



Town Development committee minutes

Minutes

From the committee meeting at 7.30pm on Tuesday 28 January 2025

At Youth & Community Centre, Bradford on Avon

Decision making

The **decisions** made by the committee at this meeting are at minute [28](#), [32](#), [33](#), & [34](#).

Present

Councillors:

- Alison Potter (Chairman)
- Tim Trimble
- Katie Vigar

Town Council Officers:

- Ian Brown - Chief Executive & Town Clerk
- Chris Stringer – Deputy Town Clerk
- Chris Hogg – Green Spaces Officer

Meeting clerk:

- Sarah Howe – Committee Clerk
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Apologies

From Councillors unable to attend the meeting:

- Kate Bessant
- Dave Garwood
- Sarah Gibson
- Jennie Parker
- Alex Kay
- Simon McNeil-Ritchie (Vice-Chair)
- Jack Vittles



27. Agenda item 3 - Declarations of interest

Councillor Vigar commented that one of her immediate neighbours had a planning application considered at the delegated meeting dated 8 January 2025 covered by Agenda item 7.

28. Agenda item 4 - Minutes from the previous meeting of the committee

Proposed by Councillor Vigar.

Seconded by Councillor Alison Potter.

And with all in favour it was **resolved**: that the Minutes of the last committee meeting held on Tuesday 1 October 2024 be accepted as a true record of the meeting.

29. Agenda item 5 - Matters arising

None

30. Agenda item 6 – Chair's Update

The Chair provided a verbal update.

Neighbourhood Plan (NP) update: the first meeting with the town council's NP consultants, Place Studio, took place on 10 December 2024. The town council has successfully applied for £10,000 of funding from Locality to pay for Place Studio's support until the end of March 2025. Locality can also offer technical support for the NP review – and we will be applying for a SEA (Strategic Environmental Assessment) from this scheme.

Place's team is currently preparing a report that will review the current NP and detail the next steps for the new NP. This will be discussed at a meeting on 13 February 2025.

Place's report will also contain a draft engagement strategy for involving the town and local groups in the NP review. Councillor Vigar also suggested some youth representation to engage young people with the NP process.



Wiltshire Local Plan (LP) update: This was submitted to the inspectorate in November 2024. The town council now needs to consider any representations regarding development proposals to the draft LP and report to Wiltshire Council any recommendations or modifications. The programme Officer is the liaison point between the Wiltshire Council and bodies making representations which can be made at Hearing Sessions through representors. Dates for these sessions have yet to be published. Developers cannot attend these sessions, but the public can attend as observers. This is called an examination process and can take up to a year. The public will also be invited to engage with the process.

New cricket pavilion: Wiltshire Council's Planning Officer is due to consider the town council's application in the last week in January.

31. Agenda item 7 - Comments on planning applications from the town council's delegated planning meetings

The minutes and decisions were noted from meetings held on 2 & 16 October, 6 & 11 November, 4 & 18 December 2024 and 8 January 2025.

32. Agenda item 8 – Protocol for community engagement and involvement in planning applications

The Deputy Town Clerk introduced the item by mentioning that other towns and parishes have adopted similar protocols, however the proposed protocol has been tailored to Bradford on Avon. The protocol should prove useful for conversations about potential medium to large developments around town and once adopted will give Wiltshire Council a steer for developers wishing to engage with the town.

Proposed by Councillor Vigar

Seconded by Councillor Tim Trimble

And with all in favour **resolved** to adopt the Protocol for community engagement and involvement in planning applications.



33. Agenda item 9 – Permission to appoint experts to produce a Becky Addy Wood management plan.

The Green Spaces officer filled in councillors with the latest developments. The 6 monthly advisory liaison group meeting between the town council, Friends of Becky Addy Wood (FROBAW) and any other interested parties will first meet on 14 February 2025. It is hoped that the next steps around the production of a management plan can be discussed. To that end, the town council needs to appoint independent experts to provide the management plan for the wood in line with the outcome of the recent court case. The liaison group will be made up of 3 representatives each from the town council and FROBAW. Councillor Kay and the Green Spaces Officer have volunteered so far from amongst town council staff and councillors.

Proposed by Councillor Vigar

Seconded by Councillor Potter

And with all in favour **resolved**: a delegation of authority to the Town Clerk to:

- Appoint an expert arborist to survey for any emergency works at BAW
- appoint an expert arborist and ecologist to create a management plan for Becky Addy Wood
- appoint suitably qualified contractors to carry out any emergency works in Becky Addy Wood.

34. Agenda item 10 – Permission to use the Council Seal for cricket nets site lease

The Town Clerk reminded councillors that at the Resources meeting of the 26 November 2024 an arrangement was agreed between the town council and Cricket Club for a section of land adjacent to the tennis courts be leased to the Club for the provision of new cricket nets. The Town Clerk would like to use the Council Seal to ratify the Lease agreement.



Proposed by Councillor Trimble

Seconded by Councillor Potter

And with all in favour **resolved**: that the Council Seal be used to ratify the Lease between the Town Council and Bradford on Avon Cricket Club.

35.Next meeting

The next committee meeting is arranged for Tuesday 18 March 2025.

End of the meeting

The meeting finished at 8.03 pm

Appendix A: There were no members of the public present, and no questions were asked.