



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

21 October 2021

To Councillors:

Clare Cape (Vice)  
Robert Giles  
Andy Phillips  
David Poole  
Chris Ruck  
Matthew Short

Bill Douglas  
Gemma Grimes (Chairman)  
Nina Phillips  
Nic Puntis  
John Scragg  
Hayley Wilson

Meeting of the Planning, Environment & Transport Committee - Thursday 28 October 2021

Dear Councillor

You are summoned to attend a meeting of the Planning, Environment and Transport Committee to be held in the Town Hall, High Street, Chippenham on Thursday 28 October 2021 commencing at 7pm for 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. Members of the public are requested to send their public question to [enquiries@chippenham.gov.uk](mailto:enquiries@chippenham.gov.uk) by 12pm on the day before the meeting and confirm whether they will be in physical attendance or require an officer to read out the question on their behalf. Priority of physical attendance at a Council meeting will be given to the press and those who have sent their public question in advance and will read it out, remaining seats will be allocated on a first come first served basis.

Alternatively, anyone who wishes to watch the meeting only can do so via this link:  
<http://youtube.com/channel/UCLhKQ0VMR7-mu7GvGYO3uGg/live>

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. Please note that this meeting will be live streamed to YouTube and will remain there in the public domain for a period of 6 months.

#### 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.

To aid the meeting process, Chippenham Town Council ask members of the public to email their questions to [enquiries@chippenham.gov.uk](mailto:enquiries@chippenham.gov.uk) no later than 12pm on the day before the meeting.

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 be included as an appendix to the minutes.

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## Agenda

Planning, Environment & Transport Committee meeting - Thursday 28 October 2021

	Wards affected	Page no.
1.		
<b><u>APOLOGIES FOR ABSENCE</u></b>		
To receive apologies for absence.		
2.		
<b><u>NOTIFICATION OF SUBSTITUTION</u></b>		
To receive any notification of substitution made to the Chief Executive.		
3.		
<b><u>DECLARATION OF INTEREST</u></b>		
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.		
Members are reminded to declare any dispensation granted in relation to any relevant matter.		

4. **MINUTES**

To approve as a correct record and to sign the draft minutes of the meeting held on Thursday 07 October 2021. Minutes require a proposer and seconder for approval (attached separately).

5. **CHAIRMAN'S ANNOUNCEMENTS**

To receive any announcements from the Chairman.

Items 6-11 to consider

6. **PLANNING APPLICATIONS**

i) To consider planning applications, as attached, submitted to Wiltshire Council and to submit observations.

All

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ii) To consider whether a request be made to the Wiltshire Council Ward Member to 'call-in' any of the attached planning applications for consideration by the Northern Area Planning Committee, and to nominate a member of the PET Committee to attend and make representations on behalf of the Town Council.

7. **DRAFT BUDGET 2022/2023**

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To receive and consider a report from the Director of Resources, presented by the Director of Community Services regarding the draft budget for 2022/2023 (copy attached).

8. **CHIPPENHAM COMMUNITY AREA TRANSPORT GROUP: HIGHWAY IMPROVEMENT REQUESTS**

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To receive and consider a report from the Democratic Services Officer regarding highway improvement requests received.

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

To note the following:

(i) Temporary closure of Bolts Croft (Part), Chippenham from the property known as 33 Bolts Croft for the remaining length of road in a north easterly direction, to enable Wessex

Hardens & Central

Water to carry out manhole cover replacement.

(ii) Temporary closure of Park Lane (Part), Chippenham from its junction with Marshfield Road to its junction with St Paul Street, to enable Openreach to carry out desilting and clear blockages in footway and carriageway and install cable overhead and underground, on 04 December 2021 between the hours of 09:00 and 18:00 for two days.

Hardens & Central

(iii) Proposed Experimental Traffic Order to change a section of the existing on street parking to a loading restriction between the hours of 8:00 and 18:00 around Station Hill, Chippenham, reverting back to an unrestricted parking bay at all other times, to alleviate the traffic flow issues at this junction. The Town Council will receive documentation in due course and given an opportunity to submit comments if it wishes in accordance with the order documentation.

Hardens & Central / Monkton

10. **ITEMS FOR COMMUNICATION**

To consider any items for communication and any items to be consulted with the Youth Council.

11. **DATE OF NEXT MEETING**

The next meeting of this Committee will take place on Thursday 18 November 2021 at 7pm.



**PLANNING APPLICATIONS - 28 October 2021**

Planning applications listed below can be viewed on Wiltshire Council's website by clicking on the individual application numbers.

Application No.	Address/Description	Ward
<a href="#">PL/2021/09055</a>	<b>Full planning permission</b> 18C New Road, Chippenham, SN15 1HJ Internal and external alterations	Hardens & Central
<a href="#">PL/2021/07360</a>	<b>Removal/variation of conditions</b> Land at Methuen Park, Chippenham Variation of Condition 8 of 19/07944/FUL Relating to Updated Drainage Sign	Cepen Park & Hunters Moon
<a href="#">PL/2021/09290</a>	<b>Removal/variation of conditions</b> Variation of condition 2 of planning application 19/07944/FUL - Alterations to the site plan drawing including addition of sub station. Addition of 2no. fire escape doors to the rear of block A	Cepen Park & Hunters Moon
<a href="#">PL/2021/08981</a>	<b>Householder planning permission</b> 16 Berkeley Close, Chippenham, SN14 OPS Demolition of existing wall and erection of replacement wall	Cepen Park & Hunters Moon
<a href="#">PL/2021/08051</a>	<b>Prior approval Part 3 Class O: Offices to dwellinghouses</b> 10 Avon Reach, Chippenham, SN15 1EE Notification for Prior Approval under Class O - Conversion of Second Floor Offices to Single Dwellinghouse	Monkton
<a href="#">PL/2021/09332</a>	<b>Full planning permission</b> Unit 1B, Borough Parade, Chippenham, SN15 3WL Installation of Class E Restaurant and takeaway in existing unit	Hardens & Central
<a href="#">PL/2021/09275</a>	<b>Householder planning permission</b> 55A Audley Road, Chippenham, SN14 0EJ Two storey side extension and single storey rear extension with parking for three cars	Lowden & Rowden
<a href="#">PL/2021/08888</a>	<b>Full planning permission</b> 23A New Road, Chippenham, Wilts, SN15 1HS Change of use from financial brokers office to creative house/gallery/art shop with art café/kitchen/bakery to ground floor and associated facilities	Hardens & Central
<a href="#">PL/2021/08416</a>	<b>Full planning permission</b> 125 Malmesbury Road, Chippenham, Wilts, SN15 1PZ Create new living space to rear of existing property, linking in into existing rear garage to be converted and included in new extension	Hardenhuish

<a href="#">PL/2021/09633</a>	<b>Householder planning permission</b> 19 Newbury Drive, Chippenham, SN14 0SP Removal of the existing conservatory to the side elevation and erection of a two storey side extension, enlargement of the front porch and internal alterations	Cepen Park & Hunters Moon
<a href="#">PL/2021/09545</a>	<b>Householder planning permission</b> 16 Gastons Road, Chippenham, Wiltshire, SN14 0ET Two Storey Extension to Side of Existing Dwelling	Lowden & Rowden
<a href="#">PL/2021/07275</a>	<b>Householder planning permission</b> 33 Langley Road, Chippenham, SN15 1BT Single storey rear extension and rooflight	Hardens & Central
<a href="#">PL/2021/09562</a>	<b>Householder planning permission</b> 5 Blackbridge Road, Chippenham, SN15 3LS Demolition of existing garage and rear extension to be replaced with new side and rear single storey extension	Monkton
<a href="#">PL/2021/09299</a>	<b>Householder planning permission</b> 4 Hewlett Close, Chippenham, SN15 3TL Removal of existing rear conservatory, erection of a rear home extension, fitment of a new side window, for inclusion of a new bedroom	Pewsham
<a href="#">PL/2021/09445</a>	<b>Householder planning permission</b> 1 Holmes Close, Chippenham, SN15 3FQ Erection of a single storey rear extension in matching brick with flat roof, 75cm cantilever, timber cladding to rear of extension and bifold doors	Pewsham
<a href="#">PL/2021/09792</a>	<b>Householder planning permission</b> 72 Ladyfield Road, Chippenham, SN14 0AN Single Story Bedroom Extension at Rear of Property	Sheldon
<a href="#">PL/2021/09258</a>	<b>Householder planning permission</b> 18 Heathfield, Chippenham, SN15 1BQ Pergola with pointed roof, (Joining the garage at the front and meeting fence)	Hardenhuish
<a href="#">PL/2021/09774</a>	<b>Householder planning permission</b> 10 Charter Road, Chippenham, SN15 2RA Proposed first floor extension and conversion of garage	Lowden & Rowden
<a href="#">PL/2021/09850</a>	<b>Householder planning permission</b> 45 Frogwell, Chippenham, SN14 0DJ Detached garage and workshop with mezzanine	Cepen Park & Derriads
<a href="#">PL/2021/09462</a>	<b>Householder planning permission</b> 86 Langley Road, Chippenham, Wiltshire, SN15 1DB Single storey extension to side and rear and extension of front porch	Hardenhuish
<a href="#">PL/2021/09846</a>	<b>Householder planning permission</b> 49 St Peters Close, Chippenham, SN15 2BH Single storey rear extension	Lowden & Rowden
<a href="#">PL/2021/09878</a>	<b>Householder planning permission</b> 94 Curlew Drive, Chippenham, SN14 6YQ Proposed extensions and alterations	Cepen Park & Derriads

<a href="#">PL/2021/09564</a>	<b>Consent under Tree Preservation Orders</b> Highwood, Lowden Hill, Chippenham, SN15 2BT T1 Beech tree - 30% reduction and re-balance. T2 & T3 Beech trees - 30% reduction. T4 & T5 Horse Chestnut trees - 30% reduction and re-balance.	Lowden & Rowden
<a href="#">PL/2021/09308</a>	<b>Consent under Tree Preservation Orders</b> Bellinger Close, Chippenham, SN15 1BN T104 Lawson Cypress tree - Fell	Hardenhuish
<b>Amended Plans</b>		
<a href="#">PL/2021/07564</a>	<b>Full planning permission</b> Morrisons, Car Park, West Cepen Way, Chippenham, SN14 6UZ Coffee Shop with Drive Thru Facility	Cepen Park & Derriads
<a href="#">20/11654/REM</a>	<b>Reserved matters</b> Land at Showell Nurseries, Showell, Chippenham, Wiltshire, SN15 2NU Submission of Reserved Matters for Appearance, Landscaping, Layout and Scale for the Erection of 120no. Dwellings, Pursuant to Outline Planning Permission 17/08554/OUT	Lowden & Rowden



## Agenda Item 7

Meeting	Planning, Environment & Transport Committee
Date	28 October 2021
Report Title	Proposed Budget 2022/2023
Authors	Nick Rees, Director of Resources; Matt Kirby, Director of Community Services
Presented by	Matt Kirby, Director of Community Services

### 1.0 PURPOSE OF REPORT

1.1 For members to agree a budget for the PET Committee for the year 2022/23 and to make a recommendation to the Strategy and Resources Committee at its meeting on 08 December 2021 that this budget be included in the Council's overall budget for 2022/2023.

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 This Committee has the following areas of responsibility:

- Officer support to the PET Committee. This is calculated by the RFO and is agreed by the Human Resources Committee.
- Projects relating to sustainable transport, public realm and environmental enhancements (mainly generated from the Community Area Transport Group).

### 3.0 CURRENT POSITION

3.1 The PET budget supports Sustainable Transport & Environmental Projects. The budget for this year (2020/21) is £12,240 and £2,298 has been committed so far in the first 5 months of the year.

3.2 It is proposed that the Sustainable Transport & Environmental Enhancements budget be increased to £12,600 (an inflationary increase of 3%) and be included in the Council's budget for 2022/23.

### 4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 Projects will contribute to the following corporate priorities:

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



- ii) Corporate Priority 2 - Take an active role in the future development of Chippenham through collaboration with partners and stakeholders.

## **5.0 STAFFING IMPLICATIONS**

5.1 There are no staffing implications.

## **6.0 FINANCIAL IMPLICATIONS**

6.1 There are no financial implications.

## **7.0 LEGAL IMPLICATIONS**

7.1 There are no legal implications.

## **8.0 RECOMMENDATION**

- 8.1 (i) That £12,600 be included in the Sustainable Transport & Environmental Enhancements budget for 2022/23.
- (ii) That the proposed budget be recommended to the Strategy & Resources Committee at its meeting 08 December 2021 for inclusion in the Council's 2022/23 budget.



## Agenda Item 8

Meeting	Planning, Environment and Transport Committee
Date	28 October 2021
Report Title	Chippenham Community Area Transport Group (CATG): Highway Improvement Requests
Author	Jess Mantell, Democratic Services Officer

### 1.0 PURPOSE OF REPORT

- 1.1 Councillors are asked to consider Highway Improvement Requests which have been submitted to the Town Council for consideration. If supported, the requests will be forwarded to Wiltshire Council for consideration by the Chippenham Community Area Transport Group (CATG).

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 For new requests, Councillors are asked to consider or note:

- a) Is the request supported?
- b) If supported, note the typical commitment of a 25% match funding contribution by the Town Council towards the proposed scheme, as Wiltshire Council expect (all schemes are subject to more accurate costings when approved by Wiltshire Council)
- c) Are there any comments regarding the request?
- d) If the request is not supported, what is the reason?

### 3.0 HIGHWAY IMPROVEMENT REQUESTS FOR CONSIDERATION

The following requests have been received and information has been taken from the completed Highways Improvement Request form.

#### 3.1 CTC Ref 039

**Location: Old Hardenhuish Lane**  
**Ward: Cepen Park & Derriads**

Nature of Issue: In 2021, residents of Old Hardenhuish Lane have witnessed a substantial increase in vehicles breaking the Highway Code when driving contra flow along the lane and ignoring the existing road signage placed 1) at the entrance to Old Hardenhuish Lane from Hardenhuish lane notifying motorists that there is no access to the A420 2) the No Entry sign placed in close proximity to the junction of the lane with the Bristol road, adjacent to Turnpike Cottage. This activity is more pronounced when traffic backs up from the Folly Roundabout up Hardenhuish Lane, which makes Old Hardenhuish Lane a 'rat run'

How long has it been an issue? 3 years

What would you like done to resolve this issue?

Improved & additional signage on both sides of the road at the 2 points along the lane would really help, as in the case of 1) the existing sign is comparatively small & could easily be missed by motorists 2) Re siting of the existing No Entry sign further back up the lane away from the junction to provide motorists with more warning, and erection of another No Entry on the left hand side of the road at eye level as the existing sign is on the right hand side of the road, above eye level, hence can easily be missed by motorists.

Have you been in touch with your Wiltshire Councillor? Yes

Additional information:

- Wiltshire Council's guide to the cost of highway works states that to erect a warning or regulatory sign on a new sign post costs between £235 and £410 dependant on size.
- If any sign requires external illumination, then an approximate £945 can be added to the cost for ducting, connection to the electricity supply and lighting unit.

3.2 CTC Ref 040

**Location: Pavement on Pewsham Way that ajoin's Daniel Drive**  
**Ward: Pewsham**

Nature of Issue:

The pavement running along Pewsham Way from the new Lidl to Daniel Drive has been widened to accommodate the increase in pedestrians and cyclists that will journey to the new shop and back. Sadly no safety rail has been included in these works to protect pedestrians joining the pavement from fast flowing traffic. There are other places in Chippenham where safety barriers has been installed to protect pedestrians from traffic.

Given the 50mph speed limit on Pewsham Way, I think it would be in the best interests for a safety barrier to be erected in this location.

How long has it been an issue? Ongoing, but more of an issue now with the supermarket nearing completion, foot traffic alongside the road will be increased

What would you like done to resolve this issue?

A safety barrier to be erected on Pewsham Way where the footpath from Daniels Drive joins newly widened pavement. This should be extended a few meters to help protect pedestrians joining the pavement and walking alongside the busy road.

Have you been in touch with your Wiltshire Councillor? Yes

Additional Information:

- A pedestrian guard rail typically costs between £100 and £140 per metre. A guard rail extending a few (3) metres as the request suggests would therefore cost between £300 and £420.

3.3 CTC Ref 041

**Location: Pewsham Way by Westmead Open Space**

**Ward: Pewsham**

Nature of Issue

Lack of Pedestrian Crossing on Pewsham Way opposite Westmead Open Space:

I am concerned about the difficulty crossing the road on Pewsham Way, due to the speed and number of vehicles using this road. With the opening of Westmead Open Space, many people now use the paths provided to walk, sometimes with dogs, to access the path to the canal or the town centre. When the new Activity Centre on Westmead opens, I anticipate this will increase usage, particularly by children to access this new facility.

How long has it been an issue? For some considerable time but increasingly so

What would you like done to resolve this issue?

Consideration of installation of one or more, pedestrian crossings along Pewsham Way, which would enable crossing the road to be a much safer action.

Also monitoring of the speed of traffic and possible traffic calming measures if speeds prove to be in excess of speed limit.

I would add, I have contacted Wiltshire Councillor Dr Mark McClelland and MP Michelle Donelan regarding this issue.

Have you been in touch with your Wiltshire Councillor? Yes

Additional Information:

- Wiltshire Council's guide to the cost of highway works states that a zebra crossing including high friction surfacing on approaches typically costs between £21,500 and £34,000.
- A puffin crossing (including high friction surfacing on approaches) typically costs between £29,500 and £41,500.
- Highlighted crossing point including bollards and associated works typically costs approximately £4,500.
- A pedestrian refuge including electrical works and all other associated works between £9,400 and £12,500.

#### **4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

5.1 Working collaboratively with Wiltshire Council regarding Chippenham Community Area Transport Group (CATG) Highway Improvement/Metro Count Requests will contribute to the following corporate priorities:

- (i) Corporate Priority 1 - Provide facilities and services which support and develop a well connected town, which promotes health and wellbeing.
- (ii) Corporate Priority 2 - An active role in the future development of Chippenham through collaboration with partners and stakeholders.

#### **6.0 STAFFING IMPLICATIONS**

6.1 There are no staffing implications.

#### **7.0 FINANCIAL IMPLICATIONS**

7.1 Wiltshire Council typically expect a commitment of 25% match funding from the Town Council for any approved schemes.

7.2 The remaining PET balance currently stands at £9,942.

#### **8.0 RECOMMENDATIONS**

8.1 That Councillors consider the following Highway Improvement Requests:

- CTC Ref 039 - Old Hardenhuish Lane Signage
- CTC Ref 040 - Pewsham Way Pavement Safety Barrier
- CTC Ref 041 - Pewsham Way Crossing

And in each case consider or note:

- a) Is the request supported?
- b) If supported, note the typical commitment of a 25% match funding contribution by the Town Council towards the proposed scheme, as Wiltshire Council expect (all schemes are subject to more accurate costings when approved by Wiltshire Council)
- c) Are there any comments regarding the request?
- d) If the request is not supported, what is the reason?