

Marlborough Town Council



30 November 2021

Dear Councillor

PLANNING COMMITTEE

You are **summoned** to a meeting of the **Planning Committee** which will be held on **Monday, 6 December 2021** at **7.00pm** in the **Court Room, Marlborough Town Hall**.

Yours sincerely

Richard Spencer-Williams

Mr Richard Spencer-Williams, PSLCC

Town Clerk

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

There will be twenty 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.

All those in attendance at the meeting will be required to wear a face mask when moving around the Town Hall unless exempt, or when seated.

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.

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 Chairman. 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 dispensations
- 3. Chairman's Announcements**
- 4. Minutes**
To confirm the minutes of the meeting held 15 November 2021
- 5. Action Log**
To review the Action Log, and provide updates for any outstanding actions
- 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. Neighbourhood Plan**
To receive a verbal update

277/21

MINUTES

RESOLVED: that the minutes of the meeting held 25 October 2021 were approved as a true record and signed by the Chairman

278/21

TOWN CLERK'S ACTION LOG

The Town Clerk's Action Log was noted, and there were verbal updates on several items:

- At Poulton Hill, the speed limit sign had been put back into position and vegetation had been cut back
- Traffic Survey: Highways Officers had agreed to provide an introduction to Atkins in order to discuss possibilities
- Requests for changes to waiting and parking restrictions (yellow lines) would be collated and submitted to Wiltshire Council in January

279/21

PLANNING DECISION NOTICES

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

280/21

PLANNING APPLICATIONS

a) **PL/2021/09986** – Rear terrace and basement kitchen extension, addition of air conditioning to the first floor bedrooms, garden study, relocation of kitchen extract, garden hot tub at Riverside, 51A High Street, Marlborough [REDACTED]

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

b) **PL/2021/09678** – Rear terrace and basement kitchen extension, addition of air conditioning to the first floor bedrooms, garden study, relocation of kitchen extract, garden hot tub at Riverside, 51A High Street, Marlborough for [REDACTED]

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

c) **PL/2021/10231** – Proposed side extension at South View, Cold Harbour Lane, Marlborough for Mr and Mrs Card

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

281/21

WORK TO TREES

a) **PL/2021/10006** – Fell Leylandii. This quick-growing and unsightly Leylandii tree is growing into a characterful and established Ash tree, and also into a very established and large Lime tree, which as a TPO. It is a dense and ugly tree, and is obscuring the shape of these other, more established trees, as well as hindering their growth. Currently the land the tree sits on is unkempt and in need of taming. Removing this tree is the first phase of that. Eventually we intend to plant fruit trees, hedging and wildflowers at Upcott Cottage, Bath Road, Marlborough for Mrs Emma van Gijn

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

- b) **PL/2021/10409** – 3 x Yew trees – reduce by up to one-fifth and crown raise at 37 River Park, Marlborough for Mr C Rogers
RESOLVED: that Marlborough Town Council has no objection to this application
- c) **PL/2021/10411** – 1 x Sycamore tree & 1 x Holly tree – fell at 37 River Park, Marlborough for Mr C Rogers
RESOLVED: that Marlborough Town Council has no objection to this application

Councillor Hall took the Chair and Councillor Fogg did not vote

- d) **PL/2021/10247** – 1 – Walnut tree – fell. 2 – Bay tree – fell. 3 – Holly Oak tree – reduce by one-fifth at Rose Tree House, Silverless Street, Marlborough for Mrs Caroline Mitchell
RESOLVED that Marlborough Town Council objects to this application. There are no documents online to support this application therefore not enough information is available to make a decision.

Members noted two applications for which the comments date had expired:

PL/2021/09976 – Ash tree – pollard at 20-30ft at 5 Culvermead Close, Marlborough for Mr Clyde Nancarrow. Members had no objection.

Councillor Fogg resumed the Chair

PL/2021/09610 – T1 – Walnut tree – approx. 6m in height, reduce radial by approx. 2m. T2 – Walnut tree – approx. 4m in height, reduce radial by approx. 1m. T3 – Cypress tree – approx. 4m in height, remove to ground level. T4+T5 – Holly trees – approx. 3m in height, remove to ground level at 9 River Park, Marlborough for Rees

282/21

COMMUNITY AREA TRANSPORT GROUP (CATG)

Members considered two Highways Improvement Requests:

Councillor Hall took the Chair for the following item and Councillor Fogg did not vote

a) Oxford Street

A request had been received to resolve issues affecting residents of Oxford Street, as well as pedestrians. Solutions suggested included reviewing the speed limit, adding a no entry sign to one end and/or introducing a residents parking scheme. Members discussed:

- The criteria required to qualify for inclusion in a 20 mph zone
- Whether Oxford Street had been included in the 2018 20mph project
- Whether more than one person had raised the issue
- Whether to review in isolation, or as part of a whole town traffic survey

RESOLVED: (i) to include Oxford Street in the overall traffic survey of the town

b) Poulton Hill

A request had been received addressing a number of issues related to road safety for pedestrians on a narrow stretch of road between the 30mph restriction on Poulton Hill and the Vicarage Close region of St Martins. There were 6 possible solutions proposed. Members discussed:

- Whether there was enough overall width to safely increase the size of the footpath while retaining enough space in the road for vehicles to safely pass in each direction
- Whether it would be feasible to extend or change speed limit areas, particularly for 20mph which may require the carriageway to be narrowed significantly
- Comments about the narrow pavement near Vicarage Close had been received from several residents
- That the first solution had already been completed, to cut back vegetation and reinstate the 30mph sign
- Whether the implementation of a Speed Indicator Device was appropriate for CATG consideration
- That submitting the request to CATG would allow a Highways Officer to offer advice on how to address the problems raised in the request

RESOLVED: to submit the request to CATG and ask for expert advice about proposals 3-6

283/21

BUS CONSULTATION

The Chairman introduced a request from Wiltshire Council for feedback and suggestions about bus services in Marlborough and Manton as part of the Enhanced Partnership Plan phase of the Bus Back Better process. Wiltshire Council was keen to increase the percentage of bus commuters and was seeking specific, detailed comments to feed into the review. Discussion topics included:

- Whether the request was limited to a focus group – and if not to seek input from members of the public via the Town Council website
- That bus timetables should link with train services, in particular at the beginning and end of the working day (i.e. passengers arriving from London in the evening)
- That the lack of bus services at certain times was a contributing factor to staff shortages in businesses in the town, with potential employees preferring to use a bus to avoid higher costs of using car parks but unable to find services that would allow them to work in Marlborough
- That businesses open in the evening were struggling to find staff: the lack of evening buses meant prospective staff could not get home after work
- It was difficult for people to attend appointments at the Job Centre in Devizes because there was no direct service between Marlborough and Devizes

- That people wishing to take a climate-friendly solution by leaving cars at home did not have a public transport alternative
- Currently different services to Swindon leave Marlborough within 10 minutes of each other: could there be better co-ordination between bus companies to improve the frequency of services
- Whether different sized vehicles (e.g. a double decker at commuter times, minibuses off peak) could help bus companies make routes more economical

ACTION POINT: The **Town Clerk** would feed back all the points raised at the meeting

RESOLVED: that all Members should respond to the request for feedback; and to liaise with Wiltshire Council about encouraging public participation online

284/21

SPEED INDICATOR DEVICES (SID)

Members considered the draft plan for the use of SIDs. Matters arising included:

- Whether the High Street could be added to the locations
- That former Wiltshire Councillor Stewart Dobson had successfully applied to the Area Board seeking financial support for the purchase of a second SID: those funds were now available
- The proposed deployment routine, its timescale, and the likely requirement for staff time and that this would increase if more devices were added
- That implementing a plan, and reviewing data at Planning meetings, would demonstrate the Town Council's commitment to addressing traffic issues
- Whether a priority was needed for the use of the SIDs – e.g. the benefit of a physical presence to slow down traffic, or the analysis of the data, and whether this could determine how frequently the Committee should review downloaded SID data
- Whether a PDF was the only method of providing data, or whether source files could be made available to Members

ACTION POINT: check whether data files can be downloaded from the SID

RESOLVED: (i) that Members accept the impact on staff time to implement the SID plan and will work with the Town Clerk to find a way to help manage staff time

RESOLVED: (ii) to purchase a second Speed Indicator Device

RESOLVED: (iii) to include a regular report at Planning Committee meetings to review the data and understand the benefit from the SID deployment plan

285/21

BUDGET

Members considered any changes to the draft Planning Committee budget for 2022-23.

An amount of £5,000 was agreed to cover the cost of Climate Emergency response work, including an audit of the Council. This would allow time during the year to

determine what might be required in future budget years to address climate change. It was agreed to reduce the CATG budget from £10,000 to £7,500 and remove the Neighbourhood Plan referendum line item from the 2022/23 budget.

RESOLVED: that, with 3 changes, the Planning Committee budget was agreed for recommendation to the Finance & Policy Committee

286/21

TEMPORARY ROAD CLOSURES

Members noted that Wiltshire Council had issued Orders under Section 14(1) of the Road Traffic Regulation Act 1984 to close temporarily to all traffic:

C18 (part), Preshute and Marlborough (TTRO 7676) from the entrance to the property known as Manton House Farm for approximately 1,000m south east between 08:00-17:00 from 8 to 10 November to enable Openreach to carry out laying of new ducting and associated works

Vicarage Close, Marlborough (TTRO 7756) from its junction with Stonebridge Lane for its entire length between 09:00-16:00 on 27 January 2022 for 2 days to enable Wiltshire Council to conduct carriageway resurfacing

287/21

NEIGHBOURHOOD PLANNING

The Regulation 16 consultation had finished and the Steering Group was in the process of analysing the comments received. Wiltshire Council had appointed an examiner for the plan to move to Regulation 17 scrutiny prior to a referendum.

The meeting closed at 8:30 pm

Signed:

Date:

Chairman

ITEM 5

TOWN CLERK'S REPORT/ACTION LOG

#	Description	Minute Number	Source	Owner	Status	Meeting or Start Date	Due Date	Notes
1	The Town Clerk to prepare a CATG update report and recommendations for the Planning Committee to consider at its meeting on 31 August. This would allow time for any recommendations to be considered at Full Council on 6 September prior to the next CATG meeting on 16 September.		Planning Committee	Town Clerk	Complete	17/08/2021	31/08/2021	
7	Town Clerk to draft a letter to National Express to ask them to reinstate their services through Marlborough		Planning Committee	Town Clerk	In Progress	31/08/2021		Tourism officer has made contact via existing relationship and awaiting contact details. On 14/09/2021 the office circulated an email to all councillors sent to Councillor Barrett-Morton and cc: Danny Kruger MP in response to Cllr Barrett-Morton's letter, explaining that it does not intend to reinstate the 402 service as it is not viable from a commercial or operational perspective.

8	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, to be reviewed at the next meeting		Planning Committee	Town Clerk	In Progress	31/08/2021		<p>Town Clerk spoke to Mrs Hamblin on 25.10.21. Mrs Hamblin's view was that what was needed was a 'proper' crossing that suitably assisted those in particular with 'vulnerabilities' such as impaired vision or mobility to safely cross the large and busy High Street. A 'soft' crossing scheme as proposed she felt was inadequate for the needs of many of Marlborough residents.</p> <p>On 1.11.21 Cllrs Hall, Thomas, Sheppard, & Town Clerk met WC Highways engineer, Martin Rose to discuss ideas/options. MR undertook to see what scheme could be devised to cross High St near where Waitrose is located.</p>
9	Manton Hollow: Town Clerk to arrange a meeting to discuss alternative signs (No Through Road) with a Highways Engineer and obtain costs		Planning Committee	Town Clerk	In Progress	31/08/2021		<p>WC Highways emailed on 1.9.21 clarifying MTC's position; awaiting response.</p> <p>Raised with Highways engineer on the 1.11.21 who undertook to look at the options.</p>
10	To put the Manton 5-point traffic calming scheme forward for a Substantive Highways Grant		Planning Committee	Town Clerk	In Progress	31/08/2021		<p>WC Highways emailed on 1.9.21 with proposal/application requesting advice on feasibility; awaiting response, CATG acknowledged would suit substantive scheme, Scheme needs more work re; costing to prepare for next bid fund.</p>
22	Councillor Thomas to seek update from Environmental Health concerning a closed restaurant	Public Question Time	Planning Committee	Councillor Thomas	Complete	04/10/2021		<p>25.10.21: followed up with the Environmental Health team at Wiltshire Council who confirmed that they were working with local businesses and noted that any pest problem was likely to be common to several premises; it was taking an approach to avoid disrupting trade on the High Street</p>

23	Councillor Sheppard to arrange an on site meeting with a Highways Engineer to discuss proposals at High Street north of St Peters and report back to the Town Clerk	209/21	Planning Committee	Councillor Sheppard	In Progress	04/10/2021		
24	To investigate whether the SID could be deployed at Poulton Hill	209/21	Planning Committee	Town Clerk	In Progress	04/10/2021		Previously identified locations were advised as unsuitable. Assistant Town Clerk investigating other potential locations and seeking WC Highways advice.
25	To check whether the repair of signage and removal of vegetation could be done by the Parish Steward, as well as maintenance of the bank at Poulton Hill	209/21	Planning Committee	Town Clerk	Complete	04/10/2021		Parish Steward contacted twice by Grounds Manager. Awaiting reply. 278/21 15/11/2021 the work has been completed
26	Councillor Sheppard to include pedestrian safety issues at Poulton Hill in his discussions with the Highways Engineer for suggested solutions	209/21	Planning Committee	Councillor Sheppard	In Progress	04/10/2021		
27	Traffic survey - gain support from Wiltshire Council	213/21	Planning Committee	Town Clerk and Councillor Hall/Wiltshire Councillors	Not Started	04/10/2021		Pending outcome of Area Board 12.10.21. 15/11/2021: 278/21: Officers have agreed to provide an introduction to Atkins
33	Reply to Mr Cunnane re: sharing his Town Centre Plan via a future TC Plan Working Party	Public Question Time	Planning Committee	Town Clerk	Complete	26/10/2021		Email sent 26.10.21 informing Mr Cunnane of Committee's offer to invite to a future working party.

34	CATG: Clarify process for yellow line and parking requests	243/21	Planning Committee	Town Clerk	In Progress	25/10/2021		Email sent to WC S. Hind for clarification. Subsequent site meeting WC Highways confirmed best approach is to request yellow lines/ parking restriction as one 'job lot'. Request for 'waiting restrictions' are submitted via a 'Waiting Restriction Request Form' to WC Highways. It is not clear if this is via CATG officers or direct to WC Highways or both? 278/21 15/11/2021: to be submitted direct in January 2022
43	SID draft Plan		Planning Committee	Town Clerk	Complete	04/11/2021		Town Clerk, Assistant Town Clerk, and Grounds Manager met to discuss. Initial report on Planning Committee agenda 15.11.21. Plan implementation to start week beginning 6.12.21.
44	Check whether digital data could be downloaded from the SID and whether it (or other formats containing technical data) can be provided for the next Planning Committee meeting; also, to investigate costs for portable/new SID options plus wider community involvement, and whether police permission would be required.		Planning Committee	Town Clerk	In Progress			Assistant Clerk investigating SID options/quotes, seeking advice from WC Highways; notably smaller /Wi-Fi enabled and solar powered SIDs.(29.11.21)
46	Bus Consultation: feed back points raised at meeting to Wiltshire Council	283/21	Planning Committee	Town Clerk	Complete	15/11/2021		Planning Committee's points were fed back via Option 24/7 on the 16.11.21 . Bus survey link and questionnaire put on website 19/11 to run to 10.12.21.

47	Speed Indicator Devices: check whether data files can be downloaded from the SID (data, not PDF)	284/21	Planning Committee	Town Clerk	Complete	15/11/2021		Report downloads as PDF, can be converted into Word document on request.
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To note the Planning Decision Notices issued by Wiltshire Council for the period 4 to 28 November 2021:

- a) **PL/2021/07892** – Castle and Ball, High Street, Marlborough
Repairs to box gutter on rear extension and rotting timber subframe, repairs to internal rainwater damaged ceilings and replacement of degraded pitched roof light
Decision: Approve with Conditions **MTC:** No objection
- b) **PL/2021/08586** – 14 London Road, Marlborough
Internal and external alterations; replacement of rear elevation windows
Decision: Approve with Conditions **MTC:** No objection subject to the Conservation Officer's approval
- c) **PL/2021/09056** – Wye House, Barn Street, Marlborough
T1 – Locust tree (Robinia) (T4 of TPO E257) – fell. T2 – Split Leaf Beech Tree (T1 of TPO E257) – 30% thin
Decision: Approve **MTC:** asks Wiltshire Council's tree officer to take account of the health of the Locust tree before making a decision
- d) **PL/2021/09610** – 9 River Park, Marlborough
T1 – Walnut tree – approx. 6m in height, reduce radial by approx. 2m. T2 – Walnut tree – approx. 4m in height, reduce radial by approx. 1m. T3 – Cypress tree – approx. 4m in height – remove to ground level. T4+T5 – Holly trees – approx. 3m in height – remove to ground level
Decision: No Objection **MTC:** Not considered
- e) **PL/2021/09693** – 4 School Lane, Manton
6 x Leylandii trees – fell
Decision: No objection **MTC:** No objection
- f) **PL/2021/09714** – 32 River Park, Marlborough
Liquid Amber tree – fell
Decision: No objection **MTC:** No objection
- g) **PL/2021/10167** – 5 George Lane, Marlborough
Discharge of condition 4 for PL/2021/06168
Decision: Withdrawn by Council **MTC:** Not considered

Councillors and members of the public should contact the Town Clerk by midday on 6 December 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/2021/10968](#) – Full Planning Permission
The erection of a detached residential property on land at the junction between Cross Lane and Back Lane, Marlborough, in the garden of “High Town” at Hightown, Cross Lane, Marlborough for Mr Gary Sharp
- b) [PL/2021/10331](#) – Full Planning Permission
New tennis pavilion built into gradient of land at Marlborough Tennis Club, Frees Avenue, Marlborough for Mr Gary Bond
- c) [PL/2021/10836](#) – Full Planning Permission
Use of commercial premises (Use Class E) as new dwelling unit at Crooks Yard, Hilliers Yard, Figgins Lane, Marlborough for Neptune
- d) [PL/2021/10683](#) – Full Planning Permission
Demolition of existing single-storey dwelling and erection of replacement two-storey dwelling with detached garage at Folly Dale, Barnfield, Marlborough for Mr & Mrs Davies
- e) [PL/2021/10666](#) – Householder Planning Permission
Retention of mock dormer to side elevation at Eastholme, Blowhorn Street, Marlborough for Mr D and Mrs S Morris
- f) [PL/2021/10922](#) – Removal/variation of conditions
Variation of condition 2 of PL/2021/04196 (approved plans) at Brown Sherry, The Common, Marlborough for Ms H Stamp

To receive a verbal update from Councillor Hall, Chair of the Marlborough Area Neighbourhood Plan Steering Group.