

# Marlborough Town Council

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11 October 2022

Dear Councillor

## PLANNING COMMITTEE

You are summoned to a meeting of the **Planning Committee** to be held on **Monday, 17 October 2022 at 7.00pm.**

Yours sincerely

*Richard Spencer-Williams*

Mr Richard Spencer-Williams, PSLCC

**Town Clerk**

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This meeting will be held in the Court Room at the Town Hall according to the latest Government Covid Safety Guidelines, and managed according to the Health and Safety at Work Act 1974(2)e.

There will be thirty places for members of the public to attend. If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday prior to the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate.

If members of the public wish to attend and ask a question they should also notify the Town Clerk of this by noon on the Friday prior to the meeting and provide their question in writing at the same time.

Some members of the public may not be allowed to attend if all the allocated seats are taken.

If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided.

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## PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Planning Committee. The time allocated for this should not exceed 10 minutes and be limited to 1 question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

## AGENDA

- 1. Apologies**
- 2. Declaration(s) of Interest**  
To receive declarations of interest and consider any requests for dispensation
- 3. Chair's Announcements**
- 4. Minutes**  
To confirm the minutes of the meeting held 26 September 2022
- 5. Action Log**  
To note and review the action log
- 6. Planning Decision Notices**  
To note the Planning Decision Notices that have been issued by Wiltshire Council
- 7. Planning Applications**  
To consider applications received from Wiltshire Council
- 8. Work to Trees**  
To consider applications received from Wiltshire Council
- 9. Speed Indicator Device**  
To note the latest data report
- 10. Town Centre (High Street) Working Party**  
To receive a verbal update from the Working Party
- 11. Neighbourhood Plan**  
To receive an update report about the Marlborough Area Neighbourhood Plan
- 12. Temporary Road Closures**

## Marlborough Town Council



## Planning Committee

Minutes of a meeting of the Planning Committee held Monday, 26 September 2022  
in the Court Room, Marlborough Town Hall at 7pm

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**PRESENT** Councillor Nicholas Fogg                                      Chair  
Councillor Noel Barrett-Morton  
Councillor Mervyn Hall  
Councillor Mark Cooper  
Councillor Donald Heath  
Councillor Jo Waltham  
Councillor Kymee Cleasby  
Councillor Caroline Thomas  
Councillor Kelvyn Shantry

**ALSO**

**PRESENT** Richard Spencer-Williams                                      Town Clerk  
Dawn Whitehall    Corporate Services Officer  
Neil Goodwin   Marlborough.News  
Plus 4 members of the public

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**PUBLIC QUESTION TIME**

**Hannah Exeter** asked whether the Town Council could do anything to improve on-street parking spaces available for residents at Tin Pit. The **Chair** thanked her and confirmed this would be addressed at the relevant agenda item.

**157/22 APOLOGIES**

Apologies for absence were received from **the Town Mayor** and **Councillors Ross, Sheppard, Davies** and **Allen**

**158/22 DECLARATIONS**

**Councillor Waltham** – agenda item 9(b) – Highways Improvement Request at Chopping Knife Lane – non-pecuniary interest.

**159/22 CHAIR'S ANNOUNCEMENTS**

**Councillor Fogg** reported on proposed changes to bus services following a recent meeting:

- Concessionary bus passes could now be used all day with no time restrictions

- Services between Marlborough, Great Bedwyn and Hungerford averaged only 3½ people per trip. However, there was no proposal to discontinue this valuable service. A hybrid model, combining timetabled and on-demand services would likely be introduced
- New on-demand services would focus on providing rail connections with Hungerford and Pewsey: they would not run late in the evening
- A new service (100) would be introduced to provide a direct bus between Marlborough and Devizes, running 4 times per day
- Funding was available to add two extra bus vehicles
- On demand services would comprise 2 x 8 seat vehicles
- Smaller vehicles required fewer driver qualifications
- There was a shortage of bus drivers (e.g. Salisbury Reds lacked 40 drivers)
- New services would likely commence from March 2023

**160/22 MINUTES**

**RESOLVED:** that the minutes of the meeting held 5 September 2022 were approved as a true record and signed by the Chair

**161/22 ACTION LOG**

Members noted the action log and provided verbal updates:

#1 Traffic survey: advice from the most recent Wiltshire Council (WC) Area Board Local Highway & Footway Improvement Group (LHFIG) meeting had been to submit a substantive bid to initiate the survey and modelling exercise

#5 High Street crossing; #6 Manton Hollow 'no through road' sign; #7 Manton 5-point traffic calming scheme; #68 Handrail at Cherry Orchard - awaiting WC Highways

#16 metro count at Poulton Hill: the traffic survey request had been submitted. The Town Clerk would follow up to see when it could be expected to be carried out

Members were disappointed at the lack of progress, with several items dependent upon resource from Wiltshire Council Highways before they could be moved forward. There was a risk that funds allocated for improvements to the Marlborough area via LHFIG would be lost in the current financial year.

**RESOLVED:** to write to the Wiltshire Council Cabinet Member for Transport, Waste, Street Scene and Flooding (Councillor Dr Mark McClelland) to make known the Town Council's frustration and dissatisfaction at the lack of overall progress on a number of LHFIG matters, and the concern that the annual budget would not be utilised

**162/22 PLANNING DECISION NOTICES**

Members noted the planning decision notices that had been issued by Wiltshire Council.

163/22

**PLANNING APPLICATIONS**

- a) **PL/2022/05794** – Resiting later ground floor stairs into original position below first floor stairs. Refurbishment of kitchen and bathroom at 4 London Road, Marlborough for Mrs Imke Dury  
**RESOLVED:** that Marlborough Town Council has no objection to this application
- b) **PL/2022/05705** – Internal refurbishment with decorations including the removal of low walls, new hand rails to all stairs, new vinyl flooring to be laid over existing finish, as shown on drawing and counter equipment. Also replacing existing metal crittall windows with exact like for like metal crittall windows as seen on plan at 143 High Street, Marlborough for Mr Jason Lyte, Costa Coffee  
**RESOLVED:** that Marlborough Town Council has no objection to this application subject to the Officer being satisfied that relevant conditions address concerns raised by neighbours

164/22

**WORK TO TREES**

- a) **PL/2022/06886** – Willow tree – pollard to 5m-6m. Variegated Acer tree – reduce by 30%-40% to 6m-7m at 37 Kingsbury Street, Marlborough for Mr Ferguson  
**RESOLVED:** that Marlborough Town Council has no objection to this application
- b) **PL/2022/07134** – The rear car park of the store are Ash trees with Ash dieback. T0615 T0611 and a Group of Ash beside the bridge G1. A Willow at the end of the car park between G1 and T0611 to reduce the lower limb by 2.5 metres with the aim of weight removal at Car Park, Hilliers Yard, Marlborough for Findlay  
**RESOLVED:** that Marlborough Town Council objects to this application on the grounds that the application form is unclear: the applicant does not appear to be the land owner; objection to cutting down trees en masse with no indication whether all are affected by Ash dieback; and with no indication whether some could be reduced in height or pollarded to allow for healthy regeneration

165/22

**HIGHWAYS IMPROVEMENT REQUESTS**

a) **Tin Pit**

Since preparing the agenda more representations from residents at Tin Pit had been received relating to inconsiderate parking and requesting yellow lines, in addition to the request on the agenda to improve provision of on-street parking and reinforce 'no parking' on the green area at the junction with St Martins.

**RESOLVED:** (i) to ask Wiltshire Council for agreement for the Town Council to pay for and install a 'no parking' sign and/or to plant trees on the green area (in a location not to obscure driver visibility) at the junction of Tin Pit and St Martins

**RESOLVED:** (ii) to support residents' requests for help to improve on-street parking at Tin Pit, including yellow lines, to be submitted to WC Area Board LHFIG

**Ms Exeter** was asked to write to the Town Clerk to confirm her requests regarding involvement with selecting tree types and to ask for a bench at the location

**b) Chopping Knife Lane**

The request asks for improved signage/road markings to reinforce the 20MPH limit: Members noted there was already a 20MPH sign, two rumble strips and speed bumps near this location; also that vehicles often parked on a blind bend obscuring drivers' views.

**RESOLVED:** (iii) to investigate whether there was a suitable pole to install a Speed Indicator Device at 1-15 Chopping Knife Lane, and if so to collect traffic data before taking a further decision on the request

*Four members of the public left the meeting*

**166/22 SPEED INDICATOR DEVICE (SID)**

Members noted the most recent data report, collected at The Green (a 20MPH zone) between 24 August and 12 September.

**Councillor Thomas** had written to the Assistant Town Clerk to ask questions and request improvements to the report. The **Town Clerk** confirmed that the SID had been facing downhill (so showing speeds to drivers going up the hill); future reports would contain a graphic to clearly show the location and direction. Regarding other requests, he expressed concern about the impact on Officers' time if a lot of manual data analysis was requested but agreed to discuss whether more detailed analysis could be obtained.

Rotation Plan: The **Town Clerk** confirmed that a location on London Road near Chopping Knife Lane had been added to the plan. **Councillor Barrett-Morton** requested a location on the High Street.

**RESOLVED: Councillors Thomas, Shantry** and the **Town Clerk** to investigate whether the report data could be improved and what level of data analysis could be achieved

**167/22 TOWN CENTRE WORKING PARTY**

The High Street Working Party had been renamed to reflect the streets in scope. An online survey had gone live 20 September with accompanying press release; the survey would close on 11 October. Paper survey available from 28 September. Once analysed, the data would inform the Working Party's bid for Wiltshire Towns Programme funds. Members and officers would conduct face-to-face engagement sessions in the High Street and with business owners on Wednesday, 28 September. The **Corporate Services Officer** was commended on the survey.

**168/22 MARLBOROUGH AREA NEIGHBOURHOOD PLAN**

There was nothing to report.

The meeting closed at 7.54 pm

#	Description	Minute No	Source	Assigned to	Status	Meeting or start date	Notes
1	Traffic survey - gain support from Wiltshire Council	213/21	Planning Committee	Town Clerk and Councillor Hall/ Wiltshire Councillors	Not Started	4 October 2021	<p>...21.02.22: ... get a brief from WC to provide a costed proposal to do a survey – will be data collection. Data will allow modelling e.g. to look at junctions etc to improve traffic flow. Cost £5-10K? Will be via cameras at 5 or 6 roads into town, facing different directions</p> <p>15.08.22: Cost amended to £40-45K, WC pay perhaps £15K. If so, are we committed to Atkins? Will WC acknowledge others? CT to follow up</p> <p>05.09.22: CT followed up.</p> <p>13.09.22: response circulated by email - possible, additional cost, tender process would determine best price</p>
5	To ask the originator of the High Street crossing petition (Mrs Vera Hamblin) for views on the current CATG proposals, and to seek a meeting with a Highways Engineer to clarify the options available		Planning Committee	Town Clerk	In Progress	31 August 2021	<p>... Request with LHFIG but likely to be subject to a substantive bid once assessed by an engineer. WC Highways engineer to do plan and costing.</p>
6	Manton Hollow: Town Clerk to arrange a meeting to discuss alternative signs (No Through Road) with a		Planning Committee	Town Clerk	In Progress	31 August 2021	<p>WC Highways emailed on 1.9.21 clarifying MTC's position. Raised with Highways engineer on 1.11.21 who undertook to look at the options.</p> <p>14.03.22: CATG approved: WC to purchase, MTC</p>

#	Description	Minute No	Source	Assigned to	Status	Meeting or start date	Notes
	Highways Engineer and obtain costs						pay 25%. Awaiting confirmation from WC Highways the sign has been installed.
7	To put the Manton 5-point traffic calming scheme forward for a Substantive Highways Grant		Planning Committee	Town Clerk	In Progress	31 August 2021	<p>...Scheme needs more work re; costing to prepare for next bid fund. CATG agreed on 3.3.22 to proceed with some actions and retain crossing as larger part of scheme. Manton Residents Association contacted on 9.3.22 to invite to be part of project group. Confirmed wanted to be a part of group on 10.3.22. Confirmed with WC Highways on 10.3.22. Meeting date set for 20.5.22.</p> <p>06.06.22: split into 2 phases - first, calming (road markings etc) plus a survey, £5K + £1.5K. MTC agreed to meet 20%-25% of cost in principle pending detailed report. Second phase more expensive - gates, islands etc Awaiting phase 1 plan and costing, and phase 2 plan from WC Highways.</p>
16	Traffic Survey request Poulton Hill, St Martins (amended 21.7.22)	209/21	Planning Committee	Town Clerk	In Progress	04 October 2021	<p>Traffic Survey request sent to Wiltshire Council on 25.3.22.</p> <p>06.06.22: advised metro count complete/awaiting results. 20.6.22 followed up the request and was informed that the schedule sent to WC from the WC Traffic Survey contractor confirmed that this survey is due to start 20.6.22 but was delayed due to roadworks on or around the area that would intervene with the results of the survey, but that we should receive the results within a week or two after the survey has been completed....</p> <p>15.08.22: ATC met with Mr Exeter on site. Suitable</p>



#	Description	Minute No	Source	Assigned to	Status	Meeting or start date	Notes
							location now agreed: WC advise wait until schools are back in September to measure 'normal' traffic flows. WC Traffic Surveys contacted 5.10.22 to chase; WC Traffic Surveys informed MTC that traffic surveys are currently being held up by the supplier's 'ordering issues'
68	Handrail at Cherry Orchard: rejected by Wiltshire Council. Investigate options to pursue	PQT	Planning Committee	Town Clerk	In Progress	07 February 2022	Referred to CATG by Committee on 14.3.22 06.06.22: with LHFIG and pending a site inspection before progressing further
76	CATG: raise highways improvement request (HIR) seeking safety measures at Frees Avenue	431/21	Planning Committee	Town Clerk	In progress	14 March 2022	05.09.22: safety plan agreed: some to be purchased/installed by MTC, remainder requested via LHFIG. 10 10 12:Awaiting final authorisation and clarification from WC Highways for signs and crossing, and for the engineer to offer site visit time to Town Clerk.
77	Request a metro count at top of Kingsbury Street	52/22	Planning Committee	Town Clerk	In Progress		RSW sent request form to WC on 8.6.22.
86	HIR Tin Pit: request more information about 'Tin Pit' parking spaces	PQT	Planning Committee	Town Clerk	In Progress	15 August 2022	LHFIG request forward to WC on 10.10.22
89	Safe Crossing Point: Port Hill to The Common.	256/20	Planning Committee	Town Clerk	In Progress	2 November 2020	02.11.2020: Written motion presented by Cllr Farrell to support petition presented by Hannah Cartwright. RESOLVED That the Town Council supports this request for a safer crossing point, whether a pedestrian crossing, reduction in the speed limit or by other means. It needs a full and urgent review through CATG and Highways officers. Also, to request a pedestrian count and

#	Description	Minute No	Source	Assigned to	Status	Meeting or start date	Notes
							<p>to seek alternative Wiltshire Council funding options to conduct a whole town transport strategy.</p> <p>Planning 15.08.22: TC update - traffic survey had been in wrong location for Police to start risk assessment/enforcement. Too dangerous for Community Speed Watch. Town Clerk in discussions with WC to find way forward.</p> <p>16.8.22 Cllr Thomas emailed Police to ask for advice and assistance in progressing this issue.</p> <p>19.8.22 - WC emailed Town Clerk to state traffic survey was done in the best possible location given constraints, and that they had planned meeting to look at how best to collaborate with Police in these situations.</p> <p>19.8.22 Town Clerk emailed WC to ask how they would advise to proceed given there is a known speeding issue at this location?</p> <p>05.09.22: Cllr Sheppard escalated to PCC/Wilts Police/Wilts Council.</p>
104	Request metro count George Lane	111/22	Planning Committee	Assistant Town Clerk	Complete	25 July 2022	Assistant Town Clerk submitted request on 28.7.22. Confirmed by WC on 19.8.22.
107	Write to the Wiltshire Council Cabinet Member for Transport, Waste, Street Scene and Flooding (Councillor Dr Mark McClelland) to make known the Town Council's	161/22	Planning Committee	Town Clerk	Complete	26 September 2022	Town Clerk emailed Cllr McClelland on 6 10 22 to communicate MTCs frustration at lack of LHFIF progress.

#	Description	Minute No	Source	Assigned to	Status	Meeting or start date	Notes
	frustration and dissatisfaction at the lack of overall progress on a number of LHFIG matters, and the concern that the annual budget would not be utilised						
108	To investigate whether there was a suitable pole to install a Speed Indicator Device at 1-15 Chopping Knife Lane	165/22	Planning Committee	Assistant Town Clerk	In progress	26 September 2022	Assistant Town Clerk investigating SID location options.

To note the Planning Decision Notices issued by Wiltshire Council for the period to 9 October 2022:

- a) **PL/2021/06191** – 141 High Street, Marlborough  
1 No. 200m high 'Coffi Lab' hand painted lettering on existing fascia board, 1 No. hanging sign fixed to underside of existing canopy which will detail 200m high 'Coffi Lab' hand painted lettering, and 1 No. projected sign location to be hung off the front edge of existing canopy  
**Decision:** Approve with conditions **MTC:** No objection
- b) **PL/2021/06192** – 141 High Street, Marlborough  
Internal and external alterations to complement the change of use from Class E(c)(ii) to Class E(b) and external signage  
**Decision:** Approve with conditions **MTC:** No objection
- c) **PL/2022/04173** – 134-135 High Street, Marlborough  
Works to facilitate the refurbishment of Flats 134A and 134B including replacement windows (front and rear) and replacement entrance at ground floor  
**Decision:** Approve with conditions **MTC:** No objection
- d) **PL/2022/04567** - 134-135 High Street, Marlborough  
Works to facilitate the refurbishment of Flats 134A and 134B including replacement windows (front and rear) and replacement entrance at ground floor  
**Decision:** Approve with conditions **MTC:** No objection
- e) **PL/2022/04764** – 3 Alma Place, Marlborough  
The erection of a front door porch  
**Decision:** Approve with conditions **MTC:** No objection subject to the conservation officer's approval
- f) **PL/2022/05398** – Pines Edge, Forest Dale Road, Marlborough  
Installation of solar panels on front and side elevations  
**Decision:** Approve with conditions **MTC:** No objection
- g) **PL/2022/06159** – 3 Alma Place, Marlborough  
The erection of a front door porch  
**Decision:** Approve with conditions **MTC:** No objection subject to the conservation officer's approval
- h) **PL/2022/06282** – 143 High Street, Marlborough  
Proposed signage comprising hanging sign, lightbox, vinyl and snapframe  
**Decision:** Approve with conditions **MTC:** No objection

Councillors and members of the public should contact the Town Clerk by midday on Monday, 17 October if they feel any of the following applications need full discussion at the meeting.

To consider the following Planning Applications received from Wiltshire Council:

- a) [PL/2022/07234](#) – Removal/variation of conditions  
Variation of condition 2 (Approved plans) and conditions 4 (Landscaping) of planning application [19/11205/FUL](#) (Demolition of existing dwelling and erection of 2 no. dwellings; associated access, parking and turning space, and landscaping (re-submission of [19/06163/FUL](#)) at Rose House, Cold Harbour Lane, Marlborough for Mr & Mrs Andrew & Nikki Burton
- b) [PL/2022/07438](#) – Full planning permission  
Change of use of annex to be used as a holiday let in addition to the approved use at 8 Pipers Piece, Herd Street, Marlborough for Mr Robert & Mrs Veronica Davison
- c) [PL/2022/02451](#) – Householder planning permission  
Single storey rear extension and loft conversion at 2 Reeds Ground, Marlborough for Miss Nicola Gannon
- d) [PL/2022/07132](#) – Householder planning permission  
Replacement porch and change of materials to front gable at Grasmere, Forest Dale Road, Marlborough for Mr & Mrs John Straw
- e) [PL/2022/07197](#) – Householder planning permission  
Loft conversion with flat roof dormer window at 10 Barrow Close, Marlborough for Mr & Mrs Richard Tully
- f) [PL/2022/07218](#) – Householder planning permission  
First floor side bedroom extension, single storey rear family room extension, front porch extension & first floor front landing extension at 17 Manton Hollow, Marlborough for Mrs H Bowler
- g) [PL/2022/07525](#) – Householder planning permission  
Two storey side extension at 25 St Margarets Mead, Marlborough for Mr & Mrs Jenny Sinclair
- h) [PL/2022/07102](#) – Householder planning permission  
Single storey side extension. Change in roof line and external materials at 11 Vicarage Close, Marlborough for Mr & Mrs Alisdair Willett

## ITEM 8

## WORKS TO TREES

To consider the following application received from Wiltshire Council:

[PL/2022/07636](#) – Notification of proposed works to trees in a conservation area  
T1 – Fell one Sycamore to ground level at 16 St Martins, Marlborough for Mr Morriss

## ITEM 9

## SPEED INDICATOR DEVICE

The next SID Reports will be available at at the Planning Meeting on the 14 November.

## ITEM 10

## TOWN CENTRE WORKING PARTY

To receive a verbal update from the Working Party.

## ITEM 11

## NEIGHBOURHOOD PLAN

To note an update report about the Marlborough Area Neighbourhood Plan

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### Current Status

In August, Wiltshire Council suspended the Marlborough Neighbourhood Plan referendum after local resident Martin Ephson applied for a judicial review over a modification that had been made to a map showing land designated as valued open space. The referendum was due to be held on 11 August but was suspended following an order of the court.

On Tuesday 4 October, the High Court refused permission for Mr Ephson to challenge the Marlborough Neighbourhood Plan. The grounds for refusal were that the application was made after the non-extendable six-week statutory time limit to challenge the decision statement, which was originally dated 25 May 2022. The court also ruled that the grounds were “without arguable merit”.

A new referendum date for the electoral areas in the parishes of Marlborough, Mildenhall and Savernake will be confirmed in due course.

Mr Ephson has appealed for the decision to be re-considered.

To find out more about Neighbourhood Plans in Wiltshire, people should go to [www.wiltshire.gov.uk/planning-neighbourhood](http://www.wiltshire.gov.uk/planning-neighbourhood)

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### Recommendation

Members are asked to note this report

**Town Clerk 10.10.22**

To note that Wiltshire Council has issued an Order as follows:

The logo for Wiltshire Council, featuring the text "Wiltshire Council" in white on a green background with a white swoosh underneath.

### Temporary Road Closure Order Town Police Clauses Act 1847

IN ACCORDANCE with Section 21 of the Town Police Clauses Act 1847, which section gives Wiltshire Council ("the Council") the power to make an Order for roads within its administrative area to be closed temporarily to all vehicular traffic (and for alternative routes to be observed) for the purposes of preventing obstruction.

The Council HEREBY ORDERS

On: **Friday 18<sup>th</sup> November 2022** between the hours of **17.00** and **20.00**

Purpose: **Christmas Lights Switch-On Event**

That the following roads and streets in the town of **Marlborough** are to be closed (save in any case of emergency) to all vehicular traffic:

- a. **A4 (Part) High Street**; from its junction with A345 Pewsey Road to its junction with New Road.
- b. **C18 Kingsbury Street (Part)**; from its junction with High Street to its junction with Silverless Street.
- c. **A4 (Part) New Road**; from its junction with High Street to its junction with London Road.

Nothing in this Order shall prevent vehicles from proceeding in the said lengths of road when being used in connection with the event stated above.

AND it is also hereby ordered that appropriately sign posted diversionary routes will be in place throughout the period of closure.

**This Order is made the 28<sup>th</sup> day of September 2022**

A handwritten signature in blue ink, appearing to read "PP".

PP

Signed by

PARVIS KHANSARI

Director of Highways, Transport and Waste

IMPORTANT: It is an offence to wilfully breach the terms of this order and anyone committing such an offence shall be liable on summary conviction in the Magistrates' Court to a penalty not exceeding £1,000.