



Town Development committee minutes

Minutes

From the committee meeting at 7pm on Tuesday 17 March 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 [21](#).

Present

Councillors:

- James Atkinson
- Sam Blackwell (sub)
- Kevin Elliott
- Alex Kay
- George Simmonds
- Chris Spence (Chair)

Town Council Officers:

- Ian Brown - Chief Executive & Town Clerk
- Chris Stringer – Deputy Town Clerk
- Sarah Hawkins - Accountant

Meeting clerk:

- Sarah Howe – Committee Clerk
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Apologies

From Councillors unable to attend the meeting:

- Kate Bessant
- Ben Reed
- Jack Vittles (Vice Chair)



20. Agenda item 3 - Declarations of interest

There were no declarations of interest.

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

Proposed by Councillor Simmonds

Seconded by Councillor Kay

And with all in favour it was **resolved**: that the minutes of the last committee meeting held on Tuesday 13 January 2026 be accepted as a true record of the meeting.

22. Agenda item 5 - Matters arising

None.

23. Agenda item 6 – Chairs Update

The Chair confirmed he still plans to speak to Gigaclear regarding the introduction of free public WiFi for the centre of town.

24. 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 13 & 27 January, 11 & 25 February and 11 March 2026.

25. Agenda item 8 – Local Cycling and Walking Infrastructure Plan (LCWIP) consultation

Councillors were briefed by the Deputy Town Clerk on the current state of the plan with regards the public consultation.

Wiltshire Council is currently asking for comments on the Local Cycling & Walking Infrastructure Plan (LCWIP) for the town.

An LCWIP is a strategic long-term plan that will establish a framework for developing Bradford on Avon's local cycling and walking network.



- The plan will also provide guidance on planning and town design decisions over the next 10 years
- And support funding bids for cycling and walking infrastructure.

The consultation is open to everyone - closing at midnight on Monday 23 March.

And alongside individual responses, the town council could choose to respond as a body and the Deputy Town Clerk indicated he was prepared to compile any thoughts from the meeting into a response.

The Chair commented that as the consultation requests comments on various individual proposed routes the town council should perhaps endorse those schemes where the behaviour of traffic leads to the safest outcomes for pedestrians and cyclists.

Following on from a resident's comment Councillor Blackwell agreed the current LWCIP schemes for Bradford on Avon and the surrounding villages are imperfect and provide lots of good ideas but due to a lack of funding most would not be implemented. Councillor Blackwell felt LCWIP was not the mechanism through which most improvements would be made. Regarding the lack of an LCWIP plan between Holt and Bradford on Avon, Councillor Kay explained that the latest housing development in Holt could produce Community Infrastructure Levy (CIL) money which could enable a suitable green transport route should the residents of Holt feel that was a priority. However, suggestions for improved routes for pedestrians and cyclists could be incorporated into the Neighbourhood Plan. Councillor Blackwell concluded he was happy to speak to Holt Parish Council regarding green routes and help the Deputy Town Clerk to prepare comments for the consultation from the council. The Town Clerk also added town council officers can forward comments directly to officers at Wiltshire Council.

It was agreed the Deputy Town Clerk would circulate a response based on the meeting's discussion for comment by councillors ahead of a submission to Wiltshire Council.

26. Agenda item 9 – Neighbourhood Plan review

The Deputy Town Clerk provided a verbal update to councillors.



So far, the topic groups have been thinking about the key aims and aspirations to include in the new Neighbourhood Plan. This work has equally involved thinking about the challenges and opportunities related to the different topics being considered.

One of the next steps is working with Place Studio to turn these aims and aspirations into the policies that will make up the new plan.

At the same time, the topic groups are going to start looking at the sites assessment report that we've received from Aecom (a planning consultant). One of the things we're expecting to do in the new Neighbourhood Plan is to allocate a site or sites that we feel would be most suitable (or more suitable) for the future development of the town.

Aecom's team has already completed an independent assessment of a number of sites put forward for possible development in the future - and now the topic groups will start to look at these sites, too.

27. Agenda item 10 – St Margaret's Hall renovations

The Deputy Town Clerk provided councillors with a verbal update.

The main contractor currently working in the hall is 21CBS. 21's team is expecting to finish their work just before or just after Easter.

After that, the Tourist Information Centre will be moving into St Margaret's Hall.

Then, the new floor in the main hall is set to go in at the end of April.

The final job after that is the hall seating – the town council are waiting to hear back with dates for that to go back in.

As such, there is not an opening date yet - but the hall won't be reopening in April.

28. Next meeting

The next committee meeting is arranged for Tuesday 16 June 2026.

End of the meeting

The meeting finished at 7.40 pm.



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

[Q1] How does the delegated planning committee process work. Are there any planning consultants helping with the town's planning applications. Why are the public not asked for comments by the town council.

Councillor Kay confirmed there has not been a standing planning committee at the council for 5 years or so. The town council is a statutory consultee for the planning authority, i.e. Wiltshire. So instead, all plans are circulated to all councillors ahead of set deadlines for comments. Councillor Gordon, who has experience in planning, collates comments and circulates his own thoughts, councillors can then comment further if needs be and the finalised comments are then forwarded to Wiltshire.

Should the public wish to comment on any planning applications they should respond directly to the planning authority.

[Q2] Regarding the LCWIP consultation, there was a comment that the current crop of plans published by Wiltshire Council were disappointing as they do not cover all potential routes from all the villages into Bradford on Avon, particularly Holt to Bradford on Avon. Also, the canal towpath is not in the plan for Bradford on Avon. Some residents believe this provides easy of access to desirable areas of Trowbridge such as budget supermarkets so should be included.

Responses to these comments were given during the discussion at minute 25.