

8th April 2019

AGENDA

Dear Councillor

You are summoned to a meeting of the:

Town Development Committee
to be held on Monday 15th April 2019 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Brett (East)	Cllr Macfarlane (West) Chairman
Cllr Davis (East)	Cllr Robbins (East)
Cllr Doyle (East)	Cllr Nicklin (ex officio, Chairman of SPRWG)
Cllr Fraser (West) Vice Chairman	Bill Parks (external representative)
Cllr Fryer (Broadway)	Len Turner (external representative)

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.

Yours sincerely



Fiona Fox BA (Hons) MCIPD FSLCC
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 (TD) meeting held on Monday 18th February 2019; 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 18th February 2019.

4. **Chairman's Announcements**

To note any announcements made by the Chair.

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. **Reports from Unitary Authority Members**

To note reports provided which are relevant to this committee.

8. **Clerk's Report**

For Members information only. To ensure that the information provided is as current as possible, this report will be forwarded to members on Friday 11th April.

9. **Closed Circuit Television (CCTV) Working Group**

To note the minutes of the meeting held on Tuesday 12th March 2019, and to agree all actions contained therein. **(See attached).**

10. **Spatial Planning Review Working Group (SPRWG)**

To note any updates from Cllr Nicklin

11. **Town Community Speed Watch**

To receive an update from Cllr Davis, Warminster's Community Speed Watch Champion.

12. **Town Litter Champion**

To note the update from Cllr Jeffries and officers. **(See attached).**

13. **Community Area Transport Group (CATG)**

The provisional date for the next Warminster CATG meeting is the 6th June, 10am in the Council Chamber - County Hall. The final venue is to be confirmed, therefore there are no updates for this meeting.

14. Issues referred from The Annual Town Meeting and from Members

14.1 A member of the public asked if double yellow lines could be put on the road by St George's School. People were parking exactly opposite The Dene which was forcing cars exiting the road into oncoming traffic. It was believed that this increased the risk of an accident. Cllr Andrew Davis responded that the Town Development Committee would consider the issue.

14.2 A member of the public noted that the pathway and hedges in the Bartholomew Lane/Avenue School area were being poorly managed. Cllr Denis Brett responded that he would investigate the issue and Cllr Nicklin suggested that the issue could be raised on the Wiltshire App and noted at the Town Development Committee meeting.

14.3 Len Turner, Chairman, Warminster & Villages Community Partnership, raised the matter of 3, High Street, Warminster. He is seeking the town council's support for, 'the submission of a request to Wiltshire Council that they issue a Section 15 Notice requiring the owner to improve the safety and external condition of the building. Such improvement being required to remove: 1) the danger of the frontage collapsing, 2) the need for the scaffolding support and 3) the eyesore that has blighted the High Street for far too many years'. **(See attached structural condition report May 2011 and information from Historic England which details the powers of local authorities in such matters. Information provided by Mr Turner).**

14.4 Sambourne Road, top end. Issue raised by resident via Cllr Batchelor: the resident's property has a concealed entrance and she has requested a 'concealed entrance' sign to be erected owing to difficulties in exiting, especially during school pick up times.

Cllr Batchelor has reported the following observations, 'The road having been recently surfaced there are currently no markings at all. If the original markings are to be reinstated this will not help the resident. My impression is that either a "Keep Clear" road marking or perhaps double yellows on top of the calming table. The yellow lining option may have an added positive impact on those driving short distances for the school run.

Can you have the local engineer advise of potential options from his perspective, then pass to committee please'.

Martin Rose, Principal Traffic Engineer, Highways Assets & Commissioning with Wiltshire Council has visited the site. **(See attached report and photograph of area).**

Members are requested to consider the matter and to resolve on whether to pursue or not.

15. South West Operational Flood Working Group

Nothing to report.

The next meeting will take place on Wednesday 17th April 2019.

16. Regeneration Working Group (RWG)

To note any updates from Cllr Nicklin

17. Community Led Housing (CLH)

Information received from the Wiltshire Council, Community First and Wiltshire Community Land Trust partnership regarding CLH is attached for members perusal.

Members are requested to consider the information provided and to determine the need for CLH within Warminster. If it is agreed that a need (may) exist(s), members are advised to refer the matter to the SPPRWG for consideration and report back.

18. Communications

The 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 2019

Minutes

CCTV Working Group

Tuesday 12th March 2019 at 10.00am

Membership:

Wiltshire Council Cllr Davis (East) Chairman Warminster Area Board	*	Wiltshire Council Cllr Hawker Westbury West	A
Warminster Town Council Cllr Fraser (West)	*	WBTC Cllr King	A
Wiltshire Police – PC Pelling	AB	WBTC Cllr Kimmins	*
D Deacon, Kingston Homes	*	Peter Sammons, West Wilts Trading Estate	A
R Hood	AB	Deborah Urch, Westbury Town Clerk	AB
Warminster Garrison GSM Chris Smith	AB		

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

In attendance:

Officers: Fiona Fox (WTC Town Clerk and RFO) Tom Dommett (WTC Assistant Town Clerk) Mike Herriott, WTC CCTV Supervisor

TV/18/015 Apologies

Apologies were received from Cllr King, Cllr Hawker and Peter Sammons

TV/18/016 Minutes

The minutes of the meetings held on 11th September 2018 and 11th December 2018 were approved.

TV/18/017 Accounts

The accounts for year to date were noted.

TV/18/018 CCTV Report Back

18/018.1. The activity figures for Warminster and Westbury for the year 2018 and for January and February 2019 were discussed.

18/018.2 To discuss any general staff/volunteer matters
The working group recorded their grateful thanks to Paul Dixon for his years of work for CCTV.

18/018.3 Updates from the CCTV Supervisor

Of note: The issue of knife crime is very topical, and Warminster is not immune but is not a hotspot.

TV/18/019 Maintenance Contracts

Mike Herriott presented his report on the maintenance contracts. It was noted that they were the best (only) ones currently available and generally provided a good level of service.

TV/18/020 Present and future membership of the CCTV Working Group

With reappointment due in May 2019, members were asked to consider whether they wished to continue or suggest suitable replacements. The following points were noted.

Cllr King has indicated that the meeting times have never been convenient and he is no longer a member of the Westbury Town Council's CCTV working group.

Cllr Hawker has indicated that he is standing down to concentrate on his other commitments as a unitary Councillor and his employment.

It was agreed to approach Robin Hood and ask if he wish to remain on the Committee or if he could suggest a replacement.

It was agreed to ask Deborah Urch, Westbury Town Clerk to attend only key meetings, e.g the one which considers the budget.

TV/18/021 Any Other Business None.

Meeting closed at 11.00 am

Town Development Committee: 15th April 2019

Town Litter Picks: update

The Community Litter Pick group met at The Civic Centre for the Great British Spring Clean 6th April. We were delighted to have 28 volunteers and we collected 36 bags of rubbish including a satellite dish, loofah, glasses from pubs, and endless cigarette butts. The feedback from the volunteers was that the cigarette butts which were found outside pubs and the local launderette were a nuisance to clean up. The team were motivated and enjoyed a job well done and the community spirit.

During February litter pickers were borrowed by 2 groups who concentrated on Elm Hill and Weymouth Street.

Grovelands was picked by a group of 15 volunteers who collected 19 bags of rubbish including a bike and an oil drum.

Sally Ward

9th April 2019

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Structural Engineering Statement Of Building Condition

1-3 High Street Warminster

May 2011

RECEIVED
R 100000

	Michelle Dixon-Dawson	For Structurelle 31 Richmond Heights Bath BA1 5QJ	On Behalf of Collier stevens
Signature:			
Date:	May 2011		

11 01934

This statement is to confirm that Structurelle Engineers have carried out a site appraisal followed by a structural engineering design analysis of the building known as 1-3 High street Warminster during the period October 2010 to February 2011.

Our initial structural appraisal of the property revealed that the 3 storey building, having undergone many structural alterations over the years, is in urgent need of structural repair and intervention and our preliminary report dated 27 October 2010 summarised the situation.

Further site visits to ascertain structural details during 2011 have revealed there is no structural connection between the original upper load bearing masonry building and the later c1960s steel framework which exists from ground to first floor levels. It is our considered opinion that the lack of restraint and support to the front wall over the High street is a danger to the public.

Detailed discussions with others have drawn possible conclusions regarding the dating of the building. It would seem that the original 1700s building was likely to have been set back on the footprint of the present day building and that the present day elevation and front most bay on the street side came later. It is precisely this front bay which we consider to be in a dangerous condition and we recommend that our proposals are carefully put into place for this building in the short term.

We advise that until this building is made safe to access and therefore assess, there are likely to be other areas which require structural work.

The reader is referred to structurelles report dated 27 October 2011.



Historic England

Stopping the Rot

A Guide to Enforcement Action to Save
Historic Buildings – Summary



Introduction

This summary version of *Stopping the Rot* is designed to highlight the help available to local authority officers navigating their way through the different statutory powers at their disposal in tackling heritage at risk cases and to give them confidence to apply them to best effect. The accompanying full version provides step-by-step advice on the use of the main procedures, a series of practical case studies and a selection of specimen letters, notices, schedules and agreements.

No two enforcement cases are the same, but there is a huge amount that local authorities can learn from the practical experience of their counterparts up and down the country. Historic England hopes that this new and enhanced edition of *Stopping the Rot* will give many more councils the confidence to use the powers available to them to secure the future of threatened historic buildings in their areas. They are our shared concern and we all have a part to play in securing their long term future.

The Challenge

The owners of listed buildings are under no legal obligation to maintain their property in a good state of repair. In most cases owners are proud to look after their buildings and realise that maintaining them in good condition maintains their value. When they do not, local authorities can use a range of measures to persuade owners to take responsibility for looking after our heritage seriously. When negotiation fails, local authorities have various statutory enforcement powers at their disposal. At their lightest level they involve notices to secure improvements to the external appearance of a site or a building, but in the last resort they can lead to full repair or compulsory purchase. In many cases, a written warning of impending action is all that it takes to encourage the owner to undertake the works.

Deciding which powers to employ depends on the professional judgment of the individual planning authority. However; as research shows, too many local planning authorities lack the specialist staff that are vital to effective enforcement action. The initial steps in the enforcement process are relatively simple and straightforward to use. If local planning authorities take action early they can save themselves not only time and effort but the growing cost of repairing a building that is falling further and further into decay. Prompt and decisive action shows local communities that the authority is prepared to tackle the condition of buildings that are causing problems locally and encourages owners of other buildings to put their house in order.

How it Works

Keeping historic buildings in good repair is the key to their preservation. Sometimes, however, they become redundant, vacant and neglected. Without timely action they can be at risk of permanent loss, both to their own historic fabric and to the character of the localities of which they are irreplaceable components.

There are a number of provisions available to local planning authorities to deal with different situations and stages in the enforcement process. Some of these relate specifically to listed buildings, because of their individual importance, and others to the more general amenity value of an area. The powers escalate as the problem escalates.

Historic England runs a grants scheme to help local authorities take statutory action either by underwriting Urgent Works Notices and Repairs Notices or assisting in the costs of acquisition. For more information see:

[HistoricEngland.org.uk/services-skills/grants](https://historicengland.org.uk/services-skills/grants)



Section 215 Notice – a relatively straightforward power to require the owner or occupier to carry out works to improve the external condition of a building or land if its neglect is adversely affecting the surrounding area.



Urgent Works Notice – a power that allows a local authority to directly carry out works that are required urgently to make an unoccupied listed building weather tight and thus prevent further deterioration.



Repairs Notice – a power that allows a local authority to specify to the owner works it considers reasonably necessary to secure the future of a listed building. If the repairs are not carried out, the power can lead to compulsory purchase of the building.



Compulsory Purchase Order – when all other measures fail, the local authority's last resort is to compulsorily acquire a listed building in order either to repair it itself or more usually to sell it on to be restored by a buildings preservation trust or other new owner.

In the past 14 years Liverpool's Buildings at Risk project has successfully used statutory powers to tackle the problem of derelict listed buildings. As well as being a visual eyesore, they are the outward representation of a raft of other social, economic and ownership problems. The consistent use of Section 215 Notices and other enforcement powers has stimulated more than £30 million of investment in the city's listed buildings, which has in turn helped to deal with the attendant problems of crime, economic stagnation and adverse ownership. Since 2001 the number of listed buildings at risk in Liverpool has fallen from 13% to under 4%.



Source: Liverpool City Council's Principal Conservation Officer.
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Historic England

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Textphone: 0800 015 0174

Email: customers@HistoricEngland.org.uk

Front cover image:

This grade II listed timber-framed building was identified by the local authority as being 'at risk' in 1998 but it took 12 years, a prosecution and the service of a Listed Building Enforcement Notice, Urgent Works Notice and Repairs Notice before repairs were finally completed in 2010. See Case Study 6 in the full document.

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Please consider the environment before printing this document.

HEAG046a

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© English Heritage

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Design: Historic England

What Historic England can offer:



Support remaining conservation officers



Engage and educate other Local Authority areas in Heritage at Risk eg planning enforcement, legal, building control, Heritage Champion



Grant support

- Support Heritage Lottery Fund applications
- Underwrite Urgent Works Notices or Repairs Notices
- Engage with:
Local Enterprise Partnerships,
the Homes and Communities Agency
and the European Regional
Development Fund



Provide expertise

- Significance (Local Office)
- Architectural (Local Office)
- Legal (National - Michael Guy)
- Surveyor/Development Economics (National – David Tomback)
- Policing and Crime Advisor (National – Mark Harrison)



Facilitate discussions and guide Building Preservations Trusts (BPTs) or Local interest groups



Meet to discuss strategic approach

Town Development Committee: 15th April 2019

14. Issues referred from The Annual Town Meeting and from Members

14.4 Sambourne Road, top end. Issue raised by resident via Cllr Batchelor

Observations by Martin Rose

There are a number of adhoc reinstatements after the road was resurfaced and some of the road markings remain incomplete. I have raised this with my colleagues in the maintenance team.

With regard to issues raised I'm afraid it's not an easy one to resolve. In the first instance I would encourage the resident to ensure her boundary hedge is regularly cut back to maximise visibility from her access. The hedge is a little overgrown and this clearly isn't helping

Unfortunately, there is no prescribed highway sign for a 'concealed entrance', hence for legal reasons we could not erect one.

One option may be the use of an 'H bar' adjacent to the access to encourage vehicles to park away from entrance but of course this is an advisory marking and may not have too much affect at peak times.

The other option is to use edge of carriageway markings with the dashed line (1 metre mark, 1 metre gap) to help delineate the access. It would not be appropriate to use a 'KEEP CLEAR' in this instance.

Waiting restrictions are of course an option, however this would need to go through the adopted WR1/ WR2 process and then go on the list for assessment when the next review takes place in the Warminster area. Given the reviews take place on average every 2 years there could be some wait.

Google Maps

44 Sambourne Rd

14.4 top end of Sambourne Road

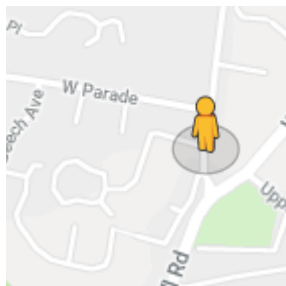


Image capture: May 2017 © 2019 Google

Warminster, England



Street View - May 2017



Item 17.

Community Led Housing

I am writing to introduce Community Led Housing to you as the lead contact for one of Wiltshire's 'made' Neighbourhood Plans. Community First, Wiltshire Community Land Trust and Wiltshire Council have entered into a partnership project to deliver Community Led Housing advice and information to the communities of Wiltshire.

What is Community Led Housing?

Like Neighbourhood Plans, Community Led Housing is borne out of the localism agenda. Community Led Housing is about local people taking a leading and lasting role in solving housing problems in their community. Such proposals must have:

- meaningful community involvement;
- where the community group owns, manages or stewards the homes in a manner of their choosing; and
- the benefits to the community are clearly defined and legally protected in perpetuity.

They can be delivered directly by the community or through partnership working. The key is that the community are empowered to address the housing needs.

The Wiltshire Community Led Housing Project initially provides advice and signposting to communities on how to set up groups, such as Community Land Trusts, and how to access start-up funding. The Community Housing Fund can provide grants of up to £10,000 to establish a group.

I am mindful that your community has produced a Neighbourhood Plan and so you will probably have a strong group already and lots of experience in terms of running a community group and community project. Some of those involved may be willing to form/support a steering group that can start the work towards realising the development ambitions of your Neighbourhood Plan.

Wiltshire have several groups up and running including Seend, Broad Chalke, Wilton, Cricklade, Bromham, Pewsey and Nadder (Tisbury and West Tisbury). We are assisting them, and we can assist your community to address housing needs too.

I am sure, given your track record with Neighbourhood Planning, that there will be interest in your community and that we might help. Thank you for taking the time to read this email and we look forward to hearing from you.

Alternatively, the team will be heading out across Wiltshire over the next few months to promote Community Led Housing at the following locations from 10:30am – 2pm:

- County Hall, Trowbridge – Thursday 2nd May

Kind regards, James

James Taylor BA(Hons) MA MRTPI
Community Housing Project Manager

Housing Assets and New Developments
Wiltshire Council | County Hall | Bythesea Road | Trowbridge | Wiltshire | BA14 8JN
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M. 07341 479819
E.james.taylor@wiltshire.gov.uk

The Community Led Housing project is a partnership between Wiltshire Council, Community First and Wiltshire Community Land Trust funded by the Community Housing Fund. Guidance can be found on our website here: <http://www.wiltshire.gov.uk/housing-community-fund>



W.www.wiltshire.gov.uk

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