

# CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Planning, Environment & Transport Committee held at the Town Hall, High Street, Chippenham on Thursday 25 January 2018 at 7pm

## COUNCILLORS

**PRESENT:** James Adman (part) Richard Bambury  
Pete Bishop Jenny Budgell  
Clare Cape Peter Hutton (Chair)  
Michael Merry Mary Norton  
Michelle Pearce Andy Phillips  
Nina Phillips

## ALSO

**PRESENT:** Councillors Ashley O'Neill (part) and John Scragg

## OFFICERS

**PRESENT:** Ann Chard, Administrative Services Officer – Planning  
Bill Parks, Head of Service – Local Highways (North & Central),  
Wiltshire Council  
Chris Clark, Area Highway Manager, Wiltshire Council

## PUBLIC

**PRESENT:** One member of the public was present

## PUBLIC QUESTION TIME

A copy of comments/questions asked is included as an Appendix to these Minutes.

### 128. APOLOGIES

There were apologies for absence from Councillor Bill Douglas.

### 129. DECLARATION OF INTEREST

Councillors Andy and Nina Phillips each declared a non-pecuniary interest in the matter referred to in Minute 133 – application 17/12043/FUL as tenants of GreenSquare.

Councillor Jenny Budgell declared a non-pecuniary interest in the matter referred to in Minute 133 – application 18/00135 as a friend of the applicant.

### 130. MINUTES

The Minutes of the meeting held on Thursday 4 January 2018 were approved as a correct record and signed by the Chairman.

### **131. CHAIRMAN'S ANNOUNCEMENTS**

- (i) Following a presentation to Area Board, Wessex Water had been invited to give a presentation to Councillors on engaging with the community and working in partnership on projects to help with water and improving the environment. They have been offered a number of dates and a response is awaited.
- (ii) Wiltshire Council Officers had offered to run a Workshop for members of the PET Committee to give an understanding of the CATG process and manage expectations. This would be discussed under a later agenda item.
- (iii) Dates of meetings of the Rail Users Group for the year ahead were available from the Administrative Services Officer – Planning.
- (iv) As agreed at the last meeting, parishes surrounding Chippenham have been informed that the Town Council has agreed to pursue the development of a Neighbourhood Plan for the Town and is looking forward to working together with its neighbouring parishes during this process for the benefit of the local community.

### **132. WILTSHIRE COUNCIL'S WINTER SERVICE**

Councillors received a presentation from Wiltshire Council's Area Highway Manager and the Head of Service - Local Highways (North and Central). The Chairman began by suggesting that if Councillors have very specific questions they would like answered, they send these to the Administrative Officer – Planning who would pass them on. The following are the main points covered:-

- Highway authorities have a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice.
- Wiltshire Council has three duty engineers, 32 gritters (24 plus standby) and 6 depots (one in Bath Road) holding salt (c. 12,000 tonnes used each year).
- It uses remote weather stations to provide 'real-time' weather information and its forecast provider is the Met Office.
- It operates on road surface temperatures when deciding which roads to salt.
- Strategic routes are salted first followed by the primary network and in extreme weather conditions secondary routes would also be considered.

Councillor James Adman joined the meeting at 7.20pm

- Wiltshire has 1600 grit bins which are filled during the summer months.
- Wiltshire Council no longer provide grit bins in the County. Some towns have their own bins and Wiltshire Council encourage this.
- Grit bins are mapped but not inspected so it is helpful if empty ones are reported on the Wiltshire App. Councils can request unused bins be relocated.
- Instruction labels are available for grit bins.
- With regards to prioritising clearing water due to flooding, risk of flooding to property is seen as a priority, followed by high speed roads.

- Councillors had been sent information relating to the Local Highways Investment Fund which provided background information relating to the annual programme of major maintenance roadworks and how roads are prioritised and a copy of Councillor Wayman's monthly newsletter.
- Parish Stewards are tasked with dealing with minor issues such as overgrown vegetation and drainage.
- There are 82,000 gullies in Wiltshire so cleansing them had to be done on a priority basis.
- Repairs to safety fencing is ongoing.
- It was noted that the Wiltshire App had improved significantly and the public encouraged to use it as the information goes directly to the most appropriate Officer. Councillors agreed that the App was working well.
- Councillors outlined roads in their areas which were in need to attention and these included Malmesbury Road, Marshfield Road, Park Lane, Conway Road and Queens Crescent. These were noted by the Officers who stressed that most of the patching budget had been spent on the A350.
- To help prioritise which roads are repaired first, Wiltshire Council conduct technical surveys on A and B roads which can identify deterioration of road surfaces. A third of the network is surveyed each year. Those not prioritised are made safe until resurfacing can be carried out.
- Some funding has come from central government to pay for high definition cameras on the refuse fleet to detect problems on roads.
- The Streetworks Team are responsible for checking work done by utility companies. These companies can be charged if the road has not been reinstated to a certain standard. Any problems should be reported via the Wiltshire App. Utility companies have a right to carry out work but need to inform Wiltshire Council of their intentions. Companies have to guarantee work done so it may be useful to make a note of the date it was carried out in case of future problems.
- A series of Street Scene and Parking meetings are planned for May and the Town Council invited to attend (dates to be circulated).

**It was agreed** that Wiltshire Council would provide a map showing the location of grit bins and a copy of the grit bin instruction label.

Prior to the next item Councillors Andy Phillips, Nina Phillips and Jenny Budgell each declared a non-pecuniary interest as stated in Minute 129 above.

### **133. PLANNING APPLICATIONS**

**RESOLVED** that

- (i) The attached list of observations on planning applications be submitted to the Local Planning Authority.
- (ii) The refusal of planning application 17/10506/FUL (single storey garage extension at 2 Tavinor Drive) and 17/10136/FUL (change of use for 150 Sheldon Road) were noted.

## 134. CHIPPENHAM COMMUNITY AREA TRANSPORT GROUP (CATG)

### (i) CATG Process

Councillors were informed that Wiltshire Council had offered to run a Workshop for members of the PET Committee to give an understanding of the CATG process and manage expectations.

**RESOLVED** that Wiltshire Council be requested to provide a choice of dates for the CATG Workshop, to include day and evening and that the Workshop be held at the Town Hall if possible.

### (ii) Highway Improvement Requests

Councillors received a report from the Administrative Services Officer – Planning (copy in Minute Book).

**RESOLVED** that the following comments be forwarded to Wiltshire Council for consideration by the Community Area Transport Group.

**Issue 5753** – replace informal crossing points with zebra crossings, Queens Crescent.

- The Town Council supports this request for an up to date survey and agrees to contribute £250 towards the cost (25%). If possible the survey should also monitor speeds. A petition received in support of this issue will be forwarded to Wiltshire Council.

**Issue 5845** – improved street name signage required, Wessex Road.

- This issue is deferred pending a report to PET on 15 February 2018 by the Deputy Chief Executive on signage in the Town.

**Issue 5829** – drivers ignoring No Entry and No Right Turn signs, Rowden Lane.

- The Town Council does not support this request as this is a police matter not a traffic matter. However it hopes issues will be addressed by improvements made as part of the proposed significant development of this area.

Councillor Ashley O'Neill left the meeting at 8.35pm

## 135. LICENSING APPLICATION

### New Premises Licence application for The Mill House, Methuen Park

It was noted that the above licensing application was dealt with under 'delegated powers' due to the deadline for comments (18 January 2018) falling between meetings of the Committee. No comments were received from the public or Councillors within the period given and therefore Wiltshire Council has been informed that the Town Council has no objection to this application.

**136. STREET TRADING CONSENT**

Councillors considered an application received by Wiltshire Council from Jeff Quick to sell flowers in the High Street on 13 February, 14 February and 11 March 2018.

**RESOLVED** that no objection be made to this application subject to ensuring safety during setting up.

**137. ENVIRONMENT AGENCY**

Councillors were informed that bi-monthly meetings of the Wiltshire Operational Flood Working Group take place for Wiltshire's Town and Parish Councils to meet with different Flood Risk Management Authorities.

**RESOLVED** that the Service Delivery Manager and Councillor Clare Cape attend the Operational Flood Working Group on 14 March 2018 in Bradford on Avon to represent the Town Council.

**138. PROPOSED TEMPORARY STREET CLOSURES/TRAFFIC MANAGEMENT**

The following were noted:-

- (i) Temporary closure of C137 Studley Hill, Calne Without and Bremhill from its junction with C136 Norley Lane to its junction with C112 Stanley Lane from 21 – 23 February 2018.
- (ii) Work to upgrade the riverside path on Monkton Park, which runs between the golf course and the river Avon (which was postponed in October 2017), will commence on 5 February 2018 for a duration of 10 weeks.

**139. PRESS RELEASE**

No press release was considered necessary.

The next meeting will take place on 15 February 2018

The meeting concluded at 8.45pm

These Minutes are subject to confirmation at the next meeting

Signed on behalf of the Committee as a true record of the meeting

Chairman:

Date:

## PLANNING APPLICATIONS – 25 January 2018

Application No.	Ward	Description
17/10031/FUL & 17/10289/LBC	Hardens & England	Proposed conversion of vacant office space within the property 46/47 Market Place on the first and second floor into mix of 1 & 2 bedroomed flat and studio flats at 2 levels – floors 1 and 2 above 46 and 47 Market Place. Cllr James Adman consulted: - The Town Council continues to support residential development in the Town centre but has some concerns regarding the size of the flats, the number of windows in relation to bedrooms, possible health & safety issues and lack of parking. It asks that consideration be given to issuing more residents parking permits in the Town centre.
17/10894/FUL	CP & Redlands	Single storey extension to existing dwelling at 98 Bristol Road. Cllrs Andy Phillips & Nina Phillips consulted: - No objection
17/11316/VAR	Monkton	Variation of condition 2 of planning permission 17/01701/FUL (front, side and rear extensions) to allow a change of build material to full brick construction at 6 Bruges Close. Cllr Pete Bishop consulted: - No objection
17/11855/FUL & 17/12100/LBC	Hardens & England	The construction of a front porch at 19 The Butts. Cllr James Adman consulted: - No objection subject to the approval of the Conservation Officer.
17/11882/FUL	CP & Derriads	Extension to rear first floor bedroom at 6 Kensington Way. Cllrs Peter Hutton & Michael Merry consulted: - No objection
17/12007/FUL	Monkton	Side extension loft conversion with rear windows and loft lights at Station Hill Baptist Church, Station Hill. Cllr Pete Bishop consulted: - No objection
17/12030/LBC	Hardens & England	Demolition and rebuilding of the roof and upper part of the third floor – floors 1, 2 and 3 at 68 Market Place. Cllr James Adman consulted: - No objection
17/12043/FUL	Corsham Town	Erection of 66 dwellings, formation of access road, open space, landscaping and associated

		works – land at Methuen Park. - The Town Council welcomes the increased amount of affordable housing.
17/12176/FUL	Queens & Sheldon	Proposed kitchen extension and rear converted patio. New integrated lean-to roof on 3 sides to cover front entrance porch, existing garage/kitchen extension and rear patio at 44 Wells Close. Cllr Mary Norton consulted: - No objection
17/12267/FUL	Hardenhuish	Single storey rear extension and conversion of garage to habitable accommodation at 75 Malmesbury Road. Cllr Michelle Pearce consulted: - No objection subject to the garage conversion being tied to the host dwelling.
17/12299/FUL	CP & Redlands	Erection of single and two storey extension to rear of existing dwelling house at Florida House, Hardenhuish Lane. Cllrs Andy Phillips & Nina Phillips consulted: - No objection
17/12358/FUL	Hardenhuish	Single storey rear kitchen extension at 35 Parkfields. Cllr Michelle Pearce consulted: - No objection
17/12411/FUL	CP & Redlands	Single storey rear extension and two storey front extension to replace garage at 30 Hardenhuish Lane. Cllrs Andy Phillips & Nina Phillips consulted: - No objection
17/12460/FUL	CP & Redlands	Double storey side extension and alterations to front and rear elevations at 18 Redwing Avenue. Cllrs Andy Phillips & Nina Phillips consulted: - No objection
17/12543/VAR	CP & Redlands	Variation of condition 2 of 16/11358/FUL to allow the reconfiguration of the two dwellings from 2 bed with integral garage to 3 bed without garage at 88 Bristol Road. Cllrs Andy Phillips & Nina Phillips consulted: - No objection
18/00013/FUL	Hardenhuish	First floor extension on top of existing garage at 121 Malmesbury Road. Cllr Michelle Pearce consulted: - No objection
18/00058/FUL	Pewsham	Erection of summerhouse in garden to rear at 5 Swanborough Close. Cllrs Richard Bambury & Clare Cape consulted:

		- No objection subject to the summerhouse not being used as habitable accommodation.
18/00063/FUL	Pewsham	Erection of conservatory at 7 Lockswell Close. Cllrs Richard Bambury & Clare Cape consulted: - No objection
18/00087/FUL	Monkton	Rear conservatory at 67 Cowleaze. Cllr Pete Bishop consulted: - No objection
18/00105/FUL	Pewsham	Erect a conservatory to rear elevation at 6 Hancock Close. Cllrs Richard Bambury & Clare Cape consulted: - No objection
18/00135/FUL	Lowden & Rowden	Replacement of existing balcony with new balcony and extension to basement below; inclusion of new external staircase to garden from balcony at 35 Rowden Hill. - No objection
18/00183/FUL	Hardens & England	Proposed new detached two bed bungalow and demolition of existing derelict building at the Scouts Hut, Habrels Close. Cllr James Adman consulted: - The Town Council welcomes this redevelopment.
18/00212/FUL	CP & Redlands / Lowden & Rowden	First floor extension and enlargement of garage at 32 Plantation Road. Cllrs Andy Phillips, Nina Phillips & Jenny Budgell consulted: - No objection subject to the enlarged garage being tied to the host dwelling and to a condition on its usage and what is stored.
18/00231/FUL	Hardens & England	Proposed change of use of ground floor from A1 shop to C3 residential at 62 St. Mary Street. Cllr James Adman consulted: - The Town Council regrets the loss of retail property but welcomes increased residential property in the Town centre. It asks that consideration be given to issuing more residents parking permits in the Town centre.
<b>Amended Plans</b>		
Members are asked to consider if they wish to make any further comments on the following amended plans.		
17/10215/FUL	Hardenhuish	Proposed two storey rear extension at 23 Ashe Crescent. Cllr Michelle Pearce consulted: - No further comments

### **PUBLIC QUESTION TIME**

At the invitation of the Chairman a local resident addressed the Committee with reference to Minute 134(ii) and spoke in support of CATG Issue 5753. They presented a petition containing 250+ signatures from members of Queens Crescent School and local residents. It was agreed that this would be forwarded to Wiltshire Council.

Speaking as a parent, she was aware of several near accidents involving pupils. She spoke in support of the installation of a zebra crossing on this very busy road, used by cars, lorries, delivery vans and buses making children less visible. Some vehicles were not adhering to the 30mph speed limit.

The Chairman suggested that Councillor O'Neill would be able to update the resident on the progress of this Issue who could in turn update the School.