

18<sup>th</sup> October 2021

## AGENDA

Dear Councillor

You are summoned to a meeting of the:

**Town Development Committee**  
**to be held on Monday 25<sup>th</sup> October 2021 at 7pm**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

### Membership:

<b>Cllr Cooper (Broadway)</b>	<b>Cllr Keeble (West)</b>
<b>Cllr Davis (East) Chairman</b>	<b>Cllr Macdonald (East)</b>
<b>Cllr Fraser (West)</b>	<b>Cllr Macfarlane (West) Vice Chairman</b>
<b>Cllr Fryer (Broadway)</b>	<b>Len Turner (Advisor)</b>

Copied to all other members for information.

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

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

Yours sincerely



**Tom Dommett Cilca**  
**Deputy Town Clerk**

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 28<sup>th</sup> June 2021; 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 28<sup>th</sup> June 2021.
4. **Chairman's Announcements**  
To note any announcements made by the Chair.
5. **Questions**  
To receive questions from members of the committee submitted in advance.

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

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

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

7. **Reports from Unitary Authority Members**  
To note reports provided which are relevant to this committee.
8. **Tynings Allotments**  
Members to notes minutes of the meetings held on 22nd June 2021, 3rd August 2021 and 31<sup>st</sup> August 2021
9. **Community Area Transport Group (CATG)**  
To note the Minutes of the Warminster CATG meetings are Wednesday 21<sup>st</sup> July 2021. (attached). Future meetings are Wednesday 27<sup>th</sup> October 2021 and Wednesday 19<sup>th</sup> January 2022, all starting at 10am, currently online via Teams.
10. **New Highway Issues**  
**10.1 West Street**  
A member of the public has requested consideration of double yellow lines in West Street. **(Highway Improvement Request Form attached)**

**Members to resolve whether to support the Highways Improvement Request Form**

**10.2 Haygrove Road**

A resident has submitted a request for double yellow lines to prevent people parking right up to the junction of Haygrove Road, leading onto Victoria Road, Warminster, meaning vehicles are on the wrong side of the road to turn out. **(Highway improvement Request Form attached)**

**Members to resolve whether to support the Highways Improvement Request Form**

**10.3 Luxfield Road onto Victoria Road**

A resident has requested double yellow lines on Victoria Road because of the visibility obstruction encountered by vehicles pulling out of Luxfield Road onto Victoria Road, **(photo attached)**

**Members to resolve whether to support a Highways Improvement Request Form**

**10.4 Alcock Crest**

Cllr Syme has requested consideration of double yellow lines at Alcock Crest. **(see attached)**

**Members to resolve whether to support a Highways Improvement Request Form**

**10.5 Speeding Traffic Thornhill Road**

A resident has written to the Town Council to complain about speeding traffic in Thornhill Road. **(attached)**

**Members to resolve what action to take**

**10.6 Speed Limit Imber Road**

A member of the public has requested additional 30mph speed limit signs between the mini roundabout at the end of Copheap and the Warminster Garrison Camp further along Imber Road. **(see attached)**

**Members to resolve what action to take**

**10.7 The Close**

Cllr Fryer noted the serious accident recently when a driver went the wrong way up the Close, and would like the Committee to consider the signage to the Close from High Street.

**Members to resolve what action to take**

**10.8 Copheap Lane**

A resident has contacted the council to raise concerns of road safety on Copheap Lane. Particularly speeding traffic and risk to pedestrians attempting to cross Copheap Lane. **(see attached)**

**Members to resolve what action to take**

### **10.9 King Street.**

Cllr Syme has received a request for measures to stop King Street from being used as a short cut between Fore Street and South Street. **(attached)**

**Members to resolve what action to take.**

### **11. North Row**

A member of the public has requested double yellow lines being placed in the 'circle' by the entrance to North Row and consideration of a 10-mph zone at North Row. Members resolved that they would write to the North Row residents to gain a consensus view of the issues before a decision is made. (Minute TD/21/018.3 Refers). Around 40 properties were leafleted and 12 replied were received. **(see report attached)**

**Members to resolve what action to take**

### **12. Regal Court**

A member of the public concerned about traffic speeding in Weymouth Street has asked for consideration of a pedestrian crossing to be installed where the traffic island by Regal Court. Members resolved that they would write to the Regal Court residents to gain a consensus view of the issues before a decision is made (Minute TD/21/018.4 refers)

Officers contacted Regal Court and were invited to a meeting to discuss the issues with residents. 20 residents attended. **(see report attached)**

**Members to resolve what action to take**

### **13. Flood and Emergency Plan Working Group**

The Flood and Emergency Plan Working Group has held meetings with the Environment Agency and officers from Wiltshire Council to assist in the updating of the Flood Plan.

The Flood Plan has been thoroughly revised. (attached). This is a working document and will be reviewed and amended on an ongoing basis.

**Members are asked to approve the new Flood Plan**

### **14. South West Operational Flood Working Group**

**To note** any updates from Cllr Fraser.

### **15. Closed-Circuit Television (CCTV) Sub-Committee**

**To note the minutes of the meetings held on Tuesday 13th July 2021 (see attached)**

The review of CCTV by Instrom has commenced and a consultant's report is expected by the end of October. This will be followed by a extra-ordinary meeting of the CCTV sub-committee to consider the report and recommend a way forward.

### **16. Town Litter Champion**

Cllr Keeble had attended a litter pick with a dozen students from Warminster School. Students have chosen to litter pick as part of Warminster School's community engagement programme. Three litter picks have taken place and a further 7 are planned before Christmas.

17. **Town Community Speedwatch Champion**

**To note** any updates from Cllr Syme.

18. **Regeneration Working Group**

Meetings have been held with Wiltshire Council and other stakeholders. Wiltshire Council are due to announce in 2022 details of how to apply for their £4 million regeneration fund – **to Note**.

19. **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](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.

**Date of next meeting: Monday 28<sup>th</sup> February 2022**

## **Tynings Allotments and Leisure Gardeners Association**

### **Minutes of Meeting**

**Date/Time.** Tuesday 22<sup>nd</sup> June 2021, at 16.00 hrs in Tynings Pavilion.

#### **Attendees.**

A Jones, R Stedman, J Ellison, J Abbott, Z Bartlett, E Castle, D Stedman.

#### **Apologies.**

P Andrews, R Lush.

#### **Minutes of Last Meeting.**

The minutes of the last meeting were accepted as a true record.

#### **Matters Arising.**

There were no matters arising.

#### **Item 1. Plot Managers Report.**

Several taps had developed faults and had to be replaced plus there were several other water leaks requiring attention. The plot holder of plot 24 had not worked on his plot for some time and Robin S was requested to send him a letter asking for immediate improvement or his tenancy would be terminated. An inspection of all the plots would be carried out sometime during July.

#### **Item 2. Treasurers Report.**

The financial statement had been distributed at the last meeting and comments were requested on its content, it was generally agreed it was a true assessment of the previous years' events.

Income for the last period from 13<sup>th</sup> April was £703.00 this consisted of £683.00 from the plant sale, £4.00 for associated member subscription plus £16.00 from sundry sales.

Expenditure for the same period was £1,643.54, this covered the following items, for the installation of the benches £699.98 (sharp sand £60.00, £310.00 paving slabs, £280.00 new bench, £34.99 grout and £14.99 fixing brackets to secure benches to the slabs). For cleaning of the Pavilion £240.00. plumbing repairs

including a new WC for the male toilet £189.36, SSE invoice £397.55, Muck Munchers septic tank treatment £39.90 and Defibrillator pads £54.00.

The balance in the Community Account was £13,102.37 including cash in hand.

The balance in the Business Account was £12,990.66.

### **Item 3. Update on the Plant Sale.**

This item was just to thank all the helpers and contributors before and on the day who raised £683.00, the largest amount we have ever raised at this type of event.

### **Item 4. Use of Disabled Plots.**

The Chairperson has had several people/groups who have expressed an interest in using the raised beds, (the disabled plots were installed as a requirement of our planning application for permission to build the Pavilion and must be offered to disabled groups who express an interest). The beds are currently used by a plot holder who has two other normal plots. It is believed the plot holder was offered use of them as no other interest was shown at the time. Robin S will write to the plot holder asking for one bed to be released at once but warning them that the others may have to be released soon.

### **Item 5. Opening of Pavilion and Toilets.**

It was agreed the toilets would be opened from 09.00 until 18.30 hrs during the summer months, Ann J and Dianne S would carry out the opening and closing between them. The Pavilion would also be open during these hours but not advertised so that access to the defibrillator could be maintained.

### **Item 6. Warminster Town Council Grants.**

The closing date for the application for grants was 21<sup>st</sup> June and therefore could not be discussed at the meeting. Robin S had spoken with Ann J, and they had agreed to ask for a grant to buy replacement covers for the marquee (£499.99) and for new up to date entrance signs for both entrances (£324.00). Robin has sent in the required paperwork. The applications will be discussed at the Council's Assets and Finance meeting to be held on July 5<sup>th</sup>.

**A.O.B.**

Ann J asked Robin S to write to Rosie regarding the possibility of using one of the raised beds soon.

Ann J told everyone to remind all plot holders not to remove any items from the open shed unless they were given permission by a committee member. It was hoped the sheds and rear of the Pavilion would be cleared and tidied soon.

Zoe B reported she had had several plot holders report their concerns about the state of chickens being kept near her plot especially the welfare of the hens and cleanliness of the run. Robin S will write to the plot holders concerned.

**Date of next meeting.**

The next meeting will be held on Tuesday August 3<sup>rd</sup>, 2021 in Tynings Pavilion starting at 16.00 hrs.

The meeting closed at 17.00 hrs.



## **Tynings Allotments and Leisure Gardeners Association**

### **Minutes of Meeting**

**Date/Time.** Tuesday 3<sup>rd</sup> August 2021 at 16.00hrs in Tynings Pavilion.

#### **Attendees.**

A. Jones, R. Stedman, J. Ellison, J. Abbott, P. Andrews, E. Castle, R. Lush, D. Stedman.

#### **Apologies.**

Z. Bartlett.

#### **Minutes of the Last Meeting.**

The minutes of the last meeting were accepted as a true record.

#### **Matters arising.**

There are no matters arising.

#### **Item 1. Plot Managers Report.**

There was little to report apart from plot 24 has been re-let and plot 15 has been re-measured due to it having gained some land from other vacated plots. The new area was 171.5 square metres, this area will be charged from the new financial year. No more people are to be accepted on the waiting list. This decision to be reviewed in September in the new plot year.

#### **Item2. Treasurers Report.**

This report covers all transactions from 22<sup>nd</sup>. June 2021.

Income was £70.00 and consisted of the sale of an unwanted door (£50.00) and umbrella (£20.00).

Expenditure was £1,492.59 consisting of cleaning (£80.00), SSE bill (£252.85), hand towels (£15.49), NASLG (£501.00), skip (£210.00), stationary (£78.51), sharp sand (£20.00), bolts to secure bench (£10.74), entrance signs made by Mirage Signs (£324.00) paid from Town Grant.

Cash in Community Account £11,679.78 (including cash in hand)

Balance in Business Account £12,990.66.

### **Item 3. Date of A.G.M.**

Following discussion, it was agreed the A.G.M. will be held in the Pavilion on 30<sup>th</sup> September 2021 starting at 7.00 pm. Pat Andrews and Erica Castle both gave their apologies as they will not be available on that date, both said they were prepared to stand for election to the new committee.

### **Item 4. Plot Holders wandering around the site in the late evening.**

Ann Jones said she had been made aware by plot holders reporting some plot holders were wandering around other peoples' plots. Due to the recent spate of thefts from plots the plot holders were concerned they may be checking for produce to steal. It was agreed we could not stop plot holders from looking around the site, but everyone will be urged to be vigilant and report all suspicious activity.

### **Item 5. Opening of the Pavilion.**

The Pavilion will be open from 09.00 until 18.30 hrs during the summertime. Opening hours will be reviewed in the autumn.

### **Item 6. Warminster Town Grant.**

The Allotment Association were awarded £823.99 by the Town Council to pay for the entrance signs and new covers for the marquee.

### **Correspondence.**

Received from Warminster Town Council re. grant, Gala Tent quote for marquee covers.

To and from Mr & Mrs Mulholland re. use of the disabled plots, T & S Meecham welfare of chickens.

To Steven Priestly Dean, Mrs Miles, Alison Knox, James Morrison re. condition of plots

### **A.O.B.**

Ann J asked the Committee if they could consider helping a little more to carry out tasks around the site without having to be pressganged. She suggested

anyone could tidy up and weed around the communal areas and Pavilion if they thought it was required without being asked. she said Robin S appeared to be the only person carrying out most of the manual work. R Lush said he will help if asked.

Jim E asked when the bingo will be re-started, and it was agreed it could restart in October after the A.G.M.

Erica C suggested the Committee could hold a Bar-B- Que for plot holders in September before the weather cooled down.

**Date of Next Meeting.**

The next meeting will be in the Pavilion on Tuesday 31st. August at 16.00 hrs

**Post meeting note time changed to 19.00 hrs.**

The meeting closed at 17.10 hrs.

## **Tynings Allotments and Leisure Gardeners Association**

### **Minutes of Meeting**

**Date/Time.** Tuesday 31<sup>st</sup> August 2021 at 19.00hrs in Tynings Pavilion.

#### **Attendees.**

A. Jones, R. Stedman, J. Ellison, P. Andrews, Z. Bartlett, D. Stedman.

#### **Apologies.**

E. Castle, R. Lush, J. Abbott.

#### **Minutes of the Last Meeting.**

The minutes of the last meeting were accepted as a true record.

#### **Matters Arising.**

There were no matters arising.

#### **Item 1. Plot Managers Report.**

There was little to report this month, plot 24 has been relet and the new plot holder is working to bring it back into cultivation.

#### **Item 2. Treasurers Report.**

Income for this period is zero but the plot invoices have been put out for collection so as these are paid the income will rise significantly.

Expenditure £225.84. mostly spent on building materials to lay the kerbing between the main car park and lawn, £115.00. Cleaning, £80.00. Postage stamps, £15.84. Wheel Clamp, £15.00.

Balance in Community Account £11,453.94 including cash in hand.

Balance in Business Account £12,990.98 includes £0.32 interest.

#### **Item 3. Confirmation of committee members seeking re-election.**

The following existing committee members agreed to seek re-election, Ann Jones (chair), Robin Stedman (secretary), Jim Ellison (plot manager), Zoe Bartlett,

Pat Andrews. Dianne Stedman said she was undecided and would decide at a later date.

**Item 4. Items for inclusion on the A.G.M. agenda.**

Jim Ellison proposed an increase of 5p per square metre on the plot rent the increase to be imposed on rents from 31<sup>st</sup> September 2022 (The last increase on the rents was 2013).

**Item 5. Plot rents.**

Ann Jones said due to our reduced income during the pandemic, new plot holders must pay the full rent from the day they took over the plot. Discounts or free periods for untidy plots are not permitted.

**A.O.B.**

It was agreed to invite Stuart Legg to the A.G.M. as his views on the running and finance of the allotments will be of interest to all.

Jim E suggested Roland L may be finding cutting the grass an onerous task, he suggested he may wish to give it up.

Ann J said Chris Taylor had contacted her regarding his plot overgrowing the footpath. He was told not to worry too much, but as the Town Council had contacted the Secretary in writing we needed to formally write to him to maintain the paper trail. He will cut off the growth growing through the fence as soon as possible.

**Date and Time of Next Meeting.**

The next meeting will be held at the Pavilion on 28<sup>th</sup> September at 19.00hrs.

The meeting closed at 19.50hrs.

## WARMINSTER COMMUNITY AREA TRANSPORT GROUP ACTION TRACKER/ NOTES LOG

### 21<sup>st</sup> July 2021 Meeting (Microsoft Teams) – Minutes

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
1.	<b>Attendees, Apologies &amp; Introductions</b>				
	<b>Present</b>	Cllr Andrew Davis (Chair), Cllr Bill Parks (WC), Cllr Tony Jackson (WC), Kate Davey (WC), Denise Nott (WC), Graeme Morrison (WC), Maria Ironside (ULPC), Simon Wager (MBPC), Philip Holihead (Chapmanslade PC), Len Turner (Co-op member Warminster Community Partnership), Tom Dommett (WTC), Vanessa Sturmeay, (HI&KPC), Cllr Paul Macdonald (WTC), Virginia (Chitterne PC), Mike Perry (Bishopstrow)			
	<b>Apologies</b>	Cllr Pip Ridout (WC), Spencer Drinkwater (WC), Martin Gospill Brown (MBPC), David Ball (Corsley PC)			
2.	<b>Notes of the last meeting (24<sup>th</sup> February 2021)</b>				
		The minutes of the previous meeting held on the 24 <sup>th</sup> February 2021 were accepted and agreed.	Noted and agreed.		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
3.	Finance				
		<u>Financial position at July 2021</u>  (a) 2021-22 allocation = £14,905.00 (previous years £15,226.00) (b) 2020-21 underspend = £11,668.53 (c) 2021 -22 3 <sup>rd</sup> party Contributions £4,112.50 (d) Total Budget for 2021-22 = £28,948.53 (a+b+c) (e) Scheme commitments 2021/22 = £16,450.00 (f) Current Balance = <b>£12,498.53</b> (d-e)  Refer to attached finance sheet.	Noted and agreed.		
4.	Update on top 5 Priority Schemes				
CATG agreed that once work orders have been placed for Priority One schemes a full entry is not required on Action Tracker:  • A summary will be retained • The entry will be “greyed out” to indicate that it is in progress and no further discussion is required at the CATG meeting unless otherwise indicated. • MR will provide updates in advance of meetings • The item will be removed once the scheme has been implemented.					
4.1	<b>6661</b> Codford High Street. Signs to Lyons Seafood	<b>18/06/20</b> Sign proposals to be submitted to HE for approval and agreement.  <b>12/11/20</b> Awaiting response from HE. MR to resubmit proposal.  <b>24/02/21</b> KD chased contact at HE for a response via email 10/2/21, awaiting response.	<b><u>DISCUSSION</u></b> Still no formal response from HE. Chitterne PC suggested contacting Lyon seafood directly to pursue this issue.  <b><u>ACTION</u></b> Email Codford to enquiry whether this is still an issue.	1.	KD

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		KD chased contact at HE for a response via email on 29/06/21, awaiting response.	Move to priority 2 issue.		KD
4.2	<b>17-20-7</b> (03/02/20) High Street, Maiden Bradley.	<p><b>18/06/20</b> SDR undertaken at two locations on high Street Feb 20.  Site 1 <b>West</b> - Mean = 24mph.  85<sup>th</sup> percentile – 31mph.  Site 2 – <b>East</b> – Mean speed 32mph.  85<sup>th</sup> percentile – 39mph.  Count at site 2 to be repeated to confirm and rule out device error. Current speed at eastern end would rule out provision of both a 20mph limit and on-carriageway footway.  <b>13/08/20</b> Repeat SDR to be undertaken in early September when schools return. MR to speak to Simon Wagner to agree way forward once results are known.  <b>12/11/20</b> Updated SDR count for High Street 17/10/20 - 16/10/20  Site 1 <b>West</b> - Mean = 20mph.  85<sup>th</sup> percentile – 24mph.  Site 2 – <b>East</b> - Mean speed 29mph.  85<sup>th</sup> percentile – 36mph.</p> <p>Site meeting has taken place with PC Virtual footway no longer supported however a 20mph limit on High St / Back Lane/ Kingston Lane is requested. Consideration of new signs / gates on B3092 (southbound) Estimated cost, Speed Limit - £4000, gates/ signs £3000.  <b>Agreed</b> – Allocate £7000, PC 25% of cost.</p> <p><b>24/2/21</b> Site visit undertaken by KD. Traffic survey sites for Back Lane and Kingston Lane</p>	<p><b>DISCUSSION</b>  Comments on Somerset estate making land available to accommodate the gates. Request for signs to be added to the gates. Comments on the brown tourism signs currently in place for the village.</p> <p><b>ACTION</b>  Further discussion on the details of this proposal to be undertaken with Cllr Bill Parks, Kate Davey and Simon Wager (MBPC).</p> <p>Request time scales for the schemes implementation and inform to MBPC.</p>	1.	<p>KD/BP/ SW</p> <p>KD</p>



	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		<p>located. Assessment to be progressed once lockdown restrictions are eased. Chased update on landowner's hedge removal for B3092 11/02/21.</p> <p><b>B3092 village gates – resource has been allocated and design work is underway.</b></p> <p><b>20mph speed limit assessment – surveys to be carried out over the summer with report recommendations anticipated in the autumn. There is a backlog due to Covid-19 restrictions.</b></p>			
4.3	<p><b>17-20-9</b> (21/07/20)</p> <p>A362 Corsley Heath</p>	<p>Request by Corsley PC for 40mph speed limit to be re-assessed with a view to implementing a 30mph limit. <a href="https://www.google.co.uk/maps">https://www.google.co.uk/maps</a></p> <p><b>13/08/20</b> Members agree to move to priority 1 and allocate £2500.</p> <p><b>12/11/20</b> Order to be issued. Speed limit assessment to take place early Jan 21. Delay due to social distancing restrictions.</p> <p><b>24/02/21</b> Further delay due to latest national lockdown for Covid-19. This assessment will be completed once restrictions are eased.</p> <p><b>Atkins will complete the assessment once Covid-19 restrictions are fully lifted to allow the journey times analysis to take place.</b></p>	<p><b><u>DISCUSSION</u></b></p> <p>Comments on the planning conditions relating to speed limits for the housing development in this area.</p> <p><b><u>ACTION</u></b></p> <p>Check with Development Control if there are any planning conditions relating to speed limits and if so, what is the extent.</p>	1.	KD

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
4.4	<b>17-20-10</b> (16/7/20)  Sand Street, Longbridge Deverill	<p>Vehicles are mounting the pavement, damaging the pavements, causing stones to hit windows, vehicles reversing and hitting property number 83. Highways were called to an incident in early June, whereby a van had reversed and hit the corner of property 83, causing damage.</p> <p><b>13/08/20</b> MR to look at bollard options and report back to group.</p> <p><b>12/11/20</b> Discussions taking place with PC. Estimate of 8 no. pole cones. Length to be covered to be agreed. Estimated cost £2500.</p> <p><b>Agreed</b> - Allocate £2500 in 2021/22 financial year.</p> <p><b>The works order has been placed with the contractor and implementation is imminent.</b></p>	<p><b><u>DISCUSSION</u></b></p> <p>The works have been ordered and implementation is imminent. Leave on the agenda until the works are complete and invoiced.</p>	1.	
4.5	<b>17-20-17</b> (03/11/20) High Street Warminster	<p>The owner of S L Corden &amp; Sons requests that the Bollards outside the Café Journal are extended up to the entrance to North Row to prevent delivery vans from driving onto the pavement to park. These vans are not only delivering to S L Corden's shop but to other premises in the area and on three occasions S L Corden's blinds have been hit causing the arms to be bent and damage that on one occasion was so bad that it resulted in having to replace a whole blind. The owner of S L Corden's concludes that it is only a matter of time before that happens again and they also cause damage to the pavement.</p> <p><a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></p> <p><b>12/11/20</b> Manchester style Bollards currently used on High street. Existing spacing between bollards approximately 5.0 – 6.0m. Approximately 2/3 no. bollards required.</p>	<p><b><u>ACTION</u></b></p> <p>Works completed on site this week. Invoice then remove and close</p>	1.	KD

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		<p>Estimated cost per bollard £150.00. Traffic Management (lane closure) = £650.00. Total £950.00.</p> <p><b>Agreed</b> - Allocate £950.00 (CATG £712.50, WTC £237.50)</p> <p><b>24/02/21</b> Works pack to be issued imminently.</p> <p><b>The works order has been placed with the contractor and implementation is imminent.</b></p>			
<b>5.</b>	<b>Priority Two / Pending Schemes</b>				
5.1	<b>6146</b> Woodcock Road	<p><b>08/06/20</b> No update to report. Item to remain on tracker as low priority 2.</p> <p><b>13/08/20</b> No progress to report. Further attempt to be made to encourage submission of updated school. MR to speak to Ruth Durrant (school travel plan advisor).</p> <p><b>12/11/20</b> MR has spoken to Ruth Durrant. Updated travel plans imminent. To be progressed under TAOSJ.</p> <p><b>24/2/21</b> Leave on agenda for now and monitor.</p>	<p><b><u>DISCUSSION</u></b> Kingdown School do not have an up to date travel plan. Cllr Jackson commented on parking on north side and carriageway breaking up. Cllr Parks confirmed there has never been an arrangement agreed to dedicate the land of the unofficial layby as highway.</p> <p>DN confirmed status of verge is not public highway to maintain so there is not much highways can do to improve the site.</p> <p>Leave on agenda and monitor for now.</p>	2	
5.2	<b>17-19-2</b> (23/09/19) A36 / B390 Chitterne	<p>Heytesbury PC request measures to improve safety at the junction of A36 / B390 Knook</p> <p><b>18/06/20</b> MR has liaised with HE re. possible future work programmes and awaiting a response.</p> <p><b>12/11/20</b> No update to report. MR to continue to chase Highways England. Traffic Engineer to</p>	<p><b><u>DISCUSSION</u></b> Chitterne PC request the wider traffic issues are investigated and are concerned about any action which might increase traffic. Heytesbury PC commented on grass verge being the main issue as overgrown and causing visibility issues.</p> <p>DN confirmed visibility splay is on A36</p>	2.	

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		<p>look at road markings to examine why vehicles are queuing side by side at junction onto A36.</p> <p><b>24/2/21</b> Martin Rose confirmed he has previously asked contact at Highways England for information on future schemes in this area with no response. Denise Nott confirmed grass cutting south of junction is partly WC partly HE responsibility. Denise agreed to chase HE at appropriate time to maintain area sufficiently.</p>	<p>therefore HE responsibility. Denise will check if our area needs cutting. HE confirmed they will inspect their area.</p> <p><b><u>ACTION</u></b> Check if Wiltshire Council maintained area requires further cutting and action.</p> <p>Meet on site to discuss options.</p>		<p>DN</p> <p>BP/KD</p>
5.3	<b>17-20-6</b> B390 Chitterne	<p>Volume of traffic in general using the B390 as a rat run to avoid the A303/A36, particularly the tour buses/coaches travelling from Stonehenge to Bath and vice a versa.</p> <p>Request for Coach Ban on B390 with exemption for local buses. This is on ongoing issue with residents, in places there are no pavements and the road narrows, therefore making it difficult for resident to safely walk in their own village.</p> <p><b>18/06/20</b> MR to investigate further and report to next CATG. Coach survey on B390 likely to be required to establish numbers.</p> <p><b>13/08/20</b> 1-week coach survey estimated cost £1350. Members agreed that a survey was unlikely to achieve meaningful data at present time due to Covid-19 and would be better considered next Spring (2021) Virginia Neal expressed ongoing concerns relating to B390, traffic volumes, speed etc and asked for joined up approach to look at these issues, particularly in light of planned improvements to the A303.</p>	<p><b><u>DISCUSSION</u></b> Chitterne PC confirmed they wish to wait a while longer for tourism to increase again before carrying out a coach survey. Discuss again at the next meeting.</p>	<b>2.</b>	

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		<p><b>12/11/20</b> No update to report. Issue remains on hold. To be reviewed post Covid-19.</p> <p><b>24/2/21</b> Leave on agenda for now and review post Covid-19.</p>			
5.4	<p><b>17-20-8</b> (08/06/20)</p> <p>C10 Sutton Veny High Street</p>	<p>Traffic safety issues in High Street where there is reduced visibility due to parked vehicles and no pavement. Request for 20mph limit.  <a href="https://www.google.co.uk/maps">https://www.google.co.uk/maps</a></p> <p><b>13/08/20</b> Metro counts required to establish speed data through village. MR to arrange and report back to group.</p> <p><b>12/11/20</b> Request for metro-counts placed and 5 no locations agreed. Please note there is currently a backlog of requests 6-9 months.</p> <p><b>24/02/21</b> Traffic surveys pending. They will be commissioned once the Covid-19 national lockdown has been lifted.</p> <p><b>As restrictions are easing traffic surveys are now progressing however there is a backlog. Surveys will be carried out as soon as possible.</b></p>	<p><b><u>DISCUSSION</u></b>  Cllr Jackson provided an observation that cars parking in village act as a natural traffic calming feature. Cllr Parks confirmed the survey is being undertaken now.</p> <p>No representative from Sutton Veny attended the meeting.</p> <p><b><u>ACTION</u></b>  Review traffic survey data and discuss the option of a 20mph speed limit assessment at the next meeting.</p>	<b>2.</b>	
5.5	<p><b>17-20-11</b>(24/07/20)</p> <p>Victoria Road, Warminster</p>	<p>Request to extend the pavement from its end in Victoria Road to Bugley Cottages, Victoria Road. WTC Members debated this issue and understood the residents' concerns and felt that this route would only get busier going forward when the Western Urban extension is completed. This would be a very expensive project and its integration with</p>	<p><b><u>DISCUSSION</u></b>  Cllr Jackson commented the footway and cycleway should extend out to the bypass rather than just within the extent of the housing development.</p> <p>Cllr Parks confirmed discussions on</p>	<b>2</b>	

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		<p>forthcoming development was crucial.  <a href="https://www.google.co.uk/maps">https://www.google.co.uk/maps</a></p> <p><b>13/08/20</b> Members agreed this issue needs to be considered as part of West Urban Development. MR to speak to Development Control re. possible section 106 monies.</p> <p><b>12/11/20</b> The following response received from Kenny Green in Planning:</p> <p><i>“Applications 15/01800/OUT and 17/01463/FUL are still pending as the legal agreements have been very complex affairs”</i></p> <p><i>“Both committee reports set out the developer contributions that the drafted s106 will secure which extends to various off-site highway works. Warminster TC will also receive CIL monies”</i></p> <p><b>24/2/21</b> Cllr Jackson commented on the request not only for a footway but also a need for a cycleway. Recommends this should be included in the Section 106 agreement. Leave on agenda for now and monitor.</p>	<p>linking the route which would result in no action being required along Victoria Road.</p> <p>Leave on agenda and monitor.</p>		
5.6	<b>17-20-15</b> (03/11/20) Portway Warminster	<p>Several members of the public who use wheelchairs/mobility scooters are experiencing difficulties crossing Portway at the exit of Bartholomew Lane/path at the crossing refuge point. Owing to the parked cars and the low-level visibility from a wheelchair/mobility scooter they are unable to see cars coming from the right.  <a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></p>	<p><b><u>DISCUSSION</u></b></p> <p>Planning application has been submitted. Cllr Macdonald commented on developer contribution towards formal crossing in that area. Cllr Davis concerned about losing parking for Portway residents. Cllr Parks commented the planning permission is seeking full travel plan and requirement</p>	<b>2</b>	

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		<p><b>12/11/20</b> Visibility reduced for pedestrian crossing Portway (east to west) using the refuge island due to presence of parked vehicles. Pedestrian count / assessment required before formal crossing can be considered. (Count cost £1000)</p> <p>Potential for possible Section 106 funding or substantive bid in 2021/22.</p> <p><b>24/2/21</b> Cllr Davis expressed concerns over the possible loss of 12 parking spaces along Portway due to development. Martin Rose explained this might be due to the full visibility splay required in the design of the access. Cllr Davis confirmed this application has been called in. Leave on agenda for now and monitor.</p>	<p>for a formal crossing. Group agreed to wait and see outcome of planning.</p> <p>Leave on agenda and monitor.</p>		
5.7	<b>17-20-16</b> (03/11/20) Pound Street Warminster	<p>A resident has requested that something is put in place to stop larger vehicles accessing Pound Street from West Parade. They are happy to have bollards put on corners of the external wall as a deterrent and to protect their wall  <a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></p> <p><b>12/11/20</b> Signs erected in 2019 to direct HGV traffic along West Parade but evidence of these being ignored. New larger HGV sign could be provided.</p> <p>Bell bollards cannot be considered to protect wall of No. 87 Pound Street as likely to have been constructed without permission on public highway. Engineer to look at options/cost and report back to group.</p>	<p><b>DISCUSSION</b></p> <p>Extensive discussion between councillors regarding the history of the wall being built on the public highway and the change in height over the years. DN confirmed a site visit had taken place with the resident informing them that this area is public highway. Comments made suggesting the resident building an evidence log of the incidents taking place at this site. Chitterne PC suggest the issue is raised directly with the factory whose delivery vehicles are causing the problem to consider solutions.</p> <p>The group take on board the residents issues and have investigated the issue</p>	<b>2</b>	

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		<p><b>24/2/21</b> Martin Rose confirmed previous typo and that a bell bollard can be installed at this location. Cllr Jackson considered if the signing and road markings are a success is there a need for the bell bollard. This could be tackled with a staggered approach if agreed.</p> <p><b>Please see attached prelim design plan at end of agenda. The cost estimate to implement this scheme is in the region of £5,000. This includes the provision of the legal TRO process to extend the waiting restrictions on West Parade.</b></p>	<p>thoroughly, however there are no solutions within the CATG budget. CATG agreed not to pursue this any further.</p> <p><b><u>ACTION</u></b> Inform requester.</p> <p>Remove and close.</p>		<p>WTC</p> <p>KD</p>
5.8	<b>17-20-18</b> (03/11/20) Smallbrook road Warminster	<p>A Temporary Traffic Management Order to close Smallbrook Road for the amphibian breeding migration for 12 weeks from 1st February 2021. A TTMO was made by Richmond Council for this purpose in Spring 2020.</p> <p>Reduce Smallbrook Road speed limit to 20mph between Turnpike Cottage and the junction with Southleigh View.</p> <p>Add speed bumps to the double-blind corner on Smallbrook Road and on the straight section between Turnpike Cottage and the Calves Mead Sewage station. <a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></p> <p><b>12/11/20</b></p> <ol style="list-style-type: none"> <li>1. A TTMO could be considered on Smallbrook Road for the Amphibian breeding season. However signs alone are unlikely to be an effective deterrent and some form of removable barrier or gate would be required. Legal access to the pumping station would still be necessary.</li> <li>2. A 30mph restriction has been implemented</li> </ol>	<p><b><u>DISCUSSION</u></b></p> <p>Cllr Davis commented the recently installed 30mph speed limit is still in its infancy. Cllr Macdonald commented speed limit cannot be enforced as police resources limited. Suggests closing road except for access. This is a new option which Warminster Town development committee need to discuss.</p> <p>Cllr Jackson commented there are many residents and businesses a closure would affect and doesn't support this option. Suggested CSW with resources from the nature reserve could help the situation.</p> <p>Cllr Parks supports Cllr Jacksons comments and any proposal of this nature would require extensive pre-consultation.</p>	<b>2</b>	



	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		<p>in 2020. A further reduction would require another assessment to be undertaken.</p> <p>3. The provision of vertical features on the highway are governed by the Road Hump Regulations 1999. The regulations prohibit the provision of road humps where a system of street lighting is not present.</p> <p>The group did not support of the temporary closure request. They were more sympathetic to the request for a 20mph limit and recognised the local importance as walking and cycling route. It will therefore add the site to its 'pending' schemes requiring further investigation and assessment. Possible inclusion in 2021/22 financial year. The CATG did not support the request for road humps for the reasons outlined in point 3. Above.</p> <p><b>24/2/21</b> Group discussed and agreed previous notes not to support TTMO or speed bumps for reasons outlined at last meeting. Group also discussed whether a 20mph speed limit assessment at the cost of £2500 would be beneficial and add value. Cllr Jackson considers it to be too costly and unenforceable and so does not support it. Sue Fraser added that there is a degree of speeding already but would a 20mph also be ignored. WTC to request traffic surveys once Covid-19 lockdown restrictions are eased to determine current speeds.</p>	<p>Maiden Bradley and Chapmanslade PC both agree that CSW is effective.</p> <p>Leave on agenda and monitor.</p>		
5.9	<b>17-20-19</b> (11/12/20) New Road, Codford	New Road – from the village shop to the junction of Green Lane is a popular pedestrian route. It is	<b><u>DISCUSSION</u></b> No representative from Codford PC	<b>2</b>	

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		<p>also a very busy road with high volumes of traffic but has no footway on either side for pedestrians. Request for white line along one side of the road to give pedestrians safe right of way.</p> <p><b>24/2/21</b> This issue was not discussed as there was no representative from Codford PC in attendance. Defer to next meeting and request Codford PC attend to discuss issue.</p> <p>KD email to request site meeting sent to Codford PC on 29/6/21. Awaiting response.</p>	<p>present at the meeting and no response received from attempts to contact them by KD.</p> <p>Leave on agenda for representative to attend future meeting.</p>		
5.10	<b>17-21-1</b> (22/01/21) Spur Road off Cherry Orchard, Codford	<p>Concerns over a footpath being used as a short cut to the primary school which meets the spur road opposite Wyllye Coyotes. Vehicles use this cul de sac to turn around at school drop off time, young children also use it to ride their bikes and scooters to school. Drivers do not realise there is a footpath as it is not signposted and masked by fencing from adjacent house. Since the school had automatic gates installed cars can no longer use car park to turn around so this problem is getting worse.</p> <p>Request for warning signs on the verge to emphasise to vehicles that children are using the footpath and crossing this road.</p> <p><b>24/2/21</b> This issue was not discussed as there was no representative from Codford PC in attendance. Defer to next meeting and request Codford PC attend to discuss issue.</p> <p>KD email to request site meeting sent to Codford PC on 29/6/21. Awaiting response.</p>	<p><b><u>DISCUSSION</u></b></p> <p>No representative from Codford PC present at the meeting and no response received from attempts to contact them by KD.</p> <p>Leave on agenda for representative to attend future meeting.</p>	<b>2</b>	

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
5.11	<b>17-21-2</b> (22/01/21) Junction off High Street to Cherry Orchard, Codford	<p>Ongoing parking issues and traffic into Cherry Orchard because of access to the school and doctor's surgery. Parish Council now allow use of village hall car park for visitors.</p> <p>Request for direction signs on verge at the junction to direct traffic into village hall car park.</p> <p><b>24/2/21</b> This issue was not discussed as there was no representative from Codford PC in attendance. Defer to next meeting and request Codford PC attend to discuss issue.</p> <p>KD email to request site meeting sent to Codford PC on 29/6/21. Awaiting response.</p>	<p><b><u>DISCUSSION</u></b></p> <p>No representative from Codford PC present at the meeting and no response received from attempts to contact them by KD.</p> <p>Leave on agenda for representative to attend future meeting.</p>	<b>2</b>	
5.12	<b>17-21-3</b> (08/02/21) Park Lane, Heytesbury	<p>There are two 30 mph speed limit signs at either end of Park Lane and the chicane at Riverbank, Mill Farm and Heytesbury Mill experiences a lot of traffic and walkers. The Parish Council would like to establish whether safety signs could be installed to warn car drivers. This area is often used as a diversion when accidents occur on the A36 and many vehicles are not aware of the tight bend or that larger vehicles struggle to get through.</p> <p>Site meeting due to take place on 15/7/21 with KD and Heytesbury PC.</p>	<p><b><u>ACTION</u></b></p> <p>Designs and cost estimate with Heytesbury PC to review at their next meeting.</p>	<b>2</b>	HI&KPC
5.13	<b>17-21-4</b> (12/02/21) Heytesbury village	<p>The village of Heytesbury has many young families using buggies and the elderly population using buggies finding it difficult to navigate hard footpaths to get to local facilities and the school. Some work has been done in dealing with overhanging hedges, but the Parish Council would like to know if there is the possibility of a review in</p>	<p><b><u>ACTION</u></b></p> <p>Design and cost estimate with Heytesbury PC to review at their next meeting.</p>	<b>2</b>	HI&KPC

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		<p>the village generally with advice on what might be possible to make transfer routes easier.</p> <p>Site meeting due to take place on 15/7/21 with KD and Heytesbury PC.</p>			
6	<b>New Requests submitted since last meeting</b>				
6.1	<b>17-21-5</b> (12/2/21) Warminster, Chapel Street	<p>A resident has contacted the town council to complain about the large vans, lorries, and even a car transporter, using Chapel Street. Large vehicles find they cannot turn at the bottom of the road and have to get residents to move their vehicles. Chapel Street is a narrow, one-way road with no footpath.</p> <p>Another resident (who lives nearby) reports having to reverse a big stone carrying lorry back up the road and an articulated lorry 3 weeks previously – both were going to the St Andrews road development and following sat navs.</p> <p>To be discussed at the meeting.</p>	<p><b><u>DISCUSSION</u></b> Cllr Parks commented the issue is with parking on the double yellow lines and has spoken with parking services about refreshing the lines and carrying out enforcement.</p> <p><b><u>ACTION</u></b> Chase parking services for an update</p>		KD
6.2	<b>17-21-6</b> (5/3/21) Warminster Upper Marsh Road	Request for waiting restrictions. This type of request should be sent directly to the Network Management team for assessment when the next review is carried out in Warminster. KD has forwarded the request accordingly.	<p><b><u>ACTION</u></b> Being dealt with directly through Network Management waiting restrictions review. Remove and close.</p>		KD
6.3	<b>17-21-7</b> (5/3/21) Warminster, Boreham Road	Request for H bar marking outside No. 70. This issue is being dealt with and the marking will be ordered with the next batch of Ad-hoc road markings and implemented in due course. £150 to fund the work to be discussed at the meeting.	<p><b><u>ACTION</u></b> Work to be ordered with next batch of adhoc road markings. Remove and close.</p> <p>Provide KD with contact details for payment.</p>		<p>KD</p> <p>AD</p>

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
6.4	<b>17-21-8</b> (5/3/21) Warminster, Damask Way	Residents have raised concerns about the lack of give way markings as you enter the main section of Damask Way. Concerns relate to traffic turning right out into oncoming traffic. There is also an issue with a barrier set back from the carriageway as children may be at risk of running into the road.  To be discussed at the meeting.	<b><u>ACTION</u></b> Cllr Davis to review this request with Warminster town development committee. Keep on agenda for discussion outside meeting.		AD
6.5	<b>17-21-9</b> (11/3/21) Chapmanslade A3098	Concerns regarding existing street lighting between Cleyhill Gardens and Wood Lane junctions. The change in demographic due to recent developments means there will be more children using this footway early in the morning to access public transport to school.  Request for additional street lighting be affixed to BT poles numbers 6120818, at the Old Chapel and 6120807 at No 55 High St on the basis of increased footfall along poorly maintained footways which constitute a safety hazard.  To be discussed at the meeting.	<b><u>DISCUSSION</u></b> Philip Holihead highlighted concerns regarding pedestrians using the footway and the likely increase when the nearby housing development is completed. Cllr Parks supports this issue.  <b><u>ACTION</u></b> Move to top priority 1 list.  Investigate viability and costs of additional street lighting at this location.		KD  KD
6.6	<b>17-21-10</b> (21/6/21) Corsley, Sturford Lane junction with A362	This is a dangerous junction for traffic emerging onto A362. Traffic from the west is generally travelling at 50mph (at least) along a straight highway - heavy lorries using this as a runway to build up speed to get up the hill leading to Picket Post roundabout. Traffic from the east is travelling at speeds up to 50mph along the A362, through a triple bend with three junctions - Longhedge x 2 and Sturford Lane. From the Sturford Lane junction it is impossible to see oncoming vehicles hidden by two of the triple bends until the last moment, the problem is exacerbated by a bus shelter.	<b><u>DISCUSSION</u></b> Cllr Parks commented that the existing signing might not be placed in the most visible position.  <b><u>ACTION</u></b> Cllr Parks and KD to discuss this issue further before moving up to priority 1 list.		BP/KD

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		<p>Request for warning signs and road markings to highlight the junction and raise awareness for drivers to reduce their speed.</p> <p>To be discussed at the meeting.</p>			
6.7	<b>17-21-11</b> (07/07/21) Upton Lovell, Manor Road	<p>Concerns raised regarding junction approx. 200m down Manor Road from the A36 junction. There is the option to bear left towards Boyton and Corton, or bear right towards the Prince Leopold pub. There is a grass triangle. Priority is to the left down Manor Road towards Boyton etc.</p> <p>In the recent past new signage has been erected and improved white lines to show priority. This has not worked, and in fact the situation has become worse – with traffic bearing right without slowing or stopping at all. There have been many near accidents witnessed by various villagers – including ourselves. A major problem is that the dotted white lines to show Manor Road has priority are barely visible.</p> <p>See attached aerial photos to be discussed at the meeting.</p>	<p><b><u>DISCUSSION</u></b> Maria Ironside (ULPC) explained the concerns at the triangle on Manor Road as you enter the village. KD commented on a few minor improvements to signing and road markings to increase visibility of the junction. Group agree to fund and implement the suggested improvements.</p> <p><b><u>ACTION</u></b> Move to top priority 1 list and submit design / cost to PC and Chair to confirm before proceeding to implementation.</p>		KD
6.8	<b>17-21-12</b> (01/07/21) Warminster, Imber Road footway	<p>Concerns raised about the students from Kingdown School and New Close School using a very narrow footway to get to the zebra crossing. Some children walk single file but mainly they walk in the road. Each day over 800 students walk home along Woodcock Lane, past New Close School and across the Imber Road zebra crossing.</p>	<p><b><u>DISCUSSION</u></b> Cllr Davis has spoken to Kingdown School regarding updating their travel plan. Commented that this issue might be resolved by cutting back the hedge to the highway boundary to increase footway width and visibility.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		<p>The problem can be particularly seen at 3pm on Fridays.</p> <p>The hedge is often reported to Highways who do their best to lightly trim it back, however the current height obscures the view of traffic coming from the North of Imber Road for traffic exiting the junction and pedestrians moving to the Zebra crossing. There is a busy One stop and associated parking, traffic from town – much from the Avenue School, traffic from school pick up at New Close School exiting the lane, along with general traffic entering Fairfield Road from Imber Road.</p> <p>Request for footway on the east side to be widened in the vicinity of the zebra crossing. To be discussed at the meeting.</p>	<p><b>ACTION</b> Contact landowner to request they cut back the hedge to the highway boundary.</p> <p>Monitor to see if this resolves the issue before investigating footway widening viability.</p>		<p>DN</p> <p>KD</p>
7	AOB				
7.1	<p>Upton Lovell PC - Bus shelter request on A36, previously discussed and not supported by CATG. Alan Cumming attended meeting to raise it again as there is a need for ensuring the safety of elderly members of the village. Informed the group that there might be some village funding which can be contributed in the future. Maria Ironside (ULPC) made comments on local concerns. Philip Holihead (Chapmanslade PC) gave advice to source funding through climate change agenda in the future. ULPC to pursue directly with HE for consideration. <b>REMOVE AND CLOSE</b></p>				
7.2	<p>Longbridge Deverill PC:</p> <p>Speeding issues on A350. Requests for information on metro count timescales. KD will send links to traffic survey forms and any requests made will be commissioned when lockdown restrictions are eased.</p> <p>A350 carriageway repairs – Denise Nott confirmed she is aware of these issues and is escalating them. Surface dressing confirmed for 2024/25.</p> <p>Solar bollard issue should be raised through the MyWilts App online reporting system for action.</p> <p><b>FOR INFORMATION – REMOVE AND CLOSE.</b></p>				

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
7.3	Upton Scudamore - Church Lane surfacing – Denise Nott confirmed this location is on the list for surface dressing. Will confirm time scale in due course. Resurfacing confirmed for 2022/23. <b>FOR INFORMATION – REMOVE &amp; CLOSE.</b>				
7.4	Bishopstrow – Original CATG scheme to introduce SLOW marking. Subsequently the position was changed, and original location was temporarily removed. Request for the permanent removal of this marking. Mike Perry (Bishopstrow PC) accept there are higher priorities and happy to leave pending for now.				
7.5	<p>Highways Asset Management 5-year plan:</p> <p>Please see below link to the Highways Asset Management 5-year maintenance plan from Wiltshire Council's website for your information:</p> <p>Scroll down to Wiltshire Highways Maintenance Plan Warminster 2021-2025</p> <p><a href="https://www.wiltshire.gov.uk/highways-asset-management">https://www.wiltshire.gov.uk/highways-asset-management</a></p> <p>Please address any queries to the relevant Area Highway Engineer.</p>				
7.6	Chitterne PC raised Traffic issues on B390 – increase in HGVs. Request signing review from A36 to A360. Cllr Parks suggested going to Wiltshire councillor to promote action at a strategic level.				
7.7	Cllr Parks requested funding of approx. £50 for a new sign at Copheap Lane after a site meeting with fellow Engineer Mark Stansby. All agreed go ahead and implement. KD to liaise with MS to implement.				
7.8	Cllr Jackson raised request for 20mph speed limit assessment for Warminster Town Centre. Cllr Macdonald agreed to take this to town development committee in first instance.				



	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
8.	<b>Agreement of Priority 1 schemes (Max 5 to be progressed at any one time)</b> Note: Issues which are 'Greyed out' indicate schemes where orders have been issued but are awaiting implementation.  <b>Issues highlighted in Yellow are awaiting approval from the Area board</b>  1. 17-20-7 High Street, Maiden Bradley. 20mph limit and Gateway on B3092 2. 6661 Codford High Street. HGV Signs to Lyons Seafood (Monies not yet allocated) 3. 17-20-3 Junction of Portway & High Street, Warminster – Pole Cones <b>£3000</b> (CATG £2250, Warminster TC £750) 4. 17-20-9 A362 Corsley Heath – Speed Limit Review - <b>£2500</b> (CATG £1875.00, Corsley PC £625.00) 5. 17-20-7 High Street, Maiden Bradley - <b>£7000</b> (CATG - £5250, Maiden Bradley PC £1750.00) 6. 17-20-10 Sand Street, Longbridge Deverill Pole Cones (CATG £1875.00 Longbridge Deverill £625.00) <b>IMPORTANT 2021/22 budget</b> 7. 17-20-17 High Street Warminster - Bollards <b>£950.00</b> (CATG £712.50, Warminster TC £237.50)				
9.	<b>Date of Next Meeting - 27<sup>th</sup> October 2021 at 10am via MS Teams</b>				

## Highways Officer – Kate Davey

### 1. Environmental & Community Implications

- 1.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

### 2. Financial Implications

- 2.1. All decisions must fall within the Highways funding allocated to Warminster Area Board.  
 2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Warminster Area Board will have a Highways funding balance of **£12,498.53**

### 3. Legal Implications

- 3.1. There are no specific legal implications related to this report.

### 4. HR Implications

- 4.1. There are no specific HR implications related to this report.

### 5. Equality and Inclusion Implications

- 5.1. The schemes recommended to the Area Board will improve road safety for all users of the highway.

### 6. Safeguarding implications – none.

## Warminster CATG

### BUDGET 2021-22

£14,905.00 CATG ALLOCATION 2021-22

(Previous years £15,226.00)

£11,668.53 2020-21 underspend

### Contributions

Corsley PC speed limit assessment	£625.00	Confirmed
Maiden Bradley PC - 20mph limit and gateway	£1,750.00	Confirmed
High Street Bollards - Warminster TC	£237.50	Confirmed
Longbridge Deverill PC - Sand Street Jislon poles	£250.00	Confirmed
Warminster TC - Pound Street bell bollard & HGV signing/road markings	£1,250.00	TBC

### Total Budget

**£28,948.53**

### Commitments carried forward previous years

Longbridge Deverill Sand Street - Jislon poles	£1,000.00	Estimate
Waminster Pound Street - Bell bollard & HGV signing/road markings	£5,000.00	Estimate

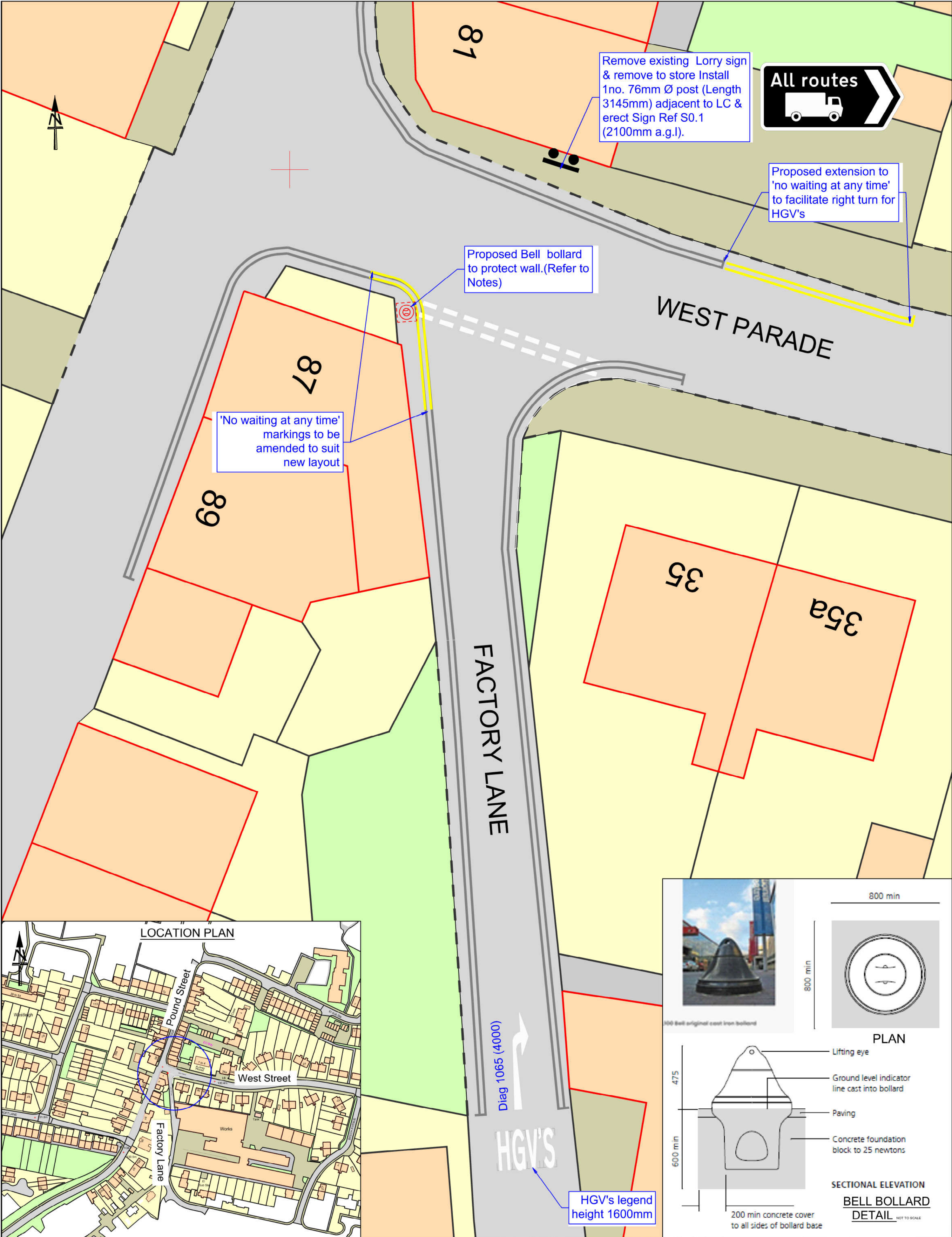
### New Schemes 2021/22

A36 Codford High Street - Lorry Route Signs	£0.00	Awaiting HE feedback
Maiden Bradley - High Street / Back Lane 20mph limit. Gateway on B3092	£7,000.00	£4000 Speed Limit / £3000 Gateway (Land Owner to cut back hedge)
A362 Corsley Heath Speed limit assessment	£2,500.00	Estimate
High Street - 2 no. Manchester Bollards SL Corden to North Row	£950.00	Estimate

Total commitment **£16,450.00**

Remaining Budget **£12,498.53**





NOTES:

All routes

Scheme Ref.	Factory Lane Warminster
Sign Ref.	SO.1
Letter colour	WHITE
Background	BLACK
Border	WHITE
Material	Class R2
x-height	62.5
SIGN FACE	
Width	940mm
Height	445mm
Area	0.42m <sup>2</sup>

Bell Bollard (Bell100) 600mm Ø supplied by Furnitubes Ltd or similar approved. Bollard to be finished in metallic black paint and R2 Class retro-reflective strips applied. Full investigation required to determine space requirements prior to ordering

Wiltshire Council

Traffic & Network Management

County Hall, Bythesea Road, Trowbridge  
Wiltshire, BA14 8JD


Tel: 0300 4560100  
Website: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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Wiltshire Council (100049050) 2021

F					
E					
D					
C					
B					
A	Jul 21	KAD	GTR	GTR	
O	21/02/20	MJR	DMT	GTR	ORIGINAL
REV	DATE	DRAWN	CHECK	APPROV	DESCRIPTION
DRAWING PURPOSE:					
CONSULTATION					

PROJECT:		WARMINSTER CATG	
		FACTORY LANE / WEST PARADE	
DRAWING TITLE:			
PROPOSED HGV ROUTE SIGNING & CONTAINMENT MEASURES OUTSIDE #87			
SCALES:	NOT TO SCALE	SHEET SIZE:	A2
DRAWING No:	MR/WARM/MISC/D001	REVISION:	0
FILE REF:	L:\Safe Engineering\TrowArea\Borwick\Warminster\2021\CATG scheme\Factory Lane HGV route Warminster		





An aerial photograph of a residential area with a road intersection. The road, labeled 'Manor Rd', runs vertically through the center. A side road, 'Lovel Rd', branches off to the left. A red line is drawn across the road just above the intersection. A dashed white line runs along the center of Manor Rd. A house with the number '43' is visible on the left side of the road. The surrounding area is filled with green trees and some buildings.

Improve road markings here - a more distinct line across the road and maybe a "Give Way" marked on road?

Suggested dashed white line along centre of road to indicate priority, maybe an arrow on the road as well on the southwards side of the road?





## Agenda Item 10.1- West Street

# Highways Improvement Request Form

### Contact Details

Name:		Date:	24/09/2021
Address:			
Telephone No:			
Email Address:			

### Issue Details

Location of Issue:	West Street, Warminster
Community Area:	Warminster
Parish or Town Council:	Wiltshire
Nature of Issue:	
<p>The three houses set back from the main West Street road, have to access onto the main West Street road from a small road. Cars and more recently Transit vans are parking directly either side of the access road denying clear vision and access for pulling out onto the main road. There is no clear vision of passing traffic and our cars are having to pull out onto the main road and hope that there is no speeding or passing traffic. One car from 95C has previously been involved in an accident and had their car written off on pulling out. People have to walk across the road to guide people out onto the road. The residents of 95a/b/c have children and risk them being involved in a car incident.</p>	
How long has it been an issue?	1 year
What would you like done to resolve this issue?	
<p>There needs to be clear view of the road when pulling out of the access road to the main West Street road.</p> <p>Preventing vehicles from parking either side of the access road i.e. 2/3 clear vehicle spaces either side to allow for better visibility. Consideration of double yellow lines.</p> <p>This is a dangerous access road and as per standard access roads, parking should not be permitted either side.</p>	
Have you been in touch with your local Wiltshire Councillor? (Yes/No)	No

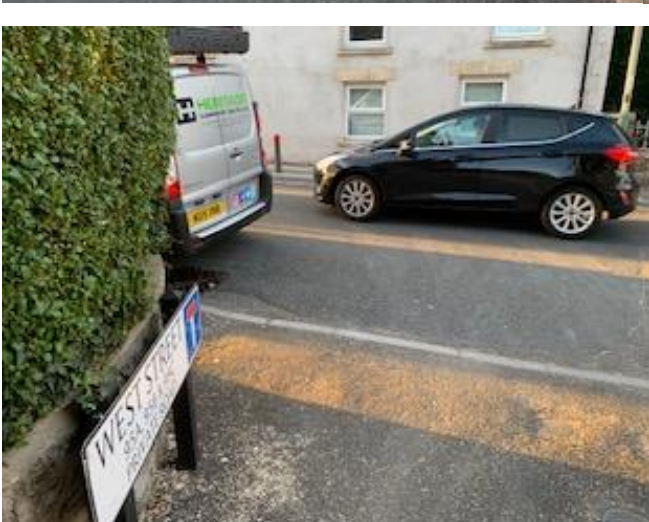
***This form needs to be completed and e-mailed or sent to your local Town or Parish Council.  
Town and Parish contact details are available via the link below:***

<https://cms.wiltshire.gov.uk/mqParishCouncilDetails.aspx>

**Town or Parish Council Comments:** (To be completed by Town or Parish Council only)



**Agenda Item 10.1 – Photos West Street**



# Highways Improvement Request Form

## Contact Details

<b>Name:</b>		<b>Date:</b>	09/09/2021
<b>Address:</b>			
<b>Telephone No:</b>			
<b>Email Address:</b>			

## Issue Details

<b>Location of Issue:</b>	Warminster		
<b>Community Area:</b>	Warminster		<input type="button" value="v"/>
<b>Parish or Town Council:</b>	Warminster		
<b>Nature of Issue:</b> (Max 600 characters)			
<p>People parking right up to the junction of Haygrove Road, leading onto Victoria Road, Warminster meaning you are on the wrong side of the road to turn out.          Parking on very narrow corners, not much room for a car to go around definitely no room for an ambulance or to pass another car which you meet on a nearly blind corner.</p>			
<b>How long has it been an issue?</b>	1 year		
<b>What would you like done to resolve this issue?</b> (Max 600 characters)			
Double yellow lines on problem areas to make it safe			
<b>Have you been in touch with your local Wiltshire Councillor?</b> (Yes/No)			No <input type="button" value="v"/>

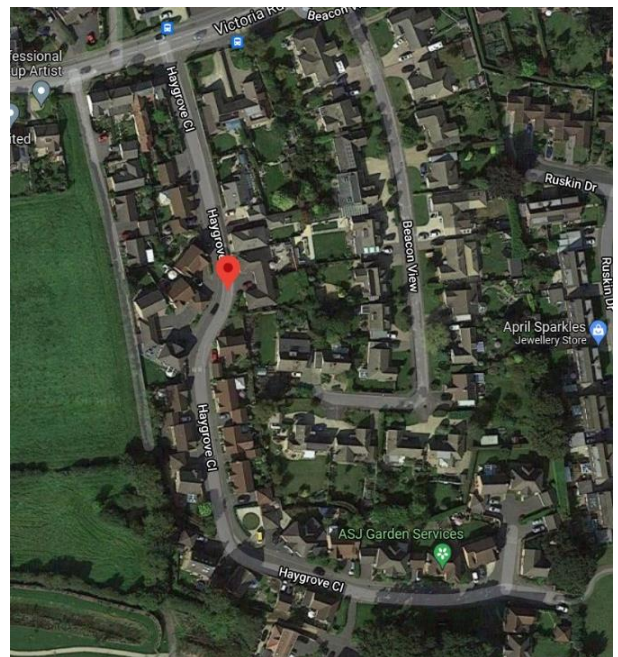
*This form needs to be completed and e-mailed or sent to your local Town or Parish Council.  
 Town and Parish contact details are available via the link below:*

<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

<b>Town or Parish Council Comments:</b> (To be completed by Town or Parish Council only - Max 600 characters)



## Agenda Item 10.2 Haygrove Road - Photo attachments to Highways Improvement Request Form





Agenda Item 10.3 Luxfield Road - Photo



Agenda Item 10.4 - Photo



Marminster  
Wiltshire BA12

12-08-2021

Dear Sir/Madam,

As advised by County,  
I wish to complain about the speed of  
cars up and down our road.

Since the development off  
of our road, the speeds are exceeding  
40mph and at times must be nearly 50mph.

Our road is home to mostly  
elderly people with restricted mobility, thus  
this is a dangerous situation.

I also speak on behalf of  
many other residents so would you please  
look into this.

Yours faithfully

## Agenda Item 10.6 – Imber Road Speed Limit

My request concerns putting up additional 30mph speed limit signs between the mini roundabout at the end of Copheap and the Warminster Garrison Camp further along Imber Road.

We live along the road and regularly experience speeding drivers going to and from the Camp. There are no 30mph signs along this stretch and none until well beyond the camp entrance and close to Battlesbury road; around 3/4 mile and by which time the vast majority of traffic has gone into the camp. The traffic includes a lot of heavy goods vehicles servicing and maintaining the Camp infrastructure, not to mention the large amount of vehicles and vans commuting to the Camp and Army installations.

The road tempts drivers to speed as it's straight and of good width, and indeed many do but there are a good number of pedestrians including many children and dog walkers who use the road.

There are 20mph signs on side roads leading to the housing which is respected by most drivers but nothing along the main Imber Road.

I have seen 3 accidents involving dogs and deer along the road already and believe drivers need to be reminded to observe the limit.

Would you please raise this with the appropriate person(s) within the Council to request new signs be erected.



## Agenda Item 10.7 - The Close - Photo



## **Agenda Item 10.8 – Copheap Lane – Residents Letter**

### **Cop Heap Lane**

I would like to raise concerns of road safety and the lack of it on Copheap Lane. Having lived in Copheap Rise for 8 years now and using Copheap Lane regularly as a pedestrian, cyclist & driver. It appears that some drivers do not feel that the Highway Code or the law applies to them and seem to think that Copheap Lane is their own personal race track.

I have lost count of the number of impatient drivers who carry out dangerous overtakes / close passes when cycling along there, I have even witnessed vehicles overtaking other vehicles on the mini roundabout.

However of more concern is attempting to cross Copheap Lane as a pedestrian, given the lack of footway on both sides of Copheap Lane and also people crossing the roads to use the woods on Copheap for recreation, most people cross the road where the footpath comes out next to Shandleys & across from the footpath up to the woods. This point on the road is almost blind to traffic coming from the Imber Road direction, often in excess of the speed limit & usually cutting the corner as well. As someone who is fairly mobile, I have had to put a sprint on as I cross the road, to avoid being hit especially early in the mornings, so a less able bodied person is even at more risk. Given that there are a number of elderly / less mobile people who have to cross Copheap Lane. It is in my opinion that something needs to be introduced to allow people to cross the road safely, whether that be traffic calming, enforced 20 mph speed limit or traffic lights something needs to be done before a vulnerable road user is either injured or killed.

I sent an email in November to Councillor Jeffries but received no response, it was also CC'ed to the Warminster CPT that said any infrastructure needs to go before the CATG & they seemed to be reluctant to actually carry out any proactive policing of Copheap Lane.

With the building of extra houses on the western side of Warminster & the lack of access to the Town Car Parks from the western side of town, the traffic along Copheap Lane/Imber Road & the problem is only going to increase.

If Warminster Council is serious about reducing emissions & Climate Change, then they need to prioritise walking & cycling over vehicle use and create a safe environment around Warminster for those who chose to walk & cycle.

## Agenda Item 10.9 – King Street

### REQUEST FOR INVESTIGATIONS FOR 'ACCESS ONLY' DESIGNATION - Cllr Syme

King Street is located in the south of Warminster and can be accessed via Fore Street and South Street, only.

King Street comprises of 28 residential properties with an access to Kings Rise (west side of road) where there are 6 residential properties and Kings Court which is a housing complex for the elderly and comprises of a mixture of flats and single homes totals 20 properties which is sited on the south-east side of King Street near the South Street junction and has an entry/access road just prior to South Street.

There are several cottages at the Fore Street end which were built during the Victorian era and are opposite the entrance to Kings Rise. This is the widest part of King Street and measures 25 feet 2 inches in width. King Street narrows considerably before it reaches the footpath into Kings Court. The width of King Street at this, its narrowest part is 9 feet 9 inches. The road then widens to 21 feet 4 inches and remains at that width until its junction with South Street. There are a small number of larger properties also built during the Victorian era and sited on the west side of King Street to the south of the Kings Rise entrance. These properties are set back several yards from the highway.

King Street is on a hill with the lowest part at the junction with Fore Street and then it goes up hill until the South Street junction. King Street measures just over 200 yards in length and the view from either end is clear and not obstructed.

King Street is used as a 'short cut' between Fore Street and South Street in both directions. This enables motorists from having to drive along Fore Street, Brook Street and left into South Street.

Complaints have been received from several residents of King Street concerning the use of the road as a 'short cut' and regarding the speed of traffic using the road in both directions. King Street is restricted to 30 mph along its entire length, but that speed is too high bearing in mind the lay out and number of elderly and disabled residents who live in King Street and Kings Court, as well the residents of Kings Rise who are of varying ages.

I have spent many hours watching the driving habits of motorists and in my opinion well over half of the vehicles travelling in both directions exceed the 30 mph limit, which is a dangerous speed especially when in the narrowest part of the road, where vision is restricted of vehicles leaving a small courtyard development comprising of 6 properties sited immediately after the end of the narrow point of King Street.

Residents have approached me regarding this matter and have requested my help. They have discussed this matter with me and together we came up with a proposal:

1. To introduce an 'access only' restriction on King Street, and
2. To have a single speed 'hump' sited in the narrowest area of King Street.
3. To have the SLOW signs painted but worn away on the road surface, painted again.

I ask that members of the Town Development Committee consider and support the issues expressed by the residents of King Street and agree to forward this report containing the 3 recommendations to Wiltshire Council asking them to include this when planning future schemes..



## **Agenda Item 11.**

### **Consultation with residence of North Row and Atyeo Place – report to Town Development Committee 25<sup>th</sup> October 2021.**

All residents of North Row and Atyeo Place were leafleted to gain their views on the parking and speed limit. Around 40 properties were leafleted – see attached.

There were 12 responses as a result of the leaflet drop.

#### **The response to the initial points raised for a lower speed limit and yellow lines at the junction of The Avenue and North Row.**

responses	Support yellow lines	Agreement 10pmh or lower	Oppose yellow lines	Other suggestions
12	6	8	3	4

Specific comment as follows:

- Atyeo Place - entrance needs to be accessible for residents and delivers, workmen and general accessibility. Yellow lines directly out front would be restrictive but a 'loading only' bay or a times dropping off point may be helpful in this instance.
- Continual excessive parking makes it difficult for elderly, less mobile residents to access the entrance to the property.
- Yellow lines may disperse parking throughout North Row and the The Avenue, just displacing the problem.
- Potentially place visible signage to cyclists and pedestrians exiting the walkway to alert them that they will be entering a road not a further cycle/foot path.
- 10mph would be favorable to many. However, there is currently a 5mph sign at the entrance to the Avenue. If this sign was repeated along North Row, this would be beneficial.
- There needs to be a greater police awareness of the parking issues to enforcing parking no nearer than 10m to the junction.

In summary:

- 'Loading only' hatching or timed waiting for Atyeo Place could be desirable if yellow lines were also put in place as residents would require the ability to

accept deliveries, unload shopping and allow workmen (window cleaner, Wessex Water etc.) to have access to the property, whilst stopping unnecessary parking on the corner/outside Atyeo Place.

- The majority of respondents felt that Yellow lines in the vicinity, would alleviate congestion on the junction of The Avenue and North Row.
- Residents supported better speed signage for road/path users. Although the issue is one of compliance and enforcement.

## **Conclusion**

There appears to be no strong consensus as to a way forward that would be agreeable to all. Although there is support for yellow lines amongst those who responded, this is only half of the respondents and around 15% of the households asked to comment.

**Members to resolve if they wish to take any further action.**



*Delivering a brighter, greener future for all*

## Agenda Item 12

Consultation with residents of Regal Court – report to Town Development Committee  
25th October 2021.

Visit to Regal Court to discuss with residents' issues surrounding the **crossing of Weymouth Street to and from the Lake Pleasure Ground.**

The issues raised by the residents were varied and went beyond the issues of crossing the road.

They were as follows:

- The speed of the vehicles coming across the roundabout on Weymouth Street
- The speed of the traffic coming from the High Street & Market Place.
- Heavy goods delivery vehicles coming from Castlemore retail park (this includes, B&M, Argos, Waitrose etc). It is believed that these vehicles should be leaving the town in a different direction, not through Market Place and Weymouth Street.
- There is an issue with signage at the roundabout for Morrisons access. An arrow shaped sign points to the Morrisons entrance from the roundabout, 'Superstore'. HGV delivery lorries are often confused by this and attempt to turn into the customer entrance.  
The Delivery entrance is further up Weymouth Street nearer the High Street. If the lorries mistakenly turn into the Morrisons site, they then have to perform an awkward maneuver to get back onto the road. This in turn creates a hold up of traffic, it is difficult for pedestrians, including the resident of Regal Court to negotiate past the maneuvering HGV.

The above traffic issues make it difficult/have an impact on crossing at any of the crossings on Weymouth Street. The pelican crossing at the junction of Weymouth Street and High Street/ Market Place is difficult to get to for many residents, with mobility issues, given the steep hill.

Other residents who live the other side of the park report that crossing Weymouth Street to go to Morrisons also have the same issues.

Residents believe, any the following changes could solve their crossing issues:

- Reduction of the speed limit to 20mph in the immediate vicinity.
- Road painted road signage, i.e. large 20 signs or slow
- A speed camera
- A zebra crossing nearer the park entrance
- A pelican crossing nearer the park entrance
- Better directional signage for Morrisons delivery vehicles

- Investigation into HGV permission/direction of travel for the deliveries pertaining to the Castlemore retail park.

Additionally,

- There road surface is significantly uneven. So much so that, a resident, who uses a mobility scooter, had an accident whereby the scooter overturned on the road. Passersby helped the elderly person, needing to stop the traffic both ways whilst helping them up.
- Residents who have mobility issues and use walking aids, also find the road surface to be an issue for them.

Residents would appreciate if the road could be assessed for its camber and unevenness.

Additional significant issue.

- In heavy rain or continuous rain, the road directly in front of Regal Court, floods significantly.

Residents had great concern on two counts.

- The flooding/pooling of water outside of Regal Court makes it very difficult for residents to enter/exit the building and pedestrians to pass by the building without walking through water.
- The building has been flooded by water running from the road towards the main entrance, along in front of the building to a lower doorway servicing the end corridor. This part of building became flooded.

## **Conclusion**

The original issue raised was a request from a relative of a resident asking for the installation of a pedestrian crossing. The consultation was to see if residents felt there was a need for a pedestrian crossing.

In general, there was support for the idea of a pedestrian crossing, but this was bound in with the more general issue of speeding traffic and pooling surface water when it rained.

Members to resolve if they wish to take any further action.

# Warminster's



*Delivering a brighter, greener future for all*

# COMMUNITY FLOOD PLAN 2021

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**Parishes and communities working together**

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

**Incident Hotline: 0800 807060**

**National Flood Forum: [www.nationalfloodforum.org.uk](http://www.nationalfloodforum.org.uk)**

# Contents

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- Page 15 - Locations at risk of flooding map
- Page 16 - Flood Warden Areas and Flood Zones Map
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- Page 29 - Emergency evacuation
- Page 30 - Personal Flood Plan Template

This community flood plan has been produced by Warminster Town Council in consultation with the Environment Agency, Wiltshire Council and local volunteer Flood Wardens. The plan is in recognition that residents and business in the town are at risk of flooding from river, surface, and ground water. While the Town Council will endeavour to deliver the Flood Plan, it can make no promises that the actions contained within the plan will be carried out.

# **Flooding – Who is responsible for what.**

## **Property Owners**

People are responsible for looking after their own property, including reducing the risks of water entering it and of causing damage. Therefore, it is important that people are aware of their flood risk and take measures to better protect themselves, where appropriate.

The drainage pipes located beneath your house, garden or driveway belong to you and are your responsibility. These stop being your responsibility the moment they reach outside the boundary of your property and/or connect to pipes serving another property. So, if there's a problem with a private drain or sewer, it's up to you to pay for an independent drain clearing company to carry out any clearance work.

You can check whether your property or business is at risk of flooding from rivers or surface water on the Environment Agency Website. <https://www.gov.uk/check-long-term-flood-risk>

If your property is at risk of flooding you should sign up to the Environment Agency free Flood Warning system (rivers) and also the Met Office or similar for severe weather warnings (surface water flooding) so that you can take steps to secure your property or business if heavy rains or river flooding is expected. <https://flood-warning-information.service.gov.uk/long-term-flood-risk/postcode>

If you experience flooding you should keep a record of what happens and send it and any photographs to Warminster Town Council. This might include information such as where/how did the water enter your property, e.g. from under floor boards, via a door etc. whether you had any flood defenses in place e.g. sandbags, flood gates etc. to:- [admin@warminster-tc.go.uk](mailto:admin@warminster-tc.go.uk)

If you are uncertain about any of these responsibilities or need some advice, contact one of our volunteer flood Wardens, your water company, Wiltshire Council [drainage@wiltshire.gov.uk](mailto:drainage@wiltshire.gov.uk) or the National Flood Forum helpline on 01299 40305.

### **Land or property next to a river, stream or ditch?**

If you own land or property next to a river, stream or ditch you are considered a riparian owner and as such have rights and responsibilities for the watercourse. For more information you can download guidance from the Environment Agency's Owning a watercourse. <https://www.gov.uk/guidance/owning-a-watercourse>

### **The Environment Agency**

Responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion and are responsible for managing the risk of flooding from main rivers, reservoirs, estuaries and the sea. They issue flood warnings through Floodline, 0345 988 1188. They provide information on areas at risk of river and coastal flooding through flood risk maps.

### **Wiltshire Council**

Wiltshire Council is responsible for coordinating flood risk management in Wiltshire. They are responsible for managing the risk of flooding from surface water, groundwater and ordinary watercourses and lead on community recovery. They are responsible for maintaining a register of flood risk assets and surface water risk. If a flood happens, all local authorities must have plans in place to respond to emergencies.

### **Highways Authorities**

Are responsible for maintaining and managing the local highway network. National Highways (formerly Highways England) is responsible for the A36 Warminster By-pass. All other roads are the responsibility Wiltshire Council.

### **Water and sewerage companies**

Water and sewerage companies are responsible for managing the risks of flooding from piped water and foul or combined sewer systems providing drainage from buildings and yards

### **Warminster Town Council**

Is responsible for producing this flood plan. The Town Council has a limited supply of gel sacks (like sandbags) for vulnerable people, in vulnerable properties, when the Town Council offices are open. (Monday-Friday 9am-4.30pm).

The Town Council also manages and recruits Flood Wardens. If you are interested in becoming a Flood Warden (see page 9 for details of the role) and helping your community to reduce the impact of flooding please contact the



town council on 01985 214847.

The Town Council's Parks and Estates Manager will act as Flood Warden Co-ordinator. They will initiate the plan. The coordinator will check the weather and five-day flood forecast. If the forecast is for worsening conditions then they will contact the flood wardens and see who is available, they will activate some reconnaissance checks on drains, gullies etc. to report any blockages.

The Town Council will highlight the flood plan and role of Flood Wardens each year in its newsletters to residents and on its website prior to the winter wet weather. It will also:

- Remind residents and business to report blocked drains and about their riparian responsibilities.
- Contact business at risk of flooding, encouraging them to sign up to flood warning services or met office and make a flood plan and encourage them to consider investing in defence measures, the cost of these is less than being out of business for weeks.
- Attend training on flood management, regularly review the flood plan, and try to recruit Flood Wardens

Residents and Business wanting to install property defence products can find more information from the National Flood Forum Website <https://nationalfloodforum.org.uk/>

Professional advice should always be sought when installing flood permanent defence measures, information can be found on the National Flood Forum's blue pages:- <https://bluepages.org.uk/>

Gel sacks and sandbags may be available from local builders merchants or online.

### **Warminster Town Council Sandbag Policy**

It is the property owners' responsibility to protect their property from flooding. If you know your property is at risk of flooding, it is strongly recommended that you make your own arrangements for sandbags or other defences as part of a pre-emptive flood defence plan and sign up for the Environment Agencies Floodline warning service and Met Office weather warnings.

The Town Council advise any business at risk of flooding to make a flood plan, consider installing flood protection measures and sign up for warnings as above.

- The Town Council does not have a duty to provide sandbags or other temporary flood defences to residential or business properties, although we will try to help where we can.
- The Town Council holds a limited supply of sandbags, typically around 200. These are the instant type that contain gel that expands when in contact with water. (Each AQUA-SAC® comprises of a heavy-duty jute sack with a cotton liner containing a super absorbent polymer which weighs only 440g; this means that a pack of 25 bags weighs less than one sandbag. After soaking in water for 3 -5 minutes, after which time 13 litres of water will have been absorbed, the Bag will have self-inflated to over 30 times its original size. The fully inflated bag weighs 13kg and measures 10.5cm high, 54cm long and 31cm wide.
- The sandbags the Town Council has will be distributed on a 'needs' basis to properties at imminent risk of flooding. We will not supply sandbags to defend gardens, sheds, outbuildings or other such structures. We do not accept responsibility for the placing of flood defences although we will do our best to help property owners. Manpower is prioritised to the elderly and disabled.
- The Town Council will prioritise to the elderly, disabled, and those with young families before offering to other householders and businesses. We will provide only 10 sandbags per property (This is generally enough for 1 doorway)
- We will not supply sandbags or other temporary defences in advance based on forecasts. You can collect sandbags from the Civic Centre, when it is open.
- Once issued sandbags become the property of the property owner and it is the owners responsibility to dispose of them responsibly. Wiltshire Council can provide details of disposal sites

# Flood warnings - know what to do?



**FLOOD  
ALERT**

**PREPARE**

- Prepare a bag that includes medicines and insurance documents
- Visit [flood-warning-information.service.gov.uk](https://flood-warning-information.service.gov.uk)



**FLOOD  
WARNING**

**ACT**

- Turn off gas, water and electricity
- Move things upstairs or to safety
- Move family, pets and car to safety



**SEVERE  
FLOOD  
WARNING**

**SURVIVE**

- Call 999 if in immediate danger
- Follow advice from emergency services
- Keep yourself and your family **safe**

[floodsdestroy.campaign.gov.uk](https://floodsdestroy.campaign.gov.uk)



Floodline on 0345 988 1188

#PrepareActSurvive

## Warminster's local volunteer Flood Wardens

Flood Warden Co-ordinator	Parks and Estate Manager – Stuart Legg	07590 472215
Name	Area covered (Bold = Flood Zone)	Contact Number
Area 1 = Vacancy (Covered by Len Turner until vacancy filled)	<b>Bath Road (North Side)</b> Ash Walk Manor Gardens Rectory Close Portway (from Fire Station to Portway Lane) <b>Newport</b> <b>Portway Lane</b> The Mead Hollybush Road <b>Arn View</b> <b>Broadwood Close</b>	07971 379355  01985 846785
Area 2 = Vacancy	Ruskin Drive <b>Masefield Road</b> Shelley Way <b>Broxbourne Road</b> <b>Melrose Avenue</b> <b>Pound Street</b> Middleton Close <b>Thornhill Road</b> <b>Folly Lane</b> <b>Broadway</b> <b>South Street</b> Martin Crest <b>Brook Street</b>	

	<b>Fore Street</b> <b>Deverill Road</b> (from Fore St. to Giles Hollow)	
Area 3 = Trevor Woodyatt	<b>Wylve Road</b> <b>Wylve Close</b> <b>Ebble Crescent</b> <b>Avon Road</b> <b>Bourne Close</b> <b>Lower Marsh Road</b> <b>Henfords Marsh</b>	07954 414642
Area 4 = Vacancy	Emwell Street Silver Street Sambourne Road (Silver St. to Emwell St.) <b>George Street</b> <b>George Street Place</b> <b>Portway</b> (High St. to Fire Station) <b>High Street</b> Market Place Station Road Fairfield Road	
Area 5 = Len Turner	Victoria Fields Estate - Swaledale Road - Southdown Way - <b>Jacob Way</b> Grovelands Estate - <b>Grovelands Way</b> - Minster View - Bramley Close - The Pippins	07971 379355  01985 846785

	Vicarage Street Church Street <b>Bath Road (South Side)</b> Coldharbour Lane	
Area 6 = Vacancy	<b>The Lake Pleasure Grounds</b> <b>Smallbrook Meadows</b> <b>Smallbrook Road</b> <b>Smallbrook Lane</b> <b>Boreham Road</b> (from Yeates Field View to Bishopstrow Roundabout) <b>Woodcock Road</b> (from Boreham Rd to St George's School)	

## The role of Flood Wardens

Flood wardens are volunteers from local communities and a valuable resource in the fight against flooding.

During severe storm events, flooding can occur at a number of locations at the same time. Monitoring every potential flood risk area is extremely difficult. Flood wardens are essential to us because they can contact the authorities with the most up to date information which would otherwise go unrecorded. Even if it's just a phone call to us to say that a river level has got higher, we can use that information to see what areas are under threat and take the necessary action.

### What Flood wardens do

- Keep an eye on watercourses.
- use their own local knowledge to recognise and report flood risks.
- Report blocked drains.

- Report potential flooding to others in the area they cover.
- Provide emergency services with important information.
- Go out and check and report back to the co-ordinator about the current situation in their allocated area during a flood event.
- May undertake door knocking.
- Withdraw if weather conditions worsen.
- Request road closure to Wiltshire Council, if needed.

**The role of a Flood Warden is primarily to observe and report, they should not:**

- place themselves in any danger.
- take responsibility for moving or protecting anyone's property.
- clear ditches, drains or streams.

**After a flood they will liaise with the Town Council to:**

Offer advice and information (signposting) and support to residents, where they can get advice and information.

- Assist with setting up meetings with residents with Wiltshire Council/EA etc.
- Collate information on what happened who was affected.
- Record the number of properties which have flooded internally and if anyone had to move out.
- Review the flood plan.

**Flood Warden area**

Flood wardens will be allocated an areas that can be managed effectively. It could be just the street they live in or could also include a few streets which connect to it. This flood plan identifies **six areas** to be monitored, each of several streets.

## **Critical Gullies**

Gullies are cleaned by Wiltshire Council. Wiltshire Council keep a list of high-risk gullies that are cleaned once a year on programme. The aim is to identify those critical gullies that if blocked would cause internal property/business to flood

### **Currently listed as high risk are:**

- 100 West St,
- Fore St/Deverill Rd Junction,
- Portway Lane,
- 50-64 Prestbury Drive,
- Marsh Street,
- Lower Marsh Street,
- Smallbrook Road,
- Grovelands Way
- Boreham Rd/Woodcock Road Junction.

Issues with Gullies can be reported to Warminster Town Council who will collate them and send them to Wiltshire Council or they can be reported directly to Wiltshire Council by phone 0300 456 0105 or using MyWilts, <https://www.wiltshire.gov.uk/mywilts-online-reporting>

The Town Council will request the discretionary gully tanker to attend to those gullies that are not as critical as above, and utilise the parish steward where appropriate.

Residents, Flood Wardens, Councillors and Staff are all encouraged to report problems but particularly those where they will cause internal property flooding or standing water on a high-speed road (60 mph)



## **Flood Gauges**

There is a flood gauge on the Were near Portway Corner.

## **Flood Storage Areas**

There are Flood Storage Areas of strategic importance that need the discharge grating checked e.g. Portway Lane.

Others are at: Folly Lane, Deverill Road, Victoria Fields, Grovelands Way, south of A350/A36 opposite 'Airsoft'.

## **Equipment**

**Warminster Town Council will provide flood wardens with:**

- Photo ID Badge (including name, "volunteer flood warden" and Warminster Town Council logo)
- Hi-Vis Jacket
- Waterproof trousers
- Waterproof jacket
- Waterproof Gloves
- Torch
- Grip Wellington Boots
- Head Torch
- Maps – including locations of gullies
- Dynamic Risk Assessment matrix
- A copy of the Warminster Flood Plan
- A Flood warden action card
- Maps of Warminster
- A waterproof box to keep it all in

## **Training**

Training is provided via the Town Council. This will be ongoing following an initial session. Flood wardens need to be local, available, and mobile.

### **Flood Warden training includes:**

- the work of the Environment Agency
- how the flood warning service works
- local flood risk in their community
- safety
- warning and informing arrangements
- emergency planning
- structures
- risk assessments
- response arrangements
- Town Council Induction

## Locations at risk of flooding map



### Flood map for planning

Your reference

**Sept 2021**

Location (easting/northing)

**386849/145214**

Scale

**1:25000**

Created

**16 Sep 2021 15:53**



Selected point



Flood zone 3



Flood zone 3: areas  
benefitting from flood  
defences



Flood zone 2



Flood zone 1



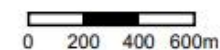
Flood defence



Main river



Flood storage area



Page 2 of 2

Monitoring prior to flooding - watercourses, drainage systems, flood alleviation measures (balancing weirs, and sluices etc.) and surface water level should also be regularly inspected.

Monitoring prior to flooding - watercourses, drainage systems, flood alleviation measures (balancing ponds, weirs, and sluices etc.) and surface water levels, should also be regularly inspected.

## Actions to be taken after flood warnings

Level of warning	Location at risk	Action	Notes
<b>FLOOD ALERT</b>	Bath Road Coldharbour Lane Church Street Ash Walk Manor Gardens Rectory Close Broadwood Close	Advise Flood Wardens:  Name: Len Turner Tel 07971 379355	Flood alert is based on forecast – could be a day in advance.  Advise Flood Wardens of potential flood risk or surface water.
	Fore Street (Folly Lane stream) Wylle Road Wylle Close Marsh Street Ebble Crescent (ground water)	Name Tel	Ask for photographs of relevant areas for recording and monitoring.
	Lower Marsh Road (Wylle) Henford Marsh (Wylle) Bishopstrow Crossroads Smallbrook Road (Were)	Name: Trevor Woodyatt Tel 07954 414642	Advise known vulnerable people.
	Station Road Market Place Fairfield Road High St George St Portway		Flood Wardens to contact each other.

<b>FLOOD WARNING</b>	Areas covered by the River Wylfe,	Advise Flood Wardens:  Names: Len Turner Tel 07971 379355 Trevor Woodyatt Tel 07954 414642	Advise Flood Wardens of potential flood risk or surface water.  Ask for photographs of relevant areas for recording and monitoring.  Advise known vulnerable people.  Flood Wardens to contact each other.
<b>SEVERE FLOOD WARNING</b>		Advise Flood Wardens:  Len Turner Tel 07971 379355 Trevor Woodyatt Tel 07954 414642	Advise Flood Wardens of potential flood risk or surface water.  Ask for photographs of relevant areas for recording and monitoring.  Advise known vulnerable people.  Flood Wardens to contact each other.
<b>WARNING NO LONGER IN FORCE</b>	All areas	Advise Flood Wardens:  Len Turner Tel 07971 379355 Trevor Woodyatt Tel 07954 414642	Advise known vulnerable people.

## Locations at risk of flooding: source of flooding

Area Number	Location at Risk	Source of Flooding	Flow Route
<b><u>AREA 1</u></b>			
Bath Road/Church Street B3414	Junction of Coldharbour Lane. Church Street cottages which is lowest level in the road.	Balancing pond A36 Norridge wood and surface water from Crusader Park and surface water and River Were from Grovelands Estate.	Trenches and gullies through Coldharbour Lane and also down from Crusader Park
Manor Gardens	Manor Gardens estate	Surface water rear of Rectory Close and River Were	Balancing pond Broadwood Close and River Were. North of the Were through High Street.
Broadwood Close/End of Portway Close	Broadwood Close and Arn View.	Surface and groundwater	River Were from Rectory Close.

Area Number	Location at Risk	Source of Flooding	Flow Route
<p><b><u>AREA 2</u></b></p> <p><b>Fore Street</b></p> <p>Ebble Cresent</p>	<p>Fore Street in its entirety, and Brook Street which follows on from Fore Street. Deverill Road junction, Wylve Road and Wylve Close.</p> <p>Ebble Cresent</p>	<p>Volume of surface water running through shallow pipes.</p> <p>Ground Water</p>	<p>Brook Street, Fore Street, Deverill Road and into hydrobrake in Fore Street playing field by way of dropped kerbs.</p>



Area Number	Location at Risk	Source of Flooding	Flow Route
<b><u>AREA 3</u></b>			
Lower Marsh Road where it meets Smallbrook Road	Smallbrook Road, Henford Marsh and properties in rural vicinity.	Surface water causing the River Were to overflow into Smallbrook Road. If the River Wylfe breaks its banks flooding will occur at Smallbrook Lane, Smallbrook Road, Henford Marsh, Lower Marsh Road.	Lake Pleasure Grounds, through Smallbrook Meadows onto Smallbrook Road.
Bishopstrow roundabout	Bishopstrow Mill and Smallbrook Lane properties. Properties either side of Boreham Road at roundabout junction.	B3414 Boreham Road and Smallbrook Lane	River Wylfe at Bishopstrow Mill and surface run off from B3414.

Area Number	Location at Risk	Source of Flooding	Flow Route
<b><u>AREA 4</u></b>  Junction of Station Road and Market Place Fairfield Road          Under rail leading to station (The drain under the railway leading to the station carpark is the responsibility of Network Rail)	M&Co, Masonic Lodge in Market Place. Pedestrians in Fairfield Road from car spray in vicinity of commercial shops, Lidl, Argos, B&Ms, Carpet Right and Waitrose.          Road under bridge	Volume of surface water and drainage not able to cope. New drainage in Market Place should help with Station Road and Market Place junction.          Surface	All of Fairfield Road from Imber Road down to Station Road. Market Place at the junction of Station Road.

## Local flood actions

Area Number	Location at Risk	Action/trigger	Local action	Equipment required	Time required
<b><u>AREA 1</u></b>				<b>Local action</b>	
Ash Walk	Ash Walk.	Regional and local flood warnings.	Wardens report all flood or surface water build up to Wiltshire Highways on 0300 456 0105.		Immediate response when flood warning advised.
Manor Gardens	Manor Gardens whole estate.	<b>This information relates to all areas.</b>			Also note local rain forecast to pre-empt action.  <b>This information relates to all areas.</b>
Rectory Close	Rectory Close.				
Coldharbour Lane	Coldharbour Lane and two properties either end of the lane.		Council to advise information to local radio stations and media.		
Broadwood Close	Broadwood Close.		Property Level Protection at three properties in Bath Road  <b>This information relates to all areas.</b>		
Area Number	Location at Risk	Action/trigger	Local action	Local action	Time required

<b><u>AREA 2</u></b>					
Fore Street	Fore Street in its entirety and Brook Street which follows on from Fore Street. Deverill Road junction, Wylde Road and Wylde Close		Property level protection at two houses in Wylde Road		
Marsh Street	All properties				
Ebble Crescent					
<b>Area Number</b>	<b>Location at Risk</b>	<b>Action/trigger</b>	<b>Local action</b>	<b>Local action</b>	<b>Time required</b>
<b><u>AREA 3</u></b>					
Lower Marsh Road and Henfords Marsh	Smallbrook Road, Henfords Marsh and properties in rural vicinity.				
Bishopstrow roundabout	Bishopstrow Mill and Smallbrook Lane properties. Properties either side of Boreham Road at roundabout junction.				

Area Number	Location at Risk	Action/trigger	Local action	Equipment required	Time required
<b>AREA 4</b> Junction of Station Road and Market Place Fairfield Road High Street George Street Portway	M&Co, Move Estate Agents, Masonic Lodge In Market Place. Pedestrians in Fairfield Road from car spray in vicinity of commercial shops, Lidl, Argos, Carpet Right and Waitrose.				

<b><u>AREA 5</u></b>	Bath Road	Junction of Coldharbour Lane.		Property Level Protection at three properties in Bath Road	
	Church Street	St Deny's Church and cottages which is lowest level in the road.			
	Coldharbour Lane	Coldharbour Lane and two properties either end of the lane.			
Area Number	Location at Risk	Action/trigger	Local action	Equipment required	Time required
<b><u>AREA 6</u></b>					

# Important telephone numbers

Organisation	Telephone Office Hours	Telephone out of hours	Email
Floodline	0345 988 1188	0345 988 1188	
Environment Agency Hotline	0800 807060	0800 807060	
Wiltshire Council	0300 456 0105	0300 456 0105	
Fire & Rescue Service	01380 723601	999	
Police	101	999/101	
Ambulance Service	01392 261500	999	
Housing Unit Selwood	01225 715715	01225 715999	info@selwoodhousing.com
Wessex Water	0345 6003600	0345 6003600	
Electricity Company: SWALEC	08000 727282	08000 727282	
Gas Company	0800 111999	0800 111999	
Telecommunications Company	151 154 (Bus)	151 154 (Bus)	
CCTV	01985 217604	01985 217604	
Warminster Town Council	01985 214847		admin@warminster-tc.gov.uk

## Available resources

Organisation	Resource	Number	Location	Notes
Wiltshire Council	Wiltshire Highways	0300 456 0105		24/ hour service
Environment Agency		0370 8506506	Blandford Office	
Environment Agency	Incident Hotline	0800 807060		24 hour national service
Floodline Warnings Direct		0345 9881188		Registered users only

## Arrangements between authorities

Organisation	Agreed arrangement
Wiltshire Council	0300 456 0105 – office hours 0300 456 0100 – emergency out of hours service MyWilts reporting issues on line <a href="https://www.wiltshire.gov.uk/mywilts-online-reporting">https://www.wiltshire.gov.uk/mywilts-online-reporting</a>
Fire & Rescue Service	Response to 999 calls
Floodline	0345 9881188 (for registered persons only)



## Emergency evacuation

- Following the Flood Alert and at the onset of the Flood Warning, the emergency co-ordinating team will be in contact with Wiltshire Council to co-ordinate emergency procedures. The team will comprise the Town Council Staff, three Councillors and one or two Flood Wardens. The team will be based at the Town Council offices.
- Any necessary emergency evacuation will be handled by the emergency services, which have procedures in place. The Flood Wardens are aware of vulnerable people who need extra help and will work with the emergency services and the emergency co-ordinating team.
- Prepare your own flood pack. You can get ideas from the following websites, or talk to your local Flood Warden.
  - Environment Agency – [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)
  - National Flood Forum – [www.floodforum.org.uk](http://www.floodforum.org.uk)
  - Wiltshire Council – [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk).
  - Wiltshire Council publish *Householders Guide for Emergencies* which can be downloaded from their website, or telephone 0300 456 0100 and ask for a copy.

## Actions to be taken during a flood

Take photographs – date them and send to [admin@warminster-tc.gov.uk](mailto:admin@warminster-tc.gov.uk)

## Personal flood plan

Name



**Are you signed up to receive flood warnings?**

If not call Floodline on 0345 988 1188 to see if your area receives free flood warnings.

☐

**Let us know** when you've completed your flood plan by calling Floodline on **0345 988 1188**. This will help us learn more about how people are preparing for flooding.

General contact list	Company name	Contact name	Telephone
Floodline	Environment Agency		0345 988 1188
Electricity provider			
Gas provider			
Water company			
Telephone provider			
Insurance company and policy number			
Local council			
Local radio station			
Travel/weather info			

### Key locations

Service cut-off	Description of location
Electricity	
Gas	
Water	

### Who can help/who can you help?

Relationship	Name	Contact details	How can they/you help?
Relative			
Friend or neighbour			

**Be prepared for flooding. Act now**

## Personal flood plan

## What can I do NOW?



Put important documents out of flood risk and protect in polythene ☐

Look at the best way of stopping floodwater entering your property ☐

Find out where you can get sandbags ☐

Identify what you would need to take with you if you had to leave your home ☐

Check your insurance covers you for flooding ☐

Make a flood plan and prepare a flood kit ☐

Identify who can help you/ who you can help ☐

Understand the flood warning codes ☐

### What can you do if a flood is expected in your area?

Actions	Location
<b>Home</b>	
• Move furniture and electrical items to safety	
• Put flood boards, polythene and sandbags in place	
• Make a list now of what you can move away from the risk	
• Turn off electricity, water and gas supplies	
• Roll up carpets and rugs	
• Unless you have time to remove them hang curtains over rods	
• Move sentimental items to safety	
• Put important documents in polythene bags and move to safety	
<b>Garden and outside</b>	
• Move your car out of the flood risk area	
• Move any large or loose items or weigh them down	
<b>Business</b>	
• Move important documents, computers and stock	
• Alert staff and request their help	
• Farmers move animals and livestock to safety	
<b>Evacuation - Prepare a flood kit in advance</b>	
• Inform your family or friends that you may need to leave your home	
• Get your flood kit together and include a torch, warm and waterproof clothing, water, food, medication, toys for children and pets, rubber gloves and wellingtons	

There are a range of flood protection products on the market to help you protect your property from flood damage. A directory of these is available from the **National Flood Forum** at [www.bluepages.org.uk](http://www.bluepages.org.uk)

**Be prepared for flooding. Act now**

## Minutes

### CCTV Sub-Committee

**Tuesday 13<sup>th</sup> July 2021 at 10.00am**  
**Held online via Microsoft Teams**

#### Membership:

<b>Cllr Davis</b> <b>Wiltshire Council (Warminster)</b>	*	<b>Cllr Suzanne Wickham</b> <b>Wiltshire Council (Westbury)</b>	*
<b>PC Victoria Howick</b> <b>Wiltshire Police</b>	A	<b>Peter Sammons</b> <b>West Wilts Trading Estate</b>	*
<b>GSO Adam Pamment</b> <b>Warminster Garrison</b>	A	<b>GSM Michael Martin</b> <b>Warminster Garrison</b>	A
<b>Dave Deacon</b> <b>Local Business</b>	*	<b>Deborah Urch</b> <b>Westbury Town Clerk</b>	A
<b>Cllr Sheila Kimmins</b> <b>Westbury Town Council</b>	*	<b>Cllr Allensby</b> <b>Warminster Town Council</b>	*
<b>Cllr Fraser</b> <b>Warminster Town Council</b>	*	<b>Cllr Macdonald</b> <b>Warminster Town Council</b>	AB

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

#### In attendance:

**Officers:** Tom Dommett (Assistant Town Clerk) Stuart Legg (Parks and Estate Manager)

#### TV/21/001 Election of a Chairman

Cllr Andrew Davis was elected chairman for the current Municipal year.

#### TV/21/002 Apologies for absence

Adam Pamment, Michael Martin, Victoria Howick and Deborah Urch.

#### TV/21/003 Minutes

TV/21/003.1 The minutes of the meeting held on 16th March 2021 were approved.

TV/21/003.2 Matters Arising - None

#### TV/21/004 Accounts

The accounts for the year to 31/5/2021 were **noted**.

**TV/21/005     Partner Feedback**  
None

**TV/21/006     Maintenance Contract**  
SL updated the sub-committee on the current maintenance issues. There had been a number of repairs to ensure all cameras are fully working. Warminster Town Council had increased the repair and renewal budget to cover these and any further needs this year.

**TV/21/007     CCTV Report**

**TV/21/007.1.** – As Covid19 lockdown restrictions have eased there have been more incidents. This trend is expected to continue as the remaining restrictions are removed and businesses such as pubs remain open longer to recoup lost business.

**TV/21/007.2** The new part-time staff and new volunteers are working to a very high standard with dedication and enthusiasm.

**TV/21/007.3** The new CCTV supervisor starts on 19/07/2021.

**TV/21/007.4** – Members were reminded they can call on the new CCTV supervisor when he is in post or call him on teams.

**TV/21/008     CCTV Health Check and CCTV Planning for the Future**  
The report of the working group was discussed. It was agreed that the quote from Instrom was preferred and that it was important to get the review underway asap, so that the findings could be included as part of the wider budget discussion in the autumn.

**With this in mind Cllrs Davis, Fraser and Allensby asked the matter be put on the next full council agenda.**

**TV/21/009     Any Other Business**  
None

**Date of future meetings:**  
14th September 2021  
14th December 2021  
15th March 2022

**The meeting closed at 10.48am**