

19<sup>th</sup> February 2024

## AGENDA

Dear Councillor

You are summoned to a meeting of the:

**Town Development Committee**  
**to be held on**  
**Monday 26<sup>th</sup> February 2024 at 7pm**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Membership:**

<b>Cllr Allensby (West)</b>	<b>Cllr Macfarlane (West)</b>
<b>Cllr Davis (East)</b>	<b>Cllr Robbins (East) Chairman</b>
<b>Cllr Fraser (West)</b>	<b>Mr Len Turner (Adviser)</b>
<b>Cllr Jones (East)</b>	<b>Mr Matt Towl (Adviser)</b>
<b>Cllr Keeble (West)</b>	

Copied to all other members for information.

Members of the public are warmly welcome to attend meetings of the council and its committees, unless excluded owing to the confidential nature of the business.

If you wish to contribute during public participation, please contact [admin@warminster-tc.gov.uk](mailto:admin@warminster-tc.gov.uk) prior to the meeting to enable this to be facilitated. If you do not wish to attend in person, the chairman may read out your contribution. The meeting may be streamed live and recorded. If you wish to view the meeting, please see the link on the Warminster Town Council Website [www.warminster-tc.gov.uk](http://www.warminster-tc.gov.uk) in the meetings diary.

Yours sincerely



**Tom Dommett CiLCA**  
**Town Clerk and Responsible Financial Officer**

1. **Apologies for Absence**  
**To receive and accept** apologies, including reason for absence, from those unable to attend.
2. **Declarations of Interest**  
**To receive** any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.
3. **Minutes**  
**3.1 To approve and sign** as a correct record, the minutes of the Town Development Committee meeting held on Monday 4<sup>th</sup> December 2023; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.  
  
**3.2 To note** any matters arising from the minutes of the Town Development Committee meeting held on Monday 4<sup>th</sup> December 2023.
4. **Chairman's Announcements**  
**To note** any announcements made by the Chair.
5. **Questions**  
**To receive** questions from members of the committee submitted in advance.  
  

***Standing Orders will be suspended to allow for public participation.***
6. **Public Participation**  
**To enable** members of the public to address the committee with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations. The Chairman may read out statements submitted in advance.  
  

***Standing Orders will be reinstated following public participation.***
7. **Reports from Unitary Authority Members**  
**To note** any reports provided which are relevant to this committee.
8. **Tynings Allotments**  
**Members to receive and note** the minutes from the meetings held on 11<sup>th</sup> October 2023, 15<sup>th</sup> November 2023, and 13<sup>th</sup> December 2023. **(See attached).**
9. **Adviser Vacancy**  
The Committee can appoint up to three non-voting advisers as members of the Committee. It is suggested that the Committee asks the Warminster Business Network to nominate a further representative.  
**Members to resolve.**
10. **Warminster Business Network Report**  
**Members to receive and note** the report from the Warminster Business Network. **(See attached report).**

**11. Rights of Way Volunteers' Report**

Nigel Linge to update the committee on the work of the Rights of Way volunteers.  
(See attached).  
**Members to note.**

**12. Replacement of the Warminster Parking Partnership**

**Members previously agreed to end the Warminster Parking Partnership and seek an alternative scheme to encourage people to shop in Warminster.**

A loyalty card type scheme has been proposed **(See attached).**

**Members to approve** the replacement of the Warminster Parking Partnership (WPP) scheme with a promotional scheme for town centre shops and businesses and the provision of a £4,000 grant, to be awarded to the Warminster Business Network (WBN) to run such promotional scheme.

**13. Wiltshire Council Car parks in Warminster**

Following the meeting with the Wiltshire Council Portfolio Holder on 23<sup>rd</sup> January 2024 **(See attached)**, it is suggested a working group is set up to bring forward proposals to change parking changes in Warminster to encourage a longer dwell time without a loss of revenue.

**Members to resolve to set up a working group and nominate members to the working group.**

**14. St George's Day Parade 2024**

Wiltshire District Scouts have decided that they will not be organising a parade for the District this year. The Warminster Scouts have also decided they won't organise a parade and they will be looking at alternative activities for the local Group. They would like councillors know that they appreciate their support. Therefore, there will be no parade and no road closure, but the town council will fly The Cross of St George throughout the town centre to mark the day.

**Members to note.**

**15. 100 Years of the Lake Pleasure Grounds**

Further work has been undertaken to prepare for the celebrations of the 100<sup>th</sup> Anniversary of the opening of the Lake Pleasure Grounds. **(See attached).**

**Members to resolve whether to employ a street artist as a cost of £1,500. Funding to come from 210/ 4085 Town Park Events.**

**Members to approve the additional preparations for the Centenary event.**

**16. CCTV Sub-Committee**

**To note** the minutes of the CCTV Sub-Committee meeting held on 13<sup>th</sup> June 2023.

**17. Operational Flood Working Group South**

**To receive the notes of the Operational Flood Working Group South meeting held on 6<sup>th</sup> December 2023,**

**18. Communications**

**Members to decide on items requiring a press release and to nominate a speaker for any item on the agenda if required.**

Minutes from this meeting will be available to all members of the public either from our website [www.warminster-tc.gov.uk](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.

**Date of next meeting: Monday 29<sup>th</sup> April 2024**

## **TYNINGS ALLOTMENTS**

Bradley Road, Warminster  
Wiltshire, BA12 8BN

### **Committee Meeting**

**Date:** 11<sup>th</sup> October 2023      **Time:** 19:00

### **MINUTES OF THE MEETING**

#### **Present:**

Chairman: Michael (Mike) Forward

Treasurer: John Howlett

Secretary: Samantha Meechan

Committee Members: Jacqui Abbott, Chris Brookes, Lynn Curnick, Jim Ellison, Charlotte Kingman, Chris Taylor

Council Representative: apologies

#### **Item 1. Apologies:** Cllr Jack Jones

The chairman opened the meeting shortly after 19:00 after we were informed of our new council representative unable to attend the meeting.

**Item 2. Minutes from Last meeting (23/08/2023):** No comments or amendments Committee agreed with minutes, verified by Chairman.

#### **Item 3. Matters Arising:**

SM: Cllr Jones had requested in email correspondence (2<sup>nd</sup> Oct) that the committee did not pursue terminating tenant F's allotment plot after they had received two letters requesting them to tidy the plot. The tenant is believed to have sent Cllr Jones images of the plot, but we have not seen these nor been made aware the context of the complaint.

The sequence of events as provided by the PM and the Secretary are as follows: -

- **March 23<sup>rd</sup>** – Tenant F was shown their plot by PM and confirmed that they were content, and the plot was tidy when it was handed over to them.
- **July 27<sup>th</sup>** - PM phoned the tenant leaving a voice mail message, which they returned the same day and spoke to them about the untidy state of their plot and need to remedy this, at no time was a medical condition disclosed.
- **August 12<sup>th</sup>** – Secretary takes photos of plot 5114 which prove no attempt to remedy has been made.

- **August 18<sup>th</sup>** – PM sends standard Non-cultivation (NC) letter to Tenant F, in which it states they have two weeks to make improvements, failure to do so will result in the issuing of a notice to quit (NTQ) letter which provides a further 2 weeks to vacate the plot (in total 28 days).
- **August 28<sup>th</sup>** – PM sends NC letter again. Extra grace period given before issuing NTQ letter.
- **August 28<sup>th</sup>** – email from Tenant F received by the Secretary re complaint about PM's tone of voice on the telephone, the NC letter received and disability discrimination. MF spoke with the Council regarding the tenant's complaint and believed it had been resolved, no written response provided by Committee.
- **September 20<sup>th</sup> (approx.)** - NTQ letter issued, 14-days' notice to terminate tenancy.
- **October 3<sup>rd</sup>** – tenancy terminated
- **October 11<sup>th</sup>** – treasurer informed Committee Tenant F had paid their rent despite not being issued an invoice and Committee agreed to refund money.

The rules state the plot needs to remain in cultivation and looking through minutes pre-2022 SM confirmed it was understood that 75% of the plot must be in cultivation. This has not been achieved and the plot is no longer in a tidy condition. Cllr Jones suggested an action plan be formed to help tenant F cultivate their plot, SM responded that an example from the Council would be much appreciated.

As there are several new junior members on the Committee clarification as to the relationship between Warminster Town Council and Tynings Allotment Association was requested. MF stated Stuart Legg (previous Council Rep) had advised in the past that we (the Committee) are the managers, and tenancy disputes are not a council decision. Cllr Jones is the representative of the Council as they remain the land holder. The committee management team are there to enforce the rules.

The suggestion of giving Tenant F an 'Accessibility plot' was mooted by several committee members but unfortunately these are all currently let. The Committee discussed if more raised beds could be built, lack of suitable space was cited and would depend on funding.

CK advised contacting NatSoc for some legal advice. The committee agreed that the matter should be pursued only once we have sought legal advice, notified Cllr Jones of the outcome and then to approach Tenant F.

The meeting was brought to a stop when a plot holder B came to speak to PM about their 28-day letter asking them to tidy their plot. B has notified PM that they have taken photos of other plot holders' plots in an untidy manner and shall be passing these on to the council as they were unhappy about the letter. PM advised them that all the committee would like to see is the brambles cut down on the plot and removed making it look tidier. He asked them not to worry.

#### **Item 4. Treasurers Report:**

**Cash position as of September 2023.** Month 6 of 12 in the financial year. **Total income was £5,912.94, Total expenditure £2,423.94, Surplus of £3,489.00 (Treasurer noted this should read £3,037.00).**

Income included bank interest of £34.96, FIT payment of £172.95 (up to Sept 2023), forecast rental income is £7,200. Costs included large ticket items such as SSE Electric bill £796.63, NatSoc membership payment of £720.00, other items had not cleared at time of printing: replacement uPVC emergency exit door at £1,623.00.

More payments were made by BACS this year. Debtors, currently 45 plots not paid for as of 30<sup>th</sup> September. Tenant A rent of £11.40 Committee agreed to refund as no invoice had officially been sent and the tenancy was terminated as of 3<sup>rd</sup> October.

#### **Item 5. Plot Managers Report** More letters have gone out asking people to tidy their plots

- H has received a 28-day letter
- W who replied and apologised and has said they will tidy it.
- B (forementioned above)

Plot 20 has been let, reference plot 520 and has offered that if Plot 520's plot owner cannot be contacted the new plot owner at plot 20 will take the whole plot on if required.

PM has several meetings on Saturday to re-let plots.

LC mentioned if the former plot owner of Plot 150 doesn't come to remove the play equipment, then the committee will have to.

**Item 6. Correspondence:** From JM and Mr JN requested to please rectify the problem of brambles and ivy on the chain link fence. Update so far is no progress was their second response the letter continued. Further request for the weeds to be removed.

(Please note: We are unsure if an email was sent to the council first before contacting us.)

PM and MF have been to have a look and struggled to find a chain link fence and there is a new high wooden fence panel, both deemed it unsafe for anyone to go down such a steep slope to do any kind of work but couldn't see brambles etc. However, MF and PM are more than happy to meet with the gentlemen to discuss what can be done and if we can help.

MF brought up a letter that was hand delivered to his house in reference to the cherry tree at the top of the allotments shedding leaves into a back garden. The owner of the house wants the cherry tree to be lopped, MF went to Stuart Legg who advised him that as a good will gesture the top could be taken out at a predicted cost of £200+. However, as it sits on the boundary of

the Allotments it was decided to speak to Stuart Legg who is meeting with a Tree Surgeon soon to discuss the potential removal of the tree to stop any further complaints from this individual. The committee were unanimous to completely remove the tree.

Harvest Supper enquiry received but only 3 spaces are left so SM will contact LV-D to find out how many tickets are required. JH has very kindly volunteered himself and his wife to help.

We had a really nice piece of correspondence that lifted the committee's spirits which thanked everyone for their hard work, time and dedication, which was truly welcomed after the recent correspondence.

SM presented the Certification of Membership to the National Association of Allotments to the committee and Mike will get a copy laminated to be placed on display in the hall

**Item 7. Maintenance:** MF pointed out our new fire exit door at the side of the pavilion has been fitted and how good it looks; we are now waiting for a bill from the installation company. The committee will review the other exterior doors on the building for potential future replacement.

There are still a few items to be done by the electrician.

**Item 8. Forthcoming Events:** Sherry, Mince Pies, and Festive Raffle to take place on the 9<sup>th</sup> December 2023 at the Pavilion from 14:00 – 17:00.

JA suggested a 'Gardeners Question Time' in March 2024, which was thought an excellent idea, and it was suggested that Steve Cripps and Bob Green could be invited and potentially a head gardener (TBC) this will be discussed in further detail at the next meeting.

Jumble Sale is highly requested by many plot holders and will be making a welcome return in the new year again; it will be discussed at the next meeting.

**Item 9. Any Other Business:** NIL

**Item 10. Date & Time of next meeting:** Wednesday 15<sup>th</sup> November 2023, 1900.

**Meeting closed at 20.35.**

**Minutes Verified (Chairmans Signature):**



## **TYNINGS ALLOTMENTS**

Bradley Road, Warminster  
Wiltshire, BA12 8BN

### **Committee Meeting**

**Date:** 15<sup>th</sup> November 2023 **Time:** 19:00

### **MINUTES OF THE MEETING**

#### **Present:**

Chairman: Michael (Mike) Forward

Treasurer: John Howlett

Secretary: Samantha Meechan

Committee Members: Jacqui Abbott, Chris Brookes, Lynn Curnick, Jim Ellison, Charlotte Kingman, Chris Taylor

Council Representative: Cllr Jack Jones and Stuart Legg

#### **Item 1. Apologies:** NIL

**Item 2. Minutes from Last meeting (11/10/2023):** No comments or amendments Committee agreed with minutes, verified by Chairman.

#### **Item 3. Matters Arising:** Allegation of discrimination by tenant F (Plot 5114)

- Cllr Jones confirmed his first contact with tenant F was made on 29<sup>th</sup> August 2023 and he met with them a week later to discuss grievance and allegation of disability discrimination, he did not provide them with any advice regarding this matter.
- Cllr Jones has listened to the telephone message and did not believe it was bullying or offensive in nature.
- Tenant F provided photos as proof of plot cultivation in compliance with allotment rules, so far Tynings Allotment Association has not had sight of these photos. Cllr Jones agreed evidence of cultivation could be seen in the photos and wanted the Association's clarification on why 'Non-cultivation' (NC) and 'Notice-to-quit' (NTQ) letters were issued.
- The Secretary provided photographs of plot 5114 taken on 12<sup>th</sup> August, 5 days before tenant F received first NC letter, and Cllr Jones and SL agreed they demonstrated a protracted period of neglect.

- The tenant has since contacted Warminster Journal (WJ) who have asked the Association for details on the allegation, a response was sent on 9<sup>th</sup> November. Cllr Jones confirmed he had also been approached by WJ and responded, 'No Comment'.
- Since August an 'Accessibility' plot has become available, and the Plot Manager suggested the Association offer this to tenant F. Cllr Jones stated that the tenant commented they would firmly decline the offer of an alternative plot.
- In combination with the timeline of events, photos, and Tynning Allotment Association tenancy rules and agreement, Cllr Jones did not believe discrimination had occurred.
- The Committee agreed no alternative plot would be offered to tenant F. Legal guidance is still being sought from the National Allotment Society legal department.

**Item 4. Treasurers Report:** **Cash position as of 31<sup>st</sup> October 2023.** Month 7 of 12 in the financial year. **Total income was £1,303.61, Total expenditure £1,578.86, Deficit of £275.25.** Income included rents & subs £957.95, Harvest Supper £286.26, Seed Orders £39.40, and Hall Donations £20. Costs were for maintenance £1,423.86, Flower Show £75, and monthly Pavilion cleaning £80.

- Tynings Allotment Associations year-to-date financial position is **Total Cash £19,166.66** comprised of the following: Community Account £4,161.76, Premium Account £13,082.42, cash £1,922.48. **Total income was £9,450.49, total expenditure £6,690.37, and a surplus of £2,760.12.**
- Currently 3 plot members still to pay 2023-2024 rents. Treasurer has drafted a 'dunning letter' to send, Committee approved the letter. Members will have 14 days from date of letter to pay or tenancy will be terminated.
- Confirmed tenant F refund of £11.40 had been banked in October. Confirmed plot 520 overpayment refund was pending and would be repaid by cheque.

**Item 5. Plot Managers Report:** Plots 20, 76, and 150 to be relet.

**Item 6. Correspondence:** Letter received from plot 520 with copy of letter issued in 2022 confirming area of plot relinquished to form plot 20. Plot Manager and Chairman confirmed this has now been resolved and refund of rent pending.

- Secretary informed Committee of email enquiry from Warminster Journal regarding tenant F allegation (discussed under item 3) and read response issued at that time.

- GDPR breach identified on October 13<sup>th</sup> has since been resolved; letter sent to plot member requesting return of personal data by 6<sup>th</sup> November was complied with. Secretary is drafting a new procedure ensuring all data gathered by Committee members while carrying out business on behalf of Tynings Allotment Association is returned when individuals resign from the Committee.
- Request for plots received by email, however, Secretary is waiting for Committee verification of new application forms before responding.
- Secretary to contact Mr Meeton re a telephone number to arrange Chairman and PM site visit.

**Item 7. Maintenance:** MF confirmed thermostat for boiler on order but electrician unable to fit at present. A slight leak occurred in the shed roof, this was promptly fixed by C.Brooke.

**Item 8. Forthcoming Events: Christmas Raffle**

- Pushed back to the 16<sup>th</sup> December, time agreed 13.00-16.00. Donations for sherry and mince pies greatly received. Raffle tickets now on sale £1 a strip, total budget agreed for prizes was £150.
- Committee agreed: Xmas hamper of approximately £40 to be completed by CK, vouchers for Lakeside Garden Centre £30 (MF arrange), Screwfix or Toolstation vouchers £20 (JH arrange). Approximately £60 will be left for alternative prizes.

**Item 9. Any Other Business:** CK standing down but will continue to help with events.

- Committee approved new application form and accompanying privacy statement. Secretary to publish and make available to PM.
- New 'Cultivation Policy' created drawing on elements of best practice from Council Allotment sites across the country and placing in hardcopy Tynings Allotment Association practices that had previously been passed on by word-of-mouth. The purpose being to avoid ambiguity over allotment terms and conditions and protect future Committees and Plot Members on matters of acceptable cultivation and behaviour. A first draft was handed out to several Committee Members to read and make comment for approval at the next meeting. Feedback can be given to MF for collation.

**Item 10. Date & Time of next meeting:** Wednesday 13<sup>th</sup> December 2023, 1900.

**Meeting closed at 20.27.**

**Minutes Verified (Chairmans Signature):**

**TYNINGS ALLOTMENTS**  
Bradley Road, Warminster  
Wiltshire, BA12 8BN

**Committee Meeting**

**Date:** 13<sup>th</sup> December 2023 **Time:** 19:00

**MINUTES OF THE MEETING**

**Present:**

Chairman: Michael (Mike) Forward

Treasurer: John Howlett

Secretary: Samantha Meechan

Committee Members: Jacqui Abbott, Chris Brookes, Lynn Curnick, Jim Ellison, Chris Taylor

Council Representative:

**Item 1. Apologies:** Cllr Jones

**Item 2. Minutes from Last meeting (15/11/2023):** No comments or amendments Committee agreed with minutes, verified by Chairman.

**Item 3. Matters Arising:** New thermostat has been ordered but electrician is now medically unavailable, it is hoped this will be resolved in the new year.

**Item 4. Treasurers Report:** Month 8 of 12 in the financial year. **Total income was £710.85, Total expenditure £775.78, Deficit of £64.93.** Income included rents & subs £328.55, Hall donations £146, Kings Seed orders (net) £222.12, and book sales £14.18.

- FIT payment for solar panels of £173 received this month (next payment in March 2024)
- Tynings Allotment Associations year-to-date financial position as of 30/11/2023 is **Total Cash (net) £19,291.17** comprised of the following: Community Account £4,028.60, Premium Account £13,082.42, cashbox £2,180.15. **Total income is £10,161.34, total expenditure £7,466.15, and a surplus of £2,695.19.**
- JH noted the borehole pump needed servicing again in the new year at an estimated cost of £610. This is an unexpected annual cost, the majority of which is due to the filters used.

**Item 5. Plot Managers Report:** All lettable plots now let. A few more errors in the plot register have been highlighted, specifically between plots 129 and 132. PM trying to contact individuals to resolve this.

**Item 6. Correspondence:** Chairman received letter from HORIZON (6<sup>th</sup> Dec) re victim support regarding break-ins at the allotment site, crime ref 54230127442. Committee agreed the support offered was for victims of violent crimes and was not applicable but should a plot member wish to seek such support the letter would be retained until March 1<sup>st</sup>, 2024.

**Item 7. Maintenance:** To try and dissuade individuals from unlawful access and vandalism the Chairman suggested a wildlife camera be purchased, which would only record overnight. It would also add additional novelty and engagement with the wider community observing the wildlife activity that is known to occur on the site. Proposed by LC, seconded by CB, all agreed.

- Holes in tin roof of shed, CB waiting for dry weather to fix.
- Cherry tree near SE corner of site has now been cut down and wood processed for next year's fuel.

**Item 8. Forthcoming Events: Christmas Raffle**

- Raffle tickets selling quite well, approx. £100 raised so far, PM has also raised approx. £80, volunteers on the day required. JH confirmed Screwfix voucher of £20 purchased, JA donated mulled wine and biscuits, Chairman confirmed approx. 30 additional prizes had been purchased or donated.

**Item 9. Any Other Business:** JH has started collecting stuff for the jumble sale in 2024.

- Secretary noted Public Liability Insurance with Zurich up for renewal, remains £157, all agreed to proceed, and JH would reimburse once paid for.
- Chairman suggested a chocolate box be given to Flower Show judges for their kind services, seconded by LC, all agreed.
- Date for jumble sale agreed: 1400, 16<sup>th</sup> March 2024.

**Item 10. Date & Time of next meeting:** Wednesday 7<sup>th</sup> February 2024, 1900.

**Meeting closed at 20.35.**

**Minutes Verified (Chairmans Signature):**

Warminster Business Network  
Town Development Report

### **Update**

Since the last Town Development meeting in Dec 23.

A successful Christmas market was held from the combined efforts of the WBN and TC. This increased footfall, exposure and revenue to the majority of businesses that engaged on the day. No reported loss of any income and many have stated that they have continued an increase in the last qtr of 2023 due to the exposure.

### **4 pillars.**

**Grow** – Open the door to new business opportunities and business growth.

An increase in current long term empty shops now being marketed is welcomed and combined with the current Wiltshire empty shop grant (which has been extended to Apr 24), there is hope that some of these properties will be occupied.

The start of the year has seen an increase in businesses increasing their collaboration. This was one of our key points last year as a drive to create a community of businesses.

**Support** – Local business to achieve their goals.

Nothing significant to report.

**Develop** – Increase knowledge and skills to create a bigger, brighter and better future.

We have created a full calendar of events for the upcoming year which includes network events with Ted Talk introductions from SMEs.

**Influence** – Campaigns to widen Warminster's exposure and have voice in local decisions.

The last 3 months has seen an increase in local media coverage of the town. Micro influencers have also either visited or featured Warminster.

### **WBN General Meeting**

We have introduced a quarterly general meeting, on top of our events this year. The first running just prior to this, with all future ones set to run 2/3 weeks prior to this committee meeting. Unfortunately, the first meeting was not at all attended well due to a combination of factors, our own communications not getting through being one. We hope to now have this rectified.

### **Town Exposure and Events**

The agreed 4 events this year will create a lot of exposure for the town, and we are continually engaged with local media and micro influencers.

### **Town Centre.**

A proposal/suggestion that has been discussed is; if there is scope at one stage to trial temporary pedestrianisation of the town. This would see the town's main streets shut for a day/ weekend with them set up to replicate how it may be if this was adopted. The

suggestion is an interesting one and may hold many benefits both from an environmental and business perspective.

### **Parking**

This was discussed at the general meeting and subsequently with businesses with support for the idea of increasing the perceived value and to create a dwell time.

The overall proposal would be based on stats that we are not yet in possession of, but as an example. If the stats from Wiltshire Council show that 90% of all parking bought was for the 1 hour, then increasing this to 3 hours for the same cost would not affect their income at all but benefit the town. There was also support for the creation of both short (30 mins) and longer parking areas.

### **Loyalty Card**

Supported by businesses and contained in a separate proposal.

### **Signage/Information**

Although the new brown signs are appreciated on the approach to the town, there is still a requirement to rectify the flow and information to both residents and visitors to Warminster internally. This includes but not exhausted by: Parking, Shopping areas, Trade estates and the Park. E.g. the trade parks are not clearly marked from either direction or the town.

2024 Warminster Town RoW signage



Flat Panel - Post 1/24

Flat Panel - Post 4/24

Flat Panel - Post 7/24

Flat Panel - Post 10/24



Flat Panel - Post 2/24

Flat Panel - Post 5/24

Flat Panel - Post 8/24

10 off D/S  
Flat panels



Flat Panel - Post 3/24

Flat Panel - Post 6/24

Flat Panel - Post 9/24



## **REPORT FOR DECISION**

### **Replacement of the Warminster Parking Partnership with a Loyalty Card Scheme**

#### **Recommendation**

Members to approve the replacement of the Warminster Parking Partnership (WPP) scheme with a promotional scheme for town centre shops and businesses and the provision of a £4,000 grant, to be awarded to the Warminster Business Network (WBN) to run such promotional scheme.

#### **Purpose of the Report**

To assist members in reaching a decision as set out in the recommendations.

#### **Background**

At the Town Development Committee on 11<sup>th</sup> September 2023, councillors agreed to terminate the Warminster Parking Partnership scheme from the April 1<sup>st</sup>, 2024. Officers and members of the WBN have since been researching possible alternatives to the scheme which would maintain the aim of encouraging shoppers to Warminster, whilst being simpler to administer and more inclusive.

The aim of the WPP was to encourage shoppers to the independent retailers of Warminster, but often parking was refunded without a purchase. By removing the association to car parking and in particular paper tickets, pedestrians, cyclists, public transport users and those purchasing parking on the app would also be able to participate, therefore benefitting more shoppers and visitors to the town. The reliance on Wiltshire Council parking machines and vouchers' stock in machines would also be removed.

A loyalty card scheme was considered the best alternative to the WPP. This scheme would be trialled for a year initially, to try and fulfil the aim of encouraging people into local shops. Although there may be flexibility to modify the scheme after this period, the grant money must be spent on the loyalty card scheme specifically in the first year and any changes to this must be approved by Warminster Town Council (WTC) before being implemented. The WBN will be required to update the Town Development Committee and provide a report at the annual town meeting on how the grant money has been spent and the success of the scheme.

The loyalty card scheme would work as follows: Shoppers wishing to participate in the scheme would pick up a loyalty card at participating retailers. The card would have eight spaces. Shoppers would be awarded a stamp each time they spend £10 or more in a single transaction. Shoppers enter their contact details on the back of the card and when the card is complete it is entered into a free prize draw. The draw would take place on the same date and at the same time each month. Three cash prizes would be awarded each month: one £150 first prize and two £50 runners up prizes. Winners would be posted to websites and social media to promote the scheme (e.g. second Monday of the month).

Examples of other similar schemes can be found using the links below. Although these schemes were short-term, seasonal promotions they show the feasibility of the scheme.

<https://www.sholland.gov.uk/article/17993/Council-launches-new-prize-draw-for-Spalding-and-Holbeach-shoppers>

<https://www.falkirkherald.co.uk/business/still-time-to-win-ps200-in-falkirk-town-centre-golden-ticket-competition-2023-4441869>

<https://www.littlehampton-tc.gov.uk/news/2023/littlehampton-love-local-winner-celebrates-ps500-cash-prize>

A name for the loyalty scheme is yet to be decided, but one suggestion was "Win with Warminster," which is alliterative and in the same vein as Wonderful Warminster.

## Options Considered

Other options considered include:

- Offer **one-hour free parking** as e.g., Westbury Town Council. Cost of this would far exceed the £4,000 budget of the WPP. N.B. Wiltshire Council gross income from car parks in Warminster is circa £140,000 which goes to subsidise buses, particularly in rural areas.
- **Discount Card Scheme.** Participating shops would offer a predetermined discount either with proof of parking or purchase. Similar schemes elsewhere, have not been successful.
- **Third party parking reward apps** e.g., Q-Park and ParkingPerx give shoppers cashback (10% or in full) to pay for their parking when using a dedicated card. These can be used independently of WTC and WBN but to develop a Warminster specific app would be too expensive and complicated. This option also reduces the number of people who can take part in the scheme – i.e. those who walk or cycle in, those who travel on the bus or by taxi/private hire, or get a lift in, would be excluded.

## Financial and Resource Implications

The council currently gives £4,000 annually to the WPP from Enterprise Wiltshire and members are being asked to instead award this money as a grant to the WBN to use for the purpose of the loyalty card scheme. £1,000 of the grant money would go towards the administration of the scheme and £3,000 toward the cash prizes. There would be no cost to the public for the loyalty card or to enter the prize draw.

## Legal Implications and Legislative Powers

WBN will need to comply with all relevant legislation and legal requirements regarding the loyalty card scheme.

## Environmental Implications

The need for a two-part ticket to be printed at parking machines will be removed. But conversely there will be a need to produce loyalty cards. Any further environmental implications will need to be taken into consideration by the WBN.

## Risk Assessment

Any required risk assessment will be conducted by WBN.

## Crime and Disorder

Officers are not aware of any issues the Council should consider under the Crime and Disorder Act.

## **REPORT FOR INFORMATION**

### **Wiltshire Council run Car Parks in Warminster**

A meeting was held with Caroline Thomas, the Wiltshire Council Portfolio Holder for Highways, Transport, Street Scene, and Flooding, on 23<sup>rd</sup> January 2024. It was emphasised to the Portfolio Holder that the town council's main concern was the desire to encourage longer dwelling time in Warminster.

The Portfolio Holder explained that the current pricing structure for car parks in Wiltshire was very much a legacy of the prices in place when the unitary authority was created and which had been inherited from the District Councils.

Wiltshire Council was working on a carparking strategy and so it would be timely if Warminster put forward its own ideas. If the town council could demonstrate that it had a workable model, had consulted with the community and there was confidence it would still generate the same amount of income for Wiltshire Council, then it would be favourable looked upon.

To facilitate such an outcome, a request has been submitted to Wiltshire Council asking for further information about car parking in Warminster, particularly with regard to the number of each type of ticket (1 hour, 2 hour etc) being purchased.

It was possible that one or more of the car parks could be formally designated long stay or short stay.

# **REPORT FOR DECISION**

## **100 years of the Lake Pleasure Grounds**

### **Recommendation**

Members to approve the additions requested for the Centenary event in the Lake Pleasure Grounds.

### **Purpose of the Report.**

To assist members in reaching a decision as set out in the recommendation.

### **Background - Event outline**

This event is to celebrate 100 years of the Lake Pleasure Grounds, the Town Park. The event is designed to be different from other events that have been held in the Park. The aim is to create a memorable and special occasion. See the Report to the December 2023 Town Development Committee Meeting.

The event will take place on Friday 26th July 2024, from 4pm till 10pm, 100 years to the day that the Lake Pleasure Grounds were originally opened. There will be two bands playing, an Elton John tribute act and a Beatles tribute act. The finale will be the pyrotechnic planes.

Food and drink vendors are being booked, as well as a sweet stall, where they are to be sited will be confirmed.

There will be 1920's themed fairground type games along the lake side. These will be free to use, also be a display by the Warminster Model Boat Club.

Muga and Tennis Courts will be closed to protect the surfaces – the splash pad and the café will be open.

### **Considerations**

Due to the layout of the Lake Pleasure Grounds, there is only so much space round the bandstand, so members of the public will be invited to spread themselves around the park, including the field around the splash pad, all the grass banks and in the picnic area.

It has been suggested that a street artist could do a commemorative piece of artwork on the tarmac by the bank stand. E.g. "100 years of the Lake Pleasure Grounds 1924-2024" plus their artistic imagination.

This would have a double use, a dance floor for when the bands are playing as well as a great unusual visual, drone photographs would be a superb long-lasting memory. Quotes have been sourced and they are in the region of £1,500.

The other tarmac paths will need to be kept clear to enable free movement around the event.

Capacity – is estimated and includes the Bandstand area, the play areas/splashpad zone, the putting green/picnic area, three grass banks, the stake park area and around the lake.

It is planned to ticket the event; this is not for profit but will assist in controlling numbers for safety. Tickets will have a nominal charge/booking fee of £1.00. Tickets can be sourced from companies like Eventbrite. The cost for Eventbrite pay-as-you-go unlimited is £34.99 per event. Stewards would be on the entrances to check tickets. It is thought that about 3,000 tickets would be required.

Although it is expected it will be busy, it is not expected all 3,000 ticket holders would be in the park at any one time.

Tickets would be available from May 2024 (after Spring in the Park is out the way) giving at least two months' lead time and the rate of take up will inform the planning of the event.

### **Conclusion**

It is proposed that to make this once in a lifetime event unforgettable these additional costs are approved. The additional funding would be:

Street Artist – in the region of £1,500

Eventbrite ticketing - £35

### **Financial and Resource Implications**

There would be an income from the booking fee from tickets (£3,000) and food/drink vendors. This would more than cover the additional costs of the street art.

### **Legal Implications and Legislative Powers**

The council has the power to provide this service under the General Power of Competence.

### **Environmental Implications**

Any environmental implications will need to be taking into consideration by the service provider.

### **Risk Assessment**

Risk assessments will be completed before any event is carried out by the service providers.

### **Crime and Disorder**

The local police will be informed of the event and additional security is being hired. It is an unusual event for the Lake Pleasure Grounds as it is in the evening and alcohol will be available to purchase.

## Minutes

### CCTV Sub-Committee

**Tuesday 13<sup>th</sup> June 2023 at 10.00am**

**Held at Warminster Civic Centre, Copheap Room**

**Membership:**

<b>Cllr Davis</b> <b>Wiltshire Council (Warminster)</b>	*	<b>Sgt Tauyavu Bativagone</b> <b>Warminster Garrison</b>	AB
<b>Wiltshire Police – PC Fairley</b>	AB	<b>Cllr Fraser</b> <b>Warminster Town Council</b>	*
<b>Cllr Matt Dean</b> <b>Wiltshire Council (Westbury)</b>	AB	<b>Cllr Allensby</b> <b>Warminster Town Council</b>	*
<b>Cllr Sheila Kimmins</b> <b>Westbury Town Council</b>	A	<b>Cllr Fryer</b> <b>Warminster Town Council</b>	AB
<b>Dave Deacon</b> <b>Local Business</b>	*	<b>Tom Dommett Town Clerk</b> <b>Warminster Town Council</b>	*
<b>Peter Sammons</b> <b>West Wilts Trading Estate</b>	AB	<b>Mark Chalmers - CCTV Manager</b> <b>Warminster Town Council</b>	*
<b>Deborah Urch</b> <b>Westbury Town Clerk</b>	A	<b>Stuart Legg</b> <b>Warminster Town Council</b>	*

**Key:** \* Present    A Apologies    AB Absent

**TV/23/001**    There was a **Vote of Thanks** from the Mayor of Warminster, Cllr Phil Keeble. **(See attached).**

**TV/23/002**    **Apologies for absence**  
Apologies were received from Deborah Urch, Westbury Town Council, and Cllr Kimmins, Westbury Town Council.

**TV/23/003**    **Minutes**  
**TV/23/003.1** The minutes of the meeting held on 14<sup>th</sup> March 2023 were approved.

**TV/23/003.2** There were no matters arising from the minutes of the meeting held on 14<sup>th</sup> March 2023.

**TV/23/004**    **CCTV Manager's Report**

**TV/23/004.1.** Stuart Legg spoke to the CCTV Manager's report:

- There has been a big increase in requests from the Police as they recognise that CCTV is likely to have very good quality footage.

- A fantastic number of police have visited the control room.
- As staff get used to the new system, they are getting more from it.
- The CCTV Manager would like feedback on the format of reports to committee, see examples circulated.
- The Police are spreading the word about the new CCTV system.
- Warminster Town Council plan to work with schools, especially year 6 pupils, to teach them about the effectiveness of CCTV and to increase the deterrent effect.

**TV/23/004.2.**

- More volunteers are coming forward. The requirement to be IT literate has been added to the qualifications for volunteering.
- The CCTV Manager will review staffing to ensure coverage is in place when most needed.

**TV/23/005     Accounts**

The accounts were **noted** for the year to 31<sup>st</sup> March 2023.  
The accounts were **noted** for the year-to-date 30<sup>th</sup> April 2023.  
These are both below budget.

**TV/23/006     CCTV Upgrade**

Stuart Legg provided the committee with details of the upgrade and the few remaining issues.

**TV/23/007     Update of the Code of Practice**

The CCTV Manager is updating the Code of Practice for the Operation of the Public Space Closed Circuit Television in Warminster, Westbury, and the West Wilts Trading Estate. This is to make sure that it is in line with current best practice and the reality of the new system. Support/advice has been received from a sector expert.

**TV/23/008     Revision of the Memorandum of Understanding**

**It was resolved** that no revision was required at present.

**TV/23/009     Partner Feedback**

There has been incredibly positive feedback from the Police to the new system. Businesses participating in the Shop Watch scheme are also delighted.

**TV/23/010     Any Other Business**

None.

**Date of next Meeting - Tuesday 12<sup>th</sup> September 2023 at 10.00am**

**Meeting closed at 10.26am.**

**Operational Flood Working Group South Hybrid Meeting**  
**held on 6<sup>th</sup> December 2023**

Andrew Davis	Chair Cllr
Jonathon Hitchman	Great Bedwyn
James Hardy	Berwick St James
Den Parrett	Shrewton
Mike Holm	Environment Agency
Sven Hocking	Salisbury
Jill Adams	
Steve Malpass	Environment Agency
Graham Axtell	Wiltshire Council Highway Engineer
Robert Yuill	Amesbury
Emma Biggs	Wiltshire Council Drainage
Danny Everett	Wiltshire Council Drainage
Len Turner	Warminster
Denise Nott	Area Manager Local Highways
Charlotte Fry	Wessex Water
Bill Parks	Warminster
Steve Crossley	Wilton
Jim Oliver	Aldbourn
Nat Cole	Britford

**Statutory updates**

- Weather has been particularly wet and major incidents occurred in West Dorset/Somerset. On Monday 50 – 60 ml of rain fell within a very short period of time.
- Flood alerts have been issued for Tisbury – The Nadder but luckily there has been no property flooding reported in Wiltshire.

**Wessex Water**

- No major updates

**Wiltshire Highways.**

- Issues on A350 and liaising with the landowners. Several named storms arrived in short succession, with the ground already saturated the rain has nowhere to go with drains, ditches, and watercourses full. Vehicles are driving through flood water and causing issues with bow waves and getting stuck.
- Thanks for Wiltshire & Dorset F & R for updating the spreadsheet enabling better statistics which gives a better understanding of what is happening within Swindon & Wiltshire with regards to flooding.



## Parish Updates

### Shrewton

- Thanks to the Environment Agency, Wessex Water and Wiltshire Council last Thursday for the Groundwater presentation. The event was well attended by residents, around 50 people in all with stands and lots of information. The event overran by at least an hour.
- The river is currently running, however no properties have flooded, if the river level is due to high groundwater the PC are happy to work with landowners and the EA to help resolve localised problems.

### Wilton

- Waiting for Milestone to undertake some jetting and CCTV in Churchill Court re the non-return valves as they don't want a repeat of previous flooding.
- Community Engagement session arranged for January 2024
- Flood barriers were deployed at Crow Lane by the flood resilience group.
- Accumulation of silt in ditches and culverts is causing concerns.
- Thanks to the PEAS scheme they are in good order in the event flooding occurs.

### Amesbury

- Sewer works were undertaken in the town centre by Wessex Water.
- No reports of any flooding at the Town Council meeting held last night.
- The Rivers Trust is looking at undertaking Restoration work at Lords Wall, the EA and Wiltshire Council will also be involved. Unfortunately, there have been delays in the planning.
- At one stage there was an additional flood group in the town, but they have gone quiet. Robert asked to raise the issue of a flood plan at the amenities meeting.
- Work needs to take place on the A303 which heightens the need for the community to have a strong robust plan.
- Robert asked why the study of surface water flooding was being done, as nobody has knowledge of this ever flooding. Danny advised that given the right circumstances it could flood, which is why the work is being undertaken.

### Warminster

- Looking to arrange a meeting in early February of the flood group to pick out outstanding issues.
- Michael advised the funding bid will go to the next Regional Flood Defence meeting as they have missed the recent one.
- Town needs to recruit more flood wardens and a press release is going out soon.
- The flood storage areas on Groveland's / Fore Street is working well. Excavations on the western side undertaken in early August show the field is holding water and connecting into the channel which flows into the site.

- A deal needs to be made with the developer re excavating the storage area and the installation of a sewer. Len to discuss this with Danny. Discussion on putting a hydro-break where the sluice used to be. The developers have been asked to renew their plan as the previous one was of poor quality. To be discussed at the next Warminster flood group meeting.

## Salisbury

- Have been in touch with all the flood wardens and gone through the plan and asked them to check on their areas and properties at risk. Advised owners of properties a risk to invest in sandbags/property protection.
- The city has a contract with Serve-On, who will set up a control room in the Guildhall.
- Concerns regarding a property with a kitchen below river level and unable to contact the owners. Aware one property has installed a pump and not sure if the EA are aware of these.
- River levels up and higher than normal at Churchill Gardens. There have been a lot of developments on greenfield sites and concerns raised about them causing flooding and asking if more accurate weather predictions be made.
- Mike advised the Met Office can accurately predict up to 10 days, but beyond that it diminishes.
- Conversations continue regularly with The Close and they are up to scratch with their flood plans. A couple of properties close to the river are concerned about flooding. It is down to the owners to protect their own property not the council.
- Michael advised he has responded to the local plan with concerns and updated the flood risk. Highlighting the groundwater vulnerability and flood risk concerns.
- Danny advised that he is asking for the SFRA to be updated and advising town and parish councils to keep records of flooding within their community. Developers are asked to undertake ground investigations and the site at Harnham A3039 have issues. Concerned that a full investigation of ground conditions was carried out. We can comment on specifications that we have requested. Groundwater is a moveable feature this is why we ask residents/town and parish councils to collate evidence of groundwater flooding.
- Robert advised a site in Amesbury was refused on the grounds of flooding, went to appeal, were over-ruled and unable to use likelihood as a defence.

## Aldbourn

- Groundwater levels are currently 1.5 metres off the 2014 levels and everyone keeping a close eye on it. To date no reports of flooding to property.
- The Bourne rose about 3 weeks ago, and with the silt clearance completed everything is flowing well.
- Hopefully Martin Cook arranging clearance of the problem gullies which helps keep the surface water running into the Bourne and off the streets.

- Collated lots of evidence on rainfall and looking to correlate this with levels of groundwater but unable to do so currently. Advised talking to Guy Parker.

#### Great Bedwyn

- Schemes put in by Danny appear to be working. Around 50ml fell during the September storm causing flooding to property with only 1 experiencing internal flooding.
- The water level in the River Dun rose and began to affect the railway and ponding occurred by the station.
- Jonathon currently working with the parish to take ownership of the plan which will be up to date. The village “handyman” is tasked with monitoring vulnerable gullies and grips and will go out if a weather alert is received.
- Currently being very proactive with surface water issues and working with local landowners and Kennet catchment partnership on natural flood management scheme.
- Frog Lane, Jonty will chase up the Canal Trust.
- Cricket Club – aspiration to turn part of the car park into a flood storage area to slow the flow. Kennet catchment partnership to undertake a feasibility study.
- Lots of properties need to be digging out their ditches, this was last done some 10 years ago. To improve drainage in Brook Street and slow it down.
- Concerned that as their community improves the flow and surface water drainage that water is not pushed further downstream and to ensure water levels in the Dun do not rise excessively. Encourage better use of the water meadows and challenges with the landowner to keep the ditches clear.
- Owner of property in The Knapp reporting sewage is backing up. Advised by Thames water to fit non return valves as there was no incapacity in the system. Danny advised to go back to Thames Water.
- Currently piloting rain garden scheme via Thames Water and putting it through soakaways.

#### Britford

- Flood plan finally completed, and sumps and pumps have been used twice this year to keep properties from flooding.
- Main carrier is just about coping with the volume of water.
- Applying for funding to undertake a survey as a couple of bridges need reinstating.
- Obstruction in the Navigation is causing higher water levels. Written to the owners but no action taken. 2<sup>nd</sup> letter from the parish going out soon.
- EA has cleared trees in the river, but the banks are so overgrown the middle of the river cannot be seen.
- Jim Wrigglesworth advised there is correlation between levels and abstraction Mike to discuss with Jim.

- Asked if drainage had received the local plan, advised we can only make recommendations, concerns re surface water and high ground water make it very difficult.
- Parish advised to submit their concerns via the planning process and to any applications made. The parish are concerned and worried about the next flood event. Danny advised we have a policy in place to try and prevent development in what drainage consider unsuitable locations. We also ask the developer to provide better information. If the developer appeals to the planning inspectorate and is successful, we can only do what the inspectorate advised.

#### Berwick St James

- Advised the parish steward has been very supportive and making a difference to the flood risk.

#### Drainage

- Around 50 plus properties flooded across northern parts of Wiltshire and we are contacting all the town and parish councils to collate information about what happened.
- We are sending out AO maps requesting they are annotated with details of what happened, to talk to resident. Reports instances of highway drainage on the MyWilts app. Talk to local landowners about blocked ditches and use ditch letters where appropriate. Any questions email the drainage team.
- Advised some residents are reluctant to report flooding, Danny advised if it is not reported then we cannot deal with it, and they will not get assistance. Grants are available to build back better.

#### A.O.B

#### PEAS

We do not have an unlimited supply of gel sacs and would suggest that town and parish councils who might wish to purchase additional supplies. Details of supplies can be found on the web.

Our supplier is: <https://aetflooddefence.com/>

Town and Parish councils, please advise your residents of these websites.

#### **Useful email addresses regarding flood protection, advice & information**

Property Flood Resilience <https://floodmary.com/>

National flood forum <https://nationalfloodforum.org.uk/>

National flood forum blue pages, business involved in property protection  
<https://bluepages.org.uk/>

Property Care <https://www.property-care.org/homeowners>

## Flood Plans

If you haven't got a flood or resilience plan you should consider making one. If you have a plan ensure it is up to date, including all your contacts. If any contact details change, please contact the drainage team to allow us to amend our records.

## Date of next meeting

February 21<sup>st</sup> Warminster Civic Centre, online or in person, 10 a.m. start.

Action log:

Wilton awaiting repairs of non-return valves (NRV)	Drainage Team, Town Council
Robert to remind Town Council to undertake a flood/resilience plan	Robert Yuill, Amesbury Town Council
Warminster flood group meeting early Feb re-outstanding issues	Bill Parks, Town Council
Warminster funding bid to Regional Flood Defence Committee	Mike Holm Environment Agency
Warminster new development flood storage and sewer installation	Len, Danny Everett
SFRA needs updating – to follow up	Danny Everett
Aldbourn groundwater levels high to continue to monitor	Parish Council
Albourne Gully Clearance	Martin Cook
Aldbourn ground water and rainfall correlation	Jim Oliver/Guy Parker (Environment Agency)
Gt Bedwyn updating plan	Jonathon Hitchman/Parish Council
Gt Bedwyn Frog Lane to chase up Canal Trust	Jonathon Hitchman/Parish Council
Gt Bedwyn incapacity issues in The Knapp, advised to go back to Thames Water	Jonathon Hitchman/Parish Council
Britford to apply for funding re survey of bridges	Britford Parish council
Britford Correlation between extraction and river levels	Mike Holm/Jim Wrigglesworth
Britford Planning concerns advised parish to submit their concerns	Britford Parish Council
Town & Parish Councils to ensure flood plans and contacts are up to date and inform the drainage team of these	Town & Parish Councils