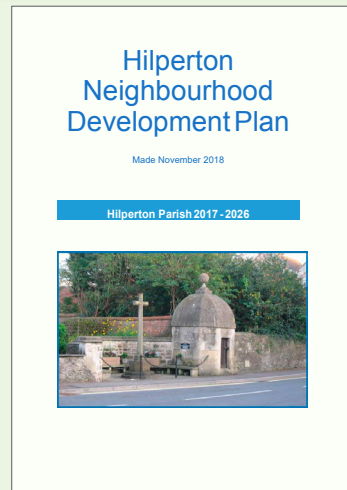
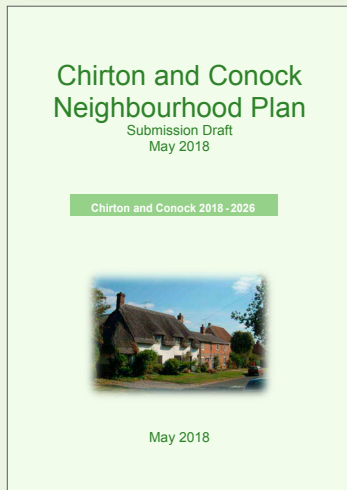
Typical Neighbourhood Plans would include:

- Context analysis
- Character area studies
- A future vision for the community
- Design principles
- Policies - identifying development sites and priority projects
- Engagement record

If you are unfamiliar with Neighbourhood Planning further information is available on Wiltshire Council's Neighbourhood Planning web pages.



These are a selection of front covers of Neighbourhood Plans from Wiltshire



2. Your pathway to the future

A vision of the future

It's important because it affects lives

Part 1 outlined the importance of thinking broadly and ambitiously about design. While thinking about this is exciting and full of opportunities, sometimes the reality of making it happen can just feel overwhelming. The potential of change, the reluctance for change, plus conflicting viewpoints or priorities and long timeframes can make this seem like an impossible task.

But as with any journey to somewhere new, what is of crucial importance as a group, is firstly to have agreed the destination, or 'the vision'. In this instance you are thinking about what your local area could be like in around 15-20 years' time. And while it certainly will take time and effort to agree on this vision, it will save time in the future by avoiding wandering round in circles or heading off in the wrong direction, by setting a clear focus on what you wish to achieve.

Every plan should start with a vision. It reminds everyone of what you're trying to achieve. It should tell the reader what is special about the place now, what will make it special in the future and why that's important to you as a group. A vision helps to keep everyone focused, even if circumstances change around you.



So how do you develop your vision?

Each vision will be unique because each place and community is unique. That's why it's important that:



Analysis

Time is spent to understand and analyse your local area, with lots of discussion / engagement around this and to identify what is important to everyone.

Analysis of local planning constraints, such as rights of way, conservation areas, listed buildings, etc. should be done and the key ones mapped out. [Wiltshire Council's Planning Explorer mapping tool](#) is a useful starting point for this.



Vision

There is permission to 'think big' about the vision; this could be thinking big spatially, in timescales and ambition.

A vision is a written statement that should cover:

- What's special about your local area
- What you'd like to change
- When these changes should happen



Design principles

It is quite 'high level'... it might include two or three big objectives for what is at the heart of the place in around 15-20 years. (e.g. 'we will be a town that provides opportunities for sustainable employment, we will encourage active travel (by foot, by bike, wheeling and scooting), we will significantly improve access to natural green space', we will be a thriving and vibrant village').

Some ideas on how to develop your vision in this way are provided as part of Toolkit A (How to develop your vision) included later in this document.

More information on the skills you need to firstly understand your local area (engagement, steps in the process, character analysis, developing Design Principles) follow in Section 3.



Engagement

You focus on the real 'end result' - it's primarily about people and how they would like to live their lives (it's easy to get distracted by thinking about buildings and spaces first).



Think big

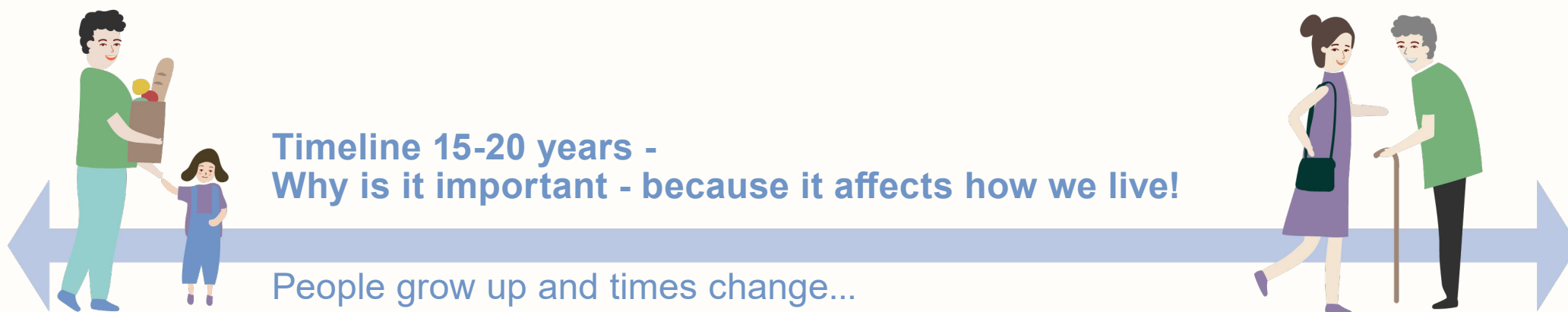


Visionary thinking allows us to 'think big'. Neighbourhoods cannot be seen as a 'snapshot' in time - there is huge benefit in thinking about how they have evolved over time - their local character and distinctiveness is connected to how they have developed. A neighbourhood is also impossible to consider in isolation - there's the need to consider the wider area within which it sits. Thinking about your place in this way will lead to questions such as:

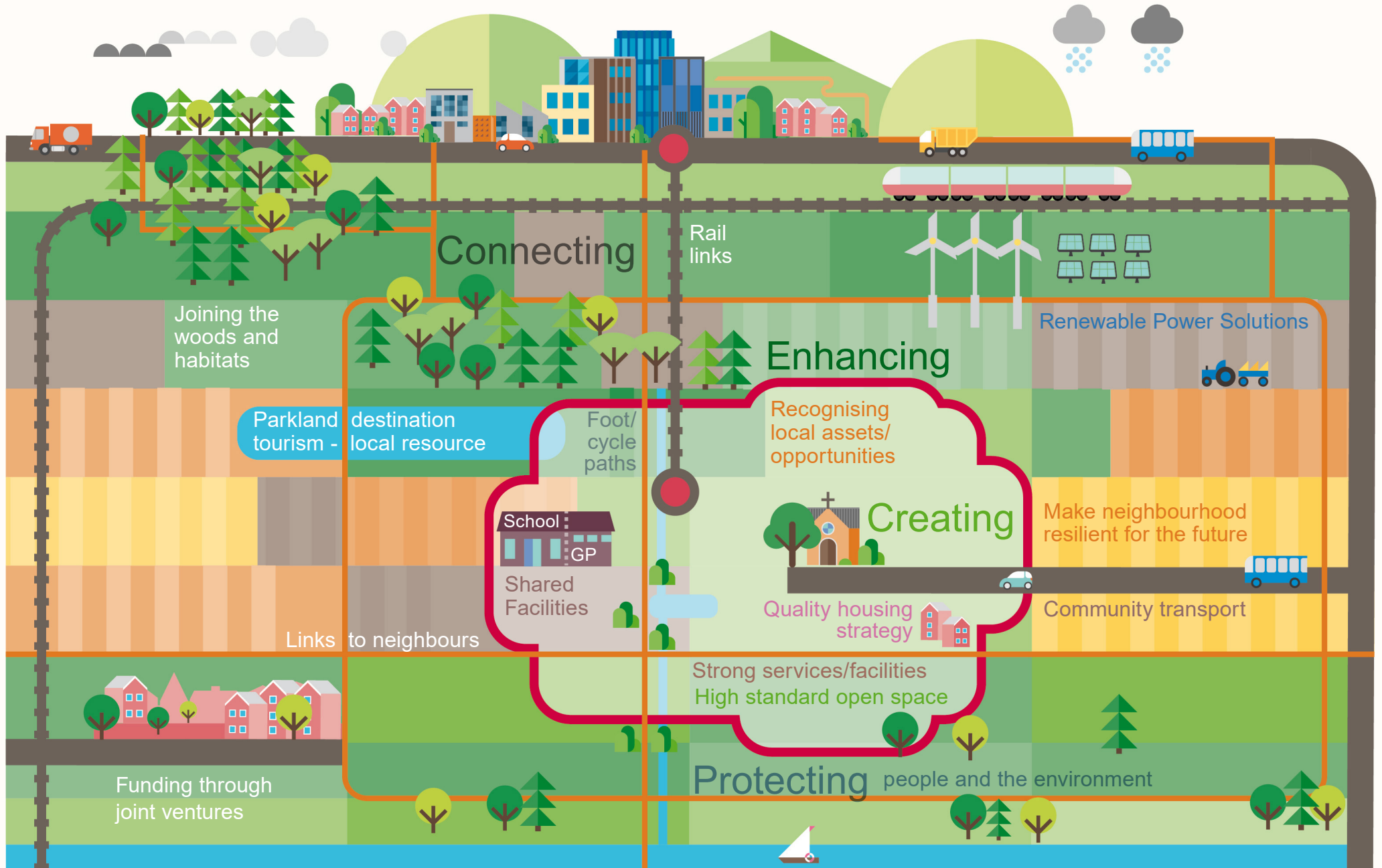
Longer timespan

- What would today's children like the neighbourhood to be like in the future?
- What legacy can be left for future generations?
- How might technologies change and the place adapt to this?
- How can the neighbourhood be protected from climate change?
- What's the experience like for people visiting your neighbourhood?

These type of questions are best considered by the community as a whole which is why it is important to gather everyone's views and understanding of the place they live in.



Integrating High Quality Design



Thinking Big: great ambitions, the wider area and longer timescales

How do we get there?

One step at a time

This document has shown how a vision is an important component in setting out what the future holds for communities which will set a direction of travel for your local area.

It has also emphasised the importance of engaging with as many in your community as possible in order to have a good understanding of the local area. It's really important to understand what is already special about the local area and its character, as well as what's not so great, as a starting point which will help to inform the vision.



Engagement

A useful tool at various points to work with the local community - e.g. to analyse your local area, develop a vision and create design principles



Analysis

Research to better understand the local area including its positives, negatives and character.



Define

Defining what is special about the local area.



Scope

Following analysis identifying if there are certain areas or elements that require specific guidance - perhaps through a design brief, masterplan or design code.



Vision

Further to understanding your place, developing a unique Vision for the local area, looking forward 15-20 years.



Design principles

Setting out Design Principles; key priorities or 'rules' for the local area going forward.



Submit for approval

For a Neighbourhood Plan the document is 'made' by Wiltshire Council and it forms part of the 'Development Plan'. Other documents may need council approval.



Assess and inform proposals

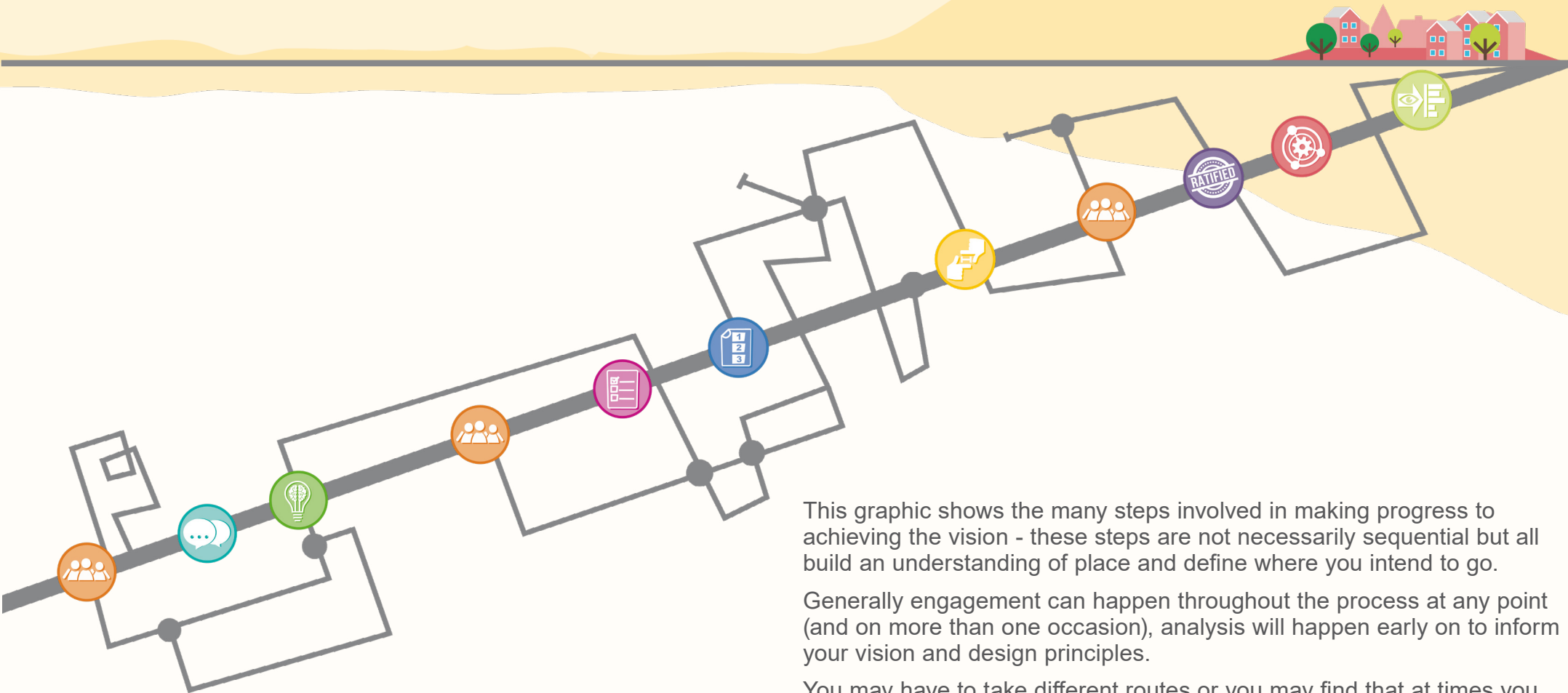
As planning applications come forward check if they meet with the Vision and Design Principles; and therefore if they are appropriate for the local area.



Achieve Vision

By taking this approach, all new development should align with the aspirations that the community set out as being important.

Vision - Horizon



This graphic shows the many steps involved in making progress to achieving the vision - these steps are not necessarily sequential but all build an understanding of place and define where you intend to go.

Generally engagement can happen throughout the process at any point (and on more than one occasion), analysis will happen early on to inform your vision and design principles.

You may have to take different routes or you may find that at times you re-evaluate the process and revisit a step, but throughout the process you should always be aiming towards the agreed vision.

3. The skills to understand your place



How do we get the whole community involved?

Why is it important for us to engage everyone and be inclusive?

Engagement is an opportunity to broaden everyone's thinking and be enlightened by other people's points of view. It's very easy to make assumptions, but people's perceptions of the places they live, what they like and dislike about them and for what reasons, are very personal. It is crucial to go above and beyond in giving a voice to everyone, because everyone's view is valid. This is important because the most successful places are those that take account of the broadest range of needs or the needs of everyone in the community.



It's key to think about how any engagement can be accessible in order to allow a voice to a wide audience. Does the typical evening meeting fit with the lifestyles of everyone in the community? Who might it be useful to have a view from who might not attend? Is a quick online questionnaire more suitable? From carefully understanding someone else's point of view we often get a completely new perspective on an issue which will help see it in its entirety.

It seems unlikely that people don't want to have their view heard – but they might not want to be inconvenienced in giving it or may well feel they are not properly heard. So as a host to an engagement event it is important to build trust and an environment in which people are comfortable and encouraged that their opinion matters.

Building a vision together can be a real opportunity to bring a community together.





How can we make it fun and engaging?

Engagement can be a useful tool for analysing your local area, developing a vision and creating design principles, but often the challenge can be to generate interest in being involved.

Often heard criticisms from residents are that engagement is:

- Irrelevant to them (not asking the right questions)
- Too much effort (make it easy to participate / ensure it's not out of their comfort zone / go to where people are rather than expect them to go out of their way to

come to an event / consider what local groups might host you)

- Doesn't have any affect anyway (be clear about how it will)
- They won't be concerned about my opinion (reassurance they will be heard)

To counter some of these concerns, and also to make engagement worthwhile and useful to both the Neighbourhood Planning Group and participants, it is useful to firstly be very clear about what you want to achieve from the exercise – what's the key information you want to get out of the session? This will help you to focus the engagement on getting that information.



Engagement doesn't need to be overly complicated – if there's a simple way to ask questions and get feedback, that is easy for you to deliver, that's the perfect solution. Some examples are given in the Toolkit B later on in the document.

Some of the criticisms may be waylaid by building relationships over time, whereby if residents see their views are being taken onboard at a first short event, they may well be interested to be involved in a longer workshop later.

What makes our place unique?



Defining what is special

When we talk about design as placemaking, there is also the challenge to somehow assess your local area as a place in its broadest sense. There is something intangible and instinctive about what we feel is special and it can be quite difficult to put this into words.

One of the positives of defining what is special as a group is that firstly the ideas that are proposed will be much broader in the first instance, which helps to capture the breadth of what is special, and secondly it spurs people into discussing these ideas and helping each other define or refine what they mean. This could cover a wide range of topic areas including buildings, landscape, nature, open spaces, routes, facilities, social character, community history, daily routines and much more.

Some quite simple exercises can begin the conversation, for example:

- It might be that the 'top ten words' exercise (see toolkit B later in document) opens a workshop –

with the most popular words being discussed further to define what exactly about these things make them special to people. There might also be the option to pick a contentious topic and to talk further about this.

- Or it could be that a group walk around the local area taking photos of what they consider special. This could be a standalone photo survey or after the walk they could regroup around a map, to mark on what they consider favourite places, key landmarks, pet hates, areas to improve.

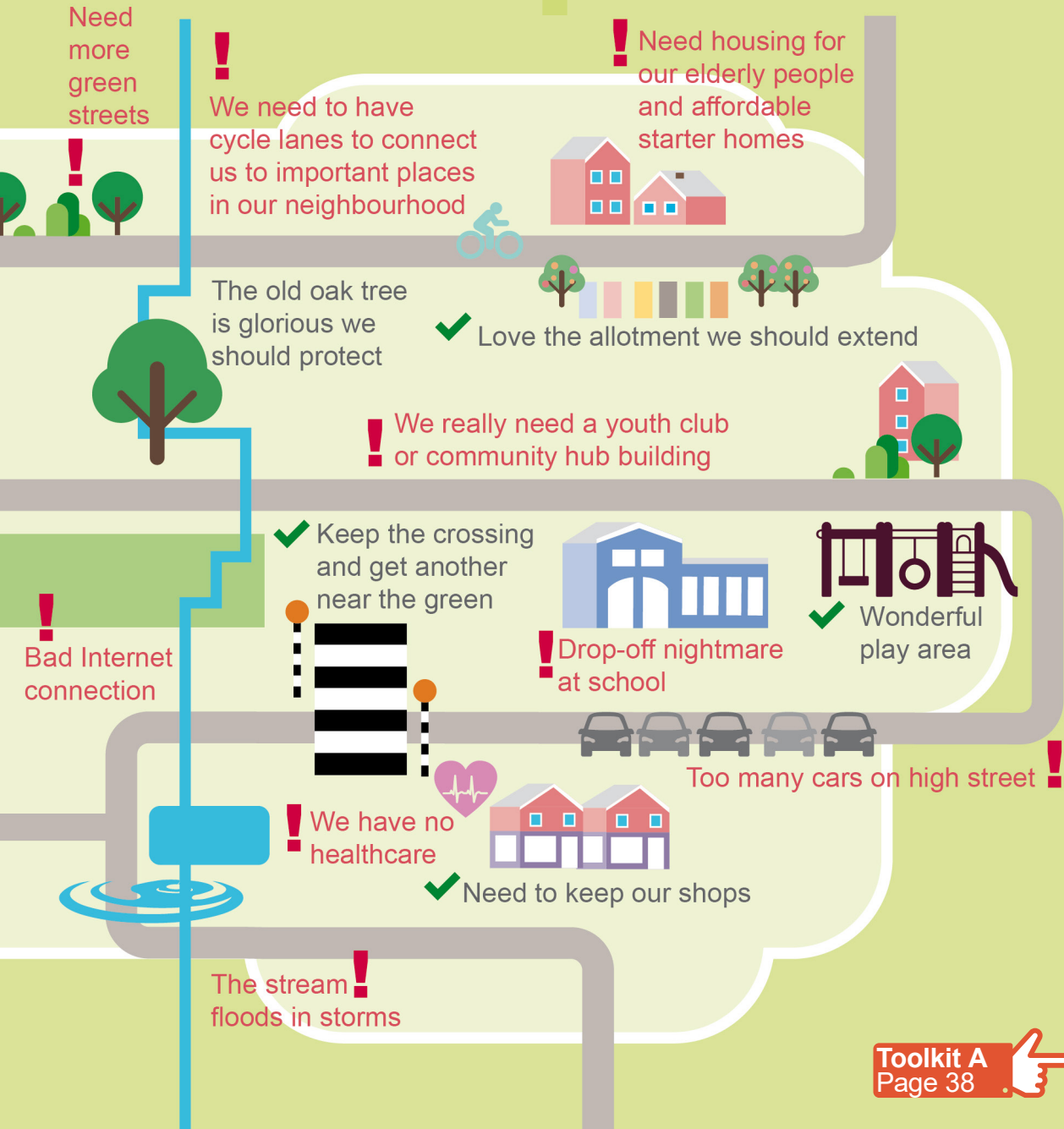
While often notes, photos or maps offer a good way to record what has been expressed – it doesn't need to be limited to this. The distinctiveness of a place may have been recorded in a painting or a poem and these creative works can be a great way to think about what is special.

The adjacent plan shows what is unique to your area, the things that you love and the things you worry about



Example

Integrating High Quality Design



Defining challenges and issues to address

It's useful to remember why you are defining what is distinct and special. Its purpose will be to communicate this to someone making a planning application; someone who may have little knowledge of the local area. While an initial workshop might cover vast ground, creating a succinct summary is valuable for this purpose.

Understanding this purpose is important because the next question to ask is 'so what?' You will have defined what is special, but what does this mean for the vision? Being clear about what is special and distinctive gives a firm foundation to what follows. Having understood your place it's time to develop your vision (or revisit it if you already have one as a starting point), help can be found in toolkit A later in this document.

If challenges arise in the process of understanding your local area, it is always best to address these. It might be that there is a lack of aspiration within the local area, a challenge of engaging people who have NIMBY views ("not in my back yard"), or perhaps disagreement on what facilities are needed or opposing views about where is best for new development. There is nothing to be gained from avoiding these difficult discussions.

The main aim is for there to be general consensus on the vision. There may be some disagreement on the details that follow, but by its nature the detail has to be flexible; many external factors may influence the detail over the longer term - for example changes in the economy or societal change.

Analysing and defining character



Mapping character

One way to begin to give clarity to some of the many things which make a place distinctive is to undertake a character study. The size of your local area will influence exactly what this might cover. This guidance covers appropriate ways to map character for both smaller and larger settlements, but you will need to consider what is best suited to your individual settlement.

Mapping character will involve analysing what is in your local area. A number of tools are suggested in this document that can help you with this task. You may decide this is a task that you will undertake as a Neighbourhood Plan Group – but it is also something you could consider getting a wider group of local residents involved with.

Often when undertaking this study you will observe that there are distinct areas within your local area with shared characteristics - we refer to these as Character Areas.

Smaller settlement (Village/small town)

In a smaller settlement these differences might be about the use of the buildings (perhaps residential and retail), they might be about their age (perhaps a conservation area, or an area of housing from a certain era), it could be their relationship to landscape (perhaps fronting onto a park or a river), or it might be the building form (are buildings taller / denser in the centre?).

If you live in a smaller community it might be that more detailed elements contribute to character – perhaps all houses in a street have similar front gardens or front boundaries, or a road has street trees, or all buildings are the same height with the same type of roof. Or perhaps one area really does look to have developed in a random fashion, with no sense of coordination and that is what gives it its distinct character. Once you have identified areas that your community identifies as having a similar character, these can be marked on a map.



Larger settlement (Large town/city)

In larger settlements a similar exercise can be undertaken, but to ensure the exercise is not onerous, some thought should be first given to suitable categories that define areas of the settlement. An extreme categorisation might be 'within Conservation Area' and 'outside Conservation Area' - leading to just two categories, each of which could be clearly defined, described and given some design guidance. Another typical category might be 'predominant era of development' - and longer eras would equate to fewer character areas. While ensuring the exercise is achievable it is worth noting that the exercise should also produce mapping of character that will become a useful tool.

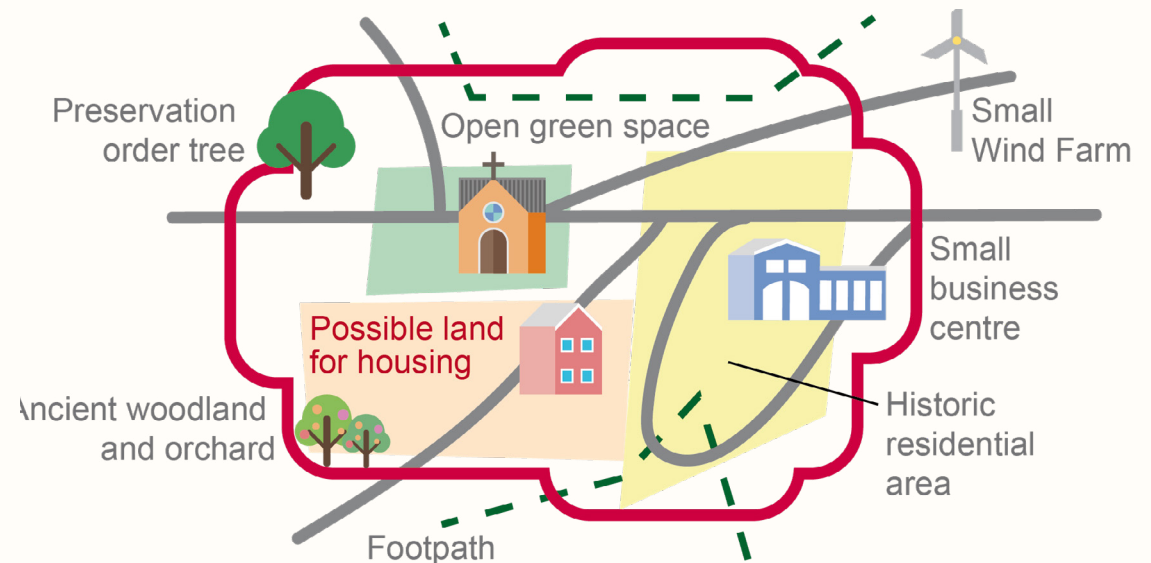
Adding to the map

Whilst the character areas are likely the most important thing to map, other elements that you identified as being special or distinct could be mapped (either on the same or another map) – perhaps the landmarks, or key landscape features, listed buildings or public rights of way.

The historic environment of an area has its own intrinsic value but also contributes to the character and identity of the wider area. Character assessments should explore the reasons why historic areas

developed in the way they did. This can help to better understand the context for historic growth patterns and compare these with the context and opportunities today.

Viewing OS maps and old Parish Council records at the Wiltshire and Swindon History Centre in Chippenham, is a helpful way to gain a good historical context to the evolution of the local area, which might also inform what you wish to include on your map.



Purpose of the map

These maps are a useful tool that can be referred to by anyone proposing new development and communicate quickly your knowledge about the local area.

Understanding the patterns and reasons behind development and the character of your local area will provide a framework for thinking about new design - what will enhance or complement what is already there? How much change is possible before the special significance of the place is changed?

It could be that the proposals sit adjacent to a specific character area and it is logical that it has similar characteristics. Or the analysis may have identified a character area that you consider doesn't work well – perhaps the rear gardens

of lots of houses back onto a park meaning the park is not well overlooked and doesn't feel safe at night; so new proposals might be able to consider how to make improvements.

Together the definition of what is special about your local area and the character mapping exercise provide really useful information that will help guide and inform the process of developing a vision and design principles for the future.

Glossary (later in document: Part 5)

Sometimes the words and phrases architects and planners use to describe buildings and places can be quite technical. A tool is provided within this document that sets out an explanation of what key words mean.

Some examples of character studies are given in Toolkit C later on in the document.

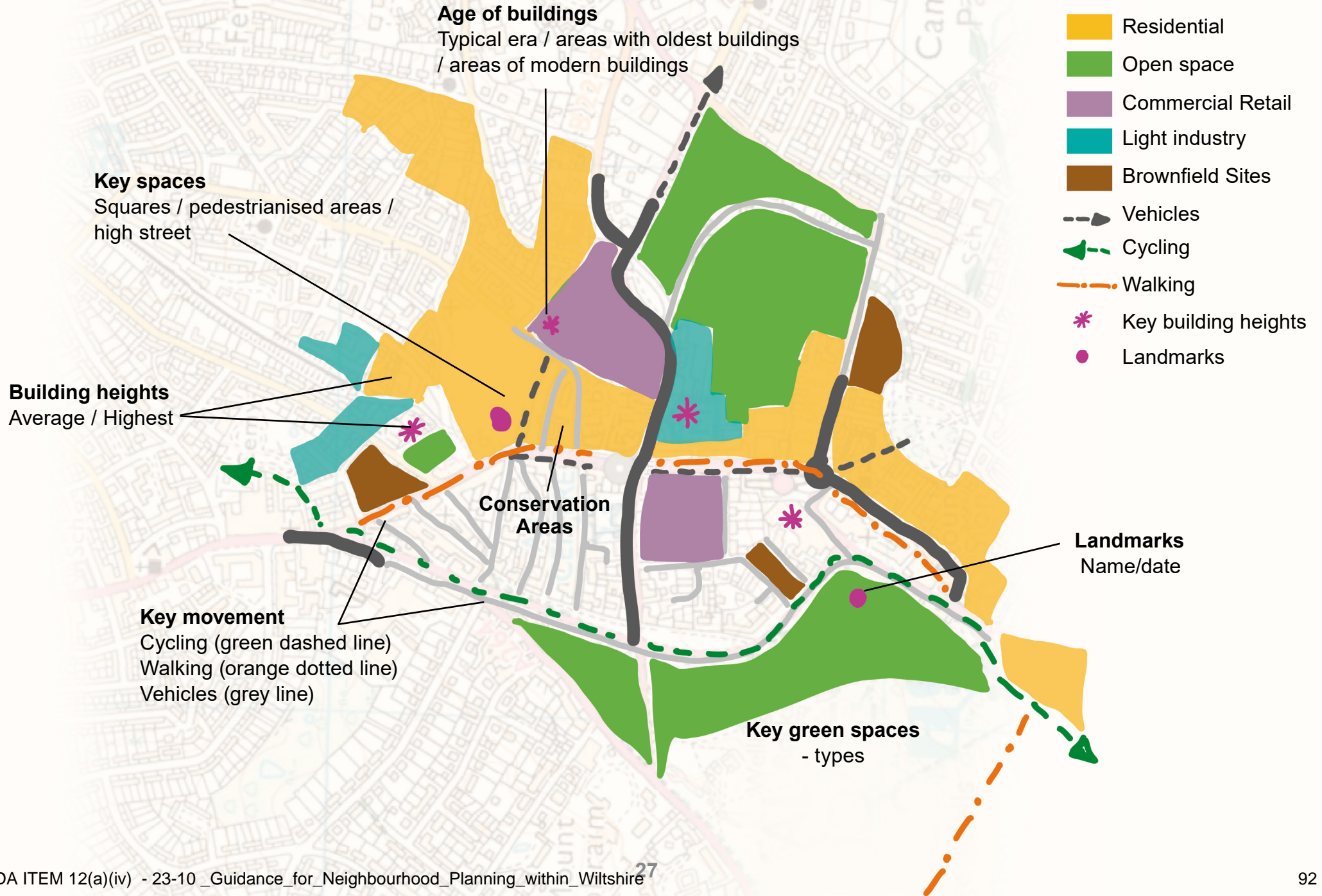


Create a map, use an OS map or printout one from the internet and trace over it marking up key information. Make sure you check any copyright requirements.

The map can be high level - it doesn't need to show each individual building - just the broader areas, to understand the bigger picture.

You could draw several maps to show different aspects on each.

Integrating High Quality Design



Design principles: thinking big

Your Place

The complementary part to the vision is the creation of design principles, this is simply a wish list for your neighbourhood. These are a step towards the more tangible things that you want to achieve - key priorities or rules that will need to be adhered to that will support you in achieving the vision.

This is another exercise where it is critical to understand, and prioritise, what is important to the community as a whole.

Some of these may be rooted in some big topics, examples of which are outlined on this page. Often these tally with the community's day-to-day concerns about the place they live and might inform your Design Principles.



Resilience

Ensuring plans have foresight, anticipating changes in infrastructure (basic systems and services) that could happen and planning for adaptation.

The big themes in your community



The big challenges the world faces often trickle down to concerns that local residents may have about their local area. There are opportunities to make a difference and tackle these challenges head on in the design of your local area. These themes are very general and already captured in national guidance - the opportunity within local guidance is to demonstrate their local relevance by referencing local objectives, in order to guide the design of new development.



Climate

Being prepared and protecting homes and communities in the context of more extreme weather.



Health & well-being

Opportunities to improve physical and mental health, at home and out and about.



Digital

Enabling reliable, high speed connections for everyone.



Carbon

Aiming to reach 'Net zero' - 'balancing' or cancelling out any carbon we produce.



Inclusive

Removing barriers and creating places everyone can use, allowing everyone to participate.



Facilities/services

Considering what is already provided and what could be improved on, particularly to encourage sustainable lifestyles.



Community

Providing ways in which different people and groups can have opportunities and space to meet and socialise.



Biodiversity

Seeking to improve the natural environment, leaving it in a measurably better state than before.



Homes and development

Providing homes that meet local needs, considering the wants and needs of all.



Environment

Considering the impact on the world around us e.g. green spaces, water use, air quality, shading.



Ageing

Considering the specific needs of older people, allowing us all to live happy and fulfilling lives.



Economics

Positively impacting the local economy, providing opportunities for local businesses to thrive.



Distinctiveness

Conserving and enhancing those aspects of our places which give them their particular character.

This guidance cannot cover every design topic, but instead the design principles should steer your Neighbourhood Planning Group to cover topics that are relevant for you. Your design principles may have a focus on nature; and so including advice on habitat creation is important. It's likely that the streets or buildings specifically contribute to the special qualities of the place, so topics such as building heights, material details, public realm details (e.g. surfaces, boundaries, planting and furniture) are covered.

It's important to note that more 'generic' design guidance is included in other documents (i.e. National Design Guide/Building for a Healthy Life/Manual for Streets), and local design guidance needn't duplicate this nor information from the Local Plan and Wiltshire Design Guide. Rather, local design guidance can be more specific about what exists and what is expected.

Design principles shouldn't stem just from analysis of what's there already, but also any specific aspirations; such as the creation of the types of public realm, (e.g. less conventional uses of open space for food growing or older adult recreation), or 'liveable streets' (designed to be public spaces for social interaction, rather than just for moving and parking vehicles). Looking forward to the future in your vision demands that you discuss change; it's likely therefore that topics such as climate change, demographic change and economic change (and their design consequences) will influence local design guidance.

Design principles: for your local community for 15-20 years



Engagement and consultation with the local community is a really useful tool that can also guide the development of design principles.

These examples show how listening to people can be a starting point from which to translate their ideas into expected outcomes. These expected outcomes or design principles start to flesh out what needs to be focussed on and set out specific aspirations for the local area.

The design principles don't necessarily resolve every issue, but as development comes forward it sets out expectations and gives something against which to assess proposals, so that progress is always towards the shared vision.

It is important that the design principles build on the analysis of your local area - asking 'so what?', particularly with regards to what this means for future growth. This should build a set of locally specific aspirations. Engagement needs to pose questions such as 'if there is development, what is it, where is it, and what from the analysis is important to consider?'



Aiden (Context Identity and Built form)

"I always see the same 'cookie cutter' houses – they could be from any part of the country. New houses should be natural stone so that they suit our village, quality of materials really matters. I love that the buildings sit well in the landscape – whether that is the small groups of cottages on the outskirts of the village, the agricultural barns or the more formal houses fronting the village green."

- **Example design principle:** All development should contribute positively to both the existing village character and the wider landscape; with materials chosen that match or complement the typical stone walls and slate roofs. New development on the edge of the village should contribute positively to long distance views of the village.

Aiden's priority design principles





Arthur (Context Identity and Built form)

“New development alongside the river all have very flat façades; that should be avoided in future by using bays and porches. That’s quite common in this area.”

- **Example design principle:** Features such as bay windows and porches are typical of the village and are considered important for inclusion on new dwellings.

Arthur’s priority design principles



Ellie and Dylan (Movement and Nature)

“I’d like to be able to scoot to school safely, the estates around here are from the 1970s and obviously designed for cars.”

“I love relaxing by walking every morning, seeing the views to the Area of Outstanding Natural Beauty, and hearing birdsong.”

Ellie and Dylan’s priority design principles



- **Example design principle:** Priority will be given to active travel routes (journeys made in physically active ways - like walking, wheeling, cycling or scooting), especially those connecting to the school and village centre. The potential development site beside the school should include wide tree-lined pavements leading directly to it, with pedestrian and cyclist priority where the route crosses roads.
- **Example design principle:** Public open spaces should include circular walks, on all weather paving with plenty of seating along these routes. A variety of trees should be included in public open spaces, including fruit and nut trees.



Frank (Context, Nature and Movement)

“I love the heritage of the old buildings in the village but get frustrated about the lack of transport links between the train station and my home.”

- **Example design principle:** All development improvements should respect the existing heritage features in the village centre.
- **Example design principle:** Improvements should be made to connect areas of housing to the station through the provision of new bus/cycle lanes on key routes.

Frank’s priority design principles



Gunda (Uses, Homes and Buildings)

“We’re looking ahead to when our kids need their own homes. Sadly there’s not many affordable options around here. We need to make opportunities for young families in this village. We need to think about what the modern family really needs from their home.”

- **Example design principle:** New family homes should include lots of space and natural light for homeworking, and be designed to reduce energy bills. There needs to be communal play spaces nearby. Semi-detached houses and townhouses could be used for larger households
- **Example design principle:** Not all new homes will be occupied by young families with children; some older couples want low-maintenance modern houses too, which are easy to access, and can be adapted easily, as they grow older. Apartments for downsizers should have good sized terraces or balconies that people can enjoy a meal on.

Gunda’s priority design principles





Farnaz (Public Spaces)

“The space for teenagers to hang out is always outside, there’s nowhere for me to spend time with friends on a rainy day.”

- **Example design principle:** A new community building should be provided for all age groups, all of whom will be consulted.

Farnaz’s priority design principles



Ivy (Resources)

“In other areas of my life I’m always following the mantra of reduce, reuse, recycle. I’d like the next place I live to have done the same - I’m really interested in the idea of passive houses.”

- **Example design principle:** Roofscapes should be designed to maximise south facing areas for solar panels. Housing should have rain gardens instead of standard front lawns.

Ivy’s priority design principles



Jacob (Public Spaces)

“All the play areas are just for toddlers, we need some for 4-10 year old children. As an adult, there’s no reason to go out and walk around near home - so I never meet my neighbours. The open space is boring and empty most of the time.”

- **Example design principle:** New public open spaces should be designed to deliver a wide range of uses for a range of ages and abilities - for example play areas, trim trails and allotments catering for all ages.

Jacob’s priority design principles



Design principles for your local area



At the local area scale a wide range of topics are likely to arise that are opportunities to consider what is really important to the future of the area.

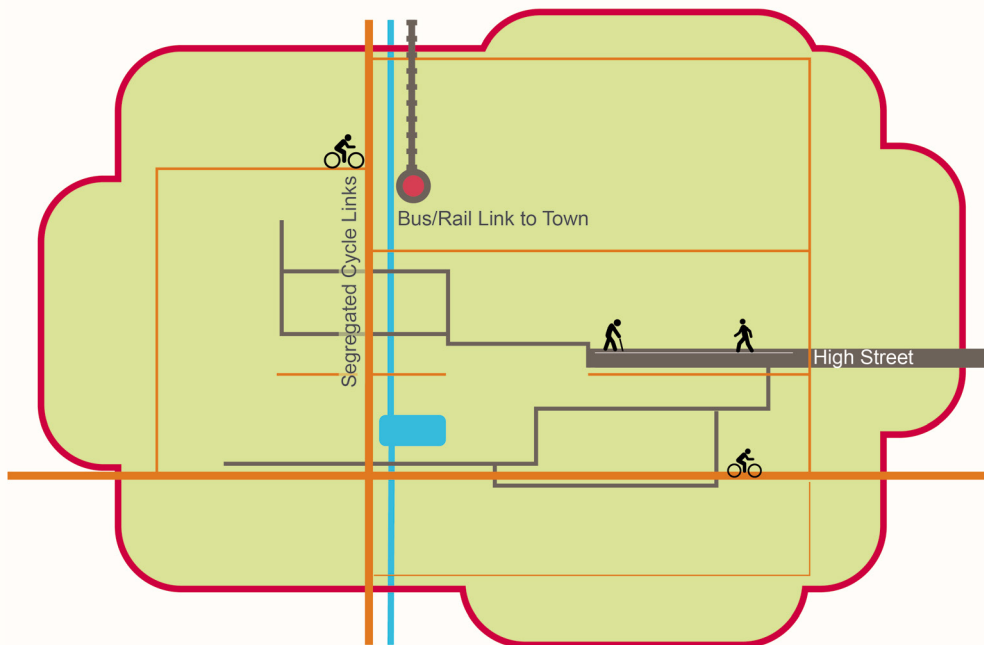
Once design principles have been developed it is important they are captured, so they can be shared - this is likely to be a written set of principles but might also be illustrated by a plan.

If someone is particularly creative you might like to illustrate the design principles as sketches or a 'cartoon' plan like this one.

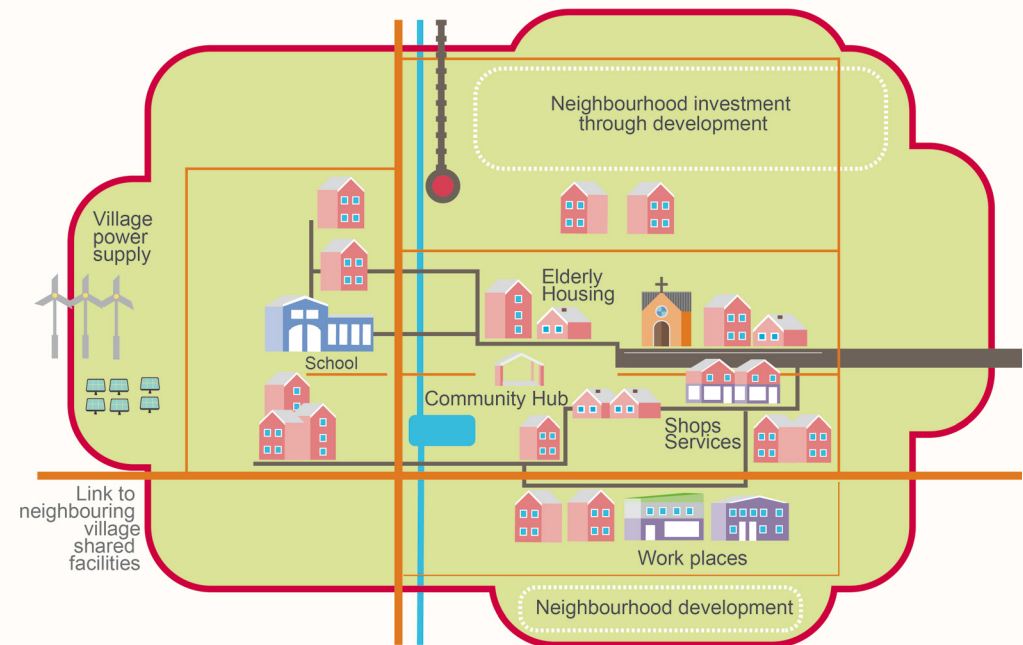
At it's simplest this can be a set of bullet points on the key topics.

This information can be included within your Neighbourhood Plan or other local guidance document.

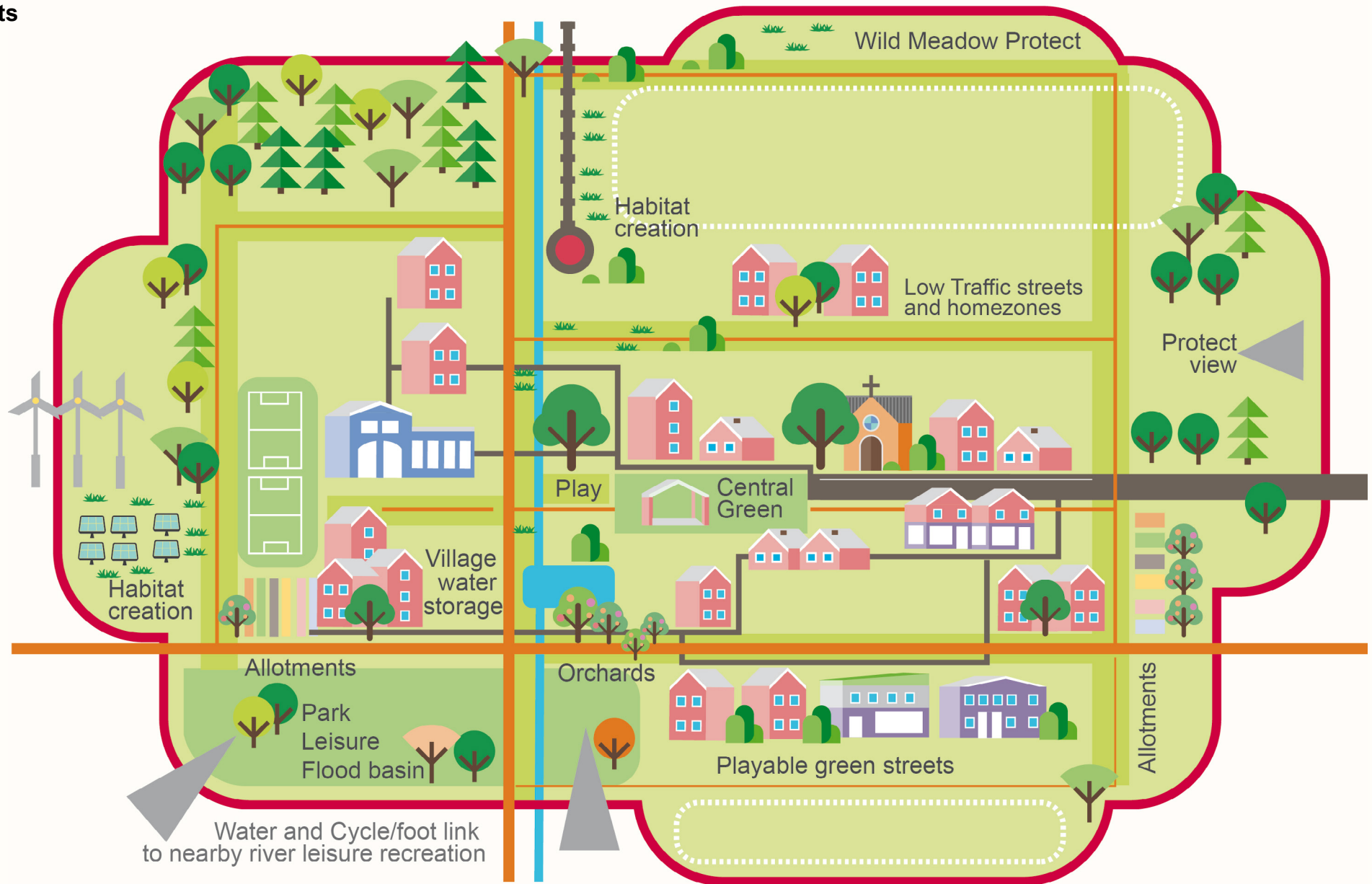
Connections - Access



Built Environment



Landscape/Open Space
Habitats



Approval of your local design guidance



Getting your Neighbourhood Plan made

If you are going down the route of creating a Neighbourhood Plan, once you have gathered the views of your neighbourhood and developed your draft Neighbourhood Plan there is a process to go through in order to get it made (i.e. adopted). This includes periods of consultation, finalising the plan, submitting it to Wiltshire Council, independent examination, modifications to plan following examination and a community referendum, before it can be 'Made' – when it becomes part of the Development Plan for Wiltshire. Wiltshire Council will be able to provide guidance to help you through these steps.



Other local design guidance

Other types of local design guidance, such as a Village Design Statement (VDS), will also need to be approved so as to be given weight within planning decisions regarding new development.

VDS's will be considered for approval by planning committee, following an officer appraisal which will include an assessment of the robustness of the consultation undertaken to inform its preparation.

Wiltshire Council will be able to provide guidance to help you through the process. Contact at an early stage will help ensure that officers are in a better position to recommend that the final VDS is approved as a material consideration in decision making.

Assessing proposals



You have now reached the point at which you will be able to use your local design guidance as a tool against which to assess and inform proposals. Congratulations!

As proposals come forward you will have a clear set of design principles against which to compare them. This allows you to comment positively on those that meet with your criteria and will take you a step towards your vision.

And where schemes fall short, you will have ready-made guidelines to help you respond constructively to those proposing development.

Further down the line, it's highly recommended that you visit the new developments, and compare them to what was both envisaged and approved. This can be another fun community activity, but monitoring the effectiveness of local policy and guidance will also be important for when you come to review your design guidance in future. If possible, speak open-mindedly with the developer and with those using or visiting the place about their views and experiences; there will almost certainly be interesting, valuable things to learn, which can help you become a more informed 'place shaper'. Good luck!



4. Toolkit A:

How to develop a vision

Aims

1. Encourage visionary thinking
2. Encourage long-term thinking
3. Encourage ambitious thinking

Format

Can be undertaken as a short workshop or completed at home, either individually or even better, in groups.

Method

- Explain that each participant should imagine their local area in 15-20 years time. They should think about: what has happened to the town, how has it changed, what positive things have happened through the intervening years. They should imagine that the local area is in the news, celebrating the amazing changes that have taken place in those 20 years.

- Participants should imagine the front cover of a newspaper reporting on a big event that symbolises the changes that have taken place – it might be the local newspaper reporting on an event, a new building or public space being opened, or perhaps something so significant has happened it's made the national news!
- People should think about the future of their local area, what they want it to be like in 20 years, what's the one big idea that will help to change the local area for the better and what is the problem it was responding to.
- Their task is to design the front page of the newspaper, which explains all the changes that have taken place in the last 20 years. Stress that they can be ambitious in their thinking. You should explain that they need to think about a newspaper name, a headline, find or draw an image to illustrate their

article and to include at least five key changes. These could be bullet points or short paragraphs. You can use a form like that opposite as a template.

- Once everyone has had time to complete their newspaper (whether in a workshop or at home), provide an opportunity for all the newspapers to be displayed. This could be on the wall at a workshop, or in a shop window or school hall if everyone has completed theirs at home.
- In a workshop give those who want to an opportunity to talk about their newspaper front page to share their ideas. See if there are any similar ideas in different newspapers. Try and agree with everyone the top five key themes that might become part of the vision.

- If the task has been completed at home, you could again look at which have similar ideas and display some 'conclusions' alongside the display of newspapers - or share this in a local magazine or web page.

Example form - draw up a simple outline of a newspaper front page

Alternatives

The toolkit can be adapted as you wish:

- You might like to do this activity at a local school and award a prize for the best headline.
- 'Wish you were here'. Instead of a newspaper you could design a postcard from the future – again imagining you are around 15-20 years in the future, visiting your local area and sending a postcard to relatives explaining what you've loved about your visit.
- You could imagine you are around 15-20 years in the future and design some instagram posts about specific places, people or events that are happening in your local area.

Newspaper Name		Date
Catchy Title		
Headline grabber		
Image		
Challenge	Solution overview	Impact

Examples:

Integrating High Quality Design

2037
Thursday 12th

Home | Sport | Social | Calendar

Welcome Local Gazette



Our school is back!
New purpose-built passive school

As well as delivering the passive school ready for September, we also have built 10 family homes - a joint development with our neighbouring village. We controlled the quality of the development through our Neighbourhood Plan. We also now have an Electric School Bus and together with the new road crossing all students are within a 15min walk to school, as voted for last year. **Click read more...**



Open Leisure Centre refurb.



Cycle hyperlink "wheelie good"



Village Green Expansion



New VR Doctor now installed



Flower Meadow in full bloom



Bat boxes go up: talk on 15th Oct



Volunteer pick-up organised



Fishing open - new stock added

Climate Neighbourhood Contract

Last weeks storms - we saw them off!

Our village commitment is working; the new streetside rain gardens and channels and 'no more hard driveways', plus our new village wide 'capture water for summer scheme' is a great success. New plans to build our own solar field and wind turbine to give our village electric is well underway **more...**



Ian_23
'Place'2037 >



523 likes

SEPTEMBER 2037

Ian_23 Love working from home but the Local workhub is great to catchup and do meetings at @'Place'2037

[#business](#) [#digital5G](#) [#networking](#)



489likes

SEPTEMBER 2037

Farnaz_019 Wonderful walk in village woodland with my husband, called in at neighbourhood run pub on way home@'place'2037

[#green](#) [#environment](#) [#exploring](#)

Try writing some Instagram posts from the future about specific places, people and events that are happening in your local area.

A tablet news paper. Think about the future and the positive news stories you would like to see happen. Be ambitious!



Wish you were here! Our New Community Hub Opening

It's been fantastic visiting!. The Community Hub opened yesterday and the whole village was here! The allotment and community garden, which are next door, opened last year so all the party food was grown locally.

The village's hyper-fast free internet means the hub is kitted out with small business pods. It also has bookable meeting rooms and a dedicated after school homework pod. There's a community officer overseeing these spaces. There's a coffee shop too which means its a brilliant meeting space for all ages.

There's also the new DOCTORPOD - a diagnostic service - you video call with a central NHS doctor server; everyone in our neighbourhood can walk to it within 15 minutes.

Imagine postcards or pictures from the future - what do you love about your local area in 2037?



4. Toolkit B:

How to engage with residents

Aims

1. Analyse your existing local area
2. Consider other viewpoints
3. Be fun and engaging
4. Explore what is distinctive about your local area
5. Explore what your vision is

Format

Undertaken as a short workshop. The intention is that each of the activities below is easy to organise, shouldn't put people outside of their comfort zone, is fun and generates some useful information about how your local area is viewed.

Methods

Day in the life

This involves thinking about your local area from someone else's perspective. This might be the perspective of a wheelchair user, a parent with a pushchair and a toddler or someone visually impaired. If you know someone who would have a different perspective on your local area, you might ask if they are willing to take others on a trip around the local area to highlight the difficulties they face. Or you could set a group off to undertake a number of tasks with a pushchair – helping them understand the difficulties of navigating without using stairs, or trying to use a small toilet cubicle, or getting through narrow doorways. Or you could cycle a route through your local area and identify where cycle links are missing. Afterwards you can regroup and discuss lessons learned and how you could make your local area more accommodating.



A different perspective

This involves taking the viewpoint of people who are not the 'typical resident'. To start with, as a group consider who this might be, perhaps:

- someone who is homeless
- someone who accidentally got off at the wrong bus stop and is lost
- a bus driver who has hours to wait until his next job
- someone who is passing through whilst running a marathon
- someone with bad intentions like a burglar

Once you have generated a list, split into small groups, with one of these people allocated to each group and consider their day in your local area. Jot down what they spend their time doing and what, in their eyes, is good and bad about the local area.

Visitor viewpoint

Often it's easy to see your local area from the perspective of residents. But what about visitors? Think about someone who comes for the day and someone who is on holiday for a week. Again jot down what they spend their time doing and what, in their eyes, is good and bad about the local area.



Photo study

Another way of engaging people is to set up a group walk, taking photos of what people consider special. This could be a standalone photo survey or after the walk they could regroup around a map, to mark on what they consider favourite places, key landmarks, pet hates, areas to improve.

Online surveys

Various options are available online. A commonly used option is Survey Monkey which can be used to easily create surveys and gather feedback. The free version is limited to 40 responses per survey and 10 questions per survey. Another option is Google Forms, which has no response limit. It is worth spending some time researching exactly which option best suits your needs. In some instances, if your requirements are particularly complex, you may want to engage a consultant to carry out a survey on your behalf.

Wishcart

A fun way to run this, if you know someone creative, is to create a 'cart' which can be wheeled around your local area to collect people's wishes. This can be adapted – it could be a wishing well, or a wishing bucket – but ideally something that moves, is big, bright and colourful (and perhaps noisy?) that will catch people's attention. It's helpful if it moves so you can go to where people are – perhaps at a local event, market or fair.

The intention is simply for people to record and share their wishes for your local area – these can be pinned to the cart so that everyone can share their ideas which can then be recorded to inform the vision for your local area.



Top ten words or Wordcloud

This is a very quick exercise that could be used in a workshop – either in person or online. Each participant is asked to jot down ten words that they would use to describe their local area. This might reveal a pattern of key words that lots of people associate with their local area.

Suggested mapping options

Use existing online mapping tools to create a shared annotated map e.g. Google MyMaps or Bing (did you know Bing’s desktop version includes a useful free Ordnance Survey layer?). These mapping systems are already familiar to many people and once you set up an account, it is usually possible to share the online map to collaboratively annotate it. Alternatively, one person could take charge of a mapping and add all annotations on behalf of the group, who can submit their own maps, annotations or comments in whichever way suits them. This may be required anyway to be inclusive of those unable to access to a shared map account.

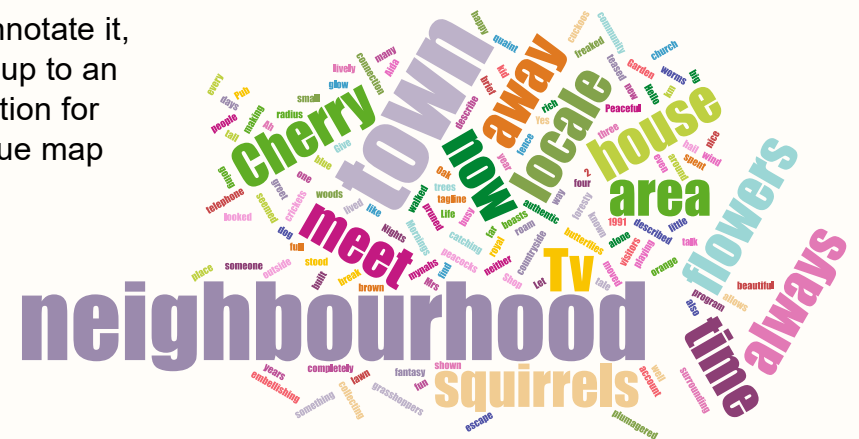
Alternatively, someone might be able to trace the map, digitally or by hand. Using traced maps has the added benefit of allowing you to show as much or as little ‘background’ information as you prefer. The simpler and ‘cleaner’ the map, the more your annotations will stand out. And of course, you can create different maps focusing on different things, e.g. a movement route map, a green infrastructure map, a character areas map.

There are a number of online collaborative whiteboard platforms available (e.g. Miro). Typically one person will need to sign up to an account (which is often free), they can then add a map image to the whiteboard and invite others to annotate it, without the need for them to sign up to an account. This could be a good option for collaborative annotation of a unique map

that someone has traced or otherwise created. Tutorials are typically available online for these tools.

For a larger or more complex settlement it could be a worthwhile investment to appoint a specialist company to create a bespoke digital platform; this is the most complex and expensive route.

However you gather the information, when you come to publish your maps, you will need to make sure you have the necessary copyright permission. An attribution to the company is generally required, but do check for up to date guidance at the time.



4. Toolkit C

How to undertake a character area study

Aims

1. Analyse your existing local area
2. Create character area plan
3. Understand key terms

Format

Walkabout survey and group exercise to develop character area plan.

Introduction

Understanding your existing local area and creating a character area plan is a useful task both for your own understanding and also as a tool that enables developers to respond to local character. By including a character area map within your Neighbourhood Plan you can ask developers or planning applicants to preserve that character, or respond to it in a more creative, modern way whilst respecting certain defining features that make the place special.

Every community is different, and every neighbourhood, town or village is different, shaped by location, history and geography.

The toolkit provides a simple way to analyse a local area. The toolkit identifies seven 'Key Defining Features' of character

areas which could equally be applied to a small or large community.

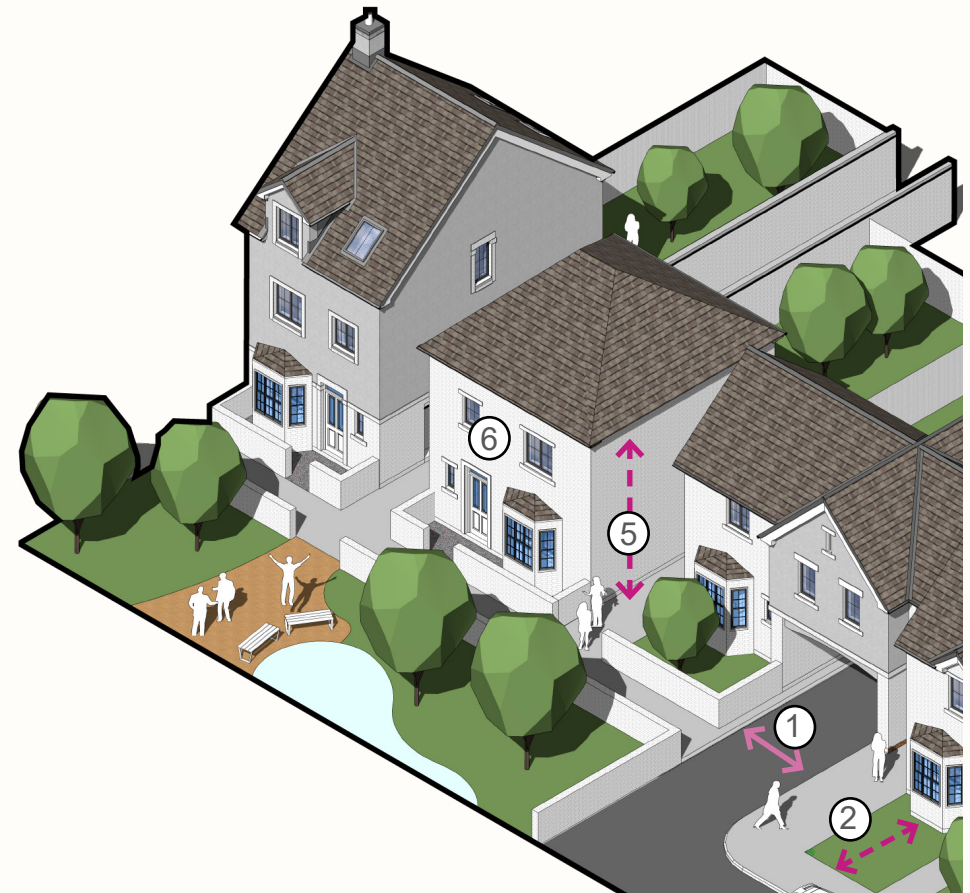
In a smaller settlement you may be identifying the differences between several streets or several key 'zones'. Even at this scale it is unlikely that you will need to record the detail of every individual building.

In a larger settlement it is unlikely that you wish to tackle the study on a street by street basis, but will take a broader approach by defining a small number of areas of broad similarity. For example this might include distinguishing areas by broad building age (e.g. Victorian terraces, 1960s urban extension, historic core), special status (e.g. Conservation Area) and perhaps some key land uses (e.g. predominantly retail, large green spaces).

Method

Steps to creating a character area plan.

- 1. Pre-assessment:** An initial decision will need to be made about how to identify different areas to analyse. In a small community this might be undertaken street by street. In larger areas it might be necessary to look at local maps or historic maps to make an initial assessment of which areas look likely to be distinct from each other in order to set out separate areas to survey.
- 2. Create form:** Once you have set out these areas you are ready to prepare forms (see p.51) for your local area. We suggest recording seven key defining features as a minimum to identifying differences. If you wish you can adapt the form to better suit your needs or to go into more detail.



Character Area Key Defining Features

- | | | |
|---|--|--|
| 1. Road width | 3. Building style and age | 6. Dominant or typical building materials |
| 2. Building setback (distance between building and road/footpath) | 4. Building type (detached / semi / terrace) | 7. Land use (housing, industrial, employment, retail, mixed) |
| | 5. Building height / number of storeys | |

3. Walkabout:

Now you are ready to undertake your survey, with a walkabout of the local area to fill out the form. Depending on the size of the settlement you may want to split this task between different people so that each can focus on a different area. For a smaller settlement you may wish to cover the whole area as a group. The form gives an opportunity to include key photos and information about the settlement. The glossary (see p.38-40) will also help with this task.

4. Workshop:

This should be an opportunity to gather and reflect on what the forms have revealed. In a small settlement this might be fairly obvious, in a larger settlement it might take longer to assess the information. Through this process, as a group, you should begin to agree if the settlement has different character areas. These might align with the initial assessment you made, or might have revealed other areas that are distinct. The toolkit gives some ideas as to what might define a character area.

5. Development of character area plan:

Print out a plan of your settlement as big as possible. Place some tracing paper over the top of it. This will be a 'first draft' plan. Start to mark up where you think different character areas are – each in different colours. You might take a few attempts and lots of discussion but that's fine.

6. Name and describe character areas:

You could just number the character areas, but you might also like to give them a short name that reflects their character. In addition you might like to write a few sentences to describe the character area.

7. Mark on key landmarks:

As well as character areas you might like to mark on other key landmarks such as religious buildings, community facilities, pubs or parks on the plan.

8. Final character area plan:

After you have come to agreement on the character areas, create your 'final' version. This might be a neat hand mark-up, or if someone has the skills a plan created on a computer.



Meeting as a group for a Character Area workshop

Creating a form

You will need a form on which to collect information about the character of your local area. This is just a simple form with a set of questions on various topics. As each settlement might vary so vastly we suggest that you create your own form. We have set out here an example of a typical form suggesting some key topics you might like to cover. We would encourage you to devise your own, and to adapt as necessary to best suit your local area.

You might also consider if a photo survey - with photos annotated with key findings is a good method to survey your local area. Participants could simply print out their photos and annotate them with their key findings about the character of the place. These photos might have a focus - what are the best and worst bits of your local area, for example?

At its most simplistic, the form can just cover the Key Defining Features as a method by which to record and distinguish different areas from each other.

A 'title' section will be useful for future reference, noting which area was surveyed, when and by whom. Names are particularly important in case you want to find out a bit more about what was recorded.

Character Area Study Form

Date of survey: _____

Name of area surveyed: _____

Names of team: _____

Character Area - Key Defining Features

1. Road width
2. Building setback (distance between building and road/footpath)
3. Building style and age
4. Building type (detached / semi / terrace)
5. Building height / number of storeys
6. Dominant or typical building materials
7. Land use (mixed or mainly housing)

Character Area - Supplementary Information Settlement Form and Uses

Notable history: Include significant reasons behind it's development

Layout: Describe the relationship between buildings, spaces and routes and their arrangement (e.g. grid, linear, radial, irregular)

Block: Include information about block structure, building setback, building line, density and massing

Further information on main building typologies:

Key landmarks:

- These supplementary topics are an optional extra that could be included if you think they are appropriate and will result in useful information to about your local area. You will want to tailor this so the information is not time consuming to collect and so you end up with some useful information about key differences across different areas of the settlement.

A section where participants can include an annotated photo record of the survey.

Streets

Streets and routes: Describe typical vehicle, cycle and pedestrian routes, street surface materials

Street furniture

Street planting

Open Space

Function / role of spaces

Topography: Describe any notable features of the terrain / natural landscape

Public realm: Key spaces

Views: Key views (record location, direction, and extent of viewpoints)

Plot

Plot: Note if a typical or irregular shape, note typical width and length

Private amenity space: Describe if typically front and back gardens and any defensible space

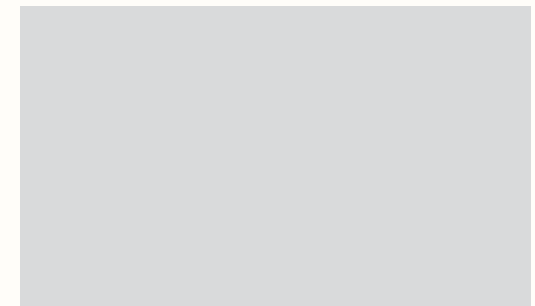
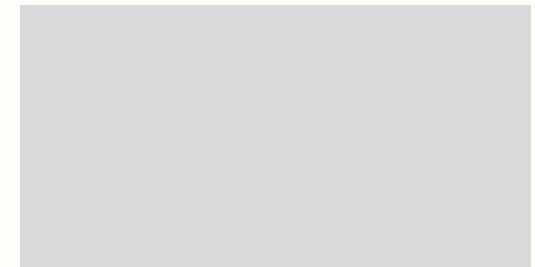
Boundary: i.e. typically wall / fence / hedge / no boundary

Buildings

Buildings: Include relevant information including typical architectural style, age of building, roof type, distinct architectural features

Photographs or sketches

Take photos or draw sketches to help show or describe any of the topics



Example - Smaller Settlement

Introduction

This gives an example of a character area study for a smaller settlement - this study is for a village of around 650 dwellings.

A coloured hand mark up of a map identifies the different areas of the village - the area that is mainly residential, the village centre and areas of distinct land uses - education and employment.

The map also highlights some key points of interest - woods, lakes and parks which contribute to its character.

In this instance the village is next to an A-road which is also marked on as an important feature.

Most groups will be fairly familiar with a settlement this size, and marking up a map like this is likely to be quite a straightforward exercise.

The following pages provide an indication of the type of information that should then be recorded about these character areas.

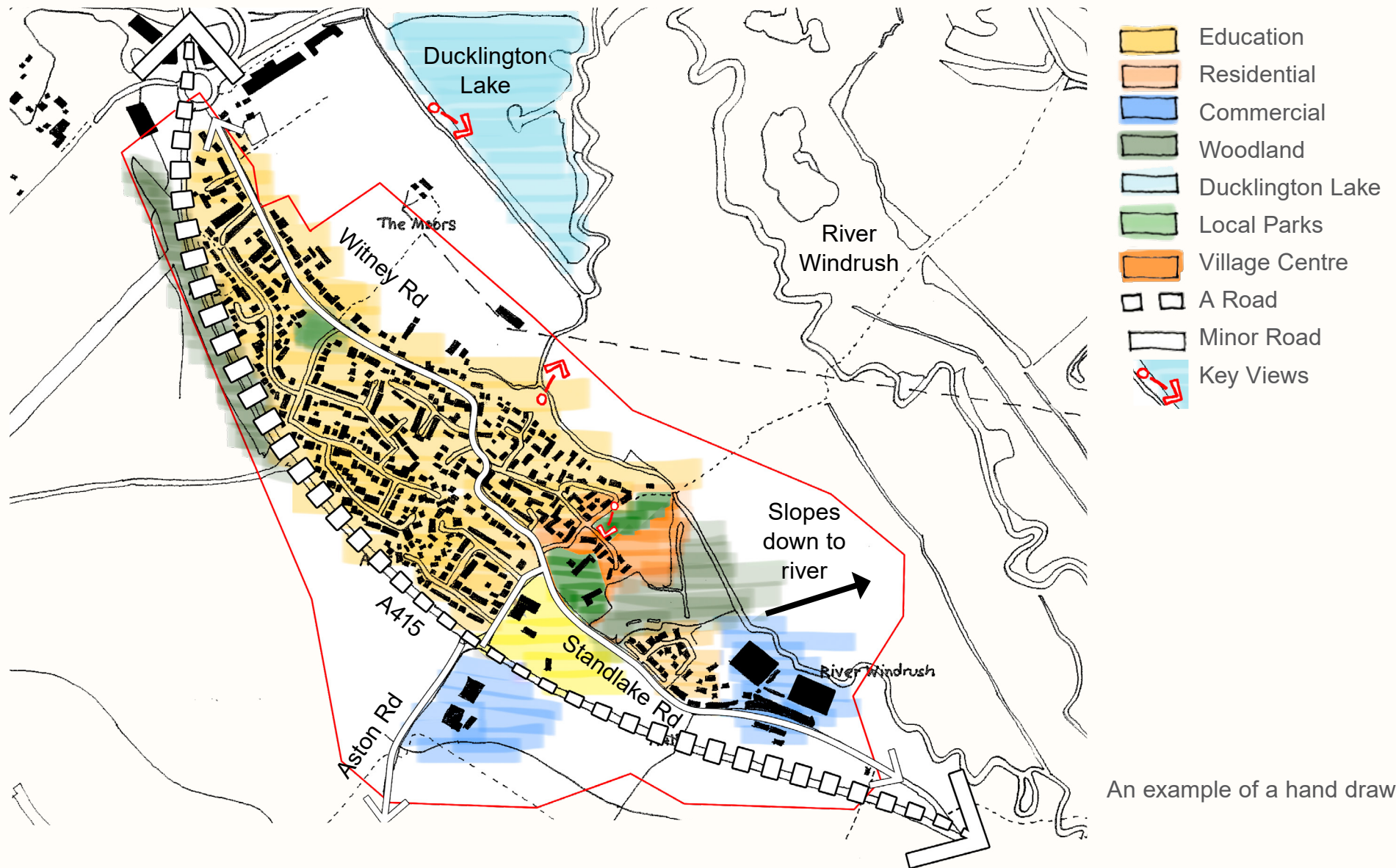
In this example the seven key defining features are used as a method to note down information about four of the areas identified - the residential area, the village centre and areas with education and commercial uses. This part of the exercise is best done by recording it on a form whilst on a walkabout of the settlement.

While throughout, the seven defining features are a useful starting point - you can see in this example that some additional information has been included in the village character area section. Additionally supplementary information has been added about open space which it was felt was important to the character of the village. You may be able to anticipate this when you are creating your form, or you might like to leave some space for 'additional comments'.

Once this information is collected steps 4-8 of the process outlined previously allow for reflection and agreement of the character analysis, developing the character area plan.

This level of information gives a good introduction to the distinct areas of the village to someone who is unfamiliar with the village and begins to pick up important distinctions which either might be important to reflect in new development proposals or highlights problems that should be avoided in the future.

Integrating High Quality Design



An example of a hand drawn plan.

Character Area Study Form

Name of area surveyed: Residential and Village Centre

Date of survey: 31.10.2022

Names of team: J. Smith

Residential

1. Road width

- The main road through the village is approx 5.6m wide, generally with 2 pavements. The residential network of roads are approx. 4.75m wide (generally cul-de-sacs and loop roads).

2. Building setback

- Majority of housing has a large setback from road - including a front garden and/or parking on plot.

3. Building style and age

- Older housing tends to be along the main road. The majority of more recent housing was built in the 1970s, and is located off of the main road.

4. Building type

- The 1970s housing is typically 1 and 2 storey semi-detached and detached 'suburban' housing developments

5. Building height / number of storeys

- Generally 1-2 storeys

6. Dominant or typical building materials

- Buff brick, stone, render. Tiled roofs.

7. Land use

- Mainly housing.

Village Centre

1. Road width

- Village centre roads are narrow single carriage streets with on street parking
- Church St and Back Lane are the key streets within the village centre, around the church.
- Streets broaden out to form open space around the Duckpond

2. Building setback

- Strong variation in building setbacks, orientation and shape of plot, most buildings front directly onto the road or have a small grass verge

3. Building style and age

- A mixture of periods, older buildings mainly located at historic village centre close to the church

4. Building type

- Majority detached and semi-detached houses

5. Building height / number of storeys

- Generally 2 storeys

6. Dominant or typical building materials

- Mainly stone and slates for older buildings, some red brick, some painted render, some thatch, some timber cladding, dormers and chimneys.

7. Land use

- Residential, commercial, retail, pubs, village hall, church.

Other

The village originated during the 10th century and is in a conservation area with a clearly defined centre at the junction of Sandle Road and Church Street.

Character Area Study Form

Name of area surveyed: Education and Commercial Zone and Supplementary

Date of survey: 31.10.2022

Names of team: J. Smith

Education

1. Road width

- Accessed off Aston Road - approx. 5.5m wide, generally with single pavement.

2. Building setback

- School buildings not prominent due to approx. 5m setback and boundary hedge/tree planting.

3. Building style and age

- Around 1970s, linked block building, flat roof.

4. Building type

- School building.

5. Building height / number of storeys

- Mainly 1 storey.

6. Dominant or typical building materials

- Buff stone, white timber cladding, white uPVC windows.

7. Land use (mixed or mainly housing)

- Education (primary school) & sports field

Commercial Zone

1. Road width

Accessed off wider roads (Aston Rd/Standlake Rd).

2. Building setback

- Impact of larger building minimised by large setbacks and strong boundaries with tree planting providing screening.

3. Building style and age

- Agricultural / industrial type structure.

4. Building type

- Larger warehouses.

5. Building height / number of storeys

- 1/2 storey (n.b. larger buildings).

6. Dominant or typical building materials

- Corrugated metal.

7. Land use (mixed or mainly housing)

- Business/industry.

Supplementary information: Open Space

Function / role

- Hundredway Lake & Country Park is situated towards the north of the village.
- The sports pavilion, public allotments and a cemetery are located near the village centre.

Natural features

- River Windrush bypasses the village on its northern perimeter.
- Fields surround the settlement.

Topography

- The settlement gently slopes down from the south-west towards River Windrush watercourse.

Views

- Views along the riverside paths overlooking the surrounding fields.
- View from Church Street overlooking the church and village hall.
- South-eastern view from the Hundredway Lake.

Example - Larger Settlement

Introduction

This gives an example of a character area study which focuses on the town centre of a settlement of around 50,000 people. Whilst the example focusses on the differences within the town centre, the process it follows could equally be applied to the whole settlement and distinguish differences between residential areas located beyond the town centre.

For a larger settlement it is possible you are working with a consultant - and this example shows a plan created on a computer. Otherwise a coloured hand mark up of a map (as shown for the smaller settlement example) will still be adequate to identify the different areas of the town. Here the areas shown are mainly related to land use or heritage status. For larger settlements often these broader categories can be helpful and make the analysis more manageable.

For a larger (or more complex) settlement it might be harder to mark up a map in the

first instance with easily defined character areas. This is where a review of historical mapping might be able to give you some guidance. Even if at this stage the areas are loosely defined, they can be reviewed and refined after having filled in the proformas.

The following pages provide an indication of the type of information that should then be recorded about the character areas.

In this example the seven key defining features are used as a method to note down information about the areas identified. Two examples are given on the following pages, looking at Character Areas 2 and 5. This part of the exercise is best done by recording information on a form whilst on a walkabout of the settlement.

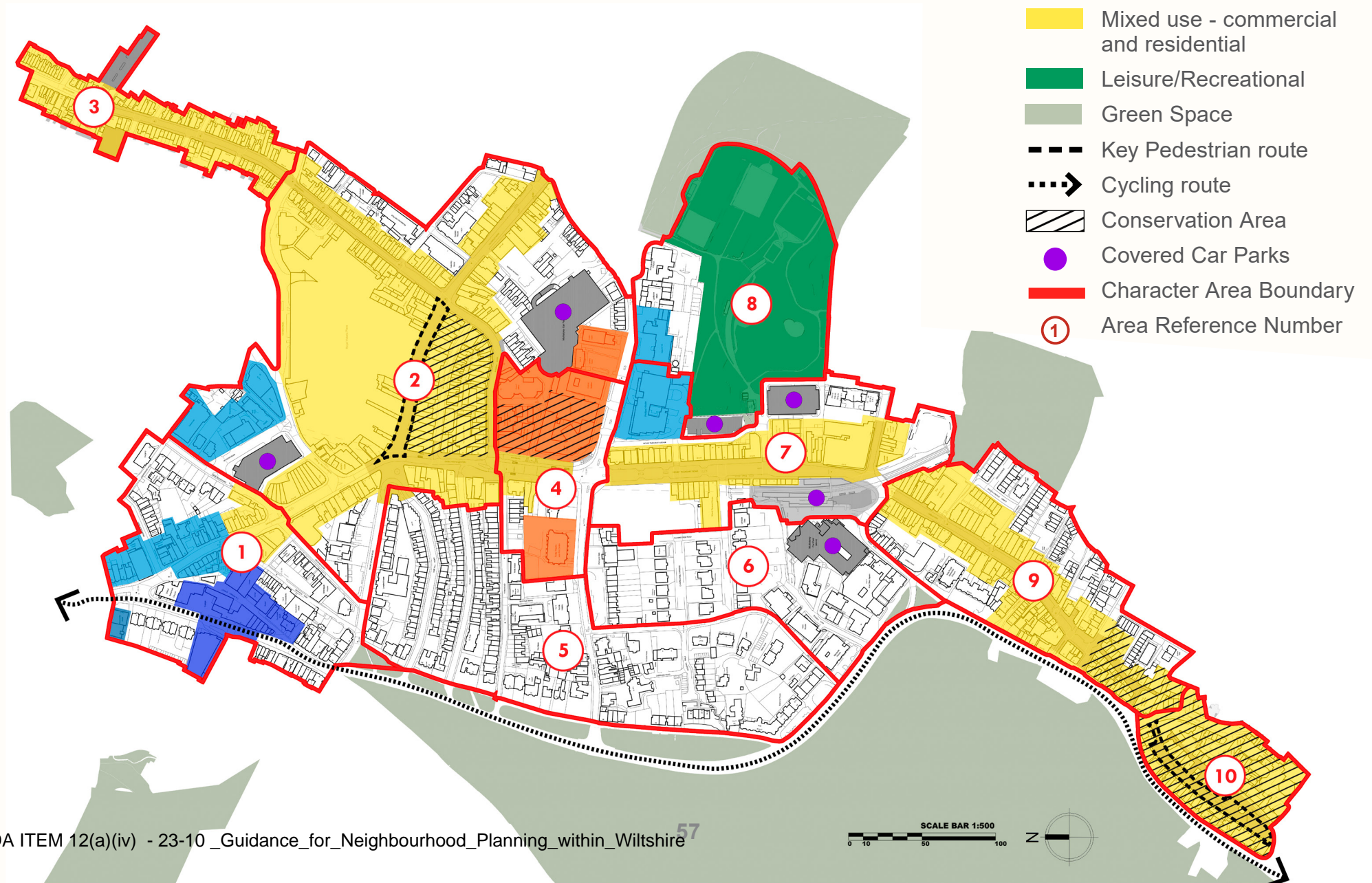
As with the smaller character area study, once this information is collected steps 4-8 of the process outlined previously

allow for reflection and agreement of the character analysis, developing the character area plan.

While the seven defining features are a useful starting point - you can see in the example for Character Area 5 that there are some distinctions discovered between the northern and southern part of the area marked on the map. This isn't necessarily problematic, you may reflect on this after and decide that broadly there are enough similarities across the north and south that this remains one character area. Alternatively you may agree collectively that it should be split into two areas.

This level of information gives a good introduction to the distinct areas of the town centre to someone who is unfamiliar with it and begins to pick up important distinctions which either might be important to reflect in new development proposals or highlights problems that should be avoided in the future.

An example of a computer drawn plan.



Character Area Study Form

Date of survey: 22.10.2022

Name/number of area surveyed: Area 2

Names of team: J. Smith

Character Area Two

1. Road width

- Focus of area around pedestrianised shopping street, approx. 16m wide, with mature street trees, planting and seating.
- Other roads with fairly wide carriageways (around 6-8m) serving traffic around the town centre, with wide pavements, up to around 3.5m wide (generally both sides) serving shopping streets.
- Some measures to introduce traffic calming at key pedestrian crossings points.

2. Building setback

- Strong building frontage along streets, right up to 'back of pavement'.
- Retail with large windows / signage.

3. Building style and age

- Mix of ages and styles, though fairly good consistency maintained of building line and building height.
- Conservation area includes older buildings - e.g. Victorian terraces.

4. Building type

- Typical mix of town centre uses: large shopping centre and individual retail, cafe, banks etc.
- Some residential particularly within Conservation Area.

5. Building height / number of storeys

- Generally 2-4 storeys.
- More consistent (generally 3 storey, with some 4 story) along main shopping streets.

6. Dominant or typical building materials

- Buildings generally brick (red or buff) or painted render. Some stone detailing, generally on older buildings.
- Mix of styles of shopfronts, large glazed shopfronts.
- Generally slate roofs, some red tiled.
- Distinctive red pavers to pavements.

7. Land use

- Predominantly retail and residential, some office and car parking located at periphery of area.

Character Area Study Form

Date of survey: 22.10.2022

Name/number of area surveyed: Area 5

Names of team: J.Smith

Character Area Five

1. Road width

- Terraced residential streets (to west of area), carriageway approx. 5.5m with narrow (around 1-1.5m) pavements. On street car parking dominates streets.
- Larger houses fronting park (to east of area) accessed from road, approx 5.5m wide) that runs parallel to A-road, adjacent to wide green grassed area. On street car parking dominates road.

2. Building setback

- Western area - generally setback of around 1-2m, either with small area of planting or void down to basement.
- Eastern area - typically detached or semi-detached houses within large plots and large setback of up to 20m including front garden/parking. Some variation with short rows of larger terraces setback 1-2m from pavement.

3. Building style and age

- Western area - predominantly Victorian and Georgian terraces, with variation in styles and some occasional more modern insertions.
- Eastern area - predominantly Victorian and Georgian 'mansion' houses with variation in styles. Often bay windows, prominent chimneys and occasional balconies.

4. Building type

- Predominantly residential with occasional conversion to other use (i.e. office, hotel).

5. Building height / number of storeys

- Western area - generally 2-3 storeys.
- Eastern area - 3-storey (with generous floor to ceiling heights).

6. Dominant or typical building materials

- Western area - painted render (in a variety of colours), occasional red or buff brick. Generally slate roofing.
- Eastern area - buildings generally red brick or painted render. Some stone detailing. Generally slate roofing, some red tile.

7. Land use

- Predominantly residential.

5. Glossary - Useful Terms

Terms relating to Layout

Density - Ratio of a particular type of development per given area of land.

Building typology - Set of buildings which have similarities in their type of function or form (e.g. terraced housing, high rise, civic buildings).

Block structure - A block is a group of buildings and enclosed private spaces that sit together and are surrounded by streets or other public space.

Building line - A frontage line for buildings in front of which no new buildings are erected.

Built form - Function, shape (height, volume and overall shape) and configuration of buildings as well as their relationship to streets and open space.

Massing - A term which relates the built form to its resulting aesthetics, generally in terms of size and perceived 'heaviness'.

Landmarks - Distinct and recognisable features e.g. churches, monuments, key buildings, statues, heritage & conservation areas.

Landuse - Grouping land by categories depending on what is built on it (e.g. residential, leisure and recreation, transport, commercial) employment, community).

Active Frontage - ground floors with windows and doors onto the street which create interest and activity.

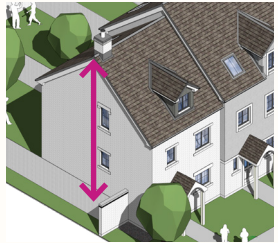
Green Infrastructure - a term used to describe the network of natural spaces and corridors in a given area.

Permeability - describes the extent to which urban forms permit (or restrict) movement of people or vehicles in different directions.

Turn the corner - term used to describe a plot/building on the corner of a block which has an active frontage on both sides.

Tenure Blind - when the design of houses and developments in general means that social and affordable houses and streets are not easily distinguishable from the private housing.

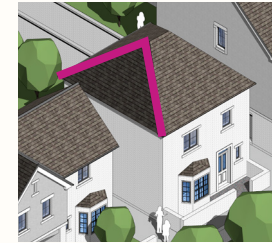
Terms relating to Building



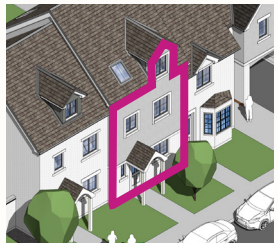
Building height - often stated in terms of number of storeys or in metres to the highest point of the roof. May refer to 'half storey' if rooms in the roof space.



Bay window - projects outward from the exterior walls of a building and forms a bay in the room.



Hip - a type of roof where all sides slope downwards to the walls.



Facade - an exterior wall of a building, generally the front part.



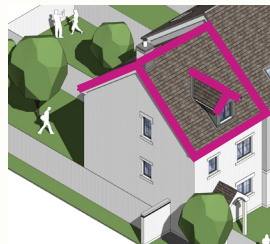
Fenestration - the arrangement of windows in a building.



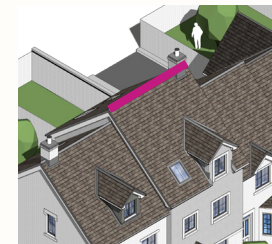
Eaves, fascias, soffits and bargeboards - component names for the visible detailing where a roof meets a wall.



Elevation - the front, back, or side of a building, or a drawing of one of these.



Half storey - a functional living space within the slope of the roof. Traditionally included dormer windows. Amend image as shown.



Ridge - the horizontal line running the length of the roof where the two sides of the roof meet.

Terms relating to Plot

- 1. Plot** - The piece of land on which a building is built.
- 2. Plot width** - The distance between the two boundaries of a property.
- 3. Private amenity space** - An area for the sole use of one household, often for relaxation or leisure, typically the garden or balcony of a property.
- 4. Boundary wall/fence** - Constructed to divide areas in different ownership and to provide privacy and security.
- 5. Defensible space** - Grounds around the home for private use of the resident; often understood as the area between the pavement and front door and typically separated with a boundary.

Terms relating to Street/Open Space

- 6. Public realm** - Any space that is free and open to anyone, including streets.
- 7. Natural Surveillance** - The placement of windows and open areas with clear lines of sight. It reduces criminal activity by making potential offenders more visible to the general public.
- 8. Public open space** - Area of land (green space or hard space) where there is public access. Does not include streets.
- 9. Street furniture** - Functional objects within the public realm (e.g. lighting, seating, bins and signage).

- 10. Sustainable drainage systems (SuDS)** - A method of controlling runoff and storm water, to slow it down and divert it into existing watercourses instead of sewers. Ideally is it designed to look like and mimic the different types of natural drainage.



Technical terms

Active Travel - making journeys in physically active ways - like walking, wheeling (using a wheelchair or mobility aid), cycling, or scooting.

Character Areas - Character areas can be described as areas that have their own distinctive, individual character or 'sense of place'. They are areas which share a similar appearance and feel as each other.

Infrastructure - The basic systems and services, such as transport and power supplies, that a country or organisation uses in order to work effectively.

Local design guidance - prepared by local planning authorities and Neighbourhood Planning Groups to set out the general design principles and standards that development proposals should follow in the area, building on policies in the development plan.

Material consideration - A material consideration is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

Placemaking - the process of creating quality places that people want to live, work, play, and learn in

Urban / settlement grain - The pattern of the arrangement of street blocks, plots and their buildings in a settlement.

Where else to find information

Signposting

Other support and guidance

National Documents/Guides

[National Planning Policy Framework \(Gov\)](#)

[National Model Design Code \(Gov\)](#)

[National Design Guide \(Gov\)](#)

[Building for a Healthy Life \(Gov\)](#)

[Manual for Streets \(Gov\)](#)

[Building Regulations \(Gov\)](#)

[Secured by Design \(Police Crime Prevention Initiatives Limited\)](#)

[Sport England Active Design Principles \(Sport England\)](#)

[Cracking the Code \(RTPI\)](#)

[Beauty in my back yard \(The Prince's Foundation\)](#)

National Organisations

[Locality](#)

[Design Council](#)

[Historic England](#)

Wiltshire Council Documents/Guides

[Forthcoming Wiltshire Design Guide, due 2023](#)

[Wiltshire Local Plan](#)

Wiltshire Council Neighbourhood Planning Website

[Neighbourhood Planning home page](#)

[Wiltshire Planning Explore \(GIS Mapping website\)](#)

Wiltshire Council Neighbourhood Planning Email Contact

- neighbourhoodplanning@wiltshire.gov.uk

Example Neighbourhood Plans (Wiltshire and National)

- West Lavington Neighbourhood Plan - includes fairly detailed guidance for its allocated site, including a masterplan that was developed with the community.
- Walton Neighbourhood Development Plan - succinct, readable, undertakes some site testing.

Further Information

- Lewes Neighbourhood Plan - real sense of local character and engagement with local artists / street stories.

Example Design Guides

- Chute Design Guide - makes reference to 10 characteristics in National Design Guide. Sets out a Street Baseline & checklist.

Further information for those interested to read more on Design topics can be found at the following websites.

[Housing Design Awards website](#)

Website containing more than 1000 case studies of exemplar housing schemes, dating back to 1997 and more than 100 films and animations of winners.

[NHBC Foundation Homes through the decades, the making of modern housing Guide pdf](#)

Thought-provoking report on British Housing over the past two centuries, connecting it with the changes in society, politics, technology and culture.

[Place alliance organisation, national-housing audit information website](#)

Instrumental report which systematically evaluated the design of 142 large-scale housing-led development projects across England against seventeen design considerations.

[Building for a Healthy Life](#)

Building for a Healthy Life is a Design Code to help people improve the design of new and growing neighbourhoods. Its purpose? Its purpose is to offer a simple, 'traffic light' design code showing good and bad design, with lots of photographic examples. Some Neighbourhood Plans include policies which require compliance with it to be independently evaluated prior to submission of applications.

[West of England, reference website](#)

The 'Know your Place' website is a source of historic mapping for understanding how settlements have developed over time.

Checklist

The following checklist is an aid to ensure you have covered the key elements and followed the processes that are outlined through this document in your design guidance.

- Have you researched the planning constraints in the area, and looked at the Wiltshire Planning Explorer mapping? (Part 2 - p15 and Toolkit B - p45)
- Have you developed a vision? (Part 2 - p14)
- Have you engaged widely? (Part 3 - p20)
- Have you identified what is distinct? (Part 3 - p22)
- Have you identified different character areas? (Part 3 p24)
- Have you developed design principles? (Part 3 - p28)

Notes

Guidance for Neighbourhood Planning within Wiltshire

Integrating High Quality Design

This document was published by Wiltshire Council
For further information please visit www.wiltshire.gov.uk

Version 1
20/01/2023

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LDĀDESIGN

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Wiltshire Council



MELKSHAM WITHOUT PARISH COUNCIL

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Wiltshire, SN12 6ES
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Mrs Teresa Strange
Clerk
Melksham Without Parish Council
First Floor, Melksham Community Campus
Market Place
Melksham SN12 6ES

27 April 2023

Dear Teresa

Consultation on Locally Valued Non-Designated Heritage Assets

On behalf of the Melksham Joint Neighbourhood Plan Steering Group, a joint project of Melksham Without Parish Council and Melksham Town Council, we are writing to tell you the public art on Pathfinder Way, Bowerhill has been nominated for designation as a 'Locally Valued Non-designated Heritage Asset' within the Melksham Neighbourhood Plan.

The reason for this is that artwork is perceived as having the potential to meet the criteria to be identified and included in planning policy as Locally Valued Non-Designated Heritage Asset.

You are no doubt familiar with the listing of historic buildings of national importance by Historic England (Grade I, Grade II etc.), which gives significant protection against inappropriate development. We have a number of formally listed buildings in Melksham and the parish of Melksham Without.

However, there are a number of buildings and structures that are not listed, or 'non-designated' for their national importance, but which add to our local heritage. Communities can identify these buildings, structures or spaces as locally valued heritage assets within Neighbourhood Plans.

The effect of identifying local heritage assets in the Neighbourhood Plan is not to place restrictions on the 'asset', or to stop any changes to a building or any other development taking place; it does not bring additional consent requirements over and above those already required for planning permission. It can, however, help to inform planning decisions in a way that conserves and enhances local character and identity.

Serving rural communities around Melksham

Criteria developed by Historic England has been used to inform the identification of possible local heritage assets. This is included overleaf for your information.

We invite you to let us know your views on the inclusion of the public art in the list of Local Non-Designated Heritage Assets. Owners can often provide valuable information which can influence the final decision. Together with our informal communication and consultation, the Neighbourhood Plan must progress through a series of formal stages, including two rounds of consultation and examination. The Neighbourhood Plan must be based on evidence, which includes owners' views.

Please do let us know if you have any questions.

Should you wish to comment, please do so by Monday 22 May 2023.

Yours sincerely

L McRandle

Lorraine McRandle
Parish Officer
on behalf of the Melksham Neighbourhood Plan Steering Group
office@melkshamwithout-pc.gov.uk

The list of what might qualify as a Locally Valued Unlisted Heritage Asset is long and varied and genuinely open to things that are of real value to a local community. Here below is a shortened version of the criteria set out by Historic England¹.

Criterion	Description
<i>Rarity</i>	<i>This can include unusual assets such as cast-iron bridges and traditional signage or more common ones of unusual architectural style or materials.</i>
<i>Representativeness</i>	<i>May be representative of a particular architectural period, architect, movement, company or group of its time, for example Quaker, railway, Victorian and industrial.</i>
<i>Architectural interest</i>	<i>Of importance in its architectural design, decoration or craftsmanship; important examples of particular building types, materials and techniques (e.g. buildings displaying technological innovation) and significant plan forms.</i>
<i>Townscape or Landscape value</i>	<i>Key landmark buildings or structures and buildings that strongly contribute to a view or roofscape vista. Valued open spaces, (including designed landscapes, streets, squares, parks, gardens, amenity and green spaces), walls, fences, railings, street surfaces (including cobbles, setts and grass verges). Street furniture (including signposts, streetlights, benches, post boxes and telephone boxes).</i>
<i>Group value</i>	<i>Groupings of assets with a clear visual, design or historic relationship (including farmyards, terraces, group form and layout), contribution to street scene, roofscapes and perception.</i>
<i>Artistic interest</i>	<i>An asset with artistic interest exhibiting some degree of creative skill (including sculpture, painting, decoration, advertisements, memorials, gates, railings, door surrounds, finials and signage).</i>
<i>Historic association</i>	<i>Associated with an historical person or event of acknowledged note (including important local figures or events, for example landowner, commemorative event, charity, ecclesiastical or other community group and former resident). Highly unlikely this would apply to assets associated with a living person.</i> <i>These can also be heritage assets which add to the collective memory of a local place can be valuable in understanding the social value and the sense of community in the local area.</i>
<i>Archaeological interest</i>	<i>There may be evidence to suggest that a site is of significant archaeological interest.”</i>

¹ <https://historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/>

Lorraine McRandle

From: Deborah Bourne <dbourne@communityfirst.org.uk>
Sent: 05 May 2023 15:53
To: WALCEnquiries
Subject: FW: DLUHC Consultation On Infrastructure Levy - Final NALC Request To Circulate Briefing To Member Councils, Pse.
Attachments: PC1-23 Infrastructure levy.pdf; PR3-23 Permitted development rights (1).pdf
Importance: High

Dear WALC members

Please see attached email from Chris Borg at NALC, requesting comments on the proposed new Infrastructure Levy. I have also attached the NALC response to the consultation on Permitted Development Rights.

Both articles may make interesting background reading ready for our conference on 9th June at West Lavington. If you do wish to comment on the Infrastructure Levy please send replies to Chris before 19 May 2023.

Kind Regards

Deborah Bourne

Deborah Bourne CertHE PSLCC | County Officer | Wiltshire Association of Local Councils

www.wiltshire-alc.org.uk

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From: Chris Borg <chris.borg@nalc.gov.uk>
Sent: Thursday, May 4, 2023 9:23 AM

To: Chris Borg <chris.borg@nalc.gov.uk>

Subject: Re: DLUHC Consultation On Infrastructure Levy - Final NALC Request To Circulate Briefing To Member Councils, Pse.

****FAO County Officers****

Dear Colleagues.

I hope you are well.

Just a quick final reminder that NALC will be responding to the DLUHC consultation on the new Infrastructure Levy [here](#).

Accordingly (final request given timescales) we'd really appreciate it if you could please forward on the attached NALC policy consultation briefing to all member councils in your areas to help us secure views to inform the NALC response. All responses should (per the briefing) please be sent to chris.borg@nalc.gov.uk by latest 17:00 on 19 May 2023.

Many thanks, enjoy the coronation weekend.

Chris

Chris Borg
Policy manager
Tel: 020 7290 0741
Mobile: 07714 771049

|nalc

National Association of Local Councils
The Bloomsbury Building, 10 Bloomsbury Way, Holborn, London WC1A 2SL
www.nalc.gov.uk
nalc@nalc.gov.uk
020 7637 1865



From: Chris Borg

Sent: Friday, April 14, 2023 12:06 PM

To: Chris Borg <chris.borg@nalc.gov.uk>

Subject: FW: Re: DLUHC Consultation On Infrastructure Levy - Deadline & Contact E-mail Address For Responses To NALC, Tks.

****FAO County Officers****

Dear Colleagues.

I hope you are well.

Just a quick reminder that NALC will be responding to the DLUHC consultation on the new Infrastructure Levy [here](#).

Accordingly we'd appreciate it if you could please forward on the attached NALC policy consultation briefing to all member councils in your areas to help us secure views to inform the NALC response. All responses should (per the briefing) please be sent to chris.borg@nalc.gov.uk by latest 17:00 on 19 May 2023.

Many thanks, good weekend.

Chris

Chris Borg, FSLCC, ACMI, AATQB, MA, BA (Hons.), BA (Hons.), CiLCA, CELTA

Policy Manager

National Association of Local Councils

m: 07714 771049 | t. 020 2790 0741 | e: nalc@nalc.gov.uk | w: www.nalc.gov.uk | a: 109 Great Russell St,
London, WC1B 3LD

29 MARCH 2023

PC1-23 | INFRASTRUCTURE LEVY

Summary

The Infrastructure Levy is a reform to the existing system of developer contributions – Section 106 planning obligations and the Community Infrastructure Levy – in England. The Department for Levelling Up, Housing and Communities (DLUHC) have issued a consultation to inform the design of the Levy and of regulations that will set out its operation in detail.

The main consultation document can be downloaded [here](#) . The consultation closes at DLUHC on 9 June 2023.

Context

The consultation seeks insight on:

- technical aspects of the design of the Infrastructure Levy.
- the preparation and content of regulations.

NALC will be responding to this consultation as many local councils will have an interest in feeding in their own views on the existing system of developer contributions and how they relate to proposals for the new Infrastructure Levy.

NALC's current policy positions

NALC will be arguing very strongly that it is right that local councils will receive the 25% neighbourhood share of the Infrastructure Levy. This will ensure communities benefit from development and local councils can invest in local infrastructure and other priorities. It will be important for local councils to have full flexibility in how the levy is used. However, the reported flat share of 25% does not provide an uplift or added incentive for communities that have a made neighbourhood plan in place, which is the presently the case where the Community Infrastructure Levy is charged.

Consultation Questions

The main consultation questions NALC will be responding to in this consultation are as below and NALC seeks the views of county associations and member

councils in response to these questions to help inform its own submission to DLUHC:

Chapter 1: Fundamental design choices

Question 1: Do you agree that the existing CIL definition of ‘development’ should be maintained under the Infrastructure Levy, with the following excluded from the definition:

- developments of less than 100 square metres (unless this consists of one or more dwellings and does not meet the self-build criteria) - Yes/No/Unsure
- Buildings which people do not normally go into - Yes/No/Unsure
- Buildings into which peoples go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery - Yes/No/Unsure
- Structures which are not buildings, such as pylons and wind turbines. Yes/No/Unsure

Question 2: Do you agree that developers should continue to provide certain kinds of infrastructure, including infrastructure that is incorporated into the design of the site, outside of the Infrastructure Levy? [Yes/No/Unsure]. Please provide a free text response to explain your answer where necessary.

Question 3: What should be the approach for setting the distinction between integral and Levy-funded infrastructure? [see para 1.28 for options a), b), or c) or a combination of these]. Please provide a free text response to explain your answer, using case study examples if possible.

Question 4: Do you agree that local authorities should have the flexibility to use some of their levy funding for non-infrastructure items such as service provision? [Yes/No/Unsure] Please provide a free text response to explain your answer where necessary.

Question 5: Should local authorities be expected to prioritise infrastructure and affordable housing needs before using the Levy to pay for non-infrastructure items such as local services? [Yes/No/Unsure]. Should expectations be set through regulations or policy? Please provide a free text response to explain your answer where necessary.

Question 6: Are there other non-infrastructure items not mentioned in this document that this element of the Levy funds could be spent on?

[Yes/No/Unsure] Please provide a free text response to explain your answer where necessary.

Question 7: Do you have a favoured approach for setting the ‘infrastructure in-kind’ threshold? [high threshold/medium threshold/low threshold/local authority discretion/none of the above]. Please provide a free text response to explain your answer, using case study examples if possible.

Question 8: Is there anything else you feel the government should consider in defining the use of s106 within the three routeways, including the role of delivery agreements to secure matters that cannot be secured via a planning condition? Please provide a free text response to explain your answer.

Chapter 2: Levy rates and minimum thresholds

Question 9: Do you agree that the Levy should capture value uplift associated with permitted development rights that create new dwellings? [Yes/No/Unsure]. Are there some types of permitted development where no Levy should be charged? [Yes/No/Unsure]. Please provide a free text response to explain your answer where necessary.

Question 10: Do you have views on the proposal to bring schemes brought forward through permitted development rights within scope of the Levy? Do you have views on an appropriate value threshold for qualifying permitted development? Do you have views on an appropriate Levy rate ‘ceiling’ for such sites, and how that might be decided?

Question 11: Is there is a case for additional offsets from the Levy, beyond those identified in the paragraphs above to facilitate marginal brownfield development coming forward? [Yes/No/Unsure]. Please provide a free text response to explain your answer where necessary, using case studies if possible.

Question 12: The government wants the Infrastructure Levy to collect more than the existing system, whilst minimising the impact on viability. How strongly do you agree that the following components of Levy design will help achieve these aims?

- Charging the Levy on final sale GDV of a scheme [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure]**
- The use of different Levy rates and minimum thresholds on different development uses and typologies [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure]**

- Ability for local authorities to set 'stepped' Levy rates [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure]
- Separate Levy rates for thresholds for existing floorspace that is subject to change of use, and floorspace that is demolished and replaced [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure]

Question 13: Please provide a free text response to explain your answers above where necessary.

Chapter 3: Charging and paying the Levy

Question 14: Do you agree that the process outlined in Table 3 is an effective way of calculating and paying the levy? [Yes/No/Unsure] Please provide a free text response to explain your answer where necessary.

Question 15: Is there an alternative payment mechanism that would be more suitable for the Infrastructure Levy? [Yes/No/Unsure] Please provide a free text response to explain your answer where necessary.

Question 18: To what extent do you agree that a local authority should be able to require that payment of the Levy (or a proportion of the Levy liability) is made prior to site completion? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure]. Please explain your answer.

Question 19: Are there circumstances when a local authority should be able to require an early payment of the Levy or a proportion of the Levy? Please provide a free text response to explain your answer where necessary.

Chapter 4: Delivering infrastructure

Question 21: To what extent do you agree that the borrowing against Infrastructure Levy proceeds will be sufficient to ensure the timely delivery of infrastructure? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure]. Please provide a free text response to explain your answer where necessary.

Question 22: To what extent do you agree that the government should look to go further, and enable specified upfront payments for items of infrastructure to be a condition for the granting of planning permission? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure] Please provide a

free text response to explain your answer where necessary.

Question 23: Are there other mechanisms for ensuring infrastructure is delivered in a timely fashion that the government should consider for the new Infrastructure Levy? [Yes/No/Unsure] Please provide free text response to explain your answer where necessary.

Question 24: To what extent do you agree that the strategic spending plan included in the Infrastructure Delivery Strategy will provide transparency and certainty on how the Levy will be spent? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree] Please provide a free text response to explain your answer where necessary.

Question 25: In the context of a streamlined document, what information do you consider is required for a local authority to identify infrastructure needs?

Question 26: Do you agree that views of the local community should be integrated into the drafting of an Infrastructure Delivery Strategy? [Yes/No/Unsure] Please provide a free text response to explain your answer where necessary.

Question 27: Do you agree that a spending plan in the Infrastructure Delivery Strategy should include:

- Identification of general integral infrastructure requirements
- Identification of infrastructure/types of infrastructure that are to be funded by the Levy - Prioritisation of infrastructure and how the Levy will be spent
- Approach to affordable housing including right to require proportion and tenure mix
- Approach to any discretionary elements for the neighbourhood share
- Proportion for administration
- The anticipated borrowing that will be required to deliver infrastructure
- Other - please explain your answer
- All of the above

Question 28: How can we make sure that infrastructure providers such as county councils can effectively influence the identification of Levy priorities?

- Guidance to local authorities on which infrastructure providers need to be consulted, how to engage and when
- Support to county councils on working collaboratively with the local authority as to what can be funded through the Levy

- Use of other evidence documents when preparing the Infrastructure Delivery Strategy, such as Local Transport Plans and Local Education Strategies
- Guidance to local authorities on prioritisation of funding
- Implementation of statutory timescales for infrastructure providers to respond to local authority requests
- Other - please explain your answer

Question 29: To what extent do you agree that it is possible to identify infrastructure requirements at the local plan stage? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary.

Chapter 5: Delivering affordable housing

Question 30: To what extent do you agree that the 'right to require' will reduce the risk that affordable housing contributions are negotiated down on viability grounds? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary.

Question 31: To what extent do you agree that local authorities should charge a highly discounted/zero-rated Infrastructure Levy rate on high percentage/100% affordable housing schemes? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary

Question 32: How much infrastructure is normally delivered alongside registered provider-led schemes in the existing system? Please provide examples.

Question 33: As per paragraph 5.13, do you think that an upper limit of where the 'right to require' could be set should be introduced by the government? [Yes/No/unsure] Alternatively, do you think where the 'right to require' is set should be left to the discretion of the local authority? [Yes/No/unsure]. Please provide a free text response to explain your answer where necessary.

Chapter 6: Other areas

Question 34: Are you content that the Neighbourhood Share should be retained under the Infrastructure Levy? [Yes/No/Unsure?]

Question 35: In calculating the value of the Neighbourhood Share, do you think this should A) reflect the amount secured under CIL in parished areas (noting

this will be a smaller proportion of total revenues), B) be higher than this equivalent amount C) be lower than this equivalent amount D) Other (please specify) or E) unsure. Please provide a free text response to explain your answer where necessary

Question 36: The government is interested in views on arrangements for spending the neighbourhood share in unparished areas. What other bodies do you think could be in receipt of a Neighbourhood Share in such areas?

Question 37: Should the administrative portion for the new Levy A) reflect the 5% level which exists under CIL B) be higher than this equivalent amount, C) be lower than this equivalent amount, D) Other, (please specify), or E) unsure. Please provide a free text response to explain your answer where necessary.

Question 38: Applicants can apply for mandatory or discretionary relief for social housing under CIL. Question 31 seeks views on exempting affordable housing from the Levy. This question seeks views on retaining other countryside exemptions. How strongly do you agree the following should be retained:

- residential annexes and extensions; [Strongly Agree/Agree/Disagree/Strongly Disagree]

- self-build housing; [Strongly Agree/Agree/Disagree/Strongly Disagree]

If you strongly agree/agree, should there be any further criteria that are applied to these exemptions, for example in relation to the size of the development?

Question 39: Do you consider there are other circumstances where relief from the Levy or reduced Levy rates should apply, such as for the provision of sustainable technologies? [Yes/No/Unsure]. Please provide a free text response to explain your answer where necessary.

Question 40: To what extent do you agree with our proposed approach to small sites? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary.

Question 41: What risks will this approach pose, if any, to SME housebuilders, or to the delivery of affordable housing in rural areas? Please provide a free text response using case study examples where appropriate.

Question 42: Are there any other forms of infrastructure that should be exempted from the Levy through regulations?

Question 43: Do you agree that these enforcement mechanisms will be sufficient to secure Levy payments? [Strongly Agree/Agree/Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary.

Chapter 7: Introducing the Levy

Question 44: Do you agree that the proposed 'test and learn' approach to transitioning to the new Infrastructure Levy will help deliver an effective system? [Strongly Agree/Agree/ Neutral/Disagree/Strongly Disagree/Unsure] Please provide a free text response to explain your answer where necessary

Your evidence

Please email your responses to this consultation to chris.borg@nalc.gov.uk by 17.00 on 19 May 2023. County associations are asked to forward this briefing onto all member councils in their area.

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25 APRIL 2023

PR3-23 | PERMITTED DEVELOPMENT RIGHTS

Introduction

We are writing in response to the government's consultation on permitted development rights.

The National Association of Local Councils (NALC) is the national membership body that works with the 43 county associations of local councils to represent and support England's 10,000 local (parish and town) councils.

Local councils and their 100,000 councillors are the first tier of local government, closest to the people, and play an essential part in delivering hyper local services, building strong communities, and strengthening social fabric.

Local councils cover two thirds of England and a third of the population and invest over £3 billion per year to improve and strengthen communities.

Summary

- NALC does not support an across-the-board extension of permitted development rights (PDRs) in the planning system. Policies on PDRs should be the prerogative of local authorities (LAs) in their Local Plans
- NALC supports that Assets of Community Value be subject to the removal of Permitted Development Rights by imposing Article 4. An article 4 direction is made by the local planning authority. It restricts the scope of PDRs either in relation to an area or site, or a development anywhere in the authority's area.
- PDRs should play a minimal role in the planning system because every place is different and the circumstances surrounding it are different.
- Removing the right of local authorities to make decisions on planning applications and that of local councils to comment on them constitutes a further loss of democratic input.

Overarching policy statement

In October 2020 NALC included the below overarching planning policy statement in its response to the three main Planning White Paper consultations launched that summer – these positions still hold true in response to this consultation:

1. NALC has signed up to the proposition that there is a climate emergency and will therefore, as a general principle, promote and support moves and policies which help to mitigate it. For instance, NALC supports the need for Local Plans and large developments to be subject to environmental appraisals and it supports energy efficient homes and more trees.
2. NALC will support a planning system which incorporates a significant role for local (parish and town) councils. It will not support any diminution of local councils' statutory right to comment on planning issues at all stages of their evolution, whether they be development planning matters or spatial planning policies.
3. NALC will support a soundly based planning system which represents the most reliable tool for the sustainable allocation of land, and which represents the three pillars of sustainability equally, i.e., social, economic, and environmental factors.
4. NALC will support changes to the planning system which it perceives will strengthen the system and the voice of democracy and lead to better quality, appropriately sited developments. It will not support planning changes which it perceives will work in the opposite direction.
5. NALC would support a very much strengthened version of the 'duty to co-operate' between neighbouring local authorities or an alternative policy which made it compulsory for neighbouring LAs to work in close co-operation with each other on spatial planning.
6. NALC does not support an across-the-board extension of permitted development rights in the planning system. Policies on permitted development rights should be the prerogative of LAs in their Local Plans or Neighbourhood Planning Groups.
7. NALC supports the recommendations of the Building Better, Building Beautiful Commission.
8. NALC recognises the need for more affordable housing and would welcome initiatives that would enable LAs and local councils to deliver

some. In addition, NALC would like to see more housing delivered that is suitable for the disabled and those with mobility impairments and a range of different types of tenures facilitated.

9. NALC wants to see a fair Community infrastructure levy (CIL) system which gives local councils a voice and benefits them financially so that they in turn can deliver more for their local communities.
10. NALC has concerns about housing tests based on standard methodologies/ algorithms. It wants to see a planning system which recognises that every planning application and every location is different.

Consultation questions

NALC's responses to the main consultation questions applicable to local councils in the consultation document are below:

2. A new permitted development right for temporary recreational campsites

Q1. Do you agree that a new permitted development right should be introduced that will allow the temporary use of land for recreational campsites and associated facilities?

A1. No. NALC maintains that PDRs should play a minimal role in the planning system and that they should remain the prerogative of local authorities. For example, the ad-hoc establishment of a tented campsite close to a conglomeration of people at a particular location could cause issues if a local planning authority with local knowledge is not consulted.

Q.2: Do you agree that the permitted development right should only apply to the placing of tents?

A2. No. Even a temporary campsite requires a safe access, toilet, washing, parking, waste collection and other facilities, plus the consideration of any potential harm to the environment, livestock and wildlife as well as impacts on any nearby properties and their inhabitants. Local planning authorities and local councils would be in a better position to assess the impact of each proposal on a case-by-case basis.

Q.3: Do you agree that the permitted development right should allow up to a maximum of 30 tents to be erected on the land?

A.3: No. We do not agree that this permitted development right should allow up to a maximum of 30 tents to be erected on the land. Thirty tents, depending on their size, could accommodate a lot more than 30 people and present a potential hazard and/or nuisance if not properly assessed and monitored. Local planning authorities and local councils would be in a better position to assess the impact of each proposal on a case-by-case basis.

Q.4: Do you agree that the permitted development right should be limited to up to 60 days per calendar year?

A.4: No. We do not agree with the proposal that there should be temporary campsites that are not controlled by the planning system for any length of time. Local planning authorities and local councils would be in a better position to assess the impact of each proposal on a case-by-case basis.

Q.5: Do you agree that the permitted development right should require the provision of temporary on-site facilities to provide waste disposal, showers and toilets?

A.5: Temporary camp sites must be required to have safe access and to provide toilet, washing, parking and waste facilities as a minimum. This should be not as part of a permitted development right, but as a condition of a planning application. NALC does not agree with the proposition that temporary camp sites – of any size – should be allowed anywhere unless they are approved through a formal planning process. Furthermore, no permanent provision should be installed. There is a risk that a permanent provision would tempt owners to maximise the use of time investment and thus exceed the permitted time limits.

Q.6: Do you agree that the permitted development right should not apply on land which is in or forms part of sites of special scientific interest, Scheduled Monuments, safety hazard areas, military explosives storage areas and land within the curtilage of a listed building?

A.6: NALC does not agree with the proposition that temporary camp sites – of any size – should be allowed anywhere unless they are approved through a formal planning process. These decisions should be delegated to local authorities who have a better sense not only of the local landscape but of all the relevant local factors which might have a bearing. We would also suggest that safeguards and restrictions are put in place regarding conservation areas due to the impact on flora and fauna for example as well as within built-up areas as it could heavily impact people living there.

Q.7: Are there any other planning matters that should be considered?

A.7: With all matters pertaining to land use – permanent or temporary – there are a huge range of factors that need to be considered. This is why it is so important that temporary camp sites are handled through a formal planning process which takes into consideration everything from adopted and emerging Neighbouring Plans to special designations and impacts on people, flora and fauna.

Q.8: Do you agree that the permitted development right should require annual prior notification to the local authority of the matters set out above?

A.8. NALC does not support an extension of permitted development rights. Regarding the issue of prior notification, we suggest that where prior notification occurs, it should be accompanied by a requirement for the local planning authority to consult the relevant local council, and possibly other statutory consultees.

Q.9: Do you think that, in areas of flood risk, the right should allow for prior approval with regard to flooding on the site?

A9. NALC does not support an extension of permitted development rights. Issues such as flood risk must be considered as part of a proper planning process.

Q.10: Do you think that any of the proposed changes in relation to a new permitted development right for temporary recreational campsites could impact on: a) businesses b) local planning authorities c) communities?

A10. Yes. A permitted development right for a temporary recreational campsite has the potential to have a detrimental impact not only on local planning authorities and the use of land within their remit, but on the environment, livestock and wildlife as well as on businesses and communities. As matters currently stand, the local knowledge that goes into designing neighbourhood plans is frequently overridden through permitted development rights, housing targets and other factors. It would be wrong to introduce further changes which undermine the neighbourhood planning process which the government has committed to protect and strengthen, and potentially cause a nuisance to communities or businesses.

Q.11: Do you think that proposed changes in relation to a new permitted development right for temporary recreational campsites could give rise to any impacts on people who share a protected characteristic? (Age; Disability;

Gender Reassignment; Pregnancy and Maternity; Race; Religion or Belief; Sex; and Sexual Orientation).

A11. There is a potential for impacts on those with mobility impairments if they encounter problems caused by access to the temporary site and/or inconsiderate parking.

3. Permitted development rights for solar equipment on and within the curtilage of domestic and non-domestic buildings

Q.12: Should the permitted development right for solar on domestic rooftops be amended so that they can be installed on flat roofs where the highest part of the equipment would be no higher than 0.6 metres above the highest part of the roof (excluding any chimney)?

A12. NALC does not support the expansion of permitted development rights with no restrictions. It does support the use of solar panels on flat industrial and commercial rooftops and on multi-storey car parks.

Q13. Are there any circumstances where it would not be appropriate to permit solar on flat roofs of domestic premises?

A13. There could be a weight issue or issues around reflected light impacting higher buildings nearby.

Q14. Do you agree that solar on a wall which fronts a highway should be permitted in conservation areas?

A14. No. Local councils should retain control since only they can have an informed overview of the impact of any given solar installation on the fragility and natural beauty of the conservation area. Additionally, there could be issues around reflected light impacting the highway.

Q15. Do you have any views on the other existing limitations which apply to this permitted development right which could be amended to further support the deployment of solar on domestic rooftops?

A15. On domestic properties, solar should merely be encouraged where it does not have any deleterious impacts.

Q16. Do you agree that the existing limitation which prevents stand-alone solar being installed so that it is closer to the highway than the dwellinghouse in conservation areas, should be removed?

A16. NALC does not support the expansion of permitted development rights with no restrictions and is not convinced that the taking of land for 'stand-alone solar' is appropriate. Land is a finite resource.

Q17. Do you have any views on how the other existing limitations which apply to this permitted development right could be amended to further support the deployment of stand-alone domestic solar?

A17. There should not be any automatic right for stand-alone solar to be erected. It must be subject to the planning system.

Q18. Do you agree that the current threshold permitting the generation of up to 1MW of electricity on non-domestic buildings should be removed?

A18. Don't Know. More sector specific evidence is required.

Q19. Is the current prior approval for solar equipment on non-domestic rooftops (where equipment is over 50kW but no more than 1MW) effective?

A19. Don't know. More sector specific evidence is required.

Q20. Are there any circumstances where it would not be appropriate to allow for the installation of non-domestic rooftop solar where there is no limit on the capacity of electricity generated?

A20. Don't know. More evidence is needed.

Q21. Do you agree that the existing limitations relating to the installation of solar on non-domestic buildings in article 2(3) land - which includes conservation areas, Areas of Outstanding Natural Beauty, the Broads, National Parks and World Heritage Sites - should be removed?

A21. NALC does not support the expansion of permitted development rights with no restrictions. Most especially, we would have concerns about any weakening of the planning system in specially protected areas.

Q22. Do you have any views on how the other existing limitations which apply to the permitted development right could be amended to further support the deployment of solar on non-domestic rooftops?

A21. NALC does support the concept of deploying more solar on non-domestic flat rooftops - but the issue of glare must be considered on all sloping rooftops.

Q23. Do you agree that the existing limitation which prevents stand-alone solar being installed so that it is closer to the highway than the building in article 2(3)

land - which includes conservation areas, Areas of Outstanding Natural Beauty, the Broads, National Parks and World Heritage Sites – should be removed?

A23. No. The existing limitations should be retained.

Q24. Do you have any views on how the other existing limitations which apply to this permitted development right could be amended to further support the deployment of stand-alone non-domestic solar?

A24. There should not be any automatic right for stand-alone solar to be erected. It must be subject to the planning system.

Q25. Do you agree that permitted development rights should enable the installation of solar canopies in ground-level off-street car parks in non-domestic settings?

A25. No. These decisions should be the prerogative of local authorities. Ground level off-street parking might well be overlooked by taller residential buildings which might be affected by glare.

Q26. Do you agree that a permitted development right for solar canopies should not apply on land which is within 10 metres of the curtilage of a dwellinghouse?

A26. Solar canopies can be tilted or flat and can vary in size. There should be no automatic right to erect them as they could have impacts on their surroundings which need to be considered through the planning system.

Q27. Do you agree that a permitted development right for solar canopies should not apply on land which is in or forms part of a site designated as a scheduled monument or which is within the curtilage of a listed building?

A27. Solar canopies can be tilted or flat and can vary in size. There should be no automatic right to erect them as they could have impacts on their surroundings which need to be considered through the planning system.

Q28. Do you agree that the permitted development right would not apply to article 2(3) land - which includes conservation areas, Areas of Outstanding Natural Beauty, the Broads, National Parks and World Heritage Sites?

A28. Yes. Local authorities should be able to take those planning decisions using their local knowledge.

Q29. Do you agree that solar canopies should be permitted up to 4 metres in height?

A29. Solar canopies can be tilted or flat and can vary in size. There should be no automatic right to erect them as they could have impacts on their surroundings which need to be considered through the planning system.

Q30. Do you think that the right should allow for prior approval with regard to design, siting, external appearance and impact of glare?

A30. Yes. Local authorities should be able to assess the impact of the installation within the context of their Local Plans.

Q31. Are there any other limitations that should apply to a permitted development right for solar canopies to limit potential impacts?

A31. There should be no permitted development right for solar canopies. Solar canopies can be tilted or flat and can vary in size. Their use should be controlled by the planning system.

4. Providing further flexibility to allow local authorities to undertake development

Q34. Do you agree that the permitted development right allowing for development by local authorities should be amended so that the development permitted can also be undertaken by a body acting on behalf of the local authority?

A34. Whilst local councils would welcome being granted more say in planning decisions, they would not want to be the custodians of permitted development rights they did not agree with. NALC already has concerns with many existing permitted development rights and it does not support an across-the-board extension of them.

For further information on this response contact Fflur Jones via email at fllur.jones@nalc.gov.uk or policycomms@nalc.gov.uk.

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Lorraine McRandle

Subject: FW: Wiltshire Council Planning Peer Review
Attachments: WC PLANNING SERVICES REVIEW DRAFT 2.docx

From: William Scott <[REDACTED]>
Sent: 08 May 2023 10:13
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Peter Smith <[REDACTED]>
Subject: Re: Wiltshire Council Planning Peer Review

Here it is, Teresa; very much a draft.

Any comments / suggestions welcome.

Thanks,

Bill

.....
Dr William Scott

[REDACTED]
Trowbridge, Wiltshire, UK
optimally.punks.political

On 5 May 2023, at 10:33, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:

Hi Bill

I have put myself forward to be on the review panel, so yes, please do share and I can raise any issues that pertain to parish councils etc.

I hadn't thought about a written response, but think I will put on the agenda for our planning meeting on 15th May so I at least have a list of points to raise and yes, happy to share.

Kind regards, Teresa

From: William Scott <[REDACTED]>
Sent: 05 May 2023 10:15
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Peter Smith <[REDACTED]>
Subject: Fwd: Wiltshire Council Planning Peer Review

Hi Teresa.

We're planning to make a written response to this and wondered if you were too.

If so, would a sharing of drafts be useful?

Thanks,

Bill

.....
Dr William Scott

[REDACTED]
Trowbridge, Wiltshire, UK
optimally.punks.political

Begin forwarded message:

From: Semington Parish Council <clerksemingtonparishcouncil@gmail.com>
Subject: Fwd: Wiltshire Council Planning Peer Review
Date: 25 April 2023 at 14:49:34 BST
To: Richard Bruges <[REDACTED]> Dr William Scott <[REDACTED]>, Mike Kasasian <[REDACTED]>, Dr Jacquolyn Hailey <[REDACTED]>, Peter Smith <[REDACTED]>, Colin Wade <[REDACTED]>, Siobhan Chown <[REDACTED]>, Catherine McGarvey <[REDACTED]>

Cllrs,

Here's an opportunity to make the PC's views known - Any takers?

If you're interested I suggest that you let the Chairman (Peter Smith). know.

Note for Peter Smith.

Peter,

I'm going to be away so please could you respond to Wiltshire Council with any nominations.

Kind Regards

Roger

----- Forwarded message -----

From: Canter, Sally <Sally.Canter@wiltshire.gov.uk>
Date: Tue, Apr 25, 2023 at 7:03 AM
Subject: Wiltshire Council Planning Peer Review
To:

Dear Town and Parish Councils

In May, a Planning Advisory Service led Planning Peer Review will take place to review how we deliver our services and make recommendations for improvement. This presents an exciting opportunity to get independent feedback about what we do well, where we can improve and how we compare with others.

The planning peer review is confirmed for the week commencing 22 May and it will include various sessions with people from within the organisation as well as those external stakeholders who regularly interact with the planning service. The sessions will be held in person at County Hall, Trowbridge on Tuesday 23rd May, and we are

looking for representative Town/Parish group to share their views and experiences about our planning service via a structured discussion.

I would be grateful to receive any nominations to form this group by 5th May to sally.canter@wiltshire.gov.uk so that we can make the necessary arrangements. Alternatively, the peer review team are happy to receive any feedback to the peer review manager, Bridget Downton, by emailing her directly at downtonbridget@outlook.com Email comments will need to be received by Friday 19th May 2023.

I look forward to hearing from you.

Kind regards

Sally

Sally Canter

Head of Building Control and Planning Technical Services

<image001.png>

Planning Tel: 0300 456 0114

Email: sally.canter@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

<image002.png> <image003.gif>

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Teresa Strange

Subject: FW: Wiltshire Council Planning Peer Review

From: Canter, Sally <Sally.Canter@wiltshire.gov.uk>
Sent: 25 April 2023 13:02
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Wiltshire Council Planning Peer Review

Hi Teresa

Thank you for replying so quickly, great news that you are willing to get involved. I think the session will be at 6.30pm on 23rd May in County Hall but I will confirm details to all those who are willing to be involved closer to the date.

Kind regards
Sally

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 25 April 2023 12:31
To: Canter, Sally <Sally.Canter@wiltshire.gov.uk>
Subject: FW: Wiltshire Council Planning Peer Review

You don't often get email from clerk@melkshamwithout-pc.gov.uk. [Learn why this is important](#)

Hi Sally

I would be very interested in taking part in this peer review and feel we have a grasp of the wide aspects of WC planning department and how it interacts with us at parish council level. Melksham Without Parish Council regularly submit comments for planning applications for both small scale development, and large housing developments. We engage with Planning enforcement. We also engage with the Local Plan review and Neighbourhood Planning process, with a made Plan and a review well underway. We also ask our Wiltshire Councillors to call in applications and attend Western Area and Strategic Planning committees as appropriate. We engage at pre-application stage with developers. We have raised concerns with s106 agreements and their enforcement; we regularly inform WC of when trigger points are made. We have submitted our own planning applications, recently for a village hall and pre-app for a community shop.

With kind regards, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

Introduction

Thank you for the opportunity to contribute to Wiltshire Council's Planning Advisory Service led Planning Peer Review. This input comes from Semington parish Council.

A General Point

We'd like to begin with a general point about our interactions with Wiltshire Council. This is that there tends to be a world of difference between the quality of our interaction with Council officers with whom we communicate and deal with over practical matters, and the quality of our interaction with what we'll term the Wiltshire Council bureaucracy. The former is, for the most part, very productive and your staff are willing to help get things done, offering practical advice and making complex-sounding things possible. They always seem to have the best interests of the community at heart. Our interactions about taking over responsibility for the Wessex Close play area is a good example of this, as is the successful resolution of our safety concerns in the road leading to Little Marsh. And our new parish steward is approachable and responsive to our changing needs for village works. We could cite many others.

This contrasts with the difficulties we often face when dealing with officers whose positional authority within the bureaucracy can make them overly defensive where we are often made to think that what the Parish Council has to say is just a nuisance. The best recent example of this is the way that the expertise and experience of the Parish Council was completely ignored by Highways when it came to the resurfacing of SEMI 9A/10 and HILP 22/10 in order to render it fit for fast cyclists. Our local knowledge was brushed aside which contributed to a bodged job. The follow up safety review has also ignored some of the very real concerns raised by the council and villagers. In addition, the Salt Depot is often used for non salt depot activities (help for heroes training, noisy scalping crushing, temporary Atkins depot), which can result in all sorts of speculation about what's going on: why not let the parish know in advance so that people know what to expect? Again, there are other examples.

Planning

This divergence of experience applies to planning as well. Whilst individual planning officers are commendably open to approaches by email and phone (quite often giving generously of their time), the same cannot be said about the decision-making bureaucracy which we think just finds us irksome. Below we give examples of this.

The 5-year housing land supply – Semington is a community with relatively poor facilities (eg, no shop, and currently no pub) compared to many a 'large village' and it is surrounded by fields whose owners would like to build houses on them. The lack of a 5-year housing land supply results in speculative, unwanted off-plan developments where development is anything but 'sustainable'. Our concern is that Wiltshire Council planners never seem to take a holistic view of the community and its needs and vulnerabilities, but are content to deal with speculative developments in a piecemeal fashion. This is good for housing numbers, of course, but not for the Semington community which would like plan-based development.

S106 Agreements – These are negotiated between developers and Wiltshire Council, with Parish Councils having no involvement until they are presented with the outcomes as a fait accompli. This is both disrespectful and also a missed opportunity to have positive 'on the ground' input about, say, infrastructure and design.

Affordable Housing – Our experience of late has been that, despite the expressed wish of the Parish Council, the needs of local people for the affordable housing being built in the village are not prioritised. Indeed, they seem to be ignored. We do not know if this is policy or merely an easy way for Wiltshire Council to operate; either way, the result is cynicism towards Wiltshire Council and its motives which contributes to a feeling of remoteness from power. Parishioners can see no value in supporting the building of affordable homes in Semington if no priority is given to identified village needs.

Traveller Communities –There are three traveller sites in Semington parish along the A361, all now reasonably established. There is some residual resentment in the village that the law covering the establishment of these sites differs from that for the settled community, but that is what it is, and is not the point we wish to make. Rather, it is that there is justifiable concern at what seems to be Wiltshire Council planners’ reluctance to prosecute egregious and obvious breaches of planning consents. The Parish Council continues to ask for enforcement action which never seems to come. Further, the enforcement team seems to think that it's not its business to keep Councils up to date with developments and outcomes. The lack of any reply, whether to the council, its chair, or parishioners about this issue appears discourteous and evasive. This is very frustrating for both the Parish Council and the community. Again, cynicism about an indifferent Wiltshire Council is the result.

Housing Market Areas – Thanks to an opaque consultation, Semington, along with nearby parishes, finds itself in the Trowbridge Housing Market Area. The justification for this shift from the Melksham area was based on marginal commuter data which are now out of date. There was no open consultation with the Parish Council or with our elected councillor. We have had no explanation for this shift but think that it was a decision made by planners and rubber-stamped by senior elected members, to facilitate massive housing development east of Trowbridge. Our attempts to engage with senior Wiltshire Council officers and elected members about this have been rebuffed. We have been told that our concerns, and those of the other 3 parishes affected, will be considered in the next round of Local Plan consultation. Such is the cynicism within the parish that we expect this to be merely a planning process (consult and ignore) rather than an evidence examination (update, explain, share and discuss) offer. But make no mistake, it is the latter that we need: we want to see evidence updated, explained, shared and discussed with all 4 parishes objecting to being moved from the Melksham to the Trowbridge HMA. There is very strong local feeling in Semington about this, and the next stage of engagement is being closely watched.

Summary

The theme running through all of these examples concerns Wiltshire Council’s engagement and communications. To characterise how we feel:

- One to one, WC officers are helpful, communicative, willing to give of their time, and offer a positive view of WC
- Remotely, once we get into the rules driven bureaucracy: of statutory consultation, of a bid for byway improvements, of S106 content, of allocating affordable homes for Semington villagers, of inaction over seeming breaches of planning consents in traveller communities, and of an evidential challenge for the reasons behind an HMA transfer from Melksham to Trowbridge, there is either no or very limited engagement or communication.

The former is to be applauded.

The latter needs very urgent attention, because Wiltshire Council’s inability or unwillingness to engage and communicate with its rural communities means it misses the huge resource of local knowledge and, maybe much worse, alienates those it purports to represent.

.....

Peter Smith

Chair, Semington Parish Council

May 2023

Lorraine McRandle

From: Bethan Powell <bethan.powell@bellway.co.uk>
Sent: 09 May 2023 15:28
To: Teresa Strange; Lorraine McRandle; Marianne Rossi
Cc: Tim Lund; Chris Jones; Shauna Humphreys; Lee Mullens
Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good Afternoon Teresa,

Thank you for responding, our Customer Care Department will now be able to advise all customers that call through to complain that this area is in your formal ownership and to contact yourselves for a better idea of opening date. Can you please give us the best contact details to pass over to them, I assume this isn't to be your email/ phone number! As you can imagine due to the protracted nature of this opening Customers are quite regularly voicing their concern and we do wish to give them the most correct response and contact details hence my chasing you for an answer.

In terms of the goodwill gesture path works, if you no longer wish us to undertake these and do these yourselves – that is absolutely fine. However unless instructed by Bellway we will be unable to pay any invoice you forward over. Please confirm you would still like these carried out by Bellway and as I have said on many occasions below I will do this as soon as I am able, keeping in touch with you throughout.

Thank you,

Bethan Powell
Commercial Manager

01454 451960
Bellway Homes Limited (South West)
1st Floor
2540 The Quadrant
Aztec West
Almondsbury
Bristol
BS32 4AQ
www.bellway.co.uk



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Tuesday, May 9, 2023 2:50 PM
To: Bethan Powell <bethan.powell@bellway.co.uk>
Cc: Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Bowood View Melksham - Play Area & Village Hall.

ALERT: This message originated outside of Bellway's network. **BE CAUTIOUS** before clicking any link or attachment.

Dear Bethan

Thank you for your email.

We have been waiting until we had something concrete to advise in terms of confirmed dates.

The parish council have contracted the outstanding work to be done before removing the heras fencing and opening the play area to the public with the aim to do so before the half term holiday at the end of May.

They should have started on site today; we will be checking on site later.

We will be communicating that information to residents when we have a firmer date, and would prefer that you left that to ourselves please, as it is now the parish council's play area and not Bellway's.

We were able to find several contractors, including the one that originally installed the play area, to be able to undertake the work in the next couple of weeks, we aren't sure why Bellway needed a minimum of 12-16 weeks before the tarmac path could be constructed. Perhaps as this was a gesture of goodwill you would be happy for us to forward the invoice to you for reimbursement?

For clarification, I am the Proper Officer in law for the parish council and act under the direction of the parish council; the corporate body.

The Local Authority have no jurisdiction over parish councils at all.

Regards,

Teresa

Teresa Strange

Clerk

Melksham Without Parish Council

Sports Pavilion

Westinghouse Way

Bowerhill, Melksham

Wiltshire, SN12 6TL

01225 705700

clerk@melkshamwithout.co.uk

www.melkshamwithout.co.uk

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From: Bethan Powell <bethan.powell@bellway.co.uk>

Sent: 09 May 2023 14:35

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Cc: Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Importance: High

Good Afternoon,

As below please – a response would be appreciated for clarity.

Have you another contact within the Parish or a traditional LA representative I can escalate this with please?

Thank you,

Bethan Powell
Commercial Manager

01454 451960

Bellway Homes Limited (South West)

1st Floor

2540 The Quadrant

Aztec West

Almondsbury

Bristol

BS32 4AQ

www.bellway.co.uk



From: Bethan Powell

Sent: Thursday, May 4, 2023 8:31 AM

To: 'Teresa Strange' <clerk@melkshamwithout-pc.gov.uk>; 'Lorraine McRandle' <office@melkshamwithout-pc.gov.uk>; 'Marianne Rossi' <admin@melkshamwithout-pc.gov.uk>

Cc: Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good Morning,

As below - can you please formally confirm what you will be doing as regards to opening the area in the interim, as there is no reason you now cannot open for public use, so that our Customer Care department can correctly advise those who ring through to us.

Thank you,

From: Bethan Powell

Sent: Thursday, April 27, 2023 7:17 AM

To: 'Teresa Strange' <clerk@melkshamwithout-pc.gov.uk>

Cc: Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good Morning Teresa,

As I have advised, this will be a minimum 12-16 weeks. I will do this as soon as I am able, keeping in touch with you throughout.

Can you please formally confirm what you will be doing as regards to opening the area in the interim, as there is no reason you now cannot open for public use, so that our Customer Care department can correctly advise those who ring through to us.

Thank you,

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Wednesday, April 26, 2023 2:37 PM
To: Bethan Powell <bethan.powell@bellway.co.uk>
Cc: David Penwarden <David.Penwarden@hughjames.com>; Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Asma Shamim <Asma.Shamim@wellerslawgroup.com>
Subject: RE: Bowood View Melksham - Play Area & Village Hall.

ALERT: This message originated outside of Bellway's network. **BE CAUTIOUS** before clicking any link or attachment.

Dear Bethan

Thankyou for your email.

I have confirmation that the transfer has taken place, so look forward to hearing from you asap with a date when this work can take place; so we can make decisions accordingly.

With kind regards, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news

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From: Bethan Powell <bethan.powell@bellway.co.uk>
Sent: 26 April 2023 10:48
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: David Penwarden <David.Penwarden@hughjames.com>; Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Asma Shamim <Asma.Shamim@wellerslawgroup.com>
Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good Morning Teresa,

The transfers will be undertaken today, this is already agreed between the Solicitors.

**MEETING WITH REPRESENTATIVES OF CATESBY ESTATES REGARDING
SITE EAST OF MELKSHAM (SNARLTON FARM) HELD ON
WEDNESDAY, 8 MARCH 2023 AT 10.00AM**

Present: Councillor Richard Wood, Chair of Planning
Councillor Alan Baines, Vice Chair of Planning
Councillor David Pafford, Vice Chair of Council
Councillor Mark Harris
Councillor Peter Richardson
Councillor Pat Aves, Melksham Town Council
Councillor Gary Cooke, Melksham Town Council
Wiltshire Councillor Mike Sankey (Melksham East)
Teresa Strange, Clerk, Melksham Without Parish Council
Lorraine McRandle, Parish Officer, Melksham Without Parish Council
Linda Roberts, Town Clerk, Melksham Town Council
Katie Yates, Marketing and Communications Director, Catesby
Victoria Grove, Associate Planning Director, Catesby

Victoria explained that Catesby were a strategic land promotor who had put this site forward, as part of the Local Plan consultation, as well as the Neighbourhood Plan Review. The site being promoted was included as part of a larger site categorised as Site 1 (40 hectares) in the current Local Plan Review Consultation and under various ownerships. The site could provide a strategic extension to the East of Melksham as part of the Local Plan Review, particularly as Melksham was looking to deliver c2500 homes over the next plan period.

The Parish Clerk clarified those present had not seen proposals put forward as part of the Neighbourhood Plan 'call for sites' exercise, as AECOM were currently assessing the sites and therefore not published their report as yet. She confirmed the meeting was purely a pre application meeting with the Parish Council (and representatives from the Town Council and Wiltshire Council) and not a meeting with the Melksham Neighbourhood Plan Steering Group as premature ahead of any site assessment work.

Victoria explained that Catesby were currently working with the landowner of Snarlton Farm, who wished to bring forward this site, which totalled 18 hectares, with a view to submitting a planning application shortly for c250-300 homes. It was proposed the site would include a green wildlife corridor enhancing Clackers Brook which ran through the site and also bring ecological benefits to the site.

Victoria explained the proposed site would be a standalone scheme, with no certainty a wider site was viable, particularly if it was not identified as a possible allocation in the emerging Local Plan. However, the site would look to facilitate a potential future access.

Several Councillors highlighted that the site equated to a piecemeal development, which could be part of a wider strategic site and bring with it infrastructure, such as schools, medical facilities, community centre, highway improvements and local centre etc which a smaller site would not.

Catesby had held discussions with Melksham Town Football Club and Future of Footpath, regarding the provision of a 3G pitch at Oakfields. During those discussions it was noted there were issues with Winter provision, particularly for youth teams and therefore the Football Foundation had been approached regarding securing a 3G pitch. It was understood that whilst the Football Foundation were prepared to fund such provision, there was a shortfall in funding and therefore, discussions had been held with Catesby to ascertain if they could help towards funding of this gap.

Victoria explained that in coming forward with a smaller scheme, Catesby wanted to identify something the site could contribute towards, over and above what was usually required in Section 106/CIL contributions but were happy to discuss what the Council would like to see included on the site.

With regard to the larger parcels of land, Victoria understood Gleeson were looking to submit a planning application for the land to the north of their site shortly which would include a primary school and local centre. Therefore, if Gleeson were providing these, then this smaller site could look at providing something else as well the expected Section 106/CIL contributions.

Councillor Baines raised a concern if this development were to go forward and the adjacent strategic site did not come forward in the Local Plan, then it would be isolated with no facilities and thereby put a strain on existing facilities. There was also the possibility of an Eastern Bypass and if the bigger highway scheme could not be afforded, Eastern Way could potentially be the Eastern route for the A350 bypass, therefore, isolating the site even further.

Victoria explained Catesby were aware of the potential for an Eastern bypass and the most recent proposed route had been highlighted on their plan. A Transport Assessment would initially look at the site without the bypass in place but may have to look at it in place as proposals progressed.

Victoria asked if providing a community hub, which could deliver a multitude of facilities such as pharmacy, dentist etc would alleviate concerns raised during the meeting.

Councillor Sankey explained the issue with getting doctor and dentists was not the provision of the facilities themselves but actually recruiting them in the first instance and whilst agreeing with the concerns raised at providing a piecemeal development, as opposed to a strategic development, expressed a concern at sending out the wrong message that both councils would prefer to see large scale development

taking place in Melksham. Therefore, he felt what needed to be looked at was what was being proposed regarding a smaller site and what could reasonably be achieved from this development.

Councillor Pafford asked why this site was being put forward now, given Wiltshire Council's emerging Local Plan, where a strategic objective for Melksham would be set and as Melksham had a made Neighbourhood Plan.

Victoria confirmed the reason for putting a proposal forward now was due to Wiltshire Council not having a 5-year land supply and due to Melksham having a made Neighbourhood Plan which was currently being reviewed. Therefore, they had seized the opportunity, as the plan would be 2 years old in July and therefore not afforded the National Planning Policy Framework (NPPF) Paragraph 14 protection. Victoria went on to explain that the strength of the current Melksham Neighbourhood Plan over the last two years had been the reason that they had not submitted a speculative planning application to date.

Victoria explained as part of the Local Plan Review, it was hoped to see this site come forward as part of a wider strategic allocation in Melksham. If it did not and the Local Plan was postponed even further, it was felt this site was a suitable standalone scheme, to help with the lack of a 5-year land supply in Wiltshire. Catesby were keen to provide real benefits to the community at the same time, such as the possibility of a sports connection, but were not fixed on this aspect, it was just an initial idea, given the proximity of the Oakfield facilities.

The Town Clerk explained the whole East of Melksham development had been promised a community hall for some time. The Town Council were currently looking for a suitable site, following a recent planning application for 10 dwellings adjacent to the proposed site resulting in the community hall being somewhat hemmed in. Section 106 and Community Infrastructure (CIL) funding was available to go towards the build. Therefore, she sought a way to work together on this and provide a facility for the whole of the East of Melksham.

Victoria explained she welcomed discussions on this and the potential for providing a community hall, which could benefit new housing, as well as provide a sense of connectivity to existing housing. However, appreciated it would have to be accessed via a busy road and therefore would need to look at providing appropriate crossing points, so it was not an isolated building.

The Parish Clerk explained Wiltshire Councillor Nick Holder, Chair of the Area Board Health & Wellbeing Group was currently working to prompt the local NHS Estates Team into producing a coherent plan for the Melksham area. Particularly, as there was local evidence from the GP surgeries that NHS contributions through S106 contributions were not filtering through to the local community. This would provide the evidence of need for proposals of new housing developments in the area.

Victoria stated it was hoped to encourage people from the existing developments nearby to enjoy the recreational facilities they would be providing around Clackers Brook. With Councillors suggesting the provision of a bridge, possibly a 'green bridge' or underpass would be useful, rather than a light controlled crossing.

The Parish Clerk highlighted this application was not plan led and stated various reports were available as part of the Neighbourhood Plan Review, such as a Housing Needs Assessment, with a Green Gap and Site Assessment Reports due shortly and hoped the current Neighbourhood Plan policies and existing and emerging evidence reports would be taken into account.

Councillor Pafford queried whether during discussions on 3G pitch provision whether the costs of providing such a pitch had been raised.

Victoria confirmed whilst the Football Foundation had stated they could provide a certain percentage of funding towards the provision of a 3G pitch, there would be a gap in funding and therefore needed to demonstrate monies were in place to cover this gap, with potential for the gap to be covered by funding from this development. However, the level of funding was still to be considered, bearing in mind other requirements that perhaps the site would need to provide, such as a community building, over and above normal policy requirements and infrastructure.

The Parish Clerk explained she had met with the Football Foundation and understood the Town Clerk was also due to meet them as was Wiltshire Councillor Nick Holder (Ward Member). Both Clerks had also met with Danny Geeson, Play & Leisure Strategy Officer for Wiltshire Council who clarified there was an evidenced need for a 3G pitch in the Melksham Community Area. There was also an emerging playing field strategy, in which it was expected this need would come forward as part of that. Therefore, whilst there was an identified need for a 3G pitch in the Melksham Community Area for a variety of field sports, an appropriate location which provided the best access for the local community was undecided at this stage.

Victoria welcomed this information as it provided more clarity and at the same time had been comforted by the talks with Melksham Football Club that to meet the needs of the Football Foundation, the facility would need to have community access and be used by a variety of groups. Therefore, Catesby welcomed discussions with the council to find out how to deliver such a facility, which best met the needs of the community and if this were something Catesby were able to take forward, suggested a location to the front of the Melksham Town FC part of the Oakfield facilities.

The Parish Clerk suggested the Parish Council, Town Council and Wiltshire Council considered the best location for a 3G pitch, as it could be located elsewhere in the Melksham Community area, however, this did not stop a playing fields financial contribution being made via Section 106 contributions.

Catesby's attention was drawn to information contained within the recent Housing Needs Assessment undertaken as part of the Neighbourhood Plan Review for the

need for 2 and 3 bed dwellings and the evidence of type and tenure of affordable housing required. A need for more bungalows was also raised.

The Parish Clerk noted that AECOM had previously assessed this site for the current Neighbourhood Plan and had stated this site was situated within an area of Best and Most Versatile agricultural land. In terms of potential changes to the National Planning Policy Framework (NPPF), the land had been used for food production until recently which is planned to carry more weight in the new NPPF amendments planned for Spring 2023. The AECOM report also details a woodland corridor through Clackers Brook, as well as the view from Sandridge, with any development in this area impacting these.

Victoria took this information on board and highlighted there was a desire to make the Clackers Brook corridor attractive, and in turn improve biodiversity. A Visual Impact Assessment had already been undertaken. Regarding the agricultural classification of the land, they would need to prove the site could be developed.

The Parish Clerk highlighted the impact this development would have on New Road, which was a single-track road and used as a 'rat run' to access Chippenham and the M4 via the National Trust village of Lacock including its historic bridge which again was single track.

Victoria took this information on board and stated she would make sure their transport consultants considered it and sought other routes in the area which needed to be borne in mind.

It was highlighted consideration needed to be given to how this site could impact the new roundabout under construction in Spa Road as part of the East of Melksham extension. It was noted this route may potentially be the preferred route by drivers to access road infrastructures North and South. Consideration also needed to be given to the provision of a roundabout on the Southern entrance to the proposed site.

It was noted there were various Rights of Way in the vicinity which could be improved/upgraded, including the provision of lighting via Section 106 contributions from this application if approved. It was noted the footpath to the rear of Melksham Oak School, which was to be upgraded to a pedestrian/cycleway, as part of the Section 106 Agreement associated with the extension to East of Melksham (450 houses) had yet to be upgraded and was also nearby.

Councillor Pafford stated that if a planning application were approved, a contribution towards the provision of lighting to the footpath to the rear of Melksham Oak rather than establishing another footpath would be preferred.

Victoria explained once the application was submitted, discussions would take place with Highways and Footpath Officers, to determine what they would like to see, such as improvements to footpaths etc.

It was stated the Parish Council would like to see the following:

- Adherence to Melksham Neighbourhood Plan policies and emerging Neighbourhood Plan and evidence documents.
- Circular pedestrian routes around the site.
- The Parish Council wish to enter into discussions being the nominated party for any proposed LEAPs (Local Equipped Area of Play)/Play area and also seek a maintenance contribution in the Section 106.
- Equipment installed for teenagers such as a teen shelter/MUGA and somewhere to kick a ball around.
- Contribution towards playing fields.
- The provision of benches and bins where there are circular pedestrian routes and public open space and the regular emptying of bins to be reflected in any future maintenance contribution.
- Connectivity with existing housing development so not isolated.
- There are practical art contributions Parish Council are involved in public art discussions
- Contribution towards improved bus services, which serve the area.
- Any bus shelters provided are suitable in providing Real Time Information (RTI) i.e. access to an electricity supply, WiFi connectivity and are an appropriate height or provided with RTI already included.
- Speed limit within the site is 20mph and self-enforcing.
- Proposed trees are not planted on boundaries of new/existing housing, but further into public open spaces.
- The development is tenant blind.
- If adjacent to existing dwellings the design is such that the layout is garden to existing garden.
- The road layout is such that there are no dead ends in order that residents and refuse lorries do not need to reverse out of roads.
- Contribution to educational and medical facilities within the Melksham area.
- There is visible delineation between pavement and roads so they are easily identifiable.
- The provision of bird (swift boxes), bat and bee bricks, reptile refugia and hibernacula within the development, in order to increase biodiversity.
- Improvements to Rights of Way in the area.

Katie stated it was hoped to start public consultation shortly and whilst on-line consultations worked best, sought a steer from the council if in person consultation should also take place. The Council welcomed 'in person' consultation in addition an online consultation, suggestion the Campus may be a suitable location for this to take place.

Meeting closed at 11.30am

Lorraine McRandle

From: Lorraine McRandle
Sent: 26 April 2023 16:32
To: Katie Yates
Cc: Teresa Strange
Subject: RE: Land South Of Snarlton Farm Public Consultation
Attachments: Snarlton Farm Site - Catesbys.docx; List of requests for new developments.docx

Dear Katie

Thank you for your email regarding public consultation relating to proposals for Land at Snarlton Farm which has been circulated to Members for their information, we have also publicised it on social media.

With regard to what type of community facilities the parish council would like to see, the Parish Council recently discussed this and resolved as follows:

To request a community centre large enough to include additional health facilities (with room for GP clinics as well as complimentary services like physio, chiropodist, osteopath etc) as well as associated facilities to service and provide a 3G pitch.

However, due to the piecemeal nature of development currently proposed East of Melksham, the Parish Council also requested the same for proposals for 650 dwellings (PL/2023/01949) on land adjacent to your site at Blackmore Farm.

Please see attached the notes from the pre app meeting we had with yourself and Victoria on 8 March, apologies for not sending these through to you previously.

Since the meeting the parish council have updated their list of requests made at pre app meetings with the revised list attached for your information.

Lorraine

Lorraine McRandle
Parish Officer
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
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