

Marlborough Town Council



2 December 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, 8 December 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 17 November 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. Licensing**
To consider a licence application
- 10. Community Governance Review**
To consider how to respond to a communication from Wiltshire Council
- 11. Local Highway and Footway Improvements Group (LHFIG)**
To 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

Marlborough Town Council



Planning Committee

Minutes of a meeting of the Planning Committee held Monday, 17 November 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 Mervyn Hall	Vice Chair
	Councillor Mark Cooper	
	Councillor Susannah O'Brien	
	Councillor Peter Morgan	
	Councillor Nicholas Awbery	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO		
PRESENT	Neil Goodwin	Marlborough.News

PUBLIC QUESTION TIME

The Chair had received an email about resident parking schemes. As they had not specifically asked for it to be read out, the person's name was withheld. It pointed out that residents of St Martins had similar issues to those experienced at Lower Prospect. The concern is that, if other roads become resident only parking, there will be a knock-on effect to St Martins which will only get worse once York Place is redeveloped. The **Chair** noted that resident parking schemes may not always be the best option.

265/25 APOLOGIES
Apologies for absence were received from **Councillors Farrell, Sheppard, Luson, Shantry, Sadler, Beaumont and Wrench**

266/25 DECLARATIONS
Cllrs Fogg and Cleasby – item 7(h) – planning application – non-pecuniary interest.

267/25 CHAIR'S ANNOUNCEMENTS

At the previous meeting Councillors considered application PL/2025/06547 and had no objections. Amended documents have since been issued: comments are invited with a closing date before the next Planning Committee meeting. Any members wishing to review and comment individually may do so online.

268/25 MINUTES

RESOLVED: that the minutes of the meeting held 27 October 2025 were confirmed as a true record and signed by the Chair

269/25 ACTION LOG

Members noted the updated action log. Discussion points included:

#151 Speedwatch: revisit in a month

#297 Play area at Hawthorn Meadows: the Town Clerk had been in discussion with an officer for the developer but had not yet received a formal response from the legal team regarding early transfer of land and assets. He understood the work was expected to complete in early December and the developer would shortly be organising for the Wiltshire Council inspection.

270/25 PLANNING DECISIONS

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

271/25 PLANNING APPLICATIONS

a) **PL/2025/08045** – Change of use application for the ground floor from Class E restaurant and the first and second floor from bed and breakfast accommodation into a new single family dwelling as residential at 7 Kingsbury Street, Marlborough for Mr Simon Wetton, Savernake Properties Ltd

Cllr Fogg noted that this building has a date mark of 1653 near the fireplace – the year after the great fire of Marlborough. As a building with historical significance, the Conservation Officer had raised questions about the application. It was also a shame that the town was losing another restaurant.

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

b) **PL/2025/08322** – Change of use from Class B8 (storage and distribution) to Class E (commercial, business and service) excluding subclasses (e – the provision of medical or health services & f – as a creche or day nursery). Works associated with this change as shown on submitted drawings at Former Lecture Hall (most recently used for storage), The Parade, Marlborough

RESOLVED: that Marlborough Town Council has no objection to this

application

- c) **PL/2025/07588** – Install an internal fire-rated stud wall (FD30 standard) with an integrated oak fire door to separate the kitchen from the main access and egress route (the stairwell) on first floor of the building at Flat 59B, High Street, Marlborough for Mr Samuel Fields
RESOLVED: that Marlborough Town Council has no objection to this application
- d) **PL/2025/08597** – Replacement windows at 28 St Martins, Marlborough for Mrs A Valesoa Ialy
RESOLVED: that Marlborough Town Council has no objection to this application subject to the satisfaction of the Conservation Officer
- e) **PL/2025/08391** – Internal alterations and erection of balcony to the rear elevation at Wykeham House, 50 High Street, Marlborough for W H Marlborough Ltd
RESOLVED: that Marlborough Town Council has no objection to this application subject to the satisfaction of the Conservation Officer
- f) **PL/2025/08173** – Erection of balcony to the rear elevation at Wykeham House, 50 High Street, Marlborough for W H Marlborough Ltd
RESOLVED: that Marlborough Town Council has no objection to this application subject to the satisfaction of the Conservation Officer
- g) **PL/2025/07766** – Replacement of conservatory with a single story extension at 40 River Park, Marlborough for Mr G Long
RESOLVED: that Marlborough Town Council has no objection to this application

Councillors Fogg and Cleasby did not vote on the following item. Councillor Hall took the Chair

- h) **PL/2025/08410** – Retrospective application for the erection of a flat roofed single storey rear extension across the rear of the existing main house and consented glazed porch extension, which was built in 2019 following the construction of a glazed porch, under consent 19/04466/FUL at The Limes, 6A The Green, Marlborough for Mr Mike & Mrs Dorothy Maclachlan
RESOLVED: that Marlborough Town Council has no objection to this application

Councillor Cleasby resumed the Chair

272/25

WORKS TO TREES

- PL/2025/08515** – T1 Beech – Fell at Najac, Kingsbury Street, Marlborough for D W Oliver Tree Services Ltd
RESOLVED: that Marlborough Town Council objects to this application. The

reason stated does not justify the felling of this young, healthy tree which our Tree Officer doesn't believe poses any risks

273/25 PLANT BASED MARKET

Members considered an application from Kordia Events to hold three plant-based street markets in January, May and November 2026.

RESOLVED: that Marlborough Town Council supports this application

274/25 LOCAL HIGHWAY AND FOOTWAY IMPROVEMENTS GROUP (LHFIG)

Members considered a Highway Improvement Request and reviewed the action log.

Pavement at A4 London Road to Savernake Hospital

Four suggestions had been made:

1. Resurfacing and cut back vegetation, but there's no room for widening or to provide passing spaces, not realistically a practical or financially viable solution
2. Provide suitable forewarning of the limitations and hazards of the path at each end by suitable warning notices
3. Completely remove path because of its highly hazardous and potential precarious attributes
4. Discontinue to use the Savernake Hospital as a vaccination venue because of its isolated and discriminatory locale especially on a Sunday

Discussion points included:

- Most of the path fell within Savernake Parish, not Marlborough
- The issue of vegetation had been put on the list for the Parish Steward
- The Town Council had contacted the Community Vaccination Service on the applicant's behalf, and an officer had written directly to them confirming the location would be taken into consideration if further vaccination clinics are required

RESOLVED: to reply to the applicant and suggest any requests not resolved above are submitted via Savernake Parish Council

Action Log

Members noted the LHFIG action log.

#143 20MPH Speed Limits: a Highways Officer believed this would be completed by the end of February

Councillor Morgan questioned the effectiveness of the LHFIG process, which he felt was letting down both the Town Council and residents. With over 40 requests on the list and growing all the time, each project seemed to take between 5-15 years. He questioned effectiveness of the structure, leadership, budget and process and asked whether Wiltshire Council was exposing itself to potential legal

action if it did not take action on requests related to highway safety. He suggested that non-trunk road decisions could be devolved to major Town Councils to address road safety issues and do away with the consultancy process, or that the Town Council put in a major objection to Wiltshire Council about getting timely resolutions to requests.

The Chair noted it was not just a case of budget, but the availability of resources to conduct the work which was a factor in the decision making process. Lots of parishes had similar experiences and views.

Councillor Cleasby (*also Wiltshire Councillor for Marlborough East and Chair of LHFIG*) replied and said Cllr Morgan may be surprised to learn that she agreed with about 85% of his comments about LHFIG not being fit for purpose and had made similar points herself in the past, although she cautioned him about some of his comments. Even before the Council elections and the change of regime, Wiltshire Council had started to look at the Area Board/LHFIG structure. Since assuming the Chair, she had been in ongoing discussions with officers to move this forward. It was felt that the current process should continue to enable requests to continue to be considered while a new approach was being identified. The Deputy Leader of the Council was leading this work. She would be happy to discuss the matter further with Cllr Morgan if he would like to hear more detail.

275/25 SPEED INDICATOR DEVICES (SIDs)

Members noted the most recent data downloaded from the Town Council's SID at Kingsbury Street between 22 October and 4 November.

276/25 TOWN CENTRE WORKING PARTY

Rain planters and a rain storage tank had been installed at Cooper's Corner, and the Town Clerk encouraged Councillors to take a look. Letters had also been delivered to home owners in town centre flood risk areas inviting them to a meeting to find out more about rain planters.

277/25 TEMPORARY ROAD CLOSURES

No new orders had been received.

The meeting closed at 7.48 pm

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 17.11.25 Revisit in one month
#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 Greensquare Accord for update on ROSPA report. Following consideration at AOS Committee Town Clerk met Council's solicitor 23.10.25 to discuss legal position of council and the transfer agreement.

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

Min #	Owner	Status & Mtg Date	Notes
			6 11 25 MTC legal Services have written to GreenSquareAccord's legal team with proposal to expedite the transfer (with amended terms and commuted sum to mitigate any risk). 17.11.25 informal discussion with officer but no formal reply from legal team. WC inspection likely early December upon expected completion
#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 21 10 25 Planning enforcement acknowledged enquiry.

ITEM 6

PLANNING DECISIONS

To note planning applications determined by Wiltshire Council between 10-28 November:

- a) **PL/2025/01126** – Castle Mound, Marlborough College, Bath Road, Marlborough
To enhance the setting of the Castle Mound by demolition of structures which partially cut into the West side of the Mound, to provide an opportunity for further archaeological research to be carried out as and when the structures are cleared and finally to put a new curved stone-fast revetment to support the Mound
Decision: Approve with conditions **MTC:** No objection
- b) **PL/2025/07084** – 20 Priorsfield, Marlborough
Proposed loft conversion including raising the ridge, single storey front and rear extension, and associated internal alterations
Decision: Approve with conditions **MTC:** No objection
- c) **PL/2025/07499** – Cedars, Kingsbury Street, Marlborough
Single storey extension and alterations, including improvements and creation of an annex and replacement of lantern roof lights with new skylights
Decision: Approve with conditions **MTC:** No objection
- d) **PL/2025/07928** – 50 High Street, Marlborough
Reduce small Silver Birch by 50%. Reduce the height of Horse Chestnut by 1/3 and reshape. Fell Ash. Fell Bay. Fell Aster. Trim back large shrubs
Decision: No objection **MTC:** No objection
- e) **PL/2025/07999** – Manton Mill, Bridge Street, Manton
T1 Crack Willow – Fell. F2 Ash trees (x6) – Fell. T3 Sycamore – Fell. T4 Willow – Fell. T5 Poplar – Fell
Decision: No objection **MTC:** No objection

- f) **PL/2025/08131** – 4 School Lane, Manton
 G1 – Group of Western Red Cedar trees – fell to ground level as close to/overshadowing building
Decision: No objection **MTC:** No objection
- g) **PL/2025/06786** – 4 The Green
 Removal of internal wall between kitchen and dining room. Repair / restoration of external windows.
Decision: Approve with conditions **MTC:** No objection

ITEM 7

PLANNING APPLICATIONS

To consider consultations received from Wiltshire Council. Councillors and members of the public should contact the Town Clerk by midday on 8 December if they feel the following application needs full discussion at the meeting.

- a) **PL/2025/08763** – Householder planning permission
 Single storey rear extension at Hillside, Granham Hill, Marlborough for Dr Pam Tulloch
- b) **PL/2025/08868** – Householder planning permission
 Form new opening in North West Elevations and insertion of glazed double doors, block existing window opening, removal of existing defective garage roof and end wall and door, making good to affected areas and erection of new boundary fence at Old Village Hall, Preshute Lane, Manton for Mrs Anne Babington
- c) **PL/2025/09086** – Householder planning permission
 Replace front window with door at Flat 14, Castle Court, River Park, Marlborough for Mrs Penelope Elias
- d) **PL/2025/09150** – Householder planning permission
 Single storey side extension at 37 Manton Hollow, Marlborough for Ms Mary Ellis

ITEM 8

WORKS TO TREES

To consider a consultation received from Wiltshire Council.

- a) **PL/2025/08912** – Notification of proposed works to trees in a conservation area
 T1 Silver Birch – Crown lift to 5m over highway
 T2 Hazel – Crown lift to 5m over highway
 T3 – Whitebeam – Crown lift to 5m over highway
 T4 – Hazel – To coppice
 T5 Yew – Trim/crown lift to 2m away from roof of neighbouring building at Peacock Cottage, Preshute Lane, Manton for Mr Ian Maurice

- b) [PL/2025/08913](#) – Notification of proposed works to trees in a conservation area
G1 – Group of Leylandii previously reduced in poor form and shape. Remove to ground level at Greentrees, Preshute Lane, Manton for Mrs Clare Maurice

- c) [PL/2025/08947](#) – Notification of proposed works to trees in a conservation area
T1 Cherry tree – Tip lift to 2m and tip reduce over parking bays by 1.5m to kerb edge to remove branches obstructing path and parking bay.
T2 Willow – Tip lift to 4m over garden (NOT river). X2 branches on south side of crown that extend 3-4m beyond the rest of the crown reduce by c3-4m to bring tree back into a uniform compact form and reduce weight on union with secondary boughs on those two specific branches
at Castle Court, River Park, Marlborough for Grange Property Management Ltd

- d) [PL/2025/09047](#) – Notification of proposed works to trees in a conservation area
Walnut tree – 15%-20% side crown reduction on road side; 5m crown lift and removal of deadwood throughout crown at The Coach House, Kingsbury Street, Marlborough for Lord Robert Napier

- e) [PL/2025/09191](#) – Notification of proposed works to trees in a conservation area
Holly tree and Apple tree – fell at Cobbles, 9 Herd Street, Marlborough for Mr Howard Wilkinson

ITEM 9

LICENSING

To consider and comment on a licence application

Variation to existing licence - St Peter's and St Paul's, Marlborough

Please see Appendix 1

Any representations for/against the application must be received in writing by Wiltshire Council no later than 9th December 2025.

Recommendation

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

Town Clerk
12 11 2025

Wiltshire Council is seeking proposals and representations from councils, individuals, and residents.

On 25 November 2025, Wiltshire Council's Democracy Manager (Democratic Services) wrote:

Background

Dear Towns and Parishes

Following communication to clerks on 16 October 2025 announcing the areas to be included in Wiltshire Council's next Community Governance Review², which includes your parish, a briefing note was circulated on 20 November 2025 (25-09, attached at Appendix 2) to announce the start of that review.

As noted in earlier communications a review does not mean that there will definitely be changes made to the governance arrangements of your town or parish. However, it is an opportunity to review those arrangements to ensure they reflect the identity and interests of local communities, and are as effective and convenient as can be – these are the statutory criteria for the review.

This email is asking for parishes to help circulate information about the review and solicit proposals (where appropriate) for changes to governance arrangements.

If your council would like to meet with representatives of the Electoral Review Committee to discuss further, please let us know as soon as possible.

Next steps

In addition to the briefing note the following webpage includes details of the timetable for the review, terms of reference, and general parish information for the areas under review:

[Community Governance Reviews - Wiltshire Council](#).

At this initial stage the Electoral Review Committee is particularly interested in hearing any proposals for changes, if appropriate, in the areas under review. Or, if no changes are felt to be appropriate, why that is the case. People may respond as individuals in addition to councils being able to respond as a body. We are asking for initial proposals to be provided, where possible, by 31 December 2025.

As a town or parish you may want to consider a number of questions:

² Noted by Full Council on 3 November – agenda item 13 https://www.marlbrough-tc.gov.uk/images/your-council/Full_Council_Agenda_3_November_2025.pdf

- Have there been any changes in or around the parish which mean the external boundaries are no longer as effective and convenient as they could be? Do they reflect the identity and interests of communities in the area?
- Is the number of councillors appropriate and effective? Do you struggle to have contested elections? Do you often have vacancies you find it difficult to fill? Do you have too few councillors for the level of responsibilities taken on by the parish?
- If the parish is warded, do those wards still accurately reflect the nature of communities in the area? Is warding still an appropriate arrangement, or would it be more effective and convenient to have all councillors represent the whole parish? Is the number of councillors per ward appropriate?
- If the parish is unwarded, are all areas adequately represented, or could warding better reflect the identity and interests of the various communities in the parish?
- If you are a Parish Meeting with no council, is this active and therefore providing representation? Could a parish council be established? Would grouping or merger with another area provide more effective governance? If you have a council, is this still the best way to provide effective and convenient governance?
- Does the name of the parish reflect the identity of its communities or common usage? (e.g. several parishes refer to themselves by a name which is not actually their legal name)
- If, as a council, you believe changes may be appropriate to external boundaries (e.g. in response to new development), has there been any discussion with the potentially impacted parish council around an appropriate solution?

General Responses

Not all parishes will have scheduled meetings remaining in 2025, so you may wish to raise informal or indicative proposals at this time, without committing to a specific suggestion, so that these may be explored properly. There will be further opportunity in the new year to raise proposals.

We ask that all your councillors be informed about the review, and encourage you to circulate as information to residents and partners, so that anyone may contact the Committee with any proposals, thoughts, comments, or other information they believe the Committee should take into consideration. Anyone may submit a representation, and this does not need to be the formal view of the town or parish council, who may or may not wish to provide formal submissions early in the New Year.

Any submissions can be sent to email address CGR@wiltshire.gov.uk for attention for the Committee. Any representations should focus on the statutory criteria. Council tax precept levels are not a relevant factor to be considered.

Recommendations

The Committee plans to prepare draft recommendations for the parishes under review around February 2025, so it is important for parishes to provide any and all relevant information and views, to enable them to consider appropriate (if any) action.

Any recommendations made would be subject to public consultation and may be amended.

This email has been sent to clerks and, where we have a contact email, the Chair of the council/mayor. It has also been sent to Unitary Councillors for information.

Kieran Elliott
Democracy Manager (Democratic Services)
Legal, Democracy, and Governance
Wiltshire Council

Proposal

Members are asked to offer a response to Wiltshire Council on either ideas for changes (if any) and whether they (or a delegation) would like to request to meet with the representatives of the Electoral Review Committee to discuss further, and to instruct the Town Clerk accordingly.

Town Clerk
26.11.25

ITEM 11 HIGHWAY AND FOOTWAY IMPROVEMENTS GROUP (LHFIG)

To received an update on the Wiltshire Council Area Board Local Highway and Footway Improvements Group and actions 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>

Min #	Owner	Status & Mtg Date	Notes
			<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 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 –</p>

Min #	Owner	Status & Mtg Date	Notes
			<p>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 the same it will be necessary for a report to be placed before the Cabinet Member for Highways, Street Scene and Flooding'.</p> <p>14.8.25 – Notified this was approved by Cabinet Member</p> <p>20.10.25 Design work being completed to enable Works package to be issued.</p> <p>17.11.25 Likely to be complete by end February 2026</p>
#184 HIGH STREET SHORT STAY PARKING/LOADING BAY			
228/23	Town Clerk	25/09/23 In progress	<p>Submitted on 02.10.23</p> <p>24.01.24: prioritised with action for WC Highways engineer to progress</p> <p>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.</p> <p>21.5.25 TC to chase up WC for installation date</p> <p>30 5 25 matter is with TRO team for advertisement, likely in June, as advised by WC Highways.</p> <p>9.7.2025: Proposed Traffic Regulation Order advertised for consultation (on agenda 4 August, item 10)</p> <p>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</p> <p>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</p>

Min #	Owner	Status & Mtg Date	Notes
			<p>considered in a future report; I will write to you again when I have more information regarding the proposal.</p> <p>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.</p>

Recommendation

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

Town Clerk
06 11 2025

ITEM 12 SPEED INDICATOR DEVICES (SID)

To consider the most recent data for Poulton Hill (5-18 November) and the SID rotation plan (Appendix 3).

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
- Poulton Hill

At the date of this report the SID was located at Golding Avenue, A4 Bath Road.

Recommendation

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

Deputy Town Clerk
19.11.2025

ITEM 13 TOWN CENTRE WORKING PARTY

To receive a verbal update.

* required information

Section 1 of 18

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference		You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
<p>Are you an agent acting on behalf of the applicant?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>		<p>Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.</p>

Applicant Details

* First name	Paul	
* Family name	Crerand	
* E-mail	paul@stpetersmarlborough.org.uk	
Main telephone number	[REDACTED]	Include country code.
Other telephone number		
<input type="checkbox"/> Indicate here if you would prefer not to be contacted by telephone		

Are you:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	01352725	
Business name	St Peter's and St Paul's Marlborough Trust Limited	If your business is registered, use its registered name.
VAT number	- None	Put "none" if you are not registered for VAT.
Legal status	Charity or Association	

*Continued from previous page...*Your position in the business Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name Street District City or town County or administrative area Postcode Country **Section 2 of 18****APPLICATION DETAILS**

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

 Address OS map reference Description
Postal Address Of PremisesBuilding number or name Street District City or town County or administrative area Postcode Country **Premises Contact Details**Telephone number

Continued from previous page...

Non-domestic rateable value of premises (£)

Section 3 of 18

VARIATION

Do you want the proposed variation to have effect as soon as possible? Yes No

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

Yes No

You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Describe Briefly The Nature Of The Proposed Variation

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

St Peter's is a Grade II* Listed Building, a former 15th century church. The current premises licence only has alcohol sales on Friday, Saturday & Sunday from 19.00. The variation is to extend the sale of alcohol by retail to all seven days of the week, and also to extend the time to start from midday (12.00) and end at 23.00 except Sunday, which will start at 14.00 and end at 21.00. The Perform Play would also match the existing Live Music.

Section 4 of 18

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the performance of a play take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

Provide further details here.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

St Peter's hosts ad hoc events throughout the year and wishes to extend its offering to include a wider range of plays.

State any seasonal variations for performing plays.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Typically there are more events during the tourist season but we also wish to provide events throughout the year, especially in the run-up to Christmas.

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

No.

Continued from previous page...

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to vary is successful?

Yes No

Section 6 of 18

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

Yes No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide live music be subject to change if this application to vary is successful?

Yes No

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

Yes No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

Yes No

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Continued from previous page...

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

- Yes No

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PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

- Yes No

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SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the sale of alcohol be for consumption?

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Typically there are more events during the tourist season but we also wish to provide events throughout the year.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

New Years Eve until 00.30 hours.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

None.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

The coffee shop is open from 10.00 to 16.00 Monday through Saturday in the winter, and then Sundays in the summer. Most events are scheduled to start at 19.00 although sometimes can start earlier, particularly at the weekend.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

St Peter's has hosted New Years Eve parties using a TEN and they finish at 00.30 hours.

Continued from previous page...

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

N/A

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

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LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

To generally promote the four licensing objectives under UK law, venues need to adopt a comprehensive and responsible approach that ensures safety, compliance, and respect for the local community with strong staff training and enforcement of policies.

b) The prevention of crime and disorder

Effective Security Measures: We employ trained security personnel (licenced door supervisors) who can manage entry and monitor behavior within the venue.
 Staff Training: We ensure that all staff, including bar staff, are trained to recognize and handle potentially problematic situations, such as underage drinking, intoxicated customers, or aggressive behavior. We implement a zero-tolerance policy on drugs and violence.
 Clear Policies: We have clear policies on acceptable behavior, including rules around drug use, weapons, and disorderly conduct. We work closely with local police and participate in any local crime prevention initiatives.
 Incident Logging: We maintain an incident log to document any disturbances or crimes, ensuring that these are reported to the police and reviewed to prevent future issues.

c) Public safety

Risk Assessments: We regularly conduct risk assessments to identify and mitigate any potential hazards, such as overcrowding, fire risks, or unsafe structures within the venue.
 Emergency Procedures: We have clear emergency procedures in place, including fire evacuation plans, and ensure that all staff are familiar with these procedures. We regularly check fire safety equipment such as alarms, extinguishers, and emergency exits.
 Capacity Management: We adhere to strict capacity limits to avoid overcrowding. We use ticketing systems and door controls to manage the number of patrons inside the venue at any one time.
 Safe Environment: We ensure the venue is well-lit and that all areas, including stairways and toilets, are safe and accessible. We provide first aid facilities and have trained first aiders on site during events.

d) The prevention of public nuisance

Continued from previous page...

Noise Control: We implement measures to control noise, such as limiting the volume of music, and using noise limiters. We monitor noise levels regularly and take immediate action if they exceed acceptable limits.

Managing Patrons: We manage the behavior of patrons as they leave the venue, ensuring they do not create noise or disturbances in the local community. We employ security staff to manage queues and disperse crowds quietly.

Waste Management: We ensure waste is managed properly, with regular collections to avoid littering around the venue. We provide adequate bins and encourage patrons to use them.

Communication with Neighbors: We maintain good relationships with local residents and businesses by communicating about upcoming events and listening to any concerns they may have.

e) The protection of children from harm

Age Verification: We have an age verification policy, all staff are trained how to ask for valid ID and how to check IDs in order to prevent the sale of alcohol to underage persons.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 18 of 18**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No Rateable Value up to £4300 = £100.00

Band B - £4301 up to £33000 = £190.00

Band C - £33001 up to £8700 = £315.00

Band D - £87001 up to £12500 = £450.00*

Band E - £125001 and over = £635.00*

There are additional fees for Premises Licence Application with numbers of persons present at any one time over 5,000.

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

100.00

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

Paul Crerand

* Capacity

Trustee and DPS

Continued from previous page...

* Date / /
 dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/wiltshire/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

OFFICE USE ONLY

Applicant reference number	<input type="text"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [Next >](#)

Community Governance Review

Briefing Note 25-09

Service: Democratic Services
Further Enquiries to: Lisa Alexander
Date Prepared: 19 November 2025
Contact: CGR@wiltshire.gov.uk

This note sets out the background to the Community Governance Review Process.

Wiltshire Council is undertaking a Community Governance Review in certain areas which will begin on 19 November 2025.

A [webpage](#) has been established to provide further information relating to the review. Members of the public and others can submit proposals for areas under review, or make other comments, through the email address above.

What are Community Governance Reviews?

1. A Community Governance Review (CGR) is a process to provide opportunity to review and make changes to governance arrangements to town and parish councils.
2. This is to ensure that they continue to be reflective of the identity and interest of local communities, and that they are as efficient and effective in their governance as possible. These are referred to as the statutory criteria.

What can a Community Governance Review change?

3. A Community Governance Review can make a number of changes to parish areas and parish electoral arrangements including:
 - Altering, merging, grouping, creating or abolishing parishes
 - the naming of parishes and adoption of alternative styles for new parishes (the naming process can also be undertaken under S75 of the LGA 1972)
 - parish council size. e.g. number of councillors to be elected, and warding arrangements
 - any other electoral arrangements
4. For example, a CGR might adjust the boundaries between two parishes, add or remove warding arrangements, alter the number of parish councillors on a council, or group a number of parishes together under a joint council, and more.

5. In certain circumstances a Community Governance Review may request minor alteration to a Wiltshire Council unitary division as a consequence of other changes, but this must be agreed by the Local Government Boundary Commission for England.

Who carries out a Community Governance Review?

6. Principal councils (district councils or unitary councils) have the power to carry out Community Governance Reviews and put in place or make changes to local community (parish) governance arrangements
7. Wiltshire Council has established an [Electoral Review Committee](#) to oversee Community Governance Reviews, including setting the scope of any review, its methodology and its timescales. The committee will make recommendations relating to any review to Full Council, who would make the decision.

Why and when is a Community Governance Review carried out?

8. As principal authority Wiltshire Council may schedule a review in response to a reasonable request from an individual, group or parish when it considers it practicable to do so, except those that are the result of a petition containing sufficient signatures which must be reviewed once the petition has been verified. Wiltshire Council may also suggest a review when it considers it appropriate to do so.
9. The Electoral Review Committee is responsible for deciding when it is practicable to review requests which have been received.
10. Reasons for a Community Governance Review can include, but are not limited to:
- Changes in population
 - Housing growth
 - Anomalous boundaries
 - Periodic review
11. At its [meeting](#) on 15 October 2025 the Electoral Review Committee agreed areas to be included in a Community Governance Review and the scope of the reviews in those areas. The final approval was delegated to the Director, Legal and Governance.
12. In selecting areas for review the Committee took account of government guidance that all parishes should have their arrangements reviewed every 10-15 years.
13. Terms of reference for this review will be available on the website linked in this briefing note. The areas to be included are set out in the table below:

Review Areas	Review parameters
<p>The parishes within the Devizes, Marlborough, and Royal Wootton Bassett & Cricklade Area Boards, being:</p> <p><u>Devizes</u> Bishops Cannings, Bromham, Bulkington, Cheverell Magna, Coulston, Devizes, Easterton, Erlestoke, Etchilhampton, Little Cheverell, Market Lavington, Marston, Potterne, Poulshot, Rowde, Seend, Stert, Urchfont, West Lavington, Worton.</p> <p><u>Marlborough</u> Aldbourne, Avebury, Baydon, Berwick Bassett, Chilton Foliat, East Kennett, Fyfield, Marlborough, Mildenhall, Ogbourne St Andrew, Ogbourne St George, Preshute, Ramsbury, Savernake, West Overton, Winterbourne Monkton.</p> <p><u>Royal Wootton Bassett & Cricklade</u> Braydon, Broad Town, Broad Hinton, Clyffe Pypard and Bushton, Cricklade, Latton, Lydiard Millicent, Lydiard Tregoze, Lyneham and Bradenstoke, Marston Maisey, Purton, Royal Wootton Bassett, Tockenham, Winterbourne Bassett.</p>	<p>Internal and external boundaries of the parishes listed, or any parishes bordering those listed, including associated warding.</p> <p>Also any other electoral arrangements, e.g. councillor numbers, and any other arrangements including grouping, merging, abolishing, or creating parishes.</p>

14. Any parishes which neighbour one of those listed in the table above will also be able to be included within the review, if a proposed change impacts them.

Parish Council vs Parish Meeting

15. Most of the parishes are served by a parish or town council to represent their electorate. A few do not have a council, and local electors may meet in a Parish Meeting to discuss and make decisions in some local matters. A review can recommend that an area without a parish council has one established, or that an area with a council becomes a Parish Meeting only.

How does a Community Governance Review work?

16. Community Governance Reviews are carried out in accordance with the Local Government and Public Involvement in Health Act 2007 and take into account statutory guidance. Links to those resources are included on the webpage for the reviews.

17. The indicative timetable for the review, in accordance with the terms of reference, is set out below:

Stage	Action	Dates
Stage one	Commencement of CGR - Terms of Reference published.	19 November 2024

	<p>Initial Schemes received (if any) uploaded to for any comments, to be updated with any relevant additional information.</p> <p>Local briefings and meetings as appropriate with unitary councillors and/or parish representatives if proposals have been submitted.</p> <p>To receive further schemes which fall within the scope of the Review.</p>	<p>November 2025</p> <p>November-December 2025</p> <p>19 November – 31 December 2025</p>
Stage two	<p>Consideration of submissions received in relation to proposed schemes/areas.</p> <p>Local briefings and meetings as appropriate with unitary councillors and/or parish representatives (continued)</p> <hr/> <p>Pre-consultation surveying (if appropriate)</p> <hr/> <p>Draft Recommendations prepared</p>	<p>December 2025- January 2026</p> <p>January 2026</p> <p>January - February 2026</p> <p>February - March 2026</p>
Stage three	Draft Recommendations consultation	March-April 2026
Stage four	<p>Consideration of submissions received</p> <p>Additional consultations (if appropriate)</p> <p>Final Recommendations prepared</p>	<p>May 2026</p> <p>May/June 2026</p> <p>May-June 2026</p>
Decision	Final Recommendations considered by Full Council.	July 2026

18. The committee will have the authority to adjust the timetable and other details if appropriate during the review.

On what grounds will a Community Governance Review be decided?

19. Any decision relating to parish arrangements must ensure that those arrangements align to the statutory criteria for reviews, being that they must:

- Reflect the identity and interests of local communities
- Ensure effective and convenient local governance

20. Any other factors, such as council tax precept levels, cannot be considered.

Next steps

21. At this stage of the review background information for the areas under review will be uploaded. These will be made accessible from the webpage linked to above.

22. The Committee will solicit any initial proposals/schemes for changes to parish arrangements and make these publicly available once received.

23. Individuals, groups, and parishes will be able to submit initial comments against those schemes/proposals or suggest alternative schemes within the areas listed in the terms of reference, through the contact details above.

24. Following consideration of any comments, and other information gathering, the Electoral Review Committee will prepare draft recommendations for each area and publicly consult upon its recommended outcome.



Élan Cité

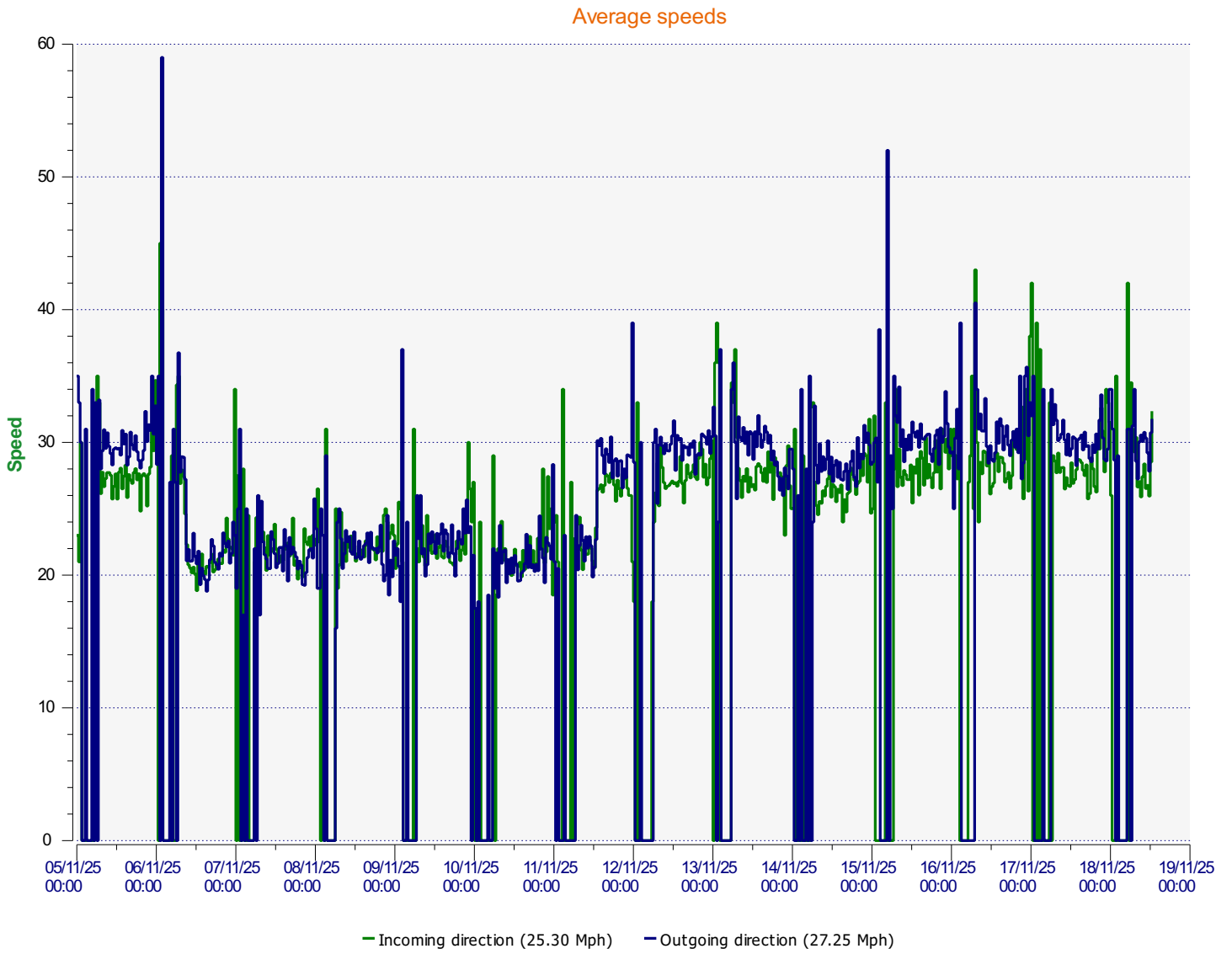
DÉTECTER • INFORMER • SÉCURISER



Start date: Wednesday, November 5, 2025 12:00 AM
End date: Tuesday, November 18, 2025 1:00 PM

Location: Poulton Hill - 30mph

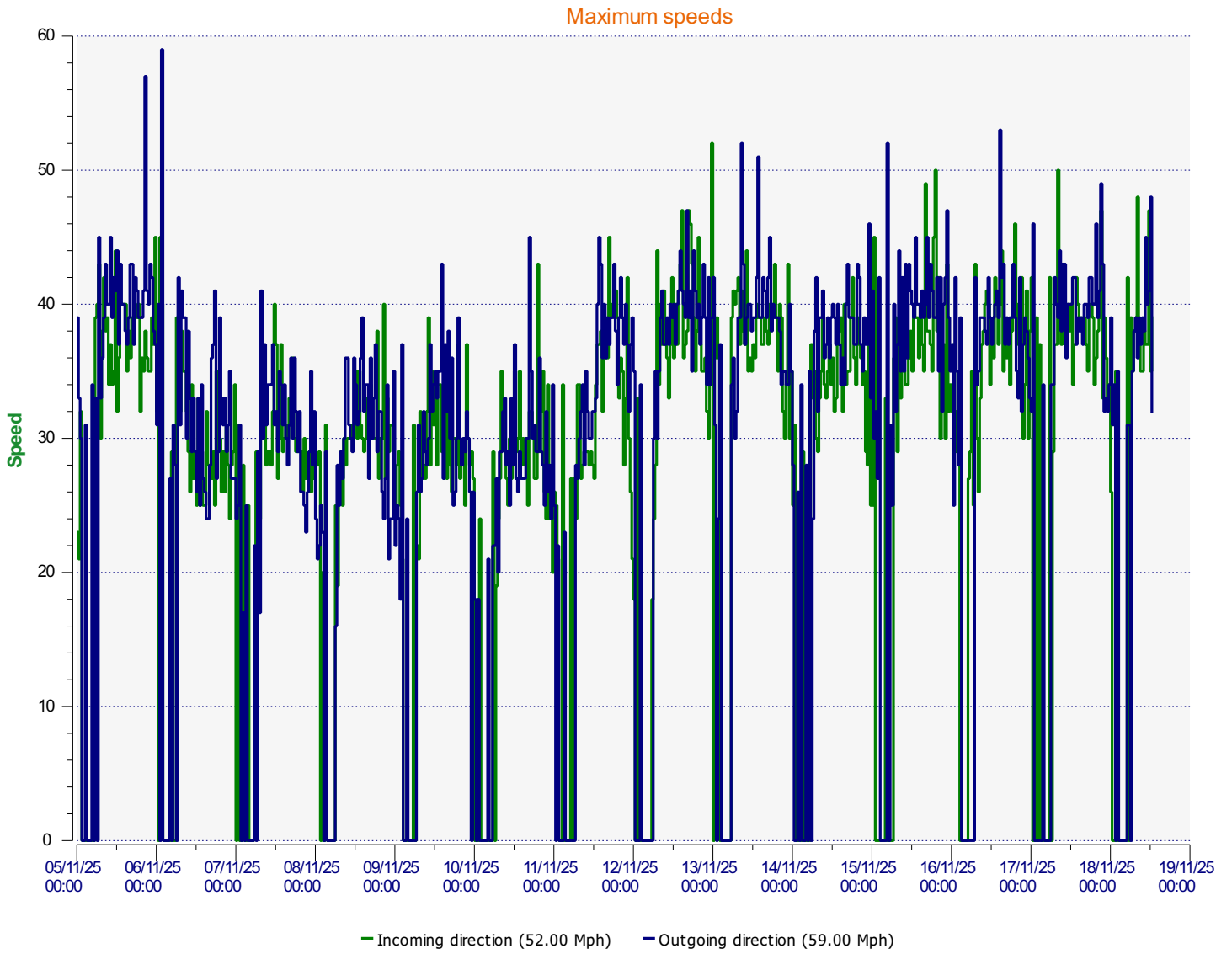
Comments:



Start date: Wednesday, November 5, 2025 12:00 AM
End date: Tuesday, November 18, 2025 1:00 PM

Location:

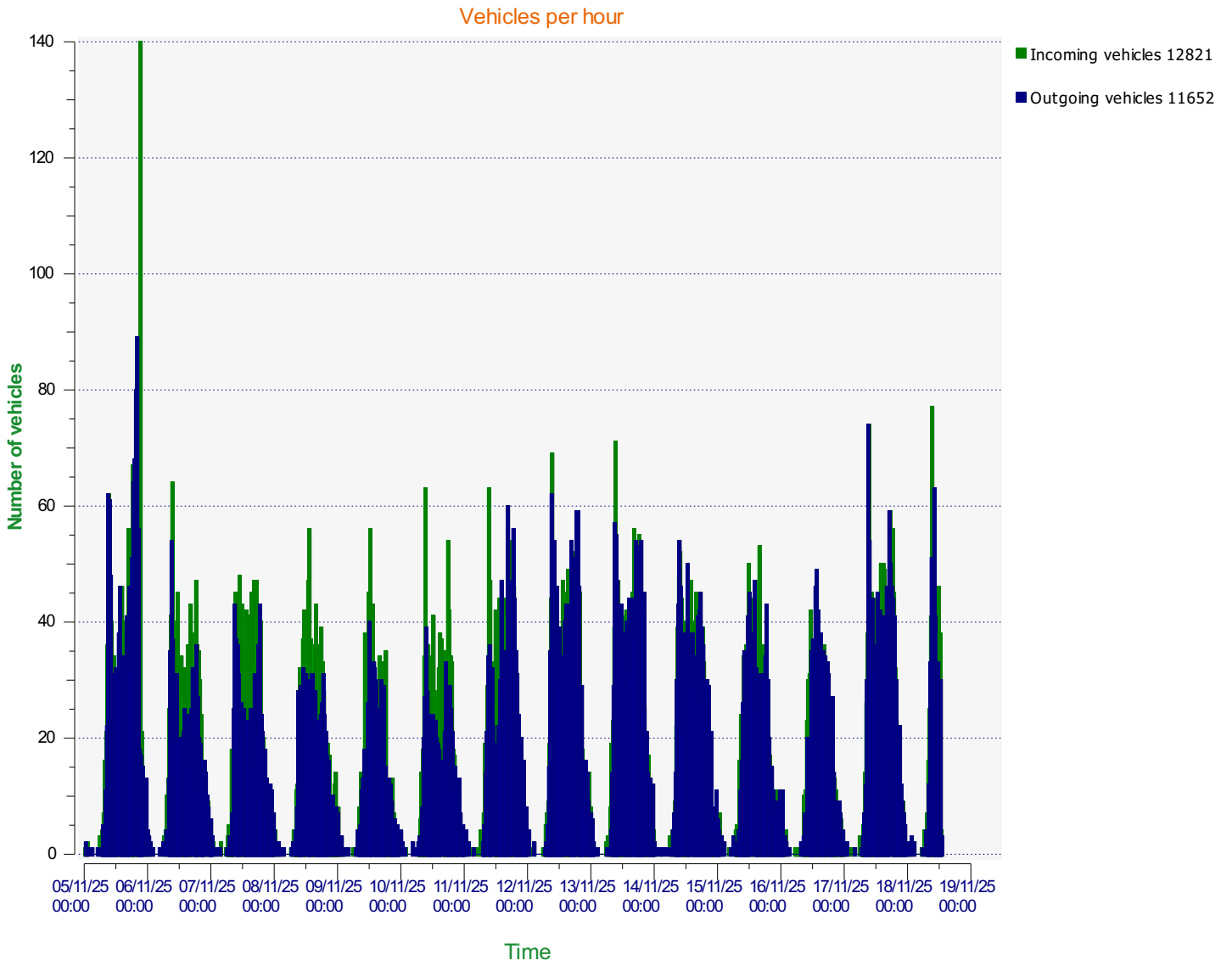
Comments:



Start date: Wednesday, November 5, 2025 12:00 AM
End date: Tuesday, November 18, 2025 1:00 PM

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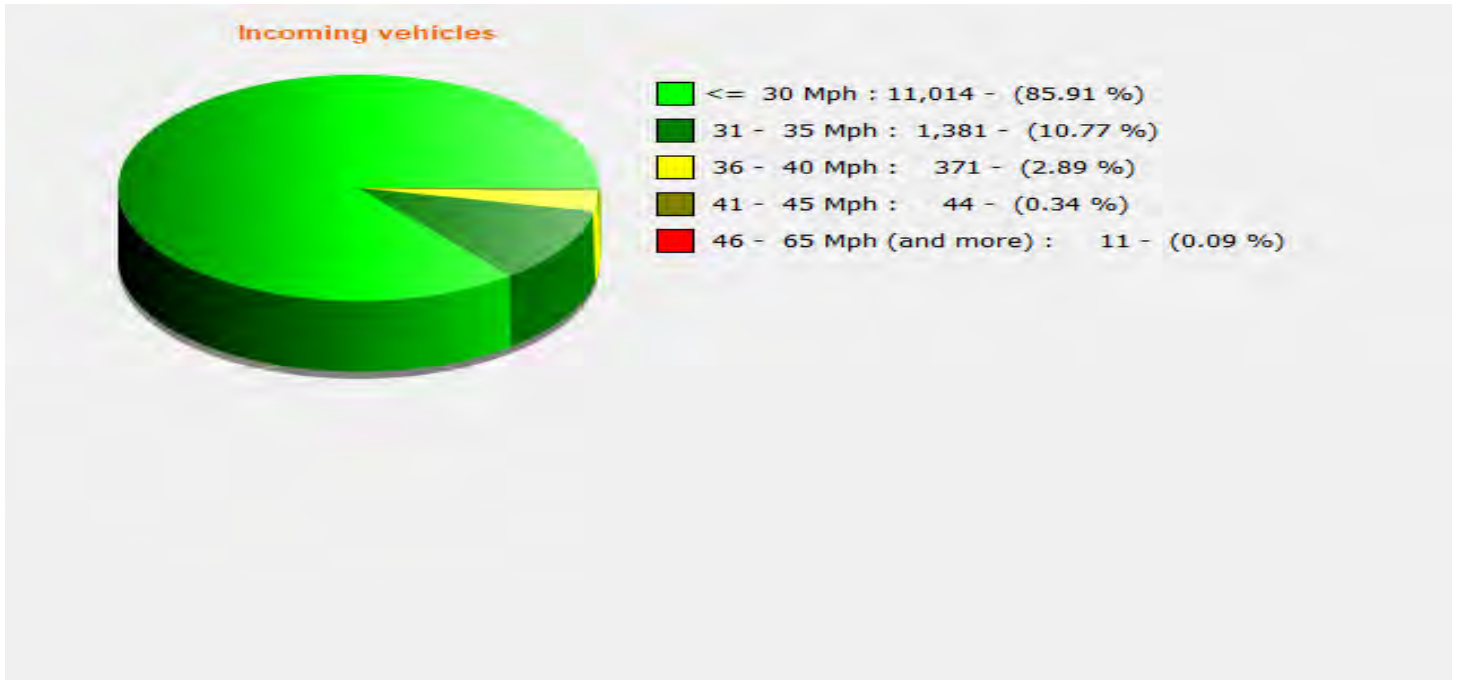
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End date: Tuesday, November 18, 2025 1:00 PM

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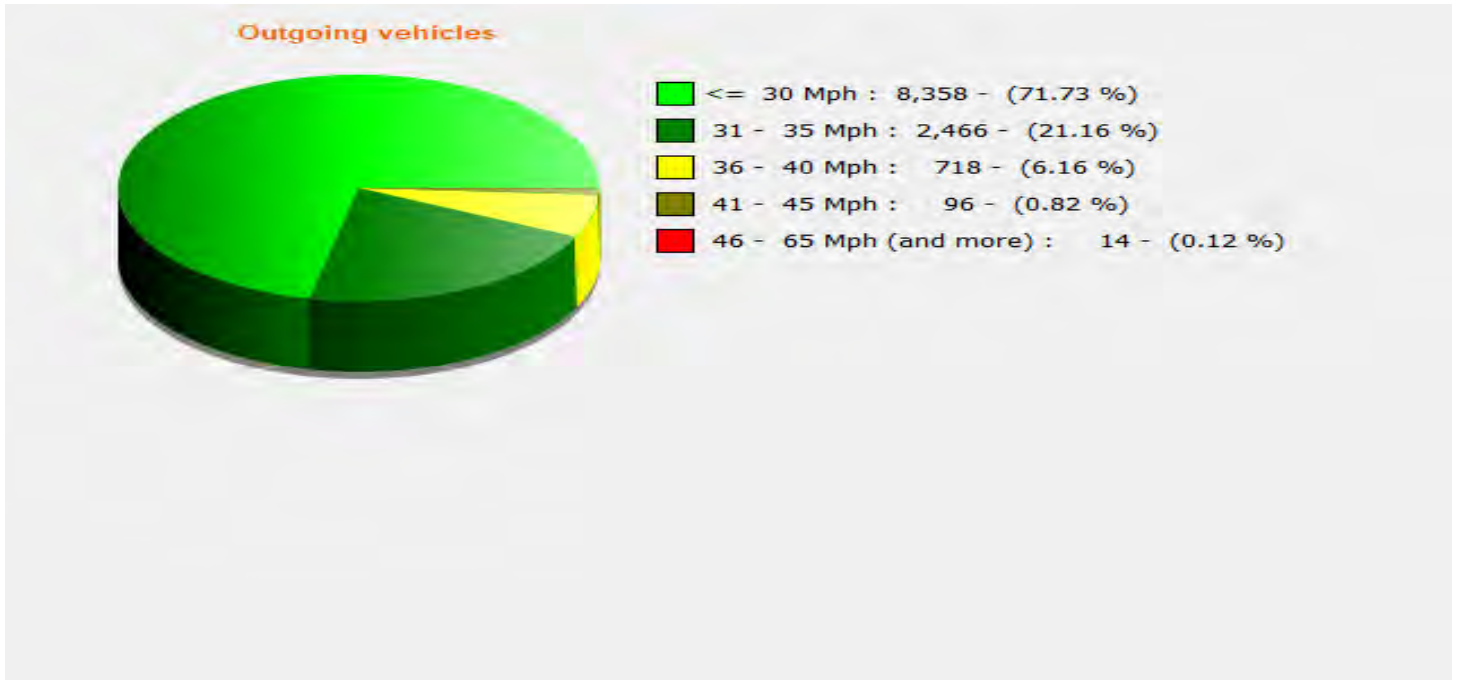
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Start date: Wednesday, November 5, 2025 12:00 AM
End date: Tuesday, November 18, 2025 1:00 PM

Location:

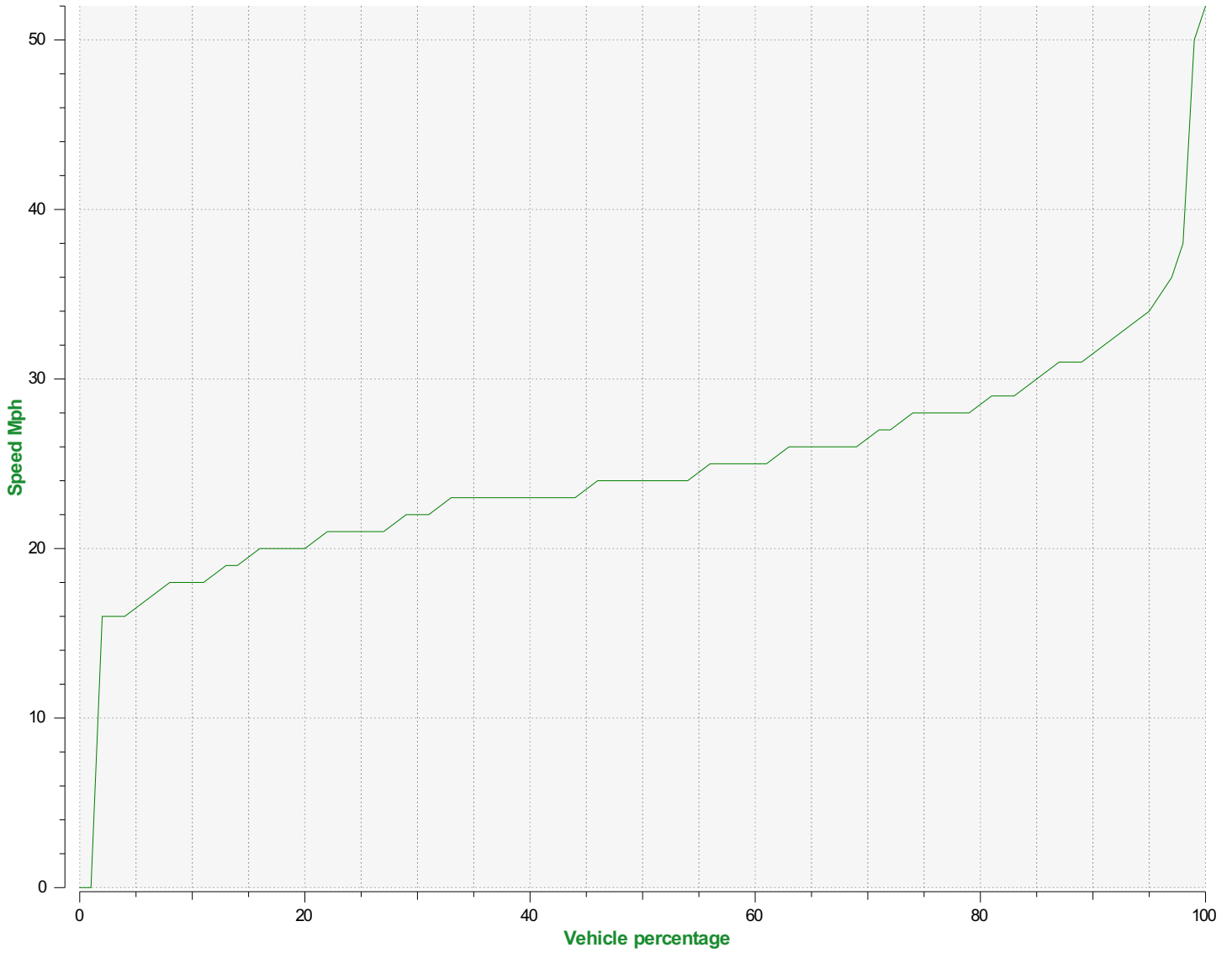
Comments:



Start date: Wednesday, November 5, 2025 12:00 AM
End date: Tuesday, November 18, 2025 1:00 PM

Location:

Comments:



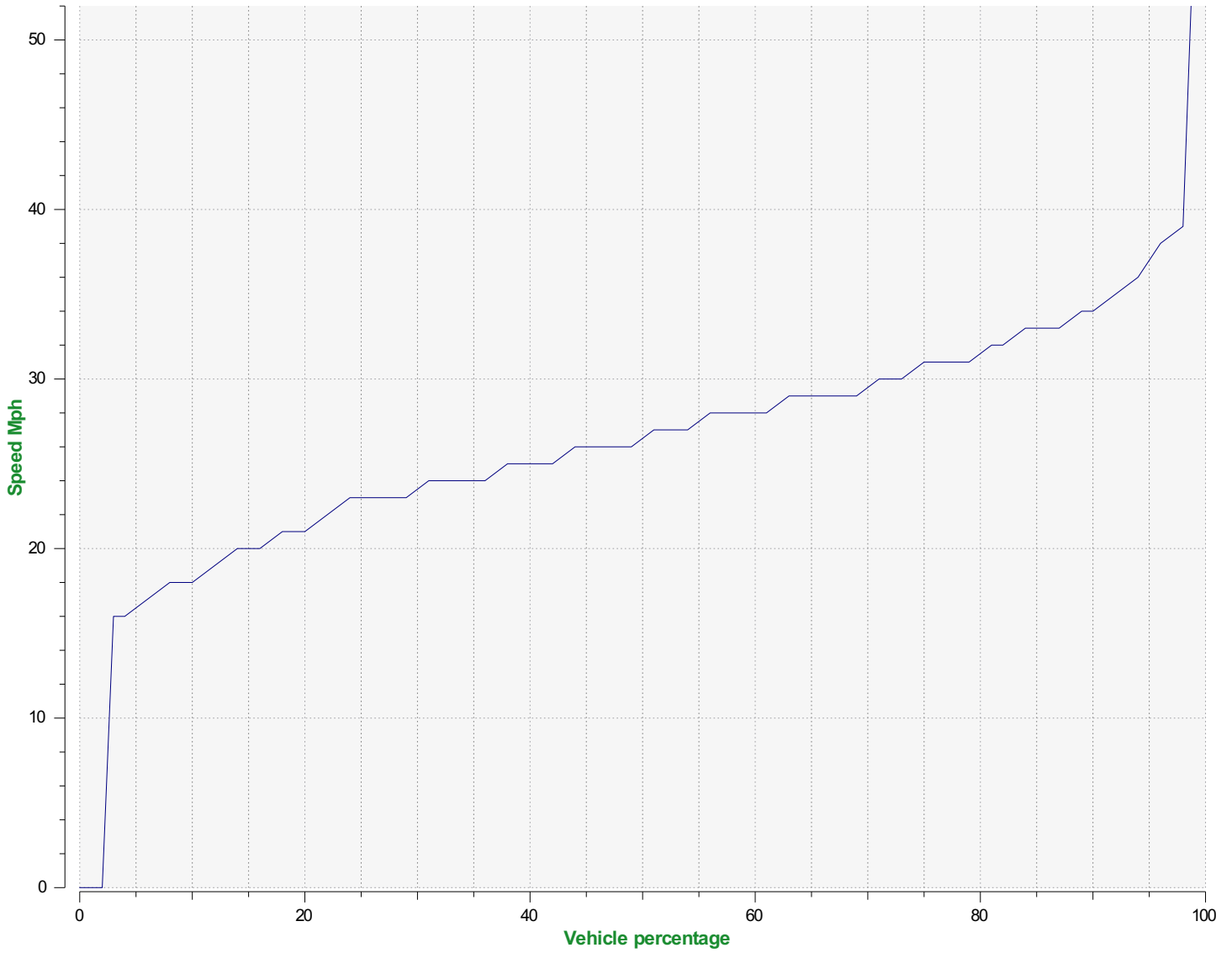
Speed percentiles (incoming)

V30: 22.00Mph **V50:** 24.00Mph **V85:** 30.00Mph

Start date: Wednesday, November 5, 2025 12:00 AM
End date: Tuesday, November 18, 2025 1:00 PM

Location:

Comments:



Speed percentile(outgoing)

V30: 23.00Mph **V50:** 26.00Mph **V85:** 33.00Mph

Start date: Wednesday, November 5, 2025 12:00 AM
End date: Tuesday, November 18, 2025 1:00 PM

Location:

Comments: