



Town Development committee minutes

Minutes

From the committee meeting at 7pm on Tuesday 10 June 2025

At United Church, 10 St Margaret's Street, Bradford on Avon

Decision making

The **decisions** made by the committee at this meeting are at minute [1](#), [2](#) & [4](#).

Present

Councillors:

- Kate Bessant (Deputy Mayor)
- Kevin Elliott
- Andy Gordon
- George Simmonds
- Chris Spence
- Katie Vigar (Sub)

Town Council Officers:

- Ian Brown - Chief Executive & Town Clerk

Meeting clerk:

- Sarah Howe – Committee Clerk
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Apologies

From Councillors unable to attend the meeting:

- James Atkinson
- Alex Kay
- Ben Reed
- Jack Vittles



1. Agenda item 1 – Election of Chair of the Town Development committee

Deputy Mayor Councillor Kate Bessant asked for nominations for Chair of the Town Development committee and Councillor Chris Spence was suggested. As there were no further nominations:

Proposed by Councillor Vigar

Seconded by Councillor Gordon

And with all in favour **resolved**: Councillor Chris Spence was made Chair of the Town Development committee for 2025-26.

Councillor Spence then took the Chair and presided over the rest of the meeting.

2. Agenda item 2 – Election of Vice – Chair of the Town Development committee

The Chair asked for nominations for Vice Chair of the Town Development committee and Councillor Jack Vittles was suggested. As there were no further nominations:

Proposed by Councillor Spence

Seconded by Councillor Bessant

And with all in favour **resolved**: Councillor Jack Vittles was made Vice Chair of the Town Development committee for 2025-26.

3. Agenda item 5 - Declarations of interest

None

4. Agenda item 6 - Minutes from the previous meeting of the committee

Proposed by Councillor Vigar.

Seconded by Councillor Spence.

And with all in favour it was **resolved**: that the Minutes of the last committee meeting held on Tuesday 28 January 2025 be accepted as a true record of the meeting.



5. Agenda item 7 - Matters arising

None

6. Agenda item 8 – Planning schedule and comments on planning applications from the town council’s delegated planning meetings

- (i) The committee clerk ran through the process by which the town council consider Wiltshire Council planning applications for Bradford on Avon and presented the schedule of planning meetings for 2025-26.
- (ii) The minutes and decisions were noted from meetings held on 22 January, 5 & 19 February, 5 & 19 March, 2 & 16 April, 7 & 21 May 2025.

7. Agenda item 9 – Local Visitor Economy Partnership (LVEP)

The Town Clerk referred to the press release supplied with the agenda. Previously Wiltshire Council had not been prepared to supply the necessary funding to allow Visit Wiltshire to apply for LVEP status. (Wiltshire was the only county left out of the Partnership.) Consequently, many local towns including Bradford on Avon had, between them, provided enough public sector funding to move forward with a LVEP application without Wiltshire Council support. Wiltshire Council has subsequently reversed their decision and now supports the application which has been successful. It remains to be seen however if Wiltshire Council will provide the public sector funding, releasing all the local towns from their pledge. Councillor Bessant added that it is very important and useful that the town and local businesses are now finally part of the LVEP.

8. Agenda item 10 – Neighbourhood Plan update

The Town Clerk updated councillors referring to the document supplied with the agenda. All face-to-face public engagement events are complete and there have been around 120 responses online. Topic groups will be set up as the next stage in the process but there have been limited numbers of volunteers come forward. Councillor Vigar asked who can volunteer and it was confirmed any member of the public can. There will be some promotional material published to encourage participation. Councillor Gordon asked about overall timescales. The Plan should be complete in 2 to 3 years; there are statutory milestones



for reporting to Wiltshire Council during this time. The Chair asked about the lifespan of the Plan. The new one being drafted now should last until 2038 and include suggestions as to where the town would like to see any housing/community development.

9. Agenda item 11 – Westbury Garden wall update

The wall at Westbury Garden adjacent to the large plane tree is suffering some damage due the recent flooding and the expansion of the tree.

There is a scheme to take the damaged wall down to ground level, sure up the structure and build it back up again. The tree has been inspected and is sound. Quotes for this work are due imminently. This work would constitute a medium-term solution lasting 10-15 years.

10. Next meeting

The next committee meeting is arranged for Tuesday 14 October 2025.

End of the meeting

The meeting finished at 7.20 pm

Appendix A: There were 2 members of the public present, and 1 question was asked.

A question was sent in by email and reinforced by a member of the public in the audience that the public toilets need some attention.

It was confirmed that the Chair would write a response to the email and that reporting any problems to the town council has always been welcomed. It was agreed a sign with the office phone number should be attached to an inside wall of the toilet cubicles.