

**MINUTES of the Planning Committee of Melksham Without Parish Council held
on Monday 4 May 2021 at 7.00pm**

**DUE TO THE ON-GOING COVID 19 PUBLIC HEALTH CRISIS THIS WAS A
VIRTUAL MEETING, WITH MEMBERS OF THE PUBLIC BEING ABLE TO
ACCESS THE MEETING VIA THE PUBLISHED ZOOM INVITATION OR VIA
YOUTUBE**

Present: Councillors Richard Wood (Council & Committee Chair), John Glover (Council Vice Chair), Alan Baines, (Committee Vice-Chair), Terry Chivers and David Pafford

Members of public present: Shona Holt attended in person as part of a trial session for the return to face to face meetings as a member of the public and as a Councillor for the new term of office following uncontested election on 6th May

Officers: Teresa Strange (Clerk) and Lorraine McRandle (Parish Officer)

402/20 Welcome, Announcements & Housekeeping

The Chair welcomed everyone to the meeting, which was the last committee meeting of the current parish council.

The Clerk explained, particularly for those watching on YouTube, the meeting was being live streamed and recorded via Zoom for the purpose of the minutes. Councillor Pafford, Officers and Shona Holt were present in the meeting room as part of the trial session before moving to face to face meetings after 7 May.

403/20 To receive Apologies and approval of reasons given

Apologies for absence were received from Councillor Mary Pile due to a prior engagement.

It was noted Councillor Coombes was not present and had not tendered his apologies, but had stated at a previous meeting that was his last meeting and would be standing down at the upcoming elections.

Recommendation: To note and accept Councillor Pile's reasons for absence.

404/20 Declarations of Interest

a) To receive Declarations of Interest

Councillor Glover declared an interest in planning application PL/2021/04037: Sandridge Farm, as he knew the applicant.

- b) **To consider for approval any Dispensation Requests received by the Clerk and not previously considered**

None.

- c) **To note standing Dispensations relating to planning applications**

To note the Parish Council have a dispensation lodged with Wiltshire Council, dealing with Section 106 agreements relating to planning applications within the parish.

405/20 **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, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

There were no items for consideration in closed session.

406/20 **Public Participation**

No member of the public wished to speak.

407/20 **To consider the following Planning Applications:**

[PL/2021/04037](#): Sandridge Farm, Bromham. Notification for Prior Approval under Class Q for a Proposed Change of Use of Agricultural Building to One Dwellinghouse (Use Class C3) and for Associated Building Operations. Applicant Mr R Keen (**comments by 14 May**)

Comment: Whilst having no objection to this application, ask that consideration be given to an alternative roost for bats, if bats are found in the roof of the building, following a bat survey which needs to be undertaken.

It was unclear what arrangements were being made for foul drainage to serve the dwelling, with no mention of foul water drainage provision within the various documents provided.

Councillor Glover having declared an interest in this application, abstained from voting.

[PL/2021/03116](#): 113, Beanacre. Erection of a timber framed

building, clad in Spruce boarding to provide a car port and home office. Applicant Steven Blower

Comment: No Objection.

PL/2021/03022: 192 Westlands Lane Whitley. Front and rear single storey extensions to existing semi-detached bungalow; new double garage with integral home office/study. Applicant Jonathan Burnstone

Comment: Whilst having no objection, ask that future use of the garage/home office/study is used for residential use only and not business use.

408/20 Revised Plans To comment on any revised plans received within the required timeframe (14 days).

a) To note comments submitted against Revised Plans for 21/01791: Land rear of 39 Eden Grove, Whitley: Proposed 2 dwellings (following email confirmation by Planning Committee members due to short timescales (9 days))

The Clerk explained the Council had only 9 days to respond to the revised plans for this application, rather than the usual 14. Therefore, Members had been informed of the revised plans and asked to send back comments via email in order to send comments back to Wiltshire Council within the required timeframe.

Councillor Baines had provided a comment on the revised plans, with several Members supporting his comments which had been forwarded to Wiltshire Council.

Councillor Baines stated the revised plans had been reduced from three dwellings to two and were an improvement in location and orientation of the original plans for 2 dwellings, approved under the original plan 20/04458FUL, with plot 2 facing away from 11 Brookfield Rise and moved back slightly, with access proposed from Eden Grove, rather than Brookfield Rise as originally proposed in 20/04458 and therefore had no problem with the revised plans.

It was noted the Planning Officer had approved the application that day.

Members noted the comments relating to the revised plans submitted on behalf of the Parish Council.

No other revised plans had been received.

409/20 Planning Decisions: To note Officer Report and Decision Notice (23 April) for 20/07334/OUT: Land West of Semington Road for outline permission for 50 dwellings, citing significant weight of Melksham Neighbourhood Plan.

Members noted the Planning Officer had refused this application and referenced the weight of the emerging Melksham Neighbourhood Plan in their report, as well as quoting specific Neighbourhood Plan policies.

The Clerk explained Melksham News were keen to run a story on the Decision Notice and the impact the Neighbourhood Plan would have with regard to decision making and sought a quote from the Chair for inclusion in the next edition, which the Chair agreed to provide.

410/20 Planning Enforcement:

a) To note any new planning enforcement queries raised

There were no planning enforcement queries to note.

However, Councillor Chivers noted the installation of double gates on Westlands Lane between Westlands Farm and the bridge, but was not aware of a planning application being submitted.

It was noted these gates could be related to the planning application for the battery storage site in that area, but to keep a watching brief.

b) To note response following issues raised relating to completion of items at Pathfinder Place before occupation as detailed in the s106 legal agreement (If received) and note the Clerk has chased this up with Wiltshire Council

The Clerk explained she had received a response on this issue which she would circulate to members, but noted at the Full Council meeting on 26 April the notification of a proposed Traffic Regulations Order for roads surrounding the development explained the delay in the Toucan crossings etc.

c) To consider response from Highways Officer re health and safety concerns raised about access to Oakfields Stadium (polling station)

At the Planning meeting on 12 April, Members raised concerns at the health and safety of people accessing Oakfields Stadium during current works associated with installing a new link road as part of the adjacent housing development, particularly as Oakfields was being used as a polling station in the upcoming elections.

Since the meeting correspondence had been received from the Highways Officer regarding the concerns and what measures had been put in place to mitigate these, particularly with pedestrians accessing the site.

Councillor Glover stated despite improvements, he still had concerns at the safety of pedestrians due to vehicles not being able to see them at certain points and felt a continuous footpath either one side or the other of the access was required, as well as signage to warn drivers of pedestrians in the road.

Recommendation: To contact Wiltshire Council again regarding the health and safety of pedestrians in particular accessing Oakfields Stadium.

411/20 Planning Policy

a) Lack of 5 Year Land Supply

- i) **Wiltshire Area Localism and Planning Group (WALPA): To note latest actions taken by the group in seeking a change to legislation to protect those areas with a Neighbourhood Plan against a lack of 5 year land supply and update on meeting held with representatives of WALPA and Wiltshire Council on 20 April.**

The Clerk explained herself and Councillor Baines had attended the meeting on 20 April, which had been in two parts, which included a presentation which had been circulated to Members in their agenda packs. The presentation related to the criteria relating to the triggers for a Neighbourhood Plan review, as the guidance from central Government was under debate/down to interpretation.

The Clerk explained in the first part of the meeting various questions submitted by WALPA were answered, including how many housing development applications had been approved in the last year, which had been opposed by council since the 5 year land supply issue.

At the meeting it was stated since April 2020, 9 applications for major housing developments (circa 300 houses) had been submitted in Wiltshire. Wiltshire Council had still refused applications and had subsequently defended 4 of these at appeal with two being allowed with one decision still pending, however, three applications had been approved due to the lack of

5 year land supply, including the application for 144 dwellings on Semington Road. There were still 14 applications for development outside of the settlement boundaries awaiting a decision, including several in Melksham Without.

Councillor Baines commented that it had been stated originally Wiltshire had been given a housing figure of 58,000 for the next 10 years by the Government, however, Bristol and Southampton took an extra 35% and therefore the figure for Wiltshire went down to 45,000.

Other points raised at the meeting were:

- The threshold for affordable housing was still set at a development of 10 dwellings.
- Community Infrastructure Levy (CIL) can be used to update a Neighbourhood Plan.
- Sam Fox, Director of Planning had been made Corporate Director for Place, with Jean Marshall, who had previously worked for Wiltshire Council being appointed as interim Director of Planning.

It was felt by all those who attended the meeting on 20 April that it had been extremely useful, with Wiltshire Council recognising the value of holding the meeting and asking WALPA to spread the message wider that they would like to hold regular meetings with Jean Marshall, every three months with every neighbourhood plan group, which would be wider than WALPA, which they welcomed.

b) Neighbourhood Planning

- i) To note Wiltshire Council have issued their Decision Notice confirming the Joint Melksham Neighbourhood Plan can proceed to Referendum, which will take place on 1 July 2021. Related documents are the Decision Notice, Examiner's Report and Neighbourhood Plan (Referendum Version) to be uploaded to the Neighbourhood Plan Website w/c 26 April**

The Clerk explained there was a delay in posting the Decision Notice and Examiner's report on both the Town and Parish Council's websites, as well as the Melksham Neighbourhood Plan website, as this should be uploaded at the same time as the Referendum version of the Plan. Wiltshire Council were currently checking the updated plan

and once they were happy the changes had been made would be uploaded to the various websites.

ii) To note advice about promotion/advertising of Neighbourhood Plan Referendum

The Clerk explained she had sought advice on promoting/advertising the Neighbourhood Plan Referendum and informed Members public money could not be used to promote a yes vote for neighbourhood plans, however, there was nothing stopping individual Members or members of the public from promoting a yes vote. Councils can only publish that a Referendum is happening.

The Clerk explained she had reserved a slot in an issue of the Melksham News a week before the Referendum, as well as seeking costs for a leaflet drop in the same issue (which would include an executive summary of the plan).

It was noted Melksham News is delivered to 13,500 premises in the Melksham area, unfortunately they did not deliver to Redstocks and Sandridge which included approximately 30 dwellings, however, alternative arrangements could be made to leaflet drop these premises; thus ensuring a leaflet was delivered to every household in the Plan area.

iii) To consider when next Neighbourhood Plan Steering Group should be held post Election

The Clerk sought a steer from Members when the next Neighbourhood Plan Steering Group meeting should take place post election and had also discussed this with officers at Melksham Town Council. Due to new nominations for Neighbourhood Plan representatives not being considered until the respective Annual Council meetings on 17 May and due to various time constraints, suggested Thursday, 27 May in order to have time to consider how to promote the neighbourhood plan and the content of the leaflet, prior to distribution ahead of the Referendum on 1 July.

Recommendation: To suggest to members of the Neighbourhood Plan Steering Group, the next meeting take place on Thursday, 27 May in order to approve how the Referendum will be promoted. The following meeting would consider how to progress with the Neighbourhood Plan Review and new members on the Steering Group.

iv) To note Melksham Neighbourhood Plan features in the new Locality Community Engagement Toolkit as an example of good practice

Members noted Melksham Neighbourhood Plan featured in the new Locality Community Engagement Toolkit as an example of good practice in community engagement.

v) To note decisions of Melksham Town Council re joint Melksham Neighbourhood Plan (1 March)

Members noted at the Full Council meeting on 1 March, Melksham Town Council resolved to approve the Terms of Reference as presented at the meeting and 70% funding of the Neighbourhood Plan to be met by them and 30% of the costs to be met by Melksham Without Parish Council.

412/20 S106 Agreements and Developer meetings: (Standing Item)

a) To note update on ongoing and new S106 Agreements

i) Public Art Update

- Pathfinder Place (awaiting highway approval of new site)

Two photos were shared with Members, one showed the information board for Officer/Street names with the Clerk asking if Members were happy with it, in order in could be galvanised later in the week.

The Clerk explained unfortunately the artist was unable to include the ladder in the design of the art panel, which had previously been suggested to highlight aircraft were worked on and not flown from RAF Melksham and asked for views of members.

The Clerk explained approval had still not been received from Highways on the proposed new location of the art installation.

Members stated they were happy with both designs and asked the Clerk to chase approval from Highways on the new location.

- Bowood View (update following meeting with artist, Kerry Lemon on 15 April)

The Clerk explained the concept for the art design on the village hall had been signed off at the meeting; notes from this meeting to be circulated at a later date.

- New Semington Road development (to consider Canal Engineer names proposed by Wilts & Berks Canal Trust representative)

After contacting the Wilts & Berks Canal Trust for suggestions on canal engineers for street names for this development, the Clerk explained Paul Lenearts a member of the group had forwarded various suggestions for consideration.

Recommendation: The following suggestions be forwarded to Full Council for consideration, prior to going to Street Naming, Wiltshire Council for consideration:

Dadford, Hensall, Outram, Sheasby, Smith and Whitworth. With a preference that Whitworth be used particularly for the spinal road for this development and to seek further suggestions from the Wilts & Berks Canal Trust if necessary.

b) To consider any new S106 queries

The Clerk explained Colin Brown, Wiltshire Council Leisure & Play Strategy Officer had contacted her regarding suggestions for play equipment for the Woodrow Road planning application, if this application were approved (as part of the 106 Agreement) and noted the council had previously resolved what community benefits they would like to see if Wiltshire Council were minded to approve this application and therefore there were several suggestions that could be forwarded to Colin Brown.

i) To note issue with opening of Play Area at Sandridge Place (and being dealt with by Melksham Town Council due to recent boundary change)

The Clerk explained she had been led to understand the play area was yet to open and as Members still represented the residents of Sandridge Place until Sunday after the elections

had brought this matter to their attention for their information, but had passed all the relevant information, documents and contact details to the Town Clerk.

Members expressed disappointment the play area had not yet opened.

c) To note any S106 decisions made under delegated powers

None.

d) To note any contact with developers

None.

Meeting closed at 8.09pm

Signed
Annual Council Meeting, 17 May 2021