



Minutes of a Virtual meeting held by Bradford on Avon Town Council  
Environment & Planning Committee  
On  
Wednesday 22nd July 2020 at 7.00 p.m.

Present:

Cllr A Kay (Chairman)  
Cllr J Parker  
Cllr D Newton  
Cllr E Franklin  
Chris Hogg – (Green Spaces Officer)  
Val Baker (Admin Clerk)

Members of the Public: John Potter – Member of the Bradford on Avon Railway Station Footbridge Canopy Appeal - BOARSFC and Jes Wire.

John Potter gave a brief background regarding the BOARSFC planning application 20/04823/LBC.

Apologies: Cllr T Lomax

Minutes

It was proposed by Cllr Newton seconded by Cllr Franklin and with all in favour **RESOLVED:** to approve the E & P minutes for the virtual E & P meeting held on 8<sup>th</sup> July 2020.

19. Declarations of interests – There were none.

20. Planning applications

- (i) It was proposed by Cllr Parker seconded by Cllr Newton and with all in favour it was **RESOLVED:** to send the planning recommendations to Wiltshire Council.
- (ii) There were no delegated decisions to be made.

It was noted that BOATC endorse the planning application 20/04662/FUL - for the installation of Solar Panels on the Anthony Best Dynamics Headquarters.

21. Correspondence relating to planning applications to be considered at this meeting – there was none.

22. Chairman's Report & Environment update (Chairman's report attached to these minutes).

She reported that Solar Panels on the Kingston Mills site (W/10/02393) had not been connected to a grid, resulting in residents not receiving a reduced electricity tariff on their bills. It was **agreed** that Cllr Kay would draft a letter to Bovis Homes to ask if they will 'connect-up' to the Kingston Farm grid.

She informed members of an update for the Reintroduction of the Local Electricity Bill which was successfully introduced on the 10<sup>th</sup> June. If passed in law this would give community-scale renewable energy a massive boost by empowering communities to sell direct to local people.

She reported that Trowbridge Town Council had voted for an Ecological Emergency addendum to their Climate Emergency Declaration, Warminster and Westbury Town Council had also declared a Climate Emergency Declaration..

She reported that she had attended a zoom meeting earlier today arranged by Malmesbury Town Council accompanied by 35 other participants from Town/Parish Councils in Wiltshire who had concerns about the newly introduced Neighbourhood Plan regulations. As a result, a steering committee was formed with Cllr Kay agreeing to become a member. The group will look at the short fall in 5-year land-supply and other issues that will affect Neighbourhood plans in Wiltshire that are older than 2 years. The minutes for the zoom meeting will be circulated at the next E & P meeting under correspondence to note. She reported that the Department of Transport had circulated a survey asking for ideas for Zero Carbon Neutral and asked that members look at this and participate.

Finally, she informed members about an interesting grant called 'Growth Hub' where South West Energy Hub had awarded Oaksey Parish Council a grant of £14,000 towards a ground heat source to provide renewable energy – it was hoped that other local communities would follow its lead.

Cllr Newton had recently taken part in the Climate Friendly 'Join in' cycle ride yesterday to a highlight the need for investment for Cycle routes in Wiltshire, however it was unfortunate that this had failed to be passed by Wiltshire Council, which was disappointing. He said that in view of the comments it was apparent that a great deal of the power sits in the hands of Parish Councils to deliver through representation of CATg process. Plans are afoot to work alongside Wiltshire Council to progress with this matter.

#### 23. Review of Neighbourhood Plan update

Cllr Kay reported that an informal Zoom meeting had been arranged on Wednesday 16<sup>th</sup> July, attended by Cllrs Kay, Newton, & McNeil -Ritchie, Chris Hogg – Green Spaces Officer, Colin Johns – BOATC Planning Consultant, Gillian Ellis-King - Planning expert and Gerald Milward Oliver – Commercial advisor, to discuss a way forward for the review of the Neighbourhood Plan. She informed members that they were considering how to improve and update the plan by 'Greening up' the existing plan rather than creating a completely new plan as this was not required. There were some actions arising from the meeting and further information will be provided at the next E & P meeting. The notes had been circulated to members previously. (attached)

#### 24. Biodiversity Wiltshire Green Infrastructure

Chris reported that he had met earlier in the week with Ecosulis, who were the appointed consultants that will carry out the survey of the town. A kick-off meeting was arranged on Tuesday 21<sup>st</sup> July to discuss the contract and scope of works, starting with desk studies. Chris meanwhile was gathering data and records. They will then move onto site recommendations. At a later stage, if there is likely to be a change in ecology then drone aerial shots will be organised. A draft report was expected at the end of August, meanwhile he will keep the E & P committee updated with progress.

#### B-lines

These are imaginative and a beautiful solution to the problem of the loss of flowers and pollinators, they are a series of 'insect pathway's running through towns and the countryside. National Pollinator Strategy (NPS) for England 2014 had set out a 10year plan to help pollinating insects survive and thrive across England. B-Lines aims to restore at least 150,000 hectares of flower rich habitat across the UK. Chris reported that initially BANES was a 'pilot' for this scheme. In principle it was **agreed** that BOATC should engage in this ecological project and include data for this part of Wiltshire onto the Bug life website. More information can be found on this via the link [www.buglife.org.uk/our-work/b-lines](http://www.buglife.org.uk/our-work/b-lines)

25. Correspondence for action – There was none.

#### 26. Correspondence to note

Correspondence concerning Planning application 20/01219/FUL & 20/2055/LBC Manvers House, 3 Kingston Road, Bradford on Avon was noted. (as attached)

The notes on the review of the Neighbourhood Plan was noted (as attached to these minutes)

The meeting closed at 8.00 p.m.

Appendix 1 – comments from the public

John Potter gave a brief background regarding planning application 20/04823/LBC – Bradford on Avon Railway Station Canopy.

He stated that the project had been started over 11 years ago by himself and Peter Leach (both previous Mayors of Bradford on Avon Town Council). He spoke strongly in favour of the alternate material to provide authentic looking, long-lived and low maintenance for the canopy structure. He also stated this was a good project for the town, supported by many and likely to be a tourist attraction. They and other members of the BOARSFC committee had met with GWR, Network Rail and engineers to discuss a way forward with this project and asked BOATC for their support in recommending planning approval for the replacement of this important structure.

BRADFORD ON AVON TOWN COUNCIL  
PLANNING APPLICATIONS CONSIDERED AT THE DELEGATED ENVIRONMENT & PLANNING  
COMMITTEE MEETING ON WEDNESDAY 22<sup>nd</sup> JULY 2020

|                             |  |
|-----------------------------|--|
| Town Council reference      | 1  |
| Ward                        | Bradford on Avon North   |
| Planning Application Number | 20/04403/LBC   |
| Type of application         | LBC  |
| Date to comment             | 24.07.20   |
| Town Council meeting date   | 22.07.20   |
| Case Officer                | Russell Brown  |
| Applicant                   | Mr & Mrs Page  |
| Address                     | 7 Wine Street  |
| Description of work         | Replacement of existing glazed external door with hardwood (oak) door. |
| Town Council recommendation | PERMIT - No objections   |

|                             |   |
|-----------------------------|---|
| Town Council reference      | 2   |
| Ward                        | Bradford on Avon North                                    |
| Planning Application Number | 20/04506/FUL  |
| Type of application         | FUL   |
| Date to comment             | 27.07.20  |
| Town Council meeting date   | 22.07.20  |
| Case Officer                | Verity Giles-Franklin                                     |
| Applicant                   | Moulton   |
| Address                     | Kingston Farm   |
| Description of work         | Change the use of a redundant building to B1 Office space |
| Town Council recommendation | PERMIT - No objections                                    |

|                             |  |
|-----------------------------|--|
| Town Council reference      | 3  |
| Ward                        | Bradford on Avon North                           |
| Planning Application Number | 20/05441/TCA                                     |
| Type of application         | TCA  |
| Date to comment             | 23.07.20   |
| Town Council meeting date   | 22.07.20   |
| Case Officer                | Beverley Griffin                                 |
| Applicant                   | Mrs E Nash                                       |
| Address                     | 10 Sladesbrook                                   |
| Description of work         | Acer Negundo - reduction to a third to the crown |
| Town Council recommendation | PERMIT - No objections                           |

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 COMMITTEE MEETING ON WEDNESDAY 22<sup>nd</sup> JULY 2020

|                             |  |
|-----------------------------|--|
| Town Council reference      | 4  |
| Ward                        | Bradford on Avon South   |
| Planning Application Number | 20/05126/TCA   |
| Type of application         | TCA  |
| Date to comment             | 25.07.20   |
| Town Council meeting date   | 22.07.20   |
| Case Officer                | Beverley Griffin   |
| Applicant                   | Mrs B Ley  |
| Address                     | 28a Bridge Street  |
| Description of work         | T1 Sycamore - Remove. Age Class; Semi mature. Remove the tree<br>G2 Multiple Sycamore - Crown Reduce. Age Class; Semi mature.<br>Reduce the crown vertically by up to 4m to old pruning points.<br>Reduce south western side of crown laterally by 4m and a minor<br>lateral reduction of the river side branches by up to 2m. Also<br>removal of the standing deadwood from the crown. T3 Ash -<br>Remove. Age Class; Early mature. ADB |
| Town Council recommendation | PERMIT - No objections - Town Council would like replacement<br>trees to be planted as soon as possible  |

|                             |   |
|-----------------------------|---|
| Town Council reference      | 5   |
| Ward                        | Bradford on Avon North  |
| Planning Application Number | 20/04662/FUL  |
| Type of application         | FUL   |
| Date to comment             | 29.07.20  |
| Town Council meeting date   | 22.07.20  |
| Case Officer                | David Cox   |
| Applicant                   | Anthony Best Dynamics   |
| Address                     | HQ Middleton Drive  |
| Description of work         | Installation of roof mounted solar panels   |
| Town Council recommendation | PERMIT - Town Council commends this project which increases<br>renewable energy in this town. |

|                             |  |
|-----------------------------|--|
| Town Council reference      | 6  |
| Ward                        | Bradford on Avon South                                       |
| Planning Application Number | 20/05494/TCA   |
| Type of application         | TCA  |
| Date to comment             | 25.07.20   |
| Town Council meeting date   | 22.07.20   |
| Case Officer                | Beverley Griffin   |
| Applicant                   | Mr M Perry   |
| Address                     | Greenland Mills BA15 1BL                                     |
| Description of work         | Sycamore - reduce height by 15' and shorten back by 10 - 12' |
| Town Council recommendation | PERMIT - No objections                                       |

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|                             |  |
|-----------------------------|--|
| Town Council reference      | 7  |
| Ward                        | Bradford on Avon South   |
| Planning Application Number | 20/04823/LBC   |
| Type of application         | LBC  |
| Date to comment             | 07.08.20   |
| Town Council meeting date   | 22.07.20   |
| Case Officer                | Russell Brown  |
| Applicant                   | Mr D Moss  |
| Address                     | Bradford on Avon Railway Station   |
| Description of work         | The proposed works comprise full restoration of the footbridge at Bradford-on-Avon Station, including the reinstatement of the original canopy on the footbridge. Whilst the footbridge itself isn't a listed structure, it sits within the curtilage of platform buildings which are Grade II listed. |
| Town Council recommendation | PERMIT – See attached additional comments  |

20/04823/LBC – Bradford on Avon Railway Station

#### Recommendation

The Town Council welcomes this proposal and recognises its potential importance to the town. The TC also recognises the importance of accurate details being submitted for the alterations to the footbridge & replacement canopy. The choice of material is non-compliant to the original, therefore additional evidence and the supply of samples of the materials to be used should be made available; this will ensure that the character of the listed building will be maintained. The suggested replacement material appears to be more robust and lower maintenance and therefore, has been used in many heritage restorations, and notable in working railway locations.

Consent should be given on condition that the details and materials used are subject to Conservation Officer's approval.



Alex Kay, E&P Chairman's report 22/07/20

### Environment

1. **Asset Transfer update:** ongoing
2. **Avoncliff Weir emergency repair project:** Project starting up; funds mostly raised from individuals and groups in the community. Structural engineer updating plans.
3. **Localisation of renewable energy Bill support:** The rationale and a description of what the Bill would do and benefits it would create, if made law, are here: <https://powerforpeople.org.uk/the-local-electricity-bill/> <<https://powerforpeople.us20.list-manage.com/track/click?u=5679ba19405751dc710dc2037&id=270385031a&e=57d4617e00>>  
A list of the MPs, councils and organisations backing the Bill is here: <https://powerforpeople.org.uk/the-local-electricity-bill/support/> <<https://powerforpeople.us20.list-manage.com/track/click?u=5679ba19405751dc710dc2037&id=0ae2e11c99&e=57d4617e00>>
4. **Kingston Mills solar panels:** the panels installed in the houses/flats at Kingston Mills (8 years ago) were never connected to any supply/grid. Recently found that Linden Homes included this in planning app W/10/02392 and W/10/02393. Opportunity to influence?
5. **Wiltshire urban sprawl petition** [https://you.38degrees.org.uk/petitions/stop-urban-sprawl-and-destruction-of-wiltshire-countryside?share=1e3daa92-b8d1-4fd3-afe3-cb0aec38458e&source=email-share-button&utm\\_medium=socialshare&utm\\_source=email](https://you.38degrees.org.uk/petitions/stop-urban-sprawl-and-destruction-of-wiltshire-countryside?share=1e3daa92-b8d1-4fd3-afe3-cb0aec38458e&source=email-share-button&utm_medium=socialshare&utm_source=email)
6. **Wiltshire Council green infrastructure:** <http://www.wiltshire.gov.uk/wiltshire-green-infrastructure-update-2012-january.pdf>
7. **Buglife B-lines:** <https://www.buglife.org.uk/our-work/b-lines/>
8. **Environmental news from nearby towns:** Warminster TC voted for a Climate Emergency declaration on Monday 20/7/20 and recently Westbury; Trowbridge TC voted Tuesday 21/7/20 for Ecological Emergency addendum.
9. **Interesting grant for local energy info:** <https://growthhub.swlep.co.uk/news/news-story/ancient-village-wins-14-000-green-energy-funding>
10. Department for Transport has launched an open consultation, calling for ideas to "Create a plan to decarbonise transport". There is more information on the Daft website under <https://www.gov.uk/government/consultations/creating-a-plan-to-decarbonise-transport-call-for-ideas> The consultation is aimed at individuals and groups and is looking at all forms of transport. It opened on 8 July and closes on 31 August, and ideas can be submitted online through a smart survey on <https://www.smartsurvey.co.uk/s/WF1I3C/>

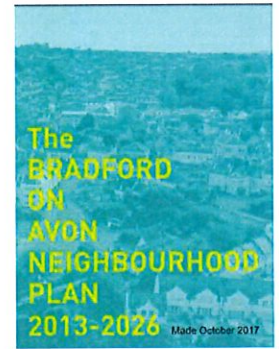
### Planning

1. **Malmesbury update: zoom 10.30am 22 July:** future of Neighbourhood Planning update





BRADFORD  
ON AVON  
TOWN COUNCIL



## Informal Zoom discussion concerning Bradford on Avon Neighbourhood Plan Update and/or Revision for 2036

Wednesday 16<sup>th</sup> July 2020

Notes: Alex Kay

Present:

Colin John, Planning expert and lead for BOA NP 2016-2026

Gillian Ellis-King, Planning expert, lead Greenspaces BOA NP 2016-2026

Gerald Millward-Oliver, Commercial adviser, lead for Commercial BOA NP 2016-2026

Chris Hogg, BOATC Greenspace Officer, ecology evidence advisor

Cllr Dom Newton, Leader of the Council

Cllr Alex Kay, Chair Environment & Planning, Deputy Mayor

We need to right-size the effort for potential benefit.

- 1) A short update of the state of Neighbourhood planning
  - a) Central government planning to overhaul all planning process, so rapidly shifting foundation for new work
  - b) Change to NPPF: 2 year shelf-life of made plans; Malmesbury & 20+ other Councils in Wiltshire to lobby MPs to support Neighbourhood Planning.
  - c) Shortfall of WC's 5 year land supply
  - d) BoA has over-delivered on its' Wiltshire allocations to 2026, but no certainty this reduces our risk of speculative/unwelcome developments
  - e) Need to have an idea of what areas we have for development and how we want to develop: be proactive.
  - f) Don't intend to block new housing, but want to influence sustainability and target for the town's needs
  - g) Biodiversity net gain and new climate laws
  - h) New evidence to re-introduce green corridors and strengthen other environmental policies
  - i) Need guidance from WC on where they are with Local Plan update which was due to be finalised this summer
  - j) what constitutes 'material' changes without needing referendum, does this adequately refresh NO 2016-2026?
  - k) What do we want our town to look like in long-term? New NP for 2026-2036 if NP process to be continued.
- 2) STAGE 1: Areas we need/want to **update** in our plan
  - a) Context of NPPF changes wrt permitted development
  - b) Update to challenges to vision and objectives, in light of net gain biodiversity, Climate/Eco Emergency declarations?
  - c) Policy changes only in accordance with Government updates
  - d) Reconsideration of areas of opportunity, e.g. OPE studies in Station carpark, changes to FC site on Trowbridge road?
  - e) Flood risk update?
- 3) STAGE 2: Revision 2026-2036

- a) Long-term plan needed irrespective of NP
  - b) Current plan is good foundation
  - c) Need more substance to NP rules etc.
  - d) Housing and Business Needs Surveys
- 4) ACTIONS:

NP 2016-2026 Made October 2017, Section 5: **The Town Council will seek to monitor the impact of the Policy of the Neighbourhood Plan to determine its effectiveness.**

The Community Infrastructure Levy (CIL) that was introduced by the Planning Act 2008 is a tool for local authorities to help deliver infrastructure to support development of their area. The Levy is based on types of development and floorspace. Where there is an adopted Neighbourhood Plan, 25% of the Levy is passed to the relevant Town or Parish Council. Bradford on Avon Town Council has determined that CIL priorities are:

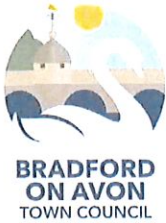
- Works to improve pedestrian safety and enhance pedestrian spaces / facilities
- Action to improve air quality in the AQMA
- New footway links
- Enhancement of community facilities
- Enhancement of Green Spaces and play areas

The future of Bradford on Avon will depend on good decision-making covering all those aspects of change that affect the quality of life for residents, businesses and visitors to the town. This plan is intended to provide the detailed guidance and policies needed to achieve the vision.

- a) COLIN: to request data from Henning, WC NP Advisor, to show housing and commercial consents
- b) CIL Money income to Council, ask Ian Brown
- c) Review Major Topic Areas for Changes
  - i) GILLIAN: Greenspaces, with Chris
  - ii) GERALD: Commercial/Business
  - iii) ALEX/DOM: Vision etc
- d) DOM/ALEX: engage with CSE with 'greening-up' consultation

Attached (in email):

- a. THE BRADFORD ON AVON NEIGHBOURHOOD PLAN 2013 - 2026: notes from Colin
- b. NPPF and NP guidance note
- c. Draft letter from over 20 towns/parishes in Wiltshire re NP and changes in NPPF



Notes from Gillian:

Ground rules for reviewing a Neighbourhood Plan, below are extracts from the Government's Planning Guidance on reviewing a Neighbourhood

Plan: <https://www.gov.uk/guidance/neighbourhood-planning--2#updating-neighbourhood-plan>

Once it has been agreed what the purpose and thrust of the main NP changes may be, I suggest early engagement with Wiltshire Council's NP Officer, to seek their agreement on the approach. And particularly their view on a NP that does not presently 'allocate sites' although it does

1. Have a policy on infill, and
2. Has the 'areas of opportunity'.....

It is of course very disappointing given that BoA has overdelivered on its' Wiltshire allocations to 2026 that we are now in this position, but government planning policy and the way things are measured are constantly shifting.... And lack of a 5 year land supply does not necessarily overrule other strong policy e.g. on heritage, biodiversity, design, Local Green Spaces & Green Belt.....:

NPPF paragraph 11

refers: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/810197/NPPF\\_Feb\\_2019\\_revised.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/810197/NPPF_Feb_2019_revised.pdf)

### **Updating a neighbourhood plan**

#### **In what ways can a neighbourhood plan or order be changed?**

There are 3 types of modification which can be made to a neighbourhood plan or order. The process will depend on the degree of change which the modification involves:

- Minor (non-material) modifications to a neighbourhood plan or order are those which would not materially affect the policies in the plan or permission granted by the order. These may include correcting errors, such as a reference to a supporting document, and would not require examination or a referendum.
- **Material modifications which do not change the nature of the plan or order would require examination but not a referendum. This might, for example, entail the addition of a design code that builds on a pre-existing design policy, or the addition of a site or sites which, subject to the decision of the independent examiner, are not so significant or substantial as to change the nature of the plan.**
- Material modifications which do change the nature of the plan or order would require examination and a referendum. This might, for example, involve allocating significant new sites for development.

Paragraph: 106 Reference ID: 41-106-20190509

Revision date: 09 05 2019

#### **When will it be necessary to review and update a neighbourhood plan?**

A neighbourhood plan must set out the period for which it is to have effect ([section 38B\(1\)\(a\) of the Planning and Compulsory Purchase Act 2004](#)). Neighbourhood plan policies remain in force until the plan policy is replaced.

There is no requirement to review or update a neighbourhood plan. However, policies in a neighbourhood plan may become out of date, for example if they conflict with policies in a local plan covering the neighbourhood area that is adopted after the making of the neighbourhood plan. In such cases, the more recent plan policy takes precedence. In addition, where a policy has been in force for a period of time, other material considerations may be given greater weight in planning decisions as the evidence base for the plan policy becomes less robust. To reduce the likelihood of a neighbourhood plan becoming out of date once a new local plan (or spatial development strategy) is adopted, communities preparing a neighbourhood plan should take account of latest and up-to-date evidence of housing need, as set out in [guidance](#).

Communities in areas where policies in a neighbourhood plan that is in force have become out of date may decide to update their plan, or part of it. The neighbourhood area will already be designated, but the community may wish to consider whether the designated area is still the most suitable area to plan for.

Paragraph: 084 Reference ID: 41-084-20190509

Revision date: 09 05 2019 See [previous version](#)

#### **How are minor neighbourhood plan or Order updates made?**

Minor (non-material) updates to a neighbourhood plan or Order would not materially affect the policies in the plan or permission granted by the Order. A local planning authority may make such updates at any time, but only with the consent of the qualifying body. Consultation, examination and referendum are not required.

Paragraph: 084a Reference ID: 41-084a-20180222

Revision date: 22 02 2018

#### **How are more substantive neighbourhood plan updates made?**

If a qualifying body wish to make updates (modifications) that do materially affect the policies in the plan, they should follow the process set out in [guidance](#), with the following additional requirements:

- the qualifying body must (at the pre-submission publicity and consultation stage and when the modified plan is submitted to the local planning authority) state whether they believe that the modifications are so significant or substantial as to change the nature of the plan and give reasons
- the local planning authority must (when sending the modified plan to the independent examiner) state whether they believe that the modifications are so significant or substantial as to change the nature of the plan and give reasons. The local planning authority must also submit a copy of the original plan to the independent examiner
  - the qualifying body must decide whether to proceed with the examination after the examiner has decided whether the modifications proposed change the nature of the plan

Paragraph: 085 Reference ID: 41-085-20180222

Revision date: 22 02 2018 See [previous version](#)

#### **Do neighbourhood plan updates require a referendum?**

Where material modifications do not change the nature of the plan (and the examiner finds that the proposal meets the basic conditions, or would with further modifications) a referendum is not required. A local planning authority will be required to make the modified plan within 5 weeks following receipt of the examiner's report, or such later date as agreed in writing between the local planning authority and the qualifying body.

Where material modifications do change the nature of the plan, the local planning authority would publicise and consider the examiner's report in line with the procedure for making a new neighbourhood plan. A decision may be made whether to proceed to referendum so that, if the referendum is successful, the neighbourhood plan becomes part of the development plan. A decision may be made whether to proceed to referendum so that, if the referendum is successful, the neighbourhood plan becomes part of the development plan.

Paragraph: 085a Reference ID: 41-085a-20180222

Revision date: 22 02 2018

#### **How is the decision on whether modifications change the nature of the plan made?**

Whether modifications change the nature of the plan is a decision for the independent examiner.

The examiner will consider the nature of the existing plan, alongside representations and the statements on the matter made by the qualifying body and the local planning authority.

Neighbourhood plans can shape and direct sustainable development in their area. If the original plan primarily shapes growth through measures such as design policies, then modifications seeking to take forward these policies through design codes would be unlikely to change the nature of the plan.

Paragraph: 086 Reference ID: 41-086-20190509

Revision date: 09 05 2019 See [previous version](#)

13<sup>th</sup> July 2020

Dear Sir/Madam,

**Application Nos:** 20/01219/FUL & 20/2055/LBC

**Proposal:** Alterations and extensions to existing office building including erection of mansard roof and storey on north wing to accommodate additional B1 office floor space and the change of use of central building and southern wing from B1 offices to form 2 dwellings (C3).

**Site Address:** Manvers House, 3 Kingston Road, Bradford On Avon, BA15 1AB

**On Behalf of:** Mr Moore

This is to inform you that under the Council's delegation scheme the above application will be determined at the Western Area Planning Committee on **22<sup>nd</sup> July 2020**. The meeting will commence at 3.00pm.

Normally, a Planning Committee would meet in person and provide an opportunity for members of the public to attend and express their views on planning applications or specific items on the agenda.

However, as you will appreciate, during the current emergency, this is not possible, and the Government have put in place Regulations that allow 'Virtual' committees to be convened and held to conduct local authority business including consideration of planning applications such as the present application.

The Council has adopted appropriate procedures to ensure the smooth administration of such virtual meetings and that applications can be debated by elected members, contributions received from interested parties, and the meeting able to be viewed by the public.

The meeting will be broadcast online and you will be able to view the meeting via a link provided with the agenda papers. However, it will not be possible for members of the public, applicants or agents to be physically present or to express their views verbally during the meeting. Members will have before them the Planning Officer's Report containing summary details of any representations made, and they can access the individual representations already received through the Council's online planning system.

Additionally, you may submit a short, written statement that you would like to have read out at the committee, these will be published as a supplement to the agenda. Any such statement must State whom the statement is from (including if representing another person or organisation)

- State clearly whether the statement is in objection to or support of the application
- be readable in approximately 3 minutes
- Be provided no later than 5pm two clear working days before the meeting, i.e. 17<sup>th</sup> July 2020, and should be sent to Democratic Services at [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)

In accordance with the procedure, and in keeping with existing procedures for planning committees, no more than three statements in support or three statements in objection will be read out.

The agenda and the committee reports for the meeting are published 5 clear working days prior to the committee meeting (e.g. Tuesday the week before a Wednesday meeting). These are also available on the Website <https://cms.wiltshire.gov.uk/ieListMeetings.aspx?Cid=149&Year=0>.

If you require any further information regarding the committee, please do not hesitate to contact Democratic Services on 01225 718504.

Yours faithfully

*Mike Wilmott*

**Head of Development Management**