

AGENDA

18th March 2024

Dear Councillor

You are summoned to the:

Meeting of Warminster Town Council
on Monday 25th March 2024 at 7pm
to be held at
Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Allensby (West) Vice Chairman of the Council and Deputy Mayor	Cllr Jones (East)
Cllr Brett (East)	Cllr Keeble (West) Chairman of the Council and Mayor
Cllr Cooper (Broadway)	Cllr Kirkwood (Broadway)
Cllr Davis (East)	Cllr Macfarlane (West)
Cllr Fraser (West)	Cllr Parks (North)
Cllr Hawker (Broadway)	Cllr Robbins (East)
Cllr Jeffries (North)	

Members of the public are welcome to attend meetings of the Council and Committees, unless excluded due to the confidential nature of the business.

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 as a correct record, the minutes of the Full Council meeting held on Monday 15th January 2024; 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 Full Council meeting held on Monday 15th January 2024.

4. **Chairman's Announcements**

4.1 Announcements.

4.2 Mayor's engagements. **(See attached).**

Members to note.

5. **Correspondence Circulated**

Members to note the list of all correspondence circulated since the last meeting. **(See attached).**

6. **Questions**

To receive questions from members of the council submitted in advance to the Clerk.

***Standing Orders will be suspended
to allow for public participation.***

7. **Public Participation**

To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations. The Mayor may read out statements submitted in advance.

***Standing Orders will be reinstated
following public participation.***

8. **Reports from Unitary Authority Members and the Police**

To note any reports provided which are relevant to the Full Council. Questions for the Police to be submitted before the meeting.

9. **Proceedings of Committee**

To receive minutes with recommendations from committees, already circulated, and to consider any questions arising from them.

9.1 Finance and Audit Committee meeting held on 8th January 2024: questions to Cllr Cooper, chairman of the committee.

9.2 HR Committee meeting held on 2nd October 2023: questions to Cllr Keeble, chairman of the committee.

9.3 Parks and Estate Committee meetings held on 23rd October 2023 and 22nd January 2024: questions to Cllr Fraser, chairman of the committee.

9.4 Planning Advisory Committee meetings held on 11th December 2023, 29th January 2024, and 19th February 2024: questions to Cllr Jeffries, chairman of the committee.

9.5 Town Development Committee meeting held on 4th December 2023: questions to Cllr Robbins, chairman of the committee.

10. Resignations from and Appointments to Committees

To note any resignations from committees and to make any appointments to committees.

11. Mayor and Deputy Mayor Elect 2024-2025

Members are requested to propose and second their nominations for the position of Mayor and Deputy Mayor Elect for the municipal year 2024-2025.

Members to resolve.

12. Meetings calendar for municipal year 2024–2025

The draft meetings' calendar for the municipal year 2024–2025 is presented for members' perusal. **(See attached).**

Members to approve the adoption of the calendar of meetings for the May 2024–May 2025 municipal year.

13. Sealing of Documents

13.1 The sealing of the 99-year lease for the Warminster Community Hub between Wiltshire Council and Warminster Town Council for a peppercorn per annum.

Members to resolve to approve the agreement be executed by affixing of the Common Seal of Warminster Town Council.

14. Road Closure Smallbrook Road

At the meeting of Full Council on 15th January 2024 members resolved to:

- i) Defer a decision on whether to seek a road closure for Smallbrook Road during the toad mating season until their meeting scheduled for 25th March.*
- ii) To look at alternative options, including a toad fence, with the Wiltshire Wildlife Trust and Sustainable Warminster.*
- iii) To look at the costs in detail, including the option of metal gates/bollards to close the road.*
- iv) To look for grant funding opportunities'.*

Minute number [FC/23/110](#) refers. A further report has been prepared. **(See attached).**

Members to resolve one of the following three options (Funding to come from General Reserves):

1. Not to pursue any of the measures put forward i.e. a road closure or a toad fence.

2. To apply to Wiltshire Council for a road closure to be implemented from 14th February 2025 to 13th March 2025, and annually thereafter. The cost of this would be £5,000 for the application and, should the application be successful, a further £6,688 to set up and maintain the road closure each year.

3. To seek to install a toad fence at a cost of between £8,000 - £14,000.

15. Grant Application

At the meeting of Full Council on 15th January 2024 members resolved to:

‘Defer a decision on whether to award a grant of £5,000 to Selwood Housing for the installation of CCTV cameras on the Westleigh Estate. Members asked for further information to be obtained from Selwood Housing and the Police about the proposed monitoring system’.

A revised application has been submitted by Selwood (**see attached**) along with further information about the proposed monitoring system.

Members to resolve whether to approve a grant of £5,000 to Selwood Housing towards the cost of installation of CCTV cameras. Funding to come from General Reserves.

16. Sale of Dewey House

Dewey House is no longer needed by the town council. Disposal of Dewey House is part of the agreed Warminster Town Council Strategic Plan (**see report attached**). It is expected that the sale of Dewey House will generate in the region of £250,000, (**See valuation attached**), which will be split between the General Reserves [310] and the EMR Capital Projects [315]. The Council will seek best value.

Members to resolve to proceed with the sale of Dewey House and to delegate the process to the Town Clerk in consultation with the Mayor.

17. Local Council Award Scheme (LCAS)

Warminster Town Council is applying for a Quality Gold Award under the LCAS to demonstrate that it is at the forefront of best practice and achieves excellence in governance, community engagement, and council improvement.

Members to resolve that all the documentation and information is in place to apply for a Quality Gold Award under the LCAS. (See completed application form attached).

18. Community Governance Review

To note that the Local Government Boundary Commission for England has consented to the making of an Order under the Local Government and Public Involvement and Health Act 2007 for the reorganisation of community governance in a number of parishes as recommended by Wiltshire Council meaning that from May 2025, the number of councillors for the parish of Warminster will be increased from 13 to 14; the additional councillor will be in Warminster Broadway ward.

19. Council Youth Champion

At the meeting of the Parks and Estate Committee on 22nd January 2024 members requested that a council youth champion be appointed. Minute number [PE23/050](#) refers. The Youth Champion would be a contact for youth engagement and liaison with organisations and be someone youths can come and talk to about ideas.

Members to resolve whether to appoint a councillor as council youth champion and if so make an appointment.

20. Neighbourhood Plan Update

The Neighbourhood Plan Steering Group reconsidered whether the new Neighbourhood Plan should make housing site allocations for Warminster. **(See Report attached).**

Members are asked to ratify the decision of the Neighbourhood Plan Steering Group to include site allocations in the Neighbourhood Plan.

21. 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.uk.com or by contacting us at Warminster Civic Centre.

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Mayor's Engagements 8th Jan – 18th March 2024

January			
February			
15.02.24	10.00	Attendance at Open Door Chat Café & photo with Backhouse (sponsoring café for a year)	
19.02.24	16.30	Opening of the Coriander Lounge restaurant	
29.02.24	12:00	Grand opening of Crescent Place Retirement Development	
March			
15.03.24	11.00	Visit to care home for resident's 100 birthday	

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
08.01.2024	Wiltshire and Swindon Community Messaging	The January 2024 edition of OUR NEWS is here [#203342366]	Email
09.01.2024	Wiltshire Council	Latest news and advice for businesses	Email
12.01.2024	Wiltshire Council	Latest News: cold weather update, flooding grants, school places applications and SEND	Email
15.01.2024	Wiltshire and Swindon Community Messaging	Keep your dogs on a lead around livestock [#205823627]	Email
16.01.2024	Wiltshire and Swindon Community Messaging	PCC must consider a rise in precept to continue improving the force	Email
16.01.2024	GWR	New train strike announced	Email
17.01.2024	Wiltshire Council	Revised NPPF	Email
17.01.2024	Wiltshire Council	Multiply Newsletter	Email
18.01.2024	GWR	Network Rail improvement works	Email
19.01.2024	Wiltshire Council	Latest news: draft budget 24/25, Ask the Leader Warminster, MiPermit app, recycle more	Email
19.01.2024	Wiltshire Council	Latest news and advice for businesses	Email
22.01.2024	Wiltshire and Swindon Community Messaging	Fortnightly update to the Police and Crime Commissioner - 19 January 2024	Email
22.01.2024	Police and Crime Commissioner	Chief Constable update to the PCC.	Email
23.01.2024	Wiltshire Council	Blanket Order confirmed dates - Warminster Journal advertising area - Micro Asphalt - Masefield Avenue Works	Email
24.01.2024	SW Railway	Services during industrial action in Jan and Feb	Email
26.01.2024	Wiltshire Council	Latest news: budget webinar, MMR, flooding	Email
29.01.2024	Wiltshire and Swindon Community Messaging	Neighbourhood Policing Week of Action	Email
29.01.2024	SW Railway	Community Rail Newsletter	Email

CORRESPONDENCE LIST

29.01.24	GWR	Industrial action until 6 February	Email
30.01.24	Wiltshire Council	Waste and recycling news	Email
01.02.24	Wiltshire and Swindon Community Messaging	Dementia Safeguarding	Email
02.02.24	Wiltshire Council	Latest news	Email
02.02.24	Wiltshire and Swindon Community Messaging	Investment to improve Wiltshire Police buildings and services revealed [#212854984]	Email
02.02.24	Wiltshire Council	Latest news and advice for businesses	Email
05.02.24	Neighbourhood Watch	February newsletter	Email
05.02.24	Police and Crime Commissioner	Chief Constable update to the PCC.	Email
07.02.24	Police and Crime Commissioner	Chief Constable update to the PCC.	Email
08.02.24	Wiltshire and Swindon Community Messaging	Green light for budget proposal will see improvements continue for Wiltshire Police [#215967087]	Email
09.02.24	Wiltshire Council	Latest news	Email
09.02.24	Dorset & Wiltshire Fire and Rescue Authority	Consultation re Draft Community Safety Plan	Email
09.02.24	Wiltshire Council	Latest news and advice for businesses	Email
16.02.24	Wiltshire Council	Latest news	Email
16.02.24	Police and Crime Commissioner	Chief Constable update to the PCC.	Email
23.02.24	Wiltshire Council	Latest news	Email
25.02.24	Wiltshire Council	Wiltshire Council - Town and Parish Annual Report	Email
25.02.24	Wiltshire and Swindon Community Messaging	Warminster Area Weekly Roundup [#221031878]	Email
25.02.24	Wiltshire and Swindon Community Messaging	Warminster Night Time Economy Patrols - 23/02/24 & 24/02/24 [#221034181]	Email
25.02.24	Wiltshire and Swindon Community Messaging	patrols [#221057223]	Email
28.02.24	Wiltshire and Swindon Community Messaging	Stop! Think fraud. [#222664717]	Email
29.02.24	Wiltshire Council	Waste and recycling news	Email

CORRESPONDENCE LIST

01.03.24	Wiltshire Council	Latest News	Email
01.03.24	Wiltshire and Swindon Community Messaging	Booking holidays safely [#223904658]	Email
01.03.24	Police and Crime Commissioner	Chief Constable update to the PCC.	Email
04.03.24	Wiltshire and Swindon Community Messaging	The March 2024 edition of OUR NEWS is here [#225261106]	Email
04.03.24	Police and Crime Commissioner	Operation Scorpion Briefing	Email
05.03.24	Wiltshire and Swindon Community Messaging	Fortnightly update to the Police and Crime Commissioner – 01.03.24	Email
08.03.24	Wiltshire Council	Latest news: Vote in upcoming elections, No Smoking Day, Salisbury City Hall update and more	Email
11.03.24	Wiltshire and Swindon Community Messaging	Spring into action with our crime prevention webinars [#228770452]	Email
11.03.24	Wiltshire and Swindon Community Messaging	Weekly Roundup: Monday 4th March – Sunday 10th March (Warminster, Westbury, Mere & Tisbury) [#229445062]	Email
12.03.24	SW Railway	South Western Railway kicks off partnership with Non-League Day	Email
15.03.24	Wiltshire Council	Latest news: vote in PCC election, businesses fined, smokefree survey	Email
15.03.24	Wiltshire Council	Latest news and advice for businesses	Email
15.03.24	Wiltshire and Swindon Community Messaging	Fortnightly update to the Police and Crime Commissioner – 15.03.24	Email
18.03.23	Wiltshire and Swindon Community Messaging	Op Scorpion - tackling drugs criminals	Email
18.03.23	Wiltshire and Swindon Community Messaging	Weekly Roundup – Monday 11th March – Sunday 17th March: Warminster, Westbury, Mere and Tisbury.	Email

Meeting of Full Council – 25th March 2024

2024														2025													
	May		June		July		August		September		October		November		December		January		February		March		April		May		
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Sat			1										2						1		1						
Sun			2						1				3			1			2		2						
Mon			3	Town Dev	1				2	F&A			4			2	Town Dev		3	HR	3	F&A					
Tues			4		2				3		1	CCTV	5			3			4	CCTV	4		1				
Wed	1	LHFIG	5		3				4	LHFIG	2		6			4		1		5		5	2				
Thurs	2		6		4		1		5		3		7	LHFIG	5		2		6		6	3		1	Elections		
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Sat	4		8		6		3		7		5		9			7		4		8		8	5		3		
Sun	5		9		7		4		8		6		10			8		5		9		9	6		4		
Mon	6		10	Full Council	8	P&E	5		9	Town Dev	7	HR	11	F&A	9		6	F&A	10		10	P&E	7		5		
Tues	7	F&A*	11		9	HR*	6		10		8		12			10		7		11		11	8		6		
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Tues	14		18		16		13		17		15		19			17		14		18		18	15		13		
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Mon	20	PAC	24	F&A	22	Full Council	19		23		21	P&E	25	Full Council	23		20	PAC	24	Town Dev	24	Full Council	21		19	PAC	
Tues	21		25	CCTV	23		20		24		22		26			24		21		25		25	22		20		
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Tues	28	P&E			30		27				29					31		28					29		27	P&E	
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Smallbrook Road

Report for Decision by Full Council 25.03.2024

Context

Members voted to defer a decision on whether to apply to Wiltshire Council for a road closure for Smallbrook Road during the peak of the toad mating season and requested that officers used that time:

- To look at alternative options, including a Toad Fence, with the Wiltshire Wildlife Trust and Sustainable Warminster.
- To look at the costs in detail, including the option of metal gates/bollards to close the road.
- To look for grant funding opportunities.

Alternative Options

Install a Toad Fence

Toad fences are a recognised way of dealing with the issue of toad migration over dangerous routes.

In essence, toad fences consist of a low section of fencing that toads can't climb or jump. They therefore make their way along the line of the fence until they fall into buckets that are placed every few metres. These buckets are then checked on a regular basis and the toads taken to the other side of the road or other obstruction.

Toad fences are often used as a temporary measure on building sites and widely in Europe in a variety of settings.

Wiltshire Wildlife Trust and Wessex Rivers Trust have no objection to the principle of a toad fence. Sustainable Warminster have opposed the suggestion of a toad fence at Smallbrook Road.

The inherent difficulty with a toad fence is that the fence is in place 24/7, whereas the toads migrate when it is wet, warm, and dark.

Monitoring of buckets

Opinion is divided as to how often the buckets would need to be checked, some holding that once a day is sufficient, others recommend every few hours.

Assuming the toad fence was in place for 28 days and buckets are being checked every three hours, and each check takes an hour, then 224 hours of checking would be required.

Employing someone to do checking even once a day for a month could easily cost between £1,000 - £2,000.

It is not practicable for volunteers alone to be able to monitor the buckets. Last year the Toad Patrol volunteers were able to provide just 30 hours of helping toads across the road. Even if this were increased considerably, and volunteers were able to cover much of the daylight hours, the bigger issue would be who would monitor buckets through the dark hours, say 5.30pm to 6.30 am.

There are inherent safety concerns about anyone being a pedestrian in Smallbrook Road in the dark. There is no pavement, and the verges are limited. It is a 30mph zone.

Due to the particular nature of Smallbrook Road, there are a number of challenges involved in using a toad fence.

- It would not be easy to have a toad fence on either side of the road; the land on either side is often flooded or boggy in February, there are streams on both sides of the road, and also hedges and trees.
- The toad fence would have to be placed on the verges, and access points would need to remain open with no toad fence (i.e. Carvers Stock Pumphouse) and Public Right of Ways. There are five of these on the north side.
- Agreement would have to be obtained from a number of landowners.
- Although the toad fence would not be expected to obstruct otters or other wildlife and monitoring of toads can be done proficiently after training, concern would be raised if other animals needing specialist care fell in the buckets.
- Sustainable Warminster have raised their concern that if regular surveillance is not taking place, then toads (if left in buckets) and other animals could face drowning, freezing, predation and for female toads, death by amplexus. (This is when male toads mob/pile on female toads and do not let go).

It should be acknowledged that buckets can contain drainage holes and ladders to help non-toads escape/climb out.

- Much more volunteer time or paid staff will be needed to check the buckets
- Toads migrate in both directions so two fences would be needed.

The cost of installing the fence along with holes and buckets is estimated to be between £3,000 and £5,000. There is the further issue of whether it should be left in situ for the rest of the year or removed and reinstalled every year. Given the fast-growing nature of some of the plants on the verges, leaving it in place might not be viable. It is likely that, even if the fence is 'moth balled', there will be an additional cost each year to get it back up to scratch.

Employing someone to do checking even twice a day for a month could easily cost between £1,000 - £2,000.

Installing a toad fence on both sides of the road would double the cost.
Therefore, the total cost would be in the region of £8,000 to £14,000 a year.

While toad fences are a tried and tested option, it would seem that the particular circumstances of Smallbrook Road would make them less effective than would normally be the case. **A toad fence is not therefore recommended.**

Not to close the road

The road traffic survey undertaken in Smallbrook Road in November showed that in the week of the survey, from 6.15 pm to 12 midnight 359 vehicles used Smallbrook Road. From 12 midnight to 6 am there were a further 34 vehicles recorded, making a total of 393 vehicles over the week.

Assuming the traffic is similar in February/March to November, in this 84-hour period of time, when toads are most likely to be crossing the road, there was an average of just 4.7 vehicles an hour using Smallbrook Road.

It is far from clear how many toads are at risk. The numbers obtained by toad patrol are a snapshot.

While the Council has a duty to protect biodiversity, this particular scheme has not been compared with other possible schemes as to which would have the most beneficial impact given the costs involved.

The migration route

The proposed road closure and or toad fence would only cover part of the migration route of the toads. Toads migrate in both directions across Smallbrook Road and also migrate back later in the year.

Costs

Road closure

To apply to Wiltshire Council for a road closure, would cost £5,000 for the application and should the application be successful, a further £6,688.

(Total cost of signs including advance warning signs, installation and take down £1,462.50 Cost of maintenance £187 per visit x 28 days = £5,226)

The total cost would therefore be in the region of £11,688 in the first year. In subsequent years, the initial £5,000 would not have to be repeated.

The issues surrounding the likelihood of gaining a road closure have been set out in previous reports to Full Council in September 2023.

Barriers

Firstly, permission would have to be sought from Wiltshire Council to install barriers.

It would cost in the region of £3000- £3500 to buy and install two Manual Arm Barriers per the image below.

The obvious question is what would happen to the barriers during the 11 months of the year when they were not in use? They would have to be left open.



Barriers as well as being a means of enforcing the road closure might also be seen as an obstruction to pedestrians, horses, and people on mobility scooters.

Barriers do not get rid of the need to have the diversion signage, so would be an additional expense.

The fundamental public right upon a highway is to pass and re-pass, and the obstruction of a highway can also be a criminal offence as well as a tort (civil wrong or harm). Highway authorities are under a statutory duty to prevent, so far as possible, the stopping up or obstruction of highways in their areas.

Funding Opportunities

It is quite difficult to assess funding opportunities.

Grant making bodies have their own deadlines for submitting, awarding, and paying grants. They are unlikely to be in sync with the council's timetable.

Funders are unlikely to support something speculative that wouldn't necessarily be implemented. e.g. the application for a road closure.

Funders are less likely to support schemes where there is an obvious alternative funder (e.g. the Town Council).

Funders are more likely to support something more tangible and visible.

Bodies awarding grants tend to have more applications than funds available. Therefore, it can depend very much on what other schemes/applications are put to the grant making bodies at a particular time.

Officers approached some of the most likely funders and asked them if in principle they were likely to provide funding for the cost of the road closure and/or the cost of a toad fence. Of the four responses – three said they would not, only one indicated that they would consider funding the toad fence.

Realistically, there is little prospect of getting grant money, unless and until the road closure has been granted. Then approaches might be made for the cost of signage and monitoring. Approaches for funding could be made either by the town council or Sustainable Warminster, whichever best fitted the criteria of the funding organisation applied to.

In summary:

There are three main options

1. Not to pursue any of the measures put forward i.e. a road closure or a toad fence.
2. To apply to Wiltshire Council for a road closure.
The cost of this would be £5,000 for the application and, should the application be successful, a further £6,688 to set up and maintain the road closure each year.
3. To seek to install a toad fence at a cost of between £8,000 - £14,000.

Selwood Housing Society Limited

Bryer Ash Business Park, Bradford Road, Trowbridge, Wiltshire, BA14 8RT

**telephone** 01225 715 715**email** info@selwoodhousing.com**website** www.selwoodhousing.com

March 5, 2024

Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
BA12 8LB

For the attention of the Finance & Audit Committee

Amended - Selwood Housing grant application – Westleigh Estate CCTV project

Name of organisation	Selwood Housing
Registered charity number	1141124
Name of person making the application on behalf of the organisation	Shaun Church
Position held	Senior Neighbourhood Manager
Email	Shaun.Church@selwoodhousing.com
Telephone	01225 715819/07562 474582

Selwood Housing is a not-for-profit housing association with over 7000 homes for rent at affordable prices in Wiltshire, Somerset and BANES. We also offer shared ownership, and other schemes to provide a wide variety of homes for people living in our communities.

Our ambition is to build 1700 more affordable homes by 2034, to help tackle the housing crisis.

As a charity, our surplus is reinvested into our existing homes, new homes, and into our communities. We are a team made up of 300 local people who are

Selwood Housing Society Limited is registered with the Regulator of Social Housing registration no **LH4097**Company limited by guarantee registration no **4168336**Registered office **Bryer Ash Business Park, Bradford Road, Trowbridge, Wiltshire, BA14 8RT**Registered charity no **1141124**Authorised and regulated by the Financial Conduct Authority reference no **739372****INVESTORS IN PEOPLE®**
We invest in people GoldCorporate member of
Plain English Campaign
Committed to clearer communication**403**

passionate about helping our customers and the communities they live in. We listen to what our customers say, and continually work to improve our services which includes the continuous monitoring of our neighbourhoods and project initiation in priority areas.

We would like to submit this grant application for the value of £5000 for the following project: Installation of CCTV cameras on the Westleigh, Warminster estate which will cover the highways, pavements, garage and parking forecourts, entrances and egress points.

Anti-social behaviour continues to blight communities and the people that live within them. Tackling the source with the aim of reducing incidents falls at the hands of many agencies, but in the main, as referenced by asbhelp.co.uk (*1) the police, local authorities and housing associations.

Wiltshire police endorsement:

Kevin Harmsworth

(Former Inspector – Warminster Community Policing Team)

"The Westleigh Estate, Warminster, continues to create demand for local policing and partner agencies. We frequently conduct misuse of drugs act warrants at addresses in the locality. Periodically there are pockets of disorder as local residents fall out with each other, which result in several occurrences (crime reports) being generated to investigate. We also receive periodic spurious allegations between residents.

In my opinion, CCTV on the Westleigh estate will help make public spaces safer as well as provide opportunities for evidential review with lawful policing purpose when a crime/incident is reported. CCTV will be a significant step towards improved local problem solving, as well as demand reduction for local policing and partners.

Selwood Housing (specifically Michael Grizzell, Neighbourhood Manager) have been very proactive in their engagement with local residents, as well as in their partnership working with local policing. This application for CCTV is a good example of the desire to work together to improve the quality of life for local residents".

Louise Oakley

(Temporary Inspector – Warminster Community Policing Team)

Support for CCTV Westleigh.

"I am the new Temporary Inspector for Warminster Neighbourhood policing team; I'm currently covering Inspector Kevin Harmsworth who is away on a secondment.

A/Inspector Rutter covered Warminster Neighbour team for 4 weeks covering the gap from Kevin going and my return from maternity leave.

Kevin and I have a huge knowledge of the area and I have spoken with Kevin to clarify matters. Moving Forward Kevin and I support CCTV for Westleigh. We both see CCTV as a positive step forward and a huge benefit to the community.

CCTV is so important in helping prevent and detect crime. It can give reassurance to public about community safety, its located in public places and can provide evidence to relevant enforcement agencies.

One of Wiltshire policing priorities – plan on a page for 23/24 is safer public spaces – we need to meet the needs of our communities, reduce violence and serious harm and tackle crimes that matter most the local communities.

We see that having CCTV in any public area as a positive it gives the reassurance to the community and can prevent ASB and nuisance. CCTV can act as a deterrent, help ID and catch criminals and more over if there is a disturbance it can improve safety by allowing law enforcement to respond quicker and prevent further escalation. Town CCTV is an example of this and disorders that are picked up quickly and shop liftings. The CCTV will have many benefits for all”.

When considering the potential of CCTV operation on the Westleigh estate, it was not to reduce the responsibilities of those key agencies, but to enhance the valuable work that is already in place. We also considered the other points raised in reports regarding anti-social behaviour and with this in mind, we felt that for this initiative to work, it required a multi-agency and co-working approach. This wasn't a project that we, Selwood Housing wanted to consider as individuals but as match funded, working partners with Wiltshire Police and the local authorities where we can collaborate to fulfil joint responsibilities in reducing anti-social behaviour on the Westleigh estate.

As detailed in the 2021 report from Housing Digital (*2), more than half of anti-social behaviour incidents go unreported, with many residents being afraid of repercussions. As a result, ASB thrives, and residents continue to live in unacceptable situations. The proposed CCTV operation on the Westleigh estate would not only provide the addition of security for residents and visitors, but also give them the confidence to come forward and report incidents, knowing that valuable evidence can also be gathered. Co-working, especially between key agencies builds, establishes and increases confidence within communities.

The CCTV operation will be used to monitor and evidence anti-social activity on the Westleigh estate. This in turn will help provide an efficient and effective response to incidents, build confidence, increase necessary reporting and have a positive effect on the community by increasing the wellbeing and safety of residents, which are not limited to Selwood Housing customers, but also private homeowners and tenants who make up a substantial proportion of residents on the Westleigh estate.

Access to Princecroft Primary School, including The Hive Nursery is located on the estate, and regularly receive a number of complaints from parents witnessing anti-social behaviour when taking their children to and from the school.

Since 2018, Selwood Housing neighbourhoods team have invested many hours and identified Westleigh as an area with high levels of interconnected social issues and anti-social behaviour driven by criminal activity along with safeguarding, welfare and environmental concerns. A CCTV operation that will cover public areas of the estate will provide a safer environment for residents

and visitors, and vital opportunities for us to gather evidence of perpetrators, resulting in the prevention of open criminal behaviour.

A sense of safety on the estate will foster an open sense of community and encourage stronger social interaction.

Over the years, we have continued to work closely with local councillors and the neighbourhood policing team, as a result we have a firm understanding of the anti-social behaviour activities specific to the Westleigh estate and agree this issue is a multi-agency priority.

Throughout July of 2023, as part of our Priority Neighbourhoods project, we carried out a number of consultations with residents on the estate. It was quickly identified that anti-social behaviour was the top priority identified by residents. Over 50% of residents felt unsafe and had concerns around drug use and dealing. Many residents also said they would not report this behaviour for fear of any repercussion and 69% consulted were in favour of CCTV on the estate. The installation of CCTV on the Westleigh estate will prove to be a multi-agency benefit, where Selwood Housing, Wiltshire Police and the local authorities are able to identify perpetrators of drug dealing and monitor the issue of dangerous driving, both points were raised by residents at the consultation as the main areas of concern.

Prior to submitting the first applications, we had arranged a number of meetings with Wiltshire Council, Wiltshire Police, and Warminster Town Council where we discussed our project proposal and assessed the potential for success and suitability of a grant application. We are of the understanding that all parties agree, tackling the cause of anti-social behaviour is a necessity and a priority.

The initial applications submitted to the Area Board and Warminster Town Council were deferred, pending additional information on the monitoring and surveillance of the CCTV operation and financial obligations.

A second meeting was arranged with Warminster Town Council to discuss the monitoring and surveillance strategy. This will be managed by authorised senior members of Selwood Housing staff as detailed in the accompanying Selwood Housing anti-social behaviour CCTV policy and procedure. Details of the operational procedures from a previous installation are listed in the procedure appendices. This process will be adopted for the operation of CCTV on the Westleigh estate, and all relevant costs involved will be financed by Selwood Housing.

As detailed in our corporate strategy, improving energy efficiency, eradicating damp and mould, ensuring we are compliant with safety regulations and essential upgrades within our properties are vital to providing safe and well-maintained homes for our customers.

Links to Selwood Housings' ¹2023 corporate strategy and ²2022/23 annual report & financial statement can be found below.

We are therefore reaching out to yourselves, Area Board and Police and Crime Commissioner to collaborate in this multi-agency required project along with submitting applications to assist with funding, which in turn will create additional opportunities and benefits for all residents and visitors in the community, including parents and children from the local primary school and nursery.

- Housing and employment - The estate will be safer for residents and visitors with improve aesthetics. Properties will become more appealing to renters and buyers. Along with this, we have a sensitive letting plan in place, where we can attract a cohort more likely to be in or actively seeking work. By changing the dynamic of the estate, we can ensure that peoples aspirations are higher, and the negative reputation revoked.
- Reducing isolation and loneliness - We will do this in two areas: Preventing vulnerable people being exploited through predatory criminals for drug dealing or cuckooing. Having more time to identify, engage with and signpost those who may be living alone without friends or family.
- Supporting the local economy – The estate will improve, and over time the reputation of that part of the town will also improve. Therefore, residents and visitors will spend more time locally, contributing to local businesses and events.
- Youth engagement, employment and positive activity opportunities - this would encourage parents of young people to feel comfortable and more likely to be allow more freedom to socialise with their friends. We have met with Area Board Delivery Officer, Caroline Le Quense and discussed potential opportunities for outreach youth support in the future.

Project cost: £20000.00 (including installation, monitoring & maintaining):

CCTV equipment and installation (quotes included detailing all requirement from Camera Security Services & Longford Associates)	£15000.00
Contingency (covering maintenance and replacement of any defective cameras)	£3600.00
Electrical work for lampposts to house CCTV cameras x 7 @ £200 per lamppost	£1400.00

¹ [Selwood Housing Corporate strategy 2023](#)

² [Annual report & financial statement 2022/23](#)

TOTAL	£20000.00
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Funding applications:

Confirmed - Selwood Housing	£5000.00
Deferred - Warminster Town Council Grant (date of next meeting TBC) – Amended application submitted)	£5000.00
Deferred - Wiltshire Council Area Board grant (date of next meeting TBC) – Amended application submitted	£5000.00
On hold - Police & Crime Commissioner's community action fund grant (Held until next funding round – Date TBC) – Amended application submitted	£5000.00

Reference:

(*1) asbhelp.co.uk

There are a lot of agencies involved in dealing with ASB – in taking action against perpetrators, in supporting victims and in working with perpetrators too. We thought it would be helpful to do a who's who of agencies involved.

The three main agencies we refer to throughout our website are the police, local authorities and housing associations. This is because they are the agencies that receive the most calls from victims of anti-social behaviour.

(*2) [Public take action as anti-social behaviour incidents go unreported: Housing Digital](#)

Majority not reporting – July 2021

Of those surveyed who said they had either been a victim of or a witness to ASB in the last three years, most (56%) did not report it to anyone. That is up slightly from 54% last year.

"We must understand why more than half of people who are victims or witness to ASB don't come forward to report it.

"The worry is that victims are too scared to take a stand against ASB. We must make sure that all the authorities know of this hidden victim community and listen out keenly for their voices to be heard."

[Anti-social Behaviour Action Plan \(publishing.service.gov.uk\)](#)

2. The Government is clear – acts of anti-social behaviour are unacceptable. They are the ultimate form of disrespect. They disrupt and damage our quality of life. They corrode communities, make victims feel powerless, and can leave places degraded and neglected. This is why the Government is doing everything possible to stamp out anti-social behaviour. It is central to the Government's mission of levelling up – because you cannot restore pride to places if people do not feel safe in their own community.

5. Clamping down on anti-social behaviour requires many partners to work together. Building on the principles developed by the Anti-social Behaviour Strategic Board², the plan sets out a new framework for the Government, police forces, Police and Crime Commissioners, local authorities and other partners – such as housing associations and youth offending teams – to work together to address the many drivers of anti-social behaviour and repair the damage to communities. This is alongside work to prevent anti-social behaviour, understand underlying behaviours and divert perpetrators. The following partners will have a range of responsibilities.

- Housing Associations and Landlords will work to ensure that no one lives in misery with anti-social neighbours. We will support landlords to use the tools they already have, to respond to reports of anti-social behaviour, work closely with the police and other local agencies to deal with problems and, where necessary, swiftly evict tenants.
- Local authorities will play an important role in tackling anti-social behaviour through prevention and enforcement using the range of powers and tools available to them. This includes neighbourhood wardens, working alongside police and other partners, to offer a visible and reassuring presence in local communities, handing out more on-the-spot fines for vandalism, and taking appropriate action against perpetrators.
- Police forces will continue to have responsibility for the maintenance of order within communities, overseen by their Police and Crime Commissioner. Police forces will adopt a common-sense or "broken windows" approach to policing which means tackling problems of neighbourhood crime and anti-social behaviour where they occur and intervening early to prevent growing disorder. Police forces will work with local authorities and other partners to develop intelligence as to where their local hotspots are to target enforcement and use new powers and resources most effectively.

Please do not hesitate to get in touch if you would like any more information.

Yours sincerely



Shaun Church
Senior Neighbourhood Manager

Monday, 11th March 2024

I am writing in support of the CCTV proposal on the Westleigh Estate in Warminster. I am delighted to hear that this is a possibility. As you know, Princecroft School is situated in the Westleigh Estate and many of our families live there.

Over the years, we have been only too aware of problems with drugs and anti-social behaviour in the local area; the epicentre of these issues is often attributed to families living on the estate. In the time that I have worked at Princecroft, we have been aware of drug dealing, police presence, anti-social and threatening behaviour as well as drugs raids, arrests and convictions. Naturally, this affects children in our families and the community. On occasion, the issues between families have spilled onto the playground and into school.

As well as families, we also have staff members living in the Westleigh estate who struggle to maintain a work-life balance and sometimes find themselves in a difficult position when incidents occur.

Princecroft has always battled an assumed reputation. In recent years, our reputation has become a positive one and this is something we work hard to preserve. Over 30% of our pupils are in receipt of free school meals and we take very seriously our role in bettering the life chances for our children. Giving them opportunities they wouldn't otherwise have, teaching behaviour as a curriculum and creating a calm and respectful culture has taken years of dedication and hard work, driven by a strong moral purpose. Tackling some of the community difficulties would go a long way to ensuring home lives are more stable and that life on the estate is calmer with less fear of anti-social behaviour.

I think the installation of CCTV is essential given the context of the social issues we are all too familiar with. I am surprised it hasn't been planned sooner. I know from attending many Westleigh multi-agency meetings in the past that the lack of evidence and people willing to speak out has always been a barrier to ensuring issues are addressed. Cameras would go some way towards capturing evidence as well as acting as a deterrent.

I fully support this initiative and if there is anything more we can do to help, please don't hesitate to contact me.

Kind regards,



Mrs. Gemma Pierson
Headteacher

Support for CCTV Westleigh

I am the new Temporary Inspector for Warminster Neighbourhood policing team; I'm currently covering Inspector Kevin Harmsworth who is away on a secondment.

Kevin and I have a huge knowledge of the area and I have spoken with Kevin today to clarify matters.

Moving Forward Kevin and I support CCTV for WestLeigh. We both see CCTV as a positive step forward and a huge benefit to the community.

CCTV is so important in helping prevent and detect crime. It can give reassurance to public about community safety, its located in public places and can provide evidence to relevant enforcement agencies.

One of Wiltshire policing priorities – plan on a page for 23/24 is safer public spaces – we need to meet the needs of our communities, reduce violence and serious harm and tackle crimes that matter most the local communities.

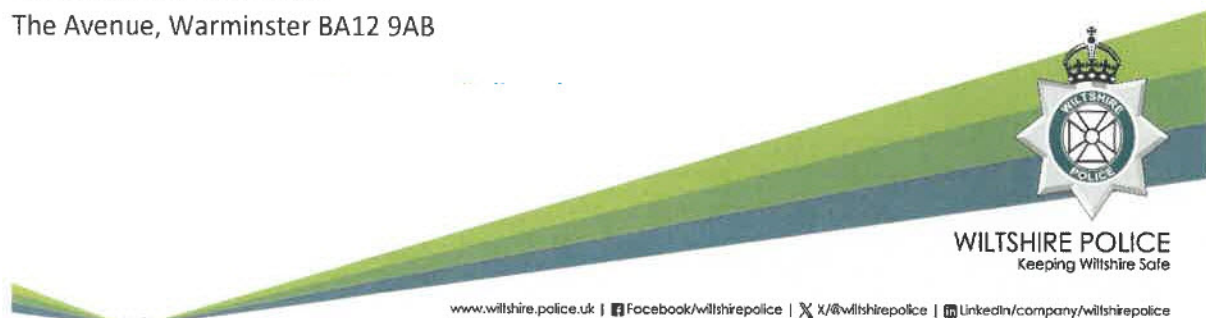
We see that having CCTV in any public area as a positive it gives the reassurance to the community and can prevent ASB and nuisance. CCTV can act as a deterrent, help ID and catch criminals and more over if there is a disturbance it can improve safety by allowing law enforcement to respond quicker and prevent further escalation. Town CCTV is an example of this and disorders that are picked up quickly and shop liftings. The CCTV will have many benefits for all.

Lou OAKLEY

T/Inspector 2413

Warminster, Westbury, Mere and Tisbury Neighbourhood Policing Team

Warminster Police Station
The Avenue, Warminster BA12 9AB



Future of Dewey House.

Report for decision by Full Council - 25/03/2024

Recommendation

Members are requested to:

- Approve the sale of Dewey House
- Delegate the sale of Dewey House to the Town Clerk in consultation with the Mayor.

Purpose of the Report

To enable members to make an informed decision on the issues involved.

Background

The building now known as Dewey House was formerly the Old Meeting, a Presbyterian Chapel on North Row, Warminster, which opened in 1704. Between 1785 and 1865, it housed a Sunday School. The building became the British School for Girls in 1872 and for Infants between 1923 and 1931.

In 1981 it was converted from a school to the offices of Warminster Town Council and renamed Dewey House after Mr Harold Dewey, a well-known Warminster resident, teacher and for 49 years a member of Warminster Urban District Council.

The council moved from Dewey House to the Civic Centre in 2012, leaving the CCTV operations there until they relocated in 2023. The Food Bank have rented the premises since 2016 but transfer to the Athenaeum in February 2024 leaving the building empty. The principle of the sale of Dewey House was agreed as part of the Warminster Town Council Strategic Plan 2024-2029.

Investigations

As Dewey House is now empty, the future of the property has to be considered. It has recently been valued at £250,000 in its current condition. The council has to ensure that its estate is financially sustainable, efficient, and effective. It also has to ensure that its' properties are fit for purpose and safe. Any surplus or underused property should be disposed of wherever possible. The principle of the sale of Dewey House was agreed as part of the Warminster Town Council Strategic Plan 2024-2029.

Options Considered

Dewey House is Grade II listed, placing restrictions on what can be done to and with it, thereby necessitating the need to seek specialist advice.

Approximately 50% of the ground floor area comprises a double height meeting hall. Access to the first floor is currently either through the ground floor rooms or via an external fire escape, which is not ideal. There is limited integral storage space available. (Please refer to the floor plans under Appendix B).

There are three options for the building:

1. Keep for use by the town council – there is no reason to do so. The council does not require additional space and the building would be surplus to requirements, but costs would still be incurred on utilities and upkeep.

2. Rent to an outside organisation – this option is not considered to be viable. The rental market is limited for a property of this type and the council would retain responsibility for the fabric of the building. Due to the layout, limited potential uses and the condition of the building it would have to be let at a low rent. The income generated would be unlikely to cover running costs.
3. Convert to Housing. The council is not a property developer, and this would be a high-risk strategy.
4. Obtain outline planning permission for future development prior to sale. This would be a purely speculative move and unless it met the aspirations of the new owner, would not add to the value obtained by its sale.
5. Sell the building - the council would not obtain outline planning permission for future development prior to sale. However, research suggests that the building could be converted to a town house or up to four apartments but could not be demolished.

Selling Dewey House is the preferred option. The proceeds would be split between the General Reserves and the Earmarked Reserve Capital projects.

Financial and Resource Implications

Should the council resolve to sell Dewey House, the following direct financial implications would arise:

- Interest would be earned on the sale proceeds. Based on current interest rates, this could equate to approx. £10,000 per annum.
- The council's reserves would benefit.
- The sale proceeds would be available to support future council projects.

On the other hand, should the council decide to keep Dewey House, the following direct financial implications would arise:

- The council would incur the ongoing costs of running the building – its layout makes it difficult to heat efficiently.
- Although, the building is in an adequate state of repair currently, a sinking fund would need to be set up to meet the cost of repair works which will need to be carried out within the next five years and on an ongoing basis to guarantee its condition.

The council's Financial Regulations must be followed in all cases where the sale of property is being considered. Para 14.3 states:

'No real property (interests in land) shall be sold, leased, or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).'

The council should be aware that there are risks in all property transactions in that a proposed disposal may not progress as quickly as the council expects after the decision is signed, for a variety of reasons.

Whilst Dewey House remains in the ownership of the Warminster Town Council, the council will remain responsible for all amenity bills and for ensuring that the building is secure and safe.

Legal Implications and Legislative Powers

Section 23 of the Local Government Act 1972 allows the council to dispose of land and requires that the best consideration that can reasonably be obtained from this must be achieved. Maximum 'value' must be achieved from the disposal, not just the maximum price meaning that a disposal at less than market value must contribute to the promotion or improvement of the economic, social, or environmental wellbeing of the area. The council can act using the general power of competence.

The legal work to progress the disposal will be conducted through the council's solicitors, Farnfields, who will draft the necessary documentation and provide legal advice and support.

Environmental Implications

There are no environmental implications from this decision.

Risk Assessment

N/A

Crime and Disorder

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

Appendix A

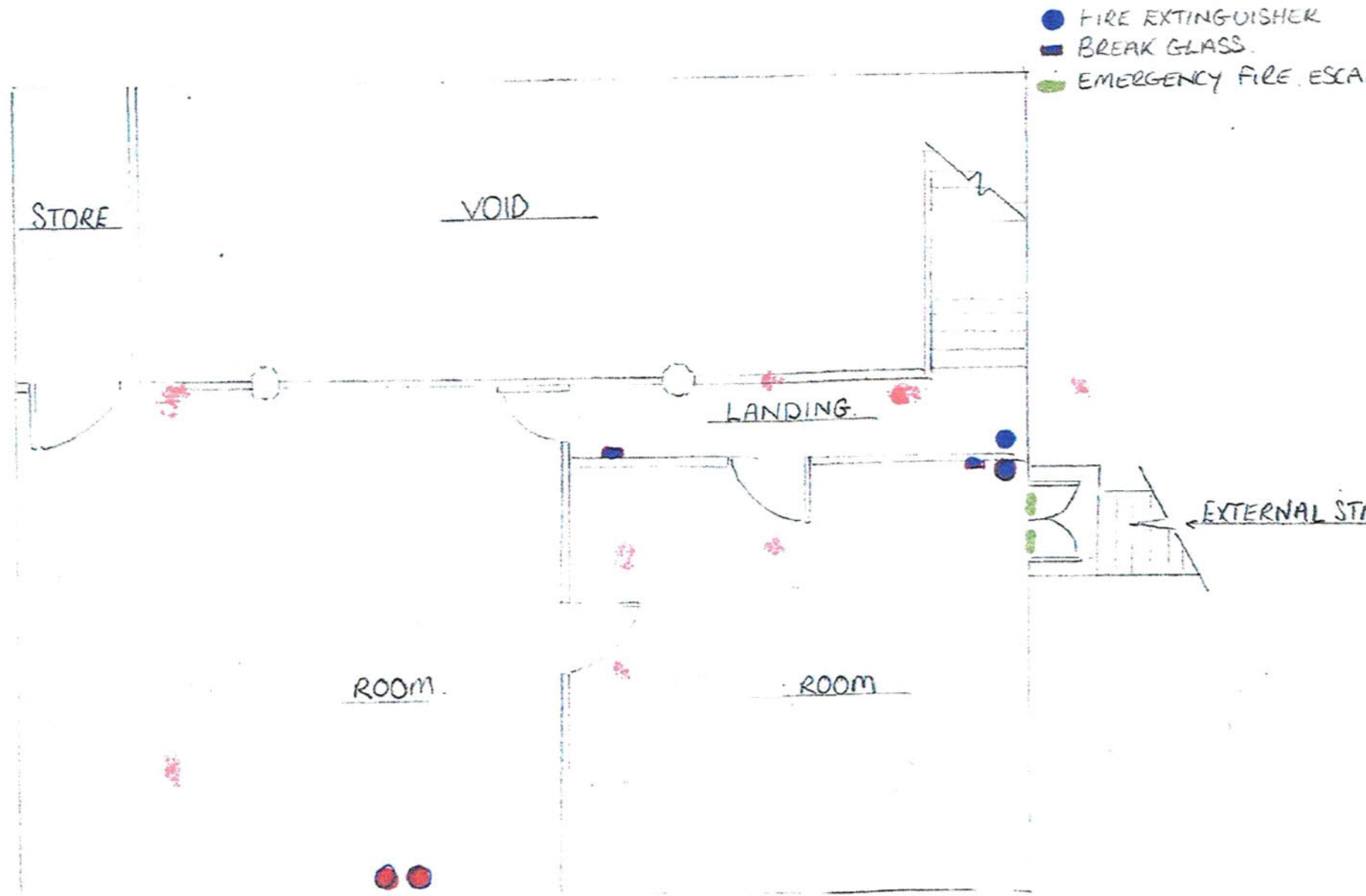
Exterior photos of Dewey House.

Appendix B

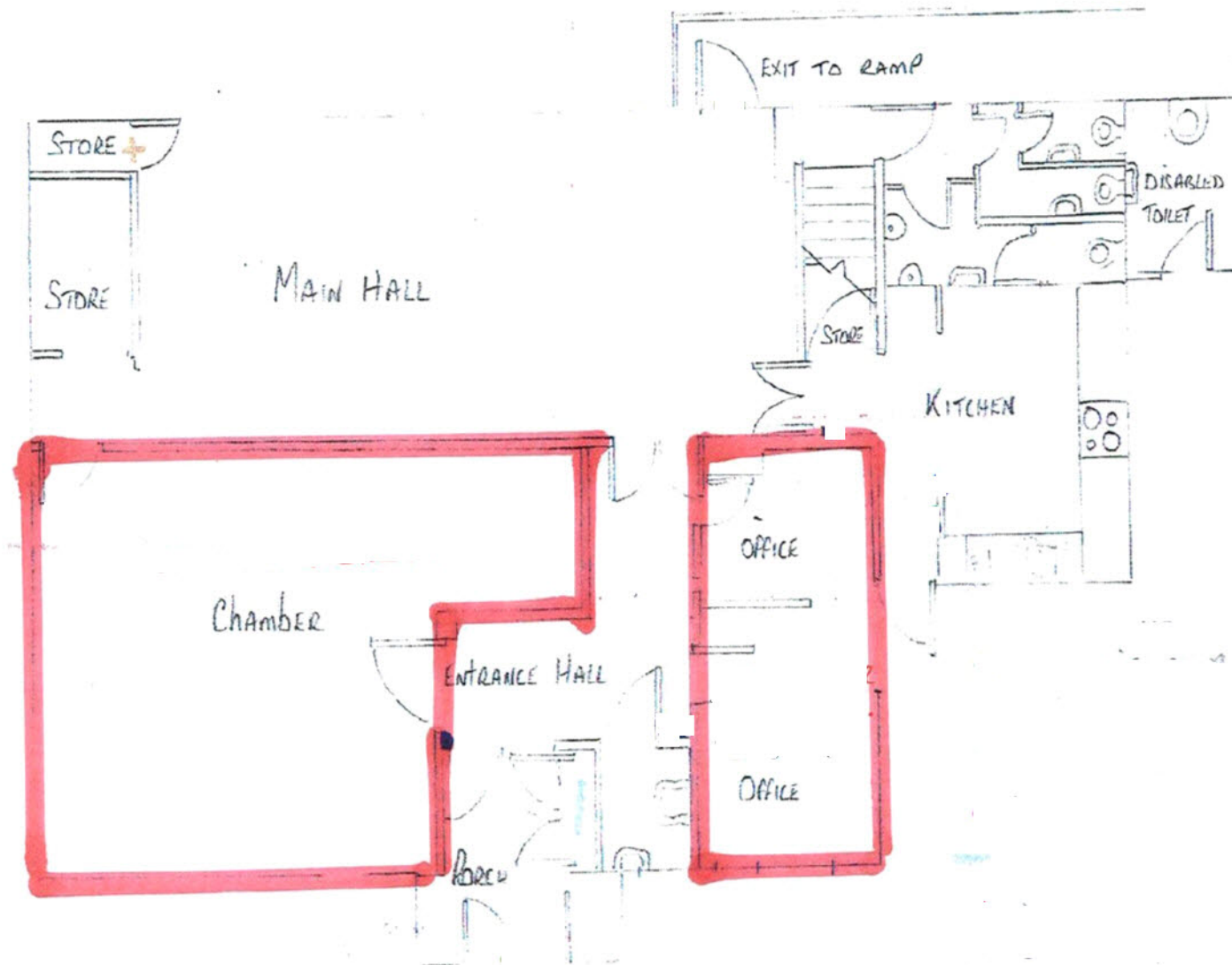
Floor plans for ground and first floor.



Dewey House
2nd Floor.



DEVOY House
1st Floor



Council Name: Warminster Town Council

Date of application: 31 March 2024

Award level applied for: Quality Gold

Local Council Award Scheme application form

This document is a resource for Local Councils taking part in the Local Council Award Scheme

My council has not registered to take part in the scheme – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

My council has the relevant criteria in place and has already registered with NALC – you can complete this document and submit it to your local accreditation panel. This will help them find the necessary information and make sure they don't miss any details by mistake.

Tip – proving a web link to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. So instead of <http://www.nalc.gov.uk> use <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

Tip – some information and documents are not required to be published online. To keep things simple email these to the panel coordinator at the same time as providing this document. That way they have all the information in one place.

Tip – Don't forget to read the full criteria in the Local Council Award Scheme guide. This form just has the summary, but there is further essential information in the guide which can be downloaded from <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

What criteria do I need to meet for each award level?

If you are applying for Foundation – just the Foundation criteria

If you are applying for Quality – both Foundation and Quality criteria

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria

If you are unsure what criteria you are required to submit, please check with your County Association.

Council Name: Warminster Town Council

Date of application: 31 March 2024

Award level applied for: Quality Gold



The Council confirms by resolution that all documentation and information is in place for a specified award.	Does the council meet this requirement ?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders	Yes	Website Standing Orders 2023 - 2024
2 Its financial regulations	Yes	Website Financial Regulations 2023 - 2024
3 Its Code of Conduct and a link to councillors' registers of interests	Yes Yes	Website Code of Conduct-2023-24 Members' Interests – link to Wiltshire Council website via WTC website
4 Its publication scheme	Yes	Website Model Publication Scheme 2023
5 Its last annual return	Yes	Website Annual Return 2022 - 2023
6 Transparent information about council payments	Yes	Website Monthly payment Listings 2023 - 2024 Website Monthly Payment Listings 2022 - 2023
7 A calendar of all meetings including the annual meeting of electors	Yes	Website Calendar of Meetings incl. Annual Meeting 2023 - 2024
8 Minutes for at least one year of full council meetings and (if relevant) all	Yes	Website Minutes

Council Name: Warminster Town Council

Date of application: 31 March 2024

Award level applied for: Quality Gold

committee and sub-committee meetings		
9 Current agendas	Yes	Website Agendas
10 The budget and precept information for the current or next financial year	Yes	Website Budget and Precept Information 2024 - 2025 Budget and Precept Information 2023 - 2024
11 Its complaints procedure	Yes	Website Complaints Procedure 2023 Vexatious Complaints Procedure 2023
12 Its accessibility statement	Yes	Website Accessibility Statement
13 Its privacy notice	Yes	Website Privacy Policy
14 Council contact details and councillor information in line with the Transparency Code	Yes	Website Councillor Details
15 Its action plan for the current year	Yes	Strategic Plan 2024-2029
16 Evidence of consulting the community	Yes	Website Neighbourhood Plan Town Centre Master Plan Consultations Polls and Surveys Consultations re proposed Local Green Spaces, proposed road closures for annual toad migration.
17 Publicity advertising council activities	Yes	Website Lake Pleasure Grounds Boathouse and Skate Park Splash Pad Newsletters and Annual Report Website Home Page Council noticeboards Warminster Journal
18 Evidence of participating in town and country planning	Yes	Website Neighbourhood Plan Planning Advisory Committee agendas and minutes

Council Name: Warminster Town Council

Date of application: 31 March 2024

Award level applied for: Quality Gold

		Please refer to Planning Advisory Committee agendas and minutes. All decisions are reported to the planning authority, Wiltshire Council
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19 A risk management scheme	Yes	Website Risk Management Matrix Report 2023 - 2024
20 A register of assets	Yes	Website Asset Register prepared 31 May 2023
21 Contracts for all members of staff	Yes	Individual contracts are not published but links to two templates, one for seasonal staff and one for contracted staff, have been included for reference purposes. Seasonal contract Permanent contract
22 up-to-date insurance policies that mitigate risks to public money	Yes	Not published MTA Town Hall & Public Toilets solar panels 2023 - 2024.pdf Not published RENEWAL ACCEPT ACCEPTANCE 27814892 2023 - 2024.pdf
23 Disciplinary and grievance procedures	Yes	Website Grievance Procedure 2023 Not published – Disciplinary Procedure. Available to staff on Breathe HR portal. Available electronically on request. Resolving Problems Policy and Procedure 2023
24 A policy for training and training and development of and councillors	Yes	Circulated to councillors but not published Warminster Councillor training - 10.06.21.pdf Circulated to councillors but not published Finance Training 27.05.21 Circulated to councillors but not published Councillor Induction 15.05.21 WTC website Training and Development Policy for Staff and Councillors 2023

Council Name: Warminster Town Council

Date of application: 31 March 2024

Award level applied for: Quality Gold

25 A record of all training undertaken by staff and councillors in the last year	Yes	Individual training records are maintained through Risk Wizard. Training is applicable to the role/ grade of the staff member. See attached. One councillor attended a WALC Councillor Induction Day on 21 August 2023.
26 A clerk who has achieved 12 CPD points in the last year	Yes	Evidence of current CPD attained - see attached.

Council Name: Warminster Town Council

Date of application: 31 March 2024

Award level applied for: Quality Gold



The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 Draft minutes of all council and committee meetings within four weeks of the last meeting	Yes	WTC website Minutes
2 A Health and Safety policy	Yes	WTC website Health and Safety Policy 2023.pdf
3 Its policy on equality	Yes	Not published online. Available to staff on Breathe HR. Equality Policy 2023
4 Councillor profiles	Yes	WTC website Councillor profiles
5 A community engagement policy involving two-way communication between council and community	Yes	WTC website Community Engagement Strategy 2023
6 A grant awarding policy	Yes	WTC website Grants policy 2023
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting	Yes	WTC website Annual Town Meeting agenda 03.04.23 Annual Town Meeting minutes 03.04.23 Please see agenda and minutes of meeting held on 3 April 2023. The 2024 Annual Town Meeting will take place on 8 April 2024.
8 An action plan and related budget responding to community engagement and	Yes	Strategic Plan 2021 - 2026 Workshop 14.08.23

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setting out a timetable for action and review		Strategic Plan 2024-2029 Adopted 15 January 2024
9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material, and regular news bulletins	Yes	WTC website Newsletters and Annual Report Press releases issued to various local newspapers, radio and TV stations and organisations. All press releases are listed under Hot News on the Town Council's website and major current events are posted on the front page of the website. Also see Facebook and Twitter pages which are updated regularly with information from the Town Council, Wiltshire Council, and outside organisations. https://warminster-tc.gov.uk/
10 Evidence of helping the community plan for its future	Yes	WTC website Town Centre Masterplan and Review Neighbourhood Plan and Review
11 a scheme of delegation (where relevant)	Yes	WTC website Terms of Reference and Delegation to Committees 2023 Standing Orders 2023
12 at least two-thirds of its councillors who stood for election	Yes	10 of WTC's 13 councillors stood for election in the May 2021 elections: Warminster Broadway Warminster East Warminster North Warminster West Cllr Jack Jones was co-opted onto the council on 27 March 2023 , following the resignation of Cllr Paul McDonald. Cllr Russell Hawker was elected uncontested to the council on 7 January 2024 following the death of Cllr Rob Fryer. Cllr James Kirkwood was elected uncontested to the council on 13 March 2024 following the death of Cllr John Syme.

Council Name: Warminster Town Council

Date of application: 31 March 2024

Award level applied for: Quality Gold

13 an annual report that is actively shared with the community	Yes	WTC website Annual Report 2022-2023
14 Evidence of a customer service in how the council handles correspondence with the public	Yes	WTC website Customer Care Policy 2023
15 a qualified clerk	Yes	CiLCA qualified - see attached
16 a formal appraisal process for all staff	Yes	Annual appraisals are carried out every autumn for all staff. In addition, 1:2:1s are carried out on either a weekly or monthly basis depending on how long the member of staff has been employed and their performance. Records available to staff on Breathe HR.
17 a training policy and record for all staff and councillors	Yes	WTC website Training and Development Policy for Staff and Councillors 2023 See item 25 above.

Council Name: Warminster Town Council

Date of application: 31 March 2024

Award level applied for: Quality Gold



The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	Yes	WTC website Strategic Plan for 2024-2029
2 An annual report, online material, news bulletins and other council communications with evidence of	Yes	WTC website Annual Report 2022-2023 WTC newsletters Press Releases
a engaging with diverse groups in the community using a variety of methods		WTC website Flood Plan Resilience Plan School flower beds in the Lake Pleasure Grounds Volunteers to help with CCTV and act as Flood Wardens Articles and adverts in the Warminster Journal https://www.facebook.com/warminsterpark/ https://www.facebook.com/warminstertowncouncil
b community engagement influencing council activity and priorities		External advisors on WTC committees – Highways Advisory Committee, Town Development Committee, Car Parking Charges in Warminster Working Group NHP consultations

Council Name: Warminster Town Council

Date of application: 31 March 2024

Award level applied for: Quality Gold

		Town Regeneration Working Group in conjunction with the Warminster Business Network Workshops to engage with the community over the Resilience Plan
c A wide range of council activities, including innovative projects, that produce positive outcomes for the community.		https://warminster-tc.gov.uk/activities/ : Splash Pad Tennis Courts Lava Trail Tree Trail Free youth activities – tennis and canoeing taster sessions Remembrance Sunday Christmas Market and Lights Switch On Quarterly town centre markets in conjunction with the Warminster Business Network. https://warminster-tc.gov.uk/events/
d co-operating constructively with other organisations		Warminster Journal Athenaeum Chapel of St Lawrence Warminster Business Network Organisations involved in the annual Remembrance Service
3 Ensures that the council delivers value for money	Yes	Treasury Management Policy 2023 Standing Orders and Financial Regulations 2023
4 Provides leadership in planning for the future of the community	Yes	NHP Consultation Planning Advisory Committee Car Parking Charges in Warminster Working Group Regeneration Working Group
5 Engages with the community on issues related to the environment and climate change	Yes	WTC website Climate Change Not published Climate WG meeting notes 12.09.23 Not published at this stage Climate Strategy Action Plan Green Flag status has been achieved for the Lake Pleasure Grounds annually since 2017.
6 Manages the performance of the council as a corporate	Yes	See statement attached

Council Name: Warminster Town Council

Date of application: 31 March 2024

Award level applied for: Quality Gold

body			
7	Manages the performance of each individual staff member to achieve its business plan	Yes	See statement attached

Report for decision – Neighbourhood Plan Working Group Update

Full Council 25.03.2024

Originally, it was decided not to make site allocations as part of the Neighbourhood Plan Review. However, there have been significant changes which prompted a reconsideration. Firstly, the Government announced that a Neighbourhood Plan with site allocation would gain five years' protection from speculative development instead of the previous two years. Secondly, Wiltshire Council's progress on their Local Plan means that as the LP is at the Regulation 19 stage, and Wiltshire Council can show a 4-year housing supply, the area will have protection from speculative development for two years from December 2023.

Thirdly, a revised Nutrient Neutrality Strategy (NNS) Paper was approved by Wiltshire Council Cabinet on the 6th February 2024. Going forward, the new strategy will detail that a development has been planned or permitted then it will fall within scope of the Wiltshire Council NNS. £9.8M is available in funding to help with phosphorus mitigation for planned developments across the River Avon (Hampshire) Special Area of Conservation (SAC). Therefore, development in the new Neighbourhood Plan within the Settlement Boundary will be covered by the NNS.

The Draft Wiltshire Local Plan suggests a housing allocation of 90 units for Warminster (in addition to sites included in the existing Local Plan e.g. the West Urban Extension and windfall development). This number might change going forward but is the current best estimate.

The steering group will issue a 'call for sites' which will allow landowners to put forward sites for consideration. These will then be assessed and scored for suitability.

Wiltshire Council have done much work on the sites put forward for consideration in the Local Plan, but a call for sites might be expected to bring forward others, particularly smaller sites, brownfield sites and sites for affordable housing. The Neighbourhood Plan could then allocate sites, possibly more or less than the 90 target depending on the sites coming forward and their suitability for development.

Financial Implications

The Town Council can apply for 'technical support' to help with the site allocation process. The Government (via Locality) will then pay the consultants for the work they do on site allocation. Applications for funding should open in April 2024. Funding can only be applied for once a call for sites has taken place.

The Town Council currently has £12,000 in 327 EMR Neighbourhood Plan, £1214 in 107/ 4714 Neighbourhood Planning current year budget unspent, and £4,000 in 103/4084 -Town Consultations/Promotions, making £17,000 + available if needed.

Other Implications

The decision to pursue site allocation will extend the adoption of the new Neighbourhood Plan by an estimated nine months.

The other work on the Neighbourhood Plan has continued and the draft plan is being proof read.

Conclusion

Members are asked to ratify the decision of the Neighbourhood Plan Steering Group to include site allocations in the Neighbourhood Plan.