



Town Development committee minutes

Minutes

From the committee meeting at 7pm on Tuesday 13 January 2026

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 [12](#).

Present

Councillors:

- James Atkinson
- Kate Bessant (Deputy Mayor)
- Kevin Elliott
- Alex Kay
- George Simmonds
- Chris Spence
- Katie Vigar (Sub)
- Jack Vittles

Town Council Officers:

- Ian Brown - Chief Executive & Town Clerk

Meeting clerk:

- Sarah Howe – Committee Clerk
-

Apologies

From Councillors unable to attend the meeting:

- Andy Gordon
- Ben Reed



11. Agenda item 3 - Declarations of interest

Councillor Vittles declared his membership of the Cricket Club.

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

Proposed by Councillor Spence
Seconded by Councillor Bessant

And with all in favour it was **resolved**: that the minutes of the last committee meeting held on Tuesday 10 June 2025 be accepted as a true record of the meeting.

13. Agenda item 5 - Matters arising

None

14. Agenda item 6 – Comments on planning applications from the town council's delegated planning meetings

The minutes and decisions were noted from meetings held on 4 & 18 June, 2 & 16 July, 6 August, 3 & 17 September, 1 & 18 October, 5 & 19 November and 3 December 2025.

15. Agenda item 7 – Neighbourhood Plan review

The Deputy Town Clerk referred to his report as supplied with the agenda. Councillors Vigar and Bessant asked about the timeline for the review's completion. The Deputy Town Clerk stated the topic groups will continue to meet through the Summer but overall, the review should be completed in about a year. Councillor Vittles asked when the Aecom report, regarding the call for sites, will be ready. The Deputy Town Clerk confirmed no date has been given as yet.

16. Agenda item 8 – St Margaret's Hall renovations

The Deputy Town Clerk referred to his report as supplied with the agenda and reconfirmed a start date of week beginning 26 January 2026 with the work scheduled to take between 10-12 weeks. The Deputy Town Clerk also confirmed he would schedule a meeting between councillors and contractors before the work starts. This meeting has had to be rescheduled as the loss adjustor for the town council's insurers was replaced recently.



17. Agenda item 9 – Amenity/Public toilet building – Victory Field

The Town Clerk referred to his report which gave a brief history of how the project arrived at the position it is currently particularly regarding the need for two separate buildings. The cost for the amenity building/public toilets was also considered and councillors were reminded that public spaces are under different regulations from domestic which invariably increases the build price.

The town clerk confirmed there has been various public engagement sessions including one running at the moment. The project will go out to tender shortly and the Full Council meeting in May will see officers seeking approval for a loan and a decision on the contractor. The loan could take 2 forms and the decision over which one will also be taken at that meeting. The Chair thanked the town clerk for his update and confirmed that public building works are expensive with the sewage arrangements soaking up a reasonable amount of the cost, however the building will provide services for both residents and visitors.

8. Agenda item 10 – Community Wi-Fi for the town centre

The Chair introduced a project he is working on to investigate the provision of community Wi-Fi in the town centre for residents and visitors. He gave as an example the benefit of open air Wi-Fi in carparks for the use of parking Apps. It could also be useful at events for stall holders with card payment facilities and well as the general public. Councillor Vittles supported this view citing feedback from the Christmas lights event and the dodgy state of the 4G/5G in the town centre.

All councillors present voted to approve an in-principle level of support for the Chair to explore the project further.

9. Next meeting

The next committee meeting is arranged for Tuesday 17 March 2026.

End of the meeting

The meeting finished at 7.55pm



Appendix A: There were 4 members of the public present, and 7 questions were asked.

[Q1] A resident asked some questions about the loan for the amenity block, what would the term be and the interest rate etc. He added it would be hard to provide feedback at a consultation if you cannot give informed consent and understood these figures.

The Town Clerk indicated a loan would be from the PWLB (Public Works Loan Board) over 50 years, there are two repayment versions councillors would need to pick from in due course and interest rates vary daily but are likely to be around 5.5%.

As Victory Field is a dog-free zone, how would dog walkers make use of the facilities?

There is a path leading up from Pound Lane to the amenity and toilet block without requiring access across the field as such.

Will the storage facility be separated from the public using the toilet block?

The storage facility doors and the toilet block doors are opposite ends of the building. The toilets are currently planned for opposite the childrens play area.

Why were other options not considered, e.g. incorporating all the elements under one roof?

Councillor Bessant summarised the history of the project stating the town council are happy to support the development of a pavilion providing much needed facilities, toilets, changing rooms for all genders, abilities, officials and age groups. The Town Wardens also needed a dedicated storage facility.

Pre-planning advice was sought from Wiltshire Council once the first plans were drawn up but it became clear, due the proximity of the Tithe Barn amongst other issues, that a larger pavilion would not be possible and a new pavilion would need to retain the existing footprint. So, an additional building would be needed, and permission was granted on the site of the containers currently placed on Victory Field.

Councillor Kay added that it was right to improve the aesthetics of 2 containers in Victory Field with a robust and sensitively built dedicated building. The current building in Victory Field (next to the Frome Road), is currently used as a



changing facility but will be removed once the new pavilion project is completed.

[Q2] A resident asked some more questions about the amenity block.

Will all the stuff in the storage containers go in the new storage area?

Answer: Yes

£675K is too much for a couple of toilets, how does the town council justify this?

Can't a community toilet scheme be put in place instead?

Councillor Vigar responded that the council was looking forward, making good provision of facilities for years to come. Arrangements with cafes and pubs to use their loos could change at short notice and not be relied upon.

Changing facilities for the disabled as well as storage for town wardens and toilets are to be provided for the money, the cost is disappointing, but the facilities should be a good spec. Hiring out the new pavilion, once built, will bring in revenue too.

Councillor Vittles added it was the time to make the investment and the council should press on with the project.

[Q3] A resident asked that the toilets to be refurbished in St Margaret's Hall after the flooding have cubicle doors which open outwards. This was the case previously and outward opening doors help if there is some sort of medical emergency in a cubicle. The resident added she approved of the building of toilets in Victory Field.

The councillors agreed this was a good idea to replicate what existed before.

[Q4] A resident asked about the presence of asbestos in the current pavilions both on Culver Close and Victory Field.

Councillors were unsure about the Victory Field building but believe asbestos was removed from Culver Close pavilion.

Other questions were summarised by the responses: the storage facility will not include a workshop, youth football do not need changing facilities on Victory Field they have never used such facilities up to now so there will not be a clash with the Cricket Club and the funding for the pavilion itself has yet to be determined or investigated but likely to come from a variety of sources.



Councillor Bessant reminded everyone all these new facilities are for the whole town to enjoy.

The resident asked who was on the delegated planning committee, why the delegated planning minutes were not text searchable except one set.

It was confirmed that all councillors make up the delegated planning committee and that officers would look into the accessibility of the minutes on the website.

The resident also asked that St Margaret's Hall should be decarbonised as part of the refurbishment.

Councillors confirmed that a carbon audit is underway for the town council's estate but not yet complete. Reinstatement of the hall is on a **like for like** basis with the insurers so heat source pumps and therefore the need for underground heating and additional insulation cannot be covered by the insurance.

DRAFT