

11th September 2017

Dear Councillor,

You are summoned to a meeting of the:

Full Council
on Monday 18th September 2017 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Batchelor (Broadway)	Cllr Macdonald (East)
Cllr Brett (East)	Cllr Macfarlane (West)
Cllr Davis (East)	Cllr Nicklin, Vice Chairman of Council and Deputy Mayor (West)
Cllr Fraser (West)	Cllr Pitcher (Broadway)
Cllr Fryer, Chairman of Council and Mayor (Broadway)	Cllr Ridout (West)
Cllr Jeffries (Copheap)	Cllr Robbins (East)
Cllr Jolley (Broadway)	

Yours sincerely,



Fiona Fox BA (Hons) MCIPD FILCM
Town Clerk

A G E N D A

- Apologies for Absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
- 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 Council held on Monday 26th June 2017; copies of these minutes have been circulated and Standing Order 17a provides that they may therefore be taken as read.

3.2 To note any matters arising from the minutes of the meeting held on Monday 26th June 2017.

4. **Mayor's Announcements**

4.1 To note any announcements made by the Mayor.

4.2 The engagements for the Mayor are attached for **members to note**.

5. **Questions**

To receive questions from members of the Council 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 Council with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations.

Standing Orders will be reinstated following public participation.

7. **Correspondence Circulated**

The list of all correspondence circulated to members since the last meeting is attached for **members to note**.

8. **Reports from Unitary Authority Members & Police**

To note reports provided.

9. **Proceedings of Committee**

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

9.1 Planning Advisory Committee: 17th July and 21st August 2017 respectively

9.2 Finance and Assets Committee: 12th June 2017

9.3 Devolved Services: 15th June, 13th July, 10th August 2017 respectively

10. **Neighbourhood Plan Policy Review Working Group (NPPRWG)**

10.1 Draft minutes attached for members perusal.

10.2 Wiltshire Council: Formal Pre-submissions consultation on the Draft Plan, 14th July – Friday 22nd September 2017. This item was discussed at a recent meeting of the NPPRWG at which recommendations were agreed for members consideration. **(See attached).**

Members are requested to consider the recommendations from the NPPRWG and to agree a Council response to the pre-submissions consultation.

11. Representatives to External Bodies

11.1 Market Towns' Forum: to nominate a Member to represent the Council this meeting.

11.2 Regeneration Working Group for Warminster: At a recent meeting of the Warminster Area Board, it was agreed that a meeting would be arranged to discuss a 'Regeneration Working Group'. Warminster Town Council have been invited to send two Members to the meeting to be held on the 11th October 2017. Cllr Fraser is the Council's representative to the Warminster Area Board, to which this working group will report. Members are requested to nominate one further member to attend this meeting on behalf of the Council.

11.3 Local Youth Network (LYN): to nominate a Member to represent the Council. **(See attached for Terms of Reference).**

12. Mayoral Robes

Members discussed the provision of Mayoral Robes at its meeting held on 16th November 2015 and 21st March 2016 respectively. An offer has been made to make the Mayoral robes with materials supplied by the Council. The offer is being made by Lesley Fudge. Members to approve the provision of robes as outlined. **(See attached for details of previous decision).**

13. Lake Pleasure Grounds (LPG)

The LPG, known locally as 'the town park', has recently been awarded Green Flag status. The judges' report included the following comment: 'There is an issue with the name of the park. Is it Warminster Town Park or Lake Pleasure Grounds? The signing will need to show consistency'.

Currently the town's finger posts, and the large brown tourist signs sited at various entrances to the town carry the name, 'Lake Pleasure Grounds', which is the park's correct name.

This issue was discussed by members of the Devolved Services Working Group and it was agreed that the 'Lake Pleasure Grounds' should continue to be the primary name for the park to avoid the expense of changing signage outside and within the town. Any signs and new leaflets should refer to 'Lake Pleasure Grounds' with 'Warminster Town Park' as a subtitle.

Members are requested to confirm the name of the park as the 'Lake Pleasure Grounds'.

14. Standing Order 32

Standing Order 32 states: 'A member shall stand when speaking unless permitted by the Chairman to sit on account of infirmity'.

This standing order relates only to meetings of the Full Council and not to meetings of its committees, sub-committees, or working parties, Standing Order 52 refers.

Members are requested to agree their adherence to this standing order.

15. Civic Reception and May Day Celebration in the Park

The proposal is to hold a civic event to acknowledge the enormous contribution volunteers make to the life of Warminster. To do this a drinks reception with light buffet, would

celebrate; the Town's volunteers; that the Council has recently been awarded gold status in the Local Council Award Scheme, which directly acknowledges the Council's work with the community; and finally, a presentation of this year's Council's Civic Awards. The event would be held at the civic centre. In addition, and with a focus on the Town's volunteers, to hold a May Day celebration in the park, with traditional entertainments and the launching of the park's rowing boats.

Members are requested to approve these proposals and to agree that £750 can be transferred from reserves to line 102/4081.

- 16. Confidential session pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.**

16.1 Allotments

To note a land registry letter dated 29th March 2017. (See attached).

16.2 King George V Field

The majority of the Lake Pleasure Grounds was transferred to the Council on 21st November 2106. The remaining part of the park known as King George V Playing Field was not included in the Transfer of 2016 because the land is held on a charitable trust. **(See attached).**

Members are requested to pass a resolution confirming their intention to be appointed as a trustee of the field. This resolution will then be passed to Wiltshire Council who will then take their required steps.

16.3 Civic Award Nominations

Members are requested to consider all nominations and to award. (See attached).

17. Communications

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

The date of the next Full Council meeting is Monday 20th November 2017

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.

Mayor's Engagements for Full Council
Councillor Rob Fryer 19th June 2017 – 10th September 2017

Tuesday 27 th June	Defibrillator Awareness Session – Deputy Mayor Tony Nicklin attended
Thursday 29 th June	Tynings Allotments – Deputy Mayor Tony Nicklin attended
Saturday 1 st July	Opening of the new Funeral Directors – Deputy Mayor Tony Nicklin attended
Saturday 1 st July	Open Warminster Philharmonic Orchestra's Summer Concert – Deputy Mayor Tony Nicklin attended
Saturday 8 th July	Opening Sambourne School Fete – Deputy Mayor Tony Nicklin attended
Sunday 9 th July	Marlborough Civic Service – Deputy Mayor Tony Nicklin attended
Sunday 9 th July	Henford House Open Day to open the event – Deputy Mayor Tony Nicklin attended
Sunday 9 th July	Opening of new Indian Restaurant, Naga – Deputy Mayor Tony Nicklin attended
Sunday 16 th July	Trowbridge Civic Reception and Service – Deputy Mayor Tony Nicklin attended
Saturday 22 nd July	Flers Twinning Association Summer Supper
Wednesday 26 th July	Wiltshire Air Ambulance AGM
Saturday 29 th July	Elblag Summer BBQ
Saturday 29 th July	Mayors Parlour. WCR
Tuesday 8 th August	Opening of the Cock Inn, Warminster
Sunday 13 th August	Patronal Festival of St Lawrence
Sunday 3 rd September	Chippenham Civic Service – Deputy Mayor Tony Nicklin attended
Sunday 10 th September	Celebration Service of new Benefice

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CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
19.06.17	Wiltshire Council	London Investigation	email
20.06.17	Community Policing Coordinator	Statement Following Attack At Finsbury Park Mosque	email
20.06.17	Community Policing Coordinator	Reassurance Given Following London Fire Tragedy	email
22.06.17	Wiltshire Council	Proposed Temporary Closure of: Deep Lane, The Hollow and Lyes Green, Corsley - Corsley Show, 28th August 2017	email
22.06.17	Community Policing Coordinator	Weekly Crime Update 22/06/2017	email
26.06.17	Community Policing Coordinator	Please Complete The Cyber/Scam Opinion Survey	email
26.06.17	Community Policing Coordinator	Notification Of Wiltshire Neighbourhood Watch Agm	email
27.06.17	Flers Association	AGM Minutes 17.06.17	email
28.06.17	Wiltshire Council	Paperwork supplied by Councillor Pip Ridout regarding future planning in Warminster received from Wiltshire Council	email
28.06.17	Warminster Town Council	Collection email for Good Councillor Guides	email
29.06.17	Community Policing Coordinator	Fire and Rescue Service Inspecting Residential High Rises	email
03.07.17	Community Policing Coordinator	Pcc Launches Fund to Help Keep Communities Safe	email
04.07.17	Wiltshire Council	Proposed traffic regulation order for consultation – chapel street and Deverill road, Warminster – no waiting at any time	email
04.07.17	Community Policing Coordinator	Pcso Recruitment - Familiarisation Events	email
05.07.17	Community Policing Coordinator	Charity Car Wash At Devizes Fire Station This Saturday 04/07/2017	email
05.07.17	Community Policing Coordinator	Do You Feel Safe Online?	email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
05.07.17	Community Policing Coordinator	Recruitment	email
05.07.17	Community Policing Coordinator	Pet fraud alert	email
05.07.17	Community Policing Coordinator	We Need Your Eyes And Ears	email
10.07.17	Wiltshire Council	Planning decisions from Warminster Town Council for June 2017	email
10.07.17	Wiltshire Council	Notification of Strategic Planning committee	email
11.07.17	Community Policing Coordinator	Weekly Crime Update 10/07/2017	email
11.07.17	Wiltshire Council	Princecroft Primary School Expansion Project - Public Consultation Event Wednesday 12th July	email
11.07.17	Community Policing Coordinator	Crop Circle Criminal Damage	email
11.07.17	Wiltshire Council	Notification of Strategic Planning committee-amended start time	email
13.07.17	Community Policing Coordinator	Rogue Trader Alert	email
13.07.17	Wiltshire Council	CATG minutes	email
13.07.17	Wiltshire Council	CATG updated Note tracker	email
14.07.17	Community Policing Coordinator	Crime Prevention Advice - Crop Circles	email
19.07.17	Wiltshire Council	Temporary Closure of: Grovelands Way (Part), Warminster (06/09/2017 for one night)	email
19.07.17	Community Policing Coordinator	Know the signs of Cuckooing	email
20.07.17	Wiltshire Council	Newly published decision: HTW-10-17 INTENTION Warminster Order: Proposed Waiting Restrictions	email
21.07.17	Wiltshire Council	Planning Appeal Decision - Land at Boreham Wood, Warminster - 13/06782/OUT - APP/Y3940/W/16/3150774	email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
21.07.17	Wiltshire Council	Proposed Temporary Closure of: Deep Lane, The Hollow and Lyes Green, Corsley - Corsley Show, 28th August 2017	email
21.07.17	Wiltshire Council	Wiltshire Council Army Rebasing Newsletter - July 2017	email
24.07.17	Wiltshire Council	Warminster byway 89 temporary traffic order	email
25.07.17	Community Policing Coordinator	Wiltshire Neighbourhood Watch Agm Minutes 24/07/2017	email
26.07.17	Wiltshire Police	Wiltshire Police-No home for hate in Wiltshire	email
26.07.17	Wiltshire Council	Draft Wiltshire Housing Site Allocations Plan will be available for you to view and comment between the following dates: Start date: 14/07/17 09:00 End date: 22/09/17 17:00	email
31.07.17	Community Policing Coordinator	Pc 1570 Amy Hardman Is On Leave 31/07/2017	email
31.07.17	Wiltshire Council	Invitation to attend Wiltshire Council's challenges ahead meetings	email
01.08.17	Wiltshire Council	Temporary Closure of: Hillwood Lane (Part), Warminster (11/09/2017 - 15/09/2017)	email
01.08.17	Community Policing Coordinator	Two Men Fined Total Of 1000 Pounds After They Were Caught Hare Coursing	email
04.08.17	Community Policing Coordinator	Communities Set To Benefit From The Pccs Community Action Fund	email
04.08.17	Wiltshire Council	Application for a new premises licence	email
04.08.17	Tynings Allotment	Allotment Minutes	email
04.08.17	Community Policing Coordinator	Man Sustains Facial Injuries Following Assault In Warminster	email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
07.08.17	Wiltshire Council	Planning decisions from Warminster Town Council for July 2017	email
07.08.17	Community Policing Coordinator	Thefts From Garages	email
07.08.17	Wiltshire Council	Briefing Note no. 327 – Waste Contracts Update	email
08.08.17	Wiltshire Council	Invitation to Wiltshire Assembly 2017	email
10.08.17	Wiltshire and Swindon Community Messaging	How Many Smoke Alarms Do You Have 09/08/2017 12:41:40 [187977]	email
11.08.17	Wiltshire Council	Briefing Note 328 - The 'substantive highways scheme fund' bid application process for 2017-18	email
15.08.17	Wiltshire Council	Councillor Wayman's August Newsletter	email
15.08.17	Macmillan	Dine for Macmillan Monday 4 th September	email
17.08.17	Community Policing Coordinator	Daily Crime Update 17/08/2017	email
18.08.17	Community Policing Coordinator	Daily Crime Update 18/08/2017	email
21.08.17	Community Policing Coordinator	Neighbourhood Watch Newsletter August Edition 18/08/2017	email
23.08.17	Community Policing Coordinator	Daily Crime Update 23/08/2017	email
23.08.17	Community Policing Coordinator	Nominations Open For Awards Celebrating Police Volunteers 23/08/2017	email
23.08.17	Community Policing Coordinator	Daily Crime Update 25/08/2017	email
23.08.17	Community Policing Coordinator	Advice On Keeping Tumble Dryers Fire Safe 25/08/2017	email
30.08.17	Community Policing Coordinator	Daily Crime Update 30/08/2017	email
30.08.17	Community Policing Coordinator	Be Aware Of Telephone Scam 30/08/2017 13:59:15 [189908]	email
31.08.17	Community Policing Coordinator	Daily Crime Update 31/08/2017	email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
31.08.2017	Community Policing Coordinator	Final countdown to this Sunday's Emergency Services Show 31/08/2017	email
01.09.17	Wiltshire Council	Briefing Note 329 - Disabled Parking Bays	email
01.09.17	Community Policing Coordinator	Daily Crime Update 01/09/2017	email
04.09.17	Wiltshire Council	Proposed Temporary Closure of: Various Roads, Warminster - Carnival, 28th October 2017	email
04.09.17	Wiltshire Council	Temporary Closure of: Grovelands Way (Part), Warminster (06/09/2017 for ten days)	email
05.09.17	Wiltshire Council	Briefing Note Number 330: Waste Management Strategy Consultation and HRC Refurbishment Programme	email
05.09.17	Wiltshire Council	Briefing Note Number 330: Appendix 1	email
05.09.17	Democratic and Member Services Committee@wiltshire.gov.uk	Briefing Note Number 330: Waste Management Strategy Consultation and HRC Refurbishment Programme	email
05.09.17	Community Policing Coordinator	Recruiting Police Constables: Applications to Wiltshire Police Now Open 04/09/2017 17:54:07 [190490]	email
06.09.17	Lorraine Rice	Community Messaging explained	email
08.09.17	Community Policing Coordinator	Daily Crime Update 07.09.2017	email
08.09.17	Democratic and Member Services	Briefing Note 331 - Wiltshire Local Development Scheme	email
11.09.17	Tynings Allotments	Allotment Notice of Meeting	email
11.09.17	Wiltshire Council	Planning decisions from Warminster Town Council for August 2017	email
11.09.17	Wiltshire Council	Cllr Wayman's September Highways Newsletter	email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
11.09.17	Wiltshire Council	SEALED TRAFFIC REGULATION ORDER – WARMINSTER	email
11.09.17	Bob Eade president of the organising committee for vintage bus running day	Invitation to vintage bus running day.	email

MINUTES

Neighbourhood Plan Policy Review Working Group

Warminster Civic Centre

9.30am, Friday 1st September 2017

Membership:

Cllr Brett (East)	*	Chris March	*
Cllr Fraser (West)	*	Mary Ross-Gower	A
Cllr Nicklin (East)	*	Len Turner	*
Tracy Clifford	*		

Key: * Present A Apologies AB Absent

In attendance: Fiona Fox (Town Clerk), Veronica Mills (Administration Officer)

NP/17/001 Election of Chairman

Councillor Tony Nicklin was elected Chairman.

NP/17/002 Election of Vice Chairman

Councillor Sue Fraser was elected Vice Chairman.

NP/17/003 Apologies

Apologies were received from Mary Ross-Gower.

NP/17/004 Wiltshire Council Draft Housing Sites Allocation

SHLAA 603 East of the Dene (Policy H2.7)

The group felt that this met the aspirations of the Neighbourhood Plan (section 4.2, third row): "A spread of new developments around the town to avoid imbalance caused by significant developments in any one area." However, this should not be brought forward before 2026, the period of the Neighbourhood Plan and Core Strategy, as the sites already allocated in the west should be developed first. This site could be included when considering the town's future planning needs post 2026 when additional sites may need to be identified.

SHLAA 1032/302 Bore Hill Farm (Policy H2.8)

The group felt this site was unsuitable for housing due to its proximity to the biodigester. It would destroy any buffer to the bypass and the air quality would be an issue. This would not fit with Neighbourhood Plan policy L1 which includes 'Maintains a quality of life'. The site was inappropriate for residential properties and lends itself to commercial use.

SHLAA 304 Boreham Mead (Policy H2.9)

This had already been passed by the Secretary of State and the group felt it was an acceptable proposal.

NP/17/005 Revised Settlement Boundaries

See the proposed submission from Tony Nicklin, attached to these minutes.

NP/17/006 AOB

The group felt it was difficult to address the issues under the current terms of reference regarding Neighbourhood Plan policies alone and suggested the remit of the group should be expanded to include aspirations for the community and that stronger terms of reference be drawn up. They asked for this to be taken to Town Development.

Warminster Town Council Response to
Wiltshire Housing Site Allocation Plan
Pre-Submission Draft Plan.

Warminster Town Council (WTC) welcomes the opportunity to offer comments to Wiltshire Council (WC) on the above Wiltshire Housing Site Allocation Plan (WHSAP), Warminster Community Area Topic Paper (WCATP), based upon our personal knowledge of our community, and its settlement boundary.

We have included comment on the areas of the agreed Core Strategy for Warminster, as well as the proposed new sites known by the SHLAA references 603, 304 and 302/1032.

GENERAL COMMENT

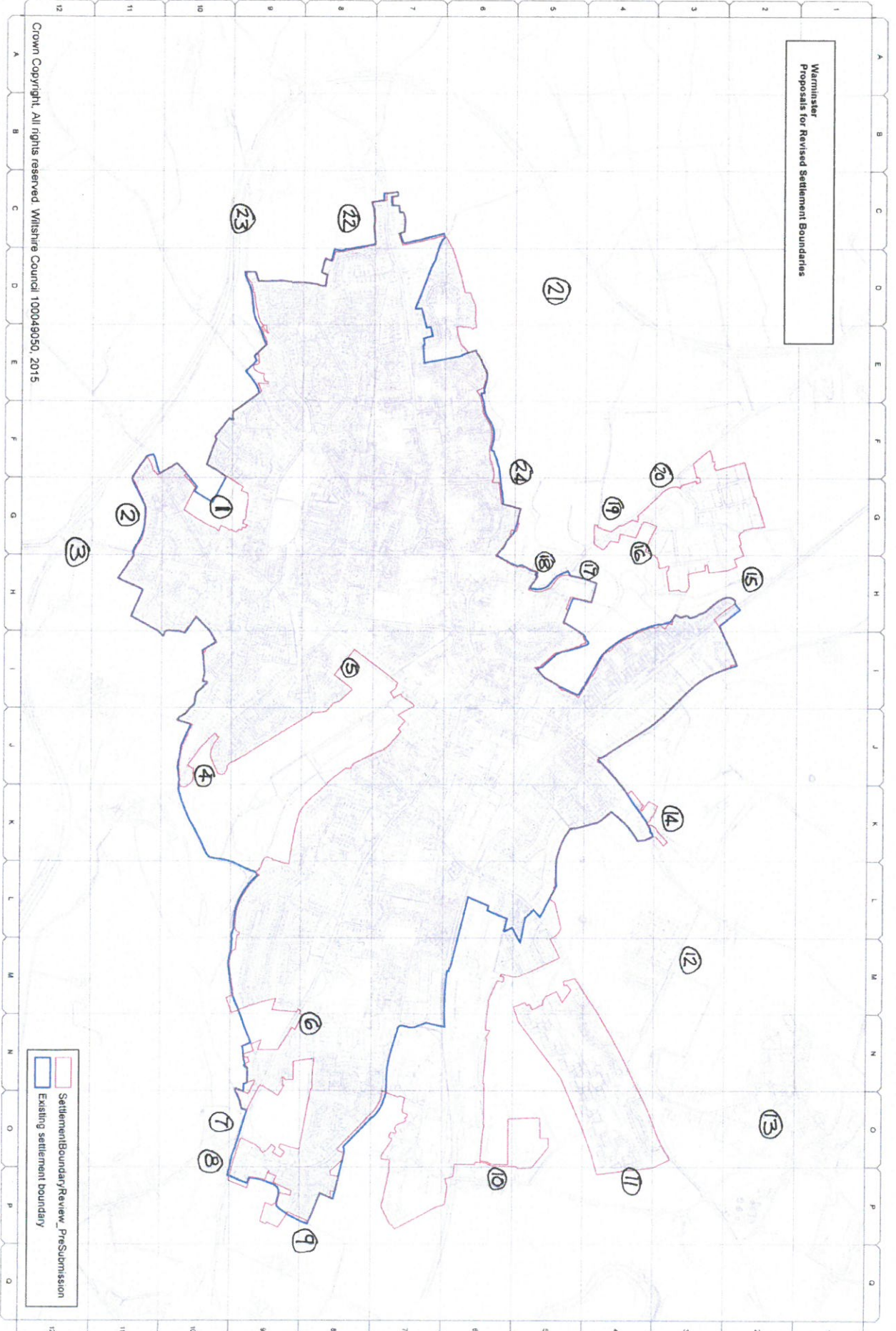
1. The proposed lines now shown on the map, page 28 of the WCATP, do not show the current planning status accurately. They exclude the Core Strategy, the proposed SHLAA sites referred to in our earlier comments, and extant planning and completed permissions.
2. The omission of the Core Strategy boundaries might prejudice the Appendix D Assessment Criteria, which are the basis for many of the SHLAA site selection process decisions. These could declare the process flawed, if the Settlement Boundaries are not correct, in particular the exclusion criteria set out in table D2 stage 2A questions 1 & 2.
Further issues occur when assessing any SHLAA site on the basis of its separation from the boundary, or not being adjacent to it (see sites 2091, 1007 and 1030 for example)
3. The new Core Strategy Areas represents a considerable expansion of the Town and Settlement Boundary, and even if the exact line cannot be currently defined (due to house positions not being agreed) then due regard must be made as if the boundary line is the same as the Core Strategy's allowance. This line can then be tightened up later.
4. Refer to the attached schedule of specific comments, based upon the same grid reference table A1 on page 29 of the WCATP. For convenience we have started at the same grid refer point G9, G10. All proposals in the WCATP table are accepted, these are:
 - excluding existing recreational spaces
 - following curtilages of existing properties
 - excluding physical features such as roads, e.g. transferring the existing line to the other side of the road
 - including newly built residential and commercial developments
 - Including existing properties physically related but not necessarily directly attached to the existing settlement
 - Excluding land more closely related to the countryside

We have also added our further comments where the principles used in the table have not been consistent throughout the boundary review.

We would invite WC to meet with WTC and review the proposals and discuss and assess each comment individually with larger scale drawings.

ITEM NO.	MAP GRID REFERENCE	PROPOSED AMENDMENT OR CORRECTION
1	G9, G10	Agree with exclusion of the Warminster Common and Allotments.
2	F11, G11	Refer to section 1 of our response. We do NOT accept the use of SHLAA sites 1032 and 302 for residential housing.
3	G11 AND 12	The existing commercial Biogas site should be included as a detached site including its extant planning for commercial employment expansion.
4	J10	The newly developed extension to Damask Way should be included within the boundary.
5	I8	The proposed line should include the Football Club Car Park and Club House within the new green space.
6	N9	The small area alongside Boreham Road and rear of Rock Lane houses is currently subject to a planning application for which WTC has recommended refusal. But not yet determined by WC.
7	09 & 010	The SHLAA site refer 304 recently approved by Secretary of State and included in the WCATP should be included linked to the existing Boreham Road properties.
8	010	The newly built housing development (ex. Bus Depot) should be included as a detached site.
9	P8 & P9	The SHLAA site ref 603 included in the WCATP (accepted in section 1 of this response) should be included and attached to the existing line.
10	05	Why is this MOD building included with a narrow access line? Why has this MOD area been included, for the first time, together with all of the military barracks and ABRO workshops. This area has a barbed wire fence line and is not available to the public.
11	M5 to 03	This area is all military residential areas and accessible to the public, hence accepted as a detached site.
12	L3 to M4	This area is also an extensive military residential area and accessible to the public, and should also therefore be accepted as a detached site.
13	N4 to Q1	All the military units (inc. residential housing) are much more extensive over the grid N4 to Q1, and we question what policy or logic has been applied in order to understand why only part of this considerable area has been identified for inclusion with the new settlement boundary, and others not included.
14	K4 & K3	The inclusion of the residential units along Elm Hill has been accepted, but the policy has not been applied consistently around the town boundary on similar properties.
15	G2, H2 & H3	The far North East end of the Warminster Business Park (access from Furnax Lane) goes right up to the railway lines, and is mostly built on. These are existing employment areas.
16	G4	This site has also planning permission, and part of the Warminster Business Park.
17	H5	We recommend including the Minster Church car park with the Church yard boundary.
18	G5 & H5	We believe that it would be beneficial to include the Warminster School main grounds including the pool, workshops and Furneaux House as well as the hard sports courts within the new boundary. This would, however, exclude the green area sports field and pitches.
19	G4	Include the perimeter of the recently approved Traveller settlement at the corner of Bath Road and Coldharbour Lane.
20	F3 & G4	Include properties known as the White House and 109 Bath Road to be consistent with the policy of existing "built development physically related to the settlement". These properties are to be fully enclosed by the Core Strategy West Urban Extension.
21	E/F3 to B/C9	The new Wiltshire Core Strategy – Warminster West Urban Extension (WWUE) extends from the Bath Road, grid F3 to B8, on the North side of Victoria Road. This settlement boundary extension will need to be added at some time in the future when the full detailed site layout is approved. Noting that there will be extensive use of buffer zones along the A36 as well as internal to the new site.
22	B8 & D9	The southern side of Victoria Road contains the remaining part of the WWUE, and consists of 3 separate sites: <ul style="list-style-type: none"> - The Redrow site (known as Tascroft Rise) is already with full approval and under construction. The new boundary can therefore be extended from St Andrews Road and Folly Lane. - The Persimmon Site (known as Bugley Farm) has not yet been approved, but an application is under review. The site will enclose the Bugley Barton Farm House which therefore should be included within the new boundary. - The remaining site (known as Folly Farm) does not as yet have any planning proposals, but remains within the designated WWUE.
23	C9	The Rugby Club and grounds will be surrounded by the WWUE, but should be excluded from the settlement.
24	E6 to G5	This area known an SHLAA 1007 Grovelands is subject to a current planning application (exception site), with 17 acres set aside as open space. If this site is approved the settlement boundary will need to be adjusted accordingly.

Warrminster
Proposals for Revised Settlement Boundaries



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Settlement Boundary/Review - Pre-Submission
Existing settlement boundary

Warminster Town Council

From: Spatial Planning Policy <SpatialPlanningPolicy@wiltshire.gov.uk>
Sent: 13 July 2017 15:42
Subject: Consultation on the Pre-submission draft Wiltshire Housing Site Allocations Plan
Attachments: Housing Sites Development Plan Document Leaflet.pdf

Dear Sir / Madam

Consultation on the Pre-submission draft Wiltshire Housing Site Allocations Plan

Wiltshire Council has published the draft Wiltshire Housing Site Allocations Plan, along with accompanying evidence reports, for formal consultation.

The draft Wiltshire Housing Site Allocations Plan, a formal Development Plan Document, has been prepared in accordance with the Wiltshire Core Strategy. It sets out proposals that:

- revise, where necessary, existing settlement boundaries in relation to the Principal Settlements of Salisbury and Trowbridge, Wiltshire's Market Towns, Local Service Centres and Large Villages; and
- allocates new sites for housing to ensure the delivery of homes across the plan period in order to maintain a five year land supply in each of Wiltshire's three Housing Market Areas over the period to 2026.

Comments are invited on the draft Plan and supporting evidence bases documents during the 10 week consultation period, which runs from **9:00am on Friday 14 July 2017 until 5:00pm on Friday 22 September 2017**.

There will be 4 public exhibitions held as part of the consultation. The events will be open between 12 noon and 7pm as follows:

Neeld Community & Art Centre, High Street, Chippenham	Monday 17 July 2017
Guildhall, Market Place, Salisbury	Wednesday 19 July 2017
Town Hall, St Johns Street, Devizes	Monday 24 July 2017
Atrium, County Hall, Trowbridge	Wednesday 26 July 2017

Officers from the Council will be available during the day to answer questions about the draft Plan and we would encourage people to attend and find out more about what the draft Plan proposes in their area.

How to Respond

The draft Plan and supporting evidence documents are available to view and download on the Council's website: <http://www.wiltshire.gov.uk/wiltshsgsiteallocationsplan>. A specific representation form, along with a simplified guidance note can also be downloaded.

We welcome your comments via the following means:

- online via the Council's dedicated consultation web site: <http://consult.wiltshire.gov.uk/portal>;

- by email using the representation form available at: <http://www.wiltshire.gov.uk/wiltshsgsiteallocationsplan> and returned to spatialplanningpolicy@wiltshire.gov.uk; or
- by post in writing to: Spatial Planning, Economic Development & Planning, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

Please note that copies of all comments (including your personal details) will be made available to the public to view and therefore cannot be treated as confidential. Anonymous representations cannot be accepted.

Copies of the consultation documents can be viewed during normal opening hours at the Council's main offices at Monkton Park (Chippenham), Bourne Hill (Salisbury), County Hall (Trowbridge) and Wiltshire Libraries.

Following the consultation, the council will consider the comments received before submitting the draft Plan and supporting evidence to the Secretary of State for examination. All comments received during this consultation will be passed on to the appointed independent Planning Inspector at that stage.

Any representation received may be accompanied by a request to be notified at a specific address of any of the following: that the Wiltshire Housing Site Allocations Plan has been submitted to the Secretary of State for independent examination; that the Inspector's Report (including any recommendations) into the Wiltshire Housing Site Allocations Plan has been published; and that the Wiltshire Housing Site Allocations Plan has been adopted.

Should you require further information, please email: spatialplanningpolicy@wiltshire.gov.uk or telephone 01225 713223.

Yours faithfully,

Alistair Cunningham
Associate Director, Economic Development and Planning

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Draft Wiltshire Housing Site Allocations Plan

Formal Pre-Submission Consultation on the Draft Plan

Friday 14 July – Friday 22 September 2017



Introduction

The draft Wiltshire Housing Site Allocations Plan proposes new sites for housing to ensure we can plan effectively to meet Wiltshire's housing needs in the most sustainable way.

Where necessary, it also reviews settlement boundaries for the principal settlements of Trowbridge and Salisbury, market towns, local service centres and large villages in Wiltshire, as identified in the Wiltshire Core Strategy.

The Wiltshire Core Strategy, which was adopted after wide consultation in January 2015, requires at least 42,000 new homes to be delivered in the period 2006 to 2026. It plans for housing to come forward through a number of sources including: strategic site allocations in the Wiltshire Core Strategy; neighbourhood plans; planning applications; and site allocations plans, including this Plan.

A separate plan has already been prepared for the principal settlement of Chippenham, the Chippenham Site Allocations Plan (adopted May 2017), which can be found on the council's website at: <http://www.wiltshire.gov.uk/csap-adopt-adopted-may-2017..pdf>

We now want to hear your views on the draft Wiltshire Housing Site Allocations Plan.

This formal consultation on the draft Plan will start **9am Friday 14 July** and close at **5pm on Friday 22 September 2017**.

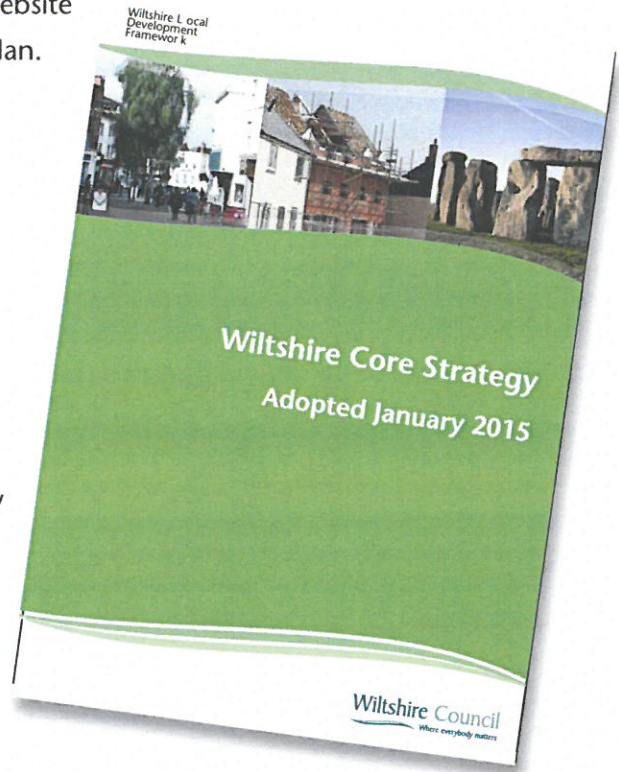
The consultation documents, including the draft Plan and supporting evidence can be found on the council's website (<http://www.wiltshire.gov.uk/wiltshgsiteallocationsplan.htm>).

The supporting documents include:

- Draft Sustainability Appraisal Report
- Draft Habitat Regulations Assessment
- Consultation reports
- Topic papers setting out the site selection process methodology and the settlement boundary review methodology; housing land supply; developing plan proposals; viability appraisal as well as community area topic papers.

Alternatively, all the consultation documents can be found at the following locations during normal opening hours:

- The council's main offices at Monkton Park (Chippenham), Bourne Hill (Salisbury), County Hall (Trowbridge)
- All Wiltshire Council libraries.





Why are we proposing new housing sites?

The Wiltshire Core Strategy requires this Plan, together with the Chippenham Site Allocations Plan, to allocate sites to make sure there is sufficient housing land supply throughout the remaining years of the plan period to 2026.

New housing sites are proposed at some settlements to support the delivery of the Wiltshire Core Strategy housing requirement of at least 42,000 new homes (2006 to 2026). They will also ensure that a five year housing land supply can be maintained within the Housing Market Areas in Wiltshire to 2026, in line with government planning policy.

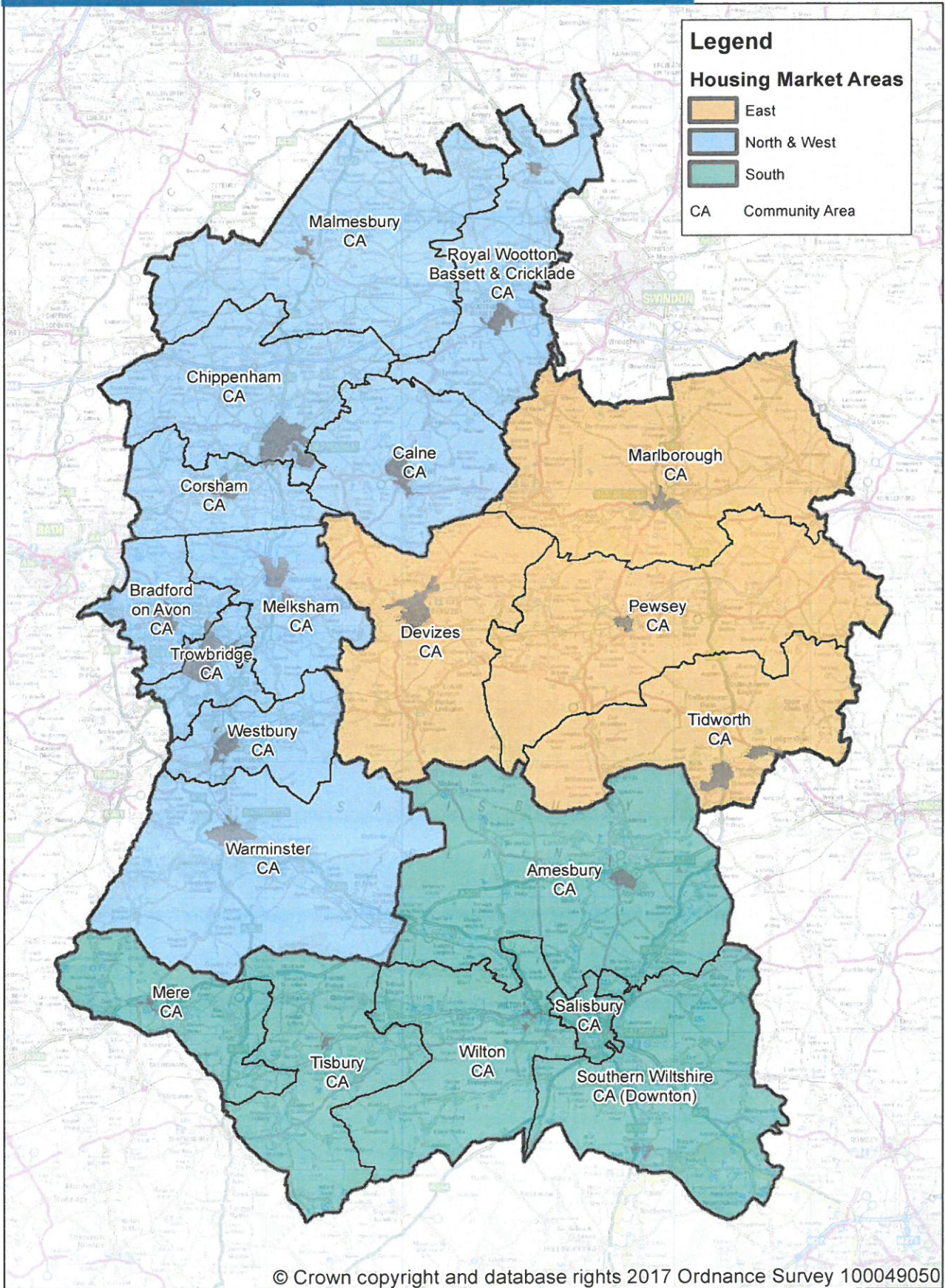
The Wiltshire Core Strategy splits the housing requirements into three separate Housing Market Areas. These are East Wiltshire, North and West Wiltshire, and South Wiltshire. They are shown on the map opposite and Table 1 shows the housing requirements.

Significant housing development has already taken place since 2006 and there are also significant commitments for new homes including allocations within the Wiltshire Core Strategy and Chippenham Housing Site Allocations Plan. However, further housing sites are necessary and minimum numbers to be allocated have been identified for each Housing Market Area. These figures are shown in the table below.

Table 1: Housing requirements by Housing Market Area (HMA)

	Minimum Housing Requirement	Completions 2006-2017	Developable commitments 2017-2026	Minimum to be allocated
East Wiltshire HMA	5,940	3,497	2,273	170
North and West Wiltshire HMA	24,740	12,603	11,566	571
South Wiltshire HMA	10,420	5,067	4,759	594

Wiltshire Housing Market Areas





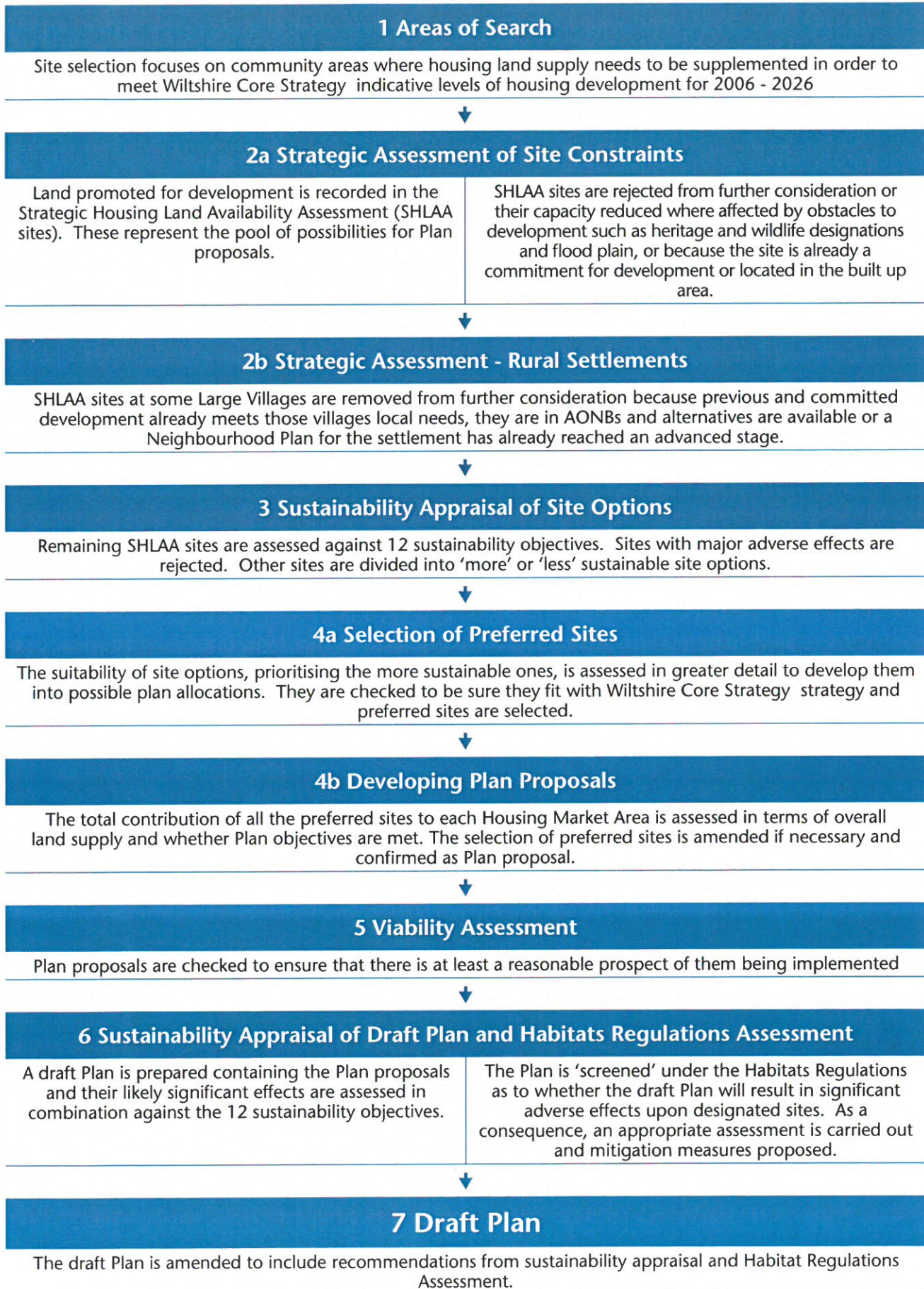
How have we identified sites for allocation?

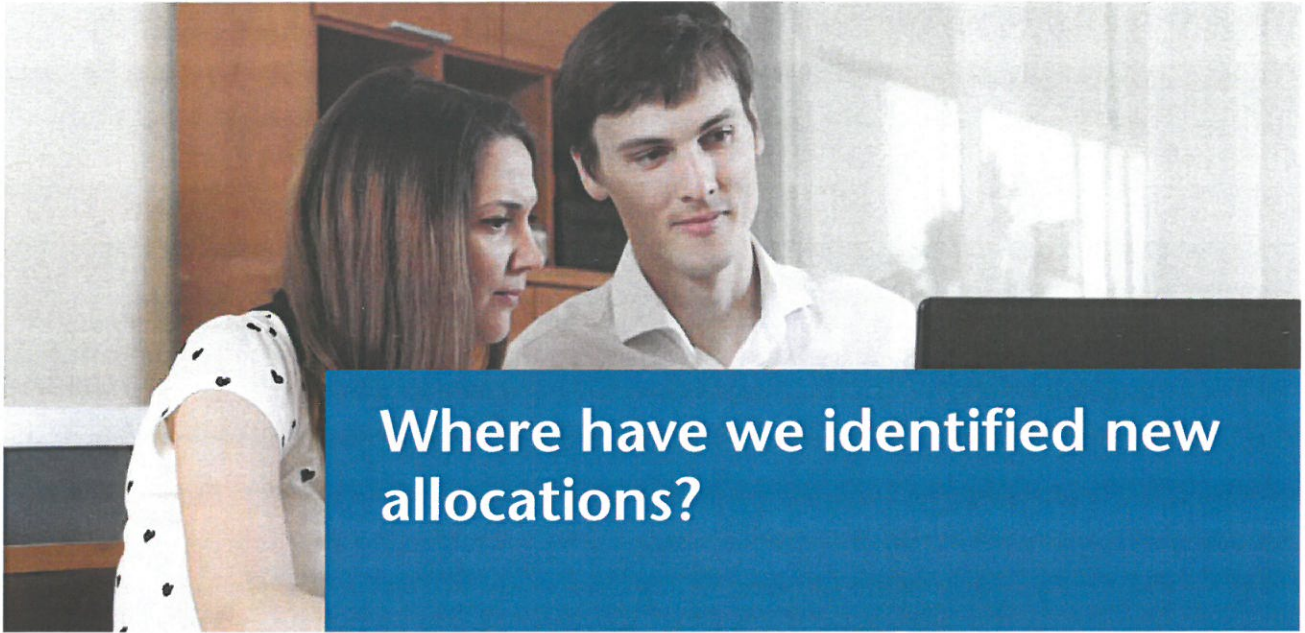
To guide how each Housing Market Area requirement should be achieved and thereby ensure a sustainable distribution of growth across Wiltshire, the Wiltshire Core Strategy sets out indicative (approximate) housing requirements at the community area level. These requirements are broken down to provide figures for principal settlements, market towns and their surrounding community areas. In South Wiltshire, requirements are also broken down by local service centres.

The proposed allocations therefore focus on those settlements and areas where there is a shortfall in housing and where there is the need to introduce new sites through the draft Plan to maintain a rolling five year land supply position across the remainder of the plan period.

The proposed sites have been identified using a selection process that is summarised in the diagram over the page. The full methodology is set out in Topic Paper 2: Site Selection Process Methodology and the results of the process are set out in the community area topic papers. Where housing sites are proposed to be delivered through neighbourhood plans which have either been 'made' or are sufficiently advanced, these plans are taken into consideration in determining whether new sites should be allocated.

What is the process for selecting sites at settlements?





Where have we identified new allocations?

The draft Plan proposes the following site allocations for housing development in each Housing Market Area (HMA).

East Wiltshire HMA

Community Area	Plan Reference	Site Name	No of dwellings
Tidworth	H1.1	Empress Way, Ludgershall	270
Devizes	H1.2	Underhill Nursery, Market Lavington	50
	H1.3	Southcliffe, Market Lavington	15
	H1.4	East of Lavington School, Market Lavington	15

North and West Wiltshire HMA

Community Area	Plan Reference	Site Name	No of dwellings
Trowbridge	H2.1	Elm Grove Farm, Trowbridge	200
	H2.2	Land off the A363 at White Horse Business Park, Trowbridge	150
	H2.3	Elizabeth Way, Trowbridge	205
	H2.4	Church Lane, Trowbridge	45
	H2.5	Upper Studley, Trowbridge	20
	H2.6	Southwick Court, Trowbridge	180
Community Area	Plan Reference	Site Name	No of dwellings
Warminster	H2.7	East of the Dene, Warminster	100
	H2.8	Bore Hill Farm, Warminster	70
	H2.9	Boreham Road	30
	H2.10	Barters Farm Nurseries, Chapmanslade	35
Chippenham	H2.11	The Street, Hullavington	50
	H2.12	East of Farrells Field, Yatton Keynell	30
Malmesbury	H2.13	Ridgeway Farm, Crudwell	50
Westbury	H2.14	Off B3098 adjacent to Court Orchard/ Cassways, Bratton	40

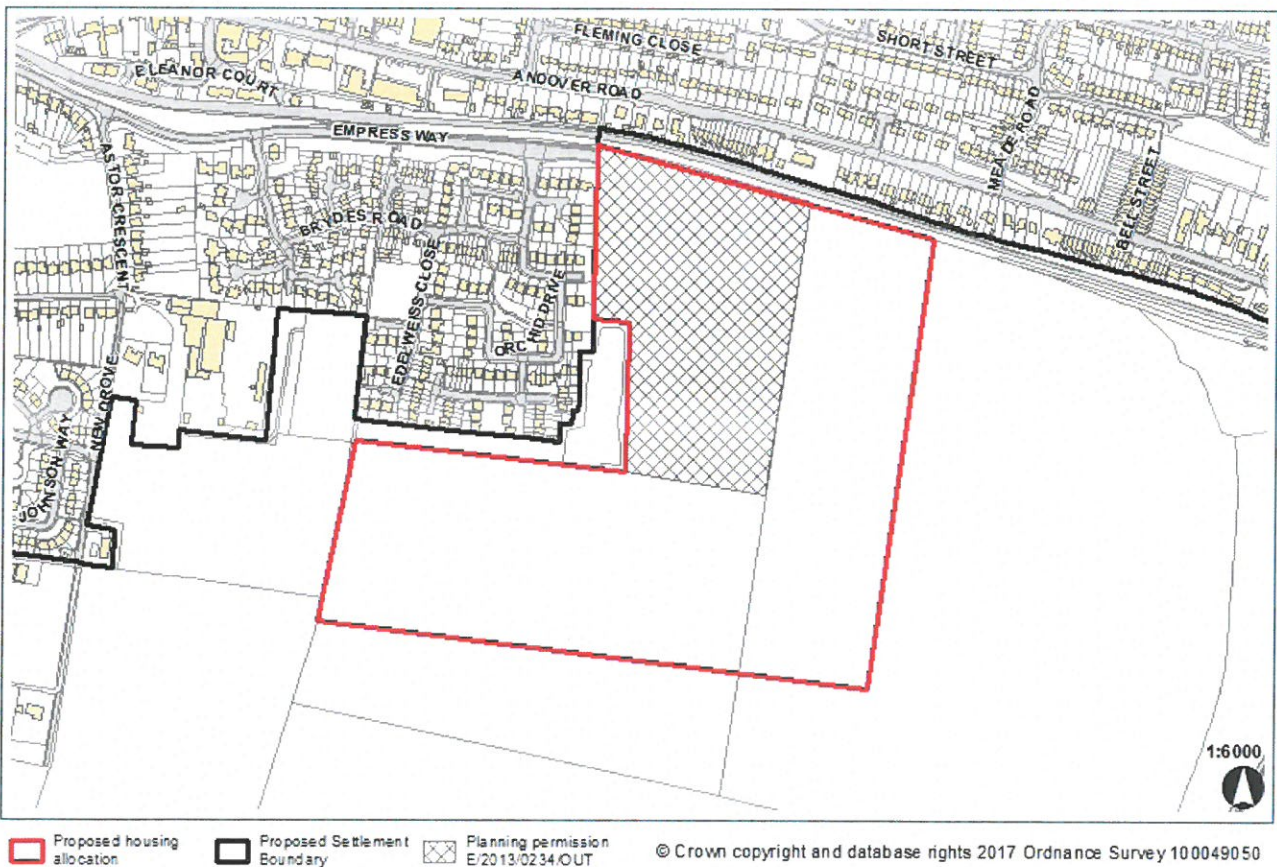
South Wiltshire HMA

Community Area	Plan Reference	Site Name	No of dwellings
Salisbury	H3.1	Netherhampton Road, Salisbury	640
	H3.2	Hilltop Way	10
	H3.3	North of Netherhampton Road	100
	H3.4	Land at Rowbarrow	100
Amesbury	H3.5	Clover Lane, Durrington	45
	H3.6	Larkhill Road, Durrington	15

Maps of the proposed sites can be found in Chapter 5 of the draft Plan. An example is shown below which relates to land at Empress Way, Ludgershall. The maps show the extent of the proposed allocation in red (as well as housing, allocations may include areas for landscaping and open space) and the proposed settlement boundary in black.

Development of the proposed allocations will be guided by policies in the Wiltshire Core Strategy including those relating to high quality design, landscape, transport and affordable housing. Some proposals involve other uses alongside housing (e.g. primary school provision). These proposals (Plan Reference H1.1, H2.1, H2.7, H2.10 and H3.1 – see the table above) have a detailed policy in the draft Plan reflecting more extensive site specific requirements.

Map showing land at Empress Way, Ludgershall



Proposed housing allocation
 Proposed Settlement Boundary
 Planning permission E/2013/0234.0/UT
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Why review settlement boundaries?

The Wiltshire Core Strategy uses settlement boundaries as a policy tool for managing how development takes place. In simple terms, a 'settlement boundary' is the dividing line, or boundary between areas of built/urban development (the settlement) and non-urban or rural development - the countryside. In general, development within the boundary is, in principle acceptable, whereas development outside the boundary with limited exceptions, is not acceptable.

The principal settlements, market towns, local service centres and large villages identified in the Wiltshire Core Strategy all have settlement boundaries, which were originally defined in the former district council local plans.

Where necessary, the settlement boundaries have been reviewed to ensure that: there is a clear definition as to the extent of the built up area of a settlement; they are up to date; and adequately reflect changes on the ground since they were first established.

The review has used a consistent methodology for the county to replace the slightly different methods used by the former district councils. A summary of the methodology is set out in Table 2 below. The exception to this is where a settlement boundary has already been reviewed through a 'made' neighbourhood plan or is being reviewed through a sufficiently advanced neighbourhood plan. This is because the Wiltshire Core Strategy also supports the review of settlement boundaries through neighbourhood plans.

The full methodology is set out in Topic Paper 1: Settlement Boundary Review Methodology and the community area topic papers explain the changes to the boundaries.

Maps showing both the previous and amended settlement boundaries can be found in Appendix 1 of the draft Plan. An example is shown below for Bratton which shows the existing settlement boundary in blue and the proposed boundary in red.

Map showing proposed settlement boundary changes at Bratton



Table 2: Settlement boundary review methodology

The settlement boundary review methodology	
The settlement boundaries define the built form of the settlement by, where practicable, following but not including clearly defined physical features, such as walls, fences, hedgerows, roads and water courses.	
Areas which have been included are:	<ul style="list-style-type: none"> • Built and commenced residential and community facilities development such as religious buildings, schools and community halls, that is physically related to the settlement. • Built and commenced employment development in principal settlements, market towns and local service centres¹ that is physically related to the settlement. • The curtilage of a property that relates more closely to the built environment (e.g. a garden) or has limited capacity to extend the built form of the settlement in terms of scale and location. • Recreational or amenity space at the edge of a settlement that relates more closely to the built environment.
Areas which have been excluded are:	<ul style="list-style-type: none"> • Employment development, farm buildings and farmyards, at the edge of large villages. • Isolated development that is physically detached from the settlement (including farm buildings or agricultural buildings and renewable energy installations). • The extended curtilage of a property that relates more closely to the open countryside (e.g. a field or paddock) or has the capacity to substantially extend the built form of the settlement in terms of scale and location. • Recreational or amenity space at the edge of the settlement that relates more closely to the open countryside. • All types of unimplemented planning permission (at 1 April 2016). • Site allocations.

¹ As defined in Core Policy 1 Settlement Strategy in the adopted Wiltshire Core Strategy (January 2015)



How to respond

This formal consultation is an opportunity to submit your comments on the draft Plan and supporting documents.

To support the consultation, the council has prepared a simple guidance document setting out how to make comments. The document together with the representation form can be found at:

<http://www.wiltshire.gov.uk/wiltshgsiteallocationsplan.htm>

The representation form asks whether you consider the draft Plan to be 'sound' on four key points. These key points are taken from the National Planning Policy Framework and should be considered in responding to the consultation:

- **Positively prepared** - the plan should be prepared on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.
- **Justified** - the plan should be an appropriate strategy, when compared against the reasonable alternatives, based on proportionate evidence.
- **Effective** - the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities.
- **Consistent with national policy** - the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.

Please note that copies of all comments (including your personal details) will be made available for the public to view, and therefore cannot be treated as confidential. Anonymous comments cannot be accepted. In addition, representations received beyond the closure of the consultation period may not be considered.

This formal consultation on the draft Plan will close at 5pm on Friday 22 September 2017.

Next steps

Plan preparation

- Evidence gathering
- Assessments
- Informal consultation
- **Up to spring 2017**

Formal consultation

- Finalise Plan
- Formal consultation on draft plan (10 weeks)
- **Summer 2017**

Submission/ Examination

- Cabinet and council consider consultation
- Finalise plan and submission documents
- Hearing sessions
- **Spring 2018**

Adoption

- Receipt of Inspector's Report
- Adoption
- Commence 6 week legal challenge period
- **Winter 2018**

The council is hosting public exhibitions during the 10 week formal consultation on the draft Plan as follows:

Monday 17 July

Neel Hall

(Neeld Community and Art Centre), Chippenham

12pm - 7pm

Wednesday 19 July

Guildhall, Salisbury

12pm - 7pm

Monday 24 July

Devizes Town Hall

12pm - 7pm

Wednesday 26 July

County Hall Trowbridge

12pm - 7pm

Draft Plan Timetable

Once the consultation closes, all comments received will be analysed and reported to Cabinet and Full Council for consideration before the draft Plan is submitted to the Secretary of State for the purpose of commencing the examination process. An independent Inspector will be appointed whose role it will be to assess whether the draft Plan has been prepared in accordance with the Duty to Co-operate, legal and procedural requirements, and whether it is sound.



This document was published by the Spatial Planning team, Economic Development and Planning, Wiltshire Council.

For further information please visit the following website:

<http://www.wiltshire.gov.uk/wiltshsgsiteallocationsplan>

Positive Activities for Young People Local Youth Network (LYN) Terms of Reference

September 2014

1. Purpose

Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate a range of positive activities across the community area. Young people play a central role in all aspects of the LYN.

Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

The obligations of the Community Area Board are set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'*.

2. Membership

The LYN may include representatives of:

- Members of the Community Area Board
- Young people (see below)
- Schools
- Town and Parish Councils
- Community and voluntary organisations and groups
- Police
- Health organisations
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

Young people must play a central role in all aspects of the LYN including the design, development, delivery and review of the local positive activities offer.

LYNs are encouraged to use a variety of methods to ensure young people participate and are involved in decision-making processes. Existing Youth Advisory Groups (YAGs) may provide a useful forum for involving young people, although the decision to retain these groups is for local determination.

LYNs must ensure that consultation with young people is representative and takes into account the views and needs of underrepresented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the LYN

All members will be required to:

- Take an active part in the development of the LYN and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the LYN relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.
- Champion the voice and influence of young people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.
- Respect all members of the LYN and invited representatives.
- Work to improve outcomes for young people and ensure high quality safeguarding practice.

3. Structure and operation

The wider LYN may come together at events, workshops, youth fairs, meetings and consultations, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the LYNs activities. The Chair of the group will be decided locally (and could be a young person). The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of no more than ten members including:

- The chairperson and such other Area Board representatives as wish to attend
- Young people (at least 2)
- A local school representative
- Voluntary/community sector representative
- Any other key stakeholders identified locally

The management group will be supported by:

- The Locality Youth Facilitator
- Community Engagement Officer
- Such other officers as may be appropriate

The appointment of members (excluding officers) to the management group will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the management group (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However, it is preferred that the same representative attends if possible to ensure consistency of membership.

If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda.

Key responsibilities for the management group include:

- Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;
- Maintaining regular and effective communication between all members of the LYN;
- Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;
- Making recommendations to the Community Area Board on how positive activities funding should be deployed (to include evaluating grant requests and identifying suitable suppliers of positive activities);
- Overseeing the work plan of the Locality Youth Facilitator;
- Monitoring and reporting on the quality and effectiveness of local youth activities;
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

The frequency, location and format of LYN activities should be determined locally, however it is recommended that the management group meets at least six times per year.

4. Media Relations

Members of the LYN may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the LYN should be agreed with between the LYN and Chairperson of the Community Area Board.

5. Review

These terms of reference are subject to change and may be reviewed by the Leader on an annual basis.



Hi Fiona,

I would like to take the opportunity to introduce myself. My name is Jan Bowra and I am the Locality Youth Facilitator (LYF) for both the Warminster and the Westbury Community Area(s). Please accept my apologies for not making contact sooner.

You may be aware that Wiltshire Council has developed a community-led model for the provision of Positive Activities for Young People (PAYP) which was introduced back in October 2014.

Since then several Local Youth Network(s) was established with the support of the Community Youth Officer driving this initiative forward.

One of my main function is to support both the Area Boards the LYNs by signposting Young People 13 -1 9 year olds, including young adults up to 25 who are disabled and/or with special educational needs towards Positive Activities and to help with promotions of these clubs/organisations and Agencies.

You may also be aware that there is an annual budget available which is accessible through the Area Board

The Warminster LYN is made up of various local representatives from various local organisations and groups and supported by Cllr Andrew Davis as the representative of the Area Board.

We are keen to attract more local involvement by those who are key stakeholders within Warminster, which includes both the Town and Parish Councils, therefore, it would be appreciated if the Town Council would support the LYN by providing a representative – I am happy to attend a council meeting to discuss this in more detail, if you feel that this would be helpful

I have attached information pertaining to the Local Youth Network for your consideration.


I look forward to hearing from you soon

Thank you

Jan Bowra
Locality Youth Facilitator - Pewsey (Maternity Cover), Warminster and Westbury
Community Areas
Community Engagement and Governance

Mobile: 07747455746

Email: janette.bowra@wiltshire.gov.uk

 <https://www.facebook.com/WestburyLocalYouthNetwork>

 <https://www.facebook.com/warminsterlyn>

 @janbowra1

<http://ourcommunitymatters.org.uk>

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Full Council: Monday 18th September 2017

Item 12

The question of mayoral robes was discussed at a meeting of the council held on Monday 21st March 2016. The following extract is from the agenda and minutes. The item was deferred.

16. Mayoral Robes

Members discussed the provision of Mayoral Robes at its meeting held on 16th November 2015 and instructed the Clerk to establish likely costs of provision. An offer has been made to make and supply the Town Council with robes at no cost. The offer is being made by Lesley Fudge. Members to approve the provision of robes as outlined.

439. Mayoral Robes

There was a lengthy debate regarding the provision of the Mayoral Robes. Councillor Fryer said that in the past he had been against mayoral pomp and ceremony but it had been brought to his attention at recent events that there might be a call for robes. Councillor Fryer proposed that Warminster Town Council accept Lesley Fudge's very generous offer to make robes and for the Town Clerk to write a letter expressing the council's gratitude, Seconded Councillor Macfarlane.

Councillor Davis thought that this was a lovely idea but felt that if robes were being worn then a hat should be purchased. Other towns look impressive when they arrive at ceremonies and the Clerk should investigate this.

Other Members felt that having robes was not part of the Warminster Town tradition and therefore should not get carried away irrespective of the cost and the council should not get above its station. It was felt that the public would be against the Council having robes and why create problems by having them.

Councillor Dancey amended the proposal by saying that I would like this item to be deferred until next year after the elections as they will be the Councillors who will have to wear the robes, Seconded Councillor Batchelor. Councillor Dancey added that it is not our tradition to have robes, only Boroughs like Wilton and Devizes have them and there will be costs involved, a hat and how much is it to clean robes. People don't like it, why create problems for ourselves when there are many people against it.

Voting in Favour 8, Against 2, Abstention Nil. Motion carried to defer.

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