

22nd April 2024

AGENDA

Dear Councillor

You are summoned to a meeting of the:

Town Development Committee
to be held on
Monday 29th April 2024 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Davis (East)	Cllr Macfarlane (West)
Cllr Fraser (West)	Cllr Robbins (East) Chairman
Cllr Hawker (Broadway)	Mr Matt Towl (Advisor)
Cllr Jones (East)	Mr Len Turner (Advisor)
Cllr Keeble (West)	

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 prior to the meeting to enable this to be facilitated

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 26th February 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 Town Development Committee meeting held on Monday 26th February 2024.

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. **Appointment of a vice-chairman**

To appoint a vice-chairman for the remainder of the municipal year.

8. **Adviser Vacancy**

To appoint a representative nominated by the Warminster Business Network as a non-voting member of the Committee.

9. **Reports from Unitary Authority Members**

To note any reports provided which are relevant to this committee.

10. **Health and Wellbeing**

David Reeves will brief the Committee on matters health and wellbeing. This includes the Valuing Volunteering event (1st June 2024) (**see attached**) which has been funded by the Town Council and a wider follow up meeting to look at the Vision for Volunteering in Warminster. He will also explain the role, benefits and potential of the Health and Wellbeing Booklet and the process for identifying and filling gaps in provision.

11. **Warminster Business Network**

To note any updates from the Warminster Business Network.

12. Tynings Allotments

To note the minutes from the meeting held on 13th March 2024. **(See attached).**

13. Town Litter Champion

To receive and note a verbal update from the council's Town Litter Champion.

14. Wessex Water Sewer Rehabilitation Works

Wessex Water have contacted the council to notify them of the work they are undertaking. **(See attached).**

Members to note the works being carried out by Wessex Water as follows:

- To a defective sewer outside Regal Court on Weymouth Street between 31st July 2024 and 2nd August 2024 inclusive.
- Pollution prevention works to the Swan River in the Lake Pleasure Grounds between 31st July 2024 and 2nd August 2024 and between 5th August 2024 and 7th August 2024 inclusive.
- To a defective sewer in Smallbrook Nature Reserve in late June/ early July 2024 and between 5th August 2024 and 7th August 2024 inclusive to prevent sewage spills in Poulsen Close.

15. Operational Flood Working Group South

To note any updates from town council representatives on the Operational Flood Working Group South re the meetings held on 21st February 2024 and 17th April 2024.

16. CCTV Sub-Committee

To note the minutes of the CCTV Sub-Committee meetings held on 12th September 2023 and 12th December 2023.

17. 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 or by contacting us at Warminster Civic Centre.

Date of next meeting: Monday 3rd June 2024

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VALUING VOLUNTEERING FAIR



FREE ENTRY with refreshments

SATURDAY 1 JUNE 10:30 AM - 12:30 PM

WARMINSTER CIVIC CENTRE



- Celebrate volunteering in Warminster
- Explore the many different volunteer roles
- Find out what you might be able to do

No pressure!

Come along to the **Valuing Volunteering Fair** and celebrate the start of National Volunteers' Week with us!

It's human nature to feel good after helping someone out. Volunteering can also help you gain valuable new skills and experiences, and boost your confidence.

Find out what kind of **volunteer roles** are available in Warminster and the surrounding area.

WARMINSTER
KEEP WELL
A



Find us on the Wiltshire Together website:



Organised by Warminster Area Health and Wellbeing Forum sponsored by Warminster Town Council



@healthandwellbeinginwarminster



healthandwellbeinginwarminster@gmail.com

Tynings Allotment Committee Meeting

13th March 2024, 7pm

The Pavilion

1. Apologies

Received from Chris Taylor, Sam Meechan

2. Minutes of meeting 7th February 2024

Not available currently

3. Matters arising

All on agenda

4. Treasurer's Report

Expenditure to date £10,992.33. Income to date £8,739.74. Surplus £2,252.59

£1500 to be set aside for the new French Doors

There is an electric bill due for £573.

Therefore, the overall surplus will be £200 to £300 which is a prudent amount to be left with after a busy and successful year with a lot of repairs undertaken.

Community Account £4,183.51, Premium Account £13,127.97, cash £1,492.09. Therefore, assets are £18,803.57 – again a prudent amount to ensure any eventualities / repairs are covered.

5. Plot Manager's Report

There have been no plots left this period – there may be a couple to let at the weekend.

6. Correspondence Received

There has been no correspondence as yet.

7. Security Camera

Awaiting confirmation for details.

8. Maintenance – new French door

Two quotations have been received – Premier Installations for £1,964 – including VAT and fitting.

Thermaglaze - £4372.68 including VAT and fitting.

As Premier Installations have undertaken works of a good quality previously, Premier Installations have been chosen. All voted in favour of the works.

The committee agreed that an application would be made to Wiltshire Council's Warminster Area Board for 50% of the cost of the new door as it would allow more community events to be undertaken. Mike and John would attend the meeting and Jacqui would help with the application.

9. Raised beds for disabled people

These are in need of repairs – Mike will get some pricing for scaffolding boards.

10. Jumble Sale

Jumble sale to take place on Saturday 16 March. This would be set up on Friday afternoon and please help if you are available. Volunteers needed for the stalls and refreshments. There will be a raffle too. There had been lots of donations and there is a lot of interest in the sale.

11. Coffee morning / Tea & cake afternoon

The committee discussed holding another community event. It was agreed that this would be a “Bacon butty morning” followed by a “Tea and cake” afternoon. Jim had kindly volunteered to staff the bacon butties. The date agreed is Saturday 20th April. This would start at 10.30am and would be followed by tea and cake from 2pm to 4pm. Please step forward as a volunteer if you can help with this event.

12. Plant Sale 18th May

The annual plant sale was scheduled for Saturday 18th May at 10.00am until 12 noon. There would be refreshments available. This was always very popular with the wider community and plot holders.

13. Stansted Garden Show

The annual trip would be to the Stansted Garden Show. This had proved very popular last year and lots of people had asked to visit again. The coach would be £835 for 49 people meaning £17 per head. Admission would be £9 per person for the group booking making a total of £26. The committee agreed to subsidise each person by £4 making the cost £22 per head. The subsidy totalling around £196 would be raised through events including the Jumble Sale and Bacon Butty mornings.

14. AOB

The troughs needed cleaning and some required plugs. This would be undertaken before the Winter. Chris kindly volunteered to undertake the work.

15. Date of next meeting: Wednesday 17th April at 7pm.

The meeting ended at 8.10pm.

I am writing to inform you of essential works being carried out by Wessex Water on our sewer near the Morrisons store on Weymouth Street and within Warminster Town Park and Wildlife Trust fields this summer.

I believe representatives from Warminster council have been in discussions with Wiltshire council regarding the works. Please note, these works are separate to a larger project being carried out on Weymouth Street by Wessex Water this summer, and are being negotiated with the council separately.

Our works are being carried out by CIPP lining, which is a 'no-dig' technique we use to repair our sewers, removing the need to excavate ground. More information is available in the attached leaflet.

A section of Weymouth Street will be closed for 3 days from 31st July to 2nd August 2024 while we carry out repairs on our defective sewer outside Regal Court.

This will mean that vehicles will not be able to drive to Morrisons store from the High Street, and will instead have to follow a very short diversion using Sambourne Road. This traffic management has now been agreed with Wiltshire council.

Weymouth Street and the roundabout access to Morrisons from the direction of the A36 and Warminster Town FC's ground will remain open, this is the road that I believe the majority of Morrisons HGV deliveries will use anyway, so this would be unaffected, I have made contact with Morrisons separately.

Our works to prevent pollution to the Swan River running through the park will require some working areas within the park. We will need access to our chamber just outside the park keepers equipment storage compound just inside the park entrance from 31/07-02/08, and another area close to the bandstand from 05/08-07/08. All working areas will be fenced in to prevent unauthorised access.

Our final section of works are further past the park in a section of land which I believe Wiltshire Wildlife Trust are the occupier, working areas are required around 2 of our chambers within this field from 05/08-07/08, and off-road vehicle access is required via the 5-bar gate leading off Bourbon Close. This section of sewer is made from a material called 'Pitch fibre' which over the years has squashed and severely blistered, causing sewage spills in properties on Poulsen Close. Therefore we will need to 're-round' this sewer prior to lining, which we intend to do late June / early July and would take approx. 2 days, using the same working areas and access route detailed above.

Please let me know if I can provide any further information regarding our works, or if you would like a site meeting to discuss our works please let me know and I would be happy to arrange.

Kind regards,

Daniel Kelly
Sewer Rehabilitation Project Manager
Claverton Down Bath BA2 7WW

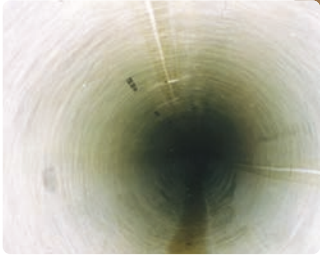
wessexwater.co.uk



Before: as the sewer ages it is more liable to leak and collapse.



After: the sewer has been fully lined, with any disruption kept to a minimum.



HOW WILL IT AFFECT YOU?

You can still use water for washing and toilet flushing.

There may be a smell of resin during the work. This is not harmful and is generally short lived, occurring in cellars or low level rooms.

If you experience this smell please open any doors and windows to ventilate the area for several hours, and run water in any sinks and baths, etc, to ensure your traps are fully charged.

Let us know if it persists by calling 0345 600 4 600.

To accommodate equipment there may be some restrictions on parking outside your home for a short period while relining takes place.

If you have any problems with the work we are doing or questions about it, please contact us on 0345 600 4 600.

Should you require more information on the processes and you have access to the internet, please visit wessexwater.co.uk/trenchless

HELP US STOP THE BLOCK



Blockages can cause flooding in your home and pollution in streams, rivers and beaches. So please help us stop the block and only flush the three Ps: paper, poo and pee.

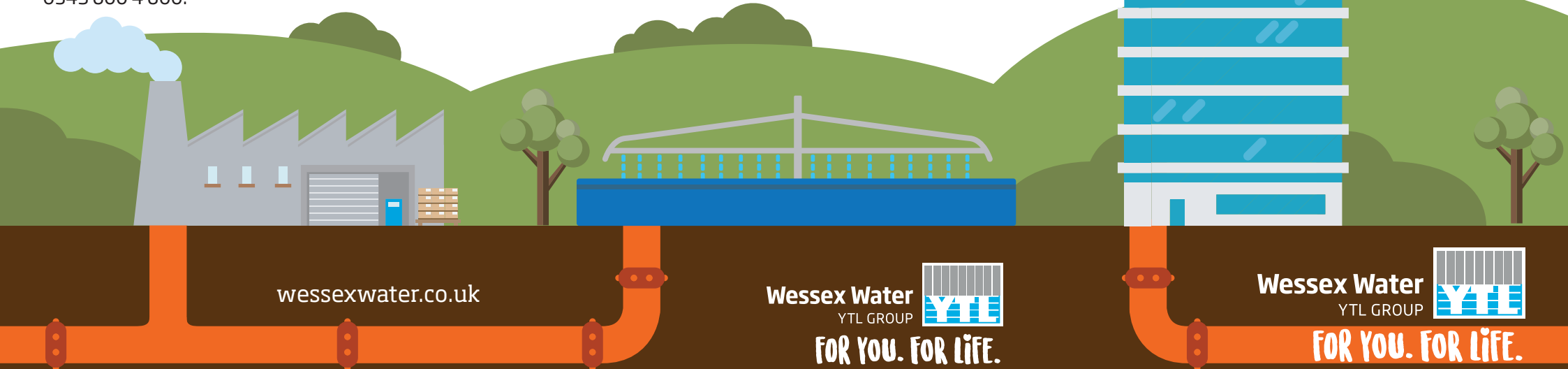
visit wessexwater.co.uk/binit

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SEWER RENOVATION

the no-dig way



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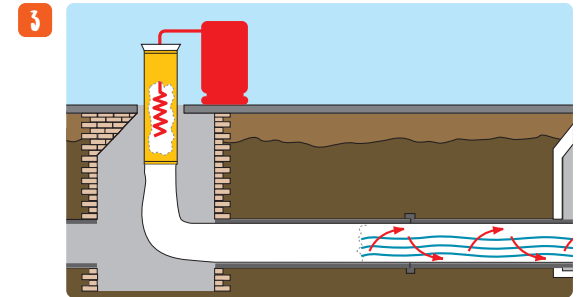
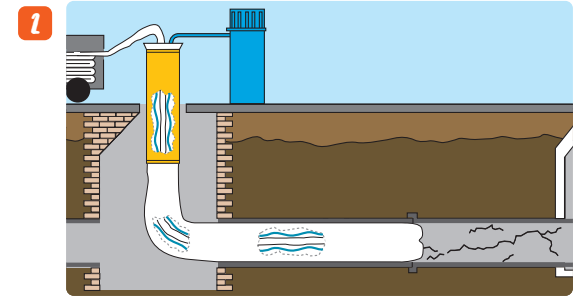
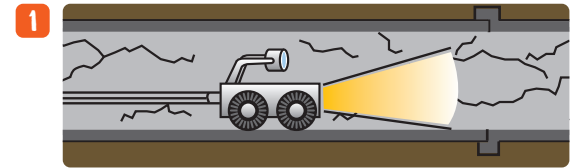
BACKGROUND

Many of our sewers are more than 100 years old and as they age they are more likely to leak and collapse. To avoid this we are repairing and renovating sewers now.

We are using no-dig technology that means we can line the existing pipe, avoiding excavation where we can to reduce any disruption.

HOW DOES IT WORK?

- 1** We inspect and survey the sewer using CCTV to locate areas that require repair.
We use high pressure water jets to clean the sewer walls.
Existing flows through the sewer are pumped away to isolate the section for repair.
- 2** A felt liner, or tube, impregnated with a polyester resin is pushed into the sewer using water pressure, turning the tube inside out and forcing it against the sewer wall..
- 3** The water is heated, hardening the resin and producing a fully lined, tightly fitted sewer repair.
The ends of the liner are removed and robotic cutters open the connections to houses and businesses.



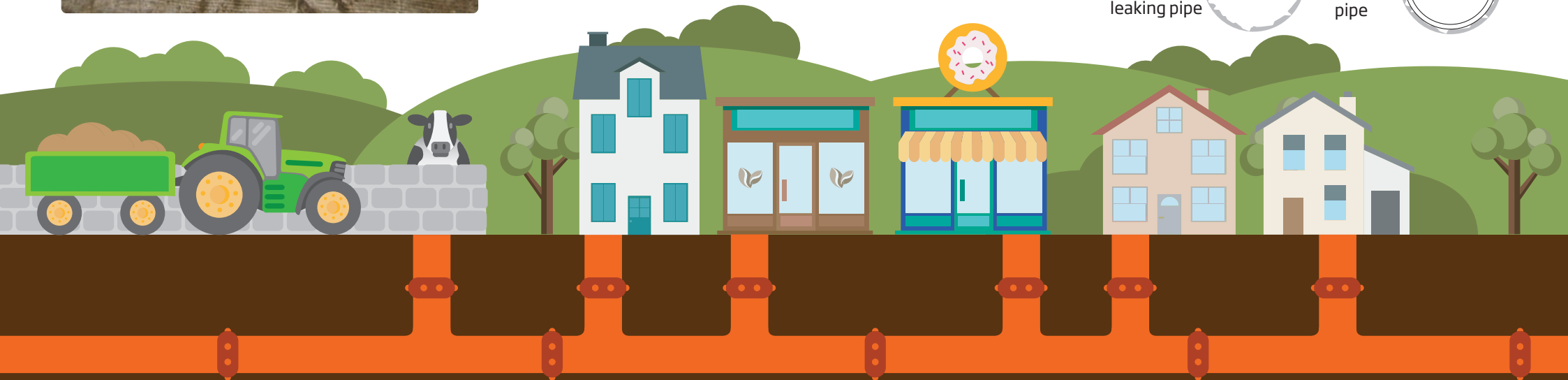
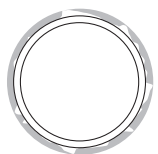
BEFORE

Old, damaged, leaking pipe



AFTER

Lined, sealed pipe



Minutes

CCTV Sub-Committee

Tuesday 12th September 2023 at 11.30am

Held at Warminster Civic Centre, Copheap Room

Membership:

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

Key: * Present A Apologies AB Absent

In Attendance:

Officers: Patsy Clover, Committee Clerk, Warminster Town Council

TV/23/010 Apologies for absence

Apologies were received from Deborah Urch, Westbury Town Council, and Peter Sammons.

TV/23/011 Minutes

TV/23/011.1 The minutes of the meeting held on 13th June 2023 were approved.

TV/23/011.2 There were no matters arising from the minutes of the meeting held on 13th June 2023.

TV/23/013 CCTV Manager's Report

TV/23/013.1. Mark Chalmers and Stuart Legg spoke to the CCTV Manager's report:

- There has been a big increase (three times previous levels) in Police requests because they know events are

more likely to have been recorded. The number of evidence discs sent to Police has doubled.

- All local police have visited the control room.
- Teething problems with the new system are being addressed.
- Monitoring hours were increased during the school holidays, but the results were inconclusive.
- ShopWatch could be expanded subject to take-up.

TV/22/013.2.

- There are currently 18 members of staff.
- Reports from DBS checks are being received promptly but there are delays with police radio checks for volunteers.
- The CCTV Manager will continue to review staffing to ensure coverage is in place when most needed.

It was requested that press releases be issued for the following:

- To publicise the increase in data requests/convictions
- To remind the public that the use of E scooters is usually illegal.

TV/23/014 Partner Feedback

Covered in the CCTV Manager's report.

TV/23/015 Accounts

The accounts for the year-to-date 31st July 2024 were **noted**. These are below budget.

A request has been made to Wiltshire Council for the transfer of the Community Hub building to Warminster Town Council on a 99-year lease. If this happens then installing solar panels would be an obvious step.

TV/23/016 Draft Budget for 2024-2025

The initial draft budget for 2024 – 2025 includes an increase for salaries but other budgets kept as is.

TV/23/017 HIKVISION Letter

The letter from HIKVISION was **noted**.

TV/23/019 Any Other Business

It was suggested that future meetings start at 11.30am

Date of next Meeting - Tuesday 12 December 2023 at 11.30am

Meeting closed at 12.08pm.

Minutes

CCTV Sub-Committee

Tuesday 12th December 2023 at 11.30am
Held at Warminster Civic Centre, Arn Room

Membership:

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

Key: * Present A Apologies AB Absent

In Attendance:

Officers: Patsy Clover, Committee Clerk, Warminster Town Council

TV/23/020 Apologies for absence

Apologies were received from Cllr Davis and PC Fairley.

It was agreed that Cllr Allensby would chair the meeting in Cllr Davis's absence.

TV/23/021 Minutes

TV/23/021.1 The minutes of the meeting held on 12th September 2023 were adopted.

TV/23/021.2 There were no matters arising from the minutes of the meeting held on 12th September 2023.

TV/23/022 CCTV Manager's Report

TV/23/022.1. Mark Chalmers spoke to the CCTV Manager's report:

TV/23/022.2.

- There will be a recruitment drive for volunteers in the New Year.

TV/23/023 Partner Feedback

Cllr Kimmins reported that Westbury Town Council were very pleased with the results of coverage in Westbury.

TV/23/024 Accounts

The accounts for the year-to-date 31st October 2023 were **noted**.

TV/23/025 Transfer of the Hub Building and installation of solar panels

A request has been made to Wiltshire Council for the transfer of the Community Hub building to Warminster Town Council on a 99-year lease. If this happens then installing solar panels would be an obvious first step to reduce electricity costs.

TV/23/026 Any Other Business

Tom Domett suggested possible changes to the format of the meetings, putting forward the ideas that they could be online, held less frequently, or occasionally held in Westbury.

Date of next Meeting - Tuesday 12th March 2024 at 11.30am in the Arn Room.

Meeting closed at 12.00pm.