

Marlborough Town Council



21 October 2025

Dear Councillor

Planning Committee

You are summoned to a meeting of the **Planning Committee** to be held in the **Court Room, Marlborough Town Hall** on **Monday, 27 October 2025** at **7pm**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

If members of the public wish to attend and ask a question they should 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.

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.

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 one 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 6 October 2025
- 5. Action Log**
To receive an update on the action log
- 6. Planning Decisions**
To note the planning applications recently determined by Wiltshire Council
- 7. Planning Applications**
To consider application consultations received from Wiltshire Council
- 8. Works to Trees**
To consider application consultations received from Wiltshire Council
- 9. Street Trading Consent**
To consider an application
- 10. Adoption of Telephone Kiosk**
To consider an approach from BT
- 11. Local Highway and Footway Improvements Group (LHFIG)**
To consider highway improvement requests and receive an update on the LHFIG action log
- 12. Speed Indicator Devices**
To note the most recent data reports and consider the location plan
- 13. Town Centre Working Party**
To receive a verbal update
- 14. Temporary Road Closures**
To note and consider orders issued by Wiltshire Council

Marlborough Town Council



Planning Committee

Minutes of a meeting of the Planning Committee held Monday, 6 October 2025
in the Court Room, Marlborough Town Hall at 7pm

PRESENT	Councillor Kym-Marie Cleasby	Chair
	Councillor Emily Trow	Town Mayor
	Councillor Nicholas Fogg	
	Councillor Lisa Farrell	
	Councillor Mervyn Hall	
	Councillor Mark Cooper	
	Councillor James Sheppard	
	Councillor Susannah O'Brien	
	Councillor Caroline Sadler	
	Councillor Abi Beaumont	
	Councillor Nicholas Awbery	
	Richard Spencer-Williams	Town Clerk
Clare Williams	Deputy Town Clerk	
ALSO		
PRESENT	Neil Goodwin	Marlborough.News

PUBLIC QUESTION TIME

Neil Goodwin raised a question in relation to the recent redecoration of the façade of Willow & Wolf, 95 High Street, and asked whether, as a listed building in the conservation area it should have had planning permission. The **Chair** had done some research and found permission dating back to 2018, however that permission granted, albeit retrospective, related to the previous paint scheme and signage. It did not appear that a planning application had been submitted for these works. An enquiry will be logged with Wiltshire Council to find out the status, the findings of which will be fed back to this committee.

183/25

APOLOGIES

Apologies for absence were received from **Cllrs Luson, Morgan, Shantry and Wrench.**

184/25 DECLARATIONS

Cllr Fogg declared a non-pecuniary interest in Agenda Item 8, Works to Trees - PL/2025/07657 at 5 The Green. Cllr **Fogg** used to live at that address and is a friend of the applicant.

185/25 CHAIR'S ANNOUNCEMENTS

The **Chair** referred to the much-welcomed refusal by Wiltshire Council of the proposal for development of the former Police Station, George Lane, and confirmed that the applicant has until 26th March 2026 to appeal this decision. There is nothing more that can be done in the interim, we just have to await the deadline.

The **Chair** reminded members of the upcoming Wiltshire Council Local Cycling and Walking Infrastructure Plan (LCWIP) site visit here in Marlborough on 16th October 2025. This is an opportunity for members to walk around the town with Wiltshire Council officers and contractors, to look at existing active travel routes and see where improvements can be made to the active travel network in Marlborough. This is a great opportunity for the town council to share local knowledge and insight. Members are asked to confirm their attendance with the **Town Clerk** asap.

186/25 MINUTES

RESOLVED: that the minutes of the meeting held 15 September 2025 were confirmed as a true record and signed by the Chair.

187/25 ACTION LOG

Members noted the updated action log. Verbal updates included:

- **#291 - Councillors Cleasby & Sheppard** took this up with Wiltshire Police at the recent Area Board meeting who assured them that they are aware of the speeding issues in Marlborough and confirmed that they do analyse and use the SID data regularly supplied by Marlborough Town Council to inform their actions
- **#297** – the **Town Clerk** confirmed that a date for the RoSPA inspection of the play area at Hawthorn Meadow is pending. On completion of this Wiltshire Council still need to check and sign off the play area and associated works. He will continue to follow this up and seek the support of our Wiltshire Councillors if no update is forthcoming.

188/25 PLANNING DECISIONS

Members noted the planning applications that had recently been determined by Wiltshire Council.

189/25 PLANNING APPLICATIONS

a) **PL/2025/06786** – Removal of internal wall between kitchen and dining room. Repair/restoration of external windows at 4 The Green, Marlborough for Mr David Walsh

RESOLVED: that Marlborough Town Council has no objection to this application subject to the satisfaction of the Conservation Officer.

b) **PL/2025/06547** – Proposed garden office at 3 Elsie Knocker Grove, Marlborough for Mrs Helen Thompson-Ezealor

RESOLVED: that Marlborough Town Council has no objection to this application.

c) **PL/2025/07084** – Proposed extensions, alterations & loft conversions at 20 Priorsfield, Marlborough for Mr Ryan Davies

RESOLVED: that Marlborough Town Council has no objection to this application.

190/25

WORKS TO TREES

a) **PL/2025/07436** – T1 Common Yew – reduce limbs that extend over nursery/ nursery boundary back in line with main canopy (2-2.5m) at College Fields Nursery, College Fields, Marlborough for Marlborough College

RESOLVED: that Marlborough Town Council has no objection to this application.

b) **PL/2025/07242** – T1 Silver Birch – reduce by up to 25% at Badgers, High Street, Manton for Mr Simon White

RESOLVED: that Marlborough Town Council has no objection to this application.

c) **PL/2025/07324** – T1 Sycamore – Pollard to 8m above ground level at 126 High Street, Marlborough for Mr Steven Parker

RESOLVED: that Marlborough Town Council has no objection to this application.

d) **PL/2025/07657** – T1 T2 Leylandii – fell at 5 The Green, Marlborough for Mr Mark Saunders

RESOLVED: that Marlborough Town Council has no objection to this application.

191/25

PLANNING APPLICATION SITE VISITS

Members considered a proposal regarding planning application site visits prior to committee consideration.

RESOLVED: that site visits will only be arranged for substantial or contentious planning applications, with an understanding that timescales are often tight and there will be a need for members to make themselves available at short notice.

192/25

LOCAL HIGHWAY AND FOOTWAY IMPROVEMENTS (LHFIG)

a) Members reconsidered a highways improvement request about street name signs at Elcot Nurseries and Elcot Close.

- This application came before this committee back in 2022, at which point it was resolved not to take it forward as an action.
- It was suggested that this road is privately owned and therefore Wiltshire Council would not be required to provide signage.
- Would there be any objection to residents purchasing and installing their own sign?
- A recommendation to LHFIG is unlikely to progress this application as budgets are already committed and so a local solution would be preferable

RESOLVED: that the **Town Clerk** seeks the advice of the Local Area Highways Officer and will share his findings and/or recommendations with the committee and/or applicant.

b) Members noted the LHFIG action log.

193/25 SPEED INDICATOR DEVICES (SID)

Members noted the most recent data downloaded from the Town Council's SID at George Lane between 3-16 September.

194/25 TOWN CENTRE WORKING PARTY

Councillor **Sadler** provided a verbal update in the absence of Cllr **Shantry** and as **Vice Chair** of the working party. It was noted that there has not been a meeting since the last meeting of this committee but work around the Marlborough Sustainable Rainscape project is progressing well, details as follows:

- **Phase 1** – The installation of 2 x rainwater planters at Coopers Corner and creation of a rain garden in Priory Gardens will take place in early November. Plants, compost and planters have been ordered, and delivery is scheduled. Permissions are currently being sought from Aster in relation to modification required to the area identified for the rain garden in Priory Gardens.
- **Phase 2** – The working group are awaiting revised plans and visuals from ARK in relation to the re-working of the London Road area. It was noted that these may require permissions, which may take some time to implement and so the sooner we get to work on this location the quicker we can install the scheme here. Cllr **Shantry** has visited the residents and businesses in London Road to share details of the revised scheme and will continue to keep them in the loop going forward.
- The Town Centre Working Group meet next on 22nd October 2025.

The **Chair** thanked Councillor **Sadler** for her comprehensive update.

196/25 TEMPORARY ROAD CLOSURES

Members noted that Wiltshire Council had issued Orders to close temporarily:

- a) Frees Avenue (part), The Common and Kingsbury Street (part) (TTRN Ref. 26E349) for 5 hours from 19:00-23:59 on 23 October 2025 to enable Wiltshire Council to carry out reactive patching and other associated works.
- b) A4 High Street (part), C18 Kingsbury Street, C6 Silverless Street, A346 Herd Street (part), A346 Barn Street, A4 New Road (part), C18 The Parade, Oxford Street, The Green and A4 London Road (part) between 10:00-11:30 on Sunday 9 November 2025 to enable a Remembrance Sunday Parade.

The meeting closed at 7.34pm

To note and consider outstanding actions. For Highways actions please see agenda item 11(b).

Min #	Owner	Status & Mtg Date	Notes
#151 COMMUNITY SPEED WATCH			
359/22	Town Clerk	24/04/23 In progress	15.3.23 Town Council to facilitate the creation of local CSW teams and provide publicity to call for people to take part 12.6.23 Volunteers being recruited 25.9.23 Cllr Trow expressed interest in becoming involved Needs further consideration and support to progress 9.6.25 Mayor has arranged a meeting with a Devizes Councillor to share ideas 26.8.25 Meeting with Devizes not possible. More volunteers are coming forward
#297 PROVIDE UPDATE ON PLAY AREA AT HAWTHORN MEADOWS			
PQT	Town Clerk/Cllr Cleasby	14/07/25 In progress	21.7.25 Town Clerk and Grounds Manager did site visit. TC then emailed GreensquareAccord with list of concerns re: landscaping, site management, timeline etc. 23.7.25 GreensquareAccord stated that they have engaged a landscape company to carry out maintenance to the play area; their remit is to conclude the remediation of the play area and to clear the site of any debris. Their remit will be to replace anything which has failed within the landscaping design, but trees will not be replaced until planting season (Oct if weather permits) to give them the best chance . Work programmed to begin 4th August. The ROSPA sign off will then follow. MTC comms on latest position has been issued ¹ . 26.8.25 Ask for a further update and circulate photographs Email set to Cllrs 2 9 25 15.9.25 TC & Grounds Manager have offered to keep pathways/area behind play area clear prior to formal handover. 24.9.25 Town Clerk contacted GreenSquareAccord, pressing urgency for conclusion. GreenSquareAccord stated: 'The ROSPA Report has been commissioned and waiting for a date for their survey. Also, the planting conclusion and replacement is also commissioned, the seeding will happen during Oct and planting November. Will then call out the Wiltshire Council officer and yourself to sign off and then we should be able to transfer.' 17 10 25 Town Clerk emailed GreensSquare Accord for update on ROSPA report. Following consideration at AOS Committee Town Clerk to meet Council's solicitor 23.10.25 to discuss legal position of council and the transfer agreement.
#306 PAINT SCHEME AT WILLOW AND WOLF			
PQT	Town Clerk	06.10.25 In progress	Following a public question and instruction by the Committee, the Town Clerk emailed WC Planning to enquire whether LBC was obtained or is required

¹ <https://www.marlborough-tc.gov.uk/news/news-articles/3153-update-on-play-area>

To note planning applications determined by Wiltshire Council between 29 September and 19 October:

- a) **PL/2025/02151** – Barton Hill, Bath Road, Marlborough (Marlborough College)
Proposed multi use games area
Decision: Approve with conditions **MTC:** No objection
- b) **PL/2025/05888** – The Croft, Cold Harbour Lane, Marlborough
Construction of new 2 bay garage with office above, adjustments to existing levels & retaining sleeper walls and other minor external works
Decision: Approve with conditions **MTC:** No objection
- c) **PL/2025/05902** – Upcott Cottage, Bath Road, Marlborough
Demolition of existing garage and construction of a new garage, including an upper-level studio. Creation of a single-storey subterranean ancillary annex built into the garden bank. Installation of a greenhouse near the main house. Associated landscaping, drainage improvements, and structural works to support adjacent retaining walls
Decision: Refuse **MTC:** No objection
Reasons:
1) *The proposed development, due to its scale, form, siting, and design, would result in a scheme that fails to positively respond to the character, context, and distinctiveness of the host dwelling and its setting. The proposal would appear visually incongruous, overly dominant, and unsympathetic to the established character of the area, thereby detracting from the visual amenity of the surrounding environment.*
2) *... would fail to preserve or enhance the character, setting, and significance of the Grade II listed Upcott Cottage. The scheme would result in less than substantial harm to the significance of this designated heritage asset, and no clear or convincing justification has been provided, nor any public benefits demonstrated, that would outweigh this harm as required by paragraph 215 of the National Planning Policy Framework.*
3) *...has not demonstrated that it would avoid harm to biodiversity interests or protected species potentially present on or near the site. In the absence of appropriate ecological surveys and proposed mitigation measures, the Local Planning Authority cannot be satisfied that the development would not result in a significant adverse impact on biodiversity.*
4) *...fails to provide sufficient Arboricultural information to demonstrate that the proposed development would not result in harm to the health and stability of the adjacent Lime and Pine trees, which are of significant amenity value within the immediate area. In the absence of an Arboricultural Impact Assessment, Tree Constraints Plan, Tree Protection Plan, and Arboricultural Method Statement ... the Local Planning Authority cannot be satisfied that the development would adequately protect the Root Protection Areas (RPAs) of these trees during construction and thereafter.*
Furthermore, the proximity of the proposed development to the RPAs raises concern over potential future pressure from occupiers to fell or heavily prune the trees, which would be difficult to reasonably resist and could result in long-term harm to the character and visual amenity of the area.
- d) **PL/2025/06501** – West Lodge, High Street Manton Marlborough, SN8 4HH
Proposed single storey rear extension and demolition of existing garage
Decision: Approve with conditions **MTC:** No objection

- e) **PL/2025/06641** – 17 White Horse Road, Marlborough, SN8 2FE
Two storey side extension and a single storey front extension, with internal alterations
Decision: Approve with conditions **MTC:** No objection
- f) **PL/2025/06933** – 8 Betjeman Road, Marlborough, SN8 1TL
Garage conversion with infill extension
Decision: Approve with conditions **MTC:** No objection
- g) **PL/2025/07051** – 38A Herd Street, Marlborough, SN8 1DG
T1 Hawthorn - Fell
Decision: No objection **MTC:** No objection
- h) **PL/2025/07242** – Badgers, High Street, Manton
T1 Silver Birch – reduce by up to 25%
Decision: No objection **MTC:** No objection
- i) **PL/2025/07324** – 126 High Street, Marlborough
T1 Sycamore – Pollard to 8m above ground level
Decision: No objection **MTC:** No objection
- j) **PL/2025/07436** – College Fields Nursery, College Fields, Marlborough
T1 Common Yew – reduce limbs that extend over nursery/nursery boundary back in line with main canopy (2-2.5m)
Decision: Approve with conditions **MTC:** No objection

ITEM 7

PLANNING APPLICATIONS

To consider a consultation received from Wiltshire Council. Councillors and members of the public should contact the Town Clerk by midday on 27 October if they feel the following application needs full discussion at the meeting.

[PL/2025/07499](#) – Householder planning permission

Single storey extension and alterations to existing dwelling at Cedars, Kingsbury Street, Marlborough for Mrs Amanda Woodford

ITEM 8

WORKS TO TREES

To consider consultations received from Wiltshire Council.

- a) [PL/2025/07928](#) – Notification of proposed works to trees in a conservation area
Reduce small Silver Birch by 50%, reduce the height of Horse Chestnut by 1/3 & reshape, fell Ash, fell Bay, fell Aster & trim back large shrubs at 50 High Street, Marlborough SN8 1HQ for Mr Alex Hall
- b) [PL/2025/07999](#) – Notification of proposed works to trees in a conservation area
T1 Crack Willow – fell. T2 Ash trees (x6) – fell. T3 Sycamore – fell. T4 Willow – fell. T5 Poplar –

fell at Manton Mill, Bridge Street, Manton for Mr Clarke

- c) [PL/2025/08131](#) – Notification of proposed works to trees in a conservation area
G1 – Group of Western Red Cedar trees – fell to ground level as close to/over shadowing building at 4 School Lane, Manton for Mr Whiting

ITEM 9

STREET TRADING

To consider an application for street trading in Marlborough High Street

Consultation

Wiltshire Council has forwarded the details of a street application for consultation. The full application, a location map and criteria for determining applications is at Appendix 1.

Trading Name: Jimmy's Kebab
Applicant Name: Nevzat and Mustafa Can
Articles for sale: Chicken, kebabs and chips
Trading Location: Car park in centre of Marlborough High Street on A4
Trading Times: Monday to Sunday 18:00 – 23:00
Description of Stall: Catering Van

Please note that any objections must be within the framework of the Criteria for Determining Applications, any objections outside this cannot be taken into account.

A response is required via email by 30 October 2025 to streettrading@wiltshire.gov.uk stating whether or not you wish to make any representations, which must be relevant and specific.

Recommendation

Members are asked to consider the application and a response, and to instruct the Town Clerk accordingly.

Town Clerk 2.10.25

ITEM 10

TELEPHONE KIOSK

To consider an approach from BT Networks about adopting a telephone kiosk

Background: Potential Adoption of Telephone Kiosk 01672512194

“Dear Town Council,

As you may or may not be aware, BT are currently in the process of trying to downsize the number of working payphones within the estate as they are no longer feasible to run.

01672512194 (Listed) | PCO PCO1 O/S ST. MARTINS THE GREEN MARLBOROUGH | SN8 1AW

This telephone kiosk was highlighted as one of the kiosks that would have the payphone service removed. BT are subject to the OFCOM Regulations set out in the Universal Service Obligation (Protecting essential phone boxes). This states that if a payphone is considered “Last at Site” (more than 400 metres’ walking distance from the next payphone service), which Kiosk Number: 01469530211 is and if it meets the criteria of full mobile coverage from all 4 of the main UK operators (Three, EE, O2 and Vodaphone), made less than 52 calls in the previous 12 Months, not in a protected location (i.e. accident blackspot / high-frequency suicide location) and no other evidence of reasonable user need, then we can conduct a 90-day consultation with the local authority (in this case Wiltshire Council) to provide ample time for the local authority to gather any representations for or against payphone removal from the local community and then advise BT with their input. Once that period has ended and if there are no objections/representations made, BT then make a final decision on whether the payphone will be put forward for removal.

The consultation with Wiltshire Council ended on 20/06/25 and there was no objection to the removal of the payphone service within Kiosk Number: 01672512194. Additionally, they advised us that Marlborough Town Council might like to proceed with adopting this kiosk.

Please confirm if Marlborough Town Council would like to proceed. If so, we shall register your interest to adopt and send a contract to be signed and returned to us at BT Payphones, along with the nominal adoption fee of £1.00.

If we have not heard back from you by 30/11/25, we shall cancel the registration of interest due to lack of response.

Please note, unless the kiosk is adopted by an eligible party (such as Marlborough Town Council), after the telephone mechanism has been removed, the kiosk will be locked up. BT will continue to be responsible for the maintenance and upkeep of the kiosk. The underground electrical power cable for the kiosk, up to the R.E.C. fuse box will remain in place and will remain the responsibility (for maintenance and payment) of BT, unless there is a specific reason for the kiosk to be disconnected.

- BT, 8 October 2025”



Recommendation

Members are asked to consider the above and instruct the Town Clerk accordingly.

Town Clerk 8.10.2025

ITEM 11 HIGHWAY AND FOOTWAY IMPROVEMENTS GROUP (LHFIG)

To consider three Highway Improvement Requests and receive an update on the Wiltshire Council Area Board Local Highway and Footway Improvements Group and actions log.

a) Highway Improvement Requests

i) To consider a request for a lowered kerb at Ducks Meadow

Contact Details

Name:	Charles Graham	Date:	29/09/2025
Address:	[REDACTED]		
Telephone No:	[REDACTED]		
Email Address:	[REDACTED]		

Issue Details





Community Area:	Marlborough
Parish or Town Council:	Marlborough Town Council

Nature of Issue: (max 600 characters)

I regularly walk/have walked with my young son (0-2 years old) in his pushchair from the Recreation Ground along Isbury Road down to Ducks Meadow and walk westwards along Ducks Meadow to the footpath route down to George Lane. On Ducks Meadow there are existing full height kerbs and for those wishing to cross Ducks Meadow going westwards or in the other direction pedestrians/wheelchair users have a convoluted route to find a dropped kerb going up and down Ducks Meadow.

How long has it been an issue?	At least 2 years
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What would you like done to resolve this issue? (max 600 characters)

Would a dropped kerb arrangement, where approximately indicated in above photo, be an improvement to the pedestrian/wheelchair user experience on Ducks Meadow. Suggested width: 1.2m wide
Welcome your thoughts.

Have you been in touch with your local Wiltshire Councillor? (Yes/No)	No
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Recommendation

Members are asked to consider the application and instruct the Town Clerk accordingly.
Town Clerk 20.10.25

ii) Lower Prospect – Request for Resident Parking Scheme (reconsideration)

To consider whether Members wish to progress application LHFIG 8-23-5, considered at [Planning Agenda 14 August 2023](#) where it was supported by the Town Council and submitted to LHFIG.

Contact Details

Name:	[REDACTED]	Date:	21/03/2023
Address:	[REDACTED]		
Telephone No:	[REDACTED]		
[REDACTED]	[REDACTED]		

Issue Details

Location of Issue:	Lower Prospect
Community Area:	Marlborough
Parish or Town Council:	Marlborough Town Council
Nature of Issue: Residents' parking	
<ul style="list-style-type: none">• <u>Parking in Lower Prospect is routinely denied to residents due to the use of the road by persons seeking to avoid town centre parking charges</u>, because of its proximity to the town centre making it appealing to non-residents for parking.• No properties in Lower Prospect have driveways – residents rely on on-street parking with only three spaces available in a small car park, which is monopolised by residents of Herd Street.• Employed residents routinely return to their homes after work and are unable to park their vehicles until the road is cleared by non-residents later in the evening.• Older residents of the street (with age-related mobility issues but not disabled badge holders) are disinclined to use their vehicles in case they cannot find a parking space within a reasonable walking distance on their return, preferring to have their vehicle in closer proximity in case of an emergency.• Residents' vehicles have been blocked in and damaged by drivers of vehicles who cannot be traced / are more difficult to trace as they do not reside in the area.• Non-residents have parked their vehicles in the street for prolonged periods, for example, whilst away with work or on holiday, and failure to identify the owners of those vehicles has disrupted the commission of road works in the street and caused problems for residents when receiving deliveries, having work done on their homes, moving in / out etc.	
How long has it been an issue?	Indefinite. My first contact with the Town Council was in September 2022.
What would you like done to resolve this issue? Priority given to residents	

- Priority for parking to be given to residents over those seeking to avoid town centre parking charges.
- Consideration to be given to adopting parking restrictions in Lower Prospect that favour residents. For example, residents only overnight (6pm – 8am daily) to give people coming back to their homes improved chances of overnight parking, restricted parking for non-residents (maximum two hours parking) to encourage workers to use the long-stay town centre car parks.
- Consideration to be given to reducing the rent on council-owned garages to allow residents an affordable alternative to on-street parking, with priority for garages given to residents of Lower Prospect.
- Residents parking passes issued elsewhere in Marlborough to reduce the pressure on non-restricted streets.

Have you been in touch with your local Wiltshire Councillor? (Yes/No)	Choose an item.
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Recommendation

Members are asked to consider whether they wish to progress the application and instruct the Town Clerk accordingly.

Town Clerk 20.10.25

iii) Orchard Road – Request for Resident Parking (reconsideration)

To reconsider whether an application is still needed, and if so whether to submit it to LHFIG.

This was considered ([Planning Agenda 22 May 2023](#)) where it was **RESOLVED**: (i) to write to St Johns School to inform them about the petition and concerns of local residents and **RESOLVED**: (ii) to pass the petition to Wiltshire Council and submit the request to LHFIG for consideration

Contact Details

Name:	Tamsin Marie Witt	Date:	24/04/2023
Address:	REDACTED		
Telephone No:	REDACTED		
Email Address:	REDACTED		

Issue Details

Location of Issue:	Orchard Road, Marlborough / St John's School
Community Area:	Marlborough
Parish or Town Council:	Marlborough Town Council
Nature of Issue: Highways / parking and bin collections	

A very large number of students from St John's school, park their cars in Orchard Road, instead of using the school car park provided. (*The back gate of Orchard Road opens onto Orchard Road.*)

This causes a number of issues:

- 1) Emergency Services access is impossible – especially fire and ambulance
- 2) Bins not being emptied because the lorry cannot access the road, or great difficulties for the bin men & women
- 3) Not enough parking for residents
- 4) Not enough parking for deliveries and tradesmen to residents
- 5) Huge amounts of litter every school day– mostly food and drink wrappings
- 6) Danger to hundreds of students on foot, who arrive and leave by the back gate – poor parking, poor visibility, fast & immature driving from student drivers & utter chaos when parents are also using the cul-de-sac to pick up/ drop off their children
- 7) Lots of noise from loud car radios, car doors slamming & students messing around

How long has it been an issue?

I understand from my neighbours, that this has been an issue for many years, however I've only lived here for 2 years.

What would you like done to resolve this issue?

I would like the top of Orchard Road, near to the back gate of St John's school, to be **residents only parking please.**

Have you been in touch with your local Wiltshire Councillor?
(Yes/No)

No

Recommendation

Members are asked to consider whether they wish to progress the application and instruct the Town Clerk accordingly.

Town Clerk 20.10.25

b) LHFIG Action Log

Min #	Owner	Status & Mtg Date	Notes
#89 SAFE CROSSING POINT PORT HILL TO THE COMMON			
256/20	Town Clerk	02/11/20 In progress	<p>02.11.20: 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 to seek alternative Wiltshire Council funding options to conduct a whole town transport strategy.</p> <p>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 CT 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 for how they would advise to proceed given there is a known speeding issue at this location?</p> <p>05.09.22: JS escalated to PCC/Wilts Police/Wilts Council.</p> <p>28.11.22 Post to be installed by MTC for use of SID on green/ junction with Port Hill/Herd St.</p> <p>7.12.22 MTC reviewed SID guidance, due to distance between proposed location for pole and speed limit post cannot be installed for SID use.</p> <p>31.3.23 SID guidelines being revisited to reassess if can install pole. RSW re-stated to Police the need for enforcement.</p> <p>15.3.23 Enforcement action taken by Police February & March 2023; no evidence for speeding.</p> <p>12.6.23: Cllr Thomas to follow up with WP. Town Clerk re-requested enforcement action at Police Tasking meeting 20.7.23. LHFIG request for 40mph speed limit buffer-zone and traffic calming on agenda for 13.11.23; referred by TCWP - supported by MTC 13.11.23 for referral to LHFIG.</p> <p>Considered by LHFIG on 25.1.24 – Highways Engineer to check whether 40MPH buffer zone is feasible</p> <p>12.7.24 Discussed at LHFIG</p> <p>11.7.24 WC Highways Engineer advised was not possible. This was challenged by MTC/WC Councillors, and the engineer undertook to recheck if this is the case; and if so, provide an explanation including the relevant guidance and reasons for this judgement</p> <p>2.12.24 LHFIG reps still pushing for response on slowing down buffer zone. Cllr Farrell asked whether police could provide</p>

Min #	Owner	Status & Mtg Date	Notes
			<p>evidence of 'no speeding'? Advised Area Board on 3.12.24 is "all things policing" and to ask in person</p> <p>3.4.25 RE Possible new pole for SID - Land parcel has substation and x2 BT boxes on it; Grounds Manager booked to do CAT and GENNY training 4.4.25 to enable to Grounds Manager to locate if or where underground cables are and assess if it is safe to install a pole. Survey to be carried out 6.4.25.</p> <p>23.4.25 Survey clear. Indicative plan submitted to WC for permission to install.</p> <p>7.5.25 Preliminary permission granted by WC Highways; currently in the process of agreeing a date to do the works.</p> <p>4.7.25 Pole installed, on portable SID rota.</p> <p>At the LHFIG meeting on 9.10.25 the members pressed the importance of this application to WC Highways.</p>
#143 20MPH SPEED LIMIT REVIEW			
284/22	Town Clerk	06/02/22 In progress	<p>LHFIG request sent 7.2.23. LHFIG supported request on 11.3.23. MTC to provide additional street names for adding to review.</p> <p>30.5.23 MTC WP to meet 8.6.23 to review.</p> <p>13.6.23 WC Highways emailed with preferred review locations; 1. London Road –section from Elcot Lane junction to the double mini roundabout 2. Salisbury Road – Tesco roundabout to the double mini roundabout 3. George Lane – end to end 4. Pewsey Road – St Peter’s roundabout to junction with George Lane 5. Bridewell St – St Peter’ roundabout to junction with College Fields 6. Herd St – Junction St Martins to junction with The Common 7. The Common – junction Herd St to Kingsbury St. 8. Port Hill – junction The Common/Herd St to 50 yards past Golf Club entrance. Plus, existing; Kingsbury St, Oxford St, St Martins, High St, New Rd.</p> <p>4.7.23 WC Highways emailed adding request for Hyde Lane/Cross Lane/Back Lane/St Johns Close</p> <p>22.7.24 Report received; on the agenda for the Planning Committee 29.7.24.</p> <p>9.8.24 Town Clerk emailed WC Highways to confirm MTC support implementation in Hyde Lane, Back Lane, Cross Lane, Cardigan Road and St Johns Close as recommended in the report. Also, that MTC, via WC Cllr Davies, will be requesting reconsideration of the 20MPH speed limit in George Lane, with unanimous and strong support within the Council</p> <p>2.12.24 WC Cllrs in discussion with Cabinet Members re George Lane. LHFIG Chair to call extraordinary meeting to resolve</p> <p>3.2.25 Both areas (Hyde Lane + and George Lane +) would go to next stage - public consultation</p> <p>23.4.25 Public consultation live; consultation period ends 12 5 25</p> <p>29 5 25 WC Highways emailed to state 'Further to previous correspondence regarding the above proposals I can confirm that the consultation has now ended. As objections were received for</p>

Min #	Owner	Status & Mtg Date	Notes
			the same it will be necessary for a report to be placed before the Cabinet Member for Highways, Street Scene and Flooding'. 14.8.25 – Notified this was approved by by Cabinet Member 20.10.25 Design work being completed to enable Works package to be issued.
#184 HIGH STREET SHORT STAY PARKING/LOADING BAY			
228/23	Town Clerk	25/09/23 In progress	Submitted on 02.10.23 24.01.24: prioritised with action for WC Highways engineer to progress Proposal received from WC on 11.11.24. On agenda 02.12.24. Resolved to accept the revised plan as proposed by the Highways Engineer. 3.12.24 email sent to WC Highways to confirm. 21.5.25 TC to chase up WC for installation date 30 5 25 matter is with TRO team for advertisement, likely in June, as advised by WC Highways. 9.7.2025: Proposed Traffic Regulation Order advertised for consultation (on agenda 4 August, item 10) 4.8.25: RESOLVED that Marlborough Town Council welcomes this TRO and looks forward to the additional parking spaces in the High Street; WC have been informed 12.8.25 WC wrote: Thank you for your email on behalf of Marlborough Town Council dated 6th August 2025 which will be passed to the officer in charge of the project for consideration. All letters of objection or support for this proposal will be considered in a future report; I will write to you again when I have more information regarding the proposal. 19.8.25 WC wrote: Further to previous correspondence regarding the above proposals I can confirm that the consultation has now ended. As objections were received for the same it will be necessary for a report to be placed before the Cabinet Member for Highways, Street Scene and Flooding. I will contact you again once a decision has been made.

Recommendation

Members are asked to consider the above and instruct the Town Clerk accordingly.

Town Clerk
20.10.2025

ITEM 12

SPEED INDICATOR DEVICES (SID)

To consider the most recent data reports for London Road (17 September-8 October) and Port Hill (9-21 October), and to consider the SID rotation plan.

Please refer to Appendix 2.

SID Locations

There is a SID permanently situated at Herd Street. A second SID is deployed on rotation to:

- Bath Road (30MPH, adjacent to Memorial Hall and 40MPH, near Golding Avenue)
- Chopping Knife Lane
- George Lane
- Kingsbury Street
- London Road (2 locations)
- Port Hill (added July 2025)
- Poulton Hill

At the date of this report the SID was located at Kingsbury Street.

Recommendation

Members are asked to note this report and consider whether any changes are required to the SID location/rotation plan.

Deputy Town Clerk

13.10.2025

ITEM 13

TOWN CENTRE WORKING PARTY

To receive a verbal update.

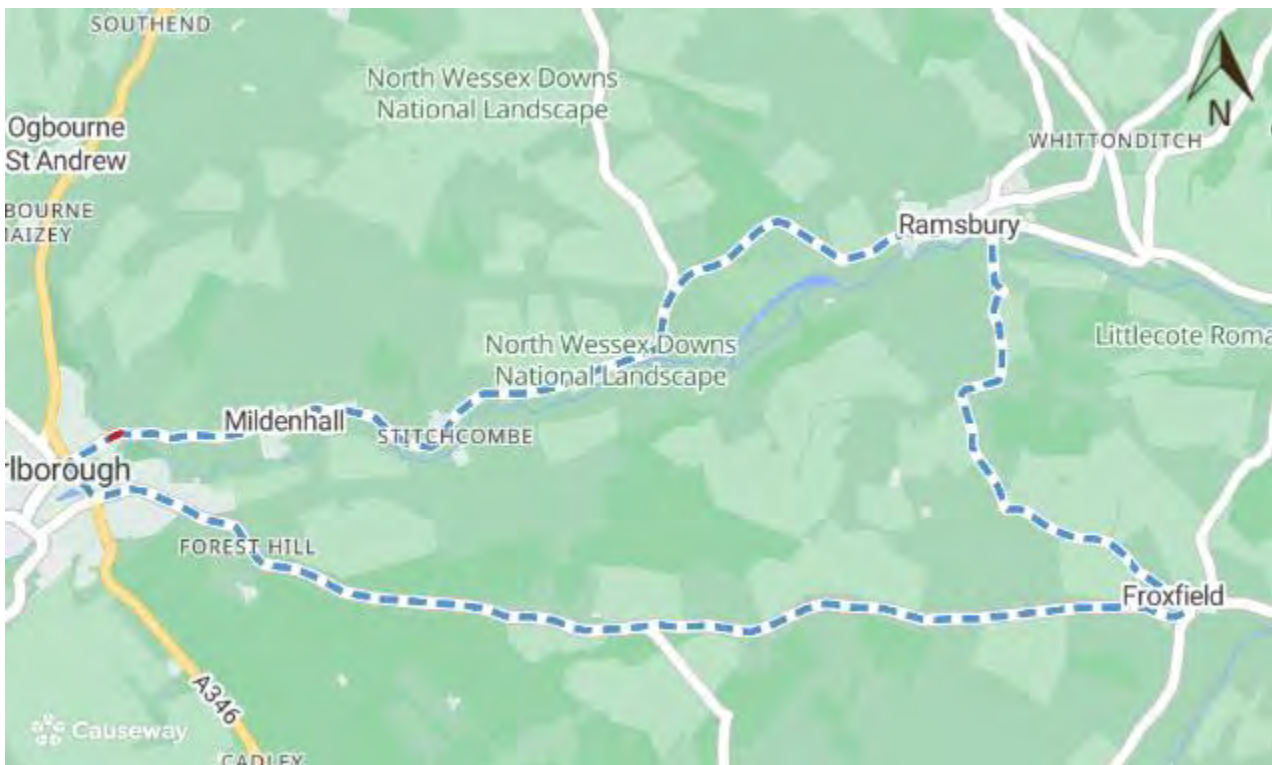
ITEM 14

TEMPORARY ROAD CLOSURES

To **note and consider** Temporary Traffic Regulation Orders (TTRO) issued by Wiltshire Council under Section 14(1) of the Road Traffic Regulation Act 1984 and Section 21 of the Town Police Clauses Act 1847

a) TTRN – Urgent closure of Poulton Hill (part) Ref:26E303

WILTSHIRE COUNCIL HEREBY GIVE NOTICE that on 27th October 2025, the following length of road shall be closed to all traffic in the interests of public safety to enable Scottish and Southern Power Distribution to carry out road crossing and duct for a new electricity supply. **Poulton Hill (Part), Marlborough; 125 metres east of its junction with Tin Pit in an easterly direction for approximately 50 metres.**



Alternative route: via A4, Rudge Road, Elmdown and vice versa.

The closure and diversion route will be clearly indicated by traffic signs. Access will be maintained for residents and businesses where possible, although delays are likely due to the nature of the works.

These works will commence on **27th October 2025** and are anticipated to be required for **5 days**. This Notice will have a maximum duration of 5 days.

For further information regarding these works please contact Scottish and Southern Power Distribution 07918307914

The closure can also be found on one.network here: <https://one.network/?tm=GB145560838>

b) 28 November – Christmas Lights Switch-On

Wiltshire Council

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 28th November 2025** between the hours of **16.00** and **21.00**

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 The Common.
- 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.

This Order is made the 6th day of October 2025

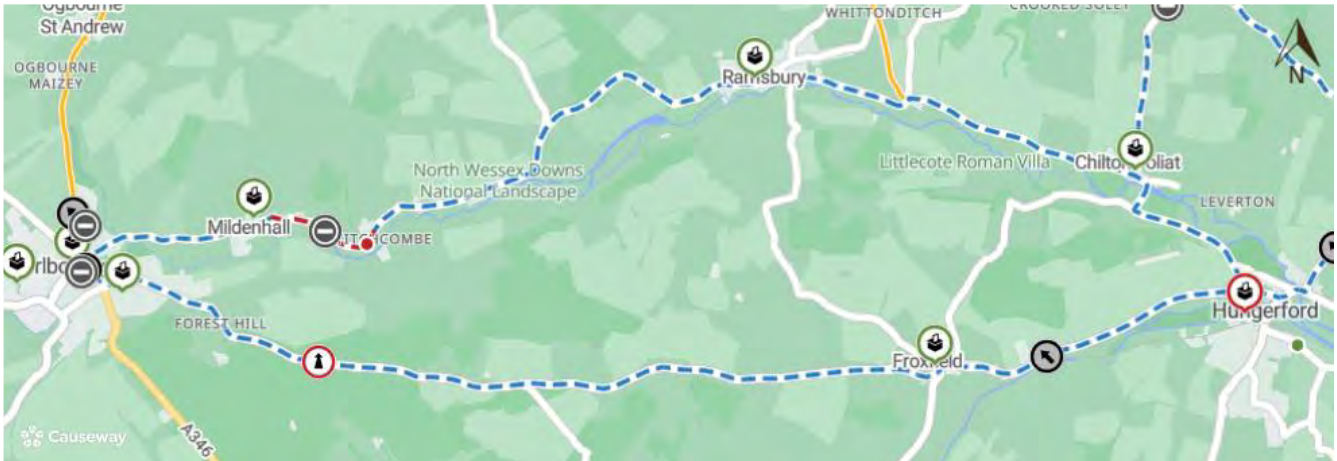
PP
Signed by
SAMANTHA HOWELL
Director Highways and Transport

IMPORTANT: It is an offence to willfully 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.

c) C6 (Part), Mildenhall (Ref: TTRO 10867)

Notice is hereby given that the Wiltshire Council has made an Order to close temporarily to all traffic:

C6 (Part), Mildenhall; from its junction with Sound Cope Lane to its junction with Thicketts Road



To enable: Wiltshire Council to carry out retexturing.

Alternative route: via C6 (unaffected length) – A4 – B4192 – C6 (unaffected length) and vice versa.

The closure and diversion route will be clearly indicated by traffic signs.

This Order will come into operation on **8 December 2025** and the closure will be required for **4 days**. It is anticipated that the works will take the stated duration to complete depending upon weather conditions. Access will be maintained for residents and businesses where possible, although delays are likely due to the nature of the works. The Order will have a maximum duration of 18 months.

For further information please contact Wiltshire Council on 0300 456 0105

The closure can also be found on one.network here: <https://one.network/?tm=GB145580327>

d) The Parade (Part), Marlborough (Ref: TTRO 10861)

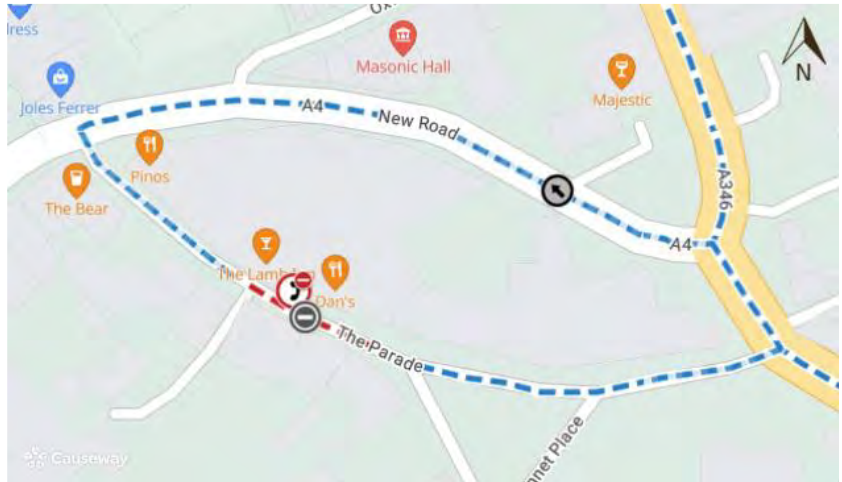
Notice is hereby given that the Wiltshire Council has made an Order to close temporarily to all traffic:

The Parade (Part), Marlborough; from its junction with Kennet Place for a distance of approximately 40m in a westerly direction.

To enable: Openreach to carry out excavate to lay 2m duct.

Alternative route: via The Parade (unaffected length) – New Road and vice versa.

The closure and diversion route will be clearly indicated by traffic signs.



This Order will come into operation on **9 December 2025** and the closure will be required for **3 days**. It is anticipated that the works will take the stated duration to complete depending upon weather conditions. Access will be maintained for residents and businesses where possible, although delays are likely due to the nature of the works. The Order will have a maximum duration of 18 months.

For further information please contact Openreach on 0370 050 0792.

The closure can also be found on one.network here: <https://one.network/?tm=GB145493782>

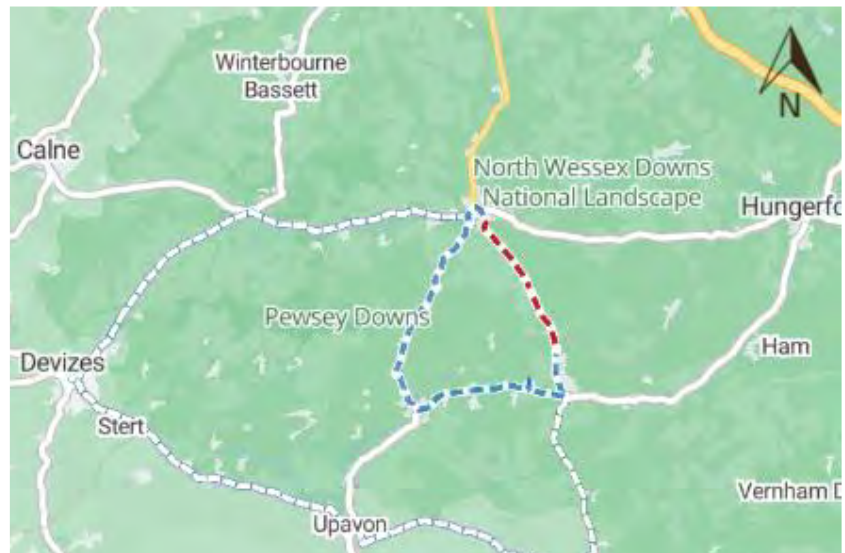
e) A346 (Part), Burbage, Savernake and Marlborough (Ref: TTRO 10857)

Notice is hereby given that the Wiltshire Council has made an Order to close temporarily to all traffic:

A346 (Part), Burbage, Savernake and Marlborough; from its junction with Marlborough Road to its junction with Blenheim Road

To enable: Wiltshire Council to carry out carriageway resurfacing, replacement of existing road markings, adjustment of ironwork and associated works.

Alternative route light vehicles: via A346 (unaffected length) – B3087 – A345 – A4 – A346 (unaffected length) and vice versa.



Alternative route HGV: via A346 (unaffected length) – A338 – A342 – A361 – A4 – A346 (unaffected length) and vice versa.

The closure and diversion route will be clearly indicated by traffic signs.

This Order will come into operation on **12 December 2025** and the closure will be required between the hours of **19:00 and 06:00 for 4 nights**. It is anticipated that the works will take the stated duration to complete depending upon weather conditions. Access will be maintained for residents and businesses where possible, although delays are likely due to the nature of the works. The Order will have a maximum duration of 18 months.

For further information please contact Wiltshire Council on 0300 456 0105.

The closure can also be found on one.network here: <https://one.network/?tm=GB145004533>