



**CHIPPENHAM  
TOWN COUNCIL**  
Improving the quality of town life

1 August 2019

To Councillors:

Richard Bambury  
Bill Douglas  
Michael Merry  
Mary Norton  
Andy Phillips  
Chris Ruck

Jenny Budgell  
Raj Gill  
Nick Murry  
Michelle Pearce (Chairman)  
Nina Phillips  
John Scragg

**MEETING OF THE PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE -  
THURSDAY 8 AUGUST 2019**

Dear Councillor

You are summoned to attend a meeting of the **Planning, Environment & Transport Committee** to be held at the Town Hall, High Street, Chippenham on **Thursday 8 August 2019** commencing at 7pm for the transaction of the business given in the Agenda attached.

Please note members of the public are invited to address the council at this meeting at 7pm.

Yours faithfully

Mark Smith MBA LLB (Hons) CMgr FCMI FSLCC  
Chief Executive

All council meetings are open to the public and press

#### **RECORDING OF PUBLIC COUNCIL MEETINGS**

Recording and using social media is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed.

#### **7pm PUBLIC QUESTION TIME (not to exceed 30 minutes)**

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting.

A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

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## **Agenda**

**Planning, Environment & Transport Committee Meeting - 8 August 2019**

|   | <b>Wards<br/>Affected</b> | <b>Page<br/>No.</b> |
|---|---------------------------|---------------------|
| <b>1. <u>APOLOGIES FOR ABSENCE</u></b>  |                           |                     |
| To receive apologies for absence.   |                           |                     |
| <b>2. <u>NOTIFICATION OF SUBSTITUTION</u></b>   |                           |                     |
| To receive any notification of substitution made to the Chief Executive.  |                           |                     |
| <b>3. <u>DECLARATION OF INTEREST</u></b>  |                           |                     |
| <i>All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.</i> |                           |                     |
| <i>Councillors are reminded to declare any dispensation granted in relation to any relevant matter.</i>   |                           |                     |
| <b>4. <u>MINUTES</u></b>  |                           |                     |
| To approve as a correct record and to sign the draft Minutes of the meeting held on Thursday 18 July 2019 (previously emailed and copy enclosed).   |                           |                     |

|    |  | Wards Affected    | Page No. |
|----|--|-------------------|----------|
| 5. | <b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>   |                   |          |
|    | To receive any announcements.  |                   |          |
| 6. | <b><u>PLANNING APPLICATIONS</u></b>  | ALL               | 6        |
|    | (i) To consider planning applications, as attached, submitted to Wiltshire Council and to submit observations.   |                   |          |
|    | (ii) To consider whether any applications should be 'called-in' for consideration by the Northern Area Planning Committee, nominate a member of the Committee to attend and make a recommendation to the Wiltshire Council Ward Member.  |                   |          |
|    | (iii) To note an appeal has been lodged against refusal of planning application 18/11077/FUL (works to facilitate 4 car parking spaces and turning area on land known as The Orchard). The Town Council had no objections to this application subject to Highways having no concerns.  | Hardens & England |          |
|    | (iv) To note the refusal of planning application 19/05258/FUL (proposed attached house in garden and single storey extension and alterations to 2 Manor Road) in line with the Town Council's comments. Reasons for refusal include design, mass, scale, layout and density.   | CP & Redlands     |          |
| 7. | <b><u>LICENSING ACT 2003 STATEMENT OF LICENSING POLICY DRAFT FOR CONSULTATION</u></b>  | ALL               |          |
|    | All licensing authorities are required to prepare and publish a statement of principles that they propose to apply in exercising their functions under the Licensing Act 2003 (the 'Act') every five years. Wiltshire Council's existing Licensing Policy, which ends in November 2019, is being updated in line with this responsibility, and sets out the policy that the licensing authority will apply when making decisions about applications for: |                   |          |
|    | <ul style="list-style-type: none"> <li>- the retail sale of alcohol</li> <li>- the wholesale of alcohol to members of the public</li> <li>- the supply of alcohol to members of registered clubs</li> <li>- the provision of regulated entertainment</li> <li>- the provision of hot food or hot drink between 11pm and 5am</li> </ul>   |                   |          |
|    | Councillors are asked to consider the draft Statement of Licensing Policy and Summary of Changes (due to its size, this has been sent to Councillors electronically) received from Wiltshire Council.  |                   |          |

|           |  | <b>Wards<br/>Affected</b>                                      | <b>Page<br/>No.</b> |
|-----------|--|--|---------------------|
| <b>8.</b> | <b><u>BUS SHELTERS</u></b>   | <b>ALL</b>   | <b>9</b>            |
|           | To receive a report from the Deputy Chief Executive and the Administrative Services Officer - Planning (copy attached).  |  |                     |
| <b>9.</b> | <b><u>PROPOSED TEMPORARY STREET CLOSURES/TRAFFIC MANAGEMENT</u></b>  |  |                     |
| (i)       | To note the second part of the recommencement of the temporary closure to all traffic of the B4528 Saltersford Lane (part) from 12 August until 19 August 2019 for MJ Church to carry out 278 night works with tie in with Easton Lane.              | <b>CP &amp;<br/>Derrtads /<br/>Lowden &amp;<br/>Rowden</b>     |                     |
| (ii)      | To note the temporary closure of various roads for the Chippenham Half Marathon on a rolling road basis on Sunday 8 September 2019 from 09:00 to 13:00.  | <b>ALL</b>   |                     |
| (iii)     | To note the temporary closure of St. Mary's Place (part) from the property known as 8 St. Mary's Place for 30m in a north easterly direction from 9 to 17 September 2019 to enable Wales & West Utilities to carry out a new gas supply.             | <b>Monkton</b>   |                     |
| (iv)      | To note that the temporary closure of the B4528 Hardenhuish Lane (part) to enable replacement of the existing pedestrian refuge island, originally planned for 19 to 30 August 2019, will now take place during the half term holiday in October.    | <b>Hardenhuish</b>   |                     |
| (v)       | To note the temporary closure of the A420 Ivy Lane (part) and New Road (part) in two phases from 23 to 25 September 2019 nightly between the hours of 22:00 and 06:00 to enable Centurion to carry out a safety examination of the bridge structure. | <b>Monkton /<br/>Lowden &amp;<br/>Rowden /<br/>Hardenhuish</b> |                     |
| (vi)      | To note the temporary closure of Baydons Lane (part) from 23 to 25 September 2019 daily to enable Wessex Water to carry out a new connection.  | <b>Hardens &amp;<br/>England</b>                               |                     |
| (vii)     | To note the temporary closure of Footpath 59 (part) from its junction with Sadlers Mead to its junction with the access path to the Olympiad Leisure Centre for 6 months from 1 October 2019 to enable the construction of a multi-storey car park.  | <b>Monkton</b>   |                     |

**10. PRESS RELEASE**

To consider, if necessary, the issue of a press release arising from the meeting.

**11. DATE OF NEXT MEETING**

The next meeting of this Committee will take place on Thursday 29 August 2019.

**PLANNING APPLICATIONS - 8 August 2019**

Planning applications listed below can be viewed on Wiltshire Council's website at <http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Home.aspx>.

\*Case Officers of applications marked with an asterisk have been asked to extend the deadline for Town Council comments.

| Application No. | Address/Description  | Ward             |
|-----------------|--|------------------|
| 19/05377/FUL    | Chippenham Sports Centre, 38-40 Hardenhuish Park, Bristol Road<br>Removal of existing window and installation of bi-fold doors to the side of the Chippenham Sports Club Pavilion, Chippenham Tennis Club room on the ground floor including alteration to internal layout. No change to existing size or use of area. | Hardenhuish      |
| 19/06379/FUL    | Unit 2, Bath Road Industrial Estate SN14 0AB<br>Change of use from existing B1, B2, B8 to a use for fitness facility (D) leisure.  | Queens & Sheldon |
| 19/06428/FUL    | Ivy Lane Primary School, Ivy Lane SN15 1HR<br>Temporary accommodation during erection of new classrooms.   | Monkton          |
| 19/06518/FUL    | 22 Lady Coventry Road SN15 3NG<br>Demolition of garage and erection of a four bedroom detached dwelling with associated parking, landscaping and the creation of parking for 22 Lady Coventry Road.  | Monkton          |
| 19/06682/FUL    | 22 Esmead SN15 3PS<br>Single storey rear extension.  | Monkton          |
| 19/06711/FUL    | 40 Bristol Road SN15 1NR<br>Two storey side extension and single storey replacement rear extension together with internal layout and landscaping alterations.  | CP & Redlands    |
| 19/06719/FUL    | Wiltshire and Swindon History Centre, Cocklebury Road SN15 3QN<br>Replace existing inadequate individual flues on east elevation with one single combined flue in stainless steel.   | Monkton          |
| 19/06720/FUL    | 49A Danes Close SN15 3UH<br>Proposed loft conversion.  | Pewsham          |
| 19/06734/TPO*   | 167 Queens Crescent SN14 0NW<br>Re-pollard 1 Lime tree to previous pruning points and reduce lowest branch overhanging neighbours drive by 1.25m.  | Queens & Sheldon |
| 19/06776/FUL    | 24 Esmead SN15 3PS<br>Erection of a single storey extension including all other associated works.  | Monkton          |

|                                   |  |                                    |
|-----------------------------------|--|------------------------------------|
| 19/06793/LBC                      | The Bear Hotel, Market Place SN15 3HJ<br>Subdivision of existing breakfast room at 1 <sup>st</sup> floor into 3 en-suite letting bedrooms.   | Hardens & England                  |
| 19/06798/FUL                      | 9 East Yewstock Crescent SN15 1QS<br>Proposed rear extension.  | Hardenhuish                        |
| 19/06838/TCA                      | 18 Blackwellhams SN15 3GG<br>Fell 1 Weeping Silver Birch.  | Hardens & England                  |
| 19/06876/ADV                      | 13-14 High Street SN15 3ER<br>Shop fascia sign and hanging panel sign.   | Hardens & England                  |
| 19/06945/TCA                      | 13 Langley Road SN15 1BP<br>Reduce Plum tree by up to 3m back to boundary of Langley Court.  | Monkton                            |
| 19/06971/ADV                      | Vauxhall - Islington Motors, Bath Road SN14 0UX<br>1 x internally illuminated 5.6m totem, 2 x internally illuminated retailer names, 2 x internally illuminated welcome entrance statement, 2 x internally illuminated Vauxhall text and logo signs, 1 x non illuminated directional wall sign, 1 x non illuminated directional lawn sign. | CP & Derriads                      |
| 19/06989/TPO                      | 6 Coniston Road SN15 0PX<br>Re-pollard 2 Lime trees (T1 and T2).   | Queens & Sheldon                   |
| 19/06999/FUL                      | 24D Hardenhuish Lane SN14 6HN<br>Garage conversion, extension and detached garage.   | CP & Redlands                      |
| 19/07030/FUL                      | 21 Spanbourn Avenue SN15 1LG<br>Two storey side extension and single storey rear extension.  | Lowden & Rowden                    |
| 19/07044/FUL                      | 18 Gascelyn Close SN14 0QW<br>Demolish existing extension and replace with new.  | CP & Derriads                      |
| 19/07079/FUL<br>&<br>19/07267/LBC | 28 Langley Road SN15 1BX<br>Kitchen extension.   | Monkton                            |
| 19/07096/FUL<br>&<br>19/07269/LBC | St. Andrew's Church, Market Place SN15 3HT<br>Proposed landscaping alterations to improve parking layout.  | Hardens & England                  |
| 19/07136/FUL                      | 15 Dover Street SN14 0EE<br>Two storey rear extension.   | Lowden & Rowden                    |
| 19/07247/FUL                      | 131 Malmesbury Road SN15 1PZ<br>Single storey extension to rear of existing dwelling.  | Hardenhuish                        |
| 19/07295/FUL<br>&<br>19/07324/LBC | 43 - 45 Albert Cottages, London Road SN15 3AJ<br>Proposed car parking area on part of garden.  | Hardens & England                  |
| 19/07370/FUL                      | 9 Beechwood Road SN14 0EZ<br>Proposed side extension (first floor only) and single storey rear extension to replace existing conservatory.   | CP & Redlands /<br>Lowden & Rowden |

**Amended Plans**

Members are asked to consider if they wish to make any further comments on the following amended plans.

|              |  |                   |
|--------------|--|-------------------|
| 19/02402/FUL | Sedgewick, Old Hardenhuish Lane SN14 6HH<br>Alterations, demolitions and extensions including detached garage and erection of 2 dwellings to the rear with access track. | CP & Redlands     |
| 19/05695/FUL | 4 Blackwellhams SN15 3GG<br>Single storey rear extension. Convert attached garage into living space. Replace existing windows.   | Hardens & England |





## Agenda Item 8

|              |   |
|--------------|---|
| Meeting      | Planning, Environment & Transport Committee   |
| Date         | 8 August 2019   |
| Report Title | Bus Shelters  |
| Author       | Adrian Jones, Deputy Chief Executive<br>Ann Chard, Administrative Services Officer - Planning |

### 1.0 PURPOSE OF REPORT

- 1.1 To consider a request by a number of residents in the Chippenham Queens & Sheldon/Lowden & Rowden Wards for a new bus shelter in the vicinity of Kingsley Road.
- 1.2 To consider formulating a Council policy for managing any future requests for new bus shelters.

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 At present the Town Council has no formal responsibility for providing new bus shelters. That said it has in the past considered such requests and indeed provided new shelters at Rowden Hill (x2), Queens Crescent and Brook Street. The Council installed these shelters pre-2010 and are responsible for their ongoing maintenance. No further bus shelters have been installed in the town since these.
- 2.2 Responsibility for the provision of new bus shelters and the ongoing maintenance of the town's existing bus shelters was recently discussed during the recent work surrounding the devolution of services and assets from Wiltshire Council to the Town Council. During these discussions Wiltshire Council confirmed that a bus shelter forms part of the highway and therefore responsibility for the structure, rests with itself as the Highways Authority.
- 2.3 Despite Wiltshire Council stating bus shelters form part of the public highway, it has confirmed they have no budgetary provisions to provide new shelters or indeed maintain existing ones. Should a bus shelter become unsafe then Wiltshire Council will make the shelter safe by for example removing (but not replacing) broken glass panes or by removing the facility completely.
- 2.4 Wiltshire Council also stated that should Town & Parish Councils wish to take on responsibility for providing either a new bus shelter or accept responsibility for their maintenance, then it would be free to do so.

2.5 As part of the devolution work and ensuing discussions, Wiltshire Council produced a list of bus shelters in the town and these numbered 99. Given that the Town Council did not set aside any specific funding for bus shelters when it formulated its devolution cost envelope, as part of the 2019/20 budget build exercise, it has not taken on the maintenance responsibilities for bus shelters. Had it done so then this would have placed additional strain and burden on both Town Council finances and other resources.

2.6 In 2012 Wiltshire Council announced it was transferring responsibility for the maintenance of existing bus shelters and installation of any new ones to town and parish councils. No formal consultation had taken place with regards to this.

These changes were considered at PET Committee meetings held on 6 February 2012 and 8 March 2012. It was resolved that the Highway Authority be informed that the Town Council would not undertake this without the principle of "Finance Follows Function" being followed. It was suggested that the Highway Authority be encouraged to negotiate with developers regarding the provision of new bus shelters and consult with the Town Council in respect of proposed installations. It was also suggested that the Highway Authority approach bus companies regarding funding for installation and maintenance of bus shelters. It was understood that the Highway Authority would carry on maintaining existing shelters should the town and parish refuse to do so.

2.7 At a meeting held on 19 September 2013 the PET Committee considered several requests made by Councillors for new bus shelters in the Town. It was agreed that consultation be carried out to prioritise where a shelter was needed most. After gathering all the information and looking at the results, one location was chosen which later proved unsuitable and at a PET Committee meeting held on 26 June 2014 it was resolved not to pursue the installation of a bus shelter at that location.

2.8 There have been no further requests for new bus shelters since those considered in 2013.

### 3.0 THE CURRENT REQUEST FOR A NEW BUS SHELTER SERVING KINGSLEY ROAD

3.1 The initial requests by residents for a new bus shelter at the bus stop opposite Kingsley Road was submitted to Michelle Donelan MP. The request was then referred to the Chippenham Community Engagement Manager at Wiltshire Council (copy of letter attached as APPENDIX A). This bus stop is known as Littledown and is serviced by Faresaver 44D service.

3.2 Wiltshire Council responded to Michelle Donelan MP stating that it did not fund new bus shelters and suggested the request was referred to Chippenham Town Council. The response by Councillor Bridget Wayman (Cabinet Member for Highways, Transport & Waste) is as follows:

"Unfortunately we do not fund new bus shelters. We encourage Town and Parish Councils to access funds for any new shelters through the CATG schemes and the new bus shelters will then be maintained by the town or parish".

3.3 As a consequence to the above, the MP's office has written to the Town Council requesting that this issue is pursued via the CATG process.

#### 4.0 PROVISION OF BUS SHELTERS BY THE TOWN COUNCIL

4.1 Councillors are asked to consider whether the Town Council should fund the installation of a bus shelter at Kingsley Road and if minded to do so, where funds will come from.

Wiltshire Council's Cost of Highway Works (April 2017) estimates the cost of a bus shelter to be between £3,500 and £9,000. The cost would depend on the size and type of shelter, whether service surveys are required, whether planning permission needed to be sought, etc. There would also be on-going costs such as the cost of replacing glass panels due to vandalism, cleaning costs and removal of graffiti.

4.2 Councillors are asked to formulate a policy for any future request for bus shelters. This could entail:

- Consideration is given to each request for a new bus shelter on its merits and within budget availability
- Council rejects any requests for new bus shelters.

#### 5.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

5.1 The provision of new bus shelters will contribute to the following corporate priority:

Corporate Priority 1 - Provide facilities and services which support and develop a well-connected town, which promotes health and wellbeing.

#### 6.0 STAFFING IMPLICATIONS

6.1 There are no staffing implications associated with this report, other than staff time to oversee the installation of any new bus shelter and its ongoing maintenance.

#### 7.0 FINANCIAL IMPLICATIONS

7.1 As stated in paragraph 2.5 there is no specific budget for bus shelters. Should Council agree to provide a bus shelter - estimated cost c£3,500 to £9,000 including installation) then it would need to identify a suitable Earmarked Fund. The Community Projects EMF has a current balance of £1,182 and Town Centre Enhancements a balance of £7,414.

#### 8.0 LEGAL IMPLICATIONS

8.1 Permission would be required from Wiltshire Council to locate a new bus shelter on the public highway. This might involve planning permission and a street furniture licence.

**9.0 RECOMMENDATIONS:**

- 9.1 Council considers whether to fund the installation of a bus shelter at Kingsley Road.**
- 8.2 Officers are requested to formulate a policy for any future requests for the provision of additional bus shelters.**



HOUSE OF COMMONS  
LONDON SW1A 0AA

Oliver Phipps  
Community Engagement Manager  
County Hall  
Bythesea Road  
Trowbridge  
BA14 8JN

Date: 10th May 2019  
Reference: AD/2019/RTebb/01

Dear Oliver,

A number of constituents of mine have contacted me to raise his concerns over the absence of a bus shelter on Kingsley Road, Chippenham.

My constituents have informed me that despite a notice board which has been erected at a bus stop opposite Kingsley Road, there is still not a bus shelter. A bus shelter would be very beneficial for local residents as this is a busy bus stop and also it is frequently used by older residents in the area. One of the residents have told me that there are Mencap bungalows near this bus stop, which is important as it means that patients often use this bus stop to enable them and their carers to attend medical and social appointments.

My constituents are concerned that elderly and disabled people are having to wait for the bus without a shelter to protect them from all weather conditions and they would be very grateful if a bus shelter could be put in place at this busy bus stop.

Thank you for your urgent attention in this matter and I look forward to your response. If you require any additional information, please do not hesitate to contact me.

Yours sincerely,

Michelle Donelan MP  
Member of Parliament for the Chippenham Constituency